

**NORTH LOGAN CITY LIBRARY
BOARD MEMBER RESPONSIBILITIES**

1. Determine and periodically review the mission statement of the library.
2. Establish library policies consistent with the mission and responsive to the needs of the community and library staff. Review implementation procedures with the library director.
3. In conjunction with the library director, prepare an annual Library Budget for the North Logan City Council budget process.
4. Oversee the expenditures of the library as they correspond to the approved budget. Recommend changes in the budget as circumstances dictate.
5. Be an advocate for the library in the community.
(Public relations)
6. Be a liaison for community concerns of library service.
7. Serve as a member of an appeals board for decision made by the library staff that cannot be resolved.
8. Oversee the operation of the library and provide an annual review of the library director's performance.
9. When a new library director is being hired, serve as an advisory body to the city manager and city council in the selection and hiring process.
10. Attend monthly (and special) library board meetings (e.g. city council meetings) as assigned. It is expected that a board member will attend at least 75% of meetings.
11. Participate in the preparation and presentation of an annual library report to the city council.
12. Be an active patron (and potentially, a volunteer) of the library

Approved by the North Logan City Library Board 3/14/2016

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Chart of Responsibilities for the Library

	City Council	Library Board	Friends of the Library	City/Library Staff	Thorne Endowment Board
Library Policies - Access	Determine generally what groups have access to what level of use of the library.	Determine specifics on how residency, tax payership, or other criteria will be determined to implement access policy.	N/A	Recommends policies. Implements policies as adopted	None (Except, Thorne Endowment agreement provides for access by Hyde Park residents through July 2011.)
Other Library Use Policies (Return date for collections, use of computers, fines, charges for misc. services, etc.)	N/A	Determines and approves policies	N/A	Recommends policies. Implements policies as adopted	N/A
Dedicated Property Tax Rate	Sets tax rate as part of budget approval process	Recommends rate based on budget needs	N/A	Recommends rate based on budget needs	N/A
Policies on use of Meeting Room	Determines all policies	Recommends policies	N/A	Recommends policies	N/A
Library Budget	Using recommended budget from Library Board, adopts the official budget and changes as needed.	Recommends budget. Assists Library Director in managing expenditures within approved budget.	Advises on expected donations that will be turned over to the library.	Library Director and staff manage expenditures within approved budget.	Seeks advice from all parties on what is needed from endowment for the year and after determining that amount – relays that information to the Recorder. Recommend use of any endowment funds beyond normal commitment if intended for some special need. Expected to advise the Council on the use of any of the principal in the endowment.
Use of Thorne Endowment Funds	Full discretion on use of these funds as long as funds “supplement but not supplant” the library’s normal budget needs. Council has full authority over use of any of the principal in the endowment.	Recommends to the council how these funds should be spent.	Passes through to the City all funds received from the Endowment.	Recommends to Library Board and City Council how these funds should be used.	Seeks advice from all parties on what is needed from endowment for the year and after determining that amount – relays that information to the Recorder. Recommend use of any endowment funds beyond normal commitment if intended for some special need. Expected to advise the Council on the use of any of the principal in the endowment.
Use of donations to Friends and Friends earnings (not Thorne funds)	Funds donated/earned by the Friends may necessitate Council making adjustments to the budget.	If any funds donated/earned by Friends are turned over to the library, the use of how those funds are to be spent is made by Library Board once the budget is approved.	Full discretion on use of these funds. (These funds need not be turned over to the city/library. If they are then Library Board and Council determine usage.)	Advises Friends of special needs in the library that Friends’ funds can help with.	N/A
Hire or terminate Library Director	Appeal authority for termination	Full discretion	N/A	N/A	N/A
Hire or terminate for other library staff	Appeal authority for termination	Advises Library Director	N/A	Library Director has hire and termination authority IAW personnel policy	N/A

Establish pay rates, pay increases, benefits and personnel policies for library staff	Annual pay raises for all city employees is done as part of the budget process by the Mayor and Council.	Sets pay rates for all newly hired staff as long as they fit within budget. Recommends to CC general level for annual raises.	N/A	Library Director recommends. Performance evaluations help set amounts for pay raises.	N/A
Employee Performance Evaluations	N/A	Chair of Library Board and City Administrator jointly evaluate Library Director's performance.	N/A	City Administrator and Chair of Library Board jointly evaluate Library Director's performance. Library director does performance evaluations on rest of staff.	N/A
Appoint members to serve on Library Board	Mayor appoints with advice and consent of the City Council	Recommend	Recommend	Recommend	N/A
Appoint members to serve on Thorne Board	Recommend	Recommend	As primary beneficiary the Friends appoints members in accordance with current bylaws of the Foundation.	Recommend	Board of Trustees determines remainder of appointments.

literature, trustee and board member generally have the same meaning and are used interchangeably.

Chapter 2 Legal Responsibilities

Statutory Powers

County and city library boards have similar roles, but there are subtle differences in their legal standing. Following is a comparison of the roles of the two groups as outlined in the Utah Code. For information on managing library board appointments and terms of service, see Library Board Terms in the Appendix material in this manual. For an overview of all Utah laws applicable to public libraries, see Library Laws posted on the State Library web site.

City Library Board Duties (UCA 9-7-401 – 410)	County Library Board Duties (UCA 9-7-501 – 511)
<p>With the approval of city government,</p> <ul style="list-style-type: none"> • the Board may control the expenditure of the library fund, of construction, lease, or sale of library buildings and land, and over the operation and care of the library • the Board may purchase, lease, or sell land, and purchase, lease, build, or sell buildings for the benefit of the library 	<p>With the approval of the county executive and in accordance with county laws and regulations,</p> <ul style="list-style-type: none"> • the Board will be responsible for expenditure of the library fund, for the construction, lease, or sale of library buildings and land, and for the operation and care of the library. • The Board will purchase, lease, or sell land, and purchase, lease, construct, or sell buildings, for the benefit of the library.
The Board will maintain and care for the library and establish policies for its operation.	The Board has the powers and duties given to it by county ordinance, including the establishment of policies for collections and information resources.
The Board will make, amend, and revoke rules for the governing of the library.	The Board will make rules, in accordance with county laws and regulations, for governing the library.
The Board will make an annual report to the city government on the condition and operation of the library.	The Board will make an annual report to the county executive and the county legislative body on the condition and operation of the library.
The Board will appoint a library director, who will be executive officer for the Board. The Board will appoint other personnel upon the recommendation of the library director.	The Board will recommend to the county executive a person to serve as library director, who will be executive officer for the Board. The Library Director will hire library personnel in accordance with County merit system.



<p>The Board will control donations to the library and act as the trustees of the donation if in the form of property.</p>	<p>Donations go to the county government.</p>
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Especially for City Library Board Members

As a city library board member, you have been chosen by your city governing body. Your board will have between 5 and 9 members who live in the city and are interested in good library service. Local laws may stipulate that the mayor and / or city council choose board members based upon formulas designed to ensure geographic, ethnic, or income diversity. There will likely be a member of the City Council on your Board. His / Her roles include bringing the city's political agenda to the table, ensuring that the Board is following local laws, and contributing effort and expertise to improve library service as a fellow board member.

You will not be paid for your service, except that expenses incurred doing board assignments may be reimbursed from library funds.

You will be asked to serve for at least 3 years (1 term) and no more than 6 consecutive years. You and the other board members will select a chairman and any other offices you agree to every year.

The mayor and / or city council can remove you if you are guilty of misconduct or if you neglect your Board assignment.

As a city library board member, you are part of a group that, within the constraints set by your city government, has the power to:

- 1) decide how to spend library dollars for library buildings, maintenance, land purchase, and operation; your board is the caretaker of the library and its assets for the people of your city.
- 2) Accept and control donations made for the benefit of the library
- 3) Establish policies for the library; you will decide the future direction of your library and how it serves its public, including the establishment of rules for patron behavior and access.
- 4) Appoint a Library Director * and decide what he / she will do and how much money he / she will be paid; the library director is the executive officer for your board and will manage the day-to-day operations of the library.

(* Note: In the majority of towns and cities, hiring and salary administration is a function of the municipal personnel system. Usually, the library board recommends a candidate and local government "appoints" the employee).

Especially for County Library Board Members

As a county library board member, you have been chosen by your county governing body. Your board will have between 5 and 9 members who live in the county and are

