

LIBRARY BOARD OF TRUSTEES WORKPLAN

Fiscal Year ~~2015-16~~2016-2017

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.
<i><u>FY 2015-162016-17</u> Work Items</i>			
<u>1. Advise the City Council on plans to remodel the Library.</u>	<u>Hold public meeting on proposed design for Library remodel and provide recommendation to the City Council on preferred alternatives.</u>	<u>Fall 2016</u>	
<u>1.2. Benchmark report.</u>	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.
<u>2.3. Annual meeting with Friends of the Mountain View</u>	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.	<u>September 19, 2016</u> August or September 2015	

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3. <u>4.</u> Annual Work plan.	Prepare annual work plan to be approved by the City Council each June.	Draft in May <u>April</u> and final in June <u>May</u>	<u>Exact deadlines not determined until next year.</u>
4. <u>5.</u> 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.	
5. <u>[Title and Description of item for FY 2016-17]</u>			