

LIBRARY COMMISSION  
2017/18 Work Plan

Goal	Projects	Assignments	Target Date & Owner(s)	City Priority related to	Status
<p><b>To have a state-of-the-art library for the Los Altos and Los Altos Hills communities within the Civic Center site.</b></p>	<p>Evaluate the need, process and costs for updating the 2008 Library Needs Assessment.</p> <p>Assist in determining possible funding sources for updating the Needs Assessment.</p> <p>Meet with other organizations who have completed the Needs Assessment process to gain insight, specifically Palo Alto and Morgan Hill.</p> <p>Ensure the Library is included in the city's 10-year plan.</p> <p>Identify and evaluate architects/consultant firms who can</p>	<p>Meet with the Los Altos Community Librarian and other key individuals to determine the necessary steps, process and funding needed when updating the needs assessment by February 28, 2018. The Needs Assessment would explore the information needs of the 21<sup>st</sup> century library user/resident and cover areas such as but not limited to: digital and physical resources, service needs, staff needs, community engagement, etc.</p> <p>The Needs Assessment should have a strong community outreach and engagement component to ensure active participation from both Los Altos and Los Altos Hill residents and other interested community groups such as but not limited to LALE, OurNextLibrary,</p>	<p>To meet the 2018 deadline to submit a bond measure for the 2018 election.</p>	<p>Community Engagement</p> <p>Create &amp; Maintain a 10-year Capital Facilities Plan</p>	<p>The NCLA Library Task Force has taken on this goal. Commissioner Hill is Chair and will provide status reports to the Library Commission.</p>

	<p>complete an update of the Needs Assessment.</p> <p>Conduct and prepare a Program Design phase.</p> <p>Assist in determining possible funding sources for a state-of-the-art Library.</p>	<p>Friends of the Library. Other groups include the Youth Commission and local student populations.</p>			
Increase Library Patronage	Increase the number of new library cards		<ul style="list-style-type: none"> <li>Bashir, Colman, Liu</li> </ul>	Community Engagement	
Increase Awareness of the Los Altos Library Services	Identify appropriate events where Library Commissioners could attend and present information about Library Services in tandem with Library Staff.	<p>Meet with the Los Altos Community Librarian and/or other staff to identify opportunities.</p> <p>Possibilities include but are not limited to: Los Altos Commissions, annual City events, etc.</p>	<ul style="list-style-type: none"> <li>Agarwal, Dixon, Kiremidjian</li> </ul>	Community Engagement	