

Altoona Public Library Board of Library Trustees

Application for Appointment to Vacant Seat



Providing quality library service to patrons of the Altoona Public Library requires a working team of a Library Director and a Board of Library Trustees who is informed and makes the necessary decisions for the well-being of the library. It is critical that each person appointed to the Board of Trustees be willing to perform the duties expected of a Trustee. Trustees receive no payment for their work.

The Library Board is composed of seven (7) Trustees who are appointed by the City Mayor and the City of Altoona Councilpersons. The term of office for appointed Trustees depends on the date of appointment, but can be no more than three years, after which the appointed Trustee will have to be reappointed again by the City of Altoona Mayor and the City Council.

Prospective trustees should be aware of the following criteria, which will be used by the other Board members of the Altoona Public Library in evaluating candidates for the vacant position. A trustee must:

1. Commit the time that is necessary to carry out the duties of a Trustee. This includes time to become, and stay, knowledgeable about public library issues, to attend Board meetings, and to carry out Board assignments.
2. Be genuinely interested in public libraries and understand the importance of public libraries in meeting the educational, recreational, and informational needs of the community.
3. Understand the local community, its social and cultural needs, and be willing to communicate those needs to the Board.
4. Be able to work with others to reach a common goal.
5. Be open-minded, intellectually curious, and respectful of the opinions of others.
6. Have the courage to plan creatively and direct the effective implementation of those plans.
7. Be able to withstand pressures and prejudice that would restrict or prevent equal library service to all.

WHAT TRUSTEES DO

- Set library policy
- Employ and evaluate the director
- Plan for the future
- Monitor the library's effectiveness
- Be an advocate for the library

If a candidate has questions or requires additional information, please contact a Trustee, or attend a Board meeting.

Board meetings are generally held the third Wednesday of every month at 9:00 am or 10:00 am in the Community Room. Please check the City of Altoona calendar and the library calendar for the exact time.

The next library board meeting will take place on March 15th, at 9:00 am in the Community Room.

Please submit completed applications to:

Arin Wilken, Library Director, Altoona Public Library, 1303 Lynn Avenue, Altoona, WI 54720

Phone: 715.839.5029 Email: altoonapl@altoonapubliclibrary.org or awilken@altoonapubliclibrary.org

Applications must be received no later than 8:00 pm on Friday, April 7th.

Suitable candidates will be selected at the April 19th, 2023 Library Board meeting and then referred to the Mayor and City Council for consideration and appointment.

Altoona Public Library
Application for Appointment as Library Trustee

Name _____

Residence Address _____

Occupation/Profession _____

Business Phone _____ Home Phone _____ Email _____

I have been a resident of Altoona since: _____ I am a registered voter: Y _____ N _____

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

Please describe any qualifications (work experience, education, attributes, and skills/training) that you feel would provide positive input to the work of the library board. Please use another sheet of paper if necessary.

Please describe any former or current public service activities and accomplishments in the community (school groups, service clubs, other boards, or commissions).



Please briefly discuss the goals and directions that should be important to this Board.

Please indicate those areas in which your knowledge would be of benefit to the library board:

- | | | | |
|------------------------------|-------------------------------|---------------------------|-------------------|
| _____ Finance | _____ Personnel | _____ Long Range Planning | _____ Legal |
| _____ Technology | _____ Public Programs | _____ Public Relations | _____ Fundraising |
| _____ Governmental Relations | _____ Other (please explain): | | |

Signature of Applicant: _____

Date: _____