



## *Lansing Community Library Advisory Board*

### *Board Member Position Description*

#### **1. Position**

- a. The Library Advisory Board of the Lansing Community Library consists of seven (7) volunteer members residing within the USD #469 district to advise, recommend, and advocate for the Library to the policy-making governing body in the City of Lansing, Kansas.
- b. The Advisory Board supports the work of the Library and works in close partnership with the Library Director.

#### **2. Advisory Board Member Expectations:**

- a. Abide by applicable City ordinances.
- b. Act in an advisory capacity to the Governing Body, City Administrator, and Library Director.
- c. Provide opinion and guidance, as appropriate, for the annual Library budget.
- d. Pursue possible grant opportunities, when available and appropriate, for the development of the City's library or programs.
- e. Advise in the establishment and review of policies and procedures to ensure efficient and effective operation of the Library and its programs.
- f. Assist in strategic planning.
- g. Provide a public forum for communication on library issues.
- h. Attend annual Northeast Kansas Regional Library System training.
- i. Provide opinions and guidance, as appropriate, on issues such as income producing opportunities, the expansion of existing Library facilities and services, and new facilities.
- j. Engage in public relations activities for the purpose of educating and informing the public about Lansing Community Library and its various programs offered to the public.
- k. Participate in advocacy initiatives at the local, state, and federal levels as needed.
- l. Identify and recommend possible candidates to the Governing Body for open library board positions, as appropriate.



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#### **3. Fundraising**

- a. Advisory Board Members may be called upon to assist the library in development and fundraising activities that include assisting the Library Director and the Friends of the Library organization in identifying potential contributors (e.g., individuals, foundations, organizations) or assisting in special projects, such as book sales and fundraising activities.

#### **4. Board Terms/Membership**

- a. Advisory Board Members will serve a 4-year term to be eligible for re-appointment.
- b. Advisory Board meetings will be held monthly except in the months of July and December.
- c. Board members are expected to be able to attend at least 7 meetings in a calendar year.

#### **5. Board Member Qualifications**

- a. The Lansing Community Library in the City of Lansing, Kansas is committed to diversity and seeks board members who represent the diverse community.
- b. Enthusiasm for volunteer service, a commitment to build a more literate community, and a passion for the vision and mission of the library are key to the position.
- c. Personal attributes desired include integrity and credibility.
- d. Service on the Lansing Community Library Advisory Board is a volunteer position.
- e. Members must live within the USD #469 district.

#### **Lansing Community Library Mission Statement**

Lansing Community Library facilitates the enjoyment of lifelong learning, fosters creativity, and promotes community engagement.

#### **Lansing Community Library Vision Statement**

Lansing Community Library promotes the right of all citizens to have free access to information, technology, and resources.



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**PREPARED BY:**

*/s/ Terri Wojtalewicz*  
Library Director

**END OF STATEMENT**