

## Library Board Work Plan FY 2025

The Library Advisory Board defines success as: Supporting the library director to accomplish the goals of the library's strategic plan.

### Board Goals:

1. Review, revise, and approve at least two library policies per year in order to create an inclusive, customer friendly organization that is responsive to the needs of the community.
2. Advocate for and educate the public about the library through volunteering opportunities, community events, public meetings, and other activities. Through these activities, the board will engage with the community and bring suggestions, comments, and/or concerns to the library director.
3. Work with the library director to develop strategic direction for the organization by formulating goals, defining priorities, and periodically assessing goal progress.
4. Ensure that the library meets industry standards and work with the library director to develop plans to address deficiencies or future challenges.

### Action Plan:

1. Goal #1 will be accomplished as follows:
  - a. The library director will determine policies to be reviewed or revised according to the priorities from the strategic plan and the policy review schedule.
  - b. The policy review schedule will be given to the library board at the beginning of each fiscal year and may be amended if needed.
  - c. Policies will be given to the board for review and discussion. If it is determined to meet the criteria of the strategic plan and the mission of the library, the board will approve the document.
  - d. The document will be presented to City Council for approval if changes have been made to the policy.
2. Goal #2 will be accomplished as follows:
  - a. The library director will inform the board monthly of opportunities to volunteer and/or promote the library.

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- b. Library Board members will share opportunities to volunteer and/or promote the library as they arise.
  - c. Individual board members will bring questions, comments, and concerns from the public to the director to be added to the monthly agenda for discussion.
- 3. Goal #3 will be accomplished as follows:
  - a. The library director will schedule quarterly review workshops for discussion of strategic goals.
  - b. The library board will provide input to the library director for topics of discussion and goals to be reviewed during the planned workshops.
- 4. Goal #4 will be accomplished as follows:
  - a. The library director will inform the board of industry standards.
  - b. The Planning and Zoning Commission liaison and representatives from other city departments, boards, and commissions will provide the library board with relevant information and foster communication among parties.
  - c. The library board will provide feedback, input, and recommendations to the library director regarding plans and strategies to meet industry standards and address future challenges.

To succeed, we need the following resources:

- 1. Staff: Library Director, Library Executive Administrative Assistant, Library Staff as determined by the director
- 2. Supplies: none needed
- 3. Other: City promotion of library events, activities, and services to inform the public of available opportunities to be part of the library community.

Approved by Library Board: