

LIBRARY COMMISSION

2019/20 Work Plan

(As of September 12, 2019)

Goal	Projects	Assignments	Target Date	City Priority related to	Status
Improve Infrastructure	Los Altos Branch Infrastructure	<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>	Month and year	Describe which priority this goal and project relates to	
	Woodland Branch Infrastructure	<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 			

Improve Services	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 			
	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 			

		<p>View clinic)</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 			
Improve Awareness	Coordinate Schools / Library	<p>School library liaisons</p> <p>Research class offered between local schools and library</p>			
	Reach out to other City Commissions for ideas, needs, access to constituencies	<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> <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			
	Solicit Feedback	<p>Suggestion box</p> <p>Office hours for feedback</p>			
New Library	NCLA Task Force Role (from 2018 plan)	<p>Evaluate the need, process and costs for updating the 2008 Library Needs Assessment</p> <p>Assist in determining possible funding sources for updating the Needs Assessment</p> <p>Ensure the Library is included in the city's 10-year plan</p> <p>Assist in determining possible funding sources</p> <p>Conduct and prepare a Program Design phase</p> <p>Meet with other organizations who have completed the Needs Assessment process to gain insight</p> <p>Identify and evaluate architects/consultant firms who can complete an update of the Needs Assessment</p>			

	Library Commission Role	Define role of Library Commission in constructing new library Corporate donations			
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