

BOARD OF LIBRARY TRUSTEES WORKPLAN
Fiscal Year 2025-26

Item and Description	Key Milestones	Date
Accept donations	Accept money and property donated to the City for Library purposes.	Ongoing
Review and revise policies as needed	Adopt and revise policies for the administration and protection of the Library.	Ongoing
Review Library performance/workload measures biannually	Regularly review Library performance/workload measures to evaluate usage patterns and trends.	Biannually
Annual work plan	Prepare annual work plan to be approved by the City Council each June.	Typically in June
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.	Typically in the Fall
Discussions of “hot topics” in public libraries	Keep up to date with current trends in public libraries.	Scheduled as needed