



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, November 28, 2018

7:00 AM

Shannon King, Chair
Rod Spears, Vice Chair
Patricia Hall, Trustee
Rich Procter, Trustee
Barry Ziff, Trustee

City Hall Council Chambers
232 W. Sierra Madre Boulevard
Sierra Madre, California 91024

CALL TO ORDER / ROLL CALL

Trustees King, Hall, Procter, Spears, Ziff

PLEDGE OF ALLEGIANCE

Shannon King

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business

APPROVAL OF MINUTES

Board Meeting October 24, 2018

COUNCIL LIAISON UPDATE

Update from Council Liaison to Board

COMMUNITY INPUT

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda. The Commission welcomes your attendance and participation. When addressing the Commission, please begin by providing your name and address for the record. Please keep comments to no more than five minutes to assure an orderly and timely meeting.

Copies of the Agenda are available for your convenience at the rear of the Council Chambers. State legislation (Govt. Code Section 54954.2) limits the Commission's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Commissioners or staff may briefly respond to statements made or questions posed by the public, or a Commissioner or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Commissioner or the Commission itself may provide a reference to staff to report back to the Commission at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

CONSENT CALENDAR

Approval of Library Warrants

i) Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$6,590.87

ii) Recommendation to receive and file October 2018 Statistical Reports

Library Statistics October 2018

Recommendation to receive and file October 2017 Statistical Reports

ACTION ITEMS AND REPORTS

1. Finalize Draft Letter to City Council

Chair King receives input on the letter to be sent to City Council regarding the Library Building. Following the meeting, any additional updates will be made and the letter will be sent to City Council.

2. Library Foundation Update

Library Foundation and Library Board of Trustees Liaison provide an update on the Library Foundation.

A. Foundation Committee Report

B. Trustee Liaison Report

3. One Book One City Trustee Update

Trustees provide reports on project assignments: OBOC

4. City Librarian Report

City Librarian provides oral report concerning library services since the last board meeting.

5. Trustee Updates

Trustees provide reports pertaining to library service or community involvement including attendance at Friends' Meetings and Sierra Madre Historical Preservation Society Meetings.

***ACTION ITEMS**

Regardless of a staff recommendation on any agenda item, the Board will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.

ADJOURNMENT

The Library Board of Trustees may adjourn to their next meeting on December 12.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting.



MEETING MINUTES

**Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, October 24, 2018
7:00 pm**

Library Board of Trustees

*Shannon King, Chair
Rod Spears, Vice Chair
Patricia Hall, Trustee
Rich Procter, Trustee
Barry Ziff, Trustee*

CALL TO ORDER

Chair King called the meeting to order at TIME pm

MEMBERS ABSENT

NONE

OTHERS PRESENT

City Librarian, Christine Smart; Pete Sibberel, Friends of the Library Liaison

APPROVAL OF AGENDA

Trustee Ziff moved to approve the agenda, Trustee Procter moved to second

APPROVAL OF MINUTES

Minutes from the September 26 joint meeting were approved. Trustee Hall moves, Trustee Procter seconds. All approved.

COUNCIL LIAISON UPDATE

None present

COMMUNITY INPUT

Debbie Sheraton, Valley Vista Drive, from the Community Services Commission. Gary Hood came to her to discuss his plans for the future of the Sierra Madre Public Library. She brought his plan to the community services commission, and decided to discuss it here as well. There has been a lot of discussion but in her opinion we are overtaxed and doesn't know that a tax is the way to go, speaking as a resident. Most people love the Library, but she is leery of a parcel tax. In Gary Hood's research, he has identified grants that are available to us to create a new library, and she specifically spoke about requesting design schools to look at opportunities. She is suggesting that we form a committee to study the possibilities. We are a community of volunteers, which is why everyone is here and not watching the Dodgers tonight. We know we have to do something, but let's look at it together. Could we work together to work together to form a committee towards this effort?

ACTION ITEMS AND REPORTS

1. APPROVAL OF THE LIBRARY WARRANTS –

- a. **APPROVAL OF THE LIBRARY WARRANTS** – Trustee Hall moves to approve the minutes, Trustee Procter moves to second. All in favor. None opposed.
- b. **LIBRARY STATISTIC SEPTEMBER 2018** – We have seen the expected downturn in patron count, total circulation, and programming attendance for children without having a children's librarian. Trustee Spears asked what the possibilities of having a children's Librarian in the future. City Librarian Smart explained that the City cut several full time employees across the city including planning, police and public works, and the Library was no different, losing around 20% of their staff. We look towards the next 1 or 2 fiscal years to make sure we have the appropriate staffing levels for the Library after the expected downturn in funds available in the general fund and we hope for a brighter future in the coming years. Received and filed
- c. **APPROVAL OF STEAM STATION POLICY** – City Librarian Smart discussed the STEAM Stations Policy Moved to Approve

2. CITY COUNCIL RESPONSE – Chair King, Trustee Hall and City Librarian Smart met with City Manager Engeland met to discuss how to move forward with the plans for the Library. We could draft a letter or make a presentation to City Council about what the Library is going to look like going forward. The Library Board of Trustees wish to move forward with the Modest Library and will be writing a letter to thanks the Council for their help to move this process forward. Trustee Chair King explained that the City Manager confirmed that the City is making sure that the Library is in compliance until an election can be held. Trustee Hall would like to wait to send a letter until after the Library Foundation has met another couple of times and plans have been more solidified. She is concerned that we need more accurate information.

3. LIBRARY FOUNDATION UPDATE – Trustee Hall says that interim officers of the Library Foundation have been nominated. The foundation has acquired someone to assist with the Library Foundation's website who has worked with other nonprofits and lives here in Sierra Madre. She is hoping to work with the Friends of the Library to acquire seed money for this effort. This is a tremendous amount of work that is required to get something ready for a 2020 election. We are working on creating a timeline for this effort to come together. Fred Wesley brought up additional costs and discussed a desire for a two-story building due to the grade and size of the lot. A campaign for fundraising for \$3,000,000 will help, but there is a lot to consider and we are working on what possibilities we have. This is very positive and everyone is working hard to move this process forward but a large time commitment.

Trustee Procter hopes that we can ensure that the staffing and time are considered by making the building operation with the people that we have.

Trustee Hall also said she went to the Friends of the Library meeting to discuss the foundation, and they were concerned about what they would say to help people understand the needs of the Library Building moving forward. We think we need around 900 signatures to put this on a ballot.

4. FRIENDS' LIAISON UPDATE – Pete Sibberel says that there was a meeting last week that he was unable to attend. The Trustees and guests will be invited to the Christmas Party that is typically held on the 3rd Wednesday of December. The wine tasting has been moved to the fall. The next regular meeting of the Friends of the Library will likely be held in January. Book sales are very strong with \$3,200 from the last two months. Membership is up, and the Friends of the Library are willing to help gather signatures.

5. CITY LIBRARIAN REPORT –

- a. Trustees requested a list of programs that are at risk for the future. The Library admits that with decreased staff, we are limited to programming that takes less staff time. This year, we are diligently attempting to do most of the same programs from last year, but each will be carefully analyzed to see how much staff time they take. Programs that are ore may be in jeopardy include:
 - i. Gingerbread Jamboree – which last year brought 250 people... we had to move the program from the Library to the park because of its success, but we don't have the staff time to make the frosting, organize the volunteers and run the program.
 - ii. One Book One City – continued this year due to grant funding, but will be closely monitored and possibly removed next year depending on staffing.
 - iii. Art & Essay Bookmark Contest – we would have to continue to consider removing next year also.
 - iv. Summer Reading Program – this will be smaller from previous years to accommodate the changing levels of staff.
 - v. The Library Open House – also happening, but likely smaller.
 - b. Otherwise, the Library held a very successful training for the employees, which has resulted in the implementation of the STEAM Carts. We held our first public training with the Cricut machine, and a group of 6 enjoyed making hydrangea paper cutouts and reindeer gift tags.
 - c. Please send me dates that you are available in December for our Meeting. We are looking at the week of the 10th or the 17th.
6. **TRUSTEE UPDATES –**
- a. Vice Chair Spears took the ethics class, went to a Saturday session of Lizzies, the board meeting of the SMHPS and they have a graveyard walk this Saturday. They have 132 members so they are hurting for memberships. There will be a whiskey tasting in March.
 - b. Trustee Procter went to the foundation meeting, the ethics training. Otherwise he is enjoying the use of the Library.
 - c. Trustee Hall went to the Foundation Meeting, Kiwanis Meeting, and Friends of the Library Meeting. Her goal is to expose the Trustees to the meetings of other community groups and people. Trustee Ziff recommended that the letter that they send to City Council might be good as a letter to the editor to the local paper.
 - d. Trustee Ziff went to the ethics meeting and the One Book One City Meeting, things are moving along there. We will likely announce in December. He also goes to Lizzie's and always answers a lot of questions about the Library. There is a lot of misinformation out there about the Library.
 - e. Chair King met with the City Manager as discussed previously.
7. **NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS –** A Draft letter to City Council.
8. **ADJOURNMENT –** Trustee Hall moved to adjourn the meeting at 8:28 pm and Trustee Spears seconded the motion. The Library Board of Trustees will adjourn to their next regular meeting at this same place on Wednesday, November 28, 2018



City of Sierra Madre, CA

Check Register

Packet: APPKT04296 - LIB111318

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
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445383353794	Invoice	10/03/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	6.70	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY - OFFICE SUPPLIES (...)	6.70	
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39006.90000.53406		BOOKS AND REFERENCE		RETURN ON BOOKS	-13.13	
447349638659	Invoice	09/18/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	8.99	
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459896594956	Invoice	09/27/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	26.07	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY - PROGRAMS (2018...	26.07	
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688498357388	Invoice	09/27/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	8.99	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY - OFFICE SUPPLIES (...)	8.99	
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39006.90000.53406		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	32.84	
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39006.90000.53406		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	23.89	
0132	BAKER & TAYLOR, INC.	11/13/2018	Regular	0.00	4,521.45	53846
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
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4012337027	Invoice	10/05/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	130.03	
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4012337147	Invoice	10/03/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	57.88	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	57.88	
4012338839	Invoice	10/03/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	102.11	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	102.11	
4012338840	Invoice	10/03/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	4.83	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	4.83	
4012345539	Invoice	10/11/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	362.64	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	362.64	

Check Register

Packet: APPKT04296-LIB111318

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4012348458	Invoice	10/16/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	672.44	
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4012349056	Invoice	10/12/2018	TEEN PROGRAMMING	0.00	50.28	
39006.90000.53999		OTHER PURCHASED SUPPLI...	TEEN PROGRAMMING		50.28	
4012349843	Invoice	10/17/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,137.44	
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4012349844	Invoice	10/17/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	27.76	
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4012352886	Invoice	10/19/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	383.29	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		383.29	
4012352887	Invoice	10/19/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	9.85	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		9.85	
4012357893	Invoice	10/24/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	154.01	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		154.01	
4012357894	Invoice	10/24/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	18.22	
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T363678CM	Credit Memo	10/01/2018	CREDIT ON BOOKS	0.00	-32.85	
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T87200610	Invoice	09/24/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	8.19	
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T87200611	Invoice	09/24/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	24.62	
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T87200612	Invoice	09/24/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	25.44	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		25.44	
VEN03100	BILLY BONKERS MAGIC	11/13/2018	Regular	0.00	250.00	53847
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0659	Invoice	10/18/2018	CHILDREN'S PROGRAM	0.00	250.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		CHILDREN'S PROGRAM	250.00	
0209	FEDERAL EXPRESS CORPORATION	11/13/2018	Regular	0.00	244.43	53848
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370100019848	Invoice	10/29/2018	POSTAGE	0.00	244.43	
10000.90000.53999		OTHER PURCHASED SUPPLI...		POSTAGE	244.43	
1625	FINDAWAY WORLD LLC.	11/13/2018	Regular	0.00	29.49	53849
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265738	Invoice	08/29/2018	AC POWER ADAPTER	0.00	29.49	
10000.90000.53103		COMPUTER SUPPLIES		AC POWER ADAPTER	29.49	
0218	GAYLORD BROTHERS	11/13/2018	Regular	0.00	222.64	53850

Check Register

Packet: APPKT04296-LIB111318

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2564619	Invoice	10/12/2018	LIBRARY SUPPLIES	0.00	222.64	
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220601765001	Invoice	10/19/2018	OFFICE SUPPLIES	0.00	8.34	
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221051823001	Invoice	10/22/2018	OFFICE SUPPLIES	0.00	191.57	
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221051823002	Invoice	10/23/2018	OFFICE SUPPLIES	0.00	7.11	
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VEN01043	OVERDRIVE INC	11/13/2018	Regular	0.00	719.96	53852
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
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39006.90000.53406		BOOKS AND REFERENCE		eBooks (FY 2018-19)	719.96	
1578	PETTY CASH FUND-LIBRARY	11/13/2018	Regular	0.00	41.78	53853
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV023461	Invoice	07/05/2018	TEEN EVENT SUPPLIES	0.00	30.70	
39006.90000.53999		OTHER PURCHASED SUPPLI...		TEEN EVENT SUPPLIES	30.70	
INV023462	Invoice	07/18/2018	ADULT BOOK CLUB SUPPLIES	0.00	11.08	
39006.90000.53999		OTHER PURCHASED SUPPLI...		ADULT BOOK CLUB SUPPLIES	11.08	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	47	9	0.00	6,590.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	47	9	0.00	6,590.87

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2018	6,590.87
			<u>6,590.87</u>

Chair

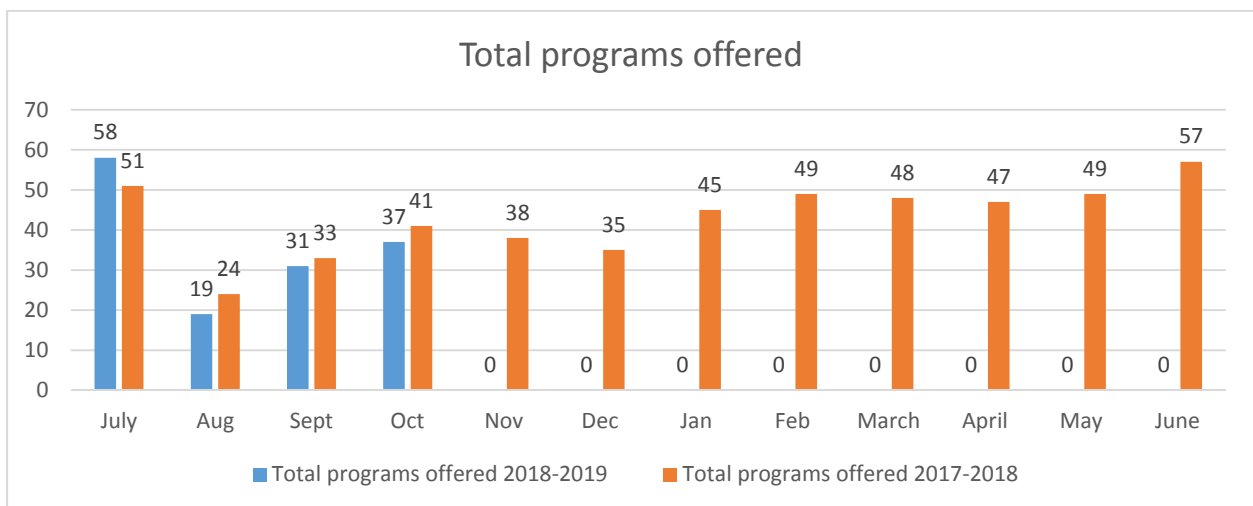
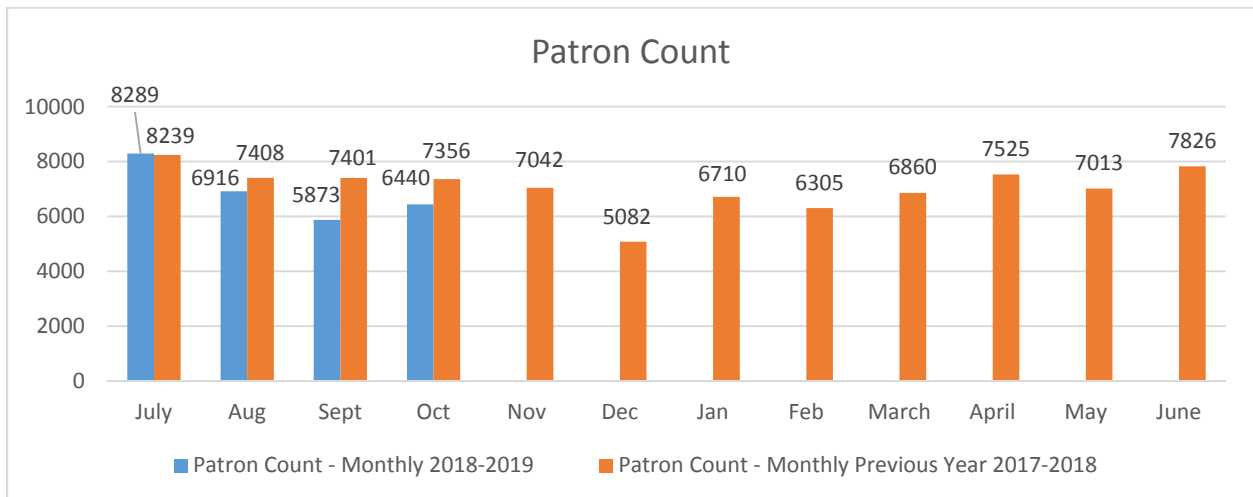
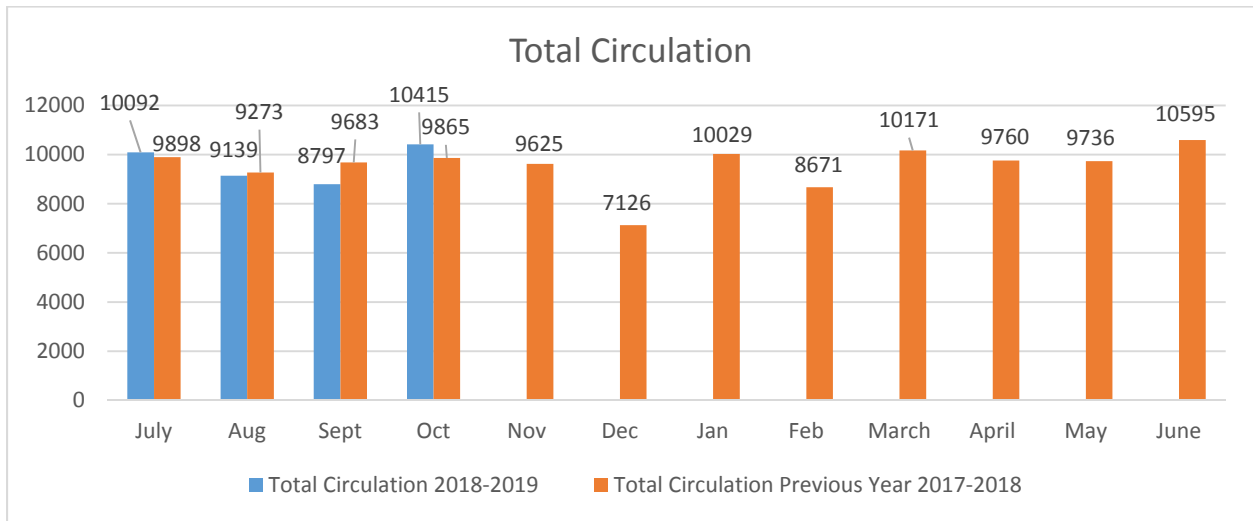
Trustee

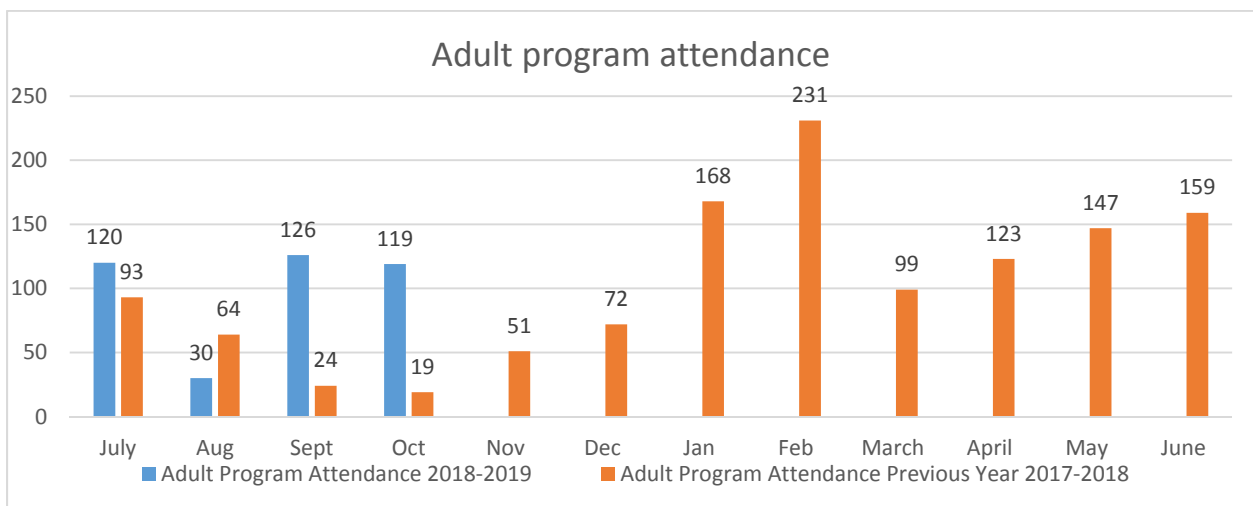
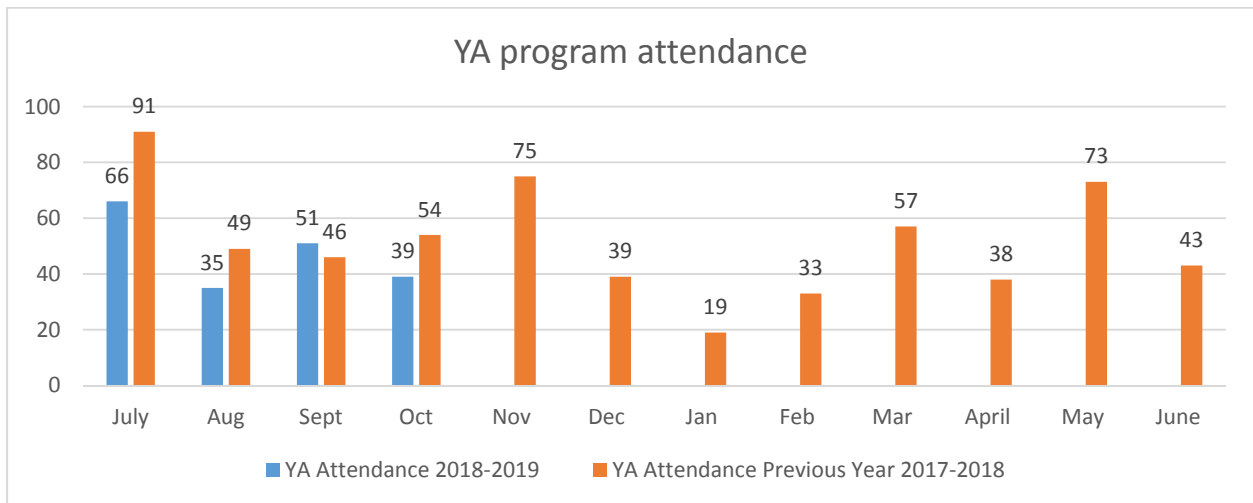
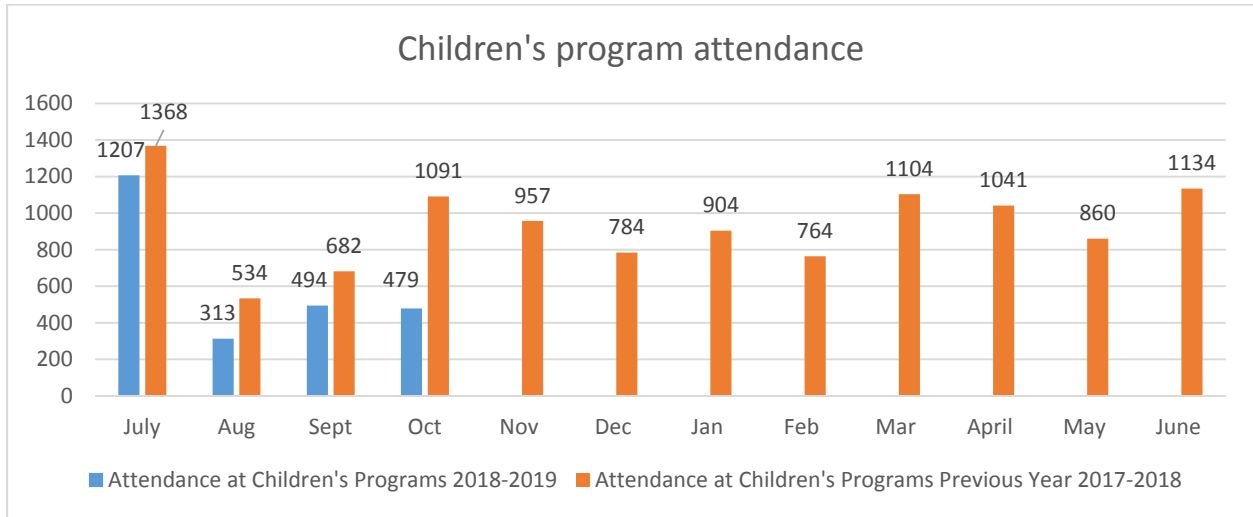
Trustee

Trustee

Trustee

October 2018 Library Statistics





To: Honorable Mayor Delmar and Members of the Sierra Madre City Council

From: Sierra Madre Public Library Board of Trustees

Cc: Gabe Engeland, City Manager
Christine Smart, City Librarian

Date: November 28, 2018

Subject: Update on Plans for SMPL Building Improvements

Recently, the City Council and Board of Trustees met in joint session to decide how best to move forward on a plan to offer the people of Sierra Madre the best possible library for the 21st century. Here's an update on our current planning efforts.

Our goal is to create a friendly, safe, code-compliant building with dedicated space to house the Library's collections, flexible space for educational programming and evolving technology, and (if possible) community meeting spaces. We've considered a number of options and have decided to move forward with a plan for a modest new building that will serve the community for the next sixty years. This will include a significant fundraising effort and asking homeowners to vote for a "community enhancement levy."

A Library Foundation Steering Committee has been created with a Library Board of Trustee Liaison, as discussed at our joint meeting with City Council. More information will be provided directly from the Foundation moving forward.

We'd like to offer our most heart-felt thanks to the Mayor and Council for their support in this effort. You've consistently asked the right questions, provided invaluable feedback, and dedicated the time and resources to ensure that our community will be well-served by this effort. We appreciate the guidance and direction we've received and look forward to your continued support.

Thank you.