

LIBRARY COMMISSION  
DRAFT 2016/17 Work Plan  
(As of March 4, 2016)

Goal	Projects	Assignments	Target Date & Owner(s)	City Priority related to	Status
<b>Outreach &amp; Awareness</b>  Increase awareness of the Santa Clara County Library District (SCCLD) vision and services to Los Altos and Los Altos Hills residents and City Councils	Inform the Councils of Los Altos and Los Altos Hills about library and library-related services, issues, events, and activities	<ul style="list-style-type: none"> <li>Have Library Commission representation at each Council meeting once every quarter.</li> <li>Create a series of 1-2 minutes library-related presentations for the Councils.</li> </ul>	Ongoing Task	<i>Describe which priority this goal and project relates to</i>	
	Identify, attend and present library services information to attendees at special events and with civic and local organizations and groups	<ul style="list-style-type: none"> <li>Continue to meet with identified civic, student, educational, volunteer, etc. groups to increase awareness of and use of the library services &amp; resources</li> </ul>	Ongoing Task		
Increase Library Patronage	Encourage high school student use of library services & resources	<ul style="list-style-type: none"> <li>Coordinate with Library staff to continue to meet with students and teachers to introduce SCCLD resources and services</li> </ul>	Ongoing Task  Bashir / Colman		
Work to ensure that the Library's policies,	Stay informed about library issues through membership in and interaction	<ul style="list-style-type: none"> <li>Maintain SCCLD calendar of commission meetings</li> </ul>	Annual update Hill		

<p>facilities and resources meet the needs of the community</p>	<p>with relevant groups and participation at events</p> <p>Encourage shared or coordinated programs between cultural organizations (i.e. History Museum, Theater, etc.)</p> <p>Monitor CIP to mitigate and/or improve safety and appearance around the exterior of the libraries</p>	<ul style="list-style-type: none"> <li>• Accept reports and updates from FOL, LALE, NCLA</li> <li>• Receive reports from the SCCLD County and City librarians and City Staff as appropriate</li> <li>• Review possible need for outdoor seating at Woodland Library (near Rodin sculpture)</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>December 2016 / Hill</p>		
<p><b>Monitor the progress of the Civic Center Master Plan and/or any other planning process that would impact the library</b></p>	<p>Represent the Library Commission at workshops, focus groups, town hall meetings, Council meetings, etc. regarding the Community Center Master Plan, including both City and non-City sponsored events</p>	<ul style="list-style-type: none"> <li>• Emphasize the importance of library support groups (i.e. FOL, LALE, NCLA) in maintaining and increasing the quality of the Los Altos libraries</li> <li>• Provide insights, comments, and concerns as appropriate</li> <li>• <b>NEW: Work with appropriate groups (FOL, etc.) on creating alternative designs for interior of Main Library, including expansion of space</b></li> </ul>	<p>Ongoing / All</p> <p>Ongoing / All</p> <p>Ongoing / All</p>		