



LIBRARY COMMISSION MEETING AGENDA

6:30 PM - Thursday, June 01, 2023

Los Altos Community Center - Sequoia Room

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

<https://losaltosca.gov.zoom.us/j/87944845826?pwd=NFBkVytidWZ5M2swdmNXQWNVUCtFQT09>

+16694449171, Meeting ID: 879 4484 5826, Passcode: 185385

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. 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 LCpubliccomment@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 special meeting of May 4, 2023
2. **Main Library Patio Project:** Discuss Main Library patio expansion project

COMMUNITY PARTNER UPDATES

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

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

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

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 SPECIAL MEETING MINUTES

5:30 PM - Thursday, May 04, 2023

Los Altos Community Center - Apricot Room

During the Library Commission meeting of May 4, 2023, a technical issue occurred that caused staff to interrupt the video recording. Sections of the video have been removed due this occurrence and are not available for viewing. The Commission continued with the meeting while the issue was being resolved; thus, some sections of the discussion may not be available for the video recording. However, staff has reflected all relevant discussion and motions in the minutes for the meeting.

ESTABLISH QUORUM

Chair Crane called the meeting to order at 5:30pm

PRESENT: Chair Crane, Vice Chair Wheeler (virtual), Commissioners Bedard, Gee, and Fawcett

ABSENT: Commissioner Carter

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 April 6, 2023 and the special meeting of April 20, 2023

Public Comment: None

Action: Upon a motion made by Chair Crane and seconded by Commissioner Gee, the Library Commission voted to approve the minutes of the regular meeting of April 6, 2023 with minor changes.

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

Oppose: None

Abstain: None

Motion passed, unanimously: 5-0-0

Action: Upon a motion made by Chair Crane and seconded by Vice Chair Wheeler, the Library Commission voted to approve the minutes of the regular meeting of April 6, 2023 with minor changes.

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

Oppose: None

Abstain: None

Motion passed, unanimously: 5-0-0

2. **Special Meeting:** Recap April 20, 2023 special meeting and discuss follow up

COMMUNITY PARTNER UPDATES

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

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

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

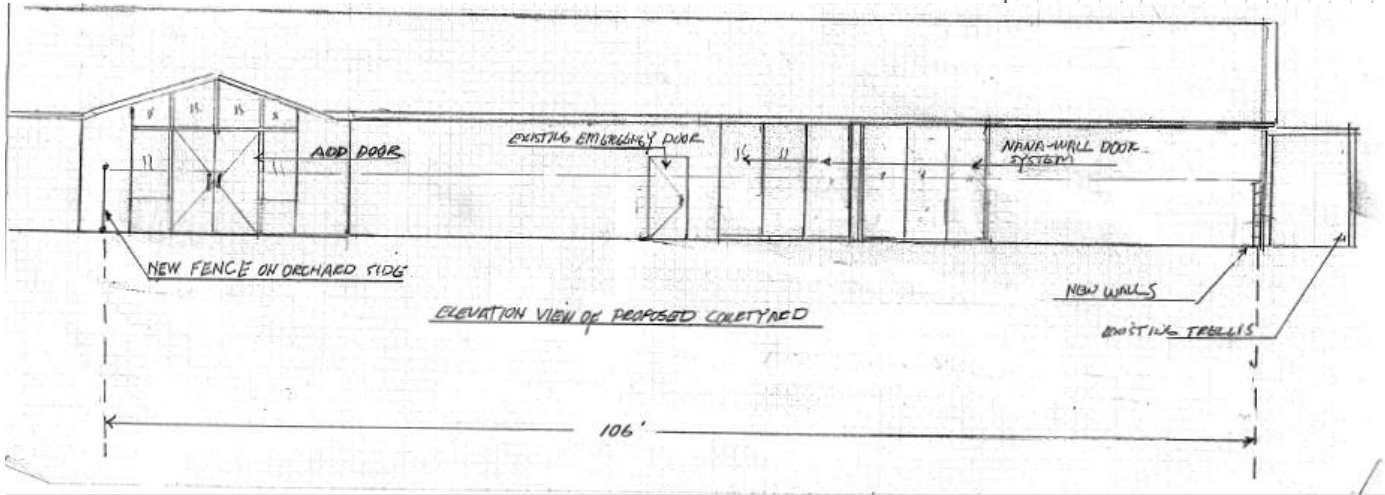
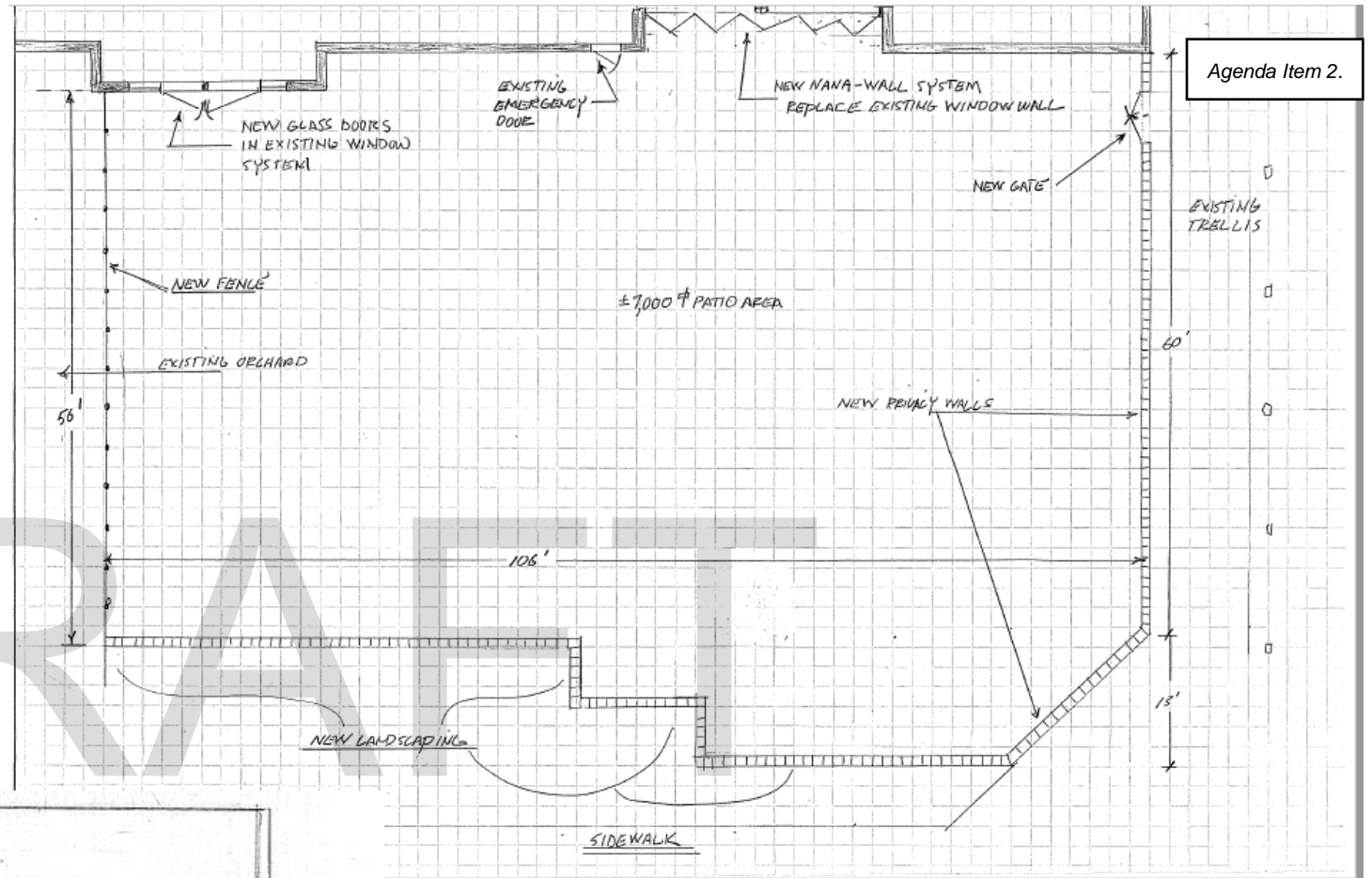
ADJOURNMENT

Chair Crane adjourned the meeting

Los Altos Potential Patio Project

DRAFT

Agenda Item 2.





With City Council Approval...

DRAFT



Form advisory committee to move from conceptual to concrete planning (including donor and one member from each supporting organization LALE, OCC, Commission, Library)



Continue to develop community partnerships to make project most relevant

With City Planning Commission Approval...

DRAFT



SCCLD to lead public bid process and project management

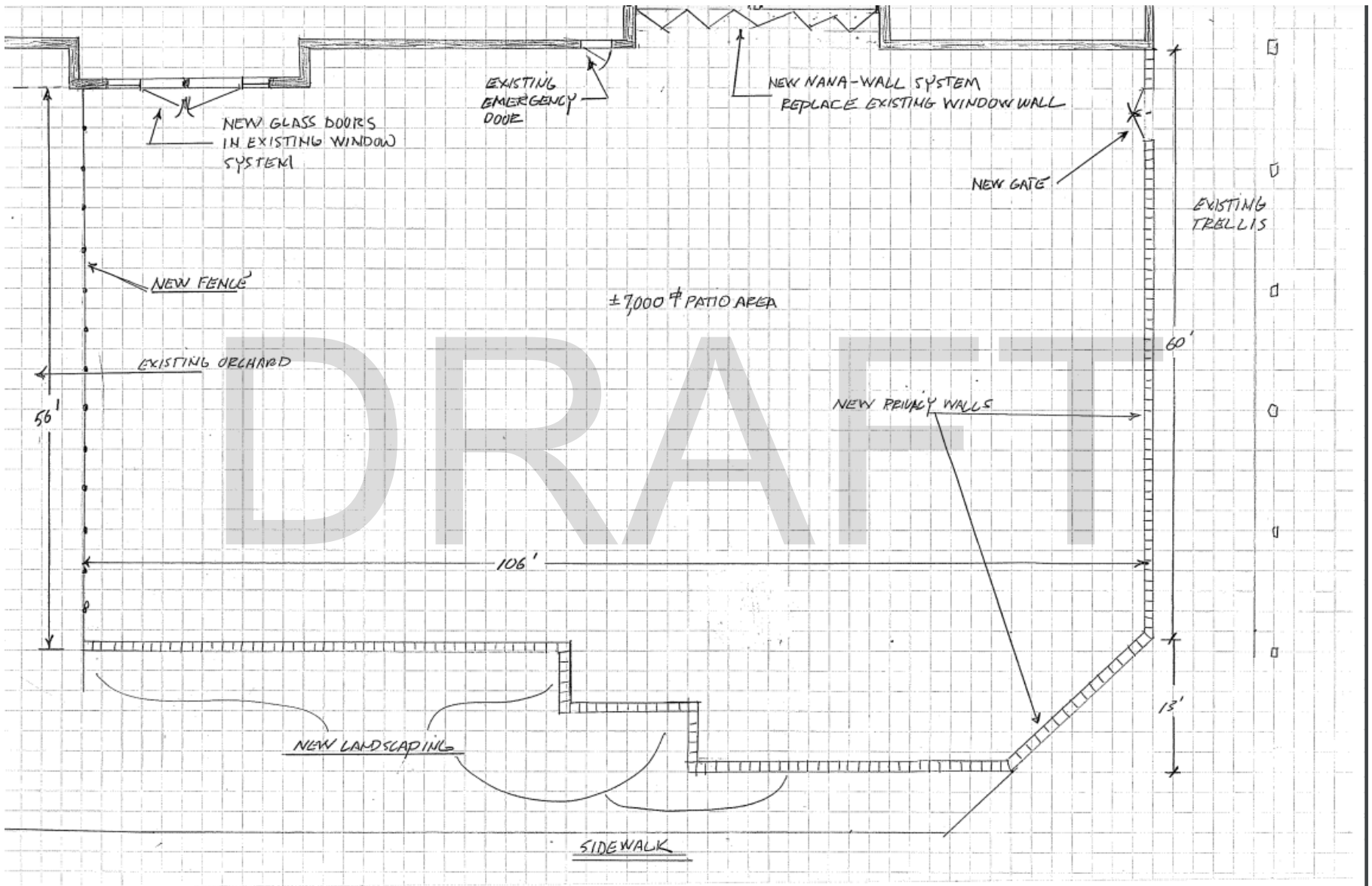


Involve stakeholders to ensure project success

Patio Project

- Safely Enclosed space ~ 7,000 sf
- Sliding glass door from Orchard Room
- Doors to open from Children's Room
- Shade structure
- Apricot trees incorporated into design
- Space for programs and seating
- Views to the Orchard
- Public access all open hours
- Partnership with History Museum
- Transitional green space ~ 700 sf





Total Proposed
Budget = \$2M
with average cost per
square foot \$220



Planning and Development \$100,000



Construction costs at \$1.69M



Sliding glass doors \$110,000



Recognition and Interpretation \$100,000

DRAFT

Patio Project Actions

Agenda Item 2.

Action Item	Details	Date
Feasibility study	LALE funded Completed by SSA Architects	Initiated September 2022 Completed December 2022
Presentation to LALE	Presenting results of the feasibility study with ideas on how the patio will benefit the community	Completed February 2023
Meet with City Manager	Go over recent updates with the feasibility study and LALE presentation	Completed February 2023
Meet with Elisabeth Ward (Executive Director – Los Altos History Museum)	Project update and a positive discussion about partnering with the museum for educational programming	Completed March 2023
Update community groups	Joint meeting with library stakeholders	Completed April 2023
Meet with Orchard Commons Committee	Build relationship on how the patio can include and highlight the orchard and how a partnership can work	Ongoing
City Council approval		Aiming for 6/27
Plan Development	SCCLD and advisory group work with architects on design and plans	
Planning commission approval		
Public bidding and planning		
Construction		

June 2023
Library Stakeholder Report
Jennifer Weeks, County Librarian

Summer Reading is Calling Out

June is here and it's time to [Find Your Voice](#) with our 2023 Summer Reading program. From June 1 to July 31, take part in a variety of fun and free programs and activities for all ages and interests. These include musical performances, animal events, arts and crafts, movie nights, and activities for all ages. Find the full list of this month's events in our June Event Calendar, or our [online calendar](#).



Summer Reading is for all ages and includes special prizes. To join in, just register on [Beanstack](#), then read 5 books (Audiobooks count!) and complete one activity during June or July. Participants will earn badges for logging their progress and finishers will be able to pick up a reward at their local library during the month of August, while supplies last. Don't miss out on the fun and be sure to register today! Happy Reading!



June is LGBTQIA+ Pride Month

Each June, in honor of the Stonewall Uprising of 1969 in New York City, members of the LGBTQIA+ community celebrate [Pride Month](#). This is a time to recognize the positive contributions of members of the local and greater community, both past and present, and to recall history. Pride events are held across the summer, including [San Francisco Pride](#) at the end of the month and [Silicon Valley Pride](#) in August.

Several libraries are marking Pride Month with book displays and colorful decorations. Some are also holding programming. Check out our [Events Calendar](#) for details. The County of Santa Clara is also holding a Pride Flag ceremony (similar to the version shown above) on June 27 at noon in front of the Hall of Administration. Many local cities hold their own similar flag raisings.

Resources offered by the Library like [Kanopy](#) and [Freegal](#) offer special Pride-themed content. Also, keep an eye on our website for blog posts about the month and staff booklists.

The County's [Office of LGBTQ Affairs](#) has more information about services and upcoming events.

Library of Rock- Battle of the Bands Returns

Back by popular demand, SCCLD will host another [Battle of the Bands](#) for local musicians on July 22, at Milpitas Library. Santa Clara County is home to many talented artists and the Library District is looking for bands to show off their musical chops. Maybe one of this year’s entrants will be the next Doobie Brothers, Los Tigres del Norte, or BTS. This is your chance to truly shine!



Applications must be received by June 21 including your band name, short description, and your audition tape (available on YouTube). Three bands will be selected to perform live among applicants ages 13 to 18, and another trio for those over 18. Each of the six final bands will have 20 minutes to play a set in front of a live audience on July 22. The winners will receive \$200, \$300 or \$500 for third, second or first place. For full details, visit our website and be sure to [sign up soon!](#)



Great Outdoors Month

Celebrate Great Outdoors Month by visiting a local or County Park. Santa Clara County has over [two dozen parks](#) available to visit, with hiking trails of different lengths and difficulty.

The Library District offers a limited number of free vehicle day-use entry passes for the more than 200 state parks. Find out how to sign up for a pass on [our website](#).

Teen Bookmark Contest

Budding artists ages 12 to 18 are invited to submit original bookmark designs using this year’s Summer Reading Theme, “Find Your Voice,” from now until July 31. Winning designs will be printed and given out at our libraries. The artists will also be recognized for their work. Find details and prior examples on [our website](#).





Marking Juneteenth

In 2020, Santa Clara County became the first county in the nation to mark the observance of Juneteenth, sometime referred to as [African American Emancipation Day](#), with an official holiday. Juneteenth commemorates the end of all slavery in the U.S. following the issuance of the Emancipation Proclamation in 1863, which took years to take full effect and see everyone freed.

Gilroy Library has a special performance to mark Juneteenth by the Tabia African American Theatre Ensemble on Saturday, June 10 from 2 to 3 p.m.

All ages are welcome to enjoy this high-energy production, which combines music, poetry and dance. Reserve your spot [here](#).

All SCCLD locations will be closed and in-person services unavailable on Monday, June 19 in recognition of the Juneteenth holiday. Our [online library](#) is open and available 24/7.

SANTA CLARA COUNTY LIBRARY DISTRICT JUNE 2023 EVENTS

* All libraries will be closed and services unavailable on Monday, June 19 for the Juneteenth holiday *

** Summer Reading events are highlighted in blue **

CAMPBELL EXPRESS LIBRARY – 1 West Campbell Avenue, Room 46

ESL Conversation Club

Tuesdays, June 6, 13, 20 & 27, 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.

All About Mosquitos

Wednesday, June 14, 2:30 – 3:30 p.m., Room Q-84

The County of Santa Clara Vector Control District will present why mosquitos are important, how to protect yourself from mosquito bites, and how you can become a vector control hero.

Brian Scott Magic Productions

Wednesday, June 21, 3 – 4 p.m., Orchard City Banquet Hall

Bring the entire family to experience the Magic of Biblio Spectacular.

Free Bike Repair

Wednesday, June 28, 11 a.m. – 2 p.m., Campbell Community Center Courtyard

The BikeMobile can fix flat tires, adjust brakes and gears, and even replace broken or worn out parts like chains, seats, and tires. Kids bikes get priority. Space is limited, and the repairs are first come, first served.

Musician Andy Z

Wednesday, June 28, 2:30 – 3:30 p.m., Orchard City Banquet Hall

Join us for an afternoon of music, movement, and imagination.

CUPERTINO -- 10800 Torre Avenue

Knit-Alongs at Cupertino Library

Fridays, June 2, 9, 16, 23, & 30, 2:30 – 4 p.m., Room 201A, Second Floor

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.

ESL Conversation Club

Tuesdays, June 6, 13, & 27, 10:30 a.m. – 12 p.m., Room 201A, Second Floor

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

Mandarin Class for Beginners

Tuesdays, June 6, 13, 20, & 27, 7 – 8:30 p.m., Room 201A

Take up Mandarin with this 8-class series for adult beginners. Practice and master the four Chinese tones. Meet new friends while you learn about Chinese cultures and basic vocabulary and phrases. Registration is required for each session.

Cupertino Non-Fiction Book Discussion

Sunday, June 11, 11 a.m. – 12:15 p.m., Room 201A

We will be discussing [*The Indifferent Stars Above: the Harrowing Saga of the Donner Party*](#) by Daniel James Brown.

The Dave Rocha Jazz Group

Sunday, June 11, 2 – 3 p.m., Room 101/Library Courtyard

The Dave Rocha Jazz Group plays an eclectic mix of jazz standards, pop tunes, and original compositions.

Water Conservation and California Water Table

Sunday, June 11, 3:30 – 4:30 p.m., Room 201

Hear from a panel of experts on water conservation to learn more about where we are at and what we can do.

AARP Smart Driver TEK Workshop

Monday, June 12, 6 – 8 p.m., Room 201A

This workshop will show you the latest high-tech safety features in your car, including blind spot warnings, forward collision warnings, smart headlights and more. Please register.

Adult Book Discussion

Thursday, June 15, 7 – 8:30 p.m., Room 201

We will be discussing [*Crying in H Mart: a Memoir*](#) by Michelle Zauner.

Teen Escape Room

Saturday, June 17, 2 – 5 p.m., Room 201

Teens ages 12-18 are invited to join us for a special Summer Reading themed escape room. Work with a team and show your smarts, and win some cool prizes. Please register at the library's 2nd floor reference desk. Space is limited.

Paint Party with Paul Loughridge

Thursday, June 22, 2 – 4 p.m., Room 201

This is a hands-on painting program led by artist Paul Loughridge. Participants will be provided with all supplies to create their own masterpiece. Register online.

Draw on Your Life with Visual Journaling

Saturday, June 24, 3 – 5 p.m., Room 201

Work on a visual journal and get some prompts. Space is limited, please register.

Freedom Readers

Tuesday, June 27, 4 – 5 p.m.

Middle schoolers are invited to join our new book club aimed at reading graphic novels that have been challenged or banned. This month's selection is [Drama](#) by Raina Telgemeier.

GILROY -- 350 W. Sixth Street

Family Storytime at Gilroy Library

Thursdays, June 1, 8, 15, 22, & 29, 10:30 – 11 a.m., Ground Floor Children's Activity Room

Join us for stories, songs and more.

Knitting and Crochet Weekly Meetup

Thursdays, June 1, 8, 15, 22, & 29, 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!

Snack Break for Kids

Mondays-Fridays through June 9, 3 – 4 p.m., Pick up near Accounts Desk

Kids ages 18 and under are welcomed to pick up an afterschool snack, while supplies last. No registration necessary. Snacks not offered on holidays or during school breaks.

Book Discussion

Friday, June 2, 10:15 – 11:15 a.m., Upstairs Quiet Study B

We will discuss [True Biz](#) by Sara Nović. Please register.

Safe Space Meeting for LGBTQ+ Youth

Fridays, June 2 & 16, 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.

Road to Homeownership Workshop

Saturday, June 3, 11 a.m. – 12:30 p.m., Community Room

Understand the steps of buying a home. Receive helpful tips and valuable information about credit requirements, lender loan programs, realtors, and insurance. Please register.

Author Visit: Sara Fashandi

Saturday, June 3, 3 – 4 p.m., Community Room

Sara Fashandi's inspiration for the memoir, [*Message in a Matchbox*](#), came from her eldest brother Mohsen's memories of growing up in Tehran, Iran. Please register to save you spot. Walk-ins welcome as space allows.

Special Performance: Tabia African American Theatre Ensemble

Saturday, June 10, 2 – 3 p.m., Community Room

Join us for a Juneteenth celebration with a performance from the Tabia African American Theatre Ensemble that combines music, poetry and dance. All ages will enjoy this high-energy production. Please register to reserve your spot. Walk-ins are welcome as space allows.

Open Poetry Readings with Garlicky Group of Poets

Saturday, June 10, 3:30 – 5 p.m., Downstairs Meeting Room

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

Summer Tuesday Art: Series 1

Tuesday, June 13, 2 – 3 p.m., Community Room

Children ages 8-12 are invited to craft their own keepsake box. Boxes and materials will be provided. Online registration is required. Submit a photo of your project to our [online art gallery](#).

Special Performance: EarthCapades

Thursday, June 15, 11 a.m. – 12 p.m.

Enjoy the comedy and circus skills of Earthcapades while learning about Earth science and our environment. Juggling, magic, storytelling and music will entertain the entire family.

Teen Library Lock-In

Friday, June 16, 6 – 10 p.m.

Teens ages 13-18 are invited to an after-hours library party. Features an escape room, video games, scavenger hunt, board games, arts & crafts, pizza & snacks, and much more. Please pick up a permission slip and return to the Adult Information desk.

Summer Tuesday Art: Series 2

Tuesday, June 20, 4 – 5 p.m., Community Room

Children ages 8-12 are invited to draw or trace a keychain or hairclip Shrinky Dink. All materials will be provided. Online registration is required. Submit a photo of your project to our [online art gallery](#).

The Neutral Zone

Wednesday, June 21, 2 – 3 p.m.

The Neutral Zone is a space for children ages 8-12 who have been impacted by divorce or separation in their family. Join us for games, activities and discussions. Please register.

Special Performance: Happy Birds

Saturday, June 24, 11:30 a.m. – 12:15 p.m.

The Happy Birds show will feature parrots, macaws and cockatoos performing a variety of incredible stunts, including riding a bike, playing basketball, skateboarding and talking.

Sew a Water Bottle Holder

Saturday, June 24, 3 – 4 p.m., Quiet Study B

We will show you the basics of using a sewing machine then help you with your project. Sewing supplies will be included. Please register.

Gilroy Toastmasters Club Open House

Monday, June 26, 6 – 7 p.m., First Floor Meeting Room

Meet club members and discover how participating in Toastmasters can help you improve communication and leadership skills. Please register.

Book Discussion

Tuesday, June 27, 7 – 8 p.m., Upstairs Quiet Study B

We will discuss [*The Housekeeper and the Professor*](#) by Yōko Ogawa.

Special Performance: Fratello Marionettes

Thursday, June 29, 11 a.m. – 12 p.m.

Join us for a wonderfully artistic marionette performance of Jack and the Beanstack.

LOS ALTOS -- 13 S. San Antonio Road

Zentangle for Adults

Thursday, June 1, 11 a.m. – 12:30 p.m., Orchard Room

Learn this meditative art form and take home a sample made by you. No registration required but space is limited.

ESL Conversation Club

Thursdays, June 1, 8, 15, 22, & 29, 1:30 – 3 p.m., Orchard Room

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

Baby Sign Time

Saturday, June 3, 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, June 3, 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 come enjoy this socialization for babies.

Bobbin Wranglers Sewing Club

Monday, June 5, 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.

The Whodunit? Mystery Book Club

Wednesday, June 7, 10:15 – 11:30 a.m., Teen Room

We will be discussing [The Last Mile](#) by David Baldacci.

World Affairs: Education for Girls and Women in Afghanistan Under the Taliban

Wednesday, June 7, 7 – 8:30 p.m.

Two speakers will discuss the current situation in Afghanistan, particularly as it relates to the education of girls and women, as well as the work being done to support them.

Special Performance: Happy Birds

Saturday, June 10, 11 – 11:45 a.m. and 12 – 12:45 p.m., Orchard Room

The Happy Birds show will feature parrots, macaws and cockatoos performing a variety of incredible stunts, including riding a bike, playing basketball, skateboarding and talking.

Camp Read S'More for Grades 4-5

Tuesdays, June 13, 20, & 27, 2 – 3 p.m., Orchard Room

Each week we will explore a different book and participate in engaging discussions and activities. Please register for this 4-part series.

Camp Readaway for Grades 6+

Tuesdays, June 13, 20, & 27, 3 – 4 p.m., Orchard Room

Each week we will explore a different book and participate in engaging discussions and activities. Please register for this 4-part series.

Special Performance: Mike the Magician

Wednesday, June 14, 3 – 4 p.m., Orchard Room

Celebrate the magic of reading with this fun, funny, highly participatory show for all ages. Free tickets will be handed out 30 minutes prior to the start of the show.

The Power of Native Plants

Wednesday, June 14, 7 – 8 p.m., Orchard Room

Learn how native plants can help save water and provide abundant biological resources for the environment.

Teen Library Lock-In

Friday, June 16, 7 – 9 p.m.

Teens ages 12-17 are invited to an after-hours library event. Features a marshmallow hunt, minigolf course, pizza & snacks, and much more. Registration is required.

Bay Area Games Day

Saturday, June 17, 10 a.m. – 8 p.m., Orchard Room

Stop by and learn how to play a new board game or bring an old favorite.

Sunday Crafternoon

Sunday, June 18, 2 – 3:30 p.m., Orchard Room

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

Create Your Own Book Bag

Wednesday, June 21, 3 – 5 p.m., Orchard Room

Bags will be provided, just add your own decorative design. This craft will be available as supplies last.

Bad Art Night

Wednesday, June 21, 7 – 8:30 p.m., Orchard Room

Teens and adults are invited to create the best form of bad art they can manage, then be judged on creativity and vision. Supplies will be provided. Please register.

Trivia Challenge for Grades 3+

Thursday, June 22, 3:30 – 4:45 p.m., Orchard Room

We will cover a variety of topics including animals, singers, books and more. Please register.

Furry Friends Reading Buddies

Saturday, June 24, 2:30 – 3:30 p.m., Orchard Room

Come practice reading skills and read aloud to a friendly dog or cat. Please register.

Bats in the Stacks

Wednesday, June 28, 3 – 4 p.m., Orchard Room

NorCal Bats, a bat rescue organization, will share fascinating information about their habitats, behaviors, and unique adaptations. Free tickets will be handed out 30 minutes prior to the show.

Wednesday Travel Nights: Icelandic Adventure

Wednesday, June 28, 7 – 8 p.m., Orchard Room

Join us on an Icelandic adventure thanks to the photography of John Gayler.

MILPITAS -- 160 N. Main Street

Knit & Crochet Circle

Fridays, June 2, 9, 16, 23, & 30, 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.

Milpitas LGBTQ Social Space

Friday, June 2, 4:30 – 5:30 p.m., Conference Room

Enjoy good company, snacks, and fun as we socialize and make new friends. We'll play board games, card games or swing by for a good discussion.

Family Storytime

Saturdays, June 3, 10, 17, & 24, 11 – 11:30 a.m., Activity Room

Early literacy focus is on picture books, flannel board stories, fingerplays and an early introduction to group dynamics and socialization.

Summer LEGO Club

Mondays, June 5, 12, & 26, 3:30 – 4:30 p.m., Activity Room

Kids in grades K-8 are invited to drop by and have fun building with LEGOs. No registration needed.

Baby Bouncers Lapsit

Tuesdays, June 6, 13, 20, & 27, 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.

Family Movie Night

Tuesday, June 6, 6:30 – 8 p.m., Activity Room

Join us for a screening of The Bad Guys.

Read Alouds for Grades

Wednesdays, June 7, 14, 21, & 28, 11 a.m. – 12 p.m., Activity Room

Reading Partners volunteers will read aloud to children in grades K-4, and then give away free books.

Qi Gong Meditation & Exercise Classes

Wednesdays, June 7, 14, 21, & 28, 2 – 4 p.m., Auditorium

Relieve stress and anxiety, increase energy and vitality and improve physical health during these exercise sessions.

ESL Conversation Club

Wednesdays, June 7, 14, 21, & 28, 3 – 4 p.m., Group Study Room A

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

Anime Club for Grades 6-12

Wednesdays, June 7 & 21, 3:30 – 4:30 p.m., Activity Room

Watch anime with us and meet other fans of the genre.

Toddler Storytime

Thursdays, June 8, 15, 22, & 29, 10:30 – 11 a.m., Activity Room

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

Special Performance: Mike the Magician

Thursday, June 8, 3 – 4 p.m. and 7 – 8 p.m., Auditorium

Celebrate the magic of reading with this fun, funny, highly participatory show for all ages.

Family Movie Night

Tuesday, June 13, 6:30 – 8:30 p.m., Activity Room

Join us for a free screening of **Annie** (2014).

Special Performance: Puppet Art Theatre

Thursday, June 15, 3:30 – 4:30 p.m. and 7 – 8 p.m., Auditorium

Puppet Art Theatre presents an updated zany version of The Boy Who Cried Wolf. Tickets are not required but space is limited.

Teen Paint Party with Paul Loughridge

Friday, June 16, 3 – 4:30 p.m., Conference Room

This is a hands-on painting program led by artist Paul Loughridge. Participants will be provided with all supplies to create their own masterpiece. This program is for ages 12-18 only. Register online.

Gaming Day for Grades 3-8

Friday, June 16, 3:30 – 4:30 p.m., Activity Room

Let's play videogames like Super Smash Bros, MarioKart and more. There will be various board games also. Please register.

Special Performance: Happy Birds

Saturday, June 17, 2 – 2:30 p.m. and 4 – 4:30 p.m., Auditorium

The Happy Birds show will feature parrots, macaws and cockatoos performing a variety of incredible stunts, including riding a bike, playing basketball, skateboarding and talking.

Family Movie Night

Tuesday, June 13, 6:30 – 8 p.m., Activity Room

Join us for a screening of **The Little Mermaid** (1989).

Special Performance: Python Ron

Thursday, June 22, 3:30 – 4:30 p.m. and 7 – 8 p.m., Auditorium

Python Ron returns to Milpitas Library to share fascinating facts about lizards and snakes. Space is limited.

Reading Buddies for Grades K-5

Saturday, June 24, 2 – 3 p.m., Activity Room

Children can buddy up with a furry friend and read one-on-one from a favorite book.

Music Meetups Monthly Discussion

Sunday, June 25, 2 – 3 p.m., Auditorium

We will discuss the album, [*Try Whistling This*](#) by Neil Finn.

Special Theatre Performance

Tuesday, June 27, 7 – 8:30 p.m., Auditorium

Milpitas Community Theatre presents *A Year with Frog and Toad*.

Milpitas Library Book Discussion Group

Wednesday, June 28, 7:30 – 8:30 p.m., Auditorium

We will be discussing [*The Swimmers*](#) by Julie Otsuka.

Special Performance: Golden Thread Fairytale Players

Thursday, June 29, 3:30 – 4:30 p.m. and 7 – 8 p.m., Auditorium

Golden Thread Fairytale Players present *Nasrudin's Magnificent Journey to Samarkand*. Space is limited.

The Peaceful Poets

Thursday, June 29, 5:30 – 8 p.m., Conference Room

Join this group of writers and appreciators of poetry.

Watercolor Workshop for Teens

Friday, June 30, 3 – 4:30 p.m., Conference Room

Join Andrea for A Work of Heart for a watercolor workshop. All supplies will be provided. For ages 12-18 only. Please register.

MORGAN HILL -- 660 W. Main Avenue

Toddler Storytime

Thursdays, June 1, 8, 15, 22, & 29, 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, June 1, 8, 15, 22, & 29, 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.

Ensamble Folclórico Colibrí

Thursdays, June 1, 6:45 – 7:15 p.m., Civic Center Lawn

Join the City of Morgan Hill and the Morgan Hill Library for a special performance by Ensamble Folclórico Colibrí (EFC) at the 2023 Morgan Hill Pridefest. EFC is a Mexican folklore dance group with a unique take on gender norms.

Tiny Tot Jamboree

Fridays, June 2, 9, 16, 23, & 30, 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, June 2, 9, 16, 23, & 30, 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, June 3, 10, 17, & 24, 10:15 – 10:45 a.m., Children’s Activity Room

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

Special Performance: Happy Birds

Saturday, June 3, 10:15 – 11:15 a.m.

The Happy Birds show will feature parrots, macaws and cockatoos performing a variety of incredible stunts, including riding a bike, playing basketball, skateboarding and talking.

Special Performance: Paul Snagg the Spicelslander

Saturday, June 3, 12 – 1 p.m.

Join us for a performance in the styles of Soca, Reggae, Calypso, and Jazz.

LEGO Club

Tuesday, June 6, 3 – 4 p.m.

Use LEGOs to build whatever you want, or based on our weekly theme. Creations will be displayed until our next meeting. LEGOs available for ages 2+. No registration required.

First Tuesday Knit-In

Tuesday, June 6, 6:45 – 8:45 p.m., Community Room

New knitters can get advice and assistance, while advanced knitters can provide assistance and meet new friends in the community.

After Dinner Book Club

Wednesday, June 6, 7:30 – 8:45 p.m., Small Program Room

We will be discussing [Pygmalion](#) by George Bernard Shaw.

Summer 2023 Tech Challenge

Fridays, June 9 & 16, 10 – 11 a.m.

Children ages 5+ are invited to an engineering design challenge presented by the Tech Interactive. Participants will build things using recyclable material to complete the challenge.

Safe Space Meeting for LGBTQ+ Youth

Fridays, June 9 and 23, 4 – 5:30 p.m.

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.

Teen Paint Party with Paul Loughridge

Saturday, June 10, 2 – 4 p.m., Large Program Room

This is a hands-on painting program led by artist Paul Loughridge. Participants will be provided with all supplies to create their own masterpiece. This program is for ages 12-18 only. Register online.

Zumba

Mondays, June 12 & 26, 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.

Teen Zine Party

Wednesday, June 14, 6 – 8 p.m., Large Program Room

Learn how to make zines (mini magazines or comics) using a variety of art tools, styles, and techniques. All supplies provided. No registration necessary.

Special Performance: EarthCapades

Thursday, June 15, 1 – 2 p.m.

Enjoy the comedy and circus skills of Earthcapades while learning about Earth science and our environment. Juggling, magic, storytelling and music will entertain the entire family.

Library Ukulele Society

Tuesday, June 20, 5 – 7 p.m.

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

Film Screening: The Death & Life of Marsha P. Johnson

Wednesday, June 21, 6:30 – 8:15 p.m.

Showing Up for Racial Justice South County and the Morgan Hill Library present a free film screening of The Death & Life of Martha P. Johnson, a leader in the fight for LGBTQ+ rights.

Special Performance: Magician Brian Scott

Thursday, June 22, 10:15 – 11 a.m.

Enjoy an engaging magic show that will entertain your whole family.

Art Camp

Tuesday-Friday, June 27-30, 3 – 4:30 p.m.

Let's explore different art techniques and create your own piece of art to take home. This program is for children ages 5+.

AAUW Morgan Hill Showcase

Tuesday, June 27, 6:30 – 8:30 p.m., Program Room

Learn more about the American Association of University Women and local subchapters. No registration required.

SARATOGA -- 13650 Saratoga Avenue

Baby Storytime (12 months or younger)

Fridays, June 2, 9, 16, 23, & 30, 11 – 11:30 a.m., Orchard Room

Join us for stories, rhymes, fingerplays and songs.

Coding Club

Fridays, June 2, 9, 16, 23, & 30, 4 – 5:30 p.m.

Kids ages 11-14 are invited to stop by and work on coding projects. Any coding language or game design tool is welcome. Please bring your own device or check out a laptop from the library.

Family Storytime

Saturdays, June 3, 10, & 17, 11 – 11:30 a.m., Community Room

Tuesdays, June 6, 13, 20, & 27, 11 – 11:30 a.m., Orchard Room

Join us for stories, rhymes, fingerplays and songs.

Bingo and Board Games

Sunday, June 4, 11 a.m. – 1 p.m., Community Room

Bingo is scheduled for 11 a.m., and board games at 12 p.m. Enjoy games like Monopoly, Operation, Connect 4, Trivial Pursuit, Risk, Jenga, and more.

Special Performance: The Lady Fingers

Sunday, June 4, 4 – 5 p.m., Community Room

Enjoy the music of Brazil, Russia, Spain, and Cuba with a classical guitar concert.

Ukulele Jam Session

Tuesdays, June 6, 13, 20, & 27, 10:30 – 11:30 a.m., Community Room

This jam session is for beginner/intermediate ukulele players. We'll work on chord progression practice for 20 minutes, then play for 40 minutes.

Knit & Crochet Circle

Wednesday, June 7, 10:30 a.m. – 12 p.m., Orchard Room

Join us for our first ever, monthly event. Bring your own projects, ask questions, receive or give help, share ideas, and meet new people.

Trivia Night

Monday, June 12, 7 – 8 p.m., Community Room

Compete with a group or individually as we test you on questions related to our Summer Reading theme, Find Your Voice. Please register.

Summer Reading Kids Craft

Tuesday, June 13, 2 – 3 p.m., Community Room

K-Grade 7 students can drop in and apply their imagination and motor skills to make and take home their craft creation.

Special Performance: Kids Puppet Show

Wednesday, June 14, 11 – 11:45 a.m., Community Room

Join us for a performance of a glow in the dark performance of Goldilocks and the Three Sharks.

Teatime Book Chatter

Thursday, June 15, 1 – 2 p.m.

We will be reading [*Unraveling: What I Learned About Life While Shearing Sheep, Dyeing Wool, and Making the World's Ugliest Sweater*](#) by Peggy Orenstein. Please register and pick up a copy of the book at the Adult Reference Desk.

Author Visit: Robin T.W. Yuan

Saturday, June 17, 2 – 3 p.m., Community Room

Dr. Robin Yuan will discuss the extraordinary life of his maternal grandfather, Bishop Robin T.S. Chen, the last presiding bishop of the Anglican Church in China. Yuan's book follows Chen's journey from mission schoolboy to the head of the Christian Church under Mao. Please register.

Kids Building Challenge

Tuesday, June 20, 2 – 3 p.m., Community Room

K-7th graders: What can you and your imagination think of building? Perhaps an airplane, a Monster Truck, a skyscraper.

Special Performance: Happy Birds

Wednesday, June 21, 11 – 11:45 a.m., Community Room

The Happy Birds show will feature parrots, macaws and cockatoos performing a variety of incredible stunts, including riding a bike, playing basketball, skateboarding and talking.

LEGO Fun for Grades K-7

Wednesday, June 21, 2 – 3 p.m., Orchard Room

Apply your engineering skills and imagination to build with LEGOs. No registration required, first come, first served.

Teen Paint Party with Paul Loughridge

Friday, June 23, 4 – 5:30 p.m., Community Room

This is a hands-on painting program led by artist Paul Loughridge. Participants will be provided with all supplies to create their own masterpiece. This program is for ages 13-18 only. Register online.

Kids Concert

Saturday, June 24, 11 – 11:45 a.m., Community Room

Enjoy the catchy, uplifting music of Teacher Barb.

Special Performance: Bubble Lady

Wednesday, June 28, 11 – 11:45 a.m., Community Room

Marvel at the incredible, amazing bubbles created by the legendary Bubble Lady!

SafeSitter Babysitting Training Course

Thursday, June 29, 10 a.m. – 4:30 p.m., Community Room

This course, for teens ages 12-16, prepares them how to be safe when home alone, watching younger siblings or babysitting. This is an interactive course that includes hands-on demonstrations, games, and role-playing exercises. Register online.

WOODLAND – 1975 Grant Road

Pride Family Storytime

Sunday, June 11, 11:30 a.m. – 12 p.m., Backyard

Join us in the backyard of the library or inside (depending on the weather) for stories, songs, fingerplays.

ONLINE EVENTS (Please register online)

Online English Conversation Club

Thursdays, June 1, 8, 15, 22, & 29, 11 a.m. – 12:15 p.m.

Meet new friends and practice English together.

Introduction to Morning Investment Research Center

Friday, June 2, 8 – 9 a.m.

Morningstar provides analysis of stocks, mutual funds, and other financial investment products. You can build and analyze your investment portfolio. Join us for training session to learn more.

FAFSA and the Financial Aid Process

Saturday, June 3, 2 – 3 p.m.

If you're heading to college, you may need help paying for it. Join us to learn about the Free Application for Federal Student Aid (FAFSA) and the financial aid process.

Read Magazines Online with Archives and Flipster

Monday, June 5, 10 – 11 a.m.

Learn how to access our digital archives for magazines and Flipster, which features thousands of new magazines as they are published. Digital archives include The Atlantic magazine, Sports Illustrated, People, and more.

Get Started with Libby

Wednesday, June 7, 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: Mike Rucker, Ph.D.

Wednesday, June 7, 1 – 2 p.m.

Rucker wrote the book, [*The Fun Habit: How the Disciplined Pursuit of Joy and Wonder can Change Your Life*](#). Learn some of these strategies to teach you how to build fun into an actionable and effortless habit.

Bookshare: What Are YOU Reading?

Tuesday, June 13, 7 – 8 p.m.

Come and share what titles you have been enjoying. No limit on genre.

Art Talk: Ansel Adams in Our Time

Tuesday, June 13, 7 – 8 p.m.

Ansel Adams in Our Time is now on display at the de Young Museum in San Francisco. Join us for a presentation about some of his works.

Voicework 101 for Trans & Non-Binary Teens and Adults

Wednesday, June 14, 5:30 – 6:30 p.m.

This is a one-hour presentation about gender expression, gender perception, and how we can adapt our voices to express us most authentically in our everyday lives.

Virtual Author Talk: Jamie Beck

Thursday, June 15, 11 a.m. – 12 p.m.

Jamie Beck moved to the French countryside, documenting her life in [*An American in Provence*](#), which is part art book, travel diary, memoir and cookbook.

Podcasting: Virtual Talk with Jordan Morris

Saturday, June 17, 12 – 1:30 p.m.

Jordan Morris will talk about his experience starting and running a successful podcast.

Importing Saffron for 40 Years

Sunday, June 25, 2 – 3 p.m.

Buddy Born will recount the circumstances that led to the development of his business, Bacstrom Import Company of the Bay Area. He will describe his first trip to Spain for the saffron harvest and the pleasure of working with this product.

Explore the History of Faith with Religions of America Archives

Tuesday, June 27, 12 – 12:45 p.m.

Gale's Religions of America lets users trace the history and unique character of religious movements that were originated in or were re-shaped by the United States during the 19th and 20th centuries.

Virtual Author Talk: Tananarive Due

Wednesday, June 28, 5 – 6 p.m.

Due's prolific writings have cemented her as a leading voice in black speculative fiction for more than 20 years.

Vocal Exploration Workshop

Wednesday, June 28, 5:30 – 6:30 p.m.

This one hour presentation explores what makes our voices unique, what barriers we face on the journey to gender-affirming voice, and the capability our voices have to express us most authentically in the world.

Los Altos and Woodland Libraries

June 2023





Summer Reading 2023 Here

SCCLD's Summer Reading Program "Find Your Voice" encourages readers of all ages to use our voices. Earn a prize for reading 5 books and completing one activity this summer. Summer Reading starts on June 1st and ends July 31st. Completion prizes will be available from August 1st - August 31st.

<https://sccl.beanstack.org/reader365>

2023 Summer Reading Programs at the Los Altos Library

Happy Birds: 11 am and 12 pm
Saturday, June 10

Mike Della Penna: 3 pm
Wednesday, June 14

Make-a-Bag Craft: 3 pm
An Annual Los Altos Tradition!
Wednesday, June 21

NorCal Bats: 3 pm
Wednesday, June 28

Insect Discovery Lab: 3 pm
Wednesday, July 5

Sterling the Bubblesmith: 3 pm
Wednesday, July 12

Fratello Marionettes: 3 pm
Wednesday, July 19

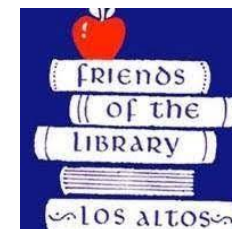
Coventry and Kaluza: 3 pm
Wednesday, July 26th

Due to limited space, we will hand out free tickets starting 30 minutes before the show.



sccld.org/summer2023

LOS ALTOS LIBRARY | 13 S. San Antonio Road
Los Altos, CA 94022 | (650) 948-7683



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			
June 2022	46,824	8,252			
July 2022	48,862	8,609			
August 2022	49,391	8,398			
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			
June 2022	44,494	9,614			
July 2022	46,457	10,121			
August 2022	46,207	9,935			
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

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



Agenda Item 7.



ADULT & TEEN PROGRAMS

- June 7 at 7:00 pm - World Affairs: Education for Women and Girls in Afghanistan Under the Taliban
- June 14 at 7:00 pm - Power of Native Plants
- June 16 at 7:00 pm - Teen Lock-In
- June 21 at 7:00 pm -Bad Art Night for Adults and Teens
- June 28 at 7:00 PM- Wednesday Travel Nights: Icelandic Adventure

<https://scclld.org/events>

Children's Programs



- ▶ **Summer 2023: Happy Birds (6/10 at 12:00 PM)**
- ▶ **Summer 2023: Camp Read S'More- Grades 4-5 (6/13 at 2:00 pm)**
- ▶ **Summer 2023: Camp Read S'More- Grades 6 and up (6/13 at 3:00 pm)**
- ▶ **Sunday Crafternoon (6/18 at 2:00 pm)**
- ▶ **Furry Friends (6/24 at 2:30 pm)**



Camp Read S'More

Join us for a summer full of reading and fun at our weekly book club! Held on Tuesday afternoons, Camp Read S'More is the perfect way to keep your incoming 4th or 5th grader engaged and entertained during the summer months. Throughout each four-week session we'll explore a different book and participate in engaging discussions and activities. Plus, your child will have the opportunity to connect with other young readers in a welcoming and supportive environment. Sign up today!
Session 1: 6/13, 6/20, 6/27, 7/11 Session 2: 7/18, 7/25, 8/1, 8/8

Tuesdays, 2:00-3:00
Incoming 4th & 5th Graders
**Los Altos Library
Orchard Room**



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Los Altos, CA 94022 | (650) 948-7683
www.sccld.org/summer2023



Session 1

Session 2



Library Naming Rights

An overview of naming rights policies in place in the United States, California, Santa Clara County, and the City of Los Altos and how they might influence fundraising for the future development of the Los Altos Libraries.

I first started researching and writing this memo last year to summarize best practices and solutions to any issues which might exist in the sales of naming rights in the building of a new library. In the context of library development (or redevelopment), whether the libraries are rebuilt or remodeled, the purpose of this note is to try to put together guidelines which currently exist, at the national, state, and local level. At the time, my task was more to kickstart the efforts of others who were looking at building a new library. I undertook a survey and found a few examples which I've used in this memo.

This paper serves to supplement the original staff report on the subject written by Jon Maginot (now Deputy City Manager) in 2018 for the North County Library Authority (NCLA). The primary purpose of selling sponsorships and/or naming rights is money – money for the library's development, growth, and maintenance.

What are naming rights?

Are there jurisdictional and local issues specific to Los Altos and Santa Clara County?

What are some of the best practices by libraries about donations and naming rights?

What are naming rights?

Naming rights are a financial transaction and form of advertising whereby a(n) . . . entity purchases the right to name a facility . . . typically for a defined period of time.

A nonprofit organization has the option to recognize a major gift from a donor by bestowing naming rights to a property in recognition of the financial support. This is not (necessarily) a financial transaction in the style of the private sector.

Wikipedia https://en.wikipedia.org/wiki/Naming_rights

Fundamentally, naming rights are about money. While a library may not be a sports stadium, the analogies are similar. A library may not be as crass as naming itself the Oracle Los Altos Library, or the Los Altos Library at Adobe Creek, but there is a financial transaction which stands for a period of time. Instead, most library donations tend to be parsed into different types of sponsorships – rooms, book/technology collections and the like.

There are still many outstanding questions – including what kind of packages we might offer. My study is not meant to be conclusive and aims to elicit discussion around the issue of library naming rights.

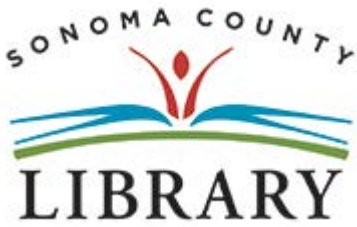
The Los Altos Library needs a more sophisticated naming rights policy. As often happens, more questions get generated in a search for answers. The following three examples, by Sonoma County and two other civic libraries (Guilderland and Baldwin), may lay a path.

So.. ma County Library

Sonoma county takes an approach of listing a price for the sponsorship of each room and then parceling it out. There is an agreed-to procedure which is outlined in detail about how people

go about donating. Also, they take into account any changes which might occur during construction which could change some of the dedications.

For instance, if the library expanded out towards San Antonio Road, what would happen to the fountain and the bricks which contain dedications. It's unclear that we currently have a provision for this, and the agreements under which the bricks were "sold" to donors would have to be revisited to ensure that the City stay within the laws governing these types of donations.



Sonoma County Library

Sonoma County Library Naming Rights Policy

Gift Agreement for Naming Rights

Purpose:

The Sonoma County Library (Library) seeks to recognize persons who have supported the Library through substantial financial contributions. The Library provides naming opportunities in recognition of individuals and corporations for outstanding services towards the development of the library system and for significant financial contributions. These naming opportunities, with necessary landlord approval, may include but are not limited to naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate. Currently, only one building is owned by the Library, the Library Annex. All other buildings are owned by the library's respective municipalities.

A proposal for naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate in honor of a member of the community will also be considered when that person has given distinguished service to the Library that merits recognition in the Library's history.

Only individuals and organizations whose action and or programs are compatible with the mission, policies, goals and values of the Sonoma County Library will be considered in naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate.

General Definitions:

The Naming Rights Policy includes internal features, which may be naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate. Other items may be recommended for naming after consultation with the Library Director and Library Commission.

Definitions:

1. A *room* in a building may include an enclosed rooms, designated areas such a story-time corner, or interior wall.

2. A *designated plaque or nameplate* may include a inscribed commemorative thin, flat plate or tablet of metal, porcelain, etc., intended for ornament, as on a wall, or set in a piece of furniture.

3. A *collection* is groups of books, media, and other information items.

4. *Furnishings and equipment* include furniture, computers, microfilm readers, and similar articles that are not a fixed part of the building and have a short life span.

5. *Financial contributions* include outright gifts of money, securities, in kind donations and endowments.

Adopted 9/11/17

Guidelines For Naming:

Appropriate financial contributions for such naming opportunities will be at the discretion of the Commission. Naming opportunities due to a financial contributions; naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate may be named directly after the benefactor, or it may retain or be given a functional title following which the benefactor will be recorded as its sponsor. Proposals for naming should be submitted to the Library Director and should contain specific information in support thereof, including any guidelines on how the donated funds are to be used to support the named room or area. If endorsed by the Library Director, the proposal will be forwarded to the Commission for approval. The Commission reserves the right to name rooms in a building, designated plaque or nameplate furnishings and equipment or library collections according to what is best for the function of the Library.

A proposal for naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate in honor of a person will normally be considered when that person is a major benefactor to the Sonoma County Library that merits recognition.

All documents must be finalized before the Library issues final approval for a naming opportunity. No publicity shall be initiated until a contract is in place.

While the Commission is grateful for and encourages donations from all individuals, businesses and organizations, the Commission has the right to decline any gift to the Library and/or reject naming proposals. The Commission reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

Naming rights will not extend beyond the normal life of the space, although a plaque will remain in the location in perpetuity, acknowledging the name and the donation. In the event the room or building is significantly altered during the agreed upon time when the gift was made, the Sonoma County Library Commission will roll the name forward in a similar capacity.

In the event that the Library does not receive the full amount of the donation for the naming opportunity, the Library Director may recommend to the Commission that the use of the benefactor's name for the area be discontinued.

When a major building project is to be undertaken, a tailored naming policy may be proposed for naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate. Such a policy will require the endorsement of the Library Director for recommendation to the Commission.

Adopted 9/11/17

Regulations

I. Naming Rooms of a Building

- A. The Library will consider naming rooms in a building when a person or corporation has given outstanding service towards the room or a financial contribution.
- B. Recognition will be for 5 years or for the life of the room, unless the individual or corporation provides continuing or additional support.

II. Furnishings and Equipment, Collections

- A. The Library will recognize a major financial contribution for the purchase of furnishings and equipment, library collections or other by placing the name of the benefactor on a designated plaque or nameplate within the facility.

III. New Facilities

- A. When a new building is planned to be owned by the Library, naming opportunities will be outlined for the rooms in a building, designated plaque or nameplate furnishings and equipment or library collections and donation amounts will be assigned for each opportunity. This plan must be approved by the Commission.

IV. General

- A. A naming opportunity must be consistent with the Library's mission and goals.
- B. The Sonoma County Public Library Foundation and the Friends of the Sonoma County Public Library may contribute multiple financial contributions that merit recognition. In such cases, naming opportunities will be in recognition of the original donor or for the individual/corporation designated by the board of support organization.
- C. If the naming of rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate is based on outstanding service to the library system, the next of kin or the family of a person whose name is being considered to naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate will be notified in writing prior to completion of the naming process.
- D. The naming of a room in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate shall be finalized only after the financial commitment by the individual or corporation has been honored in full and not on the basis of a pledge for future funds.

V. Indexation

- At the discretion of the Library Director, the levels of financial contributions quoted above will be adjusted to reflect changes in economic conditions, using the appropriate price indexing from the Federal Bureau of Statistics.

Gift Recognition Replacement-Special Considerations:

Agenda Item 9.

A request to rename a room in a building, furnishings and equipment, library collection or by way of a designated plaque or nameplate shall conform to the following principles:

Adopted 9/11/17

Any request to rename, add, or remove a name from a room within the Library should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction, or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

In the event a building is drastically altered through construction, the Commission shall reserve the right to add/alter gift recognition, including the room's naming. Any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

When a named room has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition

of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in, or adjacent to, new, renovated or redeveloped facilities.

Dedication Ceremony And Plaque, Inscription, Or Other Recognition:

The Commission reserves the right to choose the wording, size, location and style of the plaque inscription, or other recognition. An appropriate dedication ceremony may be planned and conducted.

Request Procedures:

1. Proposals for naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate may be submitted at any time during the year to the Library Director for review.

2. A proposal should include a) Applicant name

b) Contact Information including address, telephone and email address c) Naming opportunity of interest

d) Statement of the amount and method of the financial contribution to the Library e) Statement of the outstanding services toward the development of the library

system when the recognition is based open merit rather than financial contributions

f) Justification compliant with the criteria and objectives outlined in this policy

3. An official letter of response will be sent acknowledging the proposal and outlining the steps necessary to proceed with the naming process or declining the proposal and stating the reason for this action.

4. The Library Director will present to the Sonoma County Library Commission the naming proposal with appropriate documentation

5. The Library Commission will approve the design, wording, and placement of any permanent plaques, inscriptions or other recognitions.

Recognition Of Gift Levels:

General Room Naming Levels:

A donation in the amount of \$50,000 or above will allow for the naming of a room or area at the Sonoma County Library by the donor. The Library Commission will determine which room or area depending on the amount of the donation.

Sponsorship and Naming Levels: Periodical Area / Reading Room	\$50,000
Computer Area	\$75,000
Teen Area	\$100,000
Large Meeting Room	\$200,000
Children’s Area / Room	\$400,000

Other areas will be determined by the Library Commission according to the amount of donation.

Monetary gifts (other than those associated with naming rights and sponsorships) of \$50,000 or more may be recognized on a designated plaque or nameplate.

Material/Equipment Gifts:

Donations of materials/equipment and funds to purchase materials/equipment will be accepted with the understanding that the Library reserves the right to determine if, and in what manner, the donated items will be used. The Library will make a good faith effort to use monies in accordance with the wishes of the donor(s) and the instructions of the Gift/Donations Form. The Library may refuse proposed gifts if restrictions are counter to Library policies.

Gifts of materials/equipment and items donated become the property of the Library, and are accepted with the understanding that they are subject to the same selection criteria as purchased materials/equipment. Items not selected for the collection may be passed on to another institution or library, or to the Friends of the Library for sale. All proceeds from the sale of donated materials will go to the Friends of the Library to benefit the Sonoma County Library. Acknowledgement of gifts for tax records may be provided, but appraisal of the value of donated items is not made.

Commemorative book(s) receive a bookplate listing the donor and the honoree and an

acknowledgment letter will be sent to the person(s) or family of the person being honored.

Agenda Item 9.

Monetary Gifts:

All monetary gifts are recognized with an acknowledgment letter.

Adopted 9/11/17

Guilderland Public Library

Guilderland is a town in upstate NY in Albany County of just over 30,000 inhabitants, like Los Altos. Guilderland is currently building a new library. They set up a system by which rooms, plaques, collections, and other contributions are defined and addressed in a systematic manner. Like Sonoma County, they have an a la carte pricing for the naming of their different rooms and areas.

Guilderland does a good job of setting out a process which any library could easily adapt and adopt. There seem to be enough checks and balances in all of these rubrics. Terms are well defined and can be adapted.

Because of the amount of money involved potentially, any rule changes would have to be submitted through to the City Council. One overwhelming issue of standing – who owns the sponsorships and who has the right to collect money?



Guilderland Public Library Naming Rights Policy

Purpose:

The Guilderland Public Library (GPL) seeks to recognize persons who have supported the Library through substantial financial contributions. The Library provides naming opportunities in recognition of individuals and corporations for outstanding services towards the development of the library system and for significant financial contributions. These naming opportunities, with necessary Board of Trustee (hereinafter "Board") approval, may include but are not limited to naming rooms in the building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate.

A proposal for naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate in honor of a member of the community will also be considered when that person has given distinguished service to the Library that merits recognition in the Library's history.

Only individuals and organizations whose action and or programs are compatible with the mission, policies, goals and values of GPL will be considered in naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate.

General Definitions:

The Naming Rights Policy includes internal features, which may be naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate. Other items may be recommended for naming after consultation with the Library Director and Board.

Definitions:

1. A *room* in the building may include an enclosed room, designated areas such as story-time corner or interior wall.
2. A *designated plaque or nameplate* may include an inscribed commemorative thin, flat plate or tablet of metal, porcelain, etc., intended for ornament, as on a wall, or set in a piece of furniture.
3. A *collection* is groups of books, media, and other information items.
4. *Furnishings and equipment* include furniture, computers, microfilm readers, and similar articles that are not a fixed part of the building and have a short life span.
5. *Financial contributions* include outright gifts of money, securities, in kind donations and endowments.

Guidelines for Naming:

Appropriate financial contributions for such naming opportunities will be at the discretion of the Board. Naming opportunities due to a financial contributions; naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate may be named directly after the benefactor, or it may retain or be given a functional title following which the benefactor will be recorded as its

sponsor. Proposals for naming should be submitted to the Library Director and should contain specific information in support thereof, including any guidelines on how the donated funds are to be used to support the named room or area. If endorsed by the Library Director, the proposal will be forwarded to the Board for approval. The Board reserves the right to name rooms, designated plaque or nameplate furnishings and equipment or library collections according to what is best for the function of the Library.

A proposal for naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate in honor of a person will normally be considered when that person is a major benefactor to GPL that merits recognition.

All documents must be finalized before the Library issues final approval for a naming opportunity. No publicity shall be initiated until a contract is in place.

While the Board is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals. The Board reserves the right to terminate or alter a naming designation.

Naming rights will not extend beyond the normal life of the space. In the event the room or building is significantly altered during the agreed upon time when the gift was made, the Board will roll the name forward in a similar capacity.

In the event that GPL does not receive the full amount of the donation for the naming opportunity, the Library Director may recommend to the Board that the use of the benefactor's name for the area be discontinued.

Regulations

I. Naming Rooms in the Building

- A. GPL will consider naming rooms when a person or corporation has given outstanding service or a financial contribution towards the room.
- B. Recognition will be for 20 years or for the life of the room (whichever is less), unless the individual or corporation provides continuing or additional support.

II. Furnishings and Equipment, Collections

- A. GPL will recognize a major financial contribution for the purchase of furnishings and equipment, library collections or other by placing the name of the benefactor on a designated plaque or nameplate within the facility.

III. General

- A. A naming opportunity must be consistent with GPL's mission and goals.
- B. The GPL Foundation may contribute multiple financial contributions that merit recognition. In such cases, naming opportunities will be in recognition of the original donor or for the individual/corporation designated by the board of the supporting organization.

C. If the naming of rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate is based on outstanding service to the library system, the next of kin or the family of a person whose name is being considered to naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate will be notified in writing prior to completion of the naming process.

D. The naming of a room, furnishings and equipment, library collections, or by way of a designated plaque or nameplate shall be finalized only after the financial commitment by the individual or corporation has been honored in full and not on the basis of a pledge for future funds, unless a contact is entered into for such purposes.

IV. Indexation

At the discretion of the Board, the levels of financial contributions quoted will be adjusted to reflect changes in economic conditions.

Gift Recognition Replacement-Special Considerations:

A request to rename a room, furnishings and equipment, library collections, or by way of a designated plaque or nameplate shall conform to the following principles:

Any request to rename, add, or remove a name from a room within the Library should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction, or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

In the event the building is drastically altered through construction, the Board shall reserve the right to add/alter gift recognition, including the room's naming. Any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the time frame developed for the original gift.

When a named room has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in, or adjacent to, new, renovated or redeveloped facilities.

Dedication Ceremony and Plaque, Inscription, or other Recognition:

The Board reserves the right to choose the wording, size, location and style of the plaque inscription, or other recognition. An appropriate dedication ceremony may be planned and conducted.

Request Procedures:

I. Proposals for naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate may be submitted at any time during the year to the Library Director for review.

2. A proposal should include:

- a) Applicant name
- b) Contact Information including address, telephone, and email address
- c) Naming opportunity of interest
- d) Statement of the amount and method of the financial contribution to the Library
- e) Statement of the outstanding services toward the development of the library system when the recognition is based open merit rather than financial contributions
- f) Justification compliant with the criteria and objectives outlined in this policy

3. An official letter of response will be sent acknowledging the proposal and outlining the steps necessary to proceed with the naming process or declining the proposal and stating the reason for this action.

4. The Director will present to the GPL Board the naming proposal with appropriate documentation

5. The Board will approve the design, wording, and placement of any permanent plaques, inscriptions or other recognitions.

Recognition of Gift Levels:

General Room Naming Levels:

A donation in the amount of \$50,000 or above will allow for the naming of a room or area at GPL by the donor. The Board will determine which room or area depending on the amount of the donation.

Sponsorship and Naming Levels:	
Periodical Area / DVD Area / Study Rooms	\$50,000
Reading Areas / Computer Area	\$75,000
Teen Room / Medium Meeting Rooms / Drop in Play Area	\$100,000
Large Meeting Room	\$250,000
Main Children's Annex / Room	\$500,000

The Board has the authority to adjust these figures.

Other areas will be determined by the Board according to the amount of donation.

Monetary gifts (other than those associated with naming rights and sponsorships) of \$50,000 or more may be recognized on a designated plaque or nameplate.

Material/Equipment Gifts:

Donations of materials/equipment and funds to purchase materials/equipment will be accepted with the understanding that GPL reserves the right to determine if, and in what manner, the donated items will be used. The Library will make a good faith effort to use monies in accordance with the wishes of the donor(s) and the instructions of the Gift/Donations Form. The Library may refuse proposed gifts if restrictions are counter to Library policies.

Gifts of materials/equipment and items donated become the property of GPL, and are accepted with the understanding that they are subject to the same selection criteria as purchased materials/equipment. Items not selected for the collection may be passed on to another institution or library, or to the Friends of the Library for sale. All proceeds from the sale of donated materials will go to GPL. Acknowledgement of gifts for tax records may be provided, but appraisal of the value of donated items is not made.

Commemorative book(s) receive a bookplate listing the donor and the honoree and an acknowledgment letter will be sent to the person(s) or family of the person being honored.

Monetary Gifts:

All monetary gifts are recognized with an acknowledgment letter.

Adopted January 17, 2019

POLICY

Baldwin Public Library

The library sets out a process for getting naming rights contracts approved. While simple and sparse in construction, the document would be a good framework to follow to document an approval process. Baldwin Public Library's approach to the problem is a gold standard.

Birmingham, MI

General Guidelines

The Baldwin Public library shall use the following guidelines to make decisions on the merits of each naming opportunity:

- Negotiations for the naming rights for a particular space may be initiated by the Library Director, a benefactor, or other interested parties.
- In the event that the flow of funds agreed to constitute a naming opportunity ceases before the agreed time, the Library Director may recommend to the Baldwin Public Library Trust Board that the use of the benefactor's name for the space be discontinued.
- When a major building project is to be undertaken, a tailored naming policy may be proposed. Such a policy shall require the endorsement of the Library Director for recommendation to the Baldwin Public Library Trust Board.
- If an individual or organization, after which a space has been named, comes into disrepute at the Library or in the community at large, the Library Director may recommend to the Baldwin Public Library Trust Board that the use of the name be discontinued.

- The Library Director shall submit all requests for naming rights to the Baldwin Public Library Trust Board in writing. The request shall contain a recommendation based on the criteria and objectives outlined in this policy. The Baldwin Public Library Trust Board shall review and research each submitted naming nomination on its individual merits.
- All contract documents must be finalized before the Library issues final approval for a naming opportunity and declares the officially recognized name of the space.
- Publicity for the proposed naming of the space may not occur until the recommendation for naming is submitted to the Baldwin Public Library Trust Board for approval. 8. Naming rights shall remain in place for a period of at least twenty-five (25) years, although a plaque shall remain in the location in perpetuity, acknowledging the name and the donation. In the event the space is significantly altered in a timeframe less than 75% of the agreed upon time when the gift was made, the Baldwin Public Library Trust Board shall roll the name forward in a similar capacity.

Jurisdictional issues

The question became, if someone came forward with enough money to memorialize someone, what would it take? What are the rules? More importantly, who “owns” a naming or sponsorship decision? Who sets the rules with regards to naming a building, a room, a bench, a collection, or a brick?

Is it the County? The City of Los Altos? The Town of Los Altos Hills? The North County Library Authority? And what of all the volunteer groups – Los Altos Library Endowment (LALE) or the Friends of the Library (FoL)? What is there stake in the rules?

What is the bifurcation line between City and County. Where does one stop and the other end – coarsely? The county owns the running of the library and the librarians and staff. The city owns the building.

County personnel can be pulled to work on critical county needs, as happened during the pandemic, resulting in the shutdown of Woodland Library.

At the same time, the City of Los Altos can do what it will with the physical property, including setting up a leaseback mechanism to cover a \$10 million dollar note for the benefit of the new Community Center.

So who has jurisdiction on naming rights? This remains an unanswered question, well worthy of debate and discussion. No doubt the Los Altos City Attorney and the representative from Santa Clara County are free to agree or disagree with my assessment. My assessment is rather cursory, based on limited research and study.

The process is complex, even without these jurisdictional issues.

Three years ago, the NCLA looked at this issue. This memo is only meant to add to and ameliorate the initial look at this issue by Jon Maginot back in his memo of April 5, 2018, addressed to the NCLA Redevelopment Task Force. Who gets the donation? Is it the county or the city? Where is the line?

Because of the dichotomy between the soft part of the library operations (the people, the collections) and the hard part of the library (the buildings, the rooms, the physical plant), there does not appear to be clearcut guidance or interpretation of the rules for naming anything larger than a room. Santa Clara County also has no visible a la carte menu for donations.

The County provides a simple sparse form which essentially says, unless you intend to just fork over cash and let us decide how to use it, call us. This is not proscriptive and does not address the rebuilding or remodeling necessary.

MEMORIAL GIFTS

SANTA CLARA COUNTY LIBRARY DISTRICT • 1370 DELL AVENUE • CAMPBELL, CA • 95008

Agenda Item 9.

Many individuals and organizations wish to make contributions to their local community libraries. A gift may be used to memorialize a loved one, to celebrate an important occasion in the life of a friend or relative, or to enrich the library's resources.

Contributions are used to provide books, magazines, and other useful materials for your community library.

A bookplate inscribed with the name of the donor and the person honored is placed in each volume purchased with your gift.

The person honored or the family of the one memorialized is notified of the gift without mention of the amount. Donors receive an official acknowledgement from the Santa Clara County Library.

Each donation enables groups and individuals to share with the community as well as to mark occasions of recognition and remembrance through a thoughtful and enduring gift to the library.

Please print: I enclose a gift of \$ _____

For use at the _____ Library

in MEMORY in HONOR

of: _____

Please send notification of my gift to:

family/friend person honored

Name _____

Address _____

City _____ State _____ Zip _____

Please contact me. Phone/Email _____

The gift is to be used for a specific purpose.

No bookplate desired.

This contribution is from:

Name(s) _____

Address _____

City _____ State _____ Zip _____

Please make your check payable to your local library or to the
Santa Clara County Library.

All donations are tax deductible.

Thank you for your contribution. Page 22 (5/24/23)

City of Los Altos' Naming Policy

The City of Los Altos' current opinion on the issue of Naming Rights was researched in 2018. I've provided the full memo attached. What has Los Altos Library done in the past? Are there any Los Altos precedents? In short . . .

“The only policy the City of Los Altos has regarding naming of City facilities is found in the Los Altos Municipal Code Chapter 9.28 – Naming of Public Streets, Parks and Other Public Facilities. This Chapter outlines certain criteria to be considered in selecting a name, including “neighborhood or geographical identification, natural or geological features, historical or cultural significance, the articulated preference of residents of the neighborhood surrounding the public facility, or a person or group of persons who have made an unusually outstanding public service contribution, provided that such person has been deceased for at least 25 years.”

Memo to NCLA from Jon Maginot, 2018

There is a fountain adorned with commemorative bricks on the San Antonio side of the library. There are in-house collections donated to the current library by LALE. These are only two of the many existing donations and bequests to the Los Altos libraries.

**NORTH COUNTY LIBRARY AUTHORITY LIBRARY
REDEVELOPMENT TASK FORCE**

THURSDAY, APRIL 5, 2018 – 3:30 P.M.

Room 2

Hillview Community Center
97 Hillview Avenue, Los Altos, California

ESTABLISH QUORUM

ITEMS FOR CONSIDERATION/ACTION

1. Meeting Minutes: Approve the minutes of the March 22, 2018 meeting
2. Architectural Feasibility Assessment: Receive the Architectural Feasibility Assessment
3. Informational items: Receive information and announcements from staff
 - a. Information regarding ballot measures
 - b. City of Los Altos Naming Policy
4. Future meetings: Discuss agenda items and topics for future meetings

ADJOURNMENT

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the North County Library Authority will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Los Altos City Clerk 72 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for NCLA Library Redevelopment Task Force items may be viewed on the Internet at <http://www.losaltosca.gov/meetings>.

If you wish to provide written materials, please provide the Task Force Staff Liaison with 10 copies of any document that you would like to submit to the Task Force for inclusion in the public record.

For other questions regarding meeting procedures, please contact the Los Altos City Clerk at (650) 947-2720.

MINUTES OF THE MEETING OF THE LIBRARY REDEVELOPMENT TASK FORCE OF THE NORTH COUNTY LIBRARY AUTHORITY, HELD ON MARCH 8, 2018, AT 3:30 P.M. AT LOS ALTOS MAIN LIBRARY, ORCHARD ROOM, 13 SOUTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ROLL CALL

PRESENT: Cindy Hill, Chair (Los Altos Library Commission), Mary Jo Kelly, Vice Chair (Friends of the Library), Jean Mordo (North County Library Authority), Bob Simon (Los Altos Library Endowment). Non-voting advisors: Nancy Howe (Santa Clara County Library)

ABSENT: None

PUBLIC COMMENTS

There were no public comments

ITEMS FOR CONSIDERATION/ACTION

1. Meeting Minutes
Action: Upon a motion by Jean Mordo, seconded by Bob Simon, the Task Force unanimously approved the minutes of the March 8, 2018 meeting.
2. Needs Assessment Update
 Jill Eyres of Group 4 presented the Needs Assessment Update.

Public Comments: The following provided public comments: Diane Schmidt, Suzanne Epstein and David Smith.

Task Force members discussed the Needs Assessment Update and asked follow up questions related to the information presented. The Task Force determined that the results of the Architectural Feasibility Study were needed to combine with the Needs Assessment Update to determine the next steps in the process.

3. Future meetings
 The Task Force determined that the next meeting would be on April 5, 2018 to receive the Architectural Feasibility Study results and additional information requested of staff at the March 8, 2018 meeting.
4. Informational items
 None

ADJOURNMENT

Chair Hill adjourned the meeting at 4:47 p.m.

TO: North County Library Authority Library Redevelopment Task Force
FROM: Jon Maginot, City Clerk/Assistant to the City Manager
SUBJECT: Architectural Feasibility Assessment

RECOMMENDATION:

Receive the Architectural Feasibility Assessment

BACKGROUND

As part of the initial steps for the North County Library Authority (NCLA) Library Redevelopment Task Force, an Architectural Feasibility Assessment has been conducted. STRATAap has performed this assessment.

DISCUSSION

The Feasibility Assessment conducted by STRATA includes the following three scenarios: 1) expansion of the Library by 9,000 sq. ft.; 2) expansion of the Library by 11,000 sq. ft.; and 3) a new building of 40,000 sq. ft. Each scenario includes preliminary cost estimates.

Representatives from STRATAap and Group 4, who conducted the Library Needs Assessment, will be at the April 5, 2018 Task Force meeting to provide more information and to answer questions.

Attachment: Library Feasibility Assessment

TO: North County Library Authority Library Redevelopment Task Force

FROM: Jon Maginot, City Clerk/Assistant to the City Manager

SUBJECT: Informational items

RECOMMENDATION:

Receive information and announcements from staff

BACKGROUND

At the March 8, 2018 Task Force meeting, members of the Task Force asked for additional information to help inform potential recommendations to the North County Library Authority (NCLA). This included basic information on ballot measures, any legal issues related to accepting private donations, and the City of Los Altos' policy on naming rights.

DISCUSSION

Ballot measures

There are two main types of ballot measures which NCLA could move forward with. These include a parcel tax or a bond measure. There are pros and cons associated with either type and will be discussed at a future time.

For either type of ballot measure, the basic proceedings will be the same. The information provided is not intended to be comprehensive, but is intended to provide a basic understanding of the basics of ballot measures. Once a decision has been made to move forward with any sort of ballot measure, legal counsel for NCLA will provide additional guidance and direction on how to proceed.

A measure may be placed on the ballot by any local agency. In this instance, NCLA would be that local agency. This is done by adoption of a resolution and/or ordinance. Generally, ballot measures must be placed on a ballot at least 88 days in advance of the election. A ballot measure may be placed on any election date. State Law will change beginning January 1, 2019 to hold that elections are held the March and November of each year, and April of even-numbered years. A special, all-mail ballot may be held in May or August of each year and March of even-numbered years. At these elections, ballots are sent out and collected by mail. No polling places are opened.

Staff has not gathered cost estimates for each election type. However, it can be anticipated that a ballot measure placed on one of the regular elections (March or November) will be significantly less expensive than one held during a special election (April, May or August). The cost of an election is

based on the number of items on a particular ballot. The more items on a ballot, the lower the cost. Estimated costs could be between \$75,000 and \$250,000.

City of Los Altos' Naming Policy

The only policy the City of Los Altos has regarding naming of City facilities is found in the Los Altos Municipal Code Chapter 9.28 – Naming of Public Streets, Parks and Other Public Facilities. This Chapter outlines certain criteria to be considered in selecting a name, including “neighborhood or geographical identification, natural or geological features, historical or cultural significance, the articulated preference of residents of the neighborhood surrounding the public facility, or a person or group of persons who have made an unusually outstanding public service contribution, provided that such person has been deceased for at least 25 years.”

Recommendation

I've attempted to provide some great examples of how other entities deal with naming rights. There are likely many more examples beyond what I've surfaced, but these three are fairly representative of how to market and sell naming rights.

The Library Commission might look at helping shape policy and decide if the issue needs to be addressed by ordinance.

Specifically, I recommend that we:

1. **Sort out all the jurisdiction issues – determining what flexibility exists for both the City of Los Altos and Santa Clara County.**
2. **Define naming rights within the context of each jurisdiction, if necessary creating an “a la carte” price list.**
3. **Determine what to do with past donations and bequests.**

Maintain the current Los Altos City policy with regards to naming rights, but .

..

Be flexible – don't make it up as you go, but don't pass up an opportunity. The City Council can vote to do whatever it wishes in this regard. My strong recommendation is not to let the law get in the way of a great opportunity.

Overall, we need a more sophisticated naming rights policy. As often happens, more questions get generated in a search for answers than answers.