



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 05/04/2021

ITEM NO: 1

DATE: May 4, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Review and Discuss the Library Board Accomplishments and Goals

RECOMMENDATION:

Review and discuss the Library Board accomplishments and goals.

BACKGROUND:

The Los Gatos Library Board (Board) currently operates under the provisions of Town Resolution 2016-056 approved by Council in October of 2016. Under the current resolution, the Board consists of seven voting members of which one also serves as a member of the Youth Commission. General law cities that operate a municipal library maintain a Library Board under California Education Code Section 18910 (1970).

The Board meets on the second Wednesday of odd number months at 3:00 p.m. The Library Director serves as the staff liaison to the Board. The Board advises on library working policies and interfaces with the community regarding library services.

DISCUSSION:

Accomplishments and Current Projects

The COVID-19 pandemic necessitated a temporary halt to many of the work goals of the Board during 2020. The following list encompasses accomplishments for the last three years:

- Reconfigured library permanent hours of operation based on patron use data and public survey (note that current operational hours are temporarily altered due to logistics regarding COVID-19)

PREPARED BY: Ryan Baker
Library Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

DISCUSSION (continued):

- Established policy and practice of auto-renewals for checked-out library materials to make a better experience for the customer
- Recommended the removal of overdue item fees which disproportionately impact lower income families
- Created or updated the following library working policies and procedural documents:
 - Customer Service Values Framework
 - Patron Privacy Guidelines
 - Duplication of Historical Archive Material for Commercial Use Guidelines
 - Temporary Visitor Library Card Access Guidelines
 - Materials Selection and Collection Development Guidelines
 - Camera Use and Photography Guidelines
- Supported the acquisition and expansion of collections in languages other than English to meet community need and demand
- Presented and outlined a collection of “Library of Things” which include games and puzzles, robotics kits, crafting kits, art kits, family history archiving kits, home energy efficiency kits, and other non-traditional library items that have already begun circulating to the public
- Connected Library staff to potential presenters, performers, and event opportunities
- Conducted advocacy on behalf of libraries

Goals and Work Plan

The Board has the following items slated which will comprise their upcoming work plan:

- Complete a 5-year strategic plan for the Library which will replace the last strategic plan that covered a period of 2015-2020
- Consider additional library service needs as more housing units are added in Town and the population is expected to increase
- Assign a liaison from the Board to attend meetings of the non-profit Friends of the Los Gatos Library to facilitate better communication with that organization
- Continue expansion of “Library of Things” non-traditional materials for circulation
- Create a “seed library” consisting of plant and flower seeds that the public can utilize for gardening
- Support the Librarian in charge of the historical archives in the process of seeking and cataloging historical materials and interviews of People of Color that have historically or presently reside in Los Gatos
- Update or create the following library working policies and procedural documents that are either due for review or have become necessary:
 - Patron Behavior Guidelines
 - Volunteer Guidelines

DISCUSSION (continued):

- Security Camera Guidelines
- Public Posting and Event Advertising Guidelines
- Unattended Minors Procedures and Guidelines
- Historical Archives Scope and Collection Guidelines

Enabling Resolution and Inclusivity:

The Board reviewed its enabling resolution (Attachment 1) and discussed inclusivity as it relates to participation. For the enabling resolution, no barriers to entry were noted and no changes were recommended by the Board.

For the Board application (Attachment 2), it was noted that the leading questions regarding previously held government positions and previous involvement with civic organizations could be perceived as a barrier to entry and/or be discouraging to applicants without background in these areas. The Board instead recommends a more inclusive leading question such as “What are your unique perspectives and experiences that you would bring to this role?”

The Board also identified three general barriers to entry and inclusivity apart from the application. These include: weekday and middle of afternoon meeting times which discourage or eliminate applicants with work commitments that are inflexible and/or parents that generally must attend to their child’s needs afterschool; application formats that are not responsive design compatible (e.g., cannot be filled out on a phone, small portable device, or assisted reader); and a perceived narrow range of advertising to the public for opportunities to serve on Town Boards and Commissions and lack of concrete details in that advertising of what Board and Commission work encompasses.

Questions for Discussion:

The Board is interested to know if the Council has input regarding Library priorities as it pertains to services over the next five years.

The Board looks forward to this opportunity to meet with Council and engage in discussion with the goal of better serving the community.

Attachments:

1. Library Board Enabling Resolution
2. Library Board Application