City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
February 15, 2023, at 7 pm:
West Liberty Public Library Upper Level

That the above-mentioned governmental body will meet at the date, time, and place about set out. The tentative agenda for said meeting is as follows:

   I.   Call to Order
   II.   Approval of Agenda
   III.   Approval of Minutes
   IV.   Public Discussion
   V.   Financial Report
   VI.   Director's Report
   VII.   Announcements from Members
   VIII. Old Business
   1. Atalissa options
   IX.   New Business
   1. Youth representative
   2. Accreditation information
   3. By-law review and upcoming officer elections
   4. March meeting date
   X.   Adjourn Meeting

Next meeting Wednesday, March 15 at 7 pm.

West Liberty Public Library Minutes
Date: January 18, 2023 | **Time**: 7:00 pm

Present at Meeting: Board members Richard Brand, Ken Brooks, Vanessa Espinoza, Maria Lugo, Larry Miller, Sam Morel, Shannon Schneider along with Library Director Allie Paarsmith.

I.   **Call to Order**
II. **Approval of Agenda**: Motion by Brand, Second by Lugo, 6-0
III. **Approval of Minutes**: Motion by Brooks, Second by Morel, 6-0
IV. **Public Discussion**:
    A. None
V.   **Financial Report**: Motion by Brand, Second by Espinoza, 6-0
VI. **Director's Report**: Given by Paarsmith
VII. **Announcements from Members**:
    A. None
VIII. **Old Business**:
    A. **Atalissa Contract** Motion by Brooks, Second by Morel, 6-0
        a. Director will return to Atalissa council with $12/capita request
        b. Paarsmith will research and report on what individual community members can do about library usage if the council refuses
IX. **New Business**:
    A. **Space Needs Assessment Proposal**
        a. No action required
X.   **Adjourn Meeting**: Motion by Brand, Second by Morel, 6-0

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001-GENERAL FUND
CULTURE & RECREATION                                                        58.33% OF YEAR COMP.
LIBRARY
                             CURRENT      CURRENT     YEAR TO DATE   % OF       BUDGET
DEPARTMENTAL EXPENDITURES     BUDGET       PERIOD       ACTUAL      BUDGET     BALANCE
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PERSONAL SERVICES
001-6-410-1-6010 WAGES-FULL TIME       187,000.00    12,724.60    103,836.91    55.53     83,163.09
001-6-410-1-6020 WAGES-PART TIME        28,920.00     4,425.00     21,064.00    72.84      7,856.00
001-6-410-1-6040 WAGES-OVER TIME           500.00         0.00         11.66     2.33        488.34
   TOTAL PERSONAL SERVICES             216,420.00    17,149.60    124,912.57    57.72     91,507.43

EMPLOYEE BENEFITS
001-6-410-1-6110 FICA-CITY CONTRIBUTION    16,000.00     1,287.51      9,526.21    59.54      6,473.79
001-6-410-1-6130 IPERS-CITY CONTRIBUTION   21,200.00     1,306.72      9,953.44    46.95     11,246.56
001-6-410-1-6140 ICMA-CITY CONTRIBUTION     7,200.00       250.00      1,780.01    24.72      5,419.99
001-6-410-1-6150 GROUP MEDICAL INSURANCE   42,000.00     4,039.59     30,228.33    71.97     11,771.67
001-6-410-1-6152 GROUP MEDICAL INSURANCE        0.00         0.00          0.00     0.00          0.00
001-6-410-1-6160 WORKER'S COMPENSATION I    3,200.00         0.00          0.00     0.00      3,200.00
001-6-410-1-6181 UNIFORMS,ALLOWANCES           50.00         0.00          0.00     0.00         50.00
   TOTAL EMPLOYEE BENEFITS              89,650.00     6,883.82     51,487.99    57.43     38,162.01

STAFF DEVELOPMENT
001-6-410-1-6210 DUES & MEMBERSHIP FEES       400.00         0.00        440.00   110.00 (       40.00)
001-6-410-1-6220 SUBSCRIPTIONS, PUBL & E      350.00         0.00      1,800.00   514.29 (    1,450.00)
001-6-410-1-6230 TRAINING                       0.00         0.00        230.00     0.00 (      230.00)
001-6-410-1-6240 CONFERENCE & TRAVEL EXP       65.00         0.00          0.00     0.00         65.00
   TOTAL STAFF DEVELOPMENT                 815.00         0.00      2,470.00   303.07 (    1,655.00)

REPAIR,MTNCE,UTILITIES
001-6-410-2-6310 BUILDING/GROUND MAINTEN    3,000.00        16.20        486.75    16.23      2,513.25
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT   12,000.00         0.00      5,903.91    49.20      6,096.09
001-6-410-2-6371 UTILITY SERVICES-ELEC,G   12,000.00         0.00     16,071.18   133.93 (    4,071.18)
001-6-410-2-6373 TELEPHONE EXPENSE          2,000.00         0.00      1,501.51    75.08        498.49
   TOTAL REPAIR,MTNCE,UTILITIES        29,000.00        16.20     23,963.35    82.63      5,036.65

CONTRACTUAL SERVICES
001-6-410-2-6407 PROFESSIONAL & CONS FEE    7,700.00         0.00      4,395.12    57.08      3,304.88
001-6-410-2-6408 TORT LIABILITY INSURANC    3,000.00         0.00      2,073.00    69.10        927.00
001-6-410-2-6415 RENTALS & LEASES           1,200.00         0.00        675.49    56.29        524.51
001-6-410-2-6426 ENRICHMENT PROGRAMS        5,600.00         0.00        375.00     6.70      5,225.00
001-6-410-2-6429 PROPERTY TAX EXPENSE           0.00         0.00          0.00     0.00          0.00
   TOTAL CONTRACTUAL SERVICES          17,500.00         0.00      7,518.61    42.96      9,981.39

COMMODITIES
001-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER   18,000.00         0.00      9,818.72    54.55      8,181.28
001-6-410-2-6504 MINOR EQUIPMENT            1,000.00         0.00          0.00     0.00      1,000.00
001-6-410-2-6507 OPERATING SUPPLIES         8,000.00         0.00      3,027.97    37.85      4,972.03
001-6-410-2-6508 POSTAGE                      100.00         0.00          0.00     0.00        100.00
001-6-410-2-6521 JANITORIAL SUPPLIES            0.00         0.00        876.84     0.00 (      876.84)
001-6-410-2-6599 MISCELLANEOUS EXPENSE          0.00         0.00          0.00     0.00          0.00
   TOTAL COMMODITIES                   27,100.00         0.00     13,723.53    50.64     13,376.47
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001-GENERAL FUND
CULTURE & RECREATION   58.33% OF YEAR COMP.
LIBRARY
                                     CURRENT   CURRENT   YEAR TO DATE   % OF   BUDGET
DEPARTMENTAL EXPENDITURES   BUDGET   PERIOD   ACTUAL   BUDGET   BALANCE
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CAPITAL OUTLAY
001-6-410-3-6726 CAPITAL EQUIP RESERVE   3,000.00   0.00   0.00   0.00   3,000.00
001-6-410-3-6727 CAPITAL EQUIPMENT   0.00   0.00   0.00   0.00   0.00
001-6-410-3-6728 CAPITAL IMPROVEMENTS   27,000.00   0.00   90,044.59   333.50 (63,044.59)
   TOTAL CAPITAL OUTLAY   30,000.00   0.00   90,044.59   300.15 (60,044.59)

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   TOTAL LIBRARY   410,485.00   24,049.62   314,120.64   76.52   96,364.36

001-GENERAL FUND
CULTURE & RECREATION   58.33% OF YEAR COMP.
LIBRARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TAXES					
001-4-410-4-4090 LOCAL OPTION SALES TAX	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	0.00	0.00	0.00	0.00	0.00
USE OF MONEY & PROPERTY					
001-4-410-4-4302 INTEREST INCOME - LIBR	500.00	0.00	0.00	0.00	500.00
TOTAL USE OF MONEY & PROPERTY	500.00	0.00	0.00	0.00	500.00
INTERGOVERNMENTAL					
001-4-410-2-4470 COUNTY LIBRARY ALLOCATI	14,000.00	0.00	0.00	0.00	14,000.00
001-4-410-2-4471 LOCAL COMM LIBRARY ALLO	10,764.00	0.00	2,720.00	25.27	8,044.00
001-4-410-4-4433 STATE SHARED REVENUE/EN	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	24,764.00	0.00	2,720.00	10.98	22,044.00
MISCELLANEOUS					
001-4-410-1-4799 OTHER MISC REVENUE	0.00	729.72	1,505.48	0.00 (	1,505.48)
001-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	2,050.00	2,353.34	0.00 (	2,353.34)
TOTAL MISCELLANEOUS	0.00	2,779.72	3,858.82	0.00 (	3,858.82)
OTHER FINANCING USES					
001-4-410-4-4821 CAPITAL LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
001-4-410-4-4830 TRANSFER IN	50,000.00	0.00	0.00	0.00	50,000.00
TOTAL OTHER FINANCING USES	50,000.00	0.00	0.00	0.00	50,000.00
TOTAL LIBRARY	75,264.00	2,779.72	6,578.82	8.74	68,685.18

134-LIBRARY TRUST
FINANCIAL SUMMARY   58.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
CULTURE & RECREATION					
LIBRARY	2,000.00	0.00	0.00	0.00	2,000.00
LIBRARY BUILDING PROJECT	500.00	0.00	1,226.06	245.21 (	726.06)
KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00
WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00
VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00
ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	2,500.00	0.00	1,226.06	49.04	1,273.94
ENTERPRISE					
OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,500.00	0.00	1,226.06	49.04	1,273.94
EXPENDITURE SUMMARY					
CULTURE & RECREATION					
LIBRARY	0.00	0.00	163.76	0.00 (	163.76)
LIBRARY BUILDING PROJECT	0.00	0.00	0.00	0.00	0.00
KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00
WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00
VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00
ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	0.00	0.00	163.76	0.00 (	163.76)
ENTERPRISE					
OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00
OTHER ACTIVITIES					
TRANSFERS OUT	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL OTHER ACTIVITIES	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL EXPENDITURES	170,000.00	0.00	163.76	0.10	169,836.24
REVENUES OVER/(UNDER) EXPENDITURES	(167,500.00)	0.00	1,062.30		(168,562.30)

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
LIBRARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
MISCELLANEOUS					
134-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	2,000.00	0.00	0.00	0.00	2,000.00
134-4-410-2-4710 RAGBRAI FUNDRAISING	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	2,000.00	0.00	0.00	0.00	2,000.00
OTHER FINANCING USES					
134-4-410-4-4830 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	2,000.00	0.00	0.00	0.00	2,000.00

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
LIBRARY BUILDING PROJECT

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TAXES					
134-4-411-4-4090 LOCAL OPTION SALES TAX	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	0.00	0.00	0.00	0.00	0.00
USE OF MONEY & PROPERTY					
134-4-411-4-4300 INTEREST INCOME	500.00	0.00	1,226.06	245.21 (	726.06)
134-4-411-4-4302 INTEREST INCOME - LIBR	0.00	0.00	0.00	0.00	0.00
TOTAL USE OF MONEY & PROPERTY	500.00	0.00	1,226.06	245.21 (	726.06)
MISCELLANEOUS					
134-4-411-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
134-4-411-2-4707 CONTRIBUTIONS - BUILDIN	0.00	0.00	0.00	0.00	0.00
134-4-411-2-4710 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY BUILDING PROJECT	500.00	0.00	1,226.06	245.21 (	726.06)

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
KENNETH MOSHER TRUST

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
MISCELLANEOUS					
134-4-412-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
WILMA DUTTON TRUST

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE

MISCELLANEOUS

134-4-413-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
VIRGINIA BARCLAY TRUST

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE

MISCELLANEOUS

134-4-414-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
ELIASON TRUST

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
MISCELLANEOUS					
134-4-415-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	2,500.00	0.00	1,226.06	49.04	1,273.94

134-LIBRARY TRUST
ENTERPRISE   58.33% OF YEAR COMP.
OPERATIONS-ENTERPRISE

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
INTERGOVERNMENTAL					
134-4-810-3-4405 SOLID WASTE SWAP GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,500.00	0.00	1,226.06	49.04	1,273.94

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
LIBRARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					

CONTRACTUAL SERVICES

134-6-410-2-6407 PROFESSIONAL & CONS FEE	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6426 LIBRARY TRUST ENRICHMEN	0.00	0.00	163.76	0.00 (	163.76)
TOTAL CONTRACTUAL SERVICES	0.00	0.00	163.76	0.00 (	163.76)

COMMODITIES

134-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6509 RAGBRAI EXPENSES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00

CAPITAL OUTLAY

134-6-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

TOTAL LIBRARY	0.00	0.00	163.76	0.00 (	163.76)

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
LIBRARY BUILDING PROJECT
                                        CURRENT   CURRENT   YEAR TO DATE   % OF   BUDGET
DEPARTMENTAL EXPENDITURES   BUDGET   PERIOD   ACTUAL   BUDGET   BALANCE
_____

EXP CATG 68
134-6-411-4-6801 BOND PRINCIPAL   0.00   0.00   0.00   0.00   0.00
134-6-411-4-6851 BOND INTEREST EXPENSE   0.00   0.00   0.00   0.00   0.00
   TOTAL EXP CATG 68   0.00   0.00   0.00   0.00   0.00

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   TOTAL LIBRARY BUILDING PROJECT   0.00   0.00   0.00   0.00   0.00

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
KENNETH MOSHER TRUST

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					

STAFF DEVELOPMENT

| 134-6-412-1-6240 CONFERENCE & TRAVEL EXP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL STAFF DEVELOPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

CONTRACTUAL SERVICES

| 134-6-412-2-6407 PROFESSIONAL & CONS FEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRACTUAL SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

COMMODITIES

134-6-412-2-6502 BOOKS,AUDIOVISUAL,MATER	0.00	0.00	0.00	0.00	0.00
134-6-412-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00

CAPITAL OUTLAY

134-6-412-3-6727 CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-412-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

| TOTAL KENNETH MOSHER TRUST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
WILMA DUTTON TRUST

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					
COMMODITIES					
134-6-413-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
VIRGINIA BARCLAY TRUST

	CURRENT	CURRENT	YEAR TO DATE	% OF	BUDGET
DEPARTMENTAL EXPENDITURES	BUDGET	PERIOD	ACTUAL	BUDGET	BALANCE

REPAIR,MTNCE,UTILITIES

| 134-6-414-2-6310 BUILDING/GROUND MAINTEN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REPAIR,MTNCE,UTILITIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

COMMODITIES

134-6-414-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-414-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00

| TOTAL VIRGINIA BARCLAY TRUST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

	CURRENT	CURRENT	YEAR TO DATE	% OF	BUDGET
DEPARTMENTAL EXPENDITURES	BUDGET	PERIOD	ACTUAL	BUDGET	BALANCE

134-LIBRARY TRUST
CULTURE & RECREATION   58.33% OF YEAR COMP.
ELIASON TRUST

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					
REPAIR,MTNCE,UTILITIES					
134-6-415-2-6310 BUILDING/GROUND MAINTEN	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR,MTNCE,UTILITIES	0.00	0.00	0.00	0.00	0.00
COMMODITIES					
134-6-415-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-415-2-6507 OPERATING EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	0.00	0.00	163.76	0.00 (	163.76)

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					

134-LIBRARY TRUST
ENTERPRISE   58.33% OF YEAR COMP.
OPERATIONS-ENTERPRISE

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					
CAPITAL OUTLAY					
134-6-810-3-6750	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00

134-LIBRARY TRUST
ENTERPRISE   58.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					

134-LIBRARY TRUST
OTHER ACTIVITIES   58.33% OF YEAR COMP.
TRANSFERS OUT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					

TRANSFERS

134-6-910-5-6910 TRANSFERS OUT - INTERFU	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL TRANSFERS	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL TRANSFERS OUT	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL OTHER ACTIVITIES	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL EXPENDITURES	170,000.00	0.00	163.76	0.10	169,836.24

REVENUES OVER/(UNDER) EXPENDITURES   (167,500.00)   0.00   1,062.30   (168,562.30)

COMMUNITY FOUNDATION of Greater Muscatine

West Liberty Public Library Charitable Fund
Statement of Activity
January 01, 2023 through January 31, 2023

Fund Activity

	01/01/2023	YTD-Jan 1
Beginning Balance	11,470.02	11,470.02

Receipts
YTD Investment Income	16.26	16.26
Total Receipts	16.26	16.26

Distributions
Fund Mgmt Fee Expense	49.28	49.28
Total Distributions	49.28	49.28

Ending Balance	11,437.00	11,437.00
Spendable Balance		

Activity Detail

Please note: investment income and fund management fees are listed on the summary

Donations Contributions & Grants received by the Fund

n/a	n/a	n/a	n/a
		Total Donations	**$ 0.00**

Operational Contributions from Fund activities such as memberships, sponsorships, fundraising, advertising, etc.

n/a	n/a	n/a		n/a
		Total Other Contributions		**$ 0.00**

Program Expenses allocated to the Fund.

n/a	n/a	n/a	n/a
		Total Fund Program Expense	**$ 0.00**

Grants distributed from the Fund.

n/a	n/a	n/a	n/a
		Total Grant Expense	**0.00**

Library Director's Report

February 2023

Agenda:

Today we will be discussing options regarding Atalissa depending on their decision made 2/13/23, welcoming Brenda Arthur Miller to discuss the opportunity to include a student on our board,

Building and Technology:

Our elevator stopped working briefly, but Tim was able to fix it. The Kone elevator contract should be examined before the next fiscal year.

I will apply for the Space Utilization Grant from the State Library of Iowa in March.

We have noticed that someone has been moving the ceiling tiles above the urinal and one of the toilets in the men's restroom. Staff hasn't found anything in the ceiling, but we assume that there is an exchange of goods happening. Chief Werling has suggested that we check the ceiling a minimum of once a week, but recommends doing so daily. This will be difficult due to having to use a ladder during our open hours.

We are still having issues with the parking lot lights. I will contact Roth Electric within the next week.

Staff and Volunteers:

City Manager David Haugland has resigned. His last day will be March 31. I will advocate for the Library to be involved however the City decides to move forward.

The social workers have arrived! In the library we will have Klaus Nsende Missamou on Thursdays and every other Monday at 3:30p and Zach Mickelson on Fridays at 11a. Their goals will be to create a social services directory, help us develop evaluations for our existing and upcoming programs, and review policies and grants. I am still working on getting a copy of the initial community assessment, as that will aid us in our future strategic planning.

Our January In-Service was a How to Talk So Kids Will Listen and Listen So Kids Will Talk book discussion. I have reached out to that organization to purchase the materials with the grant money from Muscatine Charities. We did find that they also sell the book in Spanish, so we will be acquiring that as well.

I have attached Kelli's article featured in the Index on 2/9/23. We also provided the article in Spanish and was translated by Johamy.

Collections and Materials:

Adult Fiction has been weeded and shifted and looks so much better. We have been making a list of books to replace due to condition or missing status, but it is hard to justify spending money on older titles.

I am working with staff to figure out how best to present statistics and information regarding our collections and materials for this report. As soon as I have sorted out the financial report, I will focus on the statistics portion of this report. If there is any information you would like to see beyond what is included in the State's annual survey, let me know, and I will try to accommodate that.

Finances:

I have nearly completed the data entry for our financials and should have that report available at our board meeting on 2/15.

According to the County Supervisor minutes from 1/25/23, we will be allocated $16,500, a $500 increase from last year but far below the $50,000, we requested. The staff and I find this very disheartening.

Programming and Outreach:

In January, we had a total of 295 attendees and 21 programs. Our biggest program was Celebrity Storytime, which will probably be the case each month. The second most popular program was Salt Painting, a Wednesday afternoon program.

We had the PBS Steam trailer here at the beginning of February and had at least 99 participants over the five days it was here.

FEBRUARY 2023

Legend:
- ■ adult events
- □ all ages events
- ■ youth events

SUN	MON	TUE	WED	THU	FRI	SAT
			1. STEAM Lab 3:00-7:00	**2.** STEAM Lab 11:00-6:00 Heart-Shaped Doorknob Hangers 5pm	**3.** STEAM Lab 1:00-6:00	**4.**
5. STEAM Lab 1:00-6:00	**6.** STEAM Lab 11:00-6:00	**7.** Family Storytime 11:30 / IT'S BLACK HISTORY MONTH!	**8.** Heart Key Chains 3:00pm	**9.** The Page Turners book club meeting 12pm/6pm	**10.**	**11.**
12. Valentine's Card Making 1:30pm	**13.** TAB Meeting: Upcycled Sparkly Hearts 5:00pm	**14.** Family Storytime 11:30 Valentine Buttons 3:30pm	**15.** Pastels & Watercolors 3:00pm board meeting 7:00pm	**16.**	**17.**	**18.**
19.	**20.**	**21.** Family Storytime 11:30	**22.** Animal Tracks 2:30pm	**23.**	**24.**	
26.	**27.** Short Stories for Busy People book club meeting 12pm/6pm	**28.** Celebrity Storytime Guest Reader Eric Werling 11:30am				

CLOSED

Agenda Item- Atalissa Options

History:

This is an informative agenda item. Atalissa City Council should be making their decision on February 13, 2023. The actions the board may wish to take depend on that decision. Here are the following possibilities:

- If Atalissa signs their contract, business can continue as usual. I will schedule a meeting with Atalissa and at least one staff member to discuss additional opportunities the library can bring to their community.
- If Atalissa find another library to contract with, Atalissa residents will be treated as Open Access residents and can continue to utilize our physical collections, but no longer have access to our digital resources.
- If Atalissa chooses not to contract with any library, we have two options: either cease service to Atalissa residents or adopt a policy charging those residents with an annual fee. Other libraries in the state would make their own choices on how to handle the situation, but the default is that they will not receive library services as they will be in violation of Open Access.

Budget Impact:

None.

Options:

Options are detailed above based on the decision of the Atalissa Council.

Staff's Recommended Action:

Staff defers to the Board.

Agenda Item- Youth Representative

History:

Aligned Impact Muscatine is looking to add student voices to community and county level boards, and our board was suggested as a possibility. AIM is adding students to the WL Chamber and the Fair board. Students would commit to a year of service and earn extra credit. I have attached the handbook with additional information.

Brenda Arthur-Miller will attend to address any questions or concerns and how to move forward.

Budget Impact:

None.

Options:

Move forward and welcome a student to our board, or don't.

Staff's Recommended Action:

I recommend we discuss ways to move forward and welcome a student on our board.

Youth Advisory Board Handbook

Who we are:

Aligned Impact Muscatine County (AIM), a non-profit organization within Muscatine County is focusing on aligning community resources and identifying practices to reduce achievement gaps within our community. AIM recognizes the importance of having a shared community vision, including uplifting youth voices. For this, our focus will be on bringing youth voices into the typically adult-led conversations. A platform will be created for youth to gain skills to become successful leaders and build strong relationships within their communities. Our Youth Advisory Boards will vary in ages 14-24.

Youth Boards will partner with different community-based organizations. The organizations will help develop a program for our youth to join the organization's leadership boards. Youth have valuable opinions and know more about the youth's thoughts and needs than adults do. Youth will provide the adult-led boards with a different perspective.

The goals for the youth boards are as followed:

1. Having youth voices heard throughout the adult-led community organizations
2. Create a safe space for youth to create an impact in their community and to discuss issues and solutions
3. Provide youth the opportunity to learn how to do research and data analysis on community issues
4. Acquiring a better understanding of diversity within our community
5. Network a new and strong relationship between adults and youth
6. Adults will gain a better connection and understanding of youth needs
7. Creating new young leaders from the communities in which they reside
8. Support youth advocacy for changes in policy

Mission:

Muscatine County Youth Advisory Boards partners with community organizations to provide a youth perspective to community boards to nurture future community leaders.

Purpose:

Partnerships between youth and adults will benefit the community organizations and the youth by providing a younger perspective on the community in which they reside. The community organizations will serve as positive role models to youth and will motivate youth to become leaders and role models to others. The youth will have the authority to make decisions within these boards. This opportunity will create and benefit future contributing members of society by providing them with professional career experience, public speaking opportunities, gain an understanding of civic responsibility, and the opportunity to make a positive impact on the community.

Qualifications:
- o Be between the ages of 14-24
- o Be available to attend two meetings a month- one is the adult led board meetings and the second is the youth gathering
- o Be willing to provide input during the adult led meetings
- o Be willing to participate in volunteer activities for silver cord hours if needed.
- o Be willing to communicate with your adult mentor

Selection Process:
- o Submit the application
- o Attend the initial interview
- o Submit the completed permission forms with parental signatures if younger than 18 years of age
- o Attend the proper training prior to being active on the board

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Muscatine County Youth Advisory Boards (MCYAB)
Code of Conduct

1. I agree to behave in a manner that always brings respect to MCYAB.

2. I recognize that I serve as a role model for other students and young adults.

3. I agree to behave in a respectful manner to peers and authority figures.
    a. Work as a team member. Exhibit professional leadership skills and collaboration.

4. I agree to participate in MCYAB activities and opportunities to the best of my ability.
    a. If unable to make an activity, contact the adult in charge and let them know you are unable to be there.
    b. Feel free to ask questions, express opinions and participate without criticism.

5. I agree to listen to others and respect their opinions.

6. I agree that MCYAB conversations are meant to keep confidential unless they are strictly used for research, projects, or any sort of professional conversations with MCYAB peers or mentors.

7. I agree to not participate in substance abuse or illegal activities.

8. No cell phones, headphones, laptops, or other technology during meetings, unless using for program purposes.

9. I recognize that the way I present myself on social media can impact my credibility and the credibility of the MCYAB.

10. I agree not to post or use profanity, sexually explicit language, or threatening/abusive language in person or online.

I have read and agree to abide by the MCYAB Code of Conduct and understand that violation of the Code of Conduct can be cause for dismissal from the board.

_____   _____   _____
Printed Name   Signature   Date

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MCYAB Group Guidelines

Respect

- We welcome and support individuals of all races, ethnicities, national origins, socioeconomic statuses, ages, gender identities, gender expressions, sexual orientations, disability statuses, religions, etc.

- Any forms of racism, harassment, and discrimination will not be tolerated by MCYAB. We will work to make a board that is inclusive and safe for all members.

- If any members have concerns about any interactions within this board, there is way to tell leadership and we will take actions in response to your concerns. Check out the outline below on how to share any concern:

  o First, please let us know! You have two options for how to do this:

    ▪ You can fill out an anonymous survey and describe your concerns.

    ▪ You can communicate with any MCYAB leadership member directly.

- We will work together to ensure every member feels safe. We will work together to resolve any concerns and will follow proper procedure and listen to member's input when resolving any issue.

Communication

- We will use appropriate use of language during any of our meetings and with other partner organizations members. We will be respectful of any members' identities and beliefs.

- Members are strongly encouraged to share about their research and experiences that they have acquired while working with the organizations. We will work to ensure that all viewpoints are heard.

- As a youth, I will maintain efficient communication with the organization I have been assigned to and my MCYAB leaders.

- I will be an active communicator during my meetings with my organization and my MCYAB group.

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Confidentiality

- Our conversations within MCYAB and our organizations will be solely shared for research or project purposes within the MCYAB partnership. We will be respectful of the information our peers and mentors are sharing with us. This includes personal information and/or experiences shared by other board group members, data or findings from research projects shared by group leaders (that are not yet public), study ideas or proposals, either planned or ongoing, or any other information shared in meetings.

- This means that what is said in the board meeting stays in the board meeting and should not be shared with other people, on social media, or through other means, unless permission to share is given by members or leadership staff.

Attendance

- The youth will follow the attendance policy of the board in which they are participating on. Please communicate with your direct group mentor if you have any questions regarding your attendance.

- If you are unable to attend to your group, please communicate with your mentors as soon as possible, preferably with 24 hours before the meeting occurs.

- The required commitment for these groups is one school year. If the board continues throughout the summer and the youth wants to volunteer during those months, they are welcomed to participate on their own.

  - If the student chooses to participate for a second year, they will have a mentorship position within the group to help any new youth members and promote new attendance.

- If either party feels that the youth is not a good fit, please place in writing why the youth is being dismissed and what previous actions were taken to correct the problem. If the youth is wanting to be taken off the board, or traded to a new board write why you would like not to continue. Also let us know what previous actions you took to let someone from the adult board know you were struggling.

**If taking for Worked Based Learning Credits: Will need to follow those requirements as well. See your school administration for details.

MCYAB Member Resources:

- Suicide Prevention Lifeline: 1-800-273-8255

- Crisis Text Line: Text HOME to 741-741

- Trevor Project Hotline: 1-866-488-7686

- National Sexual Assault Hotline (800) 656-4673

- Substance Abuse and Mental Health Services Administration National Helpline (800) 662-4357

- Childhelp National Child Abuse Hotline (800) 422-4453

- Trevor Project Text Line: Text START to 678-678

- The National Runaway Safeline: 800-RUNAWAY (800-786-2929)

- Laundry of Love-Trinity Episcopal Church: 563-263-2177

- Voluntary Action Council: 319-627-4347

    o West Liberty Residents

- Food Pantry at MCSA - 312 Iowa Avenue, Muscatine (563) 264-3278

    o Hours / Days of Operation: Tuesday & Thursday 10-12 pm

- Wilton & Durant Food Pantry

    o 408 Cedar St. Wilton (Wilton/Durant residents only)

    o 1 & 3rd Tuesday 9-11am & 6-7 pm

- Bread of Life Pantry- Tipton 563-886-6418

    o 3rd Saturday of the month 9-11a.m. or by appointment

    o Cedar County Residents only

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Checklist for youth

- *Have confidence in yourself*
    - You have been selected for this board, get comfortable and then listen, watch, and ask questions and be ready to learn.
        - Have I read the job description and know what the board expects of me?
        - Do I understand what the board does?
        - Do I know and understand the written and unwritten agenda of the board meetings?

- *Find a mentor*
    - Find someone you are comfortable with and has the experience to guide you through this process.

- *Be a leader*
    - You are in a leadership role. Use it to show the community youth are capable, intelligent, and mature.

- *Stay interested and curious*
    - You are responsible for your learning. Sometimes the issues the boards are discussing are not interesting, but if you look bored the adults will have a difficult time taking you seriously.

- *Show up*
    - Take the time to invest in the board. Attend all meetings, and confirm the dates, times, and locations. Mark on your calendar and be responsible to show up.
        - Am I willing to give my time and attention to the board issues rather than just the ones that affect me and those I represent?
        - Am I willing to help initiate or participate with a project?

- *Use the Power you have*
    - Speak up, feel like your ideas will help the meeting. Use politeness and remember that you are one of many and your ideas may or may not be used. You gain respect by making contributions and then following through with those actions.
        - Know your abilities and knowledge to make contributions to this board.

- *Ask questions*
  - If you have a question, ask it. More times than not someone else may also be thinking the same thing. If you are not comfortable asking during the meeting, write down your questions and then take time during breaks or after the meeting to seek out someone to help answer those questions.
    - Has the board communicated the specific objectives they have for me as a youth member?

- *Think about what you want to get out of the experience*
  - Do you want to develop the skill of public speaking, leadership skills, or just the training of being on a board?
    - Am I willing to learn through open communication about my performance?
    - Am I willing to reflect on what I got out of this experience and willing to share it with the board members?

- *Reflections of interactions*
  - Take time to reflect on the interactions you had with the adults on the board.
    - Do the adult members of the board hold any stereotypes about young people?
    - Have the adult board members received training that allows them to consider their assumptions about "kids these days"?
    - When receiving feedback do I recognize the expertise of the adults on my board?
    - Do I hold any stereotypes of the adult board members?
    - Does the board should appreciation for the good work I am doing or have done?

- *Am I mentoring or recruiting other potential youth representatives who may replace me in the future?*

Parent/Guardian Permission Form

I give permission for my student _____ to participate in activities for the Muscatine County Youth Advisory Board.

I can be reached at the following phone number

_____

If I cannot be reached, and in the event of an emergency, the following person is authorized to act on my behalf:

Name and phone number:

_____

Relationship to my student

_____

Liability Release

I, _____, the parent/guardian of

_____ hereby release

_____from any liability related to an accident involving my student while participating with the Muscatine County Youth Advisory Board activities.

Parent/Guardian Signature _____Date:_____

Photo/Video Release Permission Form

I, _____, the parent/legal guardian of
_____
grant the participating Muscatine County Youth Advisory Board my unconditional permission to use the photos/videos that are taken throughout the different youth activities for any legal use, including but not limited to: publicity, copyright purposes, illustrations, advertising, and any social media/website content.

Parent/Guardian's Signature: _____
Date:_____

Transportation Expectations

I, _____, the parent/legal guardian of
_____
understand that there will be **NO** form of transportation available through anyone connected with the Muscatine County Youth Advisory Boards, You and your child will be responsible to find transportation to and from the youth's activities. There are options for remote participation. If needed, please have your child let someone know.

Parent/Guardian's Signature: _____

Date:_____

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Emergency Contact Form

Student Information:

Name:_____

Address:_____

City:_____

State _____   Zip _____

Phone_____

Emergency Contact Persons:

1. Name_____

Relationship to the MCYAB member_____

Phone_____

2. Name_____

Relationship to the MCYAB member_____

Phone_____

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Emergency Health Care Information

Name of
Doctor/Clinic_____

      Address_____

      City/State/Zip_____

      Phone_____

Allergies_____

Special Instructions

_____

Hospital Preference

_____

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Board Descriptions

Carol Webb: City of Muscatine
The City is actually looking at a separate youth board.
We would assign the board a staff liaison and a Council liaison to assist them in understanding their role, developing a work plan, and holding periodic meetings.
They would advise the Council on issues important to youth in our community.
Meetings could be monthly, bi-monthly, or quarterly.
Need 5-7 youth to serve.
Meetings could be remote, in person, or a combination of both.

Shane Orr: United Way of Muscatine
United Way Board (there would likely be a few committees they could participate on too)
Our Mission: Mobilizing resources to empower the greater Muscatine community to improve the lives of people in need
Our Issue: Households struggling toward self-sufficiency (focus on education/training and affordable/sustainable housing)
Our meetings are hybrid.
Board meetings are the 2nd Tuesday of each month at Noon.
> *Youth should review materials in advance of the meeting, provide feedback/ask questions on agenda items during the meeting, and participate on any committees that interest them.

Kim Warren-Aligned Impact Muscatine County (AIM)
AIM's mission is to align community resources and identify effective practices for implementation to reduce achievement gaps and improve outcomes for all students and families. The role of the Leadership Council is to set AIM's strategic priorities and work to make system changes in our community.
In person, remote, or a combination.
> *The time of your meetings/gatherings (day of the week and time)-Yet to be determined for 2023. They will be once a month.

We would like one college and one high school youth to serve on the Leadership Council to provide their insights and expertise to our priority areas. The youth would be a voting member of the council.

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Agenda Item- Accreditation Information

History:

Every three years the library goes through the accreditation process. No action is currently required, but keep this process in mind as the next three years will go by just as quickly. We will have to start discussing some of these items to get ahead of the game, such as strategic planning.

Budget Impact:

Our Accreditation level is directly tied to the amount of money we receive from the State.

Options:

No action is required.

Staff's Recommended Action:

No action is required.

INFORMATION

CONSULTATION

DESTINATION

State Library
of Iowa

In Service to Iowa
Public Library
Standards

Sixth Edition • 2016
Revised 5/12/2022

In Service to Iowa: Public Library Standards

Sixth Edition — 2016
Revised 5/12/2022

Approved by the Iowa Commission of Libraries
June 10, 2016

Michael Scott, State Librarian
Scott Dermont, Editor

Library Support Network
State Library of Iowa
1112 E. Grand Ave.
Des Moines, Iowa 50319

800-248-4483
WWW.STATELIBRARYOFIOWA.GOV

TABLE OF CONTENTS

Introduction

The Standards and Accreditation Program exists to encourage the ongoing development of high quality public library services in Iowa. *In Service to Iowa: Public Library Standards* is the manual for the State Library of Iowa's standards program. It was first published in 1985 and was updated in 1989, 1997, 2004, 2010, and now in 2016. Iowa's voluntary public library standards program was established to give public libraries a tool to identify strengths and areas for improvement. It is also used to document the condition of public library service in Iowa, to distribute Direct State Aid funding, and to meet statutory requirements.

In 2015, the Iowa Commission of Libraries appointed the Public Library Standards Advisory Task Force to revise *In Service to Iowa*. The Task Force in turn solicited feedback from the State Library Advisory Panel to ensure that proposed standards meet the changing needs of Iowa's public libraries. All task force members support and stress the importance of the accreditation process and thank the Iowa public library community for its assistance.

Public Library Standards Advisory Task Force, 2015-2016

Name	Organization	Position
Scott Dermont	State Library of Iowa – Des Moines Office	Library Consultant
Mandy Easter	State Library of Iowa – Law Library	Law Librarian
Trisha Hicks	State Library of Iowa – North Central Office	Library Resources Technician
Jet Kofoot	State Library of Iowa – North Central Office	Library Consultant
Bonnie McKewon	State Library of Iowa – Northwest Office	Library Consultant
Nancy Medema	State Library of Iowa – Des Moines Office	Program Director
Maryann Mori	State Library of Iowa – Central Office	Library Consultant
Alysia Peich	State Library of Iowa – Des Moines Office	Library Consultant

How the Program Works

- ❖ Every three years, each public library is asked to report its progress toward achieving accreditation by completing the "Application Form for Accreditation and Direct State Aid Tier Level"
- ❖ Each year the availability of the form is announced to public library directors by email
- ❖ The library files a copy of the application form with the State Library
- ❖ The library provides the documentation listed on the "Request for Supporting Documentation" form to the State Library

Enrich Iowa: Direct State Aid Requirements

Eligibility based on Iowa Code 256.57(4) and Iowa Administrative Code 286--3.2(2)
To participate in the Direct State Aid program a library must:

- ❖ Be established by city ordinance or as a county library at least two years previous in accordance with Iowa Code chapter 336. A copy of the ordinance must be on file at the State Library
- ❖ Use Direct State Aid funds to improve library services
- ❖ Use Direct State Aid funds to supplement, not supplant, any other funding received by the library
- ❖ Participate in the Open Access and the Interlibrary Loan Reimbursement programs
- ❖ Submit a completed annual survey for the most current fiscal year
- ❖ Submit a completed Direct State Aid report for the most current fiscal year
- ❖ Have a current accreditation application on file and meet the following standards

  Tier 1 (29 Standards) 1-8, 12-14, 20-23, 29-30, 35-37, 47-51, 67, 78-80
  - ◆ To reach Tier 1 status the library must meet all 29 Tier 1 standards

  Tier 2 (12 Standards) 15-17, 24, 38, 52-55, 68-70
  - ◆ To reach Tier 2 status the library must meet all 29 Tier 1 standards, and all 12 Tier 2 standards

  Tier 3 (6 Standards) 25, 31-32, 39, 56-57
  - ◆ To reach Tier 3 status the library must be accredited as described below

To Achieve Accreditation, a Library Must:

- ❖ Meet all standards marked as Tier 1-3 at the "Minimum required to meet standard" level or better where applicable
- ❖ Meet 20 of the remaining 38 standards
- ❖ Submit the application form to the State Library by the posted due date of the reporting year, usually the last day in February

  Accreditation certificates are issued by the State Library in June of each year. Accreditation is valid for three years.

Tier 0

A library unable to meet all Tier 1 requirements will be considered Tier 0 regardless of how many Tier 2 or Tier 3 standards are met, and will not be eligible for Direct State Aid funding.

Audits

State Library staff will audit accreditation applications and supporting materials as needed.

New and changed standards

There have been many changes to the standards since the previous edition of "In Service to Iowa." Standards that have been added or changed since the last edition are marked in red.

- ❖ NEW – The standard is new
- ❖ CHANGED TIER – The Tier level has changed. The text of the standard may or may not have changed
- ❖ ENHANCED STANDARD – The text of the standard has changed but the Tier level has remained the same

Section 1:   Library Governance

Most of Iowa's public library boards have the type of authority referred to as "administrative authority." This authority is granted to public libraries in Iowa by virtue of two documents, namely the Code of Iowa Chapter 392.5 and the local library ordinance. It is crucial for the board to be familiar with the library's ordinance because it is the law under which the library exists.

As administrative boards, Iowa public library boards typically have the power to:

- ❖ Hire and evaluate the library director
- ❖ Determine salaries and compensation for the director and the library staff
- ❖ Establish the library's line item budget within the funding limits established by the city council
- ❖ Oversee spending and approve the library's expenditures
- ❖ Develop and adopt policies for the library's operation
- ❖ Engage in active short-term and long-range planning for the library's future
- ❖ Exercise general oversight and governance of the library's operation

Critical to a progressive and successful library is an active, well-informed library board. Equally important is the relationship between the board and the library director, a relationship of mutual respect and honest communication. Both must clearly understand their roles and responsibilities. The library board must understand their role in library governance, exercise their authority by state and local statute, and accept their responsibility for overseeing library operations.

1. (Tier 1) A legally appointed and constituted library board governs the operation of the library.

2. (Tier 1) **(ENHANCED STANDARD)** The library board or other authority as defined by ordinance:

   - ❖ Hires the library director
   - ❖ Delegates the active management of the library, including personnel administration, to the library director
   - ❖ Has legal authority over the library's budget and over all gifts, bequests, and donations

3. (Tier 1) The library board adopts an annual budget.

4. (Tier 1) The library is funded by its city on a permanent basis. Data from the Iowa Department of Management will be used to audit this standard.

5. (Tier 1) The library board has written bylaws that outline its operational procedures. These bylaws are reviewed at least every three years.

   Bylaws are rules written and adopted by a library board for operating its own meetings or affairs. Since the library ordinance is the law that covers the governance of the library, the bylaws must be consistent with the ordinance and not more restrictive. The library board establishes procedures for amending and changing the bylaws. Bylaws are changed according to the procedure stated in the bylaws themselves. Rules typically found in bylaws include:

   - ❖ Amendments to the bylaws
   - ❖ Dates, times and frequency of meetings
   - ❖ Election and responsibility of officers
   - ❖ Establishment of a quorum
   - ❖ Order of business for regular meetings

- ❖ Parliamentary guide used by the board
- ❖ Procedure on special or called meetings of the board
- ❖ Standing committees, their purpose and membership

PLEASE NOTE: Acceptance of the library's bylaws by the State Library for accreditation purposes does not indicate legal approval.

6. (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance. Meetings are set at a time and place convenient for the board, library staff, and the community and in accordance with the state's open meetings law.

7. (Tier 1) **(ENHANCED STANDARD)** The library board adopts four required written policies – circulation, collection development, personnel, and Internet use. Required policies are reviewed at least every three years. All policies are available to all staff members and for public inspection. If a union contract or your city defines the library's personnel policy, the library board must be aware of the details of the policy and must review the policy at least every three years.

- Required: The library's adopted circulation policy is consistent with the principles of the right to privacy and the Code of Iowa 22.7 (13) Confidential records. To find the full text of the code visit our website at: https://www.legis.iowa.gov/law/iowaCode/sections?codeChapter=22&year=2022

- Required: The library's adopted collection development policy is consistent with principles of intellectual freedom as found in such documents as the U.S. Constitution, the American Library Association Intellectual Freedom Manual, and the Iowa Library Association Intellectual Freedom Resource Guide.

PLEASE NOTE: Federal appellate courts have extended library patrons' rights to privacy to also cover information sought or received and resources consulted, borrowed, acquired or transmitted. This information includes, but is not limited to, database search records, reference questions and interviews, interlibrary loan records, information about materials downloaded or placed on 'hold' or 'reserve,' and other personally-identifiable information about uses of library materials, programs, facilities, or services. (See the American Library Association's "Privacy: An Interpretation of the Library Bill of Rights.")

PLEASE NOTE: Acceptance of the library's policies by the State Library for accreditation purposes does not indicate legal approval.

The following list gives suggested content for each required policy. Items listed under each required policy are suggestions only; they are not all required to meet this standard. For help developing your policies, please contact your district consultant.

A. Circulation (Required)

- ❖ Borrowers' responsibilities and eligibility
- ❖ Custodian of record
- ❖ Equipment use
- ❖ Fines and fees
- ❖ Interlibrary loan services
  - ◆ Participation in state and national networks
  - ◆ Protocols and procedures
  - ◆ Fees
  - ◆ ILL Reimbursement Program (State Library)

- ❖ Loan periods
- ❖ Lost and damaged materials
- ❖ Open Access
- ❖ Registration
- ❖ Renewals and reserves

B. Collection development (Required)

- ❖ Cataloging, maintenance
- ❖ Community and clientele descriptions
- ❖ Evaluation of collection
- ❖ Gifts and donations including requests for appraisals; disposal of unwanted donations
- ❖ Challenges
- ❖ Purchase and withdrawal of materials
- ❖ Purpose of collection
- ❖ Selection criteria and procedures
- ❖ Staff responsibilities

C. Personnel (Required)

- ❖ Benefits
  - ◆ Family and Medical Leave Act
  - ◆ Insurance
  - ◆ Retirement plan
  - ◆ Travel expenses
  - ◆ Vacations and leaves
  - ◆ Worker's compensation
- ❖ Personnel Procedures
  - ◆ Appointment
  - ◆ Disciplinary procedures
  - ◆ Grievance procedure
  - ◆ Performance evaluation
  - ◆ Personnel records
  - ◆ Promotions and demotions
  - ◆ Recruitment
  - ◆ Resignation and dismissals
  - ◆ Retirement
  - ◆ Staff development and training
  - ◆ Staff dress code
  - ◆ Staff on-the-job conduct
  - ◆ Vacancies
- ❖ Salaries and Position Classifications
  - ◆ Job descriptions
  - ◆ Organization chart
  - ◆ Salary schedules and information

D. Internet use (Required)

- ❖ Confidentiality of records
- ❖ Privacy of users with respect to public terminals

- ❖ Prohibit downloading of illegal materials such as child pornography
- ❖ Prohibit the display of pornography where it may be seen by children (consistent with any applicable state or local law)
- ❖ Rules of use

8. (Tier 1) **(CHANGED TIER)** All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee. Examples of board development training opportunities include:

- ❖ Educational presentations at regularly scheduled board meetings
- ❖ Presentation and discussion of recorded programs. Recordings can include those on DVDs, YouTube, etc.
- ❖ Programs or classes taught by the State Library, WebJunction, Iowa Library Association, etc.
- ❖ Review and discussion of related articles or books at regularly scheduled board meetings
- ❖ Archival webinar recordings found on the State Library's continuing education YouTube page at: https://www.youtube.com/channel/UC9M0fh0Sf7FNwbp3K5-cYbw
- ❖ Demonstration of products or websites such as the Gale, Credo, Transparent Language Package, EBSCOhost, Learning Express, Bridges, State Library website, United for Libraries website, etc.

9. The library board has additional written policies, as deemed appropriate for the library, and reviews them at least every three years. All policies are available to all staff members and for public inspection. Check any additional policies adopted. Do not report the four policies listed in standard #7 above. At least two additional policies are required to meet this standard:

- ☐ Bulletin board and displays
- ☐ Customer conduct in the library
- ☐ Customer service
- ☐ Disaster preparedness and recovery
- ☐ Emergencies and evacuation
- ☐ Friends groups
- ☐ Gaming
- ☐ Gifts and donations
- ☐ Hours including holiday and weather closings
- ☐ Library foundation
- ☐ Meeting rooms
- ☐ Proctoring
- ☐ Programs for youth and adults
- ☐ Public access computers
- ☐ Public relations
- ☐ Reference and readers' advisory services
- ☐ Sex offender
- ☐ Tablet checkout
- ☐ Unattended children
- ☐ Volunteers
- ☐ Wireless use
- ☐ Other policies (List no more than two)_____

For help developing your policies, please contact your district consultant.

10. The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). This standard does not apply to city libraries in counties where there is a county library. Use the following guidelines to help determine equitable funding:

❖ The library's city per capita or cents per thousand funding levels
❖ An average of similar sized towns' funding levels for library service
❖ An average of similar counties based on assessed value
❖ The minimum amount required for county funding of public libraries, as set by the Code of Iowa 256.69 is 6.75 cents per thousand dollars of assessed valuation of the rural portions of the county

To determine per capita or cents per thousand support amounts, refer to the Rural Library Funding table on the State Library's website at https://www.statelibraryofiowa.gov/index.php/libraries/services-resources/statistics

To meet this standard, the library's county must support libraries at the rates listed below. Minimum, enhanced, or outstanding rates can be used.

Based on 2016 data	Outstanding	Enhanced	Minimum required to meet standard
County rural per capita support	$24.75 per capita	$14.00 per capita	$9.50 per capita
County support per assessed valuation	23 cents per thousand	17 cents per thousand	10 cents per thousand

11. (NEW) The library trustees attend county-wide trustee meetings, which should occur at least once per year.

Section 2:   Library Management

Public libraries are administered by a library director. The director is hired by and is responsible to the library board or other governing body. The director is responsible for all the day-to-day operations of the library including:

❖ Advocating for the library
❖ Preparing and submitting budgets to the board
❖ Recruiting, hiring, and evaluating all library staff
❖ Suggesting and carrying out library policies as adopted by the board
❖ Suggesting and carrying out plans for library services

12. (Tier 1) The library director provides written financial and statistical reports for review at library board meetings.

13. (Tier 1) The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits annual and other reports as requested by its funding authorities.

14. (Tier 1) The library director conducts an orientation program for new board members. Examples of board orientation opportunities include:

   ❖ Orientation sessions by the director at regularly scheduled board meetings
   ❖ Presentation and discussion of recorded programs
   ❖ Orientation sessions conducted by State Library staff or other qualified consultants
   ❖ Chapter-by-chapter discussion of the current Iowa Library Trustee's Handbook at regularly scheduled board meetings: https://www.statelibraryofiowa.gov/index.php/news/2021/02/new-edition-iowa-library-trustees-handbook-now-available

15. (Tier 2) The library director shares information with the board about the following laws that affect library operations. Guidance may be found in the latest Iowa Library Trustee's Handbook.

   ❖ Confidentiality of library records (Iowa Code Chapter 22.7 (13)) - https://www.legis.iowa.gov/docs/code/2021/22.7.pdf
   ❖ Open meetings law (Iowa Code Chapter 21) - https://www.legis.iowa.gov/law/iowaCode/sections?codeChapter=21&year=2021
   ❖ Fair Labor Standards Act (U.S. Code Title 29, Chapter 8) – see chapter 13 of the Library Trustee's Handbook for guidance.

16. (Tier 2) The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years. This removal may be done in one large batch, or in smaller, more frequent deletions.

17. (Tier 2) **(CHANGED TIER)** The library has a current written plan. A plan is a current document that projects up to 5 years into the future and outlines the library's goals and objectives to meet the community's needs. Developing a plan involves the library staff and board, as well as public input. The plan should be reviewed and updated annually by the library board including an evaluation of the library's progress toward the plan's goals and objectives. To meet this standard, the plan must:

   ❖ Address community needs based on community data
   ❖ Contain a mission statement, which describes the library's purposes in the community
   ❖ Show goals and measurable objectives to be achieved over a period not to exceed five years.

There are many resources available to assist a library's planning process. Examples include:

   ❖ State Library district consultants
   ❖ Iowa Library Trustee's Handbook
   ❖ The State Library of Iowa's web page at: https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/planning
   ❖ "Planning for Results"
   ❖ WebJunction

18. The library director informs the board of pending library legislation on the local, state, and national levels to enable board members and staff to participate in the legislative process. Examples include attending Iowa Library Association Legislative Day or contacting legislators on library issues.

19. **(NEW)** The library director attends county-wide directors' meetings, which should occur at least once per year.

Section 3:   Library Personnel

Personnel are the library's most valuable resource and usually account for the largest part of the budget. All staff members must:

- ❖ Be able to explain library policies to the public
- ❖ Be committed to the provision of excellent service to the public
- ❖ Be well trained in the procedures required by their positions
- ❖ Have an understanding of the history and development of library services
- ❖ Project an image of competence and courtesy to the community they serve

Providing high quality library service is demanding. Public librarians must be able to:

- ❖ Assess the needs of the community
- ❖ Communicate and work effectively with board members and staff
- ❖ Evaluate and measure the effectiveness of public library programs and services
- ❖ Plan for the future
- ❖ Raise funds for library services
- ❖ Select materials and provide guidance in the use of all library resources
- ❖ Use current and emerging technologies for information and communication
- ❖ Work within the political and social structures of the community

20. (Tier 1) (ENHANCED STANDARD)The library has a permanent, paid director who is endorsed at the required level within two years of hire date.

City Population	Endorsement Level Options
0 – 4,999	Bronze, Silver, or Gold
5,000 – 14,999	Silver or Gold
15,000 and above	Gold

- ❖ Bronze
    - ○ High school diploma or equivalent
    - ○ Completion of Director Endorsement coursework within 2 years of hire date
- ❖ Silver
    - ○ Bachelor's degree
    - ○ Completion of Director Endorsement coursework within 2 years of hire date
- ❖ Gold
    - ○ Graduate degree in library or information science from an American Library Association (ALA) accredited program

21. (Tier 1) (CHANGED TIER) The library has written job descriptions that include educational and experience requirements. A written salary range for each position is recommended, but not required. It is recommended, but not required, that the library's job descriptions and salary range are included in the city's personnel plan.

22. (Tier 1) (CHANGED TIER) The library director's performance is evaluated by the board at least annually.

23. (Tier 1) (CHANGED TIER) The library allows the director to participate in continuing education opportunities during their work time. Some examples of these CE activities are:

- ❖ Attending continuing education activities on specific topics offered by library organizations, academic institutions or professional associations
- ❖ Attending live national teleconferences or webinars and/or watching the recorded versions of continuing educational activities
- ❖ Completing learning assignments following continuing education activities
- ❖ Taking a library or library-related course for academic credit

(NOTE: These can also be used to receive CE credit from the State Library's certification program.)

24. (Tier 2) The library employs paid staff as listed in the chart below. Number of hours per week and FTE (Full Time Equivalents) are given. Either figure can be given to meet the standard.

   40 hours per week is set as the measure of full-time employment. To determine full time equivalents of employees take the total number of hours worked by all paid employees and divide by 40. For example, a library with 70 hours of paid employees is considered to have 1.75 FTE.

Size	Population	Minimum staff requirement
A	Under 500	20 hours (.50 FTE)
B	500-999	20 hours (.50 FTE)
C	1,000-2,499	24 hours (.60 FTE)
D	2,500-4,999	48 hours (1.20 FTE)
E	5,000-9,999	112 hours (2.80 FTE)
F	10,000-24,999	192 hours (4.80 FTE)
G	25,000-49,999	256 hours (6.40 FTE)
H	50,000 and above	404 hours (10.10 FTE)

25. (Tier 3) The library has a planned orientation program for all new employees. The orientation program introduces employees to the mission, philosophy, goals and services of the library in addition to their job responsibilities.

26. Other library employees are evaluated annually by the director or supervisor.

27. The library provides funding to enable the director and/or staff to join library professional organizations, attend library related conferences, or take advantage of CE opportunities.

28. (NEW) The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time. Some examples of these CE activities are:

- ❖ Attending webinars or other activities provided by the State Library of Iowa
- ❖ Attending continuing education activities on specific topics offered by library organizations, academic institutions or professional associations
- ❖ Attending live national teleconferences or webinars and/or watching the recorded versions of continuing educational activities
- ❖ Completing learning assignments following continuing education activities
- ❖ Taking a library or library-related course for academic credit

(NOTE: These can also be used to receive CE credit from the State Library's certification program.)

Section 4: Library Collections

Collection management is an important library function and involves three major aspects:

- ❖ Budgeting for the collection
- ❖ Developing policies for the collection
- ❖ Developing strategies for building, weeding, and maintaining the collection

Building a collection involves a studied approach to the selection, maintenance, development, and evaluation of the library's materials. Equally important is the library's stance on intellectual freedom and the policy position it takes when library materials are challenged.

The need of the community served is the driving force behind collection management. Collection development includes planning, selecting, and building collections in all formats needed by the community. Collection evaluation is the continuous process of analyzing use, age, condition, timeliness, and coverage of materials.

The library maintains a current, thoroughly evaluated collection appropriate to the library's mission.

29. (Tier 1) The library determines its total annual circulation of library materials. Circulation is an important factor in determining how much a library is being used. Circulation can be used for comparison purposes with other libraries, or it can be used to evaluate a specific collection or library service. Examples of statistical calculations using circulation are:

- ❖ Circulation per day or per time of day
- ❖ Turnover rates (use per item)
- ❖ Use per capita – Use per capita is determined by taking total circulation and dividing it by the total population of the town the library serves.

30. (Tier 1) (CHANGED TIER) The library provides access to current local, county, and/or regional news sources. Examples include:

- ❖ The source can be online or print
- ❖ Newspapers, newsletters, etc.

31. (Tier 3) Every item in the library's collection is evaluated for retention, replacement, or withdrawal on a regular basis to determine its usefulness according to the library's collection development policy. On average, three percent or more of the collection is withdrawn each year. An average based on the last three years of withdrawals will be used to determine this standard.

To determine the percentage withdrawn, use the number of items withdrawn for any reason including weeding, replacements, damage, etc. Divide the number of items withdrawn by the total number of items held at the BEGINNING of the year.

	Example
% withdrawn Year 1 (A)	3%
% withdrawn Year 2 (B)	5%
% withdrawn Year 3 (C)	4%
Total withdrawn (A+B+C)	(3%+5%+4%) = 12%
Average of 3 years (Total divided by 3)	12%÷3 = 4%

32. (Tier 3) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials. On average, three percent or more of the collection is added each year. An average based on the last three years of additions will be used to determine this standard. Report all items added regardless of funding source. Include donated items.

To determine the percentage added, use the number of items added for any reason. Divide the number of items added by the total number of items held at the BEGINNING of the year.

	Example
% added Year 1 (A)	3%
% added Year 2 (B)	5%
% added Year 3 (C)	4%
Total Added (A+B+C)	(3%+5%+4%) = 12%
Average of 3 years (Total divided 3)	12%÷3 = 4%

33. The library provides materials in formats appropriate to the needs of special population groups found in the community. Examples include:

   ❖ Adult basic education materials
   ❖ Audio books and/or captioned video
   ❖ Braille materials
   ❖ Children's and young adult materials
   ❖ Large print books
   ❖ Materials for English language learners

34. (NEW) The library provides non-traditional physical collections for check out. NOTE: These items should be checked out of the library's collection for use outside the library. In-house use does not meet this standard. Examples include:

   ❖ Cake pans
   ❖ Art prints
   ❖ Tablets
   ❖ Wireless hotspots

Section 5:   Library Access – Virtual Spaces

Technology and the Internet continue to change the face of our public libraries. They have changed the way the world does business, the way students do homework, and the way we communicate. Libraries continue to be the only access some Iowans have to the Internet. Libraries are often the only place offering assistance in finding, evaluating, and using information available through the Internet.

35. (Tier 1) (ENHANCED STANDARD) The library offers public access Internet-enabled devices and staff trained in their use. Public access devices are located in a public area and designated exclusively for public use. Examples include:

   ❖ Desktop or laptop computers
   ❖ Tablets or other portable device

36. (Tier 1) **(ENHANCED STANDARD)** The library counts the total number of public use of Internet-enabled devices in the library. If the device is used for multiple purposes and Internet use cannot be isolated, report all use. A typical week or other reliable estimate may be used to determine the number. If a week is used to count, multiply by 52 to determine the annual number. Do not count the use of wireless by customers with their own devices. Only count use of library owned, public use, Internet-enabled devices.

37. (Tier 1) **(NEW)** The library provides a printer for public use. The printer may be a shared staff/public device.

38. (Tier 2) **(CHANGED TIER)** The library provides wireless Internet access for its customers.

39. (Tier 3) **(ENHANCED STANDARD)** The library maintains a current website. To meet this standard, the website MUST include, at a minimum, access to the library's online catalog, information about the library, and links to local, state, or national resources. A social media page on a site such as Facebook does NOT meet this standard.

40. The library budgets for computer replacement on a regular basis.

41. The library sets aside a separate computer location for use by children and/or young adults.

42. The library provides computer and/or Internet training for its customers.

43. **(NEW)** The library has access to broadband Internet access. Broadband Internet is defined by the FCC as 25 Megabits per second (Mbps) download speed and 3 Mbps upload.

44. **(NEW)** The library provides access to and promotes online database products. Database products are used to do research on a wide variety of topics including genealogy, finances, homework help, job seekers help, and many others. Examples include:

    ❖ Gale, Credo, Transparent Language package
    ❖ EBSCOhost
    ❖ Learning Express
    ❖ HeritageQuest
    ❖ ProQuest

45. **(NEW)** The library provides access to and promotes a downloadable materials collection. Examples include:

    ❖ E-Books
    ❖ Downloadable audio or video

    NOTE: A library belonging to the Bridges consortium would meet this standard

46. **(NEW)** The library provides access to digitized local collections. To meet the standard, the library can either digitize the collection or contract with another entity that has digitized the collection. Examples include:

    ❖ Local newspapers
    ❖ Photographic collections
    ❖ Cemetery records

Section 6: Library Access – Physical Spaces

The public library provides full, convenient access to the complete range of its services. "Access" refers to the library's location, number of hours open, and other services to the community. It includes access to the library's catalog and collections, and access to the collections of other libraries.

47. (Tier 1) **(ENHANCED STANDARD)** The library has a telephone with voice mail capability that announces current hours, holidays, and other non-scheduled closures.

48. (Tier 1) The library has an email address.

49. (Tier 1) **(ENHANCED STANDARD)** Library hours are posted and fixed based on users' and potential users' available time. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours.

    To satisfy this standard the library must be open a minimum of 10 hours per week and at least one hour during each of the following times:

    - ❖ At least one morning (12am to 12pm)
    - ❖ At least one afternoon (12pm to 5pm)
    - ❖ At least one evening (until 6pm)
    - ❖ Saturday and/or Sunday

    Branches: Library systems with branches in the same jurisdiction may use all locations to meet the standard. For example, only one branch needs to be open in the morning to meet the standard.

50. (Tier 1) The library provides reference and readers' advisory service to residents of all ages. Services are provided in person, by telephone, or electronically, during all hours the library is open. The library must be committed to providing information that is complete, accurate, and delivered when the user needs it.

    The role of reference services is to connect people with the information they need when they need it. Reference staff assists users by:

    - ❖ Helping them find a good book
    - ❖ Answering their questions
    - ❖ Helping them find and evaluate information
    - ❖ Providing instruction on the use of library resources

    The role of readers' advisory services is to help users select materials for reading, viewing, and listening.

51. (Tier 1) **(ENHANCED STANDARD)** The library has a current and maintained catalog of its holdings that is easy to use and independently accessible by the public. This ensures the confidentiality of the customer's inquiry. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

    - ❖ Author
    - ❖ Title
    - ❖ Subject
    - ❖ Each item in the catalog must also have a call number or some other means to locate the item.

52. (Tier 2) (NEW) The library has a current and maintained ONLINE catalog of its holdings that is easy to use and independently accessible by the public. This ensures the confidentiality of customers' inquiries. A catalog that is only accessible by staff will not meet this standard. Access to the SILO locator does not meet this standard. Libraries that meet this standard automatically meet standard #51. In order to meet this standard, the ONLINE catalog must include a way to search the library's collection by all of the methods listed below:

   - ❖ Author
   - ❖ Title
   - ❖ Subject
   - ❖ Each item in the catalog must also have a call number or some other means to locate the item.

53. (Tier 2) The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases (such as OCLC or SILO) and participates as a lender and a borrower.

54. (Tier 2) Minimum days and hours of service are in compliance with the chart below. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours.

   Branches: Library systems with branches may use the non-duplicated branch hours of branches within the same jurisdiction to meet the standard. For example, if the main library is open 9am to 7pm, and a branch is open 12 pm to 9pm, the library system is considered to provide service from 9am to 9pm.

Population	Size	Minimum Required Days and Hours Open
Under 500	A	4 days/20hours
500-999	B	4 days/20 hours
1,000-2,499	C	5 days/20 hours
2,500-4,999	D	5 days/29 hours
5,000-9,999	E	5 days/41 hours
10,000-24,999	F	6 days/51 hours
25,000-49,999	G	6 days/55 hours
50,000 and above	H	6 days/61 hours

55. (Tier 2) The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use.

56. (Tier 3) (NEW) The library's ONLINE catalog is REMOTELY available to users. Access to the SILO locator does not meet this standard. Libraries that meet this standard also meet standards #51 and #52. In order to meet this standard, the REMOTELY accessible ONLINE catalog must include a way to search the library's collection by all of the methods listed below:

   - ❖ Author
   - ❖ Title
   - ❖ Subject
   - ❖ Each item in the catalog must also have a call number or some other means to locate the item.

57. (Tier 3) (CHANGED TIER) All the library's services are available when the library is open. Examples of services that should be provided at all times include but are not limited to:
    - ❖ Reference and reader's advisory
    - ❖ Interlibrary loan
    - ❖ Circulation
    - ❖ Public Internet computers

58. Residents of the community have free access to tax-supported public library services.
    FREE ACCESS: A library providing free access charges no fees for services, equipment, or materials that are part of the collection. Examples of providing free access include
    - ❖ No charges for books including book rental programs
    - ❖ No charges for interlibrary loans except for postage reimbursement charges
    - ❖ No charges for meeting room use
    - ❖ No charges for reserves
    - ❖ No charges for videos, art prints, AV equipment

    A library providing free access may charge fees, fines, or deposits for any products meant for customer consumption. Examples of acceptable charges include
    - ❖ Interlibrary loan postage reimbursement charges as outlined by the State Library's ILL reimbursement program
    - ❖ Items that customers pay for and keep such as photocopies, printouts, and computer supplies
    - ❖ Overdue fines and penalties
    - ❖ Refundable damage deposits and damage penalties for room or equipment use

59. The library provides the necessary equipment to use any audiovisual materials in the library's collection. This allows a user without the appropriate equipment to make full use of the library's materials while in the library.

60. (ENHANCED STANDARD) The library provides inside directional signs. The library provides outdoor signs that identify the building as a public library including the library's service hours.

61. The library provides trained staff who are knowledgeable about reference and readers' advisory print and electronic resources and who are able to assist customers of all ages during all open hours. Note: The library does not need to have reference librarians to meet this standard, but existing staff are trained in the use of reference resources.

62. The building has public meeting space available for library programming and for use by other community groups. The meeting space should be a separate room to meet this standard.

63. (NEW) The library allocates space and furniture for young adults with all materials readily available.

64. (NEW) The library has a makerspace. Makerspaces are creative DIY spaces where library customers can gather to create, invent, and learn. A makerspace can be as simple as a cart or backpack filled with craft supplies, or it can be a dedicated room filled with sophisticated equipment. Examples of items included in a makerspace:

    - ❖ Arts and crafts supplies
    - ❖ 3-D printer
    - ❖ Sewing machine
    - ❖ Woodworking or other kinds of tools
    - ❖ Electronics supplies for circuit design or robotics

65. **(NEW)** The library provides self-service or other kinds of automated equipment used to increase efficiency. Examples include:

- ❖ Self-checks
- ❖ Video check out kiosks
- ❖ Automated materials return system

66. **(NEW)** The library allows patrons to make payments (for fines, fees, donations, etc.) using debit or credit cards.

SECTION 7:   LIBRARY PROGRAMMING AND COMMUNITY RELATIONS

Public libraries provide programming and services to everyone in the community, including individuals with special needs. The library needs to determine its priorities based on the makeup of the community served.

The library offers educational, recreational, informational, and cultural programming sponsored by the library, or in conjunction with other community organizations. Programming is used to help attract new users to the library, to increase awareness of library services, to educate the public, and to provide a neutral public forum for the debate of issues. The needs of the community may require outreach efforts off site.

Community relations efforts help to communicate a positive image of the library. These efforts promote the library's materials, services, and programs. A public library integrates an active community relations program into its plan. The library board and director evaluate all policies and procedures in terms of their effect on the public and on the library's community relations.

67. (Tier 1) The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program. A library that participates in the State Library's Summer Library Program meets this standard. Children are defined as persons 11 years of age or younger.

68. (Tier 2) The library provides free programming for library customers or cooperates with other agencies to provide the programming. The library considers the following factors when planning and evaluating programs:

- ❖ Availability of programming through the community's other social, cultural, and recreational organizations
- ❖ Local interest
- ❖ Population mix (age, gender, race, etc.)
- ❖ Population's level of education
- ❖ The library's mission and goals

69. (Tier 2) The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard check at least four items.

- ☐ Annual reports attractively packaged and made available to the public
- ☐ Attractive and frequently changed exhibits, displays, and bulletin boards
- ☐ Newspaper articles, columns, or ads
- ☐ Posters, flyers, brochures, and bookmarks advertising library services
- ☐ Social networking presence (Facebook, Pinterest, Twitter, blogs, etc.)
- ☐ TV and/or radio exposure
- ☐ Visually appealing printed materials and graphics

☐ Website
☐ Walk-throughs in the library to assess the image it projects
☐ Others (list) _____

70. (Tier 2) (CHANGED TIER) The library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations. To meet this standard check at least two items.

☐ Attend city council meetings other than when making a budget request
☐ Give presentations to community groups and organizations
☐ Invite city council to meet in the library
☐ Participate in community organizations and activities
☐ Serve as a bridge to bring different types of people together
☐ Regularly assess community assets and needs
☐ Include local leaders in library planning
☐ Participate in city planning
☐ Other

71. The library offers outreach services. Outreach service includes collections and programming provided at other community locations. Examples of outreach locations are:

❖ Adult daycares
❖ Daycares – including commercial, in-home, or Head Start
❖ Mental health facilities
❖ Nursing homes
❖ Prisons and jails
❖ Schools – public and private

72. The library provides children's programming free of charge or cooperates with other agencies to provide the programming. Providing a summer reading program only does not meet this standard. Children are age 11 and younger for the purpose of this standard. Examples of children's programming are:

❖ After school social and educational activities
❖ Author visits
❖ Game, movie, or music activities
❖ Library orientation and tours for school groups
❖ Story times – preschool, toddler, baby
❖ Winter reading program

73. The library provides young adult programming free of charge or cooperates with other agencies to provide the programming. Young adults are age 12-18 for the purpose of this standard. Examples of young adult programming are:

❖ After school social and educational activities
❖ Author visits
❖ Game, movie, or music activities
❖ Library orientation and tours for school groups
❖ Summer library program
❖ Winter reading program

74. The library provides adult programming free of charge or cooperates with other agencies to provide the programming. Adults are age 19 and older for the purpose of this standard. Examples of adult programming are:

 - ❖ Library orientation and tours
 - ❖ Lifelong learning activities
 - ❖ Presentations to community groups or local service organizations
 - ❖ Presentations to the local PTA
 - ❖ Reading programs or book clubs
 - ❖ Speakers or lectures on a variety of topics

75. The library collaborates with other organizations, including agencies that serve special populations, to improve library service. To meet this standard, indicate the agency(s) that you are working with and briefly describe the collaboration. Examples include:

 - ❖ Area Agency on Aging
 - ❖ Chamber of Commerce or economic development bureau
 - ❖ Department of Human Services
 - ❖ ISU Extension services
 - ❖ Kiwanis or other service clubs
 - ❖ Other libraries, museums, historical societies
 - ❖ Schools, universities, community colleges
 - ❖ Workforce Development

76. The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail).

77. The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities. To meet this standard at least four items must be checked.

 - ☐ Accessible meeting rooms
 - ☐ Braille materials
 - ☐ Enhanced computer display for visually impaired
 - ☐ Hearing augmentation system in meeting room
 - ☐ Home delivery of materials
 - ☐ Interpreters for the hearing impaired
 - ☐ Large Print materials
 - ☐ Minimum space between shelving stacks of 36"
 - ☐ Story times and programs in accessible meeting rooms or outside the library
 - ☐ Others (list) _____

Section 8: Library Facility

The facility housing the library's services has a direct effect on access. The public library is a community-gathering place that offers a compelling invitation to enter. A model library building is flexible enough to respond to changing use and service patterns. The building accommodates growing collections in a variety of formats. The building is designed for user efficiency and comfort to encourage extensive public use and for staff efficiency.

78. (Tier 1) The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.

79. (Tier 1) The library determines the number of people who come into the library each year. (Also known as door count)

    Report Annual Library Visits _____

80. (Tier 1) (CHANGED TIER) The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every three years. The checklist can be found at: https://www.statelibraryofiowa.gov/index.php/libraries/search/accred-stand/ada-checklist-existing-facilities

    The purpose of the checklist is to help libraries determine the best methods for removing barriers to access. Since this checklist does not include all of the 2010 ADA Standards, it is not intended to determine compliance for new construction or facilities being altered. It is a method for raising awareness of the issues. To meet this standard, the board and director should review at least one of the priorities listed in the document at least every three years.

    Your city or county building inspector is a good source of information about meeting the requirements of the ADA. The Iowa Department of Public Safety's Building Code Office staff can also answer some basic questions about ADA compliance. You can telephone staff at 515-725-6145 or e-mail them at bcinfo@dps.state.ia.us. Finally your city's street or maintenance staff might be able to assist in measuring exterior conditions (sidewalk slopes, ramps, etc.) Detailed compliance information, as well as the number for the federal compliance hotline, is available on the website for the U.S. Department of Justice at http://www.ada.gov.

81. The library provides adequate and convenient parking to the library's customers on or adjacent to the library's site. One parking space is available for every 500 square feet of building.

82. The library provides adequate handicapped accessible parking spaces in compliance with the table below. Spaces required by the table need not be provided in the particular lot. They may be provided in a different location if equivalent or greater accessibility is ensured. Refer to chart below for guidance.

Total Parking	Required Minimum Number of Accessible Spaces (ADA Accessibility Guidelines)
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5

83. The library provides adequate public reader seating space. The following table is based on the population of the city or county in which the library is located. The library should use the table below as a guideline. If the library's population falls between two categories, then the number of seats should be adjusted accordingly. For example, if the town population is 15,000, then the number of seats per 1,000 population should be between 5 and 4.5. (Suggested guidelines taken from Public Library Space Needs: A Planning Outline, 2009 by Anders C. Dahlgren.)

Population	Seats per 1,000 population
Up to 10,000	5.00
10,001 to 25,000	4.50
25,001 to 50,000	3.00
50,001 to 100,000	2.25
100,001 to 250,000	1.50

84. The library provides adequate space for the staff to work in a non-public area.

85. The library director completes and shares a written space needs assessment with the board. To meet this standard, the assessment should be less than five years old. The assessment is based on the following criteria:

> ❖ Changes in access points, services, size of collection, types of materials, or staffing levels mandated by the library's plan
> ❖ Community study findings
> ❖ Current space requirements
> ❖ Space requirements resulting from implementation of the standards in this document
> ❖ Use "Public Library Space Needs: A Planning Outline, 2009" by Anders C. Dahlgren as a suggested guideline

Quick List of Standards

Tier 1 Standards (29)

1. Library is governed by a library board of trustees (page 5)
2. Duties of the library board (page 5)
3. Board adopts an annual budget (page 5)
4. Library is funded by its city (page 5)
5. Bylaws (page 5)
6. Board meeting frequency (page 6)
7. Four required written policies (page 6)
8. Ongoing board development opportunities (page 8)
12. Financial and statistical reports provided at board meetings (page 9)
13. Library follows requirements as to fiscal year, audits, and budgets (page 9)
14. Orientation program for new board members (page 10)
20. Director is paid and certified (page 11)
21. Written job descriptions and salary ranges (page 11)
22. Director performance evaluation (page 11)
23. Director participates in continuing education during work time (page 11)
29. Library determines annual circulation (page 13)
30. Library provides access to news sources (page 13)
35. Library offers public access Internet-enabled devices (page 14)
36. Library counts number of Internet uses (page 15)
37. Library provides a printer for public use (page 15)
47. Library has a telephone with voice mail (page 16)
48. Library has email address (page 16)
49. Library hours are fixed and posted (page 16)
50. Library provides reference and readers' advisory service (page 16)
51. Library has a current and maintained public access catalog (page 16)
67. Summer Reading Program for children (page 19)
78. Library has a book return (page 22)
79. Library determines number of annual visits (page 22)
80. Library board reviews ADA Checklist for Existing Facilities (page 22)

Tier 2 Standards (12)

15. Director provides board with information about library related laws (page 10)
16. Library keeps borrower registrations up to date (page 10)
17. Library has a written plan (page 10)
24. Library has paid staff (page 12)
38. Provides wireless access for the public (page 15)
52. Provides a current and maintained online public access catalog (page 17)
53. Participation as interlibrary loan borrower and lender (page 17)
54. Minimum number of days and hours of service (page 17)
55. Space for child and family use (page 17)
68. Free programming for customers of all ages (page 19)
69. Uses public relations methods (page 19)
70. Develops good community relations (page 20)

Tier 3 Standards (6)

25. Orientation program for new employees (page 12)
31. Withdrawal of library materials (page 13)
32. Addition of library materials (page 14)
39. Current website (page 15)
56. Library's online catalog is remotely available (page 17)
57. All library services are available to all individuals when the library is open (page 18)

Non-Tier Standards (38)

9. Board adopts at least two optional policies (page 8)
10. Library is funded by its county (page 9)
11. Trustees attend county-wide meetings (page 9)
18. Director informs board of pending library related legislation (page 10)
19. Director attends county-wide meetings (page 10)
26. Staff performance evaluation (page 12)
27. Library provides funding for professional memberships, conferences, or CE opportunities (page 12)
28. Continuing education opportunities for director and other staff (page 12)
33. Materials for special needs groups (page 14)

34. Library provides non-traditional physical collections (page 14)

40. Computer replacement schedule (page 15)

41. Separate computer location for children and/or young adults (page 15)

42. Computer/Internet training for public (page 15)

43. Library has access to broadband Internet (page 15)

44. Provides access to online databases (page 15)

45. Provides access to downloadable resources (page 15)

46. Provides access to digitized local collections (page 15)

58. Free access to tax supported public library services (page 18)

59. Provide equipment to play any audiovisual materials owned (page 18)

60. Directional signs indoors (page 18)

61. Library provides staff trained in reference and readers' advisory service (page 18)

62. Public meeting space for library programming and other groups (page 18)

63. Space for young adults (page 18)

64. Library has a makerspace (page 18)

65. Provides self-service automation (page 19)

66. Library allows patrons to use credit cards (page 19)

71. Provides outreach services (page 20)

72. Provides free children's programming (page 20)

73. Provides free young adult programming (page 20)

74. Provides free adult programming (page 21)

75. Collaboration with other community organizations to provide services (page 21)

76. Accepts requests for reserves for library materials (page 21)

77. Accommodates access to collections and services to persons with disabilities (page 21)

81. Adequate and convenient parking for library customers (page 22)

82. Adequate and convenient ADA accessible parking (page 22)

83. Adequate public seating (page 23)

84. Adequate staff workspace (page 23)

85. Space needs assessment (page 23)

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Agenda Item- Bylaw review and upcoming annual meeting

History:

March is our annual meeting, the structure of which has never been laid out. I have attached our Bylaws as they were last reviewed in February 2020. If there are any changes that the board would like to see regarding the bylaws, now is the time to discuss that. Moving forward, we will do this in February of each year and vote on any changes at the annual meeting each March. Please note that certain aspects of the bylaws can only be changed by a vote of the people.

Are there other things the board would like to see for the annual meetings moving forward? My suggestions would be to approve the upcoming fiscal year calendar and set a schedule for policy review and continuing education.

Budget Impact:

None

Options:

Make suggestions regarding the structure of the annual meeting and any changes to the bylaws you would like to see so they can be prepared for the March meeting.

Staff's Recommended Action:

Staff defers to the decision of the board.

Bylaws
West Liberty Free Public Library
Board of Trustees

Article I—Name and Purpose

Section 1.

This organization shall be known as the West Liberty Free Public Library Board of Trustees, hereafter referred to as the Board. The Board shall operate a public library for the City of West Liberty as stated by City Ordinance 2-4-1:9 .

Article II—Powers and Duties

Section 1.

The Board will comply with the Iowa Code, specifically Chapter 392.5 (Attachment 1) in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance, City Code Section 2, Chapter 4. The Board's specific powers and duties are set forth in the library ordinance (Attachment 2).

Section 2.

Major duties of the Board shall include:
   a. Hire and evaluate the library director.
   b. Set salaries and benefits for the library's personnel.
   c. Participate in the budget process and secure adequate financial support for the library's operations and services.
   d. Set policies for the library's operations and services.
   e. Engage in planning for the library's future.
   f. Ensure library director and staff participation in training and continuing education.
   g. Participate in Board training and educational opportunities.
   h. Ensure the library's involvement in Iowa Library Services' initiatives.

Article III—Membership

Section 1. Terms and Qualifications:
a. The Board shall consist of seven members, hereafter called Trustees, nominated by the current Board, appointed for four (4) year terms by the Mayor of West Liberty and approved by the City Council.
b. Trustees may serve for one term. A Trustee may be reappointed after two years of non-service.
c. All Trustees shall reside within the West Liberty Community School District.
d. All Trustees shall be at least eighteen years of age.

Section 2. Compensation:
Library Trustees shall serve without compensation but may be reimbursed for expenses incurred that relate to official Library business.

Section 3. Board Vacancy:
a. Any vacancy on the board due to death, resignation, long-term illness, disqualification, or removal due to six consecutive absences from regular meetings shall be filled by nomination of the Board and appointed by the Mayor with the approval of the City Council.
b. The appointed Trustee shall complete the unexpired term for which the appointment is made, after which time the Trustee is eligible for a regular four (4) year appointment if desired.
c. Trustees are expected to give the Library Director at least 30 days written notice intention to resign.

Section 4. Board as a Body.
The Board acts as a body in making decisions and announcing them. No Trustee shall speak or act for the board without prior authorization of the Board, except as otherwise provided for in these bylaws.

Section 5. Conflict of Interest.
When an item may represent a conflict of interest for a Trustee, the Trustee will publicly refrain from discussion and action on that item. The minutes of the meeting will reflect the abstention.

Article IV—Officers

Section1: Officers and Committees
a. Officers shall be the Board president, vice president, and secretary and shall be elected at the annual meeting in March of even numbered years. Each term shall

      be two years. No consecutive terms in the same office are allowed. In the event an officer resigns, an election to fill the unexpired term will be held at the next regular meeting.

b. Board committees shall consist of the following: Personnel Committee, Budget & Finance Committee, and Public Relations Committee. The president, as needed, shall appoint ad hoc committees.

c. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

Section 2. Duties of the officers.

a. The president shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office.

b. In the absence of the president, the vice president shall assume the president's duties

c. The Secretary shall keep the minutes at all regular and special meetings of the Board of Trustees and provide a copy of those minutes for all members within one week of the meeting.

d. The Library Board President, Director, and Secretary shall be named as officials on the Library Checking Account. The Library Board President shall cosign, with the Director, all checks written on the Library Checking Account.

Article V—Meetings

Section 1: Regular Meetings.

a. The Board shall meet on the third Wednesday of every month (excluding July) at 7:00 p.m. at the West Liberty Public Library. The Board shall approve any change in regular time or date of the meeting.

b. A quorum shall consist of four Trustees (from its total membership of seven Trustees).

c. The Board shall comply with Chapter 21, Open Meetings Law, Code of Iowa (2019) (Attachment 2).

d. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.

e. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

Section 2. Special Meetings:

A special meeting of the Board may be called at any time by the President or at the request of any two Board members for the transaction of business as stated in the call for the meeting. Such requests shall be given to the Library Director who shall give notice as described in Section 3.

Section 3. Notice of Meetings:

a. Notice of regular meetings with agenda shall be posted at City Hall and the Library 24 hours before the meeting.
b. A special meeting may be called upon written notice. Notice must be received not less than 24 hours before the meeting except for emergencies and must include time, place, date, and a tentative agenda.

Article VI—Organization of Board Business

Section 1. Agenda:

The Director shall prepare the agenda at the approval and request of the President for all regular meetings.

Section 2.

Order of Business: The following order of business shall be followed at each regular meeting.

a. Call to Order
b. Approval of consent of agenda
c. Approval of Minutes
d. Public Discussion
e. Financial Reports/Disbursements
f. Director's Report
g. Announcements from Members
h. Old Business
i. New Business
j. Adjournment

Article VII—Library Director

Section 1. Employment/Duties.

a. The Board shall employ a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction.
b. The Library Director shall be held responsible for the day to day management of the Library, its assets, personnel, and financial resources all within the framework of policies adopted by the Board.
c. The Board authorizes the Director to generate, maintain, and sign any and all routine and general contracts and agreements to maintain daily operations of the Library and to complete Library projects or provide professional services whose work has been approved by motion or resolution.

Section 2. Board Meetings.
   a. The Director shall prepare materials for meetings, provide for meeting arrangement, keep records, and execute documents and correspondence on behalf of the board as directed by the Board.
   b. The Director will not be considered a member of the Board of Trustees for any purpose and will not vote on any issue before the Board.
   c. The board meeting agenda shall be available to the Board approximately one week prior to the scheduled meeting date. The full board packet shall be available to the Board three business days prior to the scheduled board meeting date.

Section 3. Compensation.
The Board shall set the salary and benefits for the Director and shall review them periodically.

Section 4. Performance Evaluation.
The Board shall evaluate the Director's performance annually and concur in the setting of yearly goals for the Director, within the approved job description.

Article VIII—Amendments

Section 1.
These Bylaws may be altered or repealed, and new bylaws adopted by the members of the Board at any regular meeting with a majority vote in compliance with Iowa Code, Chapter 392.5 which dictates the sections that must be sent as a proposal to the public for general vote. The proposed changes in the bylaws shall be submitted in writing to the members of the Board at least five days prior to the meeting for their consideration. If no notice is given, then the bylaws may be amended at any regular meeting with a unanimous vote of all seven Trustees by consent vote.

Agenda Item- March meeting date

History:

Our March meeting date falls on the Wednesday of Spring Break. I know at least two board members will be unavailable, and I would also like to take a vacation that week.

Budget Impact:

None

Options:

Move the meeting to March 8, or March 22.

Staff's Recommended Action:

Staff is fine with either option.