

# Application for Appointment to the Altoona Public Library Board of Trustees



Providing quality library service to the patrons of the Altoona Public Library requires a working team consisting of a library director and a Library Board of Trustees who are well-informed and makes the necessary decisions for the well-being of the library. It is critical that each person appointed to the Library Board of Trustees be willing to perform the duties expected of them. “Library Trustee” is a voluntary appointment, and as such, no payment is offered for the position.

The Altoona Public Library Board of Trustees is composed of seven (7) trustees who are appointed by the Mayor of Altoona with approval by the City Council. The term of office for new trustees is three (3) years, at which time a trustee may be reappointed. If replacing a trustee who was unable to fulfill their three-year commitment, the appointee will serve out the remainder of the departing trustee’s term, at which point they may be reappointed by the Mayor and City Council.

Prospective trustees must be aware of the following criteria, all of which will be considered when selecting an appointee to the Library Board of Trustees.

1. Commit the time necessary to carry out the duties of a trustee. This includes time to become, and remain, knowledgeable about public library issues, 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 and its unique social and cultural needs and be willing to communicate those needs to the rest of the library board.
4. Be able to work as a team to achieve common goals.
5. Be open-minded, intellectually curious, and respectful of the opinions of others.
6. Have the courage and ability to plan creatively and direct the effective implementation of those plans.
7. Be able to understand and consider internal and external biases that would restrict or prevent equal access to library services and resources for all.
8. Be committed to providing services and resources that are diverse, equitable, and inclusive.

## **What Trustees Do**

- Develop and approve library policies.
- Hire and evaluate the library director.
- Budget and financial planning for the library.
- Plan, implement, and complete library initiatives, which may include strategic and long-range planning, building improvements or expansion, and developing library service and program initiatives with consideration to the needs of the community.
- Advocate for the Altoona Public Library within the community, government, and media.

If, as an applicant for an appointment, you would like more information or have questions, please contact Arin Wilken, Library Director, or attend a Library Board meeting.

Library Board meetings are generally held on the 3<sup>rd</sup> Wednesday of each month at 9:00am in City Council Chambers, located at 1303 Lynn Avenue, Altoona, WI 54720. Please check the City of Altoona website and the Altoona Public Library website for exact dates and times, as they may occasionally be subject to change.

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Name: \_\_\_\_\_ Residence Address: \_\_\_\_\_

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

I have been a resident of the City of Altoona since (m/d/y): \_\_\_\_\_

I am a registered voter: Yes \_\_\_\_\_ No \_\_\_\_\_

1. Please explain why you are interested in becoming a library trustee.
2. Please describe any qualifications (work experience, education, attributes, skills/training, etc.) that you feel would allow you to provide positive input into the work of the library board. Please use another sheet of paper if necessary.
3. Please describe any former or current public service activities and/or accomplishments in the community (school groups, service clubs, other boards, commissions, etc.) that may apply to this position.
4. Please briefly discuss the goals and direction that you feel are most important to the Library Board of Trustees.

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: \_\_\_\_\_

Please submit completed applications to:

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

Phone: 715.839.5029 Email: [altoonapl@altoonapubliclibrary.org](mailto:altoonapl@altoonapubliclibrary.org) or [awilken@altoonapubliclibrary.org](mailto:awilken@altoonapubliclibrary.org)

**Applications must be received no later than 8:00pm on Monday, February 12<sup>th</sup>, 2024.**

**Suitable candidates will be considered at the Wednesday, February 21<sup>st</sup>, 2024 Library Board meeting.**