

LIBRARY Request Authorization to Post Library Board Vacancies

From Juan Lee <JLee@wasatch.utah.gov>

Date Tue 5/12/2026 8:02 PM

To Dustin A. Grabau <DGrabau@wasatch.utah.gov>; Heber Lefgren <HLefgren@wasatch.utah.gov>; Tiarra Cooper <TCooper@wasatch.utah.gov>

Cc Angela Edwards <AEdwards@wasatch.utah.gov>

 1 attachment (596 KB)

Library Board Application 2026 English and Spanish Packet.zip;

Dear Dustin, Heber, and Tiarra,

We have two vacancies on the Library Board coming up at the end of June 2026:

1. Mitzi Nelson will complete her second term.
2. Cristina Spicer will complete her first full term, and she has indicated an interest in applying for a second term.

We propose to use the same process used in 2024, which includes:

1. Post the vacancy online for 2 weeks.
 - a. Send information to the IT Help Desk, Joan Gould, and Tiarra Cooper to post on the County website.
 - b. Post on the Library website.
2. Advertise and promote the vacancy in the newspaper, digital community board, and online through social media. Post printed flyer and display it at the library.
3. The application form shall be submitted online.
4. The application packet (see attached) will include:
 - a. A sample of the application form in English and Spanish (PDF).
 - b. A cover letter with links, dates, and contact information in English and Spanish (PDF).
 - c. The library trustee recruiting brochure in English and Spanish (PDF).
5. A library administrator will collect all applications received and share them with the Board.
6. The Library Board will review all the applications and select the top candidate. This process may involve an in-person or virtual interview with the candidates.
7. A library administrator will send all the applications to the County Manager's Office with the Board's recommendation for the Council's approval.
8. The appointed Trustees assume their Library Board positions on July 1st. (See [UCA 9-7-503](#))

The timeline we propose includes:

- Vacancies discussed during Library Board's open meeting 02/20/2026.
- Applications accepted 05/18/2026-05/29/2026.
- Board Review applications 06/01/2026-06/05/2026.
- Recommendation to County Manager by 06/05/2026.
- Recommendation to County Council by 06/17/2026.

Please let me know if it is OK to proceed with this plan.

Thank you,
Juan



Do you love the library?

Do you feel strongly about public service?

Do you want to help guide the library into the future?

The **Wasatch County Library Board of Directors** is now receiving applications from residents of the county interested in serving as volunteer members of the Library Board. At the end of June 2026:

- (1) Board member Mitzi Nelson will complete her full second term; and
- (2) Board member Cristina Spicer will complete her full first term.

The successful candidate will complete a full term of up to four years.

As a Board Member:

- You are the eyes and ears of the community.
- You bring the county residents' perspective to the Library Board business.
- You help ensure that quality library and information services are available to all people.
- You share the responsibility for establishing a long-range plan for their library and setting policies to serve community interests.
- You actively promote the library and advocate for library issues.

The Library Board needs the active participation of residents from across the county to truly represent the varied needs of our increasingly diverse community. Please take a moment to read the brochure ***The Public Library Trustee in Utah*** and then complete the application online at <https://library.wasatchcounty.gov/about>

The deadline for submitting the application is **May 29, 2026**. The Library Board will review applications by June 5, 2026.

If you have any questions, please contact:

- Juan Lee, Library Director, jlee@wasatch.utah.gov and 435-654-1511



¿Valoras la biblioteca?

¿Te interesaría fortalecer este servicio público?

¿Quieres ayudar a guiar a la biblioteca en el futuro?

La Junta Directiva de la Biblioteca del Condado de Wasatch está recibiendo ahora solicitudes de residentes del condado interesados en servir como miembros voluntarios de la Junta Directiva de la Biblioteca. A finales de junio de 2026:

- (1) La miembro Mitzi Nelson completará su segundo mandato completo; y
- (2) La miembro Cristina Spicer completará su primer mandato completo.

El candidato seleccionado completará un mandato completo de hasta cuatro años.

Como Miembro de la Junta Directiva:

- Eres los ojos y oídos de la comunidad.
- Traes la perspectiva de los residentes a las reuniones de la Junta Directiva.
- Aseguras que la biblioteca ofrezca servicios de alta calidad a todos los residentes del condado.
- Compartes la responsabilidad de formular un plan estratégico para la biblioteca y establecer reglamentos que sirvan los intereses de la comunidad.
- Promueves y abogas activamente por los servicios de la biblioteca.

La Junta Directiva de la Biblioteca necesita la participación de los residentes de todo el condado para que realmente represente las diversas necesidades de nuestra comunidad. Por favor, sírvase leer el panfleto ***El Consejo Directivo de la Biblioteca Pública*** y luego complete la solicitud en línea <https://library.wasatchcounty.gov/about>

La fecha límite para presentar su solicitud es el **29 de mayo de 2026**. La Junta de la Biblioteca revisará las solicitudes antes del 5 de junio de 2026..

Para mayor información comuníquese con:

- Juan Lee, Director de la Biblioteca, jlee@wasatch.utah.gov y 435-654-1511

Wasatch County Library Board of Directors APPLICATION || **SOLICITUD para formar parte de la Junta Directiva de la Biblioteca de Wasatch County**

This is the application form to become a member of the Library Board of Directors of the Wasatch County Library. || **Esta es la solicitud para formar parte de la Junta Directiva de la Biblioteca de Wasatch County.**

* Indicates required question

1. Name || **Nombre ***

2. Address || **Dirección ***

3. City/State/ZIP || **Ciudad/Estado/Código Postal ***

4. Phone || **Teléfono ***

5. Email || **Correo Electrónico ***

Experience || **Experiencia**

6. Have you served as an officer on a “Board” before? || **¿Ha servido como miembro de una Junta o Consejo Directivo antes?** *

Mark only one oval.

- Yes || Si *Skip to question 7*
- No || No *Skip to question 8*

List of Experience || **Lista de Experiencia**

7. Please list the organizations, agencies or groups where you have served and the positions you have had. || **Favor de listar las organizaciones, agencias o grupos donde ha servido y las posiciones que ha ocupado.**

About You || **Sobre Usted**

8. Please share your qualifications, including experience, education, and training you have had that would help you in this position. || **Favor de compartir sus cualidades y aptitudes, incluyendo la experiencia, educación y capacitación que ha tenido y que le ayudaría en esta posición.** *

9. Please tell us why you would like to become a member of the Library Board of Directors for Wasatch County Library. || **Favor de decirnos porque desea formar parte de la Junta Directiva de la Biblioteca de Wasatch County.** *

Certification || **Afirmación**

10. Signature || **Firma** *
- By entering my name here, I affirm that the information provided is true and accurate. || **Al escribir mi nombre aquí afirmo que la información que he dado es verdadera y precisa.**

11. Date || **Fecha** *

Example: January 7, 2019

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Google Forms

Twelve Golden Rules for Library Board Members

1. A trustee must have an interest in the library.
2. A trustee must have time to give to the library.
3. A trustee must consider the position not a matter of prestige but an opportunity for courageous and forward-looking efforts to push the library ahead.
4. A trustee must know the law under which the library is organized.
5. A trustee serves without compensation.
6. A trustee carries a full share of responsibility as a board member, assuring that a few members do not have to do all the work or take all the blame or praise.
7. A trustee does not voice her or his opposition or criticism, either publicly or privately, after a policy or rule is adopted by a majority vote of the board.
8. A trustee is very careful to keep confidential information confidential and does not give out information regarding future board action or plans.
9. A trustee treats all library staff members in a respectful and friendly manner.
10. A trustee should know the funding sources of the library and be familiar with the library budget.
11. A trustee must know the needs of the library and community and be aware of trends and new procedures in the library field.
12. A trustee knows that all powers are always vested in the library board and none at all in the individual board member. The trustee acts as part of the board and never on their own.

Wasatch County Library Board of Trustees

BOARD MEMBER NAME & CONTACT INFORMATION	TERM	DATE
Danny Goode, Chair DannyGoode@gmail.com	First full term began in October 2024.	Expires: June 2028
Amber Koecher, Vice Chair/Chair Elect amber.koecher@gmail.com	First full term began August 2023	Expires: June 2027
Mitzi Nelson, Secretary mcmnelson@msn.com	Second term began July 2022	Expires: June 2026
Cristina Spicer, Member at Large spicercristina@gmail.com	First full term began July 2022	Expires: June 2026
Luke Searle, County Council lsearle@wasatch.utah.gov Phone 435-657-3180 Fax 435-657-0283	N/A	N/A



WASATCH COUNTY LIBRARY

465 E 1200 S
Heber City, Utah 84032
435-654-1511 wasatchlibrary.org

Library Director: Juan Tomás Lee
jlee@wasatch.utah.gov

Assistant Library Director: Angela Edwards
aedwards@wasatch.utah.gov

LIBRARY HOURS

Monday – Friday 10:00 AM to 8:00 PM
Saturday 10:00 AM to 2:00 PM
Closed Sundays and Holidays



The Public Library Trustee in Utah



Responsibilities & Opportunities for Service

The Public Library Trustee in Utah

Libraries: An American Value

“Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in [Utah] libraries is imperative for education, employment, enjoyment, and self-government.” American Library Association, 1999.

What is a Library Trustee?

The library trustee is a legally appointed member of the library board of directors which is established by Utah law. Library trustees are public officials and the powers delegated to library boards are a public trust. They are the eyes and ears of the community; they bring the citizens’ perspective to board business; they ensure that quality library and information services are available to all people; they are responsible for establishing a long-range plan for their library, actively promoting the library, setting policies to serve community interests, and advocating for library issues. In addition, boards oversee public funds and work to retain a qualified director. Trustees support their library’s efforts to meet State standards for certified library service.

Trustee or Board Member?

The correct designation may be either “library board director”, “trustee” or “board member.” The Utah Code refers to the library board entity as the “library board of directors”. Trustee and board member have the same meaning and are used interchangeably, to avoid confusion with the library employee hired as Library Director.

Roles for Utah Library Boards

Governance

Know local and state laws affecting libraries and ensure that library services conform to all Utah statutes. Read *Utah's Public Library Certification Standards* document and contact the State Library with questions.

Planning

Participate in developing an overall plan for library improvement, set short-term and long-range goals and objectives. Annually evaluate both plans and make revisions for the future, and know how to measure library success.

Personnel

Employ a qualified library director at a competitive salary. Support the librarian in efforts to meet State certification requirements. Be aware of local, state, and federal employment laws.

Policy Making

Participate actively in the policy-making process to support the library's mission in the community. Adopt written policies to support the goals and objectives of the library, guide daily operations, and implement State of Utah statutes.



Finances / Budget

Understand the categories and sources of tax revenues available for library needs. Be knowledgeable of benefits to the library from the Community Library Enhancement Fund (CLEF), E-Rate and state and federal grants. Ensure that the library annually complies with the “Maintenance of Effort” funding level, or in other words, ensure that the library’s local operational expenditures do not decrease more than 10% when compared to the three preceding fiscal years.

Public Relations

Establish, promote, and participate in a planned program of public relations on behalf of the library. Cultivate important and influential contacts in the community and keep them informed of the library's progress and critical needs.

Continuing Education

Maintain an annual budget for library personnel and trustees to attend library workshops, conferences, and meetings. Attend relevant training from the State Library’s and other library association-sponsored meetings for public library trustees.



For additional library trustee resources go to:
<https://library.utah.gov/trustees/>

Los Miembros de la Junta Directiva...

1. Tienen intereses genuinos en la biblioteca.
2. Dedicar suficiente tiempo para el trabajo de la Junta.
3. Consideran su posición una oportunidad para mejorar la biblioteca con visión al futuro.
4. Conocen las leyes bajo las cuales la biblioteca está organizada.
5. No reciben compensación por su trabajo en el la Junta.
6. Comparten la responsabilidad por las decisiones del grupo, asegurándose así que ningún individuo cargue con todo el elogio o culpa.
7. No demuestran su oposición o crítica, privada o públicamente, una vez que el consejo ha adoptado un reglamento con la mayoría de voto.
8. Mantienen información confidencial y no revelan futuros planes o acciones del consejo.
9. Tratan al personal de la biblioteca en forma profesional, amigable y sin favoritismo.
10. Se familiarizan con el presupuesto de la biblioteca y saben de donde provienen los fondos.
11. Conocen las necesidades de la comunidad y de la biblioteca y tienen en cuenta nuevos procedimientos y tendencias modernas en bibliotecas.
12. Saben que todos los poderes residen en la Junta Directiva y no en un individuo. Los miembros actúan como parte de la Junta y nunca por cuenta propia.

Junta Directiva de la Biblioteca de Wasatch

NOMBRE E INFORMACIÓN DEL MIEMBRO	PERÍODO	FECHA
Danny Goode, Presidente DannyGoode@gmail.com	Primer término comenzó Octubre 2024.	Termina: Junio 2028
Amber Koecher, Vice-Presidente/Presidente-Electo amber.koecher@gmail.com	Primer término comenzó Agosto 2023	Termina: Junio 2027
Mitzi Nelson, Secretaria mcmnelson@msn.com	Segundo término comenzó Julio 2022	Termina: Junio 2026
Cristina Spicer, Miembro General spicercristina@gmail.com	Primer término comenzó Julio 2022	Termina: Junio 2026
Luke Searle, Consejal lsearle@wasatch.utah.gov Teléfono 435-657-3180 Fax 435-657-0283	N/A	N/A



WASATCH COUNTY LIBRARY

465 E 1200 S
Heber City, Utah 84032
435-654-1511 wasatchlibrary.org

Director de la Biblioteca: Juan Tomás Lee
jlee@wasatch.utah.gov

Subdirectora de la Biblioteca: Angela Edwards
aedwards@wasatch.utah.gov

HORARIO DE LA BIBLIOTECA

Lunes a Viernes de 10:00 AM a 8:00 PM
Sábados de 10:00 AM a 2:00 PM
Cerrado los Domingos y Días Festivos



La Junta Directiva de la Biblioteca Pública



Responsabilidades y Oportunidades de Servicio

La Junta Directiva de la Biblioteca Pública

Bibliotecas Públicas: Una Gran Tradición

En este país, la biblioteca pública es un sólido pilar de la comunidad. El acceso gratuito a libros, materiales, ideas y fuentes de información por medio de bibliotecas son necesidades imperativas para la educación, empleo, autogobierno y mejoramiento del nivel de vida.

American Library Association, 1999.



¿Que Significa ser Miembro de la Junta Directiva?

Leyes del estado de Utah establecen cómo funcionan las juntas directivas de las bibliotecas públicas. Por esto, sus miembros legalmente asignados, son oficiales públicos. Los miembros de la junta directiva son los ojos y oídos de la comunidad; ellos traen la perspectiva de los ciudadanos a las reuniones de la junta; se aseguran que los servicios de la biblioteca estén disponibles para todos los residentes; son responsables de establecer un plan estratégico para su biblioteca, de promover activamente sus servicios, de plantear reglamentos que sirvan los intereses de toda la comunidad y abogar a favor de la biblioteca. Además, la junta directiva supervisa el uso de fondos públicos y contrata al director de la biblioteca. La junta directiva apoya los esfuerzos de la biblioteca por cumplir con los estándares de certificación del estado de Utah.

Responsabilidades de la Junta Directiva

Gobernar

Conocer las leyes locales y estatales que afectan a la biblioteca y asegurarse que los servicios de la biblioteca conformen con las leyes del estado de Utah. Leer el documento Utah's Public Library Certification Standards (Estándares de Certificación para Bibliotecas Públicas de Utah) y consultar con la biblioteca del estado si tienen preguntas.

Planear

Participar en la formulación de un plan estratégico para mejorar los servicios de la biblioteca y adoptar metas y objetivos a corto y largo plazo. Evaluar el plan anualmente, hacer revisiones y saber cómo medir el progreso y éxito de la biblioteca.

Personal

Contratar a un director competente para la biblioteca. Apoyar los esfuerzos del bibliotecario por cumplir con los estándares de certificación del estado de Utah. Estar familiarizado con las leyes laborales locales, estatales y federales.

Formulación de Reglamentos

Participar activamente en el proceso de elaboración de reglamentos de la biblioteca con el objetivo de cumplir con su misión en la comunidad. Adoptar reglamentos escritos que ayuden alcanzar las metas y objetivos de la biblioteca; que ayuden a guiar las actividades cotidianas; y que sostengan la ley del estado de Utah.

Finanzas / Presupuesto

Conocer como la biblioteca pública esta financiada por fondos provenientes de impuestos. Conocer el beneficio para la biblioteca del Community Library Enhancement Fund (CLEF), E-Rate y LSTA. Asegurarse que la biblioteca cumpla anualmente con la cláusula "Maintenance of Effort" la cual estipula que los gastos para el funcionamiento de la biblioteca (de fondos locales) no disminuyan mas de un 10% comparado con los gastos promedio de los tres años fiscales anteriores.

Relaciones Públicas

Establecer, promover y participar en programas de relaciones públicas planeados para la biblioteca. Cultivar contactos con individuos e instituciones prominentes en la comunidad y mantenerlos informados del progreso de la biblioteca y de necesidades críticas.

Entrenamiento Profesional

Mantener un presupuesto anual para el entrenamiento del personal de la biblioteca y para los miembros del consejo directivo, para atender clases, conferencias y reuniones. Participar en clases y programas de entrenamiento organizados por la Biblioteca del Estado y otras asociaciones profesionales para bibliotecas.



Para mayor información sobre Juntas Directivas visite <https://library.utah.gov/trustees>