

LIBRARY COMMISSION 2013/14 Work Plan

Goal	Projects	Assignments	Target Date	Status
1. Increase awareness of the Santa Clara County Library District vision and services to Los Altos and Los Altos Hills residents and city councils.	Inform City Councils about library services, issues, events, etc.	Create a series of 2-3 minute library-related highlights which can be presented at City Council meetings. Topics can include: Library overview (use new District 2-minute video); technology tools available at the libraries; special collections including the Whipple Collection and the Planetree Health Library; upcoming parcel tax election, Friends of the Library contributions (financial and other), etc. Goal: present at least 8 highlights during 2013-2014	To be completed by December 2013 with sub-sections completed throughout the year.	April 2013: Assigned to Commissioners Poulos and Davis and Librarian Jane Crockhite. June 2013: Commissioner Davis presented and demonstrated two 2-min presentations to the Commission. Agreed to create two more in the next several weeks. Commissioner Davis will present one to the City Council soon.
	Identify, attend, and present library services to attendees at special events and with civic and local organizations and groups.	1. Identify civic, student, educational, volunteer, etc. groups to meet and reach out to their membership or circle of influence, connecting with residents who do not have library cards or have not used their cards within the last two years. Emphasize, when relevant, clusters of residents identified as "Borrowers," "Free Agents," "Kids' Sake," and "Those Who Read Together" as defined by	To be completed by December 2013 Youth Commission task added at June 2013 meeting	April 2013: Assigned to Commissioners Hill and Perga, assisted by Jane Cronkite. May 2013: Jane Cronkite provided list of local organizations June 2013: Jane Cronkite is scheduling meetings with groups; will present to City Council in late

		<p>the Orange Report.</p> <ol style="list-style-type: none"> Rank organizations and make initial contact with the top 3, scheduling a short presentation/introduction to the three groups Meet with the Youth Commission to explore what they like and don't like about library services 		<p>June (completed – Commissioners Davis, Struthers and Hill were in audience)</p> <p>June 2013: Librarian Jane Cronkhite, Commissioners Struthers and XXX participated in Los Altos Hills' annual picnic (bookmobile was a big hit again)</p>
2. Increase Library membership	Create a campaign to introduce library resources and services to schools in our area	<ol style="list-style-type: none"> Create a plan to meet with students and teachers that involves at least one participant activity (storytelling, book-making, Authors Day, etc. Pilot plan with at least one school 	<p>To be completed by February 2014</p> <p>Sent letter May 7; subsequent</p>	<p>April 2013: Assigned to Commissioners Cavanagh Clarke and Davis, assisted by Librarian Jane Cronkite.</p>

		3. Evaluate pilot to determine next steps	communication with appropriate school officials	<p>May 2013: Commissioners Davis and Cavanagh Clarke drafted and sent letter to school district superintendent; received positive response and will follow up</p> <p>June 2013: Commissioner Davis presented plan to create a storytelling workshop in partnership with the library, Linden Tree Bookstore and other organizations</p>
	Create a strategy and plan for a citywide storytelling workshop		To be completed in 2014 (month to be confirmed)	<p>June 2013: Commissioners Davis presented her plan and discussed the steps already taken. There is a lot of enthusiasm for this concept; an initial date in 2014 has been selected; Commissioner Davis is creating a working group to develop the storytelling workshop.</p>
3. Work to ensure that the Library's policies,	Stay informed about library issues through membership in and interaction with relevant groups and	<ul style="list-style-type: none"> - Update Santa Clara County Library District calendar of Commission meetings - Majority of Commissioners attend at least one other library commission 	<p>To be completed March 2013</p> <p>To be completed February 2014</p>	<p>March 2013: Commissioner Hill updated the list</p> <p>June 2013: Commissioner Hill</p>

facilities and resources meet the needs of the community	attendance at events such as the Annual Commissioners and Friends Forum, CPLA workshops and meetings with other County Library Commissioners, and other Los Altos Commissions	meeting within our District - Attend other Los Altos Commission meetings when appropriate		attended Los Altos Finance Commission meeting
	Monitor the progress of the City Master Plan and/or any other planning process that would impact the library and/or Friends of the Library and provide insights and comments as appropriate to City Council.	Accept reports and updates from the Friends of the Library	Ongoing	All June 2013: Accepted report from Karen Duncan, Prime Time, Alternative Library Management and Operating Costs
	Monitor the changes of interior library signage.		Ongoing	Judie Suelze