



## AGENDA

### LIBRARY BOARD OF TRUSTEES MEETING

Monday, February 24, 2025

5:00 PM

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

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

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

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#### **CALL TO ORDER / ROLL CALL**

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

#### **PLEDGE OF ALLEGIANCE**

Leigh Gluck

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from January 27, 2025, meeting.

#### **PUBLIC COMMENT**

The Library Board of Trustees will listen to the public on any item on the agenda. In addition, the Library Board of Trustees will devote time for public comment on items not on the agenda. Addressing the Library Board of Trustees from the audience is not permitted; all comments addressing the Library Board of Trustees must be made from the podium. Only public comments made from the podium will be recognized by the Library Board of Trustees and entered into public record.

#### Providing Public Comment for Items on the Meeting Agenda

Persons wishing to speak on any item on the agenda will be called during the comment period at the time the agenda item is brought forward.

#### Provide Public Comment for Topics not on the Meeting Agenda

Time shall be devoted to provide public comments for items not on the agenda. Under the Brown Act, Trustees are prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

Providing Public Comment

1. Any person wishing to provide public comment is asked to complete a comment card. Please include your name and address. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
2. The City provides a podium for public comment. Comments addressed to the Trustees shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue. Each speaker will be limited to three continuous minutes, which may not be delegated or deferred.

**CONSENT CALENDAR**

1. **Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$295.00, \$7,534.83, \$188.87, \$4,803.79, \$1,348.40, and \$17,318.54
2. **Library Statistics** – Recommendation to receive and file January 2025 Statistical Reports.

**ACTION ITEMS AND REPORTS**

**1. Southern California Library Cooperative Presentation**

Christine Powers, Executive director for the Southern California Library Cooperative (SCLC) will give a presentation on the Cooperative. Covering the history, purpose, and benefits of Sierra Madre Public Library being a member of SCLC.

**2. Library Construction Project Ad Hoc Committee**

A report out from the Trustee that attended the most recent Library Construction Project Ad Hoc Committee. This is to update the rest of the Trustees on the Library Meaningful Improvement Project.

**3. Library Foundation Update and Discussion**

Update on the Library Foundation's current membership and fundraising. It is recommended, the Library Board of Trustees discuss and identify guidelines for the Library Foundation as well as fundraising ideas moving forward. No action required.

**4. Sierra Madre Historical Preservation Society Report**

The Sierra Madre Historical Preservation Society will discuss upcoming fundraising events and projects. No action required.

**5. Friends of the Library Liaison Report**

Liaison from the Friends of the Library to provide oral report concerning activities since the last Board meeting. No action required.

**6. City Council Liaison Report**

Update from City Council Liaison to Board regarding recent City Council meetings. No action required.

**7. Trustees Updates**

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library. No action required.

#### **8. City Librarian Report**

City Librarian Leila Regan to present an oral report concerning Library services since the last Board Meeting. No action required.

#### **9. Items for Future Agenda**

##### ***\*ACTION ITEMS***

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

#### **ADJOURNMENT**

The Library Board of Trustees may adjourn to a meeting on March 24, 2025.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting.



## MINUTES

### LIBRARY BOARD OF TRUSTEES MEETING

Monday, January 27, 2025

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

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

---

#### CALL TO ORDER / ROLL CALL

Present: Chair Sands and Trustees: Palmer, Gallagher, and Gluck

Absent: Trustee Adde

**Meeting called to order at 5:00 pm**

#### PLEDGE OF ALLEGIANCE

Laura Palmer led the pledge of allegiance

#### APPROVAL OF AGENDA

Trustee Gluck moved to approve

Trustee Gallagher seconded

All were in favor

#### APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from November 25, 2024, meeting.

#### *Comments/Corrections:*

Trustee Sands made correction to the Sierra Madre Historical Preservation Society Report. The name Mr. Nakamura to be corrected to Mr. Nomura.

Trustee Gallagher moved to approve

Trustee Palmer seconded

Trustees Gallagher, Palmer, and Sands were in favor

Trustee Gluck abstained, as she was absent

## **PUBLIC COMMENT**

1. No Public Comment

## **CONSENT CALENDAR**

1. **Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$2,905.56, \$215.14, \$200, and \$4,425.32
2. **Library Statistics** – Recommendation to receive and file November and December 2024 Statistical Reports.

### *Questions/Comments:*

Trustee Sands: Asked about the listed Self-defense class.

City Librarian Regan replied Library Staff is working on de-escalation. We had a class at Top One Martial Arts for self-defense and we had training from Ryan Dowd and Ryan Roy on in person best practices for de-escalating interactions with the public.

Palmer moved to approve the consent calendar

Gluck seconded

All were in favor

## **ACTION ITEMS AND REPORTS**

### **1. Eaton Fire Library Response**

City Librarian Regan discussed the submitted Library Eaton Fire Response report. No action was required. The Library opened extra hours to provide services to the public including those patrons impacted by the fire. The Library provided information; setup extra charging stations, gave out water, snacks and masks, and provided access to bathrooms. Library Staff also helped staff the FEMA Disaster Recovery Center at PCC's Community Education Center. City Librarian Regan, and Librarian Garza also staffed the City's Emergency Operations Center.

### *Questions/Comments:*

Trustee Gallagher asked if we are still at PCC?

City Librarian Regan answered no, last day for City/Library to staff it was last Tuesday.

### **1. Library Construction Project Ad Hoc Committee**

Trustee Gluck reported on the Library Construction Project Ad Hoc Committee for the Library Meaningful Improvement Project. There was no meeting in January due to the fires, but she chatted with Arnulfo today. We lost 10 work days due to the fire and air quality. In the coming months contractors can work on Saturdays and make the time up. Arnulfo is not concerned with the timing. Currently, about 2 weeks behind. They are working on the sewer system. Lots of digging happening at the Library. Issues once they removed ceilings there were some floating beams. There were issues in the foundation that weren't readily visible in the walkthrough. Working through change orders for both of those items. Still on schedule to finish in December of 2025. The next meeting will be February 3, 2025. She asked Arnulfo about the new person from Vertex. Arnulfo is happy with Michael who replaced Natalie at Vertex.

### **2. Library Foundation Update and Discussion**

Foundation Chair, Rob Stockly, gave an update on the Library Foundation's current membership and fundraising. No action was required. Thanks to the Sierra Madre Community Foundation,

the Library Foundation will be using Little Green Light for their donor database. We are still picking the low hanging fruit but we are 10% to our goal we are at \$76,000 so far donated and pledged. Some of the donors are: Janet Nelson & Doug Hayes - \$15,000 and Maria Elena Navarro and her mother \$5,000. \$1,500 in online donations. Rotary Club gave \$10,000. Pledges have been received, such as from Diane Sands. Making a little bit of progress. Reached out to a number of potential sources. Is filling out a grant application for Better Through Books. We have a plan, meeting this week as a board as a general discussion, talking about the fire and what's the best approach under these circumstances. We think we have some prospects that might be 5 figure donors. Is looking at a Tournament of Roses 1 year grant of \$35,000. There are other corporate organizations that have grants that we will take a look at.

*Questions/Comments:*

Trustee Gallagher noted that having the Library open during the fire is a good example of what the Library can do and a good starter for asking for donations.

Trustee Sands: do you think that your fundraising efforts will be impacted at all because of the Eaton Fire?

Foundation Chair Stockly: I expect it will have some sort of impact, but I couldn't tell you what that might be. Two foundation members were impacted by the fires. One lost his house, and one almost lost his house. I think we need to be sensitive to that. But, I think what Susan is saying is that it isn't just a library. It's worth reminding people of that. This is a way to lift ourselves out of that.

### **3. Sierra Madre Historical Preservation Society Report**

Trustee Diane Sands reported on Sierra Madre Historical Preservation Society activities. No action was required. The Open House at the Museum was in December and that was a nice turnout. They had food and a kids craft table. Also had a small 6 person woman's choir group that I'm a part of sing at the Open House. We are looking forward to the upcoming months. Layne Staral is going to give a talk about her book about the Eastern San Gabriel Valley. On the buses that go up to the Wistaria vine this year they will give oral history tours, and the Society will have a booth. We hope to have the chicken and ravioli dinner and a cemetery tour in September.

### **4. Friends of the Library Liaison Report**

Vicki Ryan from the Friends of the Library provided an oral report concerning activities since the last Board meeting. No action was required. We are planning to have a booth at the Wistaria Festival. The Art Fair is May 3 & 4. The annual meeting is June 18 and the theme is Bear with Us. Next friends meeting is February 19<sup>th</sup>.

*Questions/Comments:*

Trustee Sands asked who to contact to find out if partners membership is due.

Ryan replied to check with Jane Zamanzadeh or Pete Siberell

### **5. City Council Liaison Report**

City Council Liaison was absent. No action was required. City Librarian Regan reported City Council went over Fire response at the last meeting. The next City Council meeting is tomorrow.

### **6. Trustees Updates**

Trustees provided reports pertaining to Library service or community involvement which impacts the Library. No action was required.

Trustee Palmer: Doreen and I met to change the Bookmark Contest theme – it is: Love My Sierra Madre. We're hoping to generate community spirit. Trustees signed up to distribute applications:

Trustee Gallagher – St. Rita & Alverno

Trustee Sands – Bethany

Trustee Gluck – Middle School

Trustee Adde - Gooden (or Gluck)

Trustee Palmer – Sierra Madre Elementary School

SMES is still closed and she hopes to go back on January 30<sup>th</sup>.

Trustee Gluck: Missed One Book One City but has a question about the Taiko drums date. City Librarian Regan suggested Saturday, February 22, as a possible date for Gluck to setup. Also helped at the Library's Gingerbread Jamboree.

Trustee Gallagher: Set up for the open house at the SMHPS. Helped at the Library's Gingerbread Jamboree, as did other Trustees.

Trustee Sands: Helped at the Gingerbread Jamboree also. Volunteered at the Eaton Fire Resource Center at PCC. Volunteered at the SMHPS Open House.

City Librarian read Trustee Adde's report: Helped at the Library's Gingerbread Jamboree. She submitted a Book Review for the Friends of the Library Newsletter. January 7<sup>th</sup> she was evacuated for the fire. She's working with her neighborhood on mud mitigation. She attended the One Book One City meeting via Zoom. She's waiting to hear from the Sierra Madre Playhouse Director, Allison, who lost her home. Adde is hoping we will still be able to have the OBOC, Off the Page reading event.

## **7. City Librarian Report**

City Librarian Leila Regan gave an oral report concerning Library services since the last Board Meeting. No action was required. At the last City Council meeting, it was approved to move forward with TSK Architects for Furniture, Fixtures, and Equipment (FF&E) Design Services. She will be meeting with them this week to look at timelines. There will be a Town Hall Meeting at the end of February to get public input on FF&E. It will be live streamed and recorded. Regan is beginning to look at the 2025-26 Fiscal Year budget. Looking at the cost for the Reopening event and best ways to staff the renovated building. Looking at IT and Public Works costs to see if they will come out of our FF&E or out of those department budgets. Regan is meeting with the City's new Finance Director Anthony Rainey, to discuss staffing concerns of the new bigger building. For example, we will have 3 points of contact to staff. The Library has upcoming programs for February. We have rescheduled Astronomy in the Park for the second time. The Caregiver Workshop "Lovebug & Me" is coming up. One Book One City is subdued this year. Some of the OBOC programs are: Origami Cats, Open submissions for the writing contest has been extended. There will be two Sip & Shush Silent Book Clubs. We have felting crafts for adults, teens and Preschool Storytime. Third Thursday Book Club will discuss the OBOC book at their meeting via Zoom. Hoping the Playhouse "World's Strongest Librarian" will happen. There will be a book reading and signing for the writing contest submissions. Regan mentioned special requests/notifications of upcoming events. We hope to have a Library Open

House at the end of April. She would like to remove the Writer's Workshop for this year and add a Disaster Planning assignment to work with Debbie Henderson and herself. Regan also mentioned she hopes our Southern California Library Cooperative (SCLC) Director, Christine Powers, will attend the next Trustee meeting.

*Questions/Comments:*

Trustee Gluck asked if IT costs were part of TSK design.

City Librarian Regan replied some of it yes, but not all.

Trustee Sands asked if we could use volunteers to help with new building.

City Librarian Regan replied volunteers could be used to help in a limited way.

Trustees Sands & Gallagher are willing to work on the new assignment for Disaster Planning.

**8. Items for Future Agenda - None given**

**ADJOURNMENT**

Trustee Gluck moved to adjourn

Trustee Gallagher seconded

All were in favor

**Meeting was adjourned at 6:02 pm**





By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN04221	LOVEBUG & ME LLC	01/03/2025	Regular	0.00	295.00	69355
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2025-101</a>	Invoice	01/02/2025	45 MINUTE PERFORMANCE -	1/8/25	0.00	295.00
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		45 MINUTE PERFORMANCE..	295.00	
Total Regular:					295.00	

Bank Code APBWEST Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	295.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	295.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2025	295.00
			295.00

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT07842 - LIB 1/28/25

By Check Number

**Vendor Number**      **Vendor Name**      **Payment Date**      **Payment Type**      **Discount Amount**      **Payment Amount**      **Number**  
**Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST**  
**Payment Type: Regular**

VEN03454	AMAZON CAPITAL SERVICES	01/28/2025	Regular	0.00	933.40	69454
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">11WY-F66Y-1GTC</a>	Invoice	12/23/2024	MISC SUPPLIES 12/9/24 - 12/22/24	0.00	137.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		MISC SUPPLIES 12/9/24 - ...	137.00	
<a href="#">11XJ-G1CG-1YMW</a>	Invoice	12/23/2024	MISC SUPPLIES 12/9/24 - 12/22/24	0.00	12.56	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES 12/9/24 - ...	12.56	
<a href="#">131X-4Y3F-1JJ6</a>	Invoice	12/23/2024	MISC SUPPLIES 12/9/24 - 12/22/24	0.00	46.43	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		MISC SUPPLIES 12/9/24 - ...	46.43	
<a href="#">14DK-RP4Y-4VQ3</a>	Invoice	12/23/2024	MISC SUPPLIES 12/9/24 - 12/22/24	0.00	487.81	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES 12/9/24 - ...	487.81	
<a href="#">1F79-L4H3-4TTJ</a>	Invoice	12/23/2024	MISC SUPPLIES 12/9/24 - 12/22/24	0.00	104.75	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES 12/9/24 - ...	104.75	
<a href="#">1HLV-1F3D-6PNQ</a>	Invoice	12/23/2024	MISC SUPPLIES 12/9/24 -12/22/24	0.00	24.24	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		MISC SUPPLIES 12/9/24 -1...	24.24	
<a href="#">1V4Q-Y9X6-6R16</a>	Invoice	12/23/2024	MISC SUPPLIES 12/9/24 -12/22/24	0.00	52.90	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		MISC SUPPLIES 12/9/24 -1...	52.90	
<a href="#">1VFK-KJ7C-4NHD</a>	Invoice	12/23/2024	MISC SUPPLIES 12/9/24 - 12/22/24	0.00	23.14	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		MISC SUPPLIES 12/9/24 - ...	23.14	
<a href="#">1YTQ-YWMW-4...</a>	Invoice	12/23/2024	MISC SUPPLIES 12/9/24 - 12/22/24	0.00	44.57	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES 12/9/24 - ...	44.57	

0132	BAKER & TAYLOR, INC.	01/28/2025	Regular	0.00	1,932.31	69455
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2038761857</a>	Invoice	12/23/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	30.31	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	30.31	
<a href="#">5019245513</a>	Invoice	12/10/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	336.53	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	336.53	
<a href="#">5019245514</a>	Invoice	12/10/2024	LIBRARY SUPPLIES	0.00	26.54	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	26.54	
<a href="#">5019247486</a>	Invoice	12/10/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	314.71	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	314.71	
<a href="#">5019247487</a>	Invoice	12/10/2024	LIBRARY SUPPLIES	0.00	30.49	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	30.49	
<a href="#">5019255481</a>	Invoice	12/16/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	924.13	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	924.13	
<a href="#">5019255482</a>	Invoice	12/16/2024	LIBRARY SUPPLIES	0.00	69.75	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	69.75	
<a href="#">5019271043</a>	Invoice	12/30/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	191.39	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	191.39	
<a href="#">5019271044</a>	Invoice	12/30/2024	LIBRARY SUPPLIES	0.00	8.46	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	8.46	

1488	FEDEX OFFICE AND PRINT SERVICES	01/28/2025	Regular	0.00	184.98	69456
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## Check Register

Packet: APPKT07842-LIB 1/28/25

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">370100004382A</a>	Invoice	09/09/2024	OFFICE SUPPLIES	0.00	141.11	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...			141.11	
<a href="#">370100006253A</a>	Invoice	10/30/2024	OFFICE SUPPLIES	0.00	43.87	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...			43.87	
VEN01043	OVERDRIVE INC	01/28/2025	Regular	0.00	3,500.00	69457
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">H-0110331</a>	Invoice	01/01/2025	ANNUAL SUBSCRIPTION: 2025	0.00	3,500.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		ANNUAL SUBSCRIPTION: ...	3,500.00	
VEN03926	T-MOBILE	01/28/2025	Regular	0.00	124.60	69458
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV039880</a>	Invoice	12/21/2024	984433408 11/21/24 - 12/20/24	0.00	124.60	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		984433408 11/21/24 - 12...	124.60	
1125	VANGUARD ID SYSTEMS	01/28/2025	Regular	0.00	859.54	69459
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">I526583</a>	Invoice	08/29/2024	SHORTPAK-CARD+KIT	0.00	859.54	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		SHORTPAK-CARD+KIT	859.54	

Total Regular: 7,534.83

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	23	6	0.00	7,534.83
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>23</b>	<b>6</b>	<b>0.00</b>	<b>7,534.83</b>

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2025	7,534.83
			<u>7,534.83</u>

Chair

Trustee

Trustee

Trustee

Trustee



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
0823	BANK OF AMERICA	01/09/2025	Regular	0.00	188.87	69372
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV039766</a>	Invoice	11/19/2024	LR - WATER DELIVERY SERVICE	0.00	83.91	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LR - WATER DELIVERY SERV...	83.91	
<a href="#">INV039767</a>	Invoice	12/07/2024	LR - GAMES & PUZZLES COLLECTIONS	0.00	69.12	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		LR - GAMES & PUZZLES CO...	69.12	
<a href="#">INV039768</a>	Invoice	12/10/2024	LR - CAREGIVER WORKSHIP: SUPPLIES	0.00	35.84	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		LR - CAREGIVER WORKSHIP...	35.84	
Total Regular:					188.87	

Bank Code APBWEST Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	1	0.00	188.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	1	0.00	188.87

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2025	188.87
			188.87

Chair

Trustee

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City of Sierra Madre, CA

# Check Register

Packet: APPKT07865 - LIB 2/11/25

By Check Number

**Vendor Number**      **Vendor Name**      **Payment Date**      **Payment Type**      **Discount Amount**      **Payment Amount**      **Number**  
**Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST**  
**Payment Type: Regular**

VEN03454	AMAZON CAPITAL SERVICES	02/11/2025	Regular	0.00	71.52	69537
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">196R-MC6F-9R4H</a>	Invoice	01/20/2025	MISC SUPPLIES 1/6/25 - 1/19/25	0.00	98.85	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES 1/6/25 - 1/...	98.85	
<a href="#">1D19-4FQ9-7PVN</a>	Invoice	01/20/2025	MISC SUPPLIES 1/6/25 - 1/19/25	0.00	39.23	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		MISC SUPPLIES 1/6/25 - 1/...	39.23	
<a href="#">1NPN-4KW7-CT69</a>	Invoice	01/20/2025	MISC SUPPLIES 1/6/25 - 1/19/25	0.00	47.04	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		MISC SUPPLIES 1/6/25 - 1/...	47.04	
<a href="#">1RR1-PY6T-N3VD</a>	Credit Memo	01/06/2025	MISC SUPPLIES CREDIT	0.00	-113.60	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		MISC SUPPLIES CREDIT	-113.60	

0132	BAKER & TAYLOR, INC.	02/11/2025	Regular	0.00	2,222.12	69538
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5019285081</a>	Invoice	01/07/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	292.19	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	292.19	
<a href="#">5019285082</a>	Invoice	01/07/2025	LIBRARY SUPPLIES	0.00	22.53	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	22.53	
<a href="#">5019287449</a>	Invoice	01/09/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	1,474.46	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	1,474.46	
<a href="#">5019287450</a>	Invoice	01/09/2025	LIBRARY SUPPLIES	0.00	88.96	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	88.96	
<a href="#">5019292102</a>	Invoice	01/13/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	318.78	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	318.78	
<a href="#">5019292103</a>	Invoice	01/13/2025	LIBRARY SUPPLIES	0.00	25.20	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	25.20	

VEN03929	DOREEN THOMAS	02/11/2025	Regular	0.00	85.32	69539
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV039925</a>	Invoice	01/16/2025	REIMB: OC PERFORMER SHOWCASE - TOLL...	0.00	16.44	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING		REIMB: OC PERFORMER S...	16.44	
<a href="#">INV039926</a>	Invoice	01/21/2025	REIMB: OC SHOWCASE	0.00	68.88	
<a href="#">10000.90000.53404</a>		MILEAGE REIMBURSEME...		REIMB: OC SHOWCASE	68.88	

VEN04271	GEOCON WEST INC	02/11/2025	Regular	0.00	155.00	69540
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">724120227</a>	Invoice	01/07/2025	GEOTECHNICAL INVESTIGATION LIBRARY S...	0.00	155.00	
<a href="#">29007.90000.56010</a>		IMPROVEMENTS O/T BUI...		GEOTECHNICAL INVESTIGA...	77.50	
<a href="#">39010.80000.56010</a>		IMPROVEMENTS O/T BUI...	FC82306	GEOTECHNICAL INVESTIGA...	77.50	

VEN04367	JLM ENVIRONMENTAL	02/11/2025	Regular	0.00	400.00	69541
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">JL39609</a>	Invoice	12/06/2024	ASBESTOS INSPECTION/AIR SAMPLES	0.00	400.00	
<a href="#">29005.90000.56010</a>		IMPROVEMENTS O/T BUI...		ASBESTOS INSPECTION/AIR...	200.00	
<a href="#">39010.80000.56010</a>		IMPROVEMENTS O/T BUI...	FC82306	ASBESTOS INSPECTION/AIR...	200.00	



## Check Register

Packet: APPKT07865-LIB 2/11/25

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN04268	KING OFFICE SERVICES	02/11/2025	Regular	0.00	1,792.00	69542
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">89731-016</a>	Invoice	01/10/2025	LIB MAT STORAGE FEES DURING REMODEL..	0.00	1,792.00	
<a href="#">29007.90000.56010</a>		IMPROVEMENTS O/T BUI...		LIB MAT STORAGE FEES D...	1,792.00	
0786	OFFICE DEPOT, INC	02/11/2025	Regular	0.00	18.46	69543
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">386604548001</a>	Invoice	09/25/2024	OFFICE SUPPLIES	0.00	18.46	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	18.46	
1578	PETTY CASH FUND-LIBRARY	02/11/2025	Regular	0.00	59.37	69544
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV039927</a>	Invoice	11/14/2024	LAUNDRY	0.00	4.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		LAUNDRY	4.00	
<a href="#">INV039928</a>	Invoice	12/07/2024	LAUNCHPAD/PLAYWAY REPLACEMENT MA..	0.00	22.19	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LAUNCHPAD/PLAYWAY RE...	22.19	
<a href="#">INV039929</a>	Invoice	12/07/2024	CAREGIVER WORKSHOP: SNACKS	0.00	33.18	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		CAREGIVER WORKSHOP: S...	33.18	
Total Regular:					4,803.79	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	19	8	0.00	4,803.79
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	19	8	0.00	4,803.79

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2025	4,803.79
			<u>4,803.79</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT07777 - LIB BOA MAN 12/24/24

By Check Number

Vendor Number      Vendor Name      Payment Date      Payment Type      Discount Amount      Payment Amount      Number  
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST  
Payment Type: Regular

0823	BANK OF AMERICA	12/12/2024	Regular	0.00	1,348.40	69231
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV039491</a>	Invoice	10/29/2024	LR - PROGRAMMING COLORING BOOKS	0.00	28.63	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		LR - PROGRAMMING COL...	28.63	
<a href="#">INV039493</a>	Invoice	10/29/2024	LR - PROGRAMMING - COLORING BOOKS	0.00	5.48	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		LR - PROGRAMMING - CO...	5.48	
<a href="#">INV039494</a>	Invoice	10/29/2024	LR - PROGRAMMING - CANDY FOR HALL...	0.00	25.98	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		LR - PROGRAMMING - CA...	25.98	
<a href="#">INV039495</a>	Invoice	11/05/2024	LR - O.C. PERORMER SHOWCASE REG FEES:..	0.00	35.70	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING		LR - O.C. PERORMER SHO...	35.70	
<a href="#">INV039496</a>	Invoice	11/07/2024	LR - PROGRAMMING - THE HUMAN LIBRA...	0.00	22.79	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		LR - PROGRAMMING - THE...	22.79	
<a href="#">INV039497</a>	Invoice	11/09/2024	LR - PROGRAMMING - HUMAN LIBRARY - ...	0.00	66.74	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		LR - PROGRAMMING - HU...	66.74	
<a href="#">INV039498</a>	Invoice	11/09/2024	LR - PROGRAMMING - HUMAN LIBRARY - ...	0.00	192.94	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		LR - PROGRAMMING - HU...	192.94	
<a href="#">INV039499</a>	Invoice	11/13/2024	LR - NEWS ARTICLE ANNUAL SUBCRIPTION..	0.00	914.14	
<a href="#">10000.90000.53501</a>		PERIODICALS		LR - NEWS ARTICLE ANNU...	914.14	
<a href="#">INV039500</a>	Invoice	11/15/2024	LR - ALA MEMBERSHIP DUES	0.00	56.00	
<a href="#">10000.90000.53409</a>		MEMBERSHIP/DUES/SUB...		LR - ALA MEMBERSHIP DU...	56.00	

Total Regular: 1,348.40

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	1	0.00	1,348.40
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	9	1	0.00	1,348.40

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2024	1,348.40
			<u>1,348.40</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT07792 - LIB 12/24/24

By Check Number

**Vendor Number**      **Vendor Name**      **Payment Date**      **Payment Type**      **Discount Amount**      **Payment Amount**      **Number**  
**Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST**  
**Payment Type: Regular**

VEN03454	AMAZON CAPITAL SERVICES	12/24/2024	Regular	0.00	646.64	69265
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">11WL-3KJC-N4TX</a>	Credit Memo	11/25/2024	MISC SUPPLIES CREDIT	0.00	-17.63	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES CREDIT	-17.63	
<a href="#">139K-4R7V-76DX</a>	Invoice	10/14/2024	MISC SUPPLIES 9/30/24 - 10/13/24	0.00	8.81	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		MISC SUPPLIES 9/30/24 - 1...	8.81	
<a href="#">13QM-LQTN-P9DP</a>	Invoice	11/25/2024	MISC SUPPLIES 11/11/24 - 11/24/24	0.00	22.02	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES 11/11/24 - ...	22.02	
<a href="#">13QM-LQTN-R1...</a>	Invoice	11/25/2024	MISC SUPPLIES 11/11/24 - 11/24/24	0.00	27.51	
<a href="#">10000.90000.53103</a>		COMPUTER SUPPLIES		MISC SUPPLIES 11/11/24 - ...	27.51	
<a href="#">14JK-KW3F-7WLX</a>	Credit Memo	12/09/2024	MISC SUPPLIES 11/25/24 - 12/8/24	0.00	-3.73	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES 11/25/24 - ...	-3.73	
<a href="#">16QN-7YQP-7HR4</a>	Invoice	12/09/2024	MISC SUPPLIES 11/25/24 - 12/8/24	0.00	53.90	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES 11/25/24 - ...	53.90	
<a href="#">1C6M-KC9H-PW...</a>	Invoice	11/25/2024	MISC SUPPLIES 11/11/24 - 11/24/24	0.00	118.10	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES 11/11/24 - ...	118.10	
<a href="#">1FFC-JDFT-RGCP</a>	Invoice	11/25/2024	MISC SUPPLIES 11/11/24 - 11/24/24	0.00	49.10	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		MISC SUPPLIES 11/11/24 - ...	49.10	
<a href="#">1JNJ-XJ76-7TF9</a>	Invoice	12/09/2024	MISC SUPPLIES 11/25/24 - 12/8/24	0.00	192.89	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		MISC SUPPLIES 11/25/24 - ...	192.89	
<a href="#">1KQL-J3GJ-7GVX</a>	Invoice	12/09/2024	MISC SUPPLIES 11/25/24 - 12/8/24	0.00	34.19	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		MISC SUPPLIES 11/25/24 - ...	34.19	
<a href="#">1NHX-PR3Y-PJKM</a>	Invoice	11/25/2024	MISC SUPPLIES 11/11/24 - 11/24/24	0.00	68.92	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MISC SUPPLIES 11/11/24 - ...	68.92	
<a href="#">1YJT-9V9L-7L6N</a>	Invoice	12/09/2024	MISC SUPPLIES 11/25/24 - 12/8/24	0.00	92.56	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		MISC SUPPLIES 11/25/24 - ...	92.56	

VEN01190	ARNOLD'S FRONTIER HARDWARE - L	12/24/2024	Regular	0.00	26.39	69266
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">114083</a>	Invoice	11/21/2024	MISC. SUPPLIES	0.00	26.39	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		MISC. SUPPLIES	26.39	

0132	BAKER & TAYLOR, INC.	12/24/2024	Regular	0.00	2,466.33	69267
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2038665669</a>	Invoice	11/06/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	53.88	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	53.88	
<a href="#">2038665670</a>	Invoice	11/06/2024	LIBRARY SUPPLIES	0.00	17.06	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	17.06	
<a href="#">2038693253</a>	Invoice	11/25/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	71.36	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	71.36	
<a href="#">2038693254</a>	Invoice	11/25/2024	LIBRARY SUPPLIES	0.00	17.06	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	17.06	
<a href="#">2038717264</a>	Invoice	11/27/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	324.45	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	324.45	

## Check Register

Packet: APPKT07792-LIB 12/24/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">2038717265</a>	Invoice	11/27/2024	LIBRARY SUPPLIES	0.00	93.86	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		93.86	
<a href="#">5019220262</a>	Invoice	11/19/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	204.10	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		204.10	
<a href="#">5019220263</a>	Invoice	11/19/2024	LIBRARY SUPPLIES	0.00	11.53	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		11.53	
<a href="#">5019228312</a>	Invoice	11/26/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	662.68	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		662.68	
<a href="#">5019228313</a>	Invoice	11/26/2024	LIBRARY SUPPLIES	0.00	64.05	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		64.05	
<a href="#">5019234038</a>	Invoice	12/02/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	466.16	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		466.16	
<a href="#">5019234039</a>	Invoice	12/02/2024	LIBRARY SUPPLIES	0.00	44.69	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		44.69	
<a href="#">5019235628</a>	Invoice	12/02/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	226.63	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		226.63	
<a href="#">5019235629</a>	Invoice	12/02/2024	LIBRARY SUPPLIES	0.00	22.53	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		22.53	
<a href="#">5019236398</a>	Invoice	12/02/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	170.37	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		170.37	
<a href="#">5019236399</a>	Invoice	12/02/2024	LIBRARY SUPPLIES	0.00	15.92	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		15.92	
0598	DEMCO, INC.	12/24/2024	Regular	0.00	300.56	69268
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">7571991</a>	Invoice	11/22/2024	OFFICE SUPPLIES	0.00	300.56	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	300.56	
VEN04152	KANOPY INC	12/24/2024	Regular	0.00	251.00	69269
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">429137-PPU</a>	Invoice	11/30/2024	LIBRARY VIDEOS	0.00	251.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY VIDEOS	251.00	
VEN04268	KING OFFICE SERVICES	12/24/2024	Regular	0.00	5,376.00	69270
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">89731-013</a>	Invoice	10/11/2024	LIB MAT STORAGE FEES DURING REMODEL..	0.00	1,792.00	
<a href="#">29007.90000.56010</a>		IMPROVEMENTS O/T BUI...		LIB MAT STORAGE FEES D...	1,792.00	
<a href="#">89731-014</a>	Invoice	11/05/2024	LIB MAT STORAGE FEES DURING REMODEL..	0.00	1,792.00	
<a href="#">29007.90000.56010</a>		IMPROVEMENTS O/T BUI...		LIB MAT STORAGE FEES D...	1,792.00	
<a href="#">89731-015</a>	Invoice	12/06/2024	LIB MAT STORAGE FEES DURING REMODEL..	0.00	1,792.00	
<a href="#">29007.90000.56010</a>		IMPROVEMENTS O/T BUI...		LIB MAT STORAGE FEES D...	1,792.00	
0786	OFFICE DEPOT, INC	12/24/2024	Regular	0.00	56.84	69271
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">395492537001</a>	Invoice	11/14/2024	OFFICE SUPPLIES	0.00	56.84	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	56.84	
VEN03254	SHOWCASES	12/24/2024	Regular	0.00	132.21	69272
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">329744</a>	Invoice	12/03/2024	MISC. SUPLIES	0.00	96.03	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		MISC. SUPLIES	96.03	

## Check Register

Packet: APPKT07792-LIB 12/24/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">329745</a>	Invoice	12/03/2024	MISC. SUPPLIES	0.00	36.18	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	MISC. SUPPLIES		36.18	

VEN03926 T-MOBILE 12/24/2024 Regular 0.00 124.60 69273

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV039658</a>	Invoice	11/21/2024	984433408 10/21/24 - 11/20/24	0.00	124.60
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		984433408 10/21/24 - 11...		124.60

VEN04225 WT COX INFORMATION SERVICES 12/24/2024 Regular 0.00 7,937.97 69274

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">3144517</a>	Invoice	12/11/2024	ANNUAL PERIODICALS - (2024-2025)	0.00	7,937.97
<a href="#">10000.90000.53501</a>	PERIODICALS		ANNUAL PERIODICALS - (2...		7,937.97

Total Regular: **17,318.54**

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	39	10	0.00	17,318.54
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>39</b>	<b>10</b>	<b>0.00</b>	<b>17,318.54</b>

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2024	17,318.54
			<u>17,318.54</u>

Chair

Trustee

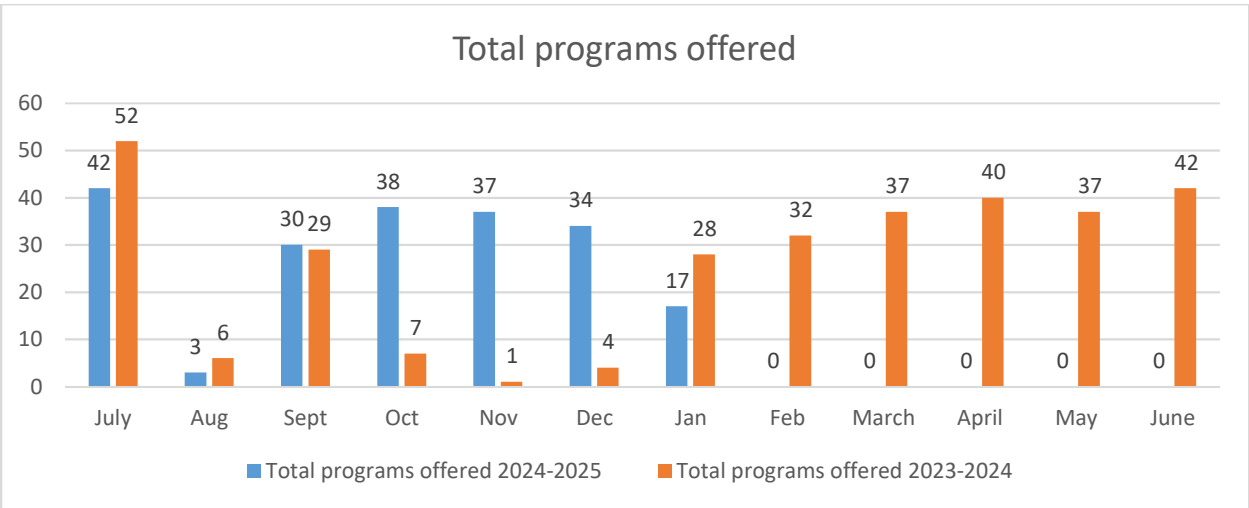
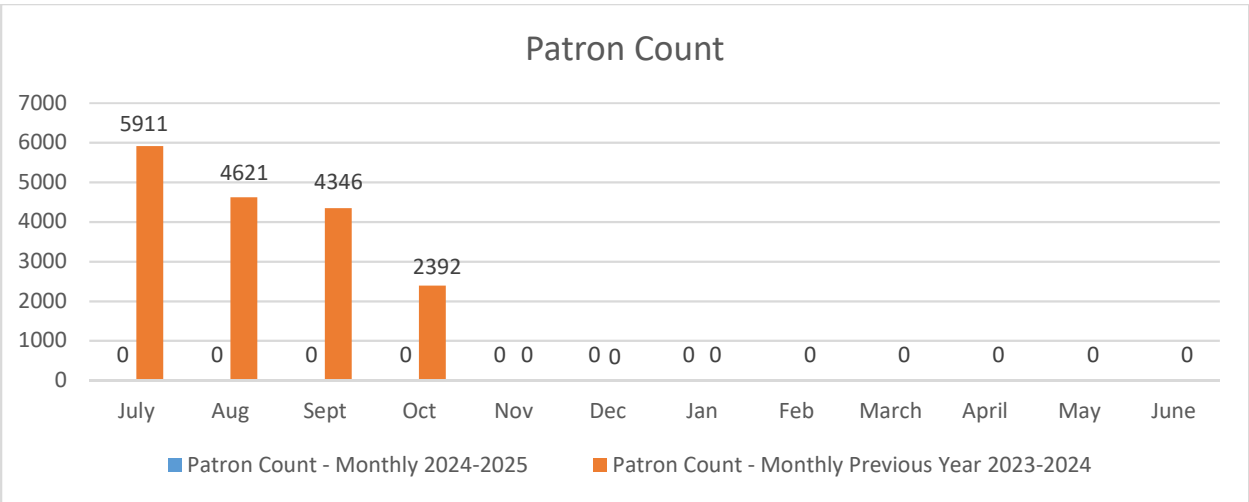
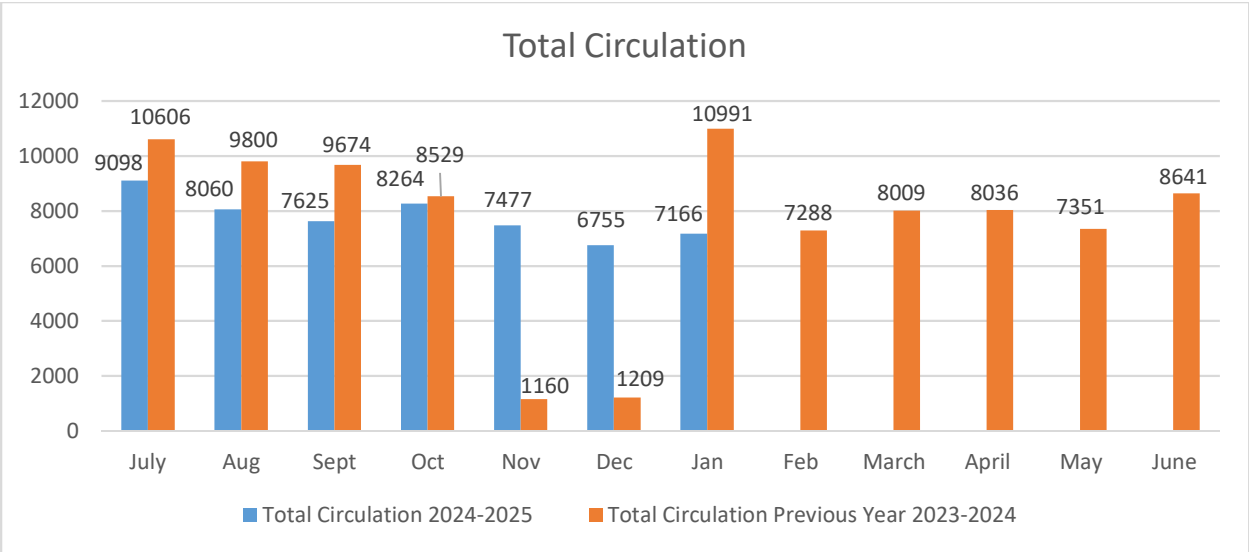
Trustee

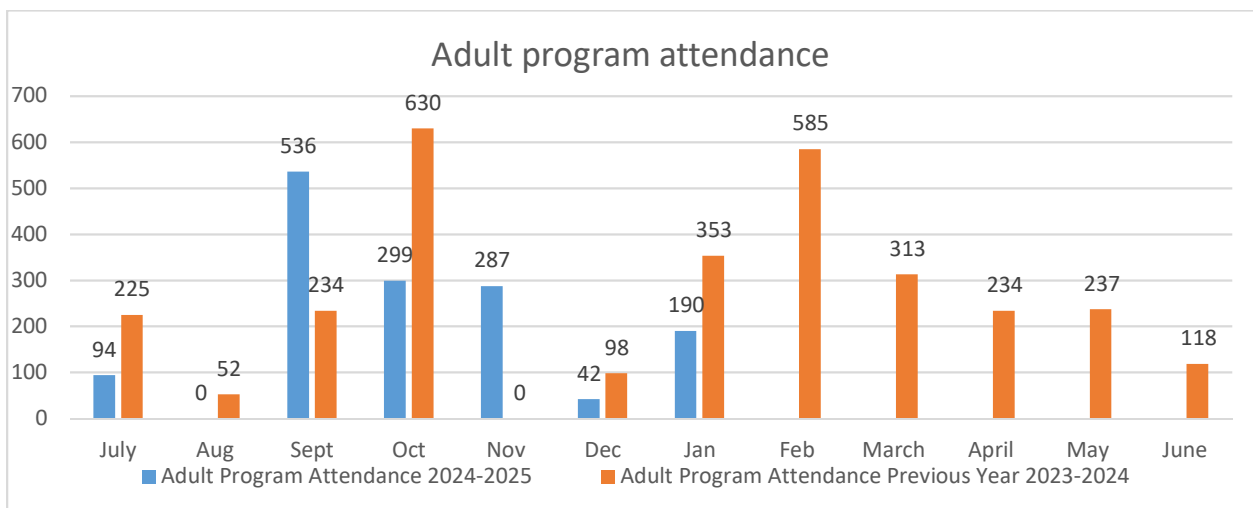
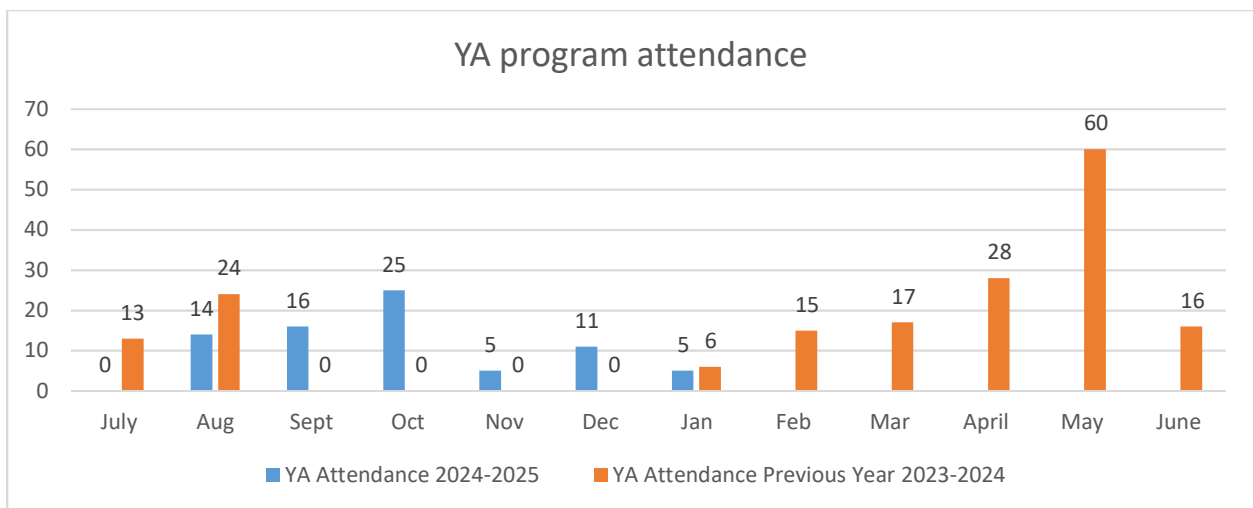
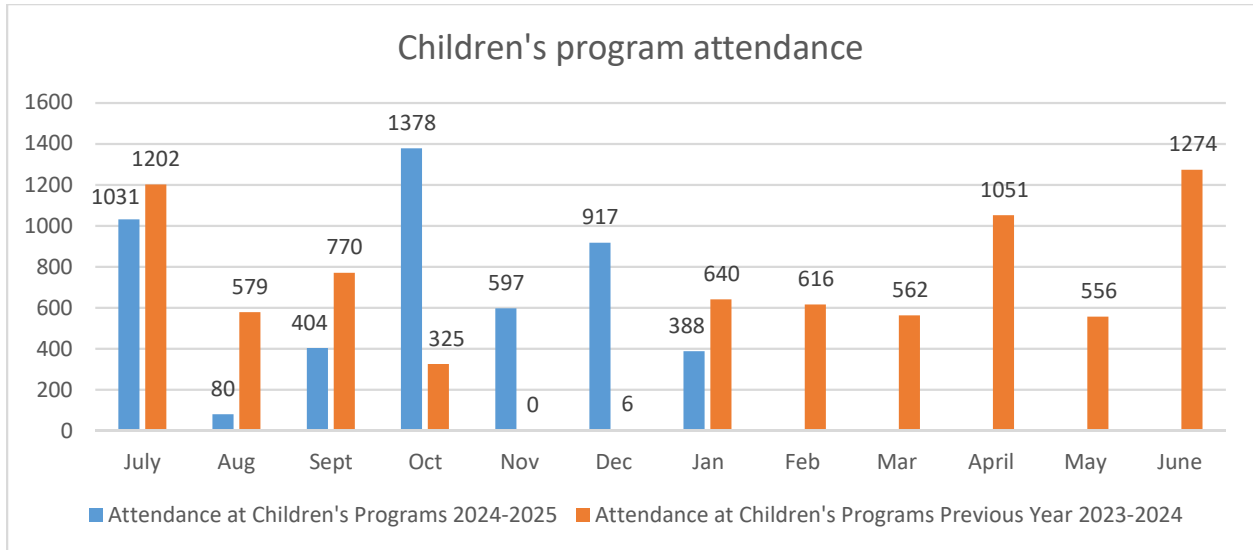
Trustee

Trustee



# Jan 2025 Library Statistics

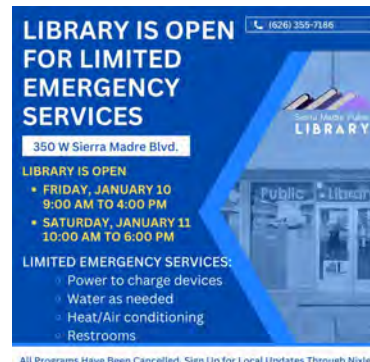




## January 2025 Online Content

**In January, the Library had 56 social media posts with 5,997 reactions (likes/comments/views). Many were for the following:**

Fort Building  
Library TikTok - Tidy the Library  
This Week at the Library  
Astronomy in the Park  
Caregiver Workshop  
Astronomy in the Park Postponed  
Wind Storm Warning  
OBOC 2025 - Writing Contest  
Programs Cancelled  
Eaton Fire Emergency Update  
SMPL Open for Emergency Services  
Bailey Canyon & Mt. Wilson Trails Closed  
Emergency City Council Meeting  
City of Sierra Madre Live Updates  
Tails & Tales Cancelled  
Pajama Storytime  
Sensory Play  
PUSD Media Briefing  
FEMA Disaster Recovery Center  
Green Teens  
Rainfall Warning  
Digital Services Meet & Greet  
Mudflow Preparation  
Sierra Madre Water  
New Year Wishes  
Eaton Fire Debris Removal  
Origami Cat  
Library TikTok - OBOC Book on Reserve





# Introduction to the Southern California Library Cooperative

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CITY OF SIERRA MADRE LIBRARY BOARD OF TRUSTEES

CHRISTINE POWERS, EXECUTIVE DIRECTOR, SCLC

FEBRUARY 24, 2025



# Agenda

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Establishment of Library Cooperatives

About Southern California Library Cooperative (SCLC)

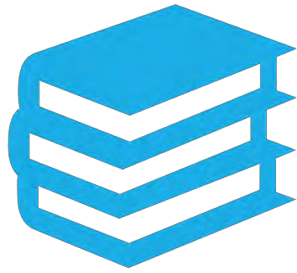
Responsibilities of SCLC

Benefits of Cooperative Membership

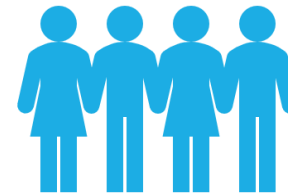
State & Federal Funding Challenges

# California Library Services Act

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**California Public Library Services Act enacted in 1963**



**Establishes cooperative system**

Communication and delivery


Second level reference

Concept of sharing across jurisdictions

Emphasis on service to underserved populations



## CLSA Systems

-  49-99 Cooperative Library System
-  Black Gold Cooperative Library System
-  Inland Library System
-  Non-affiliated
-  NorthNet Library System
-  Pacific Library Partnership
-  San Joaquin Valley Library System
-  Santiago
-  Serra Cooperative Library System
-  Southern California Library Cooperative
- others





# Southern California Library Cooperative

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## **About**

A joint powers authority made up of 40 independent city, county, and special district public libraries located in Los Angeles and Ventura counties that provides a resource-sharing network

## **Mission**

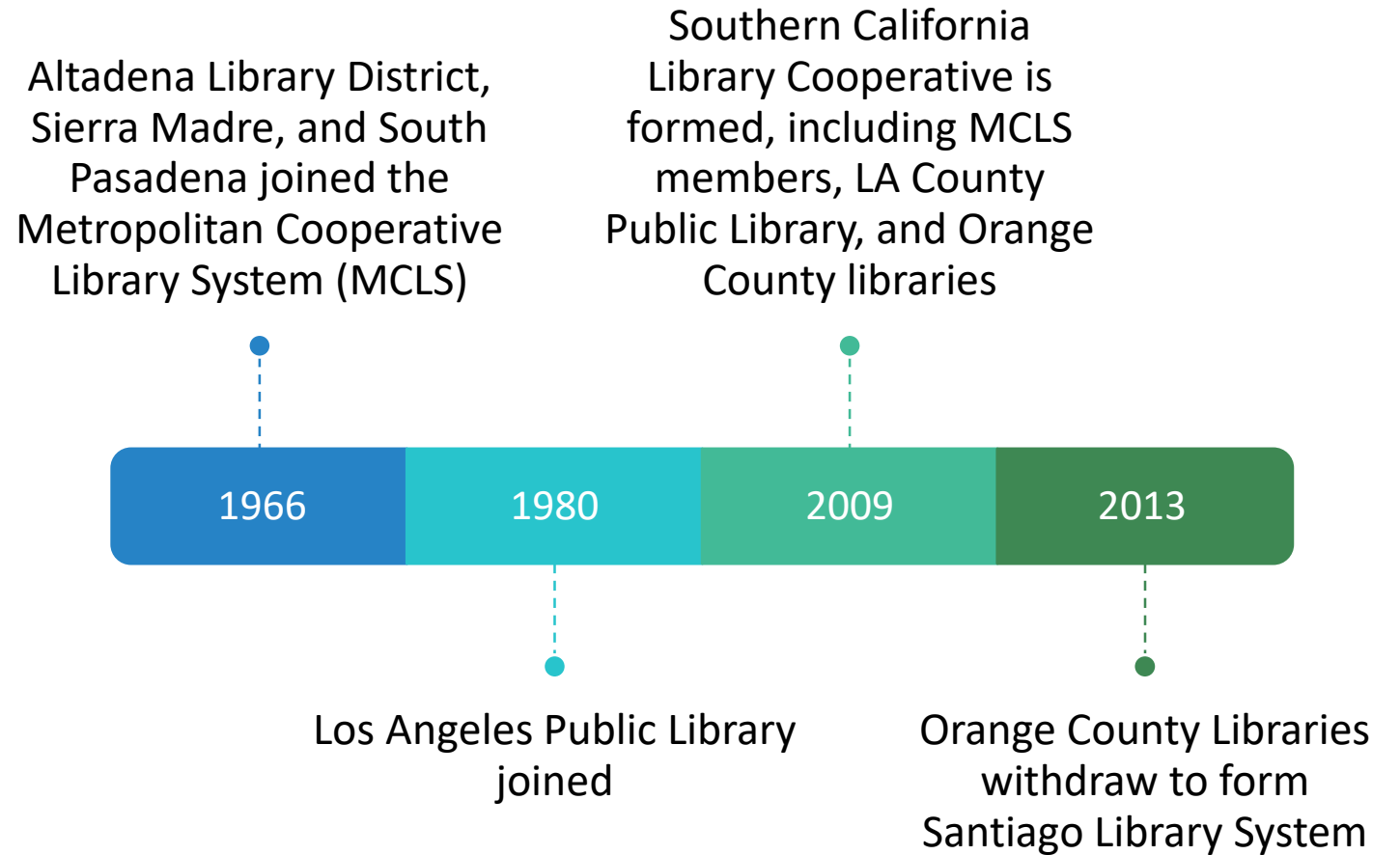
The Southern California Library Cooperative fosters communication and collaboration among its member libraries to provide advocacy, networking, resource-sharing, and professional growth opportunities.

## **Vision**

The public libraries of Los Angeles and Ventura Counties are connected and empowered to serve their communities.



# History



# Primary Responsibilities of SCLC



Provide for the needs of the member libraries and the public they serve



Oversee CLSA fund requirements received annually



Ensure all state reports are filed accurately and on time



Facilitate quarterly meetings, subject to the Brown Act

# Benefits of Cooperative Membership

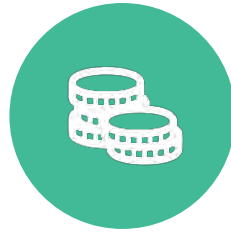
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CLSA FUNDS



ADVOCACY  
SUPPORT



GRANTS



BEST  
PRACTICES



CALIFA  
MEMBERSHIP



# CLSA Funds

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California State Library distributes funds to each cooperative using a population-based formula

Funding is split into two categories:

- Communication & Delivery (80% of funds)
- System Administration (20% of funds)

Shared delivery

Annual audits

System	Baseline Budget	System Administration	Total
Black Gold	\$ 111,082	\$ 27,770	\$ 138,852
49-99	\$ 120,101	\$ 30,025	\$ 150,126
Inland	\$ 299,065	\$ 74,767	\$ 373,832
NorthNet	\$ 663,910	\$ 165,977	\$ 829,887
PLP	\$ 569,046	\$ 142,261	\$ 711,307
SJVLS	\$ 191,525	\$ 47,881	\$ 239,407
Santiago	\$ 177,074	\$ 44,268	\$ 221,342
Serra	\$ 212,595	\$ 53,149	\$ 265,743
SCLC	\$ 559,604	\$ 139,900	\$ 699,504
Total funding	\$ 2,904,000	\$ 726,000	\$ 3,630,000

## CLSA Funds

# CLSA Funds: Communication & Delivery

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Delivery between member libraries

Shared E-Resources

- Subscription to PressReader
- Subscription to Gale Archive of Gender and Sexuality

Annual audit

Telecommunication costs (i.e. phone, internet, equipment for SCLC staff)

Office supplies

# Advocacy Support



Advocate for changes in CLSA regulatory language



Expand the definition of CLSA acceptable use of funds for resource sharing



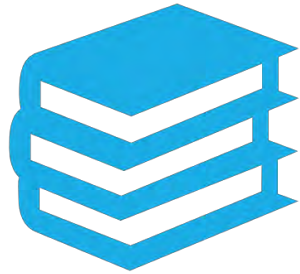
Identify and support regional priorities related to CLSA and non-CLSA work



ED serves on CLA Legislative Committee

# Grant Oversight & Management

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## **Grant oversight and management in collaboration with the State Library**



## **Former and current grants**

Public Library Staff Education Program (PLSEP)

Home Connectivity Kits

California Library Collection Initiatives

Digital Navigators Program

Backpack Program



# Shared Best Practices

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Members engage at quarterly meetings and offline (listserv) to share best practices and provide resources

Standing committees, ad hoc committees, interest groups, and a newly-formed mentorship program allow staff from member libraries to collaborate and learn from one another, and provide resources to the community

Standing committees:

- Executive Committee
- Nominating Committee
- Audit and Finance Committee
- Leadership and Professional Development Committee

# Califa Cooperative Membership



Califa is a nonprofit library membership consortium



## Services

Digital resources broker  
Library procurement  
Vendor prototyping



Libraries receive a 10% discount on Califa membership when they join as a cooperative

# State Library Funding Challenges

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Significant cuts to libraries from the State:

- CLSA funds cut in half for FY 2024-25 and FY 2025-26 (\$3.6 M to \$1.8M)
- Lunch at the Library Program (\$5.5 M to \$2.5 M)
- HelpNow Statewide Online Homework Tutoring Program (funding eliminated)
- CAReer Pathways Job Training & Workforce Development Program (eliminated)



# Potential Federal Library Funding Challenges

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\$16 M in Federal funds support vital programming and services in California's local libraries and essential operations at the State Library

Essential programs include:

- eBooks-For-All-California
- Summer reading programs
- Multiple grant-funded programs and services in local libraries
- Braille and talking book library
- Free access to *NY Times* and *CalMatters for Learning*
- Training for California library workers
- Databases, eBooks, and print materials
- Tribal and rural support





# Thank you!

Christine Powers  
Executive Director

[cpowers@socallibraries.org](mailto:cpowers@socallibraries.org)

626.283.5949