

## **Ridgefield Library Association, Inc., Key Information for Board Member Candidates**

The Ridgefield Library Association, Inc. is a registered 501c3 non-profit organization chartered in 1901. The Association operates the Ridgefield Library, an independent organization which serves as the principal public library for the Town of Ridgefield. The Library is not a department within the Town of Ridgefield, although the Town provides an annual grant to the Library which currently covers the majority of operational costs. With an annual budget just over \$3,000,000, the Library is required to raise approximately one-third of this amount each year. This happens through a variety of efforts including development initiatives and investment and operational income.

The Ridgefield Library Board of Directors, made up of up to 16 members, is the governing body of the Library and its chief policy-making authority. In fulfillment of its fiduciary responsibilities, it ensures that the Library's operations are in accordance with "best practices" strategically, financially and operationally. It is responsible for ensuring that the Library provides an attractive, well-maintained, safe facility and the highest quality service to the Town. Per our Mission Statement, the Library "anticipates and meets the evolving needs of our community. We are an essential partner and the place where people discover, question, learn and connect."

### **BOARD MEMBER REQUIREMENTS**

- Be a current resident of the Town of Ridgefield.
- Prepare for and attend scheduled monthly Board meetings (approximately 11 per year), lasting 1.5 to 2 hours.
- Actively serve on and/or lead committees as designated by the Board Chair. On average, committees meet on a monthly basis and meetings last approximately an hour. Board members serve on a minimum of two committees.
- Support development efforts, including meaningful personal contribution to Library's Annual Appeal as well as any other capital, endowment or fundraising campaign.
- Attend Library's annual gala and similar important fundraising events.
- Participate in thanking Library donors through written and verbal communications as well as attendance at donor recognition events.
- Become an annual dues paying member of the Friends of the Ridgefield Library.
- Attend meetings, periodically, in addition to the Board's regularly scheduled meetings.

The estimated total monthly time commitment is 10 hours on average for meetings and preparation. Can be higher during times with fundraising activities (e.g. Gala in April/May).

### **BOARD MEMBER COMMITMENTS**

- Understand and support the mission of the Library.
- Advocate for the Library in the community.

- Promote Library services, including collection, programming and events, through usage and/or knowledge.
- Know and understand Board policies, procedures, materials and issues.
- Support Board actions and decisions after they are adopted.
- Reach out to personal contacts on behalf of the Library for fundraising, programming or other opportunities.
- Volunteer or accept project assignments as they arise.

### **BOARD MEMBER TERM**

Board members are appointed for 3-year terms and may serve 2 consecutive terms.