



LIBRARY BOARD OF TRUSTEES STAFF REPORT

ITEM NO. 4.5

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Review of the Draft Library Board of Trustees Annual Work Plan

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees review, discuss, and provide feedback on the draft work plan.

DECISION TYPE

Administrative

SUMMARY

Each City of Livermore advisory body is asked to develop an annual work plan that will be used to help guide and plan activities undertaken by the Board. Using information from previous Board meetings, discussions of the Board and staff, and internal ideas, Library staff develops the draft plan for review and approval by the Board.

DISCUSSION

As an advisory body, the Library Board of Trustees is asked to provide feedback, input, and recommendations based on the unique perspective of community members who have an interest in supporting the strategic goals and efforts of the Library. The Library Board of Trustees has consistently done an admirable job in these efforts, but there are always opportunities to expand the input and impact that the Board can have. The Library Board of Trustees workplan supports these potential efforts in the following ways:

- Acting as a clear reference point for both staff and the Board to use when planning efforts and activities throughout the year
- Offering an opportunity to bring together Board goals with the specific strategic objectives of the Library
- Giving City leadership a clear picture of how the Board's work correlates with the duties and responsibilities as stated in the Rules of Procedure

- Additional opportunities to share unique accomplishments and milestones related to Library and Board efforts
- Library Board of Trustees members will expand their knowledge through targeted efforts and actions, thus enhancing their ability to support our Library and libraries in general
- Library Board of Trustees members will have a clear understanding of their role in partnering with the Library and when they will be working on behalf of the Library, eliminating the feeling of needing to act independently or potential concerns about not doing enough

While the draft workplan was created by staff, the Board is strongly encouraged to share their ideas, thoughts, and specific feedback that can be used to update and/or improve the workplan. The plan can be expanded based on the collective feedback of the Library Board of Trustees. As noted, the approved plan will be used to help guide Board efforts and actions, but the Board is not limited to just those matters included in the plan; Library staff will still communicate needs and requests for advisory input on unique matters as they arise.

After review and discussion during this month's meeting, the draft workplan will be updated and brought back to the January 2026 meeting for approval.

ATTACHMENTS

1. Draft Library Board of Trustees Work Plan

Prepared by: Allen McFarland
Management Analyst II