

## Library Advisory Board Work Plan 2023

Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources Needed (staff support, subcommittee, fundraising)	Measure of Success	Priority
Grand Opening Celebration	introduce residents to renovated library	March 2023	Subcommittee to be composed of Subcommittee Chair Mentzer, Council Representative Aaron, May, Shepherd.	number of attendees	
National Library Week Gala Fundraiser	raise funds for library materials	April 2023	Subcommittee Chair Council Alternate Bliss, Council Representative Aaron, May, Shepherd.	number of attendees and amount of funds raised	
Promote Library Services and Plan Speaker Series	provide free educational events	August 2023	Subcommittee to be determined at future Library Advisory Board Meeting	participation numbers for educational events	
Create Opportunity for Collaboration	improve participation with other boards, commissions, and the Active Adult Center	December 2023	Subcommittee to be determined at future Library Advisory Board Meeting	participation numbers for educational events	

### 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. Work plans should include if there is intent to use subcommittees or additional City staff to assist in the Board or Commission work for the year ahead.

To guide the work of developing the board or commission annual work plan, a short checklist is provided below:

- Review purpose of the Board or Commission
- 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 draft 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. (Initially 1 year for 2023 and 2 years after that with updates after the first year.)
- 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.