



## **AGENDA**

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

**Monday, March 25, 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**

Laura Palmer

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from February 26, 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: \$3,086.65, \$880.95, \$3,379.45, \$1,102.50
- 2. Library Statistics** – Recommendation to receive and file February 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. Public Library Renovations Update with TSK Architects Discussion**

On Tuesday, March 19, 2024, the Sierra Madre Public, the City of Sierra Madre Department of Public Works, TSK Architects, and Vertex Engineering presented an update on the library renovations to the public. It is recommended, the Library Board of Trustees discuss the presentation on the renovations and address any concerns.

#### **3. Naming Rights Subcommittee Report**

The Naming Rights Subcommittee consisting of members from the Library Board of Trustees, Friends of the Sierra Madre Library, the Library Foundation, and staff from the Sierra Madre Public Library will report out from their last meeting. Request Trustees approve or change the Pledge Payment Schedule document.

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

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

#### **5. 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.

#### **6. 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.

#### **7. City Council Liaison Report**

Update from City Council Liaison to Board regarding recent City Council meetings. No action required.

#### **8. Trustees Updates**

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

## **9. City Librarian Report**

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

## **10. 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 April 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.



## MINUTES

### LIBRARY BOARD OF TRUSTEES MEETING

Monday, February 26, 2024

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

---

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

---

#### **CALL TO ORDER / ROLL CALL**

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

**Meeting called to order at 5:02 PM**

#### **PLEDGE OF ALLEGIANCE**

Catherine Adde

#### **APPROVAL OF AGENDA**

Trustee Sands moves to approve

Trustee Gluck seconded

All in favor

#### **APPROVAL OF MINUTES**

Trustee Gluck moves to approve

Trustee Sands seconded

All in favor

#### **COMMUNITY INPUT**

No community input

#### **CONSENT CALENDAR**

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$9,251.35

## **2. Library Statistics – Recommendation to receive and file January 2024 Statistical Reports.**

*Questions/Comments:*

Trustee Sands: It's nice to see the statistic numbers back up again.

Trustee Gluck moves to receive and file

Trustee Sands seconded

All in Favor

## **ACTION ITEMS AND REPORTS**

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

Director of Public Works Arnulfo Yanez stated that last week the City finished phase 1 of planning review, which was about 350 pages. It covered the foundation of the Library building and there were only two discrepancies that have already been fixed. This afternoon Director Yanez met with TSK Architects and their engineers to start the structural phase (phase 2). Next will be phase 3 the electrical phase. Things are moving faster and will continue to move forward. We did decide to move forward with Vertex Engineering for the project management firm.

*Questions/Comments:*

Trustee Gallagher: The four rolls of plans that you have I think that needs to continue to be communicated to the community. I loved that you brought out the plans like that to show the public. We keep getting asked why there is no movement on the building and showing those massive rolls of plans explains it.

Trustee Sands: Is it possible when all the contracts are said and done Vertex can come and talk to us at a Trustee meeting?

Director Yanez: Yes. That is a great suggestion.

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

Trustee Gallagher discussed the donor recognition agreement and asked the Board of Trustees approve or change the submitted document.

*Questions/Comments:*

Trustee Gluck: What is the significance of the yellow highlighted areas?

Trustee Gallagher: That is where we will put in donor names, amounts, etc.

Trustee Palmer: The fill-in-the-blank areas.

Trustee Adde: Is there something that indicates that it's only for a certain amount of time?

Trustee Gallagher: There are four attachments and I believe that is part of a different document. The intent of this document is only for the current fundraising event for the building after two to three years it will be evaluated and expanded but this is just for the renovated building.

Trustee Gluck moves to approve the donor recognition agreement as is

Trustee Adde seconded

All in favor

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

The Library Foundation's Chair Rob Stockly reported that they are preparing to create a presence in the community, starting with the Wistaria Festival. They have a branded banner and tablecloth and have a location in Kersting Court. The Library Foundation website has been updated more. Stockly met with the Friends of the Library Board last week and appraised them of the foundation's status and what they are working on. The Foundation is waiting for the City to obtain a contractor and then they can start phase one of their fundraising efforts which will be asking for major donations. Eventually the Foundation will go into the community and ask for smaller fundraising amounts. There is a Foundation meeting on Wednesday and then they might take a bit of a break until the contractor contract is signed.

*Questions/Comments:*

Trustee Gallagher: Between you and Leila at the Friends meeting you did a great job of explaining the difference between the Friends and the Foundation. The Friends is for more operational funding and programming and the Foundation does more capital improvement projects.

Chair Stockly: The friends have ongoing fundraising events and that's not what the Foundation will be doing, we're just asking for checks and we will have some small personal fundraising but nothing large scale like the Friends.

#### **4. Sierra Madre Historical Preservation Society Report**

Trustee Sands gave an update on the Historical Preservation Society and said the museums are trying to put a little bit of pressure on City Council to get the buildings repaired. There's a little rot on the Richardson House. The SMHPS will be having a chicken and ravioli dinner this June and there will be a 12-page newsletter coming out soon.

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

Trustee Gallagher reported on behalf of the Friends of the Library and said the Friends are looking at some smaller fundraisers this year, but nothing is confirmed. Leslie Ziff, Trustee Gallagher, Vicky Ryan and others are working on it. The Friends are still having the Best Used Book Sale but it will be smaller due to lack of storage for donations. As a side note, Trustee Gallagher was reached out to by Youth Services Librarian Doreen Thomas about taking the roses behind the temporary Library building. Thomas has been trying since December to get someone to take the rose bushes. Trustee Gallagher got 24 rose bushes and wants to offer them to the Trustees. They are very healthy. The area where the rose bushes were will be used for the Library's teen program to build a native California garden.

*Questions/Comments:*

Trustee Adde: Is there going to be a Wine Tasting possibly at the BAG, maybe this spring?

Trustee Gallagher: We don't know yet so everything is a maybe.

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

Councilmember Gene Goss said there was not a lot to report. The biggest news is the selection of the project management firm for the Library Meaningful Improvement Project. That was the biggest decision we made at the last city council meeting. Tomorrow night, city council will be reviewing the tract map for the Meadows project and that's the big thing for tomorrow night. Councilmember Goss would also love one of those rose bushes from the Library and would love to go to the Historical Society Chicken Dinner.

## 7. Trustees Updates

Trustee Gluck – I was unable to attend The Human Library Event but Vic from Corfu was wonderful and so helpful. The Human Library Dinner was funded through the Community Foundation and City Librarian Regan said it was a success and we'd like to do it again. I "voluntold" my son Hunter to help and he did.

Trustee Sands – The author workshops are happening this April on Tuesdays, which is a five Tuesday month and what we discussed was taking that fifth Tuesday and having someone discuss publishing in addition to writing.

April 2 – Naomi Hirahara

April 9 – Ira Baumgarten

April 16 – Scott Okamoto (will donate all sales to the Library)

April 23 – Gayla Turner

April 30 – Kyra Horton

Trustee Palmer – Book Mark Contest starts on Monday, hopefully you got all your applications and posters out to your designated schools. April 11<sup>th</sup> is the end of the contest. Judging the next day and the award ceremony is on Wednesday, April 24.

Trustee Gallagher – I apologize for not being here at the last meeting we went to Cuba, had a great time, and ended up catching COVID. I was able to make the Historical Preservation Society Meeting and the Friends meeting.

Trustee Adde – I am just really pleased with One Book One City and I have these extra Off The Page brochures for you to see. The Playhouse Stage Reading went really well. We still have a week left for the food drive. Trustee Adde delivered Bookmark Contest forms as well.

Trustee Palmer: I offered to have this play at the elementary school in 2020!

## 8. City Librarian Report

City Librarian Leila Regan presented an oral report on Library updates. Much of what City Librarian Regan was going to report was mentioned by the Trustees. The Temporary Library has the same restrictions of: reduced collection size, limited seating, etc. We are in the process of establishing public Wi-Fi. No public catalogs are available but Staff are ready to assist patrons with searches. The Library will be relocated out of 440 W. Sierra Madre Blvd. soon and selected demolition will begin. The Yamada mobile shelving arrived and we hope to give them to the Friends after remodeling is completed. The project management firm Vertex Engineering has been selected in the amount not to exceed \$532,000. Leila submitted a grant amendment of \$450,000 to help cover the project management costs to the State Library and it was approved. Our programming includes: Writer's Workshop every Tuesday in April at Hart Park House, Annual Bookmark Contest, and One Book One City. OBOC Human Library Dinner went well. OBOC has one event left, "Sierra Madre 2030" presented by Rich Procter on February 28 at 6:00 pm at City Hall. We also have the OBOC Kindness Book still going filled with patrons' examples of kindness. Regan mentioned there are some new programs at the library including Sensory Play for kids aged 0-11 with sensory processing challenges. Also Green Teens to teach teens about native plants, gardening, and maintaining a garden. Also the Sommer Scholarship has

ended there are two applicants this year and more will be reported out at the next meeting. Regan will be at the Wistaria Festival, volunteering with the Friends of the Library booth.

*Questions/Comments:*

Trustee Adde: Does the Temporary Library have printing?

City Librarian Regan: No, just photocopying

Trustee Sands: When/will we take donations?

City Librarian Regan: Yes, we are taking donations and have a bench we will be using.

**9. Items for Future Agenda**

Trustee Gluck and Sands: Can we ask Vertex Engineering and TSK Architects back now that they have finished their documents?

**ADJOURNMENT**

The Library Board of Trustees may adjourn to a meeting on March 25, 2024.

Trustee Gluck moves to adjourn

Trustee Adde seconded

**Meeting adjourned at 5:48 PM**



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
0132	BAKER & TAYLOR, INC.	02/27/2024	Regular	0.00	2,154.96	67123
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">5018745214</a>	Invoice	02/06/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	1,981.42	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		1,981.42	
<a href="#">5018745215</a>	Invoice	02/06/2024	LIBRARY SUPPLIES	0.00	173.54	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		173.54	
VEN02119	EPISCOPAL CHURCH OF THE ASCENS	02/27/2024	Regular	0.00	100.00	67124
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">INV036974</a>	Invoice	02/01/2024	HALL RENTA-ONE BOOK, ONE CITY	0.00	100.00	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPP...		100.00	
VEN04261	ISAAC KOO	02/27/2024	Regular	0.00	750.00	67125
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">2401</a>	Invoice	01/31/2024	EVEN VIDEO SHOOT: FOND FAREWELL	0.00	750.00	
<a href="#">39002.90000.53999</a>			OTHER PURCHASED SUPP...		750.00	
1578	PETTY CASH FUND-LIBRARY	02/27/2024	Regular	0.00	81.69	67126
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">INV036968</a>	Invoice	11/08/2023	OUTLET COVERS FOR TEMP LOCATION	0.00	5.93	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		5.93	
<a href="#">INV036969</a>	Invoice	12/17/2023	TABLE COVER FOR PROGRAM	0.00	2.76	
<a href="#">39006.90000.53100</a>			OFFICE SUPPLIES		2.76	
<a href="#">INV036970</a>	Invoice	12/19/2023	WALL MOUNTING FOR TEMP LOCATION	0.00	13.20	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		13.20	
<a href="#">INV036971</a>	Invoice	01/18/2024	PRE-SCHOOL STORYTIME	0.00	17.92	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPP...		17.92	
<a href="#">INV036972</a>	Invoice	02/02/2024	BOOK PURCHASE	0.00	20.94	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		20.94	
<a href="#">INV036973</a>	Invoice	02/04/2024	BOOK PURCHASE	0.00	20.94	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		20.94	
<b>Total Regular:</b>					<b>3,086.65</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	4	0.00	3,086.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>10</b>	<b>4</b>	<b>0.00</b>	<b>3,086.65</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2024	3,086.65
			<hr/>
			3,086.65

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	02/12/2024	Regular	0.00	880.95	67016
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">INV036844</a>	Invoice	12/19/2023	LR - TRAINING - CONFERENCE JULIE DORE...	0.00	30.00	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING	LR - TRAINING - CONFERE...		30.00	
<a href="#">INV036845</a>	Invoice	12/18/2023	LR - SAFE LIBRARY BASIC TRAINING	0.00	199.00	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING	LR - SAFE LIBRARY BASIC T...		199.00	
<a href="#">INV036846</a>	Invoice	12/18/2023	LR - KEYS COPIED/TEMP LIBRARY	0.00	71.39	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	LR - KEYS COPIED/TEMP LI...		71.39	
<a href="#">INV036847</a>	Invoice	12/18/2023	LR - THERMOSTAT LOCKBOX COVER	0.00	48.06	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	LR - THERMOSTAT LOCKB...		48.06	
<a href="#">INV036848</a>	Invoice	12/20/2023	LR - KEYS COPIES/TEMP LIBRARY	0.00	52.02	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	LR - KEYS COPIES/TEMP LI...		52.02	
<a href="#">INV036849</a>	Invoice	01/02/2024	LR - COMMUNITY STICKER POSTER FOR P...	0.00	99.38	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...	LR - COMMUNITY STICKER ...		99.38	
<a href="#">INV036850</a>	Invoice	01/03/2024	LR - THERMASTATE LOCKBOX COVER/350...	0.00	48.47	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	LR - THERMASTATE LOCKB...		48.47	
<a href="#">INV036851</a>	Invoice	01/03/2024	LR - WATER COOLER	0.00	200.72	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	LR - WATER COOLER		200.72	
<a href="#">INV036852</a>	Invoice	01/04/2024	LR - TEEN PROGRAM SUPPLIES	0.00	69.53	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...	LR - TEEN PROGRAM SUPPL..		69.53	
<a href="#">INV036853</a>	Invoice	01/04/2024	LR - FOND FAREWELL PROGRAM	0.00	62.38	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...	LR - FOND FAREWELL PRO...		62.38	
<b>Total Regular:</b>					<b>880.95</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	1	0.00	880.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>10</b>	<b>1</b>	<b>0.00</b>	<b>880.95</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2024	880.95
			<hr/>
			880.95

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**

VEN03454      AMAZON CAPITAL SERVICES      03/12/2024      Regular      0.00      603.28      67314

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">14MP-KMQV-P1...</a> <a href="#">39006.90000.53406</a>	Invoice	01/08/2024	BOOKS & REFERENCE 12/25/23 - 1/7/24 BOOKS AND REFERENCE	0.00	54.04
<a href="#">1FH4-YNDH-NVK1</a> <a href="#">10000.90000.53406</a>	Invoice	02/19/2024	BOOKS & REFERENCE 2/5/24 - 2/18/24 BOOKS AND REFERENCE	0.00	116.97
<a href="#">1M1D-MMQN-R...</a> <a href="#">39006.90000.53406</a>	Invoice	02/19/2024	BOOKS & REFERENCE 2/5/24 - 2/18/24 BOOKS AND REFERENCE	0.00	122.47
<a href="#">1M6L-PQ1W-MY...</a> <a href="#">39006.90000.53406</a>	Invoice	02/19/2024	BOOKS & REFERENCE 2/5/24 - 2/18/24 BOOKS AND REFERENCE	0.00	34.88
<a href="#">1PWW-DYLF-NCL1</a> <a href="#">39006.90000.53406</a>	Invoice	02/19/2024	BOOKS & REFERENCE 2/5/24 - 2/18/24 BOOKS AND REFERENCE	0.00	184.64
<a href="#">1PWW-DYLF-P1PX</a> <a href="#">39006.90000.53999</a>	Invoice	02/19/2024	MISC SUPPLIES 2/5/24 - 2/18/24 OTHER PURCHASED SUPP...	0.00	30.86
<a href="#">1Y1J-6T4M-MQH3</a> <a href="#">10000.90000.53100</a>	Invoice	02/19/2024	MISC SUPPLIES 2/5/24 - 2/18/24 OFFICE SUPPLIES	0.00	9.91
<a href="#">1Y66-3LXX-MVDN</a> <a href="#">39006.90000.53406</a>	Invoice	02/19/2024	MISC SUPPLIES 2/5/24 - 2/18/24 BOOKS AND REFERENCE	0.00	11.01
<a href="#">1Y9N-N9QD-P97V</a> <a href="#">39006.90000.53406</a>	Invoice	02/19/2024	BOOKS & REFERENCE 2/5/24 - 2/18/24 BOOKS AND REFERENCE	0.00	38.50

0132      BAKER & TAYLOR, INC.      03/12/2024      Regular      0.00      2,640.52      67315

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5018761987</a> <a href="#">10000.90000.53406</a>	Invoice	02/15/2024	BOOKS AND REFERENCE & MEDIA (FY 202... BOOKS AND REFERENCE	0.00	2,304.77
<a href="#">5018761988</a> <a href="#">10000.90000.52200</a>	Invoice	02/15/2024	LIBRARY SUPPLIES CONTRACT SERVICES	0.00	184.74
<a href="#">5018769537</a> <a href="#">10000.90000.53406</a>	Invoice	02/20/2024	BOOKS AND REFERENCE & MEDIA (FY 202... BOOKS AND REFERENCE	0.00	140.58
<a href="#">5018769538</a> <a href="#">10000.90000.52200</a>	Invoice	02/20/2024	LIBRARY SUPPLIES CONTRACT SERVICES	0.00	10.43

0786      OFFICE DEPOT, INC      03/12/2024      Regular      0.00      135.65      67316

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">333507706001</a> <a href="#">10000.90000.53100</a>	Invoice	10/05/2023	OFFICE SUPPLIES OFFICE SUPPLIES	0.00	52.01
<a href="#">354759971001</a>	Invoice	02/14/2024	OFFICE SUPPLIES	0.00	83.64

Check Register

Packet: APPKT07276-LIB 3/12/24

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES		83.64	

<b>Total Regular:</b>	<b>3,379.45</b>
-----------------------	-----------------

**Bank Code APBWEST Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	15	3	0.00	3,379.45
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>15</b>	<b>3</b>	<b>0.00</b>	<b>3,379.45</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2024	3,379.45
			<hr/>
			3,379.45

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT07262 - LIB MAN 3/12/24

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
1656	R.A.V.C.O. LLC	02/22/2024	Regular	0.00	1,102.50	67122
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV036992</a>	Invoice	02/22/2024	ONE BOOK ONE CITY - CATERING 2/24/24	0.00	1,102.50	
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPP...		ONE BOOK ONE CITY - CAT...	1,102.50	
<b>Total Regular:</b>					<b>1,102.50</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,102.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,102.50</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2024	1,102.50
			<hr/>
			1,102.50

---

Chair

---

Trustee

---

Trustee

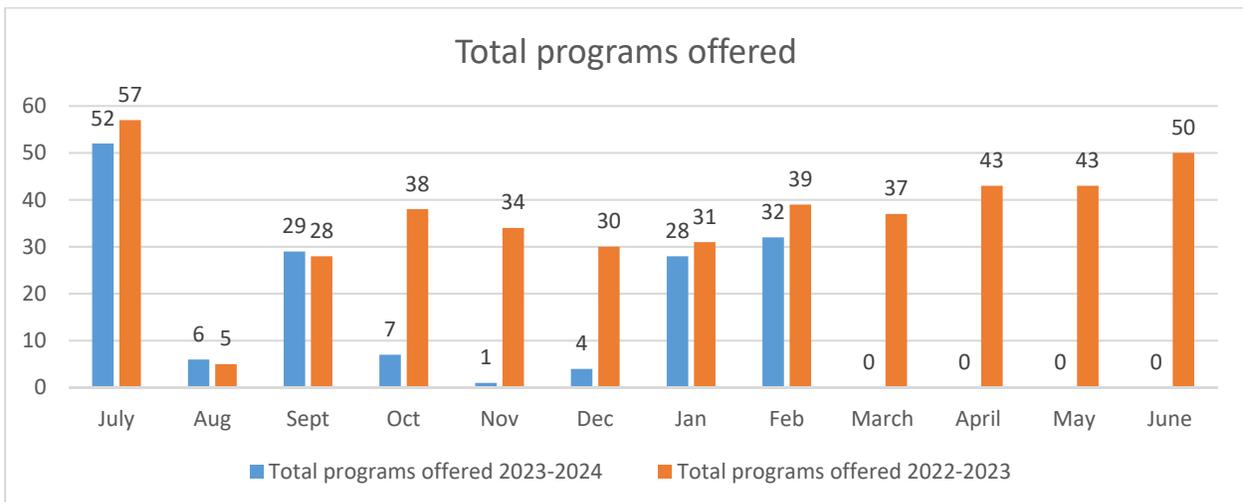
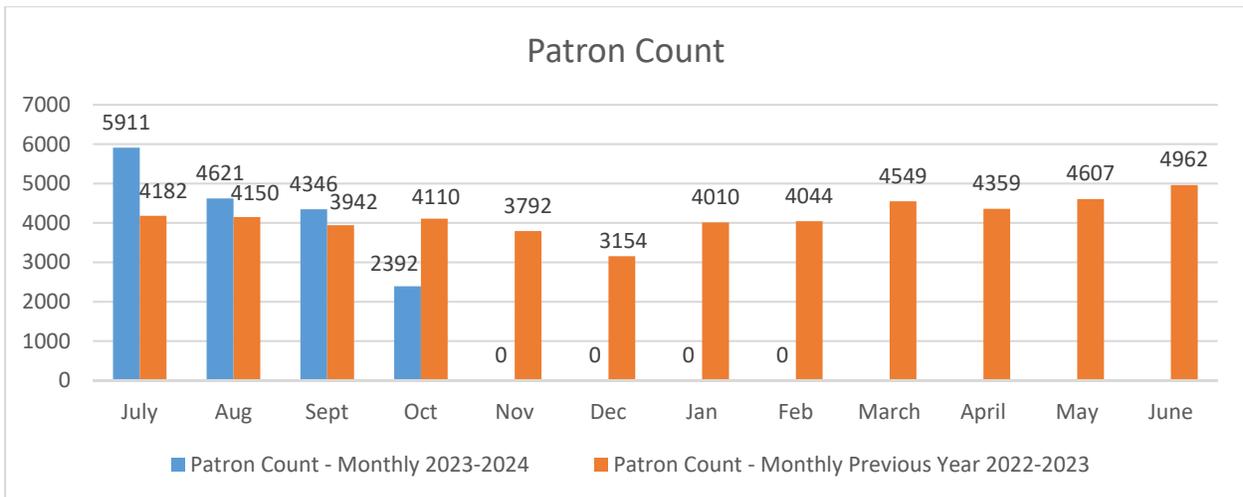
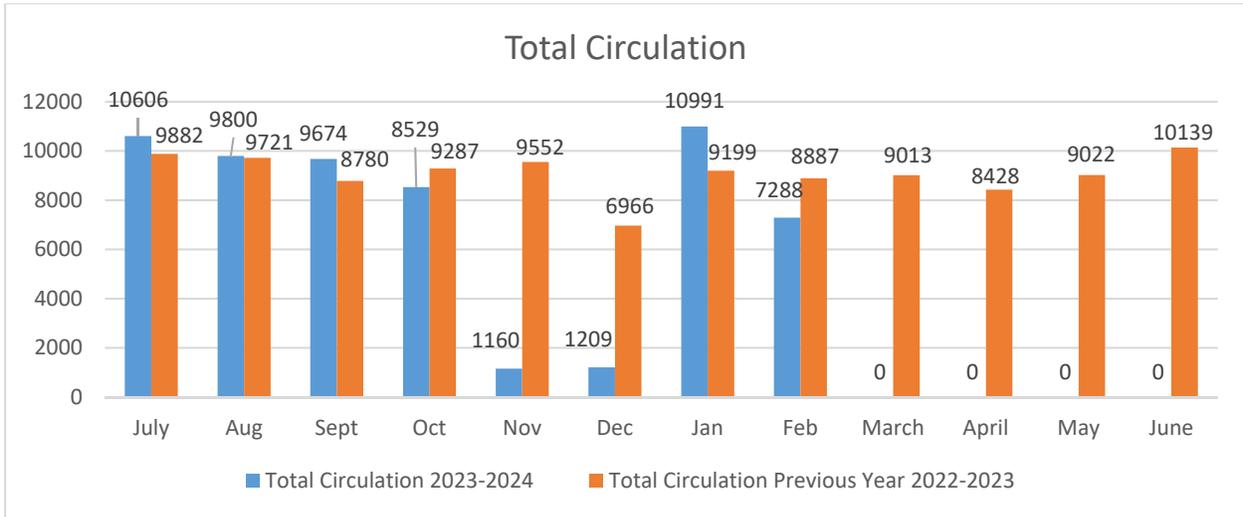
---

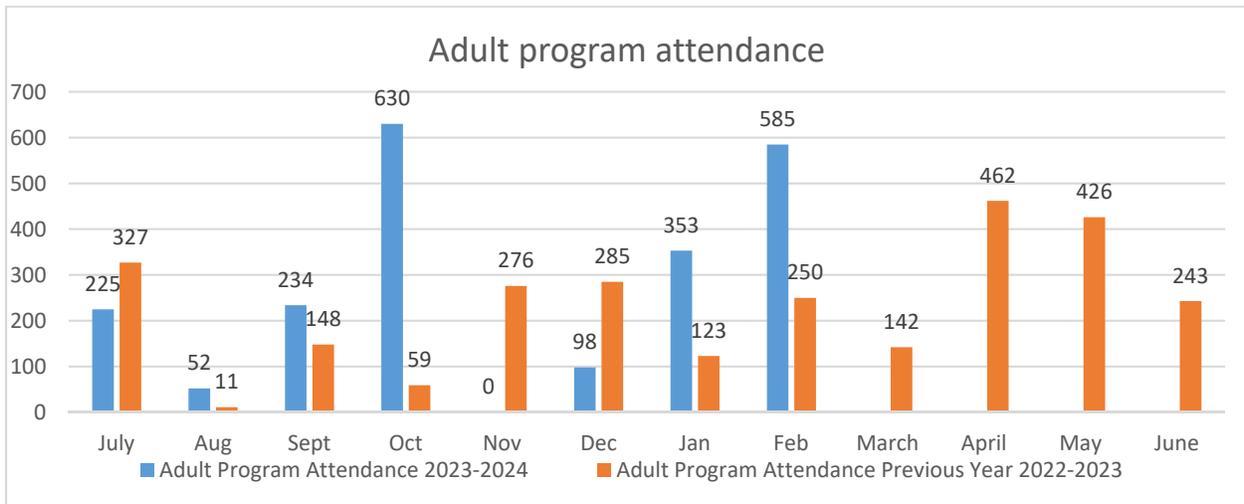
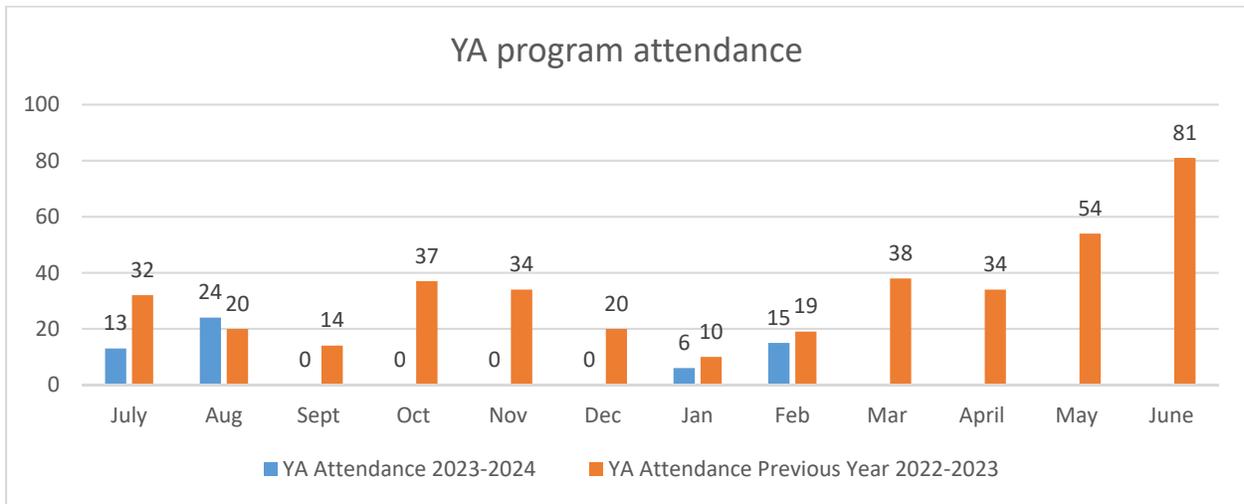
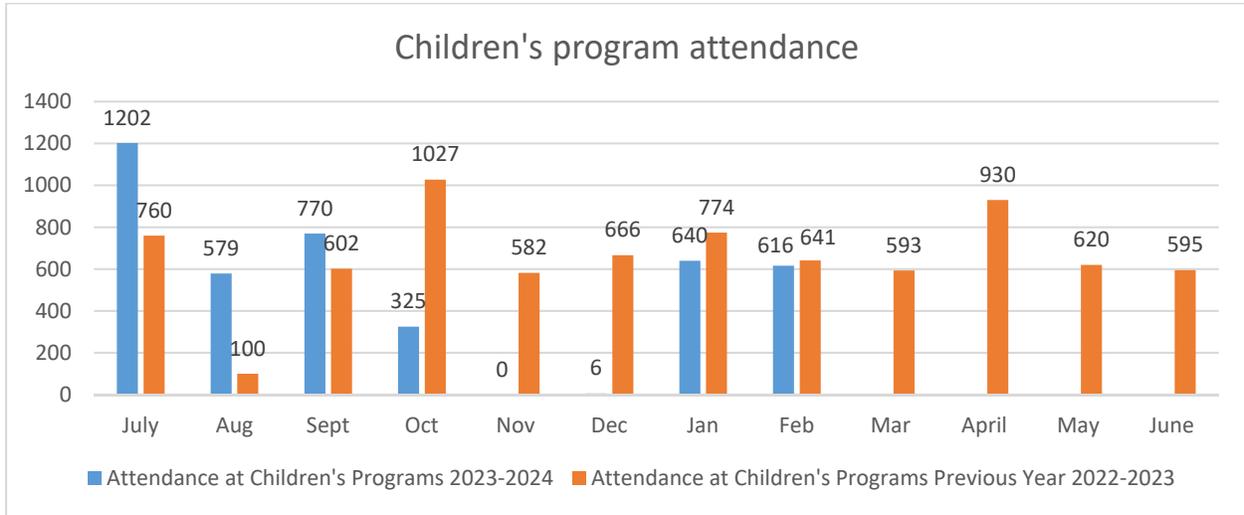
Trustee

---

Trustee

## February 2024 Library Statistics





## February 2024 Online Content

**In February, the Library had 38 social media posts with 26,992 reactions (likes/comments/views). Many were for the following:**

- Throw Back Thursday - 1959 Tournament of Roses
- Library TikTok - Reference Questions
- One Book One City - Valentine Card Making
- One Book One City - Sierra Madre 2030
- Tails & Tales
- Community Mosaic Art
- One Book One City - Blood Drive
- Fond Farewell Thank You
- One Book One City - Off The Page
- 1000 Books Before Kindergarten
- One Book One City - Human Library
- Throw Back Thursday - Bikes
- Library TikTok - A Helping Hand
- One Book One City - Kids Athletic Shoes Donation Drive
- Board Library Teens
- One Book One City - Kindness Book
- Third Thursday Bookclub
- Valentine's Day
- Digital Services
- Library TikTok - Library PSA Bookmarks
- Holiday Observance
- Bedtime Storytime
- One Book One City - Clothing Drive
- Delayed Opening
- Library TikTok - City Librarian and Her Ladies
- One Book One City - Food Donations
- Board Library Teens
- Library Renovation Update with TSK
- 3D Printing Basics
- Library TikTok - Storytime Prep
- Perfectly Puzzled - Women's History Month





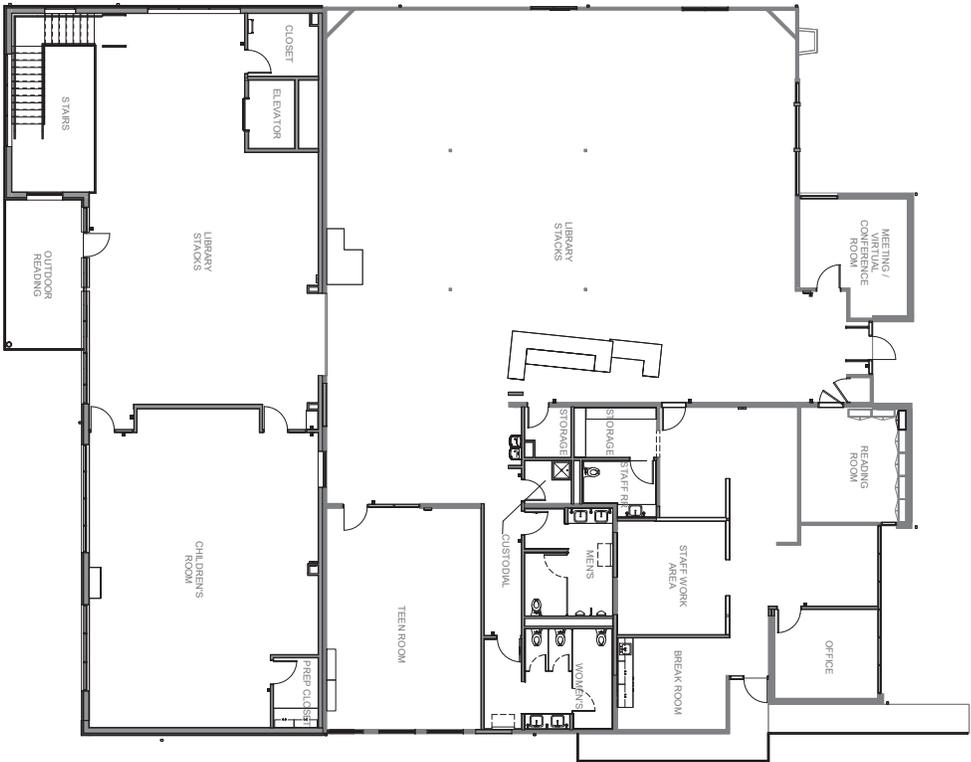
**CITY OF SIERRA MADRE**  
**LIBRARY**

Community Presentation

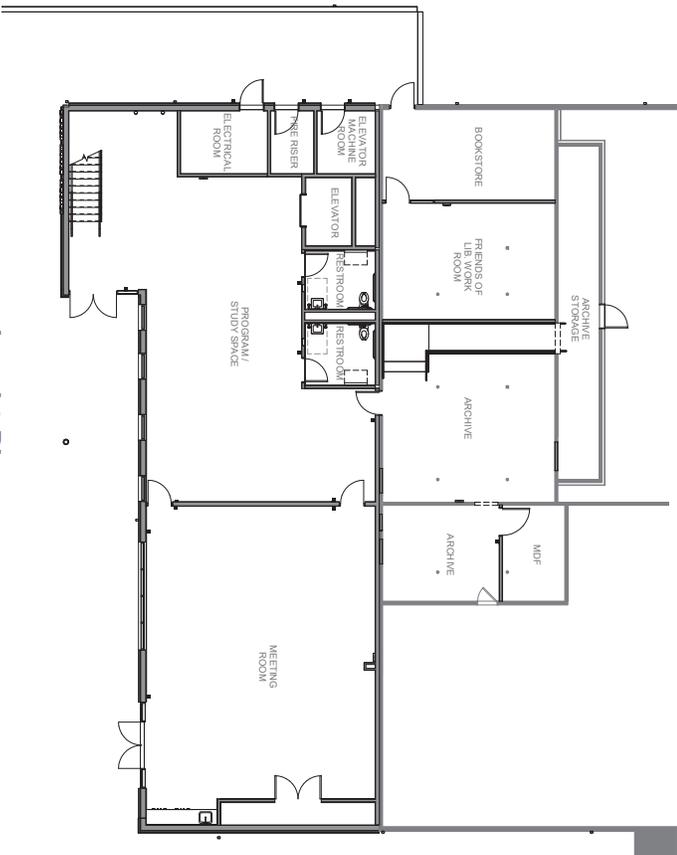
03.19.2024



# FLOOR PLANS

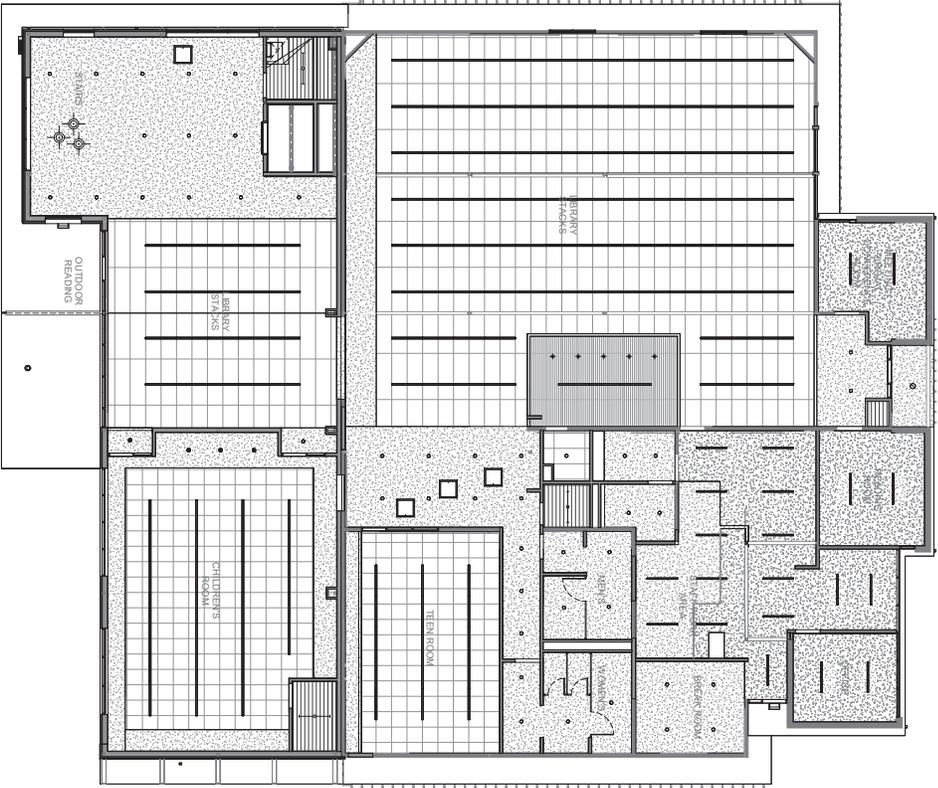


Level 1 Plan

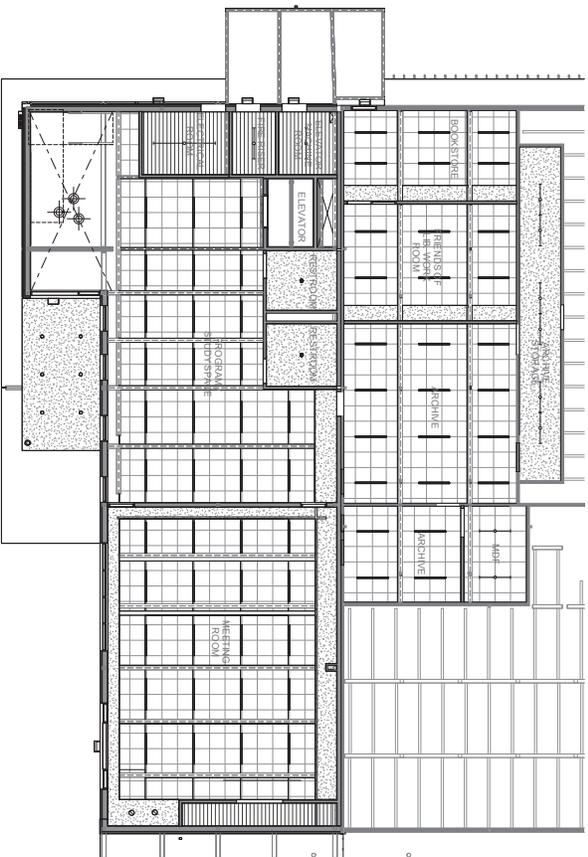


Level 0 Plan

# REFLECTED CEILING PLANS



Level 1 Reflected Ceiling Plan



Level 0 Reflected Ceiling Plan

# EXTERIOR ELEVATIONS



# EXTERIOR ELEVATIONS



# EXTERIOR ELEVATIONS



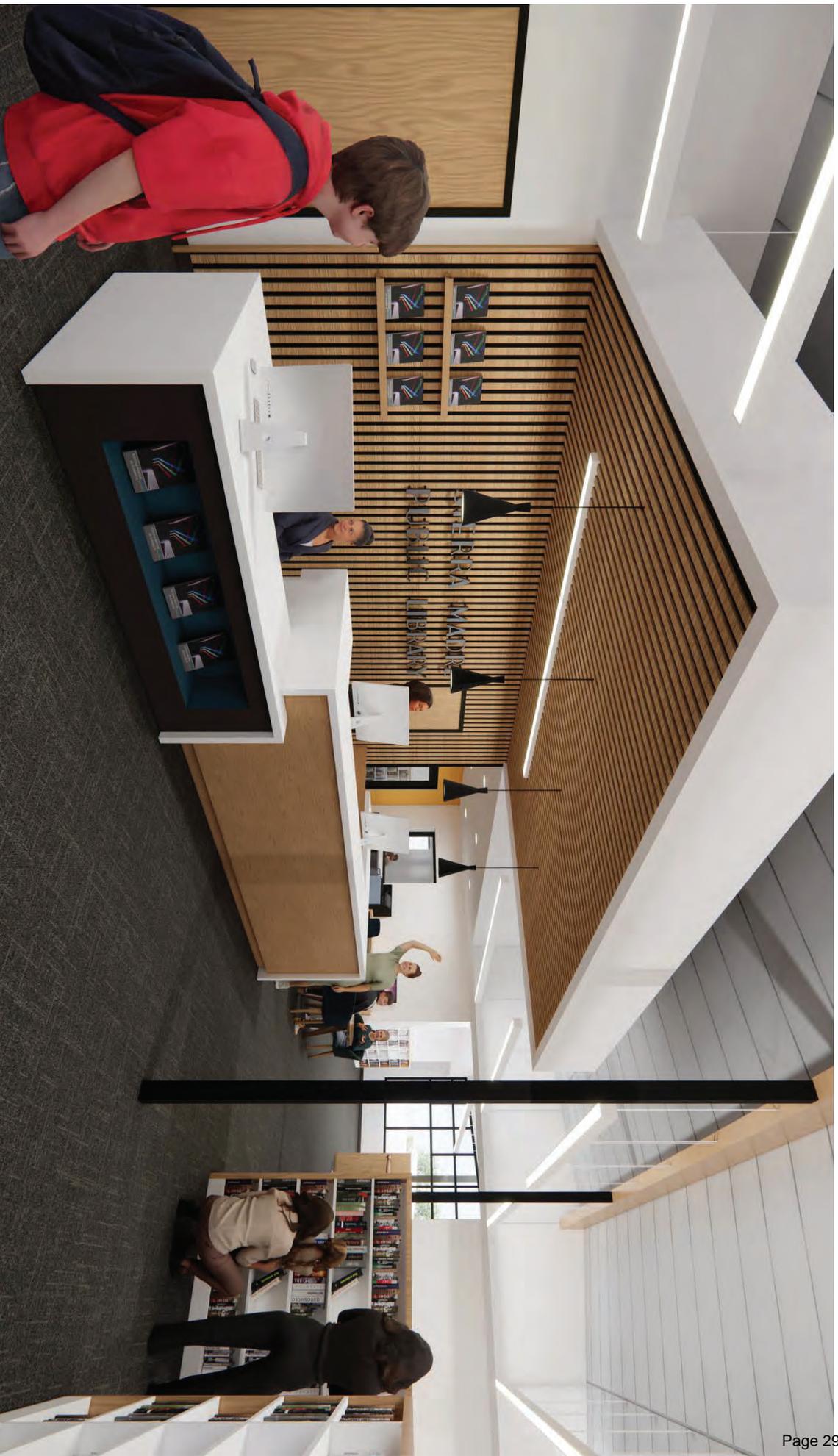
# EXTERIOR ELEVATIONS



# LIBRARY ENTRY



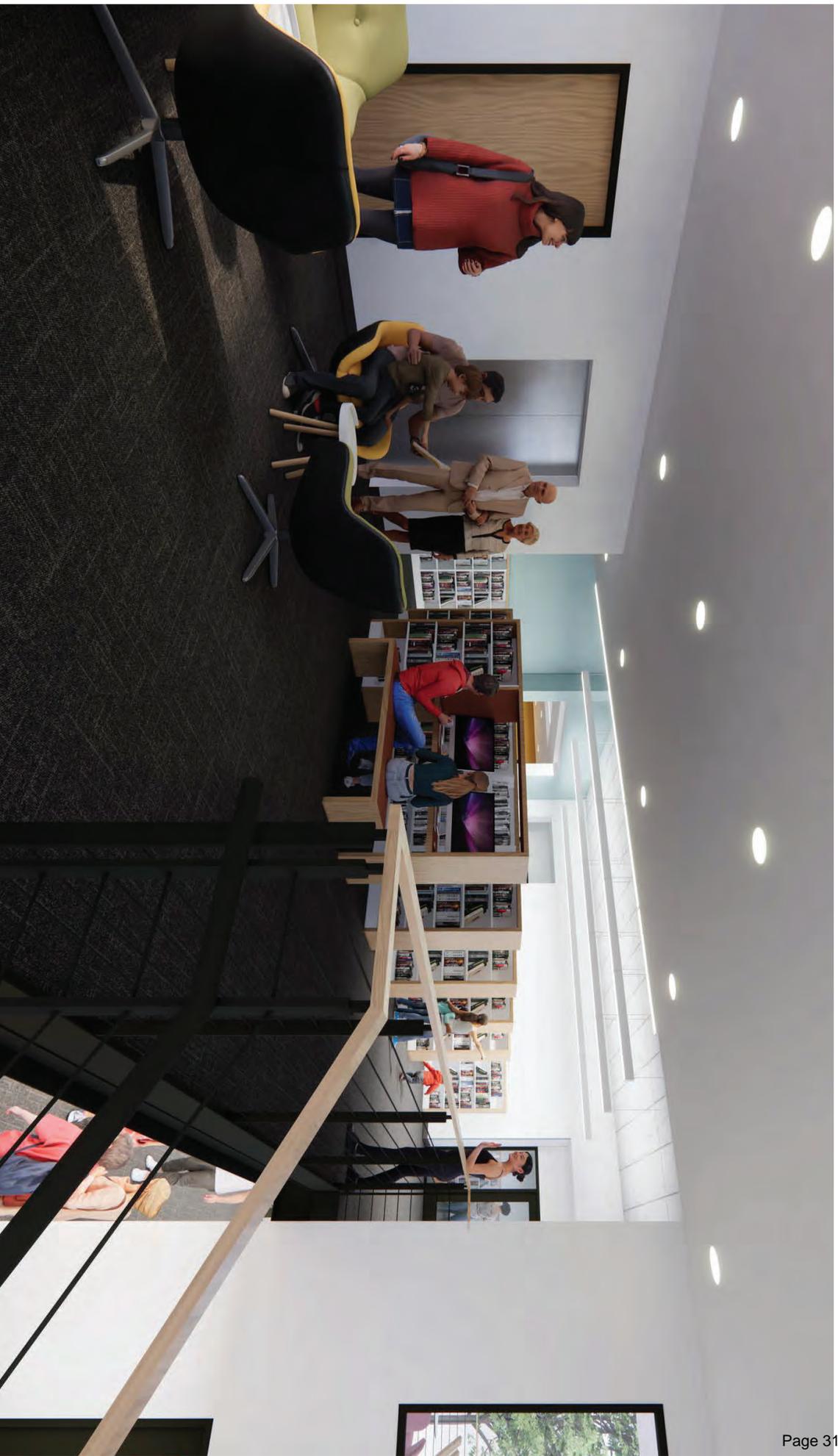
# MAIN CIRCULATION DESK



# TEEN SCENE ENTRY



# VIEW FROM TOP OF STAIR



# CHILDREN'S ROOM



# STORY TIME CASEWORK



# LOWER LEVEL ENTRY

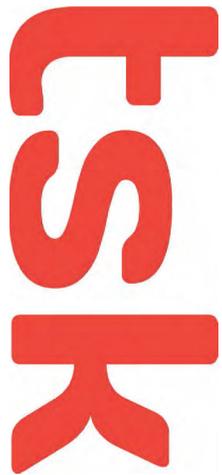


# COMMUNITY MEETING ROOM



# SECTION THROUGH NEW ADDITION





316 west second street, penthouse | los angeles, ca 90012 | 702.456.3000 | tska.com



Sierra Madre Public

**LIBRARY**

Read • Discover • Connect

## Sierra Madre Public Library

### Pledge Payment Schedule Document

Sierra Madre Public Library is pleased to accept donation pledges from generous supporters and may offer naming opportunities.

#### Pledge Amount

Donor hereby pledges \$ \_\_\_\_\_ (“Gift”) to the Board for the use and benefit of the Sierra Madre Public Library.

#### Pledge Payment Type

*\*Checks should be made payable to Sierra Madre Public Library.*

Cash

Credit Card

Check

Other \_\_\_\_\_

#### Pledge: Installments

Donor will fulfill this pledge on or before \_\_\_\_\_ (Month, Date, Year). Or Donor will fulfill this pledge in \_\_\_\_\_ (amount of) installments as follows:

*Amount pledged: \$ \_\_\_\_\_*

*Payment schedule:*

Amount	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature \_\_\_\_\_

Date \_\_\_\_\_