



# MEETING AGENDA

**Library Board of Trustees**  
**City Council Chambers**  
**232 W. Sierra Madre Blvd.**  
**Sierra Madre, CA 91024**  
**Wednesday, August 22, 2018**  
**7:00pm**

## Library Board of Trustees

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

### CALL TO ORDER / ROLL CALL

Trustees Hall, King, Procter, Spears, Ziff

### PLEDGE OF ALLEGIANCE

Patricia Hall

### APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business

### APPROVAL OF MINUTES

Joint Meeting of the City Council and Library Board of Trustees, July 10, 2018

### COUNCIL LIAISON UPDATE

Update from Council Liaison to Board

### COMMUNITY INPUT

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

Copies of the Agenda are available for your convenience at the rear of the Council Chambers. State legislation (Govt. Code Section 54954.2) limits the 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.

### ACTION ITEMS AND REPORTS\*

1.	Consent Calendar	<b>A. Approval of Library Warrants</b> Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$6,444.44.  <b>B. Library Statistics June 2018</b> Recommendation to receive and file June 2018 Statistical Reports
2.	Trustee Reorganization and Assignments	Trustees select a new Chair and Vice Chair for 2018-2019 and assign projects

<b>3.</b>	<b>Library Building Discussion</b>	Trustees discuss four new plans being brought to City Council following the joint meeting in July
<b>4.</b>	<b>Friends' Liaison Update</b>	Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting
<b>5.</b>	<b>City Librarian Report</b>	Library Manager provides oral report concerning library activities since the last board meeting
<b>6.</b>	<b>Trustee Updates</b>	Trustees provide reports pertaining to library service or community involvement including attendance at Friends' Meetings and Sierra Madre Historical Preservation Society Meetings

**\*ACTION ITEMS**

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

**NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS**

**ADJOURNMENT**

The Library Board of Trustees may adjourn to their next regular meeting on Wednesday, September 26, 2018.

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.



**CITY OF SIERRA MADRE**  
**SPECIAL JOINT MEETING OF THE CITY COUNCIL**  
**AND LIBRARY BOARD OF TRUSTEES MINUTES**

SIERRA MADRE CITY COUNCIL,  
SUCCESSOR AGENCY AND  
PUBLIC FINANCE AUTHORITY

**Tuesday, July 10, 2018 – 7:00 pm**

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

**CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL**

Mayor Denise Delmar called the meeting to order at 7:20 p.m. City Clerk Sue Spears called the roll.

Present: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, Council Members Rachelle Arizmendi, John Capoccia, and Gene Goss

Absent: None

Also Present: Gabe Engeland, City Manager  
Teresa Highsmith, City Attorney  
Marcie Medina, Assistant City Manager  
Laura Aguilar, Assistant City Clerk  
James Carlson, Management Analyst  
Chris Cimino, Director of Public Works  
Joe Ortiz, Police Chief  
Jill Schofield, Acting Library Services Manager  
Christine Smart, Associate Librarian  
Sue Spears, City Clerk

**INTRODUCTION OF THE LIBRARY BOARD OF TRUSTEES**

Library Board of Trustees in attendance were Chair Patricia Hall, Vice Chair Shannon King, Trustees Rich Procter, Rod Spears, and Barry Ziff

**APPROVAL OF AGENDA AS PRESENTED:**

Mayor Delmar asked for a motion to approve the agenda as presented.

Mayor Pro Tem Harabedian moved to approve the agenda as presented.

Council Member Goss seconded the motion to approve the agenda as presented.

Ayes: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, Council Members Rachelle Arizmendi, John Capoccia, and Gene Goss

Noes: None

Absent: None  
Abstain: None

The motion to approve the agenda as presented was passed unanimously.

## **AGENDA ITEMS FOR DISCUSSION:**

### **1. Recap of Library Survey Results**

City Manager Engeland reported on the Library Survey that included a PowerPoint presentation. The summary of the survey is as follows:

- A majority of residents support (a) services that include an up-to-date collection of materials, (b) moving select programs from the Library to other locations in the City, and (c) selling the back lot to pay for facility repairs.
- A majority of residents do not support (a) moving the Library to a new location, (b) a significant reduction in services, and (c) a parcel tax to pay for a new Library or enhanced services.

Mayor Delmar asked if any Member of the Council had questions on this item. Council members did not ask any questions.

Mayor Delmar opened the meeting for Public Comment on this item. Seeing no one come forward, Mayor Delmar closed Public Comment and moved the agenda to Item #2 – Discussion of the Vision of the Library Board.

### **2. Discussion of the Vision of the Library Board**

Library Board of Trustee Chair Hall thanked the City Council for having this joint meeting and reported that there was consensus among the Library Board of Trustees regarding the four available options and introduced Trustee Procter to address their findings.

Trustee Procter read a Library Vision Statement as a description of the Sierra Madre Library 10 years from now, a summary of which follows:

- The Library is the pride of the City and a living symbol of the commitment of Sierra Madre residents to create an engaged, thriving community. It serves the community in so many ways, it is hard to believe that it was once controversial.
- Book lovers can find what they want in a modern, well-lit, comfortable environment that invites them to browse, to sit and read, and meet friends.
- Parents find a cheerful, inviting Children's Room, with overstuffed chairs designed for a parent and child to sit together and read. The room is designed for events where children can bond with parents as they learn to love reading and narrative storytelling.
- Patrons looking for other media – movies, music, books on disc, digital books, etc. – can find what they are looking for, thanks to intuitive way-finding, easy access, and the friendliest, most helpful staff anywhere.

- Community groups can now meet in comfortable and friendly dedicated spaces that are used just about every night. Book lovers can read in peace and quiet, children and parents can share a hands-on learning event involving Lego bricks and robotic hardware, and the Civic Club can meet to plan their next Summer concert in the park – that is over 100 people enjoying the Library at the same time without disturbing one another.
- This new Library is flexible and agile. Spaces are designed to transform as community needs change and technologies evolve. Patrons know that this Library will be a community asset long into the future because it is always changing and always addressing community needs.

Trustee Procter then outlined the Trustees' preference Library Plan. He said that the options that the Trustees considered were (a) fix the existing Library, which would cause a loss of 22% in the collection, (b) fix the existing Library and add meeting rooms (Modest Library Rebuild – would meet the Vision Statement within current staffing), and (c) the ambitious new Library (Fully Outfitted New Building). Trustee Procter reported that the Trustees' preference is Option b – the Modest Library Rebuild because it has all the virtues of the current Library with none of the problems, i.e. ADA safe, earthquake compliant, comfortable, well lit, and friendly. He said that this Library can serve Sierra Madre for 60 years and will delight all groups that it serves today in dedicated spaces such that there are no conflicts in space usage at the same time. Trustee Procter stated that such a Library will show the world that Sierra Madre walks the walk, every Sierra Madre resident can say that they helped build the Library, we did this together, and this is why I love Sierra Madre.

Mayor Delmar asked if any Member of the Council had questions on this item.

Council Member Capoccia commented that the issue of the Library has been discussed since the 1970s, asked what is different now, why is this the right time to do this as opposed to the past, and why is the Board of Trustees providing a vision of why residents should pay a tax.

Trustee Chair Hall said that 10 years ago there were multiple public forms making a case as to why we needed a new Library, and, at that time, people were willing to pay a parcel tax. She said that community education is critical to letting people know what they will be given/what they will realize from this kind of investment in their community. Trustee Chair Hall also stated that there needs to be an emotional component to this, the Library is not just a building (people do not give to bricks and mortar) and people give to needs. She also stressed the necessity of letting people know how it benefits the community, how it benefits children, how this enhances programs, and that is what people give to. Trustee Chair Hall stated that approach to raising money is the same regardless of the issue, gets people to feel emotionally involved, and the money comes because people want to see this wonderful project. In addition, she said that we can overcome what the survey is saying because we are not really asking for that much.

In response to a question from Trustee Chair Hall, City Manager Engeland said that the estimated parcel tax calculations are \$20.24 per parcel per month for a 30-year bond (full cost Modest Library Rebuild and \$16.20 per parcel month for a 30-year bond (Modest Library Building with fundraising and lot sale). He said that those are estimates with many variables that could change.

Mayor Delmar asked why the Trustees chose the Modest Library Rebuild option, instead of the dream building. Trustee Chair Hall said that the Modest Library Rebuild is still a new building at a cost of about \$8.9M and is about 4,500 square feet less than the dream building. Trustee Procter said that the dream building would require more staffing and that the Modest Library Rebuild can be designed to work within the current staffing.

City Manager Engeland said that the only option that Staff feels will not need additional Library staff is the minimal investment and selling the back lot. He said that Staff built into the costs of any new building, at different levels, both costs of depreciation for life cycle of new assets and (when you talk about 75% - 125% square footage increase, even with design considerations) the anticipated need for additional Library staff. City Manager Engeland that that Staff will be recommending that funding for adequate maintenance as well as adequate staffing be included in any proposed parcel tax.

Trustee Procter disagreed and suggested that the design can be done to keep staff costs lower and that we need to tweak the assumptions. Trustee Ziff said that the #1 Minimal Investment Option had a fault in that programs would have to be moved to different venues, which would require additional staff.

Mayor Delmar asked about Trustee opposition to maintaining and expanding the current Library. Trustee Procter stated that it makes more sense in the long term to build a new Library that is robust, meets all State requirements, is energy efficient, is space efficient, and gives 60 years of use instead of just 10 – 20 years.

Discussion among Council Members and Trustees occurred regarding why we need more capacity for the Library and comments included: if we build it they will come, the community has demonstrated that they have a passion for and interest in the Library, the need for more space for historical archives, and the need for more space for teens in the Library. It was highlighted that, to make the current Library earthquake safe and ADA compliant, the Library will lose approximately 1/3 of the collection and people want more not less. Other comments included: if we demonstrate what will happen to make the Library safe and ADA compliant, people will see what they will lose what they desperately love, the Library vision is compelling, and this is a good opportunity to lay the issues out and sell them to the community with specificity in a careful and respectful manner, and the Library vision as described was not included in the survey and people were not able to vote for that.

Mayor Pro Tem Harabedian requested an explanation regarding why revamping the current Library loses part of the collection and services, Acting Library Services Manager Schofield stated that, per estimates obtained, replacing the current shelving with ADA compliant shelving and to make it look nice/not as cluttered would result in a 1/3 loss of its adult book collection and that, to accommodate the current collection, it would require 1,500 square feet more space. Regarding the Library programming and space sharing, she reported that people have complained about the noise level when the youth are there, as they can no longer use the basement. Acting Library Services Manager Schofield said that any program being conducted takes over the main Library and that people are always asking for a separate room to conduct programs, a meeting room, and quiet areas to study.

Council Member Arizmendi asked a question regarding staffing and the four Library options. City Manager Engeland said that, in general, the more complex the plan and the more complex the funding source the more staff time that is necessary, but that Staff time can be made available for any option that the Council chooses.

Associate Librarian Smart called attention to the 2017 Library Facility Master Plan page 21 (Additional Considerations) as showcasing the issues with the current interior space and has photos of the difficulties in programming. Trustee Spears stated that the reason for the loss in book space is that the aisle space is currently 36" and the requirement is now 46", so that several lines of bookcases are lost with ADA compliance.

Mayor Delmar opened the meeting for Public Comment on this item.

- Joan Maguire, Sierra Madre, said that (a) the current Library is an amazing space, but tiny, (b) the Library is absolutely cramped, (c) the children's programs are noisy, (d) there is not enough space for adults to study, (e) the basement items are old, (f) Sierra Madre can do better, (f) she supports a modest building to house all programs in quiet spaces, and (h) a modest rebuild is the way to go.
- Charlie Fry, Sierra Madre, said that he is concerned about the funding.
- Emmet Maguire, Sierra Madre, said that (a) he loves the Sierra Madre Library, (b) he thinks razing the current building is playing with fire, (c) he sees a committed small group that does not represent the will of the City, and (d) he supports a parcel tax, but thinks that he is in the minority.
- Toni Buckner, Sierra Madre, said that (a) she agrees that the current Library building is not sufficient, is totally inadequate, is not safe, and is not serving the community (b) we have fought this battle for too long, (c) yes people do not want to pay taxes, (d) Sierra Madre deserves to invest in the Library, (e) the Library is not a building, it is a service (f) the Library is a commitment to the community, history, our children, seniors, future, and serves everyone, (g) it is time to make that commitment, (h) she appreciates that the Library Board of Trustees looked at the staffing levels as a reasonable target, and (i) the current building is not worth saving.
- Gary Hood, Sierra Madre, said that (a) he had provided the City Council and Trustees each with a copy of a 27 page report/study that he authored that included 30 sources for funding a new Library, (b) suggested that robots could perform some staffing duties, (c) cited a March 2016 survey that showed that over 350 libraries in the US have closed and libraries are not the hub of the community, (d) he is excited about the Library and thinks that it can and should be hub of the community, (e) we can have the best library anywhere around at almost no cost, (f) there is no reason that we cannot have a Library that everyone wants to come to, (g) given the opportunity people will want to help pay for the costs, (h) committees can be formed to seek funding for the Library and we will not need a parcel tax, and (i) the Friends of the Library has approximately \$1M in its coffers.
- Bill Patzert, Sierra Madre, said that (a) he is proponent of a new Library, (b) the Library Survey was unfortunately worded so the responses were ambiguous in that everyone loves the Library but no one want to pay for it, (c) the motto in Sierra Madre is do not raise my taxes, (d) he does not like to pay federal taxes, but likes to pay local taxes, (e) really creative libraries (big and small) are being built all across the United States at a cost of approximately \$1M per 1,000 square feet, (f) there have been no drawings (rough or otherwise) as to what new Library would look like, just a lot of talk and hand waving, (g) the elected City Council has the opportunity to leave a legacy in Sierra Madre by building something special for the kids, seniors, and the tweeners, and (h) the City Council can do something out of the ordinary and come up with a \$12M parcel tax, not everyone would love you, but will remember you 60 years from now.
- Margaret Quigley, President of the Friends of the Sierra Madre, said that the Friends of the Library (a) has approximately \$600,000, (b) gives the Library annually \$55,000 for its budget and for any requests for extra items, (c) all the money given to the Library is upon request,

as it is the job of the City and Trustees to determine those needs, and (d) would be happy to actively fundraise for more in the future, working with the City Council and Trustees.

Mayor Delmar asked if anyone else would like to come forward to speak on this item. Seeing no one come forward, Mayor Delmar closed Public Comment and brought the discussed to the funding options and a timeline.

### **3. Funding Options and Tentative Timelines**

Mayor Delmar commented that she felt that the #1 Minimal Investment Option is not one favored by anybody. No Council Member Trustee responded to that comment.

Council Member Arizmendi asked, for the #1 Minimal Investment Option (\$1.4M), where the funding would come from. Mayor Delmar referenced the Staff Report and said that funding would come from the sale of the back lot and fundraising, with no bond or parcel tax.

City Manager Engeland reported on the Library Facility Options that included a PowerPoint presentation, with the names of the options originating from different sources, tentative timelines, and the monthly per parcel cost of a 30-year bond/parcel tax, as follows:

#### **1. Minimal Investment: \$1,400,000 (2017 Library Master Plan)**

- Addresses ADA compliance deficiencies, structural & seismic issues, necessary building repairs, and deferred maintenance items
- No new funding required for adequate operations or maintenance
- Potential funding: sale of back lot & fundraising
- Parcel Tax: none
- Timeline: immediate

#### **2. Meaningful Improvement: \$3,700,000 (2017 Library Master Plan)**

- With a 5,000 square foot addition
- A 2-story off the back is not a viable option
- Adding space to the front is a viable option
- Parcel Tax: \$5.44 per month per parcel for 30 years
- Timeline: 2020 or sooner depending on fundraising and/or bond/parcel tax

#### **3. Modest Library Rebuild: \$8,900,000 (Library Board of Trustees)**

- Raze building and replace with a new 14,000 square foot structure
- Addresses all needs identified in Library Master Plan
- Adjacent lot may or may not be used in construction
- Potential funding: fundraising, bond/parcel tax, & sale of the back lot may not be possible
- Parcel Tax: \$20.24 per month per parcel for 30 years
- Parcel Tax + Fundraising: \$16.20 per month per parcel for 30 years
- Timeline: 2020 or later

#### **4. Fully Outfitted New Building: \$11,130,000 (Joe Matthews Report)**

- Raze building and replace with a new 2-story 18,500 square foot structure
- Addresses all needs identified in Library Master Plan
- Adjacent lot will be used in construction and not available for sale
- Potential funding: fundraising & bond/parcel tax



- Parcel Tax: \$26.06 per month per parcel for 30 years
- Parcel Tax + Fundraising: \$22.58 per month per parcel for 30 years
- Timeline: 2020 or later

City Manager Engeland outlined that a parcel tax is a “flat rate” tax where the rate can vary based on the “type” of property, but not based on the value of the property.

- All parcel taxes are “special taxes,” even if the money is placed in the General Fund.
- All parcel taxes require a 2/3 vote to pass.
- Special taxes may be raised at a Special Election or a General Election.
- Procedure is to call the election and place the ballot measure on it (same procedure as for a General Tax).

Mayor Delmar called on Trustee Chair Hall to speak about the “Library Foundation.” Trustee Chair Hall reported that the Board of Trustees has begun to put together a five-member steering committee to begin the process of creating a Library Foundation as a 501(c)3 foundation, which includes application to the IRS, etc. She briefly outlined the next steps as follows:

- (a) Need a project goal (needs to be decided) that they can “sell”.
- (b) Recruit foundation board members, usually individuals who can give a significant gift (project must be decided before recruitment).
- (c) Conduct public informational forums/meetings at various places and times (to include small venues/homes, requires architectural drawings, handouts, presentations, & time for questions).
- (d) Written case statement that includes an emotional and historical component.
- (e) Feasibility study (includes interviews with 40 – 60 from the general public) to determine how much money can be raised (how much money is needed & how much to ask the public for).
- (f) Campaign mode, which requires the hiring of a campaign manager and staff (the cost of which can be offset with fundraising) and includes setting up appointments, marketing, marketing materials, packets, brochures, etc.
- (g) Process takes approximately one year.
- (h) The Library Foundation would be separate and apart from the Friends of the Library.
- (i) The Library Foundation would be responsible for corporate gifts, major gifts, grants, planned giving, and endowment plans, all of which takes time.
- (j) To make all of this happen (regardless of the decision regarding the Library) there will have to be sustained leadership among City Staff, the City Council, and volunteers to convince the community to move forward.

In response to a question from Mayor Delmar, Trustee Chair Hall said that the first task of the Library Foundation would be fundraising. Council Member Capoccia asked whether the Library Foundation would be able to commit to a certain fundraising amount/percentage to help determine a parcel tax amount. Trustee Chair Hall stated that most of the money raised during a Foundation Campaign could be used to outfit the Library.

Council Member Goss said that the City and Council need to take the lead, decide what we want, decide what we want to ask the tax payers to pay for, and then ask the Library Foundation what it can reasonably raise.

Mayor Delmar clarified that the City Council needs to give Staff direction regarding which Library options need further research to be brought back to Council.

Council Member Arizmendi asked about the ways a parcel tax gets on the ballot. City Manager Engeland said that a parcel tax can be put forward on a special or general election. He stated that, practically speaking, a date of 2020 was estimated as the time (if Council were to give direction tonight) it would take to do the work to begin getting firm costs, design, site plan, and architectural

drawings and come back to the City Council regarding the actual costs as compared to the current estimates.

City Attorney Highsmith said that, regardless of who authors a parcel tax (whether it is a citizen's initiative or the Council), it requires a 2/3 vote to pass. She stated that, if the Council does it, then the Council has the opportunity to look at the project, how much money is needed, can create an ordinance or description of the parcel tax and the purposes of it. City Attorney Highsmith suggested that any Library parcel tax be called a Library Special Tax, as it still requires a 2/3 vote. In addition, she said that other cities that have done this have been most successful when the city creates the ordinance for a Library Special Tax. City Attorney Highsmith reported that a citizen's initiative would require the signatures of 5% of the number of registered voters in the last gubernatorial election who actually voted for a governor.

In response to a question from Mayor Delmar, City Attorney Highsmith said that a library parcel tax would be likely be separate tax from a potential Storm water MS4 Permit parcel tax and that any tax requires a 2/3 vote. She said that California legislative analyst studies say that people are more likely to vote for and support a special tax because they know what the money is being used for.

In response to a question from Mayor Pro Tem Harabedian as to whether the City would propose floating a bond up front and the parcel tax pays back that bond over 30 years, City Attorney Highsmith said that is one way of doing it, as the money raised is for debt service on a bond.

Mayor Pro Tem Harabedian said that a question is, if we decide today that the Modest Library Rebuild is what we want, whether the Library Foundation and/or the Friends of the Library efforts are better spent in helping the City to run a campaign to help pass a parcel tax for the full amount of the costs. He suggested that Sierra Madre model what other neighboring cities have done recently to get a parcel tax passed.

Trustee Chair Hall said that the Foundation can raise funds in perpetuity because there will be ongoing expenses and that is basically what a foundation does. Mayor Delmar said that there is no reason that the Trustees could not do a Foundation, but that Mayor Pro Tem Harabedian's point is that the Foundation would not be fundraising for the Library rebuilding costs and that a parcel tax would cover all such costs. Council Members Capoccia and Goss agreed that Library Foundation fundraising as a way to sell a parcel tax as a package would influence voters to approve it.

There was consensus among the Council members that the Modest Library Rebuild is the preferred option, with Council Member Capoccia indicating that he would like to fit it in and sell the lot to reduce the burden on the tax payers. Trustee Ziff stated that, while selling the back lot may bring funds, we would loose southern access to the Library which many people use to enter/exit the Library property, the parking lot may not have sufficient space for cars to turn around, and the Library may need more parking, not less.

Mayor Delmar opened the meeting for Public Comment on this item.

- Robert Stockly, Sierra Madre, said that (a) we have to do something and thinks that they are on the right track to the correct option, (b) he is suggesting, as a viable option, the creation of a Library District for construction costs and ongoing support, (c) the Library is an emotional draw for the community, lends itself to the vision of the Library Trustees, and that is what sells, and (d) maybe now is the time.
- Dee Alcorn, Sierra Madre, said that (a) the Library has been underfunded for years, (b) he would like to see action regarding the Library now, (c) he thinks that the Library Foundation is necessary to show that we have community support and long-term commitment, (d) the

funding needs to be resolved, and (e) he thinks that the community will support a parcel tax, but there is a need to do the necessary work of community outreach/education.

Mayor Delmar asked if anyone else would like to come forward to speak on this item. Seeing no one come forward, Mayor Delmar closed Public Comment and brought the item to the task of providing direction to Staff, unless Council wanted further discussion.

Council Member Arizmendi stated that she looks at the City budget as a whole and the City's major priorities, loves the Library Trustees Vision, wants to be there and see how we can do it, but not in the form of a parcel tax. She said that she is concerned about the other City priorities, water mains, MS 4 Permit anticipated costs, and police/fire/core services costs. Council Member Arizmendi said that she thinks that a Library parcel tax can be sold as part of an emotional plea, but personally does not think that the City should spend its resources and time in terms of staff on this. In response to a question from Council Member Capoccia, Council Member Arizmendi said that she is supporting the #1 Minimal Investment Option.

Council Member Goss said that he is supporting the Modest Library Rebuild Option (recommended that the name be changed), thinks that, when you let people know what they will get in the new Library and what it will be cost, people will think that it is a bargain, and that a Library parcel tax can be sold. He stated that this is a rare opportunity to provide the community with a vision thinking about ourselves and what we really value, a Library is a civilized place, people are doing noble things, and it is worth it. Trustee Procter stated that the phrase he had used was "a courageous conversation, meaning thinking long term, and what do we want for our kids and grandkids". Council Member Goss said that he is supporting a Library parcel tax and hopes a majority of his colleagues will support it.

Mayor Delmar reminded everyone that the Council is not deciding tonight regarding a parcel tax, but just providing direction to Staff to bring information back to the Council.

Mayor Pro Tem Harabedian said that people will vote with their feet and pen at the ballot box, any material change in the Library would have to be done through a parcel tax and is convinced that we can get it done. He stated that his view is that the City needs to raze and rebuild the Library, as the most cost-efficient option. He acknowledged, however, there may be other voters who say that, priority wise, this is not on the top of their list and are OK the minimal investment option. Mayor Pro Tem Harabedian said that he is supporting the Modest Library Rebuild Option and moving forward is determining whether we can sell that. Regarding the Library Foundation and its role, he said that, should the City Council decide to move forward on a parcel tax (however many vote for it), his personal view is that the Council be prepared to ask the voters for the total cost and not expect the Library Foundation to be responsible for some of those costs. Council Member Harabedian stated that the Library Foundation has an important role, beyond fundraising millions of dollars for something like this.

Council Member Capoccia said that he is in favor of a Modest Library Rebuild Option and the point is what is the best way to get it done, and what is the fall back option, even if it means selling the back lot.

Mayor Delmar said that the Council needs information on what it will look if we sell the back lot and repurpose the current Library space, is not as optimistic that a parcel tax will pass, and the Council has to be responsible and to look at other options. She stated that everyone agrees that we want to be able to support and fix the Library, make it safe, and, given we do not have the finances to do that, it is dependent upon the voters. Mayor Delmar asserted her grave concern with putting a

parcel tax on the ballot for the Library when we have \$24M costs coming down the pike for storm water. Mayor Delmar stated that she would like to see the Modest Library Rebuild Option but is not optimistic that it will pass.

Mayor Delmar said that (and Council ultimately agreed) that the options to be brought back with more information and considerations for Council review and to decide are (1) #3 Modest Library Rebuild and (2) #1 Minimal Investment Option as a backup/fallback plan, as the Council still has the responsibility to do something, even if a parcel tax does not pass. She said that the Council cannot make a solid decision based on the current information and there is a need for more firm costs, timeline, need for drawings, transition planning costs, other issues to be addressed, etc. Mayor Delmar repeated that a decision regarding the Modest Library Rebuild Option has not been made because the Council does not yet have sufficient information.

In response to a question from Mayor Pro Tem Harabedian, City Attorney Highsmith clarified that it would take a vote of four of the five Council Members to put a parcel tax on the ballot.

Mayor Delmar concluded by confirming that Staff has sufficient direction to move forward, thanked the Library Board of Trustees for their work in putting this together, and asserted her hope that we can do a Modest Library Rebuild and get the people out there to vote for it.

#### **ADJOURNMENT:**

Mayor Delmar asked for a motion to adjourn.

Council Member Arizmendi made a motion to adjourn the meeting.

The motion to adjourn was seconded by Mayor Pro Tem Harabedian.

Ayes: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, Council Members Rachelle Arizmendi, John Capoccia, and Gene Goss.

Noes: None

Absent: None

Abstain: None

The motion to adjourn was passed unanimously.

THIS SIERRA MADRE CITY COUNCIL SPECIAL JOINT MEETING OF THE CITY COUNCIL AND LIBRARY BOARD OF TRUSTEES MEETING WAS ADJOURNED at 9:31 p.m. to a Regular Meeting to be held on Tuesday, July 24, 2018, in the Sierra Madre City Hall Council Chambers.

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Denise Delmar, Mayor

Minutes taken and prepared by:

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Sue Spears, City Clerk



City of Sierra Madre, CA

## Check Register

Packet: APPKT04080 - LIB071018

By Check Number

## Check Register

Packet: APPKT04080-LIB071018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
1644	AMAZON	07/10/2018	Regular	0.00	3,593.22	53087
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">433676898368</a>	Invoice	06/04/2018	COMPUTER SUPPLIES		65.22	
<a href="#">10000.90000.53103</a>		COMPUTER SUPPLIES		COMPUTER SUPPLIES	65.22	
<a href="#">435564497468</a>	Invoice	06/01/2018	STEAM		21.89	
<a href="#">29005.90000.53999</a>		OTHER PURCHASED SUPPLI...		STEAM	21.89	
<a href="#">438854774464</a>	Invoice	06/06/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		29.04	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		Media	29.04	
<a href="#">439466344645</a>	Invoice	05/16/2018	COMPUTER SUPPLIES		39.68	
<a href="#">10000.90000.53103</a>		COMPUTER SUPPLIES		COMPUTER SUPPLIES	39.68	
<a href="#">439647768468</a>	Invoice	06/29/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		139.54	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Library Programs	139.54	
<a href="#">445379774846</a>	Invoice	05/27/2018	STEAM		82.14	
<a href="#">29005.90000.53999</a>		OTHER PURCHASED SUPPLI...		STEAM	82.14	
<a href="#">449656687546</a>	Invoice	05/10/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		20.75	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		Media	20.75	
<a href="#">454335573964</a>	Invoice	05/07/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		8.21	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		Media	8.21	
<a href="#">454773664485</a>	Invoice	04/10/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		86.35	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Library Programs	86.35	
<a href="#">455985779674</a>	Invoice	04/12/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		11.80	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	11.80	
<a href="#">457939839474</a>	Invoice	04/30/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		32.85	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	32.85	
<a href="#">458885797366</a>	Invoice	04/30/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		12.64	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Library Programs	12.64	
<a href="#">463747565784</a>	Invoice	05/17/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		10.08	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		Media	10.08	
<a href="#">464839733595</a>	Credit Memo	04/30/2018	REFUND		-21.89	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		REFUND	-21.89	
<a href="#">465968834634</a>	Invoice	05/07/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		13.13	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		Media	13.13	
<a href="#">468737567946</a>	Invoice	06/07/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		17.79	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		Media	17.79	
<a href="#">473948644637</a>	Invoice	05/22/2018	STEAM		27.38	
<a href="#">29005.90000.53999</a>		OTHER PURCHASED SUPPLI...		STEAM	27.38	
<a href="#">495466833566</a>	Invoice	06/15/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		8.95	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	8.95	
<a href="#">543434797375</a>	Invoice	04/12/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		650.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Library Programs	650.00	
<a href="#">654488877595</a>	Invoice	04/11/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		35.98	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	35.98	
<a href="#">659875844365</a>	Credit Memo	05/15/2018	REFUND		-20.68	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		REFUND	-20.68	
<a href="#">695363463879</a>	Invoice	06/06/2018	STEAM		31.98	
<a href="#">29005.90000.53999</a>		OTHER PURCHASED SUPPLI...		STEAM	31.98	
<a href="#">738543953957</a>	Invoice	05/22/2018	STEAM		1,475.18	
<a href="#">29005.90000.53999</a>		OTHER PURCHASED SUPPLI...		STEAM	1,475.18	
<a href="#">756657487693</a>	Invoice	05/08/2018	STEAM PROGRAM		29.72	
<a href="#">29005.90000.53999</a>		OTHER PURCHASED SUPPLI...		STEAM PROGRAM	29.72	
<a href="#">768998943775</a>	Invoice	06/29/2018	Misc-Library(Books/Ref/Prog/Media/Supplies		93.83	

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Packet: APPKT04080-LIB071018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	Library Programs		93.83	
<a href="#">869949464778</a>	Invoice	06/05/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	7.65	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	Office Supplies		7.65	
<a href="#">89599997473</a>	Invoice	05/22/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	49.99	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	Library Programs		49.99	
<a href="#">949683797337</a>	Invoice	06/04/2018	SCANNERS	0.00	466.32	
<a href="#">10000.90000.53801</a>		COMPUTER HARDWARE -...	SCANNERS		466.32	
<a href="#">975377884796</a>	Invoice	05/09/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	9.86	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	Media		9.86	
<a href="#">978363757656</a>	Invoice	05/07/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	36.35	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	Media		36.35	
<a href="#">983786585436</a>	Invoice	05/29/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	54.84	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	Media		54.84	
<a href="#">984533994553</a>	Invoice	05/17/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	20.68	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	Media		20.68	
<a href="#">988559443675</a>	Invoice	04/25/2018	COMPUTER SUPPLIES	0.00	18.60	
<a href="#">29005.90000.53999</a>		OTHER PURCHASED SUPPLI...	COMPUTER SUPPLIES		18.60	
<a href="#">995854477843</a>	Invoice	04/16/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	27.37	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	Books & Reference		27.37	
0598	DEMCO, INC.	07/10/2018	Regular	0.00	168.39	53088
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">6393495</a>	Invoice	06/07/2018	Library Supplies	0.00	168.39	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Library Supplies	168.39	
1625	FINDAWAY WORLD LLC.	07/10/2018	Regular	0.00	45.88	53089
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">259565</a>	Invoice	06/21/2018	USB CORD	0.00	45.88	
<a href="#">10000.90000.53103</a>		COMPUTER SUPPLIES		USB CORD	45.88	
VEN01043	OVERDRIVE INC	07/10/2018	Regular	0.00	1,437.89	53090
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">01148CQ18114580</a>	Invoice	06/22/2018	Annual Subscription Fees/eBooks	0.00	1,437.89	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		eBooks (FY 2017-18)	1,437.89	
1578	PETTY CASH FUND-LIBRARY	07/10/2018	Regular	0.00	57.06	53091
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">INV022861</a>	Invoice	06/04/2018	CHILDREN'S PROGRAM SUPPLIES	0.00	21.89	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		CHILDREN'S PROGRAM SUP...	21.89	
<a href="#">INV022862</a>	Invoice	06/09/2018	ADULT PROGRAM SUPPLIES	0.00	23.16	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		ADULT PROGRAM SUPPLIES	23.16	
<a href="#">INV022863</a>	Invoice	06/20/2018	TEEN PROGRAM SUPPLIES	0.00	12.01	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		TEEN PROGRAM SUPPLIES	12.01	
0427	WORLD BOOK SCHOOL AND LIBRARY	07/10/2018	Regular	0.00	1,142.00	53092

## Check Register

Packet: APPKT04080-LIB071018

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	
<a href="#">0001578171</a>	Invoice	06/18/2018	LIBRARY BOOKS		1,142.00	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE	1,142.00	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	41	6	0.00	6,444.44
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
	<b>41</b>	<b>6</b>	<b>0.00</b>	<b>6,444.44</b>



**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	7/2018	6,444.44
			<u>6,444.44</u>

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Chair

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Trustee

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Trustee

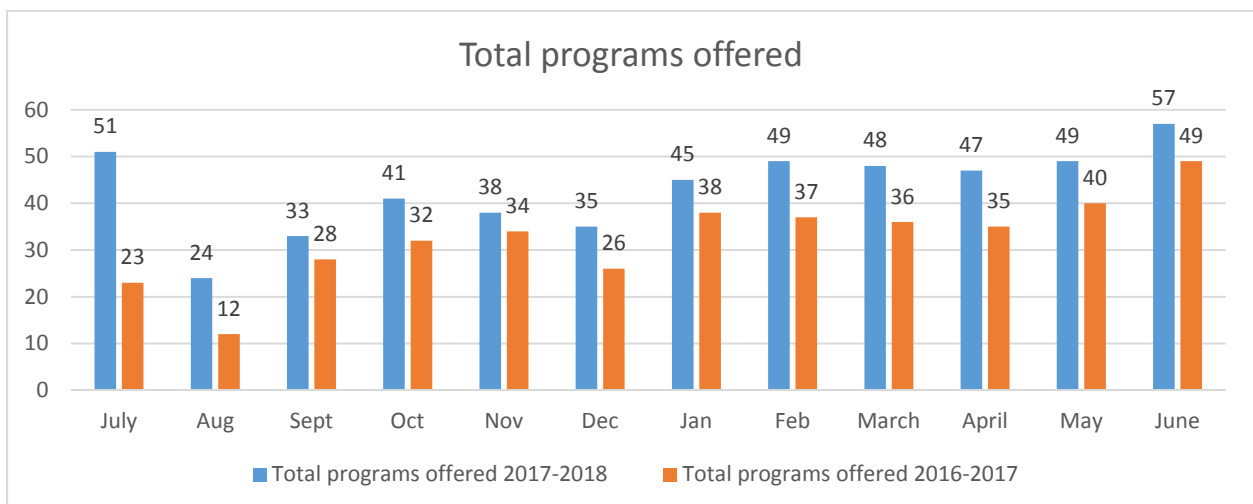
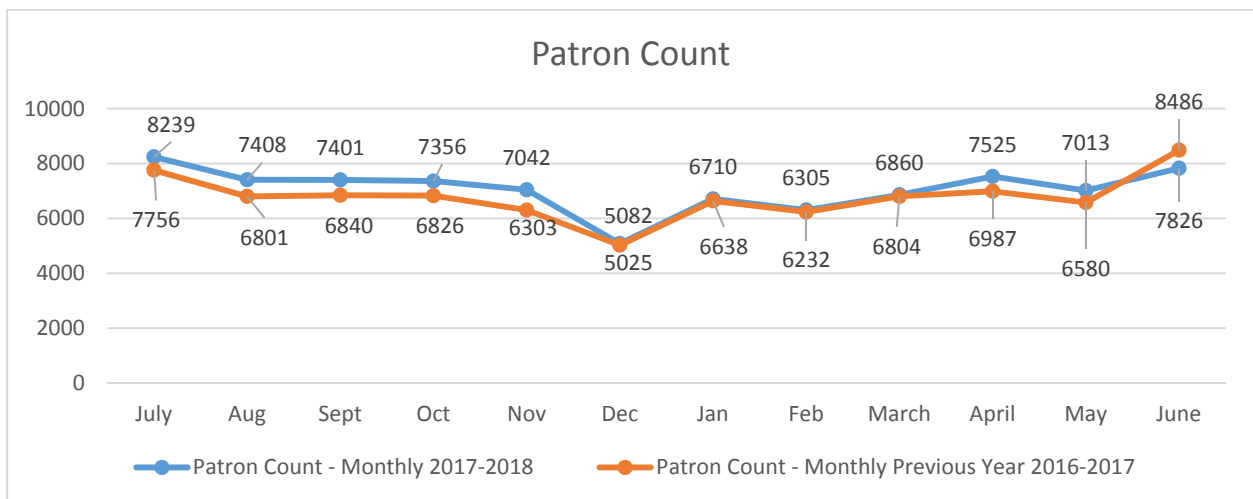
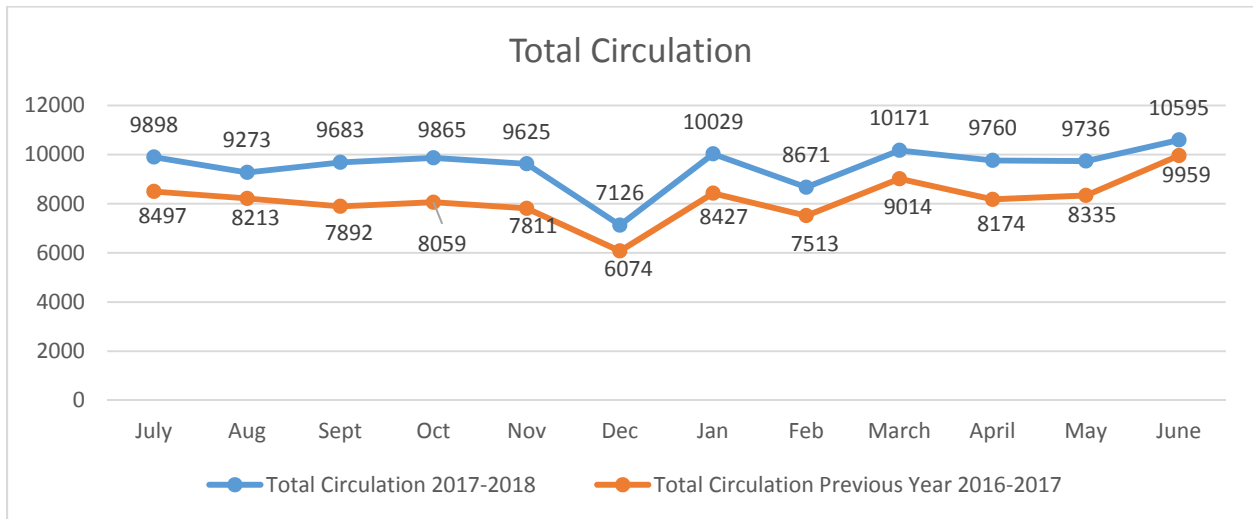
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Trustee

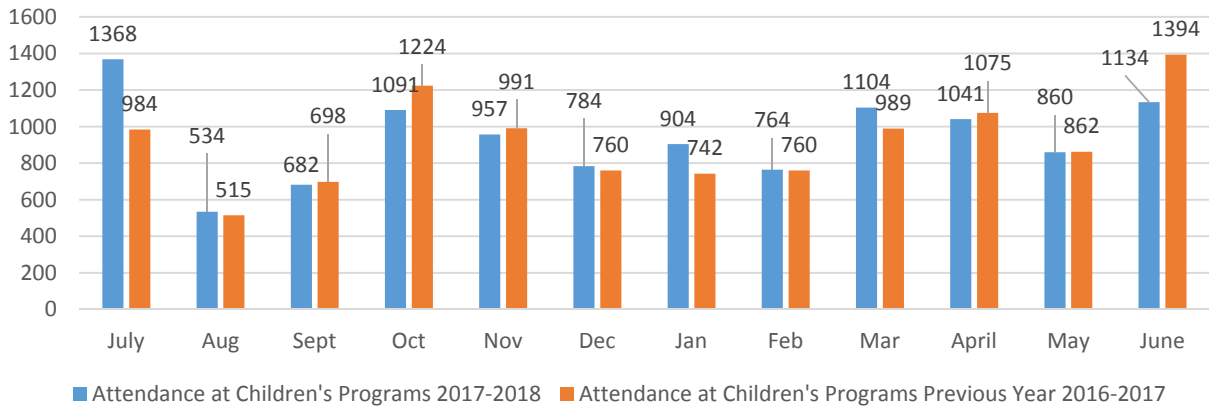
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Trustee

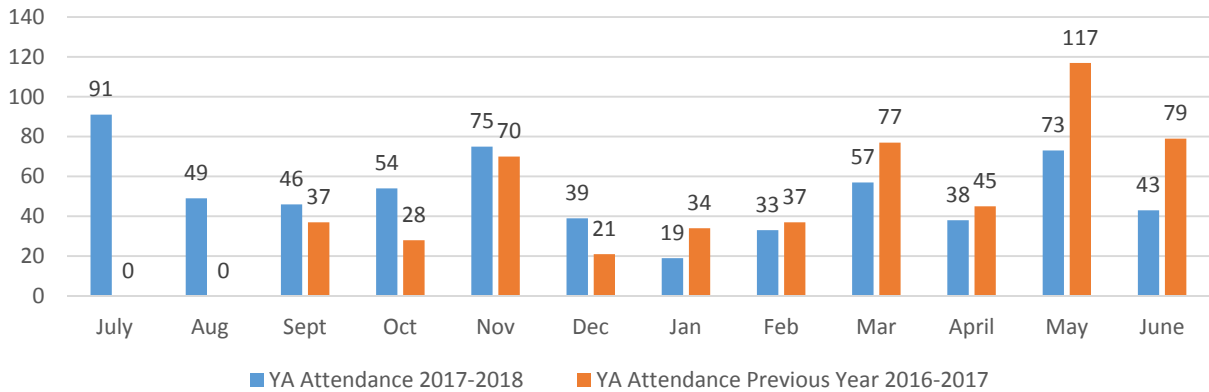
## June 2018 Library Statistics



### Children's program attendance



### YA program attendance



### Adult program attendance

