



DATE: October 14, 2020

AGENDA ITEM # 3

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. The work plan subcommittee of Chair Bedard and Commissioner Liu updated the 2019 – 2020 work plan to reflect past accomplishments and new, updated objectives.

DISCUSSION

The Library Commission will need to receive the presentation by the Work Plan Subcommittee. In addition, the Commission will need to discuss and approve a draft work plan.

Attachments:

2019 - 2020 Work Plan

2020 – 2021 Work Plan

Work Plan Subcommittee Report

Library Resource List

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>	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 2020		<p>Subcommittee members appointed</p> <p>Categorized services, programs and devices that Library provides.</p>
	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 • Help evolve Library Cyber Policy • Tutor / Student Match • Legal Services (see Mountain View clinic) 	September 2020		<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

LIBRARY COMMISSION
2020/21 Work Plan
(As of October 9, 2020)

Goal	Projects	Assignments	Target Date	City Priority related to	Status
Improve Infrastructure Bedard, Gee, Wheeler	Los Altos Branch Infrastructure	Help mitigate issues caused by Hillview Redevelopment <ul style="list-style-type: none"> • Access to the Library • Parking • Friends of the Library Assess potential improvements <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.) Assess long term parking needs connected with the Los Altos civic center campus Reopening of the Library <ul style="list-style-type: none"> • Facing challenges 	September 2020 and beyond as COVID-19 dictates	Support 2020 – 2021 Council Strategic Goals and Objectives Reopening in a safe manner in line with State and County guidelines	Library Parking Study – Memo from Commissioner Gee (June 18, 2020) Chair Bedard to be liaison with Friends of the Library, attending monthly meetings
	Woodland Branch Infrastructure	Assess services offered Grounds Parking Assess potential improvements <ul style="list-style-type: none"> • Assess safety, emergency, hygiene features 	September 2020	Reopening in a safe manner in line with State and County guidelines	Approved recommendation of Commissioner Wheeler’s Proposal to Mitigate Noise at Woodland to

		<ul style="list-style-type: none"> Assess use and function of rooms and areas <p>Reopening of the Library</p> <ul style="list-style-type: none"> Facing challenges 			County staff for consideration
<p>Improve Services</p> <p>Y. Liu , (2) vacant</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 2020		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 2020		<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>Wheeler, (2) vacant</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>Reach out to other City Commissions for ideas, needs, access to constituencies</p>	<p>Senior</p> <p>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 2020</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 2020		
	Solicit Feedback	Suggestion box Office hours for feedback	September 2020		
Redeveloped Library Bedard, Gee vacant	NCLA Library Redevelopment Task Force	Appoint a representative to serve on NCLA and the Library Redevelopment Task Force Monitor, participate and assist as necessary Woodland	May 2020		Cindy Hill appointed to represent the Library Commission on NCLA and the Redevelopment Task Force
	Library Commission Role	Define role of Library Commission in constructing new library Corporate donations	September 2020		Library Commission role to be determined

DRAFT NOTE TO COMMISSION

Pierre Bedard, Ying Liu
Los Altos City Library Commissioners
Workplan Subcommittee
26 September 2020

To: Los Altos City Library Commission

Fellow Commissioners,

While it pains me to tell you that I joined this Commission to help build a new library, I still maintain that we will be building a new library, but we need to have an open mind as to what that library will entail.

Please find attached the draft Library Commission Workplan produced by the Workplan subcommittee. Above all, we must be involved in our community and our workplan should reinforce this in every way. This is our purpose as commissioners.

I cannot underestimate the impact of the Covid-19 crisis. While everything was shut down quickly, we now face the challenge of spooling back up into what will be a new normal. The workplan reflects some of this, but there is no doubt that the subcommittees will need to adjust their focus, potentially before our meeting with the City Council as we move forward.

Our recommendation is that we maintain the same organization, the Library Commission should concern itself with three fundamental work streams in support of libraries' **Infrastructure, Services, and Awareness**. As to the **Redeveloped Library** section, we believe that we should keep a subcommittee focused on this area with continued focus on the North County Library Authority. Having acknowledged this, the subcommittee did identify a need for the Library Commission to reposition itself vis-à-vis the NCLA and helped fulfill an important role as we move forward.

In closing, the subcommittee recommends that the workplan be presented with the proviso that each individual subcommittee will have the right and obligation to

reasonably set and adjust projects launched in support of its goals. This flexibility needs to be inherent in our plans if we want to serve our constituents.

Sincerely,

Pierre Bedard, Ying Liu
Los Altos City Library Commissioners
Workplan Subcommittee

Library Resources

Compiled for Los Altos Library February 2020

In-Library Resources

- Book Clubs
 - Book Club Collection
 - Book Club Groups (adult and children's)
 - Book Club Kits
 - <https://scclld.org/book-club-kits-2/>
- Community Programs
 - Craft programs for Adults, Teens, and Children
 - Inclusive Sensory Storytime
 - Senior Tech Tutoring
- ESL Conversation clubs and classes
 - <https://scclld.org/esl/>
- Language Resources
 - Books in many languages
 - Language learning materials
- Passport services
 - <https://scclld.org/passport/>
- Meeting Rooms
 - <https://scclld.org/book-a-room/>
- Parent's Corner Book Collection
- Public Technology
 - AWE Early Literacy Stations
 - Computers
 - Copier
 - Microfilm Reader
 - Ipads
 - Printer
 - Scanner
 - Tech Toolbar with tablets and e-reader
- Reading Program, opportunities for learners and tutors
 - <https://scclld.org/reading-program/>
- Volunteer opportunities
 - <https://scclld.org/volunteer/>

Web-based Resources

Book Recommendations (<https://scclld.org/find-a-good-book/>)

- Beanstack: Online Readers' Events
- BookBrowse Reading Recommendations
- NextReads: New Book Alerts
- NovelList Book Recommendations

Genealogy and Local History

- Ancestry Library (in-library use only)
 - <https://scclld.org/resource/ancestry-library/>
- Fold3 Library Edition
 - <https://scclld.org/resource/fold3-library-edition/>
- HeritageQuest Online
 - <https://scclld.org/resource/heritagequest-online/>

Health & Fitness (<https://scclld.org/resources/health/>)

- Headspace – Meditation Made Simple
- Medline Plus

Homework Help (<https://scclld.org/learning-homework-help/>)

- ABCmouse
- Brainfuse: Online Tutoring & Homework Help for Students
- Scholastic Go!
- School Center by LearningExpress

Jobs, Career, and Professional Development (<https://scclld.org/resources/jobs/>)

- Adult Core Skills Center by LearningExpress
- Brainfuse Adult Learning Center: Online Tutoring & Skill Building
- Brainfuse JobNow: Online Tutoring & Career Assistance
- Brainfuse VetNow: Online Help with VA Benefits & Transitioning to Civilian Careers
- Career Preparation Center by LearningExpress
- College Admissions Test Preparation Center by LearningExpress
- College Students Center by LearningExpress
- GCFLearnFree: Computer Tutorials
- High School Equivalency Center by LearningExpress
- LearningExpress: Skill-Building Courses, Occupational Practice Tests, Career & Academic Tests, & Much More!

- Skillsoft: IT ebooks, courses, and videos

Learn 24/7

- Adult Reading Program
 - <https://scclld.org/reading-program/>
- ALLDATA: Auto Repair (in-library use only)
 - <https://scclld.org/resource/alldata-repair/>
- Brainfuse: Online Tutoring & Homework Help for Students
 - <https://scclld.org/resource/brainfuse-helpnow/>
- CreativeBug: Art & Craft Classes
 - <https://scclld.org/resource/creativebug/>
- The Great Courses
 - <https://scclld.org/resource/the-great-courses/>
- Lynda.com, free access
 - <https://scclld.org/resource/lynda/>
- Ready Rosie: Early Childhood Learning Tool for Parents
 - <https://scclld.org/resource/ready-rosie/>
- Rosetta Stone Library Edition: Language Learning Including ESL
 - <https://scclld.org/resource/rosetta-stone-library-edition/>
- Treehouse: Learn Coding, Web Development, and More!
 - <https://scclld.org/resource/treehouse-technology-education/>
- Universal Class: 500+ Courses
 - <https://scclld.org/resource/universal-class/>

Research (<https://scclld.org/resources/research-articles/>)

- Academic Search Complete: Research Scholarly Full-Text Articles
- AccessScience
- Gale Virtual Reference Library: Ready Reference eBooks
- Publication Title Search
- WorldCat
- Yewno Discover

Services

- Ask a Librarian
 - <https://scclld.org/ask-a-librarian/>
- Instant Ecard
 - <https://scclld.org/card-application/>
- Museum Passes through Discover & Go
 - <https://scclld.org/museum-passes/>