

# Job Description

## Prairie Lakes Library System Trustee

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### Position Summary

A Prairie Lakes Library System Trustee serves as a member of the governing board responsible for overseeing the operations, mission, and strategic direction of the Prairie Lakes Library System. Trustees ensure that the system meets the statutory requirements of Wisconsin Statutes Chapter 43, provides effective support services to member libraries, and promotes access to library services for all residents within the system's service area.

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### Time Commitment

- Generally, 9-12 board meetings per year.
  - Monthly or bi-monthly committee meetings.
  - Annual orientation and ongoing trustee training opportunities.
  - Preparation time for meetings (generally 1–2 hours per meeting).
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### Key Responsibilities

#### Governance

- Participates in adopting policies, plans, and budgets that guide the library system's operations.
- Monitors and evaluates system services to ensure compliance with state standards and the system's strategic goals.
- Ensures the library system operates in compliance with all applicable legal and regulatory frameworks.
- Hires, supports, and evaluates the System Director.

#### Fiscal Oversight

- Approves and monitors the annual operating budget.
- Ensures responsible management of system funds, including state aid and other revenue sources.
- Reviews financial statements, audits, and financial policies.
- Safeguards the system's fiduciary integrity on behalf of the public.

## Strategic Leadership

- Contributes to long-range planning that supports strong, sustainable member libraries.
- Advocates for innovative services, technology, and resource sharing across the system.
- Supports efforts to strengthen library services through collaboration with local libraries, municipalities, counties, and state agencies.

## Board Participation

- Attends regular and special board meetings, committee meetings, and training sessions as scheduled.
- Applies the bylaws of the library system board.
- Prepares in advance by reviewing meeting packets, reports, and agenda materials.
- Engages in informed, respectful discussion and decision-making.
- Serves on committees or task groups when appointed.

## Advocacy & Community Engagement

- Promotes the role and value of public libraries within the system's service area.
- Advocates at local, regional, and state levels for strong public library support and legislation.
- Maintains positive relationships with elected officials, community partners, and library stakeholders.

## Ethical & Professional Standards

- Avoids conflicts of interest or the appearance of impropriety.
- Maintains confidentiality of sensitive information, including that shared in closed session.
- Acts in the best interests of the system and the residents it serves.

- Follows the principles of intellectual freedom in all decision-making.
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## Qualifications

- Resident of Racine, Rock, or Walworth county.
  - Commitment to the mission and values of public library service.
  - Willingness to learn about library governance, finance, and Wisconsin library law.
  - Ability to work collaboratively in a deliberative, public setting.
  - Strong communication and critical-thinking skills.
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## Benefits of Service

- Opportunity to strengthen public library services across an entire region.
- Support literacy, lifelong learning, and intellectual freedom.
- Engage with community leaders and library professionals.
- Develop skills in governance, public policy, and strategic planning.