



DATE: September 2, 2021

AGENDA ITEM # 3

**TO:** Library Commission  
**FROM:** Jaime Chew, Staff Liaison  
**SUBJECT:** Woodland Branch Library

**RECOMMENDATION:**

Discuss proposed options for the Woodland Branch Library and take action as appropriate

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**BACKGROUND**

At the special meeting of May 20, 2021, the Library Commission discussed the potential of implementing a self-service library model, in addition to potential expansion options at the Woodland Branch Library.

At the regular meeting of August 5, 2021, the Library Commission requested that the Woodland Branch Library be agendaized for the next meeting to discuss proposed options and determine next steps as appropriate.

**DISCUSSION**

The Commission will need to discuss proposed options for the Woodland Branch Library and take action as appropriate.

Attachment:

- A. Draft Woodland Branch Library Presentation

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# WOODLAND BRANCH LIBRARY

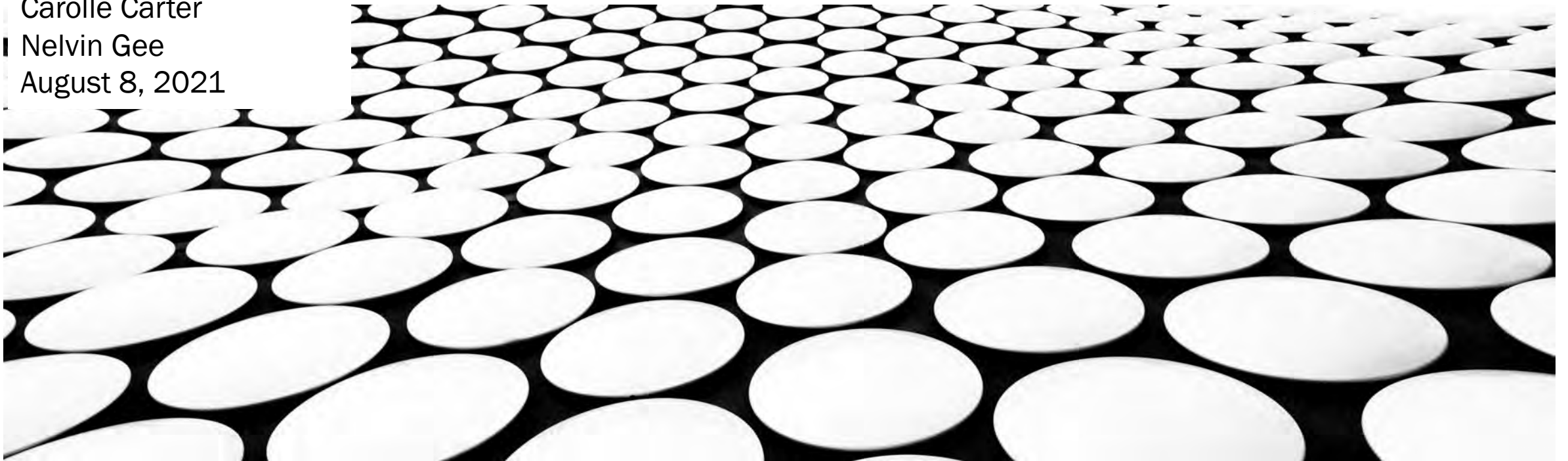
PHASED RE-IMAGINING OF WOODLAND LIBRARY - THE CURRENT SPACE AND THE POTENTIAL FOR EXPANSION

Freddie Wheeler

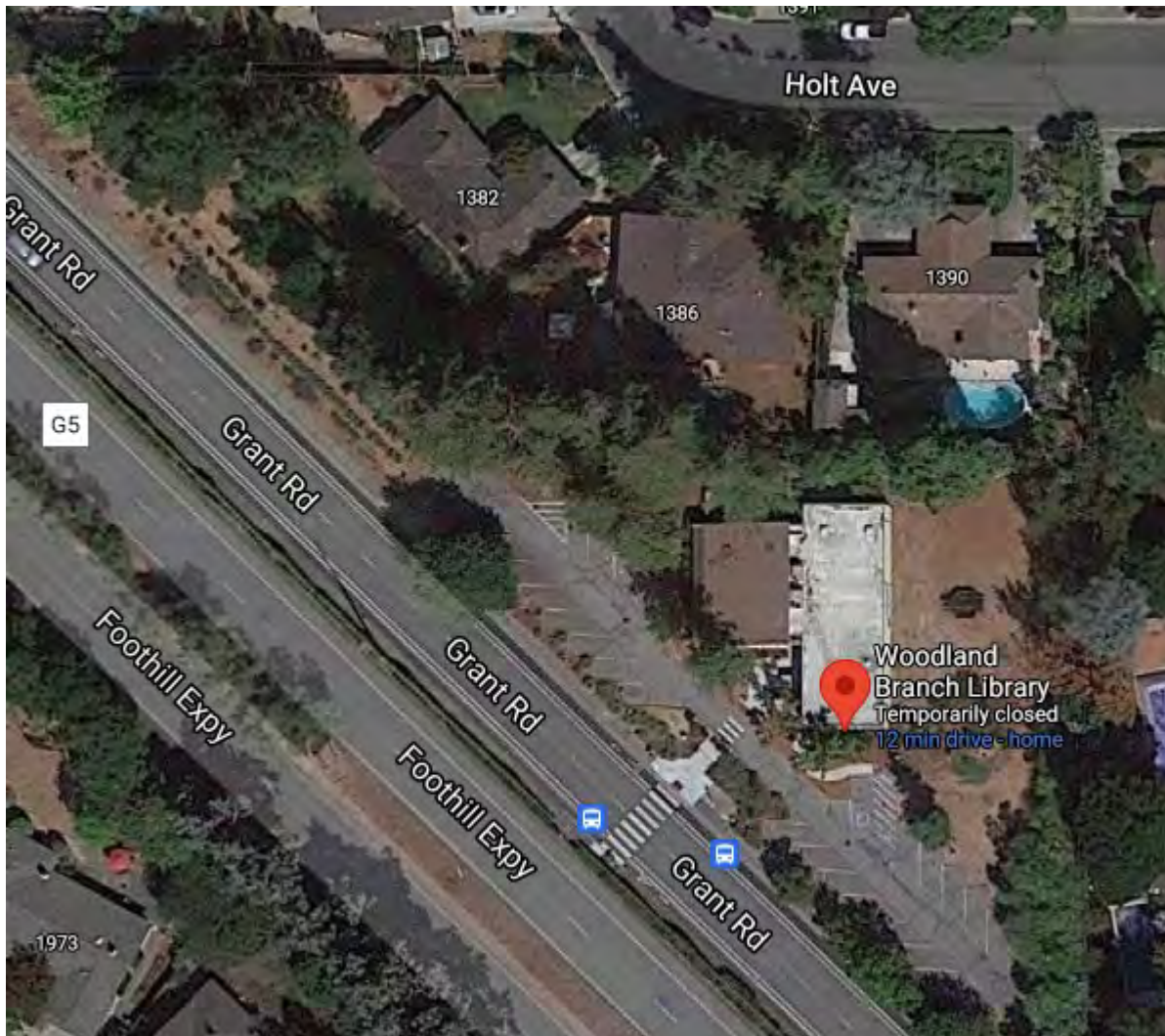
Carolle Carter

Nelvin Gee

August 8, 2021



## WOODLAND BRANCH DETAILS:



- Located at 1975 Grant Road, adjoining several residential properties
- 4,600 sq. ft. single room facility but with kids', teen and adult areas separated by shelving

## BACKGROUND

- The Woodland Branch Library serves a growing population in South Los Altos
  - Los Altos population has increased approximately 20% from 1975 when the Woodland Branch opened.  
(24,956 in 1970 Census to 29,355 estimate for 2020 Census)
  - Adults using Woodland have complained to a Library Commissioner and Council Member regarding the noise levels at Woodland which make the branch undesirable to use to read, study and work at times.
  - During the school year, St. Simon students can be found at the branch prior to parental pick-up
    - St. Simon student body population remains steady at 450 students. Many students use the Woodland Branch to study after school and as a safe space to wait to be picked up by parents after school.
    - St. Simon's administration characterized the Woodland Branch as "essential for their program."
- The current footprint is less than 5,000 sq. ft., but the property has room for expansion.
- Soundproofing portions of the library or providing isolated areas would be helpful as noise carries throughout the current floor plan.

**The purpose of this document is to discuss how Woodland may be re-imagined to accommodate Open+ in the near future and eventually better serve all its patrons.**



## TWO PHASE RE-IMAGINING OF WOODLAND BRANCH LIBRARY

- PHASE 1

There is an immediate need to remodel/reconfigure the Woodland Branch Library in order to accommodate Open+

- PHASE 2

The more long-term planning effort is to expand the Woodland Branch to provide a glass-enclosed "quiet area," small meeting rooms and a large community meeting room

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## **PHASE 1 – THE IMMEDIATE NEEDS PROVIDE THE OPPORTUNITY TO RE-IMAGINE WOODLAND BRANCH LIBRARY**

- OPEN+ requires changes to the configuration of the internal layout of the Woodland Branch.
- The equipment currently located in the Service Counter area will need to be secured.
- This will require a remodel of the interior of the Woodland Branch.
- We propose hiring a library layout professional to assess Woodland to determine the best possible interior remodeling that would
  - A. accommodate Open+ requirements,
  - B. optimize the staff area, and
  - C. maximize the separation of the Children’s and Adult areas to provide adults with a quiet area
- We believe we were advised that SCCLD has funding for a feasibility study

# LIBRARIAN AND STAFF SERVICE COUNTER – EQUIPMENT THAT WILL NEED TO BE SECURED FOR OPEN+

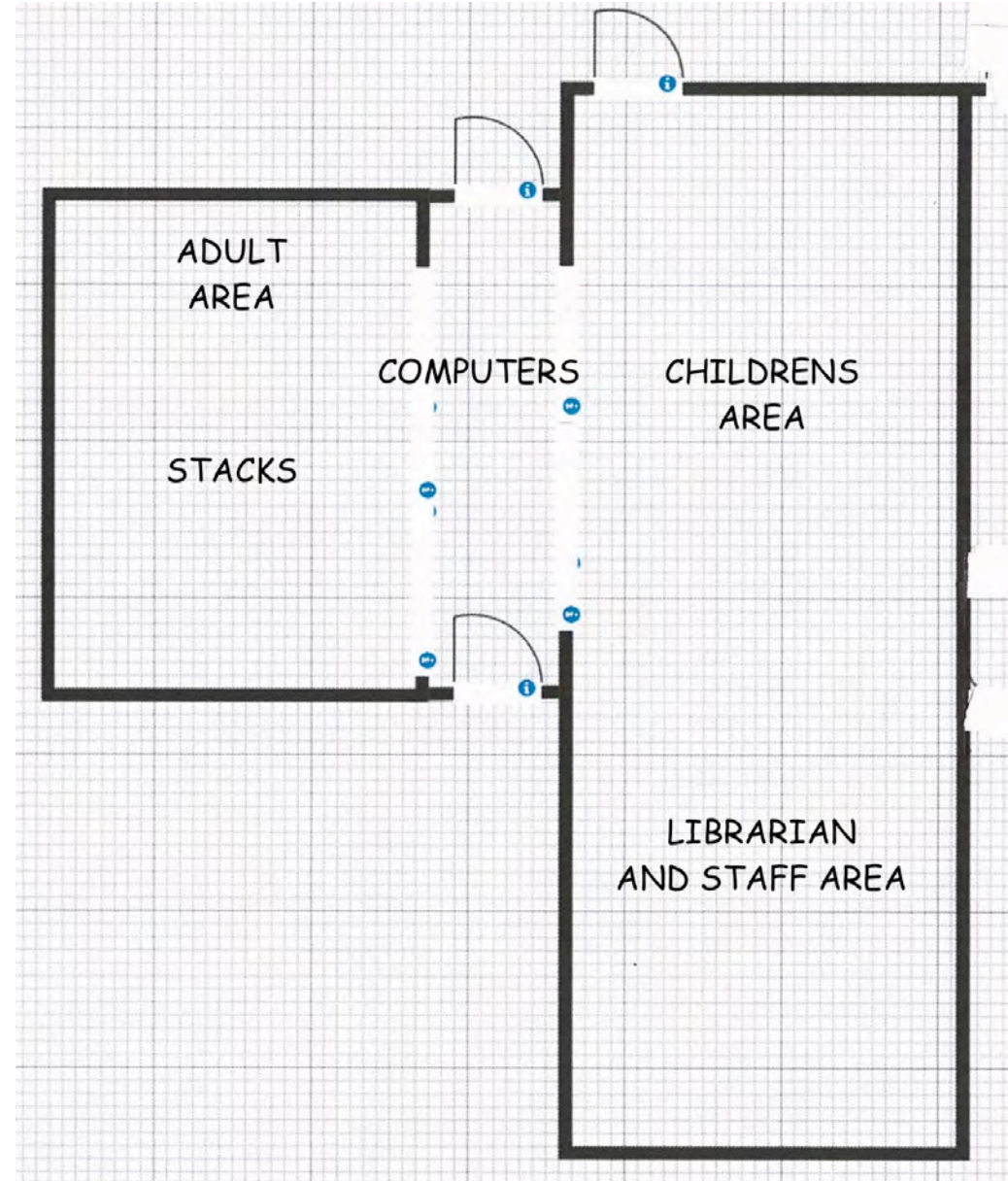


# WOODLAND BRANCH STAFF AREA – THIS AREA COULD BE OPTIMIZED IN PHASE 1





# CURRENT WOODLAND INTERIOR LAYOUT





## PHASE 2 – EXPANSION OF WOODLAND BRANCH

- The Infrastructure Subcommittee has been planning this expansion for two years in an effort to help make the Woodland Branch a library that adults will enjoy using.
- The noise level at the Woodland Branch even during normal usage but especially when children are present is loud and distracting for adults trying to read for enjoyment or when attempting to work at the library.
- The Infrastructure Subcommittee has suggested the addition of approximately a 4400 sq. feet addition on the south side of the building and constructing glass interior walls and doors that would allow complete visibility for the librarian and staff.
- The Infrastructure Subcommittee planned to present its proposed plans for expansion to the NCLA Board and request funding for a feasibility study.

# THE LACK OF MEETING & GROUP SPACE AND QUIET AREAS WERE POINTED OUT BY WOODLAND PATRONS IN 2019 SCCLD SURVEY

## SCCLD-Wide Survey Results

Facilities (n=6,091)

## Specific Library Results

Percentages indicate participants who selected "Most of the time" or "Always or almost always."



	Los Altos	Woodland
The library is welcoming and comfortable	99%	98%
The building and facilities are clean	97%	100%
Computers operate effectively	96%	96%
Easy to find what you need	94%	98%
Printers, copiers, scanners are effective	90%	96%
WiFi is reliable	93%	95%
Electrical outlets are available	79%	90%
Self check-out is effective	92%	92%
Seating is flexible for individual or group work	60%	68%
Quiet areas are available	73%	76%
Meeting & group study rooms are available	73%	<b>40%</b>

Note: Percentages reflect only the population of respondents who answered affirmatively to these questions and excludes those who answered "Don't Know"

# INTERIOR PICTURES:

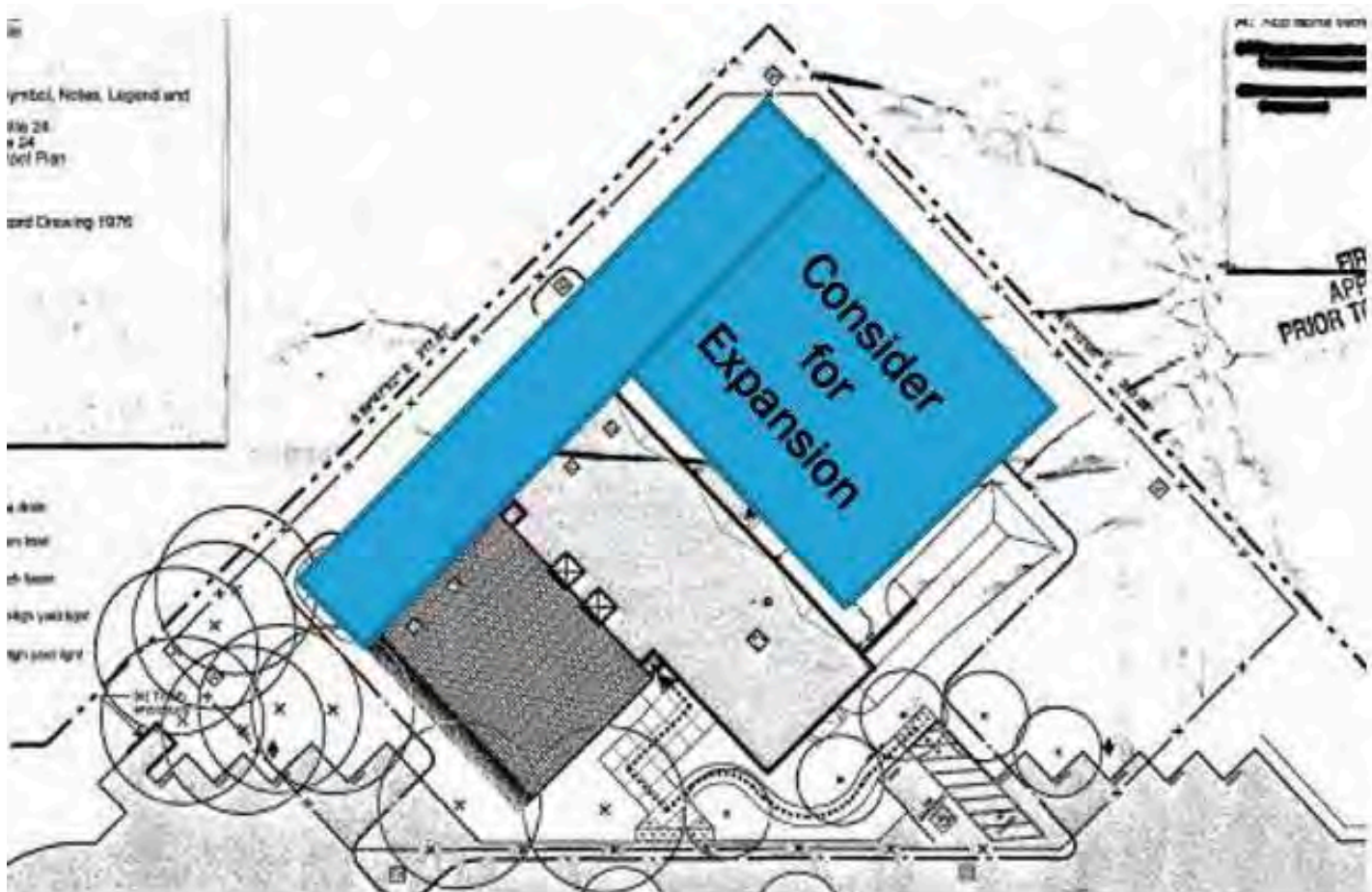
ADULTS' SECTION



CHILDREN'S SECTION



## PLANS FOR EXPANSION



Expanded Area Will Allow:

- Reconfigured staff area
- Enclosed small meeting rooms for business meetings, tutoring, etc.
- Adult/senior quiet space
- Children/teen area
- Community meeting room(s)

# OUTSIDE VIEW OF POTENTIAL EXPANSION AREA



# ROOM FOR EXPANDED NUMBER OF PARKING SPOTS



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## **COMPARABLE EXPANSIONS IN NEIGHBORING LIBRARIES IN THE SANTA CLARA LIBRARY DISTRICT**

Morgan Hill just completed a 5000 sq. foot Children's Area Expansion on the back of their library. About 1/3 of the area is an open Children's reading room – the other 2/3 is a glass-enclosed room for Children's programs and for their meal program complete with a kitchen area.

Cupertino is adding a 5600 sq ft 2-story expansion – one floor will be devoted to Children and the other will be Community Meeting Rooms.



# NEW MORGAN HILL OPEN CHILDREN'S AREA



# MORGAN HILL CHILDREN'S PROGRAM ROOM EXPANSION



# MORGAN HILL ENCLOSED QUIET AREA



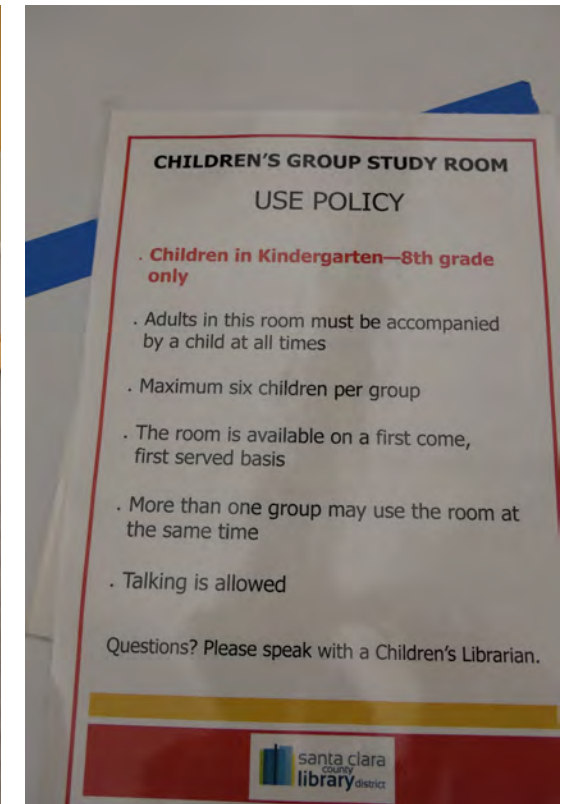
# CUPERTINO LIBRARY EXPANSION - \$8M COST OF EXPANSION WAS APPROVED BY CUPERTINO CITY COUNCIL FUNDING

**TOP FLOOR WILL BE FOR CHILDREN'S' PROGRAMS  
BOTTOM FLOOR FOR COMMUNITY MEETING ROOMS**



# CUPERTINO CHILDREN'S ROOM – GLASS ENCLOSED

## FOR KINDERGARTEN – 8<sup>TH</sup> GRADE KIDS – GROUPS OF 6 KIDS



# CUPERTINO GLASS-ENCLOSED TEEN STUDY ROOM



## DISCUSSION AND NEXT STEPS:

- Issues to discuss:

- A. SCCLD selected Woodland as the pilot library for Open+ because of its small size. SCCLD is concerned that any expansion plans would interfere with the pilot Open+ testing.

Discuss timing of pilot. Would pilot testing be completed before any expansion of the branch would start?

- B. Rose does not support the expansion plans because she does not believe her staff would be safe in the larger space. She expressed concerns about only having 1 librarian to handle an “event” whereas she has more than 1 librarian to handle events in the Main Library.

Discuss what amount of additional space would be allowed? There is only 1 librarian to handle an event at Woodland currently – how many more square feet would be safe? Would a security guard solve the problem? Would NCLA possibly pay for additional staffing or security guard?

- C. Jennifer discussed a new Federal source of funds to build library infrastructure. “Build America’s Libraries” with \$500 million for California. Suggested that in view of these Federal funds, Library Commission may want to request that NCLA use its funds to commission a new feasibility study for a new Main Library rather than plans for expanding Woodland.

Discuss the \$10 Million loan the City took out to pay for the Community Center which put up the Main Library as the collateral for the loan. Is the tear down of the Main Library allowed under the terms of the loan agreement? Can the Community Center be substituted as the collateral for the loan?

Discuss the likelihood that Los Altos would qualify for any of these Federal funds. Are they meant for low income areas?

Is the maximum amount of Federal funds \$10 Million? Does the City have to match the amount granted?

- Next Steps?