

LIBRARY COMMISSION MEETING

TUESDAY, June 4th, 2013 - 5:30 P.M.

Los Altos Main Library, Program Room
13 San Antonio Road, Los Altos, California

ESTABLISH QUORUM

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. Commission Minutes
Approve minutes of the regular meeting of May 7, 2013
2. Plane Tree Health Services Information Center Report – Mira Geffner
Receive report regarding Plane Tree Health Information station located at the Main Library
3. Prime Time Report -Alternative Library Management and Operating Costs– Karen Duncan
Receive finalized report from Prime Time regarding information regarding alternative management for Library
4. Santa Clara County Library District Proposed Budget FY 2013/2014 – Financial and Administrative Services Manager - Chuck Griffen
Report on the proposed budget for the upcoming fiscal year.
5. North County Library Authority Report – NCLA Representative - Lenelle Smith
Receive report from May 21, 2013 NCLA meeting
6. Story Telling Festival – Commissioner Davis
Discuss potential special event at Library

7. Work Plan
Update Commission work plan

INFORMATIONAL ITEMS

8. Friends of the Library
Receive information on Los Altos Friends of the Library meetings and events
9. Monthly County and City Staff Reports
Receive information and announcements from City and County staff

COMMISSIONERS' REPORTS AND COMMENTS

10. Monthly Commissioner Reports
Commissioners report on meetings and events relative to the Library

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2790.

Agendas, Staff Reports and some associated documents for Library Commission items may be viewed on the Internet at <http://losaltosca.gov/citycouncil/online/index.html>

On occasion the Library Commission may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Recreation Office, City of Los Altos, located at 97 Hillview Avenue, Los Altos, California at the same time that the public records are distributed or made available to the legislative body.



LIBRARY COMMISSION MINUTES

Regular Meeting

Tuesday, May 7, 2013 5:30p.m.

Los Altos Main Library

13 South San Antonio Road, Los Altos, 94022

ROLL CALL

PRESENT: Commission Members: Suelzle, Kavanagh-Clarke, Davis, Struthers, Hill and Perga

ABSENT: Commissioner Poulos

ALSO PRESENT: Peggy Ford, City Staff Liaison; Jane Cronkhite, Community Librarian; Nancy Howe, County Librarian

1. Commission Minutes

Motion by Commissioner Struthers, seconded by Commissioner Kavanagh-Clarke to approve the minutes of the April 2, 2013 meeting as is. Motion passed unanimously.

DISCUSSION ITEMS

2. Library Commission Annual Report to Los Altos City Council

Discussed outcome of annual meeting and training which took place on April 30th.

3. Way Finding Update – Commissioner Suelzle

The prototypes for the new signage arrived and the wayfinding client team reviewed the prototypes and plans and recommended proceeding with the plans. The wayfinding advisory team, will be meeting on Friday 5/10 to look at the prototypes and plans as well.

4. Campaign for Classroom Visits in District – Commissioner Clarke

Reported on benefits of owning a library card as a student in the district. Commissioner Clarke listed a variety of ways to get students involved in reading and at the Library.

5. Customer Satisfaction Survey Report, Community Librarian – Jane Cronkhite

Received report from Community Librarian regarding customer satisfaction report

6. Santa Clara County Library Proposed Budget – 2013/2014

Received report from County Librarian regarding the proposed Library budget for FY 2013/2014

INFORMATIONAL ITEMS

6. Friends of the Library

Received information on Los Altos Friends of the Library meetings and events

7. Monthly County and City Staff Reports

Received information and announcements from City and County Staff. Reported on Friends of the Library May Book Sale as well as ongoing sales.

COMMISSIONER' REPORTS AND COMMENTS

8. Commissioner Hill report to Commission on April Council meeting(s)
Received report regarding April Council meeting(s) from Commissioner Hill. Nothing pertaining to the Library.

POTENTIAL FUTURE AGENDA ITEMS

Library Proposed Budget for 2013/2014 –Chuck Griffen
Plane Tree – Mira Geffner
Story Telling Festival – Enid Davis
Work Plan
Primetime Report – Karen Duncan

ADJOURNMENT – 7:35p.m.

Respectfully Submitted by
Peggy Ford, Senior Recreation Supervisor
Liaison to the Library Commission



DATE: Day, Month, Year

AGENDA ITEM # 3

TO: Library Commission

FROM: Peggy Ford, Staff Liaison

SUBJECT: Los Altos Informs - Prime Time Report regarding alternative management and funding sources for the Los Altos Library

RECOMMENDATION:

Accept report from Los Altos Informs Prime Time volunteer, Karen Duncan

BACKGROUND

In December of 2011, Library commissioners invited Karen Duncan, a volunteer of the Los Altos Informs team from the Community Foundation to report on a Prime time Project report concerning alternative management and funding options for the Los Altos Library. Ms. Duncan provided an abbreviated version of the draft report and volunteered to attend a future Library Commission meeting once the report was complete.

DISCUSSION

Ms. Duncan's appearance at the June 4, 2013 meeting is her return visit to conclude the report to the Commission.

Attachments:

- A. Los Altos Informs: A Prime Time Project Report from the Los Altos Community Foundation

FINAL DRAFT

Not for circulation or publication

The Los Altos Community Foundation Primetime Project Presents

LOS ALTOS INFORMS: IMPLICATIONS OF LIBRARY OPERATION
A study of operating expense and other factors for city-operated vs. special district-
operated libraries in Los Altos

Karen Duncan and Norma Schroder

SUMMARY

Background information about the organization of the Los Altos Libraries and the Santa Clara County Library District is available [here](#).

In response to state budget cuts in 2011, the Santa Clara County Library District imposed an \$80 annual fee for patrons who did not reside in the Library District. The fee was not optional; Los Altos citizens learned they didn't have a choice as to whether to ask their non-resident neighbors to pay the fee.

Community discussions ensued as to the merits of gaining more control over decisions affecting its own library. One possibility was to withdraw from the Library District, in favor of city-based management of the Los Altos Main and Woodland Libraries (LAL). But could the community afford to do so?

The PrimeTime Project of the Los Altos Community Foundation determined that several significant factors might affect such a complex decision. Accordingly we launched a study that included a quantitative estimate of operating expenses, consideration of one-time expenses and the cost of transitioning to city-operated libraries, and several non-cost considerations.

Our primary focus was on developing a methodology and factual analysis of potential operating expenses and, for planning purposes, on showing the dollar amount contributed by Los Altos and Los Altos Hills communities to the library district.

In conclusion, the assumptions and resultant costs calculated in this study do not suggest a financial advantage to Los Altos by leaving the Library District. If further studies did reveal a substantial personnel cost reduction, then the other issues described in the report about the costs of separation should be examined.

Ultimately, the community will need to balance access to a rich array of materials and services, and the desirability of shared costs, with its need for increased autonomy.

1.0 INTRODUCTION

The \$80 fee imposed on non-resident library patrons in 2011 by the Santa Clara County Library District sounded a wake-up call in Los Altos. The community realized that its library is actually operated by the County of Santa Clara under a Joint Powers Agreement (JPA) among the nine participating cities of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill, and Saratoga, plus the unincorporated areas of Santa Clara County, and Los Altos couldn't choose not to collect the fee.

Citizen reaction ranged from support for the fee to resignation and even outrage. In the end, patrons accepted the reality of the fee and steps were taken to reduce the impact on our neighbors. But the sense of not having control lingered, and those concerns led to questions. How does this community influence decisions about facilities, staffing, hours, and programs? Is the community using its dollars wisely by being a part of the Library District? What would it be like if it operated its own libraries instead? Would the expenses be different, or the holdings or services? Would different contractual arrangements fit better with the community's desire for self-determination?

2.0 APPROACH

As our community considers our future relationship with the Library District, we at the PrimeTime Project believe it would be useful to Los Altos library patrons and city officials to have an objective basis for considering their options. So we designed this study to describe typical services and costs if we had city-operated libraries as compared to sharing in the Library District.

We realize, of course, that there are several factors to consider in making such a complex decision. These factors are wide-ranging, and include four cost categories: operating expenses, one-time expenses, capital costs, and transition costs. Of these, only the operating expenses category is developed quantitatively in this study, to take advantage of available data sets.

Other factors we highlight include space for personnel, workflow, and materials that are now shared throughout the Library District; defining community values, including the extent of free services we would want to provide to non-residents, and funds potentially available for library operation.

Much of the analysis is based on assumptions which we carefully explain. The resultant numbers are offered as logical, based on these assumptions. Others are encouraged to use the framework developed in this report with their own assumptions and come to their own conclusions. From our point of view, the framework is as important as the resultant numbers.

The quantitative study approach we took is as follows:

First, we estimated the county's operating expense to operate our libraries.

Second, we estimated the expense of operating our libraries as independent city libraries, and compared it to the expense of the Library District's operation of our libraries.

Third, we estimated the amount we are paying for Library District services. (Note that this amount cannot be used directly in our comparison of estimated operating expenses, as explained later in our analysis; it is included to give the community an idea of the scope of the expense and the sources of funding.)

Fourth, we identified a number of other factors that could affect the potential costs besides operating expense, to give a more complete picture of the issues raised by transitioning to an independent library. These factors are discussed but are not part of our quantitative analysis.

In all tables, entries are shown in 1,000s of dollars.

3.0 SOURCES OF INFORMATION

This study uses *actual data* for some analyses, and *estimates* for others, as appropriate. These differences are explained in this section, along with our general sources of information and how and why we used each source.

We've used our best judgment in estimating the information provided and we want the readers to understand why we chose the methods we did. As we explain our results, we'll also explain the benefits and shortcomings of each estimate, so each reader can assess its value. This transparency is designed so that readers can provide their own assumptions and draw their own conclusions.

3.1 Cost Estimates

In general, *cost estimates* based on budget information are ideal for this study, because a budget is itself an estimate for the coming year that reflects a reasonable use of information about past spending and plans for future spending. *Actual cost*, for some previous point in time such as last year, is less useful, because it takes into account what happened in a particular year only.

Accordingly, our estimates of expenses are based primarily on the Santa Clara County Library District Budget for Fiscal Year 2012 (FY12: July 1, 2011 – June 30, 2012).

3.2 Pay-in estimate

Our estimate of our contribution to the Library District is based primarily on the tax levied on the assessed value of property in Los Altos/Los Altos Hills. Other categories are estimated as detailed in our findings, in the next section.

4.0 FINDINGS

This section describes the study results, using the methods we discuss for each task.

4.1 Library District Expense to Operate Los Altos Libraries

This first estimate is based on the SCCL budget document for FY12 (July 1, 2011 – June 30, 2012). The budget includes both operating and capital expense (one-time costs), but the scope of this project is on operating expenses. Working from the final column in the second table on page 3 of the budget document, we removed the capital expenses leaving the operating expense budget for use in our estimates. Budgeted capital expense data was provided by Library District staff. The resulting total Library District budget and operating expense are shown in Table 1.

Table 1. Library District Operating Expense Budget (in 1,000s)

Expense Item	Total Library District Budget	Operating Expense Budget
Personnel	\$21,456	\$21,456
Books & Materials	4,000	4,000
Facilities	3,814	3,814
Supplies & Services	6,052	2593
Fixed Assets & Vehicles	371	145
Total	35,893	32,208

Our next task was to allocate a portion of the total Library District expense budget for Los Altos Libraries. This allocation has three components.

1. Los Altos Libraries personnel expenses and materials and books expenses are line items in the Library District budget.

2. An individual library’s share of Library District’s facilities expenses and services and supplies expenses are not a line-item in the budget, so we allocated headquarters expenses by two methods.

First, the Library District’s method of allocating funds to the individual libraries is according to “the formula,” an allocation negotiated by the cities and the Library

District as a fair means of considering work load in the libraries, the possible citizens served, and the funds contributed by the property taxes collected in the city's jurisdictions. This formula considers population, assessed property valuation, and circulation, giving the Los Altos Libraries a 16.87% share of the Library District's expenses in these categories, as shown in the Library District budget document.

The second method of allocation is based on circulation alone which is a better indicator of actual work in the libraries and the work that stand-alone libraries would need to accomplish. The allocation by this method is 16.93%. Circulation percentages are given on page 14 of the Library District budget document. In the case of the Los Altos Libraries, the difference in allocation by these two methods is negligible as will be seen in the tables below.

3. Library District headquarters personnel expense is a line item, and we used the same two methods of allocation to determine Los Altos Libraries allocation.

Table 2 shows the Library District operating expense budget (excluding district-wide activities such as the bookmobile), the method of allocation used for each category, and the amount of the Los Altos Libraries (LAL) allocation. Information using circulation percentage in each category is in parentheses; the difference in allocation using the two methods is seen to be negligible.

Table 2. Library District Operating Expense for Los Altos Libraries (in 1,000's)

Expense Item	Total Library District Budget	Los Altos Libraries Operating Expense Budget	Source or Method of Allocation
Personnel: local	\$15,600	\$2,751	Library District Budget pg. 8
Personnel: HQ's	5,543	935 (938)	Formula (Circulation)
Books & Materials	4,000	635	Library District Budget pg. 8
Facilities	3,814	643 (646)	Formula (Circulation)
Supplies & Services	2593	438 (439)	Formula (Circulation)
Fixed Assets & Vehicles	145	24 (25)	Formula (Circulation)
Total	31,696	5,427 (5,434)	

4.2 City Expense to Operate the Los Altos Libraries Independently

For ease of comparison, we used the same time period (FY12), so population and circulation could be considered to be the same regardless of operation of the libraries. Our assumption was that the facilities, services and supplies, and fixed assets and vehicles categories would be about the same, no matter how the Los Altos Libraries were

operated. For personnel, and for books and materials, however, we expected that our costs would increase substantially. Interested readers can modify our table below by selecting percentage increases that are different from ours.

In the case of personnel, we would need to add several staff members, to carry out the functions now being performed at Library District headquarters. This includes management, business office, contracts and licensing, computer support and technical and public services. From Table 2, Los Altos Libraries' share of the headquarters personnel expense is \$935,152 for 8.4 FTE (full-time equivalent employees). Because we would no longer be able to share with other libraries the expense of the specialized personnel who provide these services, we increased this expense by 50%, totaling \$1,402,728, for 12.6 new FTE in Los Altos Libraries.

For books and materials, the Los Altos Libraries house 307,487 items in their collection, with free access to the entire Library District collection of 1,828,691 items. A non-trivial portion of the Library District collection, such as reference works, exists at only one or a few locations, and not necessarily ours. We expect that independent Los Altos Libraries would want/need to build their own collection judiciously at, say, a rate of 10% per year. From Table Two, our allocation for books and materials is \$635,416. With an increase of 10%, our estimate of books and materials expenses for independent Los Altos Libraries is \$698,957. the reader is cautioned that this low replacement rate would result in reduced resources and services.

Using these methods and figures, the estimated operating budget for independent Los Altos Libraries in FY12 is shown in Table 3. The total estimated increase in operating expense is about 10%.

Table 3. Estimated Operating Expenses for Independent Los Altos Libraries (in 1000s)

Expense Item	Library District Budget for LAL	Estimated Adjustments	Independent Los Altos Libraries
Personnel: local	\$2,751	\$2,751	No Change
Personnel: HQ's	935	1,403	Increase 50%
Books & Materials	635	699	Increase 10%
Facilities	643	643	No change
Supplies & Services	439	439	No Change
Fixed Assets & Vehicles	24	24	No change
Total	5,428	5,959	

4.3 One-time Expenses

Of course, the operating expenses are only a part of the total cost of operating a library. Additional one-time costs, such as replacing computer stations for example, vary widely each year, according to need and the availability of funding. In FY12, for instance, the Library District budgeted \$3,684,840 for these kinds of costs. Although there is no allocation of this one-time cost to the individual libraries, Los Altos Libraries' hypothetical "share" based on circulation would be \$623,843.

4.4 What LA/LAH Pays

For ease of comparison, we used the relevant Library District revenue categories given on Page 3 of the Library District FY12 budget. The categories, the Library District total budgeted revenues in each category, and the contribution from Los Altos/Los Altos Hills, are shown in Table 4, along with an explanation of how we derived each entry. Note that some entries, such as property tax, are known while others are estimated.

This table includes extensive notes as to the source of each entry.

Table 4. Library District Revenue Budget and the amount LA/LAH pays (in 1000s)

Expense Item	Library District Revenue Budget	LA/LAH Contribution to Budget	Method of Allocation
Property Taxes	\$23,607	\$4,079	Calculation based on Assessed Value
Special District Parcel Tax	5,610	468	Actual
City (NCLA)/County Contribution	1,275	550	Actual
Fines and Fees	920	156	Estimate based on circulation
Other	796	5	Estimate
Total	32,208	5,258	

The income items in this table are:

Property tax: We calculated the assessed value of property in LA/LAH as a percentage (17.3%) of the total assessed value of property in the county, according to the Library District budget document, page 14. We then used this same percentage to calculate the LA/LAH share of the total property tax paid to the Library District.

We do not attribute to Los Altos and Los Altos Hills any property tax revenue from any unincorporated areas, since these amounts are assessed from properties outside these two incorporated cities.

Special (parcel) tax: Since these Library District-wide tax proceeds are returned directly to the Los Altos libraries to fund personnel and library materials, actual amounts are calculated by the Library District each year and included in the annual budget. Please note that this is a Library District staff policy but not required by the ballot measure approved by the voters.

City/county contribution: LA/LAH collects a special tax through the North County Library Authority. This tax, which according to Library District records totaled \$550,000 in FY12, is paid to the Library District to increase the number of hours tLos Altos Libraries are open and to supplement the budget for books and other library materials.

Fines and Fees: The LA/LAH percentage (16.93%) of circulation in assigned areas was used to estimate the fines and fees paid by LA/LAH. 'Assigned areas' includes all geographic areas served by the Los Altos Area.

Other: This includes interest earnings, Homeowner Property Tax Relief Credit, Federal Medicare Credit, contract services to other libraries, and miscellaneous donations. Estimated LA/LAH indirect contributions in this category are negligible.

5.0 ANALYSIS

5.1 Summary

The tables in our findings cover two areas:

- a comparison of operating expenses for Library District-operated vs. city-operated libraries in Los Altos and
- the amount of LA/LAH's contribution to the operating budget of the Library District.

Note again that a direct comparison of operating expenses with what we pay in is not valid for several key reasons. Operating expenses include the incremental costs of serving patrons who do not live in LA/LAH, whereas the amounts for what we pay are calculated for just LA/LAH.

Furthermore, operating expenses do not include one-time expenses, which in FY12 were allocated at \$623,843. In budget years where the Library District has a surplus of budgeted revenues vs. actual expenses, the Library District transfers the excess to a reserve account (like a savings account). In subsequent years, the Library District transfers funds from reserve accounts to pay for one-time expenses such as new computers. Page 13 of the Library District budget document explains the budgeted reserves.

Because the money in these reserves would have been income to the Library District from the cities and county during previous years, it is not counted as part of the current year's contribution.

Thus, both one-time expenses and the funds to pay them are not in our calculations. However, it's important to keep in mind that one-time expenses can represent a substantial cost to the library each year. In FY12, for example, LAL's share received for one-time expenses was about 11.5% as large as its operating expenses.

5.2 Potential Additional Costs of Transition and Operation

The cost of transitioning from a Library District-operated to a city-operated library could be significant. It is beyond the scope of this study to determine even approximately the additional costs that might be incurred. Instead we have highlighted for possible future study the areas we believe could be significant. These potential savings and costs would apply generally to a transition from the Library District to any other management arrangement.

-- The Library District's integrated, technology-based systems such as computers and software and library management systems would need to be replaced.

-- The Los Altos Libraries are already bursting at the seams. The community would need to plan for physically housing the increased size of our collections and the increased number of personnel projected for independent libraries. LA/LAH would undoubtedly require additional space, either by expansion, rebuilding, or splitting up library services across multiple sites.

-- Questions of equipment and materials ownership would need to be settled. The Library District receives property and parcel taxes and maintains reserve funds and assets. The legal fees to determine our rights and re-negotiate contracts are unknown but could be substantial. Also, if in fact the Library District legally owns the contents of the LAL, then we would need to replace these items.

-- Finally, library personnel are employees of Santa Clara County, and all are union members. Disposition of personnel and re-negotiation of employment contracts could again lead to substantial unknown legal fees.

5.3 Potential Savings

-- It has been suggested that savings on personnel expense could be achieved by hiring non-union staff and relying as much as possible on volunteers instead of library professionals. However, whether this would lead to significant savings is uncertain.

-- Some savings might be realized by reducing our e-offerings. As Library District patrons, the community enjoys a rich user environment of specialized library software that actually creates an online community for patrons. Readers of this report are

invited to explore the tools and e-collection of Library District materials for browsing, research, managing your reading, and interacting with other patrons at www.scccl.bibliocommons.org. Tools include, for example, hundreds of online databases and magazines, genealogy, language modules, and help with homework or taxes. While it might be possible to continue using the Library District system or a similar one, LA/LAH may want to consider replacing it with a less costly system.

-- Reductions in levels of service such as the number of hours the libraries are open, or reductions in programs offered, may also result in savings.

5.4 Community Values

Besides financial concerns, community character is a significant factor in determining the kind of library its patrons want to have. Should the library offer a state-of-the-art facility with extensive access to Internet-based resources, and a relatively rich collection of the classics and invaluable reference works, children's books and materials, and the latest DVDs? Should Los Altos offer free library cards to our neighbors who want them? Do our patrons believe that the current library services are what are needed, or does the community need more autonomy in order to do things differently?

6.0 CONCLUSIONS

The assumptions and resultant costs calculated in this study do not suggest a financial advantage to Los Altos by leaving the Library District. It is commonly argued that independent Los Altos libraries would reduce the cost of personnel, the largest item in the budget. Testing this assertion is beyond this study and would presumably require a comparison of wage rates in the County and in the City. Further, it would require a detailed study of library options to identify the tasks that could be performed by volunteers and some means of determining if such volunteers would volunteer.

If further study did reveal a substantial personnel cost reduction, then the other issues described in the report about the costs of separation should be examined.

Ultimately, the community will need to balance access to a rich array of materials and services, and the desirability of shared costs, with its need for increased autonomy.

8.0 ACKNOWLEDGEMENTS

The authors are grateful to the PrimeTime Project's volunteer analysts, each of whom had relevant professional experience that contributed to this study. They are David Smith, Jan Masters, and Jack Kelly.

We are also grateful to the Santa Clara County Library District staff who generously shared their time and expertise with us. At the Los Altos Libraries, these were Jane Cronkhite and Jill Lakstigala. At headquarters, these were Derek Wolfram, Gay Strand, and Chuck Griffen.

Several members of the Los Altos Library Commission and other members of the community contributed a wealth of background information and ideas during interviews in the early stages of our work. These are Elayne Dauber, Jean Mordo, Darwin Poulos, Bob Simon, David Struthers, Judy Suelzle, and Nancy Tucker.

We are most grateful to Los Altos Community Foundation staff Monica Davis, Hank Drew, Joe Eyre, and Roy Lave for their support.

Thanks also to Jean Mordo for sharing his earlier studies with us, to Val Carpenter for her insights on Santa Clara County Library District governance, and to our reviewers and editors.

Finally, special thanks to the Los Altos Community Foundation for making this work possible. The PrimeTime Project is a program of the Foundation, which provided us with operating support, invaluable guidance, and steadfast patience as we developed the PrimeTime Project and this study.



DATE: Day, Month, Year

AGENDA ITEM # _5_

TO: Library Commission
FROM: Peggy Ford, Staff Liaison
SUBJECT: Los Altos Library Story Telling Festival

RECOMMENDATION:

Discuss potential special event for Los Altos Library – Story Telling Festival

BACKGROUND

Commissioner Davis approached the Commission at the May 7th Library Commission Meeting with information about a story telling festival for 2014.

DISCUSSION

The Library Commission agreed to discuss the item at its June 2013 meeting.

Attachments:

- A. Story Telling Report provided by Commissioner Davis

To: The Los Altos Library Commission

Peggy Ford

Nancy Howe

Jane Cronkhite

From: Enid Davis, Library Commissioner

Date: May 7, 2013

Subject: Agenda Item for June 2013 Commission Meeting



A STORYTELLING FESTIVAL AT THE LOS ALTOS LIBRARY, 2014

* I did a background check before writing this so I would know if there is interest in this program in the community and among our librarians. I did not assume or promise anything

***A storytelling festival would take place in the library's program room and would run, let us say from 12 am - 4 pm on a Saturday or Sunday. Each storyteller is usually given a 15-minute slot. The public is invited to come with children age 4 and up. They can stay for as long as they like to this free event. Usually, storytellers are not paid, but can be if you want to attract more people. Perhaps, paying \$25 for a 15 minute performance would attract good tellers. Children's librarians from the County system might like to volunteer. It would be nice to have balloons decorating the room. Nothing is set in stone**

* I would very much like to chair the planning committee as a library commissioner. I have lots of experience organizing library programs. Also, through my experience in the LEAD program I have learned how to go about working with other organizations in our community

*Other members of the Los Altos Library Commission would be enthusiastically invited to join such a committee

* I have spoken with Jane and Jill at our library and they are in favor of my planning such a program. Jill is willing to serve on a storytelling festival planning committee

* Jane recommended that I seek co-sponsorship with such other commissions as the Youth, History, and Recreation

* I would also like to approach other groups representing the Los Altos Library for sponsorship.

* Dee at the Linden Tree Bookstore would like very much like to represent the Linden Tree on my proposed committee



DATE: Day, Month, Year

AGENDA ITEM # _6_

TO: Library Commission
FROM: Peggy Ford, Staff Liaison
SUBJECT: Work Plan

RECOMMENDATION:
Update Library Commission 2013 Work Plan

BACKGROUND

The Library Commission maintains an annual work plan to prepare projects and assignments to complete in a timely manner.

DISCUSSION

The Library Commission work plan is updated as work assignments and projects are added or accomplished.

Attachments:

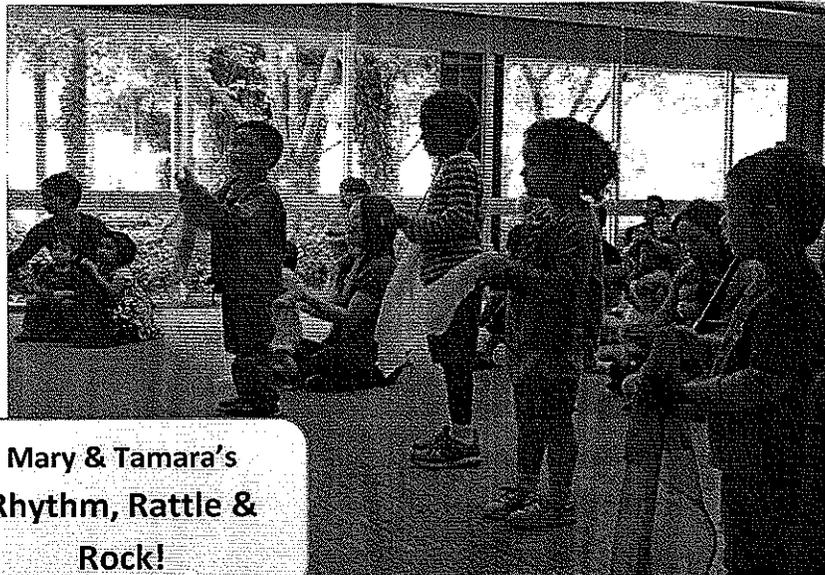
A. 2013 Library Commission Work Plan

**LIBRARY COMMISSION
2013/14 Work Plan**

Goal	Projects	Assignments	Target Date	Status
<p>1. Increase awareness of the Santa Clara County Library District vision and services to Los Altos and Los Altos Hills residents and city councils.</p>	<p>Inform City Councils about library services, issues, events, etc.</p>	<p>Create a series of 2-3 minute library-related highlights which can be presented at City Council meetings. Topics can include: Library overview (use new District 2-minute video); technology tools available at the libraries; special collections including the Whipple Collection and the Planetree Health Library; upcoming parcel tax election, Friends of the Library contributions (financial and other), etc. Goal: present at least 8 highlights during 2013-2014</p>	<p>To be completed by December 2013 with subsections completed throughout the year.</p>	<p>April 2013: Assigned to Commissioners Poulos and Davis. April 2013: Assigned to Commissioners Hill and Perya, assisted by Jane Cronkite.</p>
	<p>Identify, attend, and present library services to attendees at special events and with civic and local organizations and groups.</p>	<p>1. Identify civic, student, educational, volunteer, etc. groups to meet and reach out to their membership or circle of influence, connecting with residents who do not have library cards or have not used their cards within the last two years. Emphasize, when relevant, clusters of residents identified as “Borrowers,” “Free Agents,” “Kids’ Sake,” and “Those Who Read Together” as defined by the Orange Report. 2. Rank organizations and make initial contact with the top 3, scheduling a</p>	<p>To be completed by December 2013</p>	

<p>facilities and resources meet the needs of the community</p>	<p>attendance at events such as the Annual Commissioners and Friends Forum, CPLA workshops and meetings with other County Library Commissioners.</p> <p>Monitor the progress of the City Master Plan and/or any other planning process that would impact the library and/or Friends of the Library and provide insights and comments as appropriate to City Council.</p>	<p>meeting within our District</p> <p>Accept reports and updates from the Friends of the Library</p>	<p>Ongoing</p>	<p>All</p>
	<p>Monitor the changes of interior library signage.</p>		<p>Ongoing</p>	<p>Judie Suelze</p>

June 2013: Los Altos Library & Woodland Branch Library
Jane Cronkhite



Library Usage in April

Los Altos and Woodland Libraries circulated 119,856 items in April and registered 177 new patrons. Circulation was 124,726 items in April 2012. 45% of the circulation was children's materials, 55% was adult or teen materials.

The Los Altos Library had nearly 34,000 visitors in April, and both libraries had 63 programs that 2,408 people attended, along with 7 outreach events. Volunteers contributed 575 hours of service.

Highlights

Popular events in May included Focus on Food's Beekeeping with Wayne Pitts, Opera San Jose's Billy Goats Gruff, the return of Rhythm, Rattle & Rock by Mary Wirth & Tamara Palmer, and *California Apricots* book talk by Robin Chapman, which was at maximum capacity in the program room!

The Friends of the Library had a successful quarterly sale. Thank you, Friends, for your partnership supporting Summer Reading!

The wayfinding team and the advisory team comprised of LALE and Friends members approved prototypes of the new Los Altos Library signage, and LALE approved the remainder of Wendy Wilsher's contract for the project. The next step is to create a public bid to manufacture the signs. Thank you staff, LALE and Friends for your ongoing support of the project.

Outreach and Public Awareness Highlights

We have been busy with school visits in May! Sarah and Laura visited Los Altos and Mountain View High, doing card drives and promoting teen summer reading. The children's staff has had many library tours and school visits promoting summer reading as well.

Jane and Mira Geffner from PlaneTree visited BridgePoint at Los Altos with a general presentation on library services and funding as well as PlaneTree's health information. The residents praised the library, bookmobile, and Sarah's book club, and were excited to see Playaways and learn about PlaneTree!

Special Events in June



Summer Reading begins June 1!

Healthy Eating with Kids: Wed, June 5: 3:30

Growing an Heirloom Garden: Wed, June 5, 7 pm

Impressionists on the Water- an Art Lecture by Kay Payne: Tues, June 11,
Mon June 17, Mon June 24, 7:30 pm

Andrew Bernstein, author: *California Slim, the Music, the Magic, the Madness:*
Wed, June 12, 7:30 pm

Ridiculous Jugglers: Wed June 19, 3 pm (K and up)

Dinosaurs Rock: Wed June 26, 3 pm (K and up)

Rhythm, Rattle & Rock: Fri June 28, 10:30 am

For regular or recurring programs, visit www.sccl.org