

HIGHLAND PARK PUBLIC LIBRARY

Committees of the Library Board of Trustees

FY2010

The President of the Board is ex-officio on each committee and appoints the members. The President may form special Ad Hoc committees.

Budget and Finance Committee

Prepare the annual levy budget for presentation to the full Board. In preparing the levy, ensure that the Library will have adequate funds to meet anticipated expenses and accomplish the Library's goals in the next fiscal year. Present the annual levy request before the City Finance Committee (with the Executive Director).

Following approval of the levy request by the City Finance Committee, prepare the annual (working) budget for presentation to the full Board for approval in November/December.

Ensure that the Library maintains adequate bookkeeping standards to comply with state laws, municipal ordinances, and generally accepted auditing standards.

Building and Grounds Committee

Evaluate the condition of the building and grounds annually. Make recommendations to the Board, when a need arises, regarding major upgrades of building systems, significant repairs to the building and changes to the interior furnishing, as well as major repairs to the parking lot and sidewalk and improvements to the landscaping.

Community Relations and Development Committee

Review existing strategies and develop new strategies for effectively communicating new services, collections, major projects, and financial needs to the community. Collect feedback from the community on current and future service needs. Foster open communication and cooperation with community organizations.

Operations and Policies Committee

Ensure that the Library is operating in accord with sound management principles. Areas under the purview of this committee include circulation policies, library hours, general security of the building and property, insurance coverage, meeting room use, and emergency procedures. (Only those policies clearly covered by another committee, such as personnel policies, are excluded from this committee's review.) Keep informed of legislative issues which might impact Library policies or services and report these to the full Board. As appropriate, and with the approval of the Board, participate in ways to inform legislators of concerns relating to Library issues.

Personnel Policies Committee

Advise and consult with the Executive Director on personnel issues and staff organization. Annually review and recommend adjustments in salary ranges, benefits, staffing changes, and funds needed to support the budget's salary line. Recommend the salary of the Executive Director for the new fiscal year. Periodically review and update the Library's personnel policies.

Services and Equipment

Identify changes in services which would benefit Library users. Make recommendation relating to the purchase of new equipment.

Strategic Plan Committee

Review and update the Library's Strategic Plan. Consider input from community, staff and other Board committees.