

## Thomas Ford Memorial Library

### TEEN LIBRARY BOARD LIAISON APPLICATION

The *Thomas Ford Memorial Library Board of Trustees* is composed of seven members who are elected to four-year terms as representatives of the community of Western Springs. At each meeting, the Trustees receive a report on operations from the Director, review the library's monthly financial report, and consider policy issues as they arise. They also provide advice and counsel to the Library Director concerning issues under discussion. Responsibilities of the Board of Trustees include:

- selecting and hiring a qualified Library Director
- ensuring that the Library has funds and a budget
- developing (with the Library Director) written policies, long and short range plans, and wage classifications
- knowing local, state, and federal laws that pertain to libraries
- attending monthly board meetings and other events
- providing citizen oversight of the policies, services, and operations of the Library

The *Teen Liaison to the Board of Trustees* is selected by the Board and serves a one year, renewable term. The Teen Liaison is a non-voting, advisory member of the Board. The goal of appointing a Teen Liaison is to provide the Board with a viewpoint on Library issues under discussion from a teen perspective. The Teen Liaison is expected to participate in the discussion of any issues addressed by the board as he or she wishes. Specific responsibilities include:

- serving in an advisory capacity to the Board on all matters pertaining to teen library services, including but not limited to collections, programs, budgets, technology, and staffing issues
- providing input on other Board matters
- attending monthly board meetings held on the fourth Tuesday of the month at 7 p.m. and other events when appropriate
- serving on any active Thomas Ford Memorial Library Teen LAB (Library Advisory Board), collecting feedback and information from its members at their monthly meetings, and filling in the Teen LAB on relevant Board activities and decisions

### Eligibility

Teens 13-19 enrolled in a high school program who are Thomas Ford Memorial Library member cardholders are eligible. A qualified applicant will:

- Commit to attendance and full participation in the discussion during Library Board and Teen LAB meetings (when active) to the full extent that his/her school schedule allows.
- Be interested in personal development of leadership skills and community participation.
- Be in good academic standing throughout his or her tenure as Teen Liaison.

### Application Checklist

- ✓ Fill out the application form completely
- ✓ Please attach a letter of reference and obtain the needed signatures for sections 4, 8, and 9
- ✓ Please type or print legibly in ink
- ✓ Return application to:

Anne Kozak, Director  
Thomas Ford Memorial Library  
800 Chestnut St.  
Western Springs, IL 60558

**Thomas Ford Memorial Library**  
**Teen Board Liaison Application Form**

**1) Personal Information**

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ Zip\_\_\_\_\_

Phone Number\_\_\_\_\_ E-mail \_\_\_\_\_

School\_\_\_\_\_ Year in School \_\_\_\_\_

**2) Organizations & Activities**

Please list the two school, community, social, athletic or other activities or organizations in which you have participated during the last two years which you feel are most representative of your interests and abilities.

Organization/Activity	Years Participated	Type of Involvement	Average Hours/Month

**3) School & Community Recognition**

If you have received any school or community awards, please list them.

Award/Honor	Grade in School

#### 4) References and Academic Standing

Please list two references and attach at least one letter of reference.

Name	Phone Number	Relationship to Applicant

Please obtain the signature of a school administrator who can verify that you are currently in good academic standing (making acceptable progress toward graduation).

Name	Date	Department
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#### 5) Work & Volunteer Experience

Please describe up to three current or past work and/or volunteer experiences.

Paid or Volunteer Experience	Involvement/Duties	Years Participated

#### 6) Current Obligations

Please describe jobs, volunteer positions, sports or extracurricular obligations in which you are *currently* engaged, specifically noting how many hours per week these commitments occupy.

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**7) Please utilize the lines provided to answer the two following questions.**

Describe what the Thomas Ford Memorial Library means to you as part of your community or as a student.

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How do you feel you would be an asset to the TFML Board and the teens of Western Springs as the Teen Liaison?

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**8) Parents/Guardians** (at least one needed)

Name (please print): \_\_\_\_\_

The applicant has my permission to apply for and, if accepted, serve as the Teen Liaison to the TFML Board of Trustees and attend all meetings as his/her school schedule permits. *Parent/guardian signature required only for applicants 17 years and under.*

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**9) Signature**

I understand the responsibilities and expectations of the Teen Liaison position to the Thomas Ford Memorial Library Board of Trustees

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**THANK YOU FOR YOUR PARTICIPATION AND INTEREST IN THE THOMAS FORD  
MEMORIAL LIBRARY!**