



DATE: December 3, 2020

AGENDA ITEM # 6

TO: Library Commission

FROM: Jaime Chew, Recreation & Community Services Manager

SUBJECT: Work Plan

BACKGROUND

Each year, the Library Commission reviews and updates their work plan to share with City Council, and to work on items that are of value to the Library and the community that it serves. At the November 5, 2020 Library Commission meeting, the Commissioners discussed and selected new subcommittee members.

DISCUSSION

The Library Commission will need to discuss, finalize and approve a draft work plan.

Attachments:

2020 – 2021 Work Plan

LIBRARY COMMISSION
2020/21 Work Plan
(As of November 5, 2020)

Goal	Projects	Assignments	Target Date	City Priority related to	Status
<p>Improve Infrastructure</p> <p>Carter, 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>Reopening of the Library</p> <ul style="list-style-type: none"> • Facing challenges 	<p>September 2021 and beyond as COVID-19 dictates</p>	<p>Support 2020 – 2021 Council Strategic Goals and Objectives</p> <p>Reopening in a safe manner in line with State and County guidelines</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 	<p>September 2021</p>	<p>Reopening in a safe manner in line with State and County guidelines</p>	<p>Approved recommendation of Commissioner Wheeler’s Proposal to Mitigate Noise at Woodland to</p>

		<ul style="list-style-type: none"> Assess use and function of rooms and areas 			County staff for consideration
		<p>Reopening of the Library</p> <ul style="list-style-type: none"> Facing challenges 			
<p>Improve Services</p> <p>Bedard, Chan, Crane</p>	Current	<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 	September 2021		Subcommittee members appointed
	Futures	<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 	September 2021		<p>Subcommittee members appointed</p> <p>Categorized services, programs and devices that Library provides in compiled list format by Commissioner Liu</p>

		<ul style="list-style-type: none"> • Help evolve Library Cyber Policy • Tutor / Student Match • Legal Services (see Mountain View clinic) <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>Carter, Chan, Wheeler</p>	<p>Coordinate Schools / Library</p>	<p>School library liaisons</p> <p>Research class offered between local schools and library</p>	<p>September 2021</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>	<p>September 2021</p>		<p>Progress Report Memo from Commissioner Wheeler (March 22, 2020)</p>

		<ul style="list-style-type: none"> Historical artifacts Special book collection <p>Complete Streets</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 2021		
	Solicit Feedback	Suggestion box Office hours for feedback	September 2021		
Futures Crane, Gee, Liu	NCLA	Appoint a representative to serve on NCLA Monitor, participate and assist as necessary Woodland	December 2020		Cindy Hill appointed to represent the Library Commission on NCLA
	Library Commission Role	Define role of Library Commission in constructing new library Corporate donations	September 2021		Library Commission role to be determined
Work Plan Bedard, Liu	Create and Update	Modify and edit the work plan document to match the Commission's current goals and objectives	October 2020		Chair Bedard and Commissioner Liu have updated the work plan to reflect goals and objectives for 2020 - 2021