



1 North San Antonio Road
Los Altos, California 94022-3087

MEMORANDUM

DATE: July 8, 2019

TO: City Council

FROM: Manny A. Hernandez, Maintenance Services Director

VIA: Chris Jordan, City Manager

**SUBJECT: FRIENDS OF THE LIBRARY AD HOC COMMITTEE -
RECOMMENDATION**

PURPOSE

The Friends of the Library Ad Hoc Committee was created by City Council at the June 25, 2019 meeting. The ad hoc committee is comprised of two members of Los Altos City Council, two members of the Friends of the Library, one City staff, the Community Librarian and the Museum Executive Director. The charge for the committee was to find short-term and long-term solutions for storage and workspace for the Friends of the Library. This space is necessary for the Friends to continue their work due to the impending closure of their current workspace and storage at the Hillview Community Center. City Council requested a report back from this ad hoc committee at the July 9, 2019 City Council meeting.

PROCESS

The ad hoc committee met twice, July 3 and July 5. In these meetings, the committee's main focus was on the short-term solution for the Friends of the Library. The seven members first reviewed the history of the Friends organization and previous discussions and considerations for storage and workspace. The definition of short-term was verified to be through December 2020. Long-term was not officially defined by the committee, but would appear to be tied to the opening of a new main library.

At the July 3 meeting, the committee discussed considerations for locations on both the Government Center and away from the Government Center. The preference for the Friends was to remain somewhere on the Government Center, near to the main library. This would allow the Friends to keep the same working model for their operations. The committee discussed as many as six possible locations on the Government Center property.

1. AT&T parking lot near City Hall

2. Orchard space inside the current Police Department fence
3. Orchard adjacent to the Los Altos Youth Center
4. Los Altos Youth Center
5. Orchard between Police Department and Museum
6. Area between the soccer field and the library (Adjacent to large oak trees)

All of the six locations had some desirable aspect for the Friends operations, but also included drawbacks to City or community usage of the space. The committee did decide on one of the six locations as the short-term recommendation.

Off-site locations that were discussed included open space next to the Woodland Library and Rosita Park. The committee decided these two off-site locations both had possibilities of being a better long-term solution and will be revisited in future meetings.

RECOMMENDATION

At the conclusion of the July 5 meeting, the committee supported a recommendation to City Council for the placement of a portable unit on the Government Center property as a short-term solution. The location that is being recommended by the committee is the area between the soccer field and the library immediately adjacent to the large oak trees.

Staff had previously looked into this location and found it to be suitable based on the lack of underground utilities and its desired proximity to the library. Friends of the Library feels this will be suitable for their proposed 13'6" x 40' wood frame portable building that they would utilize as a workspace, where they organize and sort donated books. Once in place, City staff would look into what would go into providing the necessary electrical power for the Friends. This portable building is in addition to the Council approved storage units that will be placed in the orchard behind the Police Station and the Museum. The two units in that space will equate to just under 500 square feet and be used for storage only.

City staff reviewed the placement of the portable building across from the library and supports the recommendation as the best available option for a short-term solution. The ad hoc committee will continue meeting to discuss a long-term solution for the Friends and report back to City Council by December 2019.