



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, February 26, 2024

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*

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

CALL TO ORDER / ROLL CALL

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

PLEDGE OF ALLEGIANCE

Catherine Adde

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from January 29, 2024, 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: \$9,251.35
- 2. Library Statistics** – Recommendation to receive and file January 2024 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Building Meaningful Improvement Update

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 Naming Rights Subcommittee consisting 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 last meeting. Request Trustees approve or change the Donor Recognition Policy.

3. Library Foundation Update and Discussion

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

4. Sierra Madre Historical Preservation Society Report

The Sierra Madre Historical Preservation Society will present on the importance and scope of the local archives. 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 March 25, 2024.

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



MINUTES

LIBRARY BOARD OF TRUSTEES SPECIAL MEETING

Monday, January 29, 2024

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*

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

CALL TO ORDER / ROLL CALL

Present: Trustees Adde, Palmer, Gluck, and Sands.

Absent: Trustee Gallagher

Meeting called to order at 5:00 PM

PLEDGE OF ALLEGIANCE

Leigh Gluck

APPROVAL OF AGENDA

Trustee Palmer moves to approve

Trustee Gluck seconded

All in Favor

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from December 4, 2023, meeting.

Trustee Gluck moves to approve

Trustee Sands seconded

All in favor

COMMUNITY INPUT

No community input.

CONSENT CALENDAR

1. Library Warrants – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$46,529.17, \$300.60, \$10,466.58, \$5,044.39, \$306.91, \$9,084.96, \$4,774.23, and \$198.42.

2. Library Statistics – Recommendation to receive and file November and December 2023 Statistical Reports.

Questions/Comments:

Trustee Gluck: The library storage amounts are for the move?

Librarian Regan: They are for the move to the temporary library and the offsite storage of items not at the temporary library.

Trustee Gluck: Will we expect monthly storage bills moving forward?

Librarian Regan: Yes.

Gluck: So the \$46K was for just the move?

Librarian Regan: Yes. The initial move to the temporary location and the move to offsite storage.

Trustee Sands: The statistics were to be expected with the Library closed from October through December.

Trustee Adde motions to receive and file the library warrants and statistics

Trustee Gluck seconded

All in favor

ACTION ITEMS AND REPORTS

1. Library Building Meaningful Improvement Update

Director of Public Works Arnulfo Yanez said a week ago today the City received 100 percent of the plans. That's 7,240 pages. About 6,988 pages are of a technical nature and about 400 pages of plans. While Director Yanez has already found some issues it's more his need to make sure every detail is covered. Library plans will not be approved until after a meeting with Clare Lin, the City Planner. Also will have Wildan, the city's inspectors, look over the plans. Six proposals were received for the project management request for proposal. Two firms were interviewed last Thursday. There were three potentials but one firm was a no call no show. After the interviews, a decision was made and agreed with by TSK Architects on the project management firm to move forward with. The city is not going with the lowest bidder. The project management firm will be recommended at the next city council meeting on February 13.

Questions/Comments:

Trustee Gluck: This is someone that works with the City on a regular basis not just for this project?

Director Yanez: Correct, Wildan is currently contracted through the City for our planning and inspections.

Trustee Gluck: What's the basic percentage bid against our project, or what is the bid?

Director Yanez: half a million dollars is the ballpark - \$500,000.

Trustee Gluck: But we've had to change the type of services?

Director Yanez: Originally, we went with prime services which is 24/7 around the clock service. It's more expensive. Then we went to general services which is 40 hours a week. I will be on site on a daily basis so I feel pretty good with this.

Trustee Palmer: With the timeline where are we falling?

Director Yanez: We should have been here in October/November but we are aware of the Holiday fall back. This step happened a lot faster than I thought. Three weeks ago, I didn't think we would be here. What's going to happen now is I am going to step on the gas, TSK Architects is aware of that. I want to get these plans approved in 2 weeks and get these plans back to TSK Architects. Come February 13 after council, things are going to move really fast.

Trustee Gluck: Is there anything we have to do to be involved in this final push? Is there an opportunity to for us to take a look at the plans?

Director Yanez: What I have is the mechanical, it's the layout the thickness of the wall, elevation grade. You are always welcome to look at it. Just call and make an appointment. This is volume 1 and it's 500 pages of plans.

2. Naming Rights Subcommittee Report

No new updates.

3. Library Foundation Update and Discussion

Foundation Chair Rob Stockly reported that the Foundation Board is in place and they are going through the process of asking for large amounts of money. The Naming Rights subcommittee work has been great. They are biding their time until the construction management firm is selected or at least goes out to bid. He wanted to clarify that the Friends of the Library have raised and dedicated \$700K to the Library Meaningful Improvement project, not the Foundation. It is a substantial donation and will be recognized by the Library but the Foundation has not gotten that far yet. The Foundation is starting to search for possible grant opportunities. It's great we have about 2 years to do this process because it's a little bit daunting but it's great to have that time. The website has been updated for more information and names the people on the board. Every time we have a meeting it's energizing for them this is a really great group they are bright, they have great ideas, and they are excited.

Questions/Comments:

Librarian Regan: The Project Management firm will be named at the next city council meeting.

Trustee Adde: Can you share the seed money amount you currently have in your pocket?

Chair Stockly: Right now we have about \$7,000 in the bank and are hoping to raise that up to \$10,000 before we can go out and start fundraising.

4. Sierra Madre Historical Preservation Society Report

Liaison Leslie Ziff said the SMHPS didn't meet in December. They did two joint events with the Rotary to bring money to the Archives. The Cemetery tour raised \$2,300 and the E Waldo Ward Tour raised \$1,305 for a total of \$3,705 for the archives. The Historical Preservation Society spent money from their pocket to fund these events. There was also an open house at the museum.

Questions/Comments:

Liaison Ziff: What would the Library Like us to do with the money we have raised?

Librarian Regan: Please hold onto the funds until a specific request can be made from our archivist.

5. Friends of the Library Liaison Report

Liaison Leslie Ziff said they are working on a Wine Tasting for Spring 2024 might be at the BAG and working with Taylors for the wine distribution.

Questions/Comments:

Trustee Adde: Been to a few events at the BAG it's a bit crowded but it's lovely.

Liaison Ziff: We will only have 100-150 at the event to control the crowded areas. We thought we would do the silent auction within the BAG and have the wine tasting in the back patio.

6. City Council Liaison Report

Councilmember Gene Goss said his main report is that he is the new liaison. Council is nervous about the re-emergence of bears in the spring. Last meeting we emphatically asked the bears be agendized soon. The bears are sleeping right now but we're expecting a few more than last year. It should be interesting.

7. Trustees Updates

Trustee Sands: Was at the Historical Preservation Society open house and attended the Honors Dinner the other night. I was honored at the Honors Dinner but it was a lovely evening. Now January is almost over and we have to get going with everything else.

Trustee Gluck: Working on the OBOC events. We have the Blood drive happening February 14. We also received a \$1,000 grant for the Community Foundation to help with The Human Library Event. I spoke with Corfu and we have booked them to cater for 75 for just over \$1000 and The Human Library has secured nine human books. I've enjoyed attending the Library Foundation meetings but missed the last one because it was the same night as the Honors Dinner.

Trustee Palmer: Met with Doreen about the Bookmark Contest. Sierra Madre Stories is the Theme Starts Monday March 4th through Thursday April 11th with judging April 12 and the award ceremony happening 6:00 PM April 24th Trustees need to sign up for schools to deliver applications to:

- Trustee Palmer: I'll take SME
- Trustee Adde: I'll take the Middle School and Gooden
- Trustee Sands: I'll take Bethany
- Trustee Gluck: I'll take St. Rita
- Trustee Gallagher is absent and the only school left is Alverno

On Behalf of the SME I'm writing the history book on the school. Looking for anything you can share: pictures, details, stories.

Trustee Adde: Honors dinner was so well done. Leila you did a great job announcing Chelsea Lee. OBOC everything has come together. We're raising shoes with Shoes that Fit and I thought it was fitting to rope Chris Holden's foundation in since he helped us get the grant. We have the blood drive, we have the valentine's card making happening Saturday, February 3rd. The Human Library, then the 28th will be Rich Proctor's presentation. The book review I wrote for the Friends of the Library newsletter is on the OBOC selection: *HumanKind*.

8. City Librarian Report

City Librarian Leila Regan presented her report on Library updates. The Library at 440 W Sierra Madre Blvd. is currently closed. The Temporary Library at 350 W Sierra Madre Blvd officially

opened January 8, 2024, with our regular operational hours. The Sneak Peek on December 20 and 21, 2023, went well. She attended the Project Manager Interviews and was able to answer questions from the interviewees. The Fond Farewell on January 5, 2024, was a smashing success with over 100 attendees, including City Council members Parkhurst and Lowe. Thank you to the Foundation and Friends who provided handouts and refreshments. Some of the shelves from the 440 Library are being re-purposed and will be used at Sierra Madre Elementary School as part of a garden project. The Library will have limited programming in January at our Temporary location. We do not have wifi yet for the public. All of the One Book One City Events were mentioned. City Librarian Regan also passed out Badges and T-shirts to the Trustees.

9. Items for Future Agenda

Nothing additional at this time.

ADJOURNMENT

The Library Board of Trustees may adjourn to a meeting on February 26, 2024.

Trustee Sands motions to adjourn the meeting

Trustee Palmer seconded

The meeting is adjourned at 5:49 PM



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN03454	AMAZON CAPITAL SERVICES	02/13/2024	Regular	0.00	1,005.80	67096
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1MK6-HTRP-NFPH Invoice	01/22/2024	MISC SUPPLIES 1/8/24 - 1/21/24		0.00	339.03	
10000.90000.53100	OFFICE SUPPLIES	MISC SUPPLIES 1/8/24 - 1/...			339.03	
1RXR-GY7Y-M3TR Invoice	01/22/2024	BOOKS & REFERENCE 1/8/24 - 1/21/24		0.00	18.16	
39006.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 1/8/...			18.16	
1V94-7FQ1-MPGX Invoice	01/22/2024	MISC SUPPLIES 1/8/24 - 1/21/24		0.00	23.14	
39006.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 1/8/24 - 1/...			23.14	
1W1Q-VFP7-NX7D Invoice	01/08/2024	MISC SUPPLIES 12/25/23 - 1/7/24		0.00	388.44	
10000.90000.53100	OFFICE SUPPLIES	MISC SUPPLIES 12/25/23 - ...			388.44	
1YRJ-PRKH-CDNG Invoice	10/02/2023	BOOKS & REFERENCE 9/18/23 - 10/1/23		0.00	237.03	
39006.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 9/18...			237.03	
VEN02711	AMERICAS PRINTER	02/13/2024	Regular	0.00	217.43	67097
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1239506 Invoice	02/13/2024	ONE BOOK ONE CITY BROCHURE		0.00	217.43	
39006.90000.53999	OTHER PURCHASED SUPP...	ONE BOOK ONE CITY BRO...			217.43	
0132	BAKER & TAYLOR, INC.	02/13/2024	Regular	0.00	11.25	67098
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5018702551 Invoice	01/09/2024	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	10.83	
10000.90000.53406	BOOKS AND REFERENCE	BOOKS AND REFERENCE &...			10.83	
5018702552 Invoice	01/09/2024	BOOKS AND REFERENCE & MEDIA (FY 2023..		0.00	0.42	
10000.90000.52200	CONTRACT SERVICES	BOOKS AND REFERENCE &...			0.42	
VEN04206	CHELSEA LEE	02/13/2024	Regular	0.00	5.76	67099
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV036791 Invoice	10/12/2023	TRAVEL REIMB: PURCHASE GRAPHIC NOV...		0.00	5.76	
10000.90000.53404	MILEAGE REIMBURSEME...	TRAVEL REIMB: PURCHASE...			5.76	
VEN03929	DOREEN THOMAS	02/13/2024	Regular	0.00	58.69	67100
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV036792 Invoice	01/22/2024	TRAVEL REIMB: ORANGE COUNTY SHOWC...		0.00	58.69	
10000.90000.53402	CONFERENCE & MEETING	TRAVEL REIMB: ORANGE ...			58.69	
0218	GAYLORD BROTHERS	02/13/2024	Regular	0.00	1,348.49	67101
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
2847287 Invoice	01/05/2024	LIBRARY ARCHIVES FOAM/STORAGE CAR...		0.00	1,348.49	
39002.90000.53999	OTHER PURCHASED SUPP...	LIBRARY ARCHIVES FOAM/...			1,348.49	
VEN04152	KANOPY INC	02/13/2024	Regular	0.00	94.00	67102

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		
386765 - PPU 10000.90000.52200	Invoice	01/31/2024	LIBRARY VIDEOS	0.00	94.00	
	CONTRACT SERVICES		LIBRARY VIDEOS		94.00	
VEN04268	KING OFFICE SERVICES	02/13/2024	Regular	0.00	1,792.00	67103
89731-004 29007.90000.56010	Invoice	01/12/2024	LIBRARY RELOCATION - PALLET STORAGE	0.00	1,792.00	
	IMPROVEMENTS O/T BUY...		LIBRARY RELOCATION - PA...		1,792.00	
0786	OFFICE DEPOT, INC	02/13/2024	Regular	0.00	121.15	67104
345191515001 10000.90000.53100	Invoice	01/10/2024	OFFICE SUPPLIES	0.00	60.42	
	OFFICE SUPPLIES		OFFICE SUPPLIES		60.42	
348230242001 10000.90000.53100	Invoice	01/05/2024	OFFICE SUPPLIES	0.00	60.73	
	OFFICE SUPPLIES		OFFICE SUPPLIES		60.73	
VEN01043	OVERDRIVE INC	02/13/2024	Regular	0.00	3,500.00	67105
H-0102179 10000.90000.52200	Invoice	01/16/2024	ANNUAL SUBSCRIPTION: 2024	0.00	3,500.00	
	CONTRACT SERVICES		ANNUAL SUBSCRIPTION: ...		3,500.00	
VEN01027	STUBBIES	02/13/2024	Regular	0.00	650.48	67106
23417 10000.90000.53999	Invoice	01/24/2024	LIBRARY UNIFORM	0.00	650.48	
	OTHER PURCHASED SUPP...		LIBRARY UNIFORM		650.48	
VEN03926	T-MOBILE	02/13/2024	Regular	0.00	62.30	67107
INV036793 39006.90000.53406	Invoice	01/21/2024	984433408 12/21/23 - 1/20/24	0.00	62.30	
	BOOKS AND REFERENCE		984433408		62.30	
0425	WILLDAN ASSOCIATES	02/13/2024	Regular	0.00	384.00	67108
00230953 29007.90000.56010	Invoice	01/16/2024	PLAN CHECK DEC 2023 LIBRARY REMODEL...	0.00	384.00	
	IMPROVEMENTS O/T BUY...		PLAN CHECK DEC 2023 LIB...		384.00	

Total Regular: 9,251.35

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	19	13	0.00	9,251.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	19	13	0.00	9,251.35

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2024	9,251.35
			<hr/>
			9,251.35

Chair

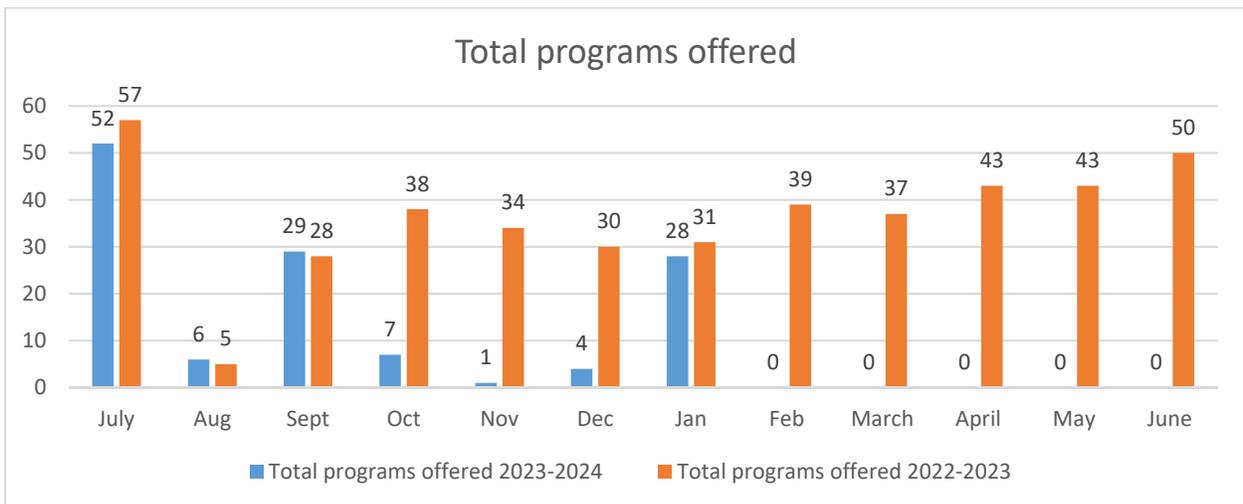
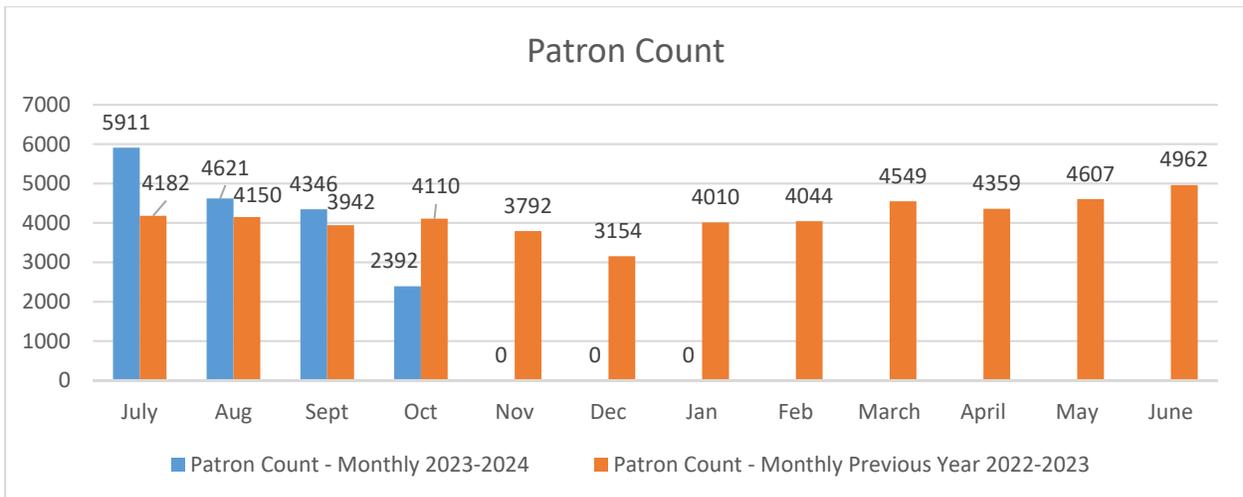
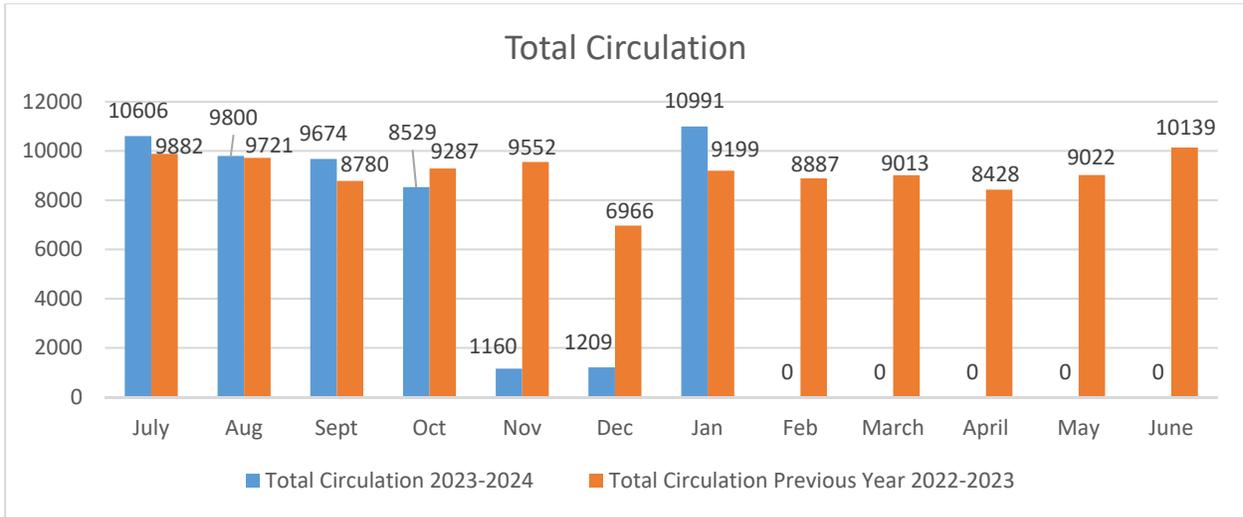
Trustee

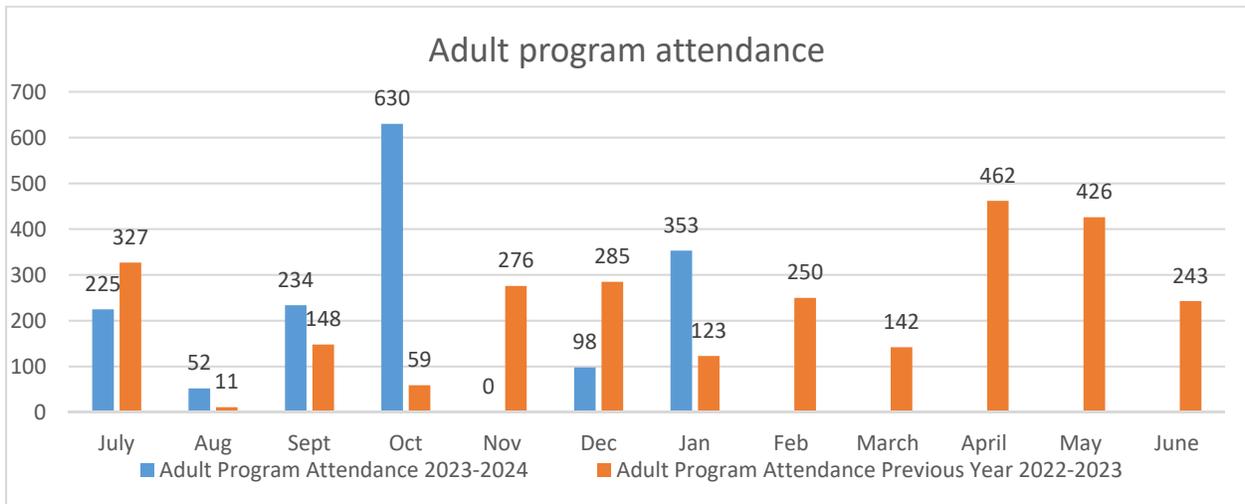
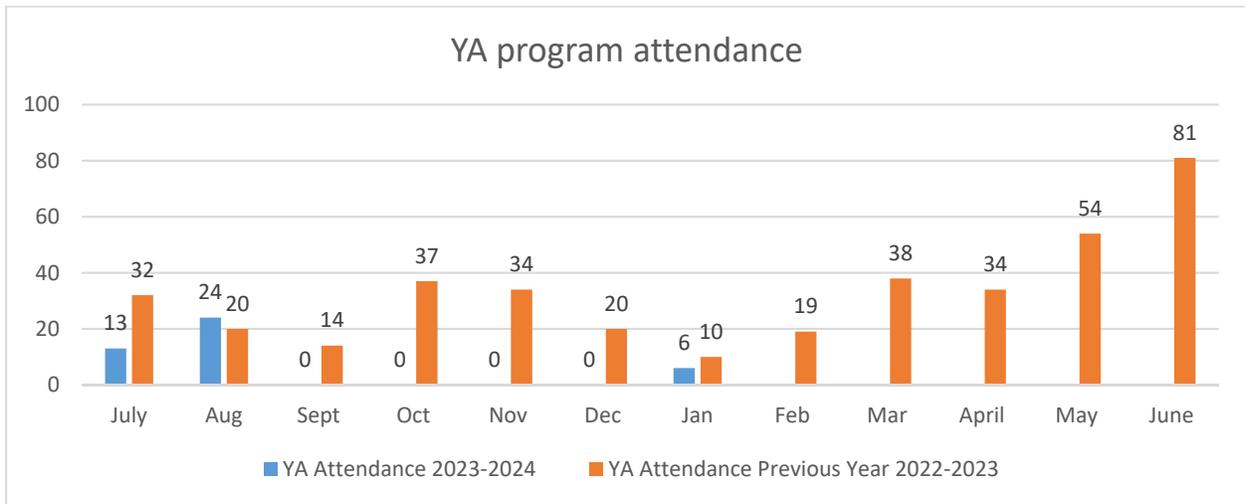
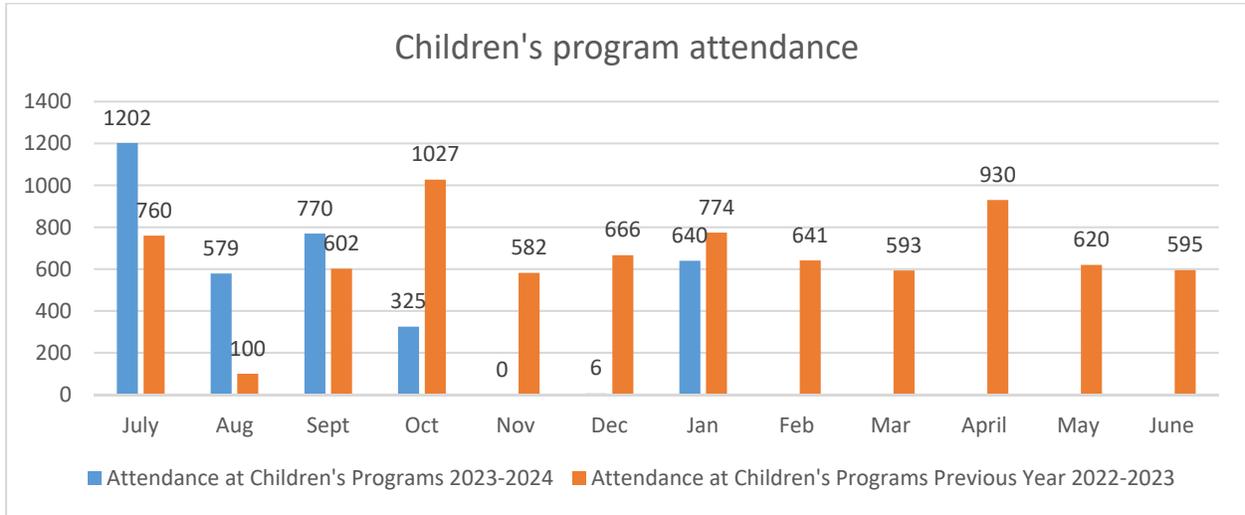
Trustee

Trustee

Trustee

January 2024 Library Statistics





January 2024 Online Content

In January, the Library had 35 social media posts with 3,231 reactions (likes/comments/views). Many were for the following:

- A Fond Farewell
- Temporary Library Opens
- Throw Back Thursday - 1955 Library Logo
- Astronomy in the Park
- Baby Rhyme Time
- Board Library Teens
- Cover to Cover
- Tails & Tales
- Snowflake Hunt
- Cra It!
- Holiday Observance
- Bedme Storyme à
- Snowflake Hunt
- Digital Services
- Preschool Storyme`
- Library TikTok - The Library is Open
- Community Mosaic Art
- Friends of the Library Best Used Books Sale
- One Book One City - Towel Drive
- One Book One City - Valenne Card` Making
- Library TikTok - New Years Resolution
- One Book One City - Blood Drive
- One Book One City - Off The Page
- One Book One City - Human Library
- Exemplary Employee 2023
- One Book One City Announcement
- One Book One City - Donation Drives
- One Book One City - Goodwill Intentions



DONOR RECOGNITION AGREEMENT

This Donor Recognition Agreement (“Agreement”) is made between the City of Sierra Madre, a California municipal corporation (“City”), and [DONOR NAME], a [PRIVATE INDIVIDUAL; CALIFORNIA FOR-PROFIT CORPORATION; CALIFORNIA NON-PROFIT CORPORATION; CALIFORNIA LIMITED LIABILITY COMPANY] (“Donor”), collectively referred to as the “Parties.”

RECITALS

Under Education Code section 18919, the Sierra Madre Library Board of Trustees (“Board”) is authorized to adopt and enforce policies for the administration of the Sierra Madre Public Library;

On October 23, 2023, the Board adopted the Sierra Madre Public Library Meaningful Improvement Renovation Naming Rights Policy (“Policy”), included herein as Attachment A;

The Policy requires a donor to enter into a gift agreement with the City as a condition of recognition for a gift, defined to include cash, stock, real or personal property, endowments, or a pledge;

The Parties desire to have this Agreement serve as the gift agreement for purposes of the Policy.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, the Parties agree as follows:

Section 1: Recitals. The Recitals are true and correct and incorporated herein by reference.

Section 2: Policy. The terms of the Policy are incorporated into this Agreement. To the extent there is a conflict between this Agreement and the Policy, the terms of the Policy shall control.

Section 3: Donation. Donor hereby donates [DESCRIPTION OF GIFT] (“Gift”).

Section 4: Fair Market Value. The City determines the fair market value of the Gift is [FMV].

Section 5: Receipt. Donor acknowledges it has received a gift receipt from the City, stating the fair market value of the gift and confirming that the Donor has not nor will not receive any goods, payments, or services in exchange for the Gift.

Section 6: Recognition. The Parties agree to use the following as “Recognition” of the Donor’s Gift: [IE. NAME, INDIVIDUALS, COPORATIONS, OTHER ORGANIZATIONS, OR HONORIFIC TITLE]

Section 7: Location. The Recognition shall be placed at [LOCATION] (“Location”), as depicted in Attachment B.

Section 8: Term. The Recognition shall remain at the Location from:

- [DATE] to [DATE]; or
- Per Sierra Madre Public Library Meaningful Improvement Renovation Policy
Duration of names and name changes

Section 9: Confidentiality. Donor certifies that it does not request to remain anonymous.

Section 10: Ownership. All named rooms, funds, programs, or areas remain the property of the City. The naming of physical space does not represent and should not imply any ownership, but rather provides an opportunity to publicly recognize the generosity of Donors.

Section 11: City’s Discretion. The City retains its rights and discretion to exercise full control over the placement, content, appearance, and wording of any Recognitions with the Gift.

Section 12: Tax Deduction. The City cannot provide tax advice nor guarantee that Donor will qualify for a tax deduction as a result of the Gift.

Section 13: Counterparts; Electronic Signatures. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall be deemed one and the same instrument. The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.

Section 14: Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

Section 15: Correspondence. Any correspondence regarding this Agreement shall be delivered in writing via electronic mail or United States mail by the Donor to the City Librarian at [EMAIL] or [ADDRESS] or by the City to Donor at [EMAIL] or [ADDRESS].

IN WITNESS WHEREOF, this Agreement shall take effect as of the date of the last signature below.

“CITY”
City of Sierra Madre

“DONOR”
[Name of Company or Individual]

Authorized Signatories:

Signature: _____

Signature: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

Signature: _____

Printed: _____

Title: _____

Date: _____

Approved as to Form:

Signature: _____

Printed: _____

Title: City Attorney

Date: _____