



LIBRARY COMMISSION MEETING AGENDA

6:30 PM - Thursday, October 05, 2023

Los Altos Community Center Sequoia Room

Please Note: The Library Commission will meet in person as well as via Telephone/Video Conference

Telephone: 1 669 444 9171 | webinar ID: 836 2160 8523 | Passcode: 436863

<https://losaltosca.gov.zoom.us/j/83621608523?pwd=lwBlyKQdONoyYbdTHMvb76ViSaqeq3.1>

TO PARTICIPATE IN-PERSON: Members of the public may participate in person by being present at the Los Altos Community Center Sequoia Room located at 97 Hillview Ave, Los Altos, CA.

TO PARTICIPATE VIA VIDEO: Follow the link above. Members of the public will need to have a working microphone on their device and must have the latest version of Zoom installed (available at <https://zoom.us/download>). To request to speak, please use the "Raise hand" feature located at the bottom of the screen.

TO PARTICIPATE VIA TELEPHONE: Members of the public may also participate via telephone by calling the number listed above. To request to speak, press *9 on your telephone.

TO SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to acarnesecca@losaltosca.gov. Emails sent to this email address are sent to/received immediately by the Commission. Please include a subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

Correspondence submitted in hard copy/paper must be received by 2:00 PM on the day of the meeting to ensure distribution prior to the meeting. Correspondence received prior to the meeting will be included in the public record. Please follow this link for more information on submitting written comments: <https://www.losaltosca.gov/cityclerk/page/public-comments>.

Public testimony will be taken at the direction of the Chair, and members of the public may only comment during times allotted for public comments.

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally

given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as “the Brown Act”) items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve minutes of the regular meeting of September 7, 2023
2. **Commission Updates:** Provide updates regarding all the recent changes to commissions.
3. **Commission Reorganization:** Reorganize to select a Chair and Vice Chair to serve through September 2024
4. **Commissioner Liaison Appointments:** Discussion regarding whether the commission wants to appoint official commissioner liaisons to any external organizations, such as Friends of Los Altos Library, Los Altos Library Endowment, North County Library Authority, and/or Main Library Patio Project Task Force.
5. **Subcommittees and Ad Hoc Committees:** Disbanding of existing standing subcommittees and discussion of potential creation of ad-hoc committees that meet new criteria.
6. **Library Patio Task Force Update:** Receive update on the Library Patio Task Force and provide direction as needed.
7. **Potential Improvements to Library:** Discuss the direction from City Council at September 26th City Council meeting regarding possible improvements to the Library at Commission level and return to City Council during Study Session with report and recommendations.
8. **Story Walk Discussion:** Discussion regarding addition of more story walks

COMMUNITY PARTNER UPDATES

9. **Los Altos Library Endowment (LALE) Update:** Receive updates from LALE representative
10. **Friends of the Library Update:** Receive updates from Friends of the Library representative
11. **North County Library Authority (NCLA) Update:** Receive updates from NCLA representative

INFORMATIONAL ITEMS

STAFF REPORTS

12. **Santa Clara County Library District Presentations:** Receive information and updates from County Staff
13. **Main Library Staff Report:** Receive information and updates from Main Library Staff
14. **City Staff Update:** Receive updates from City Staff

AD-HOC COMMITTEE REPORTS**REQUESTS FOR FUTURE AGENDA ITEMS****15. Requests for Future Agenda Items:**

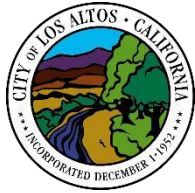
Night at the Library event

ADJOURNMENT**SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: ada@losaltosca.gov.

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 MEETING MINUTES

6:30 PM - Thursday, September 7, 2023
Los Altos Community Center Sequoia Room

ESTABLISH QUORUM

Chair Crane called the meeting to order at 6:30 pm

Present: Chair Crane, Vice Chair Wheeler, Commissioners Bedard, Carter, Fawcett, Gee

Absent: None

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

ITEMS FOR CONSIDERATION/ACTION

1. **Minutes:** Approve minutes of the regular meeting of August 3, 2023

Public Comment: None

Action: Vice Chair Wheeler moved that the Commission accept the minutes of the regular meeting of July 6, 2023, as written. Commissioner Carter seconded the motion.

Approve: Crane, Wheeler, Carter, Gee, Fawcett

Oppose: Bedard

Abstain: None

Motion passed: 5-1-0

2. **Librarian of the Year Application:** Discuss Librarian of the Year application submission

Public Comment: None

Action: Vice Chair Wheeler moved that the Commission approve the application nominating Rose Baiza for the Librarian of the Year” Award. Commissioner Carter seconded the motion.

Approve: Crane, Wheeler, Bedard, Carter, Gee, Fawcett

Oppose: None

Abstain: None

Motion passed, unanimously: 6-0-0

Action: Vice Chair Wheeler moved that the Commission create a ad-hoc subcommittee to review and submit the application nominating Rose Baiza for the Librarian of the Year” Award lasting through next meeting. Chair Crane seconded the motion.

Approve: Crane, Wheeler, Carter, Gee, Fawcett

Oppose: None

Abstain: Bedard

Motion passed: 5-0-1

3. Subcommittees Discussion: Discuss future of subcommittees

Public Comment: None

Action: None

COMMUNITY PARTNER UPDATES

4. **Los Altos Library Endowment (LALE) Update:** Receive updates from LALE representative
5. **Friends of the Library Update:** Receive updates from Friends of the Library representative
6. **North County Library Authority (NCLA) Update:** Receive updates from NCLA representative

INFORMATIONAL ITEMS

7. **Main Library Patio Task Force Update:** Receive update on Main Library Patio project from task force representative

COMMISSION/SUBCOMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS

8. **Santa Clara County Library District Presentations:** Receive information and updates from County Staff
9. **Main Library Staff Report:** Receive information and updates from Main Library Staff
10. **City Staff Update:** Receive updates from City Staff
11. **Subcommittee Reports:**
 - A. Awareness (*Carter, Wheeler*)
 - B. Infrastructure (*Carter, Gee, Wheeler*)
 - C. Futures (*Bedard, Crane, Gee*)
 - D. Services (*Bedard, Crane, Fawcett*)

13. Requests for Future Agenda Items

- a. Night at the Library Event
- b. Road access from San Antonio Rd
- c. More permanent story walks
- d. Subcommittee topic discussion

ADJOURNMENT

Chair Crane adjourned the meeting at 7:42 pm.



**LIBRARY COMMISSION
AGENDA REPORT SUMMARY**

Meeting Date: October 5, 2023

Subject Commission Updates

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Attachment(s):

1. City of Los Altos Commission Handbook

Purpose

Provide updates regarding all the recent changes to commissions.

Background

The City Council has reviewed many aspects of commissions in the past several months and now staff will provide a comprehensive update to commissions, specifically as it relates to the Library Commission.

Discussion

This agenda report will cover the following items:

- Meeting frequency, commission composition, and powers & duties for Library Commission
- Attendance & Participation, including remote attendance
- Reporting
- Ad Hoc Subcommittees
- Commissioner Liaisons
- Council Liaisons
- Perceived Conflict of Interest
- Conflict of Interest
- Commission Reorganization
- Providing Public Comment

Library Commission

The City Council reduced the meeting frequency of the Library Commission from 12 meetings annually to 6 meetings annually and reduced the commission composition from 7 members to 5 members.

Furthermore, the City Council adjusted the Powers & Duties of the Library Commission to the following as outlined in LAMC 2.08.080:

“The Library Commission shall:



Subject: Commission Updates

-
- A. Serve as the principal liaison between the City Council of Los Altos and Los Altos Hills and the Santa Clara County Library District, and the various community entities that help to fund the library branches, including, but not limited to, the North County Library Authority, the Los Altos Library Endowment and the Friends of the Los Altos Library;
 - B. Review the Los Altos Library programs, services and facilities, and make recommendations to the Council, the City Manager and/or County and Community Librarians as appropriate, for additions or modifications thereof;
 - C. Conduct community outreach regarding the library facilities, programs and services, and report back to the Council and/or the County and Community Librarians as appropriate;
 - D. Perform such other tasks as may be expressly requested of it by the City Council;
 - E. Serve as a forum for community input and engagement;
 - F. Submit an annual report to the Council; and
 - G. Perform other tasks and duties as assigned by the Council.”

Attendance & Participation

The majority of commission members are required in person for meeting to take place. Commissioners must attend 75% of regularly scheduled meetings and may attend no more than 20% of meetings remotely. Should a commission member be remote, the Chair must ask Commissioner participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.

Reporting

Commissions will provide a workplan for approval to Council in the 1st Quarter of every calendar year and commissions will provide an annual plan to Council at the joint meeting.

Ad Hoc Subcommittees

Commissions can establish Ad Hoc Subcommittees and can no longer have standing subcommittees. These Ad Hoc Subcommittees:

- Do not require posting, meeting in public, staff support, or minutes,
- Must have specific topic and timeframe,
- Cannot be an area of continuing jurisdiction,
- Can only last one year maximum,
- Cannot be established in multiple years,
- Must report findings out to full Commission, and
- Will have commissioners serving on only one subcommittee at a time.



Subject: Commission Updates

The motion of establishment must include that the Ad Hoc Subcommittee:

- Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
- Consists of less than a quorum of the Commission,
- Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
- Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
- Will not be re-established or renewed in multiple years, and
- Is advisory in nature and is not established to work on an item where continuing jurisdiction exists.

Commissioner Liaisons

Commissions may assign individual Commissioners to act as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee. The full Commission should be updated in public. The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic. This liaison can be member of the public.

Council Liaisons

Council liaison’s attendance is no longer required at every meeting. Council liaison will meet with Commission Chair and Staff liaison once per year at a minimum as well as at joint meeting. Council liaisons shall not direct, guide or unduly influence the policy making work of the City’s advisory bodies.

Perceived Conflict of Interest

Per the Los Altos Handbook, ”a perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner’s private interests impact the official duties of the Commissioner, or influence his/her decision-making.”

Commissioners must notify Staff liaison, disclose perceived conflict of interest before participating in discussion, and seek out advice from City Attorney or FPCC as necessary.

Conflict of Interest (Incompatible Activities)

Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.



Subject: Commission Updates

It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest. The City Attorney should be consulted as early as possible on any matters regarding incompatible activities.

Commission Reorganization

Commission appoints Chair and Vice Chair annually at the first meeting in October. No member of a Commission may serve consecutive terms as the chair so this role must change annually.

Providing Public Comment

Care should be taken to ensure that viewpoints expressed as public officials are consistent with City Council policy and the position of the majority of the Commission. Minority opinions are allowed but Commissioners acting in the role of a Commissioner should support actions taken by a majority of the Commission.

Unless speaking as the official spokesperson for the commission at a City Council or other public forum, commissioners should begin all written or verbal comments with “I am a commissioner for the [insert commission name here], but I am speaking on behalf of myself and my own personal beliefs.”

Questions?

If any commissioners have questions, concerns, or are unclear on anything, please contact the staff liaison, Council liaison, or City Attorney.



City of Los Altos Commission Handbook

September 2023

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INTRODUCTION

This manual functions as an introduction to service as a Commission or Committee member in Los Altos. For the purposes of this manual, the terms Commission member and Committee member are interchangeable. For those instances not covered in this manual, refer to the City Council Norms and Procedures and the Los Altos Municipal Code for additional guidance.

If there is any conflict between the rules set forth in this handbook and the Los Altos Municipal Code or the City Council Norms and Procedures, the Code and then the Norms and Procedures shall govern.

THE BASICS

Government in the City of Los Altos

The City of Los Altos operates under the Council-Manager form of government. The City Council sets policy for the City which is then carried out by the City Manager and staff.

Commissions are integral to the City’s commitment to developing policies which reflect the needs and values of the community. Commissions work closely with staff and the Council to carry out the duties and responsibilities assigned by Council.



Figure 1: City of Los Altos organization

City Council

The City Council is elected by registered voters of the City of Los Altos and serves as the ‘Board of Directors’ for the City. The Council is the legislative body of the City. It sets policy and establishes the City’s overall priorities, direction and financial plan. The Council appoints the City Manager, who is responsible for the administration of City business, and the City Attorney.

Council Liaison

The City Council relies upon the expertise and recommendations of the Commissions and Committees in advising the Council as it sets City policy. The Council liaison function serves to facilitate and enhance this work. Their principal function is to provide a wide range of information to the advisory body, such as information about Council discussions, policies and actions. This helps provide an historical perspective and thereby place their work in context. However, the Commissions and Committees should act independently in formulating recommendations for the City Council to consider. Therefore, it is inconsistent for Council liaisons to direct, guide or unduly influence the policy making work of the City's advisory bodies. Council liaisons are not required to attend their Commission or Committee meetings. Council liaisons will meet, at a minimum with the Commission Chair and Staff liaison once per year individually and once per year at the joint meetings of the City Council and the Commission. These meetings can be more frequent and will be based on the specific Commission.

Commissions/Committees

Members are appointed by a majority vote of the City Council to serve on Commissions and Committees to advise and make recommendations to the Council and staff. Commissions focus on specific policy issues and provide additional opportunity for community participation in decision making.

From time to time, there may be instances when staff's recommendations on an issue may differ from that of the Commission. If this occurs, staff will inform the Commission of this in advance of the Council meeting and both recommendations will be presented to the Council for consideration.

As appointees of the City Council, members of Commissions are public officials and are appointed to represent all residents of the City, not individual organizations or special interest groups. Care should be taken to ensure that viewpoints expressed as public officials are consistent with City Council policy and the position of the majority of the Commission. Minority opinions are allowed but Commissioners acting in the role of a Commissioner should support actions taken by a majority of the Commission.

Unless speaking as the official spokesperson for the commission at a City Council or other public forum, commissioners should begin all written or verbal comments with "I am a commissioner for the [insert commission name here], but I am speaking on behalf of myself and my own personal beliefs."

Each Commission is established by Chapter 2.08 of the Los Altos Municipal Code, which includes the powers and duties of each Commission. Committees, both standing and ad hoc, are created by Council action and typically are assigned to focus on a specific topic for a short duration. Ad hoc Committees (sometimes referred to as Task Forces) may include Commissioners.

Staff

The City Manager serves as the 'Chief Executive Officer' for the City and implements policy set by the City Council, manages the day-to-day affairs of the City, appoints and removes employees, prepares the budget, enforces laws and ordinances, and makes recommendations to the Council on the general welfare of the City. He/she hires professionally trained staff to assist in carrying out his/her responsibilities.

The City Manager assigns staff members to assist the various Commissions in carrying out their responsibilities. These staff liaisons, by virtue of their technical training

Role of Staff Liaison

- Attend all meetings of the Commission
- Prepare agendas in collaboration with the Chair
- Work with the Commission in the development of a work plan for the coming year and a summary of accomplishments for the previous year
- Research and prepare reports for the Commission, as is consistent with the work plan and/or Council direction
- Ensure agendas and reports are posted in compliance with State law and City protocols
- Prepare action minutes for approval by the Commission
- Prepare reports from the Commission to the Council, ensuring that reports represent the majority view and recommendation of the Commission
- Serve as the liaison between the Commission and City staff
- Submit all budget requests from Commissions to cover costs associated with accomplishing its mission as well as to attend training sessions related to accomplishing the work of the Commission
- Communicate directions from the City Council to the Commission
- Stay apprised of new laws and City protocols related to their assigned Commission or Commissions generally

Figure 2: Role of Staff Liaison

and experience, are competent to provide such assistance.

Commissions shall work closely with the staff liaisons; however, they do not have the authority to supervise or direct the work of staff.

Requests by a commission or commissioner for assistance in completing research or analysis for the benefit of a commission may be directed towards the Department Head which oversees the assigned Staff Liaison.

MEETING DAYS AND TIMES

Regularly scheduled commission meeting days and times are established by the City Council. To facilitate and encourage public participation no commission meeting can be held during the same meeting time as a City Council meeting and commissions should strive to not have any overlapping commission meeting with another commission’s regular meeting. Additionally, commission meeting times are typically scheduled for later in the day to not impede on normal city business hours effectively ensuring services are available until the close of business each day.

Commission special meetings shall be held in accordance with the provisions of regularly scheduled meetings to not impede city services and operations.

With majority support of commission members any commission can request a change in the approved day and time for a commission regularly occurring meeting. A request for a change in meeting day and time shall be respective of city business hours to ensure that staff and services are provided throughout the day. Such request shall be included in an agenda report prepared by the staff liaison and placed on the Commission’s agenda as a Discussion Item.

A complete calendar of all regular commission meetings can be found on the City website.

COMMISSION WORKPLANS

When a commission workplan is necessary each commission shall discuss and prepare its annual work plan based upon the City Council annual priorities and budget, which shall be submitted and approved by the City Council. The work plan is a list of the anticipated topics, assignments and goals that the Commission will focus on over a 12-month period. From time to time the City Council may amend the approved commission work plan in order to achieve the goals of the city. Any requested modifications should be in line with the goals and objectives of the commission and the city.

MEMBERSHIP ON CITY COMMISSIONS

Unless otherwise directed, Commission members must be residents of the City of Los Altos. If, at any time during their term, a member moves to a principal residence outside the City, they shall become ineligible to continue as a member of that body and shall notify the Commission’s assigned staff liaison as soon as possible. It is expected that when a Commissioner moves to a principal residence outside the City, they will submit a letter of resignation to the assigned staff liaison and the City Clerk..

Members are appointed by and serve at the pleasure of the City Council. With the exception of Senior and Youth Commissioners, members serve for a term of four years and may serve a total of two, four-year terms, plus any portion of an unexpired term for which they have been appointed. Senior Commissioners may serve four, two-year terms. Youth Commissioner may serve two-year terms through the conclusion of their final year in high school.

No Commissioner shall serve simultaneously on two, separate Commissions. When a Commissioner ends their service on one Commission, the individual can then be appointed to a different Commission.

Ad hoc Committee members are appointed and shall serve until the task of the ad hoc committee has been completed at which time the Committee shall be disbanded. Council members and Commissioners may serve on ad hoc committees.

Two members of an immediate family, or persons residing in the same household, are not allowed to serve simultaneously on the same Commission or Committee, including ad hoc Committees. Immediate family members of City Council members are not eligible for appointment to any Commission or Committee during the term of the elected Councilmember.

Appointment

The City Council accepts applications for Commission positions during the formal recruitment period. Once per year in September, formal recruitments are conducted for those positions which are or will become vacant (including those for which an incumbent is eligible for reappointment). The City may conduct a recruitment for specific vacancies between formal recruitments if there is a vacancy that causes a commission to fall below quorum or at the direction of City Council after a request from a commission chair or commission liaison.

With the exception of the Youth Commission, all other commission recruitments will follow the same process. Youth Commission applicants are interviewed by the City Council Youth Commission Interview Committee which then makes appointment recommendations to the full City Council at a regular Council meeting.

The City Clerk announces that formal recruitment for commissioners is currently open so interested individuals should submit their application to the City for review. The City Clerk works with other City staff, City Council, and community groups to conduct as much public outreach as possible. This public outreach will include, but is not limited to posting on the City website, City social media, local newspapers, and email notifications to previous commissioners or applicants.

City Council may only review applications for appointment once the application period ends.

Interested applicants submit their complete application to City staff, where they will indicate their desired commission(s). City staff verifies that the individual lives within the City of Los Altos and may serve on the desired commission(s).

City Council holds one special meeting that will include interviews and voting on commissioners. All applicants are allotted the same amount of time to ensure that all candidates are given equal treatment.

After all interviews are completed, the City Council submits a ballot with their appointees.

Incumbent applicants will have their attendance record included as part of their application packet for review by the City Council.

Reappointment

Upon completion of the first four-year term, or an unexpired term, Commissioners shall notify the City Clerk that they have an interest in continuing on the commission and complete a new application for re-appointment to the Commission for another four-year term. In order to qualify for reappointment a Commissioner shall have met the minimum attendance requirements during the duration of their previous term. Commissioners requesting reappointment will be interviewed by the City Council. Reappointments will occur at the same time as new appointments to the Commission.

Upon completion of their service, Commissioners are encouraged to meet, either in person or by telephone, with the Council Liaison assigned to their respective Commission or another Councilmember. The purpose of this meeting is to provide Commissioners with a chance to offer feedback to the Council regarding their time on the Commission.

Resignation/Removal

In the event a member is unable to continue serving because of change of residence, health, business requirements or other personal reasons, a letter of resignation must be submitted to the City Clerk.

Members of Commissions serve at the pleasure of the City Council. The City Council shall review members' performance and fulfillment of Commission member obligations and may remove a member from a Commission based upon that review. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendaize the discipline or removal of a certain Commissioner, the item will be placed on a future Council agenda.

Commission Member Responsibilities

- Prepare for and participate in Commission meetings
- Attend at least 75% of regular meetings annually
- File Form 700 on time, if required
- Complete Brown Act Training within 60 days of beginning service
- Complete two hours of Ethics Training within 30 days of assuming office and every two years thereafter
- Attend Annual Commission Training upon appointment and every two years while seated as a Commissioner

Attendance and Participation

A majority of members is necessary to conduct business. As such, Commission members are expected to attend no less than 75% of the regularly scheduled meetings annually during their term of office. At the end of each year, the City Council reviews an annual attendance report for each Commission. A Commissioner may be removed for failing to attend the required minimum number of meetings or after a third consecutive absence. If a Commissioner must miss a meeting, they shall inform the staff liaison a minimum of two weeks notice prior to the regularly-scheduled commission meeting whenever possible. If a Commission meeting is cancelled due to a lack of quorum, that meeting will still be considered a regularly scheduled meeting for purposes of calculating attendance, and those members whose absence caused the cancellation shall be charged with an absence for that meeting.

Figure 3: Commission Member Responsibilities

Commissions benefit from the informed input of each member of the body. Each Commission member is expected to exercise judgment in formulating recommendations to the City Council. Members are expected to be prepared for meetings and to participate and vote on every issue before the Commission, unless they are legally prohibited from participating. Lack of preparation and participation can be grounds for removal from a Commission. Each commission is to keep a rotation schedule for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.

Statement of Economic Interest

The Statement of Economic Interest (Form 700) is a form on which designated employees and officials disclose certain financial interests. State law dictates that members of the Planning Commission must

file Form 700s. In addition, the City identifies those positions which are subject to the City’s Bi Conflict of Interest Code. Those individuals appointed to positions identified in the Conflict of Interest Code are required to file Form 700s. Commission members not identified in the Conflict of Interest Code are not subject to these regulations.

Commissioners are responsible for ensuring that statements are filed properly and on time. For assistance in completing the forms, contact the City Clerk’s Office or the Fair Political Practices Commission (FPPC). Non-compliant Commissioners shall receive a letter from the City Clerk notifying them of their non-compliance and are subject to monetary fines. Continued non-compliance shall be grounds for removal from the Commission.

All statements filed are maintained in the City Clerk’s Office and are available for public review.

Type of Filing	Occurrence
Assuming Office	Within 30 days of assuming office
Annual	Each year on or before April 1
Leaving Office	Within 30 days of leaving office

Table 1: Deadlines for filing Form 700

Ethics Training

All those appointed by the Los Altos City Council to serve on Commissions shall complete at least two hours of public service ethics training every two years. New members must receive this training within 30 days of assuming office. Ethics training courses must have been reviewed and approved by the FPPC and the California Secretary of State. Members shall attend training sessions that are offered locally or by completing online training. Non-compliance shall be grounds for removal from the Commission.

It is the responsibility of a Commissioner to provide proof of completion of the ethics training program to the City Clerk. These documents are public records and are subject to public review.

The City Clerk provides periodic reports of Form 700 and Ethics Training compliance to the City Council. The Council may remove any non-compliant Commissioner.

THE BROWN ACT

The Ralph M. Brown Act (Brown Act) is the State of California’s open government law. Its purpose is to ensure that deliberations and actions of local agency bodies are open to the public and that there is meaningful public access to a local agency’s decision-making process. All City Commissions are subject to the Brown Act. Staff liaisons to Commissions are versed in the elements of the Brown Act and will help Commissioners understand their obligations related to the Brown Act. In addition, certain Ad Hoc subcommittees may be subject to the provisions of the Brown Act. Commissioners should consult with their staff liaison regarding questions of the Brown Act. Ultimately, it is up to the individual Commissioner to ensure that they are complying with the Brown Act.



Figure 4: Ralph M. Brown

A major element of the Brown Act relates to meetings of legislative bodies. A meeting is defined as the coming together of a majority or more of a particular body (also known as a quorum) where the business of that body is discussed. Meetings must be properly noticed and held in facilities that are open and accessible to all. All meetings must be held within the City of Los Altos. A discussion which occurs outside of a properly noticed meeting and which involves a majority or more of a body is a

violation of the Brown Act. This includes serial discussions which involve only a portion of the Commission, but eventually involve a majority. The two most common serial discussions are daisy chain and hub and spoke.

Daisy Chain

A daisy chain is when Member A contacts Member B who then contacts Member C who then contacts Member D and so forth, until a majority of members has discussed an item within the Commission's subject matter jurisdiction.

Hub and Spoke

A hub and spoke meeting is when one individual (the hub) contacts members individually (the spokes) until a majority has been achieved. The hub could be a Commissioner, staff member or member of the public.

To attempt to avoid serial meetings, emails from Commissioners that are intended for fellow Commissioners should be sent through the staff liaison. Commissioners should take care to not 'reply all' on emails.

Violations

Penalties for Brown Act violations can range from invalidation of an action taken to prosecution as a misdemeanor offense. In addition, there may be fines and/or attorney's fees associated with a violation of the Brown Act. Commissioners who violate the Brown Act may be subject to removal.

Whenever a questionable area arises, it should be brought to the attention of the City Attorney or City Clerk so that corrective actions or "cures" may be taken. Advice from the City Attorney or City Clerk should be followed completely to ensure all actions of the City comply with the Brown Act.

Types of meetings

There are two types of meetings which Commissions hold. The first, and most common, are regular meetings. These meetings are where a Commission accomplishes the vast majority of its work. Regular meeting days, times and locations are established by formal action of the Commission.

The second type are special meetings. A special meeting is any meeting held outside of the normal meeting day, time or location. Action may be taken at special meetings and agendas for those meetings should indicate the action recommended to be taken.

Special meetings may include study sessions. Study sessions are held to provide Commission members the opportunity to discuss and better understand a particular item. Generally, no action is taken at study sessions.

Agendas

The staff liaison, in collaboration with the Chair, is responsible for preparing all agendas of a Commission. All items of business that will be considered or discussed at a meeting shall be briefly described on the agenda. The description should define the proposed action to be considered so that members of the public will know the nature of the action under review and consideration. No discussion or action may be taken by a Commission on any item not on the agenda.

The Chair, or a majority of the Commission, may decide to take matters listed on the agenda out of the prescribed order.

All agendas and meeting materials are posted to the City’s website as set forth in the Brown Act and the City’s Open Government Policy. All Commissioners should sign up to receive meeting notices and associated agenda materials for their specific Commission through the City’s website.

Meeting Minutes

Written minutes of all regular and special meetings are kept as the official record of business transacted and are taken by the staff liaison. Minutes are modeled after the City Council form of minutes known as “action minutes” and include a record of the legislative actions from the meeting. They do not include summaries of comments or discussion made by Commissioners or members of the public. The staff liaison will endeavor to distribute draft minutes within 10 days of the meeting. Action minutes will state the text of a motion voted on by the Commission, the result of the vote, identify which Commissioners voted “aye”, “no”, abstained, recused, or were absent. Action minutes will also identify whether motion passed or failed.

Any document submitted at a meeting, whether by a member of the public or a Commissioner, becomes part of the public record. The staff liaison should make a notation on the document of the date it was submitted and file it with the meeting packet. The staff liaison is responsible for posting the materials received within 48 hours of the meeting to the City’s website and forwarding the material to the members of the commission.

Adding items to a future agenda

Commissioners may request that items be placed on a future agenda. This is done by requesting an item during the “Potential Future Agenda Items” portion of the meeting or by emailing a request to the staff liaison. Requests must be for items that are under the purview of the Commission. One less than a majority of members is required to place an item on an agenda. The staff liaison will work with the Chair to determine the best meeting to place an item on an agenda. Any background materials or information should be provided to the staff liaison for inclusion in the agenda packet. Future agenda items must be consistent with the Commission’s Approved Work Plan.

CONFLICT OF INTEREST

Commission members are subject to all aspects of the Political Reform Act. Commission members must not make, participate in making, or attempt to influence in any manner a governmental decision which he/she knows, or should know, may have a material effect on a financial interest.

It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest. The City Attorney should be consulted as early as possible on any matters regarding incompatible activities or perceived conflicts of interest.

A Commission member should disclose any perceived conflicts of interest prior to any discussion of the Commission. A Commission member should recuse themselves for a conflict of interest.

Incompatible Activities

Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.

Perceived Conflict of Interest

A perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner’s private interests impact the official duties of the Commissioner, or influence his/her decision-making.

If a Commission member is appointed to an agency or body that has shared or overlapping subject matter, after their service on a City Commission has started, the Commission member will notify the Council liaison and staff liaison.

A Commission member who has a conflict of interest shall, immediately prior to the consideration of the matter, do all of the following: 1) publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address is not required; 2) recuse himself or herself from discussing and voting on the matter; and 3) leave the room until after the discussion, vote, and any other disposition of the matter is concluded. Notwithstanding this, a Commission member, not in the member's capacity as a Commissioner, may speak on the issue during the time that the general public speaks on the issue.

If a Commission member has obtained a letter or other documentation from the FPPC to discuss and vote on an item, then the member shall provide the letter to the staff liaison and the City Clerk upon receipt of the letter and disclose at the next Commission meeting the existence of the letter or other authorization, briefly describe the circumstances of why the member sought clarification, the basis for the FPPC's conclusion, and the file number or other unique identifier so that members of the public can request a copy from the FPPC. In addition, the member shall provide to the staff liaison a copy of the letter or other authorization no later than 24 hours after the meeting at which the letter or other authorization is disclosed, so that a copy may be forwarded to any member of the public who requests a copy.

COMMISSION ORGANIZATION

Each Commission consists of between five and seven members, except the Youth Commission which consists of eleven members. Each member has an equal voice and vote on the Commission.

Chair and Vice Chair

To facilitate meetings and the work of the Commission, each Commission appoints a Chair and Vice Chair from the members of the Commission. The positions of Chair and Vice Chair shall rotate annually. Selection of Chair and Vice Chair occurs at the first meeting in October. In the event of either's resignation or removal, the Commission shall elect another member to fill the remainder of the year. No member of a commission may serve consecutive terms as the chair, meaning that the chair must change annually.

The role of the Chair is to preside at Commission meetings and to run a timely and orderly meeting. The Vice Chair is to preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Commission may elect a Chair Pro Tem to conduct the meeting. It is incumbent upon the Chair to limit discussion and recommendations to those items on the agenda.

Ad Hoc Subcommittees

A Commission may appoint Ad Hoc subcommittees, consisting of less than a majority of the body, to work on specific tasks. Ad Hoc subcommittees should be focused on one specific topic and shall not last more than one year. These Ad Hoc subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions shall not create standing committees.

In order to establish an Ad Hoc Subcommittee, the topic of the formation of the Ad Hoc Subcommittee must be posted and noticed on the regular agenda.

Commission members currently serving on a Ad Hoc Subcommittee are not eligible to serve on another Ad Hoc Subcommittee simultaneously.

The motion of establishment must include that the Ad Hoc Subcommittee:

- Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
- Consists of less than a quorum of the Commission,
- Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
- Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
- Will not be re-established or renewed in multiple years, and
- Is advisory in nature and is not established to work on an item where continuing jurisdiction exists.

In accordance with the Brown Act, Ad Hoc Subcommittees do not need to post notice of their meetings or hold meetings in public, unless directed to do so by the City Council.

Commission Liaison assignments

Commissions may assign individual Commissioners to act, by a majority vote, as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee. The work, findings, conclusions, and any updates of the liaison should be brought back to the Commission at a regularly scheduled meeting for a report or discussion and, if applicable, action. The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic.

In the event that a Commission is not able to select a Commission member as a liaison to another board, commission, or agency and a staff member cannot serve in that capacity, the Commission may recommend an individual resident to represent the Commission upon approval by the Commission and City Council.

MEETING PROCEDURES

All Commission meetings are open to the public and should be approached in a dignified, respectful manner. It is the responsibility of all Commissioners to treat their duties and obligations seriously and to ensure that all meetings are productive and further the mission of the City.

Rules of Order

Rosenberg’s Rules of Order, with addendums adopted by the City Council, govern the conduct of Commission meetings. Information regarding the *Rules of Order* can be obtained from the City Clerk’s Office.

Consideration of agenda items

The standard procedure for considering individual agenda items shall be as outlined in Figure 5. From time to time, the prescribed order may be changed.

Consideration of an agenda item

1. Presentation by Staff, Commissioner or Ad Hoc subcommittee
2. Commissioners ask clarifying questions
3. Members of the public are given an opportunity to speak on the item
4. Commissioners discuss the item
5. If needed, a motion is made upon which the Commission votes on

Figure 5: Procedures for considering agenda items

Official action requires a majority vote of the entire Commission/Committee, not just those present.

Public Comment

Persons present at Commission meetings may comment on any item on the agenda. To facilitate an orderly meeting, each speaker is requested, but not required, to complete a Request to Speak card for each item they wish to speak on before discussion on that item begins. To ensure that all are heard, speakers are typically given three minutes to speak on each item. If there are more than 10 requests to speak on an agenda item, the Chair may limit each speaker's time to two minutes.

The Chair has the right to ask a member of the public to step down from speaking if over the allotted time or if comments are not related to the topic at hand.

During regular meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment. The Commission may not discuss nor take action on any item raised during the Public Comments on Items not on the Agenda portion of the meeting.

Teleconferencing

Commission members may participate in meetings via teleconference in accordance with State law (Gov. Code sec. 54953 and AB 2449). Members participating via teleconferencing under AB 2449 (Just Cause or Emergency Circumstances) must participate via audio and visual methods. In all other circumstances, members participating via teleconferencing shall participate via audio and visual methods, when practical. Members may participate via teleconference in no more than 20% of meetings in a calendar year (January to December), whether utilizing provisions of the traditional Brown Act or Just Cause or Emergency Circumstances. All meetings of the Commission must have a majority of members present in the physical meeting location within the City.

At the beginning of a meeting in which a member is participating via teleconference, the Chair, or the Vice Chair if the Chair is participating remotely, will ask the member(s) participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.

DECORUM

Commissioners shall render the utmost courtesy to each other, the City Council, staff and members of the public. Commissioners may be subject to dismissal for failure to observe these standards.

Members of the public attending Commission meetings shall observe the same rules of order and decorum applicable to Commission members. Los Altos Municipal Code Chapter 2.05 – Public Meetings Rules for Conduct shall apply to all meetings. To provide an environment in which all viewpoints may be expressed, noise emanating from the audience, whether in opposition or support, shall not be permitted. Continual disruption of meetings by members of the public may be grounds for removal from the meeting.

TRAINING

Commissioners are expected to stay current on issues related to their service as a public official. Members are provided brief training following their appointment regarding their duties as a Commissioner and the Brown Act. Annual trainings are organized by the City Clerk and conducted by City staff to review roles and responsibilities and to provide information on any changes in laws or policies that may be relevant to conducting the work of the Commissions. Attendance at this training is required for all Commission members and staff liaisons. Individuals who are unable to attend the

training session will be required to watch the video of the training and certify that they have completed the training.

Members of Commissions are encouraged, within budget limitations, to attend training related to their area of responsibility. It is intended that such attendance will broaden a member's knowledge and increase awareness of current developments relating to relevant areas of responsibility. The City may cover costs of registration and certain travel expenses in accordance with the City's Travel and Expense Policy. Requests for use of City funds must be approved in accordance with City Policy.

CONCLUSION

The City Council and staff appreciate your service as a Los Altos Commission member. The time and energy you expend help to make Los Altos the wonderful community it is. If at any time during your service, you have questions or concerns, do not hesitate to contact your staff liaison who can help address any issue which may arise.

Tips for Chair (and Vice Chair)

(and anyone who may have to run a meeting)

The role of the Chair of a Commission is to preside at meetings and to help move the work of the Commission forward. The Chair (and Vice Chair) does not have any extra authority or power beyond that of his/her fellow Commissioners.

As Chair, you are responsible for conducting meetings of the Commission. It is important to limit discussion to those items on the agenda. For each agenda item, it is suggested that you follow this procedure:

1. Announce what the item being considered is
2. Ask if there is a report for the item – generally, this is provided by the staff liaison but occasionally may be provided by another Commissioner
3. Ask Commissioners if there are any clarifying questions
4. Take public comment – instructions for how to take public comment are included in the “Meeting Procedures” section of the Commission Handbook
5. Facilitate discussion among the Commission – it is important that each Commissioner is given equal chance to speak and express his/her opinion
6. After discussion of the item, ensure that a conclusion is reached – this can be in the form of a motion, direction provided to staff or an Ad Hoc subcommittee, decision to continue the item to a date certain or not certain, or to take no further action.

Applications

On occasion, a Commission may receive an application from a resident or community group which the Commission is to consider. In these instances, applicants are given a total of up to ten minutes to present their position/input prior to hearing other public comments. This is done after the staff has presented its report. After the applicant(s) has presented, public comment is taken from the audience. Following public comment, the applicant is given five minutes to provide a rebuttal to any issue raised during public comments.

Announcing votes

The Brown Act requires that all votes be clearly noted, both at the meeting and in the record. It is the Chair’s responsibility to ensure that the vote is noted during the meeting. This is done by announcing how each member voted on a particular issue. If the voting is unanimous, it is sufficient to state “passes unanimously.” The staff liaison will ensure that the minutes accurately reflect how each member voted on each issue.

Recess

It is customary to have a short recess two hours after the beginning of a meeting. The established hour after which no new items will be started is four hours after the beginning of the meeting. Remaining items, however, may be considered by consensus of the Commission/Committee.



**LIBRARY COMMISSION
AGENDA REPORT SUMMARY**

Meeting Date: October 5, 2023

Subject Commissioner Liaison Appointments

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Attachment(s):
None

Purpose

Discussion regarding whether the commission wants to appoint official commissioner liaisons to any external organizations, such as Friends of Los Altos Library, Los Altos Library Endowment, North County Library Authority, and/or Main Library Patio Project Task Force.

Discussion

Per the new Commission Handbook, “Commissions may assign individual Commissioners to act, by a majority vote, as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee. The work, findings, conclusions, and any updates of the liaison should be brought back to the Commission at a regularly scheduled meeting for a report or discussion and, if applicable, action. The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic.

In the event that a Commission is not able to select a Commission member as a liaison to another board, commission, or agency and a staff member cannot serve in that capacity, the Commission may recommend an individual resident to represent the Commission upon approval by the Commission and City Council.”

This would mean that the Library Commission can appoint official commission liaisons to any external organizations, such as Friends of Los Altos Library, Los Altos Library Endowment, North County Library Authority, and/or Main Library Patio Project Task Force.

At the August Library Commission meeting, Commissioner Fawcett volunteered to serve as the representative to the Library Patio Task Force. Under these new guidelines, Commissioner Fawcett or any representative to this group should be done by a vote at this meeting in order to become an official Commissioner Liaison to the Library Patio Task Force.



**LIBRARY COMMISSION
AGENDA REPORT SUMMARY**

Meeting Date: October 5, 2023

Subject Subcommittees and Ad Hoc Committees

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Attachment(s):
None

Purpose

Disbanding of existing standing subcommittees and discussion of potential creation of ad-hoc committees that meet new criteria.

Discussion

Per the new Commission Handbook, “A Commission may appoint Ad Hoc subcommittees, consisting of less than a majority of the body, to work on specific tasks. Ad Hoc subcommittees should be focused on one specific topic and shall not last more than one year. These Ad Hoc subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions shall not create standing committees.

In order to establish an Ad Hoc Subcommittee, the topic of the formation of the Ad Hoc Subcommittee must be posted and noticed on the regular agenda.

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- Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
- Will not be re-established or renewed in multiple years, and
- Is advisory in nature and is not established to work on an item where continuing jurisdiction exists.



Subject: Subcommittees and Ad Hoc Committees

In accordance with the Brown Act, Ad Hoc Subcommittees do not need to post notice of their meetings or hold meetings in public, unless directed to do so by the City Council.”

The Library Commission has had four standing subcommittees, which were Awareness (Carter, Wheeler), Infrastructure (Carter, Gee, Wheeler), Futures (Bedard, Crane, Gee), and Services (Bedard, Crane, Fawcett). These standing subcommittees are not in compliance with the new Commission Handbook section because they do not meet the criteria mentioned above.

Moving forward, the Library Commission can create two Ad Hoc subcommittees with two pairs of commissioners on a specific topic that shall not last more than a year.



**LIBRARY COMMISSION
AGENDA REPORT SUMMARY**

Meeting Date: October 5, 2023
Subject Library Patio Task Force Update
Prepared by: Christine Fawcett, Library Commissioner

Attachment(s):
None

Purpose
Receive update on the Library Patio Task Force and provide direction as needed.

Discussion
A Design Process Kick Off Meeting of the The Main Library Patio Project Advisory Committee took place on September 25, 2023.

Introduction
The landscape architect (Steve) reported that he has received and reviewed the arborist's report and sees opportunities for alignment with the orchard. The surveyor's report was expected later in the week.

Reviewed Design Process & Milestones
The goal is to meet next time with concepts after analyzing the reports, refine the conceptual design with 2 workshops, then present the conceptual design to the Planning Commission for a design review hearing. Then follows the design development stage, where details, materials, colors etc. are determined. LALE's construction consultant Alex will be brought in for this primarily to advise LALE regarding costs.

Reviewed Calendar & Milestone Dates
The next meeting of the Advisory Committee (which will be virtual) is targeted for late October / early November, when the floor plan concept will be presented with character images. In late November there will be a Study Session with the Planning Commission and the City Council where a refined, illustrative plan will be presented along with a 3-D model. In January there will be a formal, Public Hearing of the Planning Commission where the conceptual design will be presented. It is anticipated that one more round of refinement of the plan will then be required, with the goal to complete the approval process in January. Detailed design development will then begin with the creation of the construction drawings.



Subject: Library Patio Task Force Update

After the construction plans are completed, the construction phase will be handled by the SCCLD using the normal government contracting process. The District will qualify bidders, the project will be put out for bid which usually takes 6-8 weeks. With contracts potentially awarded in May, and a 6-8 months estimated construction timeline, the best estimate for completion is the end of 2024.

Reviewed Potential Project Constraints related to the Historic Orchard.

Jane Packard, representing the Orchard, reported that there will be **no net loss of tree sites** since the 3 sites impacted by the patio project have already been relocated to the opposite end of the row. She did however mention that there are some people who are passionate about restoring the orchard to its historic number of 444 trees, but the new irrigation system will not support this. She stressed therefore the importance of open communication with the orchard people and historic commission to make sure there are no misunderstandings. Jane also told us about the plans to plant wildflowers and natives around the orchard periphery and wild mustard between the tree rows. The point was made that construction staging cannot be in the orchard, so the installation of some of the new irrigation lines and planting of new trees may need to wait until after construction.

Shared Ideas, Design Thoughts, and Library Programming Needs

Entrances: Rose requested an entrance to the patio to allow access from City Hall to the Library. Staff and patrons are being encouraged to park in the City Hall parking lot.

Jane requested an entrance also from the Museum side.

Fencing: Freddie asked that the patio fencing be aesthetically pleasing, transparent and really highlight the view of the orchard from the patio.

Flexible Space: Rose asked for flexible space that can be reconfigured into 1-3 areas keeping in mind that the area will be used by both adults and children. Somebody asked about the possibility of section dividers but these were dismissed as being prohibitively costly.

For flexibility Rose asked for movable tables and chairs but it was pointed out that these are less durable than fixed furniture and will need replacing much more frequently. The District will provide all the furniture and replace it as needed so they will determine if it is 100% movable. There was a suggestion for benches as sitting areas around some of the periphery of the patio interior.

Occupancy: An estimate of occupancy limits was requested but more details of the floorplan are needed first.

Shade: Steve noted that alternatives would be considered: trees; structures; umbrellas. Freddie remarked on the high cost of the only shade covering material allowed by the state of California. The architect proposes planting trees for shade and perhaps using movable umbrellas as a less



Subject: Library Patio Task Force Update

expensive interim solution while the trees grow. The district will be responsible for maintaining the trees. Other shade structures such as those used at the Gilroy library were suggested. These are metal open pergolas.

Storage: Rose has specified that storage needs to be incorporated into the design. The donors' son also asked whether the city might want to consider taking the opportunity to put a basement under the patio for storage, to be used by whichever groups in the city need the space. Though even he acknowledged this would significantly add to the expense and timeline of the project and he doesn't want to see that happen.

Outside Considerations:

The area will need to be safely secured when the library is closed.

Some lighting will be necessary at night for safety. Both Nick and Steve favored downlighting options.

The area should look attractive from the outside.

Can we improve the appearance of the fencing of the mechanical area fencing.

Can we get sound mitigation of the HVAC in the mechanical area?

Anything else?

In particular, the Library Commission has been asked if we have any other high-level items we wish to be considered as part of the conceptual design. If so, it would be good if we could raise them at our October 5 meeting so that they can be presented to the Advisory Board at their next meeting.



LIBRARY COMMISSION AGENDA REPORT SUMMARY

Meeting Date: October 5, 2023

Subject Potential Improvements to Library

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Attachment(s):
None

Purpose

Discuss the direction from City Council at September 26th City Council meeting regarding possible improvements to the Library at Commission level and return to City Council during Study Session with report and recommendations.

Discussion

During the Future Agenda Items Discussion section of the Los Altos City Council meeting on September 26, 2023, Councilmember Dailey requested the Library Commission to bring forward to Council at a Study Session the current status of the library and options they have considered for improving the library for consideration of Council, including, but not limited to the potential use of parcel tax funds. Mayor Meadows and Vice Mayor Weinberg supported the future agenda topic.

October 2023

Library Stakeholder Report

Jennifer Weeks, County Librarian

BANNED BOOKS WEEK

OCTOBER 1-7, 2023

Celebrating the Freedom to Read

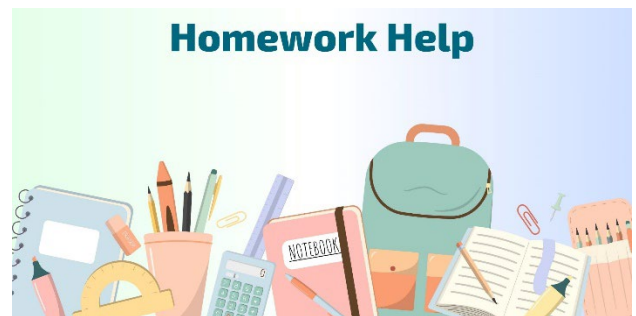
Each year the American Library Association (ALA) sponsors [Banned Books Week](#) to draw attention to efforts across the country to censor books in libraries, bookstores, and schools. Last year there were 1,269 such demands, nearly twice as many as in 2021.

This year's theme for the week is "Let Freedom Read."

The vision of the Santa Clara County Library District (SCCLD), as stated in its recently adopted [Strategic Plan](#), is to aspire to be an inclusive space where everyone feels welcomed, supported in their lifelong learning, and energized to help us evolve as a community. We work to create a world in which access to knowledge, resources, and opportunities is guaranteed to all. This connects to the ALA's [Library Bill of Rights](#), which protects the public's right to access materials and maintains libraries as open forums for information and ideas.

In-Person Homework Help for K-6

Starting this month, students in grades K-6 will be able to receive in-person help with their homework at six SCCLD libraries. The tutors, who have completed training in order to qualify for this program, will be available to assist with questions about Math and English/Language Arts from 4 to 5:30 pm, Monday through Thursday. Students will be helped on a first come, first served basis. No reservations are required.



Homework Help will initially be available at the Cupertino, Milpitas, and Saratoga libraries starting on Monday, October 9, with Gilroy, Los Altos, and Morgan Hill libraries starting their programs soon after. The dates and times will be shared soon on our website and across our social media channels.

SCCLD also offers several online resources around [homework help](#), including virtual tutoring sessions through [Brainfuse HelpNow](#). Students in grades [4-8](#) and [9-12](#) each have access to their own Student Centers by LearningExpress featuring skill-building resources for classroom and homework success.

FYI- SCCLD Libraries will be closed on Monday, October 9 in observance of Indigenous Peoples' Day (formerly Columbus Day). Our Online Library is available 24/7 at scclld.org/.

Hispanic Heritage Month Continues

The second half of [National Hispanic Heritage Month](#) takes place from now until October 15, as we continue to mark the accomplishments of Americans with heritage from the countries of Latin America, the Caribbean, and Spain. Have you signed up yet on Beanstack to be part of the [Reading Challenge](#)? Earn virtual badges for attending a Hispanic Heritage Month program at a library, completing a special activity, and reading a book off of our special themed booklist.



Many of our libraries' events are taking place over the next few weeks. Here are the highlights.

- **Special Storytimes with Paleta Parties:** [Cupertino](#), [Gilroy](#), and [Morgan Hill](#) Libraries have events scheduled around the book [Paletero Man](#) by singer and children's author Lucky Diaz. Kids who attend the reading will receive a *paleta*, or flavored Mexican ice pop, to enjoy at the event while supplies last.
- **Cascada de Flores:** The popular Bay Area musical duo offers a bilingual Spanish music and storytelling experience featuring genres from across Latin America, including boleros, rancheras, and mariachi music. Catch them at Morgan Hill Library on Wednesday, [October 11](#).
- **Paint Nights at Milpitas Library:** The library will hold events for three age groups of students to explore different aspects of Mexican heritage and culture through painting. First up are grades K-2 on [October 4](#), then Grades 3-5 on [October 11](#), followed by Grades 6-8 on [October 18](#).

You can find more details about October events in our calendar that follows, or check out the [Events page](#) on our website. Please register for any event you are interested in attending.

Researching Your Family History

October is [Family History Month](#), when individuals are encouraged to research their heritage. With DNA tools in addition to the use of records and other traditional methods of determining one's genealogy, it is easier than ever to trace all of the branches of one's family tree.



SCCLD offers access to [AncestryLibrary](#) as an in-library service. Come into one of our libraries and use your own device or one of our computers to delve back in time and comb through past birth, marriage, and immigration records of your family members. Find information from the U.S. Census, military records and other vital documents to uncover forgotten histories.

Our [collection](#) also includes hundreds of titles around genealogy, including How To books, eBooks, and Audiobooks. Use [Rosetta Stone](#) to learn a new language to better connect to a newfound identity.



Helping you Better Invest Your Money

As we enter the last quarter of the calendar year, now is a good time to review your finances and make plans for the future. October's Financial Planning Month comes half a year after Financial Literacy Month and builds upon the importance of both financial education and taking action to develop a plan.

A good [financial plan](#) involves figuring out how to pay for current expenses, or reduce them, and start saving for short, medium and long-term goals, like retirement and paying for one's children's education. The library has many resources to help with these tasks, found in our [Smart Investing](#) section. There you will find [Consumer Reports](#) and finance-related publications like *Bloomberg Businessweek* and *Money* magazine, available through [Flipster](#). We also have personalized pages for kids, teens, women, veterans, and planning for retirement. There is no better investment than a free SCCLD library account.

Featured Virtual Author Talks

This month's trio of virtual author events includes some familiar names of bestselling authors. Catch them all online.

[Rick Steves](#): Tuesday, October 10, 1-2 pm. The travel expert will share his latest European travel tips.



[Ruth Ware](#): Wednesday, October 18, 11 am-12 pm. Author of novels [The Woman in Cabin 10](#) and [The It Girl](#) will talk about her latest work, [Zero Days](#).

[John Irving](#): Thursday, October 26, 4-5 pm. Author of novel [The World According to Garp](#) and the screenplay for [The Cider House Rules](#), Irving will discuss his new long novel, [The Last Chairlift](#).



Wishing You a Happy and Spooky Halloween Season

Our libraries love to get in the Halloween spirit this month, with festive displays and thrilling book titles sure to leave you tingling with delight. Check out the Calendar of events for information about [programming](#) we have in store, including opportunities to dress up in costume and go trick-or-treating, see Halloween movies, and special storytimes. Milpitas Library also has a [puppet show](#) featuring witches.

SANTA CLARA COUNTY LIBRARY DISTRICT OCTOBER 2023 EVENTS

All SCCLD libraries will be closed and services unavailable on Monday, October 9 in observance of Indigenous Peoples' Day

CAMPBELL EXPRESS LIBRARY – 1 West Campbell Avenue, Room 46

ESL Conversation Club

Tuesdays, October 3, 10, 17, 24, & 31, 1:30 – 2:30 p.m., Room M-50

Practice your English conversation skills with friends. This program is for adults who speak basic English. Please register online.

Family Storytime

Wednesdays, October 4, 11, 18, & 25, 10:30 – 11 a.m., Orchard City Banquet Hall

Kids ages 0-5 are invited to join us for stories, songs, and more. Please bring a blanket or towel to sit on for the hard floors.

Manga Book Club

Wednesday, October 18, 7 – 8 p.m., E44 Conference Room

We will discuss [*The Summer Hikaru Died*](#) by Mokumokuren. Please register.

The Internal Landscape of the Human Body

Tuesday, October 24, 7 – 8 p.m., Orchard City Banquet Hall

Learn how our emotions and trauma impact our internal organs, unlocking valuable insights into our health and wellbeing.

CUPERTINO -- 10800 Torre Avenue

Storytime for 3s-5s

Mondays, October 2, 16, 23, & 30, 10:30 – 11 a.m., Program Room

This storytime is suitable for children ages 3-5 and will feature stories, songs, rhymes and dances that encourage the development of early literacy skills. Storytime is limited to the first 100 families. Please bring a yoga mat or blanket to sit on.

Line Dancing for Beginners

Mondays, October 2, 16, 23, & 30, 1:30 – 2:30 p.m., Room 201

Take up line dancing with this 6-class series! Have fun meeting new friends while learning shuffles, steps, and turns to the tunes of Waltz, Rumba, Hip Hop, Country and Latin Music. No experience needed, no partner needed, please wear comfortable closed-toe shoes.

Toddler Storytime (ages 1-2)

Tuesdays, October 3, 10, 17, 24, & 31, 10:30 – 11 a.m.

This storytime will feature stories, songs, rhymes and dances that encourage the development of early literacy skills.

ESL Conversation Club

Tuesdays, October 3, 17, 24, & 31, 10:30 a.m. – 12 p.m., Room 201A

Practice your English conversation skills with friends. This program is for adults who speak basic English. Please register online.

Baby Wearing Dance Program

Wednesdays, October 4, 11, 18, & 25, 10:30 – 11 a.m.

Babies must be held or worn in a carrier while the caregiver learns dance moves to popular songs.

Bedtime Storytime

Wednesdays, October 4, 11, 18, & 25, 7 – 7:30 p.m., Program Room

This storytime is suitable for all ages and will feature stories, songs, rhymes and dances that encourage the development of early literacy skills. Storytime is limited to the first 100 families. Please bring a yoga mat or blanket to sit on.

Storytime for Babies (ages 0-1)

Thursdays, October 5, 12, 19, & 26, 10:30 – 11 a.m., First Floor Program Room

This storytime features stories and songs that encourage the development of early literacy skills. Storytime is limited to the first 30 babies with a maximum of two adults per family.

Warlords of the Air

Thursday, October 5, 7 – 8 p.m., Room 201

Wildlife photographers Joan Sparks will take you on a journey to see the warlords of the air – owls, falcons, vultures and eagles.

Knit-Alongs at Cupertino Library

Fridays, October 6, 13, 20, & 27, 2:30 – 4 p.m., Room 201A

All knitters and crocheters are welcome to drop in. Meet new friends, start new projects, or finish old ones. Participants need to bring their own needles and/or crochet hooks and yarn. No personal instruction will be provided.

Hispanic Heritage Month Storytime

Friday, October 6, 4 – 5 p.m., Room 101

Join us to read [Paletero Man](#) by Lucky Diaz, a picture book celebrating the strength of community. Participating children will get to enjoy a tasty treat (paleta) after storytime, while supplies last.

International Movie Night

Friday, October 6, 5:30 – 7:30 p.m., Room 201

Join us for a screening of *A Man Called Ove*, which will be followed with a discussion.

Family Storytime

Saturdays, October 7, 14, 21, & 28, 10:30 – 11 a.m., Program Room

This storytime is suitable for all ages and will feature stories, songs, rhymes and dances that encourage the development of early literacy skills. Storytime is limited to the first 100 families. Please bring a yoga mat or blanket to sit on.

LEGO Club

Tuesday, October 10, 3:30 – 4:30 p.m., Children’s Meeting Room

Children in grades K-8 are invited to build and create using LEGOs.

Navigating the Silicon Valley Jungle

Tuesday, October 10, 7 – 8 p.m., Room 101

Explore and discuss ways to find peace, relaxation and health in our daily lives while living in a busy area like Silicon Valley.

Flex Prep: What Sophomores and Juniors Should be Doing Now to Prepare for College

Wednesday, October 11, 7 – 8 p.m., Room 201

Senior year may seem far away, but there are things students can do now to help achieve college goals, such as choosing classes strategically, building extracurricular activities and preparing for standardized tests. Please register.

Create CU: Monoprinting Using Gelli Plates

Friday, October 13, 7 – 8:30 p.m., Room 201

Learn how to do monoprinting with gelli plates. All instruction and materials will be provided. This program is for adults 18+. Please register.

Mandarin/English Bilingual Family Storytime

Fridays, October 13 & 27, 7 – 8 p.m., Room 101

Join us for stories, songs, flannel story board, fingerplay and a craft project with Children’s Librarian Jennifer in Mandarin and English. Children and their caretakers are welcome to join. 兒童圖書館員Jennifer將為小朋友讀圖畫故事書;唱兒歌;用絨布板講故事;手指謠和做美勞。歡迎幼兒們 和家長, 祿母一同前來參加。

Lotería for the Whole Family

Saturday, October 14, 2 – 3 p.m., Room 101

Join us for a game of Lotería. We will teach you how to play and the winners will earn a small prize. This program is for children in grades K+ and their family members.

Changemakers Book Club for Grades 1-3

Wednesday, October 18, 4 – 5 p.m.

We will discuss [*Juana and Lucas*](#) by Juana Medina. Changemaker readers will discuss the book and make a craft centered around the main character or theme of the book. Please register online. Limited free copies will be available at the children’s desk for registered participants.

Cupertino Adult Book Discussion Group

Thursday, October 19, 7 – 8:30 p.m., Room 201A

We will discuss the book, [*Small Pleasures*](#) by Clare Chambers.

International Movie Night

Friday, October 20, 5:30 – 7:30 p.m., Room 201

Join us for a screening of *2040*, which will be followed with a discussion.

Learn Poems by Heart Club

Wednesday, October 25, 11 a.m. – 12 p.m., Room 201

Learning poems is a rewarding practice for poets, poetry lovers, and anyone who needs a break.

Halloween Movie Screening

Wednesday, October 25, 7 – 8:45 p.m., Room 201

Join us for a screening of *Beetlejuice* (1992). All ages welcome.

International Movie Night

Friday, October 27, 5:30 – 7:30 p.m., Room 201

Join us for a screening of *Children of Heaven*, which will be followed with a discussion.

Special Needs Halloween Storytime

Saturday, October 28, 2 – 3 p.m., Room 101

Join us for an inclusive storytime with a festive trick or treat for children ages 4-8 of all abilities, specially adapted for those with autism, sensory processing challenges, who struggle in large groups or have other special needs. Halloween costumes are encouraged! Please register.

GILROY -- 350 W. Sixth Street

Film Screening

Sunday, October 1, 1:30 – 3:30 p.m., Community Room

Join us for a screening of the 2023 live action film, *The Little Mermaid*.

Snack Break – Free Snacks for Kids/Pausa de Merienda – Merienda Gratis Para Niños

Mondays-Fridays, 3 – 4 p.m./lunes a viernes, 3 – 4 p.m.

Stop by the library and pick up a free after-school snack. For kids 18 years old and under, while supplies last. ¡Pasa por la biblioteca y recoge una merienda gratis después de la escuela! Para niños de 18 años y menores, mientras duren las reservas.

Navigating the Silicon Valley Jungle

Monday, October 2, 6:30 – 7:30 p.m., Community Room

Explore and discuss ways to find peace, relaxation and health in our daily lives while living in a busy area like Silicon Valley.

Zumba

Tuesdays, October 3, 10, 17, 24, & 31, 5:45 – 6:45 p.m., Community Room

Join us for a free dance and rhythm-based workout. This Latin-inspired, easy-to-follow, fitness party exhilarates your senses and works all major muscle groups in a high-energy cardio blast. Dress comfortably and bring some water and a towel. No registration required.

Resilient Families/Familias Resilientes

Wednesdays, through November 15, 5:30 – 8 p.m., Upstairs Community Room

Do you have a child 0-3 years old? Do you want to learn how to handle stress and create a support network? Help your child feel safe, secure, and loved and better prepared to start school! This session will be held in Spanish. ¿Tienes un niño de 0 a 3 años? ¿Quieres aprender a manejar el estrés y crear una red de apoyo? ¡Ayuda a tu hijo a sentirse seguro, amado y mejor preparado para comenzar la escuela! La sesión se presentará en español.

Family Storytime at Gilroy Library

Thursdays, October 5, 12, 19, & 26, 10:30 – 11 a.m., Community Room

Join us for stories, songs and more.

Knitting and Crochet Weekly Meetup

Thursdays, October 5, 12, 19, & 26, 1 – 4 p.m., Upstairs Quiet Study B

Join us for an informal weekly drop-in knitting and crochet circle. Bring your projects, ask questions, get help, share ideas and meet new people!

Safe Space Meeting for LGBTQ+ Youth

Fridays, October 6 & 20, 4 – 6 p.m., First Floor Meeting Room

This in-person support group is for youth and young adults (ages 13-25). Play games, participate in group activities and discussions and build community. No registration necessary.

Hispanic Heritage Month Storytime

Saturday, October 7, 11 a.m. – 12 p.m., Children's Nest

Join us to read [Paletero Man](#) by Lucky Diaz, a picture book celebrating the strength of community. Participating children will get to enjoy a tasty treat after storytime. Paletas will be offered on a first come, first served basis.

Film Screening

Sunday, October 8, 1:30 – 3:30 p.m., Community Room

Join us for a screening of the film, **A Million Miles Away**, inspired by the true story of NASA flight engineer José Hernández.

Growing Vegetables in the Fall & Winter

Saturday, October 14, 10:30 – 11:30 a.m., Community Room

This Master Gardener presentation will show you what cool season vegetables are easy to grow and best for our climate. Learn about soil preparation, watering, fertilizing, disease, and pest management.

Road to Homeownership Workshop

Saturday, October 14, 1:30 – 3:30 p.m., Community Room

A panel of industry professionals will share their knowledge and expertise to help you understand the steps of buying a home. This includes credit requirements, lender loan programs for first time homebuyers, the role of realtors and the importance and tax benefits of insurance. Please register.

Open Poetry Readings with Garlicky Group of Poets

Saturday, October 14, 3:30 – 5 p.m., Downstairs Meeting Room

Read whatever poetry you want to read and join in related discussions. No registration necessary.

Film Screening

Sunday, October 15, 1:30 – 3:30 p.m., Community Room

Join us for a screening of the film *Elemental*.

Bike Safety Day

Saturday, October 21, 10 a.m. – 3 p.m., Parking Lot

Bike Safety Day features free bike repairs, helmets, and a bike safety rodeo for kids. No registration necessary. First come, first served.

Film Screening

Sunday, October 22, 1:30 – 3:30 p.m., Community Room

Join us for a screening of the film *Ruby Gillman, Teenage Kraken*.

Decorate Sugar Skulls

Monday, October 23, 4 – 6 p.m., Community Room

Decorate a sugar skull in celebration of Día de los Muertos/Day of the Dead, which is a celebration of the lives of the deceased. All materials will be provided. Decora una calavera de azúcar en celebración del Día de los Muertos, que es una celebración de la vida de los difuntos. Todos los materiales serán proporcionados.

Improve Your Public Speaking with Gilroy Toastmasters

Monday, October 23, 6 – 7 p.m., Quiet Room B

The typical meetings consist of one or two prepared speeches lasting 4-10 minutes. A round robin of “off the cuff” questions follow the prepared speeches. Please register.

Book Discussion

Tuesday, October 24, 7 – 8 p.m., Quiet Room B

We will be discussing [*The Library of Legends*](#) by Janie Chang.

Family Halloween Crafts

Saturday, October 28, 10:30 a.m. – 12 p.m., Nest

Wear your Halloween costumes and join us for fun and spooky Halloween crafts. All supplies will be provided.

Film Screening

Sunday, October 29, 1:30 – 3:30 p.m., Community Room

Join us to watch *Haunted Mansion*.

LOS ALTOS -- 13 S. San Antonio Road

Monday Morning Meditation and Mindfulness

Monday, October 2, 10:30 – 11 a.m., Orchard Room

Come practice meditation for 20 minutes then ask questions for ten minutes with instructor Manisha.

Bobbin Wranglers Sewing Club

Monday, October 2, 7 – 9 p.m.

Every month we will learn new skills and create a simple project from start to finish. Please bring your own supplies. Each month we will discuss what will be needed for the next project. Register online.

Family Storytime

Tuesdays, October 3, 10, 17, 24, & 31, 10:30 – 11 a.m. and 11 – 11:30 a.m., Orchard Room

Join us for a fun, interactive 20-minute family storytime with sing songs, read stories, practice fingerplays and more. There will be a second storytime to accommodate those who weren't able to attend the 10:30 storytime. Free tickets will be given out 30 minutes before storytime.

The Whodunit? Mystery Book Club

Wednesday, September 6, 10:15 – 11:30 a.m., Teen Room

We will be discussing [*The Violin Conspiracy*](#) by Brendan Slocumb.

World Affairs: Putin's Gamble

Wednesday, October 4, 7 – 8:30 p.m.

Doors open at 6:30 p.m. Learn about Putin and Russia's role in conflicts involving Georgia, Crimea and Ukraine.

ESL Conversation Club

Thursdays, October 5, 12, 19, & 26, 1:30 – 3 p.m., Orchard Room

Practice your English conversation skills with friends. This program is for those who speak basic English.

Bilingual Spanish Storytime

Fridays, October 6, 13, 20, & 27, 10:30 – 11 a.m., Orchard Room

Join us for stories, songs, and movement in Spanish and English. ¡Únase a nosotros para escuchar cuentos, canciones y movimiento en español e inglés!

Baby Sign Time

Saturday, October 7, 10:30 – 11 a.m., Orchard Room

Babies under a year old and their grownups are welcome to sing songs and learn signs to share with your baby. Please bring a blanket for your baby.

Stay and Play

Saturday, October 7, 11 a.m. – 12 p.m., Orchard Room

Non-walking babies and their grownups are invited to play with age-appropriate toys. Bring a blanket and enjoy this socialization for babies.

Heartfulness Meditation

Saturdays, October 7, 14, & 28, 4 – 5 p.m., Orchard Room

Learn relaxation and meditation techniques for a successful and stress-free balanced life.

Eclipse Model Making for Grades K+

Thursday, October 12, 3:30 – 5 p.m., Orchard Room

Create a special solar eclipse craft that will help kids visualize the upcoming annular solar eclipse. Please register.

Navigating the Silicon Valley Jungle

Saturday, October 14, 2 – 3:30 p.m., Orchard Room

Explore and discuss ways to find peace, relaxation and health in our daily lives while living in a busy area like Silicon Valley.

Sunday Crafternoon

Sunday, October 15, 2 – 3:30 p.m., Orchard Room

This all-ages craft is a way to relax with your community and let your creativity shine.

Book Bugs Club for 2nd & 3rd Graders

Tuesday, October 17, 4 – 5 p.m., Orchard Room

We will be discussing [The School is Alive](#) by Jack Chabert, and then do a craft. Register online.

Building Community in Neighborhoods

Tuesday, October 17, 7 – 8:30 p.m., Orchard Room

Hear from long-time neighborhood leaders about the challenges, lessons learned and best practices in having fun social events, being safe and building resilience in your neighborhood.

Knitting Meetup

Wednesday, October 18, 1 – 2 p.m., Small Conference Room

Drop-in to this informal knitting group where you can make new friends, start new projects or finish an old one. No registration necessary.

Page Turners Book Club for 4th & 5th Graders

Thursday, October 19, 4 – 5 p.m., Orchard Room

We will be discussing [Coraline](#) by Neil Gaiman, and then we will do a fun activity related to the book. Please register.

Bay Area Games Day

Saturday, October 21, 10 a.m. – 8 p.m., Orchard Room

Come learn how to play a new board game or bring an old favorite. We welcome newcomers to hobby gaming and families with kids.

California Native Gardening

Monday, October 23, 7 – 9 p.m., Orchard Room

California native plants differ from typical garden plants as they have their own rhythm. Learn about each season's gardening tasks and see different planning and design ideas.

Book Club for 6th-8th Graders

Tuesday, October 24, 4 – 5 p.m., Orchard Room

We will be discussing [The Nest](#) by Kenneth Oppel, and then we will do a fun activity related to the book.

Book Talk Club for Kids

Wednesday, October 25, 4:30 – 5:30 p.m., Orchard Room

Kids in grades 4-8 are invited to share a book to recommend with others and get some recommendations as well. Please register. Drop-ins are welcome also.

Wednesday Travel Nights

Wednesday, October 25, 7 – 8 p.m., Orchard Room

Barry Boulton will present a high-definition video tour of the traditional village life and customs of China's ethnic minorities, along with some of the trends that could threaten them.

Author Talk

Thursday, October 26, 7 – 8:30 p.m., Orchard Room

Join us for a talk with local author Andy Dolich, as he discusses his recent book, [Goodbye Oakland](#). This book was co-authored with award-winning sportswriter Dave Newhouse. There will be a Q&A with Dolich after his presentation.

Furry Friends Reading Buddies

Saturday, October 28, 2:30 – 3:30 p.m., Orchard Room

Children in grades K-8 can practice their reading skills and read aloud to a friendly dog or cat. Please register for this program.

Decorate Sugar Skulls

Sunday, October 29, 2 – 3:30 p.m., Orchard Room

Decorate a sugar skull in celebration of Día de los Muertos/Day of the Dead, which is a celebration of the lives of the deceased. All materials will be provided.

Now Read This! Book Club

Monday, October 30, 12 – 1:30 p.m., Orchard Room

We will be discussing [Weapons of Mass Delusion: When the Republican Party Lost Its Mind](#) by Robert Draper.

MILPITAS -- 160 N. Main Street

Bilingual Cantonese/English Storytime

Tuesdays, October 3 & 17, 10:30 – 11 a.m., Activity Room

Children's librarians Maggie and Emilie will read storybooks and lead children with songs and fingerplays. 兒童圖書館員 Maggie 和 Emilie 將為小朋友讀圖畫故事書, 唱兒歌, 手指謠, 玩遊戲。歡迎兒童們與家長祿母一同前來參加。

Baby Bouncers Lapsit

Tuesdays, October 3, 10, 17, 24, & 31, 11:30 a.m. – 12 p.m., Activity Room

This program has an early literacy focus on traditional nursery rhymes, lap bounces, body rhymes, songs, very short and simple picture books. This program is focused on babies up to 12 months old.

Fun with Art Presented by First5 Santa Clara County

Wednesday, October 4, 10:30 – 11:30 a.m., Auditorium

This program is geared towards children ages 2-5 and their caregivers. Join us as we have fun with art!

ESL Conversation Club

Wednesdays, October 4, 11, 18, & 25, 3 – 4 p.m., Conference Room

Practice your English conversation skills with friends. This program is for adults who speak basic English.

Hispanic Heritage Paint Night for Grades K-2

Wednesday, October 4, 6 – 7 p.m., Activity Room

This paint night will celebrate different aspects of Mexican heritage and culture through painting. All supplies will be provided. Please register.

Toddler Storytime

Thursdays, October 5, 12, 19, & 26, 10:30 – 11 a.m., Activity Room

This storytime is geared to 1-2 year olds, and features lots of movement, singing and action.

Crafts Around the World: Make Your Own Tzedakah Box

Thursday, October 5, 3:30 – 4:30 p.m., Activity Room

Children of all ages are welcome to join us for a fun craft activity and decorate a bank that can be used to save up money to donate to charity. Registration required. All materials will be provided.

Play and Learn

Thursdays, October 5, 12, 19, & 26, 5:30 – 6:15 p.m., Activity Room

Play and Learn is for toddlers and preschoolers. It includes songs, fingerplays and books perfect for your little one. The first ten minutes is a read-aloud session, followed by 30 minutes of free playtime.

Qi Gong Meditation & Exercise Classes

Fridays, October 6, 13, 20, & 27, 1 – 3 p.m., Auditorium

Relieve stress and anxiety, increase energy and vitality and improve physical health during these exercise sessions. Giảm căng thẳng và lo lắng, tăng năng lượng và sức sống, Cải thiện sức khỏe thể chất.

Knit & Crochet Circle

Fridays, October 6, 13, 20, & 27, 2 – 4 p.m., Conference Room

Meet other yarn lovers while working on your latest project, get help when you're stuck and share ideas. Instruction available in Hindi, Punjabi and Gujarati. No registration required. Materials not provided.

Family Storytime

Saturdays, October 7, 14, 21, & 28, 11 – 11:30 a.m., Activity Room

This 30-minute story time features lots of movement, singing, and action. Early literacy focus is on picture books, flannel board stories and fingerplays.

Board Game Day

Saturday, October 7, 12 – 6:30 p.m., Auditorium

Learn about different types of games, meet people with your same passion for board gaming, or get out of the house to do something fun. This program is open to people ages 18+. Online registration is encouraged but not required.

Fall Craft for Adults

Sunday, October 8, 2 – 3:30 p.m., Auditorium

Adults 18+ are invited to make a wine cork pumpkin. This program is first-come, first-served while supplies last. No registration necessary.

Hispanic Heritage Paint Night for Grades 3-5

Wednesday, October 11, 6 – 7 p.m., Activity Room

This paint night will celebrate different aspects of Mexican heritage and culture through painting. All supplies will be provided. Please register.

Moon Dough Rock Concert

Friday, October 13, 5 – 6 p.m., Auditorium

SCCLD's 2023 Battle of the Bands champions return for a concert in celebration of Filipino music and artistry as part of Filipino American History Month.

Hispanic Heritage Paint Night for Grades 6-8

Wednesday, October 18, 6 – 7 p.m., Activity Room

This paint night will celebrate different aspects of Mexican heritage and culture through painting. All supplies will be provided. Please register.

LGBTQ Movie Night

Friday, October 20, 4 – 7 p.m., Auditorium

Join us for a screening of *Spoiler Alert* (PG-13).

Navigating the Silicon Valley Jungle

Saturday, October 21, 2 – 3 p.m., Auditorium

Explore and discuss ways to find peace, relaxation and health in our daily lives while living in a busy area like Silicon Valley.

Bilingual Mandarin/English Storytime

Tuesday, October 24, 10:30 – 11 a.m., Activity Room

Children's Librarian Emilie will read storybooks and lead children with songs and fingerplays.

兒童圖書館員 Emilie 將為小朋友讀圖畫故事書, 唱兒歌, 手指謠, 玩遊戲。

歡迎兒童們與家長裸母一同前來參加

Itty-Bitty Halloween Spooktacular

Wednesday, October 25, 10:30 – 11:30 a.m., Children’s Area

Join us for not so scary activities, costume parade and trick-or-treating in the library. Wear your costume and join the fun. This program is geared for children ages 0-6 and their caregivers.

Special Performance: Puppet Art Theater Co.

Wednesday, October 25, 7 – 8 p.m., Auditorium

Puppet Art Theater Co. presents Winnie the Witch. Tickets are not required but space is limited.

Milpitas Book Discussion Group

Wednesday, October 25, 7:30 – 8:30 p.m., Children’s Activity Room

We will be discussing [White Tears](#) by Hari Kunzru.

Reading Buddies for Grades K-5

Saturday, October 28, 2 – 3 p.m., Activity Room

Kids in grades K-5 can buddy up with a furry friend and read one-on-one from a favorite book.

MORGAN HILL -- 660 W. Main Avenue

Drawtober

Sundays, October 1, 8, 15, & 22, 3 – 4 p.m., Program Room

Teens 13+ and adults are invited to get creative with fellow art enthusiasts during open workshops in October. Challenge yourself to draw, doodle or sketch every day using themed prompts. All skill levels welcome. Join us for the kickoff event on Oct. 1 for free sketchbook distribution.

Snack Break – Free Snacks for Kids/Pausa de Merienda – Merienda Gratis Para Niños

Mondays-Thursdays, 3 – 4 p.m./lunes-jueves, 3 – 4 p.m.

Stop by the library and pick up a free after-school snack. For kids 18 years old and under, while supplies last. ¡Pasa por la biblioteca y recoge una merienda gratis después de la escuela! Para niños de 18 años y menores, mientras duren las reservas.

LEGO Club

Tuesdays, October 3, 10, 17, 24, & 31, 3 – 4 p.m.

Use LEGOs to build based on our weekly theme or build whatever you want.

First Tuesday Knit-In

Tuesday, October 3, 6:30 – 8:45 p.m., Large Side of Community Room

Knitters are welcome to come and work together. New knitters can get advice and assistance while advanced knitters can meet new friends.

After Dinner Book Club

Tuesday, October 3, 7:30 – 8:30 p.m., Program Room

We will be discussing [*Mexican Gothic*](#) by Silvia Moreno-Garcia.

Kids STEM Club

Wednesday, October 4, 3:30 – 5 p.m., Children’s Activity Room

School-aged children ages 5+ can drop in and explore different STEM topics with hands on activities. This month we will play with Keva planks.

Induction Cooking Demonstration

Wednesday, October 4, 6 – 7 p.m., Children’s Program Room

Watch a cooking demonstration and see why professional chefs endorse induction cooking. Please register.

College, Career & Life Skills Series: Financial Readiness

Wednesday, October 4, 6 – 8 p.m., Program Room

Learn about financial readiness for college and discover opportunities to apply for and receive financial aid, scholarships, grants, work-study awards, and more.

Toddler Storytime

Thursdays, October 5, 12, 19, & 26, 10:15 – 11 a.m., Children’s Activity Room

Toddlers (2-3 years old) and caregivers are invited to join us for stories, music, movement and more.

Preschool Storytime

Thursdays, October 5, 12, 19, & 26, 11 – 11:45 a.m., Children’s Activity Room

Children ages 4-5 and caregivers are invited to join us for stories, music, movement and more.

Tiny Tot Jamboree

Fridays, October 6, 13, 20, & 27, 11 – 11:45 a.m.

Toddlers (1-2 years old) and caregivers are invited to join us for short fun stories, rhymes, fingerplays and songs.

Itty Bitty Jamboree

Fridays, October 6, 13, 20, & 27, 11:45 a.m. – 12:30 p.m.

Babies (12 months and younger) and their caregivers are invited to join us for stories, music, movement, and more!

Bilingual Storytime

Saturdays, October 7, 14, 21, & 28, 10:15 – 11 a.m., Children’s Activity Room

Join us for stories, music, movement and more in English and Spanish!

Paleta Party Story and Art

Saturday, October 7, 2 – 3 p.m.

Join us to read [Paletero Man](#) by Lucky Diaz, a picture book celebrating the strength of community. Participating children will get to enjoy a tasty treat (paleta) after storytime, while supplies last.

Fabric-Stamping Tote Bags for Teens

Tuesday, October 10, 4 – 5:30 p.m., Program Room

Crafty teens between the ages of 12-18 are invited to customize your own tote bag using fabric paints and stamps. Space and supplies are limited, please register.

Family Fun Night: STEM

Tuesday, October 10, 6:30 – 8 p.m., Children’s Activity Room

Families with school-aged children will create art or participate in hands-on STEM activities. This program will feature STEM: NASA guests.

Special Performance: Cascada de Flores

Wednesday, October 11, 6 – 7 p.m., Program Room

Celebrate Hispanic Heritage Month with a heartwarming bilingual concert featuring Cascada de Flores. No registration is required.

Safe Space Meeting for LGBTQ+ Youth

Fridays, October 13 & 27, 4 – 5:30 p.m., Small Program Room

This in-person support group is for youth and young adults (ages 13-25). Play games, participate in group activities and discussions and build community. No registration necessary.

ESL Conversation Club

Saturdays, October 14, 21, & 28, 11 a.m. – 12 p.m., Adult Program Room

Practice your English conversation skills with friends. This program is for adults who speak basic English. Please register online.

Zumba

Mondays, October 16 & 23, 6 – 7 p.m.

Join us for a free dance and rhythm-based workout. This Latin-inspired, easy-to-follow, fitness party exhilarates your senses and works all major muscle groups in a high-energy cardio blast.

Library Ukulele Society

Tuesday, October 17, 5 – 7 p.m., Community Room

Bring your uke and music stand or come to listen and sing along! No registration required.

Horror Writers Association Panel and Book Reading

Tuesday, October 17, 7:30 – 8:45 p.m., Program Room

Authors Francesca Maria and Sumiko Saulson will be reading from their published work, discuss the importance of the horror genre, and engage in a Q&A with the audience. This discussion is for teens 16+ and adults.

Kids Art Club

Wednesday, October 18, 3:30 – 5 p.m., Children’s Activity Room

School-aged children will explore different techniques, styles, and art materials each month. This drop in program is for children ages 5+ and their adults.

Tarot Art for Teens

Wednesday, October 18, 6 – 8 p.m., Program Room

Professional multi-media artist Melina Alexa Ramirez will share how she uses her artistry to craft original tarot cards to reflect her community, her culture, and her voice. This class will help you create your own version of what these cards mean to you. Please register.

Author Talk

Thursday, October 19, 4 – 5 p.m., Program Room or Zoom

Hear from distinguished Oakland librarian and public historian Dorothy Lazard.

Cybersecurity Awareness

Friday, October 20, 4 – 5 p.m., Program Room

Mark Nagel from the District Attorney’s Office will offer a presentation on common scams and general cybersecurity concerns. No registration is required.

Brain Health & Dementia: A Better Way Forward

Tuesday, October 24, 7 – 8 p.m., Program Room

Join us for an informative discussion about dementia’s causes, risk factors, and impact on families struggling to provide dementia care. Please register.

SARATOGA -- 13650 Saratoga Avenue

California Color Art Show

Through October 31, Main Lobby

Enjoy an exhibit of paintings by members of the Santa Clara Valley Watercolor Society.

Cybersecurity Awareness

Monday, October 2, 11 a.m. – 12 p.m.

Mark Nagel from the District Attorney’s Office will offer a presentation on common scams and general cybersecurity concerns. No registration is required.

Family Storytime

Tuesdays, October 3, 10, 17, 24, & 31, 11 – 11:30 a.m., Orchard Room

Saturdays, October 7, 14, 21, & 28, 11 – 11:30 a.m., Community Room

Join us for stories, rhymes, fingerplays and songs.

Paying for College with Scholarships: Developing Unique Essays

Tuesday, October 3, 7 – 8 p.m., Community Room

College scholarships exist for everyone, regardless of academic merit or personal background. This program will teach participants how to develop a series of interchangeable written “modules” that can be used to address the most popular aspects of multiple scholarship essay prompts. Register to reserve your seat.

Sci-Fi & Fantasy Book Club

Tuesday, October 3, 7 – 8 p.m., Orchard Room

We will be discussing [Mexican Gothic](#) by Silvia Moreno-Garcia. Visit the Adult Reference Desk to register and pick up a copy of the book.

Knit & Crochet Circle

Wednesday, October 4, 10:30 a.m. – 12 p.m., Orchard Room

Bring your own projects, ask questions, receive or give help, share ideas, and meet new people.

Coding Club for Middle Schoolers

Wednesdays, October 4, 11, 18, & 25, 4 – 5:30 p.m., Community Room

This is a club for working on your own projects around other students who love programming. This is for kids ages 11-14. Please bring your own device or come early to check out a laptop from the library. Any coding language or game design tool is welcome. Register to guarantee a spot.

Baby Storytime (12 months or younger)

Fridays, October 6, 13, 20, & 27, 11 – 11:30 a.m., Community Room

Join us for stories, rhymes, fingerplays and songs.

Portrayal of Rose Kennedy: A Mother’s Story

Sunday, October 8, 2 – 3 p.m.

Performer Kathy Esteves-Bates brings American icon Rose Kennedy to life as she reflects on the triumphs and tragedies of the Kennedy family.

Ukulele Jam Session

Tuesdays, October 10, 17, & 24, 10:30 – 11:30 a.m., Community Room

All players who know basic chords in beginner to intermediate levels are welcome to drop in and jam! Bring your uke, all other materials will be provided.

Chinese Book Club/中文書友會

Thursday, October 12, 10:15 a.m. – 12:15 p.m.

The October book selection is [過於喧囂的孤獨](#) by Bohumil Hrabal. This discussion is primarily in Mandarin. Please register.

Bridge Drop-in Session

Fridays, October 13 & 27, 10 a.m. – 12 p.m.

Practice playing in a friendly environment. This is not an instructional class.

Family Bingo: Halloween

Friday, October 13, 4 – 5 p.m., Community Room

Join us for good times and fun prizes with a Halloween themed afternoon of Bingo. Bring the whole family, as all ages are welcome, and feel free to wear your Halloween costumes. Admission is first come, first-served.

Protect Yourself From Scammers

Monday, October 16, 10:30 – 11:30 a.m.

A representative from the Consumer Protection Unit at the DA's Office will discuss scams that target older adults including the grandparent scam, prizes/sweepstakes/lottery scams, tech support scams and refund and recovery scams.

Mystery Book Club

Monday, October 16, 7 – 8 p.m., Orchard Room

We will be discussing [Vera Wong's Unsolicited Advice for Murderers](#) by Jesse Q. Sutanto. Stop by the Adult Reference Desk to sign up for the meeting and pick up a copy of the book.

Travel Program: Côte d'Ivoire/Ivory Coast

Tuesday, October 17, 7 – 8 p.m.

Enjoy a video presentation that offers an inside view of life in remote villages. Learn about artisanal markets, hear the invigorating drumbeat of music and acrobatics of dancers.

LEGO Club

Wednesday, October 18, 4 – 5 p.m., Orchard Room

Children in grades K-7 are invited to build and create using LEGOs. No registration required. Space is limited.

Mandarin/English Storytime

Thursday, October 19, 11 – 11:30 a.m., Orchard Room

Enjoy fun stories, fingerplays, action rhymes and songs in Mandarin and English.

Teatime Book Chatter

Thursday, October 19, 1 – 2 p.m., Orchard Room

Visit the Adult Reference Desk to register and pick up a copy of the book.

Author Event and Writing Workshop

Monday, October 23, 7 – 8:30 p.m.

Join author Julia Vee to learn about her books, the path to publication, independent and traditional publishing, and a workshop about how writing flash fiction can improve your writing craft.

Spanish/English Storytime

Thursday, October 26, 11 – 11:30 a.m., Orchard Room

Enjoy fun stories, fingerplays, action rhymes and songs in Spanish and English.

SERVICES & SUPPORT CENTER (SSC) – 1370 Dell Avenue, Campbell

Joint Powers Authority Board – Finance Committee

Wednesday, October 11, 1 – 2 p.m., Campbell Conference Room

For information about meetings, agendas and packets please visit <https://scclid.org/jpa/>.

Joint Powers Authority Board

Thursday, October 26, 12 – 1 p.m., Campbell Conference Room

For information about meetings, agendas and packets please visit <https://scclid.org/jpa/>.

WOODLAND – 1975 Grant Road

Monday Morning Meditation and Mindfulness

Monday, October 2, 10:30 – 11 a.m., Orchard Room

Come practice meditation for 20 minutes then ask questions for ten minutes with instructor Manisha.

Canine Companions Reading Buddies

Fridays, October 13 & 27, 3:30 – 4:30 p.m., Children’s Area

Practice your reading skills with a friendly dog. This program is perfect for emergent readers. Please register.

Bedtime-Themed Family Storytime

Sunday, October 15, 11:30 a.m. – 12:30 p.m., Backyard Patio

Join us in the backyard of the library for stories, songs, fingerplays as we enjoy a bedtime themed storytime.

Halloween Family Storytime

Sunday, October 29, 11:30 a.m. – 12:30 p.m., Backyard Patio

Join us in the backyard of the library for stories, songs, fingerplays as we celebrate Halloween.

ONLINE EVENTS (Please register online)

Virtual Author Talk: Rick Steves

Tuesday, October 10, 1 – 2 p.m.

Guidebook author and TV host Rick Steves will share the latest in smart European travel.

Tax Optimization and Best Tax Practices

Tuesday, October 10, 7 – 8 p.m.

Review how to optimize your tax situation now while taking into consideration your future tax bracket.

Learn AI Before AI Learns You

Tuesday, October 10, 7 – 8:30 p.m.

Get a peek into what artificial intelligence (AI) is and how it is reshaping our lives, how we leverage AI to do things efficiently and the skills and knowledge young learners need to be prepared for the future AI driven workforce.

Online English Conversation Club

Thursdays, October 12, 19, & 26, 11 a.m. – 12:15 p.m.

Meet new friends and practice English together.

Get Started with Libby

Wednesday, October 18, 8 – 9 a.m.

Join us for a one-hour presentation to help you get started with OverDrive's app, Libby, and get access to eBooks and Audiobooks.

Virtual Author Talk: Ruth Ware

Wednesday, October 18, 11 a.m. – 12 p.m.

Bestselling author Ruth Ware will discuss her latest book [Zero Days](#).

Estate Planning After Sunset of Estate Tax Cuts

Tuesday, October 24, 7 – 8 p.m.

On January 1, 2026, the Tax Cuts and Jobs Act of 2017 will sunset. This could bring significant changes for many taxpayers. Learn more at this session.

Virtual Author Talk: John Irving

Thursday, October 26, 4 – 5 p.m.

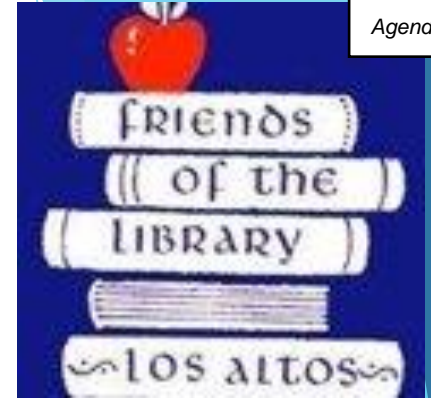
International bestselling author John Irving will discuss his most recent novel, [The Last Chairlift](#), and his prolific body of work from a lifetime spent writing.

Los Altos and Woodland Libraries

October 2023



Study Pods Now Available!



Reserve using the QR code below.





Items Checked Out

	Los Altos Library	Woodland Branch Library		Los Altos Library	Woodland Branch Library
January 2022	42,750	7,220	January 2023	47,717	8,862
February 2022	40,749	6,799	February 2023	44,300	6,715
March 2022	43,485	7,031	March 2023	44,615	8,982
April 2022	43,914	7,808	April 2023	46,149	8,301
May 2022	41,928	7,304	May 2023	43,370	7,909
June 2022	46,824	8,252	June 2023	48,126	8,368
July 2022	48,862	8,609	July 2023	50,526	8,564
August 2022	49,391	8,398	August 2023	50,631	9,260
September 2022	46,112	8,205			
October 2022	42,619	7,465			
November 2022	40,725	7,818			
December 2022	43,018	7,708			

Items Checked In

	Los Altos Library	Woodland Branch Library		Los Altos Library	Woodland Branch Library
January 2022	41,658	8,861	January 2023	43,456	9,910
February 2022	37,522	7,870	February 2023	40,759	9,339
March 2022	42,087	8,804	March 2023	44,627	9,793
April 2022	40,453	8,822	April 2023	44,064	10,134
May 2022	40,965	9,082	May 2023	43,939	9,722
June 2022	44,494	9,614	June 2023	44,970	10,697
July 2022	46,457	10,121	July 2023	47,039	10,216
August 2022	46,207	9,935	August 2023	47,266	10,704
September 2022	45,179	9,698			
October 2022	42,343	9,880			
November 2022	40,670	9,445			
December 2022	40,950	9,605			

Patrons Served Online

	Los Altos Library	Woodland Branch Library
January 2022	9,282	1,606
February 2022	8,942	1,540
March 2022	9,174	1,569
April 2022	9,060	1,547
May 2022	9,185	1,589
June 2022	9,476	1,646
July 2022	9,677	1,640
August 2022	9,912	1,696
September 2022	9,757	1,653
October 2022	9,526	1,609
November 2022	9,936	1,649
December 2022	9,875	1,646

	Los Altos Library	Woodland Branch Library
January 2023	10,359	1,716
February 2023	10,230	1,717
March 2023	10,470	1,758
April 2023	10,325	1,677
May 2023	10,415	1,732
June 2023	10,563	1,757
July 2023	10,836	1,774
August 2023	11,050	1,828

Patrons Served In Person

	Los Altos Library	Woodland Branch Library
January 2022	7,981	1,812
February 2022	7,308	1,569
March 2022	8,373	1,788
April 2022	8,296	1,889
May 2022	8,201	1,780
June 2022	8,812	1,896
July 2022	9,008	1,994
August 2022	9,429	1,995
September 2022	8,648	1,910
October 2022	8,367	1,759
November 2022	7,739	1,766
December 2022	8,145	1,877

	Los Altos Library	Woodland Branch Library
January 2023	9,097	2,129
February 2023	8,520	1,645
March 2023	8,723	2,250
April 2023	8,954	2,130
May 2023	8,560	1,983
June 2023	9,082	2,038
July 2023	9,487	2,108
August 2023	9,355	2,079

ADULT & TEEN PROGRAMS

- October 1 - October 30 -Award winning Watercolorist Candy Yu's "Watercolor: Precision and Spontaneity" work will be featured on the art all
- Mondays at 10:30 am - Monday Morning Meditation and Mindfulness
- Mondays at 7:00 pm (Woodland)- Monday Meditation & Mindfulness
- October 4 at 7:00 pm -World Affairs: Putin's Gamble
- October 17 at 7:00 pm - Building Community in Neighborhoods
- October 23 at 7:00 pm- California Native Gardening with Helen Popper at Los Altos Library

<https://scclld.org/events>

Children's Programs

- ▶ **Family Storytime (every Tuesday) at 11:00 am**
- ▶ **Eclipse Model Making for Grades K+ (10/12 at 3:30 pm)**
- ▶ **Bilingual Spanish Storytime (Fridays at 10:30 am)**
- ▶ **Halloween Family Magic Show (10/23 at 5:00 pm)**
- ▶ **Book Club Talk for Kids (10/25 at 4:30 pm)**
- ▶ **Canine Companions at Woodland (10/27 at 3:30 pm)**



Gate Count Year to Date

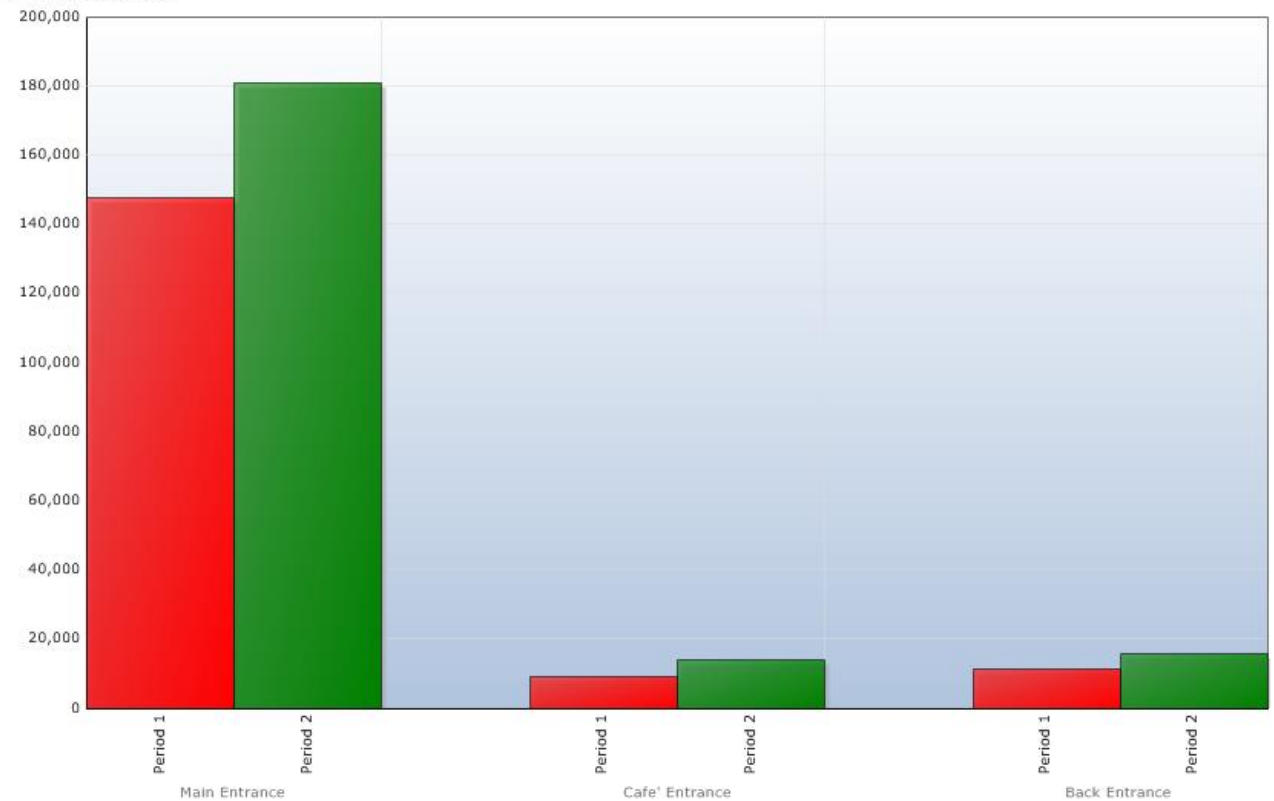
Period 1: 1/1/2022 to 9/1/2022

Period 2: 1/1/2023 to 9/1/2023

Agenda Item 13.

Location	Period 1	Period 2	Gain/Loss
Main Entrance	147,864	181,027	22%
Cafe' Entrance	9,281	14,369	55%
Back Entrance	11,684	15,725	35%
Total	168,829	211,121	25%

Los Altos - Year to date compared to last year
3 Locations Grouped
Period 1: 1/1/2022 to 9/1/2022
Period 2: 1/1/2023 to 9/1/2023



Open Access Patron Point Email Sent on 9/25/23

Can't see this email? [Click here](#) to view this message in browser window.



Sign Up for **Open Access** Self Service at **Woodland Library!**

Dear Patron,

Have you heard of our self service program, **Open Access**? Sign up and enjoy exclusive, self-service **access** to browse and check out library materials, relax and read, or use the WIFI, our computers, printers and copy machines.

NEW!

Video Tutorial for Open Access

