



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, June 27, 2022

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

*Susan Gallagher, Chair; Rod Spears, Vice Chair;
Catherine Adde, Trustee; Laura Palmer, Trustee; Richard Procter, 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 Gallagher, Spears, Adde, Palmer and Procter.

PLEDGE OF ALLEGIANCE

Laura Palmer

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 May 23, 2022, 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: \$5,361.80; \$645.49; \$300.00; and \$5,271.17.

2. Library Statistics - Recommendation to receive and file May 2022 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Building Update and History

Report by Interim City Librarian, Lori Garza, regarding the Library building, to facilitate discussion.

2. Future Trustee Meetings

Report by Interim City Librarian regarding August meetings. It is recommended Trustees consider cancelling the August meeting.

3. Friends of the Library Liaison Report

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

4. City Council Liaison Report

Update from Council Liaison to Board.

5. Trustees Updates

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

6. City Librarian Report

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

7. 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 meeting on July 25, 2022.

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.



Sierra Madre Public
LIBRARY
Read • Discover • Connect

MINUTES

LIBRARY BOARD OF TRUSTEES MEETING

Monday, May 23, 2022

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

*Susan Gallagher, Chair; Rod Spears, Vice Chair;
Catherine Adde, Trustee; Laura Palmer, Trustee; Richard Procter, Trustee*

CALL TO ORDER / ROLL CALL

Meeting called to order at 5:16 p.m.

Trustees Gallagher, Adde, Palmer and Procter in Attendance.

Trustee Spears Absent

Additional Attendees: Lori Garza, Leila Regan, Sophia Kownatzki, & Margaret Quigley

PLEDGE OF ALLEGIANCE

Trustee Procter led the Pledge of Allegiance

APPROVAL OF AGENDA

Trustee Adde moved to approve the Agenda. Trustee Palmer seconded. All approved.

APPROVAL OF MINUTES

Trustee Procter moved to approve the minutes from April 25, 2022, meeting. Trustee Adde seconded. All Approved.

COMMUNITY INPUT

Chair Gallagher opened the meeting for public comment on items not on the Agenda. No public comment was made.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$4,703.47, \$3,694.70, \$3,431.23, \$1,461.64.

2. Library Statistics - Recommendation to receive and file April 2022 Statistical Reports.

It was noted that 8,717 books circulated and 3,381 people entered the Library.

Trustee Proctor moved to approve Consent Items 1 and 2. Trustee Palmer seconded. All approved.

ACTION ITEMS AND REPORTS

1. Library Building Update

Management Analyst Sophia Kownatzki gave an oral presentation regarding the Library Building. The Library Parking Project bid is to be presented at tomorrow's City Council meeting.

2. Library Meaningful Improvement Update and Letter

An oral report was given by Interim City Librarian, Lori Garza, on the Library building and "meaningful improvement". It was recommended the Trustees send a letter to the Assembly Budget Committee in support of the \$10 million Library Rehabilitation funding request for a Sierra Madre Public Library meaningful improvement. Trustee Proctor volunteered to write the letter. Trustee Adde moved to approve sending the letter and Trustee Proctor seconded. All approved.

3. Library Summer Programming

Youth Services Librarian, Leila Regan, gave an oral report on upcoming Summer Programming. Trustee Adde liked the Bailey Canyon Nature Walk with SMEAC and the Anime Club programs and was interested in doing more programming about wildlife and interacting with nature.

4. Friends of the Library Liaison Report

Friends of the Library President Margaret Quigley discussed the upcoming Best Used Book Sale on June 3 and 4. The Friends Board approved and submitted a letter to the Assembly Budget Committee in support of the \$10 million Library Rehabilitation meaningful improvement request. The wine tasting is likely to be held in September at the Santa Anita Racetrack. Trustees will receive an invitation to the Friends Annual Meeting & Dinner.

5. City Council Liaison Report

Update from Council Liaison to Board was deferred until next month.

6. Trustees Updates

Trustee Adde reported she submitted a book review of a "Lunch in Paris" for the Friends newsletter and attended the City/Chamber of Commerce Honors Dinner.

Trustee Proctor reported he wrote a letter of support that was used by City Council to show their support of the \$10 million request for a Library Rehabilitation and that he is going to convince someone to give the Library \$10 million!

Chair Gallagher reported she attended the Honors Dinner, the Women's Club Luncheon, and the Friends meeting. The Friends will be co-sponsoring Skinny Ties at the City's Concert in the Park on August 7.

Trustee Palmer reported she attended the Honors Dinner. She also joined the Friends of the Library!

7. City Librarian Report

Interim City Librarian Lori Garza reported there was an incident at the Library last Thursday between two patrons. The Police department was called to resolve the issue. The City Librarian recruitment is continuing and the deadline to submit applications is May 31. The Library is planning for Summer Programming! Thank you all for attending the Honors Dinner. Civic Club is presenting awards to the Library at City Council tomorrow.

8. Items for Future Agenda

Trustees expressed an interest in discussing programming such as special story times and participating in the 4th of July parade next year.

ADJOURNMENT

Trustee Proctor moved to adjourn the meeting and Trustee Gallagher seconded. All approved. Meeting was adjourned at 6:07 p.m. to a meeting on June 27, 2022.



City of Sierra Madre, CA

Check Register

Packet: APPKT06267 - 06/14/2022 LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0132	BAKER & TAYLOR, INC.	06/14/2022	Regular	0.00	2,693.50	63154
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5017706755	Invoice	05/05/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	1,843.44	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	1,843.44	
5017706756	Invoice	05/05/2022	BOOKS	0.00	102.28	
10000.90000.52200		CONTRACT SERVICES		BOOKS	102.28	
5017715319	Invoice	05/09/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	357.26	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	357.26	
5017715320	Invoice	05/09/2022	BOOKS	0.00	81.50	
10000.90000.52200		CONTRACT SERVICES		BOOKS	81.50	
5017729403	Invoice	05/16/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	294.79	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	294.79	
5017729404	Invoice	05/16/2022	BOOKS	0.00	14.23	
10000.90000.52200		CONTRACT SERVICES		BOOKS	14.23	
0145	BRODART	06/14/2022	Regular	0.00	449.71	63155
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3306393	Invoice	05/12/2022	OFFICE SUPPLIES	0.00	449.71	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	449.71	
0201	EBSCO	06/14/2022	Regular	0.00	30.88	63156
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2202418	Invoice	03/13/2022	PERIODICALS	0.00	30.88	
10000.90000.53501		PERIODICALS		PERIODICALS	30.88	
VEN02207	JanWay Company USA, Inc.	06/14/2022	Regular	0.00	805.00	63157
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
140361	Invoice	05/12/2022	MISC. LB SUPPLIES	0.00	805.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC. LB SUPPLIES	805.00	
VEN01043	OVERDRIVE INC	06/14/2022	Regular	0.00	1,382.71	63158

Check Register

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		
01148CO22158821	Invoice	05/13/2022	BOOKS	0.00	1,382.71	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS		1,382.71	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	5	0.00	5,361.80
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	5	0.00	5,361.80

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2022	5,361.80
			<u>5,361.80</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT06282 - 06/28/2022 BOA LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	06/10/2022	Regular	0.00	645.49	63067
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV032200	Invoice	05/13/2022	CS ONLINE DESIGN PUBLISHING SRVCS REN...	0.00	179.87	
10000.90000.52200		CONTRACT SERVICES		CS ONLINE DESIGN PUBLISH...	179.87	
INV032201	Credit Memo	06/10/2022	LG CREDIT FOR UNDELIVERED CRAFT SUPPLI...	0.00	-17.60	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LG CREDIT FOR UNDELIVER...	-17.60	
INV032202	Invoice	04/19/2022	LG MAILING FEE FOR RECYCLING REPLACEM...	0.00	53.35	
10000.90000.53999		OTHER PURCHASED SUPPLI...		LG MAILING FEE FOR RECYCL...	53.35	
INV032203	Invoice	04/21/2022	LG CLA CONFERENCE REG FEE	0.00	80.00	
10000.90000.53402		CONFERENCE & MEETING		LG CLA CONFERENCE REG F...	80.00	
INV032205	Invoice	05/05/2022	LG DVD FOR CHILDREN PROG	0.00	27.53	
39006.90000.53406		BOOKS AND REFERENCE		LG DVD FOR CHILDREN PRO...	27.53	
INV032206	Invoice	04/25/2022	LG BOOKS AND REF.	0.00	63.33	
10000.90000.53406		BOOKS AND REFERENCE		LG BOOKS AND REF.	63.33	
INV032207	Invoice	04/27/2022	LG REPLACEMNT HEADPHONES FOR CHILDR...	0.00	78.77	
10000.90000.53103		COMPUTER SUPPLIES		LG REPLACEMNT HEADPHO...	78.77	
INV032208	Invoice	04/27/2022	LG SUMMER PROG SUPPLIES	0.00	91.65	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LG SUMMER PROG SUPPLIES	91.65	
INV032209	Invoice	05/05/2022	LG PROGRAMMING SUPPLIES	0.00	35.19	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LG PROGRAMMING SUPPLIES	35.19	
INV032210	Invoice	05/11/2022	LG SUMMER SCENCE SUPPLIES	0.00	53.40	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LG SUMMER SCENCE SUPPLI...	53.40	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	1	0.00	645.49
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	645.49

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2022	645.49
			<u>645.49</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT06288 - 06/28/22 LIB MANUAL CHECK

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						
VEN04087	MICHELLE HOPKINS	06/21/2022	Regular	0.00	300.00	63159
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV032226	Invoice	06/21/2022	CELLO PERFORMANCE	0.00	300.00	
39006.90000.53999	OTHER PURCHASED SUPPLI...		CELLO PERFORMANCE		300.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	300.00
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	300.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2022	300.00
			<u>300.00</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT06291 - 06/28/22 LIB

By Check Number

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1644	AMAZON	06/21/2022	Regular	0.00	783.24	
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
439934673869	Invoice	04/24/2022	BOOK	0.00	12.78	
10000.90000.53406			BOOKS AND REFERENCE		12.78	
446496743957	Invoice	04/10/2022	PROGRAM SUPPLIES	0.00	63.92	
39006.90000.53999			OTHER PURCHASED SUPPLI...		63.92	
447433599949	Credit Memo	06/28/2022	REFUND	0.00	-6.56	
39006.90000.53406			BOOKS AND REFERENCE		-6.56	
448355898573	Invoice	05/01/2022	PROGRAM SUPPLIES	0.00	135.56	
39006.90000.53999			OTHER PURCHASED SUPPLI...		135.56	
448684796958	Invoice	04/30/2022	PROGRAM SUPPLIES	0.00	31.08	
39006.90000.53999			OTHER PURCHASED SUPPLI...		31.08	
455535666776	Invoice	04/21/2022	OFFICE SUPPLIES	0.00	18.73	
10000.90000.53100			OFFICE SUPPLIES		18.73	
463679445487	Invoice	04/26/2022	PROGRAM SUPPLIES	0.00	37.46	
39006.90000.53999			OTHER PURCHASED SUPPLI...		37.46	
469936734349	Invoice	04/17/2022	BOOK	0.00	18.52	
10000.90000.53406			BOOKS AND REFERENCE		18.52	
479585894369	Invoice	05/07/2022	BOOK	0.00	13.22	
10000.90000.53406			BOOKS AND REFERENCE		13.22	
544854667944	Invoice	04/09/2022	BOOK	0.00	19.80	
39006.90000.53406			BOOKS AND REFERENCE		19.80	
559455575868	Invoice	04/07/2022	BOOK	0.00	49.64	
39006.90000.53406			BOOKS AND REFERENCE		49.64	
575575866365	Credit Memo	06/28/2022	REFUND	0.00	-24.82	
39006.90000.53406			BOOKS AND REFERENCE		-24.82	
638969449579	Invoice	04/26/2022	PROGRAM SUPPLIES	0.00	20.58	
39006.90000.53999			OTHER PURCHASED SUPPLI...		20.58	
644856785887	Invoice	05/02/2022	PROGRAM SUPPLIES	0.00	8.71	
39006.90000.53999			OTHER PURCHASED SUPPLI...		8.71	
674746364443	Invoice	04/25/2022	LIBRARY COMPUTER SUPPLIES	0.00	19.83	
10000.90000.53103			COMPUTER SUPPLIES		19.83	
686385943344	Invoice	04/17/2022	BOOK	0.00	80.64	
10000.90000.53406			BOOKS AND REFERENCE		80.64	
734367753535	Credit Memo	06/28/2022	REFUND	0.00	-63.92	
39006.90000.53999			OTHER PURCHASED SUPPLI...		-63.92	
739586896777	Invoice	04/17/2022	BOOK	0.00	26.38	
10000.90000.53406			BOOKS AND REFERENCE		26.38	
745988497996	Invoice	04/17/2022	OFFICE SUPPLIES	0.00	8.52	
10000.90000.53100			OFFICE SUPPLIES		8.52	
746844793397	Invoice	04/24/2022	BOOK	0.00	26.30	
10000.90000.53406			BOOKS AND REFERENCE		26.30	
789565373666	Invoice	04/20/2022	BOOK	0.00	12.58	
10000.90000.53406			BOOKS AND REFERENCE		12.58	
799696743855	Invoice	05/01/2022	BOOK	0.00	14.32	
10000.90000.53406			BOOKS AND REFERENCE		14.32	
853885863333	Invoice	05/04/2022	BOOK	0.00	73.60	
39002.90000.53406			BOOKS AND REFERENCE		73.60	
856787484364	Invoice	04/16/2022	BOOK	0.00	15.42	
39006.90000.53406			BOOKS AND REFERENCE		15.42	
877439597979	Invoice	04/24/2022	BOOK	0.00	10.90	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.53406		BOOKS AND REFERENCE	BOOK		10.90	
937677838588	Invoice	04/07/2022	BOOK	0.00	8.80	
39006.90000.53406		BOOKS AND REFERENCE	BOOK		8.80	
948647385385	Invoice	04/10/2022	BOOK	0.00	22.01	
39006.90000.53406		BOOKS AND REFERENCE	BOOK		22.01	
965586487796	Invoice	04/09/2022	BOOK	0.00	19.80	
39006.90000.53406		BOOKS AND REFERENCE	BOOK		19.80	
984965344637	Invoice	04/26/2022	PROGRAM SUPPLIES	0.00	38.04	
39006.90000.53999		OTHER PURCHASED SUPPLI...	PROGRAM SUPPLIES		38.04	
999958947994	Invoice	04/07/2022	BOOK	0.00	71.40	
39006.90000.53406		BOOKS AND REFERENCE	BOOK		71.40	
0145	BRODART	06/21/2022	Regular	0.00	31.38	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
603981	Invoice	05/31/2022	BOOK SUPPLIES	0.00	31.38	
10000.90000.53100		OFFICE SUPPLIES			31.38	
0132	BAKER & TAYLOR, INC.	06/21/2022	Regular	0.00	825.43	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5017745999	Invoice	05/17/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	36.70	
39006.90000.53406		BOOKS AND REFERENCE			36.70	
5017746000	Invoice	05/17/2022	BOOK SUPPLIES	0.00	5.83	
10000.90000.52200		CONTRACT SERVICES			5.83	
5017756988	Invoice	05/25/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	581.15	
39006.90000.53406		BOOKS AND REFERENCE			581.15	
5017756989	Invoice	05/25/2022	BOOK SUPPLIES	0.00	139.70	
10000.90000.52200		CONTRACT SERVICES			139.70	
5017758054	Invoice	05/24/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	58.90	
10000.90000.53406		BOOKS AND REFERENCE			58.90	
5017758055	Invoice	05/24/2022	BOOK SUPPLIES	0.00	3.15	
10000.90000.52200		CONTRACT SERVICES			3.15	
0904	VROMAN'S	06/21/2022	Regular	0.00	17.64	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2741427	Invoice	05/18/2022	BOOK	0.00	17.64	
10000.90000.53406		BOOKS AND REFERENCE			17.64	
VEN01043	OVERDRIVE INC	06/21/2022	Regular	0.00	1,970.34	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO22187640	Invoice	06/08/2022	BOOKS	0.00	1,970.34	
39006.90000.53406		BOOKS AND REFERENCE			1,970.34	
VEN01733	ORIENTAL TRADING CO	06/21/2022	Regular	0.00	64.25	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
716894771-01	Invoice	05/19/2022	PROGRAM SUPPLIES	0.00	64.25	
39006.90000.53999		OTHER PURCHASED SUPPLI...			64.25	
VEN04066	SF PROMOS	06/21/2022	Regular	0.00	937.13	

Check Register

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		
8172	Invoice	05/25/2022	SUMMER READING PRIZES	0.00	937.13	
39006.90000.53999	OTHER PURCHASED SUPPLI...		SUMMER READING PRIZES		937.13	
0598	DEMCO, INC.	06/21/2022	Regular	0.00	641.76	
7140578	Invoice	06/09/2022	LABEL PROTECTORS	0.00	641.76	
10000.90000.53100	OFFICE SUPPLIES		LABEL PROTECTORS		641.76	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	42	8	0.00	5,271.17
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
	42	8	0.00	5,271.17

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2022	5,271.17
			<u>5,271.17</u>

Chair

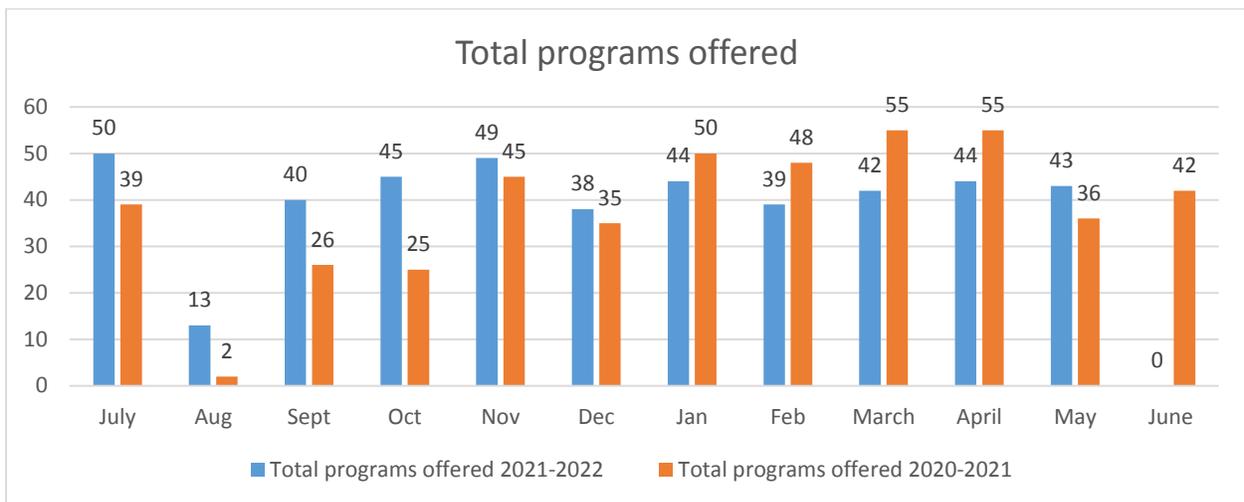
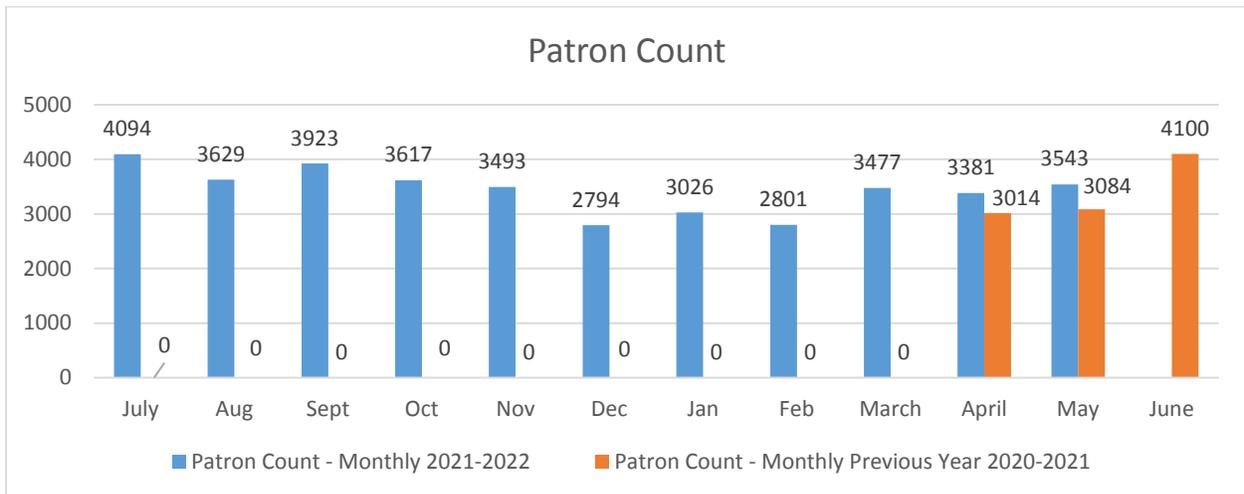
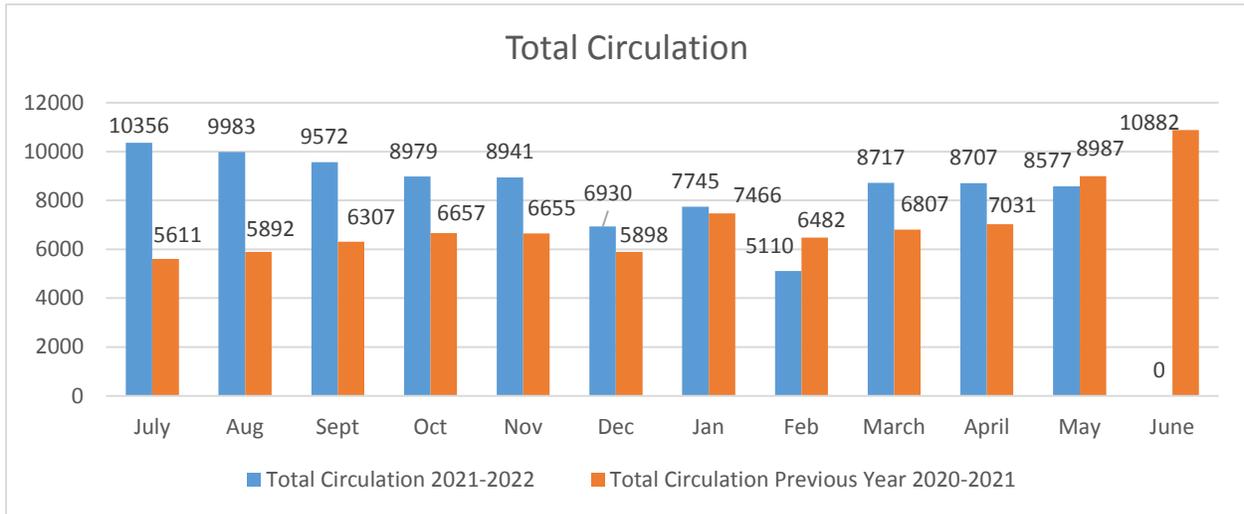
Trustee

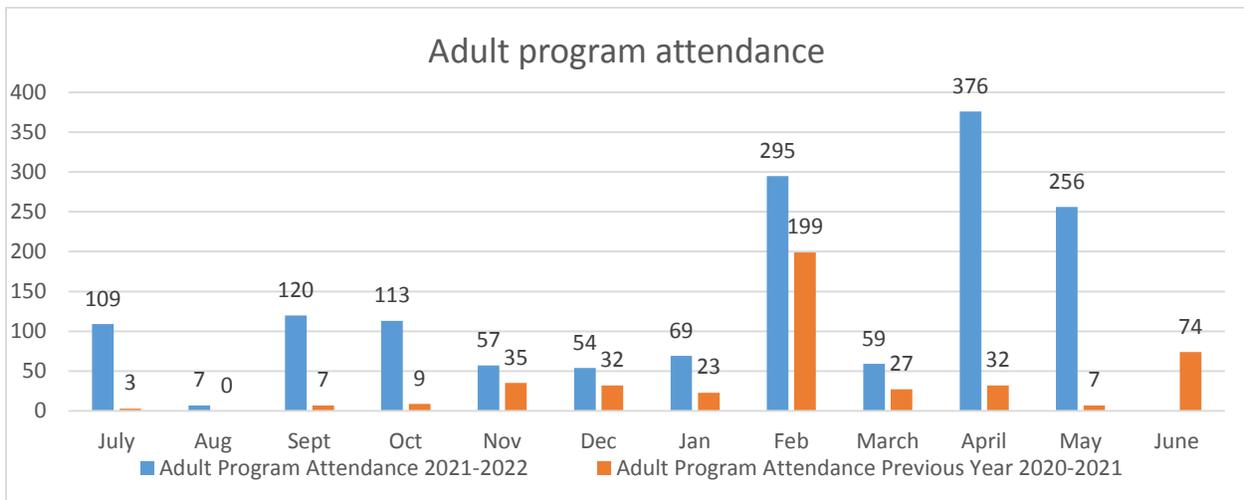
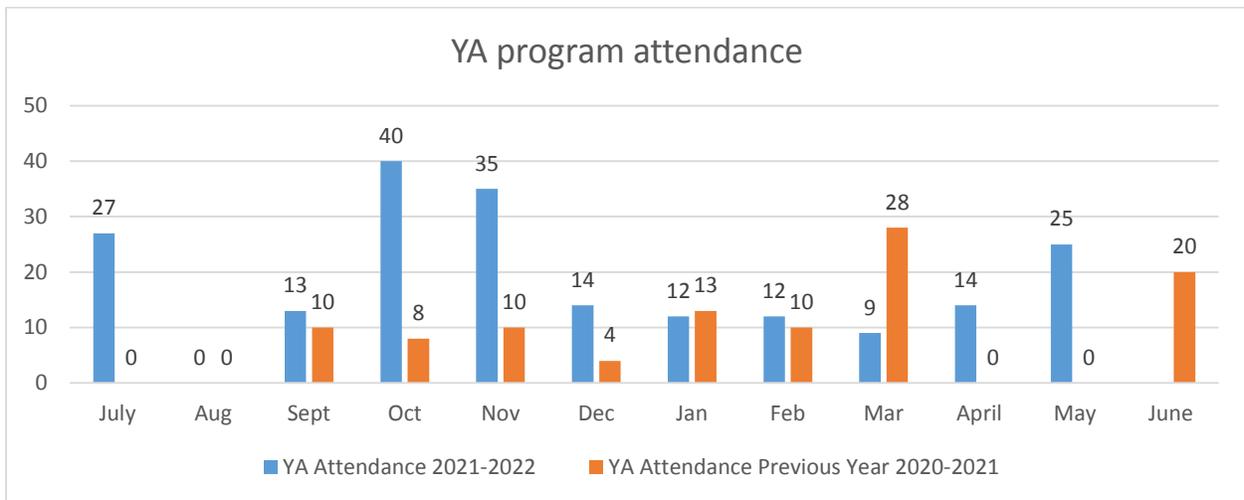
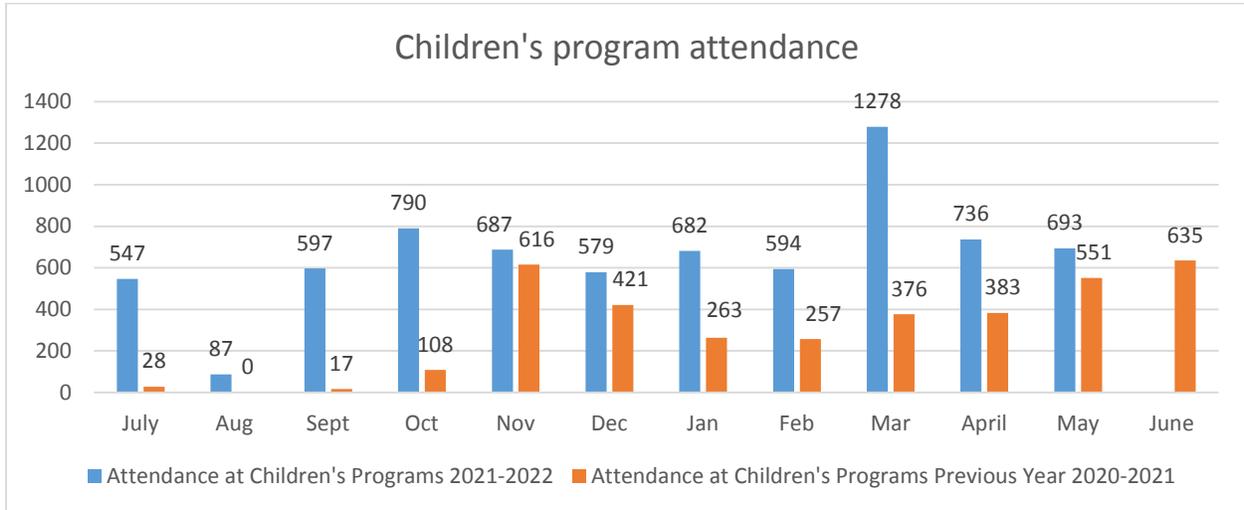
Trustee

Trustee

Trustee

May 2022 Library Statistics

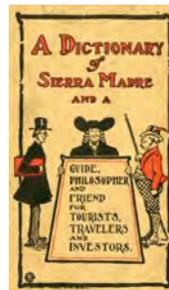
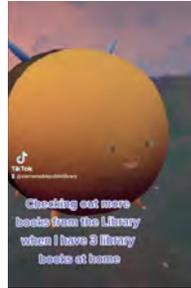




May 2022 Online Content

In May, the Library had 43 social media posts with 4,373 reactions (likes/comments/views). Many were for the following:

- Board Library Teens
- Origami Paper Flower Craft
- "A Tree Grows in Brooklyn" Book Review
- Craft It!: Ribbon Lei
- Read Together on Libby
- Congrats Gracie on Completing 1000 Books Before Kindergarten
- May the Fourth Be with You
- TikTok: Check Out All You Want
- Teacher Appreciation Week
- From the Archives: A Dictionary of Sierra Madre
- This Week at the Library
- Happy Mother's Day from Library Staff
- Snackchat: Maus
- Digital Services Meet & Greet
- Tails & Tales
- Read Newspapers at the Library
- Build an Origami Bouquet
- TikTok: YA Books
- 3D Printing Workshop
- Sewing Machine Basics
- Teen STEAM: Ribbon Lei
- Pajama Storytime
- Music & Mindfulness: Piano
- Celebrate Asian Pacific American Heritage Month
- TikTok: Books Get Us Excited
- From the Archives: Mitsuo Kunihiro
- May Is Mental Health Awareness Month
- Mt. Wilson Trail Race Training with Libby
- Origami Cube
- Summer Teen Volunteers





Library Board of Trustees

Susan Gallagher, Chair
Rod Spears, Vice Chair
Catherine Adde, Trustee
Laura Palmer, Trustee
Rich Procter, Trustee

Sierra Madre Public Library Agenda Report

TO: Library Board of Trustees

FROM: Lori Garza, Interim Library Services Manager

DATE: 6/27/2022

SUBJECT: Library Building History and Update

SUMMARY

Review of the history of the Sierra Madre Public Library building and how it impacts the delivery of Library services. Attached to this report and included in this Agenda packet are three documents: *Library Facility Master Plan 2017*, *Sierra Madre Public Building Program*, and *New Library FAQ Guide*. These give an historical overview of the Library building and options.

ANALYSIS

Our Library is providing relevant essential services to our community. We are also anticipating exciting changes. We expect to get a new City Librarian, 2 new Trustees, and are gradually emerging into a post pandemic service model. One of the consistent issues that has not changed since the 1960s, is the struggle to modify our Library building to match our ever changing service patterns and community needs. This report is to give background and historical context to the need for a Library facility overhaul or meaningful improvement. It is intended to encourage discussion to provide a solution and path forward in the coming years.

Library Facility Master Plan 2017:

Provides a timeline of our Library facility through 2014. Current services provided by the facility are identified. All of the services listed need space. Books, periodicals, technology, art, local history, online services, in person and contact free programming all have minimum space requirements. Facility areas of concern are identified such as structural integrity, accessibility, deferred exterior maintenance, electrical, plumbing, HVAC, etc.

Two possible paths were identified for moving forward in 2017. They were the “minimal investment” approach or the “meaningful improvement” alternative. 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 (now 67-year old) building with a history of deferred maintenance. The “meaningful improvement” alternative centers on a remodel of

the existing building and a 5,000 square foot addition. 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 solutions that are not possible if work is done “a la carte”. The cost projections for each option need to be updated as construction costs have recently increased.

Sierra Madre Public Library Building Program 2018:

This report was completed by the library consultant Joe Matthews in 2018. At that time, Library building location options under consideration were: a new building at the existing location, a remodel and addition at the existing site, or the Community Center at Vista Park. The Matthews report is useful as it gives good Library design standards. These space and design parameters can be utilized for either a remodel or new construction. The report gave cost options at \$600/square foot for a new building or a remodel. The current construction costs would likely be higher.

New Library FAQ Guide:

Gives the history of our two Library buildings through 2020. The first Library building was built in 1881. In 1941, after sixty years it was acknowledged that a new building was needed to appropriately house the Library. Eleven years later, our current Library was built in 1955.

In 1967, a new 16,618 square foot Library was proposed in response to the identified need of a larger building to accommodate Library and community space needs. The Mariposa lot behind the Library was donated to City for the expansion. However, the expansion fell through. Instead, in 1981, 14 years after the 1967 proposed 16,618 square foot new Library project, The Jameson Sierra Madre Room remodel added 200 square feet to the existing 1955 Library building. In 1985, an additional 150 square feet was added to the existing Library for the Walt Wesley Computer Literacy Room.

The Library has been creative and implemented many remodeling projects to maximize existing space both inside and outside the building. Remodeling projects have included: the original Community meeting room re-purposed to create the first Children’s Room; a local history room created for our local history archival collection; a Computer Room added in the 1980s to provide community access to computers; public bathrooms added INSIDE the Library for the first time in the late 1990s; a second Children’s Room remodel in 2012; a small meeting room remodel completed in 2021 to facilitate contact free programming and meeting space for the public able to accommodate a maximum of 10 people.

1985, was the last time any additional square footage was added to our 1955 building. Over the years at least 3 separate Library building plans have been drawn up but never implemented. The Library has applied twice for State Library Funds designated for new Library construction. Each time we were denied. Approximately 5 Sierra Madre Library building projects have been initiated since the 1960s, the last was begun in 2017 with the Library Building Master Plan.

Additional Information:

It is clear from the three previous documents that there is a legitimate need to address our current 1955 facility and move forward with a plan to address space needs.

At the August 26, 2020, Trustee meeting, the Library Site Plan was discussed and option 3 was approved. Option 3 was:

- The Library Board of Trustees may determine [it] is in the best interest of the Library to repair and the current building and improve the adjacent vacant lot. The estimate to repair the current building, and improve the vacant lot, is estimated to be \$2.5-\$3.5 million +/- . In order to fund these improvements, the Library Board of Trustees would need to plan for budget appropriations annually over 2-6 years +/- . An increase in property taxes is not needed for this option. Additional fundraising through private organizations may be needed.

The above decision was made consistent with the pandemic conditions prevalent at that time. The Library building was closed to the public, while only Staff was able to use the building to provide contact free services. The thinking was that developing the back lot would provide outdoor space that could be used for programming during pandemic conditions. At the time there was no vaccine available and there was an immediate need for safe outdoor programming. After the above August 26, 2020, decision, a Library outdoor programming space was designed for the back lot, perfect for pandemic programming. However, the status of the pandemic has changed. Vaccines are available. Indoor programming has returned. In addition, the cost estimates are likely higher.

The City has submitted two grant requests for: a State Library Infrastructure Building Forward Grant and for a \$10 million Library Rehabilitation funding request through Assembly Member Holden's Office. We are waiting to find out if these requests will be funded.

Funding has been the biggest barrier to the success of previous building projects.

STAFF RECOMMENDATION

This report was prepared for informational purposes. Staff recommends the Trustees discuss and become familiar with the issue in preparation for future action.

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

CONTENTS



Forward	4
Mission	5
Current Services	6
History of the Library Building	8
Moving Forward	12
Summary of Findings	15
Additional Considerations	20
Comparison of Costs	23

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.

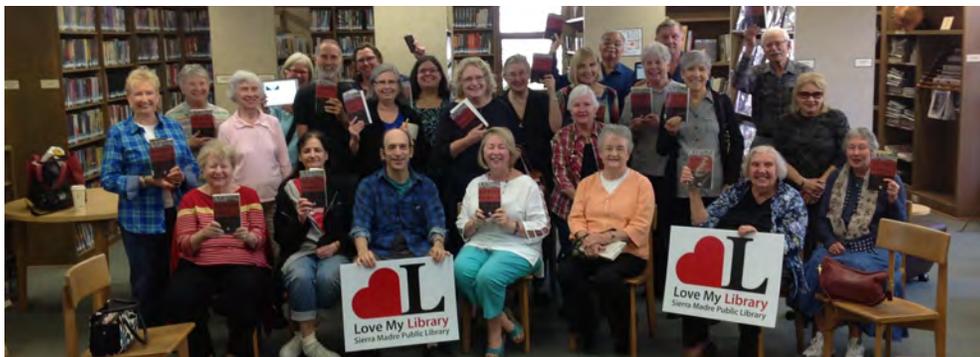
To create a unique set of resources that showcase the heritage and legacy of Sierra Madre and to reaffirm what a special place this is to live.

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!*

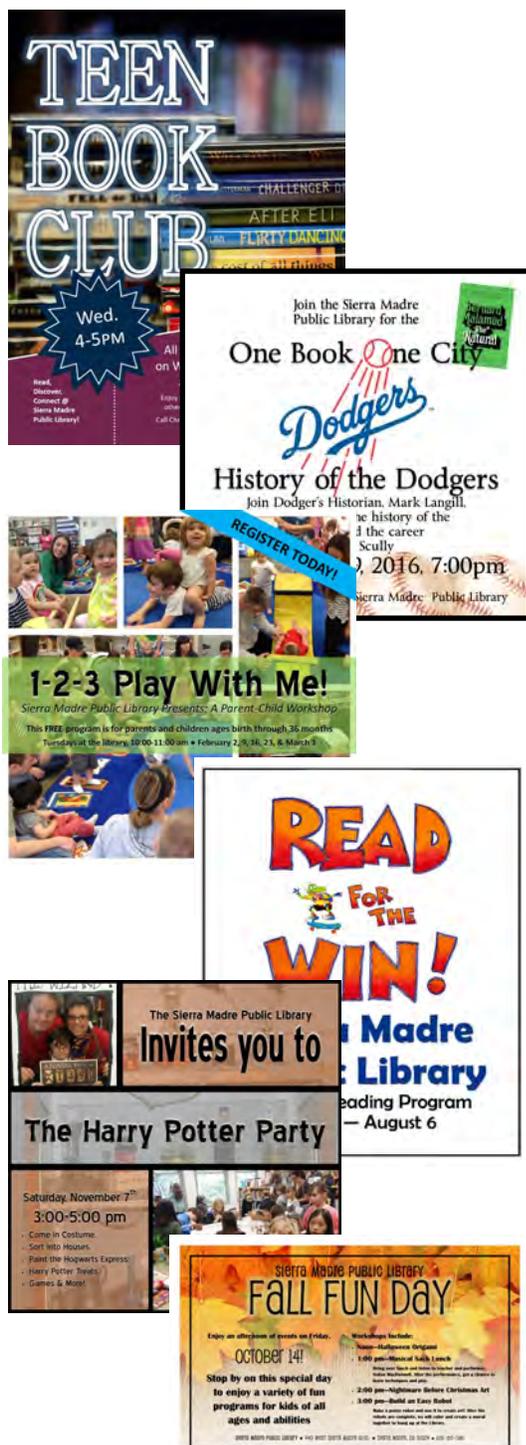
The Sierra Madre Public Library is responsible for providing access to current and historical information through physical and electronic collections, and delivering services and programs supportive of life-long learning, critical thinking, cultural enrichment and community engagement.

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:

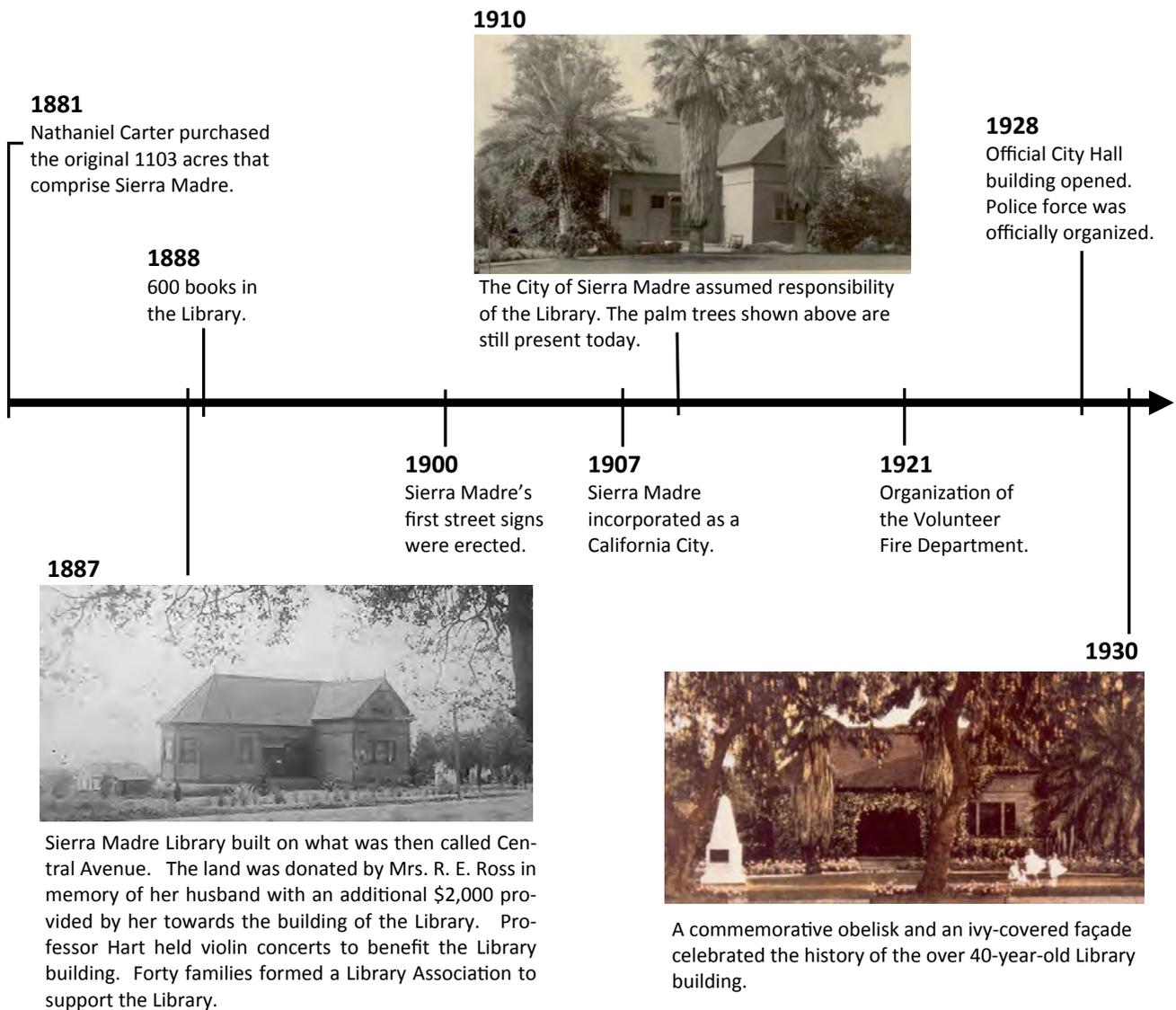
- 5 weekly storytime programs for preschool, babies, and school classes
- Weekly teen book club
- Monthly adult book club
- Monthly Barks and Books program
- Family Place Library
- Parenting workshops
- Technology training
- One Book One City events
- Teen history docents
- Titles to Go — Outreach to 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

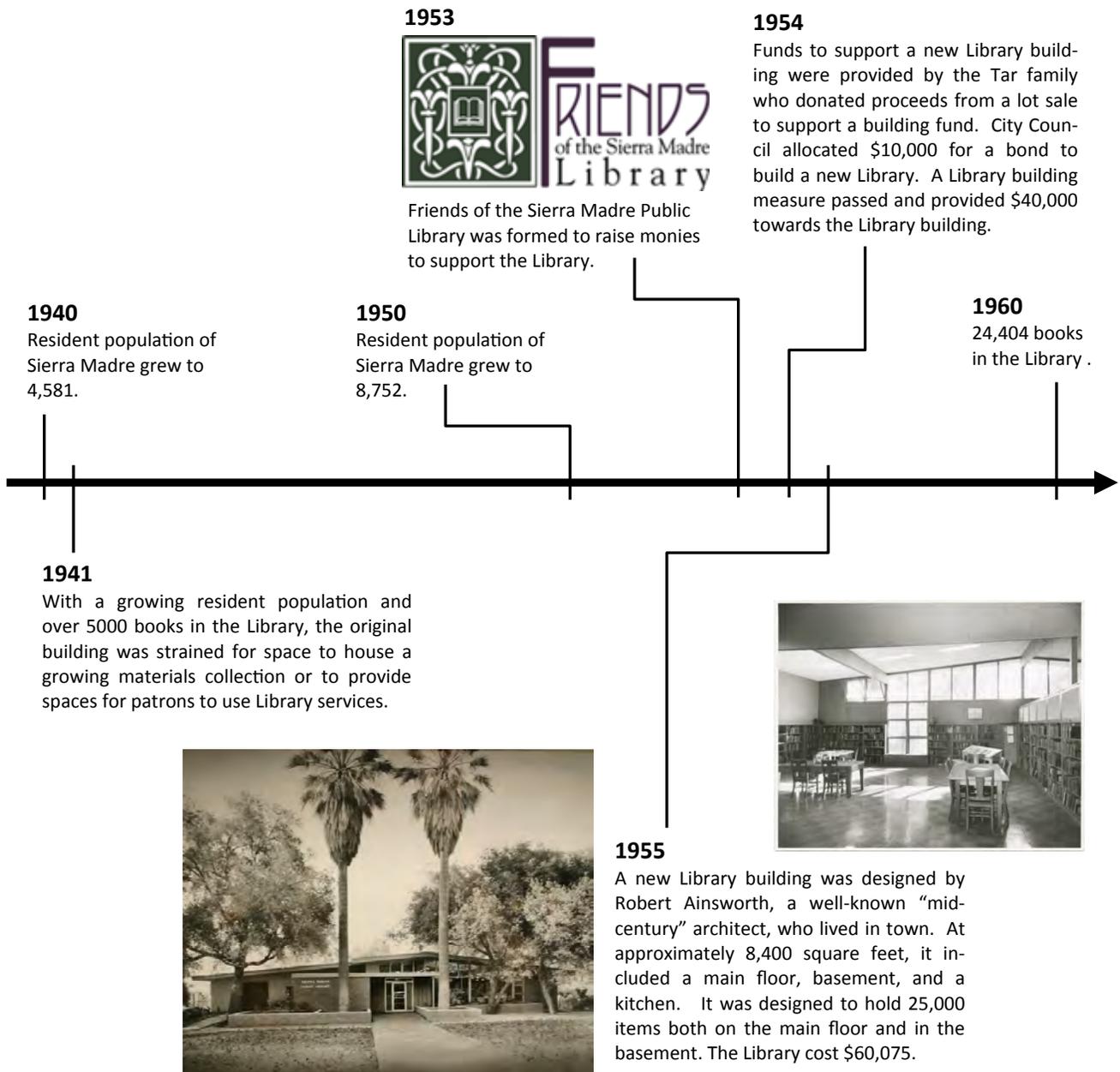
The roots of the Sierra Madre Public Library date back to the early history of the City. The town's first settlers valued the arts and literature while local citizens took on an active role in building this new community. Prior to organized police or fire forces, prior even to the official incorporation 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.

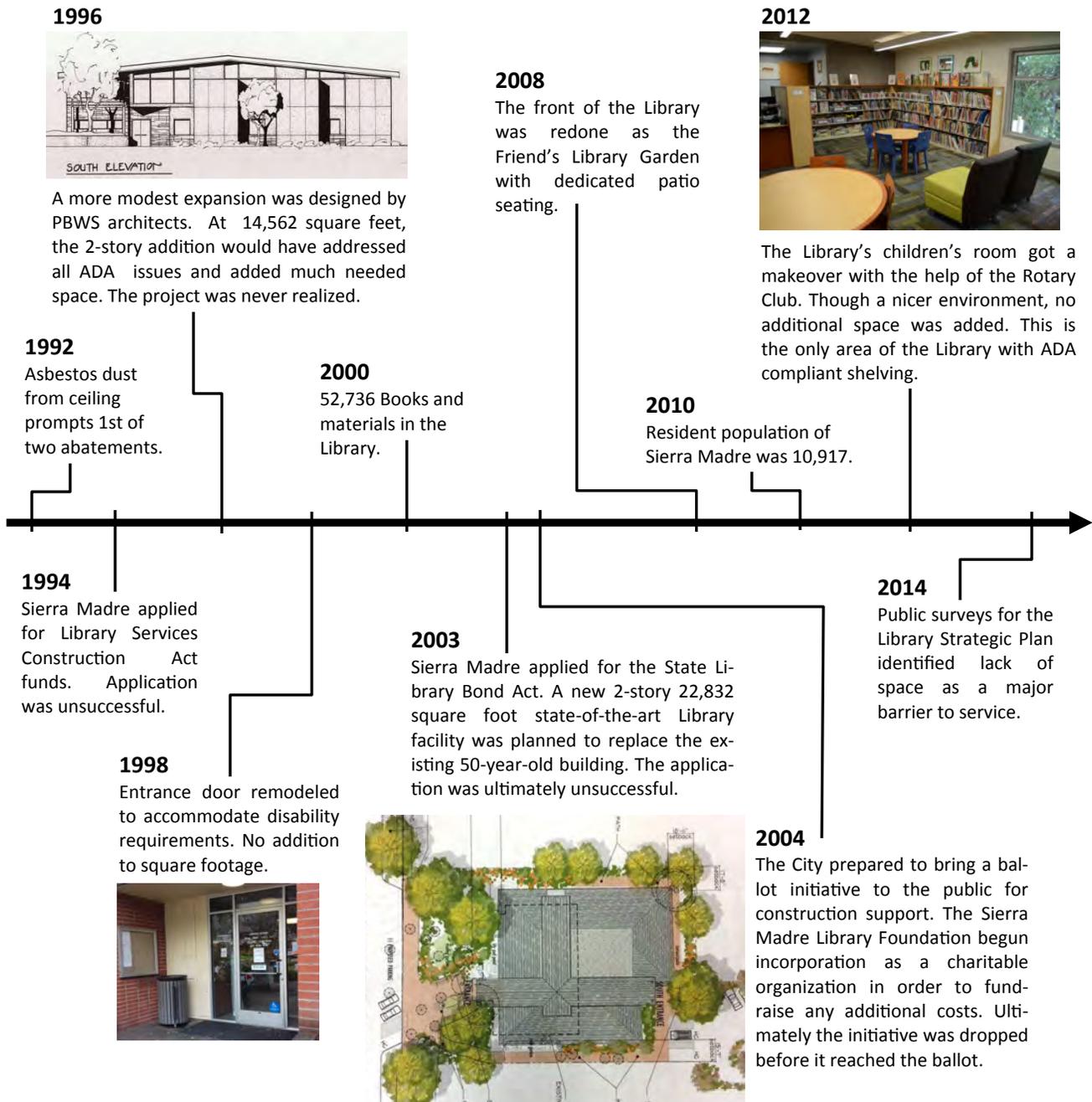
1989

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.



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.

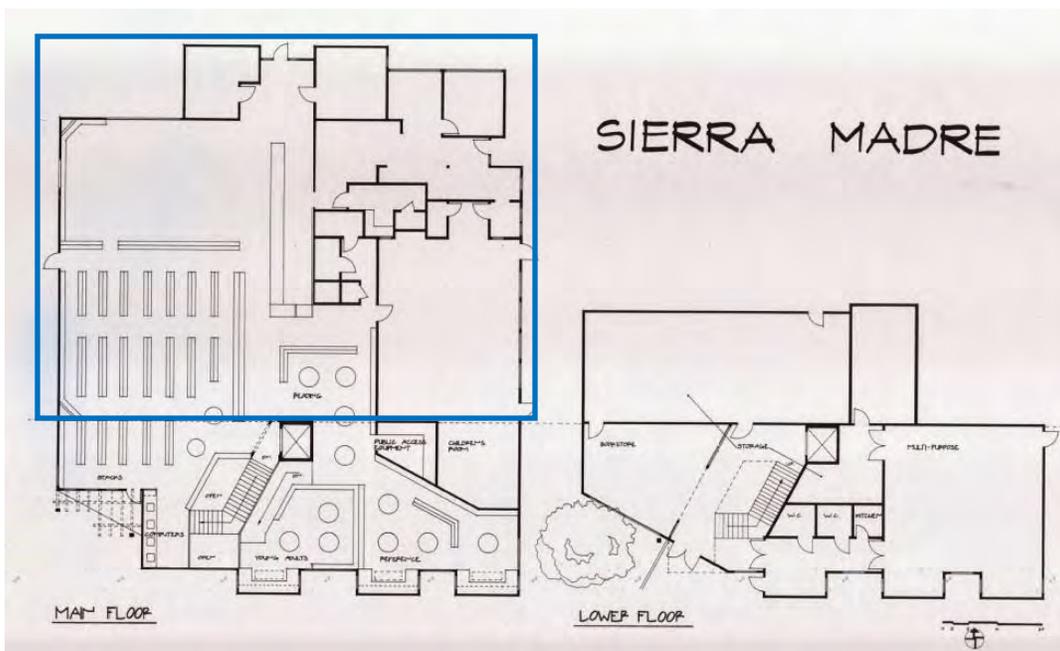
This approach is “a la carte”; it looks at individual building deficiencies separately with the understanding that costs for separate projects will be spread out over four to five years as funding becomes available. Projects are identified in order of priority with lowest priority items delayed until 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 INTEGRATY

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

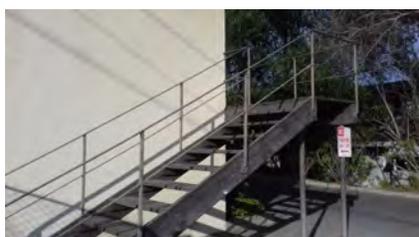
ACCESSIBILITY

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.

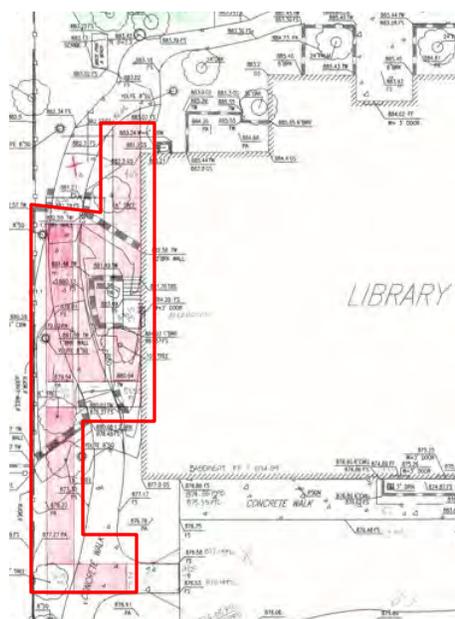


The current shelving placed at widths of 30” to 36” is too narrow to meet the 44” requirements in California code and ADA requirements. Shown below, the Library’s existing emergency exits are not accessible.



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.

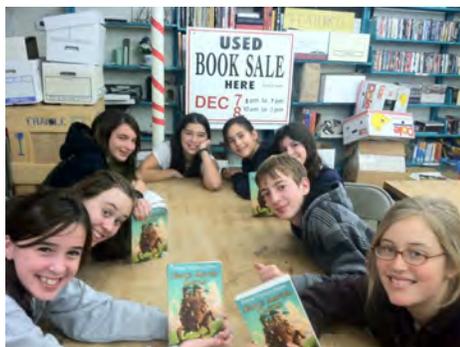
ADDITIONAL CONSIDERATIONS

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.



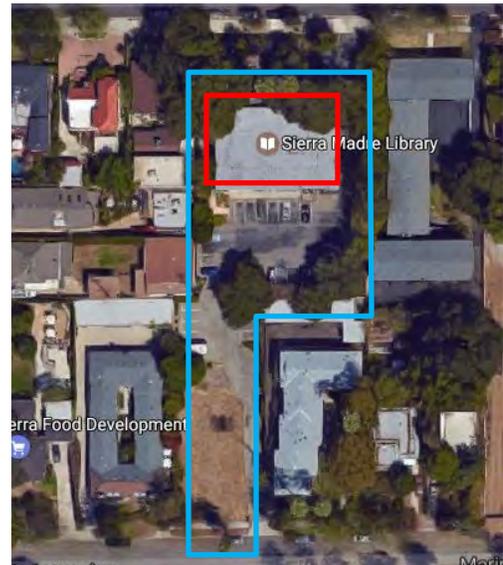
Furniture must be rolled into the book aisles to make room for people attending programs.

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	<p>One period of 10-12 weeks limited service in temporary location. Four additional closures of 2-3 days each, two periods of limited parking.</p>	<p>One period of 8-10 months limited service in a temporary location. One additional closure of 2-3 days.</p>
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



Sierra Madre Public Library

Building Program



Prepared by

Joseph R. Matthews
Library Consultant

March 2018

Table of Contents

Section	Page
Acknowledgements	iv
Scope of the Project	1
Project Aspirations	2
The Library and Its Context	4
Description of Sierra Madre Town History Community Demographics General Description of the Library	
Current Library	5
Physical Description of the Library Collection Analysis	
Peer Libraries	7
Public Libraries in the 21 st Century	8
Future of the Sierra Madre Public Library	12
Interior Design Considerations Exterior Design Considerations	
Area Descriptions	19
Adult Fiction & Non-Fiction Archives/Local History Room Archives Storage/Work Area Audio Studio/Lab Audio Visual Café/Coffee Bar Children’s Department Work Area Children’s Room Children’s Story Time Alcove Circulation/Service Desk Computer Area	

<i>Area Descriptions Continued</i>	<i>Page</i>
Community Meeting Room	
Custodial & Housekeeping Space	
Delivery/Receiving	
Director's Office	
Entrance	
Equipment Dispensing Machine	
Friends Bookstore	
Friends Work/Storage Area	
Lobby/Elevator/Stairs	
Lounge/Fireplace Seating Area - optional	
MakerSpace Room	
New Books	
Online Catalog Computers	
Periodicals	
Quiet Study Rooms (2)	
Reading Room	
Server and Network Space	
Small Meeting Room	
Staff Break Room	
Staff Work Room	
Teen Room	
Toilets/Bathrooms	
Video Studio/Lab	
Space Needs Summary	50
Relationships and Adjacencies	52

Acknowledgements

The consultant would like to thank the following people for the kindness and hospitality extended to me while they shared their thoughts about the future of the Sierra Madre Public Library.

Library Staff

Jill Schofield: Acting Library Services Manager

Lori Garza: Associate Librarian/Technology Services

Meegan Tosh: Associate Librarian/Adult Services

Christine Smart: Associate Librarian/Youth Services

Debbie Henderson: Part-time Associate Librarian/Archival Services

Donna Howard: Part-time Library Technician

City Staff

Gabe Engeland: City Manager

Chris Cimino: Public Works Director

Rebecca Silva-Barrón: Community Services Manager

Library Trustees

Patricia Hall: Chair

Shannon King: Vice-chair

Rich Procter

Rod Spears

Barry Ziff

Friends of the Sierra Madre Library

Margaret Quigley: President

Sierra Madre Historical Preservation Society

Leslie Ziff: President

YMCA

Rick Politte: Executive Director South Pasadena, San Marino, Pasadena YMCA

Scope of the Project

The Sierra Madre Public Library sought the assistance of a consultant to develop a library building program. This building program presents a vision of a “next generation” library that will be a unique, state-of-the-art facility designed specifically for the Sierra Madre community. These are the written instructions to the architectural design team who will use them to develop physical layouts that support library services and house library collections. The building program focuses on how the building will function and feel, rather than how it will look, and is not tailored to a specific site or location.

The current 60-year old library building has been pushed to its limits in terms of deferred maintenance, structural integrity, accessibility limitations and lack of space. The Sierra Madre community is considering several options pertaining to its public library building. These options include:

- The Minimal Investment Option - Repairing and strengthening the existing building
- The Meaningful Improvement Option – Adding about 5,000 square feet to the existing building and making all other necessary repairs to the existing building¹
- Tearing down the existing building and building a new facility on the existing site
- Remodeling plus building additional space for the library at the Community Center that is located east of the center of town.

Note that in the view of the consultant a remodel of the existing structure will not meet the needs of the community now or in the coming decades.

Some of the specific recommendations of this program include:

- A 100-seat meeting room which can be used for library programs as well as by community groups (during or outside library hours)
- Study rooms of various sizes for group meetings, tutoring and quiet research
- 12 public access computer workstations and ubiquitous wireless (WiFi) access
- Designated children’s story time and activity areas which will increase the library’s ability to meet early literacy needs of Sierra Madre’s youngest residents
- A safe and stimulating place for teens

¹ Sierra Madre Public Library. Library Facility Master Plan 2017. Recommendations to the City Council.

Project Aspirations

The new Sierra Madre Public Library should be developed to meet the following goals:

- Create a visually stunning building – a destination – provoking community pride.
- Develop a flexible, adaptable and inspirational environment for study, learning, recreation, and respite that meets the needs and aspirations of all users of the library, with ready access to the latest digital technologies and to quality collections of print and digital materials.
- Create an environment that is inviting, welcoming, and comfortable that encourages people to sit, to linger, to read, to work, to talk, to feel at home where people can interact. In short, to be a community hub – a “third place” – to meet friends and colleagues.
- Create a space of surprise, wonder and imagination where people of all ages can discover and develop a love of literature and reading, a space where people can engage with science, technology and digital innovation, where they can build and learn from each other.
- Create an experience that accommodates communication, collaboration, wonder, learning and inspiration.
- Provide collections that reflect the interests of the community.
- Design the space so that it functions in an efficient and effective manner.
- Provide spaces for active use and quiet contemplation and reflection.
- Provide spaces for technology and multimedia creation/use and re-use.
- Rely on technology to perform routine activities (self-service checkout and laptop vending machines).
- Provide sufficient public access Internet computers plus ubiquitous wireless Internet with access to a fiber optic or broadband connection.
- Imbed the ability to easily reconfigure space into the design. Whatever doesn't have to be permanently placed or anchored won't be.
- Provide a design that meets all American with Disabilities Act (ADA) requirements.

- Create a design that is simple, flexible, logical and intuitive prompting access to collections, services, programs and spaces.
- Provide a significant organizing interior space with a sense of life within which the library functions are organized.
- Create the interior layout, graphics, and signage to allow self-directed orientation and way-finding in the physical space with minimal staff assistance.
- Provide just the right help at just the right time in just the right space.
- Simplify, streamline, and automate work processes whenever possible, affording staff greater opportunity to do what they do best – interact with, advise, and instruct the user.
- Build a sustainable building incorporating efficient design, sustainable materials and systems, natural light, with a HVAC, plumbing, electrical and security systems that meet the current building code.
- Provide adequate parking spaces for library visitors.
- Minimize the cost of construction and maintenance through life-cycle cost estimation.

The Library and Its Context

Description of Sierra Madre

The City of Sierra Madre is made up of three square miles of residential neighborhoods, a small downtown shopping district, parks and green space. Sierra Madre, a southern California city, is located between Pasadena and Arcadia at the foot of the San Gabriel Mountains, and has slightly more than 11,000 residents. Sierra Madre, sometimes known as “Wistaria City,” is a pleasant community located not too far from downtown Los Angeles.

Town History

The City of Sierra Madre was incorporated in 1907 and operates under the City Manager/City Council form of government. Sometimes called the “Village of the Foothills,” the City provides police, fire, public works, recreation and library services to its residents.

Community Demographics

Based on information from the U.S. Census, about 19.2% of the residents of the City of Sierra Madre are under the age of 18 while another 17.4% are over the age of 65. The community residents are well-educated (65.1% have a Bachelor’s degree or higher), work in management and professional fields, have a high standard of living (the median household income is over \$95,000), and live in expensive homes (the median value of a home is \$861,200).

General Description of the Library

Built in 1955, the Sierra Madre Public Library is housed in a 8,762 square foot mid-century, post-modern building with a single entrance fronting Sierra Madre Boulevard. Note that 1,500 square feet, located on the first floor, houses the Friends of the Library and the Archives storage areas and is not accessible to the public. Taxpayers in the City of Sierra Madre provide a majority of the library’s annual operating budget from the general fund.

In 2003, the library assembled a multi-volume proposal/application to the California State Library for funds to build a 20,000+ square foot library on the library’s existing site. This application was not successful.

Current Library

Physical Description of the Library

The Sierra Madre Public Library is located in a drastically undersized old building with a number of challenges including the need to meet the Americans with Disabilities Act requirements, the need to upgrade the building's HVAC, plumbing and electrical systems, the lighting is inefficient, the building does not meet existing seismic codes, and exterior finishes are deteriorating.

It would cost more than \$1 million to upgrade the existing building to meet the requirements of the Americans with Disabilities Act (ADA) according to a recent report.² Yet the expenditure of these funds would do little to solve the need for additional space for the library.

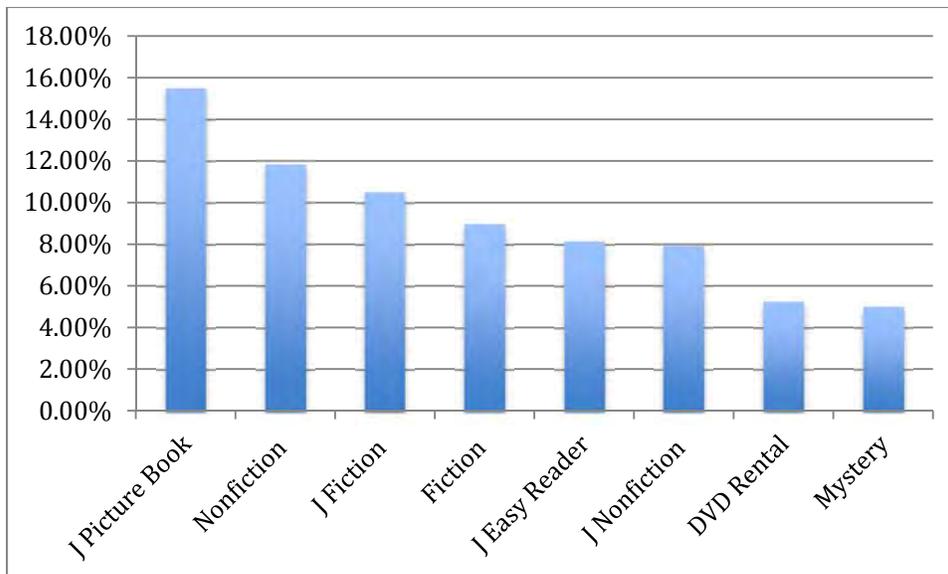
Several states publish public library standards (Iowa, Maine, Virginia, and Wisconsin) that include a recommended 1 square foot per capita for the *minimum* size of the library building. The standards also suggest that communities desiring an "excellent" library should aim for 1.5 square feet per capita.

Collection Analysis

The library provides access to a total physical collection of 49,630 items. Books comprise 88 percent of the Sierra Madera Public Library's collection.

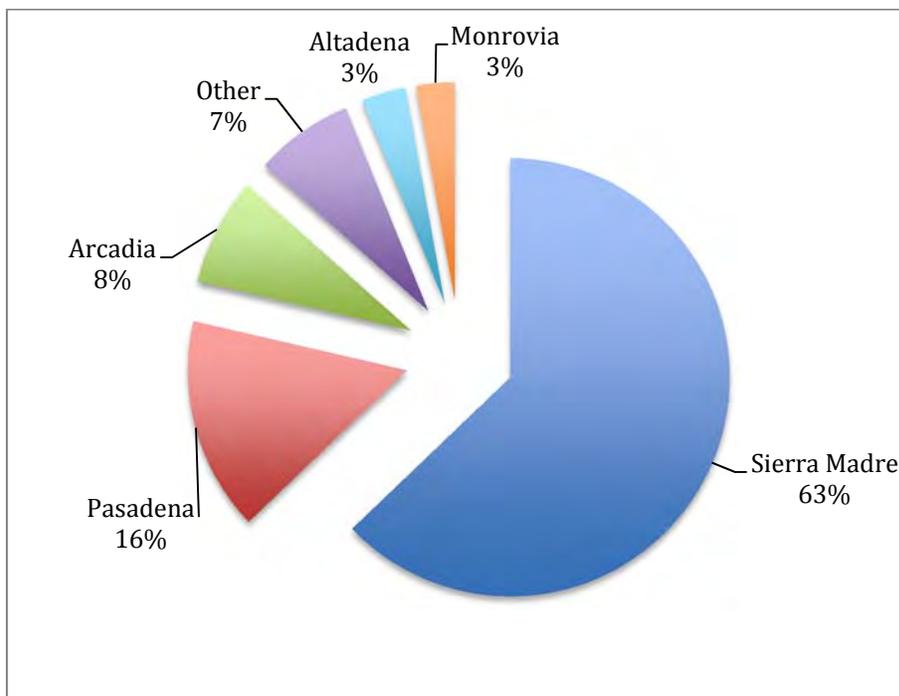
Interestingly, while Sierra Madre has an older population than surrounding cities, juvenile materials account for four of the top eight types of materials that are borrowed.

² Disability Access Consultants (2016). Accessibility Survey prepared for the City of Sierra Madre Library. See also, Sierra Madre Public Library. Library Facility Master Plan 2017. Recommendations to the City Council.



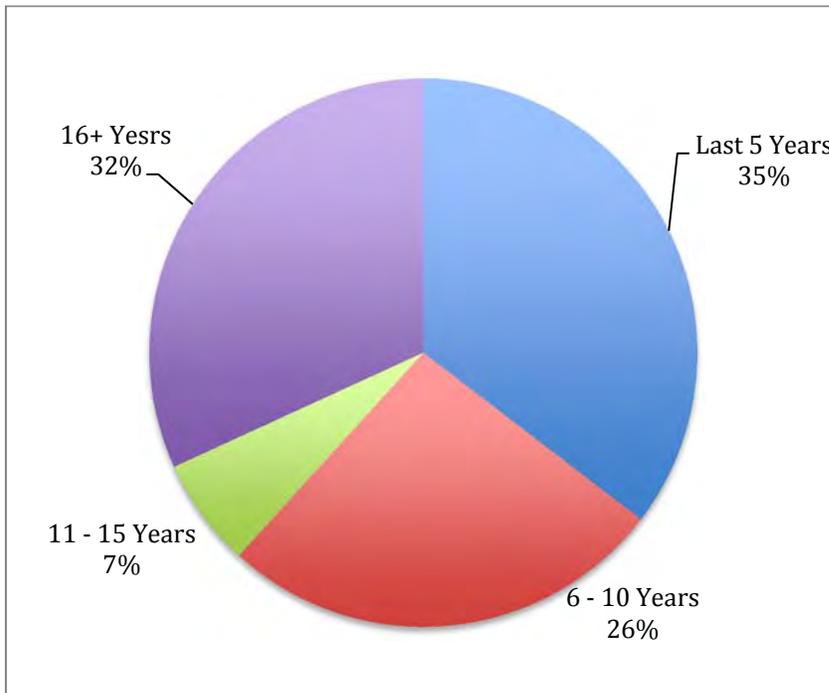
More Frequently Borrowed Type of Materials

Interestingly, almost 2/3rds (63 percent) of the library's patrons are residents of Sierra Madre while a majority of non-resident library patrons come from Pasadena and Arcadia.



Individuals with Library Cards

Despite the fact that we are living in an increasingly digital world, the main reason why people visit the library is to borrow books that have been recently published. As shown in the following chart, only 35 percent of the collection is less than five year old while almost 40 percent is more than 10 years old. The goal for a small public library should be that 50 to 60 percent of a collection was added within the last five years.



Age of the Library's Collection

Public Libraries in the 21st Century

Bad libraries build collections,
good libraries build services,
great libraries build communities.
David Lankes

During the 20th Century, libraries were warehouses of books that provided access to a world of information contained in books and other materials. This meant that libraries focused on building collections that were relevant to their communities.

At the dawn of the 21st century, it is clear that libraries and librarians are not in the book business but rather are in the business of knowledge, creativity, learning, and imagination. The business of librarians is to assist people to expand their knowledge and understanding of themselves, their lives, and the world around them. Libraries provide safe, inclusive, creative spaces where people can follow their interests and satisfy their curiosity; bring people together and encourage them to learn from one another; motivate people to get involved and assist people in developing the skills they need; and guide people to the resources they need. All of these services and activities ultimately lead to the happiness and prosperity of all who live in Sierra Madre.

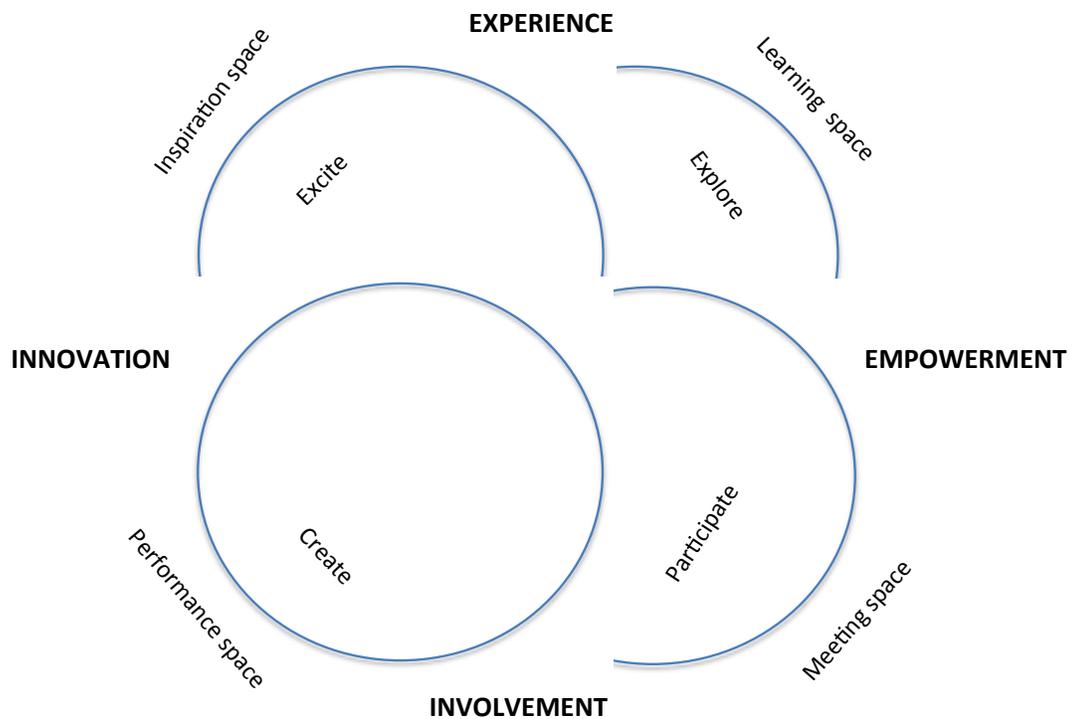
Library collections are changing dramatically in a number of ways. The emergence and popularity of eBooks is the most prominent change. Amazon sells more eBooks than it does print or pBooks. An eBook reader or an app on a computer tablet allows anyone to read anytime, anywhere.

Another growing trend is the role of the library as publisher supporting local authors and providing access to self-publishing tools. Having the contributions of local community members visible and accessible helps move the library as a key player in the digital arena.

Digitization of local resources continues to grow as libraries make their digital collections visible to Google and through the use of social media sites such as Flickr, Pinterest, Instagram and Wikipedia.

The space within a library can be used to support four possible goals as shown in the following figure:

- Experience
- Involvement
- Empowerment
- Innovation.



The first two goals (experience and involvement) are focused on an individual's quest for meaning and identity while the latter two goals (empowerment and innovation) underpin societal goals. The choices for which type of space to include and emphasize will determine the overall allocation of space within a public library.³

The move to embrace Maker Space is becoming more popular among public libraries. A Maker Space provides access to computers, cameras, tools, 3D printers, and design software as well as human resources dedicated to assisting patron creation.

Most people in America are unaware that public libraries are in the midst of a significant evolutionary change – some even suggest that the change is really revolutionary. In reality, public libraries are “living in the land of AND.” Libraries continue to offer the legacy services that people have come to expect and enjoy even as the library embarks on new ventures that are positioning the public

³ Henrik Jochumsen, Casper Hvenegaard Rasmussen, Dorte Skot-Hansen, (2012) "The four spaces – a new model for the public library", *New Library World*, Vol. 113 Issue: 11/12, 586-597.

library to serve their community well for decades to come. A recent report suggested the emerging role of public library as encompassing three concepts:⁴

- People
- Place
- Platform

People – The public library is a hub of civic engagement, fostering new relationships and strengthening the human capital of the community. Librarians are actively engaged out in the community. This engagement connects individuals to an array of local, regional and national resources and serves as neutral conveners to foster civic health. They facilitate learning and creation for children, teens and adults alike.

Place – The public library is a welcoming space for a wide variety of purposes – reading, learning, playing, listening, sharing, communicating, meeting and getting business done. The design of the library recognizes that people are not merely consumers of content but creators and citizens as well. The library provides an anchor to strengthen social bonds and community identity. The library’s virtual space facilitates community members to gain access to electronic information resources and programs.

Platform – As a user-centered organization, the library provides opportunities and enables the community to gain access to a variety of tools and resources with which to discover and create new knowledge. The platform enables the curation and sharing of the community’s knowledge and innovation. A great library platform is a “third place” that supports the learning and civic needs of the community.

Several trends are notable in that they are impacting public libraries as they transition from being a “warehouse of books” to being a vital hub in the community. These trends include:

Trend 1 – Shift from Passive to Active

In many communities, libraries are becoming “Third Places” (places that are not home, school or work) but an important place where people gather and interact.

⁴ Aspen Institute Dialogue on Public Libraries, *Rising to the Challenge: Re-Envisioning Public Libraries*, Washington, D.C.: The Aspen Institute, October 2014.

Libraries contribute to a community's quality of life. Public libraries can serve as a neutral gathering place in our communities.

Libraries are changing from places where you **get** stuff into places where you **do** stuff.

Trend 2 – Shift from Individual Use to Group Use

While many individuals still come to libraries to find a place to read, study or use technology, group use is growing. Students seek space to work on collaborative projects. Community organizations seek places where they can plan, research, discuss and organize content of interest to them.

Trend 3 – Shift from Provider to Coach

Today, information is everywhere 24/7 and the role of the professional librarian is transitioning from providing the right answer/information to coaching individuals/groups and helping them determine how to find and validate authoritative information.

Trend 4 – Shift from Physical to Electronic Resources

While print books remain quite well-liked, eBooks have grown in popularity (Amazon sells more eBooks than print books). In addition, public libraries provide access to a broad spectrum of electronic resources (journals and newspapers). This area is another example of how the public library is “living in the land of AND” – providing access to print **and** digital resources.

Trend 5 – Shift from Transactional-based Services to Transformational-based Services

Historically libraries have measured traditional library services based on the number of transactions such as the number of items borrowed, the size of the library's collection, and the number of questions answered. Increasingly, libraries are moving to measure the impact of library services has in the lives of people. We are moving from evaluating libraries in terms of inputs and outputs to measuring outcomes.

The Future Sierra Madre Public Library

The future Sierra Madre Public Library will have the following characteristics:

Our Community Center

The new Sierra Madre Public Library will be a major gathering place for everyone in our community. It will be the place where people come together to use public access technology resources to solve community problems. It will be the place where training and teaching of digital citizenship occurs. It will be the place where our community develops the concept of shared space and productivity. It will be the place where collaborative research and creative intellectual activity flourish. It will be the center of our community.

A Library of Actively Engaged Users

A building that is well suited for “next generation” library service will have recognizable space attributes that are quite different from those used in the design of older library buildings. The library will be more of a “people” space, responsive to the full spectrum of customer experiences, and less of a “book” space, defined by the storage needs of the collection. Access to and storage of collections will continue to be part of the mission of the Sierra Madre Public Library, but the new facility will highlight spaces where people are actively engaged with learning opportunities, cultural experiences, and one another.

A Spacious, Playful, and Educational Environment for our Children

Children represent our future. Sierra Madre’s school children will become our politicians, our engineers, our teachers, our chefs, our nurses. They will cast their votes and shape the future of our town. The Sierra Madre Public Library will not attempt to provide material to support a particular curriculum but will instead act as a supplemental resource for our school children and their families. The library will provide our children with enough room to dream and to create, with enough material to learn and to grow, and with enough manipulative technology to make the library a playful place.

A Rich Technology Resource

In this digital age, an ever-increasing number of social, economic and governmental functions are moving online. People use technology to find a job, file their taxes, or communicate with friends and family. The Internet has fundamentally transformed the way that people communicate and access information. However, that transformation has not occurred equally for all segments of American society and some individuals are being left behind. To help bridge this digital divide, the new library will provide the most advanced information access technologies and infrastructure that is economically feasible. Library patrons will be able to use a variety of digital devices and computer workstations, and library staff will be prepared to provide assistance and instruction as needed.

A Smaller but Stable Collection of Materials

As far as the collection is concerned, the Sierra Madre Public Library is, and will remain, a popular materials library. The Library should have a goal of keeping the collection limited to about 40,000 books.

The investment we make in new space, furnishings, and equipment for people to actively use, share, and create information will not be sacrificed to the storage of collections. The height of the shelves will be lowered to accommodate both an aging population and the need for improved sightlines. Lower shelves (three or five shelf shelving units) create the illusion of a larger collection and will require more floor space than standard shelving.

A Place for Meetings

The “next generation” Sierra Madre Public Library will provide a variety of spaces that are not available in any other public venue in town, establishing the library as a center of civic engagement and community building. A critical role of Sierra Madre’s new facility will be accommodating people who come to the library:

1. As a large group attending a program in the 100-seat meeting facility,
2. As a community organization holding their monthly meeting in a conference room,
3. As a small group collaborating on a project in a group study room,
4. As a pair of individuals looking for tutoring space,
5. As individuals looking for impromptu opportunities to connect with other members of the community in the library’s informal networking spaces.

An Accessible and Accommodating Facility

The library will be universally accessible, as defined by the Americans with Disabilities Act. Services and amenities will be equally accessible to people of all abilities. The new library will also accommodate all segments of our community. From young children to seniors, people of all ages will be able to find an area of the library that provides a welcoming environment suited to their individual needs.

Interior Design Considerations

Accessibility - Libraries have a number of specific requirements outlined in the Americans with Disabilities Act (ADA) beyond those requirements common to all public buildings. The library should meet both the letter and the spirit of those specific requirements.

Acoustics - A “next generation” public library will have some very active and interactive environments. However, quiet reading areas are still essential in order to provide patrons with space for focused concentration and relaxation. The library should be strategically organized in acoustically separated zones that cluster together spaces where it is obvious that noise levels will be high.

Ambiance and Aesthetics - The library should be a beacon in the community, drawing everyone to it. Both inside and out, the building should communicate friendliness and openness, and speak to Sierra Madre’s heritage and values. Passers-by should understand immediately that the building is a public library. The building should offer a comfortable space for patrons and ensure a pleasant work environment for staff. Natural light and pleasing views are important. Stacks, study areas, and workspace should be well lit. Furnishings should be attractive, comfortable, and durable, with styles appropriate for each area. There should be enough room in the building to avoid overcrowding of shelving and furnishings.

Civic Identity - Contemporary library designs recognize the cultural heritage of their specific communities, resulting in unique structures that resonate with local experiences. An imposing or overly formal architectural character, or an extremely modern one, will not be appropriate for the library building. The design of the library should demonstrate Sierra Madre’s commitment to preserving its small-town heritage and should reinforce and reflect the unique characteristics of the community.

Clocks - Hard wired, radio frequency clocks that update automatically are ideal and they should be high quality and maintenance free.

Communications Systems: Telephones

- Every full-time staff workstation and office will have a telephone
- One telephone in the staff work room and the telephone at the Customer Service Desk will have a intercom link and lock release button to the delivery door
- The Customer service telephone will be used for the general library wide public address system
- Additional Phones: Staff Lounge, Large Meeting Room, Tech Room, Main Custodial Room, Friend’s office, Conference Rooms

Communication Systems: Computers / AV

- The library will be fully wireless, with wireless repeaters in the ceiling.
- Several hard connection data terminals will be scattered throughout the building.
- Two computer data connections will be required for every staff person.
- Fiber optic cable access to the building is required.
- Capacity for closed circuit TV should be included in the lobby for announcements.
- Provide video conferencing capabilities in the main public community room and in any meeting room that accommodates more than six people.

Daylighting, Windows, and Views - All reading areas must incorporate natural light and views. In addition to making the experience of being in the library building a pleasurable one, these transparent views highlight activity within the building, helping to make the library the beacon in our community. They also allow the energy of the town to flow into the library, and the energy of the library to flow out to the town, enlivening both.

Doors

- Automatic power openers are essential at the main entry
- The main entry doors must be balanced for ease of operation. The locking system must be easy for the staff to operate.
- All doors to staff areas, meeting rooms, study rooms, storage rooms, custodial/maintenance rooms should have electronic keyless or swipe capability.

Efficient Use of Space - It is important for the library to feel like a public space and not a residential space. Therefore the height of the ceilings should be as high as possible while still using the space efficiently. Space should be used as efficiently as possible.

Energy Sustainability – Sierra Madre’s public library should adopt best practices in renewable and sustainable energy use. Life cycle energy costs associated with the building should be minimized. The following should be considered an essential part of the building design: waste heat recovery, solar hot water, solar electricity, energy-efficient lighting and appliances.

Flexibility - Adequate space should be allocated to meet the current and 20-year needs of the Sierra Madre community. New library designs are based on the undeniable fact that library services, physical layouts, products, and technologies will change. Wherever possible, the design will minimize the use of permanent partitions that inhibit flexibility and adaptability. To maximize the openness and visual flow of the library, spaces that must be closed-in and or permanently partitioned should be grouped together. Interior utilities (such as electrical conduits, plumbing pipes, mechanical ducts, and elevator shafts) should be located so as to minimize their impact on future reconfigurations of space.

Flexibility and future reconfiguration of space must be considered when locating electrical outlets.

Illumination – Controlled and filtered day lighting enhances the human use of the library and reduces the reliance on artificial illumination. Supplemental, artificial lighting systems will provide, appropriate and efficient illumination for each space and operation in the building. Task lighting will be used throughout to maximize quality and energy efficiency. Lighting will be zoned so that fixtures can be dimmed or turned off manually or by sensors for energy savings when natural lighting is available.

Layout - Spaces within the building should be logically organized with primary focus on the library's public service areas. The organization of major areas should be intuitive so that patrons can independently navigate throughout the building. Adjacent areas should be based on customer convenience and comfort while also taking into account security and safety. Space should be organized to allow convenient access to the multi-purpose meeting room, meeting room amenities and restrooms after the library is secured and closed for business.

Maintainability - Public libraries are high-traffic buildings and like other public buildings, experience some abuse. Libraries also have little money for maintenance. Therefore, ease of maintenance is a primary design criterion, and the materials and finishes selected during construction of "next generation" libraries should emphasize durability, long life and low maintenance. Higher initial costs for such materials are justified by the reduction in maintenance costs.

Safety and Security - Every design decision must be made on the basis of assuring the physical safety of library patrons and staff, and minimizing risk to collections and resources. Stack areas should be arranged so staff can easily monitor activities in the aisles and seating areas. Stack heights and positions should not create isolated pockets. The following list includes some specific areas that should be addressed for safety and security during the design process:

- Entrance and lobby
- Public restrooms
- Local history collection
- Displays of art work
- Children's area
- Teen area
- Stairwells

Signage – Sign legibility is extremely important to assist the customer in wayfinding. Signage can be used to:

- Orient or direct shows the locations and relationships of physical spaces

- Identify major areas, objects and activities
- Educate or inform patrons
- Connect messages to activities and resources.

Single Point of Entry and Single Point of Control - It is highly preferable that the library has only one public entrance. This entrance should bring people directly from the outside to the main service point without having to pass through another service area. It is imperative that the main service point have unobstructed sight lines to the entrance, lobby, main restrooms, elevator, stairway, and the browsing/new books, and AV collections.

Space Finishes – Overall, wall finishes will be attractive, mark resistant, durable, and easy to clean, and floors will be attractive, stain resistant, dirt repellent, durable and as maintenance free as possible. Interior design will be specific and appropriate to each area, e.g., finishes in the Children’s Room should be colorful and playful, designed around a theme that appeals to children.

Variety and Visibility - Today’s designers recognize that library patrons have dramatically different preferences for interior environments. New library buildings should provide different types of reading and study environments - from the very open and noisy, to the secluded and quiet. Secluded areas, while offering a sense of privacy, should still be visible to staff. The library should be organized, furnished and equipped so that staff members have sufficient visual control to oversee and manage all public access areas.

Wayfinding - Upon entering the library all patrons should be able to orient themselves quickly to the building’s primary functional areas. The route from the entrance into the building should compel people to pass a primary service point, whether it be a main circulation desk, or a welcome desk next to self-service checkout stations. It should be possible for people to circulate through the entire building, including quiet zones, without disturbing others. While clear and consistent signage can help steer patrons in the right direction, signs should not be needed to make up for poor design.

Exterior Design Considerations

Construction materials for the new library must be suitable to a southern California climate, easy to maintain, and designed to deter graffiti. Roof slopes should be designed to allow runoff of rain and a drainage system must divert rainwater away from the building. Walkways and ramps should be well-lit. The entrance should be covered for protection from the weather. The exterior of the new library will address the following issues:

Accessibility - As was previously mentioned in the interior design accessibility paragraph libraries have a number of specific requirements outlined in the Americans with Disabilities Act beyond those requirements common to all public

buildings. The library should meet both the letter and the spirit of those specific requirements.

Furniture and Fixtures

- **Bike Rack**---A bike rack should be located so that it is visible from, and convenient to, the street, sidewalk, and the library's public entrance.
- **Book return**---Close to the public entrance, there should be lockable openings in the wall of the library for returned materials. The number of openings and the material to be returned in each may be dictated by the materials handling system.
- **Benches**---All-weather benches with backs should be located near the library's public entrance. These benches should be secured on cement pads.
- **Trash and recycling containers**---Trash and recycling receptacles should be located and secured at or near the entrance.

Landscaping - The landscaping should link the library building to the grounds in an attractive, easy-to-maintain manner. Native and/or adaptive plants that require minimal maintenance and will not require an irrigation system should be used. Plantings, sculptures, outdoor furniture, etc., must be planned so that they do not create hidden areas that cannot be supervised.

Lighting - Lighting should be sufficient and continuous in the parking lot, on walkways, on the grounds, and at exterior entrances. Vulnerable entrances and windows must be illuminated without creating shadowed niches. Lighting should complement the building and landscaping, and controls should be clock or solar activated. Lighting should minimize light pollution.

Loading Dock/Receiving – Space will be provided for a loading dock and a shipping/receiving area.

Parking Guidelines - Parking spaces designated for handicapped patrons will meet both the letter and the spirit of the Americans with Disabilities Act. The parking lot will include dedicated parking for library patrons and staff with sufficient capacity to meet the Sierra Madre zoning ordinance requiring one space for every 200 square feet of library open to the public. Renewable and sustainable energy elements should be incorporated into the parking lot, including, but not limited to, electric car-charging stations.

Pedestrian Traffic - Pedestrian and vehicular traffic should be separated and clearly defined. Walkways should be logically linked from the parking lot to the building entrance. Short cuts that pedestrians might use to and from the building should be anticipated in order to avoid wear and tear on the natural landscape and promote safe movement around the library grounds.

Vehicular Traffic - The library parking lot should be convenient to the library's entrance. It should be easy and safe to navigate, with logical curb cuts. The parking lot should be well lit at night.

Waste Removal - Trash and recycling receptacles should be located on the perimeter of the library's parking lot and positioned so that trash can easily be brought from the building to the receptacle. Receptacles should be completely screened by sturdy and easily maintained walls and gates. The materials used to construct such enclosures must be compatible with the exterior materials used on the library building.

Area Descriptions

The following area descriptions provide specific information for each planned area and will be used by an architect when planning the future Sierra Madre Public Library.

ADULT FICTION & NON-FICTION COLLECTIONS

FUNCTION: Holds and displays the adult collection of fiction and non-fiction which includes hardcover, trade paperback and oversized books; browsing and reading.

OCCUPANCY: Public: 15 to 30

FURNISHINGS: Cantilevered style double shelving (five shelves per shelving section) to hold books and for face out display of books, end of range online catalog (tablet) station.

SEATING: None

SHELVING: Sufficient shelving to house and display 20,000 books with space at the end of each of the middle shelves to display items face out.) Oversized books are shelved horizontally on the bottom shelves and each range should have space that is deep enough to accommodate them. Each section of shelving will have a wood end-cap. Aisles should be 42" in width between shelves to comply with ADA requirements. Shelving along exterior walls should be minimized so more natural lighting can enter the space.

CLOSE TO: Reading area, New Books, Audio-Visual Collection, Periodicals

DISTANT FROM: Children's room; entrance

PLANNED AREA: 20,000 items @ 10 items per square foot = 2,000 square feet

MATERIALS: 20,000 books

ARCHITECTURAL FEATURES: Lighting should be angled, low glare and capable of illuminating material on the bottom shelves, entire area should be well lit. Stacks should open at both ends. Space for signs for designating classification should be considered. Seating should be at end of stacks, near windows if possible. Some mobile shelving should be considered. A design incorporating the reading area, computer use and book stacks should also be considered.

ARCHIVES/LOCAL HISTORY ROOM

FUNCTION: Holds small collection of in-library use only material: high school yearbooks, town reports and other municipal documents; copies of historical maps, California collection

OCCUPANCY: Public: 1 to 8

FURNISHINGS: 2 tables with adequate space for four researchers to spread their materials; 8 chairs, shelving and display are for materials; flat file for maps, filing cabinets; tabletop interactive display to view historical photos, microfilm reader/printer

SEATING: 4 seats at table

SHELVING: 1,500 items

CLOSE TO: Archives Storage/Work Area

DISTANT FROM: Entrance, children's room

PLANNED SIZE: 300 square feet

MATERIALS: 1,500 books

ARCHITECTURAL FEATURES: Selected materials could be housed in a windowed cabinet in the reading room or other area of library. Design for display of maps or historical photographs should be considered for this space. Use of digital displays will provide patrons with visual access to archive content.

ARCHIVES STORAGE/WORK AREA

FUNCTION: Holds archival materials including photographs, slides, postcards, letters, periodicals, posters, City directories, scrapbooks, maps, film, video, sound recordings, artifacts, ephemera, works of art and DVDs recordings of City Council and Planning Commission meetings.

OCCUPANCY: Staff: 1 to 2

FURNISHINGS: Table with adequate space to spread their materials; flat file for maps; (#?) vertical filing cabinets, (#?) storage cabinets

SEATING: 2 seats at table

SHELVING: Compact shelving, artifact storage, art rack storage units

CLOSE TO: Archives/Local History Room

DISTANT FROM:

PLANNED SIZE: 800 square feet

MATERIALS: 1,000 items

ARCHITECTURAL FEATURES: Archival materials need to be kept in a room with a constant temperature (68 degrees Fahrenheit) with low humidity (20-30% stable RH). Incandescent lighting.

AUDIO STUDIO/LAB

FUNCTION: Provides patrons with access to a range of equipment including a recording studio, computers, audio editing software.

OCCUPANCY: Public: 6 - 10

FURNISHINGS: 2 computer workstations, tables with power and data connections, microphones, audio editing software, lockable cabinets for supplies, equipment to convert audio tapes to digital formats

SEATING: 2 height-adjustable chairs, 2 computer workstation tables

EQUIPMENT: 2 computer workstations

CLOSE TO:

PLANNED SIZE: 300 square feet

ARCHITECTURAL FEATURES: Internet connection, extra electrical power outlets, soundproofing

AUDIO VISUAL COLLECTIONS

FUNCTION: Holds and displays the adult collection of recorded books on CD, music CDs, language learning CDs, video games and video in DVD format (feature length films, television series and documentary movies). Public browses to make selections, sometimes in groups of 2 or 3. As in the new books area, this is often an area where people make a quick stop to choose a movie or recorded book.

OCCUPANCY: Public: 10

FURNISHINGS: Shelving to hold and provide 20% face out display for 1,500 video recordings and 1,000 audio recordings

SEATING:

SHELVING: Sufficient to house and display 6,000 items (3,000 DVDs; 3,000 audio books and music CDs)

CLOSE TO: circulation desk

DISTANT FROM: entrance, public bathrooms

PLANNED AREA: 200 square feet

MATERIALS: 2,500 items

ARCHITECTURAL FEATURES: Shelving options should be flexible and easily moved or expanded so that as media formats change the area can be adapted accordingly. DVD collection should be visible from circulation desk. Mobile and/or display type shelving a consideration in this area.

CAFÉ/COFFEE BAR

FUNCTION: Provides a food and beverage service area plus an informal small eating and drinking area.

OCCUPANCY: Public: 12 - 16

FURNISHINGS: Food display/storage refrigerator, coffee dispensing machine, sink, food storage area. 5 small café style tables; 10 chairs

CLOSE TO: public bathroom

DISTANT FROM: computers, quiet study rooms

PLANNED AREA: 400 square feet

ARCHITECTURAL FEATURES: Easily cleaned, anti-slip floors; small sink; counter top for coffee machine and supplies; locking supply cabinets, electrical outlets, signage, natural and overhead lighting, bulletin boards, display area for community flyers

CHILDREN'S DEPARTMENT WORK AREA

FUNCTION: Program planning, event scheduling, and creation of marketing and program materials, temporary storage of items awaiting attention, storage of children's program materials, water source and sink for craft and other types of clean up.

OCCUPANCY: Staff: 1 to 2

FURNISHINGS: Work counter sufficient to hold a die cutter, printer, paper cutter, small photocopier, laminator, computer table, small filing cabinet; storage space for craft supplies (six floor to ceiling cabinets measuring ~7' high by 4 feet wide with shelves; flat files for larger posters and signs;

SHELVING: Sufficient for storage of seasonal materials, books and other materials

EQUIPMENT: Two (2) staff computer workstations

CLOSE TO: Multi-level staff service desk

PLANNED SIZE: 140 square feet

ARCHITECTURAL FEATURES: This area will be adjacent or behind the children's service desk and will serve as a work room for children's activities that will take place in the children's room or the community meeting room.

CHILDREN'S ROOM

FUNCTION: Houses children's collection in various formats. Provides space for children and parents to browse, for children to complete homework, and for children to play. Class and other group visits take place here and this is where children access the Internet. This space serves children from birth to approximately age 10 or 11 in many developmental stages as well as their parents or caregivers. The collection consists of the following for this age group: books (fiction, non-fiction, picture books, early readers and board books) primarily in English with a small Spanish and Chinese collection, book and audio sets, audio books, DVD's, game kits, book & toy kits and magazines.

OCCUPANCY: Public: 10-35; Staff: 1-2

FURNISHINGS: Low, mobile shelving for various kinds of library materials (books, DVDs, etc.); one table with chairs for 4 older kids, 2 small tables with 8 chairs for younger kids; 6 comfortable chairs; love seat sofa in picture book area to encourage sharing of books and parents reading aloud to their children; storage for games and kits, multi-level staff service desk

SEATING: 40

SHELVING: Low, accessible shelving to hold and display 15,000 books, 470 audio (recorded books and music) items, 750 DVDs; 1,050 linear feet for books

EQUIPMENT: 3 AWE Learning computer workstations for children, 4 youth computer workstations, 1 staff computer workstation, telephone

CLOSE TO: children's bathroom

DISTANT FROM: quiet study rooms

AREA REQUIRED: 1,400 square feet

MATERIALS: 15,000 books; 470 audio items; 750 DVDs

ARCHITECTURAL FEATURES: The room should be bright and airy, windows are desirable. Developmental areas should be separate as space allows: A toddler or preschool area with shelves for toys and board books flowing into the picture book area, with adjacent shelving for easy readers. A carpeted alcove near picture books for story time. Fiction and non-fiction should be separate. There should be a variety of options for face-out display of materials. Mobile shelving or low cantilevered metal shelving should be incorporated to allow for flexibility in the layout. The staff desk and work area should be located to maintain a clear view of the entire space. The bookshelf areas should be carpeted with a rug patterned to minimize stains. Wall space and a case for

displays. There should be a separate children's bathroom with a diaper changing table.

CHILDREN'S STORY TIME ALCOVE

FUNCTION: Provides space for children's programs.

OCCUPANCY: Public: 20 – 40 children and adults; Staff: 1 to 2

FURNISHINGS: Modular chairs and tables that can be stacked and stored, storage space for LEGOs, toys, supplies, storytime/crafting materials

SHELVING: None

EQUIPMENT: Screen that can be dropped from the ceiling, speakers in the room and the Children's Room

CLOSE TO: Children's Room

PLANNED SIZE: 600 square feet – 40 story time seats at 15 square feet per seat

ARCHITECTURAL FEATURES: Soundproofing, adjustable wall, storage area.

CIRCULATION/SERVICE DESK

FUNCTION: A major activity center for library. Patrons return and check out items, pay fines and fees, pick up and place holds, apply for library privileges, make inquiries and receive general information. Location of self-service check out machines is nearby. Light conversation among staff and patrons occurs here regularly.

OCCUPANCY: Public: 4 minimum; Staff: 3 The space must accommodate a line of patrons waiting for material to be checked out or to return items.

EQUIPMENT AND FURNISHINGS: Three staff computer ILS workstations, with barcode scanners and receipt printers, laser printer, telephone, waste basket and recycling containers, supply drawers and cabinets.

SHELVING:

CLOSE TO: Staff work room, delivery and receiving.

AREA REQUIRED: 150 square feet

ARCHITECTURAL FEATURES: Desk - Locking supply drawers and cabinets, open shelving, slide out surfaces, standing and ADA wheelchair staff service points, slotted book return near workstation, power supply, cord storage, space for waste basket and recycling, access on both ends of desk, space for patron literature – (library programs announcements and signup, bookmarks). Surface should be of material that will not scratch and can withstand an occasional encounter with a heavy box of books or other material. Space for self-check-out station should be considered. Attention to sound travel should be considered as a lot of conversation takes place here.

COMPUTER AREA

FUNCTION: Provides patrons with access to Internet computers, a shared printer and a copy machine.

OCCUPANCY: Public: 12 workstations

FURNISHINGS: Computer workstations tables with power and data connections

SEATING: 12 height-adjustable chairs

EQUIPMENT: 12 computer workstations, shared printer, copy machine

CLOSE TO:

PLANNED SIZE: 516 square feet – 40 square feet per workstations, 16 square feet per shared printer, 20 square feet per copier

ARCHITECTURAL FEATURES: Desirable to provide screen between adjacent workstations to improve patron's privacy.

COMMUNITY MEETING ROOM

(INCLUDES KITCHEN, STORAGE AND ART DISPLAY SPACE)

FUNCTION: This will be the primary place for all for library programs which require a larger space than the pre-school story time and book discussion group areas defined elsewhere. It will serve as the venue for author talks, cooking demonstrations, concerts, films, lectures, public meetings, community programs, classes, and art exhibitions.

OCCUPANCY: Public: 100 sitting

FURNISHINGS: 10 3" x 6" folding tables;

SEATING: 100 padded, stackable chairs;

SHELVING:

EQUIPMENT: Easy to use sound and projection system, retractable ceiling mounted screen or large flat screen television with Internet apps or similar device; computer connections including WiFi; floor outlets; kitchen includes refrigerator, microwave, range, lockable cabinets above and below, 8x4 movable countertop kitchen island with storage and lip to store bar stools; storage area for stackable chairs and folding tables; coat rack; cabled picture hanging system; dimmable overhead lighting; room darkening shades

CLOSE TO: entrance, public bathrooms, and parking

DISTANT FROM: quiet study rooms

PLANNED AREA: 1,200 square feet – 100 seats at 12 square feet per seat

MATERIALS:

ARCHITECTURAL FEATURES: Stage measuring 6x12 at one end to accommodate speakers or musicians before a flat floor audience, kitchen at opposite end with movable demonstration counter described above, storage for chairs and tables at sides of stage, wired for cable and data lines; acoustically isolated. Designed to allow use when library is closed so must be near entrance/exit and public bathrooms, separate heating and cooling controls, durable, attractive, easy to clean flooring; windowed entrance from main library space; separate entrance and exit to exterior for after-hours use. Despite or because of the many functions of this room, it should be an attractive space that demonstrates the community's pride in its library.

DELIVERY/RECEIVING

FUNCTION: Serves as a place to receive and ship materials.

OCCUPANCY: Staff: 1

FURNISHINGS: built in counters

CLOSE TO: Staff Work Room; Circulation Desk; Entrance

PLANNED AREA: 140 square feet

ARCHITECTURAL FEATURES: Surface of counters should be able to withstand movement of boxes and bins along its length and space should be allowed for cart to move materials into library building.

DIRECTOR'S OFFICE

FUNCTION: Managerial and administrative tasks, small group and individual meetings, location of important files and records, including personnel files, private space.

OCCUPANCY: Staff: 1; occasionally up to 5

SHELVING:

EQUIPMENT: Computer, printer, telephone with intercom

CLOSE TO:

AREA REQUIRED: 140 square feet

MATERIALS:

ARCHITECTURAL FEATURES: Separate heating and cooling zone for after-hours occupancy; natural light; closet.

EQUIPMENT DISPENSING MACHINE

FUNCTION: Holds E-readers and computer tablets that can be borrowed by patrons. When returned, the dispensing machine automatically resets each eReader and/or tablet to its original settings.

FURNISHINGS:

CLOSE TO: circulation desk

PLANNED SIZE: 50 square feet

MATERIALS:

ARCHITECTURAL FEATURES: Electrical power and computer connections are required.

FRIENDS BOOKSTORE

FUNCTION: This area displays items for sale. Signs and equipment related to these sales, new library related items for sale (book bags, t-shirts) and used books will be housed here.

OCCUPANCY: Public: 1-8; Volunteers: 1-2

FURNISHINGS: Desk

SEATING: Two seats behind the counter/cash register

SHELVING: Yes – around the perimeter of the room plus some shelving (4 shelves high)

EQUIPMENT: Cash register, telephone, computer workstations with Internet access

CLOSE TO: Entrance

DISTANT FROM: Children's room

PLANNED SIZE: 400 square feet

MATERIALS:

ARCHITECTURAL FEATURES: Overhead lighting

FRIENDS WORK/STORAGE AREA

FUNCTION: This area provides storage for donated items. A large (4' x 8') table is used to sort donated materials.

OCCUPANCY: Volunteers: 1- 6

FURNISHINGS: Lockable cabinet for supplies

SEATING: 4-6 chairs around the work table

SHELVING: Yes – around the perimeter of the room plus additional shelving (7 shelves high)

EQUIPMENT: 1 computer workstation with Internet access, telephone

CLOSE TO: Archives work area

DISTANT FROM:

PLANNED SIZE: 800 square feet

MATERIALS:

ARCHITECTURAL FEATURES: Overhead lighting

LOBBY/ELEVATOR/STAIRS

FUNCTION: Move people between the first and second floors

OCCUPANCY: Elevator, 8 - 10

CLOSE TO: Entrance, Community meeting room, delivery/receiving area

PLANNED AREA: elevator, 120 square feet; stairs 300 square feet

ARCHITECTURAL FEATURES: Visually attractive stairs, able to separate the library from the bathrooms and the Community Meeting Room.

LOUNGE/FIREPLACE SEATING AREA - Optional

FUNCTION: Comfortable seating area adjacent to a fireplace

OCCUPANCY: 8 - 10

SEATING: 6-8 comfortable lounge chairs, low table

CLOSE TO: Adult Fiction and Non-Fiction collection, New books, Periodicals or adjacent to Archives/Local History Room

PLANNED AREA: 400 square feet

ARCHITECTURAL FEATURES: Should be large enough to provide a small living room type of experience

MAKERSPACE ROOM

FUNCTION: Provides patrons with access to a range of equipment including 3D printers, computers.

OCCUPANCY: Public: 12

FURNISHINGS: 3 computer workstation tables with power and data connections, 3D design software, lockable cabinets for supplies, photographic scanner

SEATING: 12 height-adjustable chairs, 2 large tables

EQUIPMENT: 3 computer workstations, shared printer, 3D design software

CLOSE TO:

PLANNED SIZE: 360 square feet

ARCHITECTURAL FEATURES: Instructor computer workstation, large screen, overhead video projector, Internet connection, extra electrical power outlets, compartment storage for robotic components, tools, papers, markers, pencils and so forth.

NEW BOOKS

FUNCTION: Provides display area for recently acquired library material (adult fiction and non-fiction books and DVDs) and armchair (chairs with arms). Items are kept here for about 6 months and then moved to the adult fiction and non-fiction shelves.

OCCUPANCY: Public: 3-6 seated and standing

FURNISHINGS: Shelving and display area;

SEATING: 2 comfortable chairs with arms

SHELVING: Sufficient to hold and display 200 books and to accommodate 50% face out display

CLOSE TO: entrance, circulation desk

PLANNED SIZE: 200 square feet

MATERIALS: 200 books

ARCHITECTURAL FEATURES: This is often the only place people go to when they visit the library and should be attractive, open, comfortable and visible. In addition to the circulation desk, this is one place where people generally make a quick stop to choose a book and do not expect to relax or “loungue”. Seating is utilitarian as a result. Natural lighting is preferable. Mobile shelving is a consideration for this space.

ONLINE CATALOG COMPUTERS

FUNCTION: Provides patrons with access to the library's collections.

OCCUPANCY: Public: 4 workstations

FURNISHINGS: Computer workstations tables with power and data connections

SEATING: 4 height-adjustable chairs

EQUIPMENT: 4 computer workstations, shared printer

CLOSE TO: circulation desk

PLANNED SIZE: 160 square feet – 40 square feet per workstations

ARCHITECTURAL FEATURES: Desirable to provide screen between adjacent workstations to improve patron's privacy.

PERIODICALS

FUNCTION: Display for current and back issues of magazines and newspapers and seating for in-library use of same.

OCCUPANCY: Patrons: 6-8, seated and standing

FURNISHINGS: Shelving for face out display of up to 70 issues of magazines and 4 issues of newspapers and storage for up to one year of back issues

SEATING: 2 lounge chairs

SHELVING: For approximately 1,067 issues

CLOSE TO: reading room

PLANNED AREA: 110 square feet – 1 square foot per title

MATERIALS: 86 magazine titles (current issue plus one year of back issues); 10 newspapers (current issue plus one year of back issues); 10 comics; total 106

ARCHITECTURAL FEATURES: This should be a well-lit comfortable area with sufficient space to allow several patrons to browse the shelves at once.

QUIET STUDY ROOMS (2)

FUNCTION: Two quiet study rooms provide a place for one person or a small group up to four to study, read or conducts a small meeting, have a discussion, and conduct a tutoring session.

OCCUPANCY: Public: 4 per room

FURNISHINGS: Study table (1 in each room) with wiring;

SEATING: 4 chairs

SHELVING:

EQUIPMENT: White board – most of one wall, computer and WiFi connections

CLOSE TO: One near children's room, one near adult

DISTANT FROM:

PLANNED SIZE: 300 square feet (150 per room)

ARCHITECTURAL FEATURES: glass walls into rooms from inside building for monitoring and security. Soundproofing and acoustic damping. Electrical receptacles for laptops and similar items, WiFi enabled. Consideration should be given to the possible future use of one of these rooms as a multi-media lab for downloading and creating music and movies.

READING SEATING SPACE

FUNCTION: Provides space at tables and in lounge chairs for leisurely reading, using personal laptops or other devices.

OCCUPANCY: Public: 50 seated

FURNISHINGS: ten tables with seating for 4 each

SEATING: 10 comfortable lounge chairs; 40 chairs

CLOSE TO: periodicals, adult fiction and non-fiction, quiet study rooms

DISTANT FROM: children's room

PLANNED SIZE: 40 table chairs @ 30 square feet per seat = 1,200; 10 lounge chairs @ 30 square feet per seat = 300; total space = 1,500 square feet

ARCHITECTURAL FEATURES: Welcoming and comfortable, natural lighting; computer stations will be interspersed with other furniture to convey a relaxed living room like atmosphere. Ample access to power and USB ports – perhaps one or more electrical charging stations.

SERVER AND NETWORK SPACE

FUNCTION: Houses switches, servers, routers and other computer networking equipment as required, telephone

PLANNED AREA: 120 square feet

ARCHITECTURAL FEATURES: Sufficient air conditioning must be provided to keep the room cool.

SMALL MEETING AREA

FUNCTION: Used for meetings such as book discussions, Trustee and Friends meetings for which the large assembly room would be too big

OCCUPANCY: Public: 10-12 adults

FURNISHINGS: 6 small lounge chairs; 6 wood chairs with arms

EQUIPMENT: Presentation screen, video projector, telephone

CLOSE TO: reading room, quiet study area

AWAY FROM:

PLANNED AREA: 144 square feet – 12 seats at 12 square feet per seat

ARCHITECTURAL FEATURES: This area could be an extension of the adult reading room or could be located near the quiet study areas if those areas are truly sound proofed. This area might display works of art.

STAFF BREAK ROOM

FUNCTION: Provides private, quiet space for staff to eat and take a break from work, possible location for staff cubbies/lockers

OCCUPANCY: Staff: 1-4

FURNISHINGS: Table and seating for 4

SEATING: 4 chairs

EQUIPMENT: microwave, refrigerator, sink, bulletin boards

CLOSE TO: staff work area

PLANNED AREA: 150 square feet

ARCHITECTURAL FEATURES: Needs to be quiet, out of the way area close to staff work area, natural lighting preferred; counter top and storage.

STAFF WORK ROOM

FUNCTIONS: Ordering, receiving, processing, classifying and repairing materials for loan. Temporary storage of items awaiting attention. Staff ILS workstations used to add and remove materials in library catalog, update and monitor library website, create marketing and programming materials (posters, brochures, etc.) prepare electronic and hard copy newsletters. Storage for library and office supplies and materials. Location of staff photocopier, fax machine and staff cubbies. This space will also function as a technology storage and staging area.

OCCUPANCY: Public: 0; Staff: 1 to 6

EQUIPMENT AND FURNITURE: Shelving and cabinets, multi level work counter (one seated area) which allows layout of large book jackets and accompanying supplies, laminator, 7 computer workstations, ergonomically correct computer table and accompanying chair, laser and spine label printers, staff photocopier with scanning capability, small filing cabinet, paper cutter, staff cubbies, waste basket and recycling basket.

CLOSE TO: Circulation desk, director's office

AREA REQUIRED: 840 square feet – 140 square feet per staff member

ARCHITECTURAL FEATURES: The area should be separate from but have a clear view of the circulation desk. A window with a shade or a partial wall (at least 4' high) would allow access and privacy. Staff should be able to move quickly between the work room and circulation desk and should face the public when working. Natural lighting desirable. Flooring durable and easily cleaned which allows movement of loaded book trucks.

TEEN ROOM

FUNCTION: Separate area for people aged 12-18 to read, socialize, participate in individual or group activity, complete homework assignments, use computers, watch videos, play games, eat and relax.

OCCUPANCY: Public: 10 - 20

FURNISHINGS: Four comfortable lounge chairs, 2 square tables, 4 chairs, flexible shelving,

SEATING: 4 lounge chairs, 4 chairs

SHELVING: Sufficient to hold and display 2,000 items in a variety of formats (books, audio books, paperbacks).

EQUIPMENT: two laptop computers networked to public printer, multiple outlets,

CLOSE TO: reading room, circulation desk

DISTANT FROM: children's room, quiet study rooms

PLANNED SIZE: 800 square feet

MATERIALS: 2,300 items in a variety of formats

ARCHITECTURAL ELEMENTS: Natural lighting offset by overhead lights. Sturdy furniture and flooring which is attractive to teens, sound proof, visible to circulation desk

VIDEO STUDIO/LAB

FUNCTION: Provides patrons with access to a range of equipment including video camera, computers, video editing software.

OCCUPANCY: Public: 6 - 10

FURNISHINGS: 2 computer workstations, tables with power and data connections, microphones, video editing software, lockable cabinets for supplies, equipment to convert video tapes to digital formats

SEATING: 2 height-adjustable chairs, 2 computer workstation tables

EQUIPMENT: 2 computer workstations, large screen monitor

CLOSE TO:

PLANNED SIZE: 300 square feet

ARCHITECTURAL FEATURES: large screen monitor, Internet connection, extra electrical power outlets, soundproofing

Space Needs Summary

COLLECTIONS

Adult Fiction & Non-Fiction	2,000 sq. ft.
Audio Visual Collections	200 sq. ft.
Periodicals	110 sq. ft.
New Books	200 sq. ft.
Archives/Local History Room	300 sq. ft.
Subtotal	2,810 sq. ft.

CHILDREN'S/TEEN SPACE

Children's Room	1,400 sq. ft.
Children's Storytime Alcove	600 sq. ft.
Children's Staff Work Area	140 sq. ft.
Teen Room	800 sq. ft.
Subtotal	2,940 sq. ft.

TECHNOLOGY SPACE

Computer Area	516 sq. ft.
Online Catalog Computers	160 sq. ft.
MakerSpace Room	360 sq. ft.
Audio Studio/Lab	300 sq. ft.
Video Studio/Lab	300 sq. ft.
Server and Network Space	120 sq. ft.
Subtotal	1,756 sq. ft.

MEETING ROOM SPACE

Community Meeting room	1,200 sq. ft.
Small reading Room	144 sq. ft.
Quiet Study Rooms (2)	300 sq. ft.
Café/Coffee Bar	400 sq. ft.
Subtotal	2,044 sq. ft.

READER SEATING SPACE

Lounge/Fireplace Seating	400 sq. ft.
Reader seating	1,500 sq. ft.
Subtotal	1,900 sq. ft.

STAFF WORK SPACE

Circulation/Service Desk	150 sq. ft.
Director's Office	140 sq. ft.
Equipment Dispensing Machine	50 sq. ft.
Staff Break Room	150 sq. ft.
Staff Work Room	840 sq. ft.
Archives Storage/Work Room	800 sq. ft.
Subtotal	2,130 sq. ft.

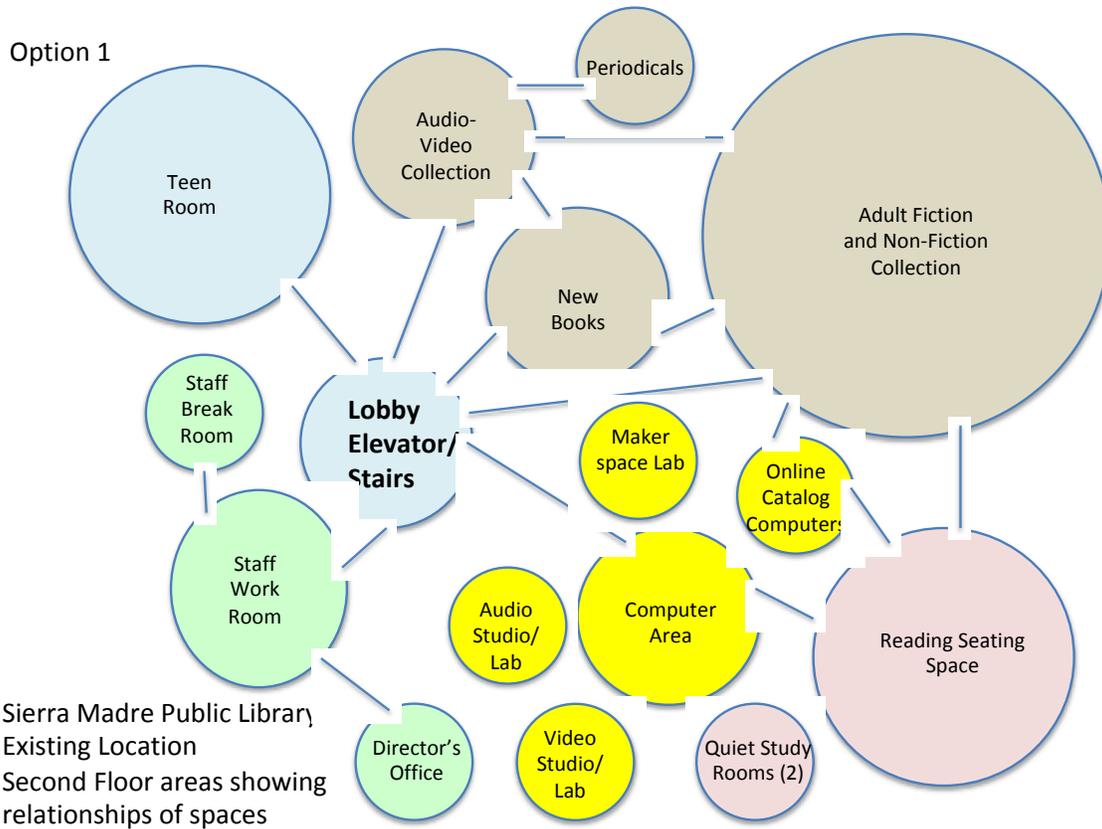
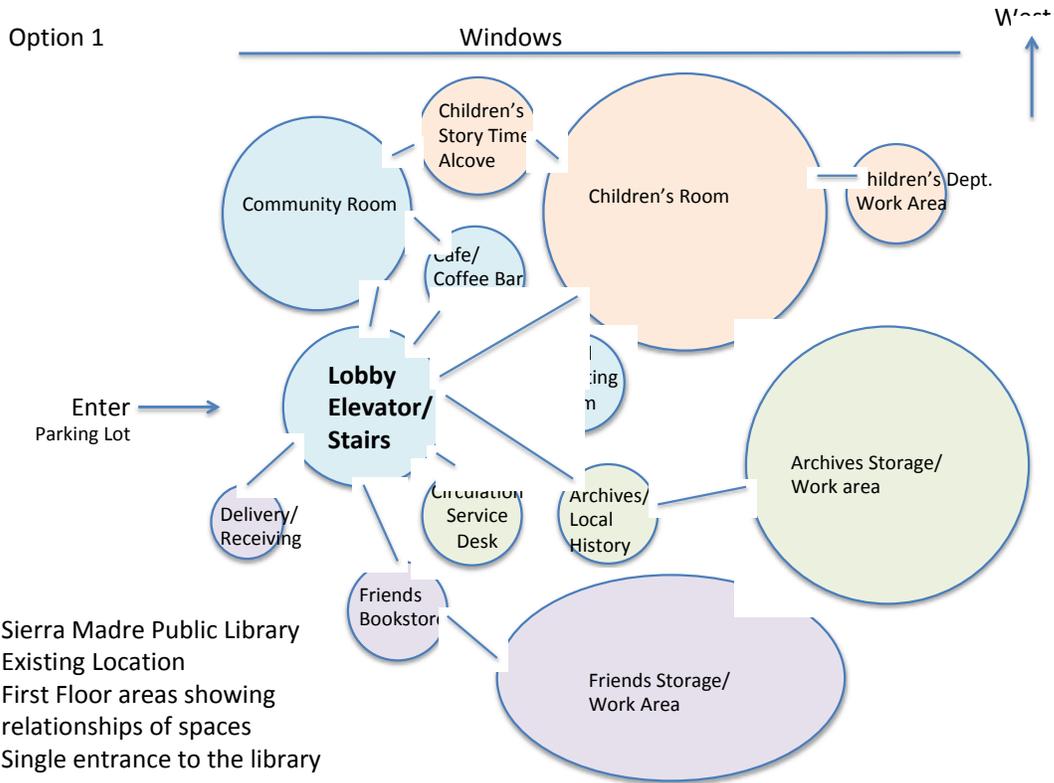
FRIENDS SPACE		
Friends Bookstore	400 sq. ft.	
Friends Work/Storage Area	800 sq. ft.	
Subtotal		1,200 sq. ft.
GENERAL SPACE		
Delivery/Receiving	140 sq. ft.	
Lobby/Elevator/Stairs	420 sq. ft.	
Subtotal		560 sq. ft.
NET ASSIGNABLE SPACE		15,340 sq. ft.
NON-ASSIGNABLE SPACE (20% of gross building area)		3,0688 sq. ft.
Restrooms, hallways		
TOTAL SPACE NEEDED		18,408 sq. ft.

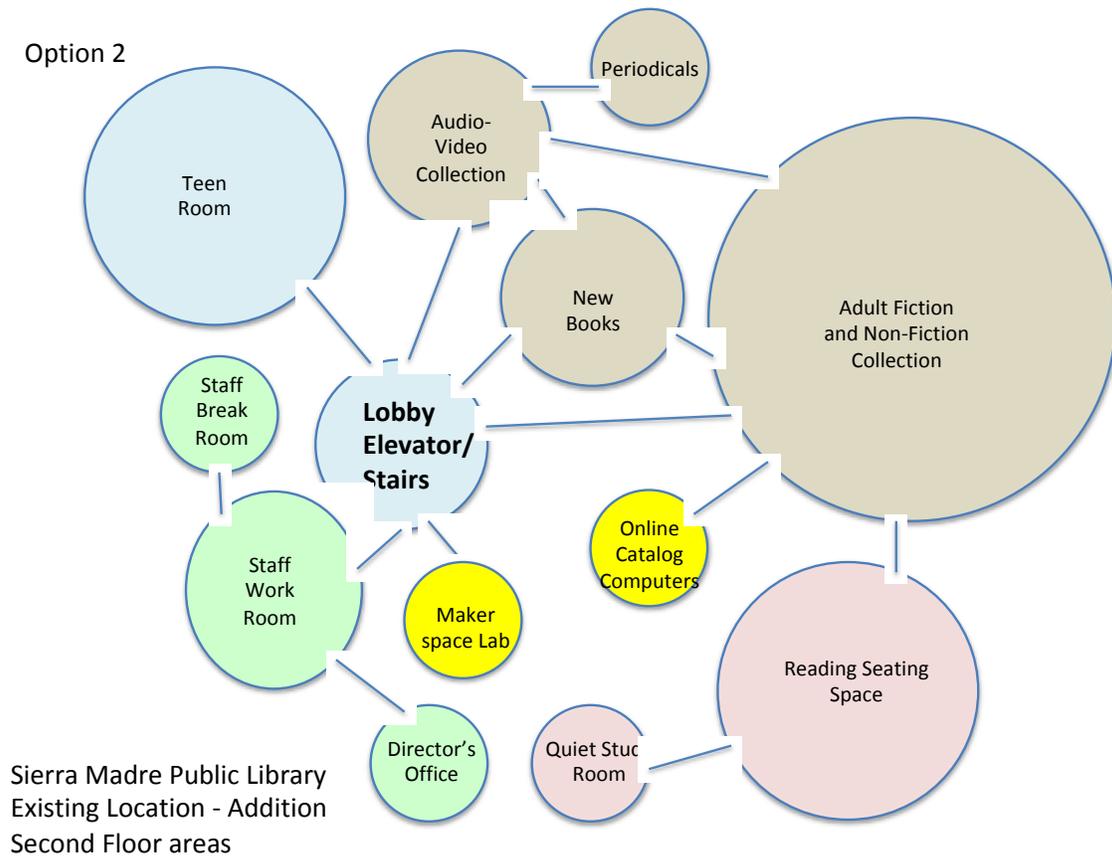
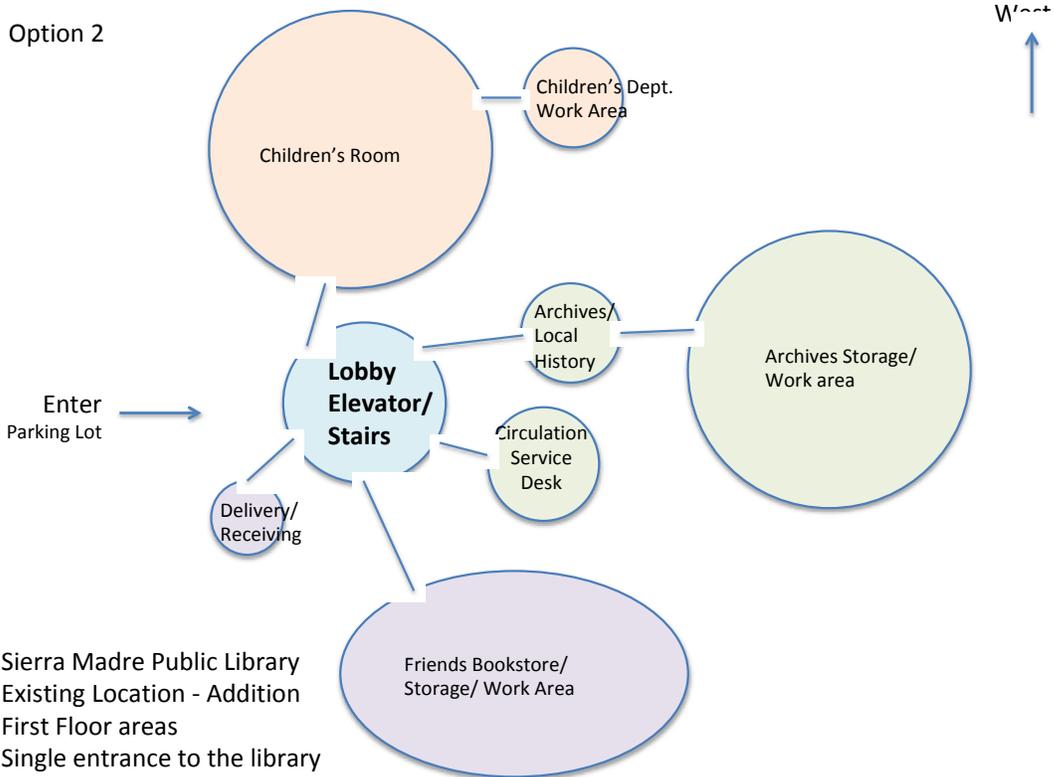
Relationships and Adjacencies

The intention of these diagrams is to show relationships between the various areas. The drawings are not to scale and only generally represent proportional comparisons. Note that a building with a single entrance will require fewer staff. The existing building is about 8,700 square feet.

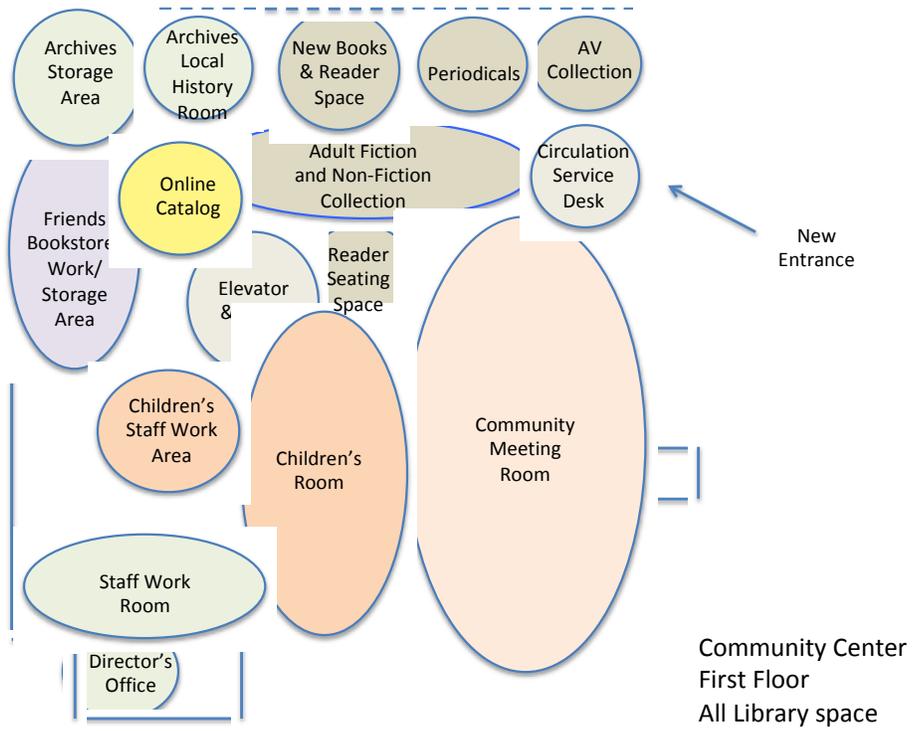
Diagrams for four options are presented:

1. Build a new two-story library at the existing location with a recommended size of 18,408 square feet.
2. Build a one-story addition at the back of the current library building + upgrade the current building. 8,700 square feet + 5,000 square feet = 13,700 square feet.
3. Library takes over the existing Community Center + builds a one-story addition in the patio area behind the Community Center. Size of the first floor (including the Sierra Madre Room of 3,780 square feet) is 8,180 square feet. The second floor of the Community Center is 4,000 square feet. A new 5,000 square foot addition (where the patio is located) means the total size of the library would be 17,180 square feet. The existing building would need to be renovated (new elevator and energy-efficient glass).
4. Library builds a one-story addition in the patio area behind the Community Center + takes over the second floor of the Community Center (first floor is retained by the YMCA. Upstairs is 4,000 square feet + 5,000 square foot addition = 9,000 square feet (about the same amount of space as the existing library). The existing Sierra Madre Room of 3,780 square feet would be shared. The existing building would need to be renovated (new elevator and energy-efficient glass).

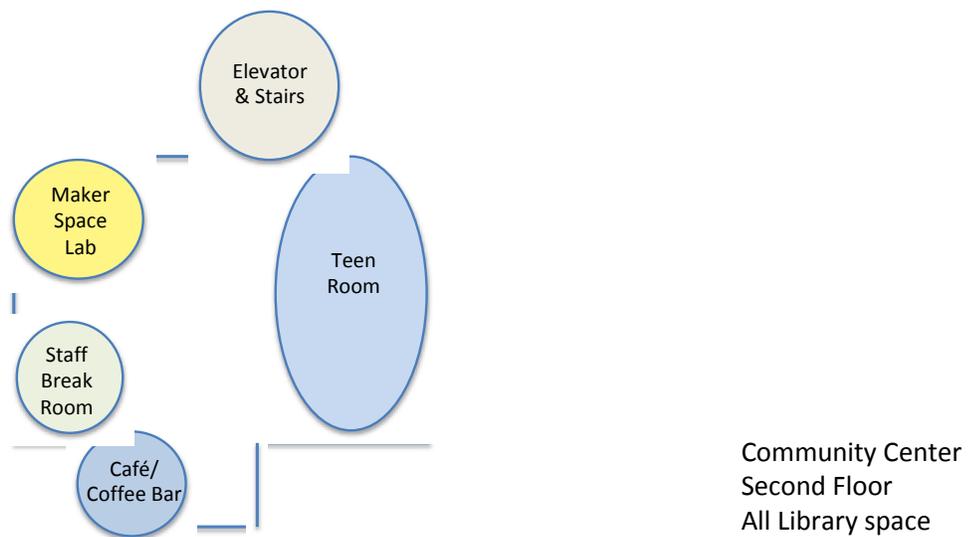




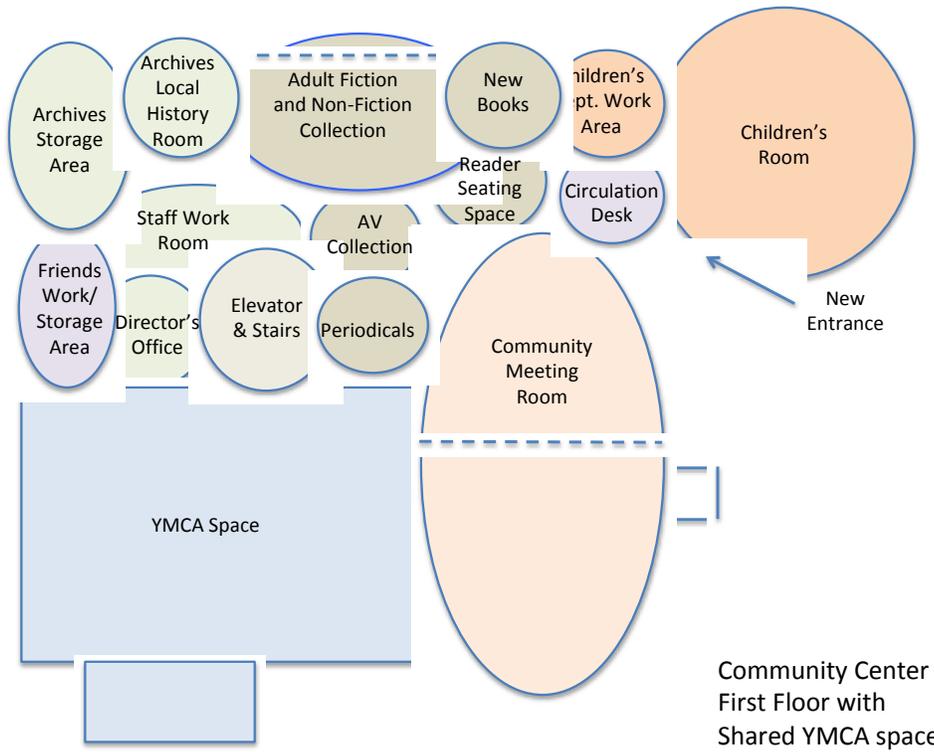
Option 3



Option 3

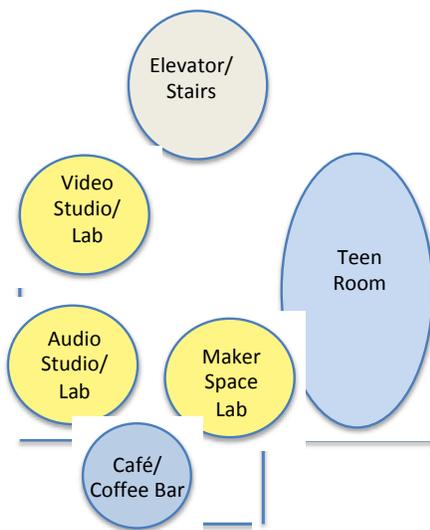


Option 4



Community Center
First Floor with
Shared YMCA space

Option 4



Community Center
Second Floor with
Shared YMCA space

Implications

If the library is to remain at its existing location, the existing building will need to be replaced with a larger, two-story building approximately 9,204 square feet on each floor. A retaining wall should be constructed on the north side of the building so that natural daylight can penetrate down along the length of the first floor.

If the library is going to move to the Community Center located at the Sierra Vista Park, the second floor of the existing community center will be used primarily for teen spaces. This location will also require a one second story addition.

The cost of construction, at \$600/square foot, for each option is shown here:

<i>Option</i>	<i>Library Size Square Feet</i>	<i>Cost</i>
1. New building	18,408 sq ft	\$10,500,000
2. One story addition + upgrade current building	13,700 sq ft	8,220,000
3. Community Center + one-story addition	17,180 sq ft	4,000,000*
4. Shared Community Center + one-story addition	10,890 sq ft	4,000,000*

* = Cost of building a 5,000 square foot addition = \$3,000,000 plus \$1,000,000 renovation costs of the existing building to make it energy efficient.



Sierra Madre Public
LIBRARY
Read • Discover • Connect

New Library FAQ Guide

Library History and Problem Statement

The Sierra Madre community has enjoyed 130 years of continuous Library service in the same location since 1887. Many generations of Sierra Madreans have grown up at the Library. Children have discovered the joys of reading, held their parents' hands during story hour, and completed the circle to bring their own children to get a Library card.

The Library's greatest challenge to continuing this tradition of service is the state of the 65-year-old building itself. Built in 1955, the current Library building has been pushed to its limits in terms of space, infrastructure, and deferred repairs.

In 2017, the Library Facility Master Plan reported \$1.5 M in structural deficits, including earthquake retrofitting, ADA compliant space, HVAC, and roofing.

Questions and Answers on the New Building Proposal

Q1. What is the proposed solution to the Library problems?

The solution to the issues highlighted by the Library Facility Master Plan is to rebuild the Library. It was recommended by a Library Specialist that the 8,762 square foot Sierra Madre Public Library be redesigned at 18,500 square feet to provide for all of the community's needs. The Library staff reconfigured these designs to a more modest 14,500 square feet. The proposed new Library building is designed to provide:

- A comfortable community meeting room that is accessible during and after Library hours
- Group and private study areas
- A temperature-regulated room for the preservation of the historical archives of Sierra Madre
- Consistent, reliable HVAC systems with increased energy efficiencies and environmentally conscious building methods
- Collections which can be accessed by individuals in wheelchairs and walkers, and fully comply with ADA requirements
- Outdoor book drop accessible from the car by driver
- Installation of sprinklers in the building
- Increased parking
- Accessible Friends of the Library Book Sale space

Q2. What steps did the Library Foundation, Board of Trustees and Friends of the Library take to come to this decision?

The Sierra Madre Public Library's history is riddled with various attempts to mitigate the deficits with the current Library building, as seen throughout the timeline at the end of this document. Most recently, in 2017, the idea of moving the Library to Sierra Vista Park was discussed with the Library, Community Services, Trustees, and Friends... but the historical outcome was the same. This isn't the right path forward. Parking issues remained a sticking point, and the idea of mixed use space with the YMCA was not ideal for either group. Ultimately, the community let us know that this wasn't the right course of action.

The only acceptable alternative, as voted by each of these Library Stakeholders, is to build a new Library at the current location. This was not a decision that was made abruptly or rashly. Between 2017 and today, these groups have met with City Council, the Community Services Commission, and the public, in order to present the most pragmatic building option possible. Although the building program initially requested 18,500 square feet for a new Library building, a more modest choice was recommended by staff, and ultimately will be designed to meet the community's needs for 60+ years.

Q3. Why does Sierra Madre need a new Library?

There are many reasons for a new Library.

- Upgrades and replacements to major systems (roof, HVAC, boiler) are needed.
- Additional parking is needed now, and more will be required with the addition of meeting room space.
- Many ranges of book shelves which are too low or too high, and even too narrow for ADA and other code compliance.
- Many aisles do not have the require turning radius for wheelchair accessibility
- The book stacks must be further apart to serve patrons with disabilities and conform to ADA guidelines.
- Community input has indicated the need for more meeting room space for programs, meetings and events.
- Existing programs and collections will be cut or restricted unless a new building with more space is built.

Q4. Why now?

The Library's structural deficits must be addressed as soon as possible in order to ensure the safety of our patrons and staff. Simply fixing the building as it stands will result in the loss of up to 10% of the Library's books, elimination or limited access to the money-generating Friends of the Library Book Sale area (which annually earns over \$22,000 for Library programs and services), reduction of programs and services equal to the loss in revenue from the book sale, and restricting the number of people at some programs by more than half to comply with newly posted fire code restrictions.

Q5. Why are we asking for more space in a new building?

Throughout the years of Library service, a few needs have been clearly identified. A community meeting room is needed so that programming does not overtake the whole Library and push people who want quiet study space out and away from the Library; small study rooms are needed both for adults seeking quiet, and youth seeking group study space; and an archival space from which we can preserve Sierra Madre's history is vital to maintain our collective past.

The Library is not asking for more materials. In the manner in which we are currently using our library, we are rated for a mere 25,000 books, and the Library has far exceeded that number with nearly 50,000 items in our collection. Additionally, the collection is well used with 114,400 items circulated last year. That's more than 10 items per person capita. And by checking out Library materials in 2018, patrons saved \$1,547,703 when obtaining their materials at the Library instead of

purchasing physical books, DVDs, magazines and more. Simply put, we want the space to house the collection that we have. No more, no less.

Q6. Why a parcel tax?

We need a reliable revenue stream to repay the bond that will be used to raise enough money to construct a new library building. If and when the parcel tax is approved by the voters, the city can then sell bonds through an investment company with the proceeds put into an escrow account to fund construction over the course of the project, then collection of parcel tax from residents' semiannual property tax bills will repay the bond, much like a homeowner uses income to pay off a mortgage over time. The residents get the benefit of a new library building immediately, but don't incur the entire cost of construction. Since the benefit will last for decades, funding construction through a revenue-bond matches the long-term benefit to the parcel tax payments by library patrons into the future, i.e. people using the library in 2040 will be paying their share of cost of having a 21st century library. Another way of looking at a revenue bond/parcel tax approach is that the cost is spread over the first 30 years of useful life of the building.

Q7. Will the Library stay open during construction?

Yes. The Library will have to move offsite for the duration of construction. Some services might be more limited, but the basic functions of the Library will be maintained.

Q8. How long is the new Library expected to adequately serve the public?

The new Library is expected to last for 60+ years.

Q9. Why do libraries generally cost more than other facilities to build?

Libraries generally cost more than other facilities because:

- Libraries contain relatively few columns or load bearing walls, resulting in higher steel costs.
- Library buildings and floors require more load bearing capabilities to sustain the heavy weight of books and other materials.
- Libraries must sustain the traffic of hundreds of users a day; therefore, carpet, walls, and other finishes must be long lasting and durable.
- Heavier concentrations of data connections, power outlets, and telephone connections all contribute to higher installation and use costs.
- Lighting levels that allow books to be seen on the lowest shelf and do not contribute to glare or reflections on computer screens add costs to the lighting fixtures.
- Contractors on public sector projects are required by State law to be paid prevailing wage. This requirement leads to higher construction costs for public projects than one would expect to incur for a residential or private commercial project.

Q10. How does the Library benefit you or the community?

To answer this, Sierra Madre residents and library experts are the best source to convey the importance of funding a robust local library:

- “My partnership with the library has motivated hundreds of six year olds in our city to become lifelong readers. I cannot express to you how thankful I am that we have such a wonderful, happy place in our community where my students can learn to embrace literacy!”
Dany Richey
- “People think that libraries are quiet, but they really aren’t. They rumble with voices and footsteps and a whole orchestral range of book-related noises—the snap of covers clapping shut; the breathy whisk of pages fanning open; the distinctive thunk of one book being stacked on another; the grumble of book carts in the corridors.” *Susan Orlean, The Library Book*
- “The library is so much more than simply a place to borrow books. Our library is a beacon for those who need to think and to refresh; it’s a place to learn and to be. The renovation of the children’s room a few years ago brought attention to the benefits of play and literacy for children. It’s been a haven for other families like ours who need these nurturing programs. Bringing people together through story-times, game nights, and special events is so important for the community to connect. A friend of mine is a devoted member of the Thursday Book Club and values the conversations and friendships made there and participates in often seen participating in other options that I haven’t yet explored. The Sierra Madre Public Library is a place where all are welcomed and encouraged to discover.”
Dianna Damir
- “Our local library is very valuable. My students love to visit, for story time and to check out books, particularly for our animal reports each year. Bringing my 6 and 7 year olds to the library introduces them to this little world of books that is available right here in town. When I visit in the afternoons, I always see kids from our school, doing homework or checking out books. I hope we can keep the library open for all of our citizens, especially our local kids.” *Ellen Hoffman*
- “A Library is not just a reference service: It is a place for the vulnerable. From the elderly gentleman whose only remaining Human interaction is with the Library staff, to the isolated young mother who relishes the support and friendship that flows from a Baby Rhyme Time session, to a slow moving 30-something woman collecting her CDs. Libraries are a haven in a world where community services are being ground down to nothing. Libraries are vital. Their worth cannot be measures in books alone.” *Angela Clarke*

Q11. Won’t technology and the internet eliminate the need for more library space?

Libraries continue to serve people by connecting them to digital and physical resources and offering them a safe place where they can gather and learn in a community setting. Ideally, library spaces are designed to be adaptable so library staff may serve people who are accessing collections and/or services onsite or remotely during the life of the building. Whether toddlers and parents gather for story hours, students do research, or residents learn about local wildlife, adaptable space continues to be needed for people, resources and new technologies for the foreseeable future.

Q12. How does our library currently compare in space to other suburban libraries?

The list below is ranked in order from most to least square feet (building space) per capita.

Library	Population	Building Square Feet	Square Feet Per Capita
San Marino Crowell Public Library	13,327	29,000	2.18
Signal Hill Public Library	11,622	14,000	1.20
Monterey Park Bruggemeyer Library	61,044	52,000	0.85
Arcadia Public Library	58,799	48,000	0.82
Sierra Madre Public Library	11,038	8,762*	0.79
Alhambra Public Library	85,396	48,000	0.56

*If a new Library is not built, the total square footage of the Library would be reduced to 5,700 square feet, as the basement space would no longer be open to public use, or used for the Friends of the Library Book Sale – a revised square foot per capita of 0.51.

Q13. I don't use the Library. How will I benefit?

In a recent survey that went out to all Sierra Madre residents, three out of four households use the library as least once a month. The quality of the library, schools, parks, and services all influence the overall quality of life in a community and the market value of homes.

Additionally, your local library houses the most thorough repository for the history of Sierra Madre, provides valuable programming to the betterment of the community at large, and connects valuable and accurate information/resources to the community. These services are immensely valuable to the Sierra Madre community, regardless of whether or not each individual uses the Library.

Eric Klinenberg, the Helen Gould Shepard Professor of Social Science and Director of the Institute for Public Knowledge at New York University, explains it best:

“Today, as cities and suburbs reinvent themselves, and as cynics claim that government has nothing good to contribute to that process, it's important that institutions like libraries get the recognition they deserve. After all, the root of the word "library," liber; means both "book" and "free." Libraries stand for and exemplify something that needs defending: the public institutions that -- even in an age of atomization and inequality -- serve as bedrocks of civil society. Libraries are the kinds of places where ordinary people with different backgrounds, passions, and interests can take part in a living democratic culture. They are the kinds of places where the public, private, and philanthropic sectors can work together to reach for something higher than the bottom line.”

Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life

Q14. There are a lot of people outside of Sierra Madre who use this Library. Shouldn't they help pay for the new building?

It is true, that any resident of California can get a Library card from any Library, and Sierra Madre has many cardholders who live outside of town. This, however, is equally as true for Sierra Madre residents, who currently enjoy using Library services at other nearby California public libraries for

free. The Sierra Madre Public Library, as with other city departments, provide reciprocal services to patrons who visit and value the programming and materials.

That being said, the Sierra Madre Library Foundation will absolutely be reaching out for donations and grant opportunities outside of Sierra Madre. Already, a variety of groups and individuals donate to the Library's programming and materials budget, because the use of the building and services is not limited to the Sierra Madre population.

General Information about the Sierra Madre Public Library

Mission Statement

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.

Library Board of Trustees

The Library Board of Trustees consists of 5 non-paid members who are Sierra Madre residents. They are elected for three-year terms.

Population

The Sierra Madre Public Library serves an estimated population of 11,038.

Use Statistics

	2013-14	2017-18	Percent Increase
Total Circulation	79,673	114,432	44%
Program Attendance	6,720	13,090	95%

History

1887 to 1930 — Small-Town Sierra Madre 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 over 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.

1881 Nathaniel Carter purchased the original 1103 acres that comprise Sierra Madre.

1881 Sierra Madre Library built on what was then called Central Avenue. The land was donated by Mrs. R. E. Ross in memory of her husband with an additional \$2,000 provided by her towards the building of the Library. Professor Hart held violin concerts to benefit the Library building. Forty families formed a Library Association to support the Library.



1888 600 books in the Library

1900 Sierra Madre's first street signs were erected

1907 Sierra Madre incorporated as a California City

1910 The City of Sierra Madre assumed responsibility of the Library. The palm trees shown are still present today.



1921 Organization of the Volunteer Fire Department

1928 Official City Hall building opened. Police Force was officially organized.

1930 A commemorative obelisk and an ivy covered façade celebrated the history of the over 40-year-old Library building.



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.

1940 Resident population of Sierra Madre grew to 4,581.

1941 With a growing resident population and over 5000 books in the Library, the original building was strained for space to house a growing materials collection or to provide spaces for patrons to use Library services.



1950 Resident population of Sierra Madre grew to 8,752.

1953 Friends of the Sierra Madre Library was formed to raise monies to support the Library.

1954 Funds to support a new Library building were provided by the Tar family who donated proceeds from a lot sale to support a building fund. City Council allocated \$10,000 for a bond to build a new Library. A Library building measure passed and provided \$40,000 towards the Library building.



1955 A new Library building was designed by Robert Ainsworth, a well-known "midcentury" architect, who lived in town. At approximately 8,400 square feet, it included a main floor, basement, and a kitchen. It was designed to hold 25,000 items both on the main floor and 25,000 items in the basement. The Library cost \$60,075.



1960 24,404 books in the Library.

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.



1972 A lot behind the 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.

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.



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.

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.



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

Despite more attempts to enlarge or construct a new Library, the building is 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.

1992 Asbestos dust from ceiling prompts 1st of two abatements.

1994 Sierra Madre applied for Library Services Construction Act fund. Application was unsuccessful.



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.

1998 Entrance door remodeled to accommodate disability requirements. No addition to square footage.



2000 52,736 books and materials in the Library.

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.



2004 The City prepared to bring a ballot initiative to the public for construction support. The Sierra Madre Library Foundation began incorporation as a charitable organization in order to fund-raise any additional costs. Ultimately the initiative was dropped before it reached the ballot, and the Foundation was never actualized.

2008 The front of the Library was redone as the Friends' Library Garden with dedicated patio seating.

2010 Resident population of Sierra Madre was 10,917.

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.



2014 Public surveys for the Library Strategic Plan identified lack of space as a major barrier to service.

History

2016 to Today — A Building on the Brink... But of What?

Although the community has increased their use of the Library continuously for five years through circulation and program attendance, the building continues to be a source of concern. Publicly identifying building deficits has served to put the Library in the hot seat as the next project to be addressed by the City. However, there is growing concern that local government would not be able to invest enough funds to provide the design longevity and space necessary for a successful new Library Building. As a result, a group of concerned citizens, like you, have renewed efforts to combine donations and a local tax to support a new Community Library.

2017 The Library Building Master Plan identified \$1.5 M in structural and ADA deficits. The Library desperately needs earthquake retrofitting, and any updates to the structure would require the City to address the many Americans with Disabilities Act violations. (We have avoided addressing these compliance issues as we have been grandfathered into an older building.)

2017 Library Building Survey sought community input to decide how to move forward with the building. Although 75% of the community reported using the Library at least once per month, the survey concluded that the respondents would like the services and building to remain the same... which is, unfortunately, impossible as the Library materials and services would diminish once the building was brought up to code, and revenue diminished without the use of the basement for the book sale.

2018 The Sierra Madre Library Foundation submitted paperwork to establish a 501(c)(3) with the intent of raising funds to furnish a new Library building. The group has been officially established and has also begun to work towards a new Sierra Madre Public Library steering committee, which will work towards a ballot initiative for the 2020 election.

2019 The Friends of the Sierra Madre Library signed a contract for \$120,000 with PBWS for schematic design of a new Library building. Community input meetings will be scheduled for September and October, to gather necessary feedback from the community on what their new Library might look like.

2020 The Library Board of Trustees, Friends and Foundation hope to put together a compelling case for the residents of Sierra Madre to vote for a community improvement measure that will support a bond to build a new Library.

