



Sierra Madre Public
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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING
Wednesday, February 24, 2021
4:00 PM

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

*Richard Procter, Chair; Rod Spears, Vice Chair;
Susan Gallagher, Trustee; Shannon King, Trustee; Barry Ziff, Trustee*

CALL TO ORDER / ROLL CALL

Trustees Procter, Gallagher, King, Spears, Ziff

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from January 27, 2021 meeting.

COMMUNITY INPUT – COVID-19 NOTICE

As part of the City of Sierra Madre's COVID-19 transmission mitigation efforts, all City Council, Commission and Board meetings will be conducted virtually until further notice. The Brown Act provides the public with an opportunity to make public comments at any public meeting.

Public comment may be made by e-mail to csmart@cityofsierramadre.com with the subject heading PUBLIC COMMENT by 3:00 pm on February 24, 2021. Emails will be acknowledged at the Trustee meeting and read into public record with a limit of three minutes per person.

**To watch the meeting live, please access the live Zoom call
by visiting the following link: <https://bit.ly/CSMLibZoom>**

For more information, please contact City Librarian, Christine Smart via email at csmart@cityofsierramadre.com or by telephone at (626) 355-7186.

PUBLIC COMMENT

The Trustees will listen to the public on any item on the agenda. In addition, the Trustees will also devote time for public comment on 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.

Each comment read on the record will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate Library Board of Trustee action.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$2,260, \$6,875.59, \$3,804.63, \$2,471.25.
- 2. Library Statistics** - Recommendation to receive and file January Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Site Plan

Management Analyst Sophia Kownatzki to give an oral presentation on the progress made on developing the Library Site.

2. Budget Process Overview

City Librarian Smart to give an oral presentation regarding the process for budgeting for the next fiscal year.

2. Library Story Board Decommissioning and Local History Room Updates

City Librarian Smart to discuss the changes being made to the Local History Room.

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.

5. Library Foundation Liaison Report

Liaison from the Library Foundation to provide oral report concerning activities since the last Board meeting.

6. Trustees Updates

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library.

7. City Librarian Report

City Librarian Smart to present an oral report concerning Library services since the last Board Meeting.

8. Items for Future Agenda

Any items for a 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 special zoom meeting on March 24, 2021 at 4:00 pm.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 8 hours prior to the meeting.



Sierra Madre Public
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MINUTES

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, January 27, 2021

4:00 PM

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

*Richard Procter, Chair; Rod Spears, Vice Chair;
Susan Gallagher, Trustee; Shannon King, Trustee; Barry Ziff, Trustee*

CALL TO ORDER / ROLL CALL

Trustees Procter, Gallagher, King, Spears, Ziff in attendance. Meeting called to order at 4:03 pm.
Council Member Goss also in attendance.

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 December 15, 2020 meeting.

PUBLIC COMMENT

None for items not on the agenda

CONSENT CALENDAR

1. **Library Statistics** – December 2020 Statistical Reports were received and filed.

ACTION ITEMS AND REPORTS

1. **Library Site Plan**

Public Comments:

Rob Stockly: *"I support the Trustees' reaffirmation of the citizen initiative alternative of those that are presented to you today. Although direct democracy is not the most efficient process because a formal community awareness and information plan is necessary to give voters the tools to make an informed decision, the fate of a valued and, indeed, beloved community resource, as the library is in Sierra Madre, is perhaps the best case for this process to be allowed to play out. While Alternative #1 is a "heavy lift," it is the only alternative which meets the needs of the community as determined in various needs assessments dating back years. In addition, you can not assess the impact of the other 3 alternatives in their impacts on space and library programs, but we know that full ADA-compliance (which will be triggered by any construction) will reduce the collection and space for community events.*

"Covid-19 stalled the citizen initiative process before it could begin a city-wide information campaign preceding the gathering of signatures, but we will take full advantage of the next few months designing and implementing a community awareness plan to counter the misconceptions revealed by the survey and the signature gathering itself will serve as the most meaningful measure of whether the parcel tax campaign can succeed. I hope that you will strongly consider reaffirming your support of Alternative 1.

"Thank you for your service to the library and the community.

Pete Siberell: *"As you well know, the Library Foundation, Friends of the SM Library and a host of other organizations and residents will be working hard to put a parcel tax on the ballot for a new library.*

"Until that effort is completed – or defeated – it makes no sense to be spending any more taxpayer money than is needed on the library. And that spending needs to be limited to keep the building safe for users and employees.

"You and your staff have shown that you can keep the library and its popular programs going in the interim.

"I would urge the Board of Trustees to recommend to the City Council the most prudent option until we get a new library built: make the most immediate repairs only. The money from residents and donors should be used for what the community really needs: a new library."

Julia Brady: *"#1-absolutely plan on a citizens' initiative to get the signatures to get a bond to build a NEW 21ST CENTURY LIBRARY—ASAP. As you know, the Foundation has to hire a firm to work on the wording to file with city to get the signatures for a bond. Anything else listed as options is simply not suitable and still at substantial costs for getting a "less than" option. "Lipstick on a pig" as some people have called a "remodel". Honestly, a parcel tax measure over a 30-40 year time period to get what we want is worth it.*

"#2-Please spend the least amount as possible to make the library safe and efficient. I find the library site estimates presented in the report ridiculously high. Don't take the nearly \$1.4 million dollar report as a whole. Scrap the backlot renovation. It's too expensive. We've gone several years without paint and other "lipstick" finishes. Why would you want new paint for less a year or two? Perhaps you can take each line item and scratch nonessential items. Also, as a bargain shopper and tax payer, I detest padding the estimates and overpaying. Think like a consumer

and Negotiate the BEST price. I think Trustee Spears did his homework to research costs for the seismic renovation. Perhaps this should NOT set a precedents of having to do your own research, but I'm sure residents will if there are substantially high costs."

Jeff Brown: *"I have been a volunteer in the book store basement for 17 years now. We get 100s and 100s of book every week. Amazing for a little town. We do manage and deal with what space we have just have to cope and work with it which of course is worth it but does take a lot of work. A bigger space would be nicer that could accommodate more books to sell and maybe someday actually have an onging book store..More space would allow us less wasted time and effort moving books from the basement to other storage units.They can be quite heavy boxes. The basement seems safe with heavy steel supports. I couldnt really see it coming down. We take good covid measures amongst ourselves to hopefully prevent any spread. Our book sales are very popular and people love them and should be an ongoing event in Sierra Madre, so a nice facility would definitely be wonderful for all concerned."*

Martha Troedson: *"Dear Library Board of Trustees, I am the chairman of the Friends of the Library Book Sale committee. I have been volunteering in the basement at the library for 10 years in an effort to help the Friends with their fund-raising activities through our bi-monthly booksales. Five to six people use the Basement several times a week in order to process donations of books and media. We sort, price, shelve, contact dealers and online sources, pack, ship, and store materials in order to keep much of the basement area free for the use of the library staff. Due to the installation of the server, other new equipment and the archives closet, our storage space has been severely curtailed and we have been forced to move materials to the Friends container on the parking lot. We typically move 120 boxes of books from the basement every two months, ready for our parking lot sales. During 2018-2019, our booksales earned more than \$23,000 for the Friends' donation to our library. This amounts to a lot of material through our hands.*

"The basement is simply not adequate for our needs any longer. It is not seismic-safe, is prone to dust and allergens, and does not provide enough space for all of us to move around safely, especially six feet apart!

"One of the aims of the backlot plan was to make space available to the Friends for our booksales in some kind of modular so that we could consolidate all of our activities as well as free more space for the library staff in the basement itself. This modular structure will need to be safe and comfortable for our volunteers and provide storage space as well. But I also think that choices will need to be made in order to meet the needs of our volunteers and our community. I urge you to consider investigating some lower-cost alternatives.

Tom Brady: *"Dear Library Trustees, City Council members, With regard to the Library, Alternative 1 is the only fiscally responsible option. Other options present short term band-aids and do not fulfill the mission of a new library.*

"Raising necessary funds and accessing the goodwill of our community is a highly coordinated task with decades of community support. The notion that there is a cheap fix undermines the true spirit and vision as we look forward for the next 50 years and replace an asset well beyond its useful life.

“Winning the hearts and minds of our community who support the library across several generations as a focal point for life long learning and cultural enrichment cannot be done haphazardly.

“My recommendation requires real work and the commitment of our collective wisdom, finances and perseverance.

“As a business owner and board member for other organizations, there is no transparency on costs, no competitive bids, and a total disregard for seeking value or doing what the community needs when this entire project will be placed on the ballot. No work needs to be done at this time.

“Thank you for your thoughtful consideration.”

Kristine Chase: *“Dear Sierra Madre Library Trustees and City Council Members: I would like to share the following comments related to the consideration of both short-term and long-term City support for Library renewal and renovation:*

“Short-term: The proposed work on the Library vacant lot is much too extensive and the cost estimates are way too high given the short-term needs. The town can live without a new park behind the building until we get a new building; the Friends, however, must have a way to store and sort materials to continue to support Library programs to the tune of over \$50,000 per year. Small, ADA compliant and weather-proof storage structures do not cost \$100,000, but should be available for a fraction of that. Such a structure could easily be repurposed in the future.

“Long-term: The City of Sierra Madre is known for valuing community and supporting its families and citizens of all ages. That is a big reason why my husband and I decided to move here. It is long past time for the City to show that support by building a Library that reflects the values of its residents, as shown by the usage and support the Library receives. Thus, I strongly support Alternative #1 for a full replacement of the existing structure.

“Thank you for all the effort you put in for the City and for the Library!”

Margaret Quigley: *“As a long time Friend and former Trustee, I have long been part of the discussion about a new Library, and I've done independent study about the benefits of a 21st Century library. Simply put, we need a new Library, and I believe the Friends, working with others will be able to get a measure on the ballot and that it will pass.*

“In the meantime, I know the concerns about seismic safety and ADA compliance, and it seems like the simplest thing to do, and hopefully the least expensive, would be to reinforce the basement to alleviate safety concerns. This would be money well spent even though it was demolished later.

“I remember discussions about seismic safety, and if my memory is accurate, the basement was the area of most concern, the part of the building that could fail. Maybe there have been reassessments that I am unaware of and there are concerns about the whole building. If not, then a fix to the basement could allow usage until such time as construction begins on a new building.

"I am opposed to spending a large amount of money on other things that will be torn down in just a few years."

Toni Buckner: *"Tonight, the Trustees are likely choosing the library building's future and its ability to provide library services to the community we cherish, with its recommendation to the City Council. I respect the Trustees' integrity as you synthesize information from various sources to make your recommendations to City Council."*

"My comments are:

Alternative 1: Alternative 1 is the only alternative appropriately researched to match identified service needs to construction costs. During the design phase, I appreciated the City Librarian's reminders to the architects and stakeholders that the building was to meet current needs with a flexible design for future adaptation. Community investments in infrastructure meant to last another sixty years requires this level of analysis to assure success. I am confident in this design because the square footage and the architecturally programmed space reflected documented needs for serving Sierra Madreans another sixty years.

"Alternative 2: The cost of Alternative 2 is unknown, and I agree with the staff report that further study is required if the Trustees decide, and City Council concurs, to take this path. The more important question is will it meet the service needs. What service standards will the remodel/expansion meet? If the Library takes existing services and collections, will they fit? What services and collections will be sacrificed in a substantially reduced footprint, e.g., Archives, private study room, and community room?"

"Alternatives 3 & 4: Neither of these options is a good public investment as a solution."

Discussion:

City Librarian Smart presented the report entitled Library Building Site Plan. City Council requested a revised recommendation because it was determined that the multifaceted recommendation in September were mutually exclusive.

Chair Procter followed the presentation saying his heart is with the new building, but his head goes to option 2, and recommends remodel and expansion the whole Library property with a thorough and complete study of a remodel at \$8M.

Trustee Ziff recommended option 1, or both questions on the ballot simultaneously.

Vice Chair Spears agrees with moving forward with option 2.

Trustee King wants more information between options 1 and 2.

Trustee Gallagher wants to get more numbers and more information towards a new building.

Chair Procter feels there is not enough support from surveys and meetings to support voting on a new Library for \$17M.

Following additional discussion, Trustees vote unanimously for option 2.

2. eBook and eAudiobooks

Management Analyst Lori Garza gave a verbal presentation about eBooks and eAudiobooks and the Overdrive platform. The Library is part of a consortium of small libraries which share resources and materials. This allows for a broader range of eMaterials available. Purchasing eBooks and eAudiobooks is a nuanced subject, with each publisher and book having different rules associated with the purchase. This includes a cap on number of users or number of years that the materials is owned.

3. Friends of the Library Liaison Report

Friends of the Library President Julia Brady reported that there would be a book sale on Saturday the 6th of February, and a virtual wine tasting on February 12. There are also talks of a virtual art fair.

4. Library Foundation Liaison Report

Library Foundation President Patricia Hall reported that a \$5,000 donation was made by the Richer Family Foundation and that canvassing volunteers are being sought out.

5. Trustees Updates

Trustee Ziff attended virtual rotary meeting and delivered door hangers

Trustee King announced that the Bookmark contest would be postponed.

Vice Chair Spears met regarding the Sommer Scholarship

Chair Procter met with the City Manager and others regarding the Library Site.

6. City Librarian Report

City Librarian Smart expressed gratitude for the Library continuing to serve the community and announced an upcoming event where the Library social media would be taken over by the Sierra Madre PD for one week. Discussions are also under way to host a virtual National Library Week.

7. Items for Future Agenda

None

ADJOURNMENT

Vice Chair Spears called for the meeting to be adjourned at 6:10 pm. Trustee Ziff Seconded. All approved.



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						
0917	ARCADIA SIGN COMPANY	12/22/2020	Regular	0.00	1,130.07	59388
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2349-A	Invoice	12/04/2020	LIBRARY - COVID-19 GLASS SHIELDS /BALAN...	0.00	1,130.07	
10000.30000.53000		CONTINGENCY ACCOUNT		LIBRARY - COVID-19 GLASS ...	1,130.07	
0132	BAKER & TAYLOR, INC.	12/22/2020	Regular	0.00	962.32	59389
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016537026	Invoice	11/24/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	136.52	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	136.52	
5016537027	Invoice	11/24/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	7.44	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	7.44	
5016538084	Invoice	11/25/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	788.03	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	788.03	
5016538085	Invoice	11/25/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	30.33	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	30.33	
0598	DEMCO, INC.	12/22/2020	Regular	0.00	308.93	59390
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6876255	Invoice	11/20/2020	OFFICE SUPPLIES	0.00	115.47	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	115.47	
6877890	Invoice	11/25/2020	OFFICE SUPPLIES	0.00	193.46	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	193.46	
0218	GAYLORD BROTHERS	12/22/2020	Regular	0.00	69.93	59391
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2680087	Invoice	11/11/2020	OFFICE SUPPLIES	0.00	69.93	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	69.93	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	4	0.00	2,471.25
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
	8	4	0.00	2,471.25

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2020	2,471.25
			<u>2,471.25</u>

Chair _____

Trustee _____

Trustee _____

Trustee _____



City of Sierra Madre, CA

Check Register

Packet: APPKT05460 - 01/26/21 LB

By Check Number

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1644	AMAZON	01/26/2021	Regular	0.00	1,032.41	59664
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project	Account Key	Item Description	Dist Amount	
435337394563	Invoice	11/22/2020	MISC.SUPPLIES		0.00	40.78
39002.90000.53999			OTHER PURCHASED SUPPLI...	MISC.SUPPLIES		40.78
435778675995	Invoice	11/12/2020	MISC.OFFICE SUPPLIES		0.00	16.53
39006.90000.53999			OTHER PURCHASED SUPPLI...	MISC.OFFICE SUPPLIES		16.53
435977966644	Invoice	12/06/2020	BOOK		0.00	15.41
10000.90000.53406			BOOKS AND REFERENCE	BOOK		15.41
438478637935	Invoice	11/18/2020	MISC.SUPPLIES		0.00	127.88
39002.90000.53999			OTHER PURCHASED SUPPLI...	MISC.SUPPLIES		127.88
448446777755	Invoice	12/08/2020	DVD		0.00	16.22
39006.90000.53406			BOOKS AND REFERENCE	DVD		16.22
453534996799	Invoice	11/17/2020	DVD/MEDIA		0.00	54.89
39006.90000.53406			BOOKS AND REFERENCE	DVD/MEDIA		54.89
457565673735	Invoice	12/04/2020	MEDIA		0.00	16.53
39006.90000.53406			BOOKS AND REFERENCE	MEDIA		16.53
466977633334	Invoice	12/08/2020	BOOKS		0.00	24.29
10000.90000.53406			BOOKS AND REFERENCE	BOOKS		24.29
469598978894	Invoice	01/14/2021	LIB.FRIENDS PROGR. SUPPLIES		0.00	26.79
39006.90000.53999			OTHER PURCHASED SUPPLI...	LIB.FRIENDS PROGR. SUPPLI...		26.79
469874738473	Invoice	11/10/2020	DVD		0.00	6.60
39006.90000.53406			BOOKS AND REFERENCE	DVD		6.60
477938585636	Invoice	11/16/2020	BOOKS		0.00	44.38
10000.90000.53406			BOOKS AND REFERENCE	BOOKS		44.38
539673874357	Invoice	12/08/2020	LIB. PROGRAM SUPPLIES		0.00	57.96
39006.90000.53999			OTHER PURCHASED SUPPLI...	LIB. PROGRAM SUPPLIES		57.96
553374835434	Invoice	12/09/2020	LB.STORY WALK SUPPLIES		0.00	125.88
39002.90000.53406			BOOKS AND REFERENCE	LB.STORY WALK SUPPLIES		125.88
555744757557	Invoice	11/10/2020	BOOKS		0.00	25.34
39002.90000.53406			BOOKS AND REFERENCE	BOOKS		25.34
576477469574	Invoice	01/14/2021	DVD/MEDIA		0.00	11.01
39006.90000.53406			BOOKS AND REFERENCE	DVD/MEDIA		11.01
583933594397	Invoice	12/03/2020	CD/MEDIA		0.00	8.69
39006.90000.53406			BOOKS AND REFERENCE	CD/MEDIA		8.69
584337693769	Invoice	12/03/2020	CD/MEDIA		0.00	8.78
39006.90000.53406			BOOKS AND REFERENCE	CD/MEDIA		8.78
637356885894	Invoice	12/08/2020	LIBRARY CRAFT SUPPLIES		0.00	27.54
39006.90000.53999			OTHER PURCHASED SUPPLI...	LIBRARY CRAFT SUPPLIES		27.54
648975765439	Invoice	11/18/2020	STORAGE BAGS		0.00	7.39
10000.90000.53100			OFFICE SUPPLIES	STORAGE BAGS		7.39
668733399398	Invoice	12/09/2020	BOOKS		0.00	36.18
39002.90000.53406			BOOKS AND REFERENCE	BOOKS		36.18
677637697557	Invoice	12/08/2020	BOOKS		0.00	28.38
10000.90000.53406			BOOKS AND REFERENCE	BOOKS		28.38
689546854556	Invoice	12/06/2020	DVD		0.00	33.77
39006.90000.53406			BOOKS AND REFERENCE	DVD		33.77
743586936389	Invoice	11/26/2020	DVD/MEDIA		0.00	17.54
39006.90000.53406			BOOKS AND REFERENCE	DVD/MEDIA		17.54
754766538733	Invoice	11/16/2020	CALENDAR/PLANNER		0.00	37.31
10000.90000.53100			OFFICE SUPPLIES	CALENDAR/PLANNER		37.31
776694744587	Invoice	12/03/2020	MEDIA/DVD		0.00	32.39

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
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884749686645	Invoice	12/06/2020	DVD	0.00	16.49	
39006.90000.53406			BOOKS AND REFERENCE		16.49	
887564635968	Invoice	12/02/2020	MEDIA/CD	0.00	38.59	
39006.90000.53406			BOOKS AND REFERENCE		38.59	
896477365347	Invoice	11/29/2020	LIB.FRIEND PROG. SUPPLIES	0.00	34.54	
39006.90000.53999			OTHER PURCHASED SUPPLI...		34.54	
976367356986	Invoice	12/04/2020	MEDIA/BOOKS	0.00	32.58	
39006.90000.53406			BOOKS AND REFERENCE		32.58	
995749883859	Invoice	12/06/2020	MISC.SUPPLIES	0.00	11.12	
10000.90000.53100			OFFICE SUPPLIES		11.12	
VEN02711	AMERICAS PRINTER	01/26/2021	Regular	0.00	828.12	59665
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1187816	Invoice	12/18/2020	DOOR HANGERS	0.00	828.12	
39006.90000.53999			OTHER PURCHASED SUPPLI...		828.12	
0132	BAKER & TAYLOR, INC.	01/26/2021	Regular	0.00	1,667.96	59666
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016559945	Invoice	12/07/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	945.00	
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5016559946	Invoice	12/07/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	52.32	
10000.90000.52200			CONTRACT SERVICES		52.32	
5016584217	Invoice	12/17/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	286.99	
10000.90000.53406			BOOKS AND REFERENCE		286.99	
5016584218	Invoice	12/17/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	8.30	
10000.90000.52200			CONTRACT SERVICES		8.30	
5016603229	Invoice	12/30/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	244.77	
10000.90000.53406			BOOKS AND REFERENCE		244.77	
5016603230	Invoice	12/30/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	10.02	
10000.90000.52200			CONTRACT SERVICES		10.02	
5016608912	Invoice	12/18/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	45.87	
39006.90000.53406			BOOKS AND REFERENCE		45.87	
5016608913	Invoice	12/18/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.24	
10000.90000.52200			CONTRACT SERVICES		0.24	
5016627878	Invoice	12/16/2020	BOOKS	0.00	62.07	
39006.90000.53406			BOOKS AND REFERENCE		62.07	
H52592160	Invoice	12/17/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	12.38	
39006.90000.53406			BOOKS AND REFERENCE		12.38	
0786	OFFICE DEPOT, INC	01/26/2021	Regular	0.00	38.73	59667
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
137583076001	Invoice	11/19/2020	OFFICE SUPPLIES	0.00	34.03	
10000.90000.53100			OFFICE SUPPLIES		34.03	
137652433001	Invoice	11/19/2020	COVID SUPPLIES	0.00	21.99	
10000.09110.53999			OTHER PURCHASED SUPPLI...		21.99	
139536672001	Credit Memo	01/26/2021	CREDIT RETURN FOR INV#137583076001	0.00	-17.29	
10000.90000.53100			OFFICE SUPPLIES		-17.29	
VEN01043	OVERDRIVE INC	01/26/2021	Regular	0.00	237.41	59668

Check Register

Packet: APPKT05460-01/26/21 LB

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		
01148CO20455473	Invoice	12/21/2020	EBOOKS/AUDIOBOOK	0.00	237.41	
39006.90000.53406	BOOKS AND REFERENCE		EBOOKS/AUDIOBOOK		237.41	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	46	5	0.00	3,804.63
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
	46	5	0.00	3,804.63

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2021	3,804.63
			<u>3,804.63</u>

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City of Sierra Madre, CA

Check Register

Packet: APPKT05440 - 01/12/21 LB

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						
0201	EBSCO	01/13/2021	Regular	0.00	6,875.59	59546
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0431316	Invoice	11/04/2020	ANNUAL PERIODICALS (2020-2021)	0.00	6,875.59	
39006.90000.53406		BOOKS AND REFERENCE		ANNUAL PERIODICALS (2020...	6,875.59	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	6,875.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	6,875.59

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2021	6,875.59
			<u>6,875.59</u>

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City of Sierra Madre, CA

Check Register

Packet: APPKT05485 - 02/09/21 LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0132	BAKER & TAYLOR, INC.	02/10/2021	Regular	0.00	1,956.86	59769
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5016614918	Invoice	01/04/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	204.89	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		204.89	
5016614919	Invoice	01/04/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	7.74	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		7.74	
5016618935	Invoice	01/15/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	192.71	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		192.71	
5016618936	Invoice	01/15/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.85	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		0.85	
5016619247	Invoice	01/06/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,216.43	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		1,216.43	
5016619248	Invoice	01/06/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	79.35	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		79.35	
5016639261	Invoice	01/11/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	203.49	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		203.49	
5016639262	Invoice	01/11/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	10.29	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		10.29	
5016645540	Invoice	01/11/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	40.99	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		40.99	
5016645541	Invoice	02/01/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.12	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		0.12	
0145	BRODART	02/10/2021	Regular	0.00	137.34	59770
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
569752	Invoice	12/07/2020	OFFICE SUPPLIES	0.00	137.34	
10000.90000.53100	OFFICE SUPPLIES		OFFICE SUPPLIES		137.34	
1625	FINDAWAY WORLD LLC.	02/10/2021	Regular	0.00	76.64	59771
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
327496	Invoice	08/28/2020	REPLACEMENT LAUNCHPAD FEE	0.00	76.64	
39006.90000.53406	BOOKS AND REFERENCE		REPLACEMENT LAUNCHPAD...		76.64	
1578	PETTY CASH FUND-LIBRARY	02/10/2021	Regular	0.00	89.16	59772

Check Register

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		
INV028786	Invoice	02/09/2021	10/28/20-01/08/21 PETTY CASH	0.00	89.16	
10000.09110.53999	OTHER PURCHASED SUPPLI...		10/28/20-01/08/21 PETTY C...		15.51	
39006.90000.53406	BOOKS AND REFERENCE		10/28/20-01/08/21 PETTY C...		21.05	
39006.90000.53999	OTHER PURCHASED SUPPLI...		10/28/20-01/08/21 PETTY C...		52.60	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	13	4	0.00	2,260.00
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
	13	4	0.00	2,260.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2021	2,260.00
			<u>2,260.00</u>

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January 2021 Online Programs

In January, the Library had 67 social media posts with 3,612 reactions (likes/comments/views), many for the following:

Aloha Friday - Flashback Friday Kawelu

TikTok: Hard to Say Goodbye

Try It Tuesdays: Among Us Plushie

RPG Afternoon: "Lasers & Feelings"

Financial Literacy Workshops

Storytime to Go: Snail Crossing

Story Adventure at Memorial Park: "Water is Water"

Among Us / The Library Is Sus

Bernie Meme: Waiting for the Library to Open

Aloha Friday: Hela

Secret Acts of Kindness #9

TikTok: Waiting for New Books to Arrive

Catherine Adde Reveals "A Walk in the Woods"

Secret Acts of Kindness #8

One Book, One City Calendar of Events

Snackchat: High School

Try It Tuesdays: Paper Candy Boxes

Snackchat: 1st, 2nd, and 3rd Graders

Pajama Storytime

Library Happy Hour

Overdrive/Libby Is Always Available

Aloha Fridays: 'Uwehe

Tails & Tales: I'm Worried

TikTok: Help Is on the Way

Secret Acts of Kindness #7

Try It Tuesday: Towel Puppy

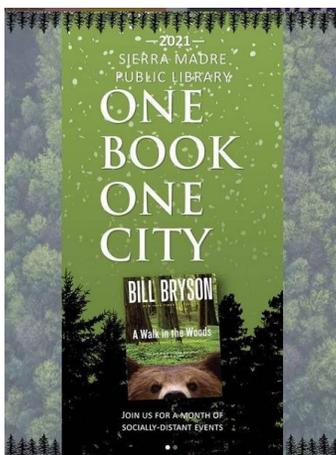
What Staff Is Reading

Secret Acts of Kindness #6

Storytime To Go: Penguins

Secret Acts of Kindness #5

January Storytime To Go crafts



January 2021 Library Statistics

