

LIBRARY BOARD OF TRUSTEES WORKPLAN
Fiscal Year 2017-18

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>FY 2017-18 Work Items</i>			
1. Advise the City Council on plans to remodel the Library.	Review and provide input to the City Council as necessary regarding service impacts due to the remodel.	Fall 2017.	
2. 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.
3. Annual meeting with Friends of the Mountain View Library.	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.	September 18, 2017.	

LIBRARY BOARD OF TRUSTEES WORKPLAN
Fiscal Year 2017-18

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
4. Annual Work Plan.	Prepare annual work plan to be approved by the City Council.	Draft in June and final in July.	To be approved by the City Council in the fall.
5. 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.	