TO:       HONORABLE CITY COUNCIL
FROM:     CITY MANAGER        DEPARTMENT: Library
                      CMR: 126:05
DATE:     JANUARY 18, 2005
SUBJECT:  RECOMMENDATION OF THE LIBRARY ADVISORY COMMISSION
          ON DOWNTOWN LIBRARY HOURS

RECOMMENDATION
The Library Advisory Commission (LAC) recommends to the City Council that $35,000 be
reallocated from the City Manager’s Contingency Fund to the Library Department to restore
Saturday hours at the Downtown Library.

Staff recommends that the City Council does not take action at this time, but rather defer it until
review of the proposed 2005-07 budget. The City General Fund has a structural budget
imbalance of $5.2 million for the FY 05/07 budget cycle. The Library will not know the impacts
of any required staffing and service reductions until the budget process is completed.

DISCUSSION
Given the Council’s denial on December 13, 2004 of the staff recommendation to convert the
College Terrace and Downtown branch libraries to other uses, the Library is not immune to
budget cuts. As part of the budget reduction process, all library services and programs, along
with other City services, will need to be identified and prioritized for consideration and
evaluation by the Council. Staff strongly believes Library service hours should not be expanded
outside the established budget process that all other departments are expected to follow.

BOARD/COMMISSION REVIEW AND RECOMMENDATIONS
On November 22, 2004, the LAC sent a letter to the Palo Alto City Council addressing this issue.
Please see Attachment.
ATTACHMENT
Letter from the LAC to Palo Alto City Council dated November 22, 2004