



## LIBRARY COMMISSION AGENDA REPORT SUMMARY

**Meeting Date:** January 9, 2025

**Subject** Discuss Commission Presence

**Prepared by:** Julie Crane & Michelle Morris, Commission Presence Ad-Hoc Subcommittee

### **Purpose**

Discuss Commission Presence

### **Discussion**

The Library Commission's Ad Hoc Subcommittee on Commission Presence proposes the following strategies to enhance recognition of the Commission's work. By increasing visibility, these efforts will raise public awareness of the Commission's impact and encourage more people to consider joining as members.

### **Greater Commission Visibility in the Library**

Other libraries provide pictures of their Library Commission in the Library. For example, the Cupertino Library has the following on their entrance wall:





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In addition, Cupertino includes Library Commission Biographies on their website. Displaying photographs of city commission members is important because it fosters transparency, accountability, and a personal connection with the community. Seeing the faces behind decision-making humanizes the commission, making it more approachable and relatable to residents. It reinforces trust by showing that the members are accessible and invested in serving the public.

Additionally, photographs can help residents identify commission members during events or meetings, promoting more meaningful engagement and dialogue. Finally, it serves as a reminder of the important work the Commission does and may encourage residents to consider volunteering when positions become available.

### **Recognition of the Commission's Work**

The Commission brought several ideas to completion and yet this effort is hidden in minutes. Some of the projects that the Commission brought into being include:

- Curb-Side Drop Off
- Tech Lending: Noise Canceling Headphones
- NCLA Funds for County Strategic Initiatives

Currently there is no visible placard acknowledging the work of the Commission with respect to these projects. Including placards to recognize projects created by the Library Commission highlights its contributions and reinforces its role in enhancing library services. Placards serve as a visible acknowledgment of the commission's efforts, increasing public awareness and appreciation of its impact. They provide an opportunity to educate visitors about the projects' origins and significance, fostering transparency and accountability. Recognizing the commission's work also boosts its credibility, strengthens community trust, and inspires support for future initiatives. These markers celebrate accomplishments while ensuring the commission's contributions are remembered and valued.

### **Yearly Summaries of Commission Achievements**

Summarizing its achievements at the end of the year can help the Library Commission demonstrate transparency, build trust, and showcase its impact on the community. Some

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examples of the Commission's work this year include:

- Successfully transitioned to a five member Board and the City's guidance on Ad-Hoc Subcommittees for Targeted Outreach;
- Commissioner Morris revisited a 2022 proposal from Commissioners Bedard and Crane that we implement a program to lend noise cancelling Headphones. Commissioner Morris worked with Rose Baiza, Community Librarian, to implement a Sensory Headset Pilot Project to provide noise reducing / canceling headsets to accommodate for those with sensory needs.
- Commissioners Bedard and Crane, as members of the Library Improvements Ad-Hoc Subcommittee, continued to advocate for library improvements resulting in the City of Los Altos accepting the North County Library Authority funds for library improvements and awarding a Contract for Main Library Improvements Project to Anderson Brule Architects on December 10, 2024.
- Commissioners Fawcett and Carter began discussions with Rose Baiza, Community Librarian regarding a "Night at the Library" event tentatively scheduled for 2025.

Reminding ourselves and the public about our accomplishments celebrates successes, boosts morale, and fosters civic pride while providing a foundation for strategic planning and future goal-setting. A year-end summary engages stakeholders, strengthens relationships, and raises the commission's visibility, inspiring public support and participation. Additionally, it serves as a historical record and a tool for reflecting on progress, ensuring accountability and driving continuous improvement.

### **Participation by Commission Members in Library Events**

Library commission members participating in library events fosters stronger connections with the community, increases the visibility of the commission, and demonstrates their commitment to supporting the library's mission. Their presence helps raise awareness about library initiatives, builds relationships with patrons, and provides opportunities for direct feedback from the community. Participation also allows commission members to better understand library operations and the needs of users, enabling them to advocate more effectively for resources and programs. Engaging with events can inspire public trust, encourage collaboration, and enhance the overall impact of the library within the



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community. Participation could include children's readings and attendance at public events.

### **Engaging with Residents to Understand Their Needs**

The Library Commission should serve as a conduit to the community, actively engaging with residents to understand their needs and communicate important information back to them. The Commission should invite residents to provide feedback on initiatives they would like to see in the library so that Commissioners may consider proposals.

### **Feedback Box and Digital Option**

Place a physical feedback box in a visible area of the library, equipped with forms and pens to share suggestions. Alternatively, or in addition, create a digital feedback form accessible via a QR code prominently displayed in the library. This QR code can link to an online form, making it easy to submit their ideas.

### **Real-Time and Ongoing Recognition**

In addition to yearly summaries and recognition, implementing real-time and ongoing acknowledgment strategies can further enhance the visibility of the Library Commission's contributions:

- **Immediate Acknowledgment of Contributions:**

Use signage to highlight Commission-supported projects or services as they are implemented. For example: "This Curbside Drop-Off Service is supported by the Library Commission."

Always have a signature branding like "supported by the Library Commission" for every achievement.

- **Social Media Shootouts:**

Share posts on the library's social media platforms immediately following milestones, launches, or events. For example: "Noise-reducing headphones are here! Thanks to the Library Commission for their support in making this happen."



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- **Public Event Recognition:**

Verbally acknowledge the Commission's role during library events or in event materials (presentation slides), such as flyers or programs.

- **Creating Dynamic Displays in the Library:**

Create a small, rotating display within the library featuring recent initiatives and projects made possible by the Commission, keeping these accomplishments.

- **Individual Business Cards for Visibility**

Providing business cards for Library Commission members enhances visibility and professionalism by:

- o Facilitating connections during events and community meetings,
- o Encouraging collaboration with local organizations and partners, and
- o Demonstrating accessibility with contact details for feedback.

Thank you.