

## GENERAL RESPONSIBILITIES

The Board of Trustees of the Public Library is a semi-autonomous body of nine persons empowered by state law and city ordinance to act as the governing body of the library. The Board's specific list of legal responsibilities includes:

- determining the goals and objectives of the Library in order to plan and carry out library services
- determining and adopting written policies to govern all aspects of the operation of the Library
- preparing an annual budget and having exclusive control of all monies appropriated by the City Council, earned income, service contracts with Johnson County, University Heights, Hills, Lone Tree, or given to the library through gifts, bequests, grants or awards
- employing a competent staff to administer its policies and carry out its programs

The Board is also an arm of City Government with members appointed by the City Council and its principal operating funds approved by the City Council. The Board therefore seeks at all times to work in harmony with City policies in all areas that do not conflict with its statutory powers.

## ACCOMPLISHMENTS FOR FISCAL YEAR 2018

1. Hired a consultant to work with the Director Search Committee and began the process to hire the next Library Director.
2. Updated Confidentiality and Privacy policy and directed staff to improve transparency and communication with library users, especially teens.
3. Completed building projects to enlarge and upgrade the existing Computer Lab and create a space for tweens (children grades 4-6) in the Children's Room.
4. Continued offering programs and displays on topics of diversity and sustainability..... (look at the 4 quarterly reports sent to Stefanie, get some total #s on programs and displays).
5. Adjusted new bookmobile schedule to respond to requests for service.

6. Introduced major website improvements, including a new readers' advisory staff picks service.
7. Offered new digital collections including Kanopy and the New York Times online through Digital Johnson County partnership.
8. Registered XXXXX for the Summer Reading Program.
9. Provided opportunities for children to engage with technology through the STEAM Festival and regular programming.
10. Worked with the Iowa City Public Library Friends Foundation to celebrate twenty-five years and over \$4.7 million in private support for Library collections, programs and services.
11. Reviewed and updated the following policies:

102	Policy Making and Policy Review
501	Statement of Authority
502	General Personnel Policies
503	Rights & Benefits of Administrative & Confidential
700	Community Relations
701	Public Relations
704	Cardholder Database
706	Outreach Policy
803	Event Board
804	Public Pamphlet Distribution
805	Displays for Public Use
806	Meeting Rooms and Lobby Use
809	Library Use (formerly Conduct)
810	Discussion Rooms
811	Theft, Defacement, or Alteration of Library Materials
812	Hours of Service
816	Library Access for Sex Offenders Convicted of Sex Offenses Against Minors

#### GOALS FOR FISCAL YEAR 2019

1. Hire and work with a new library director.
2. Work with the City to implement initiatives of the Equity Took Kit.
3. Collaborate with the ICCSD and other area libraries to simplify issuing library cards to school age children.
4. Keep the public informed about library access during construction on the Ped Mall.

5. Continue working with Digital Johnson County partners to expand services offered and explore the possibility of a joint library system in the future.
6. Improve library catalog and patron account interface.
7. Celebrate local history with improvements to the Digital History Project content management system, increased staffing, promoting digital access to the historical Press Citizen, sharing restored historical maps, and offering an opportunity for people to record their local history stories.
8. Assess needs in the new Digital Media Lab and add resources the public is requesting.
9. Approve a Memo of Understanding with Iowa City UNESCO City of Literature.
10. Assist the Friends Foundation as they introduce the Wade Society to recognize long term and legacy donors.
11. Submit a City budget request that supports library needs. Advocate for CIP funding for replacement carpeting and furnishings from the 2004 building.
12. Review and update policies as needed.

**Board Members:**

Jay Semel, President

Diane Baker

John Beasley

Kellee Forkenbrock

Janet Freeman, Secretary

Adam Ingersoll

Carol Kirsch

Robin Paetzold

Monique Washington, Vice-President