



## **AGENDA**

### **LIBRARY BOARD OF TRUSTEES MEETING**

**Monday, September 25, 2023**

**5:00 PM**

**City Hall Council Chambers**

**232 W. Sierra Madre Boulevard**

**Sierra Madre, CA 91024**

*Catherine Adde, Chair; Laura Palmer, Vice Chair;  
Susan Gallagher, Trustee; Leigh Gluck, Trustee; Diane Sands, 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 August 28, 2023, meeting.

#### **COMMUNITY INPUT**

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda.

State legislation (Govt. Code Section 54954.2) limits the Board's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Trustees or staff may briefly respond to statements made or questions posed by the public, or a Trustee or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Trustee or the Board itself may provide a reference to staff to

report back to the Board at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

## **CONSENT CALENDAR**

**1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$1,880.00, \$5,937.05.

**2. Library Statistics** – Recommendation to receive and file August 2023 Statistical Reports.

## **ACTION ITEMS AND REPORTS**

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

Deputy Director of Public Works Arnulfo Yanez will give a brief update on the state of the Library building renovations. No action required.

### **2. Naming Rights Subcommittee Report**

The newly created Naming Rights Subcommittee made up of members from the Library Board of Trustees, Friends of the Sierra Madre Library, the Library Foundation, and staff from the Sierra Madre Public Library will report out from their first meeting. No action required.

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

The Sierra Madre Historical Preservation Society will provide updates on their progress with needs and fundraising for the upcoming Library Building Meaningful Improvement renovations. No action required.

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

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

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

Update from Council Liaison to Board. No action required.

### **7. Trustees Updates**

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

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

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

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

**\*ACTION ITEMS**

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

**ADJOURNMENT**

The Library Board of Trustees may adjourn to a meeting on October 23, 2023.

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, August 28, 2023

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

Absent: Trustee Gallagher

**Meeting called to order at 5:06 PM**

#### PLEDGE OF ALLEGIANCE

Catherine Adde – in lieu of Trustee Gallagher

#### APPROVAL OF AGENDA

Trustee Gluck motions to approve with changes (wrong adjourn date at bottom)

Trustee Sands seconded

All in favor

#### APPROVAL OF MINUTES

Trustee Adde moves to approve

Trustee Sands seconded

Trustee Gluck abstains as she was absent for that meeting

All in favor

#### COMMUNITY INPUT

No community input provided

#### CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$1,253.73, \$2,171.79, \$2,497.31, \$1,116.44, \$4,166.66, \$499.00, \$7,291.57.

*Questions/Comments:*

Trustee Gluck: The warrants seem to be larger than normal.

City Librarian Regan: Combo of last year and this year's fiscal budget.

- 2. Library Statistics** – Recommendation to receive and file July 2023 Statistical Reports.

Trustee Sands motions to receive and file

Trustee Gluck seconded

All in favor

## **ACTION ITEMS AND REPORTS**

### **1. Annual Presentation on Brown Act Procedures**

*This was moved to the second agenda item.*

City Clerk Laura Aguilar gave an annual brown act refresher. Wanted to remind Trustees there is a commissioner handbook that describes the dos and don'ts regarding the Brown Act. Explains that a Library Board of Trustees is interesting because it is an advisory board and a legislative board. An advisory board, simply advises and a legislative board listens to public comment and have the power to change municipal code.

The Library Board of Trustees is an advisory board but also reports to the State of California not just the City Council. While it is not a day to day operation type of function. There is a mixture of fiduciary, mostly advisory, and a little bit of legislative.

Agendas must be posted in advance for 72 hours. Any meeting that happens on a scheduled same day, same place, same time is a regular meeting. If the day, time, or location changes it becomes a special meeting.

Why is it important to post an agenda? It lets the public know how the city is conducting business.

Trustees are stewards for the city tasked with making decisions for the city by the public. If items happen that are not agendized, the public is denied the opportunity to discuss the topic.

For example, an advisory body was discussing city transportation that subcommittee thought it would be a good idea to discuss it at a backyard BBQ and just bring it back to the committee, but now the public isn't involved in the discussion.

A typical action items ends with someone providing a motion, someone seconding the motion, all members vote. It is okay to debate a motion before you vote on it. It is okay to have a competing motion. If the motion doesn't receive a second, it dies and does not get passed.

For a subcommittee, you cannot have a quorum from any entity (Friends, Trustees, ect.). If you have a subcommittee involving more than just the Library Board of Trustees and Staff it is no longer a standard Brown Act committee. However, it is advised that you create an agenda. Public should be provided an opportunity to provide feedback on decisions that could potentially impact them. Keeping minutes is also a good idea and strongly recommended. Minutes don't have to be verbatim.

The subcommittee's purpose is very specific and once that purpose is completed, it's really important for the subcommittee to report to the Library Board of Trustees.

*Questions/Comments:*

Trustee Sands: Would this subcommittee meeting be posted on the city website?

City Clerk Aguilar: Absolutely, with the location and time.

Trustee Gluck: So that backyard BBQ would have been acceptable if it was posted and assessable to the public?

City Clerk Aguilar: Yes.

Librarian Garza: We don't have to indicate special or regular for these meetings?

City Clerk Aguilar: Correct

## **2. Chair/Vice Chair Nomination and Appointments for F/Y 2023-2024**

*Trustee Adde nominated for chair.*

Trustee Palmer motions to approve

Trustee Gluck seconded

*Palmer nominated for vice chair*

Trustee Gluck motions to approve

Trustee Sands seconded

All in Favor

## **3. Library Board of Trustees Committee Assignments**

Trustees to review and assign committee assignments:

- Friends of the Library Liaison (1) – Trustee Gallagher
- Sierra Madre Historical Preservation Society Liaison (1) – Trustee Gallagher
- One Book One City Committee (2) – Trustee Adde, Trustee Gluck
- Library Bookmark Contest (1) – Trustee Palmer
- Library Open House (2) – Trustee Gluck, Trustee Adde
- Sommer Scholarship (1) – Trustee Sands
- Writers Workshop (1) – Trustee Sands

Trustee Gluck motions to approve the new assignments as discussed

Trustee Sands seconded

All in favor

## **4. Library Renovation Update Discussion**

*Discussion regarding the August 16 public meeting with TSK Architects:*

Trustee Sands: Any communication via email after that meeting from the public?

City Librarian Regan: Yes, a few, not a lot. One about sound issues with the Library and other about special needs.

Trustee Palmer & Trustee Adde: Jonathan Richert did a really good job, very complete.

Trustee Palmer: (Trustee Sands) your comment at the end was perfect. Discussing that everything we need inside the Library is going to be funded by the public. The renovation is just for the structure not for furniture.

Trustee Adde: (Trustee Sands) your comment was impactful, inspiring, and made me want to get my checkbook out.

Trustee Gluck: Was outdoor space contained with the budget? That wasn't brought up at this meeting?

City Librarian Regan: Yes, we do have to do landscaping as part of this project. It is still being worked on though.

Trustee Palmer: They gave us everything we asked for almost. The community space is much larger than I anticipated.

Trustee Sands: Noise from the teen room is a concern, but that the door can be closed.

Trustee Gluck: Is staff concerned with losing that circular access to the children's room?

City Librarian Regan: Yes. Unfortunately, there is not much to be done.

Trustee Sands: Is staff concerned with the staff space? It doesn't look like it's much more.

City Librarian Regan: Yes. It is slightly more but staff really wanted a break room area.

Trustee Palmer: The bathroom locations?

City Librarian Regan: I was told you want your bathrooms over dirt should anything happen.

Trustee Gluck: Their original design had a dig down further.

City Librarian Regan: They are mostly pushing the building out and might only go a foot deeper.

Trustee Sands: Is this constructed in a way that you can build an additional top floor later?

City Librarian Regan: No. We aren't even going to be able to add solar panels on the original roof area because it would require reinforcing the roof. There is a safety concern with the stairs for afterhours events. There is no way to stop people from using the stairs or elevator if they are not engaged in the event other than signs.

Trustee Gluck: The city needs a community space and this is a great solution.

City Librarian Regan: One solution is to have a clause in the rental contract that someone is responsible for guarding the stairs and keeping the Library off-limits or else the organization could be held responsible for damages.

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

This agenda item was withdrawn due to the absence of Deputy Director Arnulfo Yanez.

## **6. Sierra Madre Historical Preservation Society Update**

Leslie Ziff from the Sierra Madre Historical Preservation Society said they did not meet in August but they are planning on meeting with the Rotary Club and doing some joint events to raise money for the Archives to help with furniture or other needs. More is expected to be discussed at their September meeting.

### *Questions/Comments:*

Trustee Sands: Last month I asked the Trustees to volunteer for the Cemetery Tour.

Ziff – The Cemetery Tour is set for the Saturday before Halloween and we are looking for people to become the people of the cemetery. You can choose to dress like them and it will be in the middle of the afternoon. Not at night.

Trustee Adde: I have been Mary Tumilty a few times.

Trustee Gluck: I have a 17-year-old that did it and loved it.

Ziff: Everyone who has done it has really loved it.

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

Library Foundation's Robert Stockly reported out on their progress. Has been working on reconstituting the Board for the Foundation. They are working on updating their website and making headway on getting the fundraising up and going. At the TSK meeting, Stockly

commended them for the design and what they are doing and said it would be helpful to know what we need in the Library.

*Questions/Comments:*

Trustee Gluck: How many members do you have now?

Stockly: I'm still getting commitments I think we're going to be at 5 maybe 6 I would like the number to climb to about 10 or 11.

City Librarian Regan: Lofty goals is \$2M but realistic goal is \$1M we have \$700K pledged from Friends of the Library already so that is the sort of fundraising range.

Trustee Sands: As we prepare to have our Naming Rights subcommittee, I'm sure it will be helpful to have specific needs from the Library like 100 chairs rather than just talking money. Maybe there are people who don't want to put their name on things but want to purchase all the small things.

Stockly: What is the goal for fundraising and I think we all need to know that the Friends is going to have their name in big letters somewhere but what is the next level down?

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

Leslie Ziff served also as the Friends of the Library Liaison and said that the Friends of the Library have been dark for August and since this is her first time she didn't have much to report.

*Questions/Comments:*

Ziff: Does the Library have an itemized wish list?

City Librarian Regan: No, not until we have a finalized design.

Ziff: The Archive storage area in the basement is already being used for the Archives, but it's a long narrow room with shelves on both sides. It's fine for storage not for sorting for the book sale.

City Librarian Regan: I would like to give an update on the Book Sale the August book sale made over \$4,000 including online sales. That is two sales in a row that totaled more than \$4,000. This is why it's important to the Library to keep the book sales going, which we will do in our temporary space. We have allocated an area for the shipping container for storage and a room in the temporary Library for sorting. The Friends of the Library has expressed certain concerns with the amount of space allocated in the design for the bookstore and storage/sorting. It is still in discussion with TSK Architects.

## **9. City Council Liaison Report**

Mayor Garcia apologized he was unable to make the TSK Architects meeting. The City Council has been dark for the last two meetings but their last meeting on August 22<sup>nd</sup> was wrapped up by 8:30PM. Former mayor Capoccia presented for the San Gabriel Valley Mosquito & Vector Control. Mosquitos are back and West Nile Virus has been found in Sierra Madre (one case). There are also the Aedes mosquitos they are small and came from Asia with plants have a preference for humans instead of birds. They're the ankle biters they fly low. Make sure for any standing water you are to "tip, toss, and protect." Get rid of all standing water at least within a week. Protect you want to make sure you have some kind of repellent. Another wonderful report from our Water Superintendent Steven McGee was that Sierra Madre's water demand was down significantly from last year. Supply is similar to the past. On any given year we're still

demanding less than what our supply is. We had 12 items on consent one had to do with class action litigation, chemicals get into the ground and contaminate our drinking water. We have the upper Raymond basin that whole aquifer that we have at our city yards goes all the way to the Arboretum. We have access to the main basin through this new well. We have rights so now we'll have a straw. It's a very long straw but this is a one-for-one replacement where usually it's two-to-one replacement. However, we know this water has PFAS and we are ready and are able to mitigate for that. There were two public hearings one is a sound/noise ordinance regarding leaf blowers. It's been pushed. After getting feedback from our natural resource commission, the way it was worded was an environmental issue wrapped up in a noise ordinance. For full disclosure, if it's an environmental issue let's look at it that way and if it's a noise issue let's look at it that way.

*Questions/Comments:*

Trustee Adde: On the noise ordinance, a long time ago when I was doing volunteer work for the PD, The PD said you can call us whenever noise bothers you. When it's disturbing you.

Mayor Garcia: Decibel levels are obviously important and we're trying to build bridges with other communities to learn how other cities are doing things. And cities are learning from us too like with the bear issues. We have had 30 break-ins into cars and homes by bears recently.

Trustee Adde: That's been reported, a lot of people don't report.

Mayor Garcia: We have encouraged people to report but a lot of people will call if there's a break into their home. California Department of Fish & Wildlife is great they are providing education but they are working within their policies. We will be an interesting new case because we are not like South Lake Tahoe, we're in a high population area.

Trustee Adde: The attendance is growing and what a great partnership.

Mayor Garcia: None of us on the council are wildlife experts. There might be a whole different solution that we don't know about so Fish & Wildlife are the experts but their policies aren't working for us. Also want to mention another Public Hearing that approved a local historical designation for Lizzie Trail Inn. The Richardson House has already been designated. It was a cultural historical designation. Hopefully we can start spending money on our City assets and that is the plan. The Library renovation is #1 on my list right now. We need to do this right; we need to do this well. I requested a standing agenda item for an update on the Library renovation and relocation. Residents that have been paying attention, some of them are very concerned about the timeline.

Trustee Adde: What percentage of our water comes from the metropolitan districts?

Mayor Garcia: It's more than half based on where our wells are located and it's because we're able to pump a certain amount from each well. Not the MET that's different. Us, Monterey Park, Azusa, etc. We have our own Metropolitan district that is not Los Angeles.

## **10. Trustees Updates**

Trustee Adde: Went to the TSK meeting and that was excellent. We need to start our One Book One City Meetings soon.

Trustee Palmer – Went to the TSK meeting and made sure Sierra Madre Elementary School is aware of all the changes with the Library. The schools are being notified. TSK I felt was a very positive meeting and it was well attended.

Trustee Gluck – Did not attend the TSK meeting and has started moving my oldest child to college. Been to the Library a couple times to check out books, though.

Trustee Sands – Was at the TSK meeting it was a good presentation it was really nice to have the update and to see everything and the questions from the audience were pretty interesting. Also attended a majority of the City Council meeting.

## **11. City Librarian Report**

City Librarian Leila Regan presented an oral report including a building update. The schematic design was pushed back a few weeks while waiting for a geo report. Leila is working on getting an extension for the grant completion deadline. She has forwarded all the Information received from the public meeting to TSK Architects. Carpeting has been completed at the Library's Temporary location. The RFP for the big move is out. Friday September 8<sup>th</sup> is the walk through for the potential movers. The Archival small move RFP's have been received. Debbie will be able to retrieve archival materials at the temporary location. An exterior decal is being procured for the temporary location. The Library will shut down on October 16<sup>th</sup>. Movers start October 30<sup>th</sup>. Staff is pushing public to check out items and keep them until we re-open at the temporary location. We plan to re-open early December. Library statistics for the month of July were over 10,000 circulations. When we move to temporary location we will have only half of our collections. We have upcoming programming of the Photo Booth and Pumpkin Smash. We will be giving out solar eclipse glasses too. December 2<sup>nd</sup> is our planned open date. We have the City website transparency page available with information about the Renovations, including the closing report for the August 16<sup>th</sup> TSK Architects public meeting.

### *Questions/Comments:*

Trustee Adde: How often are archival items paged? Can she have volunteers?

City Librarian Regan: Doesn't have that number but it will be the same. She cannot have volunteers at this time.

Trustee Gluck: Will we use Libby as a determining factor as to which books stay?

City Librarian Regan: It will help in our decisions

## **12. Items for Future Agenda**

Naming Rights Sub Committee Report and ongoing Building Report

## **ADJOURNMENT**

Trustee Adde motions to adjourn

Trustee Gluck seconded

All in Favor

**Meeting adjourned at 6:56 PM**



City of Sierra Madre, CA

# Check Register

Packet: APPKT07021 - LIB MAN 9/12/23

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1206	B AND H SIGNS	08/31/2023	Regular	0.00	1,880.00	66006
<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="#">20426</a>	Invoice	08/31/2023	WINDO GRAPHICS AND INSTALLATION LIB...	0.00	1,880.00	
<a href="#">60001.83200.56010</a>	IMPROVEMENTS O/T BUI...	FC82307	WINDO GRAPHICS AND IN...		1,880.00	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,880.00
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>1,880.00</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2023	1,880.00
			<hr/>
			1,880.00

Chair

Trustee

Trustee

Trustee

Trustee



**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	09/12/2023	Regular	0.00	563.76	66107
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">139M-4DKM-FTJK</a> <a href="#">39006.90000.53406</a>	Invoice	08/21/2023	MISC SUPPLIES 8/7/23 - 8/20/23 BOOKS AND REFERENCE	0.00	179.26	
<a href="#">17T1-4H43-GJTM</a> <a href="#">39006.90000.53406</a>	Credit Memo	08/21/2023	CREDIT 1YYP-QFKK-NRVF BOOKS AND REFERENCE	0.00	-57.30	
<a href="#">1HLJ-4XVQ-GK61</a> <a href="#">39006.90000.53406</a>	Invoice	08/21/2023	BOOKS & REFERENCE 8/7/23 - 8/20/23 BOOKS AND REFERENCE	0.00	22.01	
<a href="#">1JVM-6RKJ-GJNC</a> <a href="#">39006.90000.53999</a>	Invoice	08/21/2023	MISC SUPPLIES 8/7/23 - 8/20/23 OTHER PURCHASED SUPP...	0.00	84.51	
<a href="#">1KN9-R1NQ-GV6N</a> <a href="#">39006.90000.53406</a>	Invoice	08/21/2023	BOOKS & REFERENCE 8/7/23 - 8/20/23 BOOKS AND REFERENCE	0.00	87.33	
<a href="#">1NR4-L9MY-GGCN</a> <a href="#">10000.90000.53406</a>	Invoice	08/21/2023	BOOKS & REFERENCE 8/7/23 - 8/20/23 BOOKS AND REFERENCE	0.00	49.71	
<a href="#">1PCY-PV4H-GJPK</a> <a href="#">39006.90000.53406</a>	Invoice	08/21/2023	BOOKS & REFERENCE 8/7/23 - 8/20/23 BOOKS AND REFERENCE	0.00	61.22	
<a href="#">1PCY-PV4H-GP4K</a> <a href="#">10000.90000.53406</a>	Invoice	08/21/2023	BOOKS & REFERENCE 8/7/23 - 8/20/23 BOOKS AND REFERENCE	0.00	7.60	
<a href="#">1TJ4-QHNR-GMG9</a> <a href="#">39006.90000.53999</a>	Invoice	08/21/2023	1TJ4-QHNR-GMG9 OTHER PURCHASED SUPP...	0.00	49.46	
<a href="#">1WGN-NR7G-H4...</a> <a href="#">39006.90000.53406</a>	Invoice	08/21/2023	BOOKS & REFERENCE 8/7/23 - 8/20/23 BOOKS AND REFERENCE	0.00	79.96	

0132	BAKER & TAYLOR, INC.	09/12/2023	Regular	0.00	844.10	66108
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">5018403659</a> <a href="#">39006.90000.53406</a>	Invoice	07/06/2023	BOOKS AND REFERENCE & MEDIA (FY 202... BOOKS AND REFERENCE	0.00	132.74	
<a href="#">5018403660</a> <a href="#">10000.90000.52200</a>	Invoice	07/06/2023	LIBRARY SUPPLIES CONTRACT SERVICES	0.00	29.10	
<a href="#">5018418477</a> <a href="#">39006.90000.53406</a>	Invoice	07/07/2023	BOOKS AND REFERENCE & MEDIA (FY 202... BOOKS AND REFERENCE	0.00	85.61	
<a href="#">5018418478</a> <a href="#">10000.90000.52200</a>	Invoice	07/07/2023	LIBRARY SUPPLIES CONTRACT SERVICES	0.00	20.11	
<a href="#">5018432261</a> <a href="#">39006.90000.53406</a>	Invoice	07/17/2023	BOOKS AND REFERENCE & MEDIA (FY 202... BOOKS AND REFERENCE	0.00	30.55	
<a href="#">5018432262</a> <a href="#">10000.90000.52200</a>	Invoice	07/17/2023	LIBRARY SUPPLIES CONTRACT SERVICES	0.00	6.70	
<a href="#">5018432263</a> <a href="#">10000.90000.53406</a>	Invoice	07/14/2023	BOOKS AND REFERENCE & MEDIA (FY 202... BOOKS AND REFERENCE	0.00	25.58	
<a href="#">5018432264</a> <a href="#">10000.90000.52200</a>	Invoice	07/14/2023	LIBRARY SUPPLIES CONTRACT SERVICES	0.00	1.84	
<a href="#">5018442027</a> <a href="#">10000.90000.53406</a>	Invoice	07/13/2023	BOOKS AND REFERENCE & MEDIA (FY 202... BOOKS AND REFERENCE	0.00	110.31	
<a href="#">5018442028</a> <a href="#">10000.90000.53406</a>	Invoice	07/13/2023	LIBRARY SUPPLIES	0.00	7.48	

Check Register

Packet: APPKT07027-LIB 9/12/23

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		7.48	
<a href="#">5018452356</a>	Invoice	07/26/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	25.69	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	Media		25.69	
<a href="#">5018452357</a>	Invoice	07/26/2023	LIBRARY SUPPLIES	0.00	6.70	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		6.70	
<a href="#">5018492708</a>	Invoice	08/16/2023	LIBRARY SUPPLIES	0.00	20.00	
<a href="#">39002.90000.53406</a>		BOOKS AND REFERENCE	LIBRARY SUPPLIES		20.00	
<a href="#">5018492708.1</a>	Invoice	08/16/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	312.12	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		312.12	
<a href="#">5018492709</a>	Invoice	08/16/2023	LIBRARY SUPPLIES	0.00	29.57	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		29.57	

VEN03061	DIANA SHAW	09/12/2023	Regular	0.00	73.04	66109
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV035634</a>	Invoice	08/31/2023	REIMBURSEMENT SUPPLIES	0.00	73.04	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		REIMBURSEMENT SUPPLIES	73.04	

VEN04226	MANGO LANGUAGES	09/12/2023	Regular	0.00	4,320.00	66110
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV012210</a>	Invoice	07/01/2023	Mango Languages Subscription - 2023-2026	0.00	4,320.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		Mango	4,320.00	

0786	OFFICE DEPOT, INC	09/12/2023	Regular	0.00	73.85	66111
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">318324269001</a>	Invoice	07/01/2023	OFFICE SUPPLIES	0.00	73.85	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	73.85	

VEN03926	T-MOBILE	09/12/2023	Regular	0.00	62.30	66112
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV035635</a>	Invoice	08/21/2023	98443308 7/21/23 - 8/20/23	0.00	62.30	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		98443308 7/21/23 - 8/20/...	62.30	

Total Regular: 5,937.05

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	29	6	0.00	5,937.05
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>29</b>	<b>6</b>	<b>0.00</b>	<b>5,937.05</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2023	5,937.05
			<hr/>
			5,937.05

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Chair

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Trustee

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Trustee

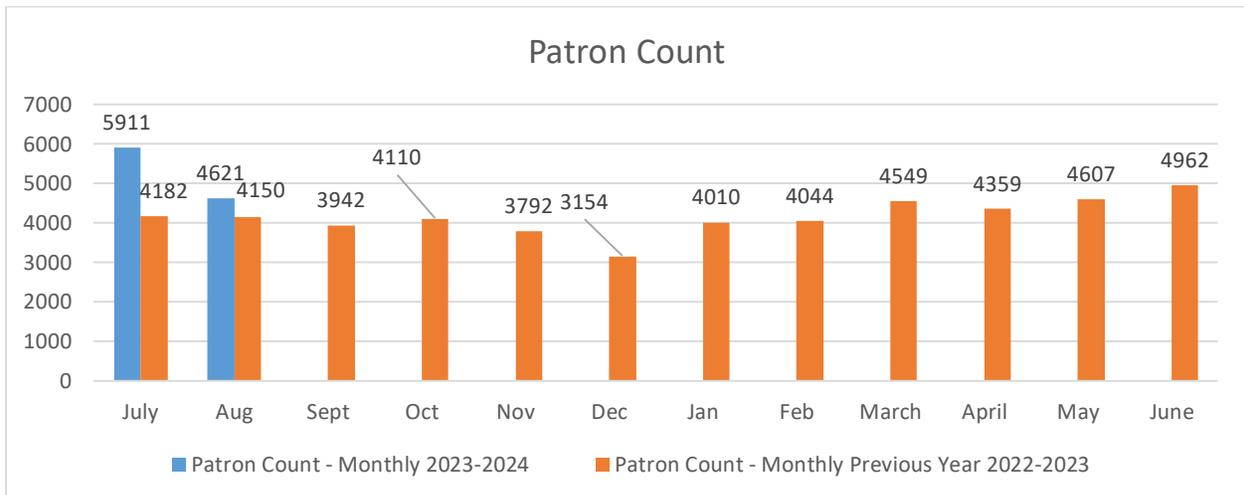
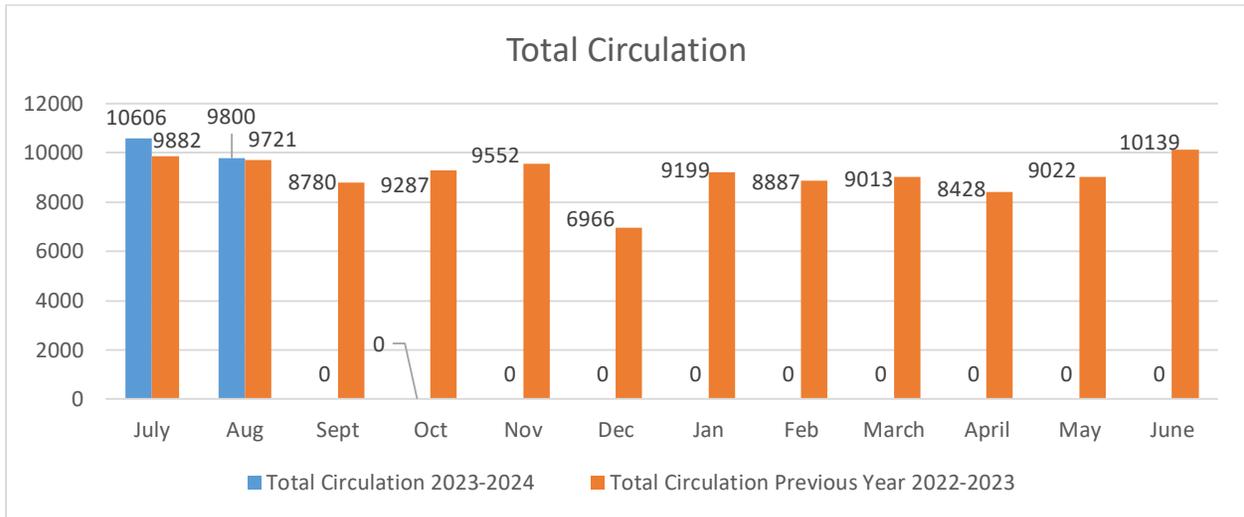
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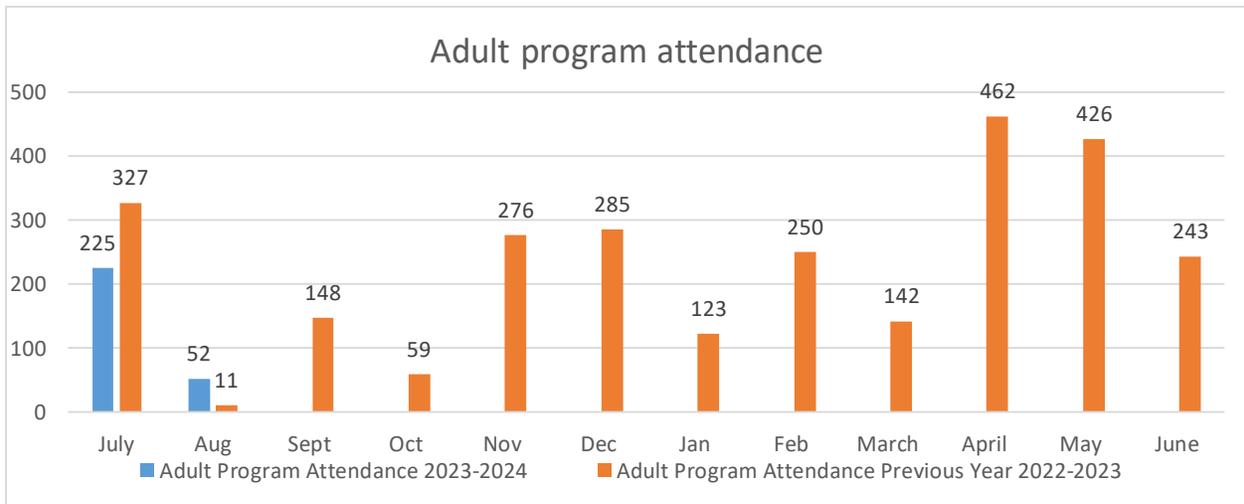
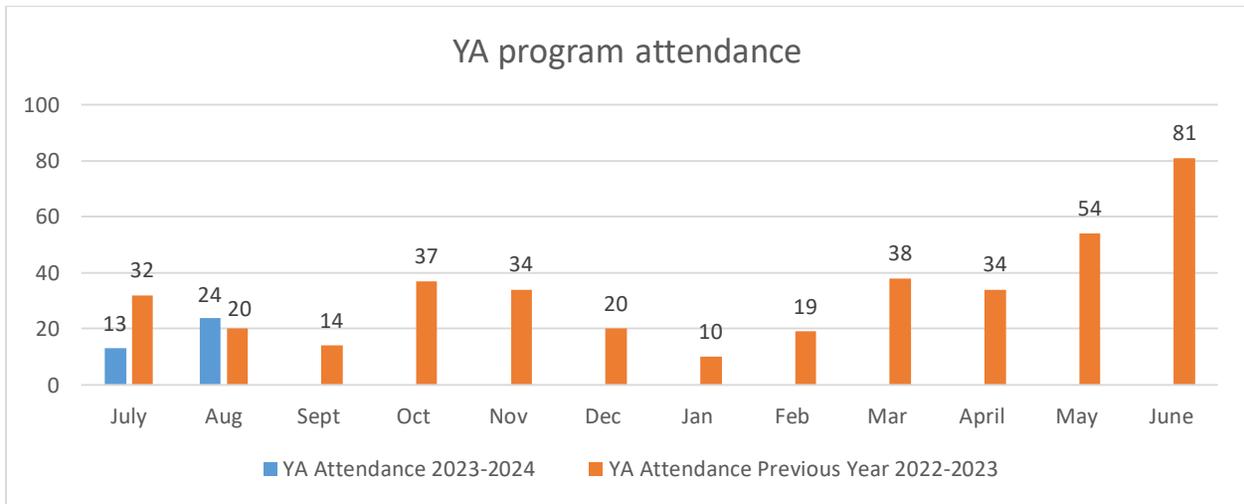
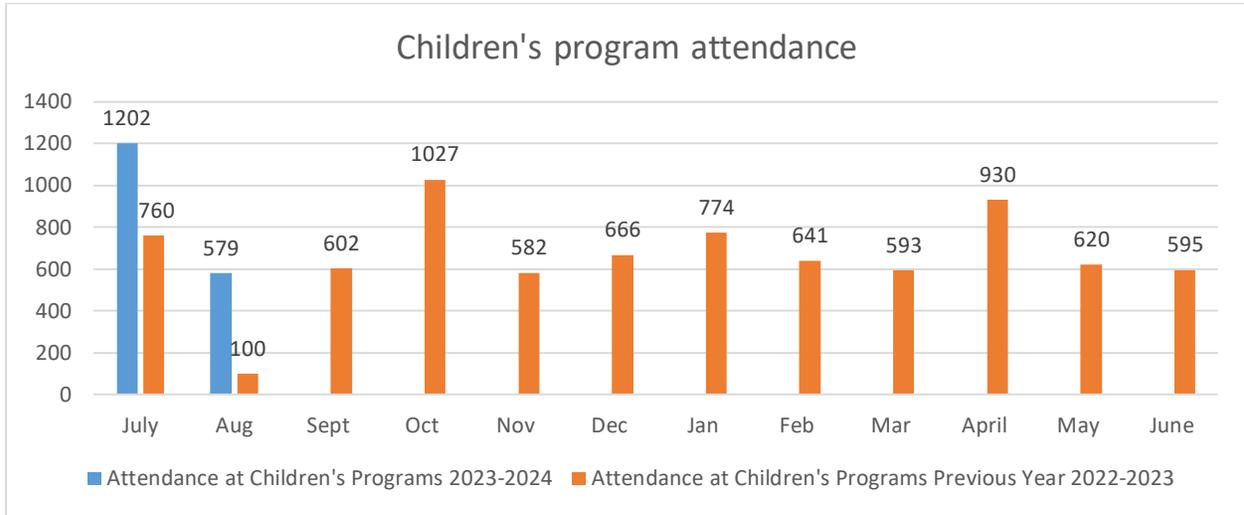
Trustee

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Trustee

## August 2023 Library Statistics





## August 2023 Online Content

**In July, the Library had 46 social media posts with 6,474 reactions (likes/comments/views). Many were for the following:**

Programing Nap  
Stuffed Animal Sleepover  
Passive Program - I Spy  
California State Parks Pass  
Thank you Teen Volunteers  
Library TikTok - Be Yourself  
FOL Best Used Book Sale  
Summer Reading Prizes  
Kanopy  
1000 Books Before Kindergarten  
Brainfuse  
Public Meeting with TSK Architect  
Mango Languages  
National Book Lovers Day  
Library TikTok - Helping Patrons  
Throwback Thursday  
Library Renovation & Relocation  
PressReader  
Linkedin Learning  
GetSetUp  
Coursera  
Library TikTok - Fantasy Books  
Skill Share  
Learning Express  
Craft It  
Library TikTok - New Books  
National Dog Day  
Linkedin Learning  
Libby  
Digital Services  
Library TikTok - Creative Book Gathering

