



Trustee Vacancy Application

The Scott County Public Library Board of Trustees protects and advances the interests of the broader community by effectively governing the operations and promoting the development of the library. Applicants should be active and informed, participate fully in board meetings, respect fellow members and be a team player, understand the role of all involved, avoid conflicts of interest, advocate for the library, and provided the highest quality of service. Trustee terms are four years unless filling an unexpired term. This position requires attendance at monthly Board meetings on the second Tuesday at 5:00pm and is an unpaid, volunteer position appointed by the County Judge Executive.

Eligibility of Office: (additional information may be requested to confirm eligibility.)

- Yes ___ No ___ Are you a resident of Scott County?
- Yes ___ No ___ Are you at least 18 years of age or older?
- Yes ___ No ___ Are you related to any library employee closer than a second cousin?
- Yes ___ No ___ Have you ever worked for the Scott County Public Library as an employee?
- Yes ___ No ___ Do you serve as an elected state or local official, or on a county board?
- Yes ___ No ___ Do you own or work for a company that does business with the library?
- Yes ___ No ___ Do you have a Scott County public Library card?

Name:		Date:	
Address:			
City:		Zip:	
Email Address:			
Phone Number:			
Occupation:			

The library board should also reflect the community it serves by appointing active and committed residents, regardless of their various characteristics such as race, gender, age, religion, disability, etc. This diversity brings different perspectives, ideas, and expertise to the board, improving decision-making and considering the needs of all community members. Inclusion is also vital, creating an environment where everyone is valued and given equal opportunities to contribute. By embracing diversity and inclusion, the library board shows its commitment to equal opportunities and ensures relevant and accessible services for everyone.

Please explain why you are interested in becoming a library trustee.

How do you use the library? Please be specific and include how long you have been a library user.

Describe any qualifications (experience, education, skills/training, or interests) that you feel would be beneficial to the work of the library board and benefit the library.

Describe any former or current community service activities and accomplishments in the community (school groups, service clubs, other boards, etc.)

Describe your commitment to intellectual freedom and equal access for the residents of Scott County.

Discuss the goals and direction that you believe should be important to the library in order to assure longevity and sustainability in the future.

Describe how you bring a diverse viewpoint or background to the board.

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration establishes any obligation for Scott County Public Library to select me. If I am chosen, I understand that either Scott County Public Library or I can end my term at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Scott County Public Library has the authority to make any assurance to the contrary.

I attest with my signature below that I have read and understand the responsibilities/duties of a trustee and have given the Scott County Public Library true and complete information on this application. No requested information has been concealed. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of selection.

Date _____ Signature _____

Essential Duties of a Trustee:

“Government is a trust, and the officers of government are trustees; and both the trust and trustees are created for the benefit of the people.” Henry Clay (1829)

1. **Hire and evaluate the library director.**

One of the most important decisions that a board will make is in hiring a qualified and effective director. This selection will have a major impact on the future success of the library. The board, speaking as one voice, partners with the director by providing direction through the goals set in the library’s strategic plan; by delegating all day-to-day management responsibility, including supervision of all other library staff, to the director; and by monitoring the director’s achievement in providing library services to the community. The board evaluates the director’s performance on a regular basis—usually annually. This is an opportunity to reflect on the previous year’s progress and to plan for the upcoming year. Regular evaluation ensures that the director and board are in agreement on the progress made in providing the excellent library services that every community deserves.

2. **Monitor and evaluate the overall effectiveness of the library.**

Boards are entrusted with the responsibility to make sure the library is operating efficiently and effectively. Major areas that the board monitors include the handling of the finances, the director’s accomplishments, and the progress on the strategic plan. Careful examination of the financial reports, vouchers, and the library’s statistics are important tools for monitoring the wise use of resources. In addition, the Annual Report of Public Libraries and the Kentucky Public Library Standards can also be used in measuring the success of library services. The board should also adopt a tool to monitor its own performance on an annual basis.

3. **Plan for the future of the library.**

The library board is ultimately responsible for seeing that the library provides the best possible service to its community. A strategic plan prepares for the library’s future. It provides a tool for accountability to the community and makes the job of the board, director, and library staff easier by pulling together all the decisions about budgeting, personnel, capital improvements, and library services in response to the community’s needs. The plan’s specific goals and objectives describe how the library will focus its resources and which programs and services the library will provide, giving the board, director, staff, and public a tool for measuring the library’s successes.

4. **Set library policies.**

The library board spends much of its time on developing policies that reflect the library’s philosophy of service. Well-defined and well-written policies guide the trustees and staff in carrying out their duties. Policies ensure conformity to federal, state, and local laws. They allow high quality service and fair treatment of all patrons and staff. Once adopted by the board, library employees carry out the policies on a day-to-day basis. Policies should be reviewed every one to three years to ensure proper oversight and responsiveness to a continually changing environment.

5. **Advocate for the library.**

To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library by telling the library’s story to taxpayers, donors, and elected officials. As a library advocate, you may pursue opportunities to speak with community groups where you can talk about the library. Some carefully chosen statistics and having some example stories of how people are using and benefiting from the library can make a persuasive impression when speaking to civic groups, legislators, or even your friends and neighbors. Because trustees are citizen volunteers with no direct financial stake in library funding issues, they are in a unique position to be effective in the governmental arena by keeping the library’s financial needs in front of elected officials. Boards and trustees can do that by writing, calling, and visiting their elected officials frequently.

Breakdown of Responsibilities:

Responsibilities	Board	Director
Daily Operations	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Responsible for the daily operation of the library and its staff.
Library Personnel	<ul style="list-style-type: none"> • Hire, monitor, and annually evaluate library director. • Determine the library director's annual salary adjustment as appropriate. • Has no input on other library staff salary adjustments. 	<ul style="list-style-type: none"> • Hire, monitor and annually evaluate library staff. • Determine staff salary adjustments as appropriate.
Fiscal Operations	<ul style="list-style-type: none"> • Evaluate and approve a budget that supports library goals. • Monitor income and expenditures. 	<ul style="list-style-type: none"> • Determine the financial needs of the library. • Expend money accordingly.
Policies	<ul style="list-style-type: none"> • Regularly review and adopt policies. 	<ul style="list-style-type: none"> • Recommend new and revised policies.
Strategic Planning	<ul style="list-style-type: none"> • Develop and adopt a Strategic Plan. • Monitor annually for progress. 	<ul style="list-style-type: none"> • Coordinate planning activities and draft a Strategic Plan.
Advocacy	<ul style="list-style-type: none"> • Participate in organized events to promote support for library funding and issues. • Regularly contact community leaders and officials to raise awareness of library impact and needs. 	<ul style="list-style-type: none"> • Advise board of library advocacy initiatives and provide statistics and stories for Trustees to use. • Participate in organized advocacy events.
Continuing Education	<ul style="list-style-type: none"> • Attend forums or educational activities on library issues to obtain and maintain certification. 	<ul style="list-style-type: none"> • Advise board of CE opportunities. • Manage library staff certification activities.