

LIBRARY COMMISSION

2021/22 Work Plan

(As of October 25, 2021)

Goal	Projects	Assignments	Target Date	City Priority related to	Status
<p style="text-align: center;">Improve Infrastructure Carter, Gee, Wheeler</p>	<p style="text-align: center;">2020/2021 Los Altos Main Library & Woodland Branch</p>	<p>Evaluate feedback from patron surveys for services and facilities against the current allocations of those in past year—to recommend potential changes for consideration</p> <p>Propose actionable changes to parking policies that may be implemented now, with minimal impact to patrons</p>	<p>September 2021</p>	<p>Support 2020 – 2021 Council Strategic Goals and Objectives</p>	<p>Full Commission approved Parking Study (6/18/20) and forwarded to Staff, proposing time limits on parking at Civic Center Campus</p>
	<p style="text-align: center;">2020/2021 Woodland Branch Infrastructure</p>	<p>Identify and evaluate facility changes that may be cost effectively implemented to improve services, parking, and safety</p>	<p>September 2021</p>		<p>Reviewed several expansion / improvement options for Woodland with Library Staff, Commission, and NCLA</p> <ul style="list-style-type: none"> • Adult Quiet Room • Additional Meeting Rooms <p>Full Commission approved Proposal to Mitigate Noise via soundproof wall dividers at Woodland and it was forwarded to County Library staff for consideration</p>

	<p>2021/2022</p> <p>Los Altos Main Library and Woodland Branch</p>	<ul style="list-style-type: none"> • Assess potential improvements • Assess safety, emergency, and hygiene features • Assess use and function of rooms and areas • Assess addition of parking spaces at Woodland Branch • Continue to explore potential for expanding Woodland Branch 	September 2022	Support 2021 – 2022 Council Strategic Goals and Objectives	
<p>Services</p> <p>Bedard, Crane, Dixit</p>	2020/2021	<p>Assess current services, both digital and in-person and help the library get back to pre-pandemic levels</p> <p>Evaluate and provide feedback to staff and community on current services based on data and evaluation</p> <p>Assist in helping expedite any service needs surfaced by COVID-19</p>	September 2021	Support 2020 – 2021 Council Strategic Goals and Objectives	<p>Categorized services, programs and devices that Library provides (library.bedard.com/services)</p> <p>Proposed book drop-off services</p> <p>Evaluated BookDash Services</p> <p>Received County data</p>
	2021/2022	Evaluate and assess the development of future services in line with new service commitments by County and Community Librarians	September 2022	Support 2021 – 2022 Council Strategic Goals and Objectives	Receiving and acting on county data, 2019 Key Findings from Patron Satisfaction Survey, and upcoming 2021 Survey

		<p>Identify, evaluate and advise on the new services as needed. Some examples would be:</p> <ul style="list-style-type: none"> • Increased use of GoGo Biblio • Better senior and language-based services • Open data and access to government resources • Equipment and art banks, Tech Innovation Programming (Robotics, Maker space, 3D printing), other equipment 		<p>Provide community and county staff (quantitative and qualitative) feedback to drive services adoption and rollout</p>	
<p>Awareness</p> <p>Carter, [Chan] Wheeler, Dixit</p>	<p>2020/2021</p> <p>Public Outreach</p>	<p>Seniors</p> <ul style="list-style-type: none"> • Continue to assess most effective means of communicating with seniors in order to raise awareness of Library resources and services <p>Youth</p> <ul style="list-style-type: none"> • Research social media platforms that would be ideal for reaching youth in order to increase their awareness of Library resources and events • Expand ads to high school papers 	<p>September 2021</p>	<p>Support 2020 – 2021 Council Strategic Goals and Objectives</p>	<p>Public Service Announcement (PSA) at two assisted-living facilities. Contact led to an in-person presentation to staff & seniors.</p> <p>PSA opportunities with local teens publications, Mid-Peninsula Post and LAHS, the Talon.</p>

		<p>General Public</p> <ul style="list-style-type: none"> Continue to evaluate and implement outreach programs through all reasonably available means. 			<p>Monthly LALE ads created for the Town Crier.</p> <p>PSAs: Stanford University online newsletter (all faculty & staff), TV Channel 15, Foothill College Radio & newsletter, Kiwanis newsletter.</p> <p>Developed signage for waiting line at Main Library promoting library resources and events.</p> <p>Commissioner Chan created a tool to analyze the e-resources quarterly data. It shows how each resource is used over past quarters and will help identify which should be considered for promotion.</p> <p>Public art assignment was put on hold due to closure of Library due to Covid.</p> <p>Historical project was put on hold due to closure of Library due to Covid.</p>
		Public Art			
		Historical			

	2021/2022 Public Outreach	<p>Senior</p> <ul style="list-style-type: none"> Continue to identify ways to increase awareness of library resources and events of particular interest to seniors. Explore in-person opportunities and events. <p>Youth</p> <ul style="list-style-type: none"> Continue to identify ways to increase awareness of library resources and events of particular interest to youths. Explore in-person opportunities and events. <p>General Public</p> <ul style="list-style-type: none"> Continue to identify ways to increase awareness of library resources and events. Explore in-person opportunities and events. 	September 2022	Support 2021 – 2022 Council Strategic Goals and Objectives	November and December 2021 LALE ads for Town Crier selected. We will continue to work with Rose Baiza, our Community Librarian, to select resources and services for ads through 2022.
Futures Crane, Gee, Li	2020/2021 NCLA	<p>Appoint a representative to serve on NCLA</p> <p>Monitor, participate and assist as necessary</p>	December 2020	Support 2020 – 2021 Council Strategic Goals and Objectives	Cindy Hill appointed to represent the Library Commission on NCLA
	2020/2021 Futures Roadmap	Define roadmap that leads to a redeveloped main branch	September 2021		Investigated Open+ to enable patron self-service at Woodland

		<p>Coordinate with Infrastructure and Services subcommittees as needed</p> <p>Define role of Library Commission in achieving the roadmap</p>			<ul style="list-style-type: none"> • SCCLD in contract discussions. Woodland to be first with this technology in SCCLD <p>Presented case for redevelopment to Library Commission, which voted unanimously in favor. Case now to be presented to NCLA.</p> <p>Library Commission role to be determined</p>
	2021/2022 Futures Roadmap	<p>Investigate technologies that may dramatically improve library capabilities and patron experience</p> <p>Refine roadmap with new scenarios and projects</p> <p>Work with NCLA on redevelopment, as needed</p>	September 2022	Support 2021 – 2022 Council Strategic Goals and Objectives	
Work Plan Bedard, Liu	2020/2021	Assist Subcommittees and Staff Liaison with Workplan as needed	September 2021	Support 2021 – 2022 Council Strategic Goals and Objectives	Workplan has been updated by Subcommittees as of October 25, 2021
	2021/2022	Continue to assist Subcommittees and Staff Liaison with Workplan as needed	September 2022	Support 2021 – 2022 Council Strategic Goals and Objectives	