

# Salt Lake County Library Services Board of Directors - Responsibilities

Note: The listing of responsibilities, qualifications, knowledge, skills and abilities is representative of the types of qualifications and skills that may be considered by County Council members as they select Library Board Members.

## Individual and Board Member Responsibilities

1. Approves and adopts written policies to govern library operation and use; assists in the interpretation of those policies to the public.
2. Reviews goals and objectives of the library, including the methods for annually evaluating progress.
3. Adopts by-laws for Board procedures. Attends and participates in Board meetings.
4. Reviews reports, solicits information, obtains feedback from the community and personally uses the library.
5. Keeps informed of the financial status, funding sources and needs of the library.
6. Scrutinizes draft budget requests. Makes recommendations and certifies the annual budget which is sent to the County Council for adoption.
7. Reviews expenditures in accordance with the budget, requesting budget amendments if necessary.
8. Attends budget hearings to answer questions about library administration and to supply facts and figures to support budget requests.
9. Submits an annual report of activities, income and expenditures to be filed with the County Council and the State Library.
10. Recommends to the Mayor the appointment of a competent library director in conformity with state laws and county personnel policies.
11. Seeks cooperation with Salt Lake County officials, local governments, community councils and the public.
12. Attends and participates knowledgeably in all Board meetings and decisions and assures conformity to legal responsibilities.
13. Follows appropriate procedures and laws for budgeting, contracting, hiring, auditing, etc. and avoids conflict of interest situations.
14. Works with the library director to accomplish library goals, implement policies and to oversee library operations.
15. Is aware of State Library legislation and other appropriate laws, ordinances, etc. Uses knowledge of library laws in dealing with state, local and county officials.

## Qualifications

- Resident of Salt Lake County
- Involved in the Salt Lake community
- Willing to participate in Board activities (time commitment at least four hours a month for four years).
- Willing to serve without compensation

## Knowledge, Skills and Abilities

- Knowledge of library (at least as a user)
- Knowledge of budgeting, finance
- Ability to plan
- Knowledge of local laws, especially contracting, personnel
- Knowledge of local government
- Knowledge of political process
- Able to speak in public, representing the Board