



CITY OF SARATOGA CITY CLERK'S OFFICE

APPLICATION & INTERVIEW PROCESS FOR LIBRARY COMMISSION

The City of Saratoga is now recruiting for one (1) full term position on the Library Commission that will run from October 1, 2020 to September 30, 2024. Applications must be submitted to the City Clerk by **5:00 P.M. ON WEDNESDAY, August 18, 2020**.

Please submit applications either via mail, email, or in person to:

Mail or In Person:

City Clerk
City of Saratoga
13777 Fruitvale Avenue
Saratoga, CA 95070

Email:

debbieb@saratoga.ca.us

Website:

www.saratoga.ca.us/comvac

Candidate interviews will be conducted on the evening of **Wednesday, September 2, 2020** in the Linda Callon Conference Room in the City Manager's Office. Applicants should plan to be present for the interviews.

To qualify for the Library Commission vacancy, applicants must:

1. Be a resident and registered voter in the City of Saratoga
2. Due to COVID-19, the Council passed Urgency Ordinance 367 suspending the need to attend a meeting before the interview. However, applicants are strongly urged to attend a meeting if possible.
3. Submit a completed application form and supplemental questionnaire.

If possible, applicants should attend a Library Commission meeting prior to interviews on September 2, 2020. Regular Library Commission meetings are scheduled for **June 25, 2020 and August 25, 2020**. Regular meetings are held every other month at 7:00 p.m. in the Saratoga Library Community Room at 13650 Saratoga Avenue or virtually through Zoom.

The meeting schedule, time, and location are subject to change. Please check www.saratoga.ca.us/lc for the latest information about upcoming meetings, Commission agendas, and meeting minutes.

If you have any questions about the application process, please contact the City Clerk Debbie Bretschneider at 408.868.1294 or debbieb@saratoga.ca.us



CITY OF SARATOGA COMMISSION APPLICATION

The information on this application is considered public information and will be furnished to any requesting party.

**APPLICANTS MUST ATTEND A COMMISSION MEETING PRIOR TO BEING INTERVIEWED.
PLEASE ATTACH COMMISSION SUPPLEMENTAL QUESTIONNAIRE TO THIS APPLICATION.**

APPLICANT INFORMATION

DATE:

COMMISSION APPLYING FOR:

MS./ MRS./ MR.

TELEPHONE:

HOME

WORK/CELL

EMAIL ADDRESS:

ADDRESS:

YEAR YOU BECAME A SARATOGA RESIDENT:

ARE YOU A REGISTERED VOTER IN THE CITY OF SARATOGA?

ARE YOU ABLE TO ATTEND DAYTIME MEETINGS?

ARE YOU ABLE TO ATTEND EVENING MEETINGS?

DATE OF COMMISSION MEETING YOU ATTENDED/WILL ATTEND PRIOR TO INTERVIEW:

BRIEFLY DESCRIBE YOUR INVOLVEMENT IN EACH OF THESE AREAS

Please attach additional sheets as needed.

CURRENT OCCUPATION AND EMPLOYMENT HISTORY:

EDUCATIONAL BACKGROUND:

PLEASE LIST ALL OF THE PUBLIC AGENCY AND NON-PROFIT BOARDS OR COMMITTEES THAT YOU ARE CURRENTLY A MEMBER OF:

ADDITIONAL INFORMATION OR COMMENTS:

REFERENCES: (Provide Name and Phone Number)

1.

2.

3.

PRINT NAME: _____

SIGNATURE: _____



CITY OF SARATOGA LIBRARY COMMISSION

Supplemental Questionnaire

Applicant Name: _____ Date: _____

Please print or type your answers to the following questions and submit with your completed Commission application. You may submit additional sheets to complete your answers.

Commissioners seeking reappointment may answer questions in a manner that reflects your experiences and objectives as a Commission member.

1. Describe your involvement in community activities, volunteer and civic organizations.
2. What is it about this Commission that interests you? What qualities, experience, and expertise would you bring to the Commission?
3. What is your experience and/or involvement with libraries?
4. How would you see your role as Commissioner when making recommendations and working with the Council, the Saratoga Library, and the Santa Clara County Library?
5. What do you consider to be the primary duties and objectives of the Library Commission? What new objectives would you like the Library Commission to pursue?
6. What do you consider to be the major or minor issues facing the Saratoga Community Library and/or the public library system?