

Dear Potential Board Member:

Thank you for your interest in becoming a board member for Samuels Public Library. To assist the board in the review process for board members, we would like to know more about your background, interests and skills. Prior nonprofit board experience is not required; the purpose of the application process is to help us build a board with a variety of community connections and expertise. You may use as much or as little space as needed.

**There is no need to duplicate answers if your resume reflects answers to any of the questions on the application.**

The timeline for the 2026 application process is as follows:

- February 23, 2026: Announcement of Application Period
- **March 23, 2026: Applications Due**
- Week of March 23, 2026: Committee on Trustees Meeting to review applications
- **March 31-April 17, 2026: Interviews**
- Week of April 27, 2026: Committee on Trustees Meeting to complete recommendations
- May 12, 2026: Announce recommendations at Board Meeting
- July 14, 2026: Vote by full board

Only those who complete this entire process with the Samuels Public Library Board will be considered. While recommendations by the Warren County Board of Supervisors, SPL Board members, and Friends of Samuels Library will be taken into consideration, such a recommendation is not required, nor is it a guarantee of a board position. The Committee on Trustees will make their decision and then make a recommendation to the full SPL Board, which in turn will make the final decision. A person's overall skills and availability are considered in conjunction with the needs of the Board and the Library.

I or another member of the Committee on Trustees would be happy to meet with you to discuss the application process and/or board expectations prior to the interview, but this meeting would not take the place of a formal interview.

Submit your completed, signed form and your resume (if applicable) by March 23, 2026 to Samuels Public Library or to Celeste Brooks, Chairperson, Committee on Trustees, at [cbrooks@samuelslibrary.net](mailto:cbrooks@samuelslibrary.net).

If you have any questions, please feel free to contact me at 540-692-2006.

Sincerely,

Celeste M. Brooks  
Chairperson, Committee on Trustees

## Samuels Public Library Application for Board of Trustees Position

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### Background:

1) Please tell us about your interest in Samuels Public Library. How did you first hear about us? How did you become interested in joining the board?

2) What personal and professional skills and strengths would you bring to Samuels Public Library's board?

3) Have you had experience on a non-profit board before? Yes \_\_\_ No \_\_\_

If yes, please list the board(s) and approximate dates of service (if not listed on your resume):

4) Have you served as an officer or held any other position of leadership on a non-profit board?  
Yes\_\_\_ No\_\_\_

If yes, please list the officer position(s) held and the approximate date of service.

5) Tell us about any other prior volunteer experience.

6) Share with us your educational background from high school through any advanced degrees **if they are not clearly indicated on your resume.**

7) List any other organizations to which you belong to, and/or any other community involvement:

8) How do you spend your spare time (hobbies, sports, travel, etc.)?

9) In a strong nonprofit board, 100% of the members contribute to certain fundraising activities. At Samuels Public Library, we ask that you contribute to the Annual Fund each year, and to the major annual fundraising event, *A Taste for Books*. There is no minimum amount; it is the participation rate that is most important.

Will you be willing and able to make a monetary gift to these two activities?

Yes \_\_\_ No \_\_\_

Are you willing to consider other opportunities, such as planned giving, as they are presented?

Yes \_\_\_ No \_\_\_

10) To which of the following committees do you feel you could best contribute, given your talent, resources, and time? (Please see Committee Summary Sheet.)

- Committee on Trustees
- Finance Committee
- Development Committee
- Bylaws Committee
- Strategic Planning Committee
- Executive Committee (Consists of Officers)

11) Who referred/recommended you to the Samuels Public Library Board? (You may list more than one person.)

12) In what magisterial district do you reside? (Circle one. If you live outside Warren County, please write your county of residence.)

Fork

South River

Shenandoah

Happy Creek

North River

**Statement of Support**

I have reviewed and/or am familiar with the mission, vision, policies, and programs of Samuels Public Library available on the website samuelslibrary.net. I have been provided and reviewed the responsibilities of a member of the SPL Board of Trustees. If I am selected for the Board of Trustees, I pledge to support the Library and advance its mission, vision, and values in the community. If I have a concern with any policies or programs, or with the mission or vision, I agree to work amicably with the staff and my fellow board members to resolve my concerns.

I understand that Samuels Public Library does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information (including family medical history), and that as a board member, I am held to those same standards.

I have read and agree to the above statement:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_