



DATE: January 6, 2015

AGENDA ITEM # 4

**TO:** Library Commission

**FROM:** Peggy Ford, Staff Liaison

**SUBJECT:** Library Tabling in Down Town Los Altos

**RECOMMENDATION:**  
**Receive staff report**

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**BACKGROUND**

At the December 2, 2014 Library Commission meeting, commissioners asked staff to look into the possibility if Library Staff could set up a table down town in order to advertise Library programs, events etc.

**DISCUSSION**

City staff inquired and found that Library Staff can put up a table anywhere in the down town area as long as it does not block walkways or doorways or driveways. Also, the Community Plaza is available to reserve at no cost for similar tabling ideas as long as nothing is being sold.