



AGENDA

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

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

PLEDGE OF ALLEGIANCE

Leigh Gluck

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 4, 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: \$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.

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 newly created Naming Rights Subcommittee made 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. No action required.

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 February 26, 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, December 4, 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*

**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, Gallagher, Gluck, and Sands. ALL PRESENT

Also in Attendance: Leslie Ziff, Rob Stockly, Leila Regan

Meeting called to order at 5:01 PM

PLEDGE OF ALLEGIANCE

Susan Gallagher

APPROVAL OF AGENDA

Trustee Gluck moves to approve

Trustee Palmer seconded

All in favor

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from October 23, 2023, meeting.

Trustee Sands moves to approve

Trustee Adde 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: \$8,385.87, \$843.03.

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

Questions/Comments:

Trustee Adde: Library videos in the warrants, what are they?

Librarian Regan: It's part of Kanopy, our streaming service.

Trustee Adde: What is the difference between office supplies and library supplies?

Librarian Regan: Library supplies are things involved in book processing or mending and office supplies are paper clips, pens, etc.

Trustee Adde: What is the T-Mobile charge for?

Librarian Regan: T-Mobile is the carrier for our mobile hotspots.

Trustee Gluck moves to receive and file the warrants and statistics

Trustee Gallagher seconded

All in favor

ACTION ITEMS AND REPORTS

1. Library Building Meaningful Improvement Update

Director of Public Works Arnulfo Yanez stated the second bidding process for a construction manager prime was not successful. He would like to go with a third approach. He will be removing the prime services portion from the request for proposal. He felt that the prime services portion may have scared some companies away as it presented as too much responsibility. The third Request for Proposal will be posted this week. It will remain posted for about a month and will cast a wider net including inland, southern, and Ventura counties. He is hopeful that this third round will yield a more successful amount of submissions. He said he has seen this before with other library projects in the same scenario and he wants to make sure we use this opportunity correctly and get it done right, even if it takes another month to find the right company.

Currently Director Yanez would like to see 50-60 percent of the Design Development documents from TSK Architects. Even if they are not final, even if they are just a preliminary design. He's hoping for 100 percent completed Design Development by the end of January 2024 or beginning of February 2024.

Questions/Comments:

Trustee Palmer: Could you clarify what prime services are?

Director Yanez: It's a method used to oversee the entire process 24/7. They would be handling everything bidding, language, legal, construction, purchasing, tracking. Placing all the orders.

That is prime services. A contract project manager will be our representative. They will be onsite standard working hours and representing the city. I will be meeting on a daily basis with the project manager for daily updates. We will then be making sure that the objectives are being met. It's a slightly slower process than prime services, but I think it's what we need.

Trustee Gluck: So contract instead of prime would be a lower rate since it's not so full service?

Director Yanez: I am expecting a much lower cost. I'm looking at 2-3 percent of the total cost of the project.

Trustee Gluck: We're looking for a person not a firm, correct?

Director Yanez: It could be a firm, or a person. I do prefer a firm. I prefer a small firm because they're bonded, insured, references, etc. I would like to avoid, with all respect, individuals that are retired and doing this as a side gig.

Trustee Gallagher: You have managed projects such as this and this size previously, right?

Director Yanez: I have. This will be my fourth Library. I assure you this is very normal. It's one of those things that happens. If the original schedule was still in place. Then I would be a little bit worried.

Trustee Gluck: We're not slowing down because we got the extension?

Director Yanez: No, I want to keep my foot on the gas. I would like an 8-10 month cushion.

Trustee Sands: IS TSK responsible for the delayed process?

Director Yanez: No, they are being very thorough and communicative and they are looking out for us. They want to make sure that we get our money's worth. Labor and cost of materials is extremely high. We're just making sure we do everything possible to make the \$10M stretch as far as we can.

2. Naming Rights Subcommittee Report

Trustee Gallagher reported out from the subcommittee. She stated the city attorney sent a 2-page gift agreement document. The next stage is for the subcommittee to meet and review/edit the document and see if there are further steps to be taken.

3. Library Foundation Update and Discussion

Foundation Chair, Robert Stockly reported on the direction of the newly revived Library Foundation. The Foundation has looked at the Naming Rights Subcommittee's work and are pleased with what has been done. They are working on fundraising amounts but are not having much progress. The Foundation Board consists of eight members: Dawn Denison, Beth Korman, John Hutt, Ellen Hoffman, Kelsie Pejisa, Tom Poulsen, and Tonja Torres. Stockly believes they have a dynamic core group with lots of experience and that they will do a fine job. If the Trustees have any resources of people to add to the Foundation they are looking for people with good organizational skills but a design background or social media would be especially beneficial. If the Trustees know of anyone please give their contact information to Stockly. Member Kelsie has updated the website, please take a look. The Foundation is also really looking forward to the Fond Farewell event in January. It will be a great event to promote the organization. The Foundation meets again next week and will be able to do more once the City has a Project Manager contract.

Questions/Comments:

Trustee Palmer: What is the January event?

Trustee Adde: And will the Library be completely empty?

Librarian Regan: A Fond Farewell Party is happening Friday, January 5th from 4:00-8:00PM at the 440 Library and it's an opportunity for people to come in and write their goodbyes on the 1955 shelving that will not survive the renovation.

4. Sierra Madre Historical Preservation Society: Local Archive Presentation

The Sierra Madre Historical Preservation Society update was presented by Leslie Ziff. She informed the Trustees that the SMHPS has been busy. They had 2 events, one which the Rotary Club wanted to help out with. In October, they had the Cemetery Tour and in November they had the E Waldo Tour. The November event raised \$1,465. The SMHPS has raised \$3,705 so far

for the Archives. The Friends of the Library Snowflake Event was put on to raise money for the Library in general and it was wonderful to see a lot of the Trustees there. One was even the Snowflake Princess (Gallagher) in a beautiful blue dress. There was a totally different audience this year than last year. Many families with young children, really little. The Friends of the Library are going to do a debrief later this week and discuss how to move forward with this event. The Friends of the Library haven't gotten all the money situated yet but it over \$1,000 was raised. Library staff was not there and it was noticed. It would have been better if the Library was represented there.

Questions/Comments:

Librarian Regan: Unfortunately, we had three full time staff members out sick, and one out on bereavement leave.

Ziff: We didn't know that to tell people why the Library wasn't represented.

Trustee Sands: It would be nice to have a little presentation on the importance of the Archives and the Historical Preservation Society at one of the Trustee meetings.

Ziff: It might be great to get together some talking points for the Historical Preservation Society and the Archives to make sure we can get across a clear message of why they are important and why we are fundraising for the Archives.

5. Friends of the Library Liaison Report

No representative was present. Trustee Gallagher reported out for the Friends of the Library. Stated the snowflake event was a lot of fun. It was a different demographic and there will be a meeting to debrief and put a plan in place for how to determine the age group for the event for next year. The goal is to bring young families who are not connected to the Library in to learn about the Library. The feedback we got from people at the event was that they really like the way the temporary library looks. There will be more to share next month after the Snowflake Festival meeting.

Questions/Comments:

Trustee Adde: We had several events the same evening. Because it looked like it was for kids, we as adults, didn't attend.

Trustee Gluck: If we could have a Save the Date that would be helpful for making sure we can make those types of events. I had other plans but if it's in my calendar then I can plan around.

6. City Council Liaison Report

No representative was present.

7. Trustees Updates

Trustee Gallagher: Not only attended the Snowflake Event but was the Snowflake Princess.

Trustee Palmer: I went to the SMHPS Cemetery Tour. I hadn't done that in a while. It was fun to go back. Also went to the E Waldo Ward tour that was so fun. I also went to the Snowflake Event. Librarian Doreen has reached out, so we have already started talking about the Bookmark Contest theme and timeline. Going back to the snowflake event, I shared it with teachers and students and saw a lot of families that I knew at the event.

Trustee Gluck: I attended the Foundation board meeting last month and this month as well. I'm impressed with the foundation board. For these meetings, as a liaison, am I meant to be a fly on

the wall? Did I talk too much? One Book One City we have chosen a book, we're getting some events going, we're having another meeting this week as well.

Stockly: You're not a member of the board, but one of our goals is to have very good lines of communication between the Trustees, the Friends, and Library staff so everybody knows what everybody else is doing. What are we doing that's different than the Friends are doing. It's very different. We're all working on sort of the same goal. You, as a liaison, are to make sure that communication is ongoing.

Trustee Sands: I was at the Snowflake festival face painting kids AND adults this year. There were a lot of kids this year. It was fun. I was at the Cemetery event, also. I was a departed person at the Cemetery Tour. At the E Waldo Ward tour, I was the money taker. Leslie Ziff didn't mention it but the SMHPS is having an open house at our museum on Saturday, December 16 from Noon to 2:00 PM – we'll have some refreshments. This is an opportunity for people to come and go through the museums. The Sommer Scholarship is happening a little later but it will be happening.

Trustee Palmer: I got a notification about the Brown Act from the City and I thought it was a two-year certification, but it's only a one year. It was from Lisette, sent on November 16.

Trustee Adde: Can I get a copy of the Commissioner handbook? One Book One City has made its selection. It's the book *Humankind* by Rutger Bergman. He's a *New York Times* bestselling author. He cannot come to our town because he won't be touring the US because he's working on his next book. Am working with Allison Kalmus from the Sierra Madre Playhouse to do a stage reading based on the book's theme with her students. Trustee Gluck had some great ideas with the Human Library and we came up with all sorts of programs around human kindness. For the Cemetery Tour and E Waldo Tour I was very ill and couldn't attend.

8. City Librarian Report

City Librarian Leila Regan presented on Library updates. For the Library Meaningful Improvement project, the Library at 440 W Sierra Madre Blvd. is closed but staff will remain working out of 440 W Sierra Madre Blvd until they are able to fully relocate to 350 W Sierra Madre Blvd. Everything at 440 W Sierra Madre Blvd has been successfully packed and relocated except for staff computers and some supplies. The temporary Library at 350 W Sierra Madre Blvd still needs some extra work before staff can relocate. We are still hoping to open in December but are heavily considering a January open date. Would love to have a walk through for city stakeholders prior to opening the temporary Library but it might be short notice for an event like that.

Upcoming events for the Library: A Fond Farewell on Friday, January 5 from 4:00-8:00 PM at the 440 W Sierra Madre Blvd Library. The Friends of the Library and the Library Foundation are hosting this event that will allow the public to view the fully empty Library and write their farewells on the 1955 shelving. January will see the return of limited programming at the temporary Library. This includes Baby Rhyme Time, Preschool Storytime, Pajama Storytime, Board Library Teens, and more. We are trying to configure January/February programming but space at the temporary Library is an issue. We are looking into off-site programming. Some events will not be able to return like Music & Mindfulness. The Library has hired someone to create a renovation timeline video. The videographer has already captured previous programming at the Library, internal and external shots before the move, and the current FOL

book sales. It will cover construction, renovations, and more. It is a 2-3 year project depending on the timeline of the Library Meaningful Improvement Project and it is being funded by the Library Gift & Memorial. It will be a lovely archival piece dedicated to all who have donated to the Library over the years.

Finally, the Library is ordering t-shirts and badges for staff and the Trustees. Please check your emails for information on t-shirt sizing and options.

Questions/Comments:

Adde: Can you share with us the total price estimate for the timeline video?

Librarian Regan: \$15,000 over the course of 2-3 years.

Trustee Gallagher: I wanted to mention the badges those would have been good to have at the Snowflake Festival.

Trustee Gluck: What about the mobile Library? Is that still happening?

Librarian Regan: We are moving forward with that it will just be happening more in spring than in the winter like I wanted. My goal is to have it in the 4th of July parade.

Trustee Adde: Our books that are not in the temporary Library, where are they?

Librarian Regan: They are in storage in Placentia.

Trustee Adde: I want to donate the bear book that just came out.

Librarian Regan: You can bring it by 440 W Sierra Madre Blvd we are still processing books there for now.

9. Items for Future Agenda

No comments.

ADJOURNMENT

The Library Board of Trustees may adjourn to a meeting on January 22, 2024.

Trustee Gluck moves to adjourn

Trustee Palmer seconded

All in favor

Meeting adjourned at 6:06 PM



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN04268	KING OFFICE SERVICES	01/17/2024	Regular	0.00	44,610.59	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
KO-21735-3-001	Invoice	12/18/2023	LIBRARY MATERIAL STORAGE FEES DUR...	0.00	44,610.59	
29007.90000.56010		IMPROVEMENTS O/T BUI...	LIBRARY MATERIAL STOR...		44,610.59	
0786	OFFICE DEPOT, INC	01/17/2024	Regular	0.00	84.08	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
347789392001	Invoice	12/20/2023	OFFICE SUPPLIES	0.00	84.08	
39006.90000.53999		OTHER PURCHASED SUPP...	OFFICE SUPPLIES		84.08	
0122	ARNOLD'S FRONTIER HARDWARE - P	01/17/2024	Regular	0.00	4.39	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
109921	Invoice	09/20/2023	MISC. SUPPLIES	0.00	4.39	
10000.90000.53100		OFFICE SUPPLIES	MISC. SUPPLIES		4.39	
0132	BAKER & TAYLOR, INC.	01/17/2024	Regular	0.00	455.59	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5018669775	Invoice	12/13/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	19.35	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		19.35	
5018669776	Invoice	12/12/2023	LIBRARY SUPPLIES	0.00	1.74	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		1.74	
NS23090128	Invoice	09/12/2023	ANNUAL FEE 11/1/23 - 10/31/24	0.00	434.50	
10000.90000.52200		CONTRACT SERVICES	ANNUAL FEE 11/1/23 - 10...		434.50	
VEN03454	AMAZON CAPITAL SERVICES	01/17/2024	Regular	0.00	83.34	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
13JK-C6MH-KR1K	Invoice	12/25/2023	BOOKS & REFERENCE 12/11/23 - 12/24/23	0.00	73.37	
10000.90000.53100		OFFICE SUPPLIES	BOOKS & REFERENCE 12/...		73.37	
1JGY-JT3X-L96L	Credit Memo	12/25/2023	1LTP-T96Q-X1N9 CREDIT	0.00	-57.26	
10000.90000.53100		OFFICE SUPPLIES	1LTP-T96Q-X1N9 CREDIT		-57.26	
1L9K-RGTF-KKHD	Invoice	12/25/2023	BOOKS & REFERENCE 12/11/23 - 12/24/23	0.00	67.23	
39006.90000.53999		OTHER PURCHASED SUPP...	BOOKS & REFERENCE 12/...		67.23	
0444	SALEM PRESS, INC.	01/17/2024	Regular	0.00	308.88	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
186207	Invoice	09/20/2023	ONLINE EBOOK - BOOK #9781637007235	0.00	154.44	
10000.90000.53406		BOOKS AND REFERENCE	ONLINE EBOOK - BOOK #9...		154.44	
186209	Invoice	09/20/2023	ONLINE EBOOKS - BOOK #9781637004265	0.00	154.44	
10000.90000.53406		BOOKS AND REFERENCE	ONLINE EBOOKS - BOOK #...		154.44	
VEN03902	INVENGO AMERICAN CORP	01/17/2024	Regular	0.00	835.00	

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		
1012978	Invoice	11/24/2023	OFFICE SUPPLIES	0.00	835.00	
10000.90000.53100			OFFICE SUPPLIES		835.00	
VEN03926	T-MOBILE	01/17/2024	Regular	0.00	62.30	
INV036704	Invoice	12/21/2023	984433408 11/21/23 - 12/20/23	0.00	62.30	
39006.90000.53406			BOOKS AND REFERENCE		62.30	
VEN04152	KANOPY INC	01/17/2024	Regular	0.00	85.00	
381818-PPU	Invoice	12/31/2023	LIBRARY SUPPLIES	0.00	85.00	
10000.90000.52200			CONTRACT SERVICES		85.00	
					Total Regular:	46,529.17

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	14	9	0.00	46,529.17
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
	14	9	0.00	46,529.17

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2024	46,529.17
			<hr/>
			46,529.17



City of Sierra Madre, CA

Check Register

Packet: APPKT07211 - LIB BOA 1.23.24

By Check Number

Vendor Number Vendor Name Payment Date Payment Type Discount Amount Payment Amount Number
 Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST

Payment Type: Regular

0823 BANK OF AMERICA 01/10/2024 Regular 0.00 300.60 66883

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
INV036656	Invoice	09/12/2023	LR - BOOKS & REFERENCE	0.00	96.07
10000.90000.53406	BOOKS AND REFERENCE		LR - BOOKS & REFERENCE		96.07
INV036657	Invoice	11/27/2023	LR - WINDOW COVERING FOR TEMP SPACE	0.00	27.90
10000.90000.53100	OFFICE SUPPLIES		LR - WINDOW COVERING ...		27.90
INV036658	Invoice	11/30/2023	LR - ALA MEMBERSHIP CHELSEA LEE	0.00	46.00
10000.90000.53409	MEMBERSHIP/DUES/SUB...		LR - ALA MEMBERSHIP CHE...		46.00
INV036659	Invoice	12/05/2023	LR - PROGRAMING	0.00	126.47
39006.90000.53999	OTHER PURCHASED SUPP...		LR - PROGRAMING		126.47
INV036660	Invoice	12/06/2023	LR - KEY RINGS	0.00	4.16
10000.90000.53100	OFFICE SUPPLIES		LR - KEY RINGS		4.16

Total Regular: 300.60

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	1	0.00	300.60
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
	5	1	0.00	300.60

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2024	300.60
			<hr/>
			300.60



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN03454	AMAZON CAPITAL SERVICES	11/14/2023	Regular	0.00	215.29	66549
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
111G-QLD4-39F1	Credit Memo	06/30/2023	CREDIT MEMO	0.00	-2.06	
39006.90000.53406	BOOKS AND REFERENCE		CREDIT MEMO		-2.06	
1137-RNM9-PPHD	Credit Memo	10/30/2023	1FQ3-3QN1-9N9N CREDIT	0.00	-22.04	
39006.90000.53406	BOOKS AND REFERENCE		1FQ3-3QN1-9N9N CREDIT		-22.04	
1CHF-C94T-N6XC	Invoice	10/30/2023	MISC SUPPLIES 10/16/23 - 10/29/23	0.00	219.56	
10000.90000.53100	OFFICE SUPPLIES		MISC SUPPLIES 10/16/23 -		219.56	
1R4K-MC63-PJLW	Invoice	10/30/2023	BOOKS & REFERENCE 10/16/23 - 10/29/23	0.00	19.83	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 10/...		19.83	
0132	BAKER & TAYLOR, INC.	11/14/2023	Regular	0.00	1,259.72	66550
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5018575250	Invoice	10/12/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	356.92	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		356.92	
5018575251	Invoice	10/12/2023	LIBRARY SUPPLIES	0.00	43.07	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		43.07	
5018581005	Invoice	10/11/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	521.10	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		521.10	
5018581006	Invoice	10/11/2023	LIBRARY SUPPLIES	0.00	37.42	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		37.42	
5018595865	Invoice	10/18/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	194.30	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		194.30	
5018595866	Invoice	10/18/2023	LIBRARY SUPPLIES	0.00	14.80	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		14.80	
5018598025	Invoice	10/26/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	76.74	
39006.90000.53406	BOOKS AND REFERENCE		Media		76.74	
5018598026	Invoice	10/26/2023	LIBRARY SUPPLIES	0.00	15.37	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		15.37	
VEN04261	ISAAC KOO	11/14/2023	Regular	0.00	750.00	66551
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
2314	Invoice	10/31/2023	EVENT VIDEO SHOOT: 10/6/23	0.00	750.00	
39002.90000.53999	OTHER PURCHASED SUPP...		EVENT VIDEO SHOOT: 10/6...		750.00	
VEN04152	KANOPIY INC	11/14/2023	Regular	0.00	125.00	66552
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
373957-PPU	Invoice	10/31/2023	LIBRARY VIDEOS	0.00	125.00	
10000.90000.52200	CONTRACT SERVICES		LIBRARY VIDEOS		125.00	
1578	PETTY CASH FUND-LIBRARY	11/14/2023	Regular	0.00	6.75	66553

Check Register

Packet: APPKT07124-LIB 11/14/23

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		
INV036085 39006.90000.53999	Invoice	09/14/2023	LAUNDRY FOR PROGRAMMING OTHER PURCHASED SUPP...	0.00	6.75	
			LAUNDRY FOR PROGRAM...		6.75	
VEN03254	SHOWCASES	11/14/2023	Regular	0.00	25.14	66554
327172 10000.90000.53100	Invoice	09/12/2023	MISC. SUPPLIES OFFICE SUPPLIES	0.00	25.14	
			MISC. SUPPLIES		25.14	
VEN03199	SO CAL MAILING SERVICES	11/14/2023	Regular	0.00	125.00	66555
63765.1 10000.90000.53100	Invoice	09/25/2023	OCT 2023 LIBRARY FLYER OFFICE SUPPLIES	0.00	125.00	
			OCT 2023 LIBRARY FLYER		125.00	
VEN03926	T-MOBILE	11/14/2023	Regular	0.00	124.60	66556
INV036084 39006.90000.53406	Invoice	10/21/2023	984433408 9/21/23 - 10/20/23 BOOKS AND REFERENCE	0.00	124.60	
			984433408 9/21/23 - 10/2...		124.60	
VEN04225	WT COX INFORMATION SERVICES	11/14/2023	Regular	0.00	7,835.08	66557
4791031 10000.90000.53501	Invoice	10/26/2023	ANNUAL PERIODICALS - (2023-2024) PERIODICALS	0.00	7,835.08	
			ANNUAL PERIODICALS - (2...		7,835.08	
Total Regular:					10,466.58	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	19	9	0.00	10,466.58
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	9	0.00	10,466.58

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2023	10,466.58
			<hr/>
			10,466.58



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	11/28/2023	Regular	0.00	399.54	66662
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1F4F-41JC-PKDG	Invoice	11/13/2023	MISC SUPPLIES 10/30/23 - 11/12/23	0.00	123.49	
10000.90000.53100		OFFICE SUPPLIES		MISC SUPPLIES 10/30/23 -...	123.49	
1G4K-XYPD-P3FG	Invoice	11/13/2023	BOOKS & REFERENCE 10/30/23 - 11/12/23	0.00	21.99	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 10/...	21.99	
1NH3-LCJ7-PQRH	Invoice	09/18/2023	BOOKS & REFERENCE 9/4/23 - 9/17/23	0.00	273.54	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 9/4/...	273.54	
1R4K-MC63-NRKR	Credit Memo	10/30/2023	BOOKS & REFERENCE - CREDIT	0.00	-19.48	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE - CR...	-19.48	
0132	BAKER & TAYLOR, INC.	11/28/2023	Regular	0.00	554.99	66663
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5018612627	Invoice	11/01/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	284.64	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	284.64	
5018612628	Invoice	11/01/2023	LIBRARY SUPPLIES	0.00	16.52	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	16.52	
5018618439	Invoice	11/06/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	141.48	
39006.90000.53406		BOOKS AND REFERENCE		Media	141.48	
5018618440	Invoice	11/06/2023	LIBRARY SUPPLIES	0.00	38.43	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	38.43	
5018628026	Invoice	11/09/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	70.01	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	70.01	
5018628027	Invoice	11/09/2023	LIBRARY SUPPLIES	0.00	3.91	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	3.91	
VEN04261	ISAAC KOO	11/28/2023	Regular	0.00	2,500.00	66664
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2312	Invoice	09/29/2023	Library Timeline Renovation Video	0.00	2,500.00	
39002.90000.53999		OTHER PURCHASED SUPP...		Library Timeline Renovatio...	2,500.00	
0786	OFFICE DEPOT, INC	11/28/2023	Regular	0.00	407.93	66665
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
339230951001	Invoice	11/01/2023	OFFICE SUPPLIES	0.00	407.93	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	407.93	
VEN01043	OVERDRIVE INC	11/28/2023	Regular	0.00	1,181.93	66666

Check Register

Packet: APPKT07151-LIB 11/28/23

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		
01148CO233157...	Invoice	09/09/2023	EBOOK/AUDIOBOOKS	0.00	1,181.93	
39006.90000.53406	BOOKS AND REFERENCE		EBOOK/AUDIOBOOKS		1,181.93	

Total Regular: 5,044.39

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	13	5	0.00	5,044.39
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	5	0.00	5,044.39

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2023	5,044.39
			<hr/>
			5,044.39



By Check Number

Vendor Number **Vendor Name** **Payment Date** **Payment Type** **Discount Amount** **Payment Amount** **Number**
 Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST

Payment Type: Regular

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
0823	BANK OF AMERICA	11/09/2023	Regular	0.00	306.91 66454
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
INV036168	Invoice	09/27/2023	LR - PROGRAMMING STORYWALK LAMINA...	0.00	10.58
39002.90000.53999	OTHER PURCHASED SUPP...		LR - PROGRAMMING STOR...		10.58
INV036169	Invoice	10/03/2023	LR - MISC SUPPLIES - AIR PURIFIER FILTER	0.00	237.03
10000.90000.53100	OFFICE SUPPLIES		LR - MISC SUPPLIES - AIR P...		237.03
INV036170	Invoice	10/10/2023	LR - SIGNED COPY OF BOOK	0.00	15.42
10000.90000.53406	BOOKS AND REFERENCE		LR - SIGNED COPY OF BOOK		15.42
INV036171	Invoice	10/12/2023	LR - KEYS (20) FOR BOA	0.00	43.88
10000.90000.53100	OFFICE SUPPLIES		LR - KEYS (20) FOR BOA		43.88
Total Regular:					306.91

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	1	0.00	306.91
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
	4	1	0.00	306.91

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2023	306.91
			<hr/>
			306.91



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN03454	AMAZON CAPITAL SERVICES	12/12/2023	Regular	0.00	327.23	66745
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1GGF-TWMV-46...	Invoice	11/27/2023	MISC SUPPLIES 11/13/23 - 11/26/23	0.00	252.35	
10000.90000.53100	OFFICE SUPPLIES		MISC SUPPLIES 11/13/23 -...		252.35	
1LJ1-6C7N-4LV9	Invoice	11/27/2023	BOOKS & REFERENCE 11/13/23 - 11/26/23	0.00	74.88	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 11/...		74.88	
0132	BAKER & TAYLOR, INC.	12/12/2023	Regular	0.00	56.31	66746
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5018641882	Invoice	11/22/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	52.40	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		52.40	
5018641883	Invoice	11/22/2023	LIBRARY SUPPLIES	0.00	3.91	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		3.91	
VEN03902	INVENGO AMERICAN CORP	12/12/2023	Regular	0.00	2,060.00	66747
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
SVIP027642	Invoice	12/05/2023	FE Technologies - Annual Maintenance (2...	0.00	2,060.00	
10000.90000.52200	CONTRACT SERVICES		FE Technologies - Annual ...		2,060.00	
VEN04268	KING OFFICE SERVICES	12/12/2023	Regular	0.00	6,641.42	66748
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
89731-002	Invoice	11/28/2023	LIBRARY RELOCATION - PALLET STORAGE	0.00	1,809.92	
29007.90000.56010	IMPROVEMENTS O/T BUI...		LIBRARY RELOCATION - PA...		1,809.92	
KO-21505-3-002	Invoice	10/16/2023	LIBRARY ARCHIVE TEMPORARY MOVE	0.00	4,831.50	
29007.90000.56010	IMPROVEMENTS O/T BUI...		LIBRARY ARCHIVE TEMPO...		4,831.50	
Total Regular:					9,084.96	

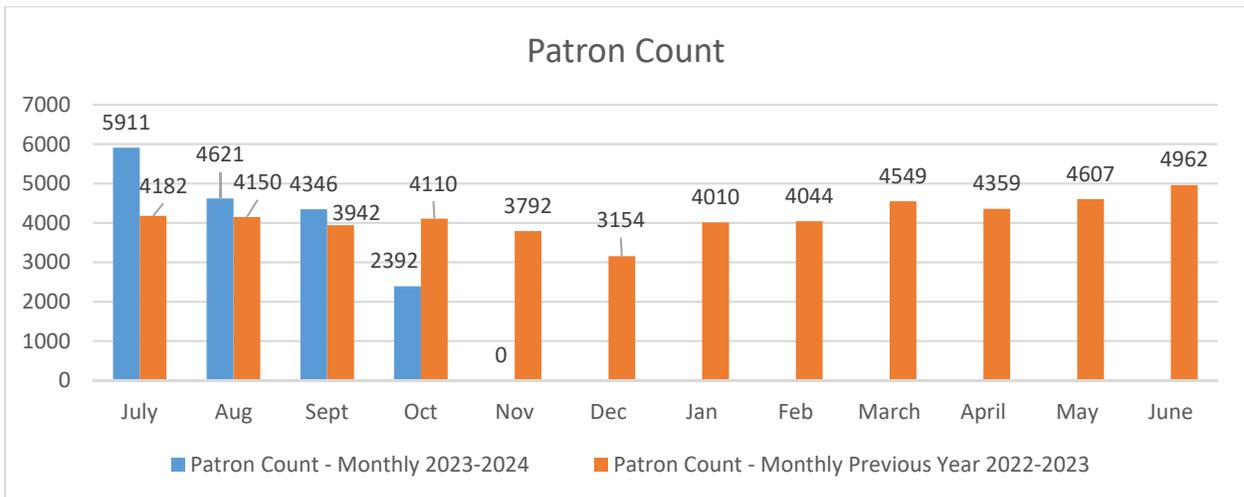
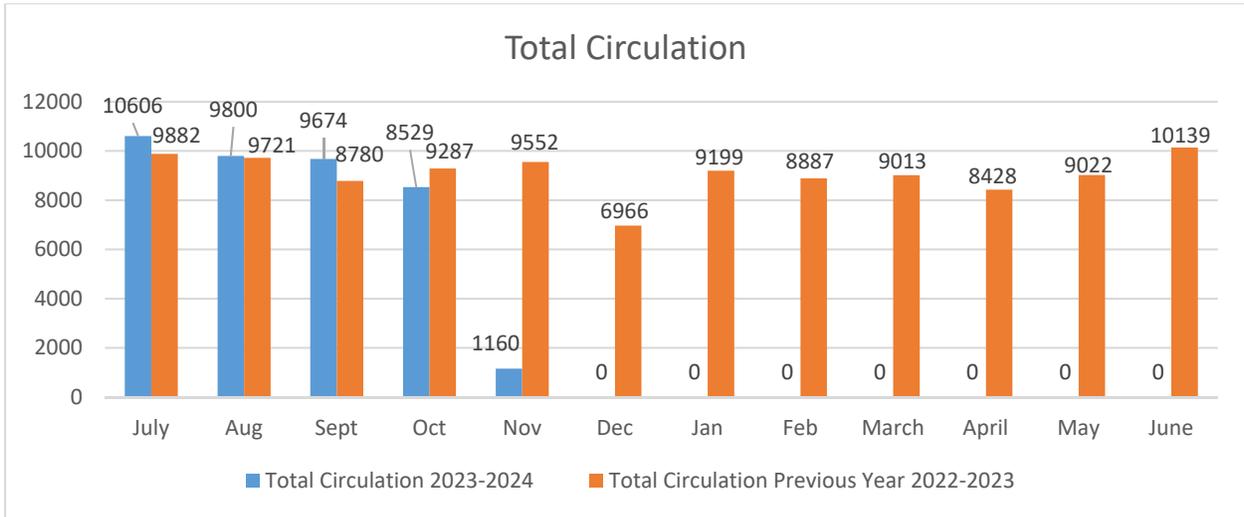
Bank Code APBWEST Summary

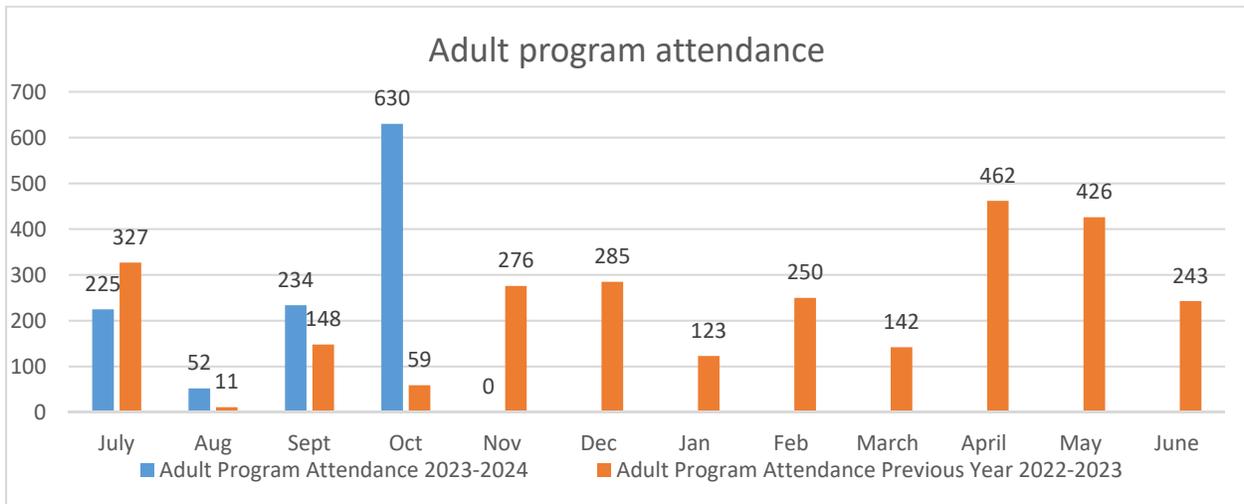
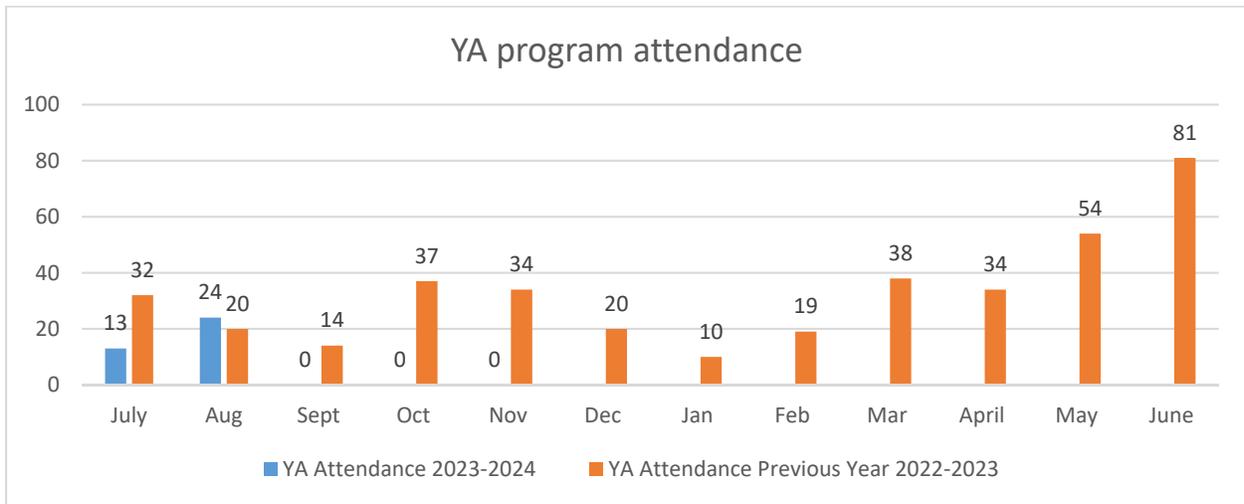
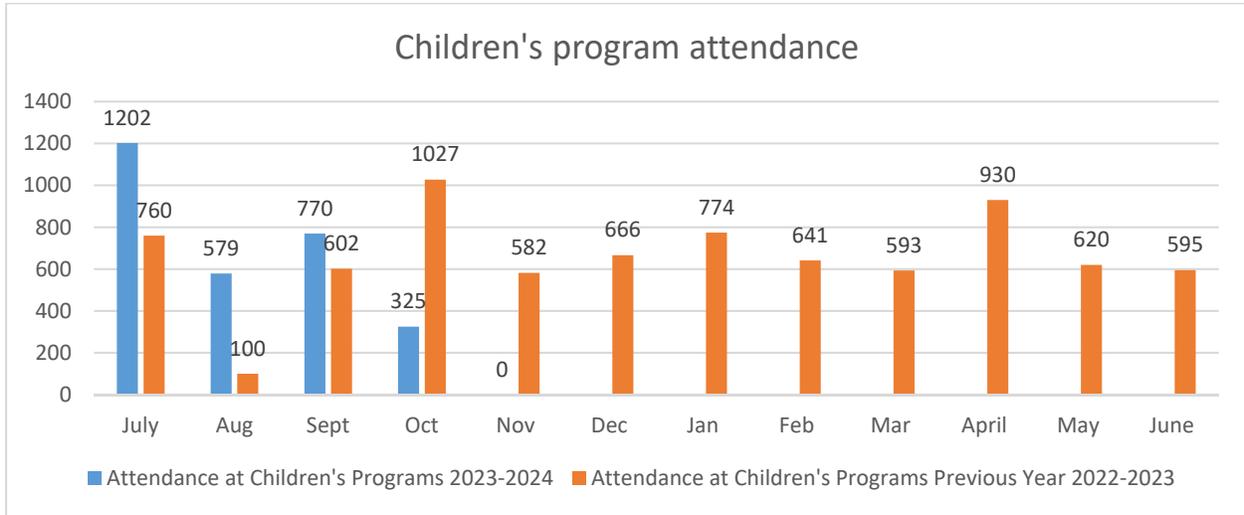
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	4	0.00	9,084.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	7	4	0.00	9,084.96

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2023	9,084.96
			<hr/>
			9,084.96

November 2023 Library Statistics





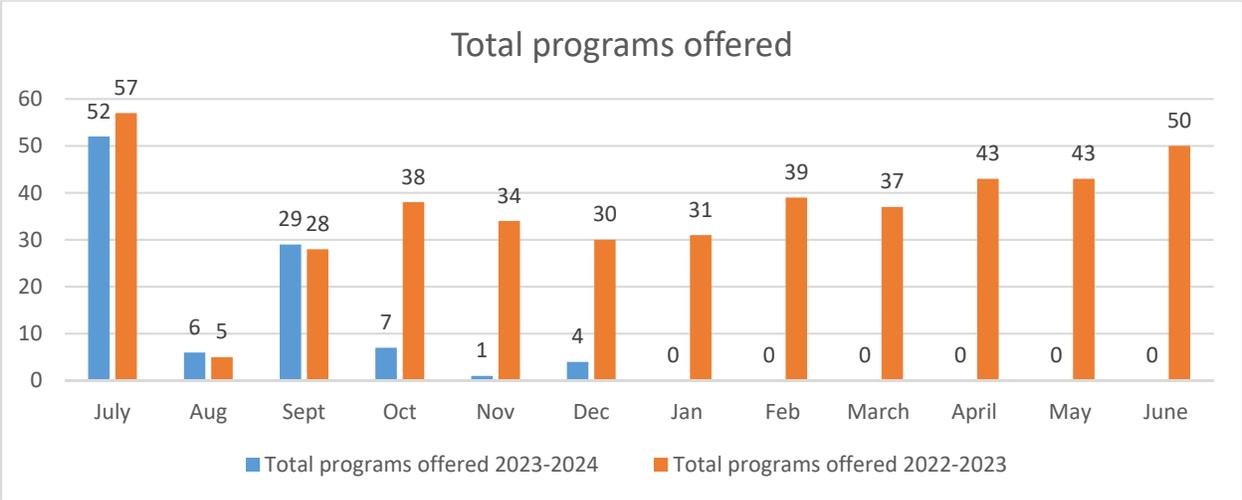
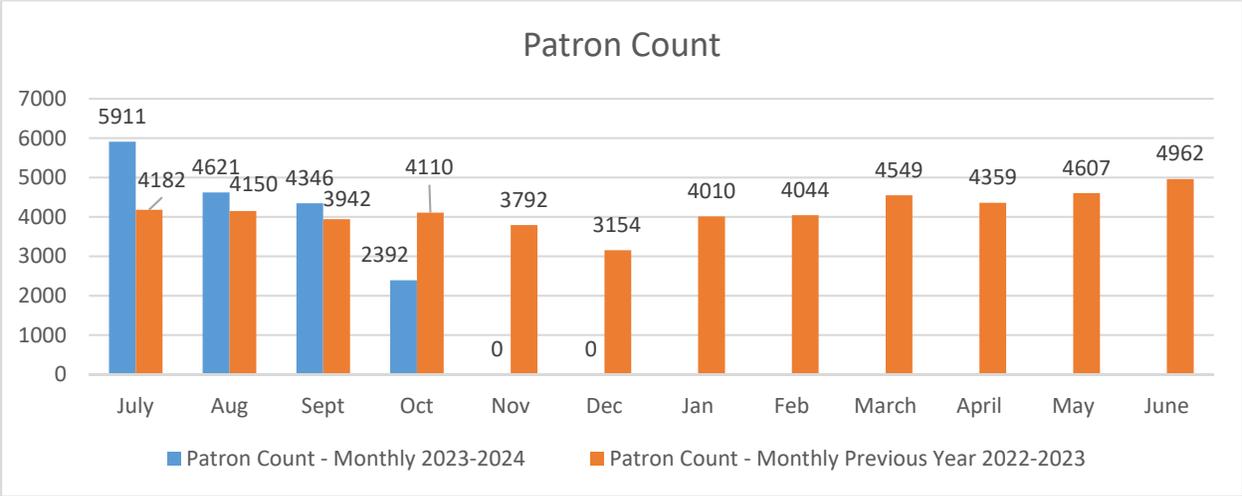
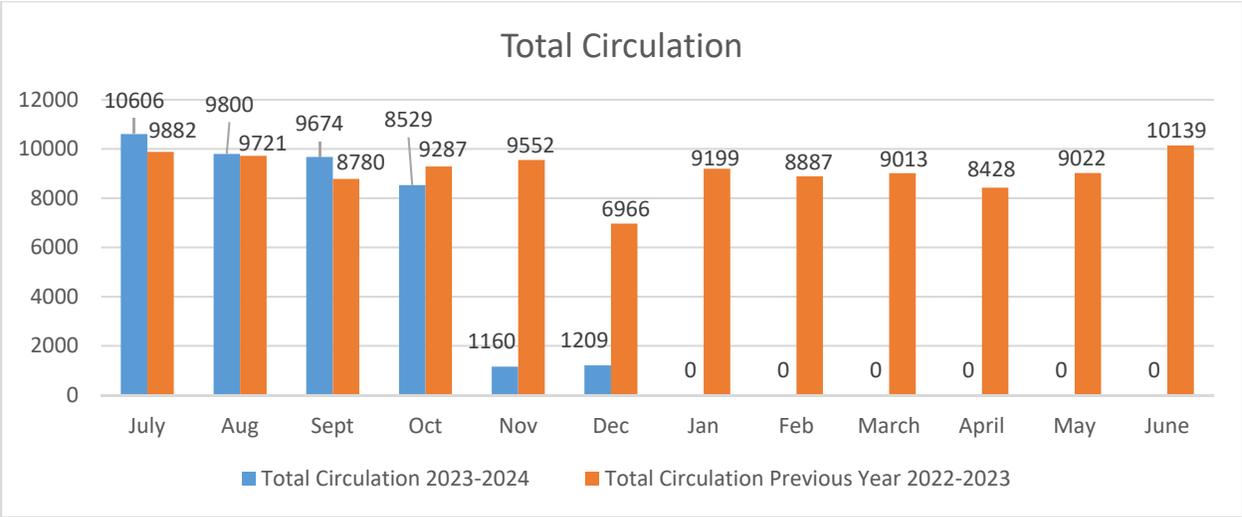
November 2023 Online Content

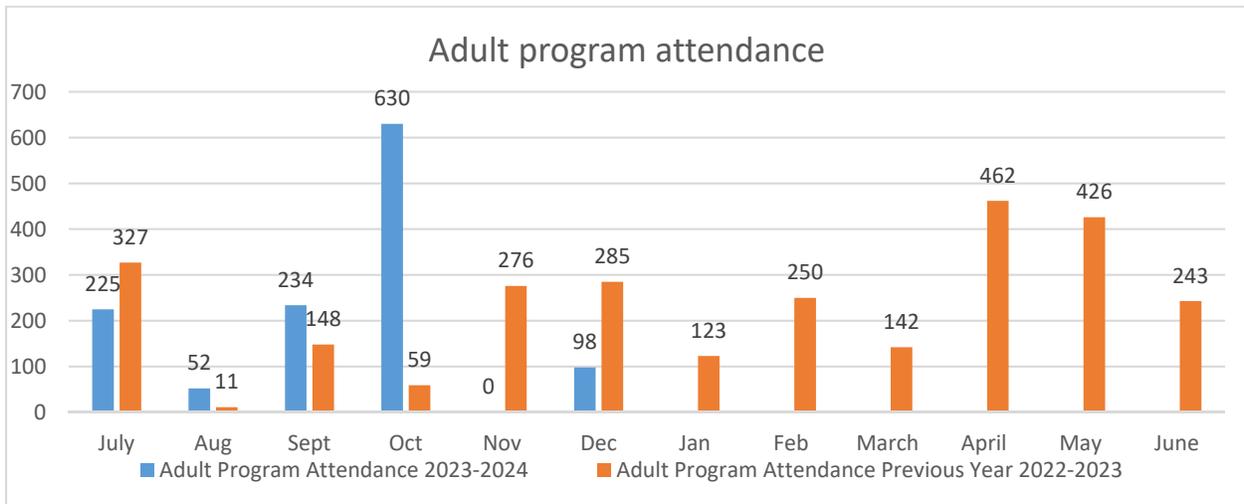
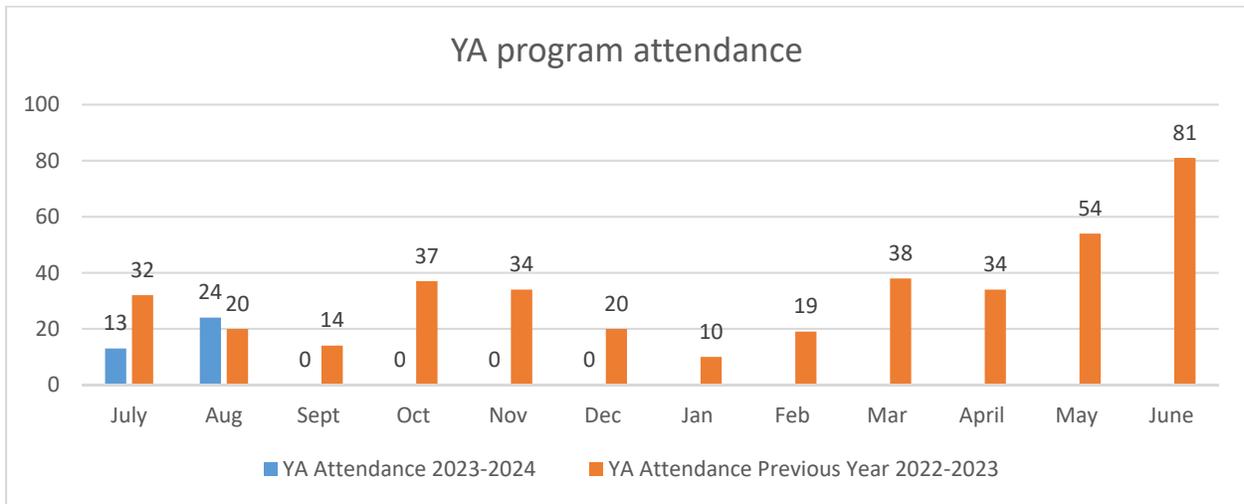
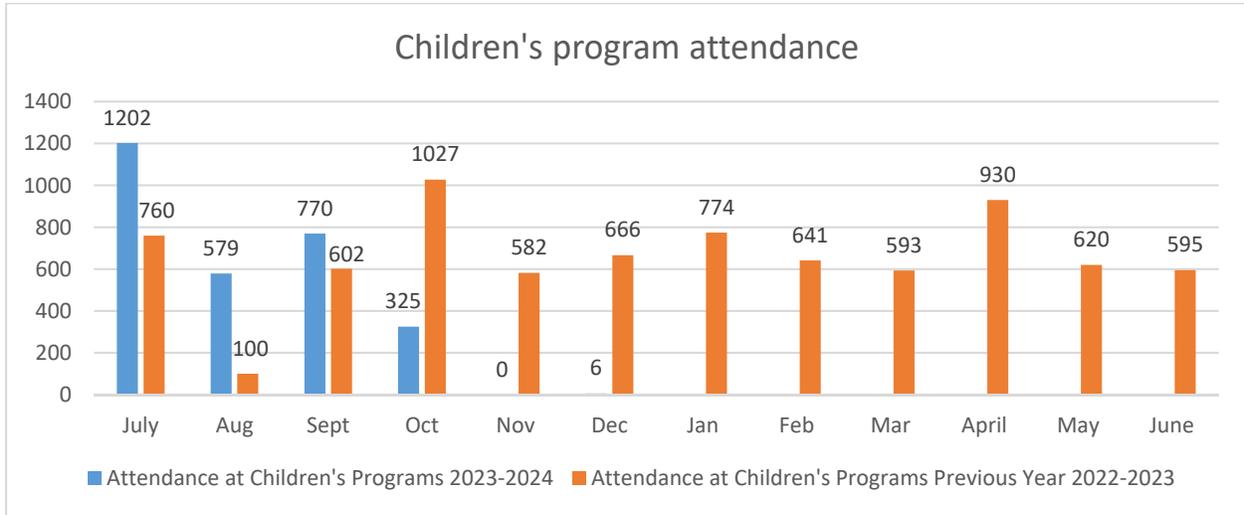
In November, the Library had 17 social media posts with 1,297 reactions (likes/comments/views). Many were for the following:

- Mango Languages & Dia de los Muertos
- Throw Back Thursday
- Library Relocaon`
- Library Relocaon Updaàte
- Temporary Library
- Learning Express
- PressReader
- Library TikTok - Database Wrangler
- Linkedin Learning
- FOL Best Used Book Sale
- Mango Languages
- FOL Snowflake Fesval`
- Libby



December 2023 Library Statistics





December 2023 Online Content

In December, the Library had 16 social media posts with 1,384 reactions (likes/comments/views). Many were for the following:

- Library Relocation - Thank You Public Works
- Temporary Library Update
- Library TikTok - More Energy
- Digital Resources
- Throw Back Thursday
- Kanopy
- Library Relocation Update
- Sneak Peek
- One Book One City
- January Programming
- A Fond Farewell
- Bedtime Storytime
- Happy Holidays

