

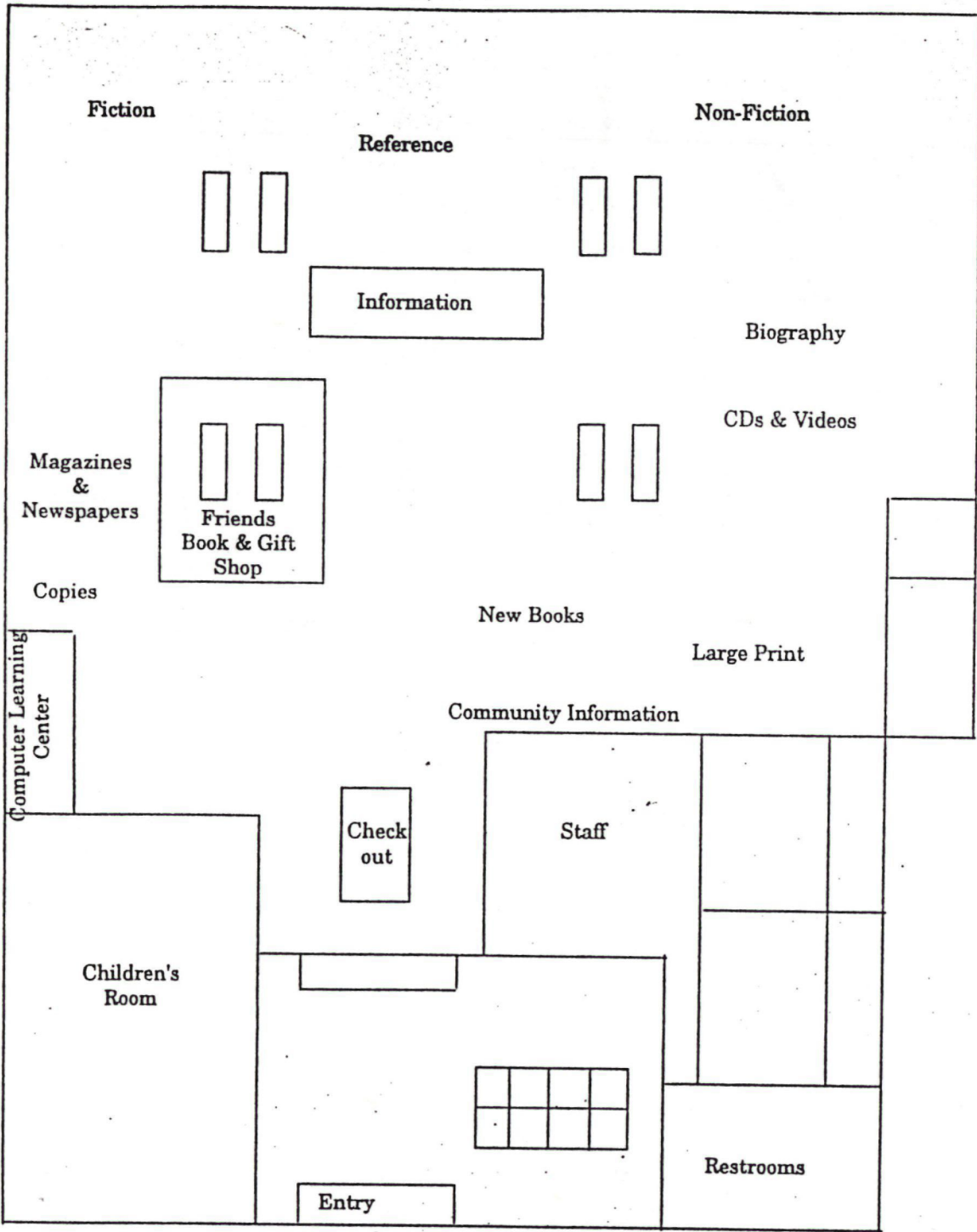
GLENDDORA LIBRARY AND CULTURAL CENTER
FACT AND DATA SHEET

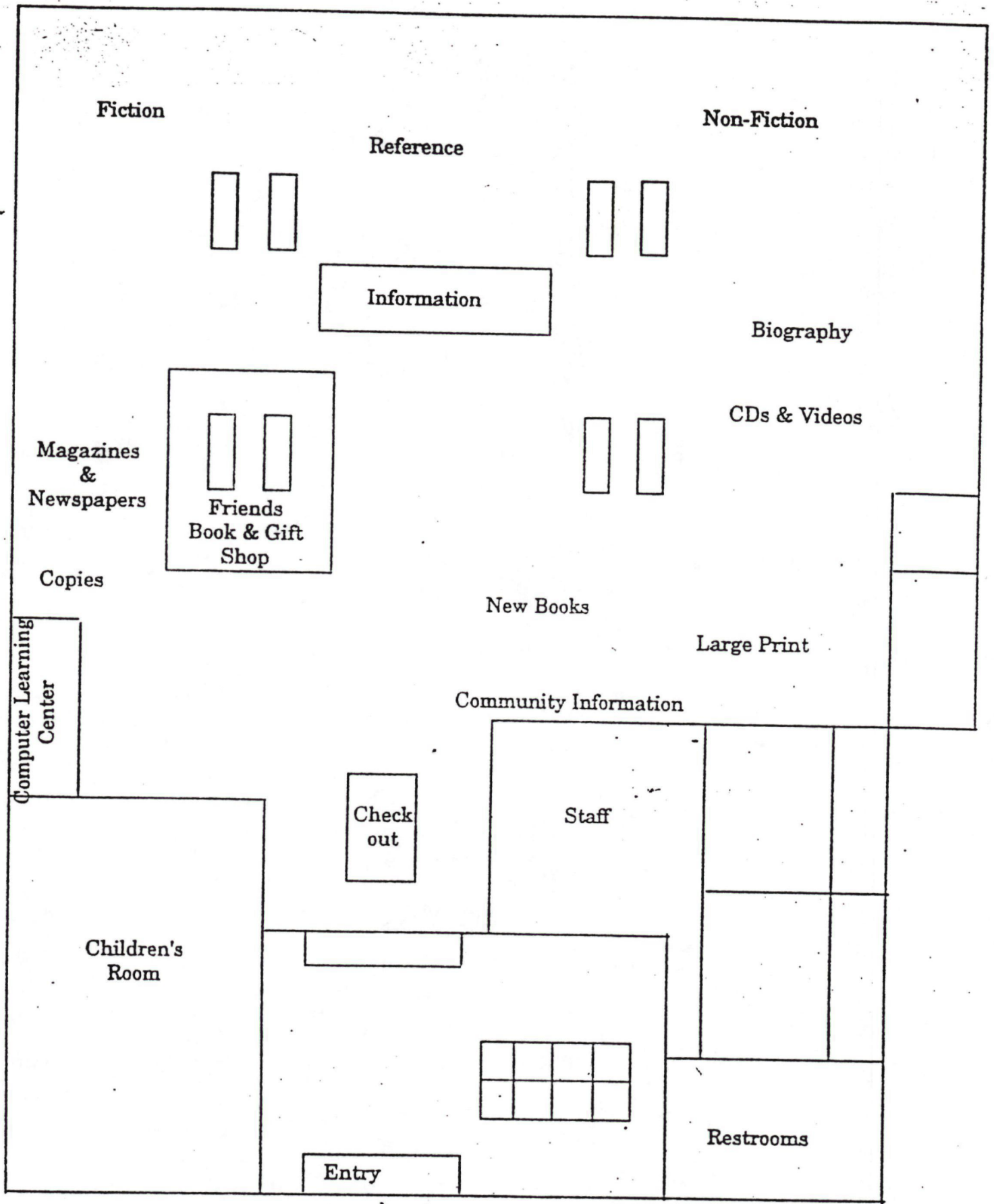
OLD GLENDDORA PUBLIC LIBRARY
122 East Foothill Boulevard

Established	1912
Glendora Population served as of 1956	11,697
Total Area	3,947 square feet
Volume Capacity	18,000 (approximate)
Volume in Building at Time of Move	47,000 (6,000 in storage)
Magazine & Periodical Display Area Capacity	60 Titles
Public Seating Capacity	27
Adult	19
Children	8
Public Restroom Facilities	None
Annual Library Material Circulation (1970-1971)	207,000 +

NEW LIBRARY AND CULTURAL CENTER
140 South Glendora Avenue

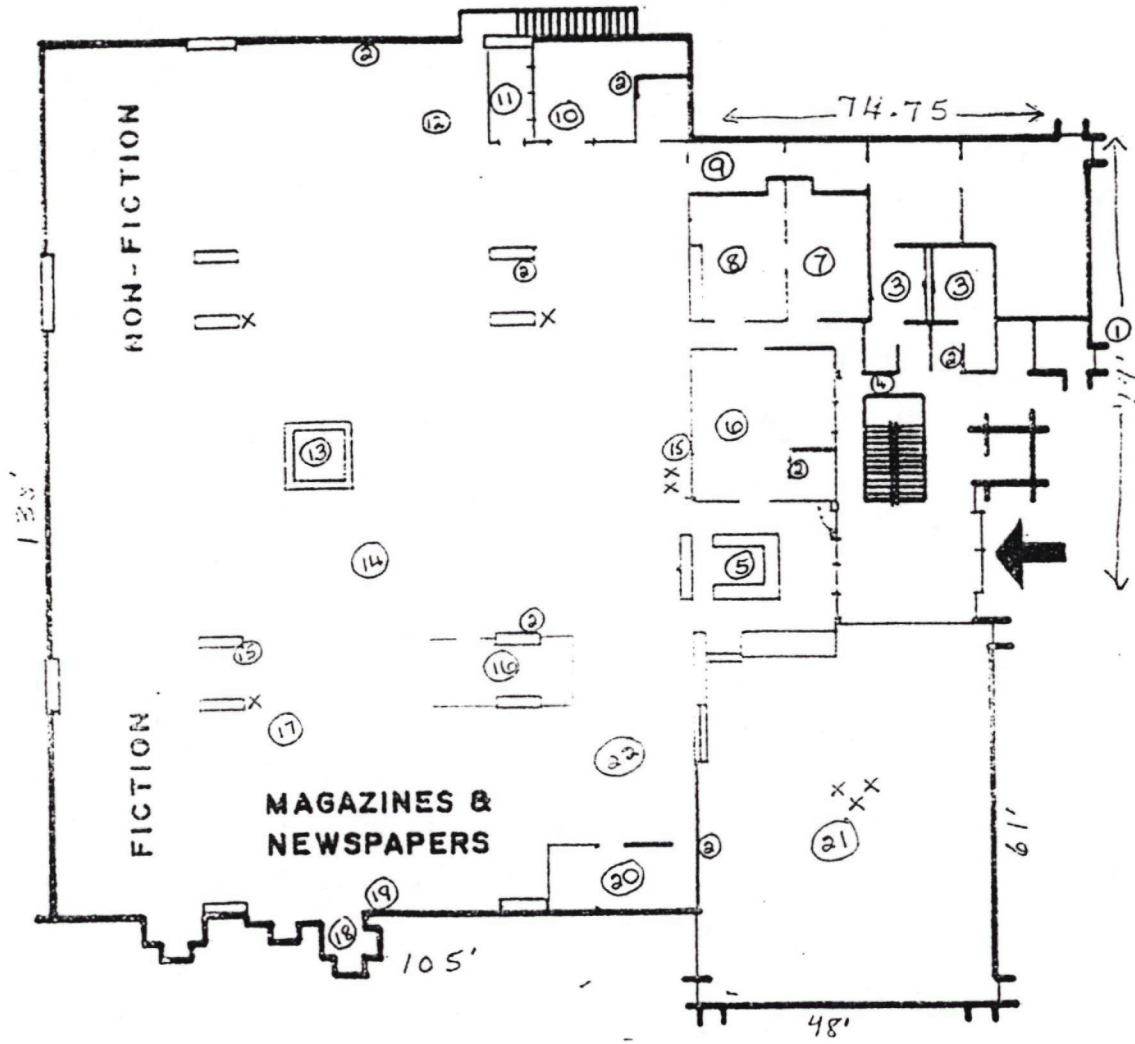
Established	1972	<i>1972</i>
Glendora Area Population Currently Served	45,000	<i>(47,000)</i>
Total Area	28,400 square feet	<i>21,927</i> <i>book area</i>
Outdoor Plaza Deck Area	16,000 square feet	<i>+ 6,472</i> <i>open air</i>
Volume Capacity	130,000	<i>28,399</i>
Magazines & Periodicals Display Area Capacity at	450 Titles	(Maximum Capacity)
Public Seating	(at opening)	373
Adult Area	212	
Childrens' Room	41	
Present Forum	120	(Maximum 195)
Opening Collection	56,000	volumes
Phonograph Recording Collection	2,400	discs
Total Magazine & Newspaper Title Subscriptions	305	





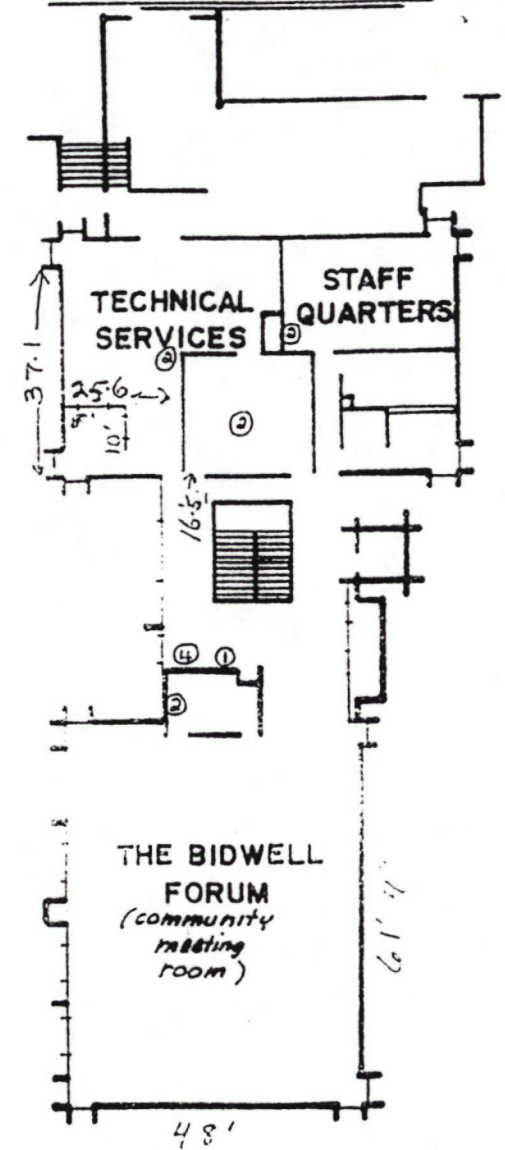
10036 total sq ft

GARDEN LOUNGE LEVEL



- | | | | |
|----------------------|-----------------------|-----------------------|----------------------|
| 1. Public phones | 7. Selector's office | 13. Technology center | 19. Microform reader |
| 2. Fire extinguisher | 8. Director's office | 14. Information desk | 20. Computer center |
| 3. Bathrooms | 9. Development office | 15. Pencil sharpeners | 21. Children's room |
| 4. Fountains | 10. Reference office | 16. Book Store | 22. Homework center |
| 5. Circulation desk | 11. Literacy office | 17. Books on Tape | |
| 6. Circulation room | 12. Compact discs | 18. Microfilm/fiche | X CL-CATS |

PLAZA LEVEL



Library Second Floor

Interior Accessible Route



KEY

Reference Number = 12.1

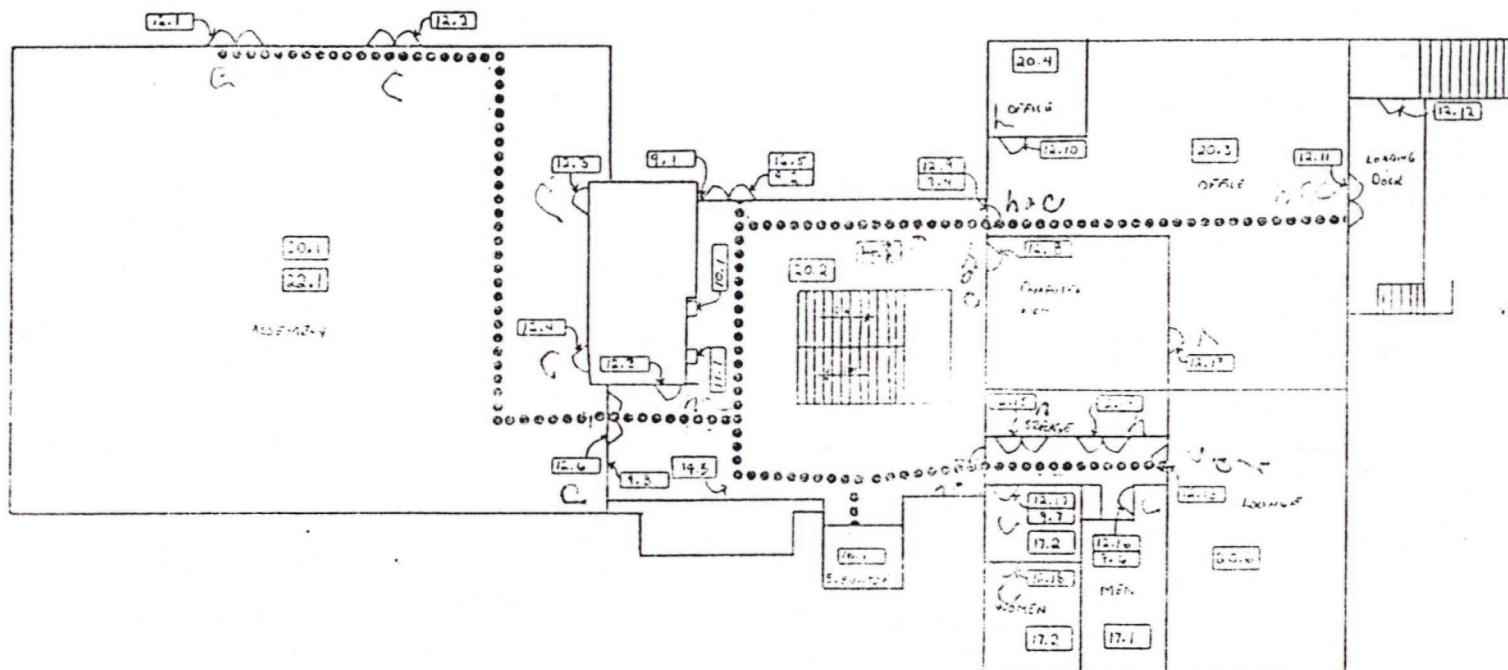
Item # (Door #1)

12.1

Survey Elements/Form #12 (Doors)

SURVEY ELEMENTS:

1. Parking Area
2. Parking Space
3. Exterior Accessible Route
4. Passenger Loading Zone
5. Curb Ramp
6. Elevation
7. Ramp
8. Stairs
9. Signage
10. Drinking Fountains
11. Telephones
12. Doors
13. Accessories
14. Interior Accessible Route
15. Area of Rescue Assistance
16. Elevators
17. Multiple User Restrooms
18. Single User Restrooms
19. Showers and Tubs
20. Rooms
21. Restaurants and Cafeterias
22. Assembly
23. Library
24. Dressing or Locker Rooms
25. Medical Facility (Patient Rooms)
26. Business and Mercantile



28 handles
 22 closers

Note:
See City Hall Complex for
Exterior Accessible Route

Library First Floor

Interior Accessible Route

KEY

Reference Number = 12.1

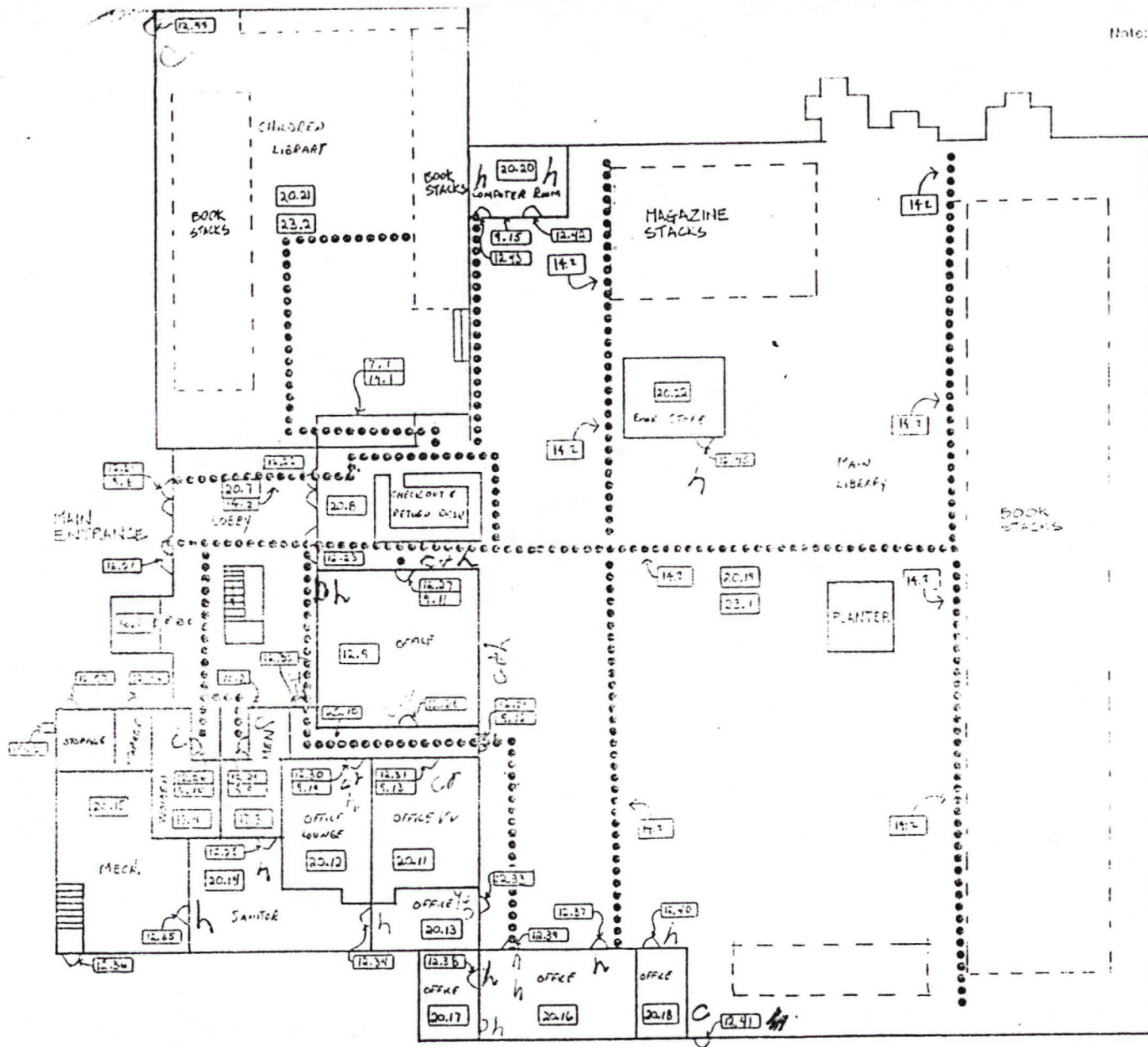
Item # (Door #1)

12.1

Survey Elements/Items #12 (Doors)

SURVEY ELEMENTS:

1. Parking Area
2. Parking Space
3. Exterior Accessible Route
4. Passenger Loading Zone
5. Curb Ramp
6. Recreation
7. Ramp
8. Stairs
9. Signage
10. Drinking Fountain
11. Telephones
12. Lanes
13. Accessories
14. Exterior Accessible Route
15. Area of Rescue Assistance
16. Elevators
17. Multiple User Restrooms
18. Single User Restrooms
19. Showers and Tubs
20. Rooms
21. Restaurants and Cafeterias
22. Assembly
23. Library
24. Dressing or Locker Rooms
25. Medical Facility (Patient Rooms)
26. Business and Mercantile



Glendora Public Library
140 S. Glendora Ave.
Glendora, CA 91741
(626) 852-4896
jpatterson@ci.glendora.ca.us



Memo

To: City Manager

From: Library Director

Date: 08/18/98

CC: Library Board of Trustees

Re: Recommendation for Award of Contract for Architectural Consultant

Recommendation

Staff recommends that Charles Walton Associates AIA, Inc. be retained as an architectural consultant to develop a needs assessment and master plan for the interior remodel of the library. CWA was the lowest responsible bidder. Two firms submitted bids to conduct a 10-year needs assessment, master plan, construction documents, working drawings, and bidding/construction observation. CWA's bid of \$24,000 is within the library's budget for this project in fiscal year 1998-99.

Background

The City received two responses to the Request for Proposal, which was sent to more than twenty firms. Both firms gave similar bids originally and both were invited to interviews. Library staff Anne Pankow, Bonnie Deering, Carmen Hernandez, Jill Patterson and Connie Tiffany were present for both interviews as well as Trustees Sylvia Slakey and Ed Tronaas. Prior to the bid submittal date, both firms attended a detailed walk-through of the library.

Both firms were asked to confirm their price quotes at the end of the interview. CWA confirmed their quote. After further clarification, however, 30th Street asked to resubmit their pricing based on a better understanding of the project requirements. Their new costs were double their original estimates and nearly twice the estimate submitted by CWA.

Staff checked references of both firms and spoke with Richard Hall, the Bond Act Manager, Library Services Construction Act Title II, for the California State Library.

Mr. Hall confirmed 30th Street's opinion that underfloor raceway wiring is advised to allow for future expansion. He said that most libraries could not afford to grid the entire library, but

instead place the grid in the most strategic areas based on floor plan, etc. Mr. Hall could not comment on the differing costs per se, but he suggested talking to both companies further about their pricing, asking 30th Street why the cost doubled and clarifying with CWA about their pricing. He said both companies have worked on state grant-funded projects and both companies are solid, with library experience. Finally, Mr. Hall said this project is fairly small and many firms may not be interested in it due to getting busy with other projects.

Waynn Pearson, Cerritos Public Library director, has worked extensively with CWA and recommends them highly. He has retained CWA for an additional six million-dollar library expansion, which will be getting underway shortly. He suggested that staff speak with Diane Duquette, Kern County Library director, who has recently worked with both firms. She is satisfied with CWA, though they are still negotiating some problems with flooring. She is less satisfied with 30th Street based upon pricing and attentiveness to project detail.

Both firms were contacted again and verified their pricing.

Conclusion

While some members of the committee preferred 30th Street on the basis of their interview, all agreed that CWA was equally professional, experienced, and capable of doing the job. CWA was responsive to the RFP requirements and called to clarify issues prior to finalizing their bid.

CITY OF GLENDORA
AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT, made and entered into this 9th day of September 1998 between the CITY OF GLENDORA, a municipal corporation, hereinafter referred to as "City" and Charles Walton Associates AIA, Inc., an architectural firm, hereinafter referred to as "Consultant". In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. SCOPE OF SERVICES. Consultant agrees to perform the services set forth in Exhibit A "PROPOSAL FOR ARCHITECTURAL AND INTERIOR DESIGN SERVICES" and Exhibit B "ITEMIZED SCOPE OF SERVICES" and made a part hereof. Consultant shall perform all of these services to the satisfaction of the City. Consultant represents and warrants that it has the qualifications, experience and facilities to properly perform said services in a thorough, competent and professional manner and shall, at all times during the term of this Agreement, have in full force and effect, all licenses required of it by law. Consultants shall commence its services under this Agreement on 10 September 1998.

2. STATUS OF CONSULTANT. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner. Consultant shall not disseminate any information or reports gathered or created pursuant to this Agreement without the prior written approval of City except information or reports required by government agencies to enable Consultant to perform its duties under this Agreement.

3. CONSULTANT'S KNOWLEDGE OF APPLICABLE LAWS. Consultant shall keep itself informed of applicable local, state and federal laws and regulations which may affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. Consultant shall observe and comply with all such laws and regulations affecting its employees. City and its officers and employees, shall not be liable at law or in equity as a result of any failure of Consultant to comply with this section.

4. PERSONNEL. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services hereunder and shall obtain the approval of the City Manager of all proposed staff members performing services under

this Agreement prior to any such performance.

5. COMPENSATION AND METHOD OF PAYMENT. The total compensation, including reimbursement for actual expenses, shall not exceed twenty-four thousand dollars (\$24,000) in fiscal year 1998-99, unless additional compensation is approved in writing by the City Council. Consultant will invoice monthly. Payments shall be made within thirty (30) days after receipt of each invoice as to all nondisputed fees with ten per cent (10%) of the total compensation or twenty-four hundred dollars (\$2,400) withheld no more than thirty (30) days after final work has been approved by the City. Final work will be installation of security system, public address system, and completion of public restroom retrofit as described in Exhibit A and Exhibit B. If the City disputes any of consultant's fees it shall give written notice to Consultant in 30 days of receipt of an invoice of any disputed fees set forth on the invoice.

6. ADDITIONAL SERVICES OF CONSULTANT. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein or listed in Exhibit A, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

7. ASSIGNMENT. All services required hereunder shall be performed by Consultant, its employees or personnel under direct contract with Consultant. Consultant shall not assign to any subcontractor the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without the prior written consent of City Manager.

8. FACILITIES AND RECORDS. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

9. TERMINATION OF AGREEMENT. This Agreement will terminate on 30 June 1999, unless otherwise extended. This Agreement may be terminated with or without cause by either party upon ten (10) days written notice. In the event of such termination, Consultant shall be compensated for non-disputed fees under the terms of this Agreement up to the date of termination.

10. COOPERATION BY CITY. All public information, data, reports, records, and

maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Scope of Services, shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

11. OWNERSHIP OF DOCUMENTS. Upon satisfactory completion of, or in the event of termination, suspension or abandonment of, this Agreement, all original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of City. With respect to computer files, Consultant shall make available to the City, upon reasonable written request by the City, a printout of all computer files that require licensed non-standard software to access.

12. RELEASE OF INFORMATION. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization excepting that information which is a public record and subject to disclosure pursuant to the California Public Records Act, Government Code § 6250, et seq. Consultant, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

If Consultant or any of its officers, employees, consultants or subcontractors does voluntarily provide information in violation of this Agreement, City has the right to reimbursement and indemnity from Consultant for any damages caused by Consultant's conduct, including the City's attorney's fees.

Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

13. CONFLICTS OF INTEREST. Consultant covenants that neither Consultant nor any officer or principal of Consultant's firm has any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of services herein. Consultant further covenants that in the performance of this Agreement, no person having such

interest shall be employed by Consultant as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. If required by the City Manager, Consultant's principles, officers, employees or agents shall file a disclosure statements pursuant to the Political Reform Act, Government Code Section 87200.

14. DEFAULT. In the event that Consultant is in default of any term of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant.

15. INDEMNIFICATION. Consultant represents it is skilled in the professional calling necessary to perform the services and duties agreed to hereunder by Consultant, and City relies upon the skills and knowledge of Consultant. Consultant shall perform such services and duties consistent with the standards generally recognized as being employed by professionals performing similar service in the State of California.

City, its elected and appointed officials, officers, agents, employees and volunteers (individually and collectively, "Indemnitees") shall have no liability to Consultant or to any other person for, and Consultant shall indemnify, pay for costs of defense, protect and hold harmless the Indemnitees from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, costs and expenses, including reasonable attorneys' fees and disbursements related to legal expenses (collectively "Claims"), which the Indemnitees may suffer or incur or to which the Indemnitees may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, or economic loss occurring as a result of negligent or willful acts or omissions of Consultant, its agents, officers, directors or employees, in performing any of the services under this agreement.

The aforesaid indemnification agreement shall apply regardless of whether or not the insurance policies specified in this agreement shall have been determined to be applicable to the claim, liability, loss, damage, cost or expense.

16. INSURANCE. The Consultant agrees to maintain in force at all times the following insurance with a current A.M. Best's rating of no less than A:VII:

- A. Worker's Compensation insurance covering employees of the Consultant in such amounts as required by law.
- B. Commercial General liability insurance in the amount of One Million Dollars (\$1,000,000), naming the City as an additional insured.
- C. Professional liability insurance in an amount of One Million Dollars (\$1,000,000).
- D. Automobile liability insurance in the amount of One Million Dollars (\$1,000,000)

per accident for bodily injury and property damage for hired or non-owned vehicles. No owned vehicles will be used by the Consultant for services.

- E. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the Consultant shall reduce or eliminate such deductible or self-insured retentions as respects the City, its officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- F. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
1. The City, its officers, officials, employees and volunteers to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.
 2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Consultant, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
 3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
 4. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after (30) day's prior written notice by Certified Mail, Return Receipt Requested, has been given to the City.
- G. Consultant shall furnish the City Clerk annually with original endorsements affecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the City. All endorsements are to be received and

approved by the City before work commences. As an alternative to the City forms, the Consultant's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications in the form of a Certificate of Insurance.

17. NON-DISCRIMINATION CLAUSE. Consultant represents and warrants that it does not and shall not discriminate against any subcontractor, consultant, employee, or applicant for employment in its recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age or physical handicap.

18. UNAUTHORIZED ALIENS. Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8 U.S.C.A. & 1101, et seq.), as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this contract, and should the Federal Government impose sanctions against the City for such use of unauthorized aliens, Consultant hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by the City in connection therewith.

19. ENTIRE AGREEMENT. This Agreement is the complete, final, entire and exclusive expression of the Agreement between the parties hereto and supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representations by any party which are not embodied herein and that no other agreement, statement, or promise not contained in this Agreement shall be valid and binding.

20. NO PRESUMPTION RE: DRAFTER. The parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the parties and their attorneys, and this Agreement reflects their mutual agreement regarding the same. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any party to be the drafter of this Agreement, and therefore no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

21. ASSISTANCE OF COUNSEL. Each party to this Agreement warrants to each other party, as follows:

- (a) That each party either had the assistance of counsel or had counsel available to it, in the negotiation for, and execution of, this Agreement, and all related documents; and
- (b) That each party has lawfully authorized the execution of this Agreement.

22. GOVERNING LAW. The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the Los Angeles County Superior Court.

23. MODIFICATION OF AGREEMENT. The terms of this Agreement can only be modified in writing approved by the City Council and the Consultant. The parties agree that this requirement for written modifications cannot be waived and any attempted waiver shall be void.

24. AUTHORITY TO EXECUTE. The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she/they has/have the authority to execute this Agreement on behalf of his/her/their corporation and warrants and represents that he/she/they has/have the authority to bind Consultant to the performance of its obligations hereunder.

25. NOTICES. All notices required or permitted to be given pursuant to this Agreement shall be in writing and shall be personally delivered, or sent by facsimile and certified mail, postage prepaid and return receipt requested, on the party to be notified, addressed as follows:

To City
Attention: Constance J. Tiffany, Library Director
Glendora Public Library
140 S. Glendora Boulevard
Glendora, California 91741

To Consultant
Attention: James S. Nardini, AIA
Charles Walton Associates AIA, Incorporated
320 Arden Avenue, Suite 210
Glendale, CA 91203

The notices shall be deemed to have been given as of the date of personal service, or three (3) days after the date of deposit of the same in the custody of the United States Postal Service.

26. SEVERABILITY. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of the other provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

[Consultant]

By

James Hardin
JAMES HARDIN
Title VICE. PRES.
CHARLES WALTON ASSOC.

By

Title

CITY OF GLENDORA

By

John Lauer
Title Mayor

ATTEST:

Sharon Sharp
City Clerk

APPROVED AS TO FORM:

John D. [Signature]
City Attorney



Glendora Public Library 140 S. Glendora Ave. Glendora, CA 91741
(626) 852-4891 library@ci.glendora.ca.us

To: Jim Nardini, Charles Walton Assoc., FAX: 818/546-8503
From: Jill Patterson
Date: 11/04/99
Re: Outstanding items

Jim, we received the two full-sized copies and one 11 x 17 inch copy of the floor finish plan and the children's carpet strike-off. This is our understanding of what is still outstanding:

*Two copies of the final floor plan and an auto-cad version of the floor plan, which can be copied as needed, e.g. for Yamada to use in creating a shelving layout

*One 11 x 17 copy of the final floor plan

*Final color boards/color scheme for walls and furnishings

*Color of carpet for offices (flecked?) and children's entry/desk area (purple?)

*Manufacturer and contact person/telephone number for the carpets (main floor & children's)

*Bid specs, what glue and other carpet installation requirements e.g. vapor test

*3-4 carpet dealer/installers

*Cost estimates for carpet, broken out by main floor and Bidwell Forum (on the second floor)

We're looking forward to seeing you and Judy at 9:00 a.m. on November 9.

CWA
CHARLES WALTON ASSOCIATES AIA, INC.

Architecture. Planning. Interior Design
320 Arden Avenue, Suite 210, Glendale, CA 91203
Phone: 818.240.5456 FAX: 818.546.8503

LETTER OF TRANSMITTAL

Date: November 2, 1999

To: City of Glendora _____ Messenger

Address: 140 South Glendora Avenue _____ Blueprinter

City: Glendora, California _____ Mail

Attention: Jill Patterson _____ UPS

Regarding: Glendora Library _____ Express Mailing

Project No.: _____ _____ Pick-Up

We are sending you: _____ Herewith _____ Under Separate Cover

_____ Tracings _____ Specifications

_____ **XX** Prints _____ **XX** Other, Originals

MEMO:

Enclose, are two sets of prints as well as one original of the Floor Finish Plan as well as a computer-generated children's library carpet sample.

_____ For Your Approval	_____ For Your Files
_____ XX For Review and Comment	_____ Review & Distribution
_____ Per Your Request	_____ Return Corrected Copies
_____ For Use On Job	_____ Other

If Enclosures received are not as listed above, please notify CWA at once.

cc: _____

Very Truly Yours,
CHARLES WALTON ASSOCIATES AIA, INC.
BY: James Nardini



Charles Walton Associates AIA, Incorporated

October 22, 1999

Ms. Constance J. Corcoran
Library Director
Glendora Public Library
140 S. Glendora Ave.
Glendora, CA 91741

VIA FAX
626/852-4899

Dear Connie:

As you know, Bentley Carpet Mills is no longer producing the children's pattern carpet that was selected. As we discussed at our last meeting, Durken Carpet does have patterned carpets similar to the Bentley Product. We reviewed pricing and installation costs of a Durken patterned carpet for the children's room and have estimated an installed cost of \$14,510.00.

Judy Van Wyk is reviewing the color palates for both the adults and children's carpets in an attempt to have a solid color transition area that works with both color schemes.

If you have any questions or comments please feel free to contact me.

Sincerely,
CHARLES WALTON ASSOCIATES AIA, INC.



James Nardini

Architecture ■ Interior Design ■ Planning

320 Arden Avenue Suite 210 ■ Glendora California 91703 ■ 818/240-5156 ■ FAX 818/516-0607

TOTAL P.02



Glendora Public Library

Constance J. Tiffany, Director

140 S. Glendora Ave.
Glendora, CA 91741
TEL (626) 852-4891
FAX (626) 852-4899

25 August 1999

Mr. James S. Nardini, AIA
Charles Walton Associates AIA, Inc.
320 Arden Avenue
Suite 210
Glendale, CA 91203

Dear Jim,

We have received the invoice for the artist's rendering of the exterior building addition and the two copies of the preliminary space plan. Since the plan is still labeled as "preliminary", I expect we will be receiving final plans that include the changes we requested, i.e. add a "family restroom" and parent lounge/collection in the Children's Department, remove the copy machine located in the northwest corner, change the OPAC station behind the Information Desk into a client consultation area, and change the area of the current bookstore from a quiet study room to a customer service area.

The restroom renovation project is proceeding. The contractor may be contacting you about tile changes inside the restrooms and paint color for the outside vestibule. The project is scheduled to complete mid-September. In order to complete our final payment to you, we need the following items:

1. Approved carpet samples and color palettes for the main floor. I have a cost estimate of \$72,000 from a January 15, 1999 fax, but I believe this includes the Children's Department; I need these costs broken out.
2. Cost estimates for replacing the carpet in the Children's Department based on the carpet selections Carmen and Claudia have made.
3. Final space plan with changes incorporated.
4. Final acceptance of completed restrooms.

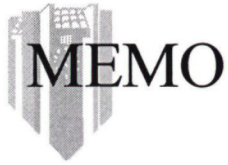
Based on the results of the needs assessment you developed and the estimated costs of upgrading this facility, we realized that we needed to further research whether or not our community would be better served with a new building. To that end, we have contracted with Ray Holt to perform an in-depth evaluation. In the meantime, we plan to go forward with some of the recommended upgrades, including new carpeting in the Children's Department.

I look forward to receiving the remaining items. Thank you for your attention.

Sincerely,



Constance J. Corcoran
Library Director



Glendora Public Library 140 S. Glendora Ave.
(626) 852-4891 library@ci.glendora.ca.us

Glendora, CA 91741

To: Debbie St. George
From: Anne Pankow
CC: Jill Patterson
Date: May 11, 1999
Re: Purchase Order #6022

I am requesting that you carry over purchase order #6022 into the new fiscal year 1999-2000. The vendor's name is Charles Walton Associates. The balance as of May 11, 1999 is \$8,366.28.

Thank you,

A handwritten signature in blue ink, appearing to read "Anne".



Charles Walton Associates AIA, Incorporated

March 8, 1999

Constance J. Tiffany
Library Director
City of Glendora
140 S. Glendora Ave.
Glendale, CA 91741

Re: **Architectural Services for The City of Glendora Library**

Dear Connie:

Charles Walton Associates AIA, Inc. is pleased to submit the following proposal for extra services for the referenced project. These services include exterior elevation studies and a rendering for the building addition at the front entrance.

Fee for these services will be hourly, per the attached fee schedule with a maximum fee of \$2,000. Also included in the \$2,000. fee is a \$1,000. reimbursable for the rendering.

Per Item 6 of the agreement if the City Manager finds this acceptable please have him sign the other copy of this letter and send it to us as your authorization to proceed with the work.

Sincerely,
CHARLES WALTON ASSOCIATES AIA, INC.

James S. Nardini, AIA
Vice President
JN/sg

City of Glendora Date

Copy

Glendora Public Library
140 S. Glendora Ave.
Glendora CA 91741
(626) 852-4891
glendoralib@ci.glendora.ca.us

Memo

To: Jim Nardini
From: Connie Tiffany
CC: Jill Patterson, Anne Pankow
Date: 10/07/98
Re: Building needs assessment/wish list addendum

Slat wall end panels for stacks

Lighting design

Panels in service desks for cables

Technology Center cabinetry re-design for cable camouflage

Soffit "silent radio" over technology center

Artwork for center of technology center

Mock up boards for staff review

Wish list for purchases at end of project e.g. art work for center of technology center

Self-check design/including for desensitize/resensitize equipment

Seniors "antique library" reading room

GLENDORA PUBLIC LIBRARY

memo

TO: Connie Tiffany
FROM: Jill Patterson
DATE: 19 July 1998
SUBJECT: Architectural consultant walkthrough

The following firms sent representatives to the July 7 walkthrough:

Graham Design: Carole Graham, IIDA, certified interior designer
Glendale, CA

GPRA (Grillias, Pirc, Rosier, Alves): Sotiros Grillias, A.I.A.
Irvine, CA

Phoenix Planning & Constructive Services, Inc.: Art Quinion, ASPE, principal
Lake Forest, CA

Ralph Allen & Partners: Thomas Nusbickel, A.I.A., partner
Santa Ana, CA

Charles Walton Associates: Claudia Khachatourian, interior designer and James Nardini, A.I.A., Vice
President
Glendale, CA

All but GPRA were on the list of the twenty firms to whom we sent bids. The following firms have sent letters indicating they will NOT bid:

Bahr, Vermeer & Haecker Architects
Pasadena, CA

Group 4/Architecture, Research and Planning, Inc.
South San Francisco, CA

Meyer, Scherer & Rockcastle, Ltd.
Minneapolis, MN

Bids are due Friday, July 24, 1998 at 5:00 p.m. Bids will be ready for distribution on Monday, July 27. We will arrange for the committee to meet that week and evaluate the proposals.

cc: Library Board



Charles Walton Associates AIA, Incorporated

SCHEDULE OF FEES

Effective January, 1998

A. HOURLY CHARGES FOR PROFESSIONAL SERVICES

1.	Principal:	\$125.00
2.	Director of Discipline:	\$100.00
3.	Associate Architect/Project Architect/Project Manager:	\$90.00
4.	Architect/Job Captain:	\$80.00
5.	Interior Designer:	\$80.00
6.	Construction Manager:	\$80.00
7.	Senior Draftsperson:	\$70.00
8.	Draftsperson:	\$55.00
9.	Junior Draftsperson:	\$45.00
10.	Clerical:	\$35.00

B. EXPENSES

1. Automobile expenses are charged for vehicular travel to and from the project from CWA's office at the rate of \$.25 per mile.
2. Out of town expenses are charged at cost.

**CITY OF MONROVIA
COMMUNITY SERVICES DEPARTMENT**

DATE: September 19, 1997
TO: April L. Soash, Director of Community Services
FROM: Monica Greening, Library Division Manager
SUBJECT: BUILDING/ARCHITECTURAL CONSULTANTS

- | | |
|--|--|
| <p>1. <i>W</i> Ralph Allen & Partners
520 North Main Street
Santa Ana, CA 92701
(714) 547-7059</p> <p>2. Architectural Resources Group
Pier 9 – The Embarcadero
San Francisco, CA 94111
(415) 421-1680 & Fax (415) 421-0127</p> <p>3. Bahr, Vermeer & Haecker Architects
16 North Marengo, No. 702
Pasadena, CA 91101
Stephen A. Kuchenski, Architect
(626) 405-8001 & Fax (626) 405-8150</p> <p>4. BSA Architects
350 Pacific Ave.
San Francisco, CA 94111
Carrie J. Cluff
(415) 781-1526</p> <p>5. Robert R. Coffee Architect Associates
3111 Second Avenue, Suite No. 3
Corona Del Mar, CA 92625
Robert Coffee, Principal
(714) 760-8668 & Fax (714) 759-9381</p> <p>6. EHDD Architecture
2789 25th St.
San Francisco, CA 94110
(415) 288-9193</p> | <p>7. Greenlaw Design Associates, Inc.
2100F Valderas Drive
Glendale, CA 91208
Roger L. Greenlaw, A.S.I.D.
(818) 957-1801 & Fax (818) 957-1803</p> <p>8. Group 4/Architecture, Research and Planning, Inc.
301 Linden Ave.
South San Francisco, CA 94080
Robin Chiang, Architect
(415) 871-0709 & Fax (415) 871-7911</p> <p>9. Ray Holt <i>see #14
he works
for Thirtieth St.</i>
2921 Avenida Valera
Carlsbad, CA 92009
(760) 929-8373</p> <p>10. KFP Architects
1625 Olympic Boulevard
Santa Monica, CA 90404
Wade Killefer, Principal
(310) 399-7975 & Fax (310) 399-8545</p> <p>11. Meyer & Rockcastle Ltd. <i>Meyer, Scherer & Rockcastle</i>
119 N. Second St.
Minneapolis, Minnesota 55401-1420
Jeffrey Scherer</p> <p>12. NBBJ Library Design
130 Sutter Street, 2nd Floor
San Francisco, CA 94104
Edwin Dean
(415) 981-1100 & Fax (415) 955-9303</p> |
|--|--|

13. Phoenix Planning
25422 Trabuco Road (No. 105-248)
Lake Forest, CA 92630
Art Quinion *W*

14. Ripley Associates
49 Stephenson St., Suite 880
San Francisco, CA 94105
Cynthia Ripley, President
(415) 512-0880

15. Stockton Associates
561 Woodmont Ave.
Berkeley, CA 94708
Gloria J. Stockton
(510) 528-4440

W 16. Charles Walton Associates AIA, Inc.
320 Arden Avenue, Suite No. 210
Glendale, CA 91203
Jim Nardini, Vice President *Claudia*
Stephen Finney, Principal
(818) 240-5456 & Fax (818) 546-8503

W 12. ~~Wilson~~/Graham Design Group
5629 Tujunga Avenue
North Hollywood, CA 91601
Carole Graham, Architect
(818) 763-1792 & Fax (818) 506-8909

13. Wolff/Lang/Christopher Architects, Inc.
Virginia Dare Tower
10470 Foothill Boulevard
Rancho Cucamonga, CA 91730
(714) 987-0909 & (714) 980-9980

*14. Thirtieth Street Architects, Inc.
2821 Newport Blvd.
Newport Beach, Ca. 92663
(714) 673-2643.
John Loomis, Principal*

*15. David Smith
130 Holly Rd.
Hopkins, MN
55343*

Arch. list

*15. David Smith
400 Montrose Ave #10
Calexico 92231
760 357-6771*

*David E Smith Architectural
268 E 15th St #7
Costa Mesa 92627
714 675 6350*



Glendora Public Library
140 S. Glendora Ave.
Glendora, CA 91741
(626) 852-4891
glendoralib@ci.glendora.ca.us



Memo

To: Jill Patterson
From: Connie Tiffany
Date: 08/04/98
Re: Evaluation of architects

Recommendation

I recommend we re-issue the RFP laying out more specifically our expectations as exemplified in the 30th Street addendum. My alternative is to recommend the Walton firm, based upon cost and responsiveness to the RFP. Their presentation and experience are assuring that they can do the job within our budget, and I do not believe we have any grounds to justify the higher (double!) bid of 30th Street based upon our RFP process.

Background

I have conflicting feelings: I believe Walton was more responsive to the RFP in their written quote and in their presentation; more succinct, to the point, clear and experienced. However, I prefer the products shown by 30th Street!! Their libraries look more imaginative, lively, customer and community-oriented, and I liked some of their statements in the interview that reflected this orientation ("make the Children's Room a statement/memorable/to draw them back")

I think we would possibly get a more exciting result for Glendora using 30th Street, and I think the Mayor especially would like their work! They also have a much more experienced designer on staff, (it looks like she must have worked for Walton previously!) and it may be that their understanding of the project is now more accurate and the bid more realistic, given what they learned in the interview. It bothers me greatly that they did not seek this clarification before the bid, or perceive it from the walk-through!!

Unresolved

More steps we should that may not be resolvable in our time frame:

- site visits: Temecula, Cathedral City (30th St.)
Palmdale, LAPL Platt branch (Walton)
- call Richard Hall/conduct other research?: re: underfloor raceway (very costly/controversial!)

Other observations

Both trustees preferred 30th Street.

I did not like 30th St. leading/assuming policy issues: "libraries will have to be revenue-generating", "Children should HUSH, feel awe in the library". They missed the opportunity to pick up on my lead that seniors may require as special a space as children; they only talked about importance of ADA & lighting for the aging baby boomer's (of course those are important issues!)

Walton did not talk about lighting, and in general may be over-simplifying, under-estimating cost and scope of project. Their "favorite" examples, esp. Cerritos and Arcadia I find to be pretentious & unapproachable or boring, respectively. On the other hand, I believe they did what their clients requested in both instances, and their clients are delighted! Therefore, we have a good shot at getting what we want. Still, I don't like most of the libraries on their list: Corona, Glendale etc.

Quality Control analysis:

Walton: Pro: at least weekly site observations, clear and reasonable explanation of the process and how changes/errors are paid/negotiated; realistic advice re: contingency funds and the caveat that architects look bad if costs vary more than 1%. Staff involvement emphasis. Con: They leave a lot to "hammer out" at the end, but their point re: cost of delays was well taken.

30th Street: Pro: Designer at the factory to inspect products; on site everyday during installation; they select items that are available and test with staff Con: Responses seemed less to the point, did not raise issue of contingency fund; only come to library every 2 weeks or weekly.

Approach:

Walton: Pro: Design camp for staff/community; flexible, economical; client-testing; budget-technology-aesthetics; knowledge of libraries: people volume, complexity of circulation issues, dynamism; emphasis on staff-friendly; *plan for what we know today* Con: too much emphasis on economics? buildings all look the same, not imaginative; *plan for what we know today?*

30th St: Pro: Durability emphasis; aesthetics, economics, availability; try out pieces on site; ergonomic experience; technology, people as leading issues; lighting emphasis, comfort exceeds standards; function as coordinated whole Con: Poor understanding of RFP/is fax legal for us to consider after sealed bid? Don't like their policy assumptions.

Experience/Credentials:

Walton: Pro: Lots of experience; 15-20 years civic buildings with library specialty; LA Platt branch, El Segundo shelving; great meeting room in Cerritos especially sound and projection systems Con: Too many libraries I don't like, look the same; has their designer gone to 30th st? new one inexperienced

30th St: Pro: Ray Holt excellent library consultant; Carole Graham designer strong! Cathedral City, Redondo, Temecula have exciting features; Con: HUSH/awe message? Holt listed academic library credentials in RFP, not public; I think they were very sloppy in the RFP!! and way too long-winded, not hearing the specific questions in the interview

Cost:

Walton: On budget: \$23000, \$1000 design camp option; 10000, 4500 = Total project \$\$38,500

30th St: Double!! \$46,900; 18,000, 3200 = Total project \$68100

ARCHITECT/INTERIOR DESIGNER CONSULTANT INTERVIEW QUESTIONS

1. Please give a brief discussion of your firm's philosophy in designing a library.
2. Do you anticipate this project requiring an engineering consultant?
3. Who is responsible for construction inspection with your firm? How often will inspection take place?
4. Does your firm accept responsibility for construction or installation delays due to design or supply problems?
5. Does your firm accept responsibility for the cost of change orders due to design errors?
6. How will you assure completion of each design project on time?
7. Does your fee cover creating floor plans drawn to scale? How are they used with the client?
8. What criteria will you use in selecting materials and finishes?
9. What types of ergonomic equipment have you had experience with in previous years?
10. What is the most significant difference between library projects and other projects?
11. Based upon your understanding of contemporary library service, in what ways do you think future building requirements can best be anticipated for the next 10-20 years?
12. What do you perceive to be the greatest challenge in this project?
13. What do you believe is the best example of a library you have done vis-a-vis function and aesthetics?
14. Which of your library projects best incorporates or anticipates changing technology and why?
15. With which library projects have you been least satisfied and why?
16. What are your expectations of library staff in the course of the project?
17. Are you able to send a representative to the August 25 City Council meeting to answer any questions the Council may pose?
18. Will you be able to send a representative to the September 18 staff visioning session scheduled for that morning?
19. Does the cost estimate given in your proposal for work to be performed through June 30, 1999 cover Exhibit A phase I work completed plus the phase II needs assessment outlined in our RFP?

City of Glendora
Notice Inviting Proposals
For Architectural and Interior Design Services

I Introduction

The Glendora Public Library is seeking the services of an architectural and/or interior design consultant to create a plan for a new library interior that is attractive, up to date, and a more productive use of space to coordinate with the library's vision for changing services and especially the impacts of information technology on services and space needs.

The City of Glendora is a general law city with a population of approximately 52,500 covering an area of approximately 20 square miles. Glendora is generally bounded on the west by the city of Azusa, on the south by the city of Covina, on the east by the city of San Dimas and on the north by the national forest.

The Library employs approximately 10 full-time and 20 part-time employees and 200 volunteers on two floors. The 28,000 square foot library building was initially constructed in 1972 and has had no comprehensive renovation since. The public service area of the building is mostly underground. Basic electronic and communications wiring to support access to the Internet, the City computer network, and the library computer network have been installed.

II Objectives and scope of work (see Exhibit A for more detailed description)

- A. Participate in a staff and community visioning and needs assessment session tentatively scheduled for the morning of September 18, 1998.
- B. Develop a new floor plan to address the following needs:
 - 1. Projected service patterns for the next ten years. *Phase 1*
 - 2. Layout shelving and support for audio-visual collections and rearrangement of book collections based on projected collection sizes and technology/access requirements. *Phase 2*
 - 3. Multimedia, telecommunications and computer wiring and equipment recommendations for Bidwell Forum, the library's public meeting room and for expansion into the main library public and office areas. *Phase 1 & 2*
 - 4. Develop color palettes for floor finishes, carpets, paints, accent colors, wall coverings, and fabrics and finishes for furniture in adult and children's departments. *Phase 1 & 2*
 - 5. Prepare color boards and floor plan drawings showing carpet layouts and patterns. *Phase 1 & 3*
 - 6. Prepare drawings and illustrations to remodel the checkout reception desk to comply with ADA requirements and improve work flow. *Phase 2*
- C. Prepare drawings and specifications to retrofit public restrooms to comply with current ADA regulations. *Phase 1*

- D. Recommend a security system to prevent unauthorized access to the building during non-operational hours. *Phase 1*
- E. Recommend a public announcement system for the library. *Phase 1*
- F. Prepare construction and bid documents which will include dimension plans and technical specifications. *Phase 1-3*
- G. Assist the city with the bidding process for suppliers and sub-contractors to perform identified tasks and offer analysis of bids and evaluate substitutions. *Phase 1-3*
- H. Review subcontractor supplier submittals and oversee construction/installation by performing site visits. *Phase 1-3*

III. Proposal requirements

- A. All proposals must be submitted to the City Clerk, City of Glendora, 116 E. Foothill Blvd., Glendora, CA 91741, no later than 5:00 p.m., July 24, 1998. All proposals shall be submitted in a sealed envelope and clearly marked **“PROPOSAL FOR LIBRARY ARCHITECTURAL AND INTERIOR DESIGN SERVICES CONSULTANT”**. **Please submit six (6) copies of the proposals.**
- B. The Library will host a walk through and answer information questions at 1:30 p.m. on Tuesday, July 7, 1998 at the Library. The address is 140 S. Glendora Ave., Glendora.
- C. Walk through Proposals shall be structured to identify specific tasks, incorporating the scope of work consistent with the consulting goals.
- D. Proposals shall contain a fixed cost for the project, itemized for separate options, and an hourly rate for additional work not included within the contract of services.
- E. Walk through Proposals shall contain the names, titles, and resumes of the consultant firm's personnel assigned to perform the work and specifically identify the individual who will be the designated back-up support when the primary contact is not available.
- F. Proposals shall contain detailed information regarding the consultant firm's experience in performing similar work and include the name, address, and telephone number of at least four (4) public library client references.

IV Selection process

- A. A library evaluation committee will perform a comprehensive analysis of each proposal and conduct a thorough check of the consultant firm's library client references.
- B. The most qualified consultant firms will be invited to participate in an oral interview.
- C. Final selection shall be based upon the following criteria:
 - 1. Consultant firm's familiarity with the work and prior experience regarding similar work
 - 2. Consultant firm's professional and technical capabilities

3. Consultant firm's responsiveness regarding the project objectives, scope of work, and proposal requirements.
4. Consultant firm's availability, personnel commitment, and demonstrated ability to perform quality work.
5. Consultant firm's cost to perform the work.

V. Contract conditions

A. The selected consultant firm shall enter into a contract with the City which shall contain a hold harmless and indemnification provision and require the consultant to secure and maintain the following insurance coverage:

1. INSURANCE. The Consultant agrees to maintain in force at all times the following insurance with a current A.M. Best's rating of no less than A:VII:

- a) Worker's Compensation insurance covering employees of the Consultant in such amounts as required by law.
- b) Commercial General liability insurance in the amount of One Million Dollars (\$1,000,000), naming the City as an additional insured.
- c) Professional liability insurance in an amount of One Million Dollars (\$1,000,000).
- d) A Commercial Blanket bond in the amount of Five Hundred Thousand Dollars (\$500,000).
- e) Errors and Omissions liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence.
- f) Automobile liability insurance in the amount of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
- g) Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the Consultant shall reduce or eliminate such deductible or self-insured retentions as respects the City, its officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h) The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
 - i) The City, its officers, officials, employees and volunteers to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special

limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteer.

- ii For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Consultant, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
 - iii Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
 - iv The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - v Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after (30) day's prior written notice by Certified Mail, Return Receipt Requested, has been given to the City.
- i). Consultant shall furnish the City Clerk annually with original endorsements affecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the City. All endorsements are to be received and approved by the City before work commences. As an alternative to the City forms, the Consultant's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications in the form of a Certificate of Insurance.

VI. Proposed schedule, 1998-1999

June 25	Issue RFP
July 7	Walk through
July 24	Proposals due
July 31	Proposal evaluations
August 3-10	Consultant interviews
August 25	Award of contract

September 18	Meet with Library staff and trustees
December 1	Needs assessment and plans due for steps B1-5, C, D, E
February 1	Preliminary needs assessment and plans due for Phase 2
April 30	Needs assessment and plans due for Phase 2
June 30	Phase 1 completed
	Needs assessment and plans due for Phase 3

Additional information:

Jill Patterson, Senior Librarian or Anne Pankow, Administrative Services Supervisor

Glendora Public Library

140 S. Glendora Ave.

Glendora, CA 91741

Tel: 626/852-4896 Fax: 626/852-4899 e-mail: jpatterson@ci.glendora.ca.us
apankow@ci.glendora.ca.us

Exhibit A: Description of Library Improvements

Library Interior Improvements (1998-2001)

This is a three-year project that will be coordinated by the services of an architectural consultant who will specify renovations and improvements needed to bring the 25-year old facility up to date for functionality, accessibility, technology and aesthetics. The project is needed to support changing library services and technology in a more attractive and productive environment. The building has had very little modification since its construction in 1972. Comprehensive renovation and refurbishment is needed to accommodate new technology and changing customer service requirements and to meet ADA requirements. For example: the public restrooms have to be completely retrofitted; required enlargements and modifications will impact other library spaces, e.g. one or more walls must be removed so that the entrances to the public restrooms comply with ADA requirements. A security system is needed to prevent unauthorized access to the building during non-operational hours due to the high value of technology and resources now available. A Public Announcement System is needed to alert patrons what to do in case of an emergency, when the library will be closing, and to locate patrons in the building in case of an emergency, as well as to support public events held on the main floor. Refurbishment of the children's room is also planned in the first phase. Consulting services paid for in the operating budget will assess the library's overall needs, draw the optimum use of existing space in the context of changing demands; drawings and illustrations to remodel the checkout/reception desk; development of palettes for floor, wall and furniture finishes; preparation of carpet specifications; preparation of construction and bid documents including dimension plans and technical specifications; review of subcontractor submittals and oversight of construction/installation including onsite visits.

Phase I – Restroom Retrofitting, Security and Public Announcement Systems, Children's Room:

In order to comply with current ADA regulations, the public restrooms have to be completely retrofitted. Required enlargements and modifications will impact other library spaces: one or more walls must be removed so that the entrances to the public restrooms comply with ADA requirements. This project has been in process over two years as staff have attempted to resolve the issues at least cost, but it will be more effective to incorporate with an overall assessment of the library interiors needs.

A security system is needed to prevent unauthorized access to the building during non-operational hours due to the high value of technology and resources now available.

A Public Announcement System is needed to alert and instruct patrons in case of an emergency, to advise patrons when the library will be closing, and to locate patrons in the building in case of an emergency, as well as to support public events held on the main floor.

Refurbishment of the children's room is also planned in the first phase. Chairs and tables for public use need to be replaced. The display case has been damaged and needs to be replaced.

The existing staff desk and credenza need to be upgraded to support staff needs, including access to the computer.

Phase II – Wall Coverings, Bidwell Forum Room Upgrade, and Furnishings:

This phase of the project will examine the library interior on the first floor using the services of an interior consultant. The following areas require recommendations, drawings, color palettes, and floor plans:

- Replacement of wallcoverings

- Re-design of the registration/checkout desk to meet ADA requirements, accommodate technology and improve service to patrons

- Review floor plan and shelving needs

- Recommend additional changes to the library's interior to heighten the appeal and ambiance of the existing building, making it a more inviting environment and showcase for Glendora, e.g. restoring wood finishes, additional ADA improvements, lobby and storage upgrades.

- Refurbishment of the Bidwell Forum to provide more effective and attractive meeting space for the community including carpet, kitchen and room dividers, wiring for telecommunications

Phase III – Library Carpet:

Once all other renovations have been made, the final phase will be new library carpet, which is needed throughout the building. The existing carpet in the library's downstairs areas is now two different colors and types; the oldest being the orange carpet that was installed in the late 1970's. A new carpet needs to be selected that will wear well with more than 300,000 visits to the building each year, and which will accommodate constantly changing services. An interior design consultant, in conjunction with a library advisory committee, will select colors and fabric and provide specifications for durability and installation.

NOTICE OF REQUEST FOR PROPOSAL

NOTICE IS HERBY GIVEN that the city of Glendora will receive sealed consultant proposals until 5:00 p.m. on Thursday, July 24, 1998 at the City Clerk Office, City of Glendora, **LIBRARY INTERIOR DESIGN CONSULTANT.**

The City is seeking a qualified architectural/interior design consultant to provide interior design upgrade proposals for the Glendora City Library. A complete request for proposal may be obtained at the office of the City Clerk, 116 East Foothill Blvd., Glendora, CA 91741 during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, holidays excepted.

NOTE: The Library will host a walk through and answer information questions at 1:30 p.m. on Tuesday, July 7, 1998 at the Library. The address is 140 S. Glendora Ave., Glendora.

All proposals must be submitted to the City Clerk, City of Glendora, 116 E. Foothill Blvd., Glendora, CA 91741, no later than 5:00 p.m., July 24, 1998. All proposals shall be submitted in a sealed envelope and clearly marked "**PROPOSAL FOR LIBRARY ARCHITECT AND INTERIOR DESIGN SERVICES CONSULTANT**". **Please submit six (6) copies of the proposals.**

Proposals shall be structured to identify specific tasks, incorporating the scope of work consistent with the consulting goals.

The City of Glendora reserves the right to reject any and all proposals and to waive any informalities in any proposal, selecting the one that best meets the city's needs.

After staff has reviewed all proposals, notification of the decision made by the City will be sent to each submitting firm.

FOR PUBLICATION IN THE GLENDORA PRESS, JUNE 25 and JULY 2, 1998.

1999-00 BUDGET POLICY ISSUES

DIVISION: Library Administration
REQUEST TITLE: Facility Needs Assessment and Building Program

Request Summary

The purpose of this request is to retain a professional library building consultant to obtain information needed for library representatives, city officials and design professionals concerned with the community's changing needs for the 27-year old library facility. The steps needed to establish accurate and appropriate data include four separate but related planning phases: 1) needs assessment; 2) building program; 3) site evaluation; 4) schematic design assistance. Concurrently, the State legislature is considering new legislation for library construction and renovation bonds which could make substantial financial assistance available to the City. This year an architectural firm reviewed the library's current needs and made recommendations for interior renovation and a master space plan. They also oversaw upgrade of the public restrooms to meet ADA compliance. In the course of their work, significant costs were projected to complete a comprehensive upgrade, and additional space needs were identified which an interior renovation could not adequately address. The architects concluded that "Glendora should perform a Library Expansion Building Program to determine square footage (needed)"

Alternatives

- *Retain a professional library building consultant to perform planning phases 1-3 only.* This would position the City for application of bond act grant funds should they become available, and/or to continue to schematic design phase in a subsequent fiscal year. The cost would be approximately \$20,000.00
- *Defer and proceed with capital project to renovate the library interior as proposed in Capital Project request for library renovation and exterior upgrade.* Cost for architectural and engineering fees is approximately \$160,000.00
- *Defer.*

Implementation

Prior to retaining the consulting firm, the following activities must take place;

- develop detailed scope of work and bid specifications
- advertise and obtain bids from at least five qualified professionals
- award contract to the most qualified professional bidder

Line Item Cost Detail

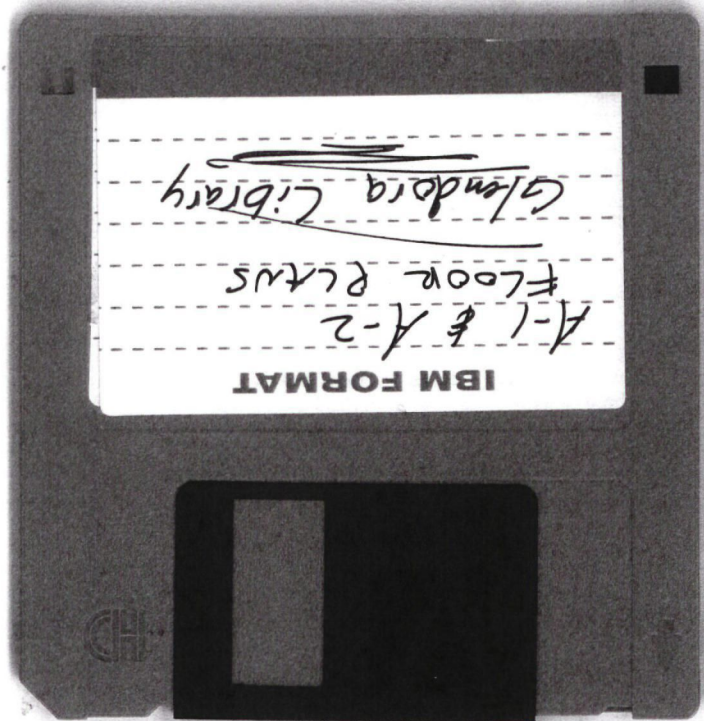
Description	Account Number	1999-2000
Other Contract Services	001-7076-699	20,000



Charles Walton Associates AIA, Incorporated

Architecture ■ Interior Design ■ Planning

320 Arden Avenue, Suite 210 ■ Glendale, California 91203



Glendora Library

Floor Plus

A-1 & A-2

IBM FORMAT

Glendora Public Library Architectural and Interior Design Services

Information Gathering Phase (4 weeks)

October 1 to November 2, 1998

Develop a Facility Needs Assessment for projected library services for the next 10 years, coordinating with library staff and community representatives. Gather information about collections, staffing, services, ADA compliance needs as identified in 1991 survey, and demographics. Incorporate the priorities and requirements identified in the RFP, the September 18, 1998 visioning session, interviews, and memos/reports.

Meetings required:

- ❖ Weekly meetings with Library Project Team
- ❖ Staff/Library Board interviews on October 15, 1998, beginning at 9:30 a.m.

Product:

- ❖ Written report

Design Phase (6 weeks)

November 2 to December 15, 1998

Prepare a master plan for the library interior remodel based on the Facility Needs Report. Develop floor plans, furniture plans, cost analysis, color and material palettes to include:

- ❖ Project costs and create schematic design of the public toilet rooms for accessibility (ADA modifications)
- ❖ Project costs for building security system
- ❖ Project costs for public address system
- ❖ Project costs for furniture in adult and children's departments
- ❖ Project costs for additional changes to library's interior, including but not limited to additional ADA improvements, lobby upgrades, storage upgrades in staff areas, restoring wood finishes, replacement of wall and floor coverings
- ❖ Project costs for shelving and support of audio-visual collection
- ❖ Project costs for multimedia, telecommunications, and computer wiring, furnishings, and equipment for the Bidwell Forum, the library's public meeting room
- ❖ Project costs to re-design and build registration/checkout desk

Meetings required:

- ❖ Weekly meetings with Library Project Team

Product:

- ❖ Floor plans
- ❖ Color and material Boards
- ❖ Cost estimates
- ❖ Furniture selections

City Review Phase (2 weeks)

December 15 to January 4, 1999

City review and approval of Design Phase and Cost Estimates

Meetings required:

- ❖ Library Board
- ❖ City Council

Product:

- ❖ none

Construction Document Phase (4 weeks)

January 4 to February 8, 1999

Prepare Construction Documents, Bidding Documents, and Specifications for restroom retrofit (ADA compliance). Prepare Construction Documents for public address system. Prepare Construction Documents for building security system. Prepare specifications for purchase of replacement tables and chairs for the public, display case, staff desk and credenza in the children's department.

Meetings required:

- ❖ Weekly meetings with the Library Project Team

Product:

- ❖ Construction Documents, Bidding Documents and Specifications

City Plan Check Phase (4 weeks)

February 8 to March 8, 1999

City checks Construction Documents and Specifications

Meetings required:

- ❖ As required with City Staff

Product:

- ❖ Building permits

Advertising/Bidding and Contractor Negotiation Phase (4 weeks) March 8 to April 8, 1999

City will advertise for bids for restroom retrofit, public address systems, and security system. City will distribute plans and specifications to bidders. Architect will respond to questions and issue addendum as required. Architect will assist City in reviewing bids. City will negotiate with contractors and execute agreements.

Meetings required:

- ❖ As required

Product:

❖ Construction Contracts

Construction Phase (approximately 3 months)

March 8 to May 8, 1999

Architect will make periodic site visits to review progress, answer questions, issue clarification drawings as required. Architect will also review submittals and payment requests. City will provide other public restrooms during construction.

**CITY OF MONROVIA
COMMUNITY SERVICES DEPARTMENT**

DATE: September 19, 1997
TO: April L. Soash, Director of Community Services
FROM: Monica Greening, Library Division Manager
SUBJECT: BUILDING/ARCHITECTURAL CONSULTANTS

- | | | | |
|----|---|-----|--|
| 1. | Ralph Allen & Partners
520 North Main Street
Santa Ana, CA 92701
(714) 547-7059 | 7. | Greenlaw Design Associates, Inc.
2100F Valderas Drive
Glendale, CA 91208
Roger L. Greenlaw, A.S.I.D.
(818) 957-1801 & Fax (818) 957-1803 |
| 2. | Architectural Resources Group
Pier 9 - The Embarcadero
San Francisco, CA 94111
(415) 421-1680 & Fax (415) 421-0127 | 8. | Group 4/Architecture, Research and
Planning, Inc.
301 Linden Ave.
South San Francisco, CA 94080
Robin Chiang, Architect
(415) 871-0709 & Fax (415) 871-7911 |
| 3. | Bahr, Vermeer & Haecker Architects
16 North Marengo, No. 702
Pasadena, CA 91101
Stephen A. Kuchenski, Architect
(626) 405-8001 & Fax (626) 405-8150 | 9. | Ray Holt <i>see #14</i>
2921 Avenida Valera <i>he works</i>
Carlsbad, CA 92009 <i>for Thirtieth St.</i>
(760) 929-8373 |
| 4. | BSA Architects
350 Pacific Ave.
San Francisco, CA 94111
Carrie J. Cluff
(415) 781-1526 | 10. | KFP Architects
1625 Olympic Boulevard
Santa Monica, CA 90404
Wade Killefer, Principal
(310) 399-7975 & Fax (310) 399-8545 |
| 5. | Robert R. Coffee Architect Associates
3111 Second Avenue, Suite No. 3
Corona Del Mar, CA 92625
Robert Coffee, Principal
(714) 760-8668 & Fax (714) 759-9381 | 11. | Meyer & Rockcastle Ltd.
119 N. Second St.
Minneapolis, Minnesota 55401-1420
Jeffrey Scherer |
| 6. | EHDD Architecture
2789 25 th St.
San Francisco, CA 94110
(415) 288-9193 | 12. | NBBJ Library Design
130 Sutter Street, 2 nd Floor
San Francisco, CA 94104
Edwin Dean
(415) 981-1100 & Fax (415) 955-9303 |

- 13. Phoenix Planning
25422 Trabuco Road (No. 105-248)
Lake Forest, CA 92630
Art Quinion
- 14. Ripley Associates
49 Stephenson St., Suite 880
San Francisco, CA 94105
Cynthia Ripley, President
(415) 512-0880
- 15. Stockton Associates
561 Woodmont Ave.
Berkeley, CA 94708
Gloria J. Stockton
(510) 528-4440
- 16. Charles Walton Associates AIA, Inc.
320 Arden Avenue, Suite No. 210
Glendale, CA 91203
Jim Nardini, Vice President
Stephen Finney, Principal
(818) 240-5456 & Fax (818) 546-8503
- 12. Wilson/Graham Design Group
5629 Tujunga Avenue
North Hollywood, CA 91601
Carole Graham, Architect
(818) 763-1792 & Fax (818) 506-8909
- 13. Wolff/Lang/Christopher Architects, Inc.
Virginia Dare Tower
10470 Foothill Boulevard
Rancho Cucamonga, CA 91730
(714) 987-0909 & (714) 980-9980

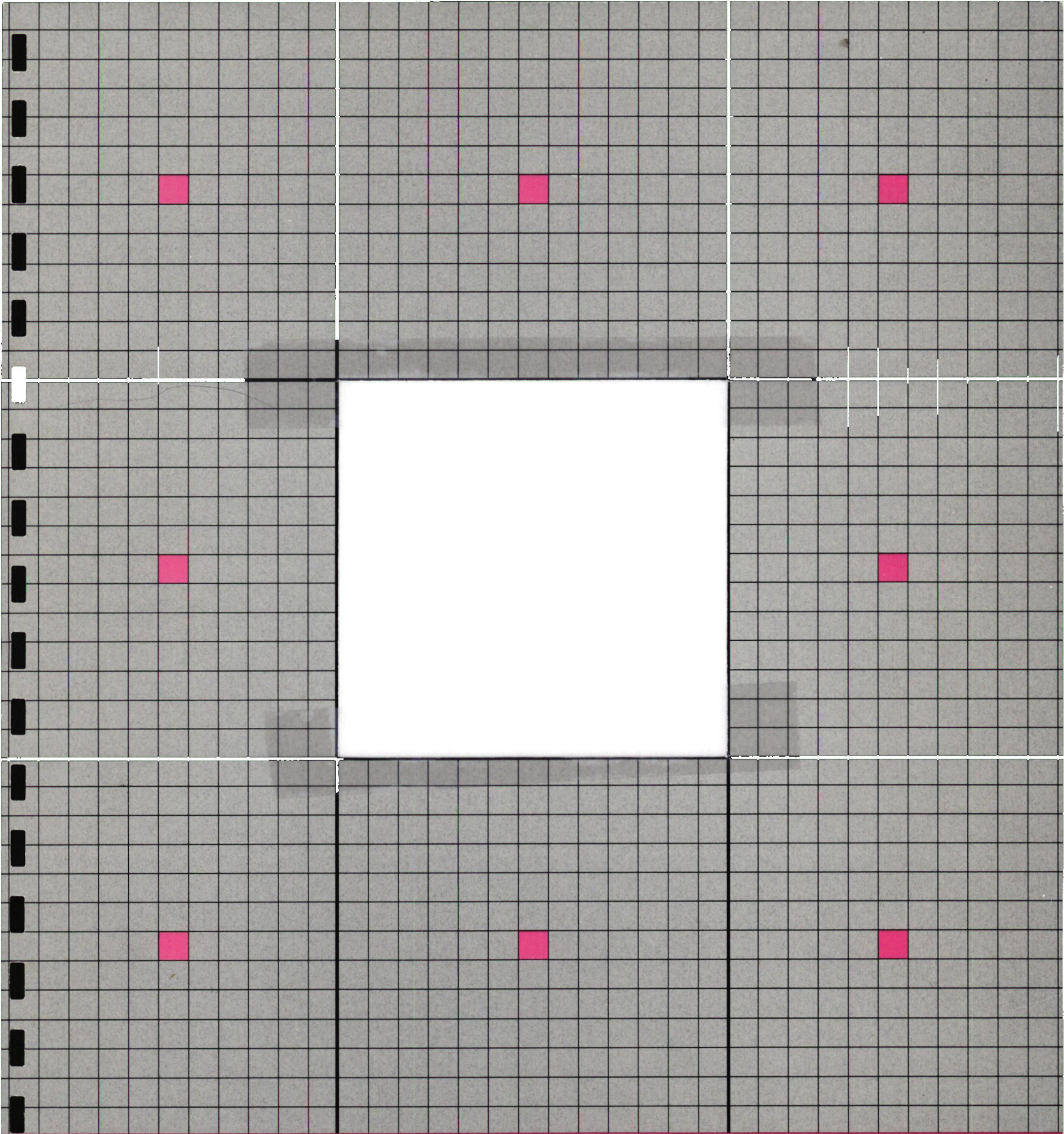
15. David Smith
130 Holly Rd.
Hopkins, MN
55343

14. Thirtieth Street Architects, Inc.
2821 Newport Blvd.
Newport Beach, Ca. 92663
(714) 673-2643.
John Loomis, Principal

Arch.lst

~~15. David Smith
400 Mary Ave #10
Calexico 92231
760 357-6771~~

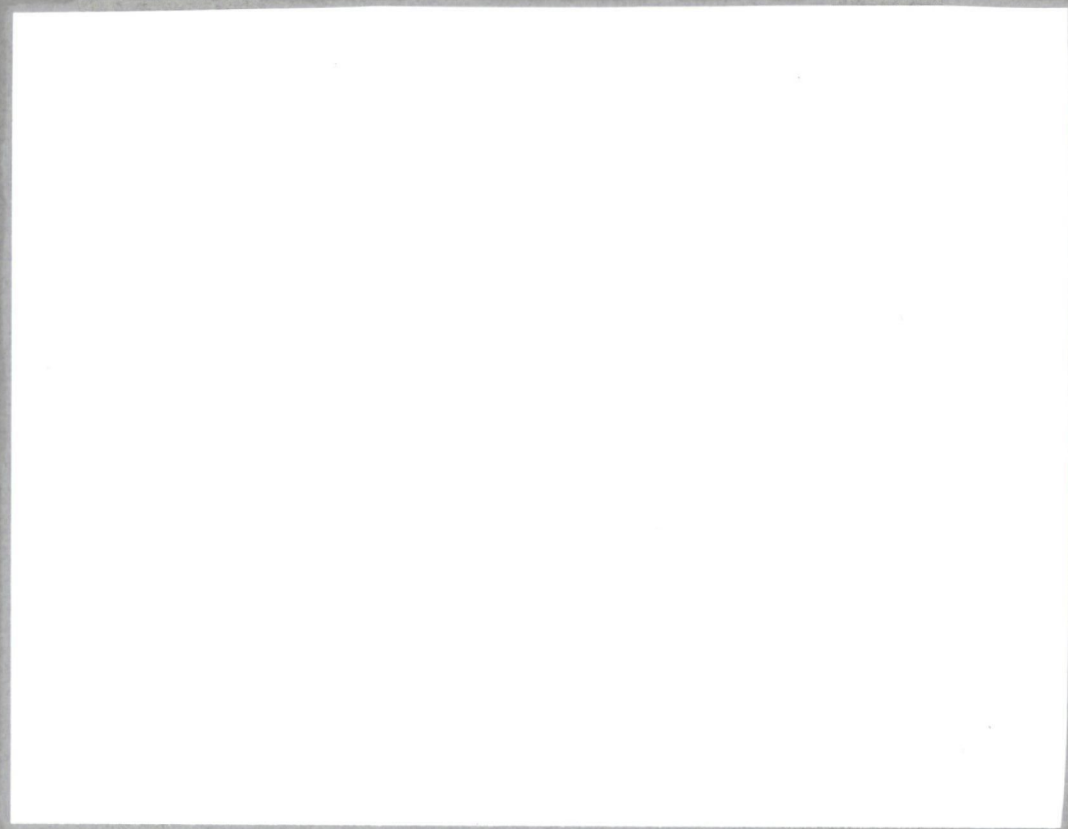
~~David B Smith Architectural
268 E 16th St #7
Costa Mesa 92627
714 675 6350~~



Charles Walton Associates AIA, Incorporated

Architecture □ Interior Design □ Planning

320 Arden Avenue □ Suite 210 □ Glendale, California 91203 □ 818/240-5456 □ FAX 818/546-8503



Needs Assessment
for
Glendora Public
Library

November 2, 1998

Needs Assessment

Evaluation of Current Library Services

Library Standards

The California State Library in 1989 declared that standards developed for libraries in 1962 had been rescinded in favor of the standard that:

"...library services must be developed to uniquely fit the community they serve. This includes space requirements."

Published public standards, when available, have never been codes to be enforced, but rather models to be followed or goals to be achieved, and were always intended to be utilized within the context of each community's individual needs.

However, for purposes of conducting a Needs Assessment, comparisons are made with the service levels and facilities presently provided by other libraries in order to identify deficiencies, if any, in the Glendora Public Library.

Community Analysis

Community Demographics:

Demographic analysis can provide information about the people to be served by a municipal library. This information can also be used to help define the role of the library in meeting the needs of its residents.

Population:

Glendora has experienced moderate growth over the last twenty years.

1970	31,349
1980	38,654
1990	47,828
1996	51,200
1998	52,770

Age: (1990 Census)

Persons in the age group of 18-64 years make up approximately 62.9% of the population.

Under 5	7.5%
6-17	18.8%
18-64	62.9%
65+	10.6%
Median Age	33.7

Background

The City of Glendora is 26 miles from Los Angeles City Hall. The Glendora Public Library serves 52,770 residents in 19 square miles. The current library building has served the community since 1972. The twenty-six year old facility offers a variety of materials and services to meet the needs of its community. This section provides an overview of the services and identifies areas of concern.

The Glendora Public Library has already served a community growth of 49% since 1972. In addition, 23% of the library's total circulation is to non-residents, especially Azusa 7%, Covina 5% and nearby communities served by COLAPI branches 6%.

Library Statistics for Fiscal year 1997-1998

Library Visitors:	299,805
Total Circulation:	372,958
Volumes Owned:	110,620
Materials Budget:	\$148,300
Volumes Added:	11,519
Volumes Turnover:	3.37
Circulation per capita:	7.1
Circulation per hour:	134.91
Reference Questions per capita:	0.78
Percentage of Collections Checked Out	16%

Glendorans fit national profiles of moderate to heavy library users: 43% of residents are over age 35 and 45% are in families with children below age 18; 14% are below age 9 and 21% are ages 5-17; there is a highly active senior community... 18% over age 55; most residents are well-educated, married, middle-to-upper income and have more than average involvement in the community. The total library visitors for Fiscal year 1997-1998 is 299,805.

Glendora schools and the family-orientation of the community are the most-cited reasons people move here. Local school districts report steady increases in Asian, Hispanic and Middle Eastern student enrollments in the past few years. There is need for increased outreach and custom services for minority populations, and to residents of the more geographically removed areas southeast of the hills and freeway, who are using the library less than other residents.

LIBRARY ORGANIZATION AND STAFF

The Glendora Public Library is organized into 4 divisions. The public services divisions are: Reference (Adult and Young Adult) services and Children's Services. The support divisions are: Circulation and Support Services; Administrative and Development/Outreach Services. The library is staffed by 11 full-time staff and 24 part-time staff (October 1998). Shared workloads and duty assignments exist throughout all divisions.

Adult Collection and Collection Development:

The Adult collection includes 36,372 volumes Adult non-fiction; 16,565 volumes Adult Fiction (includes mysteries, science fiction, western, romance); 2,251 Adult books on tape; 3,302 volumes videos (includes classic and non-fiction); 1,718 volumes music CD's; 469 volumes foreign language; 3,144 volumes large print; 5,969 volumes Adult reference; 1,768 volumes young adult; 1,045 computer software items, a collection of 1779 volumes for adult literacy program and 12,554 volumes adult magazines. These figures do not include uncataloged paperbacks in the young adult collection (approx. 500 volumes).

The total volume for Adult Collection is approximately 88,000.

Children's Collection and Collection Division:

The children's services division has primary responsibility for serving children from preschool through eighth grade, as well as teachers and parents. The children's area is located on the main floor in the west wing of the building.

Reference and readers advisory work is performed by the staff of this division. Children's programs include story times, special events programming for holidays, a very large summer reading program, library instruction, tours, school visits and intergenerational programs as well as other community outreach activities.

The Children's collection, like the Adult collection, contains print and non-print materials. The collection includes circulating, and reference books, teacher/parent resources on a variety of topics, audiocassettes and kits consisting of audiocassettes and a book. The children's collection includes 3,565 volumes juvy fiction (includes science fiction, mystery and Newbery); 7,964 volumes juvy non-fiction; 526 volumes juvy read alongs (these are the book and cassettes in hanging bags); 440 volumes juvy music, cassettes and CD's; 122 volumes juvy foreign language; 7,190 volumes juvy picture books and easy readers; 724 volumes juvy videos; 677 volumes juvy reference; 456 volumes parenting resources; and 670 volumes of juvy magazines.

The total volume for Children's Collection is approximately 22,620.

Summary:

The Glendora Public library has 110,620 volumes total owned. This includes reference, magazines, non-fiction, fiction, literacy, young adult, children's collection and audio-visual materials.

The total circulation is 372,958 based on the library statistics for Fiscal year 1997-1998.

A Survey of Library Systems Comparable to Glendora

A Survey of six comparable cities was undertaken to examine the types and levels of library services provided. These cities are listed below along with Glendora.

Comparable Library Systems

City	Population (1997)
Arcadia	52,100
Azusa	43,950
Cerritos	55,300
Covina	45,950
Glendora	51,200
Monrovia	38,900
South Pasadena	24,850

The Comparable cities were selected by the following criteria.

1. Population
2. Demographics Similarity
3. Location
4. Modern Facility recently constructed or planned.

Comparison Criteria for Selected Cities

City	Population	Demographic Similarity	Location	Modern Facility
Arcadia	52,100	Yes	Yes	Yes
Azusa	43,950	No	Yes	No
Cerritos	55,300	Yes	No	Yes
Covina	45,950	Yes	Yes	No
Monrovia	38,900	Yes	Yes	No *
South Pasadena	24,850	Yes	Yes	No

While Glendora Public Library has 51,200 residents, it services a population of 38,458 borrowers; more than half of the population is a moderate-heavy library user.

* Monrovia is currently planning a modernization expansion library.

Basic Collection Data

The most traditional measure of library service is the size of its collections. The size of the collections is a measure of the service potential of the library and is most frequently expressed in volumes per capita (the number of books available per person).

Basic Collection Data for Selected Libraries

Library	Population	Total Volumes	Volumes per Capita
Arcadia	52,100	122,001	2.3
Azusa	43,950	100,772	2.3
Cerritos	55,300	146,024	2.6
Covina	45,950	106,488	2.3
Glendora	51,200	94,048	1.8
Monrovia	38,900	103,072	2.6
South Pasadena	24,850	103,702	4.2

Glendora is below the comparison group median of 2.3 volumes per capita.


Other Collection

Other significant collections in public libraries are Periodicals (newspapers and magazines) and Audio-visual materials (videocassettes, audiocassettes, and compact discs).

Periodical and Audio-Visual Collection Size Selected Libraries

Library	Population	Periodicals (Number of Titles)	Titles Per 1000 Persons	Audio- Visual Materials	Items Per 1000 Persons
Arcadia	52,100	255	4.9	0	0
Azusa	43,950	169	3.8	8,500	193
Cerritos	55,300	302	5.4	24,065	435
Covina	45,950	249	5.4	9,427	205
Glendora	51,200	372	7.3	18,565	362
Monrovia	38,900	294	7.6	0	0
South Pasadena	34,850	410	16.5	6,503	261

Glendora is above the median of 205 audio-visual materials per 1000 Persons and is above the median of 5.4 magazine titles per 1000 Persons.

 Denotes the Median

Circulation Data

Other measures of the viability of a library include number of items checked-out by patrons (circulating volume) and questions asked of the library's reference service (reference volume). Circulation volume is commonly expressed in terms of circulation per capita per year (the number of volumes circulated per person each year). The number of reference questions asked of the library indicates the degree to which patrons view the library as an information resource. This data is expressed on a per capita per year basis.

Circulation and Reference Information for Selected Libraries

Library	Population	Total Circulation	Circulation Per Capita	Reference Questions	Reference Questions Per Capita
Arcadia	52,100	340,131	6.5	61,376	1.2
Azusa	43,950	205,083	4.7	18,625	0.4
Cerritos	55,300	683,347	12.4	144,655	2.6
Covina	45,950	160,379	3.5	27,021	0.6
Glendora	51,200	378,573	7.4	32,901	0.6
Monrovia	38,900	193,775	5.0	29,500	0.8
South Pasadena	24,850	312,352	12.6	41,524	1.7

Glendora is above the median for Total Circulation and Circulation per capita and below the median for Reference Questions per capita.

8/1995-96

95-96

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96-97
Annual
Report

Volumes Added to Collection

The Number of volumes added to the collections each year provides a measure of the viability and newness of the collection. The workload of the Technical Service division can be viewed and the enhancement of the Collection can be evaluated.

Volumes Added for Selected Libraries 1995-1996

Library	Population	Volumes	Volumes Per Capita	Volumes Added	Volumes Added Per Capita
Arcadia	52,100	122,001	2.3	5,008	0.10
Azusa	43,950	100,772	2.3	6,581	0.15
Cerritos	55,300	146,024	2.6	2,971	0.30
Covina	45,950	106,488	2.3	10,751	0.06
Glendora	51,200	94,048	1.8	10,751	0.21
Monrovia	38,900	103,072	2.6	3,921	0.10
South Pasadena	24,850	103,702	4.2	6,086	0.24

Glendora is below the median for Volumes per capita, and above the median for Volumes Added per capita (1995-96).

Expenditures for Materials

Library	Population	Library Materials	Per Capita
Arcadia	51,100	\$129,000	2.48
Azusa	43,950	\$112,000	2.55
Cerritos	55,300	\$362,578	6.57
Covina	45,950	\$101,069	2.20
Glendora	51,200	\$145,845	2.85
Monrovia	38,900	\$96,881	2.50
South Pasadena	24,850	\$154,324	6.21

Glendora's Expenditure for Materials is above the median, in comparison to the 5 local cities.

Other Library Services

The following chart shows various Current Library Services in or provided by other libraries. It reflects current trends in library services.

Current Library Services for Selected Communities

Library	Arcadia	Azusa	Cerritos	Covina	Glendora	Monrovia	S. Pasadena
Automated Circulation System	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Patron Self - Check Out	Yes	No	Yes	No	No	No	No
CD-ROM Databases	No	Yes	Yes	Yes	Yes	Yes	Yes
Discussion Room	No	Yes	Yes	No	No	Yes	Yes
Silent Study Areas	Yes	No	No	No	No	No	No
Meeting Room	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dedicated Children's Story Room	Yes	No	Yes	No	No	Yes *	Yes
Internet /Computer Center	Yes	Yes	Yes	Yes	Yes	No	No
Literacy/Tutoring	Yes	Yes	No	Yes	Yes	No	Yes
Volunteer & Development Office	Yes	No	?	No	Yes	No	No
Bookstore	Yes	Yes		Yes	Yes	Yes	Yes
Coffee Bar/Canteen	No	No	No	No	No	No	No

In Comparison to the selected libraries for Current Library Services, Glendora does not provide Patron Self - Check Out, Silent Study Rooms, a Dedicated Children's Story Reading Room, Coffee Bar/Canteen Area or Discussion Room.

The library has identified space inadequacies in its attempts to introduce new services such as the following: Internet Access, Public Computer Center, Literacy/Tutoring, Technology Center, Bookstore, Volunteer & Development Offices and Homework/Teen Center.

* Monrovia Library will provide a Dedicated Children's Story Room in their current expanded project.

Library Square Footage

Square footage of library per capita is an indication of a library's ability to offer compatible library services.

Library	Population	Total Square Foot	Square Foot Per Capita
Arcadia	52,100	48,284	0.93
Azusa	43,950	18,500	0.42
Cerritos	55,300	45,000	0.81
Covina	45,950	21,000	0.46
Glendora	51,200	28,000	0.55
Monrovia	38,900	45,000	1.17 *
South Pasadena	24,850	24,500	0.99

Glendora is on the median for Total Square Feet and below the median for Square Foot per capita.

* The City of Monrovia is presently expanding its facility to 45,500 square feet, which will be a square foot per capita of 1.17. The chart is based on this plan.

Conclusion:

The Glendora Public Library's current services and activities are limited by space constraints and facility inadequacies that limit the effectiveness of current library services.

This can be most easily seen in below median comparisons with regards to collection data, library square footage per capita and library services desired by the community, as envisioned during several community planning sessions during the past four years.

Expanded areas desired by the community include: Children's Services with a dedicated Story Room, Electronic Services section, Collections, especially more Audio-Visual and Electronic Media, increased staff and volunteer support areas, room for study, discussion, Client-Staff Consultation and a Coffee Bar/Canteen.

Although Glendora's projected 2010 population is relatively static, Glendora should consider a library expansion and modernization program in the near future.

Glendora should perform a Library Expansion Building Program to determine square footage of the addition. Using the square footage per capita information an 11,000 to 14,000 square foot addition would be expected.