



Council Agenda Report

From: Melissa Bailey, City Librarian

Subject: Approval of the Paso Robles Library Study Center Lease Renewal

CEQA Determination: The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Date: August 5, 2025

Facts

1. The City of Paso Robles' Library Division leases property owned by the San Luis Obispo County Office of Education (SLOCOE) at 3600 Oak Street to operate the Library Study Center (LSC).
2. The City currently pays SLOCOE \$1 per year to lease the facility and is also responsible for a proportional share of utilities and routine maintenance of the modular building. SLOCOE is responsible for all exterior building areas and common areas such as the entry and parking lot.
3. On [January 19, 2021](#), the City exercised its option to extend the initial lease term of ten (10) years by an additional five (5) years as outlined in the original lease agreement through September 21, 2025.
4. The lease was amended in 2024 to reflect changes in use of the facility. Prior to the Fall of 2024, the LSC offered after-school and summer services for children in the Uptown neighborhood. Following the relocation of the Georgia Brown school campus, the LSC has served as the Library's outreach hub, offering free classes, workshops, and supporting mobile library services.
5. With the lease expiring in September 2025, SLOCOE has proposed a lease amendment to replace the existing 5-year renewal option (up to 25 years) with an automatically renewing 1-year term. Either party may choose not to renew by providing written notice at least 120 days prior to the lease end date.

Options

1. Take no action;
2. Authorize the City Manager to renew the amended lease agreement between the City and SLOCOE to operate the Library Study Center at 3600 Oak Street at a rate of one dollar per year, including automatic annual renewals;
3. Provide alternative direction to staff.

Analysis and Conclusions

The City has leased property at 3600 Oak Street from SLOCOE for the past fifteen years. Initially providing much needed homework help, internet access, and educational programming, the LSC now serves as the Library's outreach hub. In the next year, the library will work to expand offerings at the center to include computer classes, bilingual programming, and opportunities for community engagement for people of all ages. In addition, the LSC site will support the new mobile outreach program by housing needed materials and supplies. Over the last 5 years, the Paso Robles Library Foundation and the Friends of the Library have

invested nearly \$45,000 to replace furniture and augment the book collections at the LSC, making the LSC an ideal location for continued services moving forward.

The original lease terms allowed for up to five five-year renewal options, totaling 25 years from the initial expiration date. The County Office of Education is seeking greater flexibility in its property agreements and has requested an amendment to these terms. The proposed new terms offer flexibility to both parties by converting the lease into an automatically renewing annual agreement. Without a fixed expiration date, the revised terms include a provision requiring 120 days' written notice from either party to opt out of renewal. Additionally, the lease may be terminated at any time by mutual agreement.

The change to a one-year, automatically renewing lease term does not affect the day-to-day operations of the Library Study Center. The new terms provide flexibility for the use of space as the neighborhood and services continue to evolve.

Fiscal Impact

The total lease for the use of the building is \$1 per year. Additional costs incurred by the City include routine building maintenance costs, utilities and janitorial services estimated at \$10,000 per year. These costs are included in the City's General Fund baseline budget and as such, no further budget appropriations are required.

CEQA

The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Recommendation (Option 2)

Authorize the City Manager to renew the amended lease agreement between the City and SLOCOE to operate the Library Study Center at 3600 Oak Street at a rate of one dollar per year, including automatic annual renewals.

Attachments

1. LSC Lease Renewal Agreement
2. LSC Lease Renewal Agreement-Redline