

LIBRARY BOARD OF TRUSTEES WORK PLAN
Fiscal Year 2019-20 - *Draft*

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
<i>On-going Work Items</i>			
A. Accept donations	Accept money and property donated to the City for Library purposes.	Ongoing	Monthly
B. Review and revise policies as needed	Adopt and revise policies for the administration and protection of the Library	Ongoing	Review at least two policies per year
C. Chair or designee to attend quarterly Mayor's meetings	Attend quarterly meetings with the Mayor and other board and commission members	As scheduled	Schedule of meetings determined by the City Clerk's Office
D. Review Library usage statistics biannually	Regularly review Library statistics to evaluate usage patterns and trends.	Biannually	To be discussed twice a year in conjunction with City Performance Measures
E. Annual work plan	Prepare annual work plan to be approved by the City Council each June	Draft in May and final in June	
<i>FY 2019-20 Work Items</i>			
1. Annual meeting with Friends of the Mountain View Library Board	Hold annual joint meeting with the Friends of the Mountain View Library Board to share how each group is supporting Library services for the City	August or September 2019	
2. Customer Survey	Review and provide input of questions for Customer Survey; review responses and make recommendations based on responses	August - October 2019	
3. One to two discussions of "hot topics" in public libraries.	Keep up-to-date with current trends in public libraries by holding one to two discussions of "hot topics."	To be scheduled one to two times per year	