

**7-27-2022 Report of the Awareness Subcommittee for the
August 4, 2022, Library Commission Meeting**

1. LALE ads

a. topics for upcoming months

b. update from Bryant on progress with Adobe InDesign Software

ACTION ITEM:

a. There was no mention of the In Person Tutoring Program on the SCCLD website and Bryant was unable to obtain any information about the program in time for the ad copy deadline for the August Town Crier ad. We opted to use the resource selected for September, Headspace, for our August ad. Bryant believes the In Person Tutoring Program will run from September to December so we will feature it for our September ad. We plan to feature O'Reilly Books in October. We will look for suggestions for November and December from Rose who is returning August 10, Bryant and the Library Staff as well as LALE board members and the Library Commissioners.

b. Bryant reports that he has used the Adobe InDesign software to change the colors in the LALE ads from RGB to CMYK however the ads as printed in the newspaper still have color fidelity issues in the recent LALE ad he creates – not the one the Awareness Subcommittee creates. So going forward, Bryant will create the ads from scratch using InDesign. He is also waiting for the new book template from the District's graphic designer. It will be like the book template that the Town Crier produced for us the last two ads. This new template will get rid of the gray background.

2. Bryant provided an update on the Pods for the Main Library

ACTION ITEM: The City of Los Altos required information, specifications, and formal drawings so they can evaluate fire safety and ADA compliance. A District architect will prepare this information and then the City will have to review it and grant approval of the pods before they can be ordered. Ventilation/air circulation equipment is required and will add to the cost of the pods. The Friends are aware of this, and Bryant advises they still are

on board with paying for the pods. The vendor estimates that delivery won't be possible until 18-20 weeks from receipt of the order.

The next Awareness Subcommittee Meeting is scheduled on Wednesday, August 27, at 4:00pm.