

# Library Board Meeting Agenda

## September 22, 2022

### Highland City Hall

7:00 pm-Call to Order: \_\_\_\_\_, Board Chair

1. **Welcome**
2. **Public Comment**
3. **Consent**
  - a. Approve the August meeting minutes
4. **Reports**
  - a. Director's Report
5. **Action/Policy Items**
  - a. Physical item Circulation Policy Amendment
  - b. Election of Officers
  - c. Strategic Plan Updates
6. **Discussion Items**
  - a. Presentation to the City Council
7. **Future Agenda Items**
  - a. Annual Library Board Training
8. **Adjournment**

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

#### **ELECTRONIC PARTICIPATION**

Members of the City Council may participate electronically during this meeting.

#### **CERTIFICATE OF POSTING**

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website ([www.highlandcity.org](http://www.highlandcity.org)). Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 20<sup>th</sup> day of September, 2022

Stephannie Cottle, City Recorder

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.**

**Minutes from a Regular Meeting of the  
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, August 25, 2022 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Lynn Lonsdale  
Kim Rodela, City Council Rep.  
Kevin Tams

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Claude Jones, Chair  
Wesley Warren

A quorum of the Board being present, Secretary Jessica Anderson welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:04 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

**1. Public Comment**

None.

**2. Consent**

- a. *Approve 2022 05 19 Minutes*
- b. *Approve 2022 07 27 Minutes*

Lynn Lonsdale moved to approve the consent agenda. Kim Rodela seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

### **3. Reports**

#### *a. Director's Report*

Donna Cardon postponed her report to get to action items to accommodate members who need to leave.

### **4. Action/Policy Items**

#### *a. Election of Officers*

Kevin Tams moved to table the election of officers to next month to allow more members to be present. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

#### *b. Annual Council Report Ad Hoc Committee*

The board discussed moving the presentation to the City Council from the traditional first meeting in October to the first meeting in November. The first meeting in November is scheduled for November 1, 2022. The presentation is usually short, no more than 10 minutes, with an accompanying slide deck. Donna highlighted the importance of the meeting as the only chance the library has to tell its story to the council and the city at large. The board also discussed whether to update the strategic plan and what kind of narrative to tell in the presentation. Donna had hoped that the fund study would be done prior to the presentation, but it will not.

Kevin Tams moved to appoint Kevin Tams and the board member elected as chair to serve as the annual council report ad hoc committee for the purpose of preparing the Library Board's annual presentation to the City Council. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
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Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

## 5. Discussion Items

The Board delayed discussing these items to move into a closed session to accommodate members that need to leave.

- a. Delay of credit card fee collection policy change*
- b. New Carpet for the Library*
- c. Updating the Strategic Plan*

## 6. Closed Session

At 7:19 p.m., Kim Rodela moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual as permitted by Utah Code § 52-4-205. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed. The Board convened in closed session.

At 7:26 p.m., Kim Rodela moved to adjourn the closed session. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed. The Board returned from closed session at 7:26 p.m.

## **7. Future Agenda Items**

- Credit card fee update to collection policy
- Election of officers
- Review of presentation for the City Council

The Board's next regular meeting is scheduled for September 22, 2022 at 7:00 p.m.

## **8. Adjournment**

Kevin Tams moved to adjourn the Library Board meeting. Kim Rodela seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 7:28 p.m.

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I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on August 25, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.



# LIBRARY BOARD AGENDA REPORT ITEM #5a

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**DATE:** September 22, 2021  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Amendment to the Physical Item Circulation Policy

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**PURPOSE:**

The Library Board will amend the Physical Item Circulation Policy to include a statement about credit card fees.

**BACKGROUND:**

On June 21, 2022, the City Council adopted the FY 2023 budget that included a change that involved credit and debit card fees. Each time an individual pays for a City service with a card, the city is charged a fee by the card company that is between 2-3% of the total payment. In the past, the city has absorbed that cost, which totaled about \$60,000 annually. The City Council decided that the card fees should be paid by the person using the card. The City has been working with their financial services provider to make the change in the way they process card payments. They are now ready to make the change. It is therefore time for Library to change our Physical Item Circulation Policy to reflect the change in the City policy.

Under the new policy, a different percent is collected depending on which card is used. Starting November 1, 2022, the City's financial software will automatically start charging the appropriate fee. The Library will conduct a PR campaign starting in October to inform patrons of the upcoming change.

**FISCAL IMPACT:**

The change in the City policy will save the General Fund about \$60,000/year. The City has always covered the cost of the credit card fee for the Library, so this change will have no effect on the Library Fund budget.

**STAFF RECOMMENDATION:**

The Library Board amend the Physical Item Circulation Policy to mention the collection of a fee for credit or debit card use.

**PROPOSED MOTION:**

I propose that we adopt the amendment to the Physical Item Circulation Policy as discussed.

**ATTACHMENTS:**

1. Physical Item Circulation Policy (Track Changes)

## Highland City Library: Physical Item Circulation Policy

### I. Basic Rules

- A. Borrowers must present a valid Library card to check out Library materials.  
Patrons may present their card in electronic format from a smart phone once identity is verified and noted in their account.
- B. A fine will be assessed on each item loaned which is not returned according to the rules below.
- C. Repair or replacement costs for damages to materials beyond normal wear and tear will be determined by a librarian.
- D. Account holders will be held responsible for all materials checked out to their Library accounts and for all fines accrued on their account. Patrons are responsible to protect their cards from unauthorized use by others.
- E. Parents or guardians are responsible to monitor the accounts of their minor children, whether their child's card is attached to the parent's or not. Parents are responsible for all materials checked out on their children's cards and to pay fines, fees or replacement costs that accrue.
- F. Patrons may reserve circulating materials. Hold notices will be sent by email or text to patrons who provide valid electronic addresses. No printed hold notices will be sent.

### II. Loan Period

- A. All circulating materials will be loaned for a period of three weeks. Items are considered overdue if returned or renewed after the close of business the day they are due.
- B. Patrons with disabilities may request a longer initial loan period of up to six weeks. After this initial loan period, the standard circulation rules will apply.
- C. Due dates will not be set for days the Library is closed.
- D. Kits and tablets cannot be renewed. All other materials that are not on hold for another patron may be renewed up to three times. Borrowers with delinquent accounts may renew materials if no other patron has requested them.
- E. Borrowers may not have more than 100 items checked out on their account at any given time. The Library Director may authorize additional items to be checked out on each account.

### III. Fines and Fees

- A. Fines of \$1.00 per day will be charged for overdue videos (any format) kits and tablets. Fines on other overdue materials will be \$0.10 per day.
- B. Fines will stop at \$10.00 for each overdue item.
- C. Borrowers will be assessed a replacement fee for individual items lost or damaged equal to the current retail price of the material plus a \$5.00 fee to cover the cost of ordering and processing. No refunds for lost or damaged materials will be issued. Items are considered "lost" if they are 60 days overdue.

- D. Borrowers will be assessed a replacement fee for items that are parts of kits or associated with tablets (such as, but not limited to, power cables or protective cases) that are lost or damaged equal to the current retail price of the material plus a \$5.00 fee. If the individual part cannot be replaced, the borrower will be assessed the cost of the kit or tablet.
- G. Replacement cost of rare or valuable material will be assessed on an individual basis as determined by the Library Director.
- H. A minimum fee of \$20.00 will be assessed for each returned check.
- I. Patrons with delinquent accounts will not be allowed to check out any materials until all fines are paid in full and materials are returned, or all replacement fees are paid in full. Patron accounts are delinquent if the following conditions exist:
  - 1. They owe fines or fees of more than \$10.00.
  - 2. They have any items more than 8 weeks (56 days) overdue.
- J. The Library reserves the right to seek appropriate and reasonable action to recover materials, fines, replacement costs or fees through the use of courts, law enforcement, or collection agencies. If the amount owed for unreturned materials and processing fees is \$100.00 or over, the patron will be referred to a collection agency. Patrons referred to a collection agency shall be assessed a recovery fee in addition to all other costs or fees allowed by law to defray the cost of recovering delinquent accounts.
- K. Patrons who wish to appeal fine or replacement cost assessments may appeal to the Library Director. Patrons not satisfied with this disposition may then appeal to the Library Board through the Library Director, who will forward the request to the Board along with staff recommendations. The Library Board shall make final determination of the matter. The patron shall be notified of this action in a timely manner.
- L. The Library may charge a fee for credit or debit card use. The Library shall not be obligated to run a debit/credit card through the credit card system for charges or purchases under \$2.00.

**Commented [EW1]:** You could remove this phrase/practice as my understanding this was because the fees made it not worth it.

#### IV. Borrower Categories

- A. Residents of Highland shall be provided accounts free of charge. Highland residents must show a government or school-issued photo ID and proof of residence to obtain a card. Proof of residence may be one of the following issued within the last 90 days: a bank statement, utility bill, rental agreement, or mail with a canceled postmark with the applicant's name and address. Resident accounts are renewed every 3 years.
  - 1. Cards for children 12 and under will be attached to a parent's/legal guardian's account. All checked out items, fines, costs, holds, and charges accrued with the child's card will appear on the adult's account and will be the responsibility of the adult account holder.
  - 2. Minors ages 13-18 may have their own Library account with their parent's/guardian's permission, or they may have a card attached to their parent/guardian's account.

3. When minors turn 18, they may open an adult account. Fees and fines from their previous account will still be the responsibility of the parent/guardian. Any fines or fees incurred under the new account will be the responsibility of the account holder, not the parent/guardian.
- B. Employees of Highland City shall be provided accounts free of charge and shall be held to the same rules as indicated in Library policies.
- C. Non-residents of Highland may purchase a Library account for \$70 per year and shall be held to the same rules as indicated in Library policies. Non-residents may receive multiple cards for use by immediate family that reside in the same household (no matter what age), but they will all be attached to one non-resident account. The holder of the account will be responsible for all fees, fines, costs and items checked out by all cards attached to their account.
- D. Alpine School District certified teachers and media specialists in schools within Highland, Alpine, and Cedar Hills city limits who do not reside in Highland City qualify for free non-resident cards. Educators are personally responsible for the account, not their school nor their school district. Those with educator accounts are not eligible for additional attached cards.
- E. Registered users of any North Utah County Library Cooperative (NUCLC) library shall be provided non-resident accounts free of charge, provided their account at their "home" library is in good standing. Registered users of junior NUCLC members will be charged a reduced non-resident fee of \$40. If the registration of a NUCLC member's "home" library card expires in less than a year, their Highland card will have the same expiration date as their home library card. NUCLC patrons may not request interlibrary loans or participate in programs which require registration. NUCLC patrons who are under 18, will require a parent signature in order to open an account with the Highland Library.

Approved by Highland City Library Board July 9, 2008

Revised by the Highland City Library Board, March 25, 2009, September 23, 2009, November 18, 2009, July 28, 2010, September 22, 2010, September 28, 2011, September 25, 2013, May 28, 2014, February 28, 2019, May 23, 2019, October 24, 2019, February 27, 2020, February 25, 2021, May 27, 2021, August 26, 2021, October 28, 2021



# LIBRARY BOARD AGENDA REPORT ITEM #5b

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**DATE:** September 22, 2022  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Library Board Officer Elections

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## **PURPOSE:**

In accordance with the Bylaws, the Library Board will elect officers for the coming year.

## **BACKGROUND:**

The Bylaws of the Highland City Library Board state, “The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary. These officers shall be elected, by majority vote, to one-year terms at the regular meeting in July.” (E.1) The Bylaws also describe the duties of each officer:

1. The Chair shall:
  - a. Preside at all the Board meetings.
  - b. Serve as the spokesperson, presenting the position of the majority of the Board in all official communications.
2. The Vice-Chair shall:
  - a. In the absence of the Chair, assume all duties of the Chair.
  - b. Serve as the presumptive chair-elect, subject to the Board’s regular voting procedures.
3. The Secretary shall:
  - a. Take official minutes at the meetings and send them to the City Recorder.

Officers for 2020-2021 have been:

- President: Claude Jones (who replaced Edgar Tooley who moved away from Highland in January 2022)
- Vice-Chair: Briawna Hugh
- Secretary: Jessica Anderson

At the Library Board meeting in July and August 2022, the Board decided to postpone the election of officers until three members, Kevin Tams, Wesley Warren, and Rachel Farnsworth could be officially appointed to the Board. That appointments were made by the City Council on August 16, and September 6, 2022 so the Board felt it could go forward with elections in this meeting.

## **FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

The Library Board should choose among their members new Board officers.

**PROPOSED MOTION:**

I propose that \_\_\_\_\_ serve as Board Chair, \_\_\_\_\_ serve as Vice-Chair, and \_\_\_\_\_ serve as Secretary for the 2022-2023 year.

**ATTACHMENTS:**



# LIBRARY BOARD AGENDA REPORT ITEM #5c

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**DATE:** September 22, 2022  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Strategic Plan

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**PURPOSE:**

The Library Board will review and adopt an update to the Library's Long-Range Strategic Plan.

**BACKGROUND:**

According to the Library Board Bylaws, one of the responsibilities of the Library Board is to "Develop and maintain a long-range strategic plan and submit the plan to the City Council for approval." (G.2.h) This has traditionally been done annually at the time of the Library Board's presentation to the City Council, which usually occurs in October.

I have reviewed the current strategic plan with my managers, Kim Bergeson and Devin Hart. We found that some of the items have been completed, other items need adjustment, and that we would like to add a few new items this year.

**Completed items:**

- **Improve displays in the Children's Room:** We added shelf top displays and an additional bank of shelves to the children's room.
- **Acquire Security Gates:** Security gates were installed in February 2022. Resulting in a nearly 50% drop in the number of "missing" books each month.
- **Investigate eliminating fines:** We discussed eliminating fines during two Board meeting last spring and decided it was not financially viable at this point of time.

**Adjustments:**

- **Establish a quarterly Bilingual Story Time:** We received a grant to purchase 60 Spanish Language books for the collection. We decided that this met the larger goal of improving services for Spanish Speakers. We have decided not to pursue having a Bilingual Story Time since no one on staff has good Spanish Language skills.
- **Hold a Senior Services Fair annually:** I have discovered that the Arts Council holds a monthly event for seniors during which seniors learn about different services in the community. This hypothetical services fair was to be organized by our PR manager, but we no longer have a staff in that position. We decided that since the Arts Council is providing information for Seniors, and we have a reduced

staff, we would take this item off our Strategic Plan.

- **Set up an AV Maker-Space computer:** In the 2022 City Survey, we had a question to gauge the interest in this kind of service. There wasn't much interest, so we propose removing this item as well.
- **Replace Public Access Computers with Laptops:** We acquired circulating tablets for adults in Fall 2021. They have not been very popular. We therefore guess that laptops would also not be very popular with our patrons that use public access computers, so we propose removing this item as well.
- **Conduct a Financial Audit:** I added a note about increasing the designated tax rate as the goal of the Financial Audit.

#### **New items**

- **Create a Biography Nook in the Children's Department:** During the annual inspection of the Library, Lynn Lonsdale proposed removing the large room dividers that we no longer use and turning the space where they are stored into another small reading nook where we could add an additional shelf of children's biographies.
- **Add Science Kits for Circulation:** We received a grant to add 20 new circulating science kits for children.
- **Update the Juvenile Nonfiction section:** We have discovered that the average publication date of books in the Juvenile Nonfiction section is 2008. About 2000 of the 2866 JNF books are at least 10 years old. Most nonfiction books that old have inaccurate and outdated information. We would like to gradually replace the old books with newer, up-to-date titles.
- **Hold one major fundraiser each year with the Library Foundation:** For the last two years the Library has depended heavily on COVID and ARPA funding to fund basic operation. When that income is no longer available, and if we do not receive an increase of tax revenue, the Library will need to do fundraising to maintain a basic level of service.

#### **FISCAL IMPACT:**

All the items included in the proposed Long-Range Strategic Plan can be accomplished without asking for additional funding from the City's General Fund.

#### **STAFF RECOMMENDATION:**

The Library Board adopt an updated Long-Range Strategic Plan to present to the City Council for approval.

#### **PROPOSED MOTION:**

I propose we adopt the 2022-2027 Long-Range Strategic Plan and present it to the City Council for approval.

#### **ATTACHMENTS:**

1. Library Long-Range Strategic Plan 2022 (draft1)

## **Highland City Library: Long-Range Strategic Plan** **20212022-20262027**

### **Introduction**

Public libraries have long been an important aspect of American life. From the early days of the Republic, libraries were valued by Americans. Benjamin Franklin founded the first subscription library in Philadelphia in 1732 with fifty members to make books more available for citizens of the young nation. From that time to the present, public libraries have been valued because they allow equal access to information and educational resources regardless of social or economic status.

Library service has long been important to the residents of Highland. From 1994 to 2001, residents of Highland and Alpine were served by a joint-use facility at Mountain Ridge Junior High School. That arrangement was eventually terminated and in 2001 the entire library collection was relocated to the old Highland City building for storage. In 2008, Highland City built a new city hall and dedicated a portion of the building for a city library. In 2016, the Library received permission to convert a public meeting room into a Children's Room for the Library. The new Children's Room was opened in spring of 2018.

The Library joined the North Utah County Library Cooperative (NUCLC) on April 1, 2012 as an associate member. NUCLC is a reciprocal borrowing system that allows library card holders from participating libraries to check out materials from other participating libraries. It is not a county library system. Each participating library maintains its own policies, budget, administration, non-resident fees, etc. In 2018, the Library reached the required collection size and was accepted as a full NUCLC member.

The Library is supported by three constituent bodies: the Library Board, the Friends of the Library, and the Library Foundation.

1. The Library Board oversees the operation of the Library. It consists of seven persons: six volunteers appointed for three-year terms, and a representative from the City Council. All meetings are held in the Highland City Hall or electronically using a video meeting platform. Records of the Library Board meetings are available on the City website.
2. The Friends of the Library is an independent non-profit organization that supports the library in the following ways: raising funds through used book sales and other endeavors, creating community connections through programs and events, and increasing volunteerism to support and supplement Library resources.
3. The Library Foundation is a nonprofit, tax-exempt foundation dedicated to assisting the Highland City Library with fund-raising and additional support. The Foundation administers larger donations, particularly those targeted at capital improvement.

**Vision Statement**

The Highland City Library seeks to be a valued resource in the community that evolves with changes in society while meeting learning, information, and entertainment needs.

**Mission Statement**

The Highland City Library provides materials, programs, tools, and space that strengthen the community by informing, educating, and entertaining community members of all ages.

**Long-Range Strategic Plan, ~~2021~~2022-2026-2027**

The elements of the Strategic Plan support the goals and values expressed in the Library Mission Statement. Most of the goals listed below are expected to be accomplished within the current annual budgets for the Library. Capital improvement goals involve fundraising by the Library Foundation.

**Materials:**

Plan	Value	Metric	Date Initiated/ Completed	Responsible Party
Grow physical collection back to 50,000 items	Provide Materials	Simple count of physical materials	Ongoing/ December 2026	Collection Development Team
Expand picture book section	Provide Materials	Add additional shelving to accommodate up to 8,000 picture books	Ongoing/ December 2026	Collection Development Team
<a href="#">Improve book displays in the Children's Room</a>	<a href="#">Inform</a>	<a href="#">Add shelf top and shelf end book displays to the Children's room</a>	<a href="#">Winter 2021</a>	<a href="#">Collection Development Team, Children's Services Manager</a>
<a href="#">Add Science Kits for circulation</a>	<a href="#">Provide Materials</a>	<a href="#">Use grant money to add 20 science kits for circulation</a>	<a href="#">Winter 2023</a>	<a href="#">Collection Development Team.</a>
<a href="#">Update Juvenile Nonfiction Section</a>	<a href="#">Provide Materials</a>	<a href="#">Purchase 250 books each year for 4 years.</a>	<a href="#">Fall 2022-Fall 2026</a>	<a href="#">Collection Development</a>

**Programs**

Plan	Value	Metric	Date initiated/ Completed	Responsible Party
Continue providing educational programs for each age group	Educate	Offer weekly children's programs, and monthly adult/teen programs	Fall 2021-ongoing	Programming Team
Maintain working relationship with all local schools	Inform/ Educate/ Community	Quarterly contact with representative from each school	August 2021-ongoing	Public Relations Team/ Library Director
Increase number of current library card holders	Inform	Number of card holders will increase <del>10% the first year and</del> 5% each <del>subsequent</del> year	August <del>2021</del> 2022-December 2025	Library Director/ Public Relations Team
Maintain Summer Reading participation and increase completion	Educate/ Entertain	Have 1000 + participants and 35% completion each year	Summer <del>2022</del> 2023-Summer <del>2026</del> 2027	Library Director/ Public Relations Team/ Programming Team
Improve Adult Programing	Educate/ Inform	Hold an in-person adult program quarterly	Fall 2022-onward	Library Director/ Public Relations Team/
Continue programs for special needs	Educate/ Inform/ Entertain	Hold monthly story time for HIVES	Fall <del>2021</del> 2022-onward	Library Director/ Programming Team
<del>Establish a quarterly bilingual story time</del>	<del>Educate/ Entertain</del>	<del>Hold four bilingual story times in one year</del>	<del>Fall 2022-Fall 2023</del>	<del>Programming Team/ Library Director</del>
<del>Hold a Senior Services Fair annually (?)</del>	<del>Inform</del>	<del>Hold a trial event and then consider continuing</del>	<del>Spring 2022</del>	<del>Public Relations Team/ Library Director</del>

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**Tools and Technology**

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Acquire security gates	Provide Materials	Apply for a grant to get security gates and have them installed	Fall 2021 Winter 2022	Library Director
Increase e-book use by purchasing most held items	Inform/Entertain	E-book use increases by 10% each year	Fall 2021 Fall 2026	Collection Development Team
Set up AV maker space computer(s)	Tools	Apply for grant to purchase a computer loaded with digital editing software for the public	Spring 2024	Library Director
Replace public access computers with laptops	Tools	Using funds allocated to replace the public access computers; purchase a set of laptops patrons can check out for use in the Library	Spring 2025	Library Director

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**Training**

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Send at least one staff member to a national conference each year	Train	Staff member attends a national conference	Spring 2022, and continuing forward	Library Director
Send at least three staff members to state training sessions	Train	Three staff members attend state training each year	Fall <del>2021</del> 2022, and continuing forward	Library Director

Have a staff member complete "Uplift Training"	Train	Staff member receives Uplift Training Certificate	Already initiated/ Fall 2023	Library Director/ Participating Staff Member
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### Space

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Replace Library carpet	Community Space	Get a bid, figure out funding, contact a vendor, have carpet installed	Bid by June 2023 / Jan 2024	Library Director
Replace Library upholstered furniture	Community Space	Purchase 2 love seats and 6 chairs	Jan 2024/ Dec 2025	Library Director
Conduct a survey about public interest in an addition to the Library (?)	Space	Question added to the City's annual survey about the interest in an addition to the Library	Spring 2025	Library Director
<a href="#">Create Biography nook in Children's Room</a>	<a href="#">Space</a>	<a href="#">Take out dividers and make a space for more biography books</a>	<a href="#">Fall 2023</a>	<a href="#">Library Director</a>

### Financial Oversight

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Conduct a financial audit of the Library Fund <a href="#">and investigate need for increase in dedicated tax rate.</a>	Community Resource	Engage a professional financial audit of the Library Fund	Fall <del>2024</del> <del>2022</del> /Winter <del>2022</del> <del>2023</del>	Library Director

<u>Investigate eliminating overdue fines</u>	<u>Community Resource</u>	<u>Do a study of nearby libraries and their success going fine free</u>	<u>April 2022</u>	<u>Library Director</u>
<u>Seek an increase in the rate of designated tax collected for the Library</u>	<u>Community Resource</u>	<u>The Library presents a proposal to the City Council.</u>	<u>Starting January 2023</u>	<u>Library Board</u>
<u>Hold one major fund raiser each year with Library Foundation.</u>	<u>Community Resource</u>	<u>The Foundation with work with the Library to do one major fundraiser event each year</u>	<u>Fall 2022 and onward.</u>	<u>Library Foundation and Library Director</u>

**Commented [DC1]:** Erin suggested including this in the section about the library fund study.

Adopted 10/05/2022