



## AGENDA

### LIBRARY BOARD OF TRUSTEES MEETING

Monday, October 28, 2024

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**

Catherine Adde

#### **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 September 23, 2024, 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: -\$130.00, \$13,630.49, \$13,881.06, \$1,735.68, \$7,168.00, \$1,099.76, \$3,372.83
2. **Library Statistics** – Recommendation to receive and file September 2024 Statistical Reports.
3. **2025 Library Days Closed** – Recommendation to receive and file the 2025 list of days the Library will be closed.

#### **ACTION ITEMS AND REPORTS**

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

There will no longer be Library construction project updates at the Library Board of Trustee meetings. Instead, it is recommended the Library Board of Trustees nominate a primary and secondary trustee to join the Library Construction Project Ad Hoc Committee.

##### **2. Cancellation of Upcoming Library Board of Trustee Meetings**

It is recommended, the Library Board of Trustees cancel the scheduled Monday, December 23, 2024, Trustee meeting. Additionally, a discussion regarding the possibility of cancelling the Monday, November 25, 2023, meeting.

##### **3. California Library Association Annual Conference Recap**

The Library was closed on Saturday, October 19 to allow staff to attend the California Library Association Annual Conference. This conference took place in Pasadena from Thursday, October 17 to Saturday, October 19. The City Librarian will briefly recap staff experiences during the conference.

##### **4. 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.

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

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

## **6. 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.

## **7. City Council Liaison Report**

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

## **8. Trustees Updates**

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

## **9. City Librarian Report**

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

## **10. 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 November 25, 2024.

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, September 23, 2024

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**

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

Late: Trustee Adde

Absent: Trustee Gluck

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

#### **PLEDGE OF ALLEGIANCE**

Trustee Sands led the pledge of allegiance

#### **APPROVAL OF AGENDA**

Trustee Palmer moved to approve

Trustee Gallagher seconded

All were in favor

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from August 26, 2024, meeting.

Trustee Adde moved to approve

Trustee Gallagher seconded

All were in favor

#### **PUBLIC COMMENT**

No Public Comment

## **CONSENT CALENDAR**

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$766.17
- 2. Library Statistics** – Recommendation to receive and file August 2024 Statistical Reports.

There were no questions about the Consent Calendar  
Chair Sands recommended to approve library warrants and statistics

## **ACTION ITEMS AND REPORTS**

### **1. Summer Reading Program Report**

Youth Services Librarian, Doreen Thomas presented on the Library's 2024 Summer Reading Program: Sierra Madre Super Summer. No action was required.

The 2024 Super summer program happened this last summer. The Library relocated to a smaller location, which meant we had to reevaluate our programs. Many programs this year were off site.

We partnered with SMEAC for the Bailey Canyon Nature walk. This is the fourth year we were able to host our Summer Science Workshops. Thanks to the Community Foundation who funded those with local teachers Dany Richey and Barri Messersmith. We had 44 kids participate in the rubber band racecars session. Tails & Tales is a program we host all year round. This summer we had a substitute dog, Magnus, brought by Miguel Hernandez. For Stitch and Snack, we added snacking to our cross-stitch class and it was run by our staff member, Chelsea. It is very popular with our teens. Over the summer, we started a Green Teens H2O team. The teens watered our garden throughout the summer.

We kicked off our Summer Reading Program offsite at Memorial Park with Eddie Spaghetti the Magic is Ready. We had 152 participants and had bookworm face painting by trustee Diane Sands. We had about 90 faces that were painted. Thank you Diane. The Thor's Reptiles performance had the highest attendance with 220 participants. We had a Puppet show by Noteworthy Puppets. The final program was the Stuffed Animal Sleepover and even had Trustee Adde provide a stuffie. We had 82 participants for the Stuffed Animal sleepover and had the breakfast and slideshow for the first time here in the City Council chambers. Overall, in June we had 42 programs: 40 were in person and 2 were virtual with a total of 1,408 participants. In July, we also had 42 programs and 1,125 participants. Combined, we had a total of 2,533 people participate in our summer programs.

In addition to our in-person programs and our virtual programs, we always have passive programs. In June, it was an I-Spy program where we had 315 participants. In July, we had a mosaic art project with 95 participants. This was so popular we had to put up a second Mosaic. This year we had 445 summer reading participants including kids, teens, and adults. This is only a little less (10 less) than we had last year, in our regular location. In addition to that, we had Operation Support Local and we had 110 participants for that. We had 81 kids complete the Challenger level, which means they read at least 40 plus hours over the summer. Challengers got a pool party. We also had our Teen Volunteer thank you party. Over the summer, teens help by volunteering a couple hours or more per week and they interact with the public, answer questions, keep track of participants, give out prizes, etc. We had 36 teens provide 496 volunteer hours during June and July. These two events took place in August during our

programming nap. It is the highlight and culmination of the summer program. Youth Services Librarian Thomas thanked the Trustees for all they do to support the Library.

*Questions/Comments:*

Trustee Adde: can I get a supply of the Operation Support Local cards for my street, I have 75 people?

Youth Services Librarian Thomas: Absolutely!

Trustee Adde: Do teens reshelf the books?

Youth Services Librarian Thomas: We don't have them do that, but we have them assemble program crafts, etc. We want to have them at the table for when people come in.

Trustee Gallagher: It's really nice to have the visuals, we have all the numbers but seeing the kids and the staff and the programs really makes a difference.

Trustee Adde: It was great to hear about the green teens.

Youth Services Librarian Thomas: They are back as of last week and they are working on the Library's scarecrow, so stay tuned, our scarecrow will be up soon.

## **2. Library Building Meaningful Improvement Update**

Director of Public Works Arnulfo Yanez was not available. Management Analyst James Carlson presented for him. Director Yanez sent his regrets but is on Jury Duty. Tomorrow night Staff will recommend City Council pass Resolution 24-58 awarding the General Contractor Services contract to AMG & Associates Inc., for the Library Improvement Project, not to exceed \$10,547,000. Director Yanez checked AMG's references and really liked what he heard from the city of La Habra and the County of Ventura, who had strong recommendations, and is confident in going forward.

*Questions/Comments:*

Trustee Gallagher: Has AMG done work for the City of Sierra Madre before?

Management Analyst Carlson: Not that he is aware of.

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

Update on the Library Foundation's current membership and fundraising was given by Rob Stockly. No action was required. Chair Stockly handed out copies of the Foundation brochures. The board will meet up again in October to work on our timeline. We have the possibility of spreading this over three tax years and so we want to take advantage of that. We are suggesting people use their retirement funds, which gives them an advantage. We want to make that opportunity available in 2024. Chair Stockly mentioned he will not be here for the October Trustee meeting.

*Questions/Comments:*

Trustee Adde: a friend will be hosting an event and she didn't know the amounts so I will get this information to her.

Chair Stockly: We are primarily looking for significant donors in this first phase but we will take anything. We do have a pretty good list that we think will be fruitful.

Trustee Gallagher: It mentions the Naming Rights Agreement Attached but I don't see it attached here, can there be a link?

Stockly: That is a document between the donor and the City so not something that will go through the foundation.

Chair Sands: We're still waiting to identify the naming rights possibilities?

Chair Stockly: Yes. In working with Library staff we want to make sure that we're not underselling and not over asking.

Trustee Gallagher: The pledge agreement can be mailed to this address?

Chair Stockly: Yes - to the PO Box.

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

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

Trustee Gallagher reported on behalf of Leslie Ziff who was not able to make it to the meeting. There is a program on November 18<sup>th</sup>. Trustee Sands added the program is by her neighbor and will be at the Hart Park House. It is on the history of the Japanese in Sierra Madre. We are continuing to work with the City to have the back shed that is attached to the Richardson House repaired. It is either out to bid currently or will be out to bid soon.

#### **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.

Friends President Jeanne Martin reported for Leslie Ziff. The Friends with Julie Bencosme's help created a little informational flyer for the 9.10.24 event pop-up they did. We don't have a lot at the moment, but we will be ordering more flyers. Hopefully it will bring in more members. We are working on getting new members. But, it also ok to have volunteers, even if they're not members. They attended the Groundbreaking. The other thing that's coming up is the wine tasting event. It's the 50<sup>th</sup> anniversary for the wine tasting. It's being held right here in Sierra Madre in conjunction with a local gallery and there will be a silent auction. The Partner's Event will be on November 8<sup>th</sup>. We have this wonderful lady, Jill Franks, who designs that has helped us.

##### *Questions/Comments:*

Chair Sands: I've gotten a lot of positive feedback. How are your ticket sales going?

Trustee Gallagher: We're about halfway. There's still tickets available.

President Martin: I think it's going well.

Trustee Palmer: Is it on social media?

Trustee Gallagher: Yes

City Librarian Regan: Yes on Instagram and Facebook and the Library shares it on our Instagram Stories.

#### **6. City Council Liaison Report**

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

Mayor Kelly Kriebs reported in place of Councilmember Goss. The Library has been mentioned a lot in the State of the City and at the Ground Breaking. I also have my ticket for the wine tasting. We have agendized the appointment of an Ad Hoc committee focused on the communication of the Library project. I think it will be an interesting discussion at Council. Personally, I want to make the dissemination of information more streamlined. If folks have

ideas, please come and share or email questions ahead of time for the City Council meeting. The Ground Breaking Event I hope kicks off some of the awareness and fundraising efforts.

*Questions/Comments:*

Trustee Adde: If the committee forms do you know the frequency? Do we know where it will be?

Mayor Kriebs: This will be determined by the committee itself and would probably be at least be monthly.

Trustee Adde: Where will the meeting be? Conference room or Zoom?

Mayor Kriebs: Not determined yet, in favor of a location with the best flexibility, maybe both.

Trustee Gallagher: Commented she thinks it's brilliant, as there can be discord when entities aren't receiving the information at the same time.

Mayor Kriebs: Yes, this way all information is being told at the same time.

## **7. Trustees Updates**

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

Trustee Gallagher: This was an exciting couple of months, I represented us at the Historical & Preservation Society and reported out. I did the same thing at the Friends meeting. I'm on the Wine Tasting committee. I appreciate everyone has purchased their tickets. I attended the ground breaking. I attended 9.10.24 Day and took the second Historical Tour with Leslie Ziff and I learned so much. Then I helped to volunteer at the FOL pop up. I attended Civic Club and announced the Wine Tasting. We got the Wine Tasting in the Mountain Views News. It really is a once in a lifetime opportunity because it is our 50<sup>th</sup> jubilee and it's in an Art Gallery.

Trustee Adde: I also did a few things on 9.10.24 I got my postcards and passed them out to people and got them stamped and mailed for people who have moved away from our town. I attended the Ice Cream social for our Zip Code Day. I did the book review for the FOL newsletter. I attended the Bear Lovers of Sierra Madre meeting and I got to meet the author for *What the Bears Know*. I also attended the OBOC committee meeting. We're narrowed down to five books but I think it's going to be between the two. The Ground Breaking was absolutely wonderful. I thought it was nicer than the Altadena one. Diane Sands gave an amazing speech and so did the California Library Association President Shawn Thrasher. Mary T's daughter attended as well.

Trustee Palmer: I worked the Wine & Whiskey event for the Sierra Madre Foundation 9.10.24 event and I got to hear the horn. I did not get to attend the ground breaking, because I was teaching, but did send my proxy, Ann Palmer. I also provided paint brushes for the Fall Big Pumpkin Smash event that will be held.

Chair Sands: I had the pleasure of doing 9.10.24, getting dressed up and handing out postcards. Doreen and I took them down to the post office and put stamps on them and hand cancelled them. It was very nice being in the air conditioning that day and the Library even gave me a slice of cheese pizza. The Ground Breaking was Stupendous.

## **8. City Librarian Report**



City Librarian Leila Regan presented an oral report concerning Library services since the last Board Meeting. No action was required. Regan thanked all for attending the Ground Breaking ceremony. We had about 143 attendees. Thank you to Susan Gallagher for donating the tent and cupcakes. I have 2 bids for the FF&E Procurement and am working on the third bid which is needed to move forward. As we heard, the award of bid for the Construction firm will be presented at tomorrow's City Council meeting, and I encourage you to attend. As mentioned by Mayor Kriebs earlier the Ad Hoc Committee will also be discussed at tomorrow's City Council meeting. We have exciting programs coming up: Banned Books week we will have a special shelfie booth with Optimus Prime. National Library Card Sign up Month is September. In October we are helping to celebrate Fire Prevention Week with the Fire Department as we do every year. We have Preschool Storytime & Baby Rhyme Time at the Fire Station, a Caregiver Workshop on Infant CPR, a Teen Workshop on First Aid, and our fourth Big Pumpkin Smash at the Fire Station. There is a lot going on October 5<sup>th</sup>: the Bike Ride and Wellness Fair, a Blood Drive and the Wine Tasting. I will be out of town after tomorrow and will be back in time for the Wine Tasting. We have the Free Bench at the Library now, thanks to a local Girl Scout Troop who made it as part of their Bronze Award. AND we have the Friends Best Used Book Sale on Friday and Saturday October 4<sup>th</sup> and 5<sup>th</sup>. Some Library statistics are: in July we had over 9,000 items circulate, offered 42 programs, and had 1,125 attendees. In August, we had over 8,000 items circulate and offered only 3 programs with 94 attendees. City Librarian Regan asked if any of the Trustees would be willing to Staff the Library booth at the Wellness Fair. They will check their schedules. She also mentioned she would like to be part of the Ad Hoc Committee.

*Questions/Comments:*

Trustee Adde: Is there a report of incoming funds, like there is for expenses as shown on the Warrants?

City Librarian Regan: Typically those donations for programs go to the Friends or to Gift & Memorial which is where programming expenses are paid from.

## **9. Ground Breaking Ceremony Recap**

Discussed what went well and comments/concerns regarding the Ground Breaking Ceremony that took place at 440 W Sierra Madre Blvd. on Tuesday, September 17, 2024. Chair Sands: Thank you to Leila and Staff for the hard work done for Ground Breaking: the trimming of shrubs, putting things back, making the site clean and tidy. It made the Ground Breaking pictures at the building look nicer. Regan mentioned a lot was learned by running the event. City Staff were helpful. Director Yanez had the great idea of putting the front loader on site with the dirt pile.

## **10. Items for Future Agenda**

Trustee Gallagher would like a Status Report of the ad Hoc Committee and have it as a standing item, replacing the previous Library Building Report that has been given by Arnulfo.

Trustee Gallagher would like to hear from the Green Teens again

City Librarian Regan: We could possibly do this next Spring

City Librarian Regan suggested a presentation from SCLC in January

Trustee Gallagher asked if a Presentation in October on what was learned at the CLA Conference would be possible.

Library Holiday Closures for 2025

#### **ADJOURNMENT**

Trustee Adde moved to adjourn

Trustee Gluck seconded

All were in favor

**Meeting was adjourned at 6:09 PM**



**City of Sierra Madre**  
**Request for Transaction Adjustment**  
**FY 2024/25**

Department Public Works

Date 09.24.2024

Vendor	Invoice Number	Transaction			GL Account Number	
		Date	Amount	Move From	Move To	
Willdan	232115	7/12/2024	\$ 130.00	29007.90000.56010	10000.82000.52100	

Requested By Jennifer Peterson Date 09.24.24  
 Department Approval *J.P.* Date 9/25/24  
 Finance Approval \_\_\_\_\_ Date \_\_\_\_\_



Packet: APPKT07586 - LIB 8/27/24  
 Vendor Set: 01 - Vendor Set 01

Check Date: 08/27/2024

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<a href="#">VEN03454</a>	AMAZON CAPITAL SERVICES				<b>585.94</b>
APBWEST	Check	<a href="#">11VD-N669-Q4XO</a>	MISC SUPPLIES 8/5/24 - 8/18/24	39006.90000.53406	32.61
		<a href="#">136P-RWV7-QDX6</a>	MISC SUPPLIES 8/5/24 - 8/18/24	39006.90000.53999	67.44
		<a href="#">13JD-PKD9-TNNL</a>	MISC SUPPLIES 8/5/24 - 8/18/24	10000.90000.53406	56.35
		<a href="#">14FH-PGMC-TG4J</a>	MISC SUPPLIES 8/5/24 - 8/18/24	10000.90000.53406	27.55
		<a href="#">14RQ-QJY9-QWDP</a>	MISC SUPPLIES 8/5/24 - 8/18/24	39006.90000.53406	67.74
		<a href="#">1MK1-N1GP-QH9G</a>	MISC SUPPLIES 8/5/24 - 8/18/24	39006.90000.53406	202.14
		<a href="#">1MK1-N1GP-RPP4</a>	MISC SUPPLIES 8/5/24 - 8/18/24	10000.90000.53100	132.11
<a href="#">VEN02711</a>	AMERICAS PRINTER				<b>112.07</b>
APBWEST	Check	<a href="#">1248264</a>	LIBRARY POSTCARDS	39006.90000.53999	112.07
<a href="#">0132</a>	BAKER & TAYLOR, INC.				<b>153.18</b>
APBWEST	Check	<a href="#">5019030126</a>	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	81.41
		<a href="#">5019030127</a>	LIBRARY SUPPLIES	10000.90000.52200	6.09
		<a href="#">5019043065</a>	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	58.71
		<a href="#">5019043066</a>	LIBRARY SUPPLIES	10000.90000.52200	6.97
<a href="#">1688</a>	BAYSCAN TECHNOLOGIES				<b>138.74</b>
APBWEST	Check	<a href="#">78080</a>	MISC SUPPLIES DYNSPINE & RIB252X24R	10000.90000.53100	138.74
<a href="#">VEN02614</a>	BIBLIONIX LLC				<b>50.00</b>
APBWEST	Check	<a href="#">10255.1</a>	APOLLO ANNUAL CONTRACT MAINT. FY24/25 SHC	10000.90000.52200	50.00
<a href="#">VEN04396</a>	BRAINFUSE LLC				<b>3,070.00</b>
APBWEST	Check	<a href="#">2012896</a>	BRAINFUSE - Online Instruction 2024-2025	39002.90000.53999	3,070.00
<a href="#">1379</a>	CALIFA GROUP				<b>5,871.81</b>
APBWEST	Check	<a href="#">7482</a>	CALIFA - EBSCO-NOVELIST and LIBRARY AWARE (	10000.90000.52200	3,825.61
		<a href="#">7483</a>	CALIFA - PROQUEST- ANCESTRY LIBRARY (2024-2	39006.90000.53406	2,046.20
<a href="#">VEN04206</a>	CHELSEA LEE				<b>20.98</b>
APBWEST	Check	<a href="#">INV038542</a>	TRAVEL REIMB: DOLLAR TREE - SUPPLIES	10000.90000.53404	3.69
		<a href="#">INV038543</a>	TRAVEL REIMB: AMAZON FRESH/IN-N-OUT - MA	10000.90000.53404	5.23
		<a href="#">INV038544</a>	TRAVEL REIMB: LIBRARY TOUR - TRAINING	10000.90000.53404	12.06
<a href="#">0786</a>	OFFICE DEPOT, INC				<b>272.57</b>
APBWEST	Check	<a href="#">379968145001</a>	OFFICE SUPPLIES	10000.90000.53100	142.26
		<a href="#">380168102001</a>	OFFICE SUPPLIES	10000.90000.53100	61.09
		<a href="#">381284846001</a>	OFFICES SUPPLIES	10000.90000.53100	92.60
		<a href="#">381341300001</a>	OFFICE SUPPLIES	10000.90000.53100	-23.38
<a href="#">VEN04373</a>	PROJECTDOG INC				<b>1,790.00</b>
APBWEST	Check	<a href="#">1859</a>	LIBRARY PROJECT: GC BID VERTEX PROJ #95074	29007.90000.56010	895.00
		<a href="#">21927</a>	LIBRARY PROJECT: GC BID VERTEX PROJ #95074	29007.90000.56010	895.00
<a href="#">0425</a>	WILLDAN ASSOCIATES				<b>1,565.20</b>
APBWEST	Check	<a href="#">00232115.1</a>	JUNE 2024 MEADOWS PROJ: CITY STAFF/ATTY M	29007.90000.56010	130.00
		<a href="#">00232116</a>	JUNE 2024 LIBRARY INSPECTIONS - LIB REMODEL	29007.90000.56010	1,435.20
<b>Report Total:</b>					<b>13,630.49</b>



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	3,888.67
	10000.90000.53100	543.42
	10000.90000.53404	20.98
	10000.90000.53406	224.02
	<b>Fund 10000 Total:</b>	<b>4,677.09</b>
29007 - TARGETED STATE GRANTS-LIBRARY		
	29007.90000.56010	3,355.20
	<b>Fund 29007 Total:</b>	<b>3,355.20</b>
39002 - LIBRARY - GIFT AND MEMORIAL		
	39002.90000.53999	3,070.00
	<b>Fund 39002 Total:</b>	<b>3,070.00</b>
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	2,348.69
	39006.90000.53999	179.51
	<b>Fund 39006 Total:</b>	<b>2,528.20</b>
	<b>Report Total:</b>	<b>13,630.49</b>

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Trustee

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Trustee

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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**

VEN03266	A TO Z DATABASES	09/24/2024	Regular	0.00	1,056.00	68626
<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="#">123299</a>	Invoice	09/01/2024	9/1/24 - 8/31/25 SUBSCRIPTION	0.00	1,056.00	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		9/1/24 - 8/31/25 SUBSCRI...		1,056.00	

VEN03454	AMAZON CAPITAL SERVICES	09/24/2024	Regular	0.00	433.56	68627
<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="#">13T3-RJD6-TRM1</a>	Invoice	09/02/2024	MISC SUPPLIES 8/19/24 - 9/1/24	0.00	22.03	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 8/19/24 - ...		22.03	
<a href="#">13T3-RJD6-VC1N</a>	Invoice	09/02/2024	MISC SUPPLIES 8/19/24 - 9/1/24	0.00	30.66	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 8/19/24 - ...		30.66	
<a href="#">1D9V-NYJ-WF6W</a>	Invoice	09/02/2024	MISC SUPPLIES 8/19/24 - 9/1/24	0.00	164.67	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 8/19/24 - ...		164.67	
<a href="#">1F7H-MYMF-WC...</a>	Invoice	09/02/2024	MISC SUPPLIES 8/19/24 - 9/1/24	0.00	19.79	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 8/19/24 - ...		19.79	
<a href="#">1JCT-49Q7-XD7R</a>	Invoice	09/02/2024	MISC SUPPLIES 8/19/24 - 9/1/24	0.00	11.01	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 8/19/24 - ...		11.01	
<a href="#">1QHF-TMVH-W6...</a>	Invoice	09/02/2024	MISC SUPPLIES 8/19/24 - 9/1/24	0.00	96.74	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 8/19/24 - ...		96.74	
<a href="#">1QY1-HKNC-WL...</a>	Invoice	09/02/2024	MISC SUPPLIES 8/19/24 - 9/1/24	0.00	20.80	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		MISC SUPPLIES 8/19/24 - ...		20.80	
<a href="#">1VTT-V1CM-VDY1</a>	Invoice	09/02/2024	MISC SUPPLIES 8/19/24 - 9/1/24	0.00	21.59	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		MISC SUPPLIES 8/19/24 - ...		21.59	
<a href="#">1WJ4-DNRV-VYCG</a>	Invoice	09/02/2024	MISC SUPPLIES 8/19/24 - 9/1/24	0.00	46.27	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		MISC SUPPLIES 8/19/24 - ...		46.27	

VEN02711	AMERICAS PRINTER	09/24/2024	Regular	0.00	124.99	68628
<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="#">1249232</a>	Invoice	09/06/2024	LIBRARY POSTCARDS	0.00	124.99	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LIBRARY POSTCARDS		124.99	

0132	BAKER & TAYLOR, INC.	09/24/2024	Regular	0.00	3,957.41	68629
<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="#">5019067445</a>	Invoice	08/20/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	993.58	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		993.58	
<a href="#">5019067446</a>	Invoice	08/20/2024	LIBRARY SUPPLIES	0.00	74.67	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		74.67	
<a href="#">5019083638</a>	Invoice	08/29/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	98.98	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		98.98	
<a href="#">5019083639</a>	Invoice	08/29/2024	LIBRARY SUPPLIES	0.00	6.60	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		6.60	
<a href="#">5019084554</a>	Invoice	08/29/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	205.44	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		205.44	
<a href="#">5019084555</a>	Invoice	08/29/2024	LIBRARY SUPPLIES	0.00	5.38	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		5.38	
<a href="#">5019087951</a>	Invoice	08/29/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	2,416.59	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		2,416.59	
<a href="#">5019087952</a>	Invoice	08/29/2024	LIBRARY SUPPLIES	0.00	156.17	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		156.17	
0145	BRODART	09/24/2024	Regular	0.00	14.10	68630
<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="#">645041</a>	Invoice	08/28/2024	OFFICE SUPPLIES	0.00	14.10	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES			14.10	
VEN04398	COLIBRI SYSTEM	09/24/2024	Regular	0.00	2,449.00	68631
<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="#">4061</a>	Invoice	08/28/2024	CoLibri - Cover System	0.00	2,449.00	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	CoLibri - Cover System		2,449.00	
0201	EBSCO	09/24/2024	Regular	0.00	5,348.00	68632
<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="#">91011001854</a>	Invoice	08/13/2024	Online Database - MasterFile	0.00	5,348.00	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	Online Database - MasterFi...		5,348.00	
VEN04367	JLM ENVIRONMENTAL	09/24/2024	Regular	0.00	300.00	68633
<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="#">JL38138.01</a>	Invoice	08/13/2024	ASBESTOS 1000 POINT COUNT	0.00	300.00	
<a href="#">29005.90000.56010</a>		IMPROVEMENTS O/T BUI...	ASBESTOS 1000 POINT CO...		150.00	
<a href="#">39010.80000.56010</a>		IMPROVEMENTS O/T BUI... FC82306	ASBESTOS 1000 POINT CO...		150.00	
VEN04152	KANOPY INC	09/24/2024	Regular	0.00	198.00	68634
<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="#">415484-PPU</a>	Invoice	08/31/2024	LIBRARY VIDEOS	0.00	198.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY VIDEOS		198.00	
<b>Total Regular:</b>					<b>13,881.06</b>	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	24	9	0.00	13,881.06
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>24</b>	<b>9</b>	<b>0.00</b>	<b>13,881.06</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2024	13,881.06
			<u>13,881.06</u>

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City of Sierra Madre, CA

# Check Register

Packet: APPKT07616 - LIB BOA MAN 9/24/24

By Check Number

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	09/11/2024	Regular	0.00	1,735.68	68559
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">INV038643</a>	Credit Memo	07/22/2024	LR - ALA MEMBERSHIP FEE: REFUND	0.00	-81.00	
<a href="#">10000.90000.53409</a>	MEMBERSHIP/DUES/SUB...		LR - ALA MEMBERSHIP FEE:...		-81.00	
<a href="#">INV038644</a>	Invoice	07/15/2024	LR - DEEP FREEZE: 1 YEAR TERM MAINTEN...	0.00	189.00	
<a href="#">10000.90000.53103</a>	COMPUTER SUPPLIES		LR - DEEP FREEZE: 1 YEAR ...		189.00	
<a href="#">INV038645</a>	Invoice	07/22/2024	LR - PROGRAMMING: RUBBER DUCKS	0.00	268.60	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - PROGRAMMING: RUB...		268.60	
<a href="#">INV038646</a>	Invoice	07/24/2024	LR - DINNER WITH THE HUMAN LIBRARY C...	0.00	395.50	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - DINNER WITH THE H...		395.50	
<a href="#">INV038647</a>	Invoice	07/26/2024	LR - PROGRAMMING: SNACKS - STUFFED ...	0.00	122.53	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - PROGRAMMING: SNA...		122.53	
<a href="#">INV038648</a>	Invoice	07/23/2024	LR - ALA BOOKMARKS - TRNSFORMERS	0.00	24.56	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - ALA BOOKMARKS - TR...		24.56	
<a href="#">INV038649</a>	Invoice	08/01/2024	LR - WATER BOTTLE DELIVERY SERVICE	0.00	59.94	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		LR - WATER BOTTLE DELIV...		59.94	
<a href="#">INV038650</a>	Invoice	08/02/2024	LR - BOOKS & REFERENCE	0.00	175.00	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		LR - BOOKS & REFERENCE		175.00	
<a href="#">INV038651</a>	Invoice	08/05/2024	LR - CLA MEMBERSHIP: LEILA REGAN 8/5/...	0.00	140.00	
<a href="#">10000.90000.53409</a>	MEMBERSHIP/DUES/SUB...		LR - CLA MEMBERSHIP: LEI...		140.00	
<a href="#">INV038653</a>	Invoice	08/05/2024	LR - TEEN VOLUNTEER PARTY	0.00	54.23	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - TEEN VOLUNTEER PAR...		54.23	
<a href="#">INV038654</a>	Invoice	08/06/2024	LR - NATIONAL LIB CARD SIGN UP MONTH:...	0.00	15.31	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - NATIONAL LIB CARD S...		15.31	
<a href="#">INV038655</a>	Invoice	08/08/2024	LR - TEEN VOLUNTEER PARTY: SUPPLIES	0.00	23.97	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - TEEN VOLUNTEER PAR...		23.97	
<a href="#">INV038656</a>	Invoice	08/13/2024	LR - OFFICE SUPPLIES: 2025 PLANNING CA...	0.00	65.67	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		LR - OFFICE SUPPLIES: 2025...		65.67	
<a href="#">INV038657</a>	Invoice	08/14/2024	LR - TEEN VOLUNTEER PARTY: SUPPLIES	0.00	24.75	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - TEEN VOLUNTEER PAR...		24.75	
<a href="#">INV038658</a>	Invoice	08/14/2024	LR - CLA MEMBERSHIP : DEBORAH KO 8/1...	0.00	40.00	
<a href="#">10000.90000.53409</a>	MEMBERSHIP/DUES/SUB...		LR - CLA MEMBERSHIP : D...		40.00	
<a href="#">INV038659</a>	Invoice	08/14/2024	LR - CLA MEMBERSHIP - LORI GARZA 8/14...	0.00	140.00	
<a href="#">10000.90000.53409</a>	MEMBERSHIP/DUES/SUB...		LR - CLA MEMBERSHIP - L...		140.00	
<a href="#">INV038660</a>	Invoice	08/16/2024	LR - ALTADENA LIBRARY TOUR: MEAL	0.00	77.62	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - ALTADENA LIBRARY T...		77.62	
<b>Total Regular:</b>					<b>1,735.68</b>	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	17	1	0.00	1,735.68
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>17</b>	<b>1</b>	<b>0.00</b>	<b>1,735.68</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2024	1,735.68
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			1,735.68

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City of Sierra Madre, CA

# Check Register

Packet: APPKT07608 - LIB MAN 9/24/24

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**

VEN04268      KING OFFICE SERVICES      09/05/2024      Regular      0.00      7,168.00      68548

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">89731-005</a>	Invoice	07/01/2024	LIB MAT STORAGE FEES DURING REMODE...	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="#">89731-008</a>	Invoice	07/01/2024	LIB MAT STORAGE FEES DURING REMODE...	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="#">89731-009</a>	Invoice	07/01/2024	LIB MAT STORAGE FEES DURING REMODE...	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="#">89731-010</a>	Invoice	07/12/2024	LIB MAT STORAGE FEES DURING REMODE...	0.00	1,792.00
<a href="#">29007.90000.56010</a>		IMPROVEMENTS O/T BUI...	LIB MAT STORAGE FEES D...		1,792.00

**Total Regular:** 7,168.00

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	1	0.00	7,168.00
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
	<b>4</b>	<b>1</b>	<b>0.00</b>	<b>7,168.00</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2024	7,168.00
			<u>7,168.00</u>

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City of Sierra Madre, CA

# Check Register

Packet: APPKT07623 - LIB MAN 9/24/24

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
VEN04405	CPG EVENT RENTALS LLC	09/12/2024	Regular	0.00	1,099.76	68614
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">229901103</a>	Invoice	09/05/2024	EVEN RENTALS - EQUIPMENT	0.00	1,099.76	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		EVEN RENTALS - EQUIPME...	1,099.76	
<b>Total Regular:</b>					<b>1,099.76</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,099.76
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>1</b>	<b>1</b>	<b>0.00</b>	<b>1,099.76</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2024	1,099.76
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			1,099.76

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**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	10/08/2024	Regular	0.00	214.36	68733
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1CGG-PCYP-VXG1</a> <a href="#">10000.90000.53406</a>	Invoice	09/16/2024	MISC SUPPLIES 9/2/24 - 9/15/24	0.00	21.36	
		BOOKS AND REFERENCE		MISC SUPPLIES 9/2/24 - 9...	21.36	
<a href="#">1GWC-JD9H-WF3F</a> <a href="#">10000.90000.53406</a>	Invoice	09/16/2024	MISC SUPPLIES 9/2/24 - 9/15/24	0.00	32.80	
		BOOKS AND REFERENCE		MISC SUPPLIES 9/2/24 - 9...	32.80	
<a href="#">1Q1N-HYKX-TW...</a> <a href="#">39006.90000.53406</a>	Invoice	09/16/2024	MISC SUPPLIES 9/2/24 - 9/15/24	0.00	146.51	
		BOOKS AND REFERENCE		MISC SUPPLIES 9/2/24 - 9...	146.51	
<a href="#">1X3N-F444-TDP4</a> <a href="#">10000.90000.53100</a>	Credit Memo	09/16/2024	MISC SUPPLIES CREDIT	0.00	-88.19	
		OFFICE SUPPLIES		MISC SUPPLIES CREDIT	-88.19	
<a href="#">1YQN-R9LM-V9P9</a> <a href="#">39006.90000.53406</a>	Invoice	09/16/2024	MISC SUPPLIES 9/2/24 - 9/15/24	0.00	84.26	
		BOOKS AND REFERENCE		MISC SUPPLIES 9/2/24 - 9...	84.26	
<a href="#">1YQN-R9LM-WTYT</a> <a href="#">39006.90000.53406</a>	Invoice	09/16/2024	MISC SUPPLIES 9/2/24 - 9/15/24	0.00	17.62	
		BOOKS AND REFERENCE		MISC SUPPLIES 9/2/24 - 9...	17.62	

VEN02711	AMERICAS PRINTER	10/08/2024	Regular	0.00	51.28	68734
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1249232.1</a> <a href="#">39006.90000.53999</a>	Invoice	09/06/2024	LIBRARY POSTCARDS SHIPPING COST	0.00	51.28	
		OTHER PURCHASED SUPP...		LIBRARY POSTCARDS SHIPP...	51.28	

0132	BAKER & TAYLOR, INC.	10/08/2024	Regular	0.00	412.83	68735
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0003303244</a> <a href="#">10000.90000.52200</a>	Credit Memo	09/09/2024	LIBRARY SUPPLIES - CREDIT	0.00	-1.72	
		CONTRACT SERVICES		LIBRARY SUPPLIES - CREDIT	-1.72	
<a href="#">5019108117</a> <a href="#">10000.90000.53406</a>	Invoice	09/13/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	396.32	
		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	396.32	
<a href="#">5019108118</a> <a href="#">10000.90000.52200</a>	Invoice	09/13/2024	LIBRARY SUPPLIES	0.00	18.23	
		CONTRACT SERVICES		LIBRARY SUPPLIES	18.23	

0598	DEMCO, INC.	10/08/2024	Regular	0.00	179.24	68736
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">7526331</a> <a href="#">10000.90000.53100</a>	Invoice	08/27/2024	OFFICE SUPPLIES	0.00	179.24	
		OFFICE SUPPLIES		OFFICE SUPPLIES	179.24	

VEN02207	JanWay Company USA, Inc.	10/08/2024	Regular	0.00	272.68	68737
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">146264</a> <a href="#">39006.90000.53999</a>	Invoice	09/10/2024	MISC. LIB SUPPLIES	0.00	272.68	
		OTHER PURCHASED SUPP...		MISC. LIB SUPPLIES	272.68	

0786	OFFICE DEPOT, INC	10/08/2024	Regular	0.00	71.56	68738
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">380588975001</a> <a href="#">10000.90000.53100</a>	Invoice	08/16/2024	OFFICE SUPPLIES	0.00	59.23	
		OFFICE SUPPLIES		OFFICE SUPPLIES	59.23	
<a href="#">381411042001</a>	Credit Memo	08/21/2024	OFFICE SUPPLIES - CREDIT	0.00	-73.32	



Check Register

Packet: APPKT07652-LIB 10/8/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES - CREDIT		-73.32	
<a href="#">387017855001</a>	Invoice	09/12/2024	OFFICE SUPPLIES	0.00	85.65	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES		85.65	
VEN01043	OVERDRIVE INC	10/08/2024	Regular	0.00	2,000.00	68739
<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="#">01148MG242694...</a>	Invoice	09/13/2024	EBOOK/AUDIOBOOKS	0.00	2,000.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	EBOOK/AUDIOBOOKS		2,000.00	
VEN04169	PLAYAWAY PRODUCTS LLC	10/08/2024	Regular	0.00	170.88	68740
<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="#">474212</a>	Invoice	09/10/2024	MISC. SUPPLIES	0.00	170.88	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MISC. SUPPLIES		170.88	
<b>Total Regular:</b>					<b>3,372.83</b>	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	17	8	0.00	3,372.83
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>17</b>	<b>8</b>	<b>0.00</b>	<b>3,372.83</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2024	3,372.83
			<hr/>
			3,372.83

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Chair

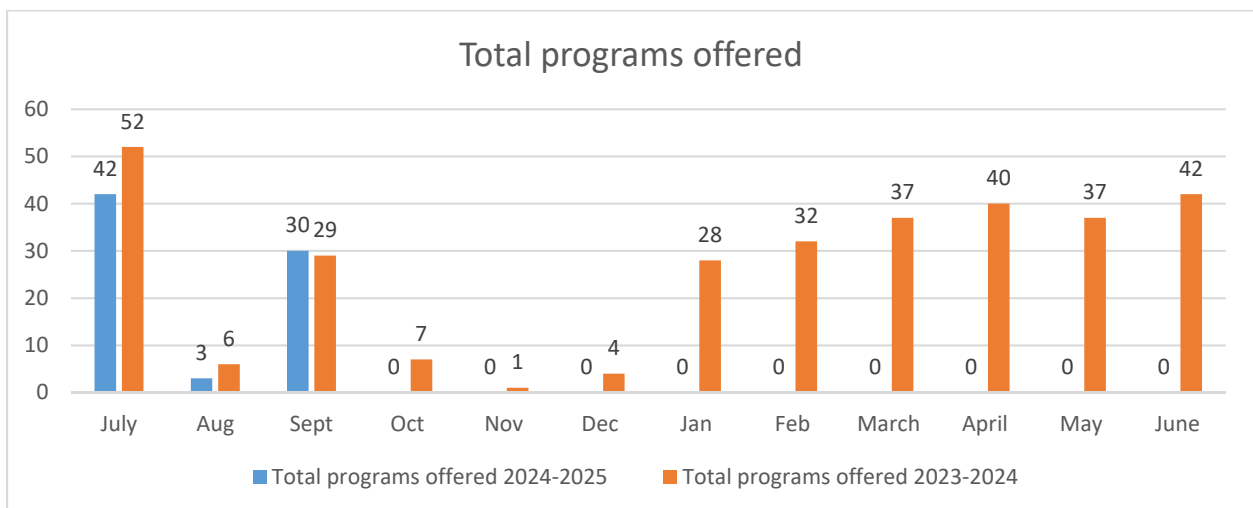
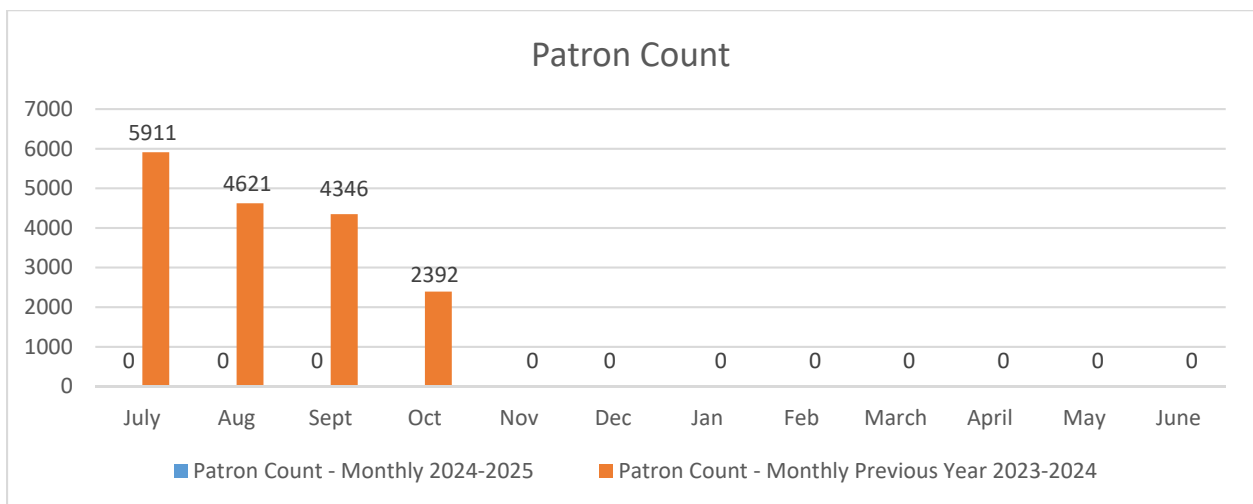
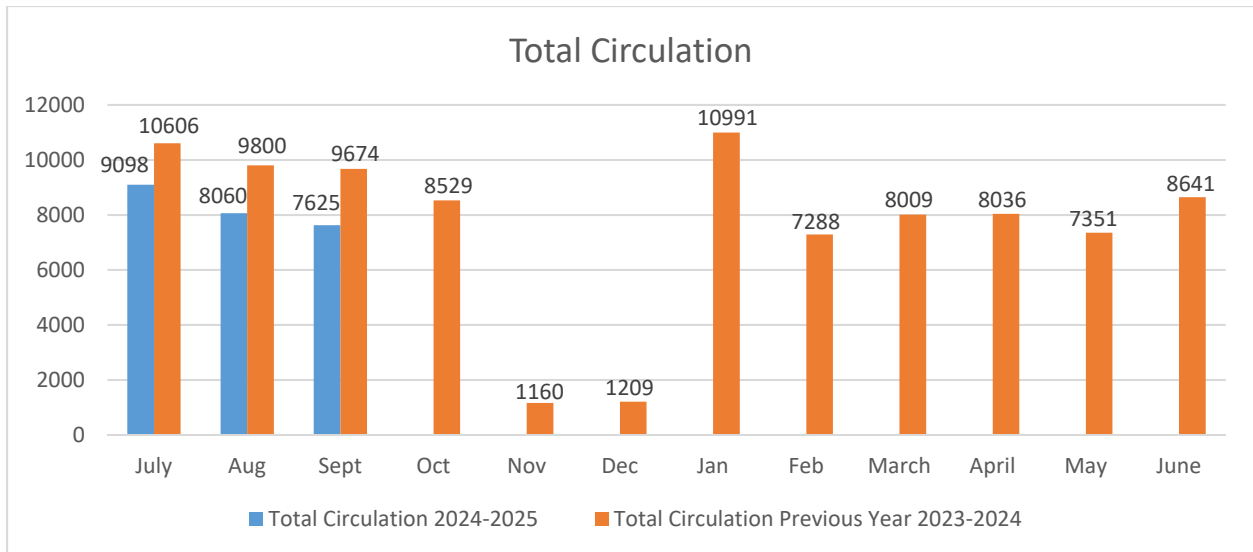
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Trustee

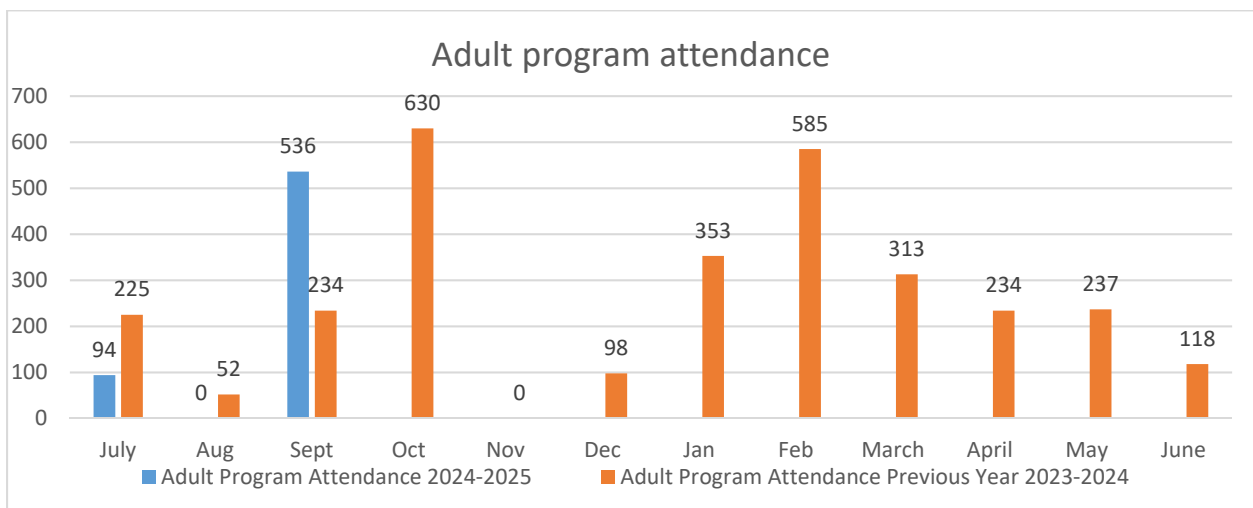
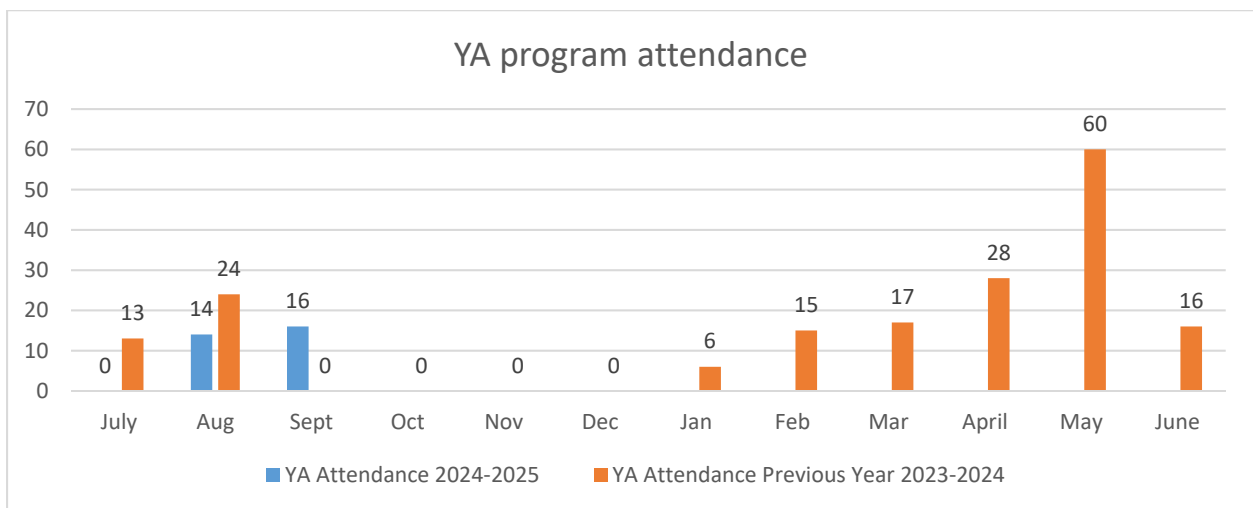
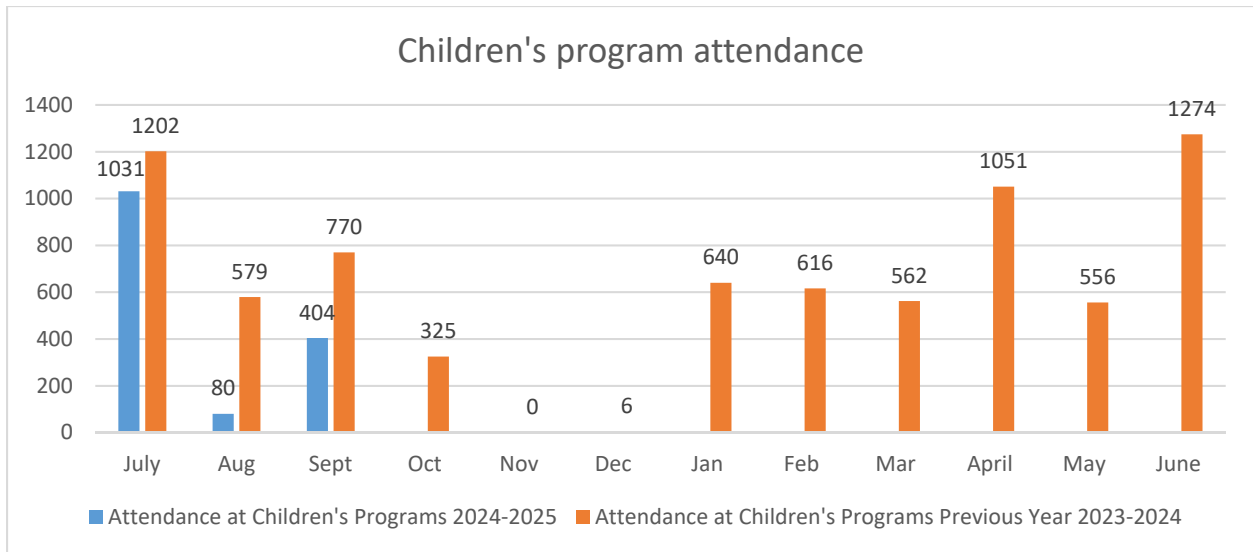
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Trustee

## Sept 2024 Library Statistics

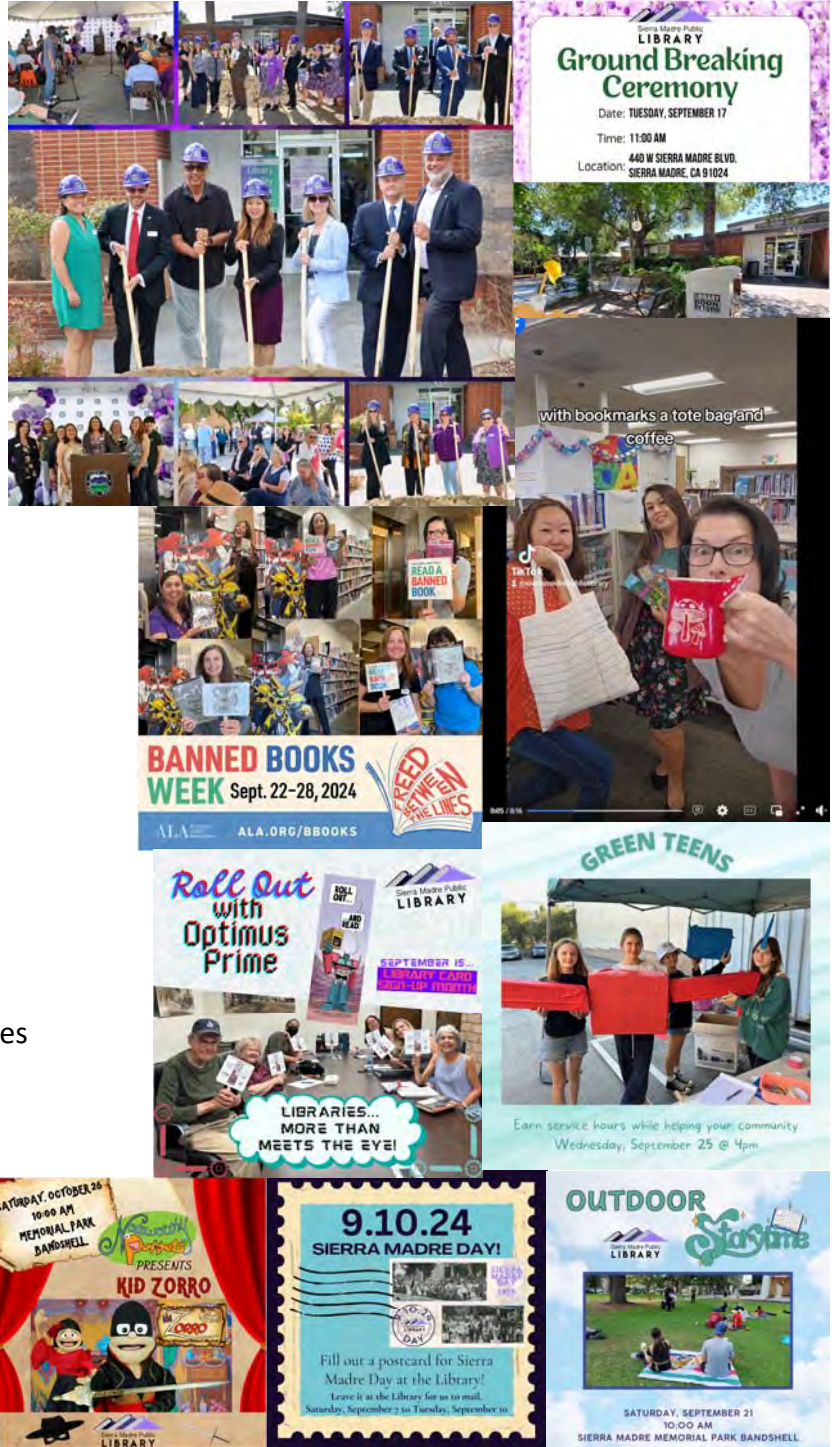




# September 2024 Online Content

**In Sept, the Library had 36 social media posts with 43,401 reactions (likes/comments/views). Many were for the following:**

- Baby Rhyme Time and Preschool Storyme`
- Green Teens
- Ground Breaking Ceremony
- Sierra Madre 91024 Day Postcard
- Library Tiktok - Buddy System
- National Library Card Sign-Up month
- This is How We Roll
- 3D Printing Basics
- Sensory Play
- Sierra Madre 91024 Day
- Outdoor Storyme`
- Delayed Opening
- Library Tiktok - Library Holds
- Tails & Tales
- Roll Out with Opmus Prime`
- Pajama Storyme`
- Ground Breaking Ceremony Livestream Post
- Parent TV
- Banned Books Week
- FOL Best Used Book Sale
- Digital Services Meet & Greet
- Sewing Machines Available for Checkout
- Community Mosaic Art
- Naonal Library Card Signup Month`
- Library TikTok - Looking for the Girls in Libraries
- In-N-Out Cover to Cover Club
- Banned Books Week Photo Booth
- National Fire Prevention Week Storyme`
- Caregiver Workshop





**Sierra Madre Public Library - Days Closed in 2025**

<b>Day / Date CLOSED</b>	<b>Holiday</b>
Wednesday, January 1, 2025	New Year's Holiday
Monday, January 20	Martin Luther King Jr. Day
Monday, February 17	Presidents' Day
Monday, May 26	Memorial Day
Saturday, July 5	Independence Day – Closed Fridays
Monday, September 1	Labor Day
Monday, October 13	Indigenous Peoples' Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Holiday
Friday, November 28	Thanksgiving Holiday
Saturday, November 29	Holiday
Sunday, November 30	Closed Sundays
Wednesday, December 24	Open 10am to 2pm City partial Holiday – 4 hours
Thursday, December 25	Holiday
Friday, December 26	Holiday
Saturday, December 27	Holiday
Sunday, December 28	Holiday – Closed Sundays
Monday, December 29	Holiday
Tuesday, December 30	Holiday
Wednesday, December 31	Holiday
Thursday, January 1, 2026	Holiday
Friday, January 2, 2026	Holiday – Closed Fridays

**Sierra Madre Public Library Proposed Days Closed in 2025**



Sierra Madre Public Library  
Agenda Report

**Library Board of Trustees**

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

TO: Library Board of Trustees

FROM: Leila Regan, City Librarian

DATE: 10/28/2024

**SUBJECT: California Library Association Annual Conference Recap**

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**BACKGROUND**

The California Library Association (CLA) is a 501(c)(3) non-profit charitable organization, currently with over 1,600 individuals, business, and institutional members. Annually, CLA provides professional development and advocacy support for its members and the California library community at large.

The California Library Association Annual Conference took place at the Pasadena Convention Center from Thursday, October 17 to Saturday, October 19. The CLA Annual Conference has not been in Pasadena, CA since 2019. It will also be in Riverside, CA next year. Additionally, the conference was moved from early June to Mid-October which means there was no CLA Annual Conference for the 2023-2024 fiscal year.

Due to these circumstances, the City Librarian budgeted for the 2024-2025 fiscal year to allow all 12 staff members to obtain a CLA membership and to attend the annual CLA conference in Pasadena. To ensure staff was able to attend this conference, the Library was closed Saturday, October 19. This allowed staff to attend two full days of the conference. Of the Library's 12-person staff, 10 were able to attend, including all 5 full-time staff. The general consensus was that while it was a lot of information, it was a lot of good and useful information.

Closing to allow the opportunity for all staff to attend two days of the conference would not have been possible without the support of our Library Board of Trustees and our City Manager, Jose Reynoso. Thank you.



*Picture 1 - From Left to Right: Shannon King, Diana Shaw, Julie Imahara, Deborah Ko, Doreen Thomas, Shannon McDermott, Lori Garza, Chelsea Lee, Leila Regan, and Annie Hoang*





*Picture 2 From Right to Left: Doreen Thomas, Deborah Ko, Lori Garza, Leila Regan, Shawn Thrasher (Former CLA President), Shannon McDermott, Annie Hoang, Julie Imahara, Shannon King, Chelsea Lee, and in front Diana Shaw*

## **SUMMARY**

The CLA Annual Conference's theme this year was "Balancing Act: Shelf Care & Self Care." There were over 130 programs, sessions, and activities for staff to attend from Thursday, October 17 to Saturday, October 19. Below is a sample of some of the sessions staff attended.

### *Find Your People: Nurturing Community Partnerships for Meaningful Impact*

This session was a meaningful discussion about how important it is to establish, nurture, evaluate, and sometimes restructure community partnerships. Presenters shared their personal experiences partnering with outside organizations to provide library patrons with resources and services; sharing what worked well for both parties as well as experiences that didn't meet expectations and how they moved forward. Panelists also stressed the importance of consistency and reciprocity in partnerships as well as remembering to allow for failure and how to move on. Panelists also defined what outlined characteristics of successful partnerships

including a good foundation and structure, well defined roles, and a realistic expectation of how much energy you are willing to devote to each partnership.

### *Lower the Stress and Increase the Effectiveness of Your Social Media*

This session was led by presenters who run the Los Angeles Public Library's social media platforms. They provided personal success stories as well as examples of things that just didn't work well. One of the cool videos that they shared included a series where they shared the history of their library in bite-sized stories and featured FOL and/or Trustees. Some of the biggest takeaways I got were to stay true to yourself and don't try to be like others. The goal is to reach out to our own community. The presenters also provided tips on how to reduce the stress of constantly staying up on social media including things like don't sweat the small stuff, have fun with it, authentic vs. polished, content is more important than trying to post strategically on a specific day or time or amount of times per day, and ultimately engagement is more important than "likes".

### *Preventative Community Care: L.A. as Subject and The Archives at Risk Committee*

L.A. as Subject (LAAS) is a research alliance dedicated to preserving and improving access to the archival material of Los Angeles history. Much of the city's history is preserved in libraries, museums, and other cultural institutions. The LAAS Archives at Risk Committee (AARC) was formed in 2019 in response to a need for support within the LAAS community. The committee serves as "archives life coaches" and is engaged in creating support resources for LAAS member archives anticipating or facing change, before any of these changes become an archives emergency. The committee's mission is to run a collection self-assessment program and provide an online "Help Desk" to help those who manage L.A. related archival material to make their own informed decisions.

### *De-Escalation Key Concepts and Strategies*

Palos Verdes Library Director, Ryan Roy, presented on key concepts for understanding how de-escalation works and 10 strategies for library staff to use in order to successfully de-escalate a situation. "Empathy is the answer." He encouraged participants to be familiar with their code of conduct policy and reviewed three steps for policy enforcement.

### *Pause and Ponder the Positronic Brain, What to Know About AI Before You Decide to Love It or Hate It*

This session explored the design of generative AI tools, including Large Language Models (LLMs); discussed the outputs of generative AI, specifically looking at ChatGPT; reviewed strategies for critical analysis of outputs, such as consideration of bias and discrimination, and other ethical issues of AI such as privacy of personal information, copyright infringement, and plagiarism. What are we going to do when patrons ask how/if they should use AI? AI literacy and awareness is key. AI is not the place to seek the truth, but to generate and see patterns. What can your library do to cultivate AI literacy in your patrons?

### *Gotta Go! Inclusive Restroom Design and How to Get It Right*

This was all about the importance of bathroom design in general but especially in a library. It was surprisingly informative and interesting. The presenters were engaging and knowledgeable. They included both architects and library staff who were currently planning a renovation. There were a lot more challenges to the design than I would have expected. One point they brought up was that it is the most expensive space to design in terms of \$/square footage. While we may not have a lot of opportunities to influence our design at this point, I feel like I would have a much better understanding of the complexity of a design choice.

### *Family Literacy: Best Practices to Fill Everyone's Cup*

This was a very good program on the goals of a family literacy program. Some key concepts that were stressed included keeping the activities simple and doable for the whole family. They stressed the importance of using materials that would be affordable for someone to do a similar project at home as well as making the activity accessible for both kids and grownups so it is a shared activity. In their case, they relied heavily on volunteers and stressed the importance of connections between staff and volunteers and the attendees. I came away with some nice ideas that were affordable and fun.

This was a small sampling of the programs attended. In addition to these programs, it was a great opportunity for staff to network with other libraries both local and throughout the state. There were additional events like a Haunted Pasadena Tour, a Silent Book Club at a Brewery, and even a Drag Karaoke that attendees were invited to attend. Staff got to sample programs, interact with library specific vendors, and connect with others in their field.

### **PUBLIC NOTICE PROCESS**

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).