



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 08/08/2024

ITEM NO: 3

DATE: August 1, 2024
TO: Diversity Equity and Inclusion Commission
FROM: Ryan Baker, Library Director
SUBJECT: Receive Library's Working Document for Holiday and Recognition Events
(Work Plan Item Regarding Annual Communications Campaign Goal D, Item 1.a).

RECOMMENDATION:

Receive Library's working document for holiday and recognition events (Work Plan Item Regarding Annual Communications Campaign Goal D, Item 1.a).

BACKGROUND:

The Library completed its plan for holidays and recognition dates and received approval from Council in February 2023. The approval also acknowledged that for the social media aspect of the plan, the Town of Los Gatos social media accounts would repost and amplify the recognitions on behalf of the Town as a whole.

During a meeting in spring of 2024, the DEI Commission suggested that they would like to see the extent of the working list of holidays and recognitions used by the Library to approach this effort.

DISCUSSION:

Attachment 1 is the full working document compiled by the Library. It is not in the Library's current capacity to change or add new celebrations or recognitions beyond what the Council approved in 2023. Therefore, the list should be received as informational only, unless the DEI Commission wishes to use it as a starting point for their own initiatives.

It should be read with the following disclaimer:

- This was a back-end working document and may contain errors in dates, errors in spelling, duplications, and omissions. It was not created or formatted for publication or ease of public viewing.

PREPARED BY: Ryan Baker
Library Director

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DISCUSSION (continued):

- The list was compiled in late 2022 and early 2023; dates noted might represent where the recognition day fell in *either* 2021, 2022, 2023, or 2024 depending on what sources were referenced and when the entry was populated. The goal of making this list was not to memorialize exact dates in this document, but rather understand the volume and impact of different times of the year.
- Multiple events and recognitions listed have variable dates that change each year. Holidays that fall on a particular day of the week or vary in celebration date from year to year are NOT noted as such in this list.
- Library and literacy-related recognitions were included to help Library staff understand workload; they should not be considered in the same context as, or a comparison to, other recognition events.
- Some items listed are specific to Los Gatos traditions or other Town Departments.
- Generally, month-long recognitions are listed first, followed by week-long, followed by day-long. Some multi-day religious observances were intended to be noted on this list as the first day only.
- This list is not exhaustive and was not intended to be so.

Also attached is a request from a community member received in spring of 2024 requesting recognition of a medically-related awareness month. This is included to only illustrate an additional area that our community members find important for recognition but were not added to the original working document. Staff estimates that if medical awareness recognitions were to be added, the list would grow by an additional fifty to sixty entries. No action is needed on the part of the Commission as it pertains to the request.

Attachments:

1. Holiday and recognition working list
2. Request from community member regarding medical recognition