



## **LIBRARY COMMISSION REGULAR MEETING AGENDA**

**6:30 PM - Thursday, January 04, 2024**

***Los Altos Community Center Sequoia Room***

**PARTICIPATION:** Members of the public may participate by being present at the Los Altos Community Center Sequoia Room located at 97 Hillview Avenue, Los Altos, CA during the meeting. Public comment is accepted in person at the physical meeting location, or via email to [LCpubliccomment@losaltosca.gov](mailto:LCpubliccomment@losaltosca.gov).

**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.**

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

**Meeting ID: 892 9629 3307 | Passcode: 701243**

**<https://losaltosca.gov.zoom.us/j/89296293307?pwd=zO52WVUfrJVIMy6H5VOVUbXq9anBZU.1>**

**SUBMIT WRITTEN COMMENTS:** Prior to the meeting, comments on matters listed on the agenda may be emailed to [LCpubliccomment@losaltosca.gov](mailto:LCpubliccomment@losaltosca.gov). Emails sent to this email address are sent to/received immediately by the Commission.

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>.

### **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 October 5, 2023
- 2. **Potential Improvements to Library Ad-Hoc Subcommittee:** Discuss and approve the presentation and associated recommendations from the Potential Improvements to Library Subcommittee that will be presented to City Council.
- 3. **Library Commission Work Plan:** Discuss and approve the 2024 Library Commission Work Plan that will be presented to City Council at a Joint Session with City Council and Commissions on February 27, 2024.
- 4. **Library Parking Update:** Discuss the current library parking layout and provide direction for proposed parking improvements.

**COMMUNITY PARTNER UPDATES**

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

**INFORMATIONAL ITEMS**

**STAFF REPORTS**

- 8. **County District Staff Update:** Receive information and updates from County Staff
- 9. **Main Library Staff Update:** Receive information and updates from Main Library Staff
- 10. **City Staff Update:** Receive information and updates from City Staff

**AD-HOC COMMITTEE REPORTS**

**LIAISON REPORTS**

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

**REQUESTS FOR FUTURE AGENDA ITEMS**

- 12. **Requests for Future Agenda Items:**
  - Night at the Library event
  - Library Commission Web Presence
  - Commission Picture in Libraries

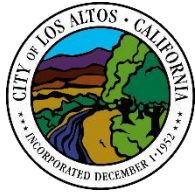
**ADJOURNMENT**

SPECIAL NOTICES TO PUBLIC

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

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



# LIBRARY COMMISSION MEETING MINUTES

6:30 PM - Thursday, October 5, 2023  
*Los Altos Community Center Sequoia Room*

## ESTABLISH QUORUM

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

**Present:** Chair Crane, Commissioners Bedard, Carter, Fawcett

**Absent:** Vice Chair Wheeler

## 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 September 7, 2023

**Public Comment:** None

**Action:** Commissioner Carter moved that the Commission accept the minutes of the regular meeting of September 7, 2023 as written. Commissioner Fawcett seconded the motion.

Approve: Crane, Bedard, Carter, Fawcett

Oppose:

Abstain:

Motion passed: 4-0-0

2. **Commission Updates:** Provide updates regarding all the recent changes to commissions.

**Public Comment:** None

**Action:** None

3. **Commission Reorganization:** Reorganize to select a Chair and Vice Chair to serve through September 2024

**Public Comment:** None

**Action:** Commissioner Carter moved that the Commission select Commissioner Fawcett as Chair through 2024. Commissioner Bedard seconded the motion.

Approve: Crane, Bedard, Carter, Fawcett

Oppose:

Abstain:

Motion passed: 4-0-0

**Action:** Commissioner Crane moved that the Commission select Commissioner Bedard as Vice Chair through 2024. Commissioner Carter seconded the motion.

Approve: Crane, Bedard, Carter, Fawcett

Oppose:

Abstain:

Motion passed: 4-0-0

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

**Public Comment:** Cindy Hill

**Action:** Vice Chair Bedard moved that Chair Fawcett serve as the Commissioner Liaison to Los Altos Library Endowment and the Main Library Patio Project Task Force. Commissioner Crane seconded the motion.

Approve: Crane, Bedard, Carter, Fawcett

Oppose:

Abstain:

Motion passed: 4-0-0

**Action:** Commissioner Crane moved that Vice Chair Bedard serve as the Commissioner Liaison to Friends of the Los Altos Library. Commissioner Carter seconded the motion.

Approve: Crane, Bedard, Carter, Fawcett

Oppose:

Abstain:

Motion passed: 4-0-0

**Action:** Vice Chair Bedard moved that Commissioner Crane serve as the Commissioner Liaison to North County Library Association. Chair Fawcett seconded the motion.

Approve: Crane, Bedard, Carter, Fawcett

Oppose:

Abstain:

Motion passed: 4-0-0

5. **Subcommittees and Ad Hoc Committees:** Disbanding of existing standing subcommittees and discussion of potential creation of ad-hoc committees that meet new criteria.

**Public Comment:** Freddie Wheeler, Michelle Morris

**Action:** Chair Fawcett moved that the Commission disband all existing standing subcommittees (Awareness, Infrastructure, Futures, Services). Commissioner Crane seconded the motion.

Approve: Crane, Bedard, Carter, Fawcett

Oppose:

Abstain:

Motion passed: 4-0-0

**Action:** Chair Fawcett moved that the Commission form an Ad Hoc Committee consisting of Vice Chair Bedard and Commissioner Crane to work on documents in preparation for the Study Session with City Council focused on possible library improvements as directed at the September 26, 2023 City Council meeting that will terminate upon receipt of the Final Report to the Commission. Commissioner Crane seconded the motion.

Approve: Crane, Bedard, Carter, Fawcett

Oppose:

Abstain:

Motion passed: 4-0-0

6. **Library Patio Task Force Update:** Receive update on the Library Patio Task Force and provide direction as needed.

**Public Comment:** Freddie Wheeler, Michelle Morris

**Action:** None

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

**Public Comment:** Freddie Wheeler

**Action:** None

8. **Story Walk Discussion:** Discussion regarding addition of more story walks

**Public Comment:** Cindy Hill, Michelle Morris, Freddie Wheeler

**Action:** None

## COMMUNITY PARTNER UPDATES

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

**Public Comment:** Freddie Wheeler

## INFORMATIONAL ITEMS

### STAFF REPORTS

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

## AD HOC COMMITTEE REPORTS

### REQUEST FOR FUTURE AGENDA ITEMS

15. **Requests for Future Agenda Items**
  - a. Night at the Library Event (Crane, Bedard)
  - b. Driveway into library (Carter, Bedard)
  - c. Addition of Commission picture in libraries (Bedard, Crane)
  - d. Explore web presence (Bedard, Crane)

## ADJOURNMENT

Chair Fawcett adjourned the meeting at 8:18 pm.



**LIBRARY COMMISSION  
AGENDA REPORT SUMMARY**

**Meeting Date:** January 4, 2024

**Subject** Potential Improvements to Library Ad-Hoc Subcommittee

**Prepared by:** Anthony Carnesecca, Assistant to the City Manager

**Attachment(s):**

1. Potential Improvements to Library Ad-Hoc Subcommittee City Council Presentation
2. Potential Improvements to Library Ad-Hoc Subcommittee FAQ's

**Purpose**

Discuss and approve the presentation and associated recommendations from the Potential Improvements to Library Subcommittee that will be presented to City Council.

**Discussion**

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

During the October 5, 2023 Library Commission meeting, Chair Fawcett moved that the Commission form an Ad Hoc Committee consisting of Vice Chair Bedard and Commissioner Crane to work on documents in preparation for the Study Session with City Council focused on possible library improvements as directed at the September 26, 2023 City Council meeting that will terminate upon receipt of the Final Report to the Commission. Commissioner Crane seconded the motion. The motion passed 4-0.

The Potential Improvements to Library Ad-Hoc Subcommittee, consisting of Vice Chair Bedard and Commissioner Crane, met for the past few months to draft their presentation. They have provided the attached Presentation and FAQ's that is presented for review and approval by the Commission before moving forward to the City Council for a Study Session discussion.



# **Presentation proposed for City Council Study Session: Main Library Remodel**

Pierre Bedard, Julie Crane  
Library Commission Subcommittee



# Goal of Discussion

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That the City Council receive, consider, and approve the Library Commission's proposal for the use of NCLA funds towards the remodeling of the Main Library.



# Resources

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- Page+Morris Library Services and Space Needs Assessment (May 2008)
- Group 4 Los Altos Main Library Needs Assessment Update – Summary of Findings and Recommendations (April 10, 2018)
- Strata Architect 2018 Architectural Feasibility Study
- Santa Clara County Library Strategic Plan 2023-2028

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- Measure L
  - North County Library Authority Joint Exercise of Powers Agreement (JPA)
  - Key Findings from the 2019 Patron Satisfaction Survey
  - Santa Clara County Library District 2019 Patron Satisfaction Survey Databook
  - E-Resource Statistics 2019-20
  - Futures Subcommittee Report September 2021
  - History of the Los Altos Library by Marion Abel



# Los Altos Library (1914-2023)



Fig. 7—Head librarian Carol Tefft cuts the ribbon at the new library's doors as County Supervisor Martin Spangler (at left) and Mayor James P. Thurber, Jr., (right) watch. Reproduction of a newspaper picture taken on opening day, Sunday, May 3, 1964.



Fig. 9—Interior view of new building, 1964.



# Los Altos Main Library Key Stats

	Los Altos	Campbell	Cupertino	Gilroy	Milpitas	Morgan Hill	Saratoga
<b>Last Major Remodel</b>	<i>1990</i>	<i>2023</i>	<i>2021</i>	<i>2012</i>	<i>2009</i>	<i>2021</i>	<i>2003</i>
<b>Sq. Ft.</b>	28,050	26,420	56,250	53,000	60,000	30,500	48,500
<b>Circulation</b> (FY 2022-23)	1,368,546	708,252	2,995,573	561,850	2,291,184	662,455	1,399,081
<b>Gate Count</b> (FY 2022-23)	289,254	91,702	607,403	159,902	428,854	162,717	291,359

825 people visit daily

Circulation is up 39% YTY at Los Altos



## Available funding

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- In total, there is \$13M available for remodel
  - \$10M NCLA funds
  - \$1M from Friends of the Library
  - \$2M from LALE building fund



# Overall Recommendation

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There **are not** enough funds to rebuild

There **are** enough funds to remodel, if we focus

We have three proposals



# Recommendations

## • Proposal 1

- Reconfigure and enlarge the lobby\*
- Install family bathrooms
- Address circulation and reference desk
- Move children's area entrance to enable direct access
- Find suitable alternative for holds
- Improve Friends' sales space
- Remediate inadequate wiring
- Improve accessibility

## • Proposal 2

- Proposal 1 PLUS
- Remodel to support limited Open Access space\*
- Evaluate and consolidate staff areas and Friends' space to improve efficiency
- Create acoustic quiet zone
- Evaluate and redeploy library digital needs in computing, printing, and scanning

## • Proposal 3

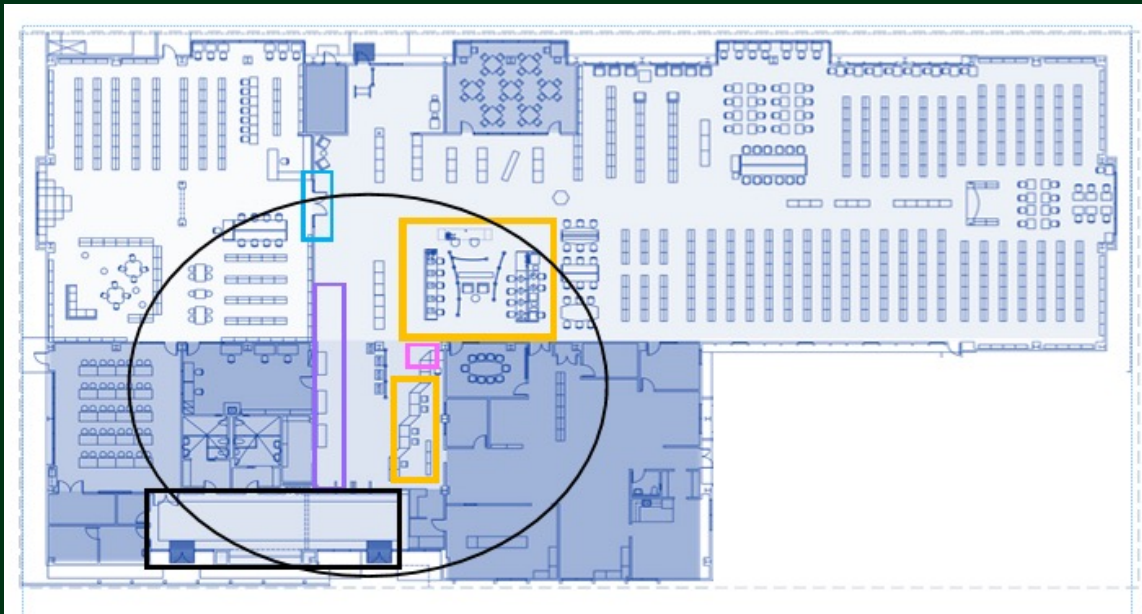
- Proposal 1 and 2 PLUS
- Remodel to support full Open Access space
- Create opening between children's space and Orchard Room to expand useable space

\*Aligns with County Strategic Initiative





# Proposal 1



- Reconfigure and enlarge the lobby\*
- Install family bathrooms
- Address circulation and reference desk
- Move children's area entrance to enable direct access
- Find suitable alternative for holds
- Improve Friends' sales space
- Remediate inadequate wiring
- Address accessibility concerns



# Reconfigure and enlarge the lobby\*



# Install family bathrooms



# Address circulation and reference desk



# Move children's area entrance to enable direct access



# Find suitable alternative for holds



# Improve Friends' sales space



# Ongoing Improvements

## Remediate inadequate wiring



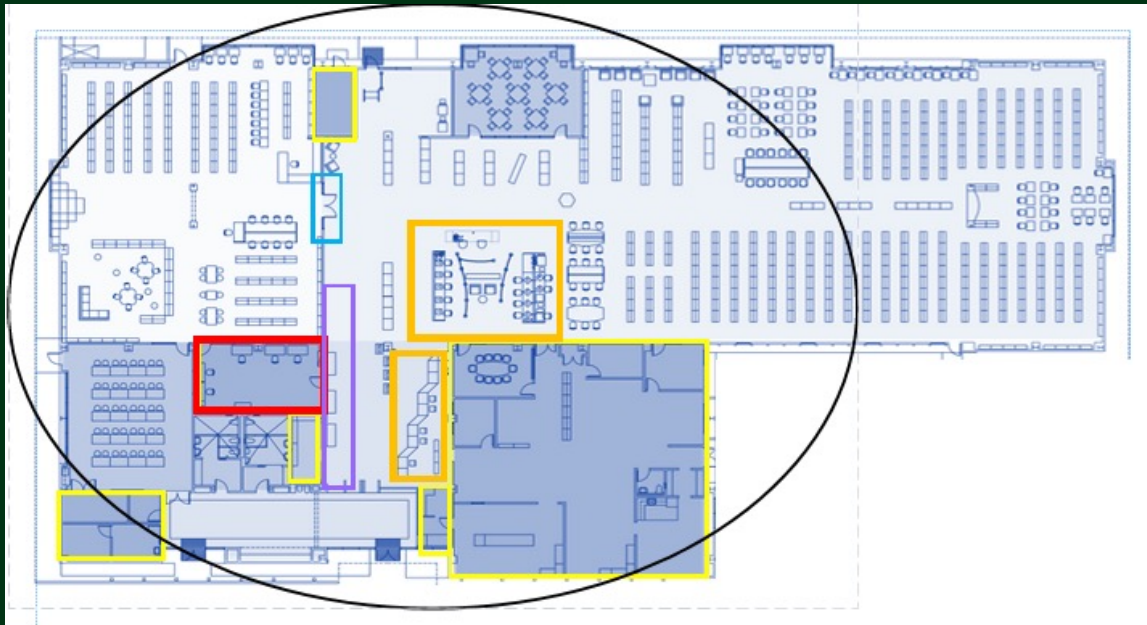
## Improve accessibility





# Proposal 2

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- Proposal 1 PLUS



# Proposal 2

## Proposal 1 PLUS

- Remodel to support limited Open Access space
- Evaluate and consolidate staff areas and Friends space to improve efficiency
- Create acoustic quiet zone
- Evaluate and redeploy library digital needs in computing, printing, and scanning



# Proposal 3

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- Proposal 1 and 2 PLUS



# Proposal 3

## Proposal 1 and 2 PLUS

- Remodel to support full Open Access space
- Create opening between children's space and Orchard Room to expand useable space



# Recommendations

## • Proposal 1

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## • Proposal 3

- Proposal 1 and 2 PLUS
- Remodel to support full Open Access space
- Create opening between children's space and Orchard Room to expand useable space

# Proposed Timeline

City Council approves  
recommendation

NCLA approves  
recommendation

City issues RFP to hire  
Architect to draw up  
preliminary plans



# Questions



# Library Study Session FAQ

## 1. Why a study session?

We, as a subcommittee, are presenting the reader with information towards the use of the North County Library Authority (NCLA) funds to improve the Main Los Altos library.

## 2. Who operates the Los Altos libraries?

Beyond being made up of two libraries, Woodland and Los Altos Main Library, and serving two communities, Los Altos and Los Altos Hills, the Los Altos library ecosystem is complex. These are some of the groups with interest in the future of our libraries:

- The Santa Clara County Library District (**District**) serves residents of the District through seven community libraries. The District manages the “software” of the library – the books, the collections, all of the services, and the human resources and management.
- The City of Los Altos (**Los Altos**) manages the buildings, the “hardware” of the library – specifically Woodland Library and Los Altos Main Library.
- The Library Commission (**Commission**) serves as the principal liaison between the City Council and these groups.
- The North County Library Authority (**NCLA**) collects funding meant to maintain library hours, purchase books and materials, support library programs, and for other general library purposes.
- The Friends of the Library (**FoL**) is a non-profit, all-volunteer organization that raises funds in support of the Library.
- The Los Altos Library Endowment (**LAL**) actively supports library-related programs and projects.

## 3. What is the NCLA?

As an entity, the NCLA has the fiduciary responsibility for overseeing a parcel tax authorized by voters, commonly known as Measure L. The NCLA was created by a Joint Powers Agreement (Agreement) between the cities of Los Altos and Los Altos Hills in 1985.

## 4. What powers does NCLA possess?

As stated in the JPA, the NCLA “shall have the power and authority to plan, support, acquire, construct, maintain and operate programs and facilities for the augmentation of public library services for the benefit of the inhabitants of the Member Entities.” [The JPA can be found here.](#)



## 5. What is Measure L?

In 2010, voters in the City of Los Altos, the Town of Los Altos Hills, and citizens in unincorporated Santa Clara County approved Measure L to levy a \$76 special parcel tax for twenty (20) consecutive fiscal years (**Parcel Tax**). Overwhelmingly passing with a 77.62% YES vote ([see Ballotpedia, Measure L Results](#)), the measure sets forth specific purposes for which the funds are to be spent. The special tax will be levied through the fiscal year beginning July 1, 2029.

Measure L reads as follows:

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*TO MAINTAIN LOS ALTOS AND WOODLAND LIBRARY HOURS, PURCHASE BOOKS AND MATERIALS, SUPPORT LIBRARY PROGRAMS, AND FOR GENERAL PURPOSES, SHALL THE NORTH COUNTY LIBRARY AUTHORITY, A JOINT POWERS AUTHORITY BETWEEN LOS ALTOS AND LOS ALTOS HILLS, CONTINUE A TAX FOR 20 YEARS, WITH ANNUAL OVERSIGHT, AT THE FIXED RATE OF \$76 PER YEAR ON EACH DEVELOPED PARCEL OF LAND WITHIN LOS ALTOS AND LOS ALTOS HILLS AND ALLOWING AN EXEMPTION FOR LOW-INCOME SENIOR HOUSEHOLDS, AND ESTABLISH AN APPROPRIATIONS LIMIT?*

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## 6. What are the specific purposes for which funds are to be spent?

Measure L outlines the specific purposes for which the funds are to be spent as follows:

- **Maintain library hours.** Funds may be spent on maintaining specified number of hours at Los Altos and Woodland library locations.
- **Purchase books and materials.** Funds may be used to supplement the Santa Clara County Library system to purchase books and materials tailored to specific community needs and interests.
- **Support library programs.** Money may also be used to support and maintain the level of programs that is currently provided for all age groups.
- **General purposes.** Funds may be used for any other expenditure necessary to uphold the level of service, including expenses related to a future election when the parcel tax expires.

## 7. How much money is available for a potential remodel?

In total, there is \$13M available for a remodel.

- The NCLA projects to have approximately \$13M by the end of FY 2029-2030.
- The Friends of the Library agreed to commit up to \$1.0M to fund any cost of construction and/or remodeling of the Los Altos Library main branch, once plans are accepted by the City of Los Altos.
- As of April 2023, LALE had \$2.1M in its building fund.

## 8. How many Needs Assessments have been done?

There have been two assessments, the first in 2008; and the second in 2018. In addition, there was an Architectural Feasibility Study completed in 2018.

## 9. What did the 2008 Needs Assessment find?

The first Needs Assessment, completed in 2008, outlined the needs of the two Los Altos Libraries, including service and space needs. [The full assessment can be found here.](#) The 2018 Assessment and the 2018 Architectural Feasibility Study built on some of the details found in 2008.

## 10. What did the 2018 Needs Assessment find?

On December 19, 2017, NCLA initiated a Task Force to explore the redevelopment of the Main Library. The Task Force recommended updating the 2008 Library Services and Space Needs Assessment and conducting an architectural feasibility study to determine the advantages/disadvantages (including cost) of a remodel/expansion of the existing facility compared to building a new library.

Group 4 Architecture, Research + Planning, Inc. was contracted to update the *Needs Assessment* and Strata Architectural to conduct the *Feasibility Study*. [Group 4's report can be found here.](#)

The Needs Assessment Update reaffirmed the need for an expanded Main Library. The Update posited that a minimum of 12,000 additional square feet of space was needed beyond the current library space of 28,000 square feet.

The Needs Assessment Update, with the input of Library staff, identified the following challenges:

- **Congested public circulation and holds areas.** Lobby area can be more open to the public. Check out and Holds area can be crowded.
- **Inadequate restroom facilities.** No family/all-gender restroom or children's library restroom.
- **Inadequate space for library programs.** Many programs overflow the 100-person capacity Orchard Room, the largest room in the library. There's no dedicated children's story time space. The staff conference room is shared with the public for programs, staff meetings, Friends of the Library book sorting, lactation space, 3D printing, and random storage as the need arises.
- **Inadequate space to introduce new services.** Little flexibility in providing space which can be used to deploy new services, like the popular Passport Services displacing the Holds area.
- **Lack of collaborative space.** Small and medium sized meeting rooms for group study, tutors and students, and book discussion groups are lacking.
- **Better dedicated space for teens.** Current teen space is often used by tutors and as an overflow space during school hours.
- **Lack of electrical outlets.** Electric conduit has reached capacity. Patrons still must search for outlets to recharge devices or use extension cords.
- **Crowded shelving.** Shelving and accessibility for all collections (Children's, Reference, Fiction, and Nonfiction) need to be continuously reevaluated based on current needs and use.
- **Accessible shelving.** Current shelves are 7.5 feet high.
- **Employee Work Area.** Reevaluate librarian staff layout, making work environment better. Configure the workroom for efficiency and better collaboration.
- **Inadequate space for Friends of the Library.** Give the FoL dedicated space to process donations, sell books and operate the Main Library Café.

While the Needs Assessment Update did not specify how space should be used, it did indicate that additional space is needed for larger program space, expanded children's library space, dedicated teen space, collaboration space, more and different seating choices, more space for personal technology, more

accessible physical collection, and space for the Friends of the Library. The Needs Assessment Update does indicate that while 40,000 square feet is the minimum needed, additional square footage may help to better serve the needs of the community within the Library.

**11. What did the 2018 Architectural Feasibility Study find?**

In 2018, the Architectural Feasibility Study was commissioned. [The full study can be found here.](#)

The Study looked at whether it was possible to expand the library by 9,000 or 11,000 square feet, depending on the plan. The study also looked at the costs of building a new, 40,000 square foot library on the present Main Library footprint.

These estimates were based on numbers included in the 2008 Needs Assessment.

The Feasibility Study found that the original building’s construction made expansion by “building up,” (adding a second story) cost-prohibitive. They found that an upward expansion would require significant upgrades to the building structure to meet contemporary building code.

The Study also looked at expanding the library out. This was also discounted because:

- Expanding toward the soccer field or toward the History Museum requires eliminating parking and roadway access.
- Expanding into the Historic Orchard toward City Hall requires relocating a major utility trench running parallel to the Main Library building.
- Expansion toward San Antonio Road requires a 40-foot setback - there is not sufficient space to expand in that direction and gain significant amounts of square footage.

The Architectural Feasibility Study determined that expansion was possible by demolishing the 1990s addition and rebuilding a two-story building in its place. This building would be tied into the remaining library as it is today. This construction would consist of 18,000 square feet for a gain of 9,000 square feet. The Architectural Feasibility Study also proposed adding a second-story overhang to the parking and delivery area immediately adjacent to the Library. This would allow for continued parking and access while adding approximately 2,000 square feet to the Main Library.

**12. How does our library compare to other libraries in the District?**

<b>Los Altos Main Library Key Stats</b>							
	Los Altos	Campbell	Cupertino	Gilroy	Milpitas	Morgan Hill	Saratoga
Last Major Remodel	1990	2023	2021	2012	2009	2021	2003
Sq. Ft.	28,050	26,420	56,250	53,000	60,000	30,500	48,500
Circulation (FY 2022-23)	1,368,546	708,252	2,995,573	561,850	2,291,184	662,455	1,399,081
Gate Count (FY 2022-23)	289,254	91,702	607,403	159,902	428,854	162,717	291,359

Los Altos has the oldest library facilities despite having the 4th highest circulation and annual gate count.

### 13. Is there the possibility of attracting additional funding for a library renovation?

We believe that there might be. The design for the renovation of the Campbell Library incorporated new features with \$4,718,450 in additional funding provided by the California State Library's Building Forward Grant Program. This new program provided a unique opportunity for the city to add sustainability features to the library enhancement project, as well as address escalated construction costs following the pandemic. The Building Forward Grant Program supports capital projects for public library buildings that address critical maintenance needs, improve energy efficiency and sustainability, and expand access physically and digitally.

### 14. Which projects have been tackled by the library community?

Over the many years, there have been many improvements to services, as well as reactions to events, especially Covid, which have tested the mettle of the entire community.

We've highlighted some of these. They include:

- The **Passport Office**
- The first **Open Access** installation in Santa Clara County
- **Dropboxes** at both Woodland and Main Library
- Reports on Library **Parking**
- **Woodland Patio Proposal**
- Reviews of services (list of services available, **BookDash**)

### 15. List of source documents consulted. It is not all inclusive.

- [Page+Morris Library Services and Space Needs Assessment \(May 2008\)](#)
- [Group 4 Los Altos Main Library Needs Assessment Update – Summary of Findings and Recommendation \(April 10, 2018\)](#)
- [Strata Architects 2018 Architectural Feasibility Study](#)
- [Santa Clara County Library Strategic Plan 2023-2028](#)
- [Measure L](#)
- [North County Library Authority Joint Exercise of Powers Agreement](#)
- [Comparison data for Santa Clara County libraries.](#)
- Key Findings from the 2019 Patron Satisfaction Survey
- Santa Clara County Library District 2019 Patron Satisfaction Survey Databook
- E-Resource Statistics 2019-20
- [Futures Subcommittee Report September 2021](#)
- [History of the Los Altos Library by Marion Abel](#)
- [Sample library RFPs](#)
- [Noise cancelling headset proposal](#)

## 16. Summary of recommended actions addressed in Proposals 1, 2, and 3

<b>Recommendation</b>	<b>Need(s)</b>	<b>Proposal</b>
<b>Reconfigure and enlarge the lobby</b>	(2008 #31), Strategic Plan	Proposal 1
<b>Install family bathrooms</b>	(2008 #28)	Proposal 1
<b>Address circulation and reference desk service</b>	(2008 #32)	Proposal 1
<b>Move children's area entrance to enable direct access</b>	(2008 #36)	Proposal 1
<b>Find suitable alternative for holds</b>	(2008 #34)	Proposal 1
<b>Improve Friends' sales space</b>	(2008 #46-#47)	Proposal 1
<b>Remediate inadequate wiring</b>	(2008 #25)	Proposal 1
<b>Address any accessibility concerns</b>	as discovered	Proposal 1
<b>Remodel to support limited Extended Hours space</b>	Strategic Plan	Proposal 2
<b>Evaluate and consolidate staff areas and Friends' space to improve efficiency</b>	(2008 #42)	Proposal 2
<b>Create acoustic quiet zone</b>	(2008 #29)	Proposal 2
<b>Evaluate and redeploy library digital needs in computing, printing, and scanning</b>	(2008 #22)	Proposal 2
<b>Remodel to support full Extended Hours space</b>	Strategic Plan	Proposal 3
<b>Create opening between children's space and Orchard Room to expand useable space</b>	(2008 #29)	Proposal 3



**LIBRARY COMMISSION  
AGENDA REPORT SUMMARY**

**Meeting Date:** January 4, 2024

**Subject** Library Commission Work Plan

**Prepared by:** Anthony Carnesecca, Assistant to the City Manager

**Attachment(s):**

1. 2024 Library Commission Work Plan Draft

**Purpose**

Discuss and approve the 2024 Library Commission Work Plan that will be presented to City Council at a Joint Session with City Council and Commissions on February 27, 2024.

**Discussion**

During the Special Joint City Council – Commission meeting on November 2, 2021, the City Council and Library Commission discussed their Work Plan for the years 2021 and 2022. The work plan centered around the following goals:

- Improve Infrastructure
- Awareness
- Futures
- Work Plan

In June 2023, the City Council updated the powers and duties for the Library Commission. Per LAMC 2.08.080, “the Library Commission shall:

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



**Subject:** Library Commission Work Plan

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Looking forward, the Library Commission shall discuss their goals and assignments for the 2024 calendar year that will be presented to City Council at a Joint Session with City Council and Commissions.

City staff has drafted a rough draft work plan based upon the Commission’s projects and new powers and duties for discussion and review at the January 4, 2024 meeting.

Draft 2024 Library Commission Work Plan

<b>Goal</b>	<b>Projects</b>	<b>Priority Source</b>	<b>Status</b>
Improve infrastructure	Improvements to main library building	City Council - Asset Management	In Progress
	Improvements to main library parking lot		In Progress
	Research new services and programs for library		In Progress
Increase awareness	Explore targeted outreach to seniors, youth, and general public	Powers and Duties	In Progress
	Improve the Commission's web presence		Beginning
	Host community events at library		In Progress
Enhance partnerships	Attend meetings for external community organizations	Powers and Duties	In Progress
	Identify liaisons for all external community organizations		In Progress





**LIBRARY COMMISSION  
AGENDA REPORT SUMMARY**

**Meeting Date:** January 4, 2024

**Subject** Library Parking Update

**Prepared by:** Anthony Carnesecca, Assistant to the City Manager

**Attachment(s):**

1. Library Parking Improvements Draft

**Purpose**

Provide an update on the Library Parking Study being completed internally by the Public Works Department.

**Discussion**

City staff have been working to complete a comprehensive parking study of the parking area adjacent to the Library in the Civic Center property.

This includes adding additional parking stalls in the specific locations and potentially installing more limited time signage based upon Commission feedback.

City staff has attached a draft of proposed parking improvements for feedback and discussion with the Commission.



San Antonio Rd

N San Antonio Rd

S San Antonio Rd

San Antonio Rd

Los Altos City Hall

Los Altos Heritage Orchard

Apricot garden

Los Altos Youth Center (LAYC)  
Temporarily closed

Tot Lot Play Area

Los Altos Police Department

AREA 3

Los Altos Library

J. Gilbert Smith House

Los Altos History Museum  
Farmhouse replica for local history

AREA 2

Lynn North

AREA 1

Bus Barn Theater

San Antonio Rd  
S San Antonio Rd  
San Antonio Rd

Los Altos Library

Lynn North

9FT WIDE PARKING SPACES, 18FT TOTAL

GAIN ONE SPACE, UTILIZE LANDSCAPING

9FT WIDE PARKING SPACES, 153FT TOTAL

GAIN TWO SPACES, UTILIZE LANDSCAPING ISLAND AND RESTRIPE

9FT WIDE PARKING SPACES, 27FT TOTAL

GAIN THREE SPACES, UTILIZE LANDSCAPING ISLAND AND PARKING LOT DRIVEWAY APPROACH

GAIN TWO SPACES, UTILIZE LANDSCAPING ISLAND, RELOCATE BIKE RACK AND FENCE



temporarily closed

## Agenda Item 4.

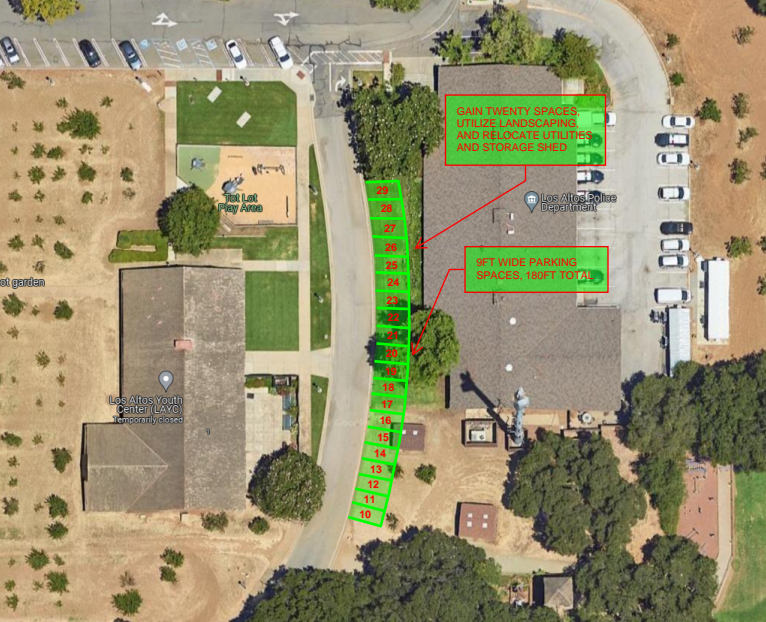
9FT WIDE PARKING SPACE

9

GAIN ONE SPACE, UTILIZE  
LANDSCAPING ISLAND

44

Go



GAIN TWENTY SPACES.  
UTILIZE LANDSCAPING  
AND RELOCATE UTILITIES  
AND STORAGE SHED

Los Altos Police  
Department

9FT WIDE PARKING  
SPACES, 180FT TOTAL

- 29
- 28
- 27
- 26
- 25
- 24
- 23
- 22
- 21
- 20
- 19
- 18
- 17
- 16
- 15
- 14
- 13
- 12
- 11
- 10

Los Altos Youth  
Center (LAYC)  
Temporarily Closed

Trot Lot  
Play Area

Trot garden