

DAUPHIN COUNTY LIBRARY SYSTEM (DCLS)

Application for consideration for service to the DCLS Board of Trustees

Please read this application packet. If you are interested in providing service to the DCLS Board of Trustees, submit a completed application to: Dauphin County Library System, Board Development Committee (c/o Immediate Past President), 101 Walnut Street, Harrisburg, PA 17101.

In accordance with the bylaws of our organization, the Dauphin County Library System is led by a Board of Trustees that consists of seventeen persons. Twelve are elected for one to three year terms by the Board of Trustees, and five are appointed annually for one year terms by the Dauphin County Commissioners. Trustees are eligible to serve up to nine consecutive years, with special exceptions to the term length made for those who are identified to serve officer positions.

The Dauphin County Library System aims to build an effective working board of leaders that represent the population of Dauphin County that we serve. When seeking new trustees, whether appointed or elected, preference for candidates will be focused on finding committed citizens that will be actively involved in furthering the mission and vision of the Dauphin County Library System. The Board Development Committee will review applications received in order to select candidates for recommendation for appointment or election to the Board who will provide balanced leadership in alignment with current and strategic goals. A board profile survey is used to analyze the demographic and geographic composition of the DCLS Board of Trustees and to ensure that the Board Development Committee can seek appropriate skills, strengths, and connections.

All candidates for consideration to the Board of Trustees or Special Committees **must**:

- Be a legal resident of Dauphin County throughout their term of election or appointment, but not reside in Derry Township or the Borough of Middletown.
- Read and sign the Board Member Commitment to Serve (attached as sample) that outlines minimum expectations that as a trustee, the member will represent the library, attend meetings, contribute financially, avoid conflicts of interest, participate, and comply fully with the responsibilities of service to the Board of Trustees.

Notice of Time Commitment:

- Board meetings are typically held the third Tuesday of every month from noon-1p.m. at the meeting room of the Madeline L. Olewine Library in Harrisburg, though time and location are subject to change and are posted at dcls.org.
- Each trustee, whether elected or appointed, must also serve on one or two board committees which also meet at regular intervals (see descriptions of these committees on attached pages.)

Contact Information

Name:		Occupation:
	<u>Home Contact</u>	<u>Work Contact:</u>
Street		
City, ST ZIP		
Phone		
E-Mail Address		
Preferred:	<input type="checkbox"/> Use Home Contact	<input type="checkbox"/> Use Work Contact

Demographics

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female			
Race	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian	<input type="checkbox"/> Native American
Age	<input type="checkbox"/> 18-34	<input type="checkbox"/> 35-50	<input type="checkbox"/> 51-64	<input type="checkbox"/> 65+	

Special Skills or Qualifications

List qualifications (work/volunteer experience, education, expertise, and training) which you believe would contribute to the work of DCLS:

Community Involvement

List current community and professional involvement (boards, service clubs, etc):

Why are you interested in becoming a DCLS trustee?

Indicate at least board committees on which you would like to serve:

(Use numbers to show preference for first, second, and third choices):

- Board Development Finance
- Personnel Library Services and Programs
- Strategic Planning Development, Marketing, and Public Relations

Please list three references (individuals qualified to confirm your capabilities) and their contact information:

Name Phone Email Mailing Address

- 1.
- 2.
- 3.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. The Board Development Committee may contact me to discuss this further. If I have questions or require additional information, I will contact the library or attend a Board meeting.

Signature	
Date	

Dauphin County Library System Board Committee Descriptions

Executive Committee

The Executive Committee is set by default and consists of the officers of the board: President, Vice-President, Secretary, Treasurer, and Immediate Past President.

Finance Committee

The Finance Committee handles issues of finance and investment policy.

Library Services and Programs Committee

The Library Services and Programs Committee deals with a variety of topics related to library programs and services. Work on policies is often a major component of this committee. Policies include, but are not limited to Internet policy, collection development policy, emergency policies, fines/fees, etc.

Development, Marketing and Public Relations Committee

The Development, Marketing and Public Relations Committee coordinates the Light the Way to Learning Banquet, special events, and reviews system branding, marketing, and PR activities. The work of this committee includes our standard fundraising efforts (annual fund drives, endowment, etc.) as well as major campaigns.

Board Development Committee

This committee works to recruit new board members, orient and train board members, and establish the Executive Committee for the coming year. The County Commissioners appoint five of our board members annually.

Personnel Committee

The scope of this committee includes compensation (salaries and benefits). Members of this group are briefed on specific personnel issues in instances when deemed appropriate, and after consultation with the committee chair. Additionally, the committee works with the Executive Committee on the evaluation standards and the evaluation of the Executive Director.

Strategic Planning Committee

Oversight of DCLS Strategic Plan, which was completed within the past year. Responsibility for future strategic plans. Typically one person from each board committee serves on the Strategic Planning Committee.

Board Member Commitment to Serve

I understand that as a member of the Board of Trustees of the Dauphin County Library System, I have a legal and ethical responsibility to ensure that the library does the best work possible in pursuit of its goals. I believe in the vision and the mission of the library, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a library trustee, I commit to the following:

- To represent the library to the general public and elected officials through my personal, community, professional and social networks.
- To attend at minimum 75% of scheduled board meetings and committee meetings. When I am not able to attend, I will notify the Library Director, Board President, or an administrative representative in advance. I will come to meetings prepared to discuss the items on the agenda and will have read the meeting materials in advance whenever possible.
- To make a personal financial contribution to the library at a level that is meaningful to me.
- To actively participate in library fundraising activities.
- To support the activities of the Dauphin County Library System.
- To act in the best interests of the library, and excuse myself from discussions and votes where I have a conflict of interest.
- To stay informed about what is going on in the library. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
- To work in good faith with staff and other trustees toward achievement of our goals.

In turn, the library will be responsible to me in several ways by:

- Sending, without request, timely financial reports and an update of library activities that allow me to meet the "prudent person" standards of the law.
- Providing opportunities to discuss with the Library Director and the Board President the library's programs, goals, activities, and status; additionally, I can request such opportunities.
- Helping me perform trustee duties by keeping me informed about issues in the library field in which we are working, and by offering me opportunities for professional development as a board member.
- Working in good faith with me towards achievement of the library's goals.