



DATE: November 3, 2015

AGENDA ITEM # 2

**TO:** Library Commission  
**FROM:** Peggy Ford, Staff Liaison  
**SUBJECT:** Work Plan

**RECOMMENDATION:**

Update 2015/16 Library Commission Work Plan

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**BACKGROUND**

The City of Los Altos Commission and Committee Handbook approved February 10, 2015 provides the following guidance with respect to the Work Plan on page 5.

Role of Staff Liaison

Work with the Commission in the development of a work plan for the coming year and a summary of accomplishments for the previous year.

The Library Commission will update and discuss the Work Plan at their Tuesday, November 3, 2015.

**DISCUSSION**

The Library Commission regularly reviews work plan and makes updates accordingly.

Attachments:

- A. 2015/16 Work Plan

