



Library Commission

Los Altos Library Deficiencies

[For Joint Council Study Session on 18 Mar 2014]

Note: This is a “living document”.

Number	Deficiency	Evidence to Show	Possible Resolutions	Importance
1	No room for expansion of the collection in all formats (books, media, electronic), “No Growth Capacity”	<ul style="list-style-type: none"> - Most materials are “1-in, 1-out” - Fixed number and location of shelving units - Limited possibilities on how to use existing units. 	<ul style="list-style-type: none"> - Small expansion using funds from Whipple Bequest - Space for “Holds” - New Space - See #1 above 	High and immediate if no new building in 2-3 years
2	Infrastructure of existing building	<ul style="list-style-type: none"> - Cannot expand number or location of computers. Limited number of power outlets for mobile devices. - Libraries only will become MORE wired. 	<ul style="list-style-type: none"> - Drop-down power and data lines - Trench concrete slab to increase capacity - New building - Risk of falling behind other libraries 	High and immediate if no new building in 2-3 years
3	Cramped Children’s Area	<ul style="list-style-type: none"> - No dedicated children’s story time area - No area for tweens to gather and call their own - No expansion room for juvenile collection - Children’s safety 	New Space. Data from other District Libraries.	
4	No “Study Rooms”	<ul style="list-style-type: none"> - Only “Teen Room” can be used for tutoring/discussions. - Hard to concentrate/study when other discussions going on in the room - Conversations get “mixed” in the common area - How does Los Altos compare to other SCCLD libraries? 	New Space	High and immediate if no new building in 2-3 years

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5	Small Program Room	<ul style="list-style-type: none"> - Program room limited to 100 persons (capacity is exceeded for many lectures/gatherings) - No infrastructure to connect to community chambers, other venues, data, ... 	New Space Data from other District Libraries	
6	Parking & Traffic!!	See Library Commission Report dated 01 March 2011	Engineering solution approved in Feb 2012 still “in the works” managed by City of Los Altos	High
7	No room for anything new, i.e. “Maker Space”	<ul style="list-style-type: none"> - “Maker Spaces” are in the future for libraries, and Los Altos should embrace them - Only space possible is (a) a portion of the Teen Area, or (b) a portion of the Program Room - Either of these means less footprint for something else - This is where libraries are going! 	New Space	High
8	Quiet reading space	<ul style="list-style-type: none"> - Reading spaces are near entrance to library - Reading space in high traffic areas. 		High
9	Lack of storage space	<ul style="list-style-type: none"> - Cramped storage in Program Room, Janitor closet, and outside closet 		Moderate
10	No skylight in Library lobby	<ul style="list-style-type: none"> - Low light in area between main entrance and Program Room entrance. 		

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Our Message should focus on:

- Critical Needs for Library Function
- Failing Residents Needs and Desires
- Falling Behind Surrounding Communities
- How can the money available be used to resolve some of the above issues?

LIBRARY COMMISSION 2013/14 Work Plan

Goal	Projects	Assignments	Target Date	Status
1. Increase awareness of the Santa Clara County Library District vision and services to Los Altos and Los Altos Hills residents and city councils.	Inform City Councils about library services, issues, events, etc.	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	To be completed by December 2013 with sub-sections completed throughout the year.	April 2013: Assigned to Commissioners Poulos and Davis and Librarian Jane Crockhite. June 2013: Commissioner Davis presented and demonstrated two 2-min presentations to the Commission. Agreed to create two more in the next several weeks. Commissioner Davis will present one to the City Council soon.
	Identify, attend, and present library services to attendees at special events and with civic and local organizations and groups.	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	To be completed by December 2013 Youth Commission task added at June 2013 meeting	April 2013: Assigned to Commissioners Hill and Perga, assisted by Jane Cronkite. May 2013: Jane Cronkite provided list of local organizations June 2013: Jane Cronkite is scheduling meetings with groups; will present to City Council in late

		<p>the Orange Report.</p> <ol style="list-style-type: none"> Rank organizations and make initial contact with the top 3, scheduling a short presentation/introduction to the three groups Meet with the Youth Commission to explore what they like and don't like about library services 		<p>June (completed – Commissioners Davis, Struthers and Hill were in audience)</p> <p>June 2013: Librarian Jane Cronkhite, Commissioners Struthers and XXX participated in Los Altos Hills' annual picnic (bookmobile was a big hit again)</p>
<p>2. Increase Library membership</p>	<p>Create a campaign to introduce library resources and services to schools in our area</p>	<ol style="list-style-type: none"> Create a plan to meet with students and teachers that involves at least one participant activity (storytelling, book-making, Authors Day, etc. Pilot plan with at least one school Evaluate pilot to determine next steps 	<p>To be completed by February 2014</p> <p>Sent letter May 7; subsequent communication with appropriate school officials</p>	<p>April 2013: Assigned to Commissioners Cavanagh Clarke and Davis, assisted by Librarian Jane Cronkite.</p> <p>May 2013: Commissioners Davis and Cavanagh Clarke drafted and sent letter to school district superintendent; received positive response and will follow up</p> <p>June 2013: Commissioner Davis presented plan to create a storytelling workshop in partnership with the library, Linden Tree Bookstore and other organizations</p>

	Create a strategy and plan for a citywide storytelling workshop		To be completed in 2014 (month to be confirmed)	June 2013: Commissioners Davis presented her plan and discussed the steps already taken. There is a lot of enthusiasm for this concept; an initial date in 2014 has been selected; Commissioner Davis is creating a working group to develop the storytelling workshop.
3. Work to ensure that the Library's policies, facilities and resources meet the needs of the community	Stay informed about library issues through membership in and interaction with relevant groups and attendance at events such as the Annual Commissioners and Friends Forum, CPLA workshops and meetings with other County Library Commissioners, and other Los Altos Commissions	<ul style="list-style-type: none"> - Update Santa Clara County Library District calendar of Commission meetings - Majority of Commissioners attend at least one other library commission meeting within our District - Attend other Los Altos Commission meetings when appropriate 	<p>To be completed March 2013</p> <p>To be completed February 2014</p>	<p>March 2013: Commissioner Hill updated the list</p> <p>June 2013: Commissioner Hill attended Los Altos Finance Commission meeting</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	Accept reports and updates from the Friends of the Library	Ongoing	All June 2013: Accepted report from Karen Duncan, Prime Time, Alternative Library Management and Operating Costs

	provide insights and comments as appropriate to City Council.			
	Monitor the changes of interior library signage.		Ongoing	Judie Suelze