

Jefferson County Public Library Board of Trustees Board Job Products Governance Policy 4.2

On behalf of the “ownership” it represents, the Library Board assumes direct responsibility for the following:

1. The Library Board will be the conduit linking the ownership and the operational organization.
 - a. Needs Assessment: The Library Board will assess the needs of the ownership, through public hearings, outreach events and other community research, and will develop Ends policies identifying the outcomes the organization will produce to address those needs.
 - b. Advocacy: The Library Board will inform the ownership of the organization’s expected future results, and its present accomplishments.
2. The Library Board will develop and maintain written governing policies that realistically address the broadest levels of all organizational decisions and situations:
 - a. ENDS: Organizational products, effects, benefits, outcomes, recipients, and their relative worth (what good for which recipients at what cost).
 - b. MANAGEMENT LIMITATIONS: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. GOVERNANCE PROCESS: Specification of how the Library Board conceives, carries out and monitors its own task.
 - d. BOARD/MANAGEMENT DELEGATION: How authority is delegated and its proper use monitored: the Executive Director role, authority and accountability.
3. The Library Board will assure successful organizational performance on Ends and Management Limitations.
4. The Library Board will seek to affect legislation and public policy, as it deems necessary and/or appropriate on behalf of the “ownership.”
5. The Library Board will approve an annual budget and submit it and an annual report to the Jefferson County Board of County Commissioners.
 - a. The Executive Director shall present the Budget, with appropriate monitoring documentation, to the Library Board, each year during the month of June.
 - b. The Library Board will give the public an opportunity for input into the budget process prior to submitting the budget to the Board of County Commissioners.
 - c. If the Library Board deems that the Budget plan presented is compliant with the Library Board’s Financial Planning/Budgeting policy, the Budget will be approved, and submitted to the Board of County Commissioners no later than July 31st.
6. The Library Board will approve the Library’s facility plan and all capital projects above \$50,000.

(ANNUAL TARGETS ABOUT INTEGRITY OR COMPLETENESS IN THESE AREAS SHOULD BE ARTICULATED EITHER BY EXPANDING THIS POLICY OR ESTABLISHING A SEPARATE POLICY TITLED, FOR EXAMPLE “ANNUAL GOVERNANCE PLAN.”)

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Document Review Dates

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