

Library Advisory Board Work Plan 2026

Project/ Goal			
Benefit			
Subcommittee Members			
Resources Needed			
Measures of Success			
Priority	1	2	3
January Update			
April Update			
July Update			
October Update			

Board and Commission Work Plan Guidelines and Process

The City Council will vote on the board and commission work plans annually. Work plans are due by January each year and should consist of up to three priorities. The City Council will ask the Board or Commission Chair to present the work plan to the City Council.

- Review purpose of the Board or Commission (from Code of Ordinances)
 - The board shall study and make a written recommendation to the city council concerning short and long-term improvements to the city's library system, including:
 - (A) To analyze the community's library service needs including but not limited to physical space, technological requirements, staffing, and hours of operation; and
 - (B) When appropriate, generate a report outlining goals and objectives and a related plan (including timelines and cost) for implementation.
 - The board exists to promote an outstanding library program for the citizens of the city. In pursuit of this objective, it shall serve as:
 - (A) A forum for the careful consideration of policy matters related to the operation of the library system; and
 - (B) A voice for the department in the community and a voice for the community in the department; and
 - (C) An advisor to the director when requested by him/her; and
 - (D) A recommending body to the city council on matters of general department policy.
- Discuss any City Council priorities for the Board or Commission.
- Discuss existing and possible projects, priorities, and goals. Order from high priority to low priorities.
- Finalize work plan for City Council review.
- Use approved work plan as a guide to focus the board and commission work throughout the term of the work plan.
- Present report to the City Council annually and include: List of priorities, projects, and goals; Status updates; If items are not complete, include why and any other additional details to share with the Council.