



CITY COUNCIL STUDY SESSION AGENDA

In-Person

JANUARY 23, 2024

6:00 P.M.

SPECIAL MEETING AGENDA

PARTICIPATION: Members of the public may participate by being present at the Los Altos Council Chamber at Los Altos City Hall located at 1 N. San Antonio Rd, Los Altos, CA during the meeting. Public comment is accepted in person at the physical meeting location, or via email to PublicComment@losaltosca.gov.

RULES FOR CONDUCT: Pursuant to Los Altos Municipal Code, Section 2.05.010 "Interruptions and rules for conduct": Understanding that the purpose of the city council meetings is to conduct the people's business for the benefit of all the people, in the event that any meeting of the city council is willfully interrupted by a person or group of persons so as to render the orderly conduct of the meeting impossible, the mayor, mayor pro tem, or any other member of the city council acting as the chair may order the removal of the person or persons responsible for the disruption and bar them from further attendance at the council meeting, or otherwise proceed pursuant to Government Code Section 54957.0 or any applicable penal statute or city ordinance.

REMOTE MEETING OBSERVATION: Members of the public may view the meeting via the link below, but will not be permitted to provide public comment via Zoom or telephone. Public comment will be taken in-person, and members of the public may provide written public comment by following the instructions below.

<https://losaltosca-gov.zoom.us/j/89834028986?pwd=zAhbUFvmlldFJbBOVKMi1T1I9uFaxgl.1>

Telephone: 1-669-444-9171 / Webinar ID: 898 3402 8986 / Passcode: 705795

SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to PublicComment@losaltosca.gov. Emails sent to this email address are sent to/received immediately by the City Council. Emails sent directly to the City Council as a whole or individually, and not sent to PublicComment@losaltosca.gov will not be included as a public comment in the Council packet.

Please note: Personal information, such as e-mail addresses, telephone numbers, home addresses, and other contact information are not required to be included with your comments. If this information is included in your written comments, they will become part of the public

record. Redactions and/or edits will not be made to public comments, and the comments will be posted as they are submitted. Please do not include any information in your communication that you do not want to be made public.

Correspondence submitted in hard copy/paper format must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Comments provided in hard copy/paper format after 2:00 p.m. will be distributed the following day and included with public comment in the Council packet.

The Mayor will open public comment and will announce the length of time provided for comments during each item.

MEETING CALLED TO ORDER

CONFIRM QUORUM

1. 01-23-2024 Written Public Comment

DISCUSSION ITEM(S)

2. Consider the Library Commission's proposal for the use of NCLA funds towards the remodeling of the Main Library

ADJOURNMENT

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2610.

Melissa Thurman

From: M Satterlee <megan.satterlee@gmail.com>
Sent: Monday, January 22, 2024 10:39 AM
To: Public Comment
Subject: [External Sender]NCLA Available Funds

Hi,

I am sure the top level question is - to remodel or replace/expand. The community hasn't been able to find the funds to replace/expand. If funds are expended on remodel, there will be even fewer available to replace/expand.

However, my concerns is the figures associated with NCLA funding availability:

What is the source of the presentation saying \$10M is available from NCLA?

What is the source of the FAQ that uses \$13M?

" The NCLA projects to have approximately \$13M by the end of FY 2029-2030."

The last balance showed a minimal increase. What assumptions are being made to project out this fund balance?

In addition, the parcel tax will expire and need to fund its own renewal. Has that cost been factored into what is available? Back in 2010 it was over \$.5M and I am sure it is more now, depending on when. Should NCLA not preserve sufficient funding to renew the parcel tax, then that source of library funding would dry up.

In addition, should NCLA expend funds on remodeling, how will that impact the parcel tax renewal? Polling in 2010 didn't show an appetite to fund anything beyond services.

It seems to me NCLA should have discussed this figure before it was presented to Council. The budget proposed is pretty small to begin with. How realistic is it?

Thanks,

Megan



AGENDA REPORT SUMMARY

Meeting Date: January 23, 2024

Subject: Potential Improvements to Library

Prepared by: Anthony Carnesecca, Economic Development Administrator

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Potential Improvements to Library Ad-Hoc Subcommittee City Council Presentation
2. Potential Improvements to Library Ad-Hoc Subcommittee FAQ's

Initiated by:

City Council

Previous Council Consideration:

None

Fiscal Impact:

The costs associated with the improvements proposed would be funded by some combination of funds outside of the City's budget as referenced in the presentation.

Environmental Review:

Not applicable.

Policy Question(s) for Council Consideration:

- Does the City Council support exploring the proposed conceptual library improvements with the North County Library Authority?

Summary:

- City Council requested the Library Commission to bring forward to Council at a Study Session the current status of the library and options they have considered for improving the library for consideration of Council.
- The Library Commission formed an Ad-Hoc Subcommittee focused on Library Improvements, consisting of Vice Chair Bedard and Commissioner Crane.
- The Ad-Hoc Subcommittee received approval for their proposed presentation and associated recommendations from the Commission at their January 4, 2024 meeting.



Subject: Potential Improvements to Library

Purpose

Receive presentation from Potential Improvements to Library Ad-Hoc Subcommittee and provide direction on next steps, which could include a presentation to North County Library Authority for consideration of next steps.

Background

During the Future Agenda Items Discussion section of the Los Altos City Council meeting on September 26, 2023, Councilmember Dailey requested the Library Commission to bring forward to Council at a Study Session the current status of the library and options they have considered for improving the library for consideration of Council, including, but not limited to the potential use of parcel tax funds. Mayor Meadows and Vice Mayor Weinberg supported the future agenda topic.

During the October 5, 2023 Library Commission meeting, Chair Fawcett moved that the Commission form an Ad Hoc Committee consisting of Vice Chair Bedard and Commissioner Crane to work on documents in preparation for the Study Session with City Council focused on possible library improvements as directed at the September 26, 2023 City Council meeting that will terminate upon receipt of the Final Report to the Commission. Commissioner Crane seconded the motion. The motion passed 4-0.

The Potential Improvements to Library Ad-Hoc Subcommittee, consisting of Vice Chair Bedard and Commissioner Crane, met for the past few months to draft their presentation. This presentation was unanimously approved by the Library Commission at their January 4, 2024 meeting to move onto the City Council.

Discussion/Analysis

The Potential Improvements to Library Ad-Hoc Subcommittee has provided the attached Presentation and FAQ's that is presented for review and approval by the City Council at this Study Session before presenting to the North County Library Authority for review.

City Council Study Session: Main Library Remodel

Pierre Bedard, Julie Crane
Library Commission Subcommittee



Proposed Timeline



Goal of Discussion

That the City Council receive, consider, and approve the Library Commission's proposal for the use of NCLA funds towards the remodeling of the Main Library.



Resources

- Page+Morris Library Services and Space Needs Assessment (May 2008)
 - Group 4 Los Altos Main Library Needs Assessment Update – Summary of Findings and Recommendations (April 10, 2018)
 - Strata Architect 2018 Architectural Feasibility Study
 - Santa Clara County Library Strategic Plan 2023-2028
-
- Measure L
 - North County Library Authority Joint Exercise of Powers Agreement (JPA)
 - Key Findings from the 2019 Patron Satisfaction Survey
 - Santa Clara County Library District 2019 Patron Satisfaction Survey Databook
 - E-Resource Statistics 2019-20
 - Futures Subcommittee Report September 2021
 - History of the Los Altos Library by Marion Abel



Los Altos Library (1914-2024)



Fig. 7—Head librarian Carol Tefft cuts the ribbon at the new library's doors as County Supervisor Martin Spangler (at left) and Mayor James P. Thurber, Jr., (right) watch. Reproduction of a newspaper picture taken on opening day, Sunday, May 3, 1964.



Fig. 9—Interior view of new building, 1964.



Los Altos Main Library Key Stats

	Los Altos	Campbell	Cupertino	Gilroy	Milpitas	Morgan Hill	Saratoga
Last Major Remodel	<i>1990</i>	<i>2023</i>	<i>2021</i>	<i>2012</i>	<i>2009</i>	<i>2021</i>	<i>2003</i>
Sq. Ft.	28,050	26,420	56,250	53,000	60,000	30,500	48,500
Circulation (FY 2022-23)	1,368,546	708,252	2,995,573	561,850	2,291,184	662,455	1,399,081
Gate Count (FY 2022-23)	289,254	91,702	607,403	159,902	428,854	162,717	291,359

825 people visit daily

Circulation is up 39% YTY at Los Altos



Potential Funding

- At least \$13M potentially available for remodel
 - \$10M NCLA funds
 - \$1M from Friends of the Library
 - TBD from LALE



Overall Recommendation

There **are not** enough funds to rebuild

There **are** enough funds to remodel, if we focus

We have three proposals



Recommendations

• Proposal 1

- Reconfigure and enlarge the lobby*
- Install family bathrooms
- Address circulation and reference desk
- Move children's area entrance to enable direct access
- Find suitable alternative for holds
- Improve Friends' sales space
- Remediate inadequate wiring
- Improve accessibility

• Proposal 2

- Proposal 1 PLUS
- Remodel to support limited Open Access space*
- Evaluate and consolidate staff areas and Friends' space to improve efficiency
- Create acoustic quiet zone
- Evaluate and redeploy library digital needs in computing, printing, and scanning

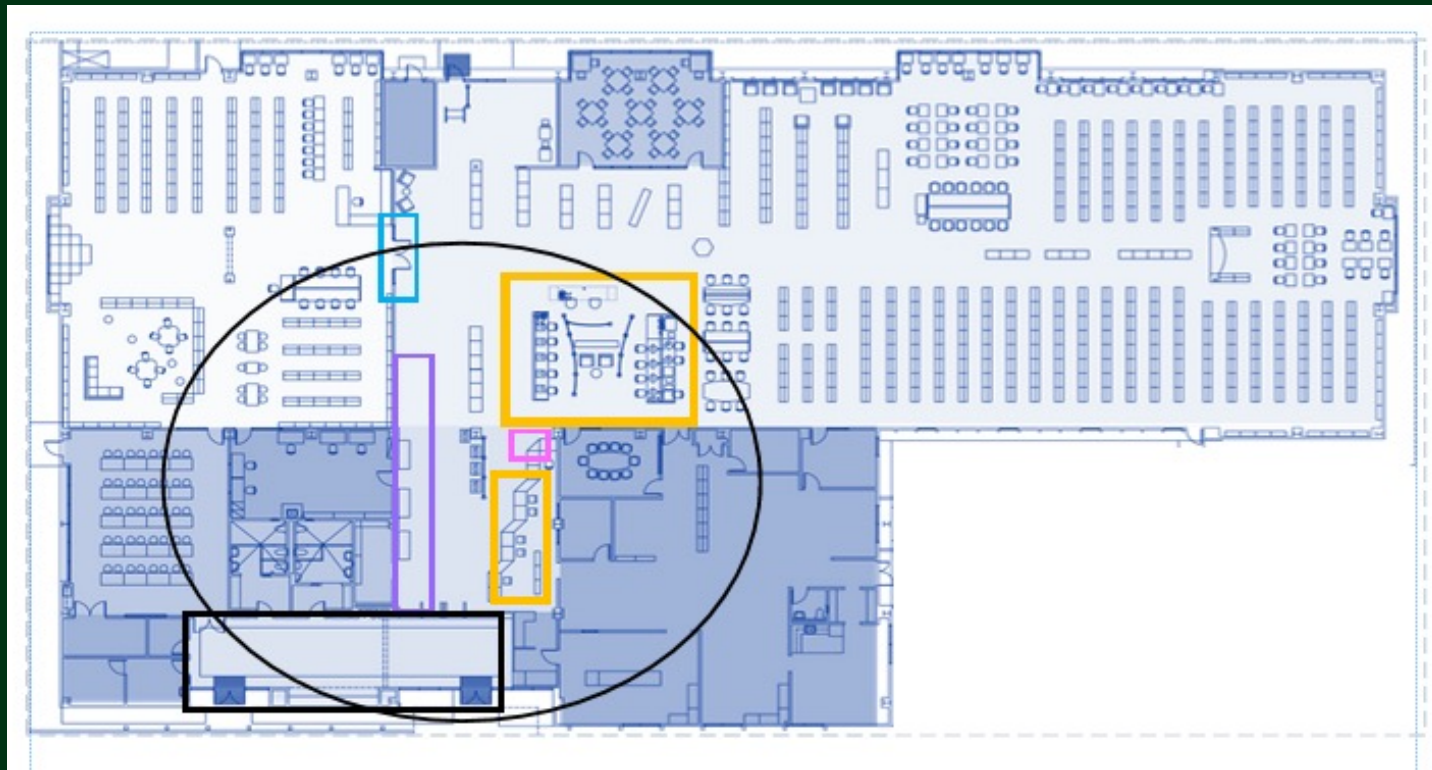
• Proposal 3

- Proposal 1 and 2 PLUS
- Remodel to support full Open Access space
- Create opening between children's space and Orchard Room to expand useable space

*Aligns with County Strategic Initiative



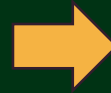
Proposal 1



- Reconfigure and enlarge the lobby*
- Install family bathrooms
- Address circulation and reference desk
- Move children's area entrance to enable direct access
- Find suitable alternative for holds
- Improve Friends' sales space
- Remediate inadequate wiring
- Address accessibility concerns



Reconfigure and enlarge the lobby*



Install family bathrooms



Address circulation and reference desk



Move children's area entrance to enable direct access

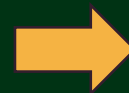
Agenda Item 2.



Find suitable alternative for holds



Improve Friends' sales space



Ongoing Improvements

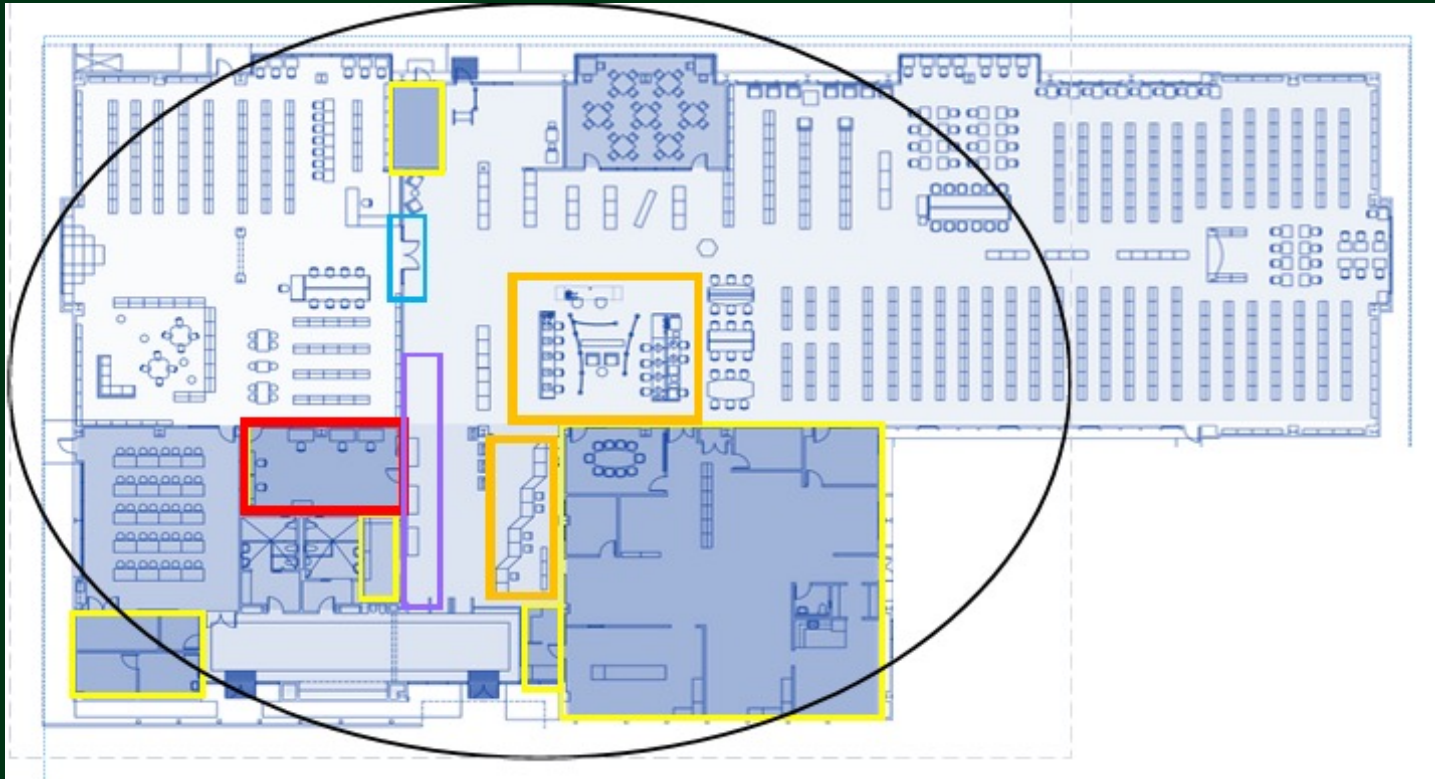
Remediate inadequate wiring



Improve accessibility



Proposal 2



- Proposal 1 PLUS



Proposal 2

Proposal 1 PLUS

- Remodel to support limited Open Access space
- Evaluate and consolidate staff areas and Friends space to improve efficiency
- Create acoustic quiet zone
- Evaluate and redeploy library digital needs in computing, printing, and scanning



Open Access Background

Recommended/approved by
Library Commission – July 1, 2021

Deployed at Woodland – January
2022

First library in county

Allows for access to library for
registrants at off hours

Used by over 300 patrons today



With aim to increase access, Woodland Library opens self-service hours

The program allows approved patrons to visit the library outside of regular hours

by Zoe Morgan / Mountain View Voice



Uploaded: Wed, Feb 1, 2023, 1:28 pm

Updated: Tue, Feb 7, 2023, 1:44 pm

Time to read: about 2 minutes



Senior Library Clerk Kaon Fong demonstrates how patrons can scan their library card to unlock the building during self-service hours. Photo by Zoe Morgan.

Proposal 3

- Proposal 1 and 2 PLUS



Proposal 3

Proposal 1 and 2 PLUS

- Remodel to support full Open Access space
- Create opening between children's space and Orchard Room to expand useable space



Recommendations

• Proposal 1

- Reconfigure and enlarge the lobby*
- Install family bathrooms
- Address circulation and reference desk
- Move children's area entrance to enable direct access
- Find suitable alternative for holds
- Improve Friends' sales space
- Remediate inadequate wiring
- Improve accessibility

*Aligns with County Strategic Initiative

• Proposal 2

- Proposal 1 PLUS
- Remodel to support limited Open Access space*
- Evaluate and consolidate staff areas and Friends space to improve efficiency
- Create acoustic quiet zone
- Evaluate and redeploy library digital needs in computing, printing, and scanning

• Proposal 3

- Proposal 1 and 2 PLUS
- Remodel to support full Open Access space
- Create opening between children's space and Orchard Room to expand useable space



Proposed Timeline



Questions



Library Study Session FAQ

1. Why a study session?

We, as a subcommittee, are presenting the reader with information towards the use of the North County Library Authority (NCLA) funds to improve the Main Los Altos library.

2. Who operates the Los Altos libraries?

Beyond being made up of two libraries, Woodland and Los Altos Main Library, and serving two communities, Los Altos and Los Altos Hills, the Los Altos library ecosystem is complex. These are some of the groups with interest in the future of our libraries:

- The Santa Clara County Library District (**District**) serves residents of the District through seven community libraries. The District manages the “software” of the library – the books, the collections, all of the services, and the human resources and management.
- The City of Los Altos (**Los Altos**) manages the buildings, the “hardware” of the library – specifically Woodland Library and Los Altos Main Library.
- The Library Commission (**Commission**) serves as the principal liaison between the City Council and these groups.
- The North County Library Authority (**NCLA**) collects funding meant to maintain library hours, purchase books and materials, support library programs, and for other general library purposes.
- The Friends of the Library (**FoL**) is a non-profit, all-volunteer organization that raises funds in support of the Library.
- The Los Altos Library Endowment (**LALE**) actively supports library-related programs and projects.

3. What is the NCLA?

As an entity, the NCLA has the fiduciary responsibility for overseeing a parcel tax authorized by voters, commonly known as Measure L. The NCLA was created by a Joint Powers Agreement (Agreement) between the cities of Los Altos and Los Altos Hills in 1985.

4. What powers does NCLA possess?

As stated in the JPA, the NCLA “shall have the power and authority to plan, support, acquire, construct, maintain and operate programs and facilities for the augmentation of public library services for the benefit of the inhabitants of the Member Entities.” [The JPA can be found here.](#)

5. What is Measure L?

In 2010, voters in the City of Los Altos, the Town of Los Altos Hills, and citizens in unincorporated Santa Clara County approved Measure L to levy a \$76 special parcel tax for twenty (20) consecutive fiscal years (**Parcel Tax**). Overwhelmingly passing with a 77.62% YES vote ([see Ballotpedia, Measure L Results](#)), the measure sets forth specific purposes for which the funds are to be spent. The special tax will be levied through the fiscal year beginning July 1, 2029.

Measure L reads as follows:

TO MAINTAIN LOS ALTOS AND WOODLAND LIBRARY HOURS, PURCHASE BOOKS AND MATERIALS, SUPPORT LIBRARY PROGRAMS, AND FOR GENERAL PURPOSES, SHALL THE NORTH COUNTY LIBRARY AUTHORITY, A JOINT POWERS AUTHORITY BETWEEN LOS ALTOS AND LOS ALTOS HILLS, CONTINUE A TAX FOR 20 YEARS, WITH ANNUAL OVERSIGHT, AT THE FIXED RATE OF \$76 PER YEAR ON EACH DEVELOPED PARCEL OF LAND WITHIN LOS ALTOS AND LOS ALTOS HILLS AND ALLOWING AN EXEMPTION FOR LOW-INCOME SENIOR HOUSEHOLDS, AND ESTABLISH AN APPROPRIATIONS LIMIT?

6. What are the specific purposes for which funds are to be spent?

Measure L outlines the specific purposes for which the funds are to be spent as follows:

- **Maintain library hours.** Funds may be spent on maintaining specified number of hours at Los Altos and Woodland library locations.
- **Purchase books and materials.** Funds may be used to supplement the Santa Clara County Library system to purchase books and materials tailored to specific community needs and interests.
- **Support library programs.** Money may also be used to support and maintain the level of programs that is currently provided for all age groups.
- **General purposes.** Funds may be used for any other expenditure necessary to uphold the level of service, including expenses related to a future election when the parcel tax expires.

7. How much money is available for a potential remodel?

In total, there is \$13M available for a remodel.

- The NCLA projects to have approximately \$13M by the end of FY 2029-2030.
- The Friends of the Library agreed to commit up to \$1.0M to fund any cost of construction and/or remodeling of the Los Altos Library main branch, once plans are accepted by the City of Los Altos.
- LALE has TBD funds available.

8. How many Needs Assessments have been done?

There have been two assessments, the first in 2008; and the second in 2018. In addition, there was an Architectural Feasibility Study completed in 2018.

9. What did the 2008 Needs Assessment find?

The first Needs Assessment, completed in 2008, outlined the needs of the two Los Altos Libraries, including service and space needs. [The full assessment can be found here.](#) The 2018 Assessment and the 2018 Architectural Feasibility Study built on some of the details found in 2008.

10. What did the 2018 Needs Assessment find?

On December 19, 2017, NCLA initiated a Task Force to explore the redevelopment of the Main Library. 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 a remodel/expansion of the existing facility compared to building a new library.

Group 4 Architecture, Research + Planning, Inc. was contracted to update the *Needs Assessment* and Strata Architectural to conduct the *Feasibility Study*. [Group 4's report can be found here.](#)

The Needs Assessment Update reaffirmed the need for an expanded Main Library. The Update posited that a minimum of 12,000 additional square feet of space was 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:

- **Congested public circulation and holds areas.** Lobby area can be more open to the public. Check out and Holds area can be crowded.
- **Inadequate restroom facilities.** No family/all-gender restroom or children's library restroom.
- **Inadequate space for library programs.** Many programs overflow the 100-person capacity Orchard Room, the largest room in the library. There's no dedicated children's story time space. The staff conference room is shared with the public for programs, staff meetings, Friends of the Library book sorting, lactation space, 3D printing, and random storage as the need arises.
- **Inadequate space to introduce new services.** Little flexibility in providing space which can be used to deploy new services, like the popular Passport Services displacing the Holds area.
- **Lack of collaborative space.** Small and medium sized meeting rooms for group study, tutors and students, and book discussion groups are lacking.
- **Better dedicated space for teens.** Current teen space is often used by tutors and as an overflow space during school hours.
- **Lack of electrical outlets.** Electric conduit has reached capacity. Patrons still must search for outlets to recharge devices or use extension cords.
- **Crowded shelving.** Shelving and accessibility for all collections (Children's, Reference, Fiction, and Nonfiction) need to be continuously reevaluated based on current needs and use.
- **Accessible shelving.** Current shelves are 7.5 feet high.
- **Employee Work Area.** Reevaluate librarian staff layout, making work environment better. Configure the workroom for efficiency and better collaboration.
- **Inadequate space for Friends of the Library.** Give the FoL dedicated space to process donations, sell books and operate the Main Library Café.

While the Needs Assessment Update did not specify how space should be used, it did indicate that additional space is needed for larger program space, expanded children's library space, dedicated teen space, 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.

11. What did the 2018 Architectural Feasibility Study find?

In 2018, the Architectural Feasibility Study was commissioned. [The full study can be found here.](#)

The Study looked at whether it was possible to expand the library by 9,000 or 11,000 square feet, depending on the plan. The study also looked at the costs of building a new, 40,000 square foot library on the present Main Library footprint.

These estimates were based on numbers included in the 2008 Needs Assessment.

The Feasibility Study found that the original building’s construction made expansion by “building up,” (adding a second story) cost-prohibitive. They found that an upward expansion would require significant upgrades to the building structure to meet contemporary building code.

The Study also looked at expanding the library out. This was also discounted because:

- Expanding toward the soccer field or toward the History Museum requires eliminating parking and roadway access.
- Expanding into the Historic Orchard toward City Hall requires relocating a major utility trench running parallel to the Main Library building.
- Expansion toward San Antonio Road requires a 40-foot setback - there is not sufficient space to expand in that direction and gain significant amounts of square footage.

The Architectural Feasibility Study determined 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 square feet for a gain of 9,000 square feet. The Architectural Feasibility Study also proposed 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 square feet to the Main Library.

12. How does our library compare to other libraries in the District?

Los Altos Main Library Key Stats							
	Los Altos	Campbell	Cupertino	Gilroy	Milpitas	Morgan Hill	Saratoga
Last Major Remodel	1990	2023	2021	2012	2009	2021	2003
Sq. Ft.	28,050	26,420	56,250	53,000	60,000	30,500	48,500
Circulation (FY 2022-23)	1,368,546	708,252	2,995,573	561,850	2,291,184	662,455	1,399,081
Gate Count (FY 2022-23)	289,254	91,702	607,403	159,902	428,854	162,717	291,359

Los Altos has the oldest library facilities despite having the 4th highest circulation and annual gate count.

13. Is there the possibility of attracting additional funding for a library renovation?

We believe that there might be. The design for the renovation of the Campbell Library incorporated new features with \$4,718,450 in additional funding provided by the California State Library's Building Forward Grant Program. This new program provided a unique opportunity for the city to add sustainability features to the library enhancement project, as well as address escalated construction costs following the pandemic. The Building Forward Grant Program supports capital projects for public library buildings that address critical maintenance needs, improve energy efficiency and sustainability, and expand access physically and digitally.

14. Which projects have been tackled by the library community?

Over the many years, there have been many improvements to services, as well as reactions to events, especially Covid, which have tested the mettle of the entire community.

We've highlighted some of these. They include:

- The **Passport Office**
- The first **Open Access** installation in Santa Clara County
- **Dropboxes** at both Woodland and Main Library
- Reports on Library **Parking**
- **Woodland Patio Proposal**
- Reviews of services (list of services available, **BookDash**)

15. List of source documents consulted. It is not all inclusive.

- [Page+Morris Library Services and Space Needs Assessment \(May 2008\)](#)
- [Group 4 Los Altos Main Library Needs Assessment Update – Summary of Findings and Recommendation \(April 10, 2018\)](#)
- [Strata Architects 2018 Architectural Feasibility Study](#)
- [Santa Clara County Library Strategic Plan 2023-2028](#)
- [Measure L](#)
- [North County Library Authority Joint Exercise of Powers Agreement](#)
- [Comparison data for Santa Clara County libraries.](#)
- Key Findings from the 2019 Patron Satisfaction Survey
- Santa Clara County Library District 2019 Patron Satisfaction Survey Databook
- E-Resource Statistics 2019-20
- [Futures Subcommittee Report September 2021](#)
- [History of the Los Altos Library by Marion Abel](#)
- [Sample library RFPs](#)
- [Noise cancelling headset proposal](#)

16. Summary of recommended actions addressed in Proposals 1, 2, and 3

Recommendation	Need(s)	Proposal
Reconfigure and enlarge the lobby	(2008 #31), Strategic Plan	Proposal 1
Install family bathrooms	(2008 #28)	Proposal 1
Address circulation and reference desk service	(2008 #32)	Proposal 1
Move children’s area entrance to enable direct access	(2008 #36)	Proposal 1
Find suitable alternative for holds	(2008 #34)	Proposal 1
Improve Friends’ sales space	(2008 #46-#47)	Proposal 1
Remediate inadequate wiring	(2008 #25)	Proposal 1
Address any accessibility concerns	as discovered	Proposal 1
Remodel to support limited Extended Hours space	Strategic Plan	Proposal 2
Evaluate and consolidate staff areas and Friends’ space to improve efficiency	(2008 #42)	Proposal 2
Create acoustic quiet zone	(2008 #29)	Proposal 2
Evaluate and redeploy library digital needs in computing, printing, and scanning	(2008 #22)	Proposal 2
Remodel to support full Extended Hours space	Strategic Plan	Proposal 3
Create opening between children’s space and Orchard Room to expand useable space	(2008 #29)	Proposal 3