



LIBRARY COMMISSION SPECIAL MEETING AGENDA

6:30 PM - Thursday, May 22, 2025

Los Altos Library - Orchard Room

PARTICIPATION: Members of the public may participate by being present at the Los Altos Main Library Orchard Room located at 13 S San Antonio Road Los Altos, CA 94022 during the meeting. Public comment is accepted in person at the physical meeting location, or via email to **LCpubliccomment@losaltosca.gov**.

REMOTE MEETING OBSERVATION: Members of the public may view the meeting via the link below but will not be permitted to provide public comment via Zoom. Public comment will be taken in-person, and members of the public may provide written public comment by following the instructions below.

Telephone: 1-669-444-9171 | Zoom Webinar ID: 992 2123 5594 | Passcode: 343599

<https://losaltosca.gov.zoom.us/j/99221235594?pwd=dDHlzD44bdCAKe4kmi3GdpDTGy3sVF.1>

SUBMIT WRITTEN COMMENTS: Verbal comments can be made in-person at the public hearing or submitted in writing prior to the meeting. Written comments can be mailed or delivered in person to the City Clerk's Office or emailed to **LCpubliccomment@losaltosca.gov**.

Correspondence must be received by 2 PM on the day of the meeting to ensure distribution prior to the meeting. Comments provided after 2 PM will be distributed the following day and included with public comment in the packet.

CALL MEETING TO ORDER

ESTABLISH QUORUM

ITEMS FOR CONSIDERATION/ACTION

1. Discuss and Provide Feedback on Main Library Improvement Design Concepts with ABA

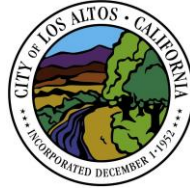
ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

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Agendas, Staff Reports and some associated documents for Library Commission items may be viewed on the Internet at <https://www.losaltosca.gov/librarycommission>.

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record. For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.



LIBRARY COMMISSION AGENDA REPORT SUMMARY

Meeting Date: May 22, 2025

Subject Discuss and Provide Feedback on Main Library Improvement Design Concepts with ABA

Prepared by: Anthony Carnesecce, Assistant to the City Manager

Purpose

Discuss and Provide Feedback on Main Library Improvement Design Concepts with ABA

Background

ABA has kicked off the Design Alternatives Analysis phase of the Main Library Interior Renovations project as they review the proposals presented by the Library Commission Ad-Hoc Subcommittee and previous Needs Assessments.

As part of this process, ABA conducted various feedback workshops to review and discuss the proposed improvements into order to gain a shared understanding of project background, goals, and timeline; and, input for validation of prioritized improvements. These events were hosted on March 6, 2025 at the Library Commission meeting, March 12, 2025 3 – 5 pm, and March 22, 2025 10 am – 12 pm.

ABA reviewed the current site analysis, the proposals from the Ad-Hoc Subcommittee, and community feedback that was integrated into the two design proposals to be presented at the Library Commission and additional public workshops to the public for specific commentary on the concepts created by the architectural team.

Discussion

This next phase will be public feedback on two design concepts that were created by the consultant. The three public engagement opportunities are a Special Library Commission meeting on May 22, 2025 at 6:30 pm in the Orchard Room and two workshops in the Library Open Space on May 24, 2025 from 10 am – 12 pm and May 28, 2025 from 3 – 5 pm.

ATTACHMENTS

1. ABA Presentation



Library Commission
May 22nd, 2025

LOS ALTOS LIBRARY
Library Improvements



01 Introduction / Agenda

02 Review Existing
Conditions Summary

03 Summary of
Outreach

04 Review Space Needs &
Adjacencies & Benchmarks

05 Review Conceptual
Design Options

06 Conclusion & Next
Steps

01

Agenda Item 1.

Introduction / Agenda

Why are we here?

- To provide an update on input received to date from the community on the library improvements
- To share initial design concepts and corresponding costs in response to the input received
- Outline next steps in the process

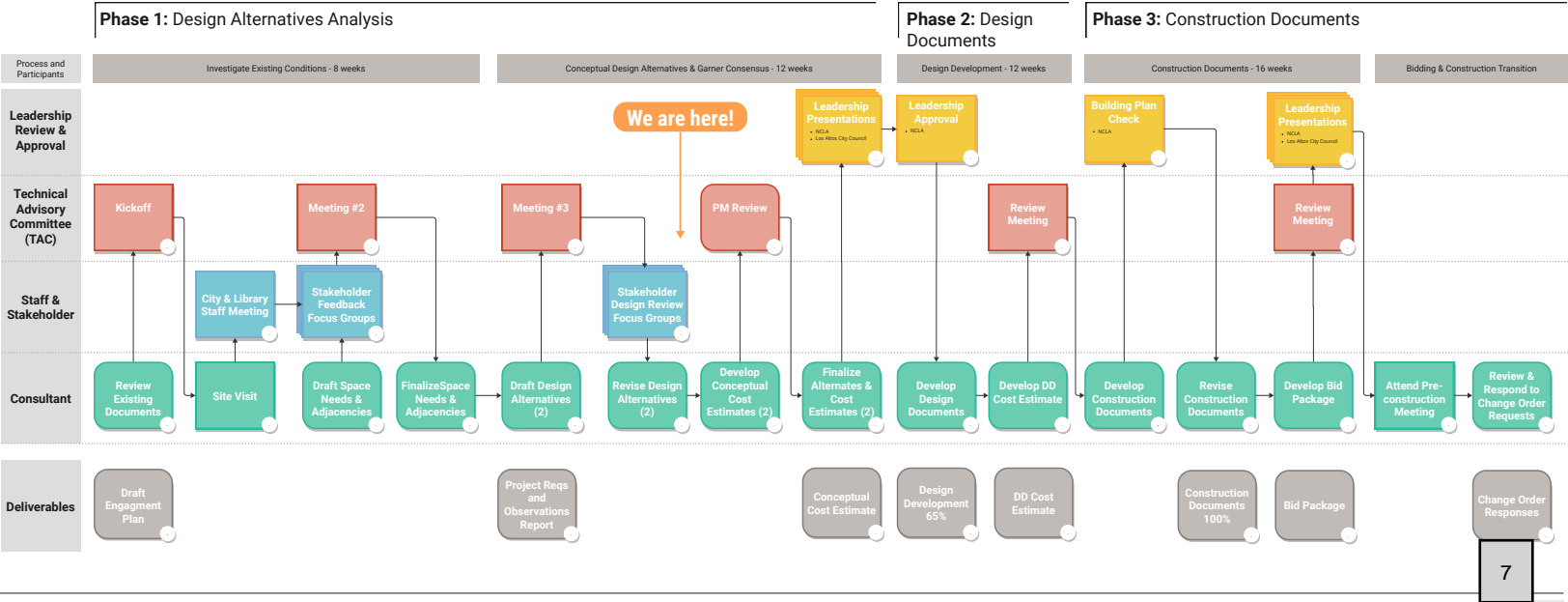
What are we looking for from the Commission?

- Observations and discussion on the community input received to date
- Feedback on the design options, conceptual costs, and potential phasing
- Clear understanding of next steps in the process

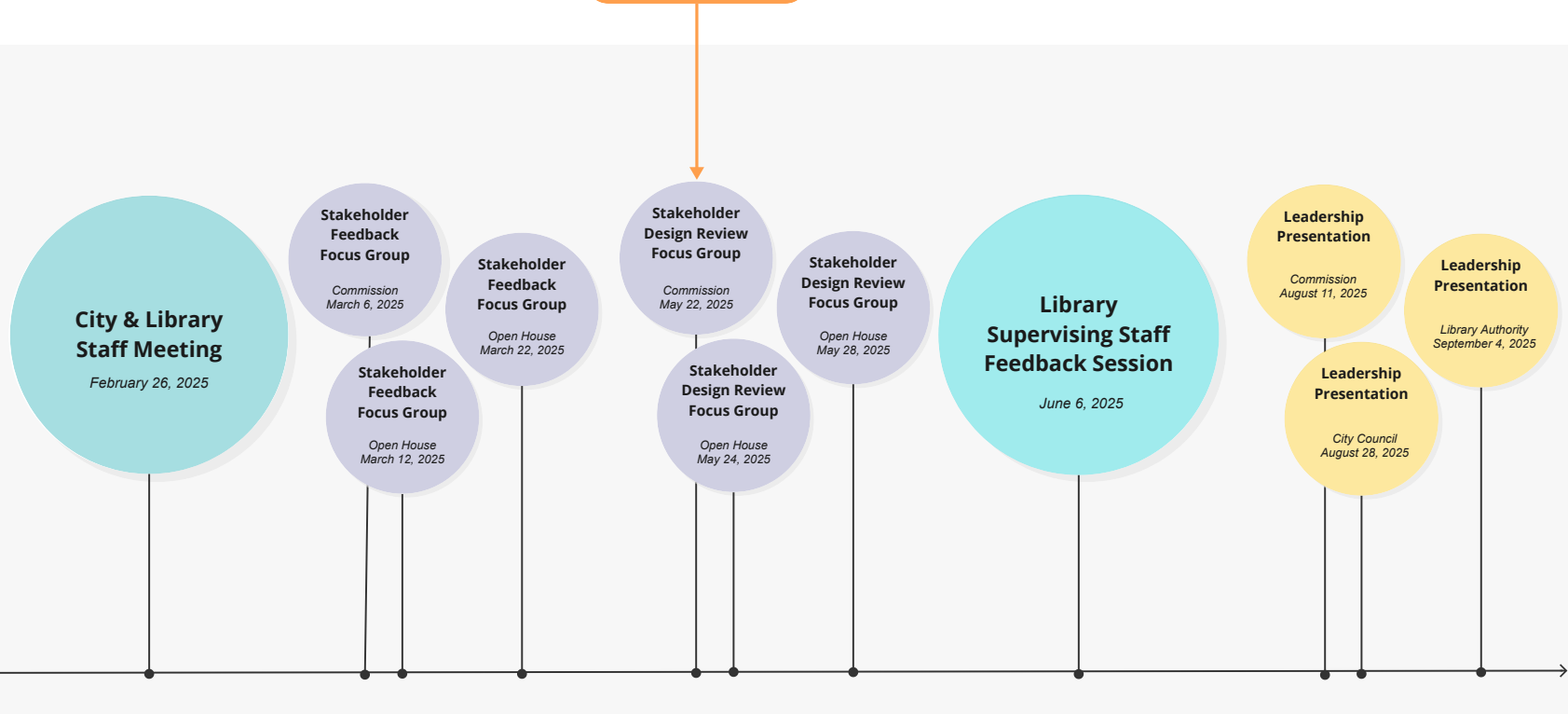
City of Los Altos - Main Library Improvements

Process Map

Agenda Item 1.



We are here!



1.2 Outreach

02 Existing Conditions Findings

WHAT:

- Complete review of the existing building was performed by the design team
- Report was created providing all findings

WHY:

- Provides the foundation for developing design solutions that not only solve the operational / use needs shared by Community and Staff, but...
- Also targets key functional and building system upgrades that can be done in tandem and in coordination with overall improvements.



01	SUMMARY
Documentation Received	03
Scope and Intent of Report	04
Executive Summary	05

02	EXISTING CONDITIONS
Architectural	06
Structural	13
Electrical and Light Engineering	15
Mechanical and Plumbing Engineering	18

03	ACCESSIBILITY COMPLIANCE
Summary	26
ADA Parking	27
Book Return	28
Entrances	29
Reception	32
Restroom	34
Door Clearances	38
Kitchenette	39

A	APPENDIX <i>In a separate document</i>
As-Built Drawings	A.1
Library Services and Space Needs Assessment (2008)	A.2
City of Los Altos Library Feasibility Assessment(2018)	A.3

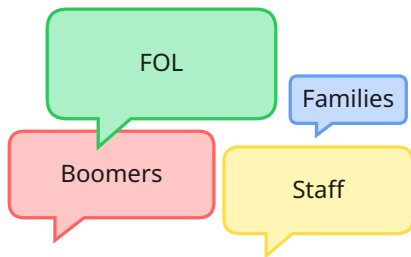
03

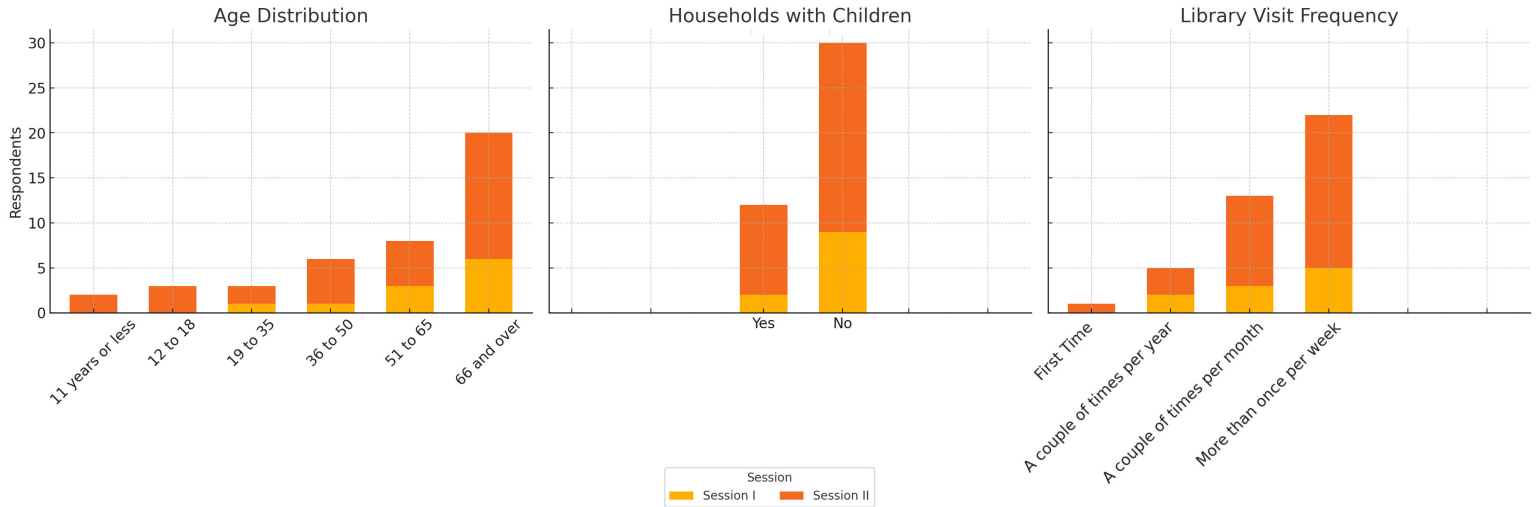
Summary of Outreach Findings

Staff Workshop 2/26/25

Library Commission Meeting 3/6/25

#1 & #2 Public Open House 3/6/25 & 3/22/25





3.1 Demographics Summary

**Excellent
participation by
Staff and FOL**

**Over
representation
of older
demographic**

**Some families
with children
did participate**

3.2 Key Findings - Who Did We Hear From?

"Addressing the bigger question of how library use is actually changing. I.e. More public study/wave space vs. books/resource storage."

- Community Member

"Love this idea for picking up holds—especially early mornings after I drop kids off at school."

- Community Member

Opinions were mixed about the value of after hours access with confusion between the "limited" and "full" options

"Extended hours access is a vital use of the library. To me, it becomes an equity issue as underserved communities may have jobs or childcare issues and can only access library services during off hours. Access to holds, computers, meeting rooms, and pods is critical. Any reconfiguration that enables such use has my vote."

- Community Member

Improve the FOL space

Staff is more wary of change and have a more traditional opinion of how a library should function. The public is looking for modernization and thinking of how libraries function now and into the future

While moving the entry to children's drew interest, the primary concern related to the children's area was noise

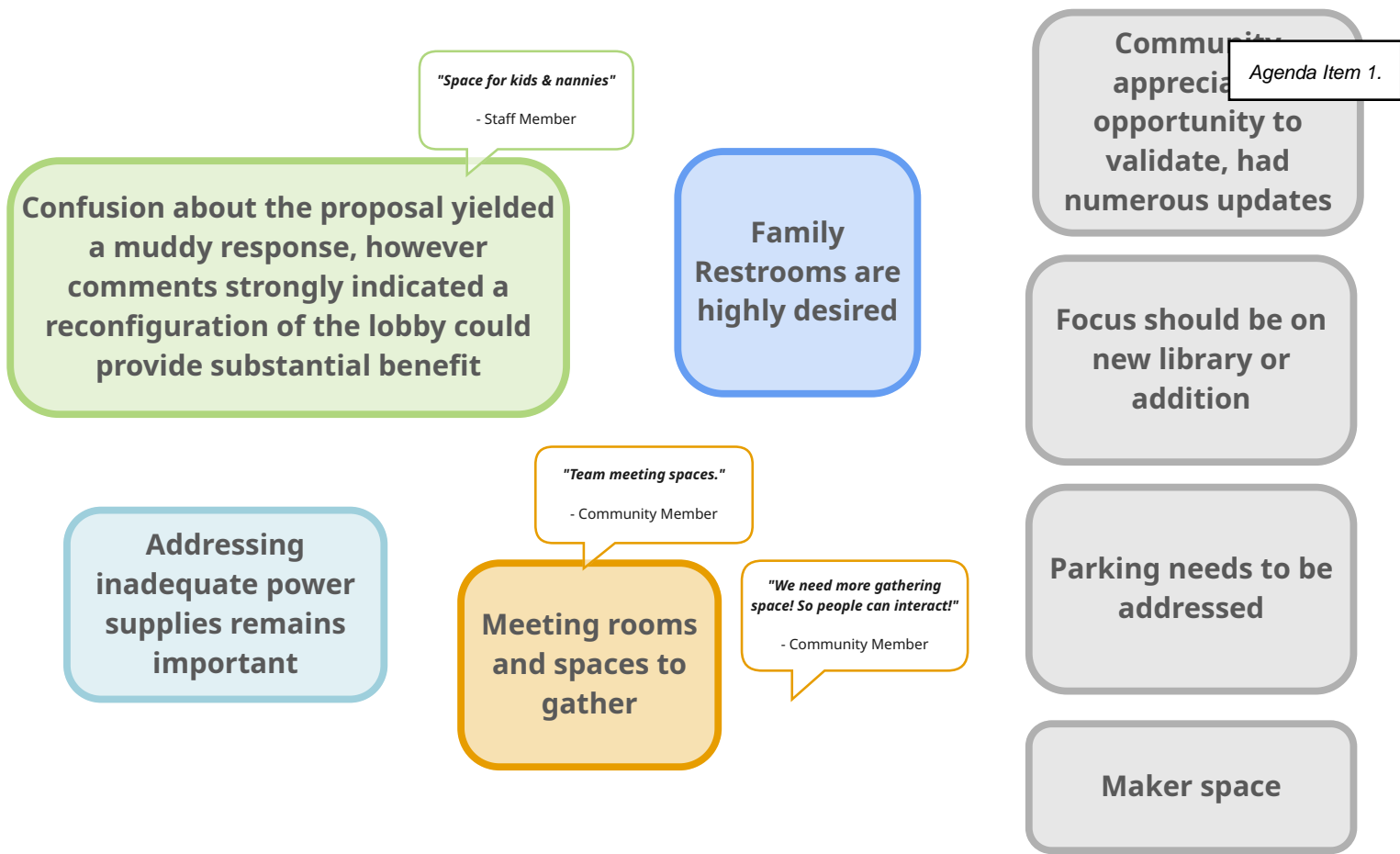
Most respondents felt the recently renovated holds area meets their needs

Both active and quiet zones are highly desired

"I support building quiet spaces – away from noisy children's area"

- Community Member

3.3 Key Findings - What We Heard



3.4 Key Findings - What We Heard

Proposal		Priority / Notes	Agenda Item 1.
P1	Reconfigure and enlarge the lobby	Still relevant.	
	Install family bathrooms	Still relevant. Consider as a higher priority	
	Address circulation and reference desk service	Reference desk already improved, circulation is still an issue.	
	Move children's area entrance to enable direct access	Noise is still an issue. Other pending improvements make relocation infeasible.	
	Find suitable alternative for holds	Expanded capacity now meets needs. Flexible on location.	
	Improve Friends' sales space	FOL desire more space for work area and sales, but need to balance with other library services.	
	Remediate inadequate wiring	Still relevant. Consider as a higher priority	
	Address any accessibility concerns as discovered	Still relevant.	
P2	Remodel to support limited Extended Hours Space	Still relevant. Consider as a higher priority.	
	Evaluate and consolidate staff areas to improve efficiency	Still relevant.	
	Evaluate and consolidate Friends' space to improve efficiency	Location and noise are an issue. FOL desire more space for work area and sales, but need to balance with other library services.	
	Create acoustic quiet zone	Still relevant. Consider as a higher priority.	
	Evaluate and redeploy library digital needs in computing, printing, and scanning	Still relevant, but re-evaluate quantities.	
P3	Remodel to support full Extended Hours space	Consider as lower priority.	
	Create opening between children's space and Orchard Room to expand useable space	Less relevant and feasible with pending improvements.	

3.5 Validation of Proposals

same

increase

remove

modify

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	Remediate inadequate wiring	Still relevant. Consider as a higher priority	
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3.6 Revised Proposals

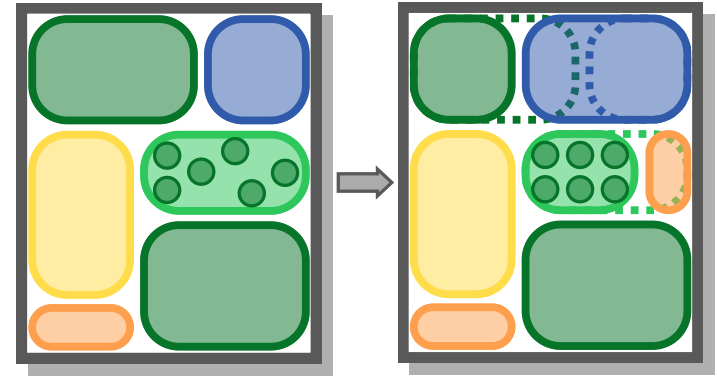
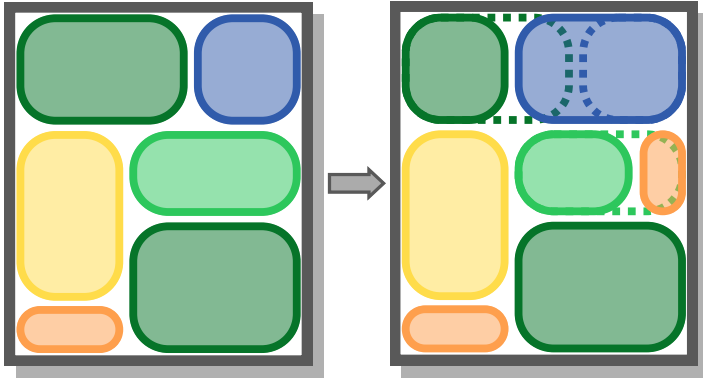
same

increase

remove

modify

04 Review Space Needs, Adjacencies & Benchmarks



Anything will be a Reallocation of space

- Reducing some spaces to make room for (or enlarge) others

Consider Efficiency

- With less space doesn't mean reduced functionality

4.1 Space Reallocation

05 Conceptual Design Review

**Smart Efficient
Moves + Refresh
= Big Impact**



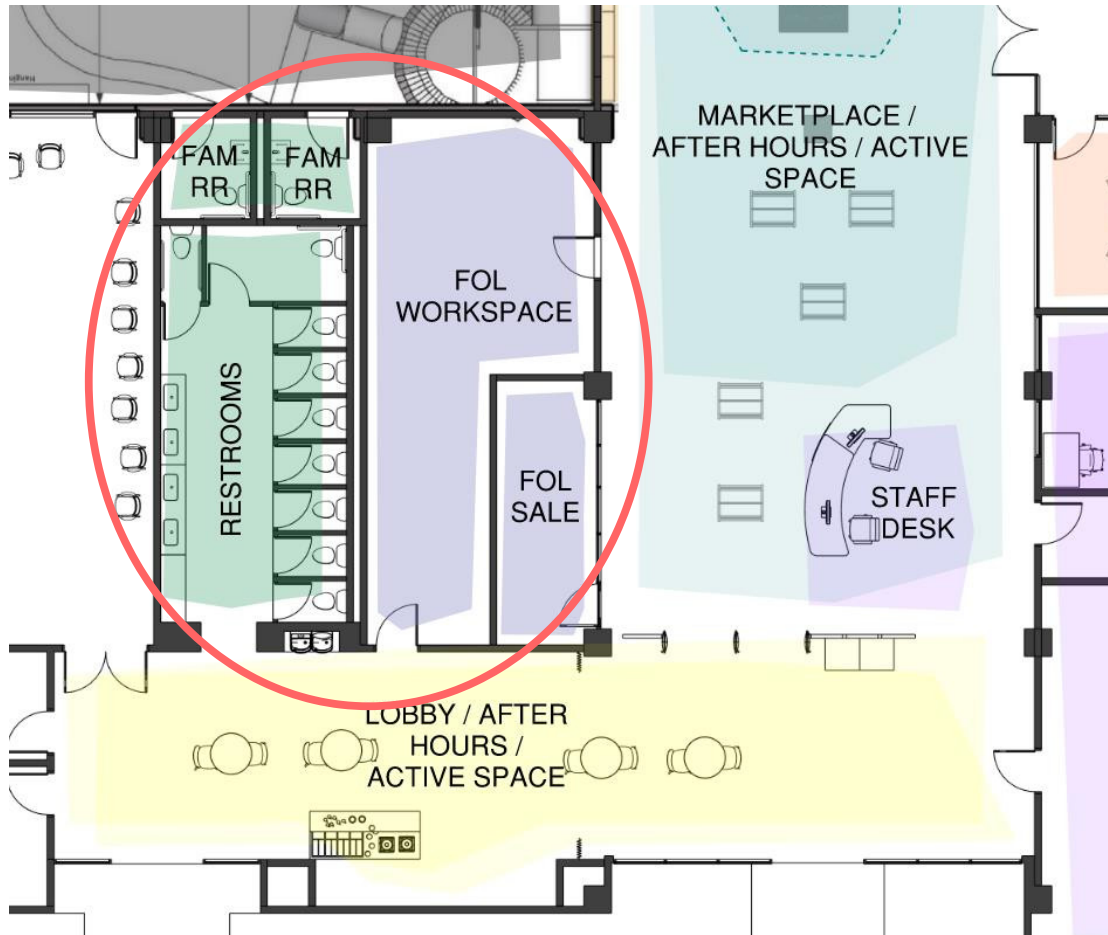
5.1 Design Challenges

- Glass divider wall maintains visibility
- Expanded linear extended hours/marketplace
- FOL workspace and sales space immediately adjacent for efficiency
- Reconfigured all gender restrooms enables adding family restroom(s)
- Meeting rooms distributed in clusters
- No major changes to primary shelving
- Reduction/relocation of DVD collection
- Maintain seating and views along windows to connect to orchard
- Staff workspace configured in one location for efficiency
 - Potential reconfiguration of AMH system
- No major changes to the Community Room, Children's, or Teen's

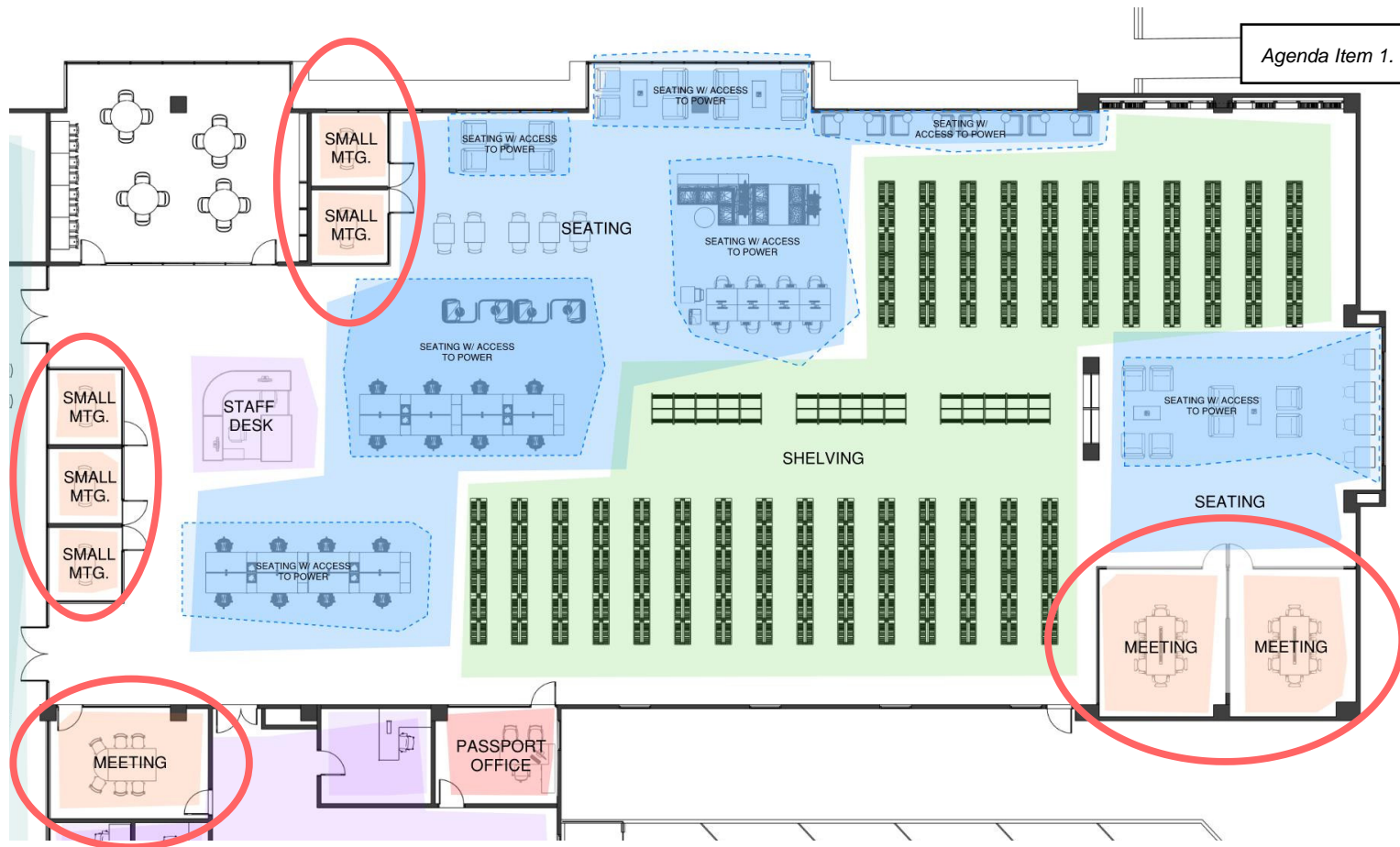




5.3 Design Concept 1 - Floor Plan



5.4 Design Concept 1 - Restrooms & FOL



5.5 Design Concept 1 - Meeting Rooms



25



5.7 Design Concept 1 - Dividing Wall & Meeting Rms



5.8 Design Concept 1 - Dividing Wall & Meeting Rms



5.9

Design Concept 1 - Dividing Wall & Meeting Rms

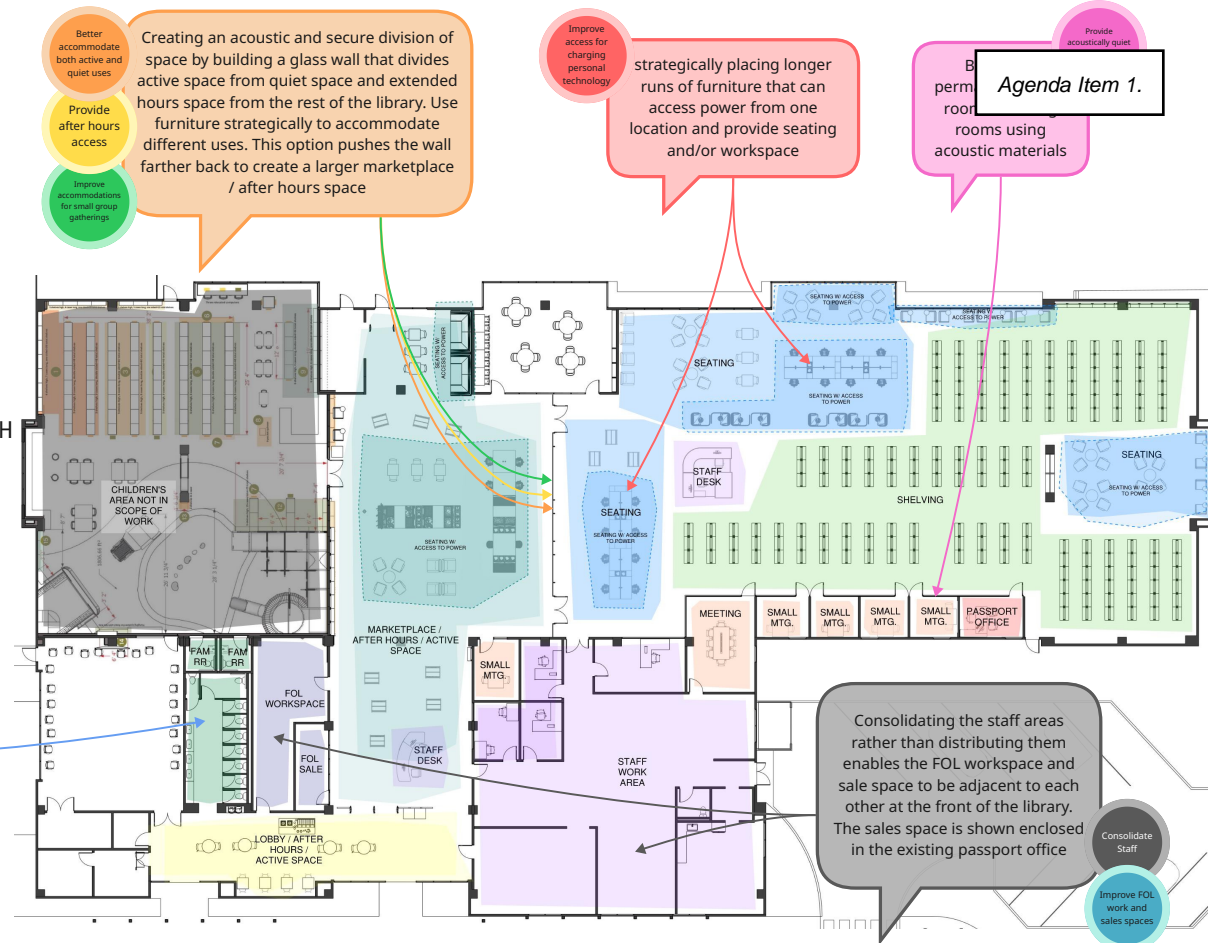


5.10 Design Concept 1 - All Views



KEY ELEMENTS

- Glass divider wall to maintain visibility
- Larger extended hours / marketplace
- FOL workspace and sales space immediately adjacent for efficiency
- Reconfigured all gender restrooms enables adding family restroom(s)
- Meeting rooms along one wall
 - Relocated shelving
- Reduction/relocation of DVD collection
- Maintain seating and views along windows to connect to orchard
- Staff workspace configured in one location for efficiency
 - Potential reconfiguration of AMH system
- No major changes to the Community Room, Children's, or Teen's

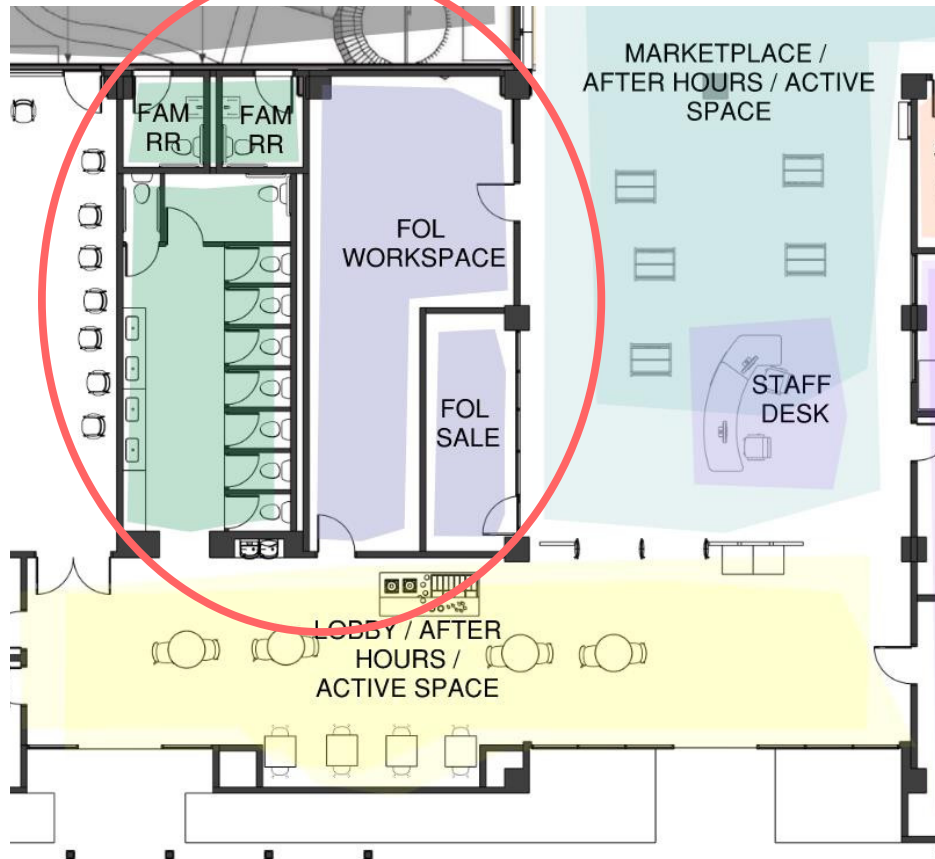


5.11 Design Concept 2 - Floor Plan



Agenda Item 1.

5.12 Design Concept 2 - Floor Plan



5.13 Design Concept 2 - Restrooms & FOL



5.14 Design Concept 2 - Meeting Rooms



5.15 Design Concept 2 - Dividing Wall & Marketplace



5.16 Design Concept 2 - Dividing Wall & Marketplace



5.17 Design Concept 2 - Dividing Wall & Quiet Area



5.18 Design Concept 2 - Dividing Wall & Quiet Area



5.19 Design Concept 2 - Meeting Rooms

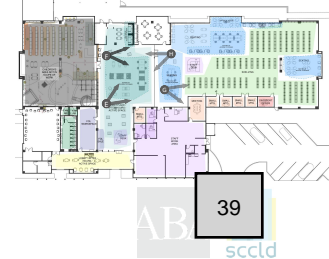




Agenda Item 1.



5.20 Design Concept 2



06 Conclusion & Next steps

Task Name	Duration	Start	Finish	2025				2026				2027	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
PHASE 1B - CONCEPTUAL DESIGN ALTERNATIVES	59d	04/22/25	07/11/25										
Develop Draft Design Alternatives (2)	14d	04/22/25	05/09/25										
Consultants to Review and ROM Costs Developed	5d	05/12/25	05/16/25										
TAC Meeting #3	0	05/16/25	05/16/25										
Refine Draft Design Alternatives	1d	05/19/25	05/19/25										
Provide Draft Library Commission Presentation to City	0	05/19/25	05/19/25										
Stakeholder Focus Group #4 (Library Commission) Design Review	1d	05/22/25	05/22/25										
Stakeholder Focus Group #5 (General Public) Design Review	1d	05/24/25	05/24/25										
Stakeholder Focus Group #6 (General Public) Design Review	1d	05/28/25	05/28/25										
Stakeholder Focus Group #7 (General Public) Design Review (OPTIONAL?)	1d	05/31/25	05/31/25										
Distill Input from Outreach	5d	05/29/25	06/04/25										
TAC Meeting #4	0	06/04/25	06/04/25										
City, Staff & Facilities Technical Check in (Building & Planning) (CONFIRM WITH CITY)	1d	06/05/25	06/05/25										
Develop Revised Design Alternatives	7d	06/06/25	06/16/25										
Develop Conceptual Cost Estimates	19d	06/17/25	07/11/25										
PHASE 1C - FINALIZE CONCEPTUAL DESIGN & GARNER CONSENSUS	37d	07/16/25	09/05/25										
TAC Meeting #5	0	07/16/25	07/16/25										
Finalize Design Alternates & Cost Estimates	13d	07/17/25	08/04/25										
Provide Presentation to Commission	1d	08/01/25	08/01/25										
Leadership Presentations	18d	08/07/25	09/02/25										
- Library Commission (Coordinate final date with standing meeting time)	0	08/07/25	08/07/25										
- Los Altos City Council (back up date of 9/9)	0	08/26/25	08/26/25										
- North County Library Authority (NCLA) (coordinate time that they are available, no stand	0	09/02/25	09/02/25										
Approval to Proceed into Phase 2	3d	09/03/25	09/05/25										

We are here!

6.1 Schedule & Next Steps