



## Board of Trustees Application

The Trustees for Ford City Public Library are seeking applicants for vacated seats on the library's Board of Trustees. Interested candidates are encouraged to submit an application as described below.

**Library's Mission:** Ford City Public Library will meet the ongoing and changing needs of the community, striving to assist people in the areas of personal development, employment, entertainment, social networking, life resource needs, and heritage appreciation.

**The Appointee:** We are seeking a Trustee candidate who will enthusiastically assist with policy development, financial management, local partnerships, and advocacy efforts.

**Meeting Schedule:** 1st Wednesday of each month 6PM-7PM (ending time varies)

**This is a great opportunity to serve the community.**

**To Apply:** Complete the application (on back) and submit it with a resume. *In Person:* to the library's circulation desk. *Email to:* [andrea.km@armstronglibraries.org](mailto:andrea.km@armstronglibraries.org). *Mail To:* Trustee Application, Ford City Public Library, 1136 4th Avenue, Ford City, PA 16226. Please send inquiries to Andrea Kiehl-McKibbin, Director, via email or at 724-763-3591.



**Applicant Information**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_  Home  Cell

Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

Professional experience relevant to Board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community involvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for serving / other comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Board of Trustees - Expectations

### Networking & Relationship Building

- Build relationships with community & municipal leaders
  - Get to know Ford City Borough & County officials
  - Host & attend a meet & greet annually to become acquainted with officials
  - Whenever possible, represent the library at community meetings (council, civic organizations, clubs, associations, etc.)
- Attend library events often
- Establish rapport with stakeholders

### Developing Funding

- Lead fundraising projects
  - Lead/co-chair one major fundraising project annually
  - Raise \$500 annually (through fundraisers, donors or personal contributions)
- Participate in development projects
  - Assist in library fundraisers
  - Attend major fundraisers
- Establish rapport with donor
  - Contribute donor names annually
  - Court donors
  - Participate in donor communication (thank you notes, invitations to library events, develop/learn talking points, present to NGOs)

### Strategic Planning

- Update strategic plan annually
  - Attend annual planning meeting
  - Invite someone new to annual planning meeting
  - Solicit plan input from stakeholders (officials, community organizations, elected officials, members of general public)

### Governing

- Attend all board meetings
  - Act as a board officer
    - Rotate into officer positions at least every other year of trustee membership
- Maintain productive relationship with library director
- Develop policies with library director
  - Read all library personnel policies within the first 6 months of trustee membership