

## To Apply...

Residents interested in being considered for appointment should send a letter of application to Irv Koning, c/o Winnebago Public Library, 210 N. Elida St., Winnebago, IL 61088 or email it to [ikoing@winnebagopubliclibrary.org](mailto:ikoing@winnebagopubliclibrary.org).

The board will review applications at its regular board meetings.

## WPL Board Information...

Our Board of Trustees consists of seven elected district residents. The Board meets monthly on the first Thursday of each month at 7 pm at the Library.

The board is responsible for policy development, financial oversight, long range planning, hiring and evaluating the library director, and advocating for and promoting the library in the community.

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Winnebago Public Library District  
210 North Elida Street  
Winnebago, IL 61088  
Phone; 815-335-7050  
Fax: 815-335-7049  
[www.winnebagopubliclibrary.org](http://www.winnebagopubliclibrary.org)

## Trustee Orientation



## Trustee FACTS

Library trustees do their work collectively on the library board.

Though the board has broad powers—it is answerable only to the governing body that has oversight over the library or, if elected, to the voters—those powers are exercised collectively.

No individual trustee can speak or act for the board, or for the library, unless specifically empowered to do so by board action or adopted bylaws.

### ***Board Mtg and the Law...***

The Illinois Open Meetings Act (5 ILCS 120) specifies that public bodies in the state of Illinois exist “to aid in the conduct of the people’s business and that the people have a right to be informed as to the conduct of their business.” The law mandates that deliberations and actions of public bodies be conducted in public,

and that citizens be given advance notice of and the right to attend such meetings. Therefore, board meetings and board committee meetings must be open to the public and conducted on days convenient to the public.

### **Your Duties as a Trustee...**

- Attend board meetings.
- Preview agenda, minutes, and documents before each board meeting.
- Participate in discussion and decision making at board meetings.
- Stand by decisions made by the board.
- Serve on committees as assigned by chair.
- Commit time outside of board meetings for the work of the board, as necessary and appropriate.
- Participate in activities sanctioned by the board, such as fundraising or public relations in the community.

- Represent the library at community events—be visible and accessible to those you represent.
- Become informed about library issues through participation in the regional library system, ILA, and ALA.
- Become informed about state laws that govern public libraries in Illinois. Secondary Heading
- Become an advocate for the library community.
- As with any position of responsibility and accountability, library trusteeship calls for adherence to high standards of ethical behavior.



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