

Trustee Application Form

Cumberland County Public Library

Name: _____ Date: _____

Address: _____

Phone number: _____

Email address: _____

In which district do you reside? _____

Have you served as a library trustee before? _____ If yes, where and when, and did you hold any office(s)? _____

Have you held any public office before? _____ If yes, what, where and when? _____

Briefly state your understanding of the mission and purpose of a public library, and how you feel you can contribute to CCPL's service to Cumberland County. _____

The following page is from the Virginia Public Library Trustee Handbook, Third Ed., revised 2005. Cumberland County Public Library's Board of Trustees is the Library's governing body. Please look over this list of Duties and Responsibilities, and note below any which you feel would pose difficulty or place an undue burden on you.

GOVERNING BOARDS

TYPES AND RESPONSIBILITIES

It is important that library board members and local government officials clearly understand the authority, role, and duties of the library board.

A Governing Board is legally responsible for the control and management of the library and all that happens in it. Broad administrative and policy-making duties are specified in the Code. As of 2005, there are 66 governing boards in Virginia.

DUTIES AND RESPONSIBILITIES

1. Employ a competent and qualified library director; maintain an ongoing performance appraisal process for the director.
2. Determine the mission and goals and objectives of the library, and adopt written policies governing the library.
3. Secure adequate funds to carry out the library's program; assist in the preparation of the annual budget. Officially approve budget requests.
4. Ensure that the library has a long-range planning process that considers the library's strengths and weaknesses, and can be implemented and evaluated.
5. Be familiar with local, state, and federal library laws; actively support pending library legislation.
6. Establish, support, and participate in a planned public relations program.
7. Attend all board meetings and see that accurate records are kept on file at the library.
8. Attend regional, state, and national trustee meetings and workshops.
9. Know the services of the Library of Virginia.
10. Report regularly to the governing officials and the general public.