



# SPECIAL MEETING AGENDA

Joint meeting of the  
Library Board of Trustees  
and the  
Community Services Commission  
City Council Chambers  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
Wednesday, June 28, 2017  
7:00pm

## Library Board of Trustees

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

## Community Services Commission

*Debbie Sheridan, Chair*  
*Andy Bencosme, Vice Chair*  
*Meredith Keith, Commissioner*  
*Monica Moran, Commissioner*  
*David J. Ouch, Commissioner*  
*Tom Sullivan, Commissioner*  
*Owen Braudrick, Youth Commissioner*

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### CALL TO ORDER / ROLL CALL

Library Trustees Hall, King, Procter, Spears, Ziff

### PLEDGE OF ALLEGIANCE

Community Service Commissioners Bencosme,  
Braudrick, Keith, Moran, Ouch, Sheridan, Sullivan  
Trustee Procter

### APPROVAL OF AGENDA

Majority vote of the Library Board to proceed with  
Board business

Majority vote of the Commission proceed with  
Commission Business

### 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\***

- |   |   |
|---|---|
| <b>1. Developing the existing Recreation Center as the new Sierra Madre Library and Cultural Center</b>   | Recommendation to approve moving forward with Staff proposal to develop the existing Recreation Center into the new Sierra Madre Library and Cultural Center      |
| <b>2. Sale of existing City-owned Library and adjacent property with monies received to fund the new Sierra Madre Library and Cultural Center</b> | Recommendation to recommend to City Council to sell existing library and adjacent property with proceeds to fund the new Sierra Madre Library and Cultural Center |
| <b>3. Council Liaisons Update</b>   | Update from Council Liaisons to Board and Commission  |
| <b>4. Director's Update</b>   | Director provides oral report concerning activities since the last Board and Commission meetings  |
| <b>5. Trustee and Commissioner Updates</b>  | Trustees provide reports pertaining to library service or community involvement   |

***\*ACTION ITEMS***

*Regardless of a staff recommendation on any agenda item, the Board and Commission 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 and/or the Community Services Commission.*

**NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS**

**ADJOURNMENT**

The Library Board of Trustees may adjourn to their next meeting on Wednesday, July 26, 2017.

The Community Services Commission may adjourn to their next meeting on Monday, July 17, 2017

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 Agenda Report

## Library Board of Trustees

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

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*Tom Sullivan, Commissioner*  
*Owen Braudrick, Youth Commissioner*

**TO:** Library Board of Trustees and  
Community Services Commission

**FROM:** Ryan Baker, Director of Library and Community Service

**DATE:** 6/28/2017

**SUBJECT:** Developing the existing Recreation Center  
into the new Sierra Madre Library and Cultural Center

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## SUMMARY AND ANALYSIS

The current Library building is over sixty years old and in desperate need of large financial investment to bring the building up to date. Estimates run from \$1.3 million to address all deferred maintenance and ADA improvements up to \$3.9 million to add a needed expansion for adequate community space.

At the same time, the City, due to financial restraints has been forced to severely cut the Community Services Department over the past four years, reduce programming to the community and contracting out classes and program services to outside agencies.

Staff has been looking into alternate methods of addressing these two issues. The most viable solution identified would be to take over operation of the existing Recreation Center in Sierra Vista Park at the end of the lease with the YMCA in February of 2019. The building would be rebranded as the Sierra Madre Library and Cultural Center, a single-story addition would be constructed on the north side of the building to bring the total size of the building to 16,000 to 18,000 sq feet depending on funding levels. Library services would be moved from the currently library into the first floor of the new Cultural Center, with the second story left as 3,700 sq feet of flexible open space and classrooms for community events, classes, workshops, meeting rooms, youth programs, and community rentals. Both Library and Community Services staff would be housed in the same building to further the ability to share resources, supplement activities, reduce overhead costs and create new community programs.

In addition to an expanded Library space for the community, the City would return to offering community classes and educational programs, contract instruction workshops, and running adult sports leagues in Sierra Vista Park.

### **FINANCAL IMPACT**

\$3 million is the initial estimated cost of the project and the size of the addition can be scaled larger or smaller to match funding.

### **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](http://www.cityofsierramadre.com), at the City Hall public counter, and the Sierra Madre Public Library.

### **STAFF RECOMMENDATION**

Recommendation to approve moving forward with Staff proposal to develop the existing Recreation Center into the new Sierra Madre Library and Cultural Center



# City of Sierra Madre Agenda Report

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*Tom Sullivan, Commissioner*  
*Owen Braudrick, Youth Commissioner*

TO: Library Board of Trustees and  
Community Services Commission

FROM: Ryan Baker, Director of Library and Community Service

DATE: 6/28/2017

SUBJECT: Sale of existing City-owned Library and adjacent  
property with monies received to fund the new  
Sierra Madre Library and Cultural Center

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## **SUMMARY AND ANALYSIS**

The Sierra Madre Library and Cultural Center project has an initial estimate of \$3 million which includes an addition to the existing Recreation Center building, costs for relocating current Library services, shelving and furniture, and small improvements to the building.

These costs could be heavily funded by the sale of the City-owned property on which the current library building sits as well as the sale of the City-owned vacant property on the adjacent south of the current library building. The properties would be rezoned and sale of the properties would reduce or eliminate the likelihood of approaching the taxpayers for a bond measure or parcel assessment.

Restrictions on the sale of the current library lot expired in 1978. No restrictions are in place for the sale of the vacant lot behind the library.

## **FINANCAL IMPACT**

Depending on how the property is rezoned and what development is allowed by the City the sale of the property is estimated to be \$2 to \$2.6 million. Remaining funding needs for the project would be met through fundraising efforts.

**PUBLIC NOTICE PROCESS**

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**STAFF RECOMMENDATION**

Recommendation to recommend to City Council to sell existing library and adjacent property with proceeds to fund the new Sierra Madre Library and Cultural Center.