

**NORTH COUNTY LIBRARY AUTHORITY LIBRARY  
REDEVELOPMENT TASK FORCE**

**THURSDAY, JULY 26, 2018 – 3:30 P.M.**

Community Chambers  
1 North San Antonio Road, Los Altos, California

**ESTABLISH QUORUM**

**ITEMS FOR CONSIDERATION/ACTION**

1. Meeting Minutes: Approve the minutes of the July 11, 2018 meeting
2. Election of Chair and Vice Chair: Elect members to serve as Chair and Vice Chair
3. Task Force History: Receive a review of the history of the Library Redevelopment Task Force
4. Potential next steps for Task Force: Discuss potential next steps in the Library Redevelopment project based upon the work of the Task Force, the results of the community survey and the actions taken by NCLA
5. Task Force meeting schedule: Discuss the meeting schedule for the Task Force
6. Future meetings: Discuss possible topics for future meetings

**ADJOURNMENT**

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the North County Library Authority will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Los Altos City Clerk 72 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for NCLA Library Redevelopment Task Force items may be viewed on the Internet at <http://www.losaltosca.gov/meetings>.

If you wish to provide written materials, please provide the Task Force Staff Liaison with 10 copies of any document that you would like to submit to the Task Force for inclusion in the public record.

For other questions regarding meeting procedures, please contact the Los Altos City Clerk at (650) 947-2720.

**MINUTES OF THE MEETING OF THE LIBRARY REDEVELOPMENT TASK FORCE OF THE NORTH COUNTY LIBRARY AUTHORITY, HELD ON JULY 11, 2018, AT 3:30 P.M. AT LOS ALTOS CITY HALL, 1 NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ROLL CALL**

PRESENT: Cindy Hill, Chair (Los Altos Library Commission), Mary Jo Kelly, Vice Chair (Friends of the Library), Jean Mordo (North County Library Authority), Bob Simon (Los Altos Library Endowment), Barbara Adey, Karen Eberle, Steve Katz, Catharine Kristian, Mark Rogge, Diane Schmidt, and Nancy Tucker. Non-voting advisors: Marlene Iwamoto (Santa Clara County Library)

ABSENT: None

**ITEMS FOR CONSIDERATION/ACTION**

1. Meeting Minutes

Action: Upon a motion by Bob Simon, seconded by Jean Mordo, the Task Force unanimously approved the minutes of the May 17, 2018 meeting.

2. Introduction of new task force members

New task force members introduced themselves. Jean Mordo announced he would be stepping down from the Task Force and would be replaced as the representative from North County Library Authority by Suzanne Epstein. Staff provided an introduction to the Brown Act and meeting expectations.

3. Godbe Research Associates Community Survey results

Bryan Godbe of Godbe Research Associates presented the results of the community survey.

Action: The Task Force recommended that NCLA not move forward with a November 2018 revenue measure. The Task Force also discussed potential next steps for the Library Redevelopment Project including conducting an education campaign and potential fundraising options.

4. Future meetings

The Task Force determined that the next meeting would be on July 26, 2018 at 3:30 p.m. to continue discussing next steps in the project and to elect a Chair and Vice Chair.

**ADJOURNMENT**

Chair Hill adjourned the meeting at 5:48 p.m.



DATE: July 26, 2018

AGENDA ITEM # 3

**TO:** North County Library Authority Library Redevelopment Task Force

**FROM:** Jon Maginot, Deputy City Manager

**SUBJECT:** Task Force History

**RECOMMENDATION:**

Receive a review of the history of the Library Redevelopment Task Force

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**BACKGROUND**

On December 19, 2017, the North County Library Authority (NCLA) initiated a Task Force to explore redevelopment of the Main Library. This Task Force consisted of a representative from NCLA, the Los Altos Library Commission, the Friends of the Library (Friends) and the Los Altos Library Endowment (LALE). The purpose of the Task Force was to begin to explore options for redeveloping the Library, either through expansion and remodel or a complete re-build.

**DISCUSSION**

As part of the initial steps of the process, the Task Force recommended updating the 2008 Library Services and Space Needs Assessment and conducting an architectural feasibility study to determine the advantages/disadvantages (including cost) of remodel/expansion of the existing facility compared to building a new library.

NCLA engaged the services of Group 4 to update the Needs Assessment and STRATAap to conduct the feasibility study. The final results of these two projects were presented at the March 22, 2018 and April 5, 2018 Task Force meetings respectively.

Existing Facility

The Main Library was built in the late-1950s or early-1960s. The building was expanded in the early-1990s to bring the total square footage to 28,050.

Needs Assessment

A Library Needs Assessment was completed in 2008 outlining the needs for the two Los Altos Libraries, including service and space needs. The Assessment indicated that an additional 11,000 square feet was needed for the Main Library.

During a two-month process, Group 4 met with stakeholders from the Los Altos Library Commission, Friends of the Library, Los Altos Library Endowment, Los Altos Library staff and Santa Clara County Library District Administration. These meetings included discussions on current operations of the



DATE: July 26, 2018

AGENDA ITEM # 3

## AGENDA REPORT

Library, current and future needs of the Library, library trends, and community aspirations. Group 4 also reviewed available data and information and observed activities and conditions in the Library.

The Needs Assessment Update affirmed the need for an expanded Library. The conclusion of the update is that a minimum of 12,000 additional square feet of space is needed beyond the current library space of 28,000 square feet. The Needs Assessment Update, with the input of Library staff, identified the following challenges with the current Library:

1. Inadequate programming space (i.e. programs exceed Orchard Room's 100 person capacity, no dedicated children's storytime space, use staff conference room for programs). Note: conference room is also used for staff meetings, Friends sorting, lactation space, all-staff computer and occasional storage
2. Inadequate space to implement new services that emerge over time (i.e. Passport Services, Reading Program)
3. Lack of collaborative space (i.e. small meeting rooms for group study, tutors and students, book discussion groups)
4. Need for dedicated space for teens. Current space used by tutors and as an overflow program space
5. Too few electrical outlets at seated areas to support laptops and devices. Electric conduit has reached capacity
6. Lack of family/all gender restroom
7. Congested public circulation areas and holds room
8. Crowded shelving (current collection is 267,000 / 234,000 in 2008) (children's area maxed)
9. Accessible ad display shelving (i.e. current shelves are 7.5 feet high)
10. Reconfigure workroom for efficiency and to allow staff to collaborate better
11. Inadequate space for Friends of the Library-operated book sale, café and sorting area
12. Lack of parking

While the Needs Assessment Update does not specify how space should be used, it does indicate that additional space is needed for larger program space, expanded children's library space, dedicated teen space (the current space is often used for tutoring and other activities), collaboration space, more and different seating choices, more space for personal technology, more accessible physical collection and space for the Friends of the Library. The Needs Assessment Update does indicate that while 40,000 square feet is the minimum needed, additional square footage may help to better serve the needs of the community within the Library.

Group 4 further recommends that next steps in the process include gathering community input on library service and space allocation priorities within the Library.

### Architectural Feasibility



DATE: July 26, 2018

AGENDA ITEM # 3

## AGENDA REPORT

The architectural feasibility study looked at whether it was possible to expand the library by 9,000 or 11,000 sq. ft. and the cost for either option as well as building a new, 40,000 sq. ft. library on the site and its costs.

### *Expansion of Library*

The study looked at expanding the current building by 9,000 or 11,000 sq. ft. These numbers were based upon numbers included in the 2008 Needs Assessment.

The current library building consists of two parts. The original building, which comprises the majority of the square footage, was built in the late-1950s or early-1960s and includes the reference desk area, teen area and the bulk of the collection. The building was expanded in the early-1990s. This expansion includes the southern portion of the library (the circulation area, program room and staff areas). The Library functions basically as two separate buildings which are joined together to form one building.

The construction style used in the original building makes expansion of the library by going above the original library cost-prohibitive. Such expansion would require significant upgrades to the structure of the building in order to meet current construction standards. This option was deemed not feasible.

The study also looked at expanding the library outward. This too was deemed not feasible. Expanding toward the soccer field or toward the History Museum would require eliminating parking and roadway access. Expanding into the Orchard toward City Hall would require relocating a massive utility trench which runs parallel to the Library building. Expanding toward San Antonio Road was deemed not feasible as the Public and Community Facilities District, of which the Library is a part of, requires a 40-foot setback and so there is not sufficient space to expand in that direction and gain significant amounts of square footage.

The Architectural Feasibility Study did determine that expansion was possible by demolishing the 1990s addition and rebuilding a two-story building in its place. This building would be tied into the remaining library as it is today. This construction would consist of 18,000 sq. ft. for a gain of 9,000 sq. ft. The Study also proposes adding a second-story overhang to the parking and delivery area immediately adjacent to the Library. This would allow for continued parking and access while adding approximately 2,000 sq. ft.

The study also determined that construction of a new 40,000 sq. ft. building in the same location as the existing library is possible. The study looked at the cost of a two-story building in order to allow for additional parking and open space.

While the study determined that all three options are possible, though the related costs for expansion (\$19.9 million for 9,000 sq. ft., \$22.1 million for 11,000 sq. ft.) seem to make expansion cost-prohibitive. Meanwhile, the cost of demolition and re-building of the Library amounts to approximately \$44 million.



DATE: July 26, 2018

AGENDA ITEM # 3

## AGENDA REPORT

At the request of the Task Force, the architectural feasibility study also looked at the cost to renovate the existing square footage of the Library. This amounts to approximately \$6.7 million.

On May 14, 2018, the Task Force recommended, and the NCLA Board took action, to move forward with exploration of the redevelopment of the Main Library, specifically to tear down the existing building and replace it with a 40,000 square-foot building, to contract with Godbe Research Associates to conduct a community survey to determine the potential for a revenue measure and to expand the membership of the Task Force.

### Community Survey

The purpose of conducting a community survey was two-fold. First, was to determine the level of support for a revenue measure, either a bond measure or a parcel tax. This would help to inform whether a \$44 million project is feasible or not. Second, was to determine which aspects of the project to base an educational campaign around.

The survey was conducting in June and the preliminary results were presented to the Task Force and to the NCLA Board in separate meetings on July 11, 2018.



DATE: July 26, 2018

AGENDA ITEM # 4

**TO:** North County Library Authority Library Redevelopment Task Force

**FROM:** Jon Maginot, Deputy City Manager

**SUBJECT:** Potential next steps for Task Force

**RECOMMENDATION:**

Discuss potential next steps in the Library Redevelopment Project based upon the work of the Task Force, the results of the community survey and the actions taken by NCLA

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**BACKGROUND**

On July 11, 2018, the Task Force received a presentation on the results of the community survey to determine the feasibility of a potential revenue measure. Based upon the results of the survey, the Task Force recommended not moving forward with a revenue measure in November 2018.

**DISCUSSION**

To continue moving the project forward, it is recommended that the Task Force continue its discussion on the next steps in the project, specifically around two topic areas: 1) education and outreach and 2) potential fundraising for a redevelopment project. As the next steps coalesce, it is recommended that subcommittees be formed among the members of the Task Force to move the work of the Task Force along outside of Task Force meetings.

It is also recommended that the Task Force discuss potential target dates for a future revenue measure, should one be needed.



DATE: July 26, 2018

AGENDA ITEM # 5

**TO:** North County Library Authority Library Redevelopment Task Force

**FROM:** Jon Maginot, Deputy City Manager

**SUBJECT:** Task Force meeting schedule

**RECOMMENDATION:**

Discuss the meeting schedule for the Task Force

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**BACKGROUND**

The meetings of the Task Force are typically held on the second and fourth Thursdays of each month beginning at 3:30 p.m.

**DISCUSSION**

Should the Task Force wish to continue meeting on the second and fourth Thursdays, the meetings for the next few months would be on: August 9, August 23, September 13, September 27, October 11 and October 25.