



Sierra Madre Public
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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Monday, March 29, 2021

4:00 PM

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

*Richard Procter, Chair; Rod Spears, Vice Chair;
Susan Gallagher, Trustee; Shannon King, Trustee; Barry Ziff, Trustee*

CALL TO ORDER / ROLL CALL

Trustees Procter, Gallagher, King, Spears, Ziff

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from February 24, 2021 meeting.

COMMUNITY INPUT – COVID-19 NOTICE

As part of the City of Sierra Madre's COVID-19 transmission mitigation efforts, all City Council, Commission and Board meetings will be conducted virtually until further notice. The Brown Act provides the public with an opportunity to make public comments at any public meeting.

Public comment may be made by e-mail to csmart@cityofsierramadre.com with the subject heading PUBLIC COMMENT by 3:00 pm on March 29, 2021. Emails will be acknowledged at the Trustee meeting and read into public record with a limit of three minutes per person.

**To watch the meeting live, please access the live Zoom call
by visiting the following link: <https://bit.ly/CSMLibZoom>**

For more information, please contact City Librarian, Christine Smart via email at csmart@cityofsierramadre.com or by telephone at (626) 355-7186.

PUBLIC COMMENT

The Trustees will listen to the public on any item on the agenda. In addition, the Trustees will also devote time for public comment on items not on the agenda. Under the Brown Act, Trustees are prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

Each comment read on the record will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate Library Board of Trustee action.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$11,661.16 and \$84.35.
- 2. Library Statistics** - Recommendation to receive and file February 2021 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Site Plan

Management Analyst Sophia Kownatzki to give an oral presentation on the progress made on developing the Library Site.

2. Day Trust Fund

City Librarian Smart to request a decision regarding the Day Trust Fund.

3. Kersting Court Art Installation

City Librarian Smart to give an oral presentation regarding an installation of archival images in Kersting Court.

4. Library Budget

City Librarian Smart to bring forward the proposed budget and discuss the budgeting recommendations from the Board of Trustees.

5. Library Reopening Overview

City Librarian Smart to present a sample reopening plan for the Library.

6. Friends of the Library Liaison Report

Liaison from the Friends of the Library to provide oral report concerning activities since the last Board meeting.

7. Trustees Updates

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library.

8. City Librarian Report

City Librarian Smart to present an oral report concerning Library services since the last Board Meeting.

9. Items for Future Agenda

Any items for a future agenda.

***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 a special zoom meeting on April 28, 2021 at 4:00 pm.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 8 hours prior to the meeting.



Sierra Madre Public
LIBRARY
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MINUTES

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, February 24, 2021

4:00 PM

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

*Richard Procter, Chair; Rod Spears, Vice Chair;
Susan Gallagher, Trustee; Shannon King, Trustee; Barry Ziff, Trustee*

CALL TO ORDER / ROLL CALL

Trustees Procter, Gallagher, King, Spears, Ziff in attendance. Meeting called to order at 4:03 pm. City Manager Engeland, City Librarian Smart and Brady also in attendance.

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from January 27, 2021 meeting.

PUBLIC COMMENT

None for items not on the agenda

No comments from Smart

CONSENT CALENDAR

1. **Library Warrants** – Board motioned to approve Warrants. Trustee King motioned first and Trustee Ziff motioned second in the amount of \$2,260, \$6,875.59, \$3,804.63, \$2,471.25.

Trustee King was questioning the invoice for Arcadia Sign Company and why there was a divided invoice, which Smart explained to be a deposit for the work and for the completion of the work.

Trustee Ziff was questioning whether we should be spending \$6,875.59 on periodicals.

City Librarian Smart said she we will continue to have the periodicals until the public can come in and it is difficult to know what the future holds. It was the cheapest option and less disruptive to change or discontinue the subscription for now.

Trustee Ziff also mentioned there are only 3 slots on the Warrants and can we add more lines?

City Librarian Smart said we will update as needed.

2. Library Statistics – January 2021 Statistical Reports were received and filed.

City Librarian Smart said Children's Librarian Leila Regan is making sure we have continuous engagement of youth circulation due to her creative social media and virtual outreach.

ACTION ITEMS AND REPORTS

1. Library Site Plan

Management Analyst Kownatzki gave an oral presentation about developing the Library Site. Green space, space for Friends of the Library, landscape has three phases for library. 1 is Code compliance/life safety, 2 Facelift/Improvements and 3 TBD.

City Manager Engeland wants 2 Trustees to help and also a second subcommittee to help with the plan to go smoothly. Once we get Trustees and talk through, we can bring to City Council who will decide how to proceed. Chair Proctor decided to pick Trustees. For the Monopoly group Ziff and Gallagher and for 2nd group Trustee King and Trustee Spears.

2. Budget Process Overview

City Librarian Smart gave an oral presentation regarding the process of budgeting for the next fiscal year. Need to start thinking of the Library as a whole. Please send her emails with articles such as prioritizing rebuilding the library building. Sensory story time as an idea.

3. Library Story Board Decommissioning and Local History Room Updates

City Librarian Smart discussed that the Story Board was removed from the Local California History room as well as the books and interfiled them with the non-fiction collection in order to create room

and space for meetings. Book shelves also relocated to basement. Also she applied for a \$1,200 Grant to help fund a meeting room and a public information board.

3. Friends of the Library Liaison Report

Margaret Quigley reports that we have enough money and investments as a backup. Book Sales are doing well and bringing in about \$8,000. Need to focus Membership and Programs. No Art Fair this year due to Covid. Thanking Trustee Ziff for helping with programs. Margaret also curious if Friends are paying for physical books? City Librarian Smart said no and will discuss details outside the meeting.

City Librarian Smart reported that everyone is doing a great collaboration such as Search and Rescue and Police Department helping with Library social media. Really enjoy working with the Playhouse and looking forward to working on the Virtual tour of the Archives.

4. Library Foundation Liaison Report

City Librarian Smart reported that the Library Foundation is going dark per Library Foundation President Patricia Hall. Do not know what to do with the funds yet. Taking this off the report at this meeting.

5. Trustees Updates

Trustee Ziff said there will be no Art Fair this year. April 3 is the next Book Sale. Wine tastings went well. He also mentioned we it would be beneficial to let the city know the progress of the Library rebuilding by advertising through a press release in the local newspaper. Give them framework and try to get a timeline. Will it be 6 years or 8 years?

Trustee King participated in the Virtual Wine Tasting and really enjoyed it. One Book One City was fun and good and thanked all who helped.

Trustee Gallagher also mentioned Wine Tasting we great. Sierra Fusion provided the food and although it was a bit expensive the turnout was good with a total of 48 people who participated. It raised \$1,300 which was the initial goal. She also said that the One Book One City collaboration with the Playhouse was a wonderful idea.

Vice Chair Spears asked City Librarian if summer will bring relief from Covid to the Library. Her response was that maybe Spring depending on Covid status. He really enjoyed the Wine Tasting event and said the wine and food were really good. He also worked the Book Sale for one hour. There were moments it was slow and then it would pick up. Sold a lot of books. He also reported that Karen Moran the architect said we need to get the following completed for the library site. 1 – Site Survey, 2 – Structural Sizing and 3 – Exterior work to building. Many people are working on various parts and need to organize.

6. City Librarian Report

City Librarian Smart expressed gratitude for the Library continuing to serve the community and announced an upcoming event where the Library social media would be taken over by the

Sierra Madre PD for one week. Discussions are also under way to host a virtual National Library Week.

7. Items for Future Agenda

None

ADJOURNMENT

Vice Chair Spears called for the meeting to be adjourned at 4:59 pm. Trustee Ziff Seconded. All approved.



City of Sierra Madre, CA

Check Register

Packet: APPKT05530 - 03/09/21 LB

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 | | | | | | |
| 1578 | PETTY CASH FUND-LIBRARY | 03/09/2021 | Regular | 0.00 | 84.35 | 59912 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| INV028933 | Invoice | 02/18/2021 | PETTY CASH 1/20-2/8,2021 | | | |
| 39002.90000.53999 | | OTHER PURCHASED SUPPLI... | | PETTY CASH 1/20-2/8,2021 | 10.73 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | PETTY CASH 1/20-2/8,2021 | 73.62 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|--------------|
| Regular Checks | 1 | 1 | 0.00 | 84.35 |
| 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 |
| | 1 | 1 | 0.00 | 84.35 |

Fund Summary

| Fund | Name | Period | Amount |
|-------------|-----------------------|---------------|---------------|
| 99999 | POOLED CASH - GENERAL | 3/2021 | 84.35 |
| | | | 84.35 |

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05508 - 02/23/21 LB

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 | | | | | | |
| 1644 | AMAZON | 02/23/2021 | Regular | 0.00 | 918.48 | 59803 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 435344339646 | Invoice | 01/07/2021 | COVID SUPPLIES | | 0.00 | 31.92 |
| 10000.09110.53999 | | OTHER PURCHASED SUPPLI... | | COVID SUPPLIES | | 31.92 |
| 436586963488 | Invoice | 12/10/2020 | 21-LIBRARY OBOC | | 0.00 | 17.62 |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | 21-LIBRARY OBOC | | 17.62 |
| 446893484974 | Invoice | 12/20/2020 | BOOKS | | 0.00 | 40.78 |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS | | 40.78 |
| 455868746358 | Invoice | 12/21/2020 | 21-LIBRARY OBOC | | 0.00 | 220.25 |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | 21-LIBRARY OBOC | | 220.25 |
| 457647598983 | Invoice | 01/07/2021 | LIBRARY CRAFT | | 0.00 | 52.92 |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | LIBRARY CRAFT | | 52.92 |
| 497637594934 | Invoice | 01/07/2021 | OFFICE SUPPLIES | | 0.00 | 15.53 |
| 10000.90000.53100 | | OFFICE SUPPLIES | | OFFICE SUPPLIES | | 15.53 |
| 543676384898 | Invoice | 12/15/2020 | LIBRARY PROGRAM | | 0.00 | 17.97 |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | LIBRARY PROGRAM | | 17.97 |
| 553758577689 | Invoice | 01/07/2021 | LIBRARY CRAFT | | 0.00 | 83.76 |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | LIBRARY CRAFT | | 83.76 |
| 565536457589 | Invoice | 01/08/2021 | ADULT DVD | | 0.00 | 15.42 |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | ADULT DVD | | 15.42 |
| 566544966857 | Invoice | 12/23/2020 | 21-LIBRARY OBOC | | 0.00 | 124.49 |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | 21-LIBRARY OBOC | | 124.49 |
| 576557345593 | Invoice | 12/15/2020 | BOOKS | | 0.00 | 6.80 |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS | | 6.80 |
| 644957678437 | Invoice | 12/13/2020 | MEDIA DVD | | 0.00 | 30.83 |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | MEDIA DVD | | 30.83 |
| 659958669437 | Invoice | 01/07/2021 | COVID SUPPLIES | | 0.00 | 33.06 |
| 10000.09110.53999 | | OTHER PURCHASED SUPPLI... | | COVID SUPPLIES | | 33.06 |
| 669787369793 | Invoice | 12/17/2020 | ADULT DVD | | 0.00 | 20.13 |
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| 735636347656 | Invoice | 01/02/2021 | LIBRARY CRAFT | | 0.00 | 9.46 |
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| 756668633568 | Invoice | 01/08/2021 | ADULT DVD | | 0.00 | 15.42 |
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| 785855499338 | Invoice | 01/07/2021 | BOOK | | 0.00 | 7.04 |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOK | | 7.04 |
| 837667889484 | Invoice | 01/02/2021 | ADULT DVD | | 0.00 | 25.62 |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | ADULT DVD | | 25.62 |
| 935689798337 | Invoice | 01/05/2021 | ADULT DVD | | 0.00 | 63.87 |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | ADULT DVD | | 63.87 |
| 968743989743 | Invoice | 12/19/2020 | LIBRARY OBOC | | 0.00 | 14.32 |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | LIBRARY OBOC | | 14.32 |
| 999863767586 | Invoice | 01/02/2021 | LIBRARY SUPPLIES | | 0.00 | 71.27 |
| 10000.90000.53100 | | OFFICE SUPPLIES | | LIBRARY SUPPLIES | | 71.27 |
| 0132 | BAKER & TAYLOR, INC. | 02/23/2021 | Regular | 0.00 | 2,260.71 | 59804 |

Check Register

Packet: APPKT05508-02/23/21 LB

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------------|--------------------|---------------------------|--|------------------------------|----------------|--------|
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 5016600119 | Invoice | 12/29/2020 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 611.71 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS & REFERENCE, PROC... | 611.71 | |
| 5016600120 | Invoice | 12/29/2020 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 27.29 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | BOOKS & REFERENCE, PROC... | 27.29 | |
| 5016659584 | Invoice | 01/19/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 395.11 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS & REFERENCE, PROC... | 395.11 | |
| 5016659585 | Invoice | 01/19/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 9.30 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | BOOKS & REFERENCE, PROC... | 9.30 | |
| 5016672780 | Invoice | 01/25/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 423.05 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS & REFERENCE, PROC... | 423.05 | |
| 5016672781 | Invoice | 01/25/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 18.02 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | BOOKS & REFERENCE, PROC... | 18.02 | |
| 5016682225 | Invoice | 01/27/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 586.64 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS & REFERENCE, PROC... | 586.64 | |
| 5016682226 | Invoice | 01/27/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 36.51 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | BOOKS & REFERENCE, PROC... | 36.51 | |
| 5016687492 | Invoice | 01/25/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 18.34 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | BOOKS & REFERENCE, PROC... | 18.34 | |
| 5016687493 | Invoice | 01/25/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 0.12 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | BOOKS & REFERENCE, PROC... | 0.12 | |
| H53034280 | Invoice | 01/18/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 97.45 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | BOOKS & REFERENCE, PROC... | 97.45 | |
| H53537250 | Invoice | 01/19/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 12.39 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | BOOKS & REFERENCE, PROC... | 12.39 | |
| H53796800 | Invoice | 01/26/2021 | BOOKS & REFERENCE, PROCESSING FEES & ... | 0.00 | 24.78 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | BOOKS & REFERENCE, PROC... | 24.78 | |
| VEN02967 | KAESER & BLAIR INC | 02/23/2021 | Regular | 0.00 | 450.66 | 59805 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 10106153 | Invoice | 01/26/2021 | BARREL STUBBY FLASHLIGHT | 0.00 | 450.66 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | BARREL STUBBY FLASHLIGHT | 450.66 | |
| 0786 | OFFICE DEPOT, INC | 02/23/2021 | Regular | 0.00 | 39.20 | 59806 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 149807148001 | Invoice | 01/21/2021 | OFFICE SUPPLIES | 0.00 | 39.20 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | | OFFICE SUPPLIES | 39.20 | |
| VEN01043 | OVERDRIVE INC | 02/23/2021 | Regular | 0.00 | 7,992.11 | 59807 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 01148CO20447154 | Invoice | 12/14/2020 | CRISIS COLLECTION GRANT - eBOOKS | 0.00 | 4,992.11 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | CRISIS COLLECTION GRANT -... | 4,992.11 | |
| H-0072685 | Invoice | 01/01/2021 | ANNUAL SUBSCRIPTION: 2021 | 0.00 | 3,000.00 | |

Check Register

Packet: APPKT05508-02/23/21 LB

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------------|-------------|---------------------|----------------------------|-----------------|----------------|--------|
| 10000.30000.53000 | | CONTINGENCY ACCOUNT | ANNUAL SUBSCRIPTION: 20... | | 3,000.00 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|------------------|------------------|-------------|------------------|
| Regular Checks | 38 | 5 | 0.00 | 11,661.16 |
| 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 |
| | 38 | 5 | 0.00 | 11,661.16 |

Fund Summary

| Fund | Name | Period | Amount |
|-------------|-----------------------|---------------|------------------|
| 99999 | POOLED CASH - GENERAL | 2/2021 | 11,661.16 |
| | | | <u>11,661.16</u> |

Chair

Trustee

Trustee

Trustee

Trustee

February 2021 Online Programs

In February, the Library had 59 social media posts with 15,512 reactions (likes/comments/views). Many were for the following:

The Library Is Sus

Thank You 2021 One Book One City Committee Members

Aloha Friday: The 'Ami

TikTok: Libraries Are Magic

OBOC: Try It Tuesday: Wood Block Mounted Photo

OBOC: Historical Images at Turtle Park

Storytime to Go: "Let the Children March"

1000 Books Before Kindergarten - Congrats Finn!

Storytime Adventure for Black History Month

OBOC: Community Scavenger Hunt

Aloha Friday: Hands

OBOC: "Back Porch" with the Playhouse

TikTok: No Late Fees

OBOC: Third Thursday Book Club

Try It Tuesday: Magnet Bookmark

Register for Snackchat

Aloha Friday: 'Ami Oniu

Archive Photo of the San Gabriel Mountains

Library Happy Hour

Tails & Tales: "Hands Up"

TikTok: Scary Library

Movie Bundles Now Available

Try It Tuesday: Fleece Heart Pillow

Storytime to Go: Amy Wu and the Perfect Bao

OBOC: Q & A with Sierra Madre Search & Rescue

Friends of the Library Best Used Book Sale

Aloha Friday: Kalākaua

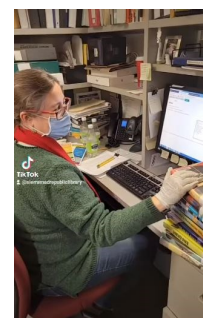
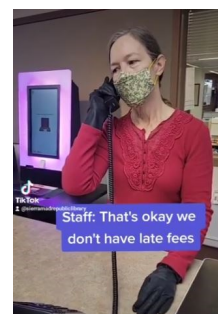
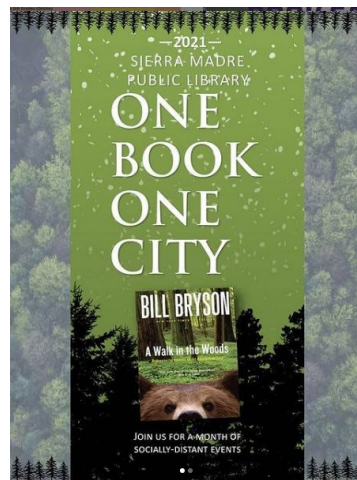
Gift Basket Recipient for Secret Acts of Kindness

TikTok: Sad Books

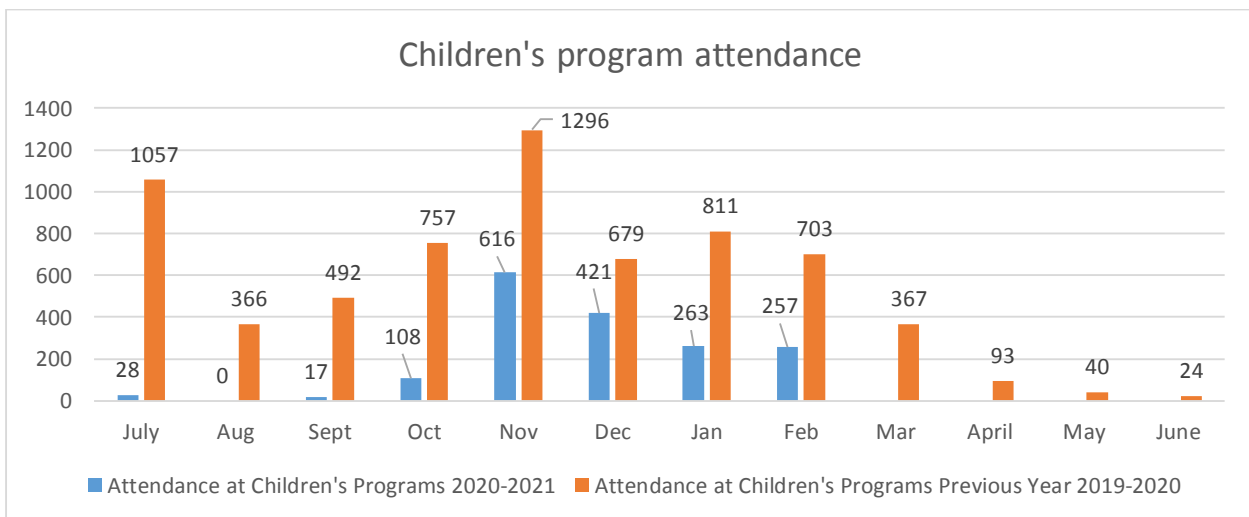
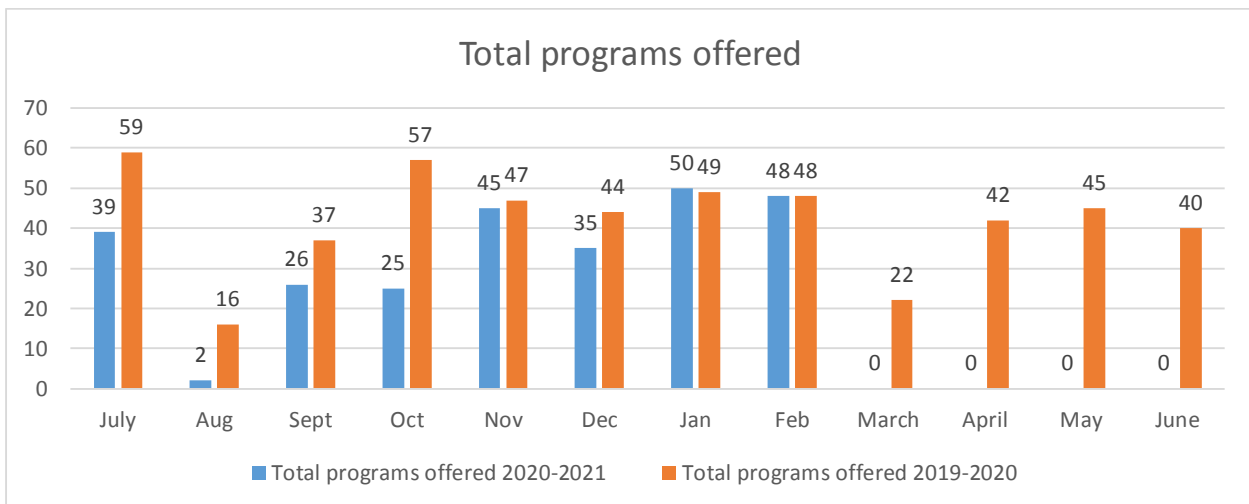
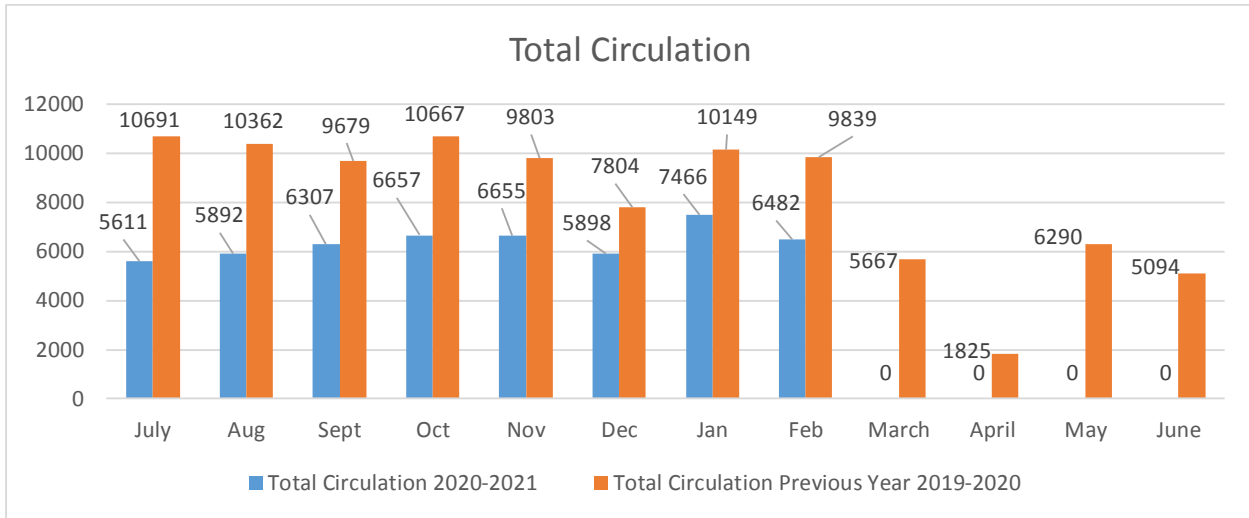
Try It Tuesday: Paracord Water Bottle Holder

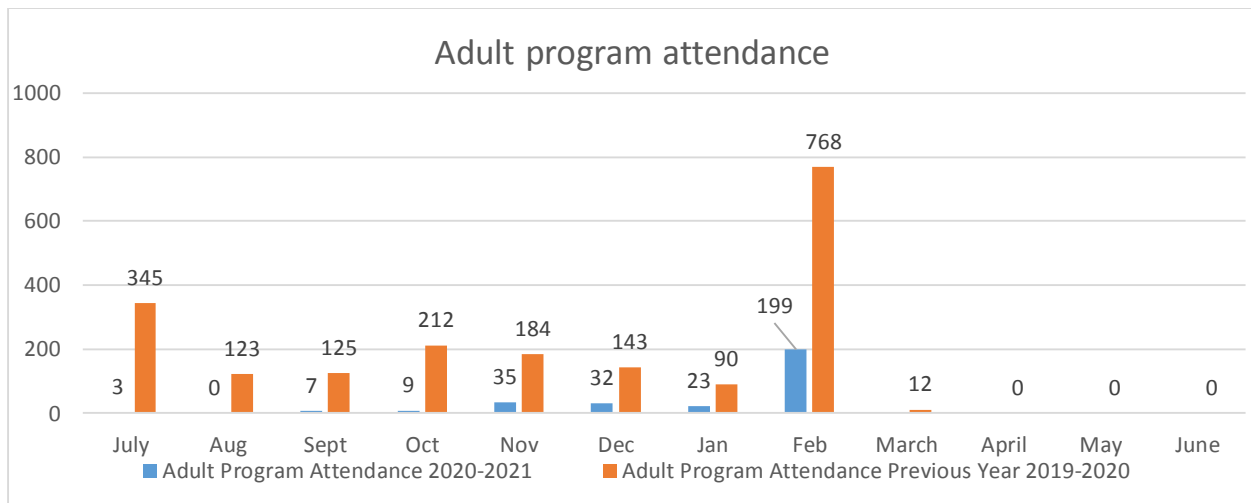
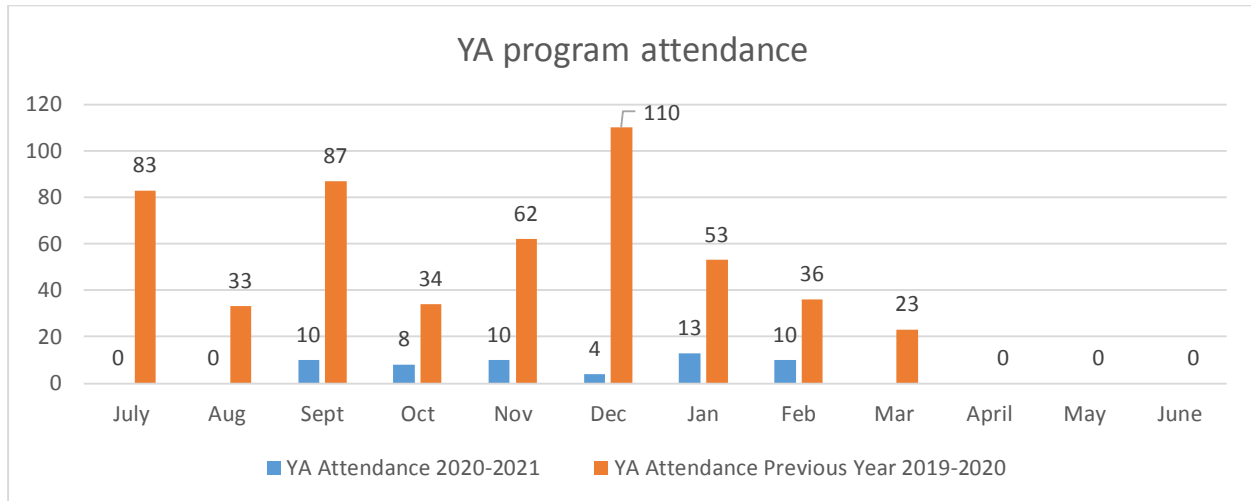
OBOC: History of the Mount Wilson Trail Race

Storytime to Go: The Hike



February 2021 Library Statistics







| Phase 1 – Immediate Actions/Life Safety | Phase 2 – Recommended Improvements | Phase 3 – Determined by Trustees and Council Direction |
|--|---|---|
| <ul style="list-style-type: none">• Treat and paint eaves/fascia/window sills to prevent rotting.• Repaint Library building.• Repair emergency exit deficiencies.• Address friable asbestos spots.• Remove basement windows. | <ul style="list-style-type: none">• Replace windows on south, west, and north sides of the building.• Misc. ADA compliance needs.• Address critical retrofits (dependent on expansion).• Bottom lot outdoor remodel. | <ul style="list-style-type: none">• HVAC repairs or expansion.• Misc. electrical upgrades.• Additional recommended retrofits.• Misc. ADA compliance needs.• Gut interior, remodel and expand building.• Replace roofing. |



Library Board of Trustees

Rich Procter, Chair
Rod Spears, Vice-Chair
Susan Gallagher, Trustee
Shannon King, Trustee
Barry Ziff, Trustee

SIERRA MADRE PUBLIC LIBRARY AGENDA REPORT

Day Trust Fund

To: Library Board of Trustees
From: Christine Smart, City Librarian
Date: March 29, 2021

STAFF RECOMMENDATION

Staff recommends the Library Board of Trustees provide direction among the alternatives.

ALTERNATIVES

1. The Library Board of Trustees may move the \$25,000 allocation for the 2020-2021 fiscal year into Gift and Memorial immediately.
2. The Library Board of Trustees may choose to wait until fiscal year 2021-2022 to withdraw funds from the Day Trust Fund.
3. Provide other direction not listed as an alternative.

SUMMARY

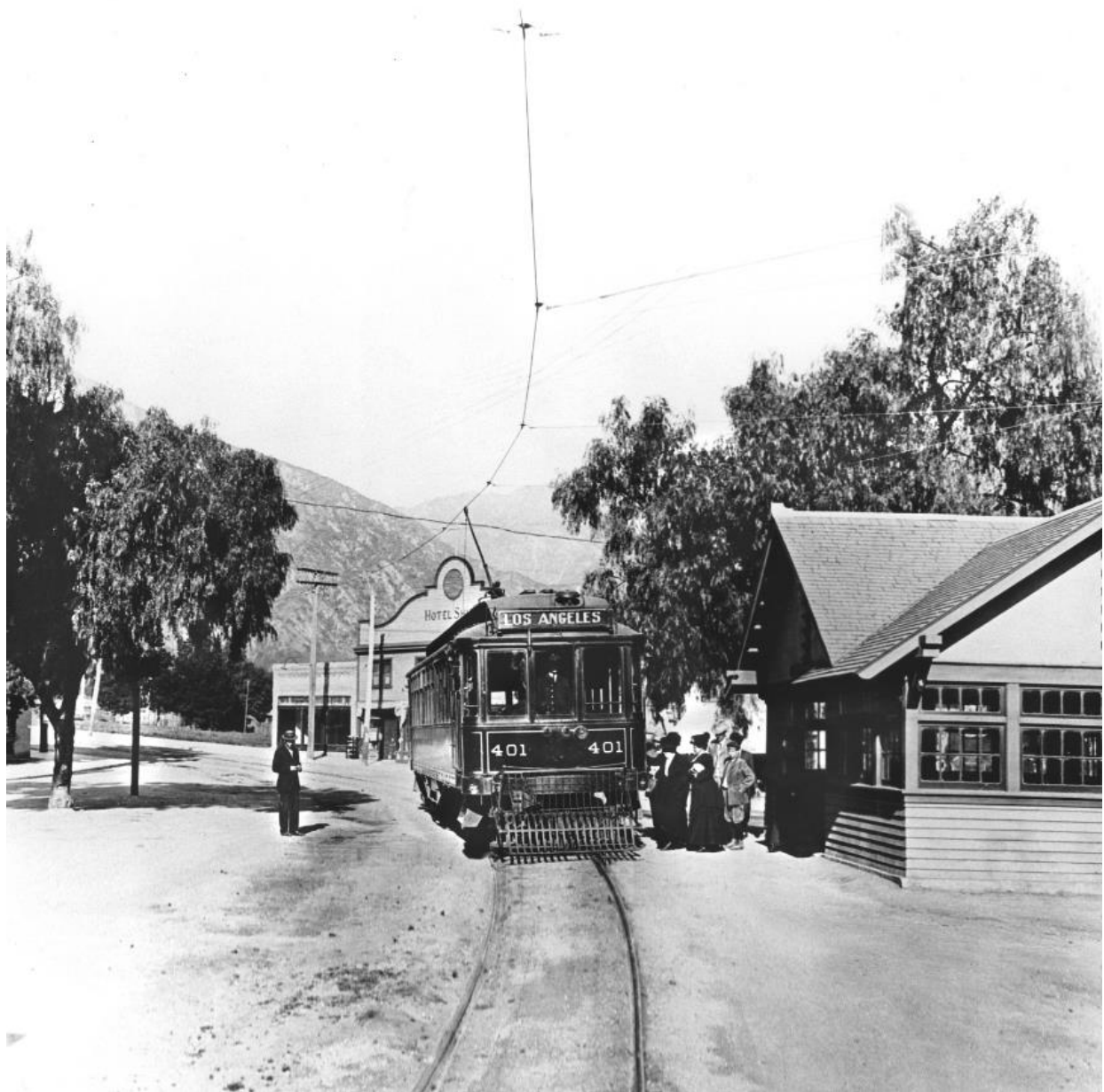
On October 28, 2020, the Library Board of Trustees instructed staff to create a separate savings account entitled the Day Trust Fund and move the total of all six checks which were given to the Library – \$752,594.45 – into the trust and invested in LAIF. To make use of the funds, \$25,000 would be transferred into the Library Gift and Memorial account each year to be expended for Library services at the discretion of the Library Board of Trustees.

The Board, however, did not determine in which year this would start, and staff advises the Board to choose from the alternatives listed above.

KERSTING COURT PLAQUE PROJECT



In 1872 the Blymer and Norton Company of Cincinnati, Ohio manufactured a 300-lb cast-iron bell to be hung in the Sierra Madre school bell tower. Paid for with contributions from the local citizens, the bell, which also served as an alarm signal for fires, rang in the 1906 school and afterward in the new 1930 school on Highland Avenue. The bell had to be removed in 1971 as its tower had suffered damage in the San Fernando earthquake. Through the efforts of the Sierra Madre Historical Society and community support, a new bell tower was constructed in Kersting Court and was dedicated to the school children of Sierra Madre in October 1974.



Under the leadership of John George Blumer, the Electric Road Promotion Committee succeeded in raising funds to get the Los Angeles Interurban Railway, a subsidiary of the Pacific Electric, to open a single track line into Sierra Madre. The first car arrived on January 1, 1906. Rail service into Sierra Madre continued until 1950.



Since 1910 when director D. W. Griffith shot some silent short films here, Sierra Madre has been a filming location for movies, television and commercials. Sites around town have turned up in productions such as *The Great Man's Lady*, *Invasion of the Body Snatchers*, *Family Plot*, *Halloween*, *The Fog*, *Testament*, *The A-Team*, *Better Off Dead*, *The Wedding Singer*, *K-Pax*, *Legally Blonde*, *The Princess Diaries*, *Shopgirl*, *Kicking & Screaming*, *Bird Box*, and *Big Little Lies*.



The Mt. Wilson Trail Race is one of the oldest mountain trail races in California. The brainchild of Sierra Madre resident Charles J. Fox, the first race was held in 1908. Runners raced to Mount Wilson, rested for a half hour, and then raced back down. Joseph B. King of San Francisco won that first race. The current race course is 8.6 miles, starting at Kersting Court then winding up to Orchard Camp, an elevation gain of 2,100 feet, and returning to Kersting Court. Because the course has been changed by fires, earthquakes, and erosion there is no recognized official record time. Sierra Madre Search and Rescue Team members are stationed at strategic points along the course to give emergency support as needed. Boy Scout and Cub Scout troops provide water at the 2.3-mile marker and at the turnaround point.



Library Board of Trustees

Rich Procter, Chair
Rod Spears, Vice-Chair
Susan Gallagher, Trustee
Shannon King, Trustee
Barry Ziff, Trustee

SIERRA MADRE PUBLIC LIBRARY AGENDA REPORT

Library Budget Recommendations 2021-2022

To: Library Board of Trustees
From: Christine Smart, City Librarian
Date: March 29, 2021

STAFF RECOMMENDATION

Staff recommends the Library Board of Trustees receive and file this report.

BACKGROUND

At the February 2021 Trustee meeting, Staff requested that the Library Board of Trustees submit an overview of their budget recommendations for the 2021-2022 Fiscal Year. Below, you will find a summary of those recommendations, and how we will work in incorporate those suggestions. Attached, you will find a sample budget overview for the Library's specific budget for our next fiscal year.

SUMMARY

In order to continue to provide exemplary services for our library the following goals are presented by members of the Library Board of Trustees:

- Prioritize funding for Phase 1 of the building improvement plan.
- Continue to purchase and support additional safety materials like cleaning supplies, PPE, security, signage/instruction, etc.
- Plan for and schedule Phase 2 for recommended improvements to facility.
- Begin planning and construction of outside spaces.
- Provide continued professional development for the staff.
- Update and support the latest technologies.
- Implement focused, safe reintegration of in person services:
 - Tailor programming during the next year to focus on community, social skills, and more.
- Purchase needed furniture, equipment and enhance programs using the Day Trust Fund.

Library General Fund Budget
Fund 10000.90000

*Note: Equipment and Projects are not in this excel. These items will be budgeted in the CIP budget worksheet
Also, historical \$ amounts were updated by Finance for budgeting purposes. The actual descriptions under each account # can be edited by individual departments to better describe the amounts being budgeted. HJG*

\$93,930.00

| Account No. | Vendor (if known) & Description | Activity Type | Actual 18/19 | Budget 19/20 | Actual 19/20 | Budget 20/21 | YTD @12/31/20 | Proposed 21/22 |
|--------------------------|---|-----------------------------|--------------|--------------|--------------|--------------|---------------|----------------|
| 10000.90000.52200 | Contract Services | | 21,458 | 36,000 | 47,377 | 16,275 | 8,699 | 30,800 |
| | Biblionix -ILS system - Apollo Annual hosted service, | ILS System | | | | | | 5,305 |
| | Acquisitions, Content Café Plus, Gabbie | Software | | | | | | 125 |
| | Teamwork Solutions | Public Computers | | | | | | 3,400 |
| | Comprise/Sam Software | Annual Maintenance Fee | | | | | | 2,370 |
| | FE Tech | eBook Platform annual Fee | | | | | | 3,000 |
| | Overdrive Platform Fee | Outsource book processing | | | | | | 3,000 |
| | Baker & Taylor Processing | Broadband Internet Service | | | | | | 8,600 |
| | CENIC Broadband | Readers Advisory Database | | | | | | 3,500 |
| | Novelist Plus & K8+ | Digital magazine collection | | | | | | 1,500 |
| | Zinio | | | | | | | |
| 1 | 10000.90000.52200 | Totals | 21,458 | 36,000 | 47,377 | 16,275 | 8,699 | 30,800 |

| Account No. | Vendor (if known) & Description | Activity Type | Actual 18/19 | Budget 19/20 | Actual 19/20 | Budget 20/21 | YTD @12/31/20 | Proposed 21/22 |
|--------------------------|--|--|--------------|--------------|--------------|--------------|---------------|----------------|
| 10000.90000.53100 | Office Supplies | | 8,150 | 8,500 | 5,516 | 5,000 | 925 | 8,500 |
| | Brodart, Bayscan, Demco, Staples, Labeltronix, | Library supplies, Library cards, book covers, easels, security | | | | | | |
| | Vanguard, Vernon, Gaylord, Uline, Library Store, | tags, barcode labels, spine labels, emergency supplies, desk | | | | | | |
| | Amazon, Office Depot | supplies | | | | | | 8,500 |
| 2 | 10000.90000.53100 | Totals | 8,150 | 8,500 | 5,516 | 5,000 | 925 | 8,500 |

| Account No. | Vendor (if known) & Description | Activity Type | Actual 18/19 | Budget 19/20 | Actual 19/20 | Budget 20/21 | YTD @12/31/20 | Proposed 21/22 |
|--------------------------|---------------------------------|--------------------------------------|--------------|--------------|--------------|--------------|---------------|----------------|
| 10000.90000.53103 | Computer Supplies | | 906 | 2,500 | 64 | 600 | - | 600 |
| | Tech Soup, Faronics | Public computer software, DeepFreeze | | | | | | 600 |
| 3 | 10000.90000.53103 | Totals | 906 | 2,500 | 64 | 600 | - | 600 |

| Account No. | Vendor (if known) & Description | Activity Type | Actual 18/19 | Budget 19/20 | Actual 19/20 | Budget 20/21 | YTD @12/31/20 | Proposed 21/22 |
|--------------------------|---|----------------|--------------|--------------|--------------|--------------|---------------|----------------|
| 10000.90000.53402 | Conference & Meeting | | 3,061 | 4,000 | 2,449 | 2,000 | (170) | 2,000 |
| | California Library Association | Annual Meeting | | | | | | |
| | American Library Association | Annual Meeting | | | | | | |
| | Southern California Library Cooperative | Meetings | | | | | | |
| | | Staff training | | | | | | |
| 4 | 10000.90000.53402 | Totals | 3,061 | 4,000 | 2,449 | 2,000 | (170) | 2,000 |

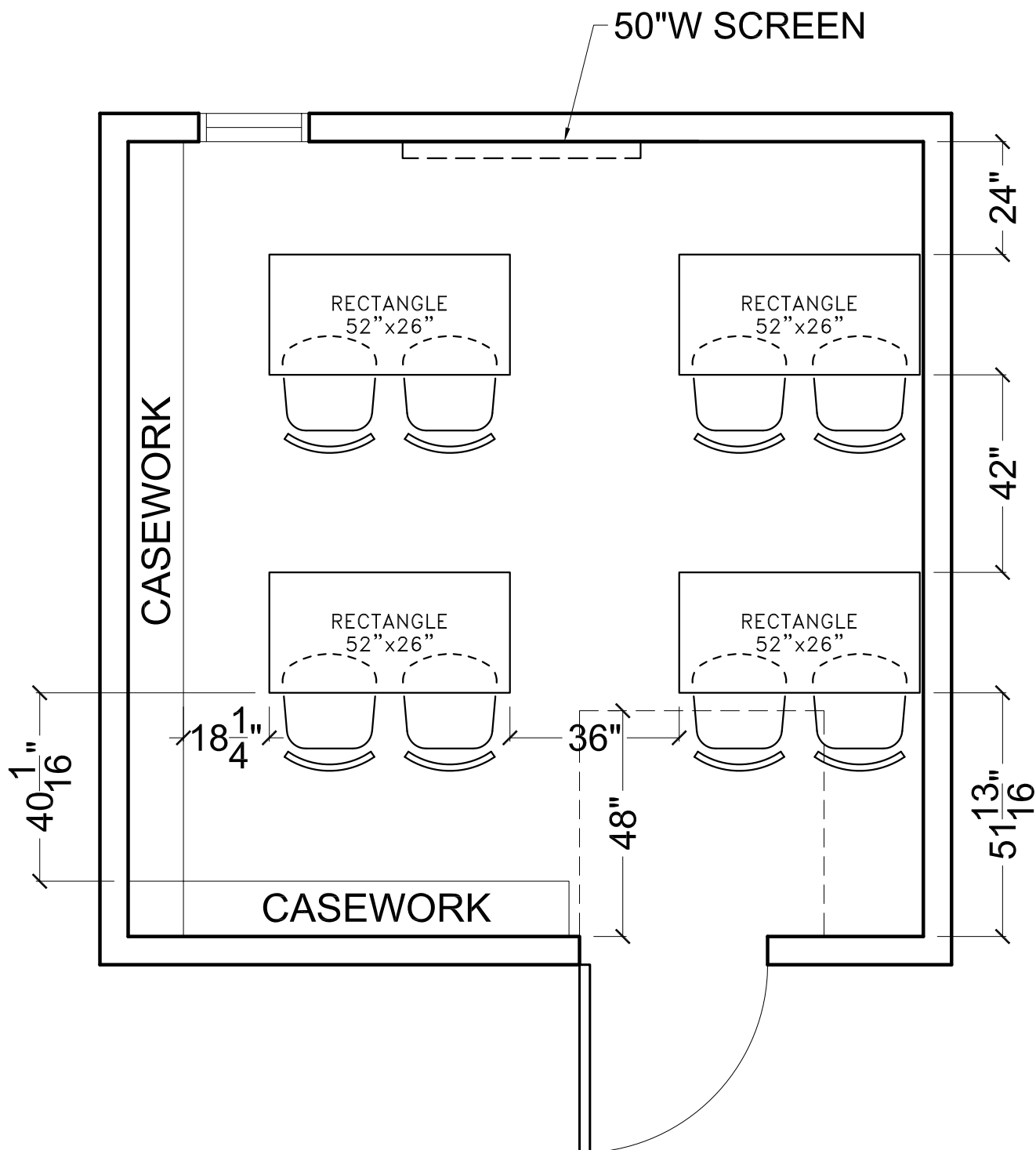
| Account No. | Vendor (if known) & Description | Activity Type | Actual 18/19 | Budget 19/20 | Actual 19/20 | Budget 20/21 | YTD @12/31/20 | Proposed 21/22 |
|--------------------------|---------------------------------|---------------|--------------|--------------|--------------|--------------|---------------|----------------|
| 10000.90000.53406 | Books & Reference | | 47,012 | 48,000 | 30,703 | 35,000 | 3,780 | 38,000 |

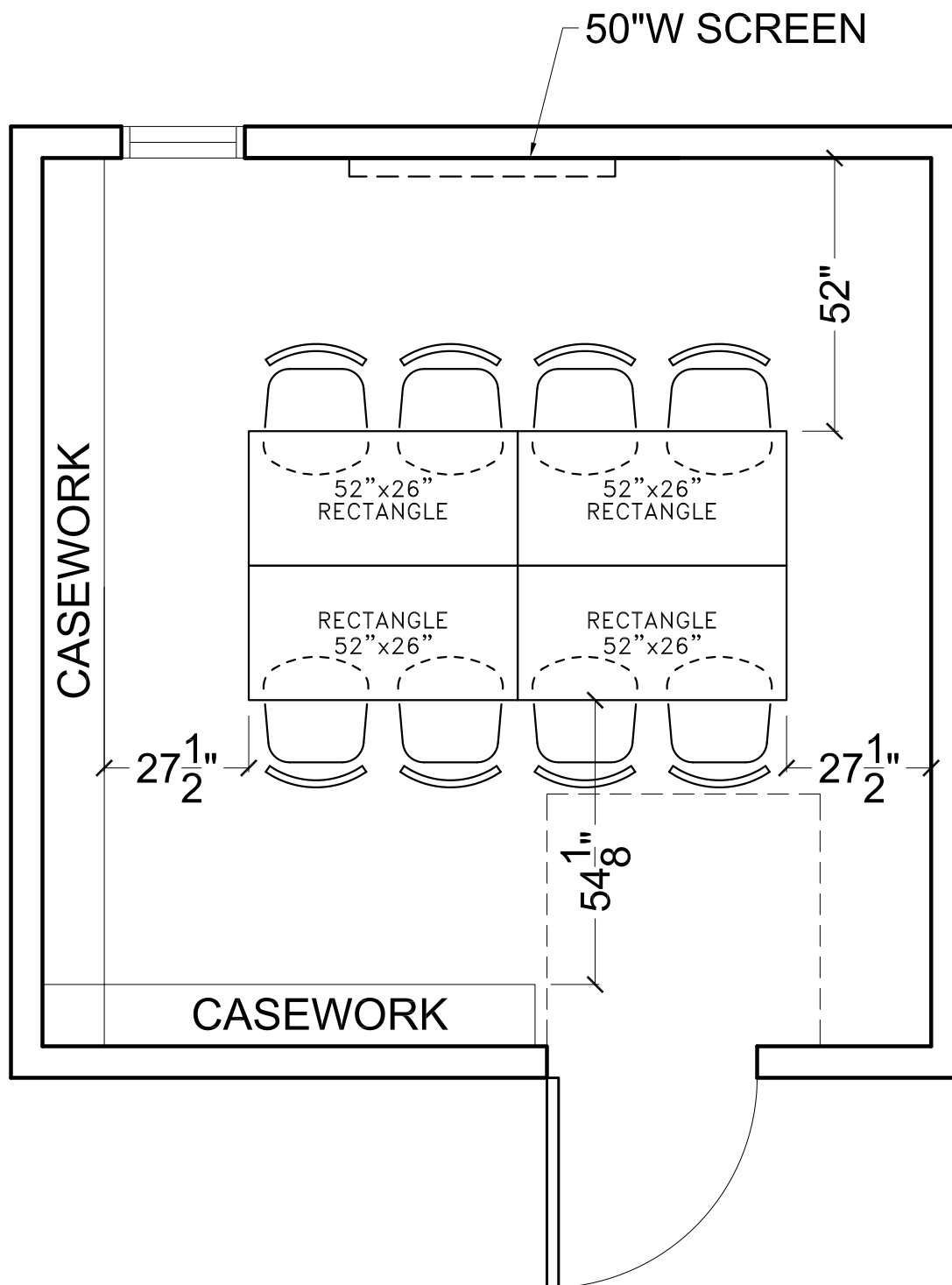
| | | | | | | | | |
|---|--|-------------------|--------|--------|--------|--------|-------|--------|
| | Baker & Taylor, Brodart, Gale, Amazon, World Book, Vromans, American Lib Association | Books & Reference | | | | | | |
| 5 | 10000.90000.53406 | Totals | 47,012 | 48,000 | 30,703 | 35,000 | 3,780 | 38,000 |

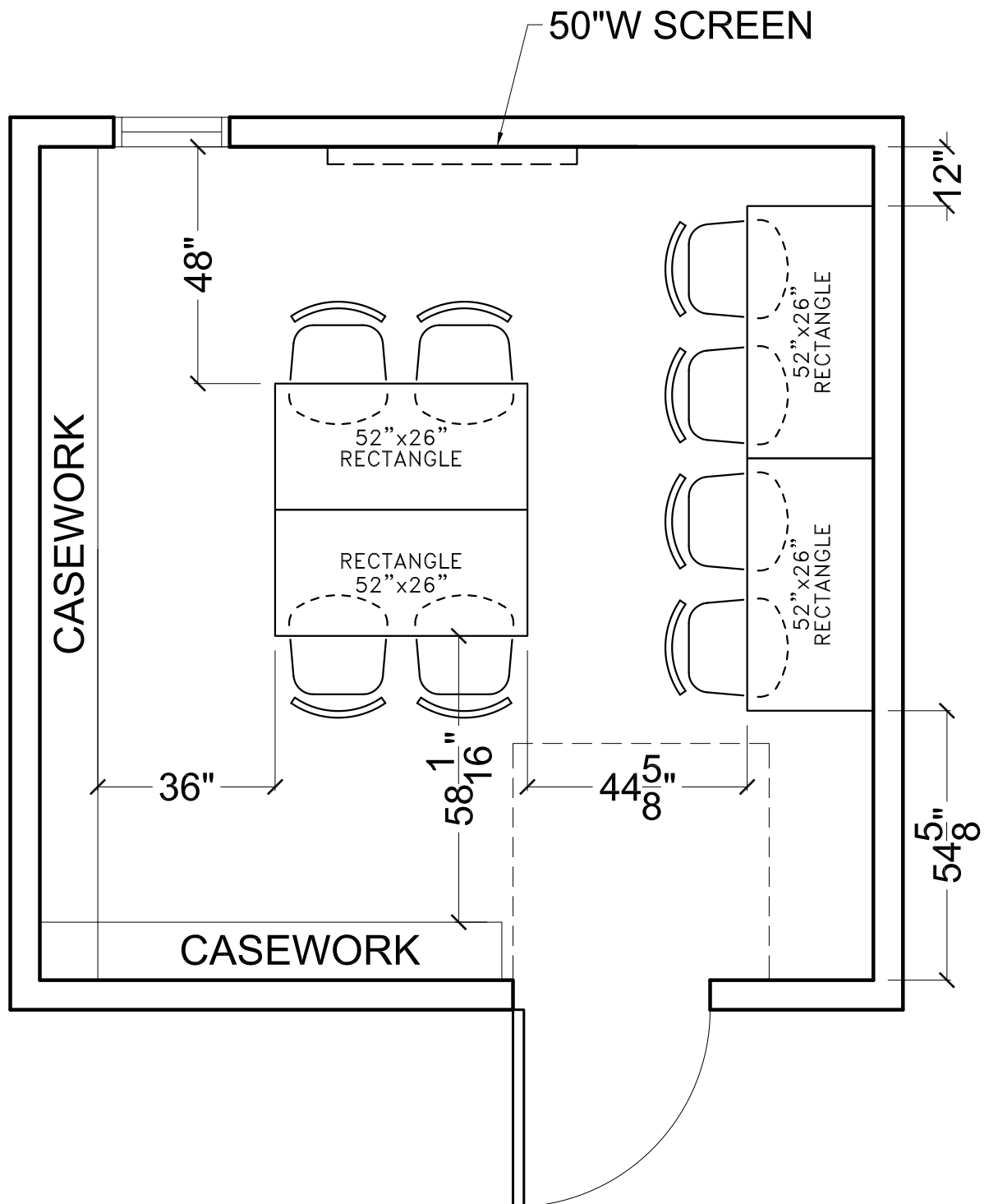
| Account No. | Vendor (if known) & Description | Activity Type | Actual 18/19 | Budget 19/20 | Actual 19/20 | Budget 20/21 | YTD @12/31/20 | Proposed 21/22 |
|--------------------------|-------------------------------------|----------------------------|--------------|--------------|--------------|--------------|---------------|----------------|
| 10000.90000.53409 | Membership/Dues/Subscription | | 277 | 2,800 | 2,436 | 2,630 | 2,213 | 2,630 |
| | Amazon Prime | Amazon | | | | | | 131 |
| | SCLC Membership | So Cal Library Cooperative | | | | | | 1,803 |
| | ALA | Membership - Director | | | | | | 225 |
| | CLA | Institutional membership | | | | | | |
| 6 | 10000.90000.53409 | Totals | 277 | 2,800 | 2,436 | 2,630 | 2,213 | 2,630 |

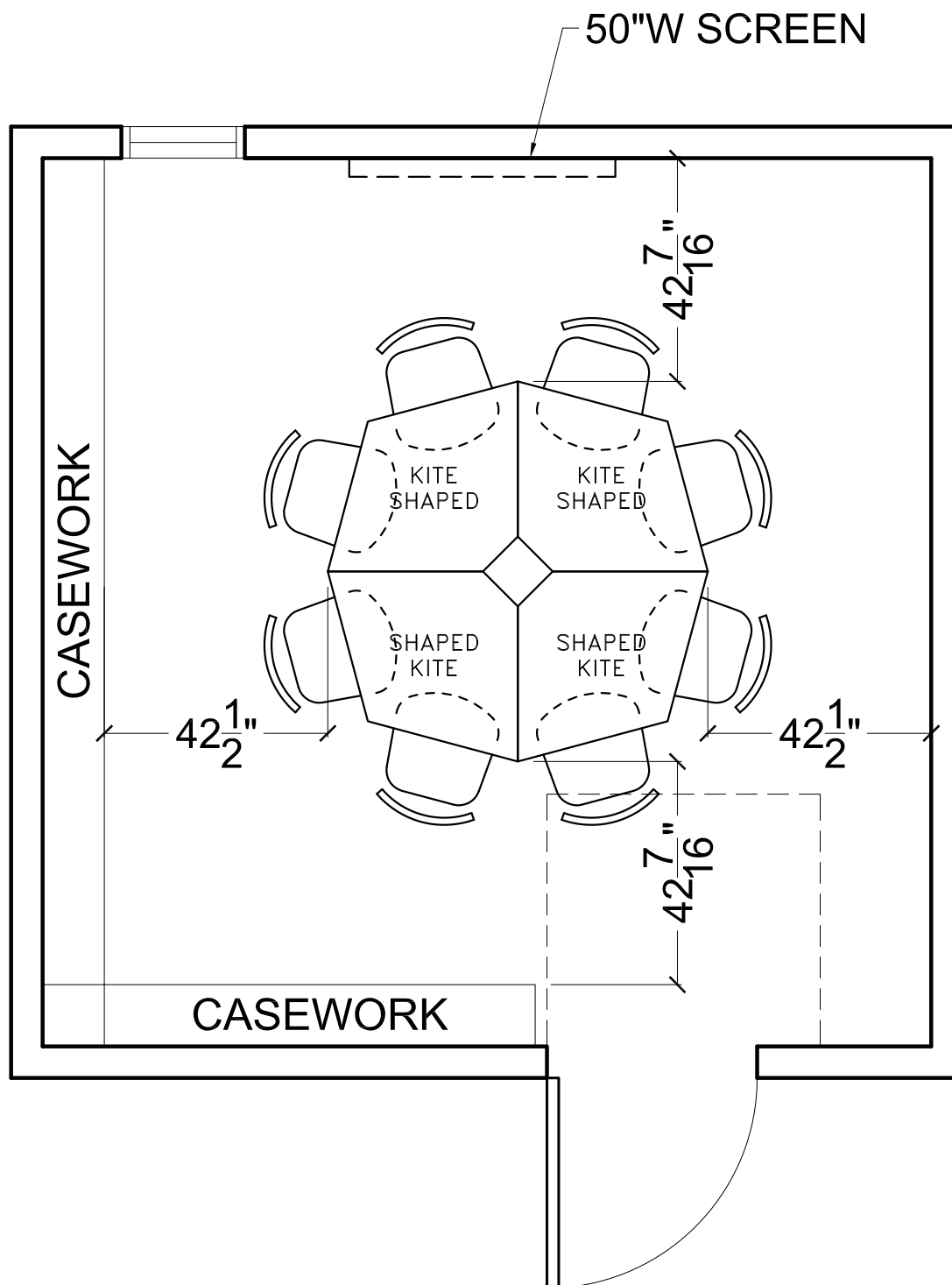
| Account No. | Vendor (if known) & Description | Activity Type | Actual 18/19 | Budget 19/20 | Actual 19/20 | Budget 20/21 | YTD @12/31/20 | Proposed 21/22 |
|--------------------------|--|--------------------------------|--------------|--------------|--------------|--------------|---------------|----------------|
| 10000.90000.53501 | Periodicals | | 6,956 | 7,000 | 7,329 | - | - | 7,400 |
| | EBSCO | Magazines,newspapers, Journals | | | | | | 6,900 |
| | Pasadena Star News, Mountain View News | Local Newspaper | | | | | | 500 |
| 7 | 10000.90000.53501 | Totals | 6,956 | 7,000 | 7,329 | - | - | 7,400 |

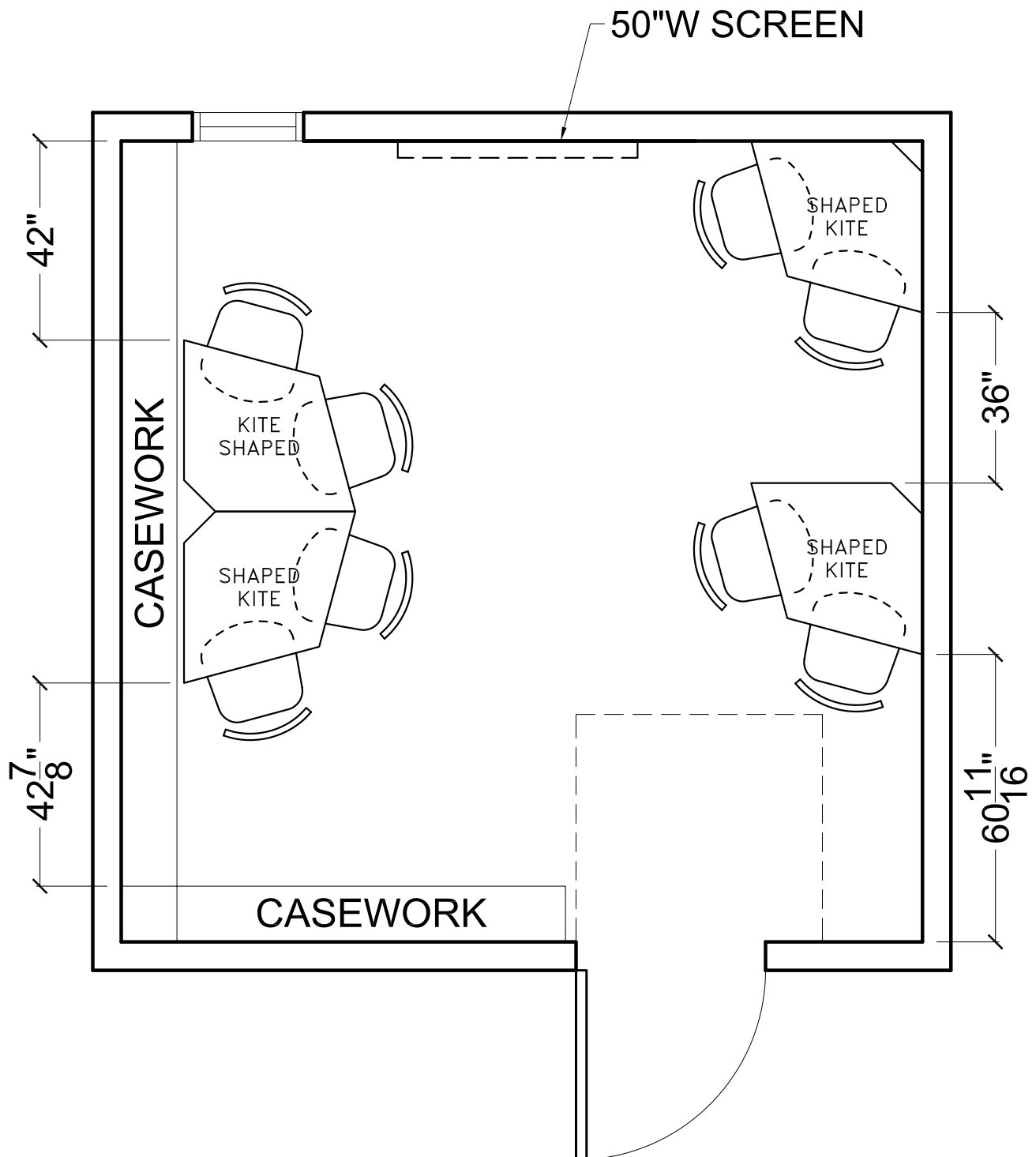
| Account No. | Vendor (if known) & Description | Activity Type | Actual 18/19 | Budget 19/20 | Actual 19/20 | Budget 20/21 | YTD @12/31/20 | Proposed 21/22 |
|--------------------------|---------------------------------|----------------------------------|--------------|--------------|--------------|--------------|---------------|----------------|
| 10000.90000.53999 | Other Purchased Supplies | | 4,248 | 4,500 | 199 | 1,500 | - | 4,000 |
| | Yamada, Library Store | Miscellaneous supplies as needed | | | | | | 4,000 |
| 8 | 10000.90000.53999 | Totals | 4,248 | 4,500 | 199 | 1,500 | - | 4,000 |











Kite[®]

muzo



A mobile, flip-top folding table system that makes life easier.



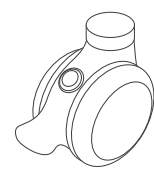
The vast number of configurations that can be achieved with Kite tables enables users to tailor an area in the moment, to suit their needs and to support interactions, for all, during presentations. Personal space of 30 inch is achieved no matter which layout you create.

Kite is more than a table system, it is a dynamic, fluid, business tool. You can add tables to expand when needed, rearrange them in seconds whenever called for, efficiently store/nest them when required and even level tables on uneven floors.



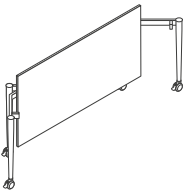


Performance points



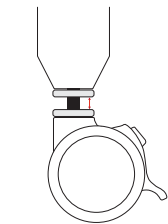
Jewel caster

The caster ensures Kite can perform like fixed-frame tables when the breaks are engaged. The dual-locking mechanism prevents the wheels rolling and twisting.



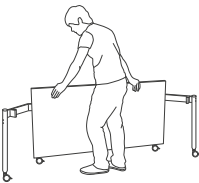
Narrow profile when folded

When in transit, the tables can fit through narrow doorways or corridors.



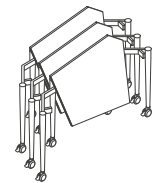
Levelling

2 inch of levelling potential ensures the table-tops meet flush on uneven floors.



Inclusive usability

Kite tables can be quickly and easily assembled by one person - no heavy lifting and no need for a trolley



Nesting

Kite tables are easily folded, moved and nested allowing you to make the most of your available space.

Accessories



Modesty panel

Modesty panels can be fitted to all Kite tables and are available in matching finishes or in perforated steel. Modesty panels can be easily removed or added to tables at any



Power and data

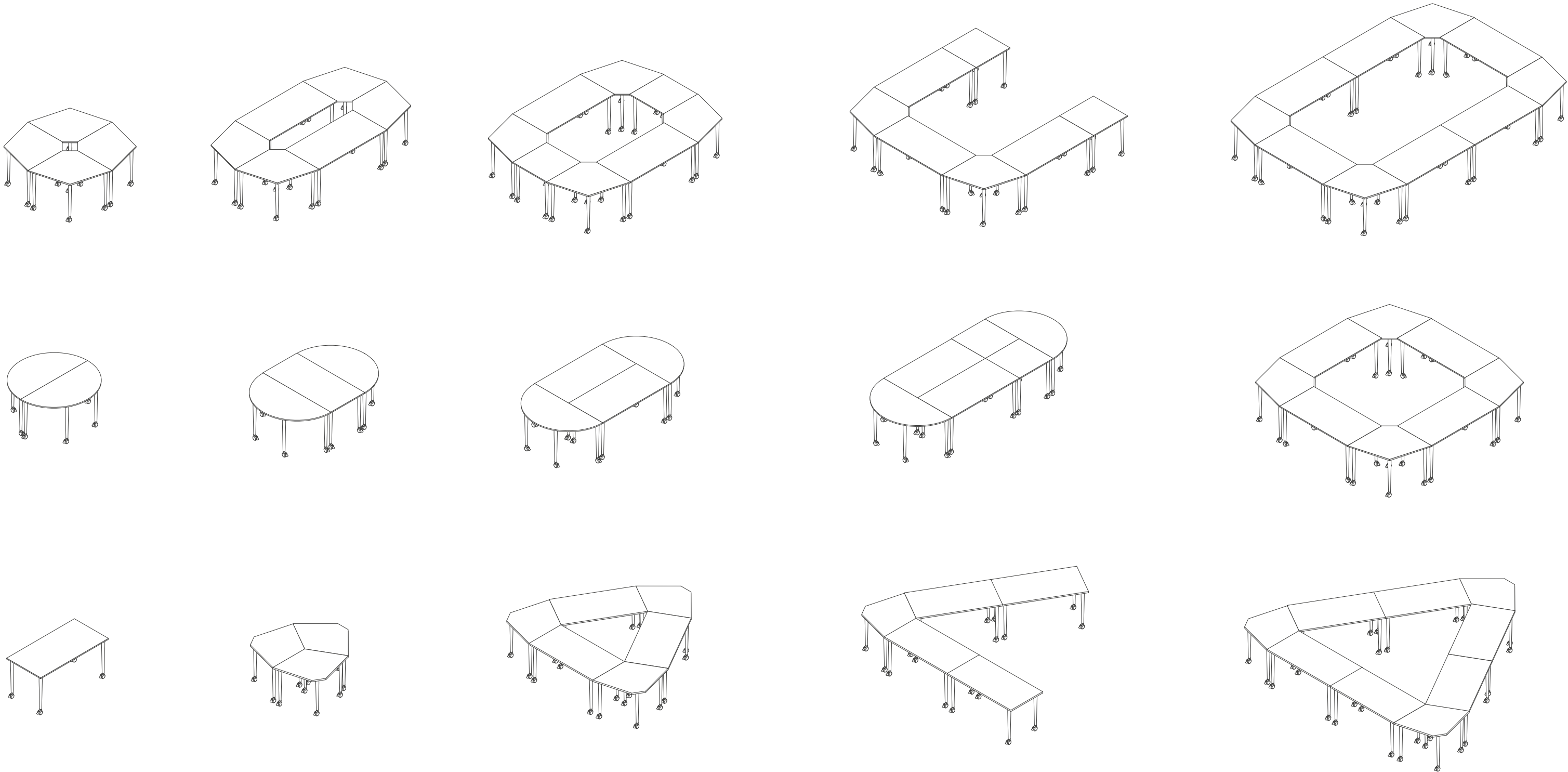
A range of soft wired power and data units can be fitted to all Kite table systems.



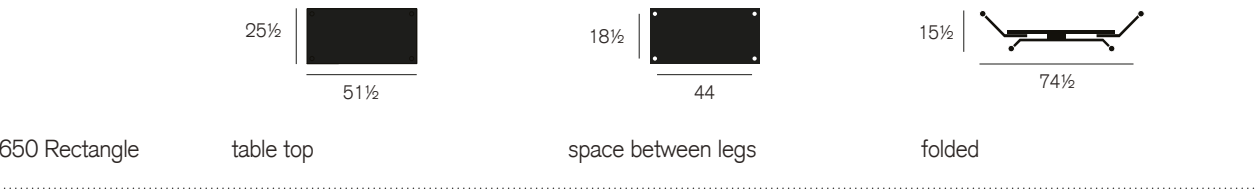
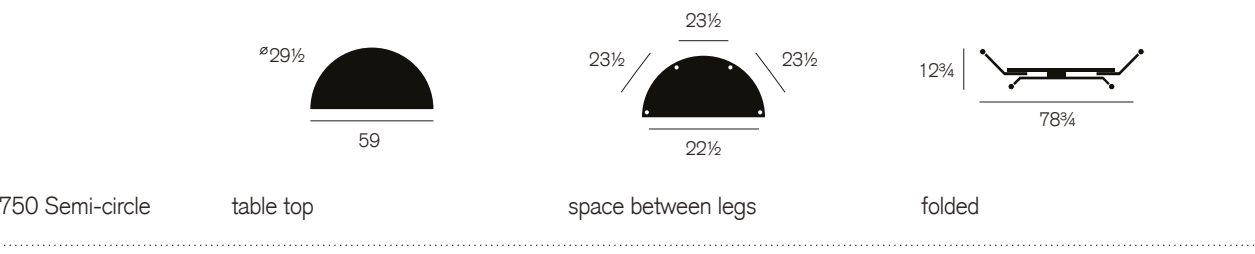
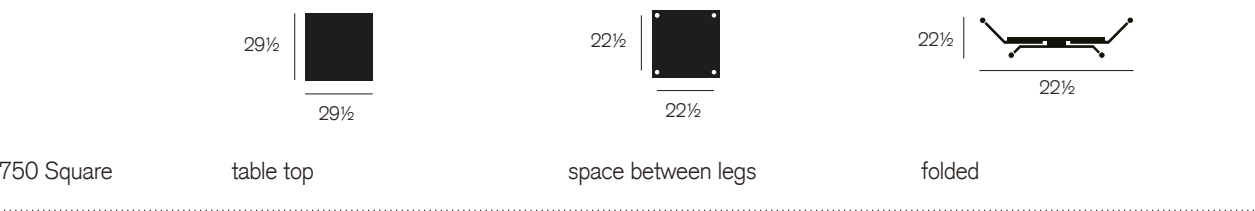
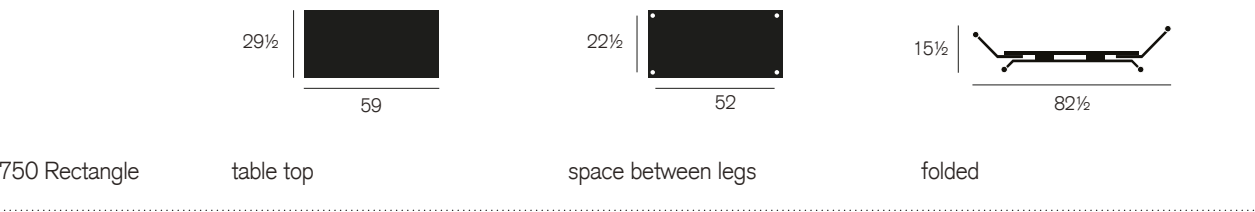
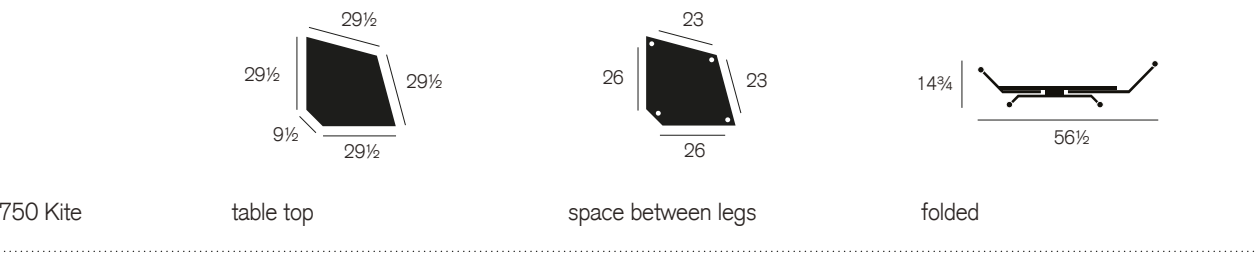
Cable management

A range of cable management products can be used to neatly accommodate cables into the Kite table systems.

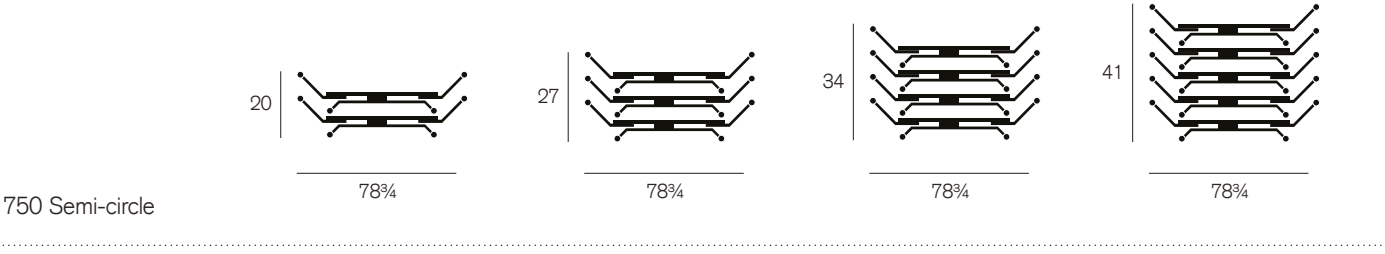
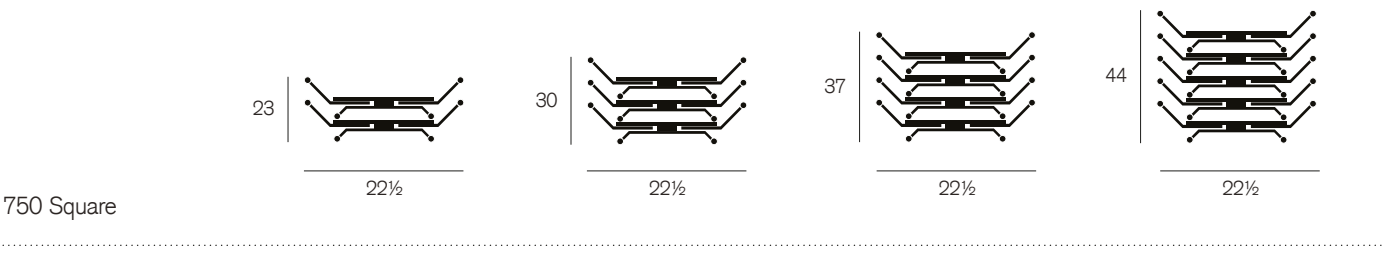
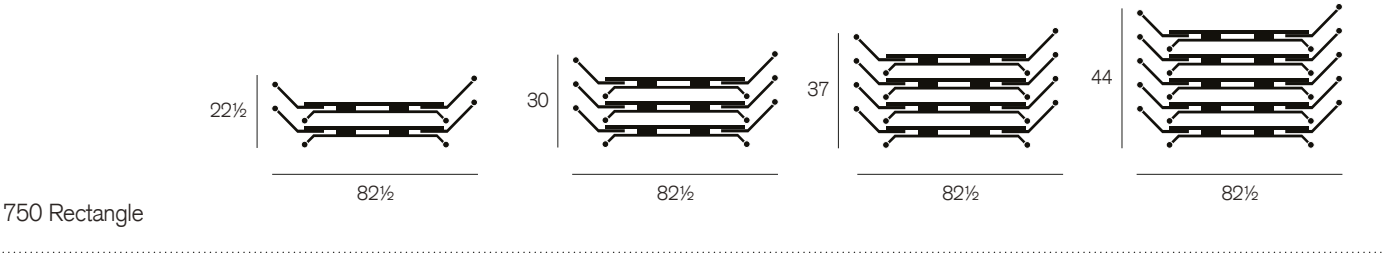
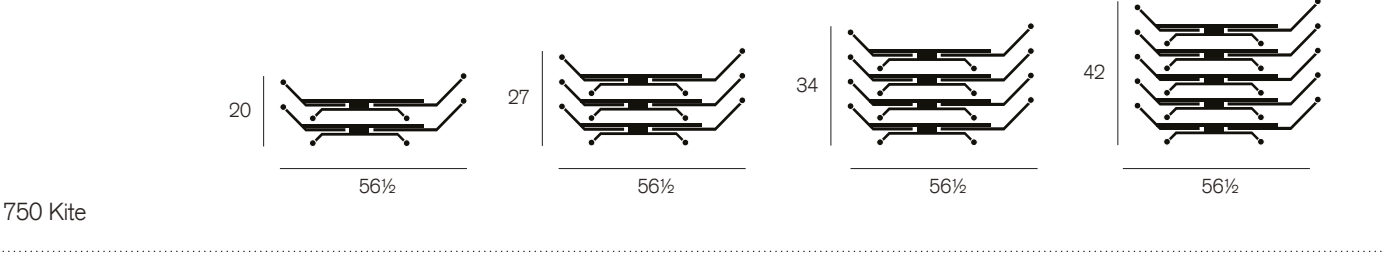
Possible uses and layouts



Dimensions






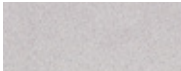


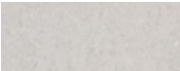
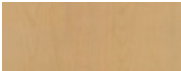











Nested dimensions



! 25" from floor to underside of frame on all tables
(with casters set to lowest point)

Materials

Table top finishes

| | | | | | |
|--------|---|---|--|--|--|
| Tier 1 |  Designer White DW |  Kensington Maple KM |  Pewter Brush PB |  Titanium Ev TE |  Wild Cherry WC |
| Tier 2 |  Black BL |  White Tigris WT |  Fusion Maple FM |  Misted Zephyr MZ |  Dove Grey DG |
| |  Bannister Oak BO |  Fonthill Pear FP |  Hibiscus Cherry HC |  Graphite Nebula GN | |
| Tier 3 |  Whiteboard |  Wilsonart premium |  Formica |  Pionite |  Nevamar |

Leg finishes for Kite

| | | | |
|---------------|---|---|---|
| Powder coated |  |  |  |
| | Silver | Chrome | Graphite |

For more information visit muzo-works.com
or call us on 570 788 0888.

muzo

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muzo-works.com

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Reopening Protocol for In-Person Services in Libraries

Effective Date: 12:01am on Monday, March 15, 2021

Recent Updates: (Changes highlighted in yellow)

3/12/21: At the discretion of the operator and their local government authority, libraries may be open at 50% of maximum indoor capacity. Entry screening for both employees and customers is required. Retailers should review and adhere to Interim State Guidance on Ventilation, Filtration and Air Quality.

Public Health is issuing this guidance to assist operators of libraries to remain in compliance with the County of Los Angeles Health Officer Order and Appendix B thereby lowering the risk of exposure to both library patrons and employees. Library operators should take the following actions prior to reopening for in-person services:

- ☐ Review and Complete the Protocols Checklist for Retail Establishments Opening for In-person Shopping: [Appendix B](#).
- ☐ Review [State Library guidance](#) for restoring in-person services in California's libraries.

Please note: Libraries may open with limited patron occupancy, offer sidewalk service only, or close at the discretion of the operator and their local government authority. Patrons are encouraged to check with their library to determine their open/closed status and current services offered prior to visiting. In compliance with the Safer at Work and in the Community Health Officer Order, libraries must limit **maximum indoor occupancy/capacity** to **50%**.

This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

All libraries covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the library.

Library Name:

Library Address:

Date Posted:

A. REQUIRED RESTRICTIONS

- ☐ The number of patrons in the library should be low enough to ensure physical distancing but in no case more than **50%** of the library's maximum **indoor** capacity.

Maximum number of patrons in the facility limited to: _____

- ☐ Library staff must **strictly and continuously meter entry and exit of patrons at all** entrances to the library in order to track occupancy **and ensure compliance with capacity limits.** Libraries may choose to limit the number of entrances that are open to the public during normal business hours to facilitate easier tracking. Libraries may also consider adopting an appointment system to limit the number of people in the building at a given time. **Libraries that are insufficiently or not metering or appear to be over-capacity, may, at the discretion of the public health inspector, be temporarily closed until these issues are rectified as determined by the onsite health inspector.**
- ☐ Patrons arriving at the library are required to wear a face mask at all times while in the library or on the grounds of the library. This applies to all adults and to children 2 years of age and older. Patrons that have been instructed by their medical provider that they should not wear a face **mask** must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of employees and other visitors, libraries should consider offering a face mask to visitors who arrive without them.
- ☐ Entry Screening must be conducted before patrons may enter the library. Screening must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms must not enter the premises.
 - **Negative Screen (Cleared).** If the person has no symptom(s) and no contact with a known COVID-19 case in the last 14 days, they can be cleared to enter the library that day.
 - **Positive Screen (Not Cleared):**
 - **If the person has had contact with a known COVID-19 case in the last 14 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.**
 - **If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.**
- ☐ Patrons arriving at the library with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and should wear a face mask they are two years of age or older.
- ☐ Physical distancing of six (6) feet between patrons and employees should be maintained at all times. Areas used by the public (for example, building lobbies, study carrels, computer workstations) should be reconfigured to enable physical distancing of at least six feet. If necessary, consider closing every other computer workstation or study carrel if they cannot be moved.
- ☐ Libraries may offer access to books, movies, and single-use items (such as take-home craft kits) but should limit loans of games and toys.
- ☐ If feasible, libraries should implement a contactless return system (e.g., patrons drop them into library drop boxes or during regular hours in bins outside the library). Libraries may also accept returned items in carts or other containers that can be isolated and remain untouched for at least three days before handling and re-shelving.

- ☐ Children's play areas are closed for use. Toys should be removed from the children's area or be covered or cordoned off if they cannot be removed.
- ☐ In-person gatherings, programs, and events of any kind are prohibited. Meeting rooms should remain closed for public use.
- ☐ Libraries should consider using physical partitions or visual cues (e.g., floor markings, colored tape, or signs) to indicate where workers and/or employees should stand in order to maintain physical distancing. In areas where employees may interact with patrons at a distance of fewer than 6 feet, such as the circulation desk or the information desk, plexiglass barriers should be installed to minimize exposure.
- ☐ If applicable, elevator capacity should be limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- ☐ Public restrooms should be well-stocked at all times with hand soap, paper towels, tissues, and hand sanitizer. Employee restrooms are not available for patrons' use. Water fountains remain closed for public use.
- ☐ Hand sanitizer effective against COVID-19, tissues, and if feasible, contactless trash cans, should be made available to patrons throughout the library but especially in high-traffic areas, such as copiers, printer stations, circulation desks, computer terminals, self-check-out areas, and reception.

B. EMPLOYEE PROTECTIONS

- ☐ All employees have been told not to come to work if sick. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) [isolate themselves at home](#) and require the immediate [self-quarantine](#) of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on [responding to COVID-19 in the workplace](#).
- ☐ Employees who have contact with the public or other employees during their shift (s) are offered, at no cost, an appropriate face mask that covers the nose and mouth. **For more information, see LAC DPH COVID-19 Mask webpage at <http://publichealth.lacounty.gov/acd/ncorona2019/masks>.** The mask must be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
- ☐ [Entry screenings](#) must be conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
 - ☐ **Negative Screen (Cleared).** If the person has no symptom(s) and no contact with a known COVID-19 case in the last 14 days, they can be cleared to enter for work that day.
 - ☐ **Positive Screen (Not Cleared):**

- If the person has had contact with a known COVID-19 case in the last 14 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the **Los Angeles County** Department of Public Health at (888) 397-3993 or (213) 240-7821 or online at www.redcap.link/covidreport. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support, and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
 - ☐ All employees must wear a face mask at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
 - ☐ To ensure that masks are worn consistently and correctly, employees are **prohibited** from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
 - ☐ Occupancy is reduced and space between employees is maximized in any room or area used employees for meals and/or breaks. This has been achieved by:
 - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - Placing tables **at least** eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
 - Where possible, libraries should provide outdoor break space with shade covers and seating that ensures physical distancing.
 - ☐ Employees are instructed to wear their face masks properly and to properly wash, replace, or sanitize their face mask frequently.
 - ☐ Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for employees who are screening others for symptoms or handling commonly touched items.
 - ☐ Copies of this guidance have been distributed to all employees.

C. MAINTENANCE PROTOCOLS

- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Effective ventilation is one of the most important ways to control small aerosol transmission. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest

efficiency possible and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces. See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#) for detailed information. Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.

- ☐ Group gatherings are prohibited, and areas where patrons or employees might congregate should be cordoned off.
- ☐ Commonly used items should be sanitized regularly.
- ☐ Commonly used equipment should be sanitized before and after each use.
- ☐ High traffic areas such as distribution areas, circulation or help desks, break rooms, restrooms and other common areas are disinfected hourly, on the following schedule:
 - Distribution area _____
 - Circulation Desk _____
 - Help Desk _____
 - Break rooms _____
 - Restrooms _____
- ☐ Public restrooms are sanitized regularly using EPA approved disinfectants and following the manufacturer's instructions for use, on the following schedule:

D. MONITORING PROTOCOLS

- ☐ A copy of this protocol, or if applicable, the facility's printed Los Angeles County COVID-19 Safety Compliance Certificate is posted at all public entrances to the facility. For more information or to complete the COVID-19 safety compliance self-certification program, visit <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- ☐ Instructional and informational signage is posted throughout the library regarding infection control, occupancy limits, physical distancing, and the use of face masks. See the [County DPH COVID-19 Guidance webpage](#) for additional resources and examples of signage that can be used by businesses.
- ☐ Signage at the entry and/or where patrons line up should notify patrons of options for and advantages of preordering (if available).
- ☐ Online outlets of the library (website, social media, etc.) should provide clear information about library hours, required use of face masks, policies in regard to preordering, pickup and return of library materials, and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ☐ Libraries should consider implementing dedicated library hours for vulnerable populations, including seniors and those medically vulnerable have been instituted, if feasible, preferably at a time following a complete cleaning.
- ☐ Services that are critical to library patrons have been prioritized. Where feasible, continue to offer curbside pick-up of library items to all patrons.
- ☐ Libraries should make efforts to assure access to library materials for patrons who may have limited ability

to use an online reservation system.

- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for patrons who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages,
which the library should attach to this document.**

**You may contact the following person with any
questions or comments about this protocol:**

Library

Contact Name:

Phone number:

Date Last

Revised:
