



DISCUSSION ITEM

Agenda Item # 16

AGENDA REPORT SUMMARY

Meeting Date: December 17, 2019

Subject: Friends of the Library Location Ad Hoc Committee Status Report

Prepared by: Chris Jordan, City Manager

Attachment(s):

- Memorandum from Maintenance Services Director Manny Hernandez
- Friends of the Library work flow chart
- Friends of the Library Annual Report

Initiated by:

City Council

Previous Council Consideration:

May 14, 2019

June 25, 2019

Fiscal Impact:

Unknown

Environmental Review:

Not applicable at this time

Policy Question(s) for Council Consideration:

- This is a status report from the ad hoc committee

Summary:

- On June 25, 2019, the City Council agreed to allow the Friends of the Library to utilize space on the civic center campus
- Also on June 25, the City Council formed an ad hoc committee consisting of two members of the City Council and members of the Friends of the Library to explore possible locations for a permanent location for the Friends of the Library
- The attached memorandum indicates that the ad hoc committee is not prepared at this time to make a recommendation

Staff Recommendation:

There is no recommendation from the ad hoc committee at this time.

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



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Los Altos, California 94022-3087

M E M O R A N D U M

DATE: November 26, 2019

TO: Los Altos City Council

FROM: Manny A. Hernandez, Maintenance Services Director

VIA: Chris Jordan, City Manager

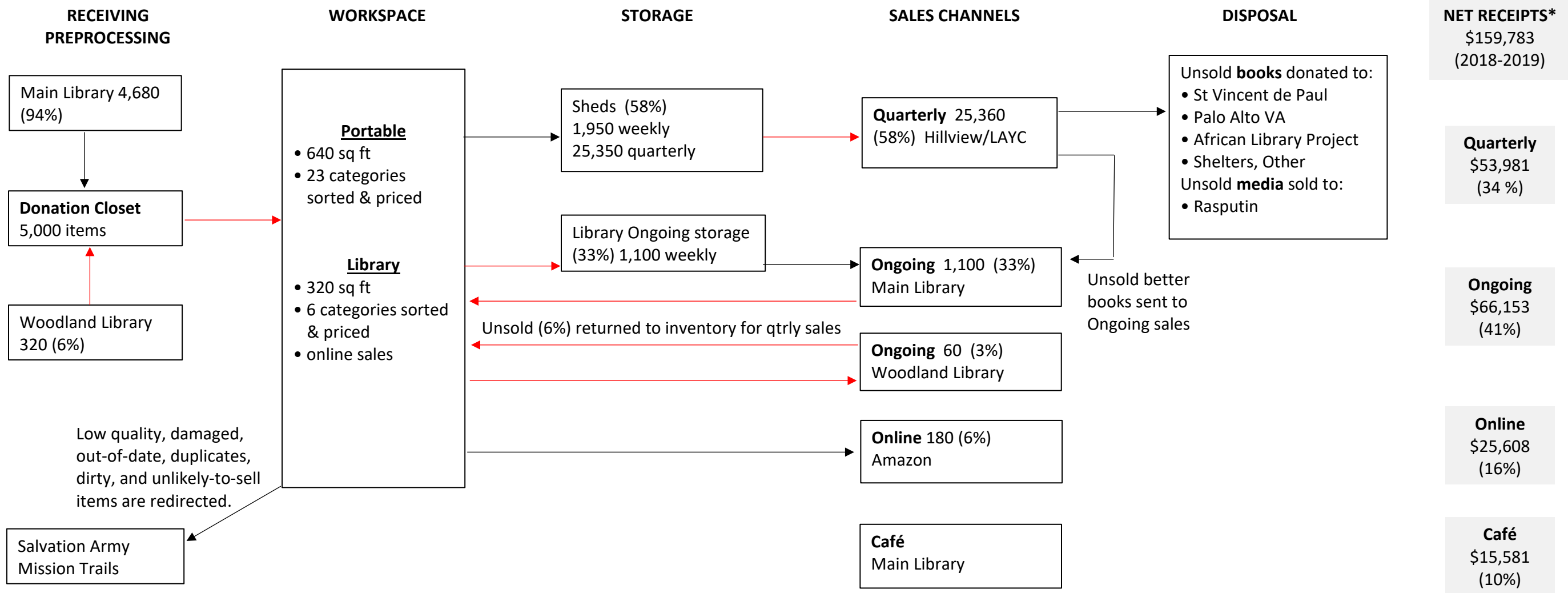
SUBJECT: FRIENDS OF THE LIBRARY AD HOC COMMITTEE – UPDATE

This memo is to provide an update on the work of the Friends of the Library Ad Hoc Committee that was created by City Council at its June 25, 2019 regular meeting. The Ad Hoc Committee was charged with finding short-term and long-term (until a new library is built) solutions that would allow the Friends of the Library to continue raising money for the Los Altos Library.

The short-term solution, to place a Friends of the Library portable on the Civic Center campus, was presented and approved by Council at the July 9, 2019 regular meeting. Since that time, the ad hoc committee has met five more times in an effort to find a long-term solution for this volunteer group. City Council requested that the long-term solution be brought back by the end of the 2019 calendar year. Although the ad hoc committee has narrowed down possible solutions to propose, this work will not be completed and ready to present to Council within the requested time. It is anticipated that a proposal will be ready to come before Council sometime in the beginning of the new calendar year.

Friends of the Library Operations

V11.18.19



PRE-PROCESSING

- Donations are boxed daily in the donation closet for the Portable or the Library Workspace.
- When closet is full, stacks of boxes are transferred to workspace 4+ days a week via hand truck.
- Average of 166 boxes per week.

PRICING & SORTING

- In each workspace, donations are separated into categories.
- Pricers evaluate and price based on condition, age, rarity.
- Books then directed to sales channel most likely to bring highest return.
- Approximately 60 volunteers work in both spaces.

WAREHOUSING

- Books destined for quarterly sales are stored in sheds.
- Books to be sold in library are transferred (hand truck) & stored in Ongoing space, waiting to be shelved.
- Seasonal and unique books and media transferred (hand truck) and stored for special sales.

SALES

- Number of books sold in each channel varies from quarter to quarter. These are averages.
- Percentages based on total books/media sold.
- Each channel has its own set of volunteers and operations, including the Café.
- Items not sold in library are returned to inventory for quarterly sales.

VOLUNTEERS

- Board of Directors (9)
- Operational Officers (12)
- Ongoing Sales team (15)
- Online Sales team (6)
- Quarterly Book Sales team (140)
- Café team (8)
- Pre-sort team (7)
- Transport team (6)
- Pricing/Sorting team (55)
- Sales Committee (10)
- Investment Committee (6)

Red lines indicated transfers that would require vehicle transfer if workspace is moved off civic center campus.

*For complete financials, see 2018-2019 Annual Report

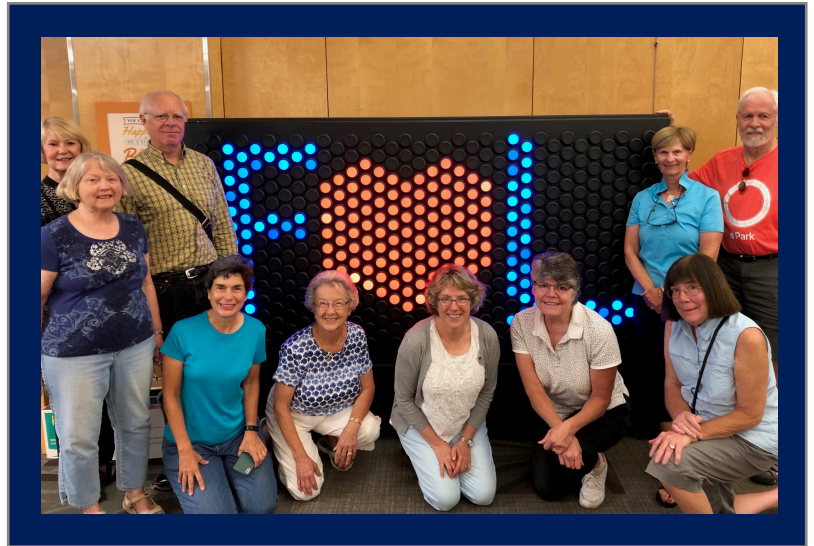


Friends of the Library of Los Altos

Annual Report 2018-2019

Serving our Community Since 1957

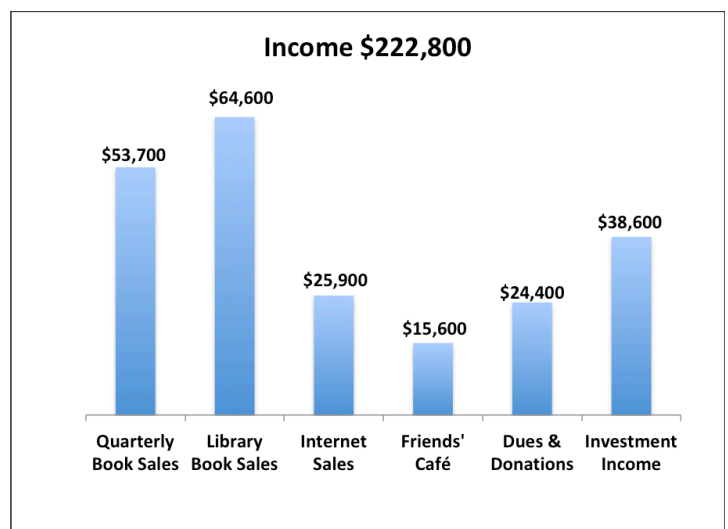
Friends of the Library of Los Altos (FOL) is a non-profit, all-volunteer organization of book lovers and community members that has been raising funds to support the Los Altos Libraries for over 60 years. Thanks to enthusiastic community support, we grew from humble beginnings, now holding quarterly book sales, selling books online and in the library, as well as operating the Friends Cafe in the Main Library lobby. This year, we introduced a new program, Books for Schools. Donors to this designated fund support public K-8 school teachers by financing used books for their classrooms.



During FY 18/19, we raised a record-setting \$222,800 with the majority of the income dedicated to supporting library operations, either during the current year or held in reserves for future library needs. Not only do we subsidize the collections of books, media, and other materials, we fully fund the bestseller collections for all ages. We fund many of the children's, teen, and adult programs at the library. And, we purchase needed furnishings and equipment when funds aren't available in the county library budget. In addition, we work to raise awareness of the library's services and needs. Finally, the Friends organization helps keep Los Altos and Los Altos Hills "green" as we resell, donate or recycle in excess of 200,000 books and nearly 10,000 CDs and DVDs per year.

Income Sources

Total income for the year was \$222,800. The majority of income comes from used book sales, which totaled \$144,200 this year. Used books sold in the library and on Amazon.com comprised more than 60% of book sale revenue for the second year in a row. And, our very popular cafe in the library lobby netted \$15,600. Donations were up this year, thanks to generous contributions to Books for Schools. Overall, our fundraising efforts earned \$184,200. Adding to this total is our final source of revenue, income on longterm reserves, amounting to \$38,600.



Expenditures

FOL's biggest expenditure was money spent on our libraries. In FY 2018/19 we provided \$113,200 to keep our library well-stocked with bestsellers and new books. These books, available as the "Friends Best Seller" collection, circulate only among Los Altos library patrons and are a highly valued benefit that we can bring to our community. Additionally, we contributed \$30,400 for library programs, the majority of which support Children's programs to be sure that there are many interesting events designed for young patrons.

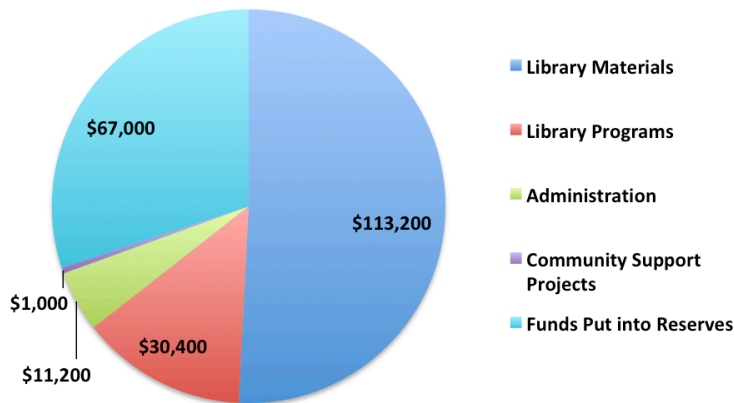
Administrative expenses, which fund Friends' operations, were consistent with prior years. Over the next few years this type of expense will increase as we no longer have the benefit of rent-free space for book sorting and operations at the old Hillview Community Center.

Income exceeded expenses to the tune of \$67,000 which was added to reserves. Our reserves will help fund the additional administrative and operations costs that we anticipate over the next few years and are available to help fund a potential Main Library redevelopment.

Board of Directors 2018-19

<i>President</i>	Mary Jo Kelly
<i>Vice-Pres.</i>	Margaret Brooks
<i>Secretary</i>	Catharine Kristian
<i>Treasurer</i>	Diane Schmidt
<i>Director</i>	Suzanne Epstein
<i>Director</i>	Anne Johnson
<i>Director</i>	Hardin Smith
<i>Director</i>	Eliza Snow
<i>Director</i>	Robert Robson

Expenses \$222,800



2018-19 Friends Gifts to Los Altos Library

Library Programs

Children.....	22,600
Teen.....	2,400
Adult.....	5,400

Total Library Programs \$30,400

Library Materials

Adult best sellers.....	45,000
Adult new books.....	32,000
Children best sellers..	12,000
Audio books.....	9,000
DVDs and CDs.....	15,000
Misc.....	200

Total Library Materials \$113,200

Total Library Projects \$143,600

Assets

FOL reserves stand at \$742,100, an increase of nearly \$60,000 since last year. Prudent financial management in favorable market conditions brought us increased investment income, although market performance has become more volatile than in the recent past. In the coming years, we will likely employ a portion of these reserves to finance increased operating costs and support efforts to expand the Main Library.