

Dear Library Trustee:

On behalf of the Utah State Library, I want to take this opportunity to personally welcome you to the community of public libraries in Utah and congratulate you on your appointment to your public library's Board of Directors! You have been chosen for this important post because of your interest in providing excellent library service to your community and because you are a person with the intellect and commitment to help your library move forward in maintaining and improving that service.

The purpose of this manual is to serve as a guide to help make your experience as a member of the board a satisfying one, both for you and for your library constituents. It is important that you understand the strengths and the obligations of your board position. Your job is much more than meeting once a month and casting a vote every now and then. It means being an advocate for your library, participating actively in the planning process, and working cooperatively with your library administration and government officials in developing policies to serve your community. You will be supporting and encouraging your library director in his/her efforts to manage the daily operations of the library. Be prepared to attend board meetings and contribute positively to group deliberations. It is your responsibility, as a public library board member, to support library needs at the local, state and national levels.

Consultants at the Utah State Library are here to help you and your library administration. We invite you to attend training opportunities in all areas of library service, including training specifically developed for board members. Our consultants, our training, and this manual will help you become knowledgeable about funding opportunities, library "best practices", and how to be a better board member.

Thank you for joining us in our mission of providing the best possible library service to Utahns.

Best regards,

A handwritten signature in cursive script that reads "Donna Jones Morris".

Donna Jones Morris  
State Librarian/Division Director

