



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 08/15/2023

ITEM NO: 11

---

DATE: August 3, 2023  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Review the Library Board Work Plan for Calendar Year 2023

**RECOMMENDATION:**

Review the Library Board work plan for calendar year 2023.

**BACKGROUND:**

The Los Gatos Library Board (Board) currently operates under the provisions of Town Resolution 2016-056 adopted by Council in October of 2016. Under the current resolution, the Board consists of seven voting members of which one also serves as a member of the Youth Commission. General Law cities that operate a municipal library maintain a Library Board under California Education Code Section 18910 (1970).

The function of the Board is to review and approve Departmental operational policies, and to advise on strategic direction and priority setting for Library service delivery. This is done by assisting in production and review of an annual Library community survey, understanding the budget situation and usage statistics of the Department, interfacing directly with the community in conversations about Library service, and keeping abreast of regional and national dialog regarding issues pertaining to intellectual freedom and equitable access to information and resources. The Board is not involved directly with Library projects, programs, or services, nor their implementation.

The Board meets on the second Wednesday of odd number months at 3:00 p.m. The Library Director serves as the staff liaison to the Board.

**PREPARED BY:** Ryan Baker  
Library Director

---

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

---

DISCUSSION:

At the beginning of each calendar year, the Board reviews a list of potential new or outdated Departmental policies and prioritizes their order based on the needs of the Library and the community. Other items are regularly scheduled annually for review and recommendation.

The work plan for 2023 was adopted as follows:

January 2023

- Provide advisory direction on the Library's approach to holidays and recognition months

March 2023

- Review *Challenged Materials* policy and procedures
- Provide initial advisory input on the Town's *Justice, Equity, Diversity, and Inclusion Plan*
- Provide advisory direction on creating and distributing the Library's annual survey

May 2023

- Receive overview of proposed library budget for FY 23/24
- Review community survey data, and advise based on trends, needs, or opportunities
- Review *Intellectual Freedom* policy
- Review *Library Code of Conduct (Behavior Policy)*

July 2023

- Review *Volunteer* policy
- Begin advisory discussion of five-year strategic guidance for Library services

September 2023

- Review *Materials Deaccession* Policy
- Review 2022-23 fiscal year end statistics and service trend data
- Continue advisory discussion of five-year strategic guidance for Library services
- Provide input on revisions to the Town's *Justice, Equity, Diversity, and Inclusion Plan*

November 2023

- Finalize advisory discussion of five-year strategic guidance for Library services
- Review *Unattended Minors and Lost Child* Policy
- Initiate Town Poet Laureate selection process

PAGE 3 OF 3

SUBJECT: Library Board Work Plan

DATE: August 3, 2023

CONCLUSION:

The Board wishes to express that at both a regional and national level, attempts at censorship and/or bans of books in library collections are at an all-time high. The Board holds strongly to the principles of freedom of information, serving a diverse community representing multiple viewpoints, and equitable access to a widely diverse range of interests. The Board asks Council to remain in support of library collections and programs that support these principles, engage free and open community dialog, and stand strong against censorship or the attempts to restrict access to information or services.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.