



DATE: September 3, 2020

AGENDA ITEM # 3

TO: Library Commission
FROM: Jaime Chew, Recreation & Community Services Manager
SUBJECT: Work Plan

RECOMMENDATION:

Receive reports from subcommittees and update work plan

BACKGROUND

Each year, the Library Commission reviews and updates their work plan to share with the City Council, and to work on items that are of value to the Library and the community that it serves. The Library Commission is scheduled to review their work plan with City Council in October/November 2020.

DISCUSSION

The Library Commission has tasked each subcommittee to review their goal, projects and assignments and report back to the full Commission on a monthly basis. The Commission will need to receive status reports from each subcommittee and take action as appropriate. The Commission should also work to prepare an overview of accomplishments over the past year, including status updates for items still in progress. The work plan should also be updated to reflect goals that the Commission would like to work on in the upcoming term (November 2020 – October 2021).

ATTACHMENTS

1. 2019 – 2020 Work Plan

LIBRARY COMMISSION

2019/20 Work Plan

(As of August 31, 2020)

Goal	Projects	Assignments	Target Date	City Priority related to	Status
<p style="text-align: center;">Improve Infrastructure</p> <p style="text-align: center;">Bedard, Gee, Wheeler</p>	<p>Los Altos Branch Infrastructure</p>	<p>Help mitigate issues caused by Hillview Redevelopment</p> <ul style="list-style-type: none"> • Access to the Library • Parking • Friends of the Library <p>Assess potential improvements</p> <ul style="list-style-type: none"> • Assess safety, emergency, and hygiene features • Assess use and function of rooms and areas (Orchard Room, Children’s Area, etc.) <p>Assess long term parking needs connected with the Los Altos civic center campus</p>	<p>September 2020</p>	<p>Support 2020 Council Strategic Goals and Objectives</p>	<p>Library Parking Study – Memo from Commissioner Gee (June 18, 2020)</p> <p>Chair Bedard to be liaison with Friends of the Library, attending monthly meetings</p>
	<p>Woodland Branch Infrastructure</p>	<p>Assess services offered</p> <p>Grounds</p> <p>Parking</p> <p>Assess potential improvements</p> <ul style="list-style-type: none"> • Assess safety, emergency, hygiene features • Assess use and function of rooms and areas 	<p>September 2020</p>		<p>Approved recommendation of Commissioner Wheeler’s Proposal to Mitigate Noise at Woodland to County staff for consideration</p>

<p>Improve Services</p> <p>R. Liu, Y. Liu, Kiremidjian</p>	<p>Current</p>	<p>Continuity of expanded hours</p> <p>Catalog all the current services</p> <ul style="list-style-type: none"> • County staff to continue to provide status of current services information • Library Commission to attend January meeting with County Library Services in Campbell – need planning based on work schedules 	<p>September 2020</p>		<p>Subcommittee members appointed</p> <p>Categorized services, programs and devices that Library provides.</p>
	<p>Futures</p>	<p>Cards for everyone</p> <p>Open data and access to government resources</p> <ul style="list-style-type: none"> • County real estate records • Other open government initiatives <p>Equipment and art bank</p> <ul style="list-style-type: none"> • Kindles • DVD players • Art <p>Tech Innovation Programming</p> <ul style="list-style-type: none"> • Robotics • Maker space • 3D printing • Help evolve Library Cyber Policy • Tutor / Student Match • Legal Services (see Mountain View clinic) 	<p>September 2020</p>		<p>Subcommittee members appointed</p>

		<p>Checkout experience</p> <ul style="list-style-type: none"> • Scan from mobile app • Rolling shopping basket • Stepping stool for kid's checkout • Reserve turnaround time <p>Workspace</p> <ul style="list-style-type: none"> • Agile workspace • Phase out desktops for laptops 			
<p>Improve Awareness</p> <p>R. Liu, Steinle, Wheeler</p>	<p>Coordinate Schools / Library</p>	<p>School library liaisons</p> <p>Research class offered between local schools and library</p>	<p>September 2020</p>		<p>Subcommittee members appointed</p>
	<p>Reach out to other City Commissions for ideas, needs, access to constituencies</p>	<p>Senior Youth</p> <ul style="list-style-type: none"> • Are there generational issues? • Do we want to have a youth representative on the Library Commission? <p>Public Art</p> <ul style="list-style-type: none"> • Revolving art display <p>Historical</p> <ul style="list-style-type: none"> • Historical artifacts • Special book collection <p>Complete Streets</p>	<p>September 2020</p>		<p>Progress Report Memo from Commissioner Wheeler (March 22, 2020)</p>

		<ul style="list-style-type: none"> Construction-time parking and traffic issues 			
	Public Outreach	Evaluate and implement outreach programs through all reasonably available means	September 2020		Subcommittee members appointed
	Solicit Feedback	Suggestion box Office hours for feedback	September 2020		Subcommittee members appointed
Redeveloped Library Bedard, Gee, Steinle	NCLA Library Redevelopment Task Force	Appoint a representative to serve on NCLA and the Library Redevelopment Task Force Monitor, participate and assist as necessary	May 2020		Cindy Hill appointed to represent the Library Commission on NCLA and the Redevelopment Task Force Task Force has been disbanded
	Library Commission Role	Define role of Library Commission in constructing new library Corporate donations	September 2020		Library Commission role to be determined