

City of Brisbane

Agenda Report

To: Mayor & City Council
From: City Manager
Date: For the City Council Meeting of February 5, 2015
Subject: Brisbane Library Planning

RECOMMENDATION

Receive report and provide direction on site selection and authorize staff to procure the services of an architect to commence design of a new Brisbane Library building.

BACKGROUND

- A New Library is listed as Number 13 A in the current City Council adopted Workplan.
- Current Library was built in 1981.
- New Library planning dates back to 2001 when the City hired the Kathryn Page, a noted and respected library planner to conduct a needs analysis. That needs analysis reached out various users of the system including both residents and employees in the various business in Brisbane. An approximate need for a 16,000 square foot library was identified.
- In 2007 the City hired Ms. Page to update the 2001 study and to focus on a smaller footprint as we had identified a site (5 Star/L.T. Clarke) that was able to accommodate a building of approximately 9,000 square feet, assuming one level. The consultant report recommended that we consider a 2 story building to accommodate 11,716 feet.
- Due to the “Great Recession” and the stagnation of funds into our capital programs (explained below) library planning was placed on hold.
- In 2014 the process once again started up. The County Library staff was asked to review past reports and develop a more modest building plan. That plan is attached (Attachment A: Brisbane Library Building Program) which has two options, one for 5,000 square feet and another for 7,000 square feet.

Deliberations of City Council Subcommittee

The City Council Facilities subcommittee has been meeting for over a year regarding issues relative to a building a new library. The focus of their attention has been on three issues:

1. Appropriate budget for a new library based on potential funding sources
2. With consideration of a budget/resources what would make sense for a building plan
3. Potential locations for a new library

Budget/Resources

Three sources of funding have been identified for a new library:

1. **Facilities fee** paid by new home owners (Northeast Ridge). This fee was negotiated with the developer at the time of the last amendment to their plan. Each new home pays a fee of \$20k at the time of issuance of building permit. As all building permits have been issued the fund has a total of 1.75 m.
2. **Business license Capital fund.** This comes from the voter approved business license fee (2008) that assigned new revenues to the Capital fund. The fund currently generates 300k per year. 94k of that is dedicated to the payment to the Housing Fund for purchase of the 5 Star/L.T Clarke site. This leaves approximately 200k a year to be devoted to other one-time City capital projects. The Finance Director estimates that we could generate 1.3 m by leveraging \$130k a year.
3. **San Mateo County Measure A funds.** San Mateo County voters approved a ballot (Measure A) in 2012. Some of these funds are available to fund various projects in the County. In the past year, the County Board of Supervisors approved funds for library construction in Daly City, Fair Oaks next to Redwood City, and Half Moon Bay for funding of the library serving both city residents and county residents on the coast.

Each application is different but we have been encouraged by the staff of our County Library System to apply for funding. There is a minimum sharing of costs (50/50) that is anticipated by the County. Our letter of intent (Attachment B) offers a minimum of 2 to 1 City of Brisbane match which should strengthen our case.

Taken together these revenue sources provide approximately 4 million dollars:

Facilities Fee	\$1,750,000
Business License Fee	\$1,300,000
County Measure A	<u>\$1,000,000</u>
Total projected revenue	\$4,050,000

In addition to these funds the Library JPA provides funding up to \$ 50,000 for the “Conceptual Design, Cost Estimate and Cost Model Plan”. The Library JPA is “also responsible for the acquisition of furniture and equipment for a new library.”

Building Plan

In May of this past year, the San Mateo County Free Library staff, which are responsible for operations of the library under a Joint Powers Agreement of which Brisbane is a member, were asked to develop a proposed Building Plan. They were asked to review the 2001 and 2007 update from Kathryn Page and Associates and to work with a footprint of approximately 5,000 to 7,000 square feet. This was based on what city staff is projecting as the approximate square footage the City can afford at this time.

The City Engineer has estimated the cost of a new building to be approximately \$500 a square foot. At \$500 a square foot, with a 5,000 and 7,000 square foot building the project cost would be as follows:

- 5,000 square feet X \$500, plus 15% design and project administration = \$2,875,000
- 7,000 square feet X \$500, plus 15% design and project administration = \$ 4,025,000

This assumes that we build on a currently owned city site and do not incur new site acquisition costs.

Attachment A is the proposed building plan from San Mateo County Free Library staff. They will be attending the meeting and be able to respond to specific questions from the City Council.

Location/Site Selection

The Facilities Subcommittee examined four potential sites for a new library:

1. 5 Star/L.T. Clarke site on Vistation Avenue – Site is 11,354 square feet and is owned by the City.
2. Teen Center site on San Bruno Avenue – Site is 6,970 square feet and is owned by the City.

Two other two sites were evaluated but eliminated due to conflicts. They were the following:

1. Skateboard Park/Basketball Court located on Park Place/Old County Road – this site was confirmed by the City Council on October 16th as the preferred site of the new Skateboard Park, and continued location of the Basketball Court.
2. Existing Library with the possible extension into the property immediately adjacent on the downhill side of Visitation Ave. This site was eliminated for two reasons. One is that the grant the City received from the State of California in the 1970’s requires the park in the rear of the building to be a use in perpetuity, absent a specific action to

relinquish this use by the State Legislature and Governor. (A heavy and problematic lift). This essentially eliminates expansion of the current building to the rear. Additionally, this park area has been rebuilt and according to library staff is getting increased use so its removal would displace a current park use.

The land to the downhill side is in private ownership. Councilman Conway contacted the owner to discuss what if any interest he and his family may have in selling the property to the City. They were not interested.

Finally, we also investigated the commercial space at 1 San Bruno, however this space was found wanting in that it is less than 4,000 square feet with low ceilings and the asking price was very high.

Pros and Cons of two sites listed above that the Facilities Subcommittee considered.

5 Star/L.T Clarke Site

Pros

- City owns site
- Site is along Visitation Ave and has high visibility
- Site is 11,354 square feet and could easily accommodate a building footprint of 5 to 7,000 square feet as a single story building (thereby being less expensive than a two story building)

Cons

- Site is next door to the Eagles and there is some concern regarding compatibility of uses. The City had discussions with the Eagles about purchase of the site in a land swap with the Eagles moving to a new building built at the Teen Center site. Ultimately this discussion did not bear fruit.

Although this is listed as a con, if the City could in some future day acquire the Eagles site, a library project designed today could take that possibility into account and we could have an easily expandable project.

Teen Center Site

Pros

- City owns site

- Site is closer to the Community Park, which in past deliberations on a new library was seen as a positive
- Site has a clear walking distance from both schools and is near the drop off location for the afternoon high school bus

Cons

- The site is relatively small and if we were to want a 7,000 square foot building we would need to have two stories
- Land surrounding this site is currently up for sale (23 Club and parking lot). This could make this site more attractive for some other use.
- Site is located on San Bruno Ave as opposed to Visitation

The City Council Subcommittee is recommending the 5 Star/L.T Clarke site for the reasons listed above.

Attachment C is a map of the sites that were considered with their square footage.

NEXT STEPS:

The Council is being asked to consider three issues to move this project forward.

1. Acceptance of the **Financing plan** as a guide for moving the project forward. Specificity of financing would be developed as we move the project forward. The funds from the Facilities fund are solid. A decision on how much of the Business License Capital fund to leverage would be a decision made at the time that we had solid construction estimates and fine-tuned at the time we award bid to construct the facility.

I have attached a letter of interest that was recently submitted to the County for Measure A funds. I am also reaching out to our County Supervisor to solicit her support for the project and will be able to verbally report on that at the Council meeting.

For now, approval of the conceptual financial framework for a project would be requested from the City Council

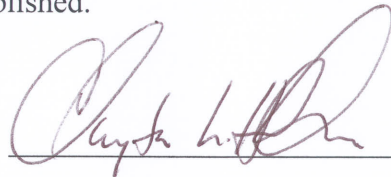
2. Acceptance of the proposed **Building Plan** as submitted by the Library Staff. This also is a framework, with details to be worked out as we bring on an architect.

City Staff is also recommending that we consider a “history room” for the facility as we currently do not have a place to display history of the community. The City has an archive program, albeit one that needs new energy, but we currently lack a location to display and make available various forms of Brisbane history. This includes written material, pictures and video.

We would also recommend that the Council formally establish a *Library Planning Committee* consisting of groups and individuals in the community to work with City staff and a hired architect on design of a new library. County library staff would be also be involved as they have valuable input on successful library designs. Either the current Council Facilities Subcommittee or a newly formed subcommittee to work specifically on this project would also be recommended for participation.

If this recommendation is accepted by City Council staff would bring this back for formal development of a Library Planning Committee at a Council meeting in the near future.

3. Direction to Staff to solicit proposals **for Architectural services**. Staff recommends that this process be run through the committee identified in item # 2 above. Staff could commence the development of a draft RFP for Professional Architectural Services immediately and place this as an item on the Library Planning Committee’s agenda for recommendation to the Council as soon as they are constituted and a meeting is established.



Clay Holstine, City Manager

SAN MATEO COUNTY LIBRARY
Brisbane Library Building Program

May 2014



Summary

The San Mateo County Library (SMCL) Brisbane Library Building Program is a vision statement that describes the key components, or program, of a new public library for the City of Brisbane. The program outlines requirements and design priorities to successfully realize a visionary library reflective of the needs of the Brisbane community.

New libraries function as a space that invites community use: to find inspiration, to experience information, to engage all the senses involved in shared learning and inquiry, to build community and human connections, to allow quiet contemplation, and to create and advance knowledge and culture. The library building program addresses 21st century needs (needs we can anticipate and needs not yet known), expands on the San Mateo County Library service model, professional experience, and emerging library, technology, and information best practices.

Introduction

The Brisbane Library, located at 250 Visitation Avenue, has served the community since 1981. The City of Brisbane and the San Mateo County Library has been working on the feasibility of a new library facility for more than ten years. An initial Needs Assessment was completed by Kathryn Page Associates in 2001 to identify the community's library service and space needs through the year 2020. That study found that library service is highly valued by the Brisbane community and although the current library is well situated within the community, at 2,721 square feet, it is too small to meet present and future community library service needs.

The Library Needs Assessment report concluded that the current facility presented significant barriers to the effective delivery of library services including the inability to:

- create spaces or zones for various uses, such as quiet study areas, browsing areas, and spaces dedicated for children and teens
- house an adequate collection for a community of its size
- increase the number and types of seating available
- provide areas for library programs and events
- increase the number of public computers available
- provide rooms for group study and meetings
- provide adequate work space for library staff

A new facility would enable the Brisbane Library to provide the services, spaces and collections that the community needs and will continue to need over the next thirty to forty years.

Brisbane Community

Brisbane is a city of approximately 4,300 residents in San Mateo County. Children and youth (ages 0 to 19) make up 18% of the population and older adults (age 60 or above) make up 15%. The population is expected to reach 5,300 by the year 2020, and 7,000 by 2030. An additional 5,000 daytime employees add to the service population.

The Brisbane Library occupies 2,721 square feet on the second floor of a two-story building located at 250 Visitacion Avenue. The Library is currently open Monday through Saturday for a total of 43 hours of service per week. In 2012-2013, library visitors numbered 49,807 (11.6 library visits per capita), library customers borrowed 75,375 books and other materials (17.5 circulation per capita) and program attendance was 3,485 (0.8 program attendance per capita).

The quality and variety of library services currently available in Brisbane is severely constrained by the size and other limitations of the current library facility. Despite its limitations, the Library remains a well regarded service by community members, 77% of the population are library card holders. Residents like the location in downtown Brisbane, within the perceived heart of the community. Many can walk to the Library from most locations within central Brisbane, including Lipman Middle School and Brisbane Elementary School. Residents continue to express their desire for a gathering place, designed to welcome and enhance the community's sense of place. To effectively serve the current community, as well as the population anticipated in 2030, the City of Brisbane needs a new library.

Service Principles for a New Library

The San Mateo County Library service model is driven by these guiding principles:

- Intuitive layout that is designed with a focus on patron needs and self-service
- A welcoming environment offering a variety of options in a flexible setting
- Spaces that excite and inspire

Key components of the service model include but are not limited to:

- Vibrant entry area – open and welcoming space that facilitates intuitive discovery of all parts of the library; highlights new and popular materials
- Kids and family place – whimsical, imaginative space that encourages reading and learning, early literacy development, play, exploration and social connections
- Teen area – unique space that highlights teen collections, group study and collaboration, and homework support
- Community living room – comfortable, relaxing, and quiet atmosphere for reading
- Collaborative space – program room for people to gather and work together
- Wi-Fi access – space that is flexible and allows internet access throughout the building
- Technology access – space that will adapt to constantly changing and emerging technologies
- Learning lab/maker space – flexible space that enables creative DIY and technology work
- Flexible service desk – space that facilitates assisting and teaching patrons at point of need
- Efficient work spaces – a workroom that optimizes new technologies for streamlined and functional staff areas

Brisbane Library Program

The public library is charged with the challenge of accommodating extremely diverse user groups, as well as serving a variety of needs -- educational, recreational, functional and social. Given the anticipated footprint of the new Brisbane Library, flexibility is imperative to the new building model. Multi-use spaces will be critical to ensure that a wide variety of community and individual uses can be accommodated. The new building model should also be adaptable for new purposes as the Library's service model and the Brisbane community's needs evolve.

Collections will be organized to encourage discovery. Rather than rows of stacks, the Library will be equipped with innovative, movable shelving so that materials may be displayed to delight. The new Library will be a community hub between home and work where patrons of all ages gather to interact, absorb culture, and discuss issues of civic interest. The Library will embrace technology and will recognize materials in electronic, print, and audiovisual formats as integral to the overall collection plan. Use of wireless computing devices will be encouraged throughout the Library by enabling comprehensive Wi-Fi coverage and maximized access to power outlets. Spaces suitable for individual pursuits will be provided for reading, technology and contemplative use. Inspiring design will create areas that stimulate creativity and facilitate patrons' collaborative efforts. Careful attention to adjacencies and sound mitigation measures will allow users of differently purposed areas to find their library experiences equally pleasurable.

The new Brisbane Library will inspire the community for decades to come. It will reflect the best of Brisbane community values by providing exemplary and evolving library services to meet ongoing and emerging community needs. The Library will provide welcoming and exciting spaces and will be a place of enjoyment for people of all ages. The table below details the recommended square feet of the new library areas:

ESSENTIAL LIBRARY SPACES	Recommended Square Feet
1 ENTRY AND SERVICE POINT	500
2 COLLECTIONS AND DISCOVERY	1,200
3 KIDS AND FAMILY SPACE	1,200
4 TEEN SPACE	400
5 LEARNING LAB/ MAKER SPACE	400
6 QUIET SEATING AND STUDY	600
7 OPERATIONS	700
TOTAL SQUARE FOOTAGE	5,000
OPTIONAL SECOND FLOOR SPACES	Recommended Square Feet
8 CULTURAL/ COMMUNITY SPACE	1,500
9 OUTDOOR GARDEN	500
TOTAL RECOMMENDED SQUARE FOOTAGE	7,000

Program Specific Areas

Libraries are public spaces for people, and a library that will endure as a vital resource to its community must accommodate a wide variety of uses. Some of those uses include collaboration, knowledge sharing and creation, community dialogue, and life-long discovery for all ages and distinct users. Given the preliminary building footprint, it is likely that some of the program specific areas defined below will merge and that many spaces will be multi-use.

1 ENTRY AND SERVICE POINT (500 SQ FT)

The entrance to a library should inspire excitement and anticipation. When users enter the building, they should easily and intuitively be able to determine how to locate what they seek. A small single service point should be visible from the entrance, but must not be perceived by users as a barrier between them and library staff. The service point will facilitate connections between users, staff, and technology.

The Entry and Service Point areas must accommodate or include:

- Space that facilitates traffic flow into and out of the building
- Intuitive design to visually identify functional areas and facilitate self-service
- Space for display of new and popular materials
- Smartwall to display library and community information
- Checkout and check-in machines in close proximity to the service point

2 COLLECTIONS AND DISCOVERY (1,200 SQ FT)

Public library collections are continuously evolving and the spaces devoted to collections must be adaptable to that evolution. The space devoted to collections and discovery must facilitate browsing and encourage users to linger to enjoy the space and locate items of interest. The collection will be organized in such a way that users will easily and intuitively discover the materials they seek, as well as discovering additional materials they didn't know they wanted. The shelving will be low enough to facilitate line of sight throughout the building. The collection spaces must be flexible enough to adapt to changing collection sizes and priorities.

The Collections and Discovery areas must accommodate or include:

- Collections and discovery areas for three distinct user groups: kids, teens, and adults
- Collections housed primarily on flexible and/or movable shelving units
- Comfortable seating interspersed throughout collection areas
- Clear and visible signage

3 KIDS AND FAMILY SPACE (1,200 sq ft)

Children have unique needs and patterns of library use. Providing spaces that respond to their developmental, educational, recreational and social needs is vital to the long-term success of the Library and the future of the Brisbane community. A kids and family area will be inspired by the understanding that children learn through play. The space will invite children to explore, think and discover.

The kids and family area should include:

- Space that encourages parent-child interactions
- Play spaces that facilitate early literacy development for children 0-5
- Space to play, create and learn collaboratively for school-age children
- Developmentally appropriate technology
- Shelving that displays children's collections in developmentally appropriate ways

4 TEEN SPACE (400 sq ft)

Teens need spaces that feel authentically tailored to them. The Teen space will encourage social interaction, individual expression, learning and growth.

A Teen space should include:

- Interactive area encouraging on-going creative expression
- Teen inspired furnishings and social seating
- Collaborative work, learning and play space
- Engaging collection shelving and displays that evoke the exciting nature of young adult literature

5 LEARNING LAB/ MAKER SPACE (400 SQ FT)

Maker spaces are open community labs where individuals with common interests gather to work together on projects and share resources and knowledge. While often associated with a Science, Technology, Engineering and Math (STEM) focus, maker spaces can also support creative collaboration in a variety of areas (cooking, crafts, art, etc.). A maker space/learning lab in the Brisbane Library will be an inspirational space where the community can come together to collaborate on a variety of projects in a range of disciplines.

The maker space/learning lab should include:

- Flexible storage and display of tools, technology, supplies and equipment that will likely change over time
- Open, adaptable work space that encourages resource sharing, collaboration and creative experimentation

6 QUIET SEATING AND STUDY (600 SQ FT)

Peaceful settings are at a premium in modern life. Quiet seating and study are important to the Brisbane library community, and they should be flexibly designed around the people who will inhabit the space.

The Quiet Seating and Study area should accommodate or include:

- Comfortable, inviting spaces
- Individual reading and contemplative space
- Individual workspaces
- Flexible technology use
- Acoustic separations and mitigations

7 OPERATIONS (700 SQ FT)

A well designed library staff space will incorporate best practices in library operations and office design. It will provide a physical environment designed to support collaboration, efficiency, productivity, and creativity. The operations spaces should be flexibly designed to adapt to changing work needs, types and number of personnel. The operations space should pull inspiration from recently designed workspaces outside of library tradition, most notably in technology companies.

The Operations area must accommodate or include:

- Robust, sustainable, and reconfigurable technology
- Acoustic separations and mitigations
- A small, adjacent confidential meeting room/individual work space
- Open and collaborative, innovative work spaces with shared workstations
- Break area with staff kitchen
- Automated materials handling
- Thoughtfully designed storage

8 CULTURAL/ COMMUNITY SPACE (1,500 SQ FT)

This strongly desired community space is for active uses, for vibrant discussions and classes, for everything from yoga to puppet shows to musical performances. Rather than following an old model where spaces remain static and unused except at scheduled times, our vision for the program area is that it remains active and used during all hours of operations. When a scheduled Library event is not taking place, the design and flexibility of the space will encourage such uses as casual community conversations, active learning, and informal groups.

The Cultural/Community space should accommodate or include:

- Flexible and reconfigurable/modular spaces for different user types and needs
- Moveable, lightweight furniture
- Moveable walls
- Thoughtfully planned lighting and acoustics
- Robust technology capabilities
- Collaborative workspaces
- Integrated spaces for frequently rotating art shows and exhibits

9 OUTDOOR GARDEN (500 SQ FT)

A strongly desired amenity for visitors during pleasant weather, outdoor spaces offer a place in which to quietly read or talk with friends at tables and chairs. This space takes advantage of sunlight and site views and is often used for programming or as a breakout space during programs and events.

The Outdoor Garden space should accommodate or include:

- Flexible, moveable, lightweight furniture that is designed for outdoor use

Conclusion

This report outlines programmatic requirements for a library that will meet Brisbane's service needs through the year 2030 and beyond. A two-story building with a total of 7,000 square feet is proposed. The new facility would be environmentally self-sustaining and embody the principles of sustainable architecture—a building that is durable and efficient and imposes minimal impact on its surroundings while being responsive to the site and community. A main floor would accommodate all essential library spaces, including public access spaces, seating, computers and collections and staff operations. An upper floor would accommodate a large community meeting space and outdoor garden.

The new library will provide the following collections and services:

- Shelving for 19,000 physical books and media items (19% increase);
- Fifty-nine seats for reading and study (110% increase);
- Fourteen public computers and laptops (55% increase);
- A children's programming space that supports early literacy development for families;
- Dedicated space for teens;
- Maker space that encourages collaboration and creative experimentation;
- Quiet zones that are comfortable and inviting for reading or study;
- Robust, flexible, wireless technology capabilities; and,
- Possibly a community programming room and outdoor garden that accommodates audiences of 100 for Library programs and events.

A new Brisbane Library is an opportunity to deliver a brilliantly conceived library, one that is designed to be comfortable and welcoming to every community member. A gathering place for the community that is functionally, architecturally and aesthetically sound, that people are drawn to return to again and again, and that enables connection and engagement.

Working with the City of Brisbane, San Mateo County Library looks forward to providing the best library service and operational vision to communicate the requisite requirements for an intelligent building that will function as point of pride and enjoyment for the Brisbane community.

Library Funding			
Cost of Facility		\$ 3,000,000	
Northeast Ridge Capital Facilities Fees	\$ 1,700,000		
Business License Capital Fees ¹	\$ 1,300,000		
Total Financing		\$ 3,000,000	
1) Business License Capital Fees generate approximately \$300,000 year			
\$90,000 a year is committed to repay the General Fund for the Five Star Café Purchase			
If we internally borrow \$1,300,000 from the General Fund and repay it at \$100,000			
using an interest rate of 2.5% the loan would be paid off in 16 years			



LETTER OF INTENT

Measure A is the ten-year half-cent general sales tax approved by the voters in November 2012. Measure A funds projects that:

- Are consistent with the needs identified in the text for Measure A
- Address major Board priority areas (viewable at <http://cmo.smcgov.org/measurea>)
- Reduce long-term costs by improving the performance of County operations
- Leverage other funding sources
- Repair county infrastructure
- Are evidence based and collaborative

Upon review of submitted Letters of Intent, the County may opt to issue Requests for Proposals (RFPs) for some services. All selected providers must meet the County's contractor requirements as specified in the Long Form Agreement template (viewable at <http://cmo.smcgov.org/measurea>), maintain required licenses, and be able to begin providing services on July 1, 2015.

Measure A funds are provided on a limited-term basis and there are no minimum or maximum awards. Awards will cover a two year project phase, with the potential to renew funding upon successful implementation and continued need.

Completed letters of intent must be e-mailed by January 9, 2015 to MeasureA@smcgov.org

Organization or Department Name (s): City of Brisbane/San Mateo County Library

Contact name, phone number, and email address: Clay Holstine, Brisbane City Manager
415-508-2111, citymanager@ci.brisbane.ca.us/ Anne-Marie Despain, Director of Library Services,
650-312-5245, despain@smcl.org

Executive / Department Head Signature (s):

Clay L. Holstine - Brisbane City Manager

Anne-Marie Despain

Organization complies with San Mateo County Contractor Requirements (Y/N): Y

Proposal Summary – Provide a one page summary of your program or project, including:

- An estimate of the Measure A funds to be requested per year (FY 15-16 and FY 16-17)
- How the program or project aligns to the Board of Supervisors priorities
- How success will be measured for the community or client population served

FY 2015-2017 Measure A - LETTER OF INTENT

New Brisbane Library Proposal Summary

The Brisbane Library is one of the 12 community libraries in the San Mateo County Library (SMCL) system and has served the residents of Brisbane and the surrounding unincorporated area for more than 30 years. Located at 250 Visitation Avenue, the 2,721 sq. ft. library occupies the second floor of a two-story building and is inadequate to meet community library service needs. Despite its limitations, the Brisbane Library remains a well-regarded service by community members; 77% of the population are library card holders. To effectively serve the critical needs of the community today, as well as the population anticipated in the future, Brisbane needs a new library.

The City of Brisbane, in partnership with SMCL and the Friends of the Brisbane Library, has been exploring opportunities to construct a new library for over a decade. An initial Needs Assessment was completed in 2001 to identify the community's library service and space needs through 2020. The current building's inadequacies, in terms of size and age, present multiple obstacles to the community's ability to access 21st century library services. All Brisbane Library visitors suffer from the constrained space for book and materials, lack of seating, limited technology and absence of community gathering places.

The City has explored expanding the Library in its current location; however, the building's footprint already takes up the lot's allowable floor area ratio. In a similar vein, discussions with the next door resident regarding property acquisition to allow for an expansion of the existing building met with heavy resistance. The site presently recommended by the City Council's Facilities Subcommittee, to be presented to the full Council in February, is an expanded library facility across the street from the existing site, on property currently owned and not in use by the City.

As our San Mateo County communities continue to evolve, so have our libraries. A new Brisbane Library is an opportunity to deliver a well-planned facility, one that is designed to be a gathering place that is functionally, architecturally and aesthetically sound, where visitors are drawn to return to again and again.

Requested Measure A Funds

Although costs for a new library are not yet in place, it is projected that the new library will cost an estimated \$3,000,000. A one-time investment of \$1,000,000 of Measure A money to help fund the construction of a new library will provide a community resource that meets the needs of current and future customers for years to come. The City is prepared to match Measure A funds dollars with a local match of \$2 for every \$1 in Measure A funds. Next steps include selection of an architect to solicit community input and complete conceptual design plans and a conceptual cost model.

Alignment with Board of Supervisors Priorities

This project aligns with the Board's priority of closing education achievement gaps by providing access to learning, information and homework programs in the community. Additionally, it supports the goal of increased community engagement through improved community infrastructure and increased library programming.

Success Measurement

A new facility would enable the Brisbane Library to provide the services, spaces and collections that the community needs and will continue to need over the years. The community's public access to information, technology and gathering spaces will be expanded by an increase in the number of collections, meeting rooms, seating and computers. Building program estimations indicate that there will be a 110% increase in seating for reading and study and a 55% increase of public computers and laptops. There will be dedicated spaces for children and teens that support literacy development and a 19% space increase in collections and discovery materials. Additional programs and services will also be increased resulting in a larger number of residents engaged and utilizing library services. A new Brisbane Library will be flexible to support changes in service over time and function as a point of pride and enjoyment for the Brisbane community and ultimately, becoming a destination library in San Mateo County.



Library
Exstg 2,400 SF Bldg

12,240 SF Parcel
7,100 SF basketball
4,200 SF skatepark

5 Star
11,354 SF Lot

Teen Center
6,970 SF Lot

Site Options – Library Programming Discussion

Page + Moris email of 4/6/07 shows a reduced program of 11,651 SF
(9,000 on 1st floor, 2,651 2nd floor)

Meeting with Council subcommittee and library staff on 11/20/13 showed Portola Valley Library as an example (I don't have the PPT – don't recall their SF) – city staff's impression is that a doubling of the existing Brisbane 2,400 SF to 4,800-5,000 is the minimum additional space necessary to justify the effort and cost for rebuilding/relocating.

Options up for consideration:

Brisbane Library current location (250 Visitacion Avenue)
2,400 SF (exstg 2nd floor) with assumed 1st floor expansion potential of add'l 2,400 SF
Note: single story preferred by library staff.

1 San Bruno Avenue first floor space available for purchase
3,400 SF reported – assumed as gross, not net
Note: does not meet minimum overall SF.

Teen Center (22 San Bruno Avenue)
6,970 SF lot, preliminary plans for a lodge-type single story approx. 2,400 SF building
Note: does not meet minimum single-story SF unless combined with other parcels.

Lot 8 007-222-200 (storage building for hardware store)
Approx. 2,275 SF lot

Lot 9 007-222-200 (hardware store and residence above)
➤ 5,726 SF lot

5 Star Café (007-281-070, 080, 199)
11,354 SF lot, non-contributory dilapidated structure
Note: meets minimum SF, but considering its bookmarked neighbors and location, is this the best location for a new municipal structure?

Eagles (185 Visitacion Avenue) – previously considered for parcel consolidation
4,530 SF lot, approx. 2,864 SF single story building

Skatepark & Basketball Court (005-202-120, 24,394 SF parcel minus 12,150 SF PROW)
Approx. 12,240 usable, @ 60% FAR = 7,300 SF building
Note: meets minimum SF, possibly interesting location at center of town, would require relocation of park/court. Skatepark currently occupies 4,200 SF, Courts occupy 7,100 SF.

Community Park East of Existing Restrooms (005-164-010, 5 Old County Road)
Park extension by SFPUC is approx. 55' x 235' = 13,000 SF.

Holstine, Clay

From: Schillinger, Stuart
Sent: Friday, September 05, 2014 11:38 AM
To: Holstine, Clay
Subject: Library Financing
Attachments: Document1.docx

Clay,

I have place a spread sheet into the word document for you to look at.

We get about \$300,000 a year in Business license capital fees. I anticipate a cost of \$3,000,000 for the library (higher than our current number to be on the safe side). This could go up or down as we find out the real cost. We already use about \$90,000 to pay back the General Fund for the Five Star Café. So we have about \$200,000 a year available. I would recommend we leave \$100,000 available for other capital projects. So if we use \$100,000 to pay ourselves back \$1.3 million using a 2.5% interest rate (10-year Treasuries) it would be about 15 to 16 years we would need to pay ourselves back.

Does this all make sense?

Stuart