

## Locations & Hours



### Herr Memorial Library

500 Market Street, Mifflinburg, PA 17844  
570-966-0831

#### Hours

Mon & Tues 12:00 pm to 8:00 pm  
Wed & Sat 10:00 am to 5:00 pm  
Thur 10:00 am to 8:00 pm  
Fri & Sun Closed



### The Public Library for Union County

255 Reitz Boulevard, Lewisburg, PA 17837  
570-523-1172

#### Hours

Mon, Tues & Thurs 9:30 am to 8:30 pm  
Wed, Fri & Sat 9:30 am to 5:00 pm  
Sun Closed



### West End Library

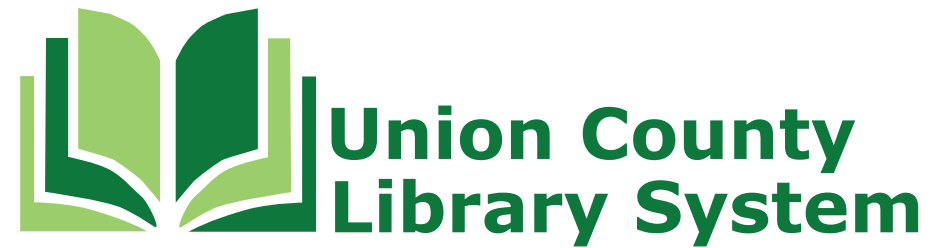
45 Ball Park Road, P.O. Box 111, Laurelton, PA 17835  
570-922-4773

#### Hours

Mon & Thurs 11:00 am to 8:00 pm  
Tue & Fri 9:00 am to 6:00 pm  
Sat 9:00 am to 6:00 pm  
Wed & Sun Closed

## Union County Library System

255 Reitz Boulevard, Lewisburg, PA 17837  
570-523-1172



## Application for candidates for the Board of Trustees of the Union County Library System

The Board of Trustees of the Union County Library System invites applications for at-large positions on the Board.

The Union County Library System was formed in 1998 as a federated system with member libraries located in Laurelton, Lewisburg and Mifflinburg who are governed by independent boards of trustees. The Union County Library System is governed by a separate board with representation from each library (2 appointments from each) and up to three at-large representatives. Financial support received from a county library tax and State Aid is directed to the Union County Library System to distribute to the member libraries. A part-time System Administrator is based at the Public Library for Union County and oversees the system budget, strategic planning, state reporting requirements, policies, as well as relationships between libraries and county government. The services offered to the member libraries by the Union County Library System include: centralized cataloging of library materials, interlibrary delivery, publicity and marketing support, enhanced online databases, website maintenance, and technology troubleshooting and training.

System Board members must reside in Union County. The term of office is three years, and trustees may serve three consecutive terms.

The System Board meets on the first Tuesday in February, April, June, August, October and December at 5:30 p.m. at one of the library locations. System Board members are expected to make a commitment to active participation, support consistent attendance at Board meetings, and actively promote library services in the community.

## **Board Member Job Description Union County Library System**

**GENERAL FUNCTION:** To support the Union County Library System in meeting its mission to plan, develop, coordinate and provide comprehensive public library services for Union County residents through a cooperative network of three public libraries.

**RESPONSIBLE TO:** President of the UCLS Board of Directors

### **RESPONSIBILITIES:**

Each UCLS Board member shall be responsible for:

1. Understanding and committing to the UCLS mission, goals, and objectives
2. Understanding the roles and responsibilities of the county-wide system Board of Directors
3. Preparing for and attending all meetings of the Board of Directors
4. Reviewing UCLS activities with your local library board at your local library's monthly meetings. Requesting action and comments from your local library board when needed.
5. Offering input on the System Administrator's annual performance review
6. Ensuring that your local library board and UCLS adhere to the member library system agreement
7. Bringing issues and developing policies for the operation of the library system and its member libraries
8. Developing a strategic plan for the UCLS and evaluating the UCLS's performance in accomplishing its mission
9. Reviewing and approving the UCLS's annual budget

### **RESPONSIBILITIES CONTINUED:**

10. Advocating for quality library service in Union County and Pennsylvania as coordinated by the Union County Library System
11. Informing the Board of all actual and potential conflicts of interest relating to the general purposes and activities of the organization and to specific issues before the Board
12. Other responsibilities as requested by the Board of Directors, the Board Chair, or other officers of the Board
13. Board officers shall have additional responsibilities as outlined in the UCLS Bylaws

### **QUALIFICATIONS:**

- A general knowledge of and significant interest in library service in Union County; able to stay abreast of the demographic, economic, cultural, and political environment that may impact the delivery of library services
- Can be objective in financial and operational policy making
- Possess good communication and advocacy skills
- Can devote time to staying current on library issues and operations

*The mission of the Union County Library system is to provide connections to materials, programs, technologies, and experiences that reflect a commitment to enrich our communities.*