



Library Advisory Board Member Job Summary:

Advisory board members represent the community and its needs, making suggestions to the library staff as to how to better serve their community. Advisory boards do not have the power to hire library staff or make policy decisions.

Library board members receive a \$50.00 stipend for each meeting attended.

Applicants must submit the following to be considered:

1. Resume
2. Letter of Interest

Qualifications and Experience:

- Interest in the library and community
- Excellent written and verbal communication skills
- Public speaking skills
- Ability to negotiate with city officials
- Actively visits the library and other local organizations
- Good organizational skills
- Capable of raising funds for the library
- Willing to devote time to all board activities
- Planning experience
- Ability to gracefully handle opposition or disagreements and make decisions in the best interests of the library
- Knowledgeable of political issues that may affect the library
- Willingness to learn about the library and its services

Duties:

- Attends all regularly scheduled board meetings
- Attends library functions as appropriate
- Reads board meeting minutes and other materials sent out before meetings
- Participates appropriately in board meetings
- Visits the library on a regular basis
- Works with head librarian on community assessments and provides input on long term planning
- Represents the library at city board meeting and other public forums
- Looks for ways to build a positive image for the library
- Listens to community needs and concerns and addresses these at meetings
- Knows and supports the basic library tenets such as Intellectual Freedom to Read, Confidentiality of Patron Records, and the Library Bill of Rights
- Becomes knowledgeable about local, state, and federal laws affecting libraries when appropriate