

LIBRARY COMMISSION

2015/16 Work Plan

[Current as of March 1, 2016]

Goal	Projects	Work Planned	Target Date & Actions Taken	Owner
<p>Outreach and awareness</p> <p>Increase awareness of the Santa Clara County Library District (SCCLD) vision and services to Los Altos and Los Altos Hills residents and City Councils</p>	<p>Keep the Councils of Los Altos and Los Altos Hills informed about library services, issues, events, and activities</p>	<ol style="list-style-type: none"> 1. Have Library Commission representation at each Council meeting once every quarter. 2. Create a series of 2-3 minute library-related presentations. Topics can include: Library overview; technology tools available at the libraries; special collections, Friends of the Library (FOL) contributions (financial and other), Los Altos Library Endowment (LALE), etc. 3. Collaborate with Youth Commission annually. Invite Youth Commission to discuss Library and Technology. All Interested commissioners 4. Senior Commission 	<p>Ongoing Effort</p> <p>Mid 2015 – No formal effort here.</p> <p>Chairs of the various commissions should meet.</p>	<p>Rich Liu and Cindy Hill</p> <p>Cindy will speak to the Council re the Santa Clara County library foundation</p>
	<p>Identify, attend, and present library services information to attendees at special events and with civic and local organizations and groups</p>	<ol style="list-style-type: none"> 1. Identify civic, student, educational, volunteer, etc. groups to meet and reach out to their membership or circle of influence, connecting with residents who do not have library cards or have not used their cards within the last two years – Cindy will contact Judith. 	<p>Ongoing Effort</p> <ul style="list-style-type: none"> • Every Los Altos Public event and Los Altos 	<p>Cathie Perga and Judith Gregg</p>

		2. Rank organizations and make initial contact with the top 3, scheduling a short presentation/introduction to the three groups	<p>Hills</p> <ul style="list-style-type: none"> Reach out to Homestead High school Youth commission 	
Increase Library Patronage	Campaign to introduce library resources and services to schools in our area	Coordinate with Library staff to continue to meet with students and teachers to introduce SCCLD resources and services Special session with Susan Hildreth	Ongoing Effort	Kishen Bhagavan/Rich Liu Commissioners will work with Community Librarian to understand what is going on.
	As appropriate assist library staff with outreach presentations	All Commissioners that are interested	Ongoing Effort	Cathie Perga and Judith Gregg
Work to ensure that the Library's policies, facilities and resources meet the needs of the community	Stay informed about library issues through membership in and interaction with relevant groups and attendance at events	<ol style="list-style-type: none"> Update Santa Clara County Library District calendar of Commission meetings Majority of Commissioners attend at least one other library commission meeting within our District Attend other Los Altos Commission meetings when appropriate Accept reports and updates from FOL, LALE, and North County Library Authority (NCLA). Receive reports from the SCCLD County and Community Librarians, and City Staff as appropriate. 		<p>Cindy Hill will update the calendar (completed)</p> <p>All</p>
	Encourage shared or coordinated programs between "cultural organizations" (i.e. History Museum, Theater,...)	All interested Commissioners	Ongoing Effort	Judie Suelzle

Monitor the progress of the Civic Center Master Plan and/or any other planning process that would impact the library	Have Library Commission representation at workshops and focus group meetings regarding the Community Center Master Plan, including both City and non-City sponsored events	<ol style="list-style-type: none"> 1. Emphasize the importance of library support groups (i.e. FOL, LALE) in maintaining the quality of the Los Altos libraries 2. Provide insights, comments, and concerns as appropriate 	Ongoing	Cindy Hill
Work toward mitigating the deficiencies in the Los Altos Main Library	Benchmark to other SCCLD libraries to: (1) use as and educational tool; and (2) to determine where the Los Altos libraries stand	All interested Commissioners		
	Deficiencies are outlined in a matrix developed by the Library Commission in March 2014	All members of the Library Commission. Invite Library support organizations and individuals to discuss how to best mitigate these issues	Commission discussed the “Deficiencies Matrix” with LA Council on March 18, 2014	Kishen Bhagavan/ Cindy Hill will review and check to make sure it is reflecting the current state

LIBRARY COMMISSION

2016/17 Work Plan

[Current as of April 1, 2016]

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<p>Outreach and awareness</p> <p>Increase awareness of the Santa Clara County Library District (SCCLD) vision and services to Los Altos and Los Altos Hills residents and City Councils</p>	<p>Keep the Councils of Los Altos and Los Altos Hills informed about library services, issues, events, and activities</p>	<ol style="list-style-type: none"> 1. Have Library Commission representation at each Council meeting once every quarter. 2. Create a series of 2-3 minute library-related presentations. Topics can include: Library overview; technology tools available at the libraries; special collections, Friends of the Library (FOL) contributions (financial and other), Los Altos Library Endowment (LALÉ), etc. 3. Collaborate with Youth Commission annually. Invite Youth Commission to discuss Library and Technology. All Interested commissioners 4. Senior Commission 	<p>Ongoing Effort</p> <p>Mid 2015 – No formal effort here.</p> <p>Chairs of the various commissions should meet.</p>	<p>Rich Liu and Cindy Hill</p> <p>Cindy will speak to the Council re the Santa Clara County library foundation</p>
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Los Altos Library Building Improvements and Opportunities Matrix

[In preparation for Joint Council Study Session]

April 12, 2016

Note: This is a “living document”. Your comments and information are needed to make it the best possible.

Number	Opportunity or Improvement	Evidence to Show	Possible Resolutions	Importance
1	Increase space for collections in all formats (books, media, electronic) “No Growth Capacity”	<ul style="list-style-type: none"> - Fixed number and location of shelving units - Limited possibilities on how to use existing units. - Most materials are “1-in, 1-out” 	<ul style="list-style-type: none"> - Small expansion using funds from Whipple Bequest - Space for “Holds” - New Space 	High and immediate if no new building in the next 2-3 years
2	Infrastructure of existing building is outmoded	<ul style="list-style-type: none"> - Cannot expand number or location of computers. - Limited number of power outlets for mobile devices. - Libraries only will become MORE wired. 	<ul style="list-style-type: none"> - Drop-down power and data lines - Trench concrete slab to increase capacity - New building 	High and immediate if no new building in 2-3 years
3	Cramped Children’s Area	<ul style="list-style-type: none"> - No dedicated children’s story time area - Children’s safety and privacy at risk 	New Space. (Benchmark with other District Libraries.)	High
3a	New space for Tween & Juvenile collections and study	<ul style="list-style-type: none"> - New space for tweens: No area for tweens to gather and call their own - No expansion room available for juvenile collection 		Moderate

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4	No "Study Rooms" -Provide small group study rooms for all age groups -- tutoring, home schooling, study sessions	<ul style="list-style-type: none"> - Only Teen Room can be used for tutoring/discussions. - Hard to concentrate/study when other discussions going on in the room - Conversations get "mixed" in the common area - How does Los Altos compare to other SCCLD libraries? 	New Space	High and immediate if no new building in 2-3 years
5	Increase Program Room size	<ul style="list-style-type: none"> - Program room limited to 100 persons (capacity is exceeded for many lectures/gatherings) - No infrastructure to connect to City Council chambers, Youth Center or other venues 	New Space Data from other District Libraries	High
6	No room for anything new, i.e. "Maker Space", 3D printing, virtual reality, robots	<ul style="list-style-type: none"> - New technologies are in the future for libraries, providing opportunities for residents to explore, learn, collaborate and create. 	New Space <ul style="list-style-type: none"> - Only space possible is (a) a portion of the Teen Area, or (b) a portion of the Program Room - Either of these means less footprint for something else 	High
7	Additional quiet reading space	<ul style="list-style-type: none"> - Current reading spaces are near back entrance to library and in high traffic and noisy areas. 		High
8	Lack of storage space for staff, equipment, supplies	<ul style="list-style-type: none"> - Cramped storage in Program Room, Janitor closet, and outside closet (space is doing double-duty for multiple functions) 		Moderate

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Number	Opportunity or Improvement	Evidence to Show	Possible Resolutions	Importance
9	Increase lighting in Library lobby	- Low light in area between main entrance and Program Room entrance.	Install skylight (In recent years the Friends of the Library have offered to fund the installation.)	High
10	Lack of storage space and drop-off space for donations to the Friends of the Library	Current space is often overflowing, with boxes left outside the closet; possible foot traffic and safety hazard	Provide interior or exterior space (exterior space could be a well-designed storage shed located in the back of the library near the dumpster) Recently FOL have offered to fund the purchase of the shed.	High

draft, v1.0

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Our Message should focus on:

- Critical Needs for Library Function
- Failing Residents Needs and Desires
- Falling Behind Surrounding Communities
- How can the money available be used to resolve some of the above issues?

draft, v1.0