

Palmyra Public Library
325 S Railroad St, Palmyra, PA 17078
717.838.1347 Phone
717.838.1236 Fax

Application to Serve on the Board of Directors

As board vacancies occur, Palmyra Public Library Board of Directors accepts applications for new members.

Date: _____

Name: _____

Address: _____

Municipality in Which You Reside: (check one)

Borough of Palmyra

South Londonderry Township

North Londonderry Township

Other (list)

Length of Residence in this Municipality: _____

Home Phone: _____

Business Phone: _____

Fax Number: _____

Email address: _____

Occupation: _____

Current Employer: _____

List Previous Work Experience Here or Attach Resume:

Your Background

What is your educational background? List professional or vocational licenses or certificates, if applicable.

What talents and areas of expertise can you contribute to our board? (Check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Library Advocacy and Lobbying |
| <input type="checkbox"/> Business Management | <input type="checkbox"/> Library Services |
| <input type="checkbox"/> Community Relations | <input type="checkbox"/> Long Range Planning |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Non Profit Experience |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Grants | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Technology / Computers |
| <input type="checkbox"/> Investment | <input type="checkbox"/> Other (Please specify.) |
| <input type="checkbox"/> Legal Services | |

On what boards have you served or are currently serving? Indicate years of service and offices or leadership positions held.

If you have previously served on the Palmyra Public Library Board of Directors indicate your years of service: _____

Your Interest in Our Organization

What is your interest in serving on the Palmyra Public Library Board of Directors?

Your Availability to Serve

Palmyra Public Library Board of Directors currently meets on the 3rd Tuesday of the month at 7 p.m., with the exception of July, August and December. Meetings last approximately two hours.

Could you regularly attend board meetings? Yes No
Conflicts:

Committee Structure

We currently have seven standing committees, along with special committees. Board members typically serve on at least two committees. Committees meet as needed during the day and evenings. Frequency of committee meetings is dependent upon the needs of each committee but is typically not more than once a month, per committee. On which committees do you have an interest in serving? Please check those of greatest interest to you.

Board Development - Nominates individuals interested in serving on the Palmyra Public Library Board of Directors and nominates members to serve as officers.

Yes No Maybe Not Sure

Finance and Resource Development - Prepares annual budget with Executive Director and monitors library investment funds. Coordinates annual fundraising events and seeks opportunities for new fundraising ventures. Reviews Library annual report.

Yes No Maybe Not Sure

Long Range Planning – Develops long range plans for the library. Monitors progress of existing plans.

Yes No Maybe Not Sure

Personnel - Evaluates Library Director and recommends salary adjustments. Recruit to fill Exec. Director vacancies; Maintain personnel policies & procedures

Yes No Maybe Not Sure

Property - Oversees maintenance of and renovations to the library.

Yes No Maybe Not Sure

Public Relations and Marketing – Coordinate media coverage with the Executive Director.. Visits elected officials to provide information on library services. Seeks and coordinates opportunities to improve the library's visibility in the community. Explores ways to market the library. Participates in advocacy activities.

Yes No Maybe Not Sure

Technology Information & Access - Ensures that information technology supports the mission and vision of the Palmyra Library; Define current technological environment for Palmyra Library and Lebanon County Library System; Develop a two year technology plan for the Palmyra Library; Advise the library Director and Board regarding technological proposals from the Lebanon County Library System; Create, implement and test disaster recovery plan if non-existent; Advise on security and virus protection issues; Assist with the identification, procurement and implementation of access to new electronic resources of information; Provide guidance and assistance with enhancements to Palmyra Library web site.

Yes No Maybe Not Sure

Golf Tournament –Plans and runs the annual golf tournament.

Yes No Maybe Not Sure

Conflicts of Interest

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest that exist or may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Palmyra Public Library Board of Directors?

Yes No Not Sure (If yes, please list any potential conflicts.)