



AGENDA

LIBRARY BOARD OF TRUSTEES SPECIAL MEETING

Monday, June 24, 2024

4:00 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 April 22, 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: \$4,688.07, \$1,461.16, \$10,043.35, \$100.00, \$10,535.95, \$2,924.28, \$8,268.35
- 2. Library Statistics** – Recommendation to receive and file April and May 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. City and Library Budget Presentation

Finance Director Hillary Guirola-Leon will present on the City of Sierra Madre Budget for fiscal year 2024-2025. City Librarian Leila Regan will present on the Library's Budget for 2024-2025 for both the City's funds and the Friends of the Library funds. It is recommended that the Library Board of Trustees discuss and receive and file the 2024-2025 fiscal year budget for the Library.

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 discuss upcoming fundraising events and projects. 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 City Council Liaison to Board regarding recent City Council meetings. 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 July 22, 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.



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MINUTES

LIBRARY BOARD OF TRUSTEES MEETING

Monday, April 22, 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, Gallagher, and Sands.

Absent: Trustee Gluck

Meeting called to order at 5:04 PM

PLEDGE OF ALLEGIANCE

Susan Gallagher

APPROVAL OF AGENDA

Trustee Gallagher moves to proceed

Trustee Palmer seconded

All in favor

APPROVAL OF MINUTES

Trustee Sands provided a correction in the March 2024 City Librarian Report. For the April Writer's Workshop, author Ira Baumgarten donated all sale proceeds to the Library, not Scott Okamoto.

Trustee Adde moved to approve as corrected

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: \$1,353.06, \$6,600.07, \$100.00, \$2,979.59
- 2. Library Statistics** – Recommendation to receive and file March 2024 Statistical Reports.
- 3. Cancel May Meeting** – Recommendation to cancel the May meeting as it falls on Memorial Day.

Questions/Comments:

Trustee Sands: What is the “Human Library Donation Performance” \$500 fee under warrants?

Librarian Regan: The Human Library asks for a donation not a performance fee.

Trustee Sands moves to approve the warrants and file the statistics

Trustee Palmer Seconded

Questions/Comments:

Trustee Palmer announced she will be missing the June meeting

Trustee Gallagher expressed it would be okay to miss the May meeting and pick up again in June

Trustee Sands queried if there is anything pressing, should another date be made in May?

Trustee Adde moved to approve the consent calendar with no May meeting.

Trustee Gallagher Seconded

ACTION ITEMS AND REPORTS

1. Library Building Meaningful Improvement Update

Director of Public Works Arnulfo Yanez gave a brief update on the Library Meaningful Improvement. Currently, there is a lot going on and things are beginning to pick up speed. Light demolition has begun. This involves removing certain items like door hinges, metal shelving, door knobs, lighting fixtures and other items that have to be recycled by LA County and the State of California. Items like computer hardware, alarm hardware and anything that goes against environmental regulations. The goal is to remove hardware before beginning brick and mortar construction. The light construction is for recycling and reporting for county and state guidelines.

Questions/Comments:

Trustee Sands: You used the term demolition but can you describe generally what is being demolished?

Director Yanez: Demolition consists of removal of part of the structure and it will be done delicately. We'll start with the roof and work our way down with professionals. Internally, we will remove small items and work on noise, dust, and vibration control. It'll be fun.

Trustee Sands: The roof will go? The walls will go?

Director Yanez: Down to the foundation and eventually the foundation will go.

Trustee Gallagher: When will the professional demolition get started?

Director Yanez: We are looking around mid-July.

2. Vertex Engineering Introduction and Discussion

Vertex Engineering has been contracted as the new project management firm for the Library Meaningful Improvement Project. Construction project manager Natalie Hazard was present from Vertex Engineering and said the demolition is going to be dusty and noisy and they will do their best to minimize it. The Library building drawings are in plan check. All involved entities are doing final comments right now so the timeline is a bit in flux. The bidding process for a construction firm will take about eight weeks. The City and Vertex Engineering are going to pre-qualify the contractor and then invite the qualified contractors to submit a request for proposal.

Questions/Comments:

Trustee Adde: When you mention the planner, do you mean the planning department in our city?

Project Manager Hazard: Yes, the internal planning department here. We had a meeting today. The moving pieces are all going toward the bidding to get into construction.

Trustee Sands: I was asked by people involved in the archives and the Friend of the Library about specific information regarding outlets and wall length for shelving. They are worried no one is going to contact them regarding planning. They are very concerned.

Project Manager Hazard: The set of plans that are in play right now is the agency submittal.

Director Yanez: We will try to accommodate everyone as best we can, we are limited by code and construction limitations. The design will be to fit based on the room, the amount of outlets will be designed toward the use of that room. Once we get to a certain phase of the project, we can look into the shelving, etc. Right now the focus is the construction itself. Electrical power is key but code and safety is number one.

Trustee Sands: What is your best advice for these entities?

Director Yanez: We will take any advice and try to accommodate the best we can.

Trustee Sands: Should they contact you?

Director Yanez: Give them my information I would be very happy to walk them through it, show them the plans and take any advice.

Project Manager Hazard: Vertex is a team of people. When you see me there's five of us working toward this. I wanted to improve something that everyone has loved for so long and make it current to the standards you need.

Trustee Palmer: TSK is the Architect, Arnulfo manages the city aspect, and Vertex is covering what specifically?

Project Manager Hazard: I oversee the general contractor during the construction because Arnulfo still needs to run other City projects. I'll be onsite making sure things are kept financially responsible and on task. I'm making sure it's all happening. We've been doing this a long time and I'm excited to do it in this way.

Trustee Sands: The Trustees need to know what is going on with the project so they can answer the public's questions. We hope to see you in more meetings.

Project Manager Hazard: You will as needed. We're linked so he has the most current information. I'm representing you.

Director Yanez: Buckle up it's going to be a great ride. You will see her onsite at the former library. You will see her here around City Hall more. I will be looking out for what's in the best interest of the city, the county, and the state of California.

3. Naming Rights Subcommittee Report

No update.

4. Library Foundation Update and Discussion

No update.

5. Sierra Madre Historical Preservation Society Report

Trustee Sands reported out for Leslie Ziff and wanted the Trustees to know the SMHPS is having their Chicken & Ravioli Dinner at 4:00PM on the 22nd of June. Tickets will probably be \$35. There is a limited number of tickets available. There may also be a silent auction that evening. If we can get a committee of folks to run that. Doing a variety of menus for the event. We will have a vegetarian version and a vegan version. That's the big thing on our plate. We had a very successful water talk with Chris Cimino and we had about 65 people attend. If we hadn't stopped the Q&A session, we probably would have been there until 10:00 at night!

Questions/Comments:

Trustee Palmer: Where is the event?

Trustee Sands: It will be at the park next to Richardson House. It will be right next to the museums and the museums will be open.

6. Friends of the Library Liaison Report

City Librarian Regan reported out for President Julie regarding the Friends activities. They are working on the upcoming Art Fair. The May Newsletter is due this week. They are planning on sending a letter to the Partners about the Friends goals vs the Foundation goals. The Friends are looking to recruit. They are preparing for the Board switchover. Jeanne Martin is going to be the new President. The June meeting will be their big annual dinner and meeting on June 19th.

7. City Council Liaison Report

Councilmember Gene Goss presented on City Council information. He said council's last meeting was 45 minutes and tomorrow night's meeting might be short as well. Couple things he wanted to mention:

- Possibly taking the tennis courts at Sierra Vista park and turning them to strictly pickle ball courts. Memorial Park will remain tennis courts.
- City Manager will be giving a budget presentation projected out for 5 years with a forecast. We are looking at a deficit over the next few years. So it will be a concern of how to finance the City over the next years. There's a group in the community pushing to put a Public Safety Measure on the ballot.

Questions/Comments:

Trustee Adde: Is that the reason why Concerts in the Park are going to be on Monday nights instead of Sundays because of staffing costs?

Councilmember Goss: I can't confirm that.

8. Trustees Updates

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

Trustee Gallagher: Looking forward to volunteering at the Library booth for Earth Day Festival at Memorial Park.

Trustee Palmer: Bookmark Contest has wrapped up we have our award ceremony Wednesday here at 6:00PM. May 14 will be the presentation to City Council. Not as many participants as last year, but still a good amount. The Community Foundation had their Whiskey and Wine event, their gross profit was \$34,000 I think that will help with grants for the Library and the Historical Preservation Society. I will be gone for most of June from the 7th to the 27th. I am still interested in taking a white Library rose bush.

Questions/Comments:

Trustee Gallagher: Some of the colors have started to be identified. I do know there is yellow. Please let me know if you have a preference.

Trustee Sands: I'd love a yellow.

Trustee Sands: Writer's Workshop has been my primary focus in April. We've gone three weeks now, we haven't had the biggest turn out but they have been great. Next week will be our final event. Trustees are encouraged to attend.

Questions/Comments:

Trustee Palmer: Fifth graders are publishing the history book they have been working on. It finally got published and next year maybe we can do something with the children and the writing process and how to publish for students.

Trustee Adde: We were all invited to the Bob Lucas ground breaking ceremony. I went and really enjoyed it. A lot of key politicians sent their ambassadors. Most exciting was the incredible speeches people gave. Greg Lucas, our California State Librarian said, "Imagine if you will, there are no libraries and all these people get together with this idea and say what if we have this place where it's all inclusive and free, and you can take something away. People would be like, what?" I attended the Civic Club luncheon and I won the money hat, and I asked if they could give the money to the Friends of the Library. As Trustee Chair I got to be a judge for the bookmark contest. It was fun but also a very hard job to choose just one to be printed. Rotary put together a history book. We could have the Foundation or the Friends put in an ad in their next printing. This book has a good long shelf life. It's the Rotary Club Community Book.

9. City Librarian Report

City Librarian Leila Regan presented an oral report concerning Library services since the last Board Meeting. No action was required. The temporary Library is able to continue to provide services during renovations. Current limitations include no public wifi. Staff assisted catalog searching is available along with limited programming. Ground breaking is expected Mid-to-late July. Bookmark Contest award ceremony is April 24th at 6:00 pm. City Council will have a special presentation on May 14th. Sensory Play is Thursday. Green Teens are learning about native plants and are taking care of the new plants at the temporary Library. Writers Workshop is this Tuesday. May Calendars are out! Earth Day is this Saturday. Barks at the Park is May 4th.

The Art Fair is May 4th and Library will have a Washi Bookmark Making craft. Summer is coming with the Kickoff on Saturday June 8th. We will have outdoor Storytime, face painting with Diane Sands and a magic show. Summer programs include: a hike with Bob Spears, This is How We Roll (a book discussion while taking a walk), Cross Stitch with Staff member Chelsea, a Blood Drive with Children's Hospital, the Human Library, and more. We are trying to get a sunshade installed for outdoor programs. Public Works was unable to install it. Friends have agreed to hire an installer. Library is working on updating policies. FF&E is being worked on.

Questions/Comments:

Trustee Sands: I will also be face painting at the art fair

Trustee Adde: What is Bark in the Park?

City Librarian Regan: It's a Community Services event with dog friendly booths, vendors, Free Animal Doctor, a costume contest, and more.

10. Items for Future Agenda

- Trustee Gallagher: Continue building updates by Arnulfo Yanez especially since we are missing May meeting
- Trustee Sands: Continue Standing Committee Reports as usual

ADJOURNMENT

Trustee Adde moved to adjourn the meeting

Trustee Palmer Seconded

All in Favor

Meeting adjourned at 5:54 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	04/23/2024	Regular	0.00	73.27	67531
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
13PP-HXDF-X69V	Invoice	04/01/2024	BOOKS & REFERENCE 3/18/24 - 3/31/24	0.00	19.83	
10000.90000.53406			BOOKS AND REFERENCE		19.83	
16LF-HC1T-VK47	Invoice	03/04/2024	BOOKS & REFERENCE 2/19/24 - 3/3/24	0.00	82.01	
39006.90000.53999			OTHER PURCHASED SUPP...		82.01	
1CGN-GGHK-1LJJ	Credit Memo	04/01/2024	BOOKS & REFERENCE CREDIT	0.00	-15.14	
39006.90000.53406			BOOKS AND REFERENCE		-15.14	
1JLQ-YG3V-X6RX	Credit Memo	03/18/2024	BOOKS & REFERENCE CREDIT	0.00	-34.35	
10000.90000.53406			BOOKS AND REFERENCE		-34.35	
1VTX-T7HP-XTF1	Invoice	04/01/2024	BOOKS & REFERENCE 3/18/24 - 3/31/24	0.00	44.00	
39006.90000.53406			BOOKS AND REFERENCE		44.00	
1YYW-6VMT-X6Y7	Credit Memo	04/01/2024	BOOKS & REFERENCE CREDIT	0.00	-23.08	
39006.90000.53999			OTHER PURCHASED SUPP...		-23.08	
VEN01190	ARNOLD'S FRONTIER HARDWARE - L	04/23/2024	Regular	0.00	4.59	67532
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
111772	Invoice	04/04/2024	MISC. SUPPLIES	0.00	4.59	
10000.90000.53999			OTHER PURCHASED SUPP...		4.59	
0132	BAKER & TAYLOR, INC.	04/23/2024	Regular	0.00	294.33	67533
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5018822588	Invoice	03/25/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	261.10	
10000.90000.53406			BOOKS AND REFERENCE		261.10	
5018822589	Invoice	03/25/2024	LIBRARY SUPPLIES	0.00	13.46	
10000.90000.52200			CONTRACT SERVICES		13.46	
5018825204	Invoice	03/25/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	19.35	
10000.90000.53406			BOOKS AND REFERENCE		19.35	
5018825205	Invoice	03/25/2024	LIBRARY SUPPLIES	0.00	0.42	
10000.90000.52200			CONTRACT SERVICES		0.42	
0145	BRODART	04/23/2024	Regular	0.00	587.60	67534
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
636782	Invoice	03/11/2024	OFFICE SUPPLIES	0.00	434.19	
10000.90000.53999			OTHER PURCHASED SUPP...		434.19	
637719	Invoice	03/27/2024	OFFICE SUPPLIES	0.00	153.41	
10000.90000.53999			OTHER PURCHASED SUPP...		153.41	
VEN04152	KANOPIY INC	04/23/2024	Regular	0.00	139.00	67535
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
395449 - PPU	Invoice	03/31/2024	LIBRARY VIDEOS	0.00	139.00	
10000.90000.52200			CONTRACT SERVICES		139.00	
0269	LAKESHORE	04/23/2024	Regular	0.00	478.54	67536

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		
259493022324	Invoice	02/23/2024	CHILDREN'S PROGRAMMING SUPPLIES	0.00	572.28	
39002.90000.53999			OTHER PURCHASED SUPP...		572.28	
958137040824	Credit Memo	04/08/2024	CHILDREN'S PROGRAMMING SUPPLIES CR...	0.00	-93.74	
39002.90000.53999			OTHER PURCHASED SUPP...		-93.74	
0786	OFFICE DEPOT, INC	04/23/2024	Regular	0.00	140.14	67537
351155425001	Invoice	01/30/2024	OFFICE SUPPLIES	0.00	140.14	
10000.90000.53999			OTHER PURCHASED SUPP...		140.14	
VEN01043	OVERDRIVE INC	04/23/2024	Regular	0.00	1,586.40	67538
01148CO241096..	Invoice	04/09/2024	EBOOK/AUDIOBOOKS	0.00	1,586.40	
39006.90000.53406			BOOKS AND REFERENCE		1,586.40	
VEN03926	T-MOBILE	04/23/2024	Regular	0.00	62.30	67539
INV037404	Invoice	03/21/2024	984433408 2/21/24 - 3/20/24	0.00	62.30	
39006.90000.53406			BOOKS AND REFERENCE		62.30	
1085	WORLD BOOK, INC.	04/23/2024	Regular	0.00	1,321.90	67540
0001659548	Invoice	02/08/2024	ENCYCLOPEDIA 2024 SET	0.00	1,321.90	
10000.90000.53406			BOOKS AND REFERENCE		1,321.90	
Total Regular:					4,688.07	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	20	10	0.00	4,688.07
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
	20	10	0.00	4,688.07

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2024	4,688.07
			<hr/>
			4,688.07

Chair

Trustee

Trustee

Trustee

Trustee



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
0823	BANK OF AMERICA	04/11/2024	Regular	0.00	1,461.16	67510
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV037338	Invoice	02/21/2024	LR - PROGRAM - PUZZLES	0.00	25.93	
39006.90000.53999		OTHER PURCHASED SUPP...	LR - PROGRAM - PUZZLES		25.93	
INV037339	Invoice	02/22/2024	LR - OBOC PRINTING	0.00	85.12	
39006.90000.53999		OTHER PURCHASED SUPP...	LR - OBOC PRINTING		85.12	
INV037340	Invoice	02/22/2024	LR - WEBINAR - NEURADIVERSITY AND ME...	0.00	129.00	
10000.90000.53402		CONFERENCE & MEETING	LR - WEBINAR - NEURADIV...		129.00	
INV037341	Invoice	02/28/2024	LR - OBOC - PROGRAMMING SIERRA MAD...	0.00	110.28	
39006.90000.53999		OTHER PURCHASED SUPP...	LR - OBOC - PROGRAMMI...		110.28	
INV037342	Invoice	02/29/2024	LR - EMPLOYEE APPRECIATION STAFF MEE...	0.00	301.56	
10000.90000.53999		OTHER PURCHASED SUPP...	LR - EMPLOYEE APPRECIAT...		301.56	
INV037343	Invoice	03/04/2024	LR - MOUNTAIN VIEW NEWS - SUBSCRIPTI...	0.00	150.00	
10000.90000.53501		PERIODICALS	LR - MOUNTAIN VIEW NE...		150.00	
INV037345	Invoice	03/04/2024	LR - BLT - GREEN TEENS/PROGRAM SUPPL...	0.00	238.54	
39006.90000.53999		OTHER PURCHASED SUPP...	LR - BLT - GREEN TEENS/P...		238.54	
INV037346	Invoice	03/05/2024	LR - STORAGE BINS	0.00	59.28	
39002.90000.53999		OTHER PURCHASED SUPP...	LR - STORAGE BINS		59.28	
INV037347	Invoice	03/07/2024	LR - CLA - YOUTH SERVICES SUMMIT REGI...	0.00	125.00	
10000.90000.53402		CONFERENCE & MEETING	LR - CLA - YOUTH SERVICES...		125.00	
INV037348	Invoice	03/07/2024	LR - CLA MEMBERSHIP	0.00	40.00	
10000.90000.53409		MEMBERSHIP/DUES/SUB...	LR - CLA MEMBERSHIP		40.00	
INV037349	Invoice	03/12/2024	LR - CLA YOUTH SERVICES SUMMIT	0.00	125.00	
10000.90000.53402		CONFERENCE & MEETING	LR - CLA YOUTH SERVICES ...		125.00	
INV037350	Invoice	03/13/2024	LR - OFFICE SUPPLIES	0.00	71.45	
10000.90000.53100		OFFICE SUPPLIES	LR - OFFICE SUPPLIES		71.45	
Total Regular:					1,461.16	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	1	0.00	1,461.16
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
	12	1	0.00	1,461.16

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2024	1,461.16
			<hr/>
			1,461.16

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT07367 - LIB 5/14/24

By Check Number

Check Register

Packet: APPKT07367-LIB 5/14/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN03454	AMAZON CAPITAL SERVICES	05/14/2024	Regular	0.00	1,694.05	67663
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
11YR-LC4C-X479 Invoice	03/18/2024	MISC SUPPLIES 3/4/24 - 3/17/24		0.00	22.02	
39006.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 3/4/24 - 3...			22.02	
131D-PGR9-XCQM Invoice	03/18/2024	BOOKS & REFERENCE 3/4/24 - 3/17/24		0.00	37.57	
10000.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 3/4/...			37.57	
13LL-DK6L-6RFR Invoice	02/05/2024	MISC SUPPLIES 1/22/24 - 2/4/24		0.00	24.22	
39006.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 1/22/24 - ...			24.22	
14MV-X4RL-YKFO Invoice	04/15/2024	BOOKS & REFERENCE 4/1/24 - 4/14/24		0.00	106.91	
10000.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 4/1/...			106.91	
14RP-MF4K-113H Invoice	04/01/2024	MISC SUPPLIES 3/18/24 - 3/31/24		0.00	101.64	
10000.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 3/18/24 - ...			101.64	
19WC-CVDT-19H1 Invoice	02/05/2024	MISC SUPPLIES 1/22/24 - 2/4/24		0.00	57.44	
10000.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 1/22/24 - ...			57.44	
1DQG-4HTY-1L6X Invoice	04/01/2024	MISC SUPPLIES 3/18/24 - 3/31/24		0.00	14.32	
39006.90000.53406	BOOKS AND REFERENCE	MISC SUPPLIES 3/18/24 - ...			14.32	
1F47-QQ43-4M6Y Invoice	02/05/2024	BOOKS & REFERENCE 1/22/24 - 2/4/24		0.00	35.37	
39006.90000.53999	OTHER PURCHASED SUPP...	BOOKS & REFERENCE 1/22...			35.37	
1F6W-3JMC-L33D Invoice	04/29/2024	BOOKS & REFERENCE 4/15/24 - 4/28/24		0.00	9.91	
10000.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 4/15...			9.91	
1G46-6H3K-X3MY Invoice	03/18/2024	BOOKS & REFERENCE 3/4/24 - 3/17/24		0.00	54.77	
39006.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 3/4/...			54.77	
1GCT-37FX-NT74 Invoice	04/29/2024	MISC SUPPLIES 4/15/24 - 4/28/24		0.00	29.41	
39006.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 4/15/24 - ...			29.41	
1HHP-6N3F-WF... Invoice	03/18/2024	BOOKS & REFERENCE 3/4/24 - 3/17/24		0.00	59.81	
10000.90000.53999	OTHER PURCHASED SUPP...	BOOKS & REFERENCE 3/4/...			59.81	
1K3K-6YMC-LHKP Invoice	04/29/2024	MISC SUPPLIES 4/15/24 - 4/28/24		0.00	16.53	
39006.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 4/15/24 - ...			16.53	
1KDM-14TD-NVRP Invoice	04/29/2024	BOOKS & REFERENCE 4/15/24 - 4/28/24		0.00	92.58	
39006.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 4/15...			92.58	
1KHF-KW3Y-3CFG Invoice	04/15/2024	MISC SUPPLIES 4/1/24 - 4/14/24		0.00	22.04	
39006.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 4/1/24 - 4/...			22.04	
1KYK-LXNX-1FYK Invoice	04/15/2024	BOOKS & REFERENCE 4/1/24 - 4/14/24		0.00	273.74	
39006.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 4/1/...			273.74	
1L67-16PP-NNTF Invoice	04/29/2024	MISC SUPPLIES 4/15/24 - 4/28/24		0.00	22.32	
39006.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 4/15/24 - ...			22.32	
1LVN-VFRX-M9DN Invoice	04/29/2024	BOOKS & REFERENCE 4/15/24 - 4/28/24		0.00	52.08	
10000.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 4/15...			52.08	
1MPP-CXTT-4GGC Invoice	02/05/2024	BOOKS & REFERENCE 1/22/24 - 2/4/24		0.00	31.20	
39006.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 1/22...			31.20	
1NQC-L14P-1CGQ Invoice	04/01/2024	MISC SUPPLIES 3/18/24 - 3/31/24		0.00	8.81	
39006.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 3/18/24 - ...			8.81	
1PR1-CQK9-XXLH Invoice	04/01/2024	BOOKS & REFERENCE 3/18/24 - 3/31/24		0.00	18.73	
39006.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 3/18...			18.73	
1PTR-FGNY-N4HJ Invoice	04/29/2024	BOOKS & REFERENCE 4/15/24 - 4/28/24		0.00	28.91	
39006.90000.53406	BOOKS AND REFERENCE	BOOKS & REFERENCE 4/15...			28.91	
1QW7-WPXK-NT... Invoice	04/29/2024	MISC SUPPLIES 4/15/24 - 4/28/24		0.00	39.46	
39006.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 4/15/24 - ...			39.46	
1R6T-4PGT-NLTG Invoice	04/29/2024	MISC SUPPLIES 4/15/24 - 4/28/24		0.00	49.45	
39006.90000.53999	OTHER PURCHASED SUPP...	MISC SUPPLIES 4/15/24 - ...			49.45	

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Packet: APPKT07367-LIB 5/14/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1R6T-4PGT-NTJV	Invoice	04/29/2024	BOOKS & REFERENCE 4/15/24 - 4/28/24	0.00	112.44	
10000.90000.53406			BOOKS AND REFERENCE	BOOKS & REFERENCE 4/15...	112.44	
1R73-6GWD-1FPJ	Invoice	04/15/2024	MISC SUPPLIES 4/1/24 - 4/14/24	0.00	35.47	
10000.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES 4/1/24 - 4...	35.47	
1RHC-MXP4-MR...	Invoice	04/29/2024	BOOKS & REFERENCE 4/15/24 - 4/28/24	0.00	13.36	
10000.90000.53406			BOOKS AND REFERENCE	BOOKS & REFERENCE 4/15...	13.36	
1RT7-JP16-NHY4	Credit Memo	04/29/2024	BOOKS & REFERENCE CREDIT	0.00	-18.47	
10000.90000.53406			BOOKS AND REFERENCE	BOOKS & REFERENCE CRED...	-18.47	
1TL6-YVRG-WR...	Invoice	03/18/2024	MISC SUPPLIES 3/4/24 - 3/17/24	0.00	35.92	
39006.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES 3/4/24 - 3...	35.92	
1TPL-3KHY-MPX7	Invoice	04/29/2024	MISC SUPPLIES 4/15/24 - 4/28/24	0.00	25.70	
10000.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES 4/15/24 - ...	25.70	
1V7Q-TM63-1CJJ	Invoice	04/15/2024	BOOKS & REFERENCE 4/1/24 - 4/14/24	0.00	18.63	
10000.90000.53406			BOOKS AND REFERENCE	BOOKS & REFERENCE 4/1/...	18.63	
1VKJ-YTXQ-XL9K	Invoice	03/18/2024	BOOKS & REFERENCE 3/4/24 - 3/17/24	0.00	49.60	
39006.90000.53406			BOOKS AND REFERENCE	BOOKS & REFERENCE 3/4/...	49.60	
1VND-NOJX-XKQX	Invoice	04/15/2024	BOOKS & REFERENCE 4/1/24 - 4/1/24	0.00	107.23	
39006.90000.53406			BOOKS AND REFERENCE	BOOKS & REFERENCE 4/1/...	107.23	
1W6D-HWHD-M...	Invoice	04/29/2024	BOOKS & REFERENCE 4/15/24 - 4/28/24	0.00	16.53	
39006.90000.53406			BOOKS AND REFERENCE	BOOKS & REFERENCE 4/15...	16.53	
1WKL-WJMW-P...	Invoice	04/29/2024	MISC SUPPLIES 4/15/24 - 4/28/24	0.00	24.06	
10000.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES 4/15/24 - ...	24.06	
1XHW-6CFL-XD4F	Credit Memo	03/18/2024	MISC SUPPLIES CREDIT	0.00	-12.71	
10000.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES CREDIT	-12.71	
1XTV-NMMK-YX...	Invoice	04/01/2024	MISC SUPPLIES 3/18/24 - 3/31/24	0.00	77.05	
39006.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES 3/18/24 - ...	77.05	

VEN01190	ARNOLD'S FRONTIER HARDWARE - L	05/14/2024	Regular	0.00	59.68	67664
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
111942	Invoice	04/25/2024	MISC. SUPPLIES		10.56	
10000.90000.53999			OTHER PURCHASED SUPP...	MISC. SUPPLIES	10.56	
111981	Invoice	04/29/2024	MISC. SUPPLIES		49.12	
39006.90000.53999			OTHER PURCHASED SUPP...	MISC. SUPPLIES	49.12	

0132	BAKER & TAYLOR, INC.	05/14/2024	Regular	0.00	7,914.29	67665
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2038199224	Invoice	04/04/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	466.44	
39006.90000.53406			BOOKS AND REFERENCE	Media	466.44	
2038199225	Invoice	04/04/2024	LIBRARY SUPPLIES	0.00	130.63	
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES	130.63	
2038219389	Invoice	04/14/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	76.74	
39006.90000.53406			BOOKS AND REFERENCE	Media	76.74	
2038219390	Invoice	04/17/2024	LIBRARY SUPPLIES	0.00	23.05	
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES	23.05	
5018840597	Invoice	04/03/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	3,049.22	
10000.90000.53406			BOOKS AND REFERENCE	BOOKS AND REFERENCE &...	3,049.22	
5018840598	Invoice	04/03/2024	LIBRARY SUPPLIES	0.00	256.55	
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES	256.55	
5018852157	Invoice	04/11/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	2,653.41	
10000.90000.53406			BOOKS AND REFERENCE	BOOKS AND REFERENCE &...	2,653.41	
5018852158	Invoice	04/11/2024	LIBRARY SUPPLIES	0.00	244.88	
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES	244.88	

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Packet: APPKT07367-LIB 5/14/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5018862581	Invoice	04/17/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	312.77	
10000.90000.53406			BOOKS AND REFERENCE		312.77	
5018862582	Invoice	04/17/2024	LIBRARY SUPPLIES	0.00	25.66	
10000.90000.52200			CONTRACT SERVICES		25.66	
5018865121	Invoice	04/18/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	637.07	
10000.90000.53406			BOOKS AND REFERENCE		637.07	
5018865122	Invoice	04/18/2024	LIBRARY SUPPLIES	0.00	37.87	
10000.90000.52200			CONTRACT SERVICES		37.87	
0598	DEMCO, INC.	05/14/2024	Regular	0.00	313.03	67666
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7469598	Invoice	04/17/2024	OFFICE SUPPLIES	0.00	313.03	
10000.90000.53999			OTHER PURCHASED SUPP...		313.03	
VEN03926	T-MOBILE	05/14/2024	Regular	0.00	62.30	67667
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV037478	Invoice	04/21/2024	984433408 3/21/24 - 4/20/24	0.00	62.30	
39006.90000.53406			BOOKS AND REFERENCE		62.30	
Total Regular:					10,043.35	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	5	0.00	10,043.35
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
	53	5	0.00	10,043.35

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2024	10,043.35
			<hr/>
			10,043.35

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT07359 - LIB GEN MAN 5/14/24

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						
VEN04330	KYRA HORTON	04/30/2024	Regular	0.00	100.00	67622
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
LOAB6W1QRL	Invoice	04/30/2024	PERFORMANCE - WRITER WORKSHOP	0.00	100.00	
39006.90000.53999		OTHER PURCHASED SUPP...		PERFORMANCE - WRITER ...	100.00	
Total Regular:					100.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	100.00
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
	1	1	0.00	100.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2024	100.00
			<u>100.00</u>

Chair

Trustee

Trustee

Trustee

Trustee



By Check Number

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

Payment Type: Regular

Void	05/29/2024	Regular	0.00	0.00	67783	
Void	05/29/2024	Regular	0.00	0.00	67784	
Void	05/29/2024	Regular	0.00	0.00	67785	
Void	05/29/2024	Regular	0.00	0.00	67786	
Void	05/29/2024	Regular	0.00	0.00	67787	
Void	05/29/2024	Regular	0.00	0.00	67788	
Void	05/29/2024	Regular	0.00	0.00	67789	
Void	05/29/2024	Regular	0.00	0.00	67790	
Void	05/29/2024	Regular	0.00	0.00	67791	
Void	05/29/2024	Regular	0.00	0.00	67792	
VEN03454	AMAZON CAPITAL SERVICES	05/28/2024	Regular	0.00	505.88	67793

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
17LP-1MNH-YJL9	Invoice	05/13/2024	BOOKS & REFERENCE 4/29/24 - 5/12/24	0.00	66.44
39006.90000.53406			BOOKS AND REFERENCE		66.44
17N7-GFR6-17LF	Invoice	05/13/2024	BOOKS & REFERENCE 4/29/24 - 5/12/24	0.00	11.03
10000.90000.53406			BOOKS AND REFERENCE		11.03
1CDL-3RML-1RL7	Invoice	05/13/2024	MISC SUPPLIES 4/29/24 - 5/12/24	0.00	40.16
39006.90000.53406			BOOKS AND REFERENCE		40.16
1DPM-7F17-33D9	Invoice	05/13/2024	MISC SUPPLIES 4/29/24 - 5/12/24	0.00	20.06
39006.90000.53999			OTHER PURCHASED SUPP...		20.06
1F1X-PKH4-447G	Invoice	05/13/2024	BOOKS & REFERENCE 4/29/24 - 5/12/24	0.00	21.94
10000.90000.53406			BOOKS AND REFERENCE		21.94
1H1C-L3Y9-36YV	Invoice	05/13/2024	BOOKS & REFERENCE 4/29/24 - 5/12/24	0.00	56.01
10000.90000.53406			BOOKS AND REFERENCE		56.01
1HCC-D4YP-1HL1	Invoice	05/13/2024	MISC SUPPLIES 4/29/24 - 5/12/24	0.00	25.90
10000.90000.53999			OTHER PURCHASED SUPP...		25.90
1LVN-VFRX-N461	Invoice	04/29/2024	MISC SUPPLIES 4/15/24 - 4/28/24	0.00	220.73
39002.90000.53999			OTHER PURCHASED SUPP...		220.73
1RFH-XWLL-16JQ	Invoice	05/13/2024	BOOKS & REFERENCE 4/29/24 - 5/12/24	0.00	21.60
10000.90000.53406			BOOKS AND REFERENCE		21.60
1RWC-TGL9-1QY9	Invoice	05/13/2024	BOOKS & REFERENCE 4/29/24 - 5/12/24	0.00	22.01
39006.90000.53406			BOOKS AND REFERENCE		22.01

VEN02711 AMERICAS PRINTER 05/28/2024 Regular 0.00 158.39 67794

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
1244211	Invoice	05/08/2024	SIERRA MADRE PUBLIC LIBRARY - SRP	0.00	158.39
39006.90000.53999			OTHER PURCHASED SUPP...		158.39

VEN01190 ARNOLD'S FRONTIER HARDWARE - L 05/28/2024 Regular 0.00 36.86 67795

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
111985	Invoice	04/30/2024	MISC. SUPPLIES - GREEN TEEN PROGRAM ...	0.00	22.01
39006.90000.53999			OTHER PURCHASED SUPP...		22.01
112020	Invoice	05/02/2024	MISC. SUPPLIES	0.00	5.50
39006.90000.53999			OTHER PURCHASED SUPP...		5.50
112148	Invoice	05/14/2024	MISC. SUPPLIES	0.00	9.35

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Packet: APPKT07389-LIB 5/28/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53999		OTHER PURCHASED SUPP...	MISC. SUPPLIES		9.35	
0132	BAKER & TAYLOR, INC.	05/28/2024	Regular	0.00	2,081.94	67796
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2038266901	Invoice	05/07/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	258.88	
39006.90000.53406		BOOKS AND REFERENCE		Media	258.88	
2038266902	Invoice	05/07/2024	LIBRARY SUPPLIES	0.00	69.15	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	69.15	
5018877946	Invoice	04/25/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	766.27	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	766.27	
5018877947	Invoice	04/25/2024	LIBRARY SUPPLIES	0.00	27.69	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	27.69	
5018887904	Invoice	05/02/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	891.22	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	891.22	
5018887905	Invoice	05/02/2024	LIBRARY SUPPLIES	0.00	68.73	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	68.73	
VEN03929	DOREEN THOMAS	05/28/2024	Regular	0.00	52.80	67797
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV037664	Invoice	04/30/2024	TRAVEL REIMB: YOUTH SERVICES SUMMIT	0.00	52.80	
10000.90000.53404		MILEAGE REIMBURSEME...		TRAVEL REIMB: YOUTH SE...	52.80	
VEN02809	H W WILSON	05/28/2024	Regular	0.00	310.50	67798
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
370213	Invoice	01/24/2024	EBOOKS & REFERENCE	0.00	310.50	
10000.90000.53406		BOOKS AND REFERENCE		EBOOKS & REFERENCE	310.50	
VEN04152	KANOPIY INC	05/28/2024	Regular	0.00	122.00	67799
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
399791 - PPU	Invoice	04/30/2024	LIBRARY VIDEOS	0.00	122.00	
10000.90000.52200		CONTRACT SERVICES		LIBRARY VIDEOS	122.00	
VEN04268	KING OFFICE SERVICES	05/28/2024	Regular	0.00	1,792.00	67800
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
89731-007	Invoice	04/12/2024	LIBRARY MATERIAL STORAGE FEES DUR...	0.00	1,792.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...		LIBRARY MATERIAL STOR...	1,792.00	
VEN01043	OVERDRIVE INC	05/28/2024	Regular	0.00	5,422.58	67801
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO241454...	Invoice	05/10/2024	EBOOKS/AUDIOBOOKS	0.00	1,680.12	
39006.90000.53406		BOOKS AND REFERENCE		EBOOKS/AUDIOBOOKS	1,680.12	
01148CO241455...	Invoice	05/10/2024	EBOOK/AUDIOBOOKS	0.00	1,928.02	
39006.90000.53406		BOOKS AND REFERENCE		EBOOK/AUDIOBOOKS	1,928.02	
01148CO241456...	Invoice	05/10/2024	EBOOK/AUDIOBOOKS	0.00	1,814.44	
39006.90000.53406		BOOKS AND REFERENCE		EBOOK/AUDIOBOOKS	1,814.44	
1578	PETTY CASH FUND-LIBRARY	05/28/2024	Regular	0.00	53.00	67802
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV037654	Invoice	02/13/2024	CORD FOR BRACELET MAKING - BLT	0.00	4.67	
39006.90000.53999		OTHER PURCHASED SUPP...		CORD FOR BRACELET MAK...	4.67	
INV037655	Invoice	03/01/2024	PROGRAMMING SUPPLIES	0.00	3.86	

Check Register

Packet: APPKT07389-LIB 5/28/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53999			OTHER PURCHASED SUPP...		3.86	
			PROGRAMMING SUPPLIES			
INV037656	Invoice	03/07/2024	LAUNDRY FOR PROGRAMMING	0.00	5.50	
39006.90000.53999			OTHER PURCHASED SUPP...		5.50	
			LAUNDRY FOR PROGRAM...			
INV037657	Invoice	03/19/2024	PROGRAMMING SUPPLIES	0.00	38.97	
39006.90000.53999			OTHER PURCHASED SUPP...		38.97	
			PROGRAMMING SUPPLIES			
Total Regular:					10,535.95	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	10	0.00	10,535.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	31	20	0.00	10,535.95

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2024	10,535.95
			<hr/>
			10,535.95

Chair

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City of Sierra Madre, CA

Check Register

Packet: APPKT07376 - LIB BOA MAN 5/28/24

By Check Number

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	05/13/2024	Regular	0.00	2,924.28	67653
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV037592 39002.90000.53999	Credit Memo	03/19/2024	LR - REFUND FOR STORAGE BINS	0.00	-59.28	
			OTHER PURCHASED SUPP...		-59.28	
INV037593 10000.90000.53402	Credit Memo	04/03/2024	LR - ALA ANUAL CONFERENCE & EXHIBITI...	0.00	-279.00	
			CONFERENCE & MEETING		-279.00	
INV037594 39006.90000.53999	Invoice	03/19/2024	LR - GIFT BAGS FOR PROGRAMS	0.00	9.65	
			OTHER PURCHASED SUPP...		9.65	
INV037595 10000.90000.53999	Invoice	03/19/2024	LR - EMPLOYEE APPRECIATION: MEAL	0.00	30.68	
			OTHER PURCHASED SUPP...		30.68	
INV037596 39002.90000.53999	Invoice	03/19/2024	LR - STORAGE CONTAINERS - SENSORY PL...	0.00	49.08	
			OTHER PURCHASED SUPP...		49.08	
INV037597 39006.90000.53999	Invoice	03/19/2024	LR - TEA FOR PROGRAM	0.00	31.01	
			OTHER PURCHASED SUPP...		31.01	
INV037598 10000.90000.53999	Invoice	03/25/2024	LR - LIBRARY SUPPLIES: BOOK COVERS	0.00	16.69	
			OTHER PURCHASED SUPP...		16.69	
INV037599 10000.90000.53409	Invoice	03/29/2024	LR - ALA MEMBERSHIP: DOREEN THOMAS	0.00	81.00	
			MEMBERSHIP/DUES/SUB...		81.00	
INV037600 39006.90000.53999	Invoice	03/28/2024	LR - PROGRAMMING: WRITERS WORKSHOP	0.00	48.67	
			OTHER PURCHASED SUPP...		48.67	
INV037601 10000.90000.53402	Invoice	04/15/2024	LR - ALA CONFERENCE REGISTRATION: CH...	0.00	1,099.00	
			CONFERENCE & MEETING		1,099.00	
INV037602 10000.90000.53402	Invoice	04/01/2024	LR - ALA CONFERENCE: CHELSEA LEE	0.00	279.00	
			CONFERENCE & MEETING		279.00	
INV037603 39006.90000.53999	Invoice	04/01/2024	LR - CRAFT SUPPLIES	0.00	9.99	
			OTHER PURCHASED SUPP...		9.99	
INV037604 39006.90000.53999	Invoice	04/01/2024	LR - CRAFT SUPPLIES	0.00	11.50	
			OTHER PURCHASED SUPP...		11.50	
INV037605 39006.90000.53999	Invoice	04/02/2024	LR - PROGRAMMING (SUMMER): SUPPLIES	0.00	79.92	
			OTHER PURCHASED SUPP...		79.92	
INV037606 10000.90000.53999	Invoice	04/04/2024	LR - WATER BOTTLE SERVICE	0.00	147.41	
			OTHER PURCHASED SUPP...		147.41	
INV037607 39006.90000.53406	Invoice	04/09/2024	LR - STEAM SUPPLIES	0.00	326.71	
			BOOKS AND REFERENCE		326.71	
INV037608 10000.90000.53402	Invoice	04/09/2024	LR - ALA REGISTRATION: T-SHIRTS	0.00	38.00	
			CONFERENCE & MEETING		38.00	
INV037610 39002.90000.53999	Invoice	04/11/2024	LR - BOOKMARK CONTEST: SNACKS	0.00	144.61	
			OTHER PURCHASED SUPP...		144.61	
INV037611 39002.90000.53999	Invoice	04/11/2024	LR - BOOKMARK CONTEST: GIFT CARDS	0.00	767.10	
			OTHER PURCHASED SUPP...		767.10	
INV037612 39002.90000.53999	Invoice	04/12/2024	LR - BOOKMARK CONTEST: REFRESHMENTS	0.00	49.80	
			OTHER PURCHASED SUPP...		49.80	
INV037613 39002.90000.53999	Invoice	04/15/2024	LR - BOOKMARK CONTEST: JUDGING - G&M	0.00	42.74	
			OTHER PURCHASED SUPP...		42.74	
Total Regular:					2,924.28	

Vendor Number Vendor Name Payment Date Payment Type Discount Amount Payment Amount Number

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	21	1	0.00	2,924.28
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
	21	1	0.00	2,924.28

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2024	2,924.28
			<hr/>
			2,924.28

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Trustee



By Check Number

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

Payment Type: Regular

VEN03454 AMAZON CAPITAL SERVICES 06/11/2024 Regular 0.00 617.00 67874

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
194V-FHJF-P36T	Invoice	05/27/2024	MISC SUPPLIES 5/13/24 - 5/26/24	0.00	28.65
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 5/13/24 - ...		28.65
1C9V-7GTJ-PNGJ	Invoice	05/27/2024	MISC SUPPLIES 5/13/24 - 5/26/24	0.00	24.23
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 5/13/24 - ...		24.23
1C9V-7GTJ-PQKM	Invoice	05/27/2024	BOOKS & REFERENCE 5/13/24 - 5/26/24	0.00	20.93
39006.90000.53999	OTHER PURCHASED SUPP...		BOOKS & REFERENCE 5/13...		20.93
1C9V-7GTJ-PV6C	Invoice	05/27/2024	BOOKS & REFERENCE 5/13/24 - 5/26/24	0.00	10.87
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/13...		10.87
1CJW-CXQ4-P991	Invoice	05/27/2024	BOOKS & REFERENCE 5/13/24 - 5/26/24	0.00	11.01
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/13...		11.01
1CRJ-MY6W-PKYN	Invoice	05/27/2024	BOOKS & REFERENCE 5/13/24 - 5/26/24	0.00	16.23
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/13...		16.23
1DLP-K4H7-P1FR	Invoice	05/27/2024	BOOKS & REFERENCE 5/13/24 - 5/26/24	0.00	151.33
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/13...		151.33
1F3G-DDTW-NTYT	Invoice	05/27/2024	BOOKS & REFERENCE 5/13/24 - 5/26/24	0.00	15.59
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/13...		15.59
1F3G-DDTW-PVT1	Invoice	05/27/2024	MISC SUPPLIES 5/13/24 - 5/26/24	0.00	24.75
39006.90000.53999	OTHER PURCHASED SUPP...		MISC SUPPLIES 5/13/24 - ...		24.75
1FXV-KMGT-NXND	Invoice	05/27/2024	MISC SUPPLIES 5/13/24 - 5/26/24	0.00	47.01
39006.90000.53999	OTHER PURCHASED SUPP...		MISC SUPPLIES 5/13/24 - ...		47.01
1G9D-7QR7-NQ...	Invoice	05/27/2024	BOOKS & REFERENCE 5/13/24 - 5/26/24	0.00	19.06
39002.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/13...		19.06
1G9D-7QR7-PC4G	Invoice	05/27/2024	BOOKS & REFERENCE 5/13/24 - 5/26/24	0.00	18.82
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/13...		18.82
1HD1-X3JT-NXNW	Invoice	05/27/2024	BOOKS & REFERENCE 5/13/24 - 5/26/24	0.00	20.35
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/13...		20.35
1JJL-NCF6-NV1N	Invoice	05/27/2024	MISC SUPPLIES 5/13/24 - 5/26/24	0.00	208.17
39006.90000.53999	OTHER PURCHASED SUPP...		MISC SUPPLIES 5/13/24 - ...		208.17

0132 BAKER & TAYLOR, INC. 06/11/2024 Regular 0.00 394.55 67875

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
2038242914	Invoice	05/08/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	61.39
39006.90000.53406	BOOKS AND REFERENCE		Media		61.39
2038242915	Invoice	05/08/2024	LIBRARY SUPPLIES	0.00	15.37
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		15.37
2038289426	Invoice	05/15/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	70.73
39006.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		70.73
2038289427	Invoice	05/15/2024	LIBRARY SUPPLIES	0.00	15.37
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		15.37
5018904110	Invoice	05/15/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	217.35
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		217.35
5018904111	Invoice	05/15/2024	LIBRARY SUPPLIES	0.00	14.34

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		14.34	
VEN03964	DANY RICHEY	06/11/2024	Regular	0.00	400.00	67876
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1 - 6/15/24	Invoice	05/29/2024	6/15/24 LAVA LAMP SCIENCE CLASS	0.00	200.00	
39002.90000.53999		OTHER PURCHASED SUPP...	6/15/24 LAVA LAMP SCIEN...		200.00	
2 - 6/22/24	Invoice	05/29/2024	6/22/24 OWL PELLET DISSECTION LAB	0.00	200.00	
39002.90000.53999		OTHER PURCHASED SUPP...	6/22/24 OWL PELLET DISS...		200.00	
VEN04065	EXECUTIVE ADVERTISING	06/11/2024	Regular	0.00	905.81	67877
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
125747	Invoice	05/01/2024	SUMMER READING PRIZES - 2024	0.00	905.81	
39006.90000.53999		OTHER PURCHASED SUPP...	SUMMER READING PRIZES ...		905.81	
VEN02207	JanWay Company USA, Inc.	06/11/2024	Regular	0.00	1,879.00	67878
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
145343	Invoice	05/16/2024	MISC. LIB SUPPLIES	0.00	960.00	
39006.90000.53999		OTHER PURCHASED SUPP...	MISC. LIB SUPPLIES		960.00	
145344	Invoice	05/16/2024	MISC. LIB SUPPLIES	0.00	919.00	
39006.90000.53999		OTHER PURCHASED SUPP...	MISC. LIB SUPPLIES		919.00	
VEN04152	KANOPY INC	06/11/2024	Regular	0.00	113.00	67879
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
403597 - PPU	Invoice	05/31/2024	LIBRARY VIDEOS	0.00	113.00	
10000.90000.52200		CONTRACT SERVICES	LIBRARY VIDEOS		113.00	
VEN04221	LOVEBUG & ME LLC	06/11/2024	Regular	0.00	365.00	67880
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6364	Invoice	03/07/2024	45 MINUTE PERFORMANCE - 6/17/24	0.00	365.00	
39006.90000.53999		OTHER PURCHASED SUPP...	45 MINUTE PERFORMANCE..		365.00	
0786	OFFICE DEPOT, INC	06/11/2024	Regular	0.00	151.65	67881
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
358747370001	Invoice	03/29/2024	OFFICE SUPPLIES	0.00	58.17	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		58.17	
366130972001	Invoice	05/16/2024	OFFICE SUPPLIES	0.00	93.48	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		93.48	
VEN04169	PLAYAWAY PRODUCTS LLC	06/11/2024	Regular	0.00	700.04	67882
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
462656	Invoice	05/17/2024	MISC. SUPPLIES	0.00	534.68	
39006.90000.53406		BOOKS AND REFERENCE	MISC. SUPPLIES		534.68	
463428	Invoice	05/28/2024	MISC. SUPPLIES	0.00	165.36	
39006.90000.53406		BOOKS AND REFERENCE	MISC. SUPPLIES		165.36	
1817	SOUTHERN CALIFORNIA LIBRARY CO	06/11/2024	Regular	0.00	2,255.00	67883
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1544	Invoice	06/04/2024	FY2023/2034 SCLA AND CALIFA CONSORT...	0.00	2,255.00	
10000.90000.53409		MEMBERSHIP/DUES/SUB...	FY2023/2034 SCLA AND C...		2,255.00	
VEN04212	THOR'S REPTILE FAMILY	06/11/2024	Regular	0.00	425.00	67884

Check Register

Packet: APPKT07424-LIB 6/11/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
24077	Invoice	06/03/2024	PROGRAM 6/26/24		425.00	
39006.90000.53999		OTHER PURCHASED SUPP...		PROGRAM 6/26/24	425.00	
VEN03926	T-MOBILE	06/11/2024	Regular		62.30	67885
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV037798	Invoice	05/21/2024	984433408 4/21/24 - 5/20/24		62.30	
39006.90000.53406		BOOKS AND REFERENCE		984433408 4/21/24 - 5/20...	62.30	
Total Regular:					8,268.35	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	34	12	0.00	8,268.35
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
	34	12	0.00	8,268.35

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2024	8,268.35
			<hr/>
			8,268.35

Chair

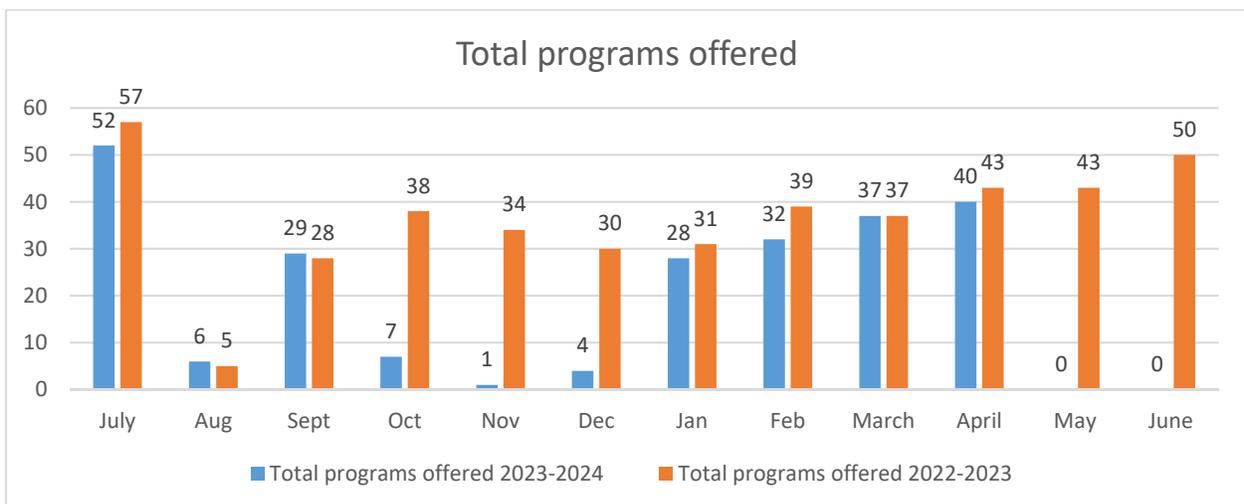
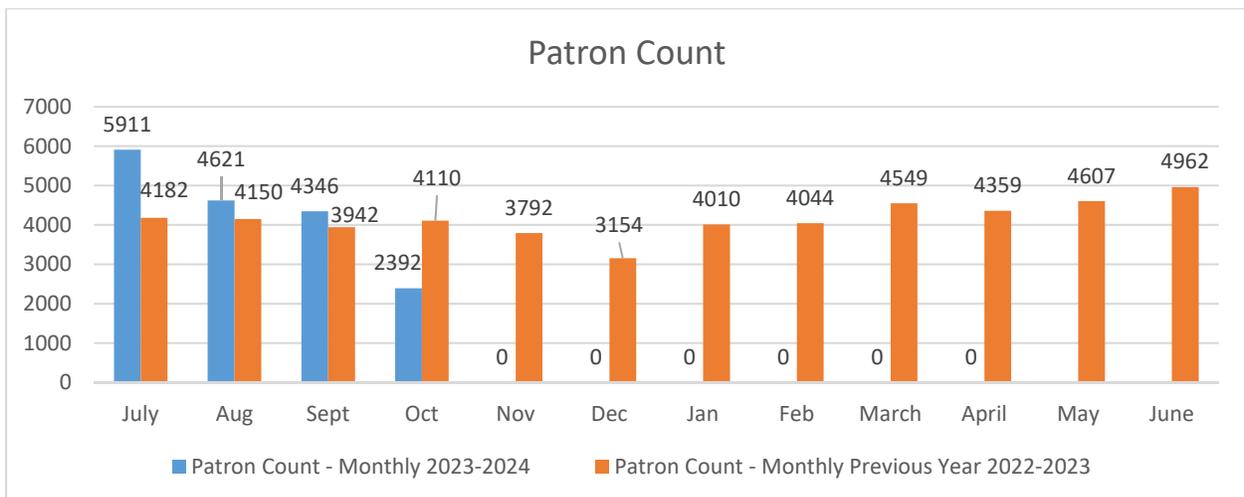
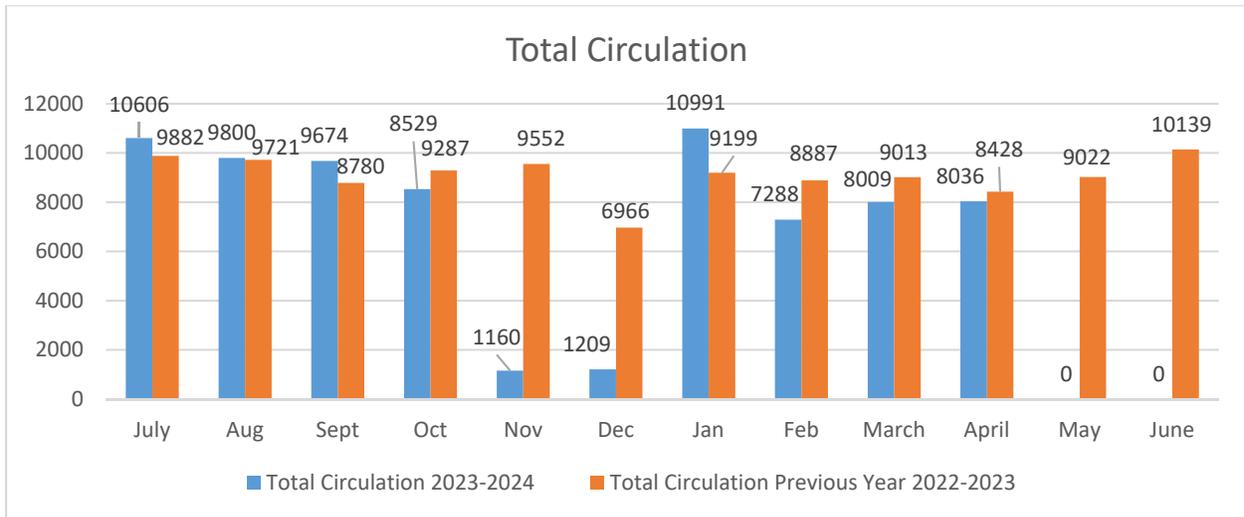
Trustee

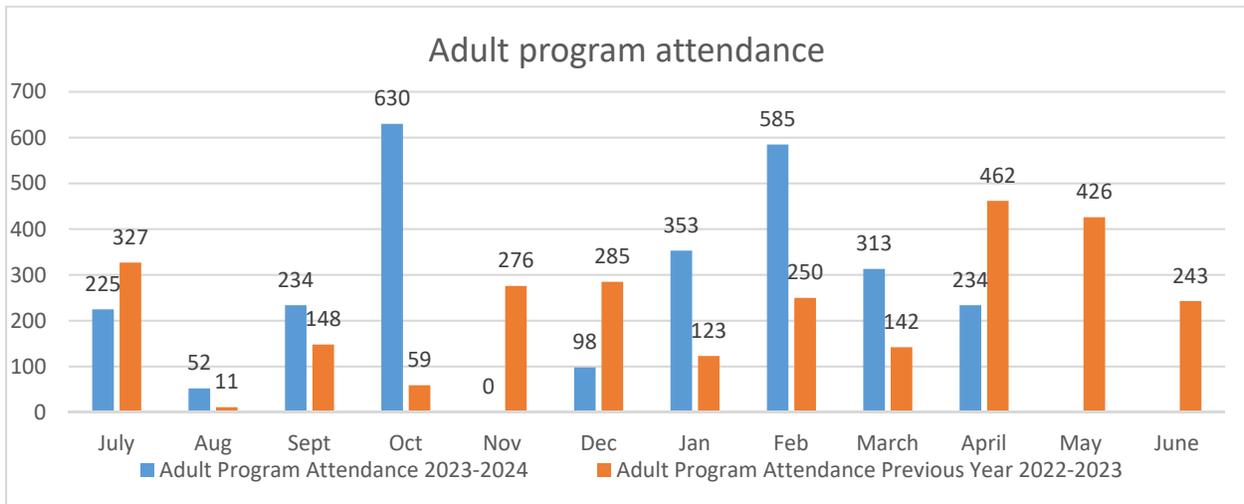
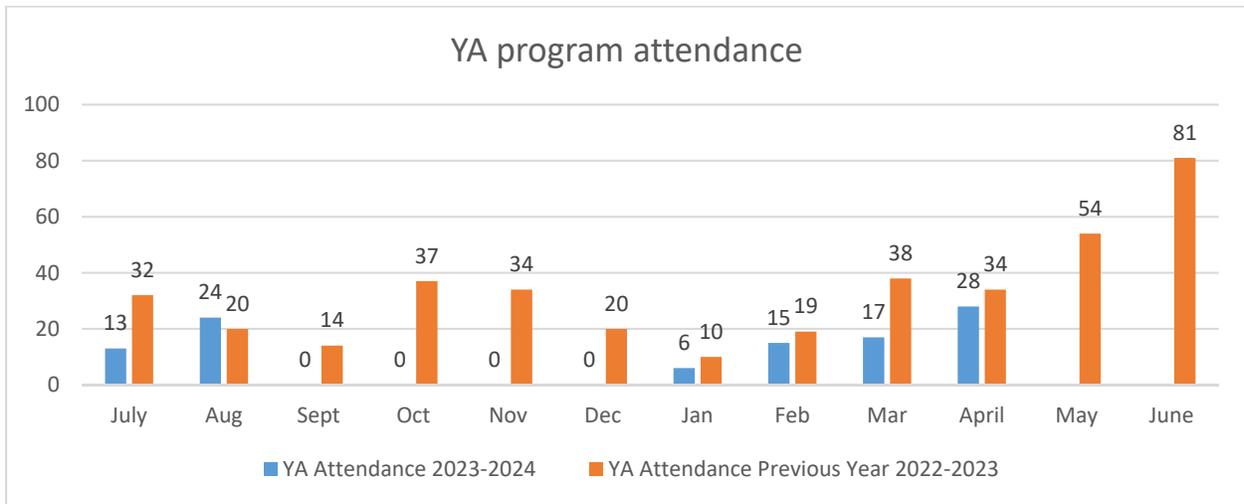
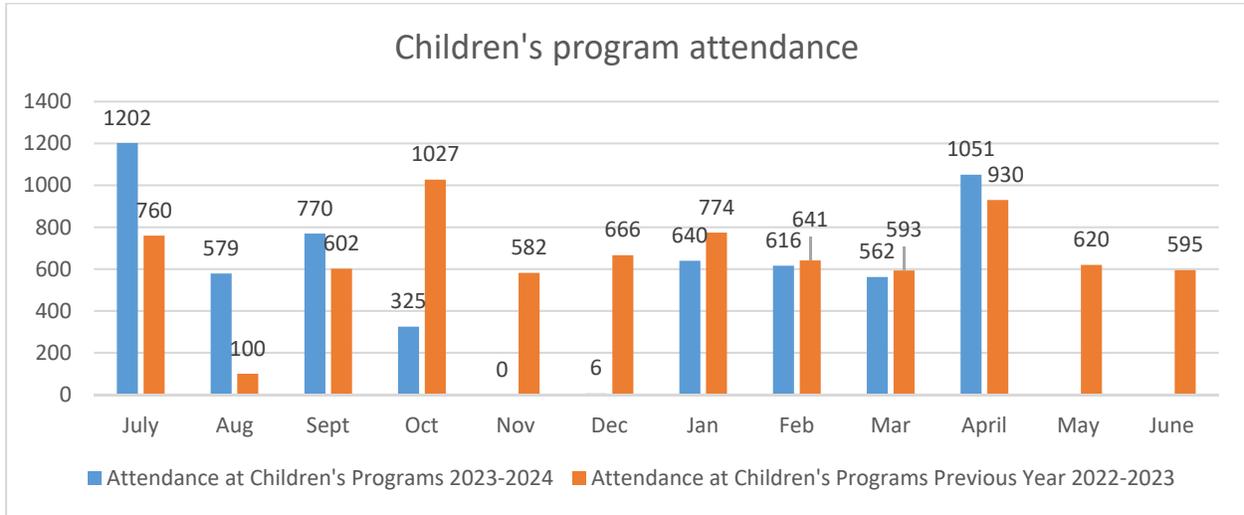
Trustee

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April 2024 Library Statistics





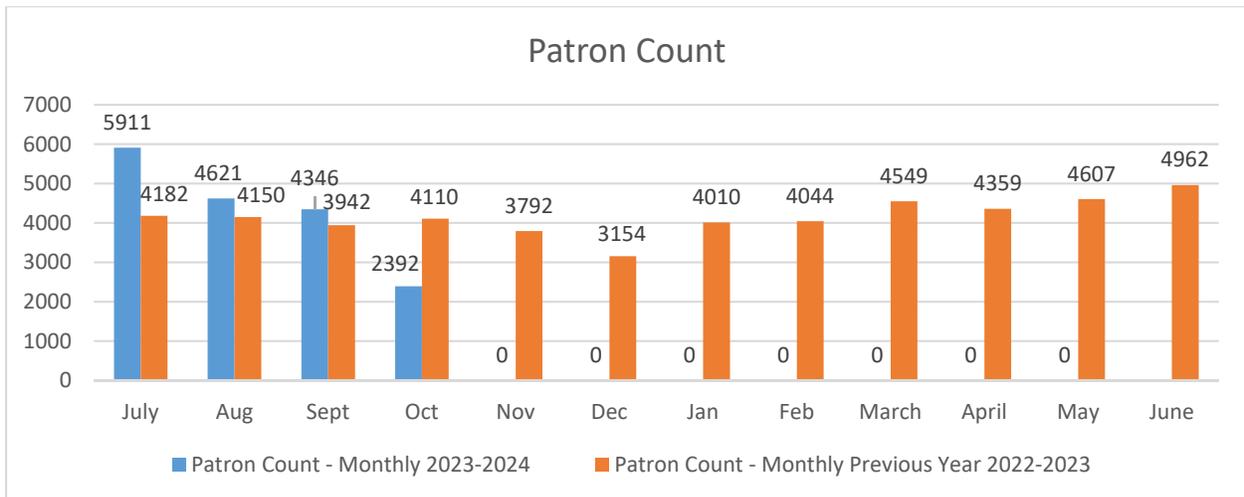
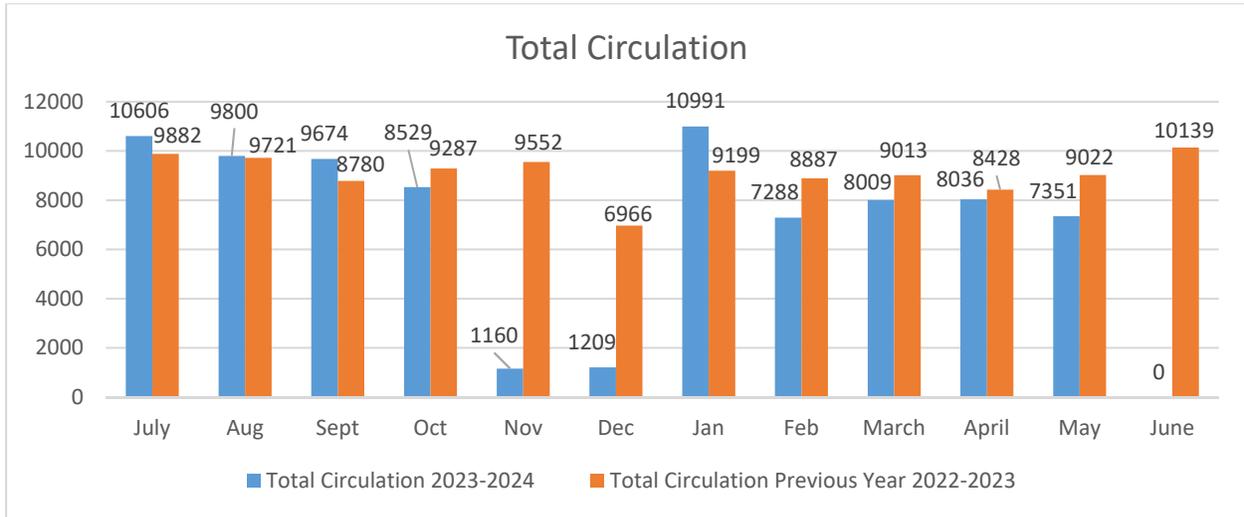
April 2024 Online Content

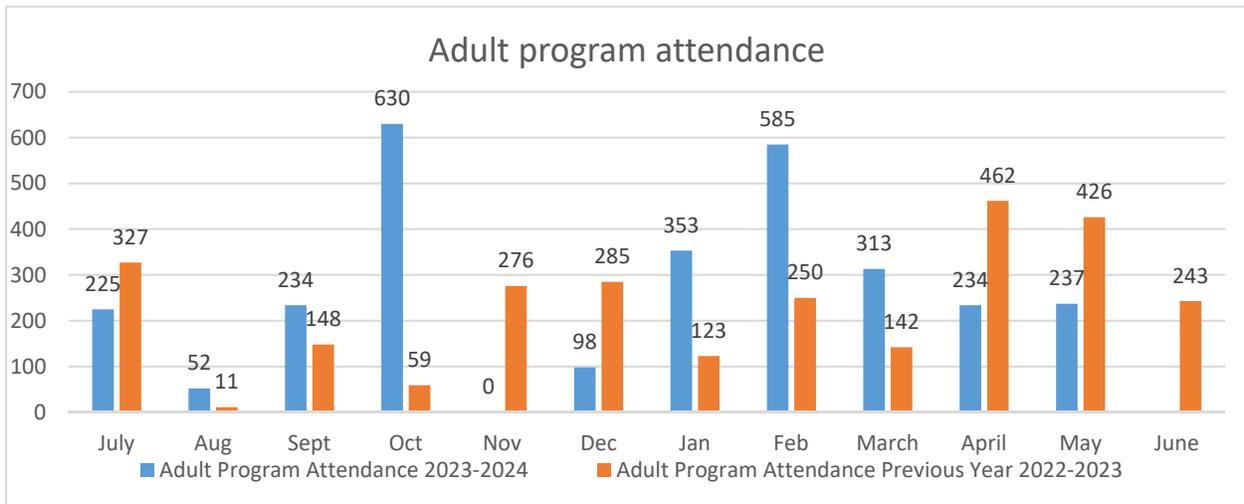
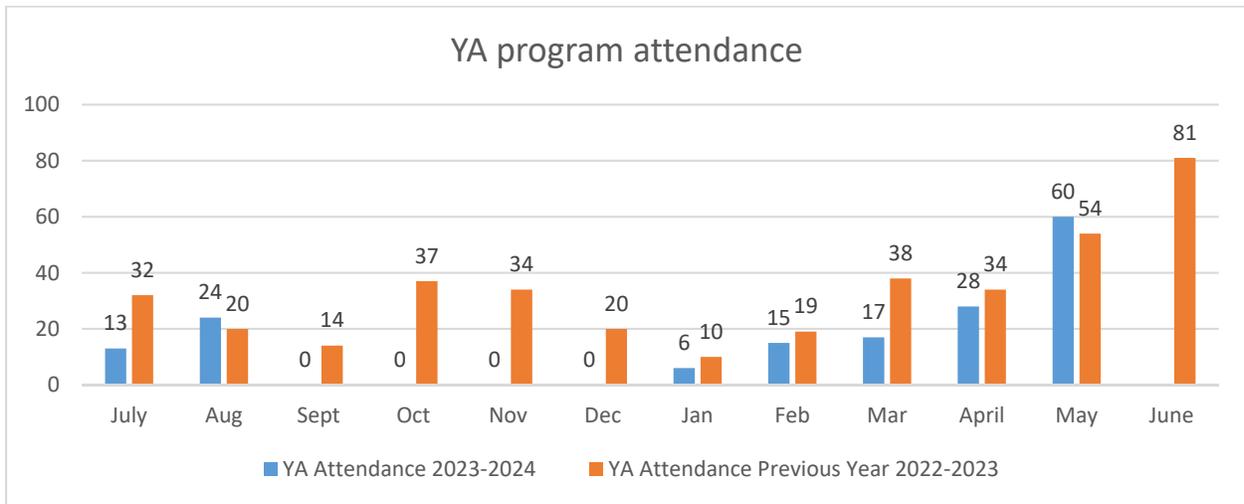
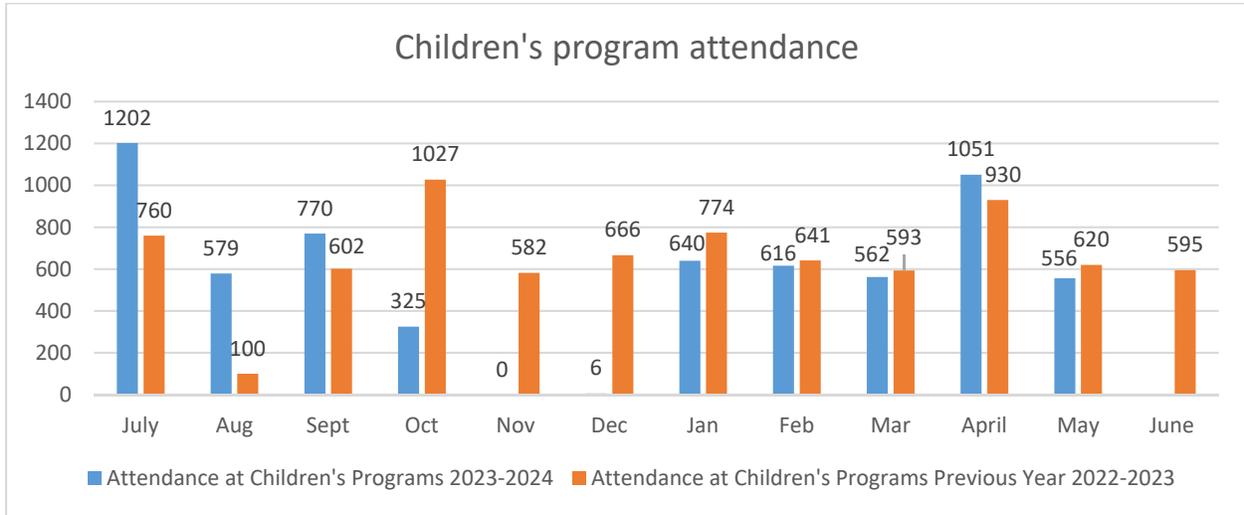
In April, the Library had 45 social media posts with 2,023 reactions (likes/comments/views). Many were for the following:

Outdoor Storyme`
 Writer's Workshop
 Kanopy
 Adult Graphic Novels
 Shelfie Booth - National Library Week
 Library TikTok - Caught Up in a Good Picturebook
 FOL Best Used Book Sale
 National Library Week Programming
 Board Library Teens - Green Teens
 Bookmark Contest
 Tails & Tales
 National Library Week - National Library Workers Day
 Digital Services Meet & Greet
 Jazz Appreciation Month
 Throw Back Thursday - Carbonel: The King of the Cats
 Library TikTok - Naonaal Library Week
 Lost Library Card Hunt
 Pajama Storyme`
 National Library Week
 1-2-3D Prin. ng Workshop
 Sensory Play
 Cricut Workshop
 Throw Back Thursday - Fred and Teresa Osti
 Library TikTok - Twins
 Earth Day
 1000 Books Before Kindergarten
 3D Prinng Basics
 Sierra Madre Earth Day Fair
 Bookmark Contest Winners
 Origami Corner Bookmarks
 May the 4th Mini Lightsaber
 FOL Art Fair
 Meaningful Improvement Project



May 2024 Library Statistics

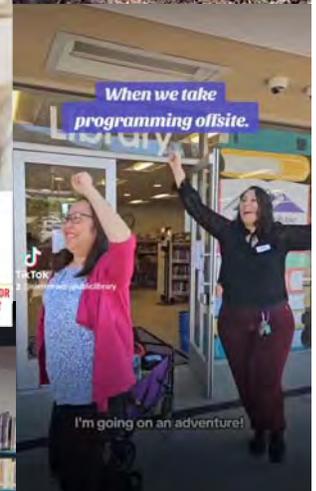




May 2024 Online Content

In May, the Library had 38 social media posts with 42,650 reactions (likes/comments/views). Many were for the following:

- Sensory Play
- Bailey Canyon Nature Walk
- Washi Bookmark Making - FOL Art Fair
- Throw Back Thursday - Santa Anita Fire
- Library TikTok - Recommending a Long Series
- Board Library Teens - Green Teens
- Origami Corner Bookmark Craft
- Summer Teen Volunteer Orientation
- Brainfuse VetNow
- Tails & Tales
- Digital Services Meet & Greet
- Library TikTok - Group Effort
- Mother's Day
- Pajama Storyme
- Teen Volunteers - Reading Buddies
- Blood Drive
- 1000 Books Before Kindergarten
- Library TikTok - Library Dance Party
- Library Town Hall
- 3D Printing Basics
- Delayed Opening
- Throw Back Thursday - Mt. Wilson Trail Race
- Library TikTok - Library PSA
- Holiday Observance
- I-Spy
- FOL Best Used Book Sale
- Super Summer Reading
- Library TikTok - Programming Adventure





ID	Task Name	Duration	Start	Finish	Timeline													
					April	4/1	4/8	4/15	4/22	May	4/29	5/6	5/13	5/20	5/27	June	6/3	6/10
1																		
2	Pre-Construction Stage (8 Months)	159 days	Sat 9/23/23	Wed 5/1/24														
3	Design	159 days	Sat 9/23/23	Wed 5/1/24														
4	Prepare CDs	75 days	Sat 9/23/23	Thu 1/4/24														
5	Permitting (CDs)	68 days	Thu 1/4/24	Mon 4/8/24														
6	Bidding Preparation	23 days	Mon 4/1/24	Wed 5/1/24														
7	Prepare Bid Documents (RFP)	13 days	Mon 4/15/24	Wed 5/1/24														
8	Bidding Stage (2 Months)	42 days	Wed 5/1/24	Thu 6/27/24														
9	Bid Solicitation and Leveling	36 days	Wed 5/1/24	Wed 6/19/24														
10	Award Contract	6 days	Thu 6/20/24	Thu 6/27/24														
11	Notice to Proceed (NTP)	1 day	Thu 6/27/24	Thu 6/27/24														
12	Construction Stage (18 Months)	397 days	Thu 7/11/24	Fri 1/16/26														
13	Mobilization	10 days	Thu 6/27/24	Wed 7/10/24														
14	Groundbreaking Ceremony	1 day	Thu 7/11/24	Thu 7/11/24														
15	Construction	396 days	Fri 7/12/24	Fri 1/16/26														
16	Substantial Completion	1 day	Fri 1/16/26	Fri 1/16/26														
17	Closeout Stage (3 Months)	52 days	Mon 1/19/26	Tue 3/31/26														
18	Project Closeout	52 days	Mon 1/19/26	Tue 3/31/26														
19	Grand Opening Ceremony	1 day	Fri 3/27/26	Fri 3/27/26														
20	Grant Deadline (FF&E Complete)	1 day	Tue 3/31/26	Tue 3/31/26														

Project: Sierra Madre Library Date: Thu 3/21/24	Task		Inactive Task		Manual Summary Rollup		External Milestone	
	Split		Inactive Milestone		Manual Summary		Deadline	
	Milestone		Inactive Summary		Start-only		Progress	
	Summary		Manual Task		Finish-only		Manual Progress	
	Project Summary		Duration-only		External Tasks			



Sierra Madre Public Library
Agenda Report

Library Board of Trustees

*Catherine Adde, Chair
Laura Palmer, Vice Chair
Susan Gallagher, Trustee
Leigh Gluck, Trustee
Diane Sands, Trustee*

TO: Library Board of Trustees
FROM: Leila Regan, City Librarian
DATE: 06/24/2024
SUBJECT: **City and Library Budget Report**

STAFF RECOMMENDATION

It is recommended the Library Board of Trustees review and discuss a presentation on the City and Library's upcoming 2024-2025 budget.

SUMMARY

The 2023-2024 fiscal year is ending on June 30, 2024. In preparation of the 2024-2025 fiscal year starting July 1, 2024, the Director of Finance will be presenting on the City of Sierra Madre's 2024-2025 Budget. The City Librarian will also present the Library's 2024-2025 budget in regards to the City's General Fund and the Friends of the Library Fund.

ANALYSIS

The City of Sierra Madre operates on a zero balance budget; this means we justify all expenses prior to the start of the new fiscal year. The presentation by Director of Finance Hillary Guirola-Leon will go over the City's method of budgeting and their projected forecasts. The City Librarian will then go over specific Library budgets from the City and the Friends of the Library. This presentation will not cover personnel or gift and memorial budgets. Please see below for a brief overview of the Library 2024-2025 Budget which starts July 1, 2024.

- **Overall Library General Fund Budget: \$105,530**
 - Contract Services: \$35,270
 - Office Supplies: \$8,500
 - Computer Supplies: \$600
 - Conference & Meetings: \$3,500
 - Travel Mileage: \$500
 - Books & Reference: \$40,000
 - Membership/Dues/Subscription: \$4,080
 - Periodicals: \$9,080

- Other Purchased Supplies: \$4,000
- **Overall Library Friends of the Library Fund: \$55,000**
 - Digital Resources: \$8,500
 - Digital Materials: \$13,500
 - Physical Materials: \$11,000
 - Technology for Checkout: \$2,000
 - Programs and Library Services: \$20,000
- **Total Operational Budget: \$160,530**

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com.



Budget FY 24/25

City of Sierra Madre



PRESENTATION OVERVIEW

1. Budget Process Overview
2. General Fund Budget FY 24/25
3. Capital Projects
4. Looking Ahead
5. Questions



BUDGET PROCESS OVERVIEW

- Zero-Based Budgeting
- Department Discussions
- Strategic Goals

GENERAL FUND PROPOSED BUDGET FY 2024-2025



GENERAL FUND	FY 2024-25 PROPOSED
REVENUES	
Property Taxes	\$ 8,912,000
Utility User Taxes	3,194,000
Franchise Fees	500,000
Sales Taxes	1,468,500
Business Licenses	120,000
Charges for Services	856,600
Fines and Forfeitures	60,000
Licenses and Permits	1,519,000
Other Revenues	586,000
TOTAL REVENUES	17,216,100
TRANSFERS IN	-

GENERAL FUND PROPOSED BUDGET FY 2024-2025

GENERAL FUND	FY 2024-25 PROPOSED
EXPENDITURES	
Administrative Services	3,436,750
Community Services	438,650
Elected and Appointed	581,550
Fire	3,764,900
Library	747,900
Planning & Community Preservation	1,601,100
Police	5,225,100
Public Works	692,450
Other	582,800
TOTAL EXPENDITURES	17,071,200
TRANSFERS OUT	186,000
CONTINGENCY	100,000



GENERAL FUND PROPOSED BUDGET FY 2024-2025

GENERAL FUND	FY 2024-25 PROPOSED
TOTAL REVENUES	17,216,100
TRANSFERS IN	-
TOTAL EXPENDITURES	17,071,200
TRANSFERS OUT	186,000
CONTINGENCY	100,000
NET CHANGE IN FUND BALANCE	(141,100)

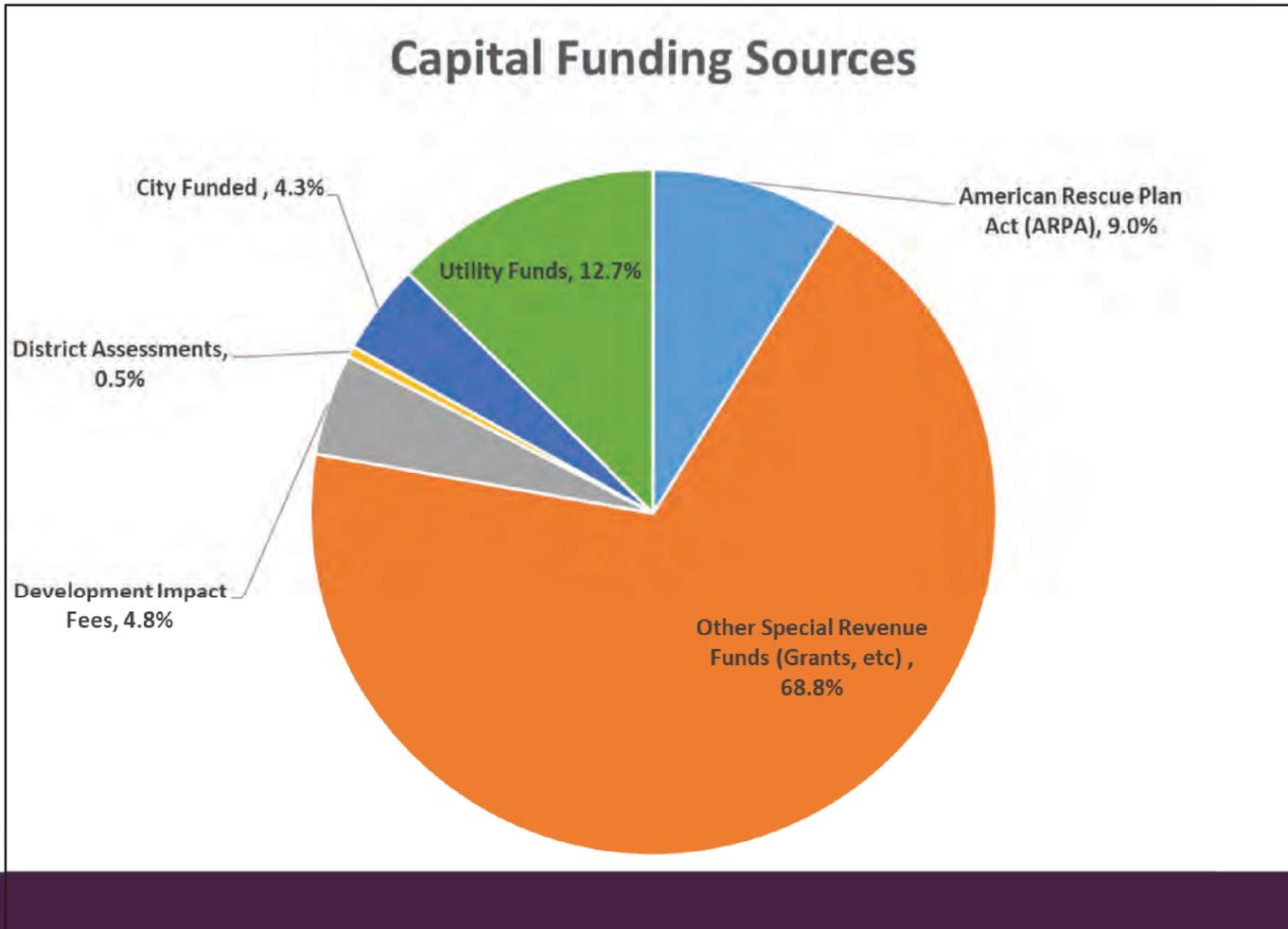


FY 2024-25 GENERAL FUND BUDGET

- Additional discretionary payment to CalPERS Unfunded Accrued Liability (UAL) \$150,000
- Part-time hours reduced
- One added full time position in Fire Department
- Election costs

FY 24-25 Capital Projects

- \$14.45M budgeted for Investment in capital purchases/Projects



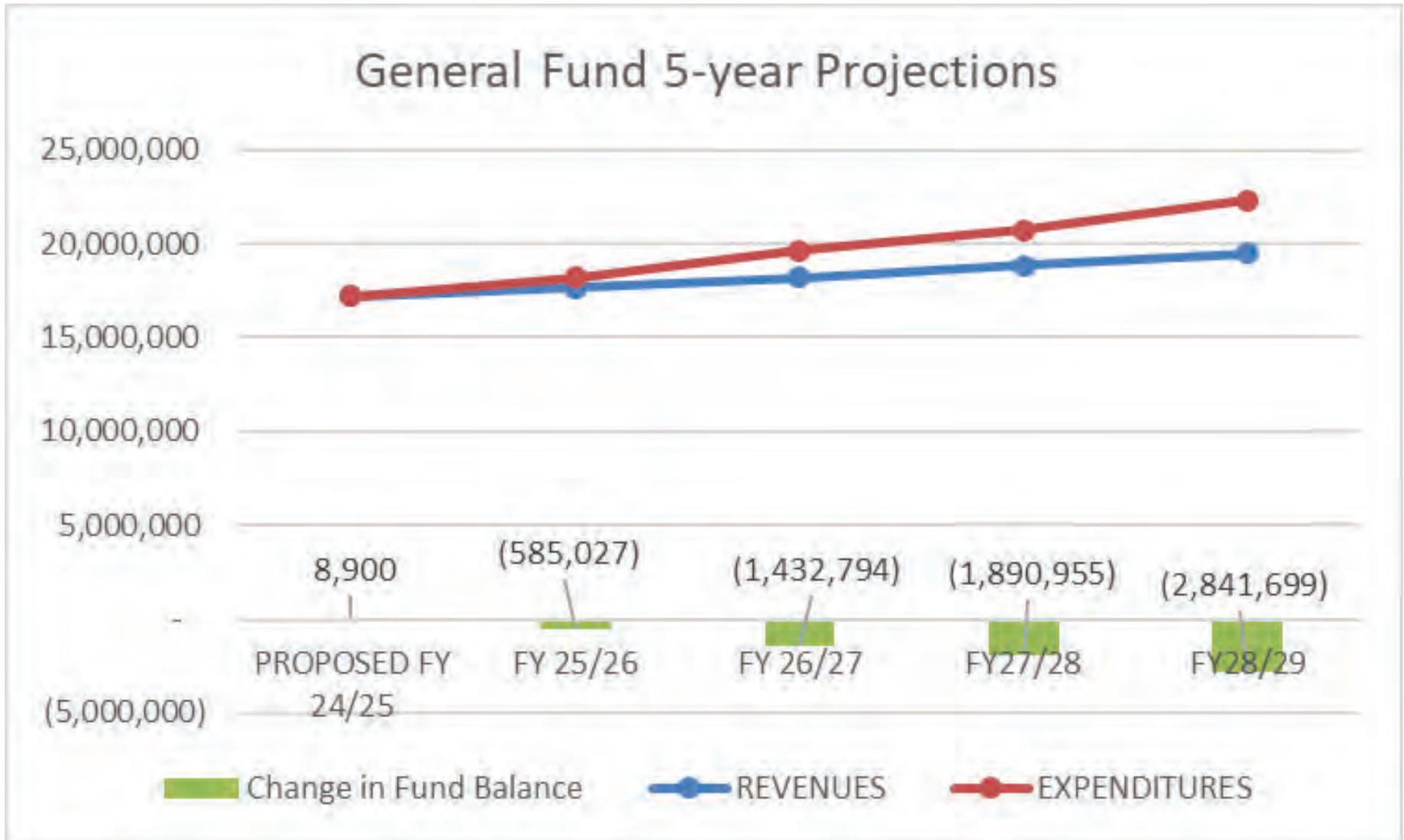
FY 24-25 Capital Projects

Description	Amount
Sierra Madre Library Meaningful Improvement	\$ 9,110,484
Annual Street Projects	\$ 1,364,747
City-Wide Fleet ~	\$ 530,000
Radio Dispatch Console	\$ 230,000
Self-Contained Breathing Apparatus	\$ 200,000
Patient Gurneys	\$ 120,000
Lizzy's Trail Inn Improvements	\$ 80,000
City-Wide Compensation Study	\$ 80,000
Cyber Security Initiatives	\$ 45,000



Looking Ahead

FY 2024-25 GENERAL FUND BUDGET



Questions

Library General Fund Budget

*Note: Equipment and Projects are not in this excel. These items will be budgeted in the CIP budget worksheet
 Also, historical \$ amounts were updated by Finance for budgeting purposes. The actual descriptions under each account # can be edited by individual departments to better describe the amounts being budgeted. HJG*

Vendor (if known) & Description	Activity Type	Actual 21/22	Budget 22/23	Actual 22/23	Budget 23/24	YTD	Proposed 24/25
Contract Services		18,631	35,400	17,998	40,500	20,833	35,270
? CENIC Broadband	Broadband Internet Service		8,600		9,623		9,623
Baker & Taylor Online Review Periodicals	Professional Journals Online/Booklist, etc.		395		450	435	450
Baker & Taylor Processing	Outsourced book processing		3,500		2,500	1,437	3,000
Biblionix -ILS system - Apollo Annual hosted service, Acquisitions, Content Café Plus, Gabbie	ILS System		5,305		5,305	5,665	6,232
Canva Pro	Poster Making Software		240		240	239.75	240
FE Tech/Invengo	Annual Maintenance for RFID Contact Free Checkout		2,370		2,200	2,060	2,200
Novelist Plus & K8+	CALIFA discounted pricing. Readers Advisory Database - Bibliographic Data added to ILS.		3,500		3,800	3,714	4,085
OverDrive Digital Magazine Access (replaces Zinio)	Digital magazine collection		2000		2240	2000	2240
Overdrive Platform Participation Fee	Annual Subscription eBooks Platform fee		3,000		3,000	3,500	3,850
Sears Subject Headings	Online Access to Subject Headings for cataloging books		200		200	176	200
TeamSoftware Solutions	Software - Public Web Browser		150		150	125	150
Kanopy	Streaming movie service				4,000	735	2,000
T-Mobile	Hot Spot Carrier				1000	747.6	1,000
1	Totals	18,631	35,400	17,998	40,500	20,833	35,270

Vendor (if known) & Description	Activity Type	Actual 21/22	Budget 22/23	Actual 22/23	Budget 23/24	YTD @ 12/31/23	Proposed 24/25
Office Supplies		7,951	8,500	7,782	8,000	7,904	8,500
Brodart, Bayscan, Demco, Staples, Labeltronix, Vanguard, Vernon, Gaylord, Uline, Library Store, Amazon, Office Depot	Library supplies, Library cards, book covers, easels, security tags, barcode labels, spine labels, emergency supplies, desk supplies		8,500			7,904	
2	Totals	7,951	8,500	7,782	8,000	7,904	8,500

Vendor (if known) & Description	Activity Type	Actual 21/22	Budget 22/23	Actual 22/23	Budget 23/24	YTD @ 12/31/23	Proposed 24/25
Computer Supplies		371	600	321	600	348	600
Tech Soup, Amazon, etc.	Public computer software, mice and other computer incidentals/peripherals		400				400
Faronics	DeepFreeze public PC security		200				200
3	Totals	371	600	321	600	348	600

Vendor (if known) & Description	Activity Type	Actual 21/22	Budget 22/23	Actual 22/23	Budget 23/24	YTD @ 12/31/23	Proposed 24/25
Conference & Meeting		311	3,500	3,501	3,600	(655)	3,500
California Library Association	Annual Meeting		2,400		2,500		2,500

	Southern California Library Cooperative	Meetings		500		500		500
	Other	Additional Training and Workshops for Staff						500
4		Totals	311	3,500	3,501	3,600	(655)	3,500

Vendor (if known) & Description	Activity Type	Actual 21/22	Budget 22/23	Actual 22/23	Budget 23/24	YTD @ 12/31/23	Proposed 24/25
Travel Mileage			300	-	300	-	500
SCLC	Travel to Meetings						
Programs	Travel Setup & Purchasing						
CLA	Travel						
Workshops/Staff Training							
5		Totals	-	300	-	300	500

Vendor (if known) & Description	Activity Type	Actual 21/22	Budget 22/23	Actual 22/23	Budget 23/24	YTD @ 12/31/23	Proposed 24/25
Books & Reference		39,907	45,000	45,175	45,000	35,294	40,000
Baker & Taylor, Brodart, Gale, Amazon, World Book, Vromans, American Lib Association	Books & Reference		48,000				
6		Totals	39,907	45,000	45,175	45,000	35,294

Vendor (if known) & Description	Activity Type	Actual 21/22	Budget 22/23	Actual 22/23	Budget 23/24	YTD @ 12/31/23	Proposed 24/25
Membership/Dues/Subscription		2,073	3,350	2,901	3,500	2,462	4,080
ALA	Membership - Director		225		155		366
ALA	Membership - Institutional		300		300		314
Amazon Prime	Amazon		139		179		
CLA	Membership - Director		165		100		100
CLA	Membership - Staff		675		675		800
SCLC Membership	Southern California Library Cooperative		1,798		2,068		2,500
7		Totals	2,073	3,350	2,901	3,500	4,080

Vendor (if known) & Description	Activity Type	Actual 21/22	Budget 22/23	Actual 22/23	Budget 23/24	YTD @ 12/31/23	Proposed 24/25
Periodicals		7,642	7,750	7,573	8,500	8,279	9,080
EBSCO/WTCOX	Magazines,newspapers, Journals		6,900		7,500		8,000
Mountain View News	Local Newspaper		150		150		150
Pasadena Star News	Local Newspaper		700		900		900
Colorado Boulevard.net	Local Newspaper (monthly)						30
8		Totals	7,642	7,750	7,573	8,500	9,080

Vendor (if known) & Description	Activity Type	Actual 21/22	Budget 22/23	Actual 22/23	Budget 23/24	YTD @ 12/31/23	Proposed 24/25
Other Purchased Supplies		1,096	4,000	1,929	4,000	3,972	4,000

	Yamada, Library Store	Library supplies, bench, stools, book carts, miscellaneous supplies as needed		4,000				
9		Totals	1,096	4,000	1,929	4,000	3,972	4,000

Proposed Budget for Sierra Madre Library		
Friends of the Library Budget	2024-2025	\$55,000
Digital Resources	Ancestry.com - Family History	\$2,500
	AtoZ Databases - Business Research	\$1,200
	EBSCO - Online MasterFile Research Database	\$4,800
Digital Materials	Overdrive/Libby - Virtual Services Platform	\$13,500
	eBooks eAudiobooks	
Physical Materials	DVDs	\$11,000
	CDs	
	Audiobooks	
	Misc.	
Technology for Checkout	Launchpads/Tablets for Children	\$1,000
	Sewing Machine Parts and Upkeep	\$1,000
Programs and Library Services	Annual Programs for Children, Teens, and Adults	\$20,000
	Publicity and Promotional Materials	
	Summer Reading Program	