



LIBRARY COMMISSION MEETING AGENDA

6:30 PM - Thursday, March 03, 2022

Teleconference

Please Note: Per California Executive Order N-29-20, the Library Commission will meet via Telephone/Video Conference only.

Telephone: 1-650-242-4929 Meeting ID: 149 754 9901

<https://webinar.ringcentral.com/j/1497549901>

Passcode: 030322

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 Ringcentral installed (available at <http://www.ringcentral.com/download.html>). To request to speak, please use the "Raise hand" feature located at the bottom of the screen.

TO PARTICPATE 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 jchew@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 February 3, 2022

INFORMATIONAL ITEMS**2. Santa Clara County Library District Presentations**

Receive information and updates from County Staff

3. Presentation - Space for Friends of the Library

Receive presentation from Library Staff on space in the library for Friends of the Library

4. Receive information from Friends of the Library**5. Receive update from NCLA and LALE****COMMISSION/SUBCOMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS****6. Receive information and announcements from City staff****7. Subcommittee Updates**

A. Infrastructure Subcommittee (Carter, Gee, Wheeler)

B. Services Subcommittee (Bedard, Crane)

C. Awareness Subcommittee (Carter, Dixit, Wheeler)

D. Futures Subcommittee (Crane, Gee)

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.

**MINUTES OF THE MEETING OF THE LIBRARY COMMISSION OF THE CITY OF
LOS ALTOS, HELD ON THURSDAY, FEBRUARY 3, 2022, AT 6:38 P.M. VIA
TELECONFERENCE IN LOS ALTOS, CALIFORNIA**

ROLL CALL

PRESENT: Commissioners Bedard, Carter, Crane, Gee and Wheeler

ABSENT: None

PUBLIC COMMENTS

None

ITEMS FOR CONSIDERATION/ACTION

1. Approve minutes of the meeting of January 6, 2022

Action: Upon a motion by Commissioner Gee, seconded by Commissioner Bedard the Commission unanimously approved 5 – 0 to approve the minutes of the January 6, 2022, Library Commission meeting.

2. Update from County Staff

County Librarian Jennifer Weeks presented the monthly update for Santa Clara County. She highlighted the following information:

- SCCLD Poet Laureate
- SCCLD virtual and in person programs

Community Librarian Rose Baiza presented the monthly update for the Los Altos Library and Woodland Branch. He highlighted the following information:

- Los Altos Statistics for January 2022
- Los Altos library virtual and in person programs

3. Work Plan Subcommittee

Action: Upon a motion by Chair Wheeler, seconded by Commissioner Carter the Commission unanimously approved 5 – 0 to dissolve the Work Plan Subcommittee.

4. North County Library Authority (NCLA) Memo

Action: Upon a motion by Chair Wheeler, seconded by Commissioner Bedard the Commission unanimously approved 5 – 0 to recommend and forward the memo to NCLA.

INFORMATIONAL ITEMS

5. Information from the Friends of the Library

Elayne from the Friends of the Library advised the commission that the Friends have a new mission statement, and the next book sale is March 4-6.

6. Update from NCLA/Redevelopment Task Force

NCLA President Cindy Hill reported that they reviewed their operations and building funds. Cindy Hill reported on LALE finances and upcoming speakers.

7. Update from City Staff

- Staff Liaison Jaime Chew reported that the Los Altos Community Center has expanded the hours to Monday – Friday 8am to 5pm

COMMISSIONERS' REPORTS AND COMMENTS

8. Infrastructure Subcommittee

Action: Subcommittee met. Chair Wheeler presented on the Woodland Branch Library. Commissioner Gee spoke on the specifics of partitioning the Orchard room.

9. Services Subcommittee

Action: Subcommittee met. Commissioner Bedard provided an update on the book drop boxes in addition to passport services and other various services ideas.

10. Awareness Subcommittee

Action: Subcommittee met. Chair Wheeler discussed current and upcoming ads.

11. Futures Subcommittee

Action: Subcommittee met. Commissioner Gee provided an overview on redevelopment presentation.

12. Work Plan Subcommittee

Action: Subcommittee did not meet.

FUTURE AGENDA ITEMS

ADJOURNMENT

Chair Wheeler adjourned the meeting at 8:14pm.

March 2022
Library Stakeholder Report
Jennifer Weeks, County Librarian

Kinder Readiness at the Library

Is your little one getting ready to start kindergarten? If so, let the Library help prepare you parents and caregivers with a trio of workshops led by early childhood educator Dr. Gerardo Lopez.

You will learn how to help your child acquire essential skills around language and communication, math and science, and social emotional development. These workshops will help you prepare your child for kindergarten and ensure a smoother transition to school life.

The workshops are being held virtually on Saturday mornings in March to make them as accessible as possible.

Saturday, March 12 @ 11 a.m.
Saturday, March 19 @ 11 a.m.
Saturday, March 26 @ 11 a.m.

You can register on the Library District's [website](#).

Get Ready for Kindergarten



Virtual Workshop Series for Parents and Caregivers with Dr. Gerardo Lopez

Silicon Valley Reads March Events

March is prime time for Silicon Valley Reads, with several virtual appearances by authors, including SVR's featured authors for kids and adults. Children's author [Christine Paik](#) ([The Girl in the Gold Dress](#)) and teen author [Adib Khorram](#) ([Darius the Great is Not Okay](#)) kick things off on March 3 with individual talks.

On March 8 [Richard Lui](#), featured author of [Enough About Me: The Unexpected Power of Selflessness](#), will share details about his decision to place his career on hold and return home to the Bay Area to take care of his father, who suffers from Alzheimer's Disease. On March 22, husband and wife team [J.J. and Chris Gravberstein](#) will talk about their YA book [Shine!](#) and [Pastor Bruce Reyes-Chow](#) will talk about his work, [In Defense of Kindness](#).

Find the full list of Silicon Valley Reads events on the [website](#). If you have not already done so, [register for SVR2022](#) on Beanstack. Everyone who logs in a book and completes a short "Write Your Thoughts" activity will be eligible for a special thank you prize.



Women's History Month Library Events



The theme for 2022's Women's History Month is [Providing Healing, Promoting Hope](#). This is a recognition of the key role that women have performed in the response to COVID-19 and the day-to-day work that many women perform at home and professionally to care for others.

Both the [Smithsonian Institute](#) and the [National Women's History Museum](#) are hosting virtual events throughout the month. Use our free eResources, [The Great Courses](#), to

watch documentaries and learn about the Women's Movement, how the Civil War affected women, as well as the role of women in the early days of baseball.

Also, look for special displays at our libraries about Women's History. From Amelia Earhart to Amy Tan to Kamala Harris, women make great strides in society and leave their mark.

Virtual Homework Help Available

Students are invited to join SCCLD's online tutoring pods. Free online homework help will be offered for students in grades 1-12 through May 26th via Zoom. This service aligns to Common Core math and ELA and provides personalized social emotional growth activities and learning support.

Sessions for students in grades 1-6 will be available Mondays and Wednesdays from 3:30pm-5pm. Sessions for students in grades 7-12 are available Tuesdays and Thursdays from 3:30pm-5pm. Tutors are provided by the Bay Area Tutoring Association and the coach to student ratio is a maximum of 1:8. Students will be organized by grade level within each session. Up to 50 students can attend each session and waitlists will be available. This service is offered to residents of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill, Saratoga, and the unincorporated areas of Santa Clara County.

Register in advance on our [website](#).

We All Can Use a Little Relaxation with Headspace

Life today can be stressful. Between tax season, the kids' school, work, and COVID related issues, sometimes you need a mental break. The mindfulness app [Headspace](#), available for free through the Library, has many features to help patrons relax, unwind, and improve their productivity. Have you checked it out recently? There are new options regularly, including relaxing music lists to help with sleep and guided meditation sessions of any length of time you prefer. Find a little Headspace for yourself today.





Los Altos Library and Woodland Branch Library

March 2022

Welcoming New Faces

Heidi von Mayrhauser

Acting Children's Supervising
Librarian

Pat Oey

Full Time Children's Librarian

Agenda Item 2.

Items Checked Out

Los Altos Library

July 2021	45,833
August 2021	42,867
September 2021	40,389
October 2021	38,027
November 2021	39,638
December 2021	41,943
January 2022	42,750
February 2022	N/A

Woodland Branch Library

July 2021	8,361
August 2021	7,215
September 2021	7,253
October 2021	7,326
November 2021	6,422
December 2021	7,183
January 2022	7,220
February 2022	N/A

Items Checked In

Los Altos Library

July 2021	43,495
August 2021	42,126
September 2021	37,535
October 2021	37,583
November 2021	37,142
December 2021	38,939
January 2022	41,658
February 2022	N/A

Woodland Branch Library

July 2021	8,913
August 2021	9,301
September 2021	8,615
October 2021	8,593
November 2021	8,444
December 2021	8,074
January 2022	8,861
February 2022	N/A

Patrons Served at the Library

Los Altos Library

July 2021	8,475
August 2021	8,113
September 2021	7,759
October 2021	7,351
November 2021	7,290
December 2021	7,748
January 2022	7,981
February 2022	N/A

Woodland Branch Library

July 2021	1,780
August 2021	1,655
September 2021	1,628
October 2021	1,628
November 2021	1,541
December 2021	1,668
January 2022	1,812
February 2022	N/A

Patrons Served Online

Los Altos Library

June 2021	9,034
July 2021	8,723
August 2021	8,776
September 2021	8,852
October 2021	8,798
November 2021	8,702
December 2021	8,849
January 2022	9,282
February 2022	N/A

Woodland Branch Library

June 2021	1,575
July 2021	1,524
August 2021	1,564
September 2021	1,526
October 2021	1,479
November 2021	1,461
December 2021	1,515
January 2022	1,606
February 2022	N/A

2/9/22 N95 Mask and COVID Test Kits handout

- Santa Clara County provided SCCLD with N95 and COVID-19 test kits to hand out
- 4 masks and 2 test kits (4 total tests) were handed out per person/vehicle
- Los Altos Library was the first to attempt this one-time service and handed out over 2500 masks & tests to patrons on the first day
- Seeing the overwhelming response to the Los Altos Library event, supplies were increased at other locations and SCCLD handed out over 30,000 masks & tests in total



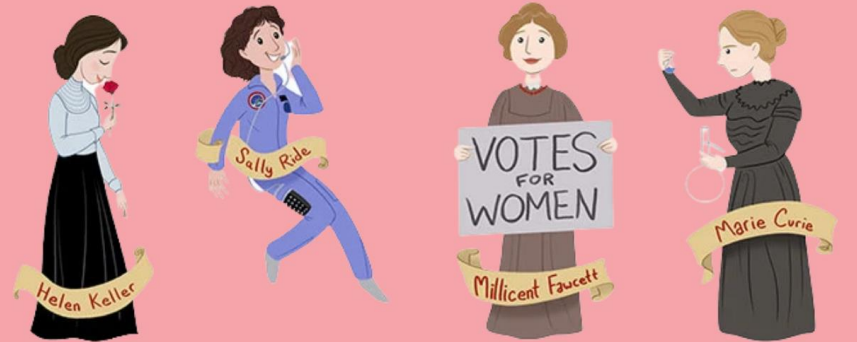
*Images taken from google, not actual picture of product provided by the county

Program
Room Usage
Delayed
4/11/22

In-person programs will
restart in April

Program room rental for
public use has also been
pushed back to align with
this date

Strong Women Make History



Agenda Item 2.



Strong Women Make History

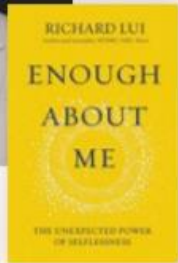


SILICON VALLEY READS 2022

THE POWER OF **KINDNESS, RESILIENCE, & HOPE**



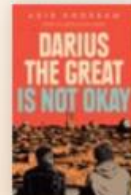
Join Silicon Valley Reads and Los Altos Library Endowment in a lively conversation with **Richard Lui** (Anchor and Journalist, NBC News/MSNBC) to discuss his new book: *Enough About Me: The Unexpected Power of Selflessness.*



MARCH 8TH, 2022 • 6:30 P.M. • ONLINE

You are also invited to a free showing of Richard Lui's movie, *Sky Blossom*, followed by a live interview with Richard Lui on March 16th, 6:30 p.m., at the 3Below Theater in San Jose.

For more information and to register, visit www.siliconvalleyreads.org/events



SVR: Richard Lui 3/8/22 at 7 PM

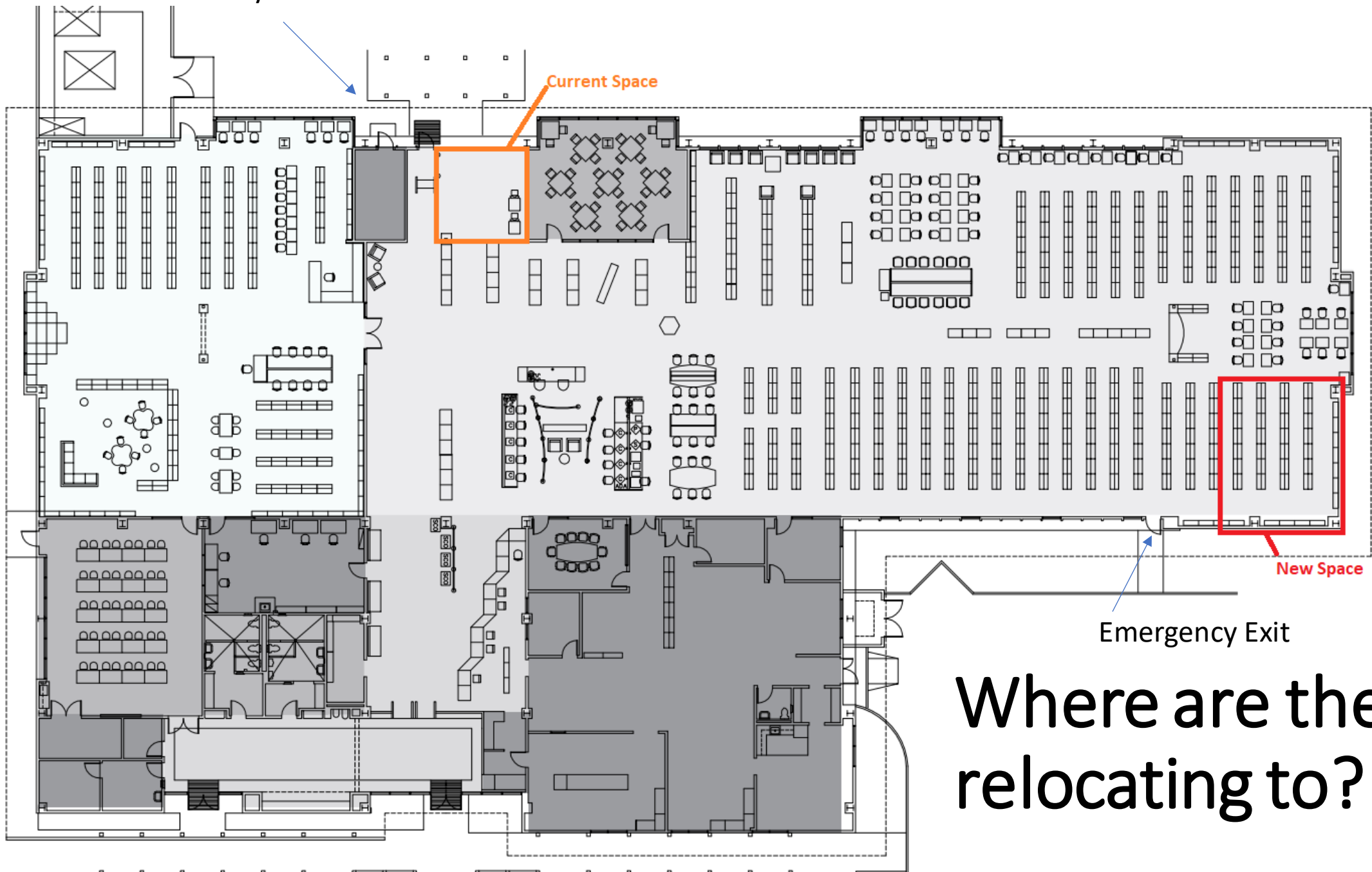
REGISTER: SCCLD.ORG/EVENTS

Congratulations to Rose Baiza!



Relocating the Friends of the Library





Where are they relocating to?

Why are the Friends of the Library moving?

The City of Los Altos is looking to update the civic center

FOL are already working in the Library; consolidating from the portables to one location will streamline workflow

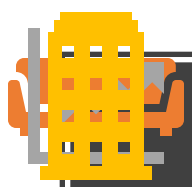
It will free up premium space in the library for community use by relocating their current workspace by the City Hall entrance to the new location

Why was this location selected?

Moves the current setup from premium space close to exit/entrance to another part of the library

Out of the way, mainly used for collection storage

Next to an emergency exit point, minimize disruption to library users for FOL to use for their operations



What's changing?

Agenda Item 3.

Opening space by the city hall entrance for high demand collections and more seating

Update our current collection and space to reflect usage trends

Room structure will be built to house the FOL operations, with shelving along the outside walls

The following images are concepts being considered, not necessarily the final product

Exploring Our Options





Installing quiet study/work pods of various sizes for group work, meetings and tutoring

Adding more furniture for reading and work



Updating shelving units to be more efficient in storage and displaying



Friends of the Library

Agenda Item 3.

The Friends of the Library are an important part of the library ecosystem

Book donations and used books sales are both popular services with the Los Altos community

Funds generated by sales go to support the library collection, programs, new furniture and other innovations



Thank you!

Any questions?

3-3-2022 Report of the Infrastructure Subcommittee

1. Nelvin to report on progress with foldable door panel vendors for dividing Orchard Room.

REPORT: Nelvin has met with the exclusive distributors of the three top manufacturers of foldable partitions.

The partition manufacturers are Modern Fold, Modernco, and HufCor.

Two of the distributors (Modern Fold and Modernco) provided a great deal of detail regarding what would be required to prepare the Orchard Room for the installation of foldable partitions.

Nelvin, Freddie, and Bryant met with Ken Dellinger, the distributor for Modern Fold at the Orchard Room on Feb 18. Mr. Dellinger installed foldable partitions at the Morgan Hill Library so the SCCLD has experience working with him and he understands working with the District. Mr. Dellinger offered to provide us with drawings which will help progress the project and assist in our meeting with the Fire Marshall.

2. Carolle to report on her son's other ways of dividing the Orchard Room. Please see attached pdf from Craig showing other ways.

REPORT: Drawing provided by Carolle's son which shows how the Orchard Room could be divided if something other than a 50:50 divide was selected.

3. Freddie has reached out to Fire Marshall to arrange meeting at Orchard Room.

REPORT: The Fire Department contact for Library issues provided by Rose is no longer with the SCCFD. Freddie has left messages with new Deputy Fire Marshall in charge of Los Altos, Jose Garcia.

4. Any news regarding fix for Patio Door at Woodland Branch?

REPORT: Bryant will investigate. At present the door still won't close due to air pressure from the HVAC. Bryant will also investigate with the Maintenance Director whether there is any way the noise from activating the push bar can be dampened.

The next meeting of the Infrastructure Subcommittee is scheduled for March 31 at 4:00pm.

3-3-2022 Report of the Awareness Subcommittee

1. LALE ads for March, April, May - Cindy Hill, President of LALE, suggested that since April is Library Staff Appreciation month, the LALE ad should focus on Appreciation of our Library Staff. The following topics were scheduled:

March – Free Weston Wood Children’s Videos

April – LinkedIn Learning

May – E-Library Card – Instant Access to Online Library Resources

REPORT: Library Staff Appreciation Month will be the topic of the LALE ad for April. LinkedIn Learning will move to May or June. E-Library Card will be moved to another time slot. Sharvari offered to find free clipart depicting library staff.

Bryant suggested that the Los Altos community should be aware that the Main Library and the Woodland Branch both offer Medication Disposal Bags and Sharps Disposal Containers. Both the Rx disposal bags, and sharps containers are mailed back directly to companies that properly process the contents. This is a great free service that is very much underutilized.

We will ask LALE if they will use their ad in the 4th week of April to publicize this service of the library because April 30th is National Prescription Drug Takeback Day. The timing of the ad and the National Day of Recognition would coincide perfectly. If LALE is unable to use this the topic for that ad, we will feature this service in the May Awareness Subcommittee LALE ad.

Bryant also suggested other underutilized services provided by the library such as being an eyeglasses donation site and a battery disposal site. He also suggested that we might come up with an ad featuring all the random items available to take home from the library such as Driver’s Handbooks for the exam and other items. We will work with Bryant to explore such an ad in the future.

2. Freddie reported back to the Subcommittee that the LALE Board approved our request for funding for these ads for calendar year 2022.

3. Carolle reported on PSA possibilities with Gunn High School, Homestead High School and Mt View High School.

REPORT: Carolle reported that both none of the three high schools offered PSAs, but Gunn and Homestead offered opportunities for the library staff to speak to a student who might feature the PSA information in an article. Mt. View High did not respond further.