



LIBRARY COMMISSION MEETING AGENDA

6:30 PM - Thursday, August 03, 2023

Los Alto Community Center - Apricot Room

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

<https://losaltosca.gov.zoom.us/j/88688578966?pwd=Mm5RbVE3bmEwS1R6MCthV1RoN1FhQT09>

Phone: 669-444-9171, Meeting ID: 886 8857 8966, Passcode: 828016

TO PARTICIPATE IN-PERSON: Members of the public may participate in person by being present at the Los Altos Community Center Apricot 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 regular meeting of July 6, 2023
2. **Futures Recommendation for NCLA:** Discuss Futures Subcommittee recommendation for NCLA
3. **Commission Handbook:** Discuss changes to the Commission Handbook approved by City Council
4. **Library Usage Presentation:** Discuss Services Subcommittee analysis of Library usage data
5. **Main Library Patio Project Advisory Group:** Discuss appointment of a Library Commissioner to patio project advisory group

COMMUNITY PARTNER UPDATES

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

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

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

D. Services (*Bedard, Crane, Fawcett*)

13. **Requests for Future Agenda Items**

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

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

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

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



LIBRARY COMMISSION MEETING MINUTES

6:30 PM - Thursday, July 06, 2023
Los Altos Community Center Sequoia Room

ESTABLISH QUORUM

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

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

Absent: None

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

ITEMS FOR CONSIDERATION/ACTION

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

Public Comment: None

Action: Vice Chair Wheeler moved that the Commission accept the minutes of the regular meeting of June 1, 2023, as written. Commissioner Gee seconded the motion.

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

Oppose: None

Abstain: None

Motion passed, unanimously: 6-0-0.

2. **Commission Changes:** Discuss commission changes adopted by City Council on 6/27/23

Public Comment: None

Action: Chair Crane moved that the Library Commission observe the following meeting schedule moving forward: the first Thursday of each stated month in January, March, May, August, September, and October. Vice Chair Wheeler seconded the motion.

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

Oppose: None

Abstain: None

Motion passed, unanimously: 6-0-0.

3. **NCLA Surplus:** Discuss the NCLA surplus and response to Futures Subcommittee letter

Public Comment: None

Action: None

4. **Main Library Patio Project:** Discuss City Council Agenda item from June 27 meeting regarding main library patio project

Public Comment: None

Action: None

INFORMATIONAL ITEMS

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

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

8. **Santa Clara County Library District Presentations:** Receive information and updates from County Staff
9. **Main Library Staff Report:** Receive information and updates from Main Library Staff
10. **City Staff Update:** Receive updates from City Staff
11. **Subcommittee Reports:**
 - A. Awareness (*Carter, Wheeler*)
 - B. Infrastructure (*Carter, Gee, Wheeler*)
 - C. Futures (*Bedard, Crane, Gee*)
 - D. Services (*Bedard, Crane, Fawcett*)
11. **Requests for Future Agenda Items**
 - a. Subcommittees
 - b. Commissioner Handbook
 - c. Presentation by Services Subcommittee (re: materials)

ADJOURNMENT

Chair Crane adjourned the meeting at 7:43pm

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INTRODUCTION

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

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

THE BASICS

Government in the City of Los Altos

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

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



Figure 1: City of Los Altos organization

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City Council

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

To facilitate the exchange of information between the Council and its Commissions, one Councilmember will be assigned as a liaison to each Commission. These liaisons may attend meetings, but will not participate as a member of the Commission. While Council liaisons may offer general guidance, liaisons do not speak for the Council on matters not previously considered by the Council as a whole.

Commissions/Committees

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

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

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

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

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

Staff

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

The City Manager assigns staff members to assist the various Commissions in carrying out their responsibilities. These staff liaisons, by virtue of their technical training and experience, are competent to provide such assistance.

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

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

Role of Staff Liaison

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

Figure 2: Role of Staff Liaison

MEETING DAYS AND TIMES

Regularly scheduled commission meeting days and times are established by the City Council. To facilitate and encourage public participation no commission meeting can be held during the same meeting time as another commission meeting. Additionally, commission meeting times are typically scheduled for later in the day to not impede on normal city business hours effectively insuring services are available until the close of business each day.

Commission special meetings shall be held in accordance with the provisions of regularly scheduled meetings to not impede of city services and operations or conflict with another commissions meeting day and time.

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

<u>COMMISSION:</u>	<u>DAY/TIME:</u>
<u>Complete Street</u>	<u>Last Wednesday 5:30pm</u>
<u>Environmental</u>	<u>Second Monday 7:00pm</u>
<u>Financial</u>	<u>Third Monday 6:00pm</u>
<u>Historical</u>	<u>Fourth Monday 7:00pm</u>
<u>Library</u>	<u>First Thursday 6:30pm</u>
<u>Parks, Art, Recreation & Cultural</u>	<u>Second Wednesday 7:00pm</u>
<u>Planning</u>	<u>First and Third Thursday 7:00pm</u>
<u>Senior</u>	<u>First Monday 3:30pm</u>
<u>Youth</u>	<u>First Monday 6:30pm</u>

COMMISSION WORKPLANS

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

MEMBERSHIP ON CITY COMMISSIONS

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

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

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

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

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

Appointment

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

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

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

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

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

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

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

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

Reappointment

Upon completion of the first four-year term, or an unexpired term, Commissioners ~~must~~shall notify the City Clerk, ~~complete a new application for re-appointment in writing, indicating interest in continuing on to~~-the Commission for another four-year term. ~~In order to qualify for reappointment a Commissioner shall have met the minimum attendance requirements during the duration of their previous term.~~ Commissioners requesting reappointment will be interviewed by the City Council. Reappointments will occur at the same time as new appointments to the Commission. Upon completion of their service, Commissioners are encouraged to meet, either in person or via telephone, with the Council Liaison assigned to their respective Commission or another Councilmember. The purpose of this meeting is to provide Commissioners with a chance to offer feedback to the Council regarding their time on the Commission.

Resignation/Removal

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

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

Commission Member Responsibilities

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

Attendance and Participation

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

considered a regularly scheduled meeting for purposes of calculating attendance, and those members whose absence caused the cancellation shall be charged with an absence for that meeting.

Figure 3: Commission Member Responsibilities

Commissions benefit from the informed input of each member of the body. Each Commission member is expected to exercise judgment in

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

Statement of Economic Interest

The Statement of Economic Interest (Form 700) is a form on which designated employees and officials disclose certain financial interests. State law dictates that members of the Planning Commission must file Form 700s. In addition, the City identifies those positions which are subject to the City’s Biennial Conflict of Interest Code. Those individuals appointed to positions identified in the Conflict of Interest Code are required to file Form 700s. Commission members not identified in the Conflict of Interest Code are not subject to these regulations.

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

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

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

Table 1: Deadlines for filing Form 700

Ethics Training

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

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

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

THE BROWN ACT

The Ralph M. Brown Act (Brown Act) is the State of California’s open government law. Its purpose is to ensure that deliberations and actions of local agency bodies are open to the public and that there is meaningful public access to a local agency’s decision-making process. All City Commissions are subject to the Brown Act. Staff liaisons to Commissions are versed in the elements of the Brown Act and will help Commissioners understand their



Figure 4: Ralph M. Brown

obligations related to the Brown Act. In addition, certain subcommittees or ad hoc committees may be subject to the provisions of the Brown Act. Commissioners should consult with their staff liaison regarding questions of the Brown Act. Ultimately, it is up to the individual Commissioner to ensure that they are complying with the Brown Act.

A major element of the Brown Act relates to meetings of legislative bodies. A meeting is defined as the coming together of a majority or more of a particular body (also known as a quorum) where the business of that body is discussed. Meetings must be properly noticed and held in facilities that are open and accessible to all. All meetings must be held within the City of Los Altos. A discussion which occurs outside of a properly noticed meeting and which involves a majority or more of a body is a violation of the Brown Act. This includes serial discussions which involve only a portion of the Commission, but eventually involve a majority. The two most common serial discussions are daisy chain and hub and spoke.

Daisy Chain

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

Hub and Spoke

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

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

Violations

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

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

Types of meetings

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

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

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

Agendas

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

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

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

Meeting Minutes

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

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

Adding items to a future agenda

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

CONFLICT OF INTEREST

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

It is ultimately the responsibility of the Commission member to identify whether they have a conflict of interest or not. The City Attorney should be consulted as early as possible on any matters which may be a conflict of interest.

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

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

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COMMISSION ORGANIZATION

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

Chair and Vice Chair

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

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

Subcommittees

A Commission may appoint special subcommittees, consisting of less than a majority of the body, to work on specific tasks. Subcommittees should be focused on one specific topic and should last no

more than one year. These subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions may not create standing committees.

MEETING PROCEDURES

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

Rules of Order

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

Consideration of agenda items

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

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

Public Comment

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

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

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

Teleconferencing

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

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

DECORUM

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

Consideration of an agenda item

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

Figure 5: Procedures for considering agenda items

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

TRAINING

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

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

CONCLUSION

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

~~Cheat sheet~~ Tips for Chair (and Vice Chair) (and anyone who may have to run a meeting)

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

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

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

Applications

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

Announcing votes

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

Recess

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

Gate Count	Library	July 2017- June 2018	July 2018- June 2019	July 2019- June 2020	July-2020- June 2021	July 2021-June 2022
July	Los Altos	46,008	41,111	40,872	1,548	15,816
	Woodland	6,649	7,505	7,539	4,248	3,468
August	Los Altos	47,545	42,067	43,039	2,979	18,123
	Woodland	7,047	8,171	7,949	4,158	3,293
September	Los Altos	43,828	39,379	38,657	5,390	17,206
	Woodland	6,782	7,656	7,674	2,679	3,438
October	Los Altos	43,172	38,440	37,381	7,657	16,419
	Woodland	7,173	8,215	7,717	742	3,196
November	Los Altos	39,722	35,576	35,344	6,514	15,046
	Woodland	6,734	6,581	7,035	59	3,049
December	Los Altos	42,645	36,594	35,373	1,102	16,174
	Woodland	6,114	7,145	7,108	48	3,274
January	Los Altos	44,388	39,979	37,417	1,050	16,771
	Woodland	7,658	7,782	8,283	25	3,597
February	Los Altos	35,685	36,515	37,380	1,346	18,708
	Woodland	7,058	7,117	7,528	27	3,539
March	Los Altos	41,648	42,379	16,371	7,130	21,397
	Woodland	8,283	8,241	3,811	26	3,944
April	Los Altos	38,921	38,305	6	9,677	19,769
	Woodland	7,487	7,423	20	45	4,009
May	Los Altos	42,744	40,234	152	11,003	21,351
	Woodland	7,783	7,562	113	100	3,881
June	Los Altos	41,191	43,482	1,118	13,462	22,412
	Woodland	7,697	7,255	1,654	1,508	4,041

					Open Hours Week/Day
Jul-19	Total	Days Open	Ave Per Day		
13 Los Altos	Total	40,872	30	1,362	71
13 Los Altos	Sun	5,117	4	1,279	9
13 Los Altos	Mon	6,967	5	1,393	11
13 Los Altos	Tue	6,784	5	1,357	11
13 Los Altos	Wed	7,791	5	1,558	11
13 Los Altos	Thu	4,124	3	1,375	11
13 Los Altos	Fri	4,780	4	1,195	9
13 Los Altos	Sat	5,309	4	1,327	9
Jul-22	Total	Days Open	Ave Per Day	Open Hours Week/Day	

13 Los Altos	Total	23,100	30	770	71
13 Los Altos	Sun	3,640	5	728	9
13 Los Altos	Mon	2,241	3	747	11
13 Los Altos	Tue	3,209	4	802	11
13 Los Altos	Wed	3,029	4	757	11
13 Los Altos	Thu	2,987	4	747	11
13 Los Altos	Fri	3,620	5	724	9
13 Los Altos	Sat	4,374	5	875	9

					Open Hours
					Week/Day
Jul-19	Total	Total	Days Open	Ave Per Day	
08 Woodland	Total	7,539	30	251	51
08 Woodland	Sun	803	4	201	6
08 Woodland	Mon	1,509	5	302	9
08 Woodland	Tue	1,336	5	267	9
08 Woodland	Wed	1,408	5	282	9
08 Woodland	Thu	658	3	219	6
08 Woodland	Fri	907	4	227	6
08 Woodland	Sat	918	4	230	6

					Open Hours
					Week/Day
Jul-22	Total	Total	Days Open	Ave Per Day	
08 Woodland	Total	4,216	30	141	51
08 Woodland	Sun	653	5	131	6
08 Woodland	Mon	457	3	152	9
08 Woodland	Tue	620	4	155	9
08 Woodland	Wed	560	4	140	9
08 Woodland	Thu	488	4	122	6
08 Woodland	Fri	668	5	134	6
08 Woodland	Sat	770	5	154	6

July 2022- Jan 2023
23,100
4,216
24,619
4,525
23,357
4,556
23,711
4,820
20,225
4,388
22,216
4,335
24,638
5,078

					Open Hours
Aug-19	Total	Days Open	Ave Per Day	Week/Day	
13 Los Altos	Total	43,039	31	1,388	71
13 Los Altos	Sun	5,391	4	1,348	9
13 Los Altos	Mon	5,678	4	1,420	11
13 Los Altos	Tue	5,384	4	1,346	11
13 Los Altos	Wed	5,784	4	1,446	11
13 Los Altos	Thu	7,670	5	1,534	11
13 Los Altos	Fri	6,248	5	1,250	9
13 Los Altos	Sat	6,884	5	1,377	9
Aug-22	Total	Days Open	Ave Per Day	Week/Day	Open Hours

Sep-19
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
Sep-22

13 Los Altos	Total	24,619	31	794	71
13 Los Altos	Sun	3,408	4	852	9
13 Los Altos	Mon	4,006	5	801	11
13 Los Altos	Tue	4,181	5	836	11
13 Los Altos	Wed	3,588	5	718	11
13 Los Altos	Thu	3,123	4	781	11
13 Los Altos	Fri	2,745	4	686	9
13 Los Altos	Sat	3,568	4	892	9

13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos
13 Los Altos

					Open Hours
					Week/Day
Aug-19		Total	Days Open	Ave Per Day	
08 Woodland	Total	7,949	31	256	51
08 Woodland	Sun	730	4	183	6
08 Woodland	Mon	1,285	4	321	9
08 Woodland	Tue	1,137	4	284	9
08 Woodland	Wed	1,229	4	307	9
08 Woodland	Thu	1,189	5	238	6
08 Woodland	Fri	1,148	5	230	6
08 Woodland	Sat	1,231	5	246	6

Sep-19	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	

					Open Hours
					Week/Day
Aug-22		Total	Days Open	Ave Per Day	
08 Woodland	Total	4,525	31	146	51
08 Woodland	Sun	573	4	143	6
08 Woodland	Mon	777	5	155	9
08 Woodland	Tue	652	5	130	9
08 Woodland	Wed	792	5	158	9
08 Woodland	Thu	557	4	139	6
08 Woodland	Fri	553	4	138	6
08 Woodland	Sat	621	4	155	6

Sep-22	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	
08 Woodland	

	Total	Days Open	Ave Per Day	Open Hours Week/Day
Total	38,657	29	1,333	71
Sun	7,265	5	1,453	9
Mon	4,780	4	1,195	11
Tue	4,993	4	1,248	11
Wed	5,332	4	1,333	11
Thu	5,519	4	1,380	11
Fri	4,581	4	1,145	9
Sat	6,187	4	1,547	9

	Total	Days Open	Ave Per Day	Open Hours Week/Day

Oct-19	Total
13 Los Altos	37,381
13 Los Altos	5,954
13 Los Altos	3,675
13 Los Altos	6,334
13 Los Altos	6,435
13 Los Altos	6,468
13 Los Altos	4,306
13 Los Altos	4,209

Oct-22	Total

Total	23,357	29	805	71
Sun	3,665	4	916	9
Mon	2,176	3	725	11
Tue	3,265	4	816	11
Wed	3,004	4	751	11
Thu	3,772	5	754	11
Fri	3,567	5	713	9
Sat	3,908	4	977	9

13 Los Altos	Total	23,711
13 Los Altos	Sun	5,618
13 Los Altos	Mon	2,790
13 Los Altos	Tue	2,908
13 Los Altos	Wed	2,740
13 Los Altos	Thu	2,921
13 Los Altos	Fri	2,697
13 Los Altos	Sat	4,037

	Total	Days Open	Ave Per Day	Open Hours Week/Day
Total	7,674	29	265	51
Sun	1,037	5	207	6
Mon	1,174	4	294	9
Tue	1,225	4	306	9
Wed	1,308	4	327	9
Thu	849	4	212	6
Fri	955	4	239	6
Sat	1,126	4	282	6

Oct-19		Total
08 Woodland	Total	7,717
08 Woodland	Sun	802
08 Woodland	Mon	935
08 Woodland	Tue	1,505
08 Woodland	Wed	1,600
08 Woodland	Thu	1,163
08 Woodland	Fri	919
08 Woodland	Sat	793

	Total	Days Open	Ave Per Day	Open Hours Week/Day
Total	4,556	29	157	51
Sun	530	4	133	6
Mon	464	3	155	9
Tue	746	4	187	9
Wed	728	4	182	9
Thu	600	5	120	6
Fri	847	5	169	6
Sat	641	4	160	6

Oct-22		Total
08 Woodland	Total	4,820
08 Woodland	Sun	679
08 Woodland	Mon	598
08 Woodland	Tue	639
08 Woodland	Wed	794
08 Woodland	Thu	622
08 Woodland	Fri	680
08 Woodland	Sat	808

Days Open	Ave Per Day	Open Hours Week/Day
29	1,289	71
4	1,489	9
3	1,225	11
5	1,267	11
5	1,287	11
5	1,294	11
4	1,077	9
3	1,403	9

Days Open	Ave Per Day	Open Hours Week/Day
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Nov-19		Total	Days Open
13 Los Altos	Total	35,344	27
13 Los Altos	Sun	5,763	4
13 Los Altos	Mon	3,544	3
13 Los Altos	Tue	5,047	4
13 Los Altos	Wed	5,288	4
13 Los Altos	Thu	3,978	3
13 Los Altos	Fri	4,288	4
13 Los Altos	Sat	7,436	5

Nov-22		Total	Days Open
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30	790	71
5	1,124	9
4	698	11
4	727	11
4	685	11
4	730	11
4	674	9
5	807	9

13 Los Altos	Total	20,225	27
13 Los Altos	Sun	2,648	4
13 Los Altos	Mon	3,075	4
13 Los Altos	Tue	3,967	5
13 Los Altos	Wed	3,409	5
13 Los Altos	Thu	2,079	3
13 Los Altos	Fri	1,202	2
13 Los Altos	Sat	3,845	4

Days Open	Ave Per Day	Open Hours Week/Day
29	266	51
4	201	6
3	312	9
5	301	9
5	320	9
5	233	6
4	230	6
3	264	6

Nov-19		Total	Days Open
08 Woodland	Total	7,035	27
08 Woodland	Sun	814	4
08 Woodland	Mon	879	3
08 Woodland	Tue	1,152	4
08 Woodland	Wed	1,262	4
08 Woodland	Thu	648	3
08 Woodland	Fri	881	4
08 Woodland	Sat	1,399	5

Days Open	Ave Per Day	Open Hours Week/Day
30	161	51
5	136	6
4	150	9
4	160	9
4	199	9
4	156	6
4	170	6
5	162	6

Nov-22		Total	Days Open
08 Woodland	Total	4,388	27
08 Woodland	Sun	614	4
08 Woodland	Mon	696	4
08 Woodland	Tue	856	5
08 Woodland	Wed	875	5
08 Woodland	Thu	463	3
08 Woodland	Fri	258	2
08 Woodland	Sat	626	4

Ave Per Day	Open Hours Week/Day
1,309	71
1,441	9
1,181	11
1,262	11
1,322	11
1,326	11
1,072	9
1,487	9

Dec-19		Total	Days Open	Ave Per Day	Open Hours Week/Day
13 Los Altos	Total	35,373	30	1,179	71
13 Los Altos	Sun	6,150	5	1,230	9
13 Los Altos	Mon	5,929	5	1,186	11
13 Los Altos	Tue	5,556	5	1,111	11
13 Los Altos	Wed	3,618	3	1,206	11
13 Los Altos	Thu	4,968	4	1,242	11
13 Los Altos	Fri	4,061	4	1,015	9
13 Los Altos	Sat	5,091	4	1,273	9

Ave Per Day	Open Hours Week/Day
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Dec-22		Total	Days Open	Ave Per Day	Open Hours Week/Day
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749	71
662	9
769	11
793	11
682	11
693	11
601	9
961	9

13 Los Altos	Total	22,216	29	766	71
13 Los Altos	Sun	2,494	3	831	9
13 Los Altos	Mon	2,161	3	720	11
13 Los Altos	Tue	3,310	4	828	11
13 Los Altos	Wed	2,922	4	731	11
13 Los Altos	Thu	3,779	5	756	11
13 Los Altos	Fri	3,644	5	729	9
13 Los Altos	Sat	3,906	5	781	9

	Open Hours
Ave Per Day	Week/Day
261	51
204	6
293	9
288	9
316	9
216	6
220	6
280	6

					Open Hours
					Week/Day
Dec-19		Total	Days Open	Ave Per Day	
08 Woodland	Total	7,108	30	237	51
08 Woodland	Sun	995	5	199	6
08 Woodland	Mon	1,355	5	271	9
08 Woodland	Tue	1,296	5	259	9
08 Woodland	Wed	840	3	280	9
08 Woodland	Thu	806	4	202	6
08 Woodland	Fri	848	4	212	6
08 Woodland	Sat	968	4	242	6

	Open Hours
Ave Per Day	Week/Day
163	51
154	6
174	9
171	9
175	9
154	6
129	6
157	6

					Open Hours
					Week/Day
Dec-22		Total	Days Open	Ave Per Day	
08 Woodland	Total	4,335	29	149	51
08 Woodland	Sun	503	3	168	6
08 Woodland	Mon	440	3	147	9
08 Woodland	Tue	637	4	159	9
08 Woodland	Wed	629	4	157	9
08 Woodland	Thu	689	5	138	6
08 Woodland	Fri	750	5	150	6
08 Woodland	Sat	687	5	137	6

					Open Hours
Jan-20	Total	Days Open	Ave Per Day	Week/Day	
13 Los Altos	Total	37,417	29	1,290	71
13 Los Altos	Sun	5,697	4	1,424	9
13 Los Altos	Mon	3,473	3	1,158	11
13 Los Altos	Tue	5,113	4	1,278	11
13 Los Altos	Wed	5,199	4	1,300	11
13 Los Altos	Thu	6,713	5	1,343	11
13 Los Altos	Fri	5,583	5	1,117	9
13 Los Altos	Sat	5,639	4	1,410	9
Jan-23	Total	Days Open	Ave Per Day	Week/Day	Open Hours

13 Los Altos	Total	24,638	28	880	71
13 Los Altos	Sun	4,301	4	1,075	9
13 Los Altos	Mon	2,305	3	768	11
13 Los Altos	Tue	4,868	5	974	11
13 Los Altos	Wed	2,736	4	684	11
13 Los Altos	Thu	3,257	4	814	11
13 Los Altos	Fri	3,172	4	793	9
13 Los Altos	Sat	3,999	4	1,000	9

					Open Hours
Jan-20		Total	Days Open	Ave Per Day	Week/Day
08 Woodland	Total	8,283	29	286	51
08 Woodland	Sun	901	4	225	6
08 Woodland	Mon	936	3	312	9
08 Woodland	Tue	1,238	4	310	9
08 Woodland	Wed	1,363	4	341	9
08 Woodland	Thu	1,466	5	293	6
08 Woodland	Fri	1,171	5	234	6
08 Woodland	Sat	1,208	4	302	6

					Open Hours
Jan-23		Total	Days Open	Ave Per Day	Week/Day
08 Woodland	Total	5,078	28	181	51
08 Woodland	Sun	686	4	172	6
08 Woodland	Mon	513	3	171	9
08 Woodland	Tue	977	5	195	9
08 Woodland	Wed	764	4	191	9
08 Woodland	Thu	621	4	155	6
08 Woodland	Fri	736	4	184	6
08 Woodland	Sat	781	4	195	6

Gate Count	Library	July 2017- June 2018	July 2018- June 2019	July 2019- June 2020	July-2020- June 2021	July 2021- June 2022	July 2022- Jan 2023
July	Campbell	23,030	24,020	26,564	7,096	7,068	8,054
August	Campbell	26,862	24,932	27,055	6,600	7,074	8,657
September	Campbell	24,320	22,920	23,750	5,532	7,096	7,473
October	Campbell	21,617	24,225	24,224	6,752	6,770	7,712
November	Campbell	19,633	21,148	22,522	6,127	7,160	6,677
December	Campbell	21,678	21,274	21,476	5,480	6,908	6,789
January	Campbell	23,088	23,570	24,358	5,474	6,913	7,642
February	Campbell	21,492	22,957	24,361	5,252	6,721	
March	Campbell	25,118	26,712	10,724	5,880	7,495	
April	Campbell	23,246	24,970	25	6,231	7,752	
May	Campbell	24,980	25,689	157	3,241	7,160	
June	Campbell	25,759	26,239	2,284	6,473	8,015	
Total	Campbell	280,823	288,656	207,500	70,138	86,132	53,004

Jul-19		Total	Days Open	Ave Per Day	Open Hours Week/Day
05 Campbell	Total	26,564	30	885	55
05 Campbell	Sun	1,848	4	462	4
05 Campbell	Mon	4,245	5	849	8
05 Campbell	Tue	4,572	5	914	8
05 Campbell	Wed	6,022	5	1,204	11
05 Campbell	Thu	2,617	3	872	8
05 Campbell	Fri	3,558	4	890	8
05 Campbell	Sat	3,702	4	926	8

Aug-19	
05 Campbell	
05 Campbell	
05 Campbell	
05 Campbell	
05 Campbell	
05 Campbell	
05 Campbell	
05 Campbell	

Jul-22		Total	Days Open	Ave Per Day	Open Hours Week/Day
05 Campbell	Total	8,054	25	322	60
05 Campbell	Sun				
05 Campbell	Mon	983	3	328	11
05 Campbell	Tue	1,334	4	334	11
05 Campbell	Wed	1,620	4	405	11
05 Campbell	Thu	1,151	4	288	11
05 Campbell	Fri	1,457	5	291	8
05 Campbell	Sat	1,509	5	302	8

Aug-22	
05 Campbell	
05 Campbell	
05 Campbell	
05 Campbell	
05 Campbell	
05 Campbell	
05 Campbell	
05 Campbell	

	Total	Days Open	Ave Per Day	Open Hours Week/Day
Total	27,055	31	873	55
Sun	1,905	4	476	4
Mon	3,401	4	850	8
Tue	3,525	4	881	8
Wed	4,473	4	1,118	11
Thu	4,005	5	801	8
Fri	4,482	5	896	8
Sat	5,264	5	1,053	8

Sep-19		Total
05 Campbell	Total	23,750
05 Campbell	Sun	2,479
05 Campbell	Mon	3,004
05 Campbell	Tue	3,368
05 Campbell	Wed	4,107
05 Campbell	Thu	2,966
05 Campbell	Fri	3,693
05 Campbell	Sat	4,133

	Total	Days Open	Ave Per Day	Open Hours Week/Day
Total	8,657	27	321	60
Sun				
Mon	1,676	5	335	11
Tue	1,534	5	307	11
Wed	1,731	5	346	11
Thu	1,115	4	279	11
Fri	1,335	4	334	8
Sat	1,266	4	317	8

Sep-22		Total
05 Campbell	Total	7,473
05 Campbell	Sun	
05 Campbell	Mon	918
05 Campbell	Tue	1,216
05 Campbell	Wed	1,250
05 Campbell	Thu	1,354
05 Campbell	Fri	1,383
05 Campbell	Sat	1,352

Days Open	Ave Per Day	Open Hours Week/Day
29	819	55
5	496	4
4	751	8
4	842	8
4	1,027	11
4	742	8
4	923	8
4	1,033	8

Oct-19		Total	Days Open
05 Campbell	Total	24,224	29
05 Campbell	Sun	2,131	4
05 Campbell	Mon	2,527	3
05 Campbell	Tue	4,365	5
05 Campbell	Wed	4,996	5
05 Campbell	Thu	3,590	5
05 Campbell	Fri	3,554	4
05 Campbell	Sat	3,061	3

Days Open	Ave Per Day	Open Hours Week/Day
25	299	60
3	306	11
4	304	11
4	313	11
5	271	11
5	277	8
4	338	8

Oct-22		Total	Days Open
05 Campbell	Total	7,712	25
05 Campbell	Sun		
05 Campbell	Mon	1,157	4
05 Campbell	Tue	1,254	4
05 Campbell	Wed	1,327	4
05 Campbell	Thu	1,169	4
05 Campbell	Fri	1,104	4
05 Campbell	Sat	1,700	5

Ave Per Day	Open Hours Week/Day
835	55
533	4
842	8
873	8
999	11
718	8
889	8
1,020	8

Nov-19		Total	Days Open	Ave Per Day
05 Campbell	Total	22,522	27	834
05 Campbell	Sun	2,025	4	506
05 Campbell	Mon	2,250	3	750
05 Campbell	Tue	3,241	4	810
05 Campbell	Wed	3,978	4	995
05 Campbell	Thu	2,228	3	743
05 Campbell	Fri	3,751	4	938
05 Campbell	Sat	5,049	5	1,010

Ave Per Day	Open Hours Week/Day
308	60
289	11
314	11
332	11
292	11
276	8
340	8

Nov-22		Total	Days Open	Ave Per Day
05 Campbell	Total	6,677	23	290
05 Campbell	Sun			
05 Campbell	Mon	1,156	4	289
05 Campbell	Tue	1,411	5	282
05 Campbell	Wed	1,599	5	320
05 Campbell	Thu	771	3	257
05 Campbell	Fri	500	2	250
05 Campbell	Sat	1,240	4	310

Open Hours Week/Day
55
4
8
8
11
8
8
8

Dec-19					Open Hours Week/Day
	Total	Days Open	Ave Per Day		
05 Campbell	Total	21,476	30	716	55
05 Campbell	Sun	2,166	5	433	4
05 Campbell	Mon	3,521	5	704	8
05 Campbell	Tue	3,196	5	639	8
05 Campbell	Wed	2,660	3	887	11
05 Campbell	Thu	2,850	4	713	8
05 Campbell	Fri	3,275	4	819	8
05 Campbell	Sat	3,808	4	952	8

Open Hours Week/Day
60
11
11
11
11
8
8

Dec-22					Open Hours Week/Day
	Total	Days Open	Ave Per Day		
05 Campbell	Total	6,789	26	261	60
05 Campbell	Sun				
05 Campbell	Mon	875	3	292	11
05 Campbell	Tue	1,074	4	269	11
05 Campbell	Wed	1,152	4	288	11
05 Campbell	Thu	1,212	5	242	11
05 Campbell	Fri	1,350	5	270	8
05 Campbell	Sat	1,126	5	225	8

Jan-20		Total	Days Open	Ave Per Day	Open Hours Week/Day
05 Campbell	Total	24,358	29	840	55
05 Campbell	Sun	2,160	4	540	4
05 Campbell	Mon	2,215	3	738	8
05 Campbell	Tue	3,435	4	859	8
05 Campbell	Wed	3,751	4	938	11
05 Campbell	Thu	3,869	5	774	8
05 Campbell	Fri	4,443	5	889	8
05 Campbell	Sat	4,485	4	1,121	8

Jan-23		Total	Days Open	Ave Per Day	Open Hours Week/Day
05 Campbell	Total	7,642	24	318	60
05 Campbell	Sun				
05 Campbell	Mon	934	3	311	11
05 Campbell	Tue	1,659	5	332	11
05 Campbell	Wed	1,175	4	294	11
05 Campbell	Thu	1,234	4	309	11
05 Campbell	Fri	1,186	4	297	8
05 Campbell	Sat	1,454	4	364	8

Gate Count	Library	July 2017- June 2018	July 2018- June 2019	July 2019- June 2020	July-2020- June 2021	July 2021- June 2022	July 2022- Jan 2023
July	Cupertino	78,411	81,419	80,949	7,644	28,923	45,825
August	Cupertino	75,845	82,209	85,532	6,095	27,983	50,098
September	Cupertino	73,746	75,577	79,170	8,256	26,117	48,878
October	Cupertino	72,838	76,014	72,101	9,581	27,514	48,852
November	Cupertino	61,323	64,485	70,048	8,749	25,424	43,980
December	Cupertino	70,041	70,500	70,515	8,037	29,074	46,905
January	Cupertino	72,314	74,817	71,232	8,204	28,124	48,157
February	Cupertino	66,474	69,153	64,864	8,016	31,965	
March	Cupertino	74,909	80,695	24,194	10,741	36,836	
April	Cupertino	73,677	72,372	0	13,767	40,456	
May	Cupertino	73,981	74,489	28	16,518	40,474	
June	Cupertino	80,303	82,619	1,444	23,304	44,395	
Total	Cupertino	873,862	904,349	620,077	128,912	387,285	332,695

Jul-19		Total	Days Open	Ave Per Day	Open Hours Week/Day
07 Cupertino	Total	80,949	30	2,698	72
07 Cupertino	Sun	11,324	4	2,831	8.5
07 Cupertino	Mon	13,198	5	2,640	11
07 Cupertino	Tue	13,280	5	2,656	11
07 Cupertino	Wed	13,748	5	2,750	11
07 Cupertino	Thu	7,864	3	2,621	11
07 Cupertino	Fri	10,524	4	2,631	11
07 Cupertino	Sat	11,011	4	2,753	8.5

Aug-19	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	

Jul-22		Total	Days Open	Ave Per Day	Open Hours Week/Day
07 Cupertino	Total	45,825	30	1,528	72
07 Cupertino	Sun	7,119	5	1,424	8.5
07 Cupertino	Mon	4,154	3	1,385	11
07 Cupertino	Tue	6,350	4	1,588	11
07 Cupertino	Wed	6,191	4	1,548	11
07 Cupertino	Thu	5,749	4	1,437	11
07 Cupertino	Fri	7,669	5	1,534	11
07 Cupertino	Sat	8,593	5	1,719	8.5

Aug-22	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	
07 Cupertino	

	Total	Days Open	Ave Per Day	Open Hours Week/Day
Total	85,532	31	2,759	72
Sun	12,173	4	3,043	8.5
Mon	10,199	4	2,550	11
Tue	10,054	4	2,514	11
Wed	10,643	4	2,661	11
Thu	13,760	5	2,752	11
Fri	12,982	5	2,596	11
Sat	15,721	5	3,144	8.5

Sep-19	
07 Cupertino	Total
07 Cupertino	Sun
07 Cupertino	Mon
07 Cupertino	Tue
07 Cupertino	Wed
07 Cupertino	Thu
07 Cupertino	Fri
07 Cupertino	Sat

	Total	Days Open	Ave Per Day	Open Hours Week/Day
Total	50,098	31	1,616	72
Sun	6,797	4	1,699	8.5
Mon	7,359	5	1,472	11
Tue	8,149	5	1,630	11
Wed	7,466	5	1,493	11
Thu	5,888	4	1,472	11
Fri	6,083	4	1,521	11
Sat	8,356	4	2,089	8.5

Sep-22	
07 Cupertino	Total
07 Cupertino	Sun
07 Cupertino	Mon
07 Cupertino	Tue
07 Cupertino	Wed
07 Cupertino	Thu
07 Cupertino	Fri
07 Cupertino	Sat

Total	Days Open	Ave Per Day	Open Hours Week/Day
79,170	29	2,730	72
16,721	5	3,344	8.5
8,874	4	2,219	11
9,900	4	2,475	11
9,424	4	2,356	11
8,823	4	2,206	11
9,783	4	2,446	11
15,645	4	3,911	8.5

Oct-19		Total
07 Cupertino	Total	72,101
07 Cupertino	Sun	12,900
07 Cupertino	Mon	6,588
07 Cupertino	Tue	11,560
07 Cupertino	Wed	10,712
07 Cupertino	Thu	10,511
07 Cupertino	Fri	8,920
07 Cupertino	Sat	10,910

Total	Days Open	Ave Per Day	Open Hours Week/Day
48,878	29	1,685	72
7,862	4	1,966	8.5
3,830	3	1,277	11
6,907	4	1,727	11
6,097	4	1,524	11
7,247	5	1,449	11
7,596	5	1,519	11
9,339	4	2,335	8.5

Oct-22		Total
07 Cupertino	Total	48,852
07 Cupertino	Sun	10,040
07 Cupertino	Mon	4,999
07 Cupertino	Tue	5,943
07 Cupertino	Wed	5,634
07 Cupertino	Thu	5,794
07 Cupertino	Fri	5,767
07 Cupertino	Sat	10,675

Days Open	Ave Per Day	Open Hours Week/Day
29	2,486	72
4	3,225	8.5
3	2,196	11
5	2,312	11
5	2,142	11
5	2,102	11
4	2,230	11
3	3,637	8.5

Nov-19		Total	Days Open
07 Cupertino	Total	70,048	27
07 Cupertino	Sun	12,733	4
07 Cupertino	Mon	6,423	3
07 Cupertino	Tue	9,253	4
07 Cupertino	Wed	9,218	4
07 Cupertino	Thu	6,466	3
07 Cupertino	Fri	9,139	4
07 Cupertino	Sat	16,816	5

Days Open	Ave Per Day	Open Hours Week/Day
30	1,628	72
5	2,008	8.5
4	1,250	11
4	1,486	11
4	1,409	11
4	1,449	11
4	1,442	11
5	2,135	8.5

Nov-22		Total	Days Open
07 Cupertino	Total	43,980	27
07 Cupertino	Sun	7,698	4
07 Cupertino	Mon	5,189	4
07 Cupertino	Tue	7,653	5
07 Cupertino	Wed	7,414	5
07 Cupertino	Thu	4,172	3
07 Cupertino	Fri	2,790	2
07 Cupertino	Sat	9,064	4

Ave Per Day	Open Hours Week/Day
2,594	72
3,183	8.5
2,141	11
2,313	11
2,305	11
2,155	11
2,285	11
3,363	8.5

Dec-19		Total	Days Open	Ave Per Day
07 Cupertino	Total	70,515	30	2,351
07 Cupertino	Sun	13,836	5	2,767
07 Cupertino	Mon	11,285	5	2,257
07 Cupertino	Tue	10,181	5	2,036
07 Cupertino	Wed	6,156	3	2,052
07 Cupertino	Thu	8,571	4	2,143
07 Cupertino	Fri	8,333	4	2,083
07 Cupertino	Sat	12,153	4	3,038

Ave Per Day	Open Hours Week/Day
1,629	72
1,925	8.5
1,297	11
1,531	11
1,483	11
1,391	11
1,395	11
2,266	8.5

Dec-22		Total	Days Open	Ave Per Day
07 Cupertino	Total	46,905	29	1,617
07 Cupertino	Sun	6,337	3	2,112
07 Cupertino	Mon	4,253	3	1,418
07 Cupertino	Tue	6,482	4	1,621
07 Cupertino	Wed	5,986	4	1,497
07 Cupertino	Thu	6,970	5	1,394
07 Cupertino	Fri	7,928	5	1,586
07 Cupertino	Sat	8,949	5	1,790

Open Hours Week/Day
72
8.5
11
11
11
11
11
8.5

Jan-20		Total	Days Open	Ave Per Day	Open Hours Week/Day
07 Cupertino	Total	71,232	29	2,456	72
07 Cupertino	Sun	12,278	4	3,070	8.5
07 Cupertino	Mon	5,961	3	1,987	11
07 Cupertino	Tue	8,789	4	2,197	11
07 Cupertino	Wed	8,227	4	2,057	11
07 Cupertino	Thu	11,327	5	2,265	11
07 Cupertino	Fri	11,000	5	2,200	11
07 Cupertino	Sat	13,650	4	3,413	8.5

Open Hours Week/Day
72
8.5
11
11
11
11
11
8.5

Jan-23		Total	Days Open	Ave Per Day	Open Hours Week/Day
07 Cupertino	Total	48,157	28	1,720	72
07 Cupertino	Sun	8,550	4	2,138	8.5
07 Cupertino	Mon	3,841	3	1,280	11
07 Cupertino	Tue	8,943	5	1,789	11
07 Cupertino	Wed	4,972	4	1,243	11
07 Cupertino	Thu	6,120	4	1,530	11
07 Cupertino	Fri	5,967	4	1,492	11
07 Cupertino	Sat	9,764	4	2,441	8.5

Gate Count	Library	July 2017- June 2018	July 2018- June 2019	July 2019- June 2020	July-2020- June 2021	July 2021- June 2022	July 2022- Jan 2023
July	Saratoga	35,114	32,584	32,672	7,963	15,569	20,950
August	Saratoga	37,427	34,779	36,779	6,149	16,704	23,527
September	Saratoga	37,286	34,844	36,882	6,671	18,943	23,713
October	Saratoga	34,421	35,550	35,103	7,485	16,657	23,422
November	Saratoga	30,145	31,050	31,970	6,353	16,099	22,696
December	Saratoga	32,768	31,690	33,025	7,248	16,989	21,480
January	Saratoga	35,058	35,097	35,670	6,983	17,345	24,376
February	Saratoga	30,848	31,731	32,419	7,483	18,847	
March	Saratoga	36,624	37,693	15,065	9,142	21,206	
April	Saratoga	33,067	34,015	3	9,260	20,862	
May	Saratoga	33,754	35,204	426	9,612	20,837	
June	Saratoga	32,485	33,951	3,892	12,189	21,104	
Total	Saratoga	408,997	408,188	293,906	96,538	221,162	160,164

Jul-19		Total	Days Open	Ave Per Day	Open Hours Week/Day
06 Saratoga	Total	32,672	30	1,089	62
06 Saratoga	Sun	4,157	4	1,039	8
06 Saratoga	Mon	5,953	5	1,191	11
06 Saratoga	Tue	5,613	5	1,123	11
06 Saratoga	Wed	4,571	5	914	8
06 Saratoga	Thu	2,871	3	957	8
06 Saratoga	Fri	3,833	4	958	8
06 Saratoga	Sat	5,674	4	1,419	8

Aug-19		Total
06 Saratoga	Total	
06 Saratoga	Sun	
06 Saratoga	Mon	
06 Saratoga	Tue	
06 Saratoga	Wed	
06 Saratoga	Thu	
06 Saratoga	Fri	
06 Saratoga	Sat	

Jul-22		Total	Days Open	Ave Per Day	Open Hours Week/Day
06 Saratoga	Total	20,950	30	698	62
06 Saratoga	Sun	3,381	5	676	8
06 Saratoga	Mon	2,196	3	732	11
06 Saratoga	Tue	3,097	4	774	11
06 Saratoga	Wed	2,376	4	594	8
06 Saratoga	Thu	2,286	4	572	8
06 Saratoga	Fri	3,309	5	662	8
06 Saratoga	Sat	4,305	5	861	8

Aug-22		Total
06 Saratoga	Total	
06 Saratoga	Sun	
06 Saratoga	Mon	
06 Saratoga	Tue	
06 Saratoga	Wed	
06 Saratoga	Thu	
06 Saratoga	Fri	
06 Saratoga	Sat	

Total	Days Open	Ave Per Day	Open Hours Week/Day
36,779	31	1,186	62
4,343	4	1,086	8
5,444	4	1,361	11
5,397	4	1,349	11
4,540	4	1,135	8
4,929	5	986	8
5,310	5	1,062	8
6,816	5	1,363	8

Sep-19	Total	Days Open
06 Saratoga Total	36,882	29
06 Saratoga Sun	6,241	5
06 Saratoga Mon	5,190	4
06 Saratoga Tue	5,796	4
06 Saratoga Wed	4,702	4
06 Saratoga Thu	4,510	4
06 Saratoga Fri	4,513	4
06 Saratoga Sat	5,930	4

Total	Days Open	Ave Per Day	Open Hours Week/Day
23,527	31	759	62
3,054	4	764	8
4,028	5	806	11
4,199	5	840	11
3,311	5	662	8
2,591	4	648	8
2,782	4	696	8
3,562	4	891	8

Sep-22	Total	Days Open
06 Saratoga Total	23,713	29
06 Saratoga Sun	3,348	4
06 Saratoga Mon	2,598	3
06 Saratoga Tue	3,745	4
06 Saratoga Wed	3,003	4
06 Saratoga Thu	3,582	5
06 Saratoga Fri	3,614	5
06 Saratoga Sat	3,823	4

Ave Per Day	Open Hours Week/Day
1,272	62
1,248	8
1,298	11
1,449	11
1,176	8
1,128	8
1,128	8
1,483	8

Oct-19		Total	Days Open	Ave Per Day	Open Hours Week/Day
06 Saratoga	Total	35,103	29	1,210	62
06 Saratoga	Sun	5,592	4	1,398	8
06 Saratoga	Mon	4,187	3	1,396	11
06 Saratoga	Tue	6,421	5	1,284	11
06 Saratoga	Wed	5,782	5	1,156	8
06 Saratoga	Thu	4,375	5	875	8
06 Saratoga	Fri	4,222	4	1,056	8
06 Saratoga	Sat	4,524	3	1,508	8

Ave Per Day	Open Hours Week/Day
818	62
837	8
866	11
936	11
751	8
716	8
723	8
956	8

Oct-22		Total	Days Open	Ave Per Day	Open Hours Week/Day
06 Saratoga	Total	23,422	30	781	62
06 Saratoga	Sun	4,229	5	846	8
06 Saratoga	Mon	3,038	4	760	11
06 Saratoga	Tue	3,061	4	765	11
06 Saratoga	Wed	2,998	4	750	8
06 Saratoga	Thu	2,501	4	625	8
06 Saratoga	Fri	2,601	4	650	8
06 Saratoga	Sat	4,994	5	999	8

Nov-19		Total	Days Open	Ave Per Day	Open Hours Week/Day
06 Saratoga	Total	31,970	27	1,184	62
06 Saratoga	Sun	4,766	4	1,192	8
06 Saratoga	Mon	3,758	3	1,253	11
06 Saratoga	Tue	5,069	4	1,267	11
06 Saratoga	Wed	4,557	4	1,139	8
06 Saratoga	Thu	3,161	3	1,054	8
06 Saratoga	Fri	3,791	4	948	8
06 Saratoga	Sat	6,868	5	1,374	8

Dec-19
06 Saratoga
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06 Saratoga
06 Saratoga
06 Saratoga

Nov-22		Total	Days Open	Ave Per Day	Open Hours Week/Day
06 Saratoga	Total	22,696	27	841	62
06 Saratoga	Sun	3,336	4	834	8
06 Saratoga	Mon	3,191	4	798	11
06 Saratoga	Tue	5,218	5	1,044	11
06 Saratoga	Wed	3,559	5	712	8
06 Saratoga	Thu	2,022	3	674	8
06 Saratoga	Fri	1,407	2	704	8
06 Saratoga	Sat	3,963	4	991	8

Dec-22
06 Saratoga
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06 Saratoga
06 Saratoga
06 Saratoga

	Total	Days Open	Ave Per Day	Open Hours Week/Day
Total	33,025	30	1,101	62
Sun	5,500	5	1,100	8
Mon	5,997	5	1,199	11
Tue	5,246	5	1,049	11
Wed	3,399	3	1,133	8
Thu	4,124	4	1,031	8
Fri	3,880	4	970	8
Sat	4,879	4	1,220	8

Jan-20		Total
06 Saratoga	Total	35,670
06 Saratoga	Sun	4,795
06 Saratoga	Mon	3,725
06 Saratoga	Tue	5,405
06 Saratoga	Wed	4,691
06 Saratoga	Thu	5,545
06 Saratoga	Fri	5,427
06 Saratoga	Sat	6,082

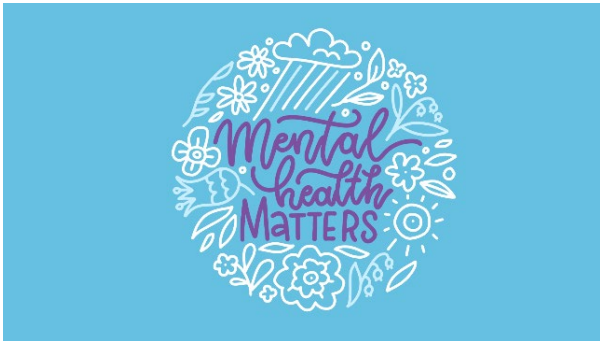
	Total	Days Open	Ave Per Day	Open Hours Week/Day
Total	21,480	29	741	62
Sun	2,560	3	853	8
Mon	2,318	3	773	11
Tue	3,323	4	831	11
Wed	2,772	4	693	8
Thu	3,237	5	647	8
Fri	3,552	5	710	8
Sat	3,718	5	744	8

Jan-23		Total
06 Saratoga	Total	24,376
06 Saratoga	Sun	3,641
06 Saratoga	Mon	2,309
06 Saratoga	Tue	4,939
06 Saratoga	Wed	2,880
06 Saratoga	Thu	2,990
06 Saratoga	Fri	2,990
06 Saratoga	Sat	4,627

Days Open	Ave Per Day	Open Hours Week/Day
29	1,230	62
4	1,199	8
3	1,242	11
4	1,351	11
4	1,173	8
5	1,109	8
5	1,085	8
4	1,521	8

Days Open	Ave Per Day	Open Hours Week/Day
28	871	62
4	910	8
3	770	11
5	988	11
4	720	8
4	748	8
4	748	8
4	1,157	8

August 2023
Library Stakeholder Report
Jennifer Weeks, County Librarian



Improving Mental Health Access

One in five adults in the U.S. lives with a mental illness. In Santa Clara County, that’s about 340,000 adults, enough to fill Levi’s Stadium five times. Yet many people do not know how to access mental health services. To help increase knowledge around this topic, SCCLD is hosting events at its Community Libraries presented by the [County of Santa Clara Health System](#), [National](#)

[Alliance on Mental Illness \(NAMI\) Santa Clara](#), and [Bay Area Legal Aid \(Bay Legal\)](#).

Attendees will learn about common mental health conditions and how to recognize signs and symptoms. They will also get key information on rights to mental health care, steps and resources to access care, and dealing with emergencies. There will be a 30 minute presentation, followed by a Q&A session at each event. Handouts with tips and resources will be provided. No reservations are required.

Campbell Library:	Wednesday, July 26, 6:00 – 7:00 pm (Orchard City Banquet Hall 2 South)
Cupertino Library:	Wednesday, August 9, 7:00 – 8:00 pm
Gilroy Library:	Wednesday, August 30, 6:00 – 7:00 pm
Los Altos Library:	Wednesday, September 20, 11:00 am – 12:00 pm
Milpitas Library:	Monday, August 21, 6:00 – 7:00 pm
Morgan Hill Library:	Monday, August 7, 6:00 – 7:00 pm
Saratoga Library:	Monday, August 14, 7:00 – 8:00 pm

Update: Workshop Added in Spanish

A Spanish language Opioid Prevention Workshop will be presented on Wednesday, August 30 at [Gilroy Library](#) from 1 to 2 pm. This is in addition to the events in English on August 5 at [Los Altos Library](#), August 8 at [Morgan Hill Library](#), August 16 at [Gilroy Library](#), August 17 across the hall from the [Campbell Express](#), and September 9 at [Saratoga Library](#). Adults who attend the classes can receive a free box of Narcan (naloxone), the over the counter nasal spray medication that can prevent overdoses, while supplies last. Find more information about opioids from the [County](#) and the [CDC](#).





Summer Reading Wraps Up

Summer Reading 2023 is coming to a close, with patrons still able to log their books read on [Beanstack](#) and come into their favorite library to pick up their prizes through the end of August (while supplies last). This has been a memorable year, with a variety of programs for all ages that have run the gamut from animals, art, magic, music, reading and robotics.

We offer quality programming for all ages year round. View the [Events Calendar](#) for upcoming events at your local library and thank you for joining us for Summer Reading 2023!

Back to School with the Library

Back to School is around the corner and the Library District is here to support you and your students. Our 24/7 Online Library has a [Kids' page](#) and a [Teens' page](#) with access to great resources like tutoring through [Brainfuse](#), homework help with [Learning Express](#), news from [Scholastic](#), [encyclopedias](#) and bios about historic figures, language learning through [Rosetta Stone](#), research from journal articles, and much more. Kids have access to their own collection of eBooks, audiobooks, and eMagazines through [Libby](#), as well as movies and TV shows through [Kanopy Kids](#). Our librarians also have suggested [books for each grade](#).



Students at schools within our services area automatically receive a digital library membership, or “Student [eAccount](#)” which they can access through the student [web portal](#). SCCLD also supports parents and caregivers of little ones with the [1000 books before 6](#), where they can earn prizes! Our talented children’s librarians offer book lists, tips, logs and more.




County Poet Laureate Application Opens Aug 11

Applications for the 2024-25 County Poet Laureate position will be accepted from August 11 through September 22 at 5:00 pm. Details are on [SVCreate's website](#). The [County Poet Laureate](#) is an honorary position whose role is to help spur interest in poetry in all of its forms across the County. The current County Poet Laureate, Tshaka Campbell, has been very active, attending and performing at many local events, including at our libraries!

Please help us spread the word throughout the County to find our next Poet Laureate.

I Love My Librarian Contest


The American Library Association is once again honoring ten outstanding librarians across the U.S. with a **\$5,000 cash prize**. We know that librarians are a huge part of what makes libraries so special. They select the best collection of materials for patrons to enjoy, make great recommendations, put on excellent programs, and share their love for reading and lifelong learning. Patrons who wish to nominate their favorite librarian have until the end of September.



Now Accepting Nominations!

The call for nominations for the 2024 I Love My Librarian Award is now open. Nominate your librarian by Saturday, September 30, and they could receive \$5,000!

[LEARN MORE AND SUBMIT YOUR NOMINATION!](#)



SANTA CLARA COUNTY LIBRARY DISTRICT PRESENTS

Homework Help Tutors Wanted

Volunteer Tutors Needed

SCCLD is looking for volunteers who are willing to provide homework help to students in grades K-6 in the topics of Math, Science, and English. Volunteer tutors must be at least 16 years old,

available at least one day a week (Monday-Thursday) from 4 – 5:30 p.m., and commit to a full semester.

Required tutor training includes pre-assessment and post-assessment, welcome and best practices, cultural competency, mentorship, learning expectations and general tutoring support. There will also be an orientation. Adults will be background checked, and all tutors must attend seven hours of training. No previous experience is required. Those interested can fill out SCCLD's [online application form](#).

Congrats to our Battle of the Bands First Place Finishers!



Teen Division Winner Estranged Individuals



Adult Division Winner Moon Dough

SANTA CLARA COUNTY LIBRARY DISTRICT AUGUST 2023 EVENTS

CAMPBELL EXPRESS LIBRARY – 1 West Campbell Avenue, Room 46

Cool Season Vegetables

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

Master Gardener Katie Koch will lead a discussion about seed starting for cool-season vegetables. Please register.

Opioid Overdose Prevention

Thursday, August 17, 7 – 8 p.m., Orchard City Banquet Hall

SCCLD, in partnership with Santa Clara County Behavioral Health, is offering training about how to recognize opioid overdoses and how to safely administer the nasal spray, naloxone (commercial name Narcan). Participants who complete the training will be given two doses of Narcan, while supplies last. Please register for this event.

CUPERTINO -- 10800 Torre Avenue

Toddler Storytime (ages 1-2)

Tuesdays, August 1, 8, & 15, 10:30 – 11 a.m., Program Room

This storytime will feature stories, songs, rhymes and dances that encourage the development of early literacy skills. Limited to the first 100 families.

ESL Conversation Club

Tuesdays, August 1, 8, 15, 22, & 29, 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.

Baby Wearing Dance Program

Wednesdays, August 2, 9, & 16, 10:30 – 11 a.m.

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

Family Storytime

Wednesdays, August 2, 9, & 16, 7 – 7:30 p.m., Program Room

Saturdays, August 5, 12, & 19, 10:30 – 11 a.m., Program Room

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

Preschool Storytime (ages 3-5)

Thursdays, August 3, 10, & 17, 10:30 – 11 a.m., Program Room

This storytime will feature stories, songs, rhymes and dances that encourage the development of early literacy skills. Limited to the first 100 families.

Knit-Alongs at Cupertino Library

Fridays, August 4, 11, 18, & 25, 2:30 – 4 p.m., Room 201A

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

Flex Prep Seminar: Computer Science and Engineering

Saturday, August 5, 3 – 4:30 p.m., Room 201

Explore the top-ranked computer science and engineering colleges, what a competitive candidate looks like, and strategies to boost your admissions odds. Please register.

Storytime for Babies (ages 0-1)

Mondays, August 7 & 14, 10:30 – 11:30 a.m., First Floor Program Room

This storytime features stories and songs that encourage the development of early literacy skills. Storytime is limited to the first 25 babies with a maximum of two adults per family.

Know Your Rights: Access to Mental Health Services

Wednesday, August 9, 7 – 8 p.m.

This presentation explains how common mental health conditions are, and how to recognize signs and symptoms. It provides information on rights to mental health care, steps and resources to access care, and what to do if you encounter problems.

Behind Barbed Wire: In the United States During WWII

Thursday, August 10, 7 – 8:30 p.m., Room 201A

Hear from Yukio Shimomura about his family's experience during World War II and how Executive Order 9066 affected their lives when they were incarcerated and interned to a camp in San Bruno.

Anime & Manga Drawing Workshop

Saturday, August 26, 3 – 4:30 p.m., Room 201A

Learn the basics of creating your own manga/anime style characters.

GILROY -- 350 W. Sixth Street

Lunch at the Library

Mondays-Fridays through August 11, 1 – 2 p.m., Children's Activity Room

Kids ages 18 and under and their caregivers are invited to a free meal at the library. Meals must be eaten on-site. No registration required. Meals will not be served on holidays.

National Night Out

Tuesday, August 1, 4:30 – 8 p.m., Grassy area between the library and City Hall

This annual event promotes police-community partnerships and neighborhood camaraderie to make our city a safer and more caring place to live and work. Enjoy crafts, raffles, games, music and more.

Family Storytime at Gilroy Library

Thursdays, August 3, 10, 17, 24, & 31, 10:30 – 11 a.m., Community Room

Join us for stories, songs and more.

Senior Driver Education Class

Thursday, August 3, 12:30 – 1:30 p.m., Community Room

Take part in the California Highway Patrol's Age Well, Drive Smart senior driver education class which covers driving skills, rules of the road refreshers, normal age-related physical changes and when it may be time to limit driving. Please register.

Knitting and Crochet Weekly Meetup

Thursdays, August 3, 10, 17, 24, & 31, 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!

Book Discussion

Friday, August 4, 10:15 – 11:15 a.m., Upstairs Quiet Study B

We will discuss [*The Hate U Give*](#) by Angie Thomas.

Safe Space Meeting for LGBTQ+ Youth

Fridays, August 4 & 18, 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.

Film Workshops for Ages 4-14

Saturday, August 5 and 12, 10:30 a.m. – 12:30 p.m., Community Room

Presented by Poppy Jasper International Film Festival, participants will gain hands-on experience with filmmaking with the guidance of industry experts. Design the backstory, develop and animate your own character to create a short Claymation film that will be shown at an upcoming film festival. Register to attend both sessions.

Back to School Crafts

Saturday, August 5, 10:30 – 11:30 a.m., The Nest

Get your creativity flowing with fun crafts. No registration necessary.

Free Film Screening

Sunday, August 6, 1:30 – 3:30 p.m., Community Room

Join us to watch ***Guardians of the Galaxy 3*** on the big screen.

Open Poetry Readings with Garlicky Group of Poets

Saturday, August 12, 3:30 – 5 p.m., Downstairs Meeting Room

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

Improve Your Public Speaking

Mondays, August 14 & 28, 6 – 7 p.m., Quiet Room B

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

Opioid Overdose Prevention

Wednesday, August 16, 7 – 8 p.m.

SCCLD in partnership with Santa Clara County Behavioral Health is offering training about how to recognize opioid overdoses and how to safely administer the nasal spray, Naloxone (commercially known as Narcan). Participants who complete the training will be given two Narcan doses, while supplies last. Please register for this event. A second presentation, which will be held in Spanish, is scheduled for Wednesday, August 30 at 1 p.m.

Behind Barbed Wire: In the United States During WWII

Saturday, August 19, 2 – 3 p.m., Upstairs Community Room

Hear from Yukio Shimomura about his family’s experience during World War II and how Executive Order 9066 affected their lives when they were incarcerated and interned to a camp in San Bruno.

Satellite Components Show & Tell

Sunday, August 27, 2 – 3 p.m., Upstairs Community Room

NASA Satellite Engineer Peter Eikemeyer will explain satellite design and function utilizing the parts that he has accumulated over the years. Please register.

Book Discussion

Tuesday, August 29, 7 – 8 p.m., Upstairs Quiet Study B

We will discuss [*The Seven Husbands of Evelyn Hugo*](#) by Taylor Jenkins Reid.

Know Your Rights: Access to Mental Health Services

Wednesday, August 30, 6 – 7 p.m.

This presentation explains how common mental health conditions are, and how to recognize signs and symptoms. It provides information on rights to mental health care, steps and resources to access care, and what to do if you encounter problems.

LOS ALTOS -- 13 S. San Antonio Road

Family Storytime

Tuesdays, August 1, 8, 15, 22, & 29, 10:30 – 11 a.m. and 11 – 11:30 a.m., Orchard Room

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

The Whodunit? Mystery Book Club

Wednesday, August 2, 10:15 – 11:30 a.m., Teen Room

We will be discussing [The Inside Ring](#) by Mike Lawson.

ESL Conversation Club

Thursdays, August 3, 10, 17, 24, & 31, 1:30 – 3 p.m., Orchard Room

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

Teen Dungeons and Dragons Social Club

Thursdays, August 3, 10, 17, 24, & 31, 4 – 6 p.m.

Stop by and watch the ongoing game. Right now, the game is full, but we will occasionally have openings for new players.

Bilingual Spanish Storytime

Fridays, August 4, 11, 18, & 25, 10:30 – 11 a.m., Orchard Room

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

Baby Sign Time

Saturday, August 5, 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, August 5, 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.

Opioid Overdose Prevention

Saturday, August 5, 1:30 – 2:30 p.m.

SCCLD in partnership with Santa Clara County Behavioral Health is offering training about how to recognize opioid overdoses and how to safely administer the nasal spray, Naloxone (commercially known as Narcan). Participants who complete the training will be given two doses of Narcan, while supplies last. Please register for this event.

Bobbin Wranglers Sewing Club

Monday, August 7, 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.

Cubelet Robots for Children Ages 5+

Wednesday, August 9, 2:30 – 4:30 p.m.

Join us for some robot building! Cubelets are tiny robots that can move, light up, make noise and more depending on the design you create.

Learn to DJ 101

Thursday, August 10, 7 – 9 p.m.

Teens 14+ can learn how to download and organize their music collection, use Rekordbox to prepare playlists and mix harmonically. Please register.

Get Ready for Kindergarten: Laugh and Learn Series

Saturday, August 12, 11 a.m. – 12 p.m., Orchard Room

Through stories, movement and joyful play, children will develop valuable school readiness skills.

Behind Barbed Wire: In the United States During WWII

Wednesday, August 16, 7 – 8:30 p.m., Orchard Room

Hear from Yukio Shimomura about his family's experience during World War II and how Executive Order 9066 affected their lives when they were incarcerated and interned to a camp in San Bruno.

Bay Area Games Day

Saturday, August 19, 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, August 20, 2 – 3:30 p.m., Orchard Room

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

Birds of a Feather

Wednesday, August 23, 7 – 8 p.m., Orchard Room

Wildlife photographer Joan Sparks will lead you on a photographic journey to see nine of the most popular species of birds in the world, called dabblers. Learn their migration patterns, habitats, and unusual feeding habits.

Furry Friends Reading Buddies

Saturday, August 26, 2:30 – 3:30 p.m., Orchard Room

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

Now Read This! Book Club

Monday, August 28, 12 – 1:30 p.m., Orchard Room

We will be discussing [Poverty, by America](#) by Matthew Desmond.

MILPITAS -- 160 N. Main Street

Baby Bouncers Lapsit

Tuesdays, August 1, 8, 15, 22, & 29, 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.

Qi Gong Meditation & Exercise Classes

Wednesdays, August 2, 9, 16, 23, & 30, 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, August 2, 9, 16, 23, & 30, 3 – 4 p.m., Group Study Room A

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

Knit & Crochet Circle

Fridays, August 4, 11, 18, & 25, 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.

Toddler Storytime

Thursdays, August 10, 17, 24, & 31, 10:30 – 11 a.m., Activity Room

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

Family Storytime

Saturdays, August 12, 19, & 26, 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.

Behind Barbed Wire: In the United States During WWII

Saturday, August 12, 2 – 3 p.m., Auditorium

Hear from Yukio Shimomura about his family's experience during World War II and how Executive Order 9066 affected their lives when they were incarcerated and interned to a camp in San Bruno.

Board Game Day

Saturday, August 19, 12 – 6 p.m., Auditorium

Bring your favorite board game or show up to learn some new ones. This event is for adults 18+. Online registration is encouraged but not required.

Teen Craft: DIY Wool Charms

Saturday, August 19, 1 – 2:30 p.m., Conference Room

Start the school year with your own omamori charm. These charms can bring you future and luck. All supplies will be provided. Registration encouraged.

Know Your Rights: Access to Mental Health Services

Monday, August 21, 6 – 7 p.m.

This presentation explains how common mental health conditions are, and how to recognize signs and symptoms. It provides information on rights to mental health care, steps and resources to access care, and what to do if you encounter problems.

Adult Book Discussion Group

Wednesday, August 23, 7:30 – 8:30 p.m., Auditorium

We will be discussing [*The Memoirs of Stockholm Sven*](#) by Nathaniel Ian Miller.

Reading Buddies for Grades K-5

Saturday, August 26, 2 – 3 p.m., Activity Room

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

The Peaceful Poets

Thursday, August 31, 5:30 – 8 p.m., Conference Room

Join this group of writers and appreciators of poetry.

MORGAN HILL -- 660 W. Main Avenue

Lunch at the Library

Mondays-Fridays through August 4, 12 – 1 p.m., Program Room

Kids ages 18 and under and their caregivers are invited to a free meal at the library. Meals must be eaten on-site. No registration required.

First Tuesday Knit-In

Tuesday, August 1, 6:30 – 8:45 p.m., Large Side of Community Room

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

After Dinner Book Club

Tuesday, August 1, 7:30 – 8:45 p.m., Program Room

We will be discussing [*Furia*](#) by Yamile Saied Mendez.

Toddler Storytime

Thursdays, August 3, 10, 17, 24, & 31, 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, August 3, 10, 17, 24, & 31, 11 – 11:30 a.m., Children’s Activity Room

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

Tiny Tot Jamboree

Fridays, August 4, 11, 18, & 25, 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, August 4, 11, 18, & 25, 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, August 5, 12, 19, & 26, 10:15 – 11 a.m., Children’s Activity Room

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

ESL Conversation Club

Saturdays, August 5, 12, 19, & 26, 11 a.m. – 12 p.m., Adult Program Room

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

Know Your Rights: Access to Mental Health Services

Monday, August 7, 6 – 7 p.m.

This presentation explains how common mental health conditions are, and how to recognize signs and symptoms. It provides information on rights to mental health care, steps and resources to access care, and what to do if you encounter problems.

Opioid Overdose Prevention

Tuesday, August 8, 6 – 7 p.m.

SCCLD in partnership with Santa Clara County Behavioral Health is offering training about how to recognize opioid overdoses and how to safely administer the nasal spray, Naloxone (commercial name Narcan). Participants who complete the training will be given two doses of Narcan, while supplies last. Please register for this event.

Bullet Journaling for Teens

Wednesday, August 9, 4 – 6 p.m.

Learn some techniques and customized journal spreads that will keep you organized while giving your creative freedom. All supplies provided. Please register.

Safe Space Meeting for LGBTQ+ Youth

Fridays, August 11 & 25, 4 – 5:30 p.m., Small Program Room

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

Dungeons & Dragons: Session 0

Saturday, August 12, 2:30 – 5:30 p.m., Large Program Room

This is our very first session of a monthly in-person D&D club where participants decide what kind of characters, campaign and game style to play. We need 3-10 people to play, so register!

Zumba

Mondays, August 14 & 21, 6 – 7 p.m.

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

Library Ukulele Society

Tuesday, August 15, 5 – 7 p.m.

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

Smartphone Photography for Teens (ages 12-18)

Wednesday, August 23, 6 – 8 p.m., Large Program Room

Professional photographer Ewa Samples will show you basic but necessary skills and techniques to improve your smartphone photo skills. Please register, and make sure to bring your phone!

Master Gardeners: Cool Season Crops

Monday, August 28, 6 – 7 p.m., Adult Program Room

Learn how to grow leafy greens, root vegetables, broccoli and other cool season crops in the fall and winter.

Learn to DJ 101

Tuesday, August 29, 6 – 8 p.m., Large Program Room

Teens 14+ can learn how to download and organize their music collection, use Rekordbox to prepare playlists and mix harmonically. Please register.

SARATOGA -- 13650 Saratoga Avenue

Family Storytime

Tuesdays, August 1, 8, 15, 22, & 29, 11 – 11:30 a.m., Orchard Room

Saturdays, August 5, 12, 19, & 26, 11 – 11:30 a.m., Community Room

Join us for stories, rhymes, fingerplays and songs.

Knit & Crochet Circle

Wednesday, August 2, 10:30 a.m. – 12 p.m., Orchard Room

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

Carnival Games

Wednesday, August 2, 11 a.m. – 1 p.m., Community Room

Have fun playing games like ring toss, mini basketball, magnetic fishing, miniature golf and bowling pin knock-down.

Baby Storytime (12 months or younger)

Fridays, August 4, 11, 18, & 25, 11 – 11:30 a.m., Orchard Room

Join us for stories, rhymes, fingerplays and songs.

Behind Barbed Wire: In the United States During WWII

Sunday, August 6, 2 – 3 p.m.

Hear from Yukio Shimomura about his family's experience during World War II and how Executive Order 9066 affected their lives when they were incarcerated and interned to a camp in San Bruno.

Travel Program: Sri Lanka

Tuesday, August 8, 7 – 8:30 p.m.

Photographer David Couzens will take you on a journey through the Land of Serendipity, full of wildlife, spicy curries, cups of tea and friendly people.

Chinese Book Club/中文書友會

Wednesday, August 9, 10:15 a.m. – 12 p.m.

This discussion is primarily in Mandarin. Please register. 參與者可選讀中文或英文版，討論則將以中文為主。

Ukulele for Beginners

Tuesdays, August 15-September 19, 10 – 10:45 a.m., Community Room

Learn the basic chords to get started on your musical journey. Bring your uke, a positive attitude and willingness to learn! This six-week series is for absolute beginners. Space is limited, so please sign up only if you can commit to attending every class.

Ukulele Jam Session

Tuesdays, August 15-September 19, 11 – 10:45 a.m., Community Room

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

Know Your Rights: Access to Mental Health Services

Tuesday, August 15, 7 – 8 p.m.

This presentation explains how common mental health conditions are, and how to recognize signs and symptoms. It provides information on rights to mental health care, steps and resources to access care, and what to do if you encounter problems.

Mandarin/English Storytime

Thursday, August 17, 11 – 11:30 a.m., Orchard Room

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

Spanish/English Storytime

Thursday, August 24, 11 – 11:30 a.m., Orchard Room

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

WOODLAND – 1975 Grant Road

Canine Companions Reading Buddies

Fridays, August 11 & 25, 3:30 – 4:30 p.m.

Practice your reading skills with a friendly dog. This program is perfect for emergent readers. This is a drop-in event, registration is not required and space is limited.

Family Storytime

Sundays, August 13 & 27, 11:30 a.m. – 12:30 p.m., Backyard

Join us in the backyard of the library for stories, songs, fingerplays.

ONLINE EVENTS (Please register online)

Online English Conversation Club

Thursdays, August 3, 10, 17, 24, & 31, 11 a.m. – 12:15 p.m.

Meet new friends and practice English together.

Code Combat: Learn to Code and Develop Games

Tuesday, August 8, 3 – 4 p.m.

CodeCombat is a fantasy game that teaches coding skills to kids 9 years old and older. Learn Python, JavaScript, C++, and other coding languages.

Mental Health Workshop for Families

Monday, August 14, 4 – 6 p.m.

Learn practical and concrete strategies you and your family can try at home to promote emotional wellness. Can't make the online workshop? Contact the [Reading Program](#) to learn how to attend the workshop from Gilroy, Morgan Hill or Los Altos libraries.

Virtual Author Talk: Robert Jones, Jr.

Tuesday, August 15, 1 – 2 p.m.

Hear from author Robert Jones, Jr. as he discusses his novel [The Prophets](#).

The Impact of Technology on School & College Planning

Tuesday, August 15, 5 – 6 p.m.

This webinar is geared towards teens as they prepare for the next school year and will cover the SATs going completely digital, the role of ChatGPT and other AI in college admissions and more.

Get Started with Libby

Wednesday, August 16, 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.

The Tudors: An Art Talk

Tuesday, August 22, 7 – 8 p.m.

The Tudors: Art and Majesty in Renaissance England is the first major American exhibition of Tudor portraiture and decorative arts. It features paintings, sculpture, tapestries, and stained glass by some of the finest European craftspeople of the 16th Century.

Virtual Author Talk: Cassandra Clare

Wednesday, August 23, 5 – 6 p.m.

Hear from author Cassandra Clare as she discusses her new book [Chain of Thorns](#).

Virtual Author Talk: Jeff Selingo

Wednesday, August 30, 11 a.m. – 12 p.m.

Hear from author Jeff Selingo as he discusses his book, [Who Gets in and Why: A Year Inside College Admissions](#).

Los Altos and Woodland Libraries

August 2023





Congratulations Devon!

HELLO
•A•N•D•
Welcome



Welcome Harold and Lorena!

Hello, my name is Harold, and I'm a new library page at Los Altos. I will do my best to ensure that people find their favorite book in the right place!

My name is Lorena Alcaraz, it is a pleasure to be joining your team and working with you all. I will be your new janitor and I look forward to helping out.



Opioid Overdose Prevention

Santa Clara County, like so many communities across the country, has been affected by the opioid crisis. Being informed and having access to proper training and medication can save lives.



The Santa Clara County Library District, in partnership with the Santa Clara County Behavioral Health Services Department, is proud to offer training for our community members about how to recognize an opioid overdose and how to safely administer the nasal spray Naloxone (commonly known as Narcan).

August 5
1:30 - 2:30 pm
registration required

LOS ALTOS LIBRARY
13 S. San Antonio Road
Los Altos, CA 94022
(650) 948-7683
www.sccld.org/losaltos

In addition to this critical information, participants who complete this one-hour training will be given a free limited number of Naloxone dosages (while supplies last).

Register at: sccld.org/opioid-overdose



SAVE A LIFE. GET TRAINED.

OPIOID OVERDOSE PREVENTION

LOS ALTOS LIBRARY
AUGUST 31ST
11:00AM-12:00PM



Items Checked Out

	Los Altos Library	Woodland Branch Library		Los Altos Library	Woodland Branch Library
January 2022	42,750	7,220	January 2023	47,717	8,862
February 2022	40,749	6,799	February 2023	44,300	6,715
March 2022	43,485	7,031	March 2023	44,615	8,982
April 2022	43,914	7,808	April 2023	46,149	8,301
May 2022	41,928	7,304	May 2023	43,370	7,909
June 2022	46,824	8,252	June 2023	48,126	8,368
July 2022	48,862	8,609			
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	May 2023	43,939	9,722
June 2022	44,494	9,614	June 2023	44,970	10,697
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
May 2023	10,415	1,732
June 2023	10,563	1,757

Patrons Served In Person

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

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

ADULT & TEEN PROGRAMS

- August 5 at 1:30 pm -Opioid Overdose Prevention
- August 7 at 7:00 pm- Bobbin Wranglers Sewing Club
- August 10 at 7:00 pm - TEEN: Learn to DJ
- August 16 at 7:00 pm -Behind Barbed Wire in the U.S (WWII)
- August 23 at 7:00 pm - Photography: Birds of a Feather
- August 29 at 7:00 pm- Year-Round Color with Native Plants
- August 31 at 11:00 am - Opioid Overdose Prevention

<https://scclld.org/events>

Children's Programs



- ▶ **Bilingual Spanish Storytime (8/4 at 10:30 am)**
- ▶ **Build a Robot with Cubelets (8/9 at 2:30 pm)**
- ▶ **Canine Companions @ Woodland (8/11 at 3:30 pm)**
- ▶ **Get Ready for Kindergarten Series (8/12 at 11:00 am)**
- ▶ **Furry Friends (8/26 at 2:30 pm)**

Pick-up summer reading prizes starting August 1!

Children:

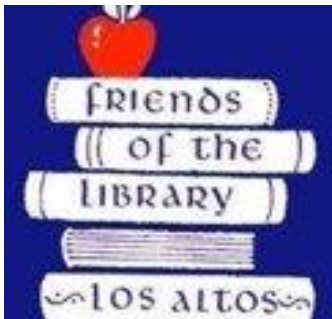
- Free book of choice
- Certificate
- Coupon for a free book at the Friends book sale

Teens:

- Choice of a gift card to Amazon or Starbucks

Adults:

- Coupon for a free book at the Friends book sale
- Raffle for an annual County Parks pass



"Wonderful Passport Experience!"

*Thank you to Mariann for an
excellent experience with
renewing my Passport.
-Los Altos Patron*