



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

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

Phone Number: \_\_\_\_\_

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

You may attach a current résumé or vitae.

1. Why are you interested in this position?

2. What particular skills and interests would you bring to the Library Board?

3. Please list and briefly describe any affiliation you may have with libraries, library professions, and/or current library employees.

4. Please describe your prior and current community involvement, including your leadership experiences.

5. What do you see as the library's role in the community?

6. Public Libraries in the United States are proponents of the First Amendment - guaranteeing intellectual freedom. What would your response be to attempts to remove materials from the library or restrict their access?

## **Ritzville Public Library District #2 Trustee Job Description**

### **Basic Functions**

The board of trustees sets the direction for the library by adopting policies and long range plans; selecting a director, to whom it delegates the authority and responsibility for administration of the library; and overseeing the library's expenditure of funds. The board, with the assistance of the director, develops the library's annual funding request to the County, approves a budget, and authorizes and oversees all major expenditures. The board, as representatives of the community, presents, explains, and defends library policies and the budget to public officials and the general public.

### **Organizational Functions**

Members of the board of trustees are appointed by the county commissioners. The board is responsible for carrying out duties assigned by state law and/or local ordinances. The library director reports to the board of trustees, being accountable to it for proper fulfillment of assigned responsibilities.

### **Duties and Responsibilities of Trustees**

1. Attend monthly meetings to review library services and operations, and to adopt policies for the functioning of the library.
2. Examine and evaluate the library's monthly financial report and annual audit to assess if service needs are being met.
3. Regularly establish and evaluate a strategic plan and general direction for the library.
4. Elect officers and participate on various committees.
5. Authorize the director to take specific actions, or conduct special studies for reporting to the board, as required by the priorities for the library.
6. Continually appraise the effectiveness, and perform an annual written evaluation, of the director.
7. Actively seek funding for the library's needs and services.
8. Advocate for and promote the library in the community, explaining policies and services whenever called upon by city council, public officials, or private citizens.