



## AGENDA

### 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**

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

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

#### **PLEDGE OF ALLEGIANCE**

Laura Palmer

#### **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 November 25, 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: \$2,905.56, \$215.14, \$200, and \$4,425.32
2. **Library Statistics** – Recommendation to receive and file November and December 2024 Statistical Reports.

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

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

A staff report from the City Librarian regarding the Library's response to the Eaton Fire incident. No action required.

##### **1. 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.

##### **2. 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.

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

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

##### **4. 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.

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

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

##### **6. Trustees Updates**

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

### **7. City Librarian Report**

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

### **8. 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 February 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, November 25, 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 and Gallagher

Absent: Adde, Gluck

Meeting called to order at 5:00 pm

#### PLEDGE OF ALLEGIANCE

Chair Sands led the pledge of allegiance

#### APPROVAL OF AGENDA

Trustee Gallagher moved to approve

Trustee Palmer seconded

All were in favor

#### APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from October 28, 2024, meeting.

Trustee Palmer moved to approve

Trustee Gallagher seconded

All were in favor

#### 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: \$9,808.45, \$3,043.24, \$6,491.76, \$200, \$900

**2. Library Statistics** – Recommendation to receive and file October 2024 Statistical Reports.

Trustee Palmer moved to approve the Consent Calendar

Trustee Gallagher Seconded

All were in favor

## **ACTION ITEMS AND REPORTS**

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

City Librarian Regan reported out on the Committee's last meeting. The next meeting is Monday December 2<sup>nd</sup> at 6:00 pm. Either Trustee Adde will be attending that as the backup for Trustee Gluck, or, Trustee Gallagher will be attending as the backup to the backup. The committee will be meeting once a month. Construction has started. Currently they are prepping for demo and the fence has gone up. Asphalt and concrete have been removed from the back. Internal demo has begun, taking out walls and checking for asbestos. They are working hard to keep noise and dust down as much as possible, especially for the neighbors. Vertex gets weekly reports from AMG and Vertex gives reports to Arnulfo. Arnulfo is the main contact person. They meet twice a week on Tuesday and Thursday. There is a trailer on site and the building has temporary power, water and gas. The original Vertex person, Natalie Hazard, was injured on another jobsite and was replaced temporarily. We will know next week who the new Vertex person is. There are 17 subcontractors right now. AMG is our general contractor, Vertex is our management, TSK is staying on as the architect to the very end. There might be an opportunity to put up fundraising banners on the fence.

#### *Questions/Comments:*

Trustee Sands: Who is on the committee?

City Librarian Regan: They are: Julie Bencosme - Friends, Leigh Gluck - Library Trustee, Tom Poulsen - Library Foundation, Jonathan Richert – TSK Architects, Arnulfo Yanez – Public Works, myself, Akbar Massoud - AMG, Michael Riffel - Vertex, and Gene Goss from City Council.

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

Foundation Chair, Rob Stockly, reported in December the focus will be on several different avenues of fundraising. They will talk to local civic organizations such as Rotary, Kiwanis, Civic Club and a select few. They would like to start doing our small gatherings. Rob gave the Trustees his email. It is [rastockly@gmail.com](mailto:rastockly@gmail.com). Please get Rob Stockly information and dates, times and locations to have small gatherings for significant donations – 4-5 figures. In January, he will report how the Foundation is coming along. They are going to have a presence on Saturday at Kersting Court for Winter Festival. It's an ambitious goal but we are ever hopeful, we've identified some grant opportunities as well.

City Librarian Regan offered the Library afterhours as a location for the small gatherings.

Foundation Chair Stockly: We have an idea for local businesses that might be willing to host.

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

The Sierra Madre Historical Preservation Society President was not able to attend. Trustee Diane Sands reported out for the Historical Society. She mentioned Josh Pearlman spoke on the Japanese in Sierra Madre and it was standing room only. We had family members of Mr. Nakamura there who used to sell produce in town many years ago. The museums will be open on Saturday, December 14, for the holiday Open House from noon to 3:00 pm. We will have music and food.

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

Friends of the Library President Jeanne Martin gave an oral report concerning activities since the last Board meeting: On November 8, the Friends of the Library board had their yearly partners reception. The attendance was not huge, but it was very cozy and nice. Had a presentation from the Foundation and a presentation about the partners. Had lots of good conversation and good food and people were happy. On the 30<sup>th</sup> is the Winter Festival, we're going to have a pop up in Kersting Court. She has Flyers for Free Animal Doctor. FOL have their traditional holiday party on Friday, December 20 at Wendy & Doug Senour's house. I was told traditionally that the trustees bring wine or grape juice of sorts. Martin mentioned the Friends need help. She thinks they have close to 100 or more people that are partners, 300 people that are Friends, a board of 15 people, and trustees but we don't have the help we need for volunteers. We need help, we need muscles, we need younger people that can be involved.

#### *Questions/Comments:*

Trustee Sands: You are not alone in that, the Historical Society has a large membership and we also struggle to get help and volunteers.

Foundation Chair Stockly: Just inviting people to events like the partners reception shows a lot and people enjoy the appreciation.

Trustee Gallagher suggested the Scouts might help.

City Librarian Regan: The Sierra Madre Middle School Service Club could possibly help. You can contact Julie Imahara on Library Staff to get contact information for them.

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

City Council Member Goss – City Council is not meeting tomorrow, we're dark. Our next meeting on the 10<sup>th</sup> we are reorganizing as the primary agenda item. We will be retiring earlier and having cake, please join us.

### **6. Trustees Updates**

Trustee Gallagher: Vicki Ryan, Leslie Ziff and myself organized items in storage and returned items from the Wine Tasting

Trustee Palmer: Met with Doreen about the 2025 Bookmark Contest and attended the partners reception, will be available to help at the Winter Festival from 2-4pm.

Trustee Sands: Writer's Workshop first one only had one attendee, the second one was the same night as the Historical presentation but had good attendance and the last one is tonight.

She was invited to be in a Tiktok for the Library's social media and had a good time recording that.

City Librarian Regan on behalf of Trustee Adde: Adde attended OBOC committee meeting. She has secured the Playhouse for Monday 2/24/2025 at 7:30 pm to do a stage reading of *The World's Strongest Librarian*. Is also looking into a Sauté Academy event and Japanese travel program, all for the OBOC program in February.

## 7. City Librarian Report

City Librarian Leila Regan gave an oral report concerning Library services since the last Board Meeting. The Blood Drive is Wed December 4<sup>th</sup>, please sign up. She gave a reminder of all the fundraising for the Library Meaningful Improvement Project:

- \$10,000,000 as a targeted state grant through the California State Library.
- \$334,605 as the Building Forward Infrastructure grant from the California State Library.
- \$334,605 from federal American Rescue Plan Act as matching funds for the Building Forward Infrastructure grant.
- \$695,000 from our Friends of the Library to cover furniture, fixtures, and equipment.
- \$100,000 from the Day Trust, which allows the Library to receive \$25,000 every year until the trust is depleted. These funds will be used for furniture, fixtures, and equipment.
- \$1,800,000 from the City of Sierra Madre Reserves to cover costs for the Library construction

We received 3 bids for the interior designer and will be notifying everyone. Working on the 2025-26 Fiscal Year budget. This will be a tricky budget as we have the opening of the Library to plan for which will be a larger space. Also the public safety tax did not pass. A City finance review board is being formed. Programming and staff hours are being evaluated. Our city is not the only one struggling in this way financially.

Our last month at the Temporary building will probably be January 2026. Tentative re-opening at 440 W Sierra Madre Blvd. will be May 2026.

We had our second Hike with Bob program. We had 11 people, including 2 City Staff participate. We also had other people on the trail follow us and listen in. She brought one of the Library's hiking backpack kit. It was used by the people on the hike. The last Writers Workshop is tonight from 6-8 pm. The Library will be closed Thursday, Friday, and Saturday for the Thanksgiving weekend. This is How We Roll, program is December 12<sup>th</sup> at 9:00 am. We have the Children's program Rhythm & Roots on December 10<sup>th</sup> at 10:00 am. December 20<sup>th</sup> is the Gingerbread Jamboree at Memorial Park. The OBOC writing contest is open.

## 8. Items for Future Agenda

No meeting in December. No additional items were suggested for next agenda.

## ADJOURNMENT

Trustee Palmer moved to adjourn

Trustee Gallagher seconded

All were in favor

Meeting was adjourned at 5:40 pm to a meeting on January 27, 2025.



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>						
VEN03454	AMAZON CAPITAL SERVICES	11/26/2024	Regular	0.00	579.21	69044
<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="#">173D-VP4-3RX4</a> Invoice	11/11/2024	MISC SUPPLIES 10/28/24 - 11/10/24		0.00	23.98	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE	MISC SUPPLIES 10/28/24 -...			23.98	
<a href="#">19YX-7RWX-61X1</a> Invoice	11/11/2024	MISC SUPPLIES 10/28/24 - 11/10/24		0.00	136.09	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE	MISC SUPPLIES 10/28/24 -...			136.09	
<a href="#">1DFH-7TNG-71N9</a> Invoice	11/11/2024	MISC SUPPLIES 10/28/24 - 11/10/24		0.00	238.64	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE	MISC SUPPLIES 10/28/24 -...			238.64	
<a href="#">1G9C-PK79-69GF</a> Invoice	11/11/2024	MISC SUPPLIES 10/28/24 - 11/10/24		0.00	19.49	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES	MISC SUPPLIES 10/28/24 -...			19.49	
<a href="#">1JCK-WPKH-6NF4</a> Invoice	11/11/2024	MISC SUPPLIES 10/28/24 - 11/10/24		0.00	40.46	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...	MISC SUPPLIES 10/28/24 -...			40.46	
<a href="#">1N4H-9LYP-6QHH</a> Invoice	11/11/2024	MISC SUPPLIES 10/28/24 - 11/10/24		0.00	26.97	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES	MISC SUPPLIES 10/28/24 -...			26.97	
<a href="#">1RXV-T9FD-4NJ3</a> Invoice	11/11/2024	MISC SUPPLIES 10/28/24 - 11/10/24		0.00	43.76	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE	MISC SUPPLIES 10/28/24 -...			43.76	
<a href="#">1XYC-K6X7-7RMG</a> Invoice	11/11/2024	MISC SUPPLIES 10/28/24 - 11/10/24		0.00	49.82	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE	MISC SUPPLIES 10/28/24 -...			49.82	
0132	BAKER & TAYLOR, INC.	11/26/2024	Regular	0.00	1,279.64	69045
<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="#">5019183102</a> Invoice	10/29/2024	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	1,199.69	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE	BOOKS AND REFERENCE &...			1,199.69	
<a href="#">5019183103</a> Invoice	10/29/2024	LIBRARY SUPPLIES		0.00	79.95	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES	LIBRARY SUPPLIES			79.95	
VEN04152	KANOPIY INC	11/26/2024	Regular	0.00	186.00	69046
<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="#">424839-PPU</a> Invoice	10/31/2024	LIBRARY VIDEOS		0.00	186.00	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES	LIBRARY VIDEOS			186.00	
0786	OFFICE DEPOT, INC	11/26/2024	Regular	0.00	110.71	69047
<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="#">392464937001</a> Invoice	10/30/2024	OFFICE SUPPLIES		0.00	110.71	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES	OFFICE SUPPLIES			110.71	
VEN04412	THE CORNICHE GROUP INC	11/26/2024	Regular	0.00	450.00	69048
<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="#">90900268</a> Invoice	09/25/2024	RHYTHM & ROOTS PERFORMANCE 12/14/...		0.00	450.00	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...	RHYTHM & ROOTS PERFO...			450.00	
VEN04438	TOP ONE MARTIAL ARTS	11/26/2024	Regular	0.00	300.00	69049



Check Register

Packet: APPKT07744-LIB 11/26/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1012</a>	Invoice	11/06/2024	WOMENS SELF DEFENCE - TRAINING	0.00	300.00	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING		WOMENS SELF DEFENCE - ...	300.00	

**Total Regular:** 2,905.56

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	14	6	0.00	2,905.56
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>14</b>	<b>6</b>	<b>0.00</b>	<b>2,905.56</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2024	2,905.56
			<u>2,905.56</u>

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Chair

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Trustee

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Trustee

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Trustee

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Trustee



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      11/12/2024      Regular      0.00      215.14      68905

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV039097</a>	Invoice	09/23/2024	LR - NEWSPAPER SUBSCRIPTION 9/23/24 - ...	0.00	30.00
<a href="#">10000.90000.53501</a>	PERIODICALS		LR - NEWSPAPER SUBSCRIPT...		30.00
<a href="#">INV039098</a>	Invoice	09/24/2024	LR - WATER BOTTLE SERVICE	0.00	59.94
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		LR - WATER BOTTLE SERVI...		59.94
<a href="#">INV039099</a>	Invoice	10/01/2024	LR - J-BOOK	0.00	7.85
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		LR - J-BOOK		7.85
<a href="#">INV039100</a>	Invoice	10/08/2024	LR - CAREGIVER WORKSHOP & PUMPKIN ...	0.00	25.62
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - CAREGIVER WORKSHO...		25.62
<a href="#">INV039101</a>	Invoice	10/08/2024	LR - WATER BOTTLE SERVICE	0.00	91.73
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		LR - WATER BOTTLE SERVI...		91.73

**Total Regular: 215.14**

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	1	0.00	215.14
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>5</b>	<b>1</b>	<b>0.00</b>	<b>215.14</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2024	215.14
			<hr/>
			<b>215.14</b>

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Chair

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Trustee

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Trustee

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Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT07737 - LIB MAN 11/26/24

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>						
VEN04435	LAYNE D. STARAL	11/20/2024	Regular	0.00	200.00	69024
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">INV039368</a>	Invoice	11/19/2024	WRITERS WORKSHOP - NOV 25, 2024	0.00	200.00	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		WRITERS WORKSHOP - NO...		200.00	
<b>Total Regular:</b>					<b>200.00</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	200.00
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>1</b>	<b>1</b>	<b>0.00</b>	<b>200.00</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2024	200.00
			<u>200.00</u>

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Chair

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Trustee

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Trustee

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Trustee

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Trustee



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

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0132	BAKER & TAYLOR, INC.	12/10/2024	Regular	0.00	1,310.48	69187
<a href="#">5019197791</a>	Invoice	11/06/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	668.19	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		668.19	
<a href="#">5019197792</a>	Invoice	11/06/2024	LIBRARY SUPPLIES	0.00	56.58	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		56.58	
<a href="#">5019203508</a>	Invoice	11/07/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	250.15	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		250.15	
<a href="#">5019203509</a>	Invoice	11/07/2024	LIBRARY SUPPLIES	0.00	21.67	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		21.67	
<a href="#">5019205862</a>	Invoice	11/12/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	284.76	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		284.76	
<a href="#">5019205863</a>	Invoice	11/12/2024	LIBRARY SUPPLIES	0.00	29.13	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		29.13	

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
VEN03902	INVENGO AMERICAN CORP	12/10/2024	Regular	0.00	2,060.00	69188
<a href="#">SVIP029649</a>	Invoice	11/15/2024	FE Technologies - Annual Maintenance (2...	0.00	2,060.00	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		2,060.00	

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
VEN01043	OVERDRIVE INC	12/10/2024	Regular	0.00	1,054.84	69189
<a href="#">01148CO243660...</a>	Invoice	11/25/2024	EBOOK/AUDIOBOOKS	0.00	1,054.84	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		1,054.84	

**Total Regular: 4,425.32**

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	3	0.00	4,425.32
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>8</b>	<b>3</b>	<b>0.00</b>	<b>4,425.32</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2024	4,425.32
			<hr/>
			4,425.32

\_\_\_\_\_  
Chair

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Trustee

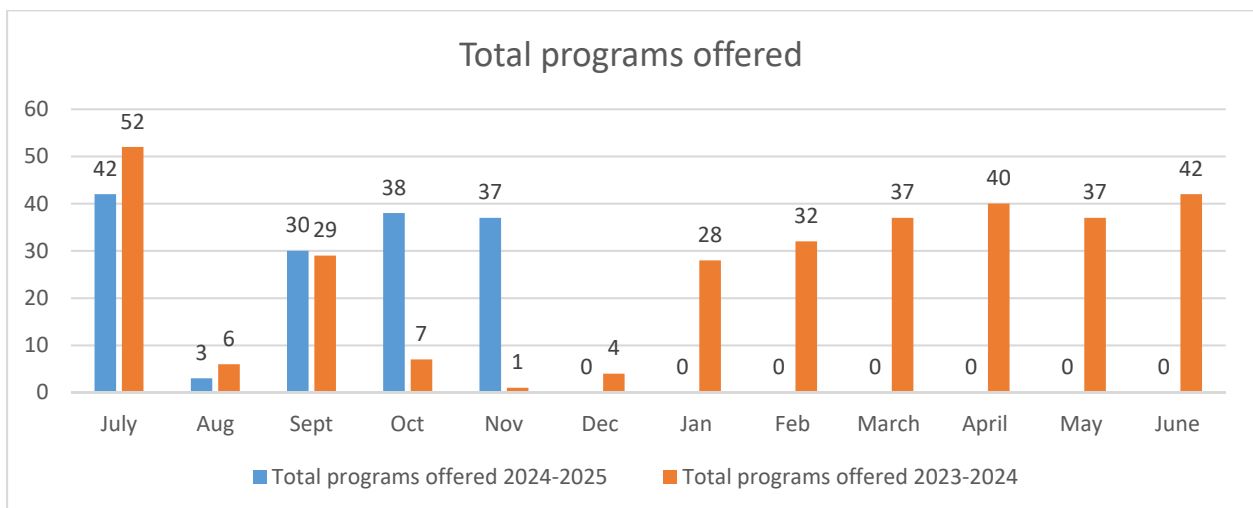
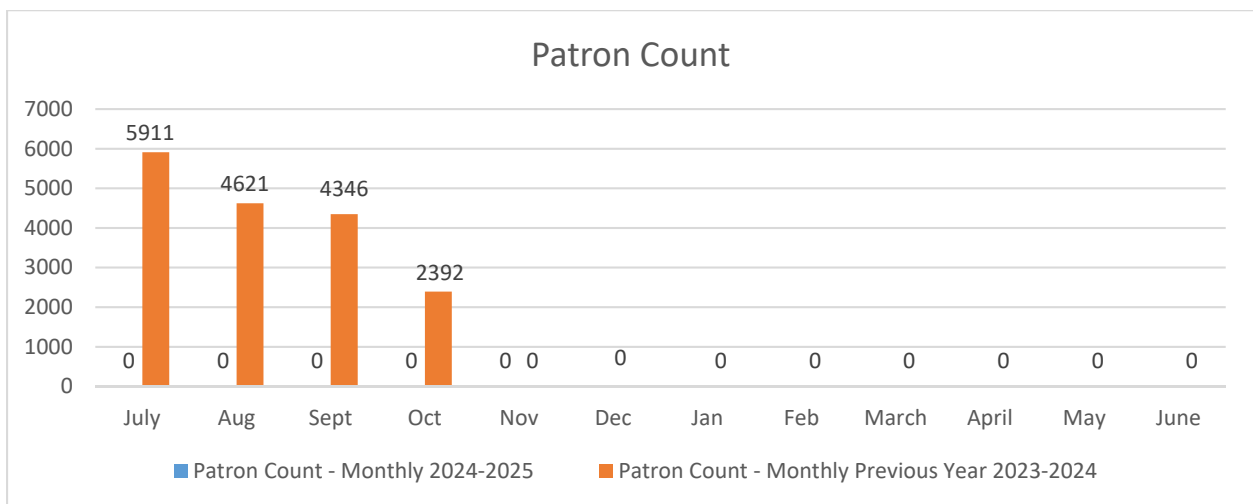
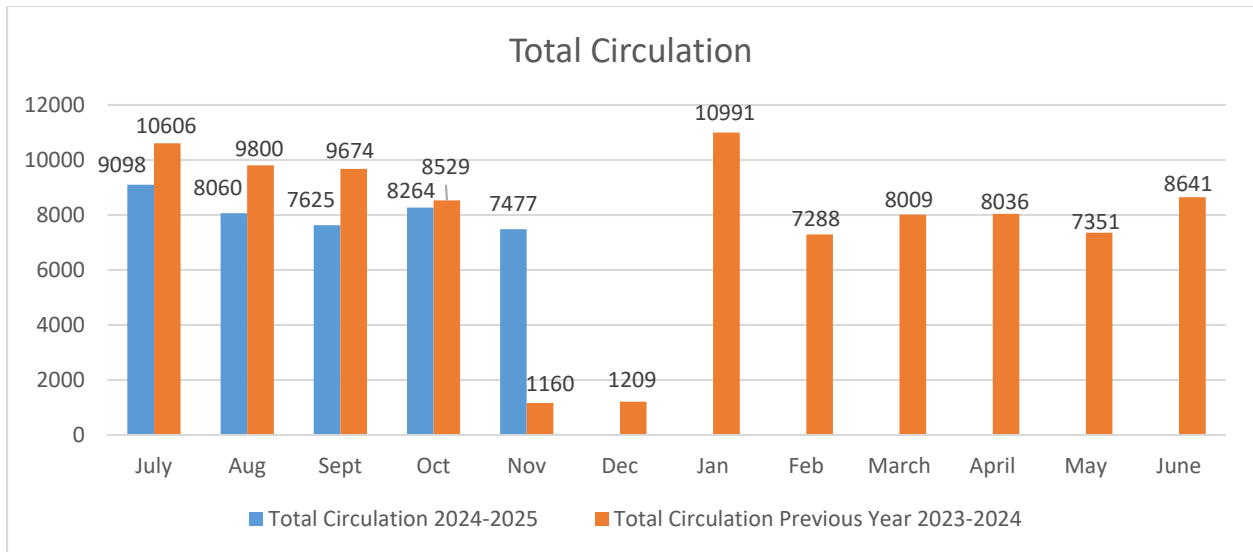
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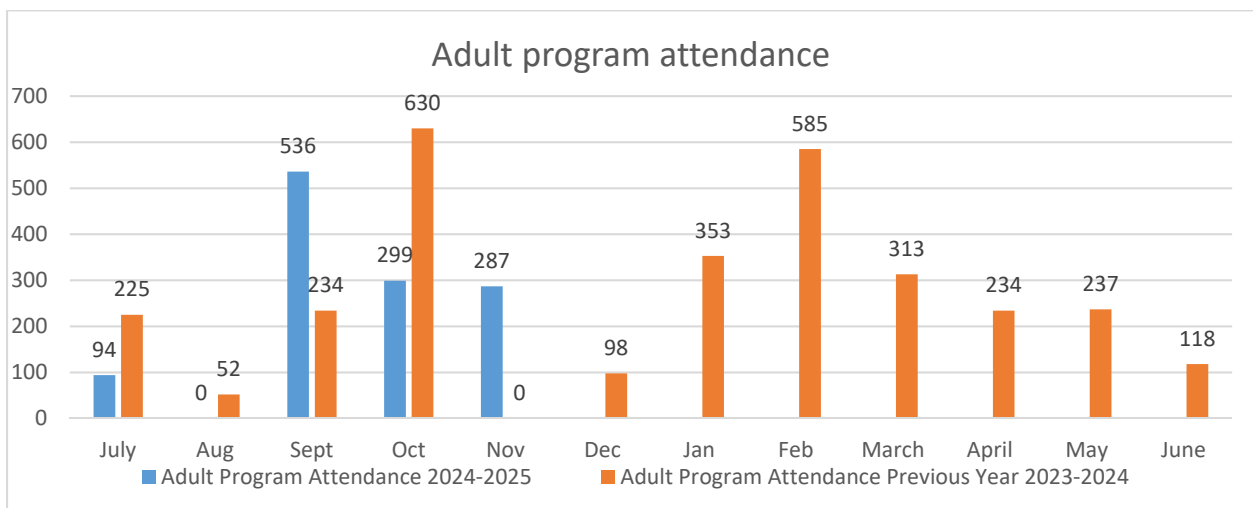
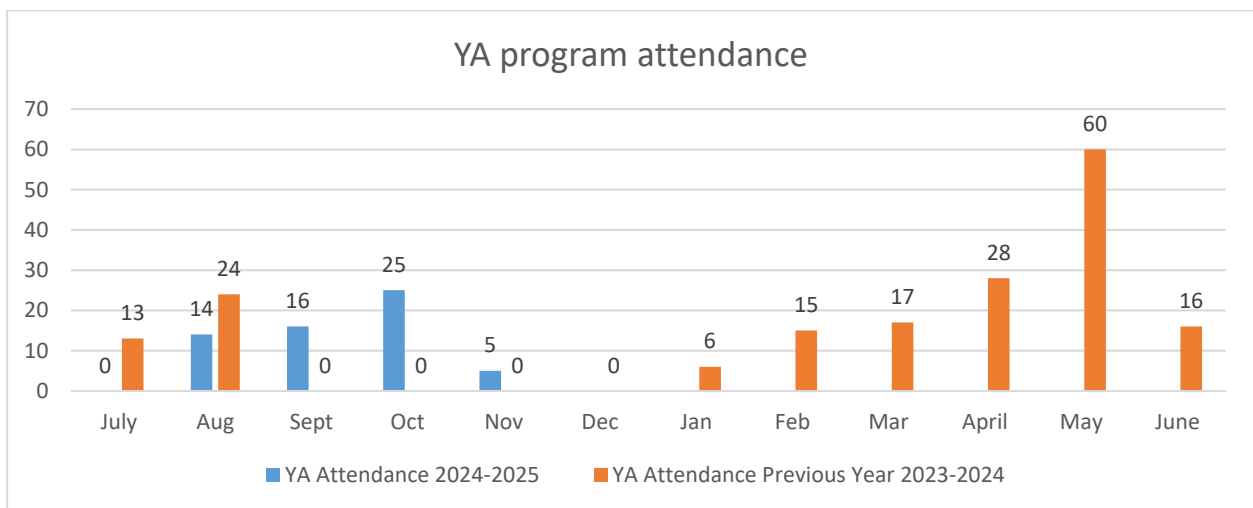
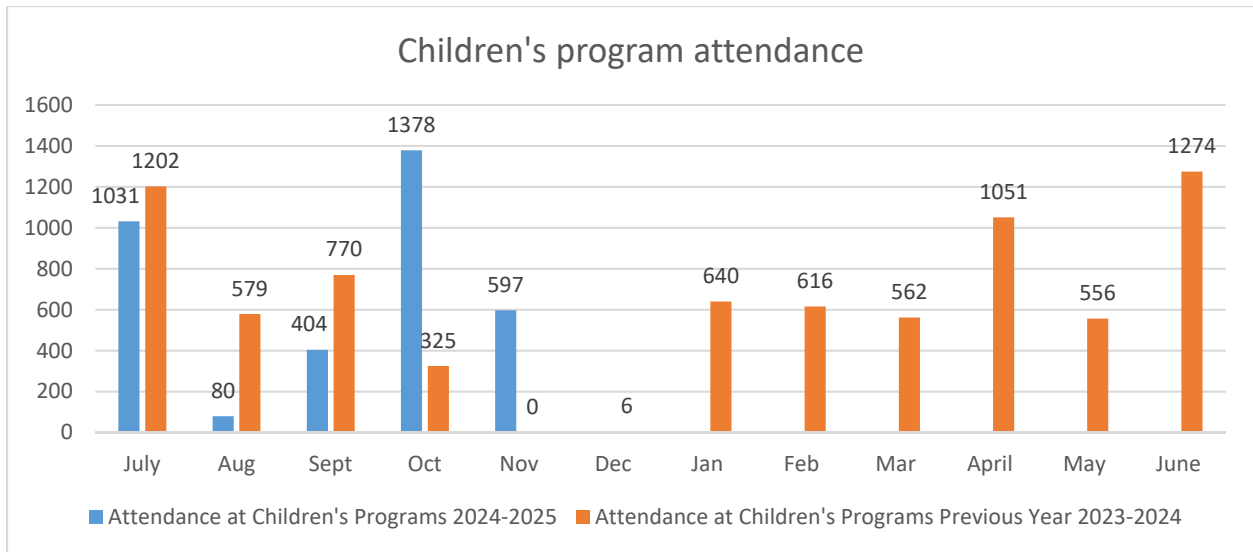
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## Nov 2024 Library Statistics

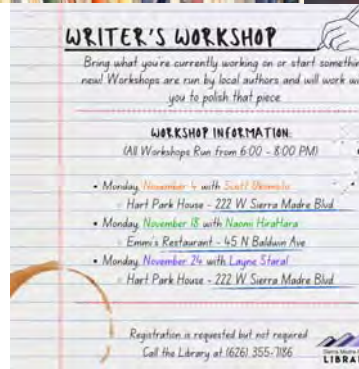




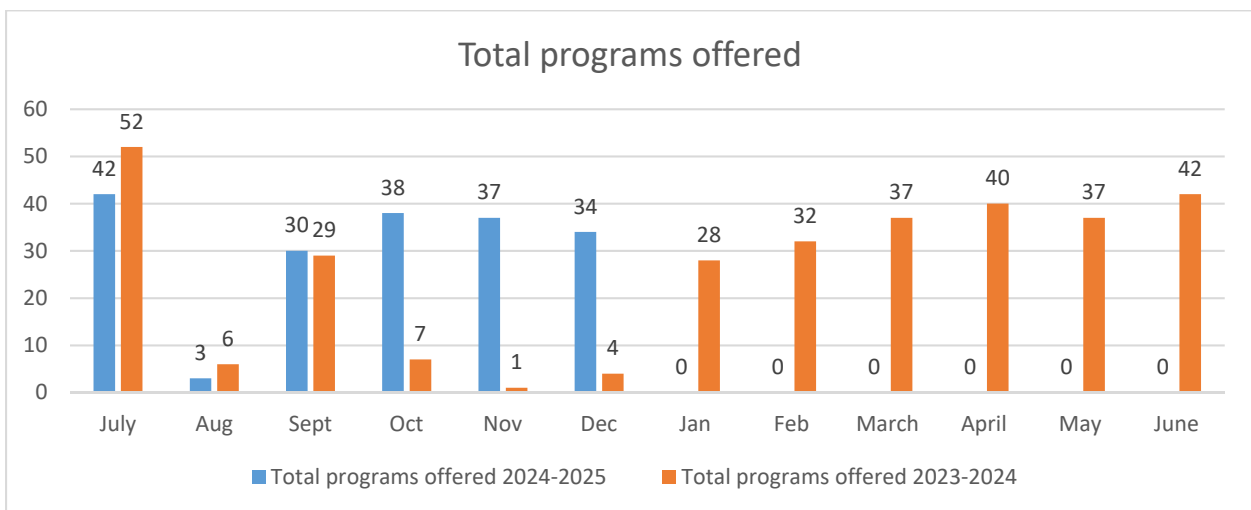
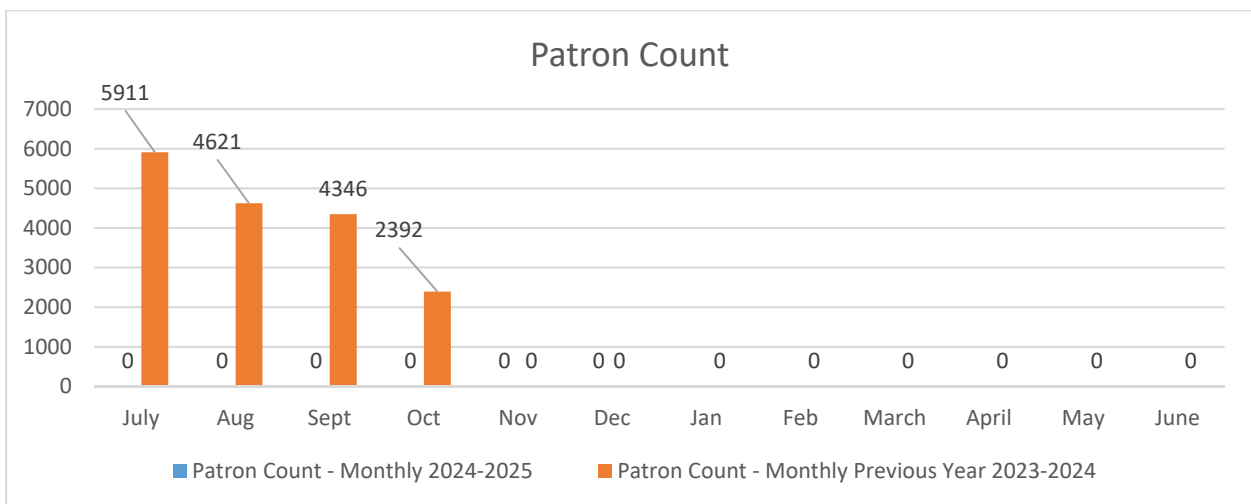
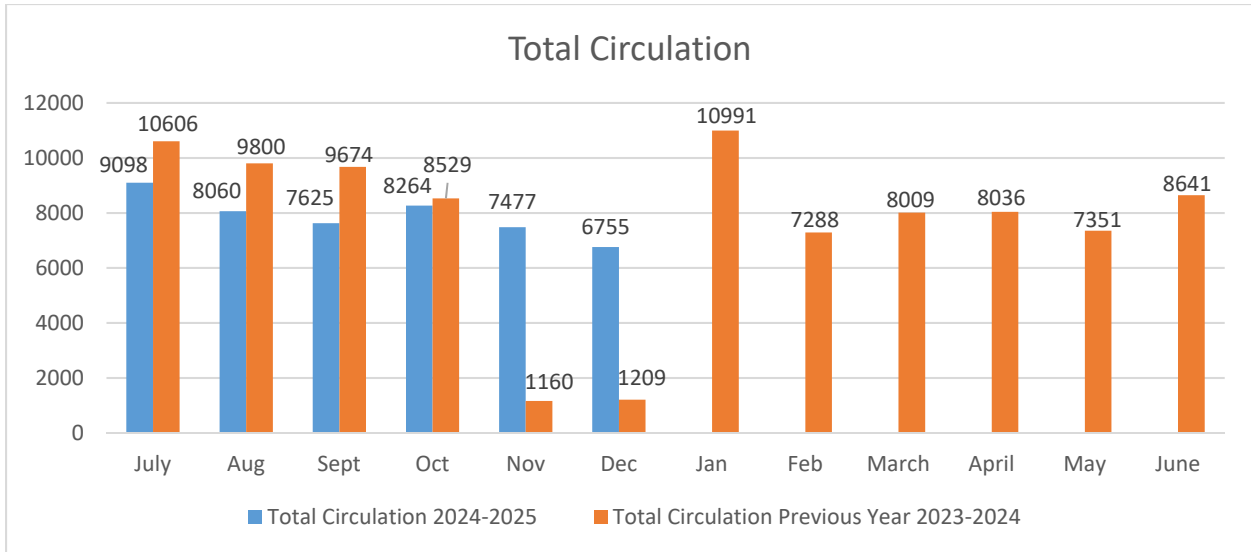
# November 2024 Online Content

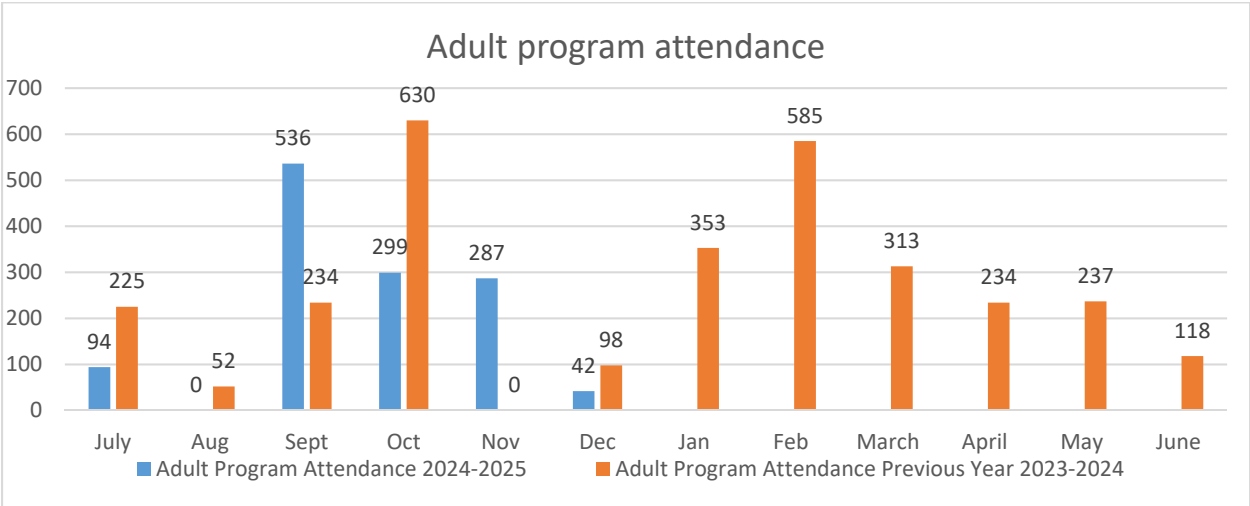
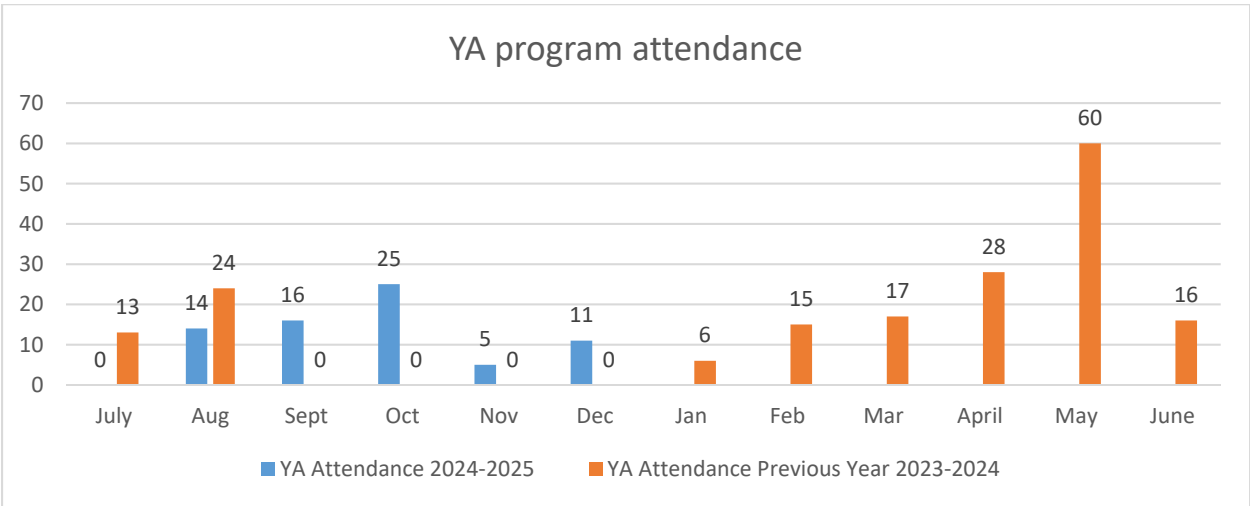
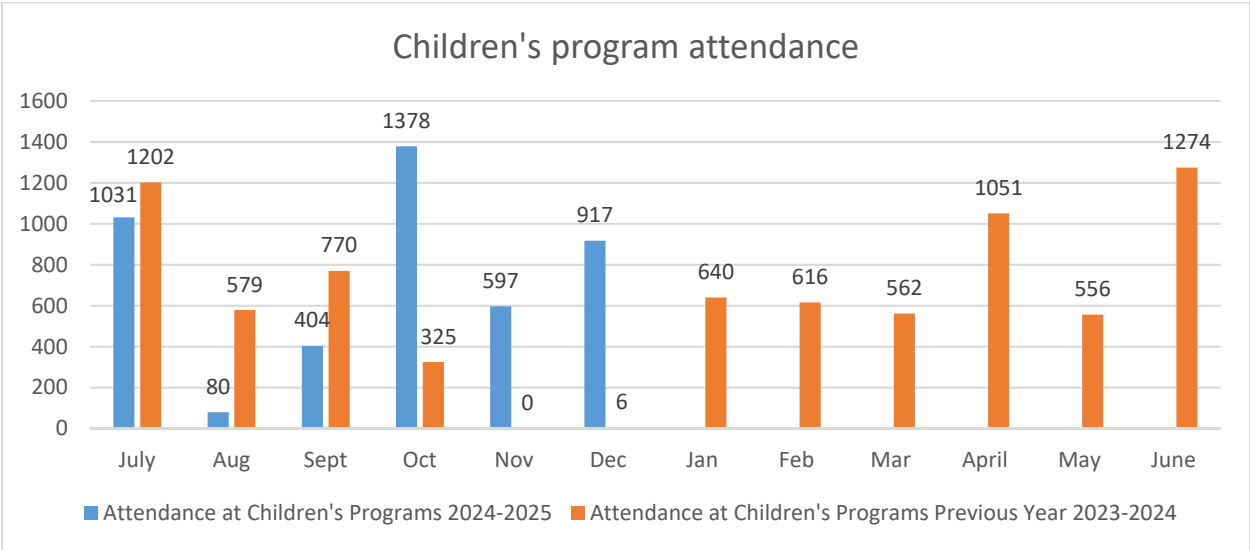
In November, the Library had 37 social media posts with 15,097 reactions (likes/comments/views). Many were for the following:

- Writer's Workshop
- Library TikTok - Drop Box vs. Ballot Box
- Astronomy in the Park
- One Book One City 2025
- Green Teens
- CLA 2024
- OBOC 2025 - Writing Contest
- Human Library
- 3D Printing Basics
- Library TikTok - Gen Z Script
- Holiday Closure
- This Week at the Library
- Caregiver Workshop
- This is How We Roll
- Hike with Bob
- Outdoor Storyme`
- Library TikTok - Shopping Day
- ParentTV
- Tails & Tales
- Pajama Storyme`
- Digital Services
- Library Renovation - Construction Begins
- Hike with Bob
- Blood Drive
- Throw Back Thursday - Sierra Madre Post Office
- Library TikTok - Marie Antoinette
- Naonal Cake Day`
- Sensory Play
- Thanksgiving Holiday Closure



## Dec 2024 Library Statistics



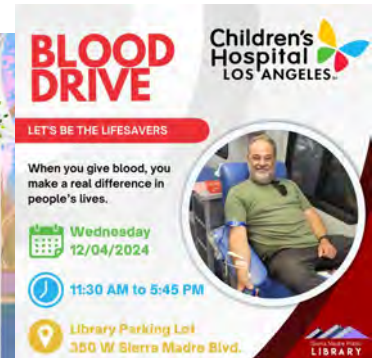
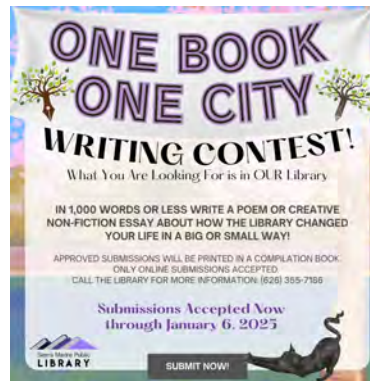




# December 2024 Online Content

In November, the Library had 32 social media posts with 15,470 reactions (likes/comments/views). Many were for the following:

- 3D Printing Basics
- Snowflake Hunt
- FOL Best Used Book Sale
- Blood Drive
- Caregiver Workshop
- Rhythm and Roots
- Sensory Play
- Library TikTok - More Please
- This Week at the Library
- Green Teens
- This is How We Roll
- Gingerbread Jamboree
- Gerald Elephant Bookend
- OBOC 2025 - Writing Contest
- Library TikTok - Staff Holiday Break Checkouts
- Tails & Tales
- Pajama Storytime
- Digital Services
- Delayed Opening
- Drop in Winter Art
- Library TikTok - Interpretive Dance
- Holiday Closure
- Fort Building
- Astronomy in the Park
- Happy Holidays
- Happy New Year





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: 01/27/2025  
SUBJECT: **Library Eaton Fire Response**

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**STAFF RECOMMENDATION**

It is recommended the Library Board of Trustees receive and file information regarding the Library's response to the 2025 Eaton Fire Incident.

**SUMMARY**

On Tuesday, January 7, 2025, a fire broke out in Eaton Canyon during a wind event. It spread to Altadena, Pasadena, and Sierra Madre. Evacuation orders were issued in Sierra Madre starting Tuesday night and were only lifted on Sunday, January 12, 2025. As of January 23, 2025, the Eaton Fire is at 95% containment. In response to this event, the City of Sierra Madre activated their Emergency Operations Center (EOC) and the Library opened for limited emergency services.

**ANALYSIS**

Library Staff at City of Sierra Madre's EOC: City Librarian Leila Regan worked 12-hour on/12-hour off shifts from Wednesday, January 8, 2025 thru Monday, January 13, 2025. She is still active with the EOC for this event but has since gone remote. Originally put in Logistics, Librarian Regan worked with other departments to procure/organize meals for first responders, track helpful information/contacts, field needs and inquiries during the emergency, and most notable worked closely with the Public Information Officer to get our pertinent information to the City's residents. In addition, Management Analyst Lori Garza worked Sunday, January 12, 2025, in the City's EOC from 8am to 6pm in logistics, helping to answer phones, answer inquiries, and provide information.

The Library did not lose power during the wind or fire incident and was able to provide limited emergency services: power, Wi-Fi, water, restrooms, information, N95 masks, and snacks. This allowed residents, especially those evacuated or without power the ability to charge their devices, work from the Library, and more. The Library worked the following modified schedule

during the event:

- Tue 1/07/25 = 11am to 7:30pm (Closed early due to Windstorm, and concern for Staff and public to get home safely)
- Wed 1/08/25 = 9am to 6pm (Library opened early but closed early also)
- Thu 1/09/25 = 9am to 6pm (Library opened early)
- Fri 1/10/25 = 9am to 4pm (Library normally closed on Fridays)
- Sat 1/11/25 = 10am to 6pm (normal hours)
- Sun 1/12/25 = closed
- Mon 1/13/25 = 9am to 8pm (Library opened early)
- Starting Tue 1/14/25 = Library back to regular hours

We tallied Library patrons for 6 open days = Thursday 1/09 through Wednesday 1/15/25 (we did not tally on Tue 1/08 and we were closed on Sunday 1/12):

- A total of 405 patrons used the Library from Thursday 1/09/25 thru Wednesday 1/15/25
- Library opened early 3 days (Wed 1/08, Thu 1/09, & Mon 1/13)
- Library opened an extra day from 9am to 4pm on our normally closed Friday 1/10
- Library had over 80 people visit each day on Sat 1/11, Mon 1/12, & Tue 1/14

<b>Date</b>	<b>Patron Count</b>
1/09/25 Thu	35
1/10/25 Fri	40
1/11/25 Sat	86
1/13/25 Mon	84
1/14/25 Tue	82
1/15/25 Wed	78
<b>Total Patrons</b>	<b>405</b>

To accommodate our residents, we added the following additional charging stations using extension cords, etc.:

- Four full power strips (2 outside of children's closet in view of reference desk, 1 near 3D printer, and 1 at round tables via an extension cord taped to the floor)
- Two outlet stations (Non-fiction room & floor outlet by book case)

These were in addition to our outlets near the study carrels that were often completely full.

It is important to note, that seven of the Library's 12 staff were evacuated during some of this time. Staff still reported to work at the Library to serve the community as best they could. All were able to return to their homes Sunday, January 12. None have reported damage to their homes, though some remain in the DO NOT DRINK DO NOT BOIL Order zones.

The Library also helped to staff the FEMA Local Assistance/Disaster Recovery Center at



Pasadena City College's Community Education Center starting Tuesday, January 14, 2025. At this event, the City handed out information packets, N95 masks, children's books donated by a patron, and directed people to appropriate organizations for help. The schedule included the following:

- Lori Tue 1/14/25 from 12 to 4pm
- Chelsea Thu 1/16/25 from 8am to 12pm
- Diane Sands Fri 1/17/25 from 4pm to 8pm
- Diane Sands Sun 1/19/25 from 12 to 4pm (was turned away as space for the City's table was reduced and timeslot was double filled)



In recovery from the Eaton Fire, the Library will be waiving replacement charges for books damaged in the Eaton Fire and have created a process to document loss of Library materials for submission for FEMA reimbursement.

### **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).