



City of Palo Alto

MEMORANDUM

To: City Council

Date: May 13, 2020

SUBJECT: Agenda Item #1: Additional Information

This memorandum transmits information requested by the City Council during the FY 2021 Budget Hearings held on May 11, 2020 and May 12, 2020. Information is included in the body of this memorandum and in the various attachments discussed below.

City's List of Lease Information (May 11 – Budget Overview)

A list of City properties that are currently being leased, including information of the lease rate, can be found in **Attachment A** of this memo.

Cubberley Finances and Tenant Impacts (May 12 – Non-Departmental)

On March 12, 2020, the City Council requested additional information on financials associated with the Cubberley Community Center. The Council also requested a list of lessees (long-term tenants), frequent renters of space at Cubberley (short-term tenants), and a facility map. This information is provided below and a marked-up overhead map is included as **Attachment B**.

Area Leased

The area of Cubberley leased by the City of Palo Alto from the Palo Alto Unified School District (PAUSD) is 27.48 acres of which approximately 15.94 acres is outdoor recreational area and the remaining approximately 11.54 acres is comprised of a parking lot, walkways, and approximately 80,150 square feet of buildings. The Cubberley Facilities Map can be found in **Attachment B** of this memo.

Expenses to City

Lease with PAUSD for 27 acres of Cubberley	\$5,430,000
Lease management and maintenance staff costs (Public Works and Administrative Services)	\$968,000
Non-maintenance operating expenses (Community Services Department)	\$1,600,000*
Total	\$7,998,000

* Includes \$725,000 in Utilities and other allocated charges.

Revenue received from Cubberley Leases and Rentals by Land Ownership

	PAUSD-owned	City-owned
Long-term leases	\$574,000	\$1,200,000
Hourly rentals	\$200,000	\$140,000
Playing Fields	\$100,000	\$0
Gyms	\$440,000	\$0
Theatre	\$265,000	\$0
Tennis Courts	0	\$10,000
Total	\$1,580,000	\$1,350,000

Tenants with Long-Term Leases on the PAUSD-owned Portion of Cubberley

Lessee	Space(s) Leased
Karer dba Genius Kids	Room A4 & A5
Avenidas	Room B2, B4, B5, B6
Palo Alto Humane Society	Room B7
Chinese for Christ Church of Palo Alto	I Building, 1st Floor
Imagination School	I Building, 2nd Floor
Children's Preschool Center (outdoor area)	Room S
Heart Fit for Life	Room G5 & G8
Silicon Valley Karate	Room G7
Friends of the Palo Alto Library	Room G9 and ground lease for modular
Minority TV	Room in Pavilion (Men's Locker Room)

Organizations Who Frequently Rent Space on PAUSD-owned Portion of Cubberley:

- Dutch School of Silicon Valley
- Russian School of Math
- Taijiquan Tutelage of Palo Alto
- Euler Circle
- PACO - Palo Alto Chamber Orchestra
- Parkinson's Patient Support Groups
- Hana Seed Church
- Suio Ryu Lai Kenpo
- Silicon Valley Kokondo (SVK)
- Palo Alto Adult School
- Step It Up Dance
- Academy of Dance Libre
- Dances of The World
- India Community Center
- Lily Tai Chi
- SVK Kids
- G-FIT Boot Camp
- Cheuk Fung Yi Chuan
- Dance Cool Studios
- Weight Watchers North America
- Grossman Academy
- The Red Thistle Dancers
- Peninsula Women's Chorus
- Palo Alto Kendo Dojo

Library Statistics (May 12 – Library Services)

The February 2020 Palo Alto Library Monthly Report, which includes circulation, event, e-branch, collection development, and social media statistics can be found in **Attachment C** of this memo. The monthly report also includes a description of children, teen, and adult events conducted by the Library Department.

Bryant Street Garage and Teen Programming

On March 12, 2020, the City Council requested additional information on the Bryant Street Garage Fund, and a description of teen programs offered by the Community Services Department. This information is provided below.

Bryant Street Garage Fund Background

In 2001, the City Council voted to lease out a garage property located at 455 Bryant Street, the former location of the Bryant Street Teen Center with the stipulation that 75 percent of net rental revenues would fund programs specifically for Palo Alto youth and teens. The rental revenue continues to be invested back into the teen population through multiple channels, providing opportunities for entrepreneurship, creativity, personal growth, and leadership.

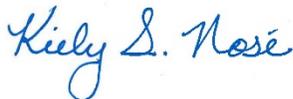
The FY 2021 Proposed Operating Budget anticipated that \$225,000, representing 75 percent of net rental revenues, would be allocated to teen programming. This funds 1.0 FTE Program Assistant I, plus programming (approximately \$90,000). Revenue from the Bryant Street Garage Fund has provided funding for Think Fund grants, Teen Arts Council, MakeX, and the Art Center Teen Leadership Group.

Teen Programs

Below is a list of teen groups led by the Community Services Department. Also included is information about the source of funding for each program - General Fund (GF) or Bryant Street Garage Fund (BSGF).

- The Drop Teen Center at Mitchell Park (GF)
- PAYC – Palo Alto Youth Council (GF)
- TAB – Teen Advisory Board (GF)
- MakeX community makerspace (BSGF)
- Think Fund teen grant program (BSGF)
- TAC – Teen Arts Council (BSGF)
- ACT – Art Center Teen Leadership (BSGF)
- Teen Summer Camps (GF)
- Foothills Adventure Camp (GF)
- Counselor-in-Training Program (GF)
- Youth Community Service Programs (GF)

Although there is some overlap in events and activities, each of these groups reaches a very different group of teens; the Teen Services Committee for CSD helps widen the reach of these programs to more Palo Alto teens.



Kiely Nose



Ed Shikada

ATTACHMENT A

PROPERTY USAGE REPORT

	Address of Property	Description of Property	Start Date of Transaction	End Date of Transaction	Amount and Type of Consideration (i.e. gross, full service, NNN or other) per event, monthly or Yearly?	Agency Paid Expenses
1	4000 Middlefield Rd, Studio F3, Palo Alto, CA	480 SF Studio at Cubberley Community Center	10/16/2014	12/31/2022	\$442/month	exterior maintenance, utilities
2	4000 Middlefield Rd, Studio F1, Palo Alto, CA	760 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$782.80/Month	exterior maintenance, utilities
3	4000 Middlefield Rd, Studio U2B, Palo Alto, CA	600 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$618/Month	exterior maintenance, utilities
4	4000 Middlefield Rd, Studio U5B, Palo Alto, CA	480 SF Studio at Cubberley Community Center	9/1/2018	8/31/2022	\$494/Month	exterior maintenance, utilities
5	4000 Middlefield Rd, Studio U2A, Palo Alto, CA	360 SF Studio at Cubberley Community Center	10/16/2018	10/15/2022	\$371/Month	exterior maintenance, utilities
6	4000 Middlefield Rd, Studio E6B, Palo Alto, CA	360 SF Studio at Cubberley Community Center	9/1/2018	8/31/2022	\$371/Month	exterior maintenance, utilities
7	4000 Middlefield Rd, Studio F7, Palo Alto, CA	1200 SF Studio at Cubberley Community Center	7/1/2018	6/30/2022	\$1,104/Month	exterior maintenance, utilities
8	4000 Middlefield Rd, Studio U4A, Palo Alto, CA	360 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$331/Month	exterior maintenance, utilities
9	4000 Middlefield Rd, Studio E3B, Palo Alto, CA	360 SF Studio at Cubberley Community Center	11/1/2018	10/31/2022	\$331/Month	exterior maintenance, utilities
10	4000 Middlefield Rd, Studio E1, Palo Alto, CA	720 SF Studio at Cubberley Community Center	5/1/2019	12/31/2022	\$741/Month	exterior maintenance, utilities
11	4000 Middlefield Rd, Studio E4B, Palo Alto, CA	568 SF Studio at Cubberley Community Center	4/1/2019	12/31/2022	\$568/Month	exterior maintenance, utilities
12	4000 Middlefield Rd, Studio F2, Palo Alto, CA	480 SF Studio at Cubberley Community Center	8/1/2018	7/31/2022	\$442/Month	exterior maintenance, utilities
13	4000 Middlefield Rd, Studio E7, Palo Alto, CA	480 SF Studio at Cubberley Community Center	11/30/2018	10/31/2022	\$442/Month	exterior maintenance, utilities
14	4000 Middlefield Rd, Studio USA, Palo Alto, CA	520 SF Studio at Cubberley Community Center	10/30/2018	10/29/2022	\$478/Month	exterior maintenance, utilities
15	4000 Middlefield Rd, Studio U1, Palo Alto, CA	720 SF Studio at Cubberley Community Center	10/16/2018	10/15/2022	\$662/Month	exterior maintenance, utilities
16	4000 Middlefield Rd, Studio E4A, Palo Alto, CA	390 SF Studio at Cubberley Community Center	12/1/2018	11/30/2022	\$358/Month	exterior maintenance, utilities
17	4000 Middlefield Rd, Studio F6, Palo Alto, CA	430 SF Studio at Cubberley Community Center	12/10/2018	12/9/2022	\$443/Month	exterior maintenance, utilities
18	4000 Middlefield Rd, Studio E3A, Palo Alto, CA	435 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$448/Month	exterior maintenance, utilities
19	4000 Middlefield Rd, Studio E5A, Palo Alto, CA	880 SF Studio at Cubberley Community Center	6/1/2018	5/31/2022	\$442/Month	exterior maintenance, utilities
20	4000 Middlefield Rd, Studio E5B, Palo Alto, CA	480 SF Studio at Cubberley Community Center	11/1/2018	10/31/2022	\$494/Month	exterior maintenance, utilities
21	4000 Middlefield Rd, Studio E6A, Palo Alto, CA	360 SF Studio at Cubberley Community Center	7/1/2018	6/30/2022	\$331/Month	exterior maintenance, utilities
22	4000 Middlefield Rd, Studio F5A, Palo Alto, CA	390 SF Studio at Cubberley Community Center	6/1/2018	5/31/2022	\$413.40/Month	exterior maintenance, utilities
23	4000 Middlefield Rd, Studio F5B, Palo Alto, CA	390 SF Studio at Cubberley Community Center	8/15/2019	12/31/2022	\$370.50/Month	exterior maintenance, utilities
24	4000 Middlefield Rd, Studio U4, Palo Alto, CA	360 SF Studio at Cubberley Community Center	7/1/2018	9/1/2019	\$371/Month	exterior maintenance, utilities
25	4000 Middlefield Rd, Room B7, Palo Alto, CA	560 SF Room at Cubberley Community Center	5/1/2017	12/31/2019	\$1,130.92/Month	exterior maintenance, utilities
26	4000 Middlefield Rd, Room X1, Palo Alto, CA	1220 SF Room at Cubberley Community Center	1/1/2017	12/31/2019	\$1,180/Month	exterior maintenance, utilities
27	4000 Middlefield Rd, Room K6 & V2, Palo Alto, CA	1300 SF Room at Cubberley Community Center	10/14/2015	12/31/2019	\$2,700/Month	exterior maintenance, utilities
28	4000 Middlefield Rd, Room K3, Palo Alto, CA	3,010 SF Room at Cubberley Community Center	9/1/2015	12/31/2019	\$6,782/Month	exterior maintenance, utilities
29	4000 Middlefield Rd, Room L4, Palo Alto, CA	3,470 SF Room at Cubberley Community Center	1/1/2005	1/1/2010	\$5,558/Month	exterior maintenance, utilities
30	4000 Middlefield Rd, Room G9, Palo Alto, CA	345 SF Room at Cubberley Community Center	2/1/2017	12/31/2019	\$265/Month	exterior maintenance, utilities
31	4000 Middlefield Rd, Room H2/H3/H4A, Palo Alto, CA	2,496 SF Room at Cubberley Community Center	11/6/2012	12/31/2014	\$2,006/Month	exterior maintenance, utilities
32	4000 Middlefield Rd, Room W1/W2, Palo Alto, CA	7,200 SF Room at Cubberley Community Center	12/22/2010	12/31/2019	\$0/Month	exterior maintenance, utilities
33	4000 Middlefield Rd, Room L1/L2, Palo Alto, CA	3,910 SF Room at Cubberley Community Center	4/1/2004	3/31/2009	\$8,047/Month	exterior maintenance, utilities
34	4000 Middlefield Rd, Room FH, Palo Alto, CA	1,000 SF Room at Cubberley Community Center	10/19/2015	12/31/2019	\$3,984/Month	exterior maintenance, utilities
35	4000 Middlefield Rd, C Wing, Palo Alto, CA	4,440 SF Room at Cubberley Community Center	12/5/2016	12/31/2019	\$15,813/Month	exterior maintenance, utilities
36	4000 Middlefield Rd, Room D2, Palo Alto, CA	800 SF Room at Cubberley Community Center	7/1/2009	6/30/2010	\$1,827.60/Month	exterior maintenance, utilities
37	4000 Middlefield Rd, Room L5, Palo Alto, CA	1,920 SF Room at Cubberley Community Center	9/1/2005	8/30/2010	\$4,068/Month	exterior maintenance, utilities

ATTACHMENT A

	Address of Property	Description of Property	Start Date of Transaction	End Date of Transaction	Amount and Type of Consideration (i.e. gross, full service, NNN or other) per event, monthly or Yearly?	Agency Paid Expenses
38	4000 Middlefield Rd, Room J1, J2, J3, J4, Palo Alto, CA	4,376 SF Room at Cubberley Community Center	12/1/2016	12/31/2019	\$12,219/Month	exterior maintenance, utilities
39	4000 Middlefield Rd, Room H4B, Palo Alto, CA	672 SF Room at Cubberley Community Center	1/1/2005	1/1/2010	\$956/Month	exterior maintenance, utilities
40	4000 Middlefield Rd, Room L3, Palo Alto, CA	3,130 SF Room at Cubberley Community Center	1/1/2005	1/1/2010	\$4,402/Month	exterior maintenance, utilities
41	4000 Middlefield Rd, Room S,T1,T2B Palo Alto, CA	8,772 SF Room at Cubberley Community Center	8/1/2005	7/31/2010	\$2,802/Month	exterior maintenance, utilities
42	4000 Middlefield Rd, Room A4, A5, Palo Alto, CA	1,616 SF Room at Cubberley Community Center	1/1/2017	12/31/2019	\$5,762/Month	exterior maintenance, utilities
43	4000 Middlefield Rd, Room I1, Palo Alto, CA	4,440 SF Room at Cubberley Community Center	12/1/2016	12/31/2019	\$6,246 /Month	exterior maintenance, utilities
44	4000 Middlefield Rd, Room P, Palo Alto, CA	3,000 SF Room at Cubberley Community Center	12/1/2016	12/31/2019	\$2,022/Month	exterior maintenance, utilities
45	4000 Middlefield Rd, Room J7, Palo Alto, CA	939 SF Room at Cubberley Community Center	10/1/2016	12/31/2019	\$2,625/Month	exterior maintenance, utilities
46	4000 Middlefield Rd, Room D5, Palo Alto, CA	720 SF Room at Cubberley Community Center	11/1/2016	12/31/2019	\$1,260/Month	exterior maintenance, utilities
47	4000 Middlefield Rd, Room D3, Palo Alto, CA	720 SF Room at Cubberley Community Center	10/1/2016	12/31/2019	\$1,316/Month	exterior maintenance, utilities
48	4000 Middlefield Rd, Room D7, Palo Alto, CA	720 SF Room at Cubberley Community Center	11/1/2016	12/31/2019	\$1,314/Month	exterior maintenance, utilities
49	4000 Middlefield Rd, Room I2, Palo Alto, CA	8,100 SF Room at Cubberley Community Center	10/1/2016	12/31/2019	\$5,434/Month	exterior maintenance, utilities
50	4000 Middlefield Rd, Room K5, Palo Alto, CA	1,620 SF Room at Cubberley Community Center	10/1/2016	12/31/2019	\$2,413/Month	exterior maintenance, utilities
51	4000 Middlefield Rd, Room J5, Palo Alto, CA	954 SF Room at Cubberley Community Center	11/1/2016	12/31/2019	\$1,742/Month	exterior maintenance, utilities
52	4000 Middlefield Rd, Room D6, Palo Alto, CA	720 SF Room at Cubberley Community Center	12/1/2016	12/31/2019	\$2,312/Month	exterior maintenance, utilities
53	4000 Middlefield Rd, Room J6, Palo Alto, CA	1,008 SF Room at Cubberley Community Center	12/1/2016	12/31/2019	\$2,165/Month	exterior maintenance, utilities
54	4000 Middlefield Rd, Room G7, Palo Alto, CA	1,700 SF Room at Cubberley Community Center	11/1/2016	12/31/2019	\$3,845/Month	exterior maintenance, utilities
55	4000 Middlefield Rd, Room B2,B4, B5, B6, Palo Alto, CA	3,060 SF Room at Cubberley Community Center	6/1/2017	12/31/2019	\$4,218.20/Month	exterior maintenance, utilities
56	4000 Middlefield Rd, Room G5, G8, Palo Alto, CA	2,146 SF Room at Cubberley Community Center	1/1/2015	12/31/2019	\$4,000.05/Month	exterior maintenance, utilities
57	450 Bryant Street, Palo Alto, CA	Office Building - 17,400 Sf	1/1/2015	1/1/2065	\$1/Year	roof replacement, 75% utilities
58	1711 Stanford Ave, Stanford, CA	1,440 SF Room at Lucille M. Nixon Elementary School	7/1/2016	12/31/2019	\$908.43/Month	exterior maintenance, utilities
59	650 Addison Avenue Palo Alto, California	960 SF Room at Addison Elementary School	7/1/2016	12/31/2019	\$793.23/Month	exterior maintenance, utilities
60	705 Alester Ave, Palo Alto, CA	1,920 SF Room at Duvneck Elementary School	7/1/2016	12/31/2019	\$1,023.63/Month	exterior maintenance, utilities
61	3024 Bryant Street, Palo Alto, CA	1,320 SF Room at El Carmelo Elementary School	7/1/2016	12/31/2019	\$879.63/Month	exterior maintenance, utilities
62	890 Escondido Road, Palo Alto, CA	1,440 SF Room at Escondido Elementary School	7/1/2016	12/31/2019	\$908.43/Month	exterior maintenance, utilities
63	1525 Middlefield Road, Palo Alto, CA	1,440 SF Room at Walter Hays Elementary School	7/1/2016	12/31/2019	\$908.43/Month	exterior maintenance, utilities
64	445 E. Charleston Road, Palo Alto, CA	1,440 SF Room at Hoover Elementary School	7/1/2016	12/31/2019	\$908.43/Month	exterior maintenance, utilities
65	800 Barron Ave, Palo Alto, CA	1,440 SF Room at Barron Park Elementary School	7/1/2016	12/31/2019	\$908.43/Month	exterior maintenance, utilities
66	950 Amarillo Avenue, Palo Alto, CA	960 SF Room at Ohlone Elementary School	7/1/2016	12/31/2019	\$793.23/Month	exterior maintenance, utilities
67	3450 Louis Road, Palo Alto, CA	960 SF Room at Palo Verde Elementary School	7/1/2016	12/31/2019	\$793.23/Month	exterior maintenance, utilities
68	4100 Orme Street, Palo Alto, CA	1,920 SF Room at Juana Briones Elementary School	7/1/2016	12/31/2019	\$1,023.63/Month	exterior maintenance, utilities
69	500 East Meadow Drive, Palo Alto, CA	1,440 SF Room at Fairmeadow Elementary School	7/1/2016	12/31/2019	\$908.43/Month	exterior maintenance, utilities
70	2300 Wellesley Street, Palo Alto, CA	2,000 SF Room at College Terrace Library	7/1/2016	12/31/2019	\$0/Month	exterior maintenance
71	3390 Ventura Court, Palo Alto, CA	Former Ventura Elementary School - 21,000 SF	7/1/2016	12/31/2019	\$0/Month	Electrical, plumbing, HVAC, roof repair/replacement, exterior structural repairs
72	1431 Waverley Street, Palo Alto, CA	Public Home & Garden Center - 2.5 Acres	8/31/2017	8/31/2038	\$0/Month	None
73	1120 Hopkins Ave, Palo Alto, CA	8,742 SF at Riconada Park	4/1/2011	3/31/2014	\$0/Month	None

ATTACHMENT A

	Address of Property	Description of Property	Start Date of Transaction	End Date of Transaction	Amount and Type of Consideration (i.e. gross, full service, NNN or other) per event, monthly or Yearly?	Agency Paid Expenses
74	474 Embarcadero Road, Palo Alto, CA	17,018 SF - 14,400 SF lawn, 2,022 SF Club House, 500 SF Patio, 96 SF Shed	7/1/2016	12/31/2020	\$1,119/Month	exterior maintenance, utilities
75	1305 Middlefield Road, Palo Alto, CA	500 SF Room at Lucie Stern Theater	7/1/2015	6/30/2018	\$1,332/Month	exterior maintenance, utilities
76	3700 Middlefield Road, Palo Alto, CA	1,133 SF - Café (533 SF) and Patio (600 SF) Space at Mitchell Park Library and Community Center	12/6/2014	12/5/2019	\$0/Month	utilities
77	351 Homer, Palo Alto, CA 94301	Office Building - 4,400 SF	1/1/2017	4/30/2043	\$1/Year	None
78	445 Bryant Street, Palo Alto, CA 94301	Office Building - 7,410 SF	7/1/2005	7/1/2025	\$35,421.42/Month	None
79	1305 Middlefield Road, Palo Alto, CA	Office Building - 4,000 SF	12/8/1978	12/8/2028	\$0/Month	None
80	3009 Middlefield Road, Palo Alto, CA	Ice Skating Facility "Winter Lodge" - 1.056 Acres	2/5/2008	1/1/2020	\$0/Month	None
81	2000 Geng Road, Palo Alto, CA	Land - 15,000 SF	2/1/2019	1/31/2022	\$9,750/Month	None
82	1237 San Antonio Road, Palo Alto, CA	Storage Area in LAMP - 1.16 Acres	1/1/2017	5/30/2021	\$0/Month	None
83	1237 San Antonio Road, Palo Alto, CA	Storage Area in LAMP - 1,800 SF	12/1/2016	1/1/2017	\$990/Month	None
84	1237 San Antonio Road, Palo Alto, CA	Storage Area in LAMP - 8,250 SF	8/5/2016	9/5/2016	\$3,500/Month	None
85	250 Hamilton Ave, Palo Alto, CA	"A" Level Cafeteria/City Hall Café - 1,470 SF	1/1/2019	12/31/2021	\$400/Month	utilities
86	95 University Ave, Palo Alto, CA	University Avenue Train Depot - 1,289 SF	6/20/2008	6/30/2013	\$1,500/Month	None
87	1078 Colorado Ave, Palo Alto, CA	Cell Tower at Sterling Canal - 160 SF	12/28/2000	12/27/2005	\$18,162.10/Year	None
88	1078 Colorado Ave, Palo Alto, CA	Cell Tower at Sterling Canal - 140 SF	10/5/2005	10/4/2015	\$25,391.49/Year	None
89	1078 Colorado Ave, Palo Alto, CA	Cell Tower at Sterling Canal - 308 SF	5/1/2018	4/30/2028	\$24,000/Year	None
90	799 Embarcadero Rd, Palo Alto, CA	Cell Tower at 799 Embarcadero Rd - 689.25 SF	6/1/2018	5/30/2020	\$100/Month	None
91	2675 Hanover Street, Palo Alto, CA	Cell Tower at Fire Station No. 2 - 574 SF	12/1/2003	12/1/2018	\$53,237.48/Year	None
92	2560 Embarcadero Rd, Palo Alto, CA	Sea Scout Building - 8,733 SF	4/1/1992	3/31/2041	\$1/Year	None
93	3600 Middlefield Rd, Palo Alto, CA	Cell Tower at Fire Station No. 4 - 250 SF	5/8/2000	5/7/2015	25,840.32/Year	None
94	2560 Embarcadero Rd, Palo Alto, CA	Foothills Park Nursery - .53 Acre	8/2/2005	8/2/2020	\$0/Month	None

Cubberley Community Center Adminstrative Office located in T2*



Map Legend

- City Facilities
- Long Term Tenants
- Rental Rooms
-  Accessible Parking
-  Restrooms

Cubberley Community Center
4000 Middlefield Road, Palo Alto, CA 94303
Tel. 650.329.2418
Fax 650.856.8756

www.cityofpaloalto.org
cubberley@cityofpaloalto.org

Office Hours: Monday - Friday 8:30am to 5:30pm

ATTACHMENT B

Existing uses at Cubberley

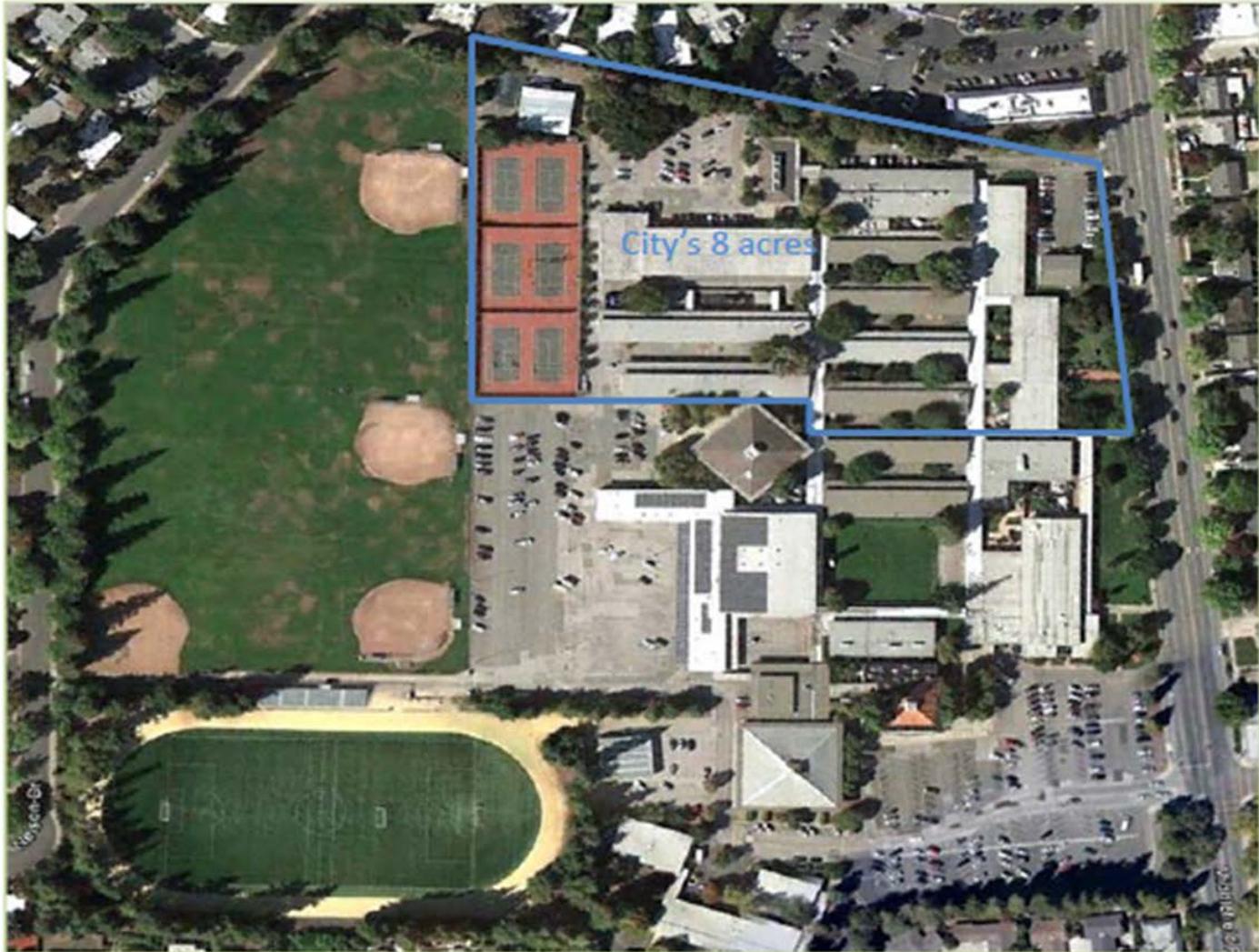


Shaded area = City's 8 acres

Map Legend	
	City Facilities
	Long Term Tenants
	Rental Rooms
	Accessible Parking
	Restrooms

Cubberley Community Center
 4000 Middlefield Road, Palo Alto, CA 94303
 Tel. 650.329.2418
 Fax 650.856.8756
www.cityofpaloalto.org
cubberley@cityofpaloalto.org
 Office Hours: Monday - Friday 8:30am to 5:30pm

Cubberley Community Center Site Map



MONTHLY REPORT

February 2020



Gayathri Kanth
Interim Library Services Director

The Palo Alto City Library staff plan and implement many diverse and exciting programs for the community throughout the year. In this report, I like to highlight a few of our recent noteworthy events and activities. If you would like more detailed information about any of our programs, please contact me via phone at **650.329.2668** or by e-mail at gayathri.kanth@cityofpaloalto.org

ATTACHMENT C

FEB. 2020 CIRCULATION STATISTICS	2020	2019	2018
Checkout	69,651	73,309	72,754
Self-Check	86%	87%	88%
Total Circulation	119,700	107,336	107,950
Visitor Count	74,622	78,466	80,490
Holdings*	16,892	17,564	16,500

BRANCH CIRCULATION STATISTICS	Children's	College Terrace	Downtown	Mitchell Park	Rinconada	Totals
Checkout	11,641	4,102	4,568	38,385	10,955	69,651
Self-Check	86%	87%	84%	89%	81%	86%
Total Circulation	19,669	6,469	7,237	68,912	17,413	119,700
Visitor Count	6,562	4,407	6,749	38,989	17,915	74,622
Holdings	255	22	79	394	153	16,892*

*Includes online

FEB. 2020 EVENT STATISTICS	2020	2019	2018
Total Programs	133	101	135
Total Program Attendees	3589	4,526	4,353
# of Outreach Events	3	3	3
Total Outreach Attendees	282	267	3
Total Volunteer Hours	204	238	272

E-BRANCH STATISTICS	February 2020	January 2020	December 2019
Total Virtual Visits	69,654	58,426	50,862
Total Digital Content Downloads	15,097	18,025	17,641

COLLECTION DEVELOPMENT STATISTICS	February 2020	January 2020	December 2019
Number of Patron Suggestions Received and Responded To	227	217	208

SOCIAL MEDIA	Total Followers	Follower Increases	Messages Sent	Impressions	Impressions per Message Sent	Engagements	Engagements per Post
Facebook	2,371	0%	22	14k	636.8	512	23.3
Twitter	1,318	0.5%	8	8,796	1,099.5	55	6.9
Instagram	1,787	1.2%	16	—	—	710	44.38

Be the place where everyone can learn anything.

Lunar New Year Festival: The Library hosted its annual event on February 1, at the Art Center Auditorium. This year 175 attendees came out to see a martial arts demonstration by Studio Kicks and their students; made several crafts, including puppets, lanterns and jegis; and enjoyed an interactive demonstration with robots Elsie and Dewey. This year’s event had a much smaller turnout than previous years, due to the start of the coronavirus pandemic. Many local events were cancelled, but the Library decided to continue as planned, and various attendees thanked staff for hosting the event. This year’s program was coordinated by Library Services Manager, RuthAnn Garcia, along with various staff: Librarian Alicia Hulten; Senior Librarians Melody Tehrani and Dan Lou; Library Clerk Helen Kim; and Library Page Hee Kim, along with volunteers Eileen, Vicky and Laura.

Children’s Events

Happy Birds Program: Alicia oversaw the Happy Birds Bird Show program at Mitchell Park Community Center. A total of 57 parents and children attended this event, which included a parakeet giving a flying demonstration across the room, a parrot riding a bike, and a parrot singing “Rock a Bye Baby”. Trainers Julie and Ed Cardoza answered questions at the end of the program and



provided insight on what it is like to raise and train six birds. They also allowed children a closer look at a friendly green parrot named Floyd. Alicia was given the opportunity to hold him!

Intergenerational Storytime: Senior Librarian Alison de Geus and Librarian Camden Kimura began the Winter 2020 Series of the

Intergenerational Storytime at College Terrace on Thursday, February 6. There is lots of enthusiasm and interest in this storytime program from community partners, and they've had libraries nationwide reach out to learn more about this special program. The group of attendees has been smaller this time around, averaging



around 4 attendees each week. All who attend enjoy the stories and songs, and really seem to like the addition of the coloring craft at the end of the storytime as well.

Special Performance: The Brian Waite band performed at Children’s Library on February 8. The group attracted 81 attendees who enjoyed the music and dancing.

STEAM Lab: Alicia held a STEAM Lab event on Saturday February 8. This STEAM program allowed children to create their own marble maze structures using materials such as play dough, wiki sticks, and toothpicks. Children could test their maze with a marble and alter pathways if desired. 22 people attended this event where mostly children participated in the craft, and some parents were present.

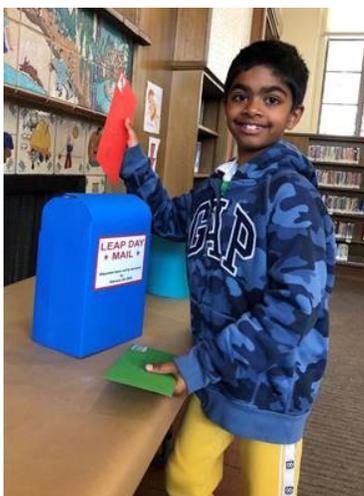
Family Storytime: Librarian Kathy Swartz hosted the Valley Water District at Children’s Library on February 18 at her weekly storytime event. The organization presented a special puppet show on water conservation, featuring famous puppets, Grover and Elmo.



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at Rinconada with 80 in attendance. All essays are on display at Rinconada for the month of February. The winners will be recognized at the City Council meeting on February 3.

Society of Bookworms: Kathy facilitated the club meeting on February 19 at Children's with assistance from Library Associate, Reggie Mallorca. The book discussed was *Little White Duck: A Childhood In China*. After discussing the book, the kids practiced Chinese calligraphy.



Leap Day Time

Capsule: Kathy ran the program planned by Senior Librarian Elizabeth Stewart at Children's Library on February 29. Customers dropped in from 2-5 p.m. to fill out a questionnaire about themselves today, then they stuffed it into a self-addressed stamped envelope. 33 people participated and

everyone who did was really excited. The library plans to mail these back to by February 29, 2024, so that customers can compare themselves and their lives four years apart.

Teen Events

Tween Writing Club: This newly revamped program started on February 6 and will continue to meet twice a month through the rest of the year. Camden is excited to start the new year with new ideas, new prompts, and a new format.

Adult Events

Silicon Valley Reads 2020 Author Event: The Library participated once again the annual community read event, and hosted author Julian Guthrie. Guthrie's book *Alpha Girls*, was a nonfiction title selected for Silicon Valley Reads 2020, and Guthrie shared her research process in identifying the women in venture capital she wrote about in her book and news about her upcoming projects. Senior Librarian Rebecca Kohn hosted the event on February 16 at Rinconada Library,

and worked with the SVR committee to select the titles for the theme (Women: Making It Happen).

Provide a richer library experience for our community because of the expertise and effort of our dynamic staff.

Youth Services

Blind Date with a Book: In honor of Valentine's Day, Molly, with the help of teen volunteers, created a "Blind Date With a Book" display for the Teen Zone at Mitchell Park Library. They picked out a mix of teen novels, wrapped them, and made a "dating profile." Molly received feedback from an 80 year-old patron who said the display sparked a conversation between them and a teenager. Not only this, but every single book on the display was checked out by the end of the month!



Be Sensitive, Be Brave: Suicide Prevention: On February 26, Molly and Librarian, Camden Kimura, attended Project Safety Net's culturally-tailored course, "Be Sensitive, Be Brave: Suicide Prevention." This course was offered in partnership with Santa Clara County Suicide Prevention Program and Palo Alto University. Attendees learned how to identify signs of suicide, practiced sensitively and confidently asking individuals if they're considering suicide, and learned how to connect individuals to resources and community supports.

Mitchell Park Decorations: Alicia decorated the Kids Place and front lobby of Mitchell Park Library for Valentines Day. She also created a wall display for Black History Month in Kids Place.

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Conference Attendance: Liz attended the following:

- **“Performers Showcase”** at the Fremont Library on February 8, presented by the Association of Children’s Librarians (ACL). The day is dedicated to allowing librarians from all over the Bay Area a chance to see small demonstrations of program performers they might be interested in booking for programming at their respective libraries. Liz was able to see thirty-two performers over the course of the day and has some great new possibilities for Summer Reading performers and beyond.
- **Public Library Association (PLA) Bi-Annual Conference:** Liz attended the PLA Conference from February 25-29 in Nashville, Tennessee. The conference featured a wide range of workshops, two fantastic speakers in Stacey Abrams and Samantha Bee, and a great exhibits floor where Liz was able to bring back a wide variety of Advanced Reader Copies for staff to enjoy. She will be writing up a report to share with staff, and presenting some of what she learned at the next Youth Services meeting.

Passive Program: Kathy Swartz set up a passive program in which kids colored and wrote what they love on



hearts. They either left them in the library to decorate for Valentine’s Day and Friendship month, or took them home. 123 hearts were displayed and many more went home.

Adult Services:

- Librarian Doris Chen is working with Alison to develop marketing materials for the Book to Action initiative happening in spring. These materials include web and social media graphics, brochures, and book inserts based on the graphic novel, *Wrinkles*, and a logo redesign for the program. The California Center for the Book (which awarded the grant) was very pleased with Doris’ in-house logo and asked if they could add it to their marketing toolkit for other libraries to use.



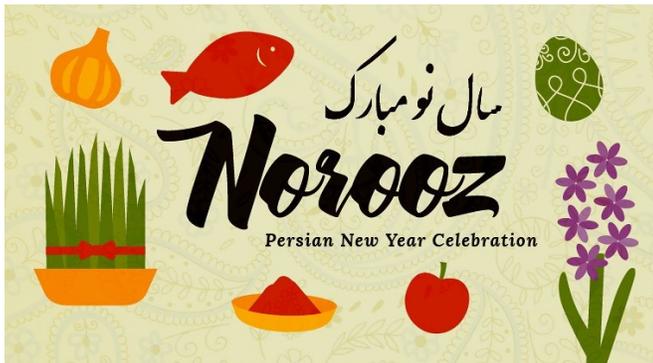
- Doris viewed two webinars this month:
 - * February 5: In "Free Tools for Working with Social Media", presenter Laura Solomon shared a multitude of free tools for Twitter, Instagram, and content creation. Doris looks forward to sharing these tools with the social media team and identifying ways they can help improve workflow and generate creative content.
 - * February 21: "Census 2020: Libraries Engaging Communities" provided ideas from various libraries of how to raise awareness of Census 2020 through library programming and services. These libraries developed toolkits to help staff address questions about the Census and linked to useful documents from the U.S. Census Bureau. The presenters also gave examples of how to integrate census education in storytimes and adult literacy programs. The provided toolkit will be a great reference tool as the Library continues to help promote Census 2020 next month.
- Alison attended the second Age-Friendly Palo Alto meeting on February 20. This is a group dedicated to discussing the needs and issues facing seniors in our community. The group is comprised of community partners from across the city who are all involved with organizations that provide services to seniors. The group is currently working on identifying an achievable project or goal to focus on for the year that would improve the lives of seniors in the community. Through the last two meetings, Alison has been making important connections that will hopefully lead to the development of some new partnerships for the Library and outside organizations and can help the Library to develop or improve programs and services to enrich the lives of seniors in Palo Alto.

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- Conference Attendance: Camden attended ALA Midwinter in Philadelphia in late January which she found very enlightening in many ways and attended a few interesting sessions that she's still thinking over.
- Melody attended an outreach event at HP, which attracted interest in our Home Connection program and ESL volunteering program. Since then, there has been an uptick in Home Connection volunteer applicants. She has gone to local shopping centers near Mitchell Park and Rinconada to post event flyers for the Census Workshop and Norooz event. In March, she will be working on organizing the performances and activities for the Norooz event (postponed at this time) and the New Americans Program.

UPCOMING EVENTS

Norooz Persian New Year Celebration: Melody, along with the help of Supervising Librarian Valeh Dabiri Alae and Library Clerk Maryam Fereydouni, have been planning the Library's first Persian New Year event at the Art Center on March 14. The Library had to postpone the event due to the coronavirus pandemic.



Youth Services

STEAM Lab Saturday: The next event will be on March 7 at Mitchell Park Library, and children will be experimenting with the basic design of paper airplanes and its effects on flight. After children complete construction of their paper airplanes, there will be an Ultimate Paper Airplane Challenge! We will test flight distance and accuracy all while having fun.

Adult Services

New Americans Program: Melody will relaunch the Welcome to America series on March 5, with a different monthly topic for newcomers over the next few months. Melody and RuthAnn worked with the League of Women Voters to schedule a 2020 Census overview for anyone interested in knowing more about the upcoming census for the first session. Advanced ESL also starts in March, with a six-week session led by volunteer, Kitty.