



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, March 27, 2023

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

*Laura Palmer, Chair; Susan Gallagher, Vice Chair;
Catherine Adde, Trustee; Diane Sands, Trustee; Leigh Gluck, Trustee*

**THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST
CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER**

CALL TO ORDER / ROLL CALL

Trustees Palmer, Gallagher, Adde, Gluck, and Sands.

PLEDGE OF ALLEGIANCE

Catherine Adde

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 27, 2023, meeting.

COMMUNITY INPUT

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda.

State legislation (Govt. Code Section 54954.2) limits the Board'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 Trustees or staff may briefly respond to statements made or questions posed by the public, or a Trustee or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Trustee or the Board itself may provide a reference to staff to

report back to the Board at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$307.90, \$450.00, \$3,017.96, \$416.31, \$4,375.91, and \$1,000.00
- 2. Library Statistics** – Recommendation to receive and file February 2023 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Renovation Update

Deputy Director of Public Works Arnulfo Yanez will give a brief update on the state of the Library building renovations. Receive and file; no action required.

2. Library Building Renovations Needs

City Librarian, Leila Regan, will present on what has been identified as Library building needs for the renovations. No action required.

3. Library Foundation Funding

Discussion on specific items the Library Foundation can focus on funding. It is recommended, the Board identify specific building options for fund raising.

4. Library Vision/Mission Statement

Library Board of Trustees will discuss revising the current Sierra Madre Public Library vision/mission statement. It is recommended, the Board create an updated, concise vision/mission statement.

5. Friends of the Library Liaison Report

Liaison from the Friends of the Library to provide oral report concerning activities since the last Board meeting. Receive and file; no action required.

6. City Council Liaison Report

Update from Council Liaison to Board. Receive and file; no action required.

7. Trustees Updates

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library. Receive and file; no action required.

8. City Librarian Report

City Librarian Leila Regan to present an oral report concerning Library services since the last Board Meeting. Receive and file; no action required.

9. Items for 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 meeting on April 24, 2023.

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.



MINUTES

LIBRARY BOARD OF TRUSTEES MEETING

Monday, February 27, 2023

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

*Laura Palmer, Chair; Susan Gallagher, Vice Chair;
Catherine Adde, Trustee; Diane Sands, Trustee; Leigh Gluck, Trustee*

**THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST
CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER**

CALL TO ORDER / ROLL CALL

Present: Trustees Palmer, Gluck, and Sands.

Absent: Trustee Gallagher

Trustee Adde was tardy

Meeting called to order at 5:06 PM

PLEDGE OF ALLEGIANCE

Leigh Gluck substituted for Trustee Adde

APPROVAL OF AGENDA

Trustee Gluck motions to approve

Trustee Sands seconded

All in favor

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from January 23, 2023 meeting.

Trustee Adde checked if emailed trustee updates are included in the minutes, they are not.

Trustee Gluck motions to approve

Trustee Sands seconded

All in favor

COMMUNITY INPUT

No community input.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$11,671.71, \$938.01, \$1,651.86, \$3,893.13, \$11,901.60.
- 2. Library Statistics** – Recommendation to receive and file January 2023 Statistical Reports.

Trustee Gluck moves to approve
Trustee Adde seconded
All in favor

ACTION ITEMS AND REPORTS

1. Library Renovation Update

Deputy Director of Public Works Arnulfo Yanez will give a brief update on the state of the Library building renovations. February 10th at 3:00 pm the City closed the Request for Proposal bidding process. The City received a total of 14 bids from 14 well qualified firms from across California (Los Angeles region and San Francisco). About 13 have worked on libraries in the area. It will be narrowed down to five firms. Deputy Director of Public Works, Arnulfo Yanez will not choose but will discuss with Chris Cimino, Director of Public Works and Jose Reynoso, City Manager, and then will confer with City Librarian Leila Regan regarding what the Library needs are. The City received about 100 questions regarding the Request for Proposal. After February 10th, those questions were no longer available to the public, but Yanez can send the trustees the questions and responses, if they want to reach out via email.

Questions/Comments:

Trustee Palmer: What is your interview process?

Yanez: I hope to start the interview process in about two weeks with myself and it will be from the engineering perspective not specific to the Library. Will consist of an outside panel and myself.

Trustee Adde: I think it's great you got 100 questions!

Yanez: That's what I look for, the types of questions firms are asking. Are they asking the right questions.

Trustee Gluck: Are they sending numbers or just scope of work? Are the amounts coming in lower or higher?

Yanez: The numbers are between \$700K to 1.2M for the design process not for construction, what I am looking for is \$8M for construction.

Trustee Gluck: Where do we come in? At what point does the Board of Trustees get involved?

Yanez: You are already part of the process. Once the finalist is selected, I'll be able to schedule meetings (a handful of meetings) where I want the Board of Trustees to ask questions of the firm so that we can make sure the vision of the Library is included.

Trustee Gluck: Once we have an architect, are we going to an RFP for construction?

Yanez: We specified a firm that can do both is preferred but there are firms that have submitted that only do designing. If the firm selected cannot sustain the construction phase, we will put out an RFP for construction.

Trustee Sands: Is your head mush yet?

Yanez: I love what I do and I am looking very much forward to this project.

2. Library Foundation Funding

Discussion on specific items the Library Foundation can focus on funding. It is recommended, the Board identify options for funding sources.

Library Foundation Rob Stockly: Better chance funding tangible things that are substantial like the computer room's computer equipment. Something eye-catching and motivating for potential funders. Something you can actually put a plaque on would be a specific fundraising goal.

Trustee Adde: Rooftop Garden?

Trustee Palmer: Archive Room? Do you have recommendation for items that tend to be easier to fundraise for?

Stockly: Put yourself in the place of a donor - the rule is first you ask the Library what they need. Would this captivate someone's attention and make them write a big check? Maybe they had a great experience in the Library and they want to donate to the Children's Room or maybe historical preservation is a big thing for them. Something with genuine appeal the broader, the easier it is to fundraise.

Trustee Gluck: Timeline for the Foundation?

Stockly: 18 month fundraising program. Shorter than that you don't really have enough time to properly fundraise.

Trustee Adde: We also need to find a way to integrate the new into the old. We don't want to do away with those that have previously donated.

Stockly: What are naming rights worth? What is it that you would expect a donor to qualify for that? That is a policy issue. If this is the total cost of the building then what percentage toward the fundraising item?

Trustee Adde: I vouch for the drinking fountain that lets you refill water bottles!

Trustee Sands: Once those parameters are really set you can go out and fundraise for them?

Stockly: Yes that is how it should work.

Trustee Gluck: We're going to roll this on the agenda?

City Librarian Regan: That would be great.

3. Friends of the Library New Building Needs

Friends of the Library Liaison, Margaret Quigley, will present on the needs of the Friends of the Library to take into consideration for the upcoming Library Renovations. No action required.

Friends' President, Julie Bencosme, wrote a letter on behalf of the Friends of the Sierra Madre Library to remind and request in whatever form the building takes that the Friends of the Sierra Madre Library would ideally like the space of 1,200 sqft for the Friends bookstore and sorting and storage space ideally located in the building. If not in the building, somewhere on the grounds. Over the past few years the Friends Best Used Book Sales alone have raised over \$220K for the Library. A few examples of items we have funded are programming for teens, musical presentation, and library materials. All these things are what helps to make the Library part of our community. We also have \$130K in Partners money that has been saved for the Library. This could go toward the request for the new construction and renovation.

4. Friends of the Library Liaison Report

Friends of the Library Liaison, Margaret Quigley, to provide an oral report concerning activities since the last Board meeting. Receive and file; no action required.

Nominating committee will be meeting this month and we would like to ask the Trustees to think of people that might be the right fit for us.

Friends Best Used Book Sale is Friday, April 7th & Saturday April 8th.

Friends will have a booth at the Wistaria Festival on March 19th.

The Sierra Madre Art Fair is May 5 & 6 and it would be great if the Trustees could participate.

Also we encourage Partners to attend our Friends annual meeting, on June 21st.

Questions/Comments:

Trustee Adde: Any of the Friends or anyone has toured the San Marino Library bookstore?

Quigley: I toured it. We went to San Marino, South Pasadena, and Monrovia. We looked at what San Marino had and it was interesting. We weren't just looking at space but also looking at policy and procedure.

Trustee Adde: San Marino is fancy.

Quigley: It is but they said they could stand to be a little bigger.

5. City Council Liaison Report

Mayor Garcia to announce updates from City Council. Deputy Director Yanez came to the Council and gave a similar presentation about the Library building renovations. Council was thrilled to hear of the number of firms interested in the project.

Youth sports is kicking off for Sierra Madre. It's really ball and bat youth sports like softball, Little League and PONY.

The Strategic Plan Town Hall meetings are going. The City had the public safety meeting and the Library's one is coming up and in the interim Public Works had theirs that was more business centric with the Chamber of Commerce. More on the Sidewalk Kersting Court project.

Tomorrow we have a council meeting, we'll be swearing in our new police chief, Gustavo Barrientos. It will be a big deal. The first part of the meeting is going to be packed but if you'd like to come and see the swearing in of our police chief it should be a big to do.

Questions/Comments:

Trustee Adde: Will there be cake?

Mayor Garcia: I'm not sure.

6. Trustees Updates

Trustee Gluck: Did anyone pick up the bookmark packets for St. Rita? No? We have scheduled our Open House. It is April 25th. I have a meeting this week with Library Staff.

Trustee Adde: One Book One City! I submitted my book review for the friends in January which was Flying Free. Zoom meetings and liaison with the Author. My sister and brother in law flew in for the Author Talk and they were very excited. We had lunch with the author as well.

Trustee Palmer: The bookmark contest is rolling out. March 6th is when they can start turning in their entries. Trustee Sands was the first to pick up, thank you and Trustee Adde.

Trustee Sands: Did have a meeting regarding the April Writer's workshop and since then I have booked the authors for the work. We have 4 folks lined up for every Tuesday in April. I'm sure Leila and Julie and I will get together again and fine tune that. The first 30-45 minutes the authors talk about their books and their process and then allow people to workshop their writing process.

Trustee Palmer: Can we come even if we're not necessary authors?

Trustee Sands: Absolutely!

Trustee Adde: I belong to the Pasadena Literary Alliance and they will have their big event on April 11th so it will be interesting because I can get some ideas about how they did their event and programming.

7. City Librarian Report

City Librarian Leila Regan announced the temporary Library relocation will be the Sierra Madre Room at the YMCA. This means the Library will be moving from an almost 9,000 square foot facility to a 3,000 square foot facility which will impact our collections and programming. There is not a very set timeline but the move will more than likely take place early in 2024. The Library is working with the City and Community Services to create a Mobile Library using one of the Community Services cargo vans. Friends of the Sierra Madre Library book sale committee met to discuss options moving forward once the library is temporarily relocated. There will not be room to accommodate an on-site book sale.

One Book One City is wrapping up. There were 60 people in attendance for the Author Talk on February 11. Many of the One Book One City events were completely full and the programs have gotten a lot of positive feedback.

Reminders on services: Kanopy is free streaming movies and we do have the State Park Passes available for checkout.

8. Items for Future Agenda

Keep Building Update and Foundation discussion rolling. Would like to take a group photo outside before the meeting.

Trustee Palmer: A presentation on what the Library wants.

Trustee Adde: Moving logistics spouse was involved in the Huntington Library move and he's willing to help look at moving logistics.

Trustee Palmer: PUSD has a warehouse full of shelving. Check with them on temporary supplies.

Trustee Gluck: Trustee Gallagher mentioned a presentation on writing a vision statement? Touch base with her on what her intention was.

ADJOURNMENT

The Library Board of Trustees may adjourn to a meeting on March 27, 2023.

Trustee Sands Motions to adjourn

Trustee Gluck Seconded

All in favor

Meeting adjourned at 6:12 PM



City of Sierra Madre, CA

Check Register

Packet: APPKT06664 - MANUAL LIB 02/28/23

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						
Payment Type: Regular						
VEN04163	ARAGON AVIATION INC	02/09/2023	Regular	0.00	307.90	64631
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV033919	Invoice	02/07/2023	ONE BOOK ONE CITY PROG. AUTHOR AIRFA...	0.00	307.90	
39006.90000.53999		OTHER PURCHASED SUPPLI...		ONE BOOK ONE CITY PROG....	307.90	
Total Regular:					307.90	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	307.90
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	307.90

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2023	307.90
			307.90

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT06670 - Library Manual 02/28/23

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						
Payment Type: Regular						
	Void	02/14/2023	Regular	0.00	0.00	64636
	Void	02/14/2023	Regular	0.00	0.00	64637
VEN03993	ALMER IMAMOVIC	02/13/2023	Regular	0.00	300.00	64638
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV033921	Invoice	02/13/2023	Classical Guitar Performance 2/25/23	0.00	300.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Classical Guitar Performance...	300.00	
VEN03964	DANY RICHEY	02/13/2023	Regular	0.00	150.00	64639
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV033920	Invoice	02/13/2023	Steam Dream - One Book One City	0.00	150.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Steam Dream - One Book O...	150.00	
Total Regular:					450.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	450.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	4	0.00	450.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2023	450.00
			450.00

Chair

Trustee

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City of Sierra Madre, CA

Check Register

Packet: APPKT06677 - LIB 2/28/23

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						
Payment Type: Regular						
VEN03955	ALAN GEIER	02/28/2023	Regular	0.00	150.00	64817
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV033938	Invoice	02/28/2023	Music Performance 3/25/23 1 - 3 PM	0.00	150.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Music Performance 3/25/23...	150.00	
VEN03454	AMAZON CAPITAL SERVICES	02/28/2023	Regular	0.00	397.35	64818
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
139N-96RH-M7GD	Invoice	02/28/2023	OFFICE SUPPLY 1/23/23 - 2/5/23	0.00	69.42	
39006.90000.53999		OTHER PURCHASED SUPPLI...		OFFICE SUPPLY 1/23/23 - 2/...	69.42	
13NX-X4C4-LX34	Invoice	02/28/2023	MISC. SUPPLIES 1/23/23 - 2/5/23	0.00	118.49	
39006.90000.53406		BOOKS AND REFERENCE		MISC. SUPPLIES 1/23/23 - 2/...	118.49	
13PN-VDHJ-N6K9	Invoice	02/28/2023	TWEEZERS 1/23/23 - 2/5/23	0.00	24.00	
10000.90000.53100		OFFICE SUPPLIES		TWEEZERS 1/23/23 - 2/5/23	24.00	
1CH6-Y4TF-LX7H	Invoice	02/28/2023	MISC SUPPLY 1/23/23 - 2/5/23	0.00	22.02	
10000.09110.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLY 1/23/23 - 2/5/...	22.02	
1FQK-1GDD-MY39	Invoice	02/28/2023	MICS SUPPLIES 1/23/23 - 2/5/23	0.00	35.47	
10000.90000.53406		BOOKS AND REFERENCE		MICS SUPPLIES 1/23/23 - 2/...	35.47	
1HJ4-9K7L-M1MG	Invoice	02/28/2023	MISC. SUPPLIES 1/23/23 - 2/5/23	0.00	15.98	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC. SUPPLIES 1/23/23 - 2/...	15.98	
1RMP-VGKC-M9JP	Invoice	02/28/2023	MISC SUPPLIES 1/23/23 - 2/5/23	0.00	74.40	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLIES 1/23/23 - 2/...	74.40	
1TN4-VNKT-LQT9	Invoice	02/28/2023	MISC. SUPPLIES 1/23/23 - 2/5/23	0.00	24.39	
10000.90000.53406		BOOKS AND REFERENCE		MISC. SUPPLIES 1/23/23 - 2/...	24.39	
1TN4-VNKT-MQ3P	Invoice	02/28/2023	MISC SUPPLIES 1/23/23 - 2/5/23	0.00	13.18	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES	13.18	
VEN02711	AMERICAS PRINTER	02/28/2023	Regular	0.00	270.54	64819
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1222198	Invoice	02/28/2023	MISC SUPPLY SMPL - ONE BOOK ONE CITY	0.00	270.54	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLY	270.54	
0132	BAKER & TAYLOR, INC.	02/28/2023	Regular	0.00	370.35	64820
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5018136733	Invoice	02/02/2023	BOOKS AND REFERENCE	0.00	350.73	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE	350.73	
5018136734	Invoice	02/02/2023	LIBRARY SUPPLIES	0.00	19.62	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	19.62	
0598	DEMCO, INC.	02/28/2023	Regular	0.00	509.31	64821
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7255838	Invoice	02/06/2023	OFFICE SUPPLIES	0.00	509.31	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	509.31	
0786	OFFICE DEPOT, INC	02/28/2023	Regular	0.00	133.97	64822

Check Register

Packet: APPKT06677-LIB 2/28/23

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	
290690083001	Invoice	02/28/2023	OFFICE SUPPLY - MISC	0.00	82.52	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLY - MISC	82.52	
291248680001	Invoice	02/28/2023	COVID SUPPLIES	0.00	51.45	
10000.09110.53999		OTHER PURCHASED SUPPLI...		COVID SUPPLIES	51.45	
VEN01043	OVERDRIVE INC	02/28/2023	Regular	0.00	1,186.44	64823
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO23043735	Invoice	02/28/2023	Ebook & Audiobook	0.00	1,186.44	
39006.90000.53406		BOOKS AND REFERENCE		Ebook & Audiobook	1,186.44	
Total Regular:					3,017.96	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	17	7	0.00	3,017.96
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
	17	7	0.00	3,017.96

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2023	3,017.96
			<u>3,017.96</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT06665 - MANUAL LIB BOA 02/28/23

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						
Payment Type: Regular						
0823	BANK OF AMERICA	02/09/2023	Regular	0.00	416.31	64633
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
CM0000605	Credit Memo	12/10/2022	LR DVD REQUEST	0.00	-19.83	
39006.90000.53406		BOOKS AND REFERENCE		LR DVD REQUEST	-19.83	
INV033831	Invoice	12/17/2022	LR DVD REQUEST	0.00	19.83	
39006.90000.53406		BOOKS AND REFERENCE		LR DVD REQUEST	19.83	
INV033832	Invoice	12/17/2022	LR DVD REQUEST	0.00	19.83	
39006.90000.53406		BOOKS AND REFERENCE		LR DVD REQUEST	19.83	
INV033833	Invoice	12/19/2022	LR PROGRAM SUPPLY CRAFTS	0.00	58.39	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LR PROGRAM SUPPLY CRAF...	58.39	
INV033834	Invoice	12/22/2022	LR PROGRAM SUPPLIES	0.00	18.72	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LR PROGRAM SUPPLIES	18.72	
INV033835	Invoice	12/22/2022	LR BOOKS & PROGRAMMING	0.00	128.68	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LR BOOKS & PROGRAMMING	128.68	
INV033836	Invoice	01/03/2023	LR CONFERENCE 1/19/23	0.00	15.00	
10000.90000.53402		CONFERENCE & MEETING		LR CONFERENCE 1/19/23	15.00	
INV033837	Invoice	01/04/2023	LR CRAFT SUPPLIES	0.00	49.18	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LR CRAFT SUPPLIES	49.18	
INV033838	Invoice	01/04/2023	LR PROGRAM SUPPLIES	0.00	107.93	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LR PROGRAM SUPPLIES	107.93	
INV033839	Invoice	01/10/2023	LR TEEN PROGRAM	0.00	18.58	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LR TEEN PROGRAM	18.58	
Total Regular:					416.31	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	1	0.00	416.31
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
	10	1	0.00	416.31

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2023	416.31
			416.31

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT06700 - LIB 3/14/23

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						
Payment Type: Regular						
VEN03454	AMAZON CAPITAL SERVICES	03/15/2023	Regular	0.00	553.49	64897
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
167H-HMYR-L6F4	Invoice	03/14/2023	MISC SUPPLIES 2/6/23 - 2/19/23	0.00	104.19	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 2/6/23 - 2/1...	84.47	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLIES 2/6/23 - 2/1...	19.72	
1G7N-VCC4-L74P	Invoice	03/14/2023	BOOKS & REFERENCE 2/6/23 - 2/19/23	0.00	55.55	
39002.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 2/6/23..	55.55	
1HJR-QMLW-JGR3	Invoice	03/14/2023	MISC. SUPPLIES 2/6/23 - 2/19/23	0.00	28.19	
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1HJR-QMLW-KC1M	Invoice	03/14/2023	BOOKS & REFERENCE 2/6/23 - 2/19/23	0.00	19.79	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 2/6/23..	19.79	
1N42-DTK1-LPPR	Invoice	03/14/2023	COVID SUPPLIES 2/06/23 - 2/19/23	0.00	18.24	
10000.09110.53999		OTHER PURCHASED SUPPLI...		COVID SUPPLIES 2/06/23 - 2...	18.24	
1NTC-GKLV-LH4M	Invoice	03/14/2023	MISC SUPPLIES 2/6/23 - 2/19/23	0.00	66.10	
39002.90000.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLIES 2/6/23 - 2/1...	66.10	
1PHQ-7PF1-LF4K	Invoice	03/14/2023	MISC SUPPLIES 2/6/23 - 2/19/23	0.00	126.09	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLIES 2/6/23 - 2/1...	126.09	
1RHG-RC7T-L4FC	Invoice	03/14/2023	BOOKS & REFERENCE 2/6/23 - 2/19/23	0.00	29.60	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 2/6/23..	29.60	
1TFP-7DLG-LLTJ	Invoice	03/14/2023	BOOKS & REFERENCE 2/6/23 - 2/19/23	0.00	27.77	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 2/6/23..	27.77	
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39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 2/6/23..	77.97	
0132	BAKER & TAYLOR, INC.	03/15/2023	Regular	0.00	1,719.07	64898
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5018149662	Invoice	03/14/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	1,059.15	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	1,059.15	
5018149663	Invoice	03/14/2023	LIBRARY SUPPLIES	0.00	65.53	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	65.53	
5018164889	Invoice	03/14/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	562.96	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	562.96	
5018164890	Invoice	03/14/2023	OFFICE SUPPLIES	0.00	31.43	
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0145	BRODART	03/15/2023	Regular	0.00	617.11	64899
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
618451	Invoice	03/14/2023	OFFICE SUPPLIES	0.00	120.41	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	120.41	
619042	Invoice	03/14/2023	OFFICE SUPPLIES	0.00	496.70	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	496.70	
VEN03466	BUSTER BALLOON CALDWELL	03/15/2023	Regular	0.00	350.00	64900

Check Register

Packet: APPKT06700-LIB 3/14/23

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	
PB0318231100	Invoice	03/14/2023	35 MIN COMEDY MAGIC MENTALISM SHOW	0.00	350.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		35 MIN COMEDY MAGIC M...	350.00	
VEN04152	KANOPY INC	03/15/2023	Regular	0.00	46.00	64901
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
340239-PPU	Invoice	03/14/2023	LIBRARY VIDEOS	0.00	46.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY VIDEOS	46.00	
1578	PETTY CASH FUND-LIBRARY	03/15/2023	Regular	0.00	9.00	64902
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV034052	Invoice	03/14/2023	LAUNDRY FOR PROGRAMMING 12/14/22	0.00	4.50	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LAUNDRY FOR PROGRAMM...	4.50	
INV034053	Invoice	03/14/2023	LAUNDRY FOR PROGRAMMING 3/2/23	0.00	4.50	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LAUNDRY FOR PROGRAMM...	4.50	
1125	VANGUARD ID SYSTEMS	03/15/2023	Regular	0.00	811.50	64903
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
I518579	Invoice	03/14/2023	SHORTPAK-CARD+KT	0.00	561.50	
10000.90000.53100		OFFICE SUPPLIES		SHORTPAK-CARD+KT	561.50	
I518580	Invoice	03/14/2023	SHORTPAK-CARD+KIT	0.00	250.00	
10000.90000.53100		OFFICE SUPPLIES		SHORTPAK-CARD+KIT	250.00	
0904	VROMAN'S	03/15/2023	Regular	0.00	269.74	64904
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3206742	Invoice	03/14/2023	BOOK	0.00	269.74	
39006.90000.53999		OTHER PURCHASED SUPPLI...		BOOK	269.74	

Total Regular: 4,375.91

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	23	8	0.00	4,375.91
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
	23	8	0.00	4,375.91

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2023	4,375.91
			<u>4,375.91</u>

Chair

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Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT06684 - Manual LIB 3/14/23

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						
Payment Type: Regular						
VEN04163	ARAGON AVIATION INC	02/23/2023	Regular	0.00	1,000.00	64765
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV033989	Invoice	02/23/2023	ONE BOOK ONE CITY PROG. AUTHOR AIRFA...	0.00	1,000.00	
39002.90000.53999		OTHER PURCHASED SUPPLI...		ONE BOOK ONE CITY PROG....	1,000.00	
Total Regular:					1,000.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,000.00
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	1,000.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2023	1,000.00
			1,000.00

Chair

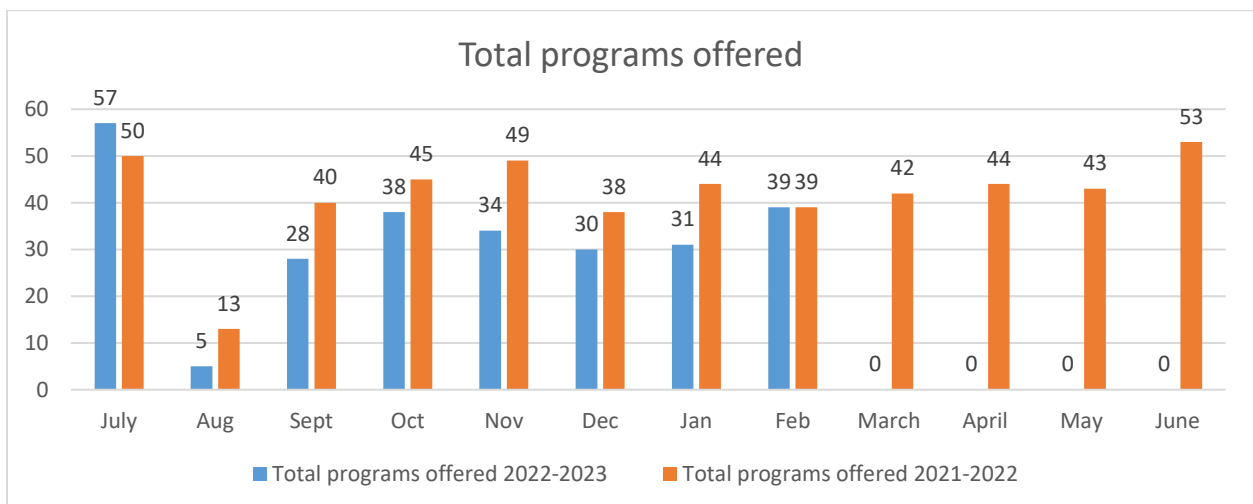
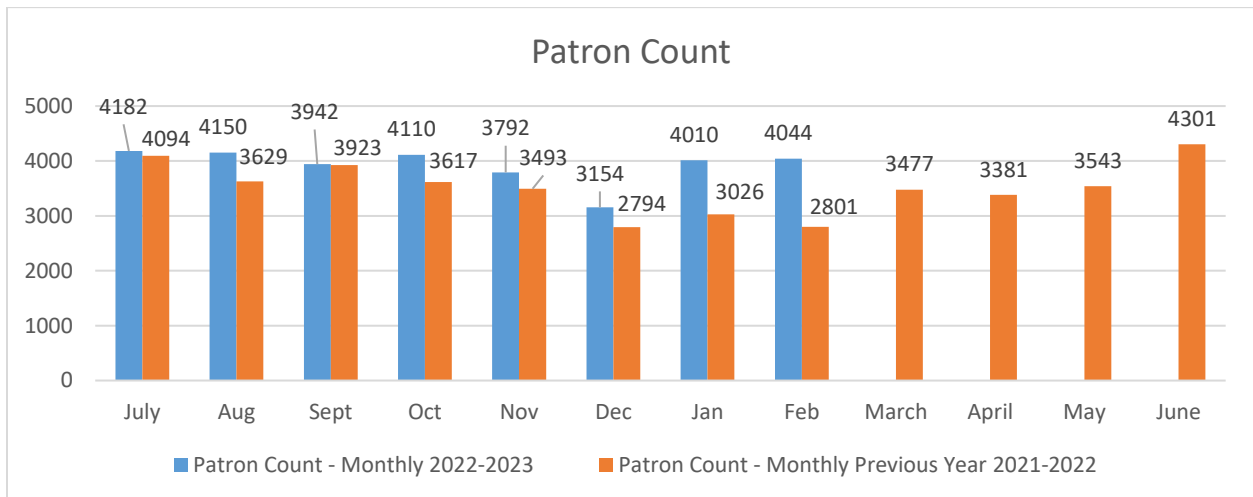
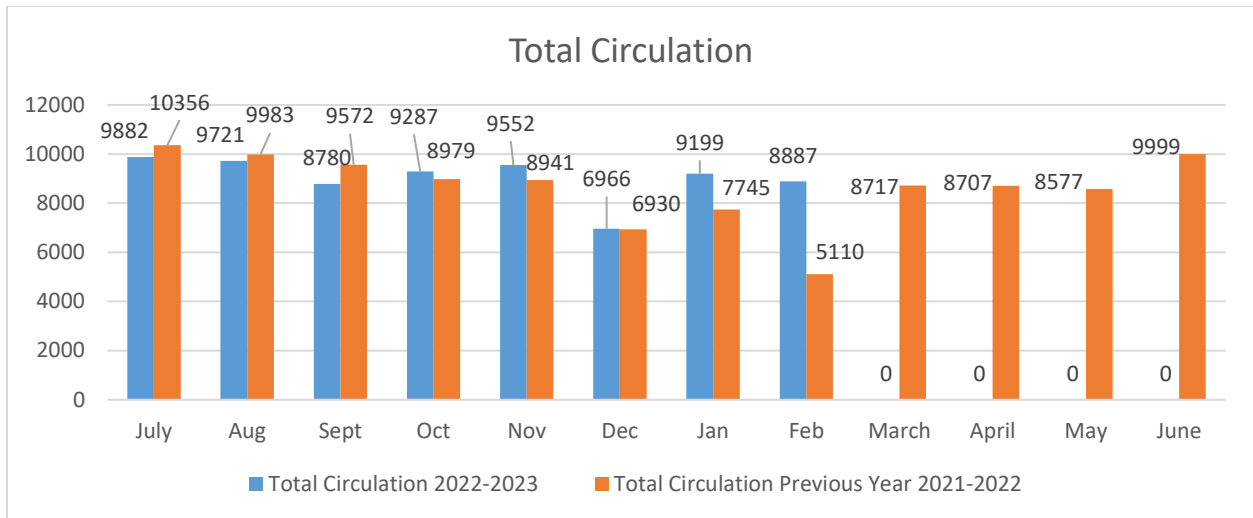
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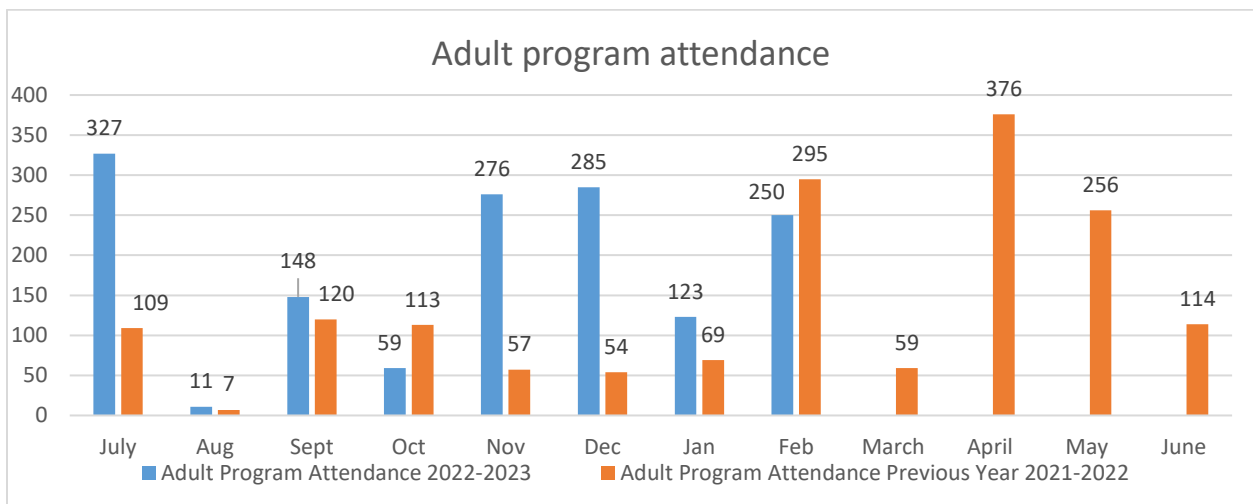
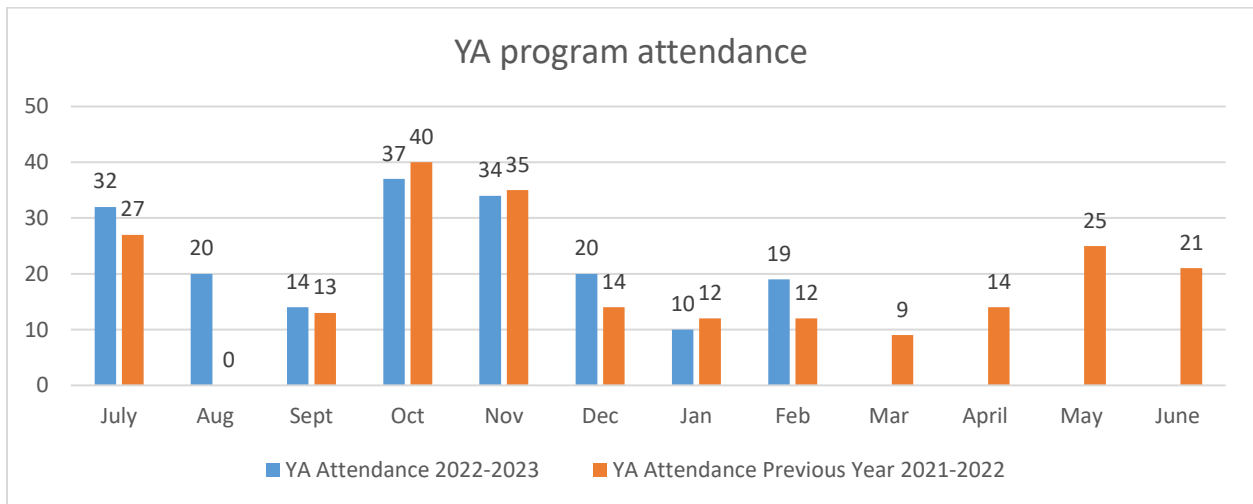
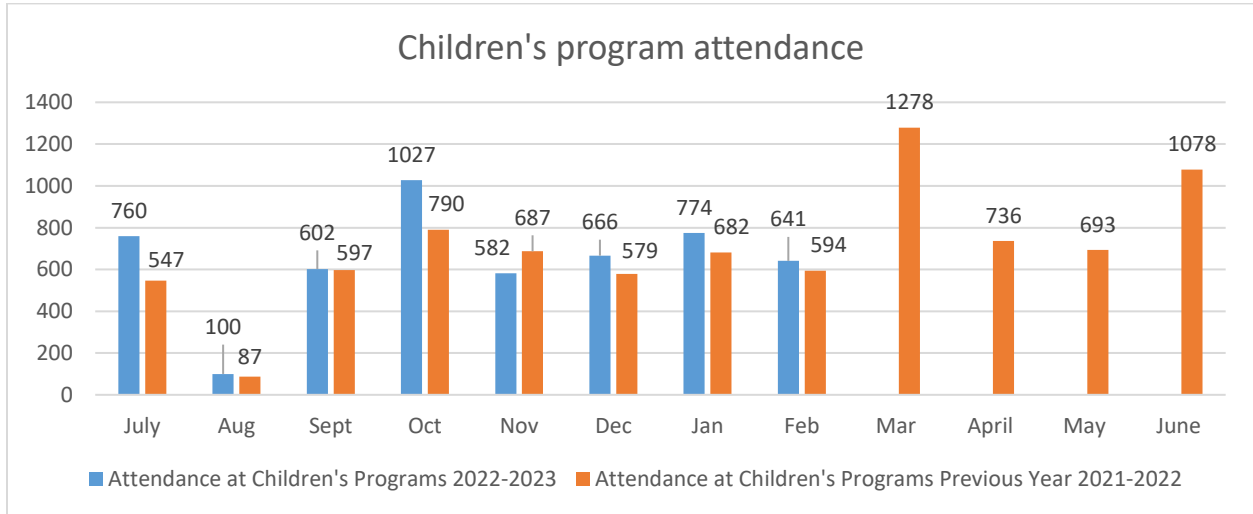
Trustee

Trustee

Trustee

February 2023 Library Statistics

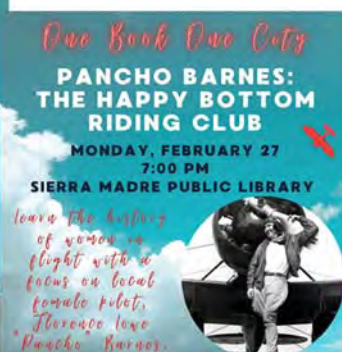




February 2023 Online Content

In February, the Library had 40 social media posts with 3,456 reactions (likes/comments/views). Many were for the following:

One Book One City
 Best Used Book Sale
 Black History Month on Kanopy
 This Week at the Library
 OBOC Author Talk - Cecilia Aragon
 Teen Snackchat
 Tails & Tales
 Libby by OverDrive
 Learn to Use the Cricut
 OBOC Kids Paper Airplane Contest
 OBOC Kids Paper Airplane Contest
 OBOC Kids STEAM Dream Workshop
 Teen Anime Afternoon
 Pajama Storytime
 3D Printing Basics
 Holiday Closure for Presidents' Day
 OBOC What is Aerobatic Flying - Susan Bell
 OBOC Movie Night
 OBOC Pancho Barnes Presentation
 Joint Town Hall Meeting at the Library
 Music & Mindfulness
 1-2-3D Printing Workshop
 Storytimes Back at the Library
 Board Library Teens
 Check out a State Parks Pass
 Online Tutoring





Library Board of Trustees

Laura Palmer, Chair
Susan Gallagher, Vice Chair
Catherine Adde, Trustee
Leigh Gluck, Trustee
Diane Sands, Trustee

Sierra Madre Public Library Agenda Report

TO: Library Board of Trustees

FROM: Leila Regan, City Librarian

DATE: 03/27/2022

SUBJECT: **Library Building Needs**

STAFF RECOMMENDATION

It is recommended the Library Board of Trustees receive and file this report regarding Library Building needs and priorities.

SUMMARY

The Library has a little over \$10 Million for renovations divided into two separate grants: The California State Library Targeted Grant and the California State Library Building Forward Infrastructure Grant. These grants are set to cover the following items:

- ADA & Seismic Upgrades/Improvements
- Building Expansion & Renovation
- Improved Green Space
- Window Replacement
- Fire Suppression Equipment
- HVAC Repair and Install
- Asbestos Abatement

But there are more items the Library and Sierra Madre Community need and want for the building renovations.

ANALYSIS

In 2017, members from Library, Board of Trustees, and community formed a Library Building Committee and created the *Library Facilities Master Plan*. Within that plan, key needed items were identified in addition to what was included in the aforementioned grants. Key Library needs include:

- A new roof

- New electrical wiring
- New plumbing system
- Proper and larger climate controlled storage for our archival collection
- A better programming area and/or a community and civic space (large meeting room)
- Friends of the Sierra Madre Library permanent book store and storage/sorting area
- A proper server room
- A cleaning closet with a deep sink and drain
- Staff breakroom and kitchen

Additional desired items included:

- A storytelling nook in the children's room
- A proper teen area
- Small study rooms
- Larger parking area with Solar Panel shading
- Drive up book drop

There was an architect design for a new building funded by the Friends of the Sierra Madre Public Library that has great options for most of the needs and desires of the Library including:

- Archival room
- Server room
- Programming/meeting/community room
- Friends Bookstore and storage/soring area
- Larger parking area

While we do have a little over \$10 Million in state and federal funding for this renovation, with all the aforementioned wants and needs of the Library for this renovation it may not be enough. However, with support from organizations like The Library Foundation, Friends of the Sierra Madre Public Library, and other generous donors we can achieve so much more.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com.

SIERRA MADRE PUBLIC LIBRARY



LIBRARY FACILITY MASTER PLAN

2017



Recommendations to the City Council

Approved by the Sierra Madre Public Library Board of Trustees

March 6, 2017

ACKNOWLEDGMENTS

The Library Board of Trustees would like to thank the following individuals for their time, input and assistance at various stages during the research of this report.

Bruce Inman

Carolyn Thomas

Clare Lin

Donna Howard

Douglas Kerns

Elisa Cox

Glenn Putnam

Janet Emery

John Vandavelde

Mary Talwar

Patricia Hall

Rodney Spears

Toni Buckner

Vincent Gonzalez

Director of Library and Community Services

Ryan Baker

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FORWARD

SIERRA MADRE PUBLIC LIBRARY—A HEART OF COMMUNITY

More than anywhere else, the Library is the place Sierra Madre calls home. Of course, everyone is welcome. And whether you clock thoroughbreds at Santa Anita, chart the origins of



the universe at JPL, work from home, commute to another country, keep house, or savor retirement, the Library offers limitless landscapes of imagination and information to explore. The Library is also an energetic host, sponsoring hundreds of community events throughout the year. From author panels to lectures, and science programs to baby rhyme times, the Library packs a stimulating schedule for the community.

With 130 years of continuous Library service in the same location beginning in 1887, it is no wonder that so many Sierra Madre generations grew up at the Library, discovering the joys of reading, holding their parents' hands during story hour, and seemingly not so long after, bringing their own children to get a Library card.

The Library's greatest challenge to continuing this tradition of service is the state of the 60-year-old building itself. Built in 1955, the current Library building has been pushed to its limits in terms of both space and deferred repairs.

This document provides recommendations going forward to continue the legacy of the Library as the heart of the community by addressing the deficiencies and limitations of the existing building.

MISSION

MISSION:

To bring the people of Sierra Madre together to develop and encourage a more literate, compassionate and inclusive community.

To serve every resident with a diverse, expertly curated and evolving set of resources beginning with books and encompassing the newest media and technology.

To foster a love of reading and learning in young children that will enrich them for a lifetime.

To create a unique set of resources that showcase the heritage and legacy of Sierra Madre and to reaffirm what a special place this is to live.

Everyone is welcome. Everyone is served. This is where diverse patrons gather to become a true community of learners.

PURPOSE:

The Sierra Madre Public Library is the heart and soul of our vital, engaged and inclusive community. The Library provides opportunities for diverse citizens of all ages to come together and participate in learning experiences that enable them to become more well-rounded and compassionate people. The enriched environment of the Library nurtures creative and intellectual curiosity, and provides one of the city's best places to socialize and bond with peers. The Library is an indispensable community resource, promoting literacy skills that enhance life in the 21st century.

Our expert staff and helpful volunteers guide patrons to get the most out of the Library. We believe that the courage, expertise and persistence of a few individuals can alter the lives of many, and that the Library is the place for these individuals to find the tools they need for leadership.



CURRENT SERVICES

COLLECTIONS



In FY2015-2016:

94,283 items were checked out

Patrons made 80,580 visits to the Library

11,429 people had Library card accounts

Total attendance for Library programs was 8,960

Volunteers provided 1,711 hours of service

*Impressive statistics for a City with a population
of only 11,200 people!*

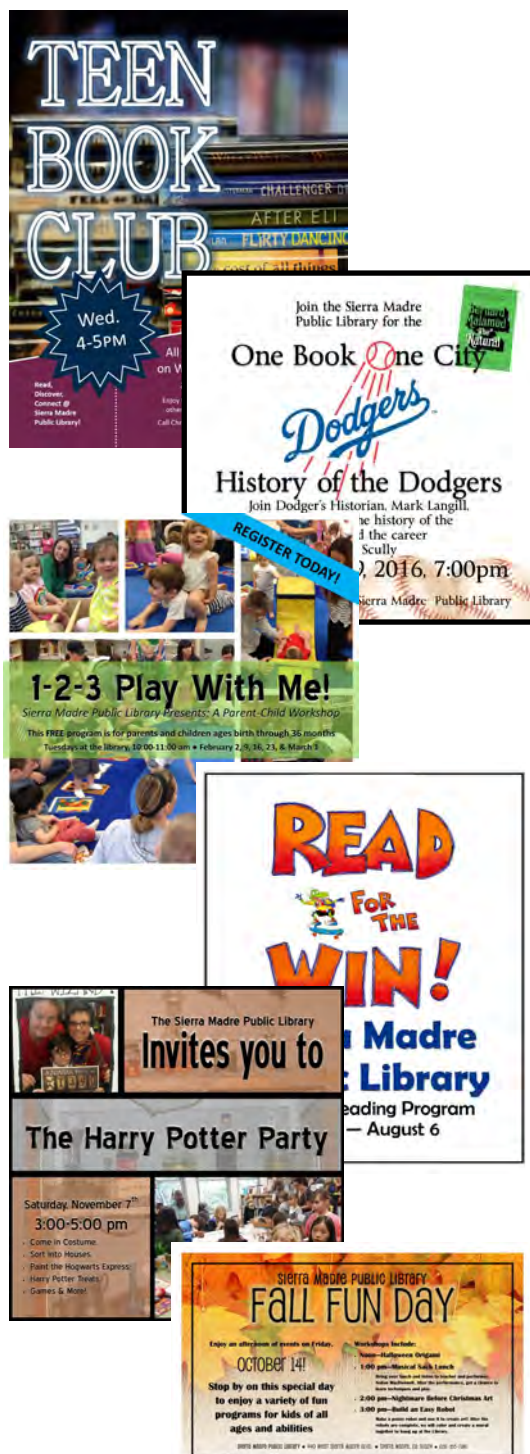
The Sierra Madre Public Library is responsible for providing access to current and historical information through physical and electronic collections, and delivering services and programs supportive of life-long learning, critical thinking, cultural enrichment and community engagement.

Collections include:

- 57,111 books and media items
- 7,989 ebooks
- 85 magazine subscriptions
- 5 newspapers
- 2,000 local history and rare books
- 6 database subscriptions for full-text articles, business resources, and free public access to paywall protected information.
- 1,500 linear feet (approx. 20,000 items) of historical archive documents, photographs, and ephemera. This collection is housed in the Library and jointly owned and managed by the Sierra Madre Historical Preservation Society
- 100+ paintings and sculptures by area artists such as Howard Whalen and Alfred James Dewey
- City documents for public review

CURRENT SERVICES

PROGRAMS & SERVICES



In FY 2015-16 the Library held **296** programs for patrons of all ages.

Sample of programs:

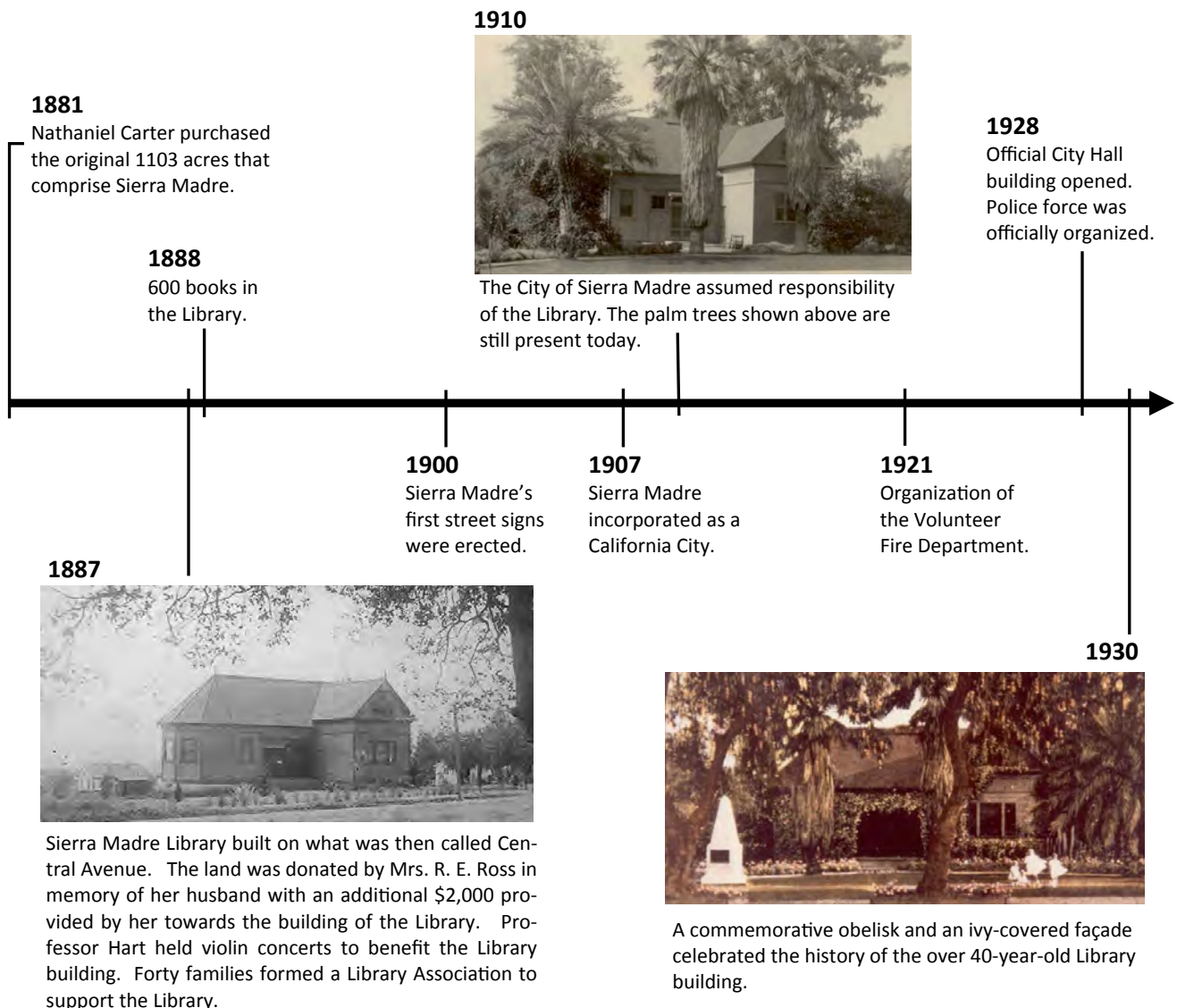
- 5 weekly storytime programs for preschool, babies, and school classes
- Weekly teen book club
- Monthly adult book club
- Monthly Barks and Books program
- Family Place Library
- Parenting workshops
- Technology training
- One Book One City events
- Teen history docents
- Titles to Go — Outreach to stay at home seniors
- Games and stress reduction programs
- READ Campaign
- Art and Essay contest
- Library Open House author panel
- STEAM science and technology club for pre-teens
- Art workshops
- Speakers and lecturers
- Summer Reading Program
- In-depth research for historical questions

Sierra Madre is a member of the Southern California Library Cooperative, a consortium of 38 independent Library systems in Los Angeles and Ventura counties. This membership allows Sierra Madre to participate in a resource-sharing network and a means for enhancing the level and diversity of resources available to Library users.

HISTORY

1887 to 1930 — A SMALL TOWN PUTS CULTURE FIRST

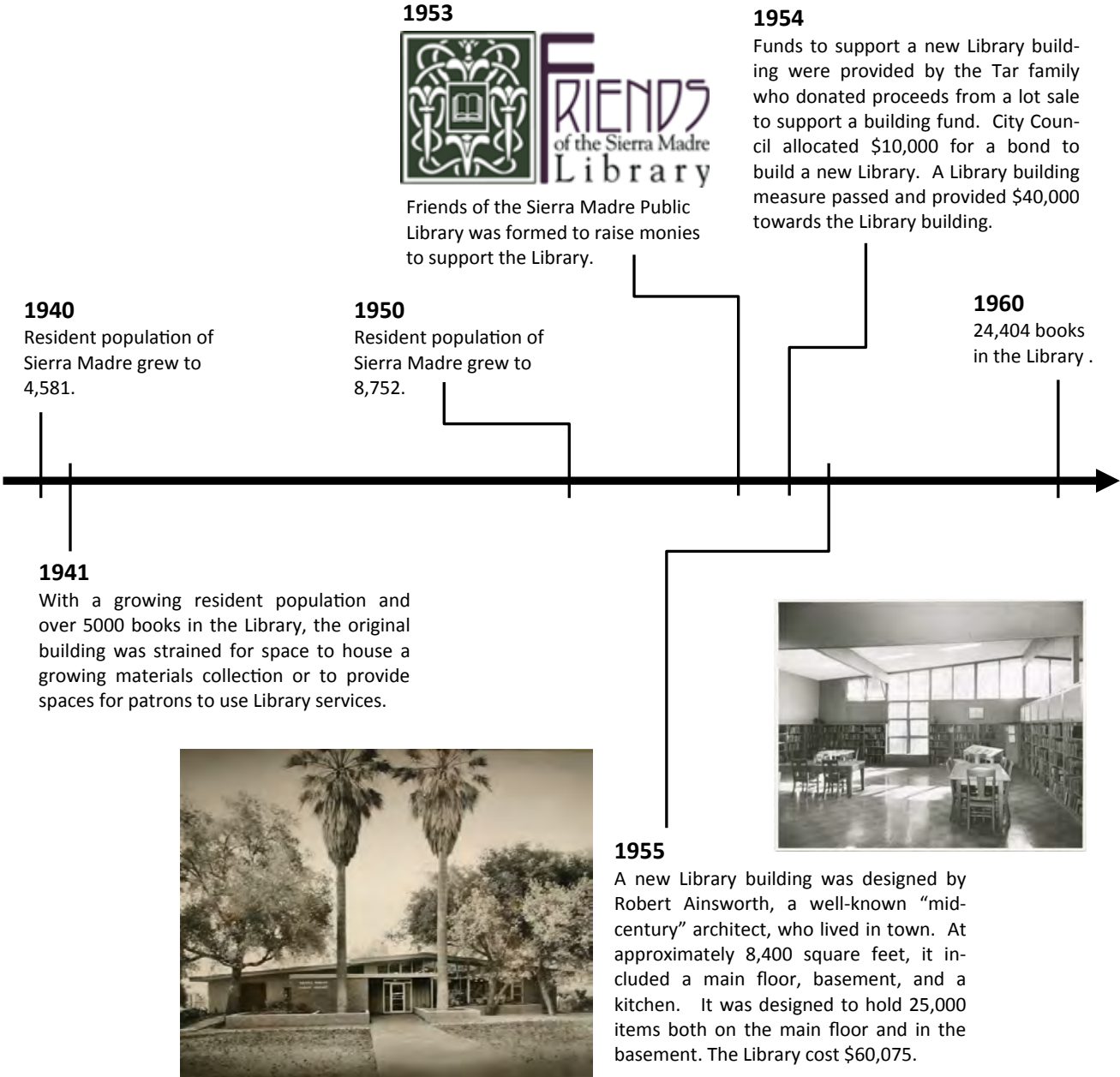
The roots of the Sierra Madre Public Library date back to the early history of the City. The town's first settlers valued the arts and literature while local citizens took on an active role in building this new community. Prior to organized police or fire forces, prior even to the official incorporation of the city, the settlers in Sierra Madre valued having a Library. The first Library was built 130 years ago on the same lot where the current Library stands today. The Sierra Madre Public Library is the fourth oldest library system in Los Angeles County and the tenth oldest library operation in Southern California.



HISTORY

1930 to 1960 — PITCHING IN TO MEET COMMUNITY NEEDS

During the 1940s, the City of Sierra Madre’s population grew but the toll of World War II and lack of funding prevented construction. The Library building was inadequate to serve the community. Concerted efforts by the Sierra Madre community during the 1950s helped to remedy the situation with a new Library building.



HISTORY

1960 to 1990 — GROWING COMMUNITY, GROWING PRESSURES

Beginning in the 1960s, it was identified that expansion of the Library and increasing civic meeting space was necessary. In the following thirty-year period there were three major attempts to enlarge the facility to increase capacity. Ultimately, only about 350 square feet were added to reduce a fraction of the strain on space.

1967

The 16,618 square foot *Sierra Madre Library Cultural Center* project was initiated to expand and combine community and mixed use space for the continually growing city. The project was never realized.



1976

Local Architect Fred Wesley submitted the final designs to the City for a new two-story Library with meeting rooms, an auditorium, and two courtyards. Although designed to fit the needs of the growing community, the project was shelved within two years.



1985

In order to accommodate growing demands for computer use, the approximately 150 square foot Walt Wesley Computer Literacy Room was added to the front of the Library.

1972

A lot behind Library, at 449 Mariposa, was donated and deeded to the City of Sierra Madre with the intent of expanding the Library. Currently zoned as Civic property, it sits vacant over 45 years later.



1979



This political cartoon from the L.A. Times depicts the face of Sierra Madre Librarian Mary Tumilty sitting on a cliff above the Library that was destined never to be.

1981

The Jameson Sierra Madre Room remodel added approximately 200 square feet to the Library to accommodate rare books, local history materials, and a small administrative office.

1989

The City hired consultant Rod Richards to initiate the Sierra Madre Public Library building program with the plan of expanding the Library to 17,935 square feet. The project was soon dropped due to funding issues.

HISTORY

1990 to 2016 — AN AGING BUILDING CONTINUES TO SERVE

Today, despite more attempts enlarge or construct a new Library, the building is currently in much the same size and condition as it was in 1955. Originally designed to hold 25,000 items, the 8,762 square foot Library now holds over 50,000 items not including the City's historical archives. ADA and structural upgrades have been largely deferred. The building's footprint uses less than 25% of the property site.

1996



A more modest expansion was designed by PBWS architects. At 14,562 square feet, the 2-story addition would have addressed all ADA issues and added much needed space. The project was never realized.

1992

Asbestos dust from ceiling prompts 1st of two abatements.

2000

52,736 Books and materials in the Library.

2008

The front of the Library was redone as the Friend's Library Garden with dedicated patio seating.

2012



The Library's children's room got a makeover with the help of the Rotary Club. Though a nicer environment, no additional space was added. This is the only area of the Library with ADA compliant shelving.

2010

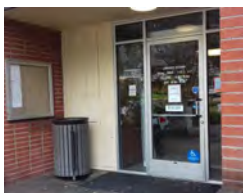
Resident population of Sierra Madre was 10,917.

1994

Sierra Madre applied for Library Services Construction Act funds. Application was unsuccessful.

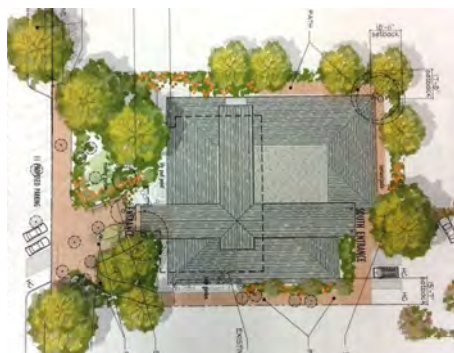
1998

Entrance door remodeled to accommodate disability requirements. No addition to square footage.



2003

Sierra Madre applied for the State Library Bond Act. A new 2-story 22,832 square foot state-of-the-art Library facility was planned to replace the existing 50-year-old building. The application was ultimately unsuccessful.



2014

Public surveys for the Library Strategic Plan identified lack of space as a major barrier to service.

2004

The City prepared to bring a ballot initiative to the public for construction support. The Sierra Madre Library Foundation begun incorporation as a charitable organization in order to fundraise any additional costs. Ultimately the initiative was dropped before it reached the ballot.

MOVING FORWARD

TWO ALTERNATIVES TO EXTEND THE LIFE OF THE LIBRARY BUILDING

The following pages summarize the work, findings, and records of both recent assessments and historical surveys of the building. These include the recent Accessibility Survey (ADA survey) by Disability Access Consultants in 2016, the Property Condition Assessment conducted by Onyx Architects in 2015, and a structural analysis conducted by Structural Engineer Rodney Spears in 2014. Additional building assessment documents from 2003-2004 and reviews of past records listing deficiencies were consulted. Findings were prioritized in terms of immediate need, compliance, costs and long-term community need.

What follows are two different approaches for moving forward:

1. A plan that addresses only the most basic needs and issues of the building with the priority based on minimizing total final cost and addressing the most immediate needs, referred to hereafter as the *“minimal investment”* alternative.
2. A plan that addresses identified building issues and deficiencies by providing a meaningful remodel and expansion of the Library based on a priority of community and civic needs, this plan is referred to hereafter as the *“meaningful improvement”* alternative.



The youngest Sierra Madre residents shake, rattle, and read on their parents' laps during a regular storytime program.

MOVING FORWARD

MINIMAL INVESTMENT APPROACH

The *minimal investment* approach considers lowest final overall cost as the guiding priority to achieve the minimum required to extend the life of a 60-year old building with a history of



Existing Library ducting sealed with newspaper from the 1980's

deferred maintenance. This approach recognizes that a minimum estimated final dollar amount may be the most pragmatic, or in terms of available funding, the only realistic option available. This approach addresses ADA compliance deficiencies, structural and seismic issues, necessary building repairs, and deferred maintenance items. This approach does not add square footage to the building, and does not offer solutions for overcrowding, community space, or archives preservation. It does not address accessibility between the main floor of the building and the basement (elevator or accessibility lift) but instead accepts that both the main entrance and the basement entrance will need to be redesigned and upgraded to meet ADA standards. Further, this approach does not make use of currently unused but available extra space or property available to the Library.

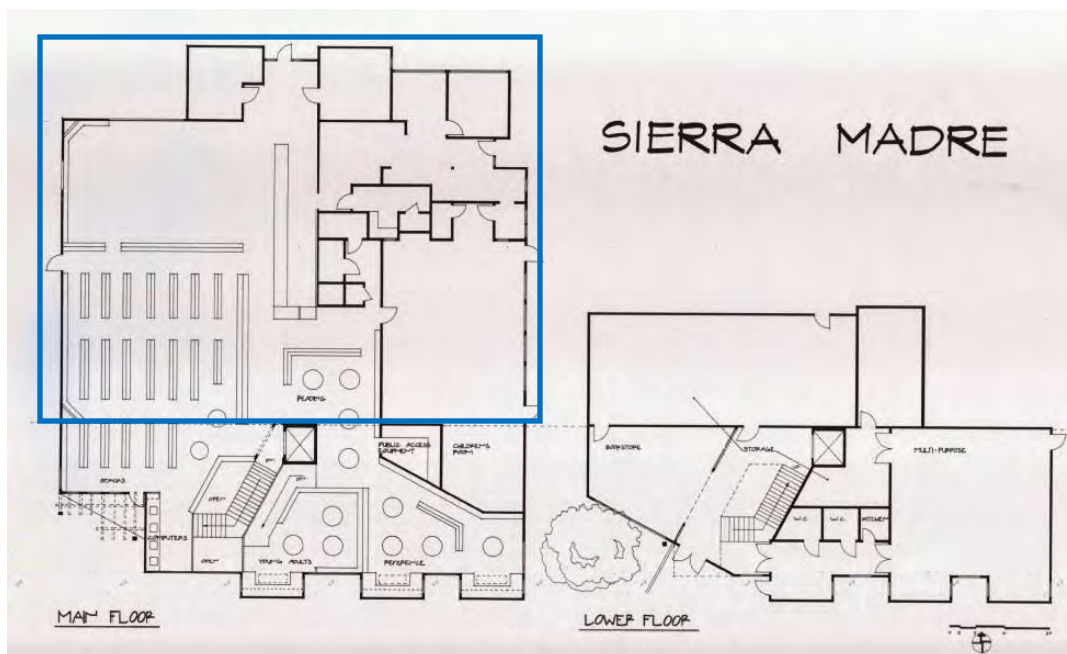
This approach is “a la carte”; it looks at individual building deficiencies separately with the understanding that costs for separate projects will be spread out over four to five years as funding becomes available. Projects are identified in order of priority with lowest priority items delayed until future budget years. While this gives some flexibility with identifying and allocating funds, it provides no flexibility or ability to look at deficiencies globally to identify more cost-effective ways to utilize the existing space, solve “domino effects” triggered by addressing a particular issue, or find cost-savings by addressing projects as a whole in terms of contractor costs or staff administration. Unfortunately, the “a la carte” reference does not mean that the identified items are truly optional; under this plan all deficiencies identified in the cost breakdown will need to be addressed eventually.

MOVING FORWARD

MEANINGFUL IMPROVEMENT RECOMMENDATION

The *meaningful improvement* alternative centers on a lighter remodel of the existing building and a new 5,000 sq. ft. addition which will address the burden of the needed improvements and code issues. This approach looks at the improvements at the global level to best utilize space and save costs by flexibly designing the interior space as a blank canvas, allowing for the identification of solutions that are not possible if work is done “a la carte”. For example, heavy shelving can be relocated to a new lower level to reduce seismic issues and address ADA codes, and meeting space can be developed for programming or community use. A new entrance and expanded bathrooms, placed in the new addition, would be designed for ADA compliance from the outset and reduce the need for costly modifications of the existing building.

Although this approach has a higher total cost, it is ultimately more cost-effective and addresses additional needs that are not met under the previous approach. While long-term cost-effectiveness in itself is a huge benefit, it is secondary to the larger benefit of creating a lasting durable expansion of the civic space available to the community of Sierra Madre.



This 1996 plan for an addition from PBWS Architects gives an idea of what can be gained with meaningful planning using increased space. The example above proposed about 7,000 square feet of addition and addressed accessibility issues for entryways and between floors, a dedicated historical archival repository and research area, dedicated space for teens, a community room, conference room, and greatly expanded seating and study areas. The extent of the existing building footprint is marked in blue.

SUMMARY OF FINDINGS

STRUCTURAL INTEGRITY

Though not unsafe, the structure of the building requires additional reinforcing/retrofitting for earthquake safety and for gravity loads for the shelving areas; additionally, the antiquated wooden shelving needs to be replaced with steel cantilever shelving to meet current standards for safety as well as to address ADA access issues with the current shelving placement.

The main floor of the Library sits atop a basement level that supports Library shelving. As opposed to the 60 psf load that is required for our reading areas and office areas, the flooring that supports the shelving requires support of 150 psf. Currently the flooring is only rated to support 117 psf. While the lateral structure met code for the era in which it was built, it will require additional support installed to meet current standards. The antiquated wooden shelving itself does not meet current industry standards for safety in the event of an earthquake.

Under the *minimal investment* alternative, joists, sheer panels, and floor framing will need to be reinforced to support the load requirements of the floor and address lateral support deficiencies prior to the installation of the new steel shelving.

Under the *meaningful improvement* alternative, the Library shelving can be completely removed from this floor of the Library and the new steel shelving placed on the ground level of the new addition. The existing main floor may be converted to a community room or open reading room space which will be well supported by the current structure of the building. The need for reinforcing of the floor is eliminated and the lateral seismic reinforcing on the east and west wall is greatly reduced in scope and invasiveness.



Support beams sit awkwardly amidst storage shelving in the Library basement.

SUMMARY OF FINDINGS

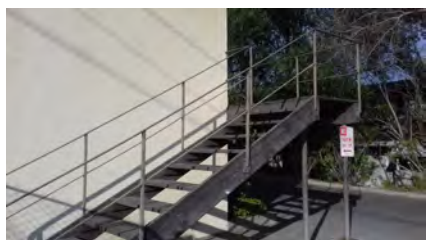
ACCESSIBILITY

With 142 ADA deficiencies and/or compliance issues identified, including 36 site/external access deficiencies, it is fair to say the existing building needs drastic work and interior remodeling to address all identified items.

There are major problems regarding the existing bathrooms, aisle width for shelving, parking lot, basement, and emergency entry/exit from the building that will require remodel and invasive site work. The other major factor to consider is the “domino effect” created by correcting some of the issues (e.g. correcting a slope necessitates removing a pathway, which results in replacing a curb, which moves parking areas back that need to be repaved, etc.). Though many deficiencies identified are listed as minor, the invasive nature of the work to correct them creates major projects.

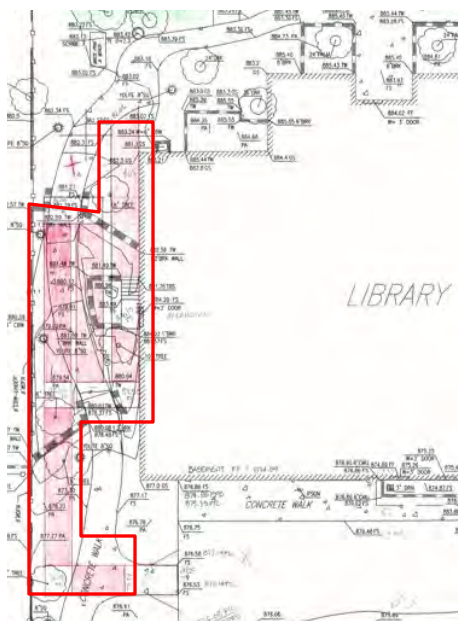


The current shelving placed at widths of 30” to 36” is too narrow to meet the 44” requirements in California code and ADA requirements. Shown below, the Library’s existing emergency exits are not accessible.



Under the *minimal investment* alternative, these items and the related domino effects will need to be addressed as individual projects for the existing structure. However, under the *meaningful improvement* alternative, the major ADA compliance issues, including bathrooms, entry and exit, remodel to accommodate compliant shelving, parking, and multi-level (elevator) access will be addressed in the design of the new addition. Bathrooms in the existing structure can be converted to storage, and inaccessible exit points can be removed.

The area in red shows the invasive extent of work required to provide compliant exterior access from the rear parking lot to the front entrance on the west side of the building if an addition is not considered. It is just one example of how a minor deficiency creates a major project.



SUMMARY OF FINDINGS

DEFERRED EXTERIOR MAINTENANCE

Major repairs to the exterior of the building are both long overdue and necessary to prolong the life of the building. The three main areas of concern are the roof, windows/window fittings, and painting/coating the exterior. These three items will need to be addressed directly on the existing building in both the meaningful improvement model or the minimal investment alternative.

The last major reroofing project was done twenty-five years ago in 1992. The current roof cap sheet of the existing building has worn to the point that underlying fiberglass fibers now protrude. Though the main roof has a low slope, the front office portions of the building do not have a minimum required slope which results in pooling water and ceiling leaks in the building during precipitation. It is recommended that the building be re-roofed with TPO or “cool-roof” materials and minimum slopes corrected to both address the current state of the roof and to assist in “greening” the building.



Water collects on a negatively sloped area of the Library roof that does not have drainage. The 3 inch deep pool of water must be hand-swept off the roof after rain.

SUMMARY OF FINDINGS

DEFERRED EXTERIOR MAINTENANCE

With the exception of the east side of the building, the original 1955 single-glazed casement windows are no longer tight-fitting and some of the glazing is cracked. The windows and fittings will need to be replaced with dual-glazed low-E windows both for safety and to “green” the building.

The exterior needs new paint or coating to protect the building. The fascia along the roof and the wooden window fittings show obvious signs of deterioration and will need to be replaced due to some evidence of dry rot resulting from a combination of exposure to sun/elements and inadequate protective coatings.



Peeling paint, eroded window fittings, cracks in stucco, and evidence of dry rot are all indications of repairs that are long overdue.

ELECTRICAL , PLUMBING, HVAC

The electrical, plumbing and HVAC ductwork, are further victims of deferred maintenance. With the exception of a replacement of two HVAC units in 2009, the overall systems are antiquated and in need of upgrade or replacement.

The building is currently served by two electrical services, which is generally a violation of code. One service is overloaded with HVAC equipment. Light switches and sockets are not compliant to ADA standards and the public area has little access to plug in devices. The recommendation for either alternative is to upgrade the electrical to a single service, replace the subpanels, and construct a dedicated electrical closet. Additionally, light fixtures are recommended to be replaced with “green” LEDs, and additional sockets installed for public use. Under the *meaningful improvement* alternative, the service and panels upgrade would be located in and incorporated into the cost of the new addition, leaving only minor upgrades to fixtures in the existing structure.

SUMMARY OF FINDINGS

ELECTRICAL , PLUMBING, HVAC

Putting aside ADA issues with restroom facilities, the existing plumbing consists of ¾" galvanized pipe that is currently operating twenty years in excess of its life expectancy and is not acceptable for the current load under current CA plumbing code. The existing 1994 water heater is also reaching the end of its life expectancy and is not acceptable under CALGreen standards. Under the *meaningful improvement* alternative, bathrooms and related plumbing will be designed in the new addition with the costs incorporated. Under the *minimal investment* alternative, these items will be addressed and replaced as part of the ADA bathroom remodel.

The HVAC units, two of which currently reside in the existing Library parking lot, will need to be removed and replaced on the roof to allow for exterior ADA improvements; this would be incorporated into the work of the meaningful improve-



Deferred ductwork and antiquated electrical work underneath the Library.

ment recommendation but would be a separate project under the minimal investment alternative. Ductwork in the existing building, though functional, has been closed and rerouted at various points between 1981 and 1992 to “bandage” over problems. This currently leaves some areas of the Library without circulation or airflow from the vents. Forensic investigation of the HVAC ductwork to identify and correct closed and blocked points will be necessary along with repairs of the system; these items would apply to the existing building in either the meaningful improvement recommendation or minimal investment alternative.

ADDITIONAL CONSIDERATIONS

PROTECTING SIERRA MADRE'S HERITAGE

The Sierra Madre Public Library is also home to the history of Sierra Madre through its extensive collection of archival documents, photographs, artwork and ephemera. Unfortunately, cramped space and unprotected areas for processing and research make storing and accessing this collection difficult, and in some cases endanger the valuable heritage that is stored in the Library basement. The current available space has been a limiting factor for obtaining grants for preservation and to digitize collections.

A *meaningful improvement* would allow for not only secure and industry-standard archival storage built into the new addition, but also could house a dedicated historical research room and possibilities to curate and exhibit items from the archives that are generally unavailable for public viewing.

Approximately 20,000 items, including delicate photos such as this one from the 1890s (right) are housed in the cramped Library basement (below). About a third of the archival collection does not have temperature or humidity control, or secure protection from rodents.



A Howard Whalen sculpture is one of the 100+ pieces of artwork housed in the Library's collection.



ADDITIONAL CONSIDERATIONS

INTERIOR SPACE

Identified by both recent public survey and years of staff observation, lack of community space is the single largest hindrance to providing quality service. The Library contains no community rooms, no meeting space, no private study space, no open gathering space, and limited study areas. Library programs by default must take over the main reading room of the Library, displacing regular Library users. Even without programs, there is very little room for people. Space problems limit the number of chairs in the entire Library to 60 positioned at 14 tables close together. Conditions do not encourage quiet reading, study, or collaboration. Space constraints have put significant obstacles in the Library's ability to update services. Identified as a community problem as far back as the mid-1960s, lack of available community space in the Library, and civic gathering space in the City in general would be well addressed by an accessible Library addition.



Packed spaces and standing-room-only crowds take over the main reading room of the Library during most programs and events. Lack of a community room pushes the Library to capacity and leaves no space for regular Library users during these times.



Teens retreat between stacked boxes in the basement in order to find a private space to hold book club discussions.



Furniture must be rolled into the book aisles to make room for people attending programs.

ADDITIONAL CONSIDERATIONS

COMMUNITY AND CIVIC SPACE

It is impossible to tell how many ways Library service will change and adapt into the future, but one thing will be certain: the need for flexible, adaptable, durable space.

Space is not a Library need – it is a Sierra Madre need. Currently the community has access to only limited resources for places to communicate, hold discussions, to host meetings, and find connected civic space. Over a dozen community groups currently compete for space with growing senior programming at our small Hart Park House, and the City’s only other adaptable space, the Sierra Madre room at the Rec Center, becomes more limited in its availability. As we become more connected to individual screens and devices, the need for both formal and informal meeting and community space will continue to grow. Community gathering space is a valuable commodity and in very short supply in Sierra Madre. A meaningful improvement to the facility in the form of flexible community rooms, meeting rooms, and small study or conversation rooms is an investment in the future of what community means in Sierra Madre.



The existing Library building footprint (red) uses less than 25% of the existing property (blue).



The current Library footprint uses less than a quarter of the property available to it – extremely valuable space that is currently not benefiting the community, but has the potential to do so.

COMPARISON OF COSTS

MINIMAL INVESTMENT APPROACH

Timeline	Project Component	Estimated Cost	Estimate Downtime and Soft Costs
FY 2017-18	• Architectural and engineering	\$70,000	n/a
	• Miscellaneous internal minor ADA compliance items	\$47,000	n/a
	• Re-roof with TPO membrane; reset HVAC equipment	\$64,000	2-3 day closure to public during demolition stage.
	• External ADA access compliance items	\$73,000	Limited or no parking available during construction.
		FY total \$254,000	
FY 2018-19	• Architectural and engineering	\$100,000	n/a
	• Structural/seismic reinforcing of building	\$165,000	These six components create a domino effect and must be done in succession. 10-12 week closure to the public plus cost of moving and storage plus temporary Library service in another location (calculated in page 25).
	• Asbestos abatement	\$12,000	
	• Remove internal stairwell	\$3,000	
	• Replace non-conforming stacks with steel cantilever shelving	\$139,000	
	• Replace reference desk	\$12,000	
	• Replace carpet	\$39,000	
	• Renovate bathrooms for ADA compliance and plumbing upgrades	\$96,693	2-3 week closure to public during heavy construction.
	• Paint exterior	\$20,000	n/a
		FY total \$587,000	
FY 2019-20	• Electrical systems upgrade and compliance	\$174,000	2-3 day closure to public.
	• HVAC and ducting repairs or replace	\$25,000	2-3 day closure to public.
	• Replace 1955 windows	\$50,000	2-3 day closure to public.
		FY total \$249,000	
FY 2020-21	• Resurface existing parking lot for slope and add ADA access to basement.	\$53,000	Limited or no parking available during construction.
		FY total \$53,000	
		SUBTOTAL \$1,143,000	

COMPARISON OF COSTS

MEANINGFUL IMPROVMENT

Timeline	Project Component	Estimated Cost	Estimate Downtime and Soft Costs
FY 2017-18	• Architectural and engineering	\$220,000	n/a
	• Re-roof with TPO membrane	\$64,000	2-3 day closure to public during demolition.
	FY total \$284,000		
FY 2018-19 and FY 2019-20	• 5,000 sq. ft. addition	\$2,475,000	<p>All components addressed as a single project .</p> <p>8-10 month closure to the public. Cost of moving and storage plus temporary Library service in another location (calculated on page 25).</p>
	Incl. external ADA compliance		
	Incl. most misc. minor ADA items		
	Incl. ADA bathrooms		
	Incl. seismic/structural		
	Incl. shelving/furniture		
	Incl. reference desk		
	Incl. most electrical		
	Incl. elevator		
	Incl. community/meeting spaces		
	Incl. archives storage		
	Incl. HVAC relocating		
	• Surface vacant lot for parking	\$53,000	
	• Fire suppression in existing structure	\$20,000	
	• Replace carpet in existing structure	\$39,000	
	• Exterior painting existing structure	\$20,000	
	• Reconfigure space in existing structure, remove non-ADA bathrooms	\$46,000	
	• Remaining duct work in existing building	\$15,000	
	• Replace windows in existing building	\$55,000	
	• Remaining electrical in existing building	\$25,000	
	• Asbestos abatement	\$12,000	
	FY total \$2,760,000		
		SUBTOTAL \$3,044,000	

COMPARISON OF COSTS

TOTALS

	Minimal Investment	Meaningful Improvement
Subtotals	\$1,143,000	\$3,044,000
Contingency overrun 20%	\$229,000	\$609,000
Financial soft costs		
Moving	\$15,000	\$15,000
Storage	\$1,500	\$6,000
Temporary service location	\$9,500	\$32,000
Public closures	One period of 10-12 weeks limited service in temporary location. Four additional closures of 2-3 days each, two periods of limited parking.	One period of 8-10 months limited service in a temporary location. One additional closure of 2-3 days.
TOTAL	\$1,398,000	\$3,706,000

Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our life.

—Sidney Sheldon



Budget Estimate

For

Sierra Madre Library



PBWS Architects

234 E. Colorado Boulevard, Suite 700
Pasadena, California 91101



WM2S, Inc.

14908 Live Oak Springs Canyon Road
Santa Clarita, CA 91387
P: 661 367 5242 WM2S.com

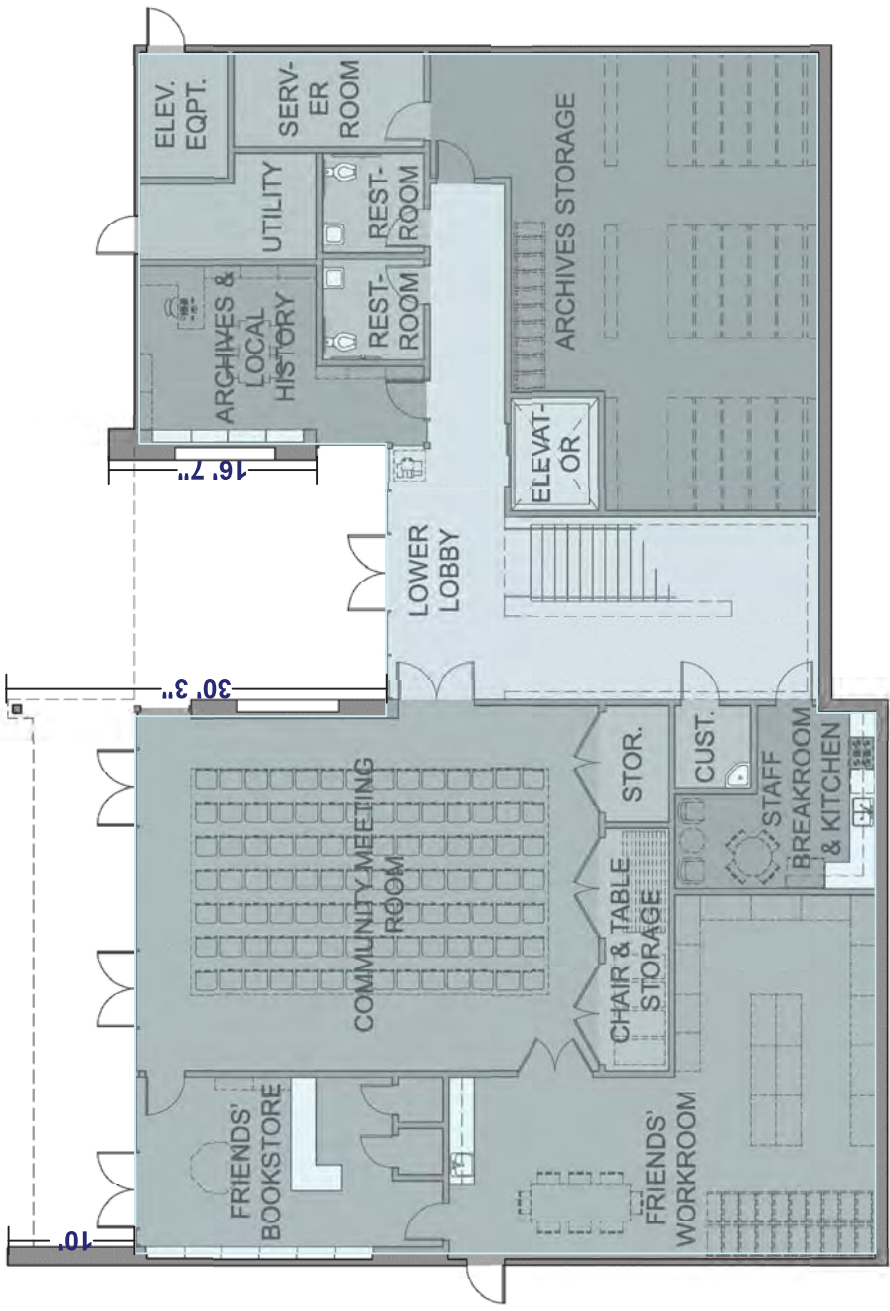
Sierra Madre Library
Concept By PBWS, November 2019

Supporting Documents

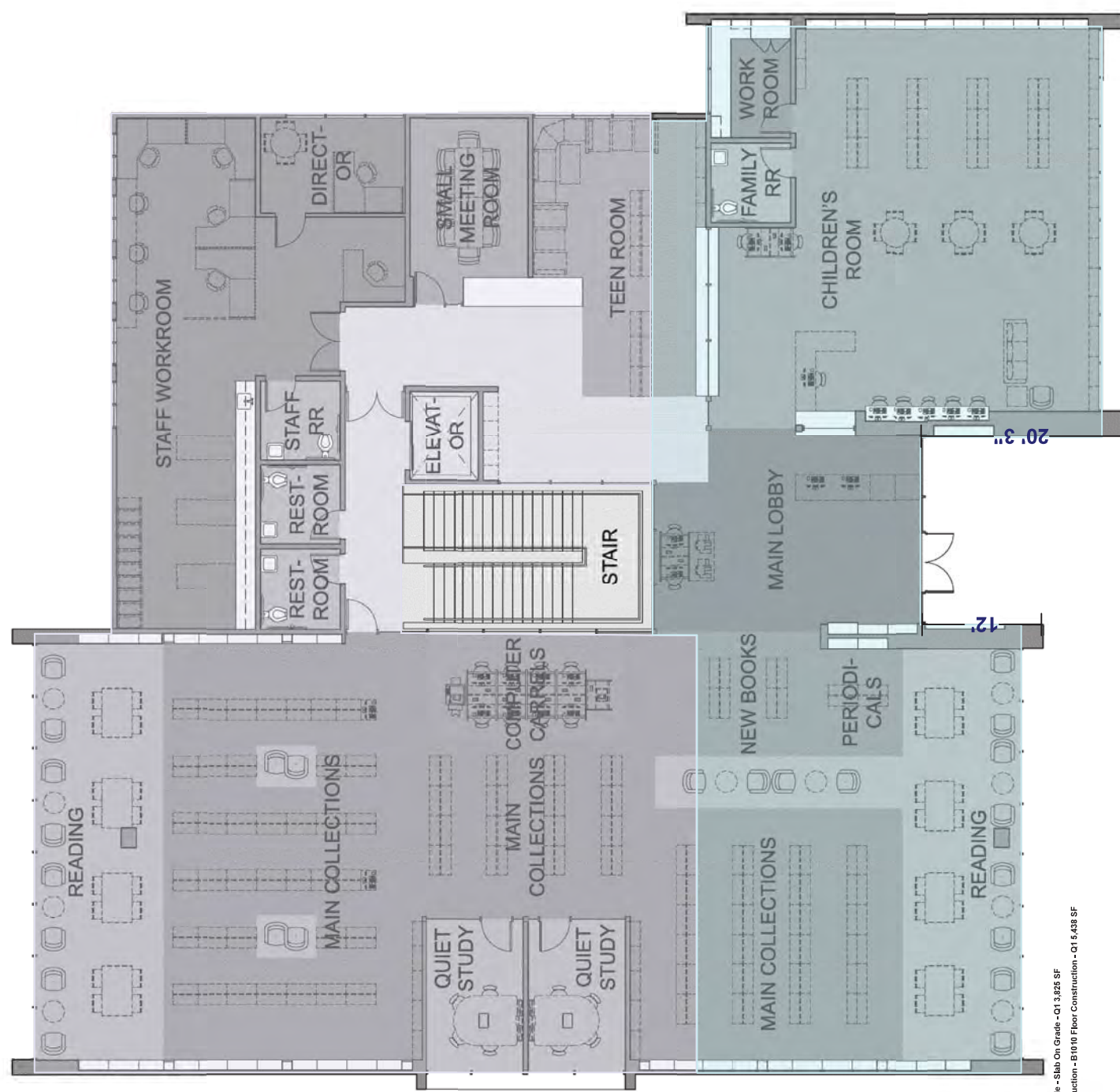
Cover Letter
Estimate Recap
Estimate Details
Supporting Documents

Sierra Madre Library

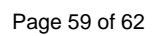
WM2S, Inc.
14908 Live Oak Springs Canyon Road, Santa Clarita, CA. 91387
P: (661) 367 5242, www.WM2S.com

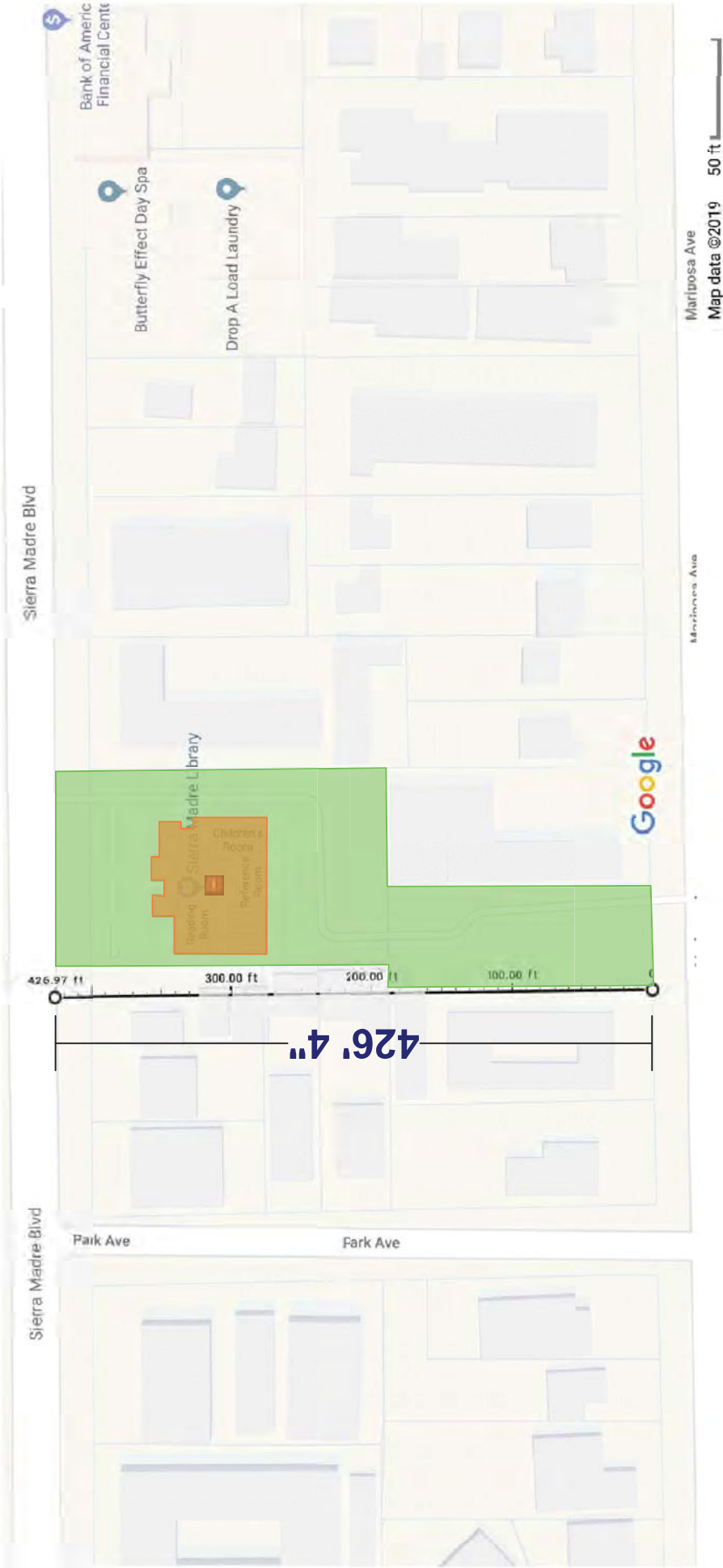


A1030 Slab on Grade - Slab On Grade - Q1 4,936 SF



A1030 Slab On Grade - Q1 3,325 SF
B1010 Floor Construction - Q1 5,438 SF





- F2010 Demolition - Demolish Buildings - 7,177 SF
- F2010 Demolition - Demolish Paving , Landscaping ... - 39,561 SF

Sierra Madre Public Library Vision & Mission Statement

Vision Statement from the Library

Adopted by the Trustees on September 23, 1999:

- Regardless of their age, race, religion, or income:
 - all community members will have access to a multifaceted community commons center for use by the public for meetings, discussion groups, and other uses.
 - all community members will have access to expanded library resources and community information resulting in greater knowledge and skills, building an awareness and involvement in the community.
 - those community members desiring technological training and resources will have access to information necessary in meeting today's evolving technological demands.
 - lifelong learners, students, parents and teachers will have materials, technologies, and programs that will support them and lead to the development of critical thinking skills necessary in making important life choices.
 - all those desiring historical information will benefit from the advanced organization and skillfully preserved historical archives and book collection, thus increasing their knowledge of the area's heritage and fostering a sense of community.

SIERRA MADRE PUBLIC LIBRARY MISSION STATEMENT 08.25.2003

The Sierra Madre Public Library is a community library dedicated to providing equal access to information services and programs reflecting diverse points of view, always endeavoring to be responsive to changing needs of the community, to preserving its history, and to meeting the challenges of the future. The library provides a welcoming environment, quality materials and technologies, and professional, dedicated staff.

The Sierra Madre Public Library upholds the public's right to know, and:

- Provides collections of both contemporary interest and permanent value reflecting residents' current and ongoing interests and popular culture, in the formats and quantities that meet their needs.
- Offers community members opportunities to gather to discuss issues and learn together and to share new experiences in the arts, sciences, and technologies.
- Provides the technologies, including new multi-media resources, required to support a growing home-based business clientele and lifelong learners.
- Preserves and makes available to researchers materials emphasizing the history of Sierra Madre and environs.
- Makes available information, materials, and programs that will increase residents' cultural awareness of the broader community in the San Gabriel Valley and Los Angeles County.

Other Libraries Mission/Vision Statements

Monrovia Public Library

- *Mission:* We exist to serve the people of Monrovia to create a community that offers a premier quality of life.
- *Vision:* Monrovia Public Library aspires to offer the community endless possibilities through enriched experiences.

Crowell Public Library

- *Mission:* The 21st Century Crowell Public Library serves the educational, cultural, and recreational interests of people of all ages.

Signal Hill Public Library

- *Mission:* The Public Library is dedicated to free and equal access to information, knowledge, independent lifelong learning, cultural enrichment, and the joys of reading for our diverse community.

Arcadia Public Library

- *Mission:* It is the mission of the Arcadia Public Library to provide full and equal access to materials and services that meet the educational, informational, historical, and individual interests of a diverse community.

Pasadena Public Library

- *Mission:* The mission of the Pasadena Public Library, a basic municipal service, is to be an information center for the Pasadena community in order to preserve and encourage the free expression of ideas essential to an informed citizenry.

Altadena Public Library

- *Mission:* The Altadena Library District is dedicated to providing free and equal access to information, ideas, technology and the joy of reading to educate and empower our diverse community.

Los Angeles Public Library

- *Mission:* The Los Angeles Public Library provides free and easy access to information, ideas, books and technology that enrich, educate and empower every individual in our city's diverse communities.