



Library Board of Directors

Position Summary

In collaboration with Oakdale Borough, Western Allegheny Community Library is looking for candidates interested in joining the Library's Board of Directors.

Essential Duties and Responsibilities:

- **Advocacy:**
Advocacy includes pursuing opportunities to meet and speak with local legislators, business owners, and community groups as well as citizens; getting to know the township manager and supervisors; making sure the community's needs and interests are paramount when making board decisions; and helping to promote library programs and activities.
- **Strategic Planning:**
Strategic planning is deciding the direction the library should follow to remain relevant and vital in our communities, taking charge of the library's future and maintaining it to be responsive to the community needs.
- **Fiscal Responsibility:**
The library Board is responsible for the financial position of the Library, including monitoring monthly financial reports; approving monthly expenses; participating in planning and executing fundraising activities to ensure the financial needs of the library are met and; establishing an annual budget.
- **Policies and Governance:**
The library Board spends much of its time on policy issues including developing and monitoring the policies that the library staff are responsible for carrying out on a day-to-day basis; developing and maintaining Board policies to ensure an effective Board; evaluating the Library Director on an annual basis; and, when needed, hiring a new Library Director.

Required Skills and Attributes:

- A passion for public libraries
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Ability to establish and maintain effective working relationship with staff, volunteers, and public
- Ability to attend regularly scheduled meetings, as well as committee and fundraising meetings, as needed (approximately 2-4 hours per month)
- Responsiveness to the needs of the Library



WESTERN ALLEGHENY
COMMUNITY LIBRARY

Position Details:

Board and committee service are on a voluntary basis with no financial compensation. However, board and committee members can attest to how rewarding this service is. Libraries depend on dedicated and passionate individuals to represent their communities' best interests.

Applications accepted until the position is filled.

Please send letter of interest to:

Vicki Kaine, Borough Secretary
Oakdale Borough
6115 Noblestown Rd.
Oakdale, PA 15057
or electronically (preferred) to kaine@oakdaleborough.com