

LIBRARY COMMISSION

2016/17 Work Plan

[Current as of April 1, 2016]

| Goal | Projects | Work Planned | Target Date & Actions Taken | Owner |
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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 (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> |

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| | | 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 |

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| 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 |