



Frankfort Public Library District

Library Board Trustee Description

The Frankfort Public Library District Board of Trustees consists of seven members elected to four-year terms of office by the voters of the Library District at a Consolidated Election. Trustees must be residents of the Frankfort Public Library District. On average, the Trustee position takes a commitment of up to 4-6 hours per month (which includes 1-2 meetings and preparation). Regular meetings of the Board are currently held on the 4th Thursday of the month at 7pm.

Library Trustee Responsibilities:

1. Financial oversight, including adopting a tax levy and annual budget that meets the financial needs of the Library and/or seek additional funding to ensure the Library has sufficient funding.
2. Hire a qualified Library Director and provide ongoing evaluation for the Director.
3. Regularly attend and actively participate in board meetings and board committee meetings.
4. Adopt formal policies that govern the Library.
5. Encourage and participate in long-term strategic planning for the Library.
6. Understand the Library's mission, services, and long-range plans and articulate these to the community.
7. Know your community and its library needs; keep current on library standards and trends; and support staff and Director in carrying out library services.
8. Get involved in your library associations whether local, state, or national.
9. Advocate for the Library in the community and with your elected officials.
10. Participate in the Library's outreach events.
11. Know local and state laws and support library legislation in the Illinois and federal governments.
12. Participate in the Trustee onboarding orientation and any training required by the State following election or appointment to the Board.