

LIBRARY BOARD OF TRUSTEES WORK PLAN - **DRAFT**

Fiscal Year ~~2015-16~~ **2019-20**

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| Title and Description | Key Milestones | Date (per milestone) | Current Status/Notes |
|--|--|-----------------------------------|--|
| Ongoing Work Items | | | |
| 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. |
| Fiscal Year 2015-16 Work Items | | | |
| 1. Benchmark report. | Prepare annual benchmarking report to compare MVPL services with benchmark libraries. Includes gathering data from the California State Library, directly from benchmark libraries, and from Library Director. | Draft in March and final in April | Preliminary materials analysis in the fall to coincide with City budget deadlines in December. |

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| 2. 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 201 5 ⁹ | |
| 3. Annual work plan. | Prepare annual work plan to be approved by the City Council each June. | Draft in April and final in May | |
| 4. 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 | |