



AGENDA

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

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

PLEDGE OF ALLEGIANCE

Susan Gallagher

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 March 25, 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: \$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.

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. Vertex Engineering Introduction and Discussion

Vertex Engineering has been contracted as the new project management firm for the Library Meaningful Improvement Project. Vertex Engineering will introduce themselves as well as upcoming plans for construction. No action required.

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 on any progress. No action required.

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 discuss upcoming fundraising events and projects. 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 May 27, 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, 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

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

Meeting called to order at 5:01 PM

PLEDGE OF ALLEGIANCE

Laura Palmer

APPROVAL OF AGENDA

Trustee Gluck moves to proceed

Trustee Palmer seconded

All in favor

APPROVAL OF MINUTES

Trustee Sands moves to approve

Trustee Gluck 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: \$3,086.65, \$880.95, \$3,379.45, \$1,102.50

2. Library Statistics – Recommendation to receive and file February 2024 Statistical Reports.

Questions/Comments:

Trustee Adde: Curious about the fact that we are currently still buying books?

Librarian Regan: We are purchasing books and putting them on the shelves.

Trustee Sands: For the Human Library dinner who is Ravco?

Librarian Regan: That is Corfu!

Trustee Adde: I noticed the patron statistics are missing?

Librarian Regan: We used our gate counters to take the volume of patrons coming into the Library. We are not able to install them at the temporary library but they will be reinstalled at the renovated building.

Trustee Sands: Why are there fewer circulations in February?

Librarian Regan: Could be a combination of reasons.

Trustee Adde motions to receive and file

Trustee Gluck seconded

All in favor

ACTION ITEMS AND REPORTS

1. Library Building Meaningful Improvement Update

Director Arnulfo Yanez was absent but sent in a report of no changes since the TSK Architects presentation.

2. Public Library Renovations Update with TSK Architects Discussion

Discussion:

Trustee Sands: In the archive layout/floorplan what is the small room?

Librarian Regan: That is like an office for Debbie with a door and a window.

Trustee Gluck: Step down in Archive to back area?

Librarian Regan: There is an ADA Ramp going to the back area which is the Archives current Storage Area.

Trustee Sands: No bathroom in the Friends area?

Librarian Regan: Will have to exit the Friends area and enter the Main Library from outside.

Trustee Gluck: Did we give the Friends the space they asked for?

Librarian Regan: They are getting about 400 square feet less.

Trustee Gallagher: Is the door ADA wheel chair compliant for the Archives area?

Librarian Regan: Yes

Public Comment:

Peggy Dallas, an architect in town voiced some concerns and provided some solutions regarding the renovation design. Dallas pointed out there was concern regarding the ability to rent out the meeting room space after hours while the Library is closed. The plans didn't allow to lock up the Library above from below. Dallas wanted to discuss a possible plan to be able to do that. She also presented a proposal for an outdoor patio area by the large meeting room.

For the bottom area, Dallas suggested a wood slat wall enclosing the stairs, giving the ability to lock off the stairs with a door. This will change the layout at the top of the stairs creating a pocket for an information desk that can view the elevator, back deck area, and the parking lot. The basis of the proposal is to enclose the stairwell.

In the future there could be an outdoor garden space entrance for the large meeting room. Dallas knows there is a tight budget but it's better to make sure the appropriate doors are installed for future development outside the meeting room. She suggested enclosing the large rectangular patio outside the meeting room and having a door from the meeting room into the patio area. The other space you could add an outside patio is upstairs on the Northwest corner where the path used to be. She reiterated having the proper doors installed now for these projects is important.

3. Naming Rights Subcommittee Report

Trustee Gallagher reported out on 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. She requested Trustees approve or change the Pledge Payment Schedule document.

City Librarian Regan said the City Lawyer had a few comments regarding the pledge Payment Schedule Document:

- Add a "please make checks payable to 'City of Sierra Madre'" line in the "Pledge Payment Type" section.
- The amount received is listed twice in the document.

Trustee Gluck moves to approve the document pending any changes from the lawyer
Trustee Adde seconded
All in favor

4. Library Foundation Update and Discussion

Library Foundation Chair Robert Stockly reported that the Foundation had a presence at the Wisteria Festival. They were placed between the Community Foundation and the Friends of the Library, which allowed them to discuss who the Foundation is and how they're different. Members of the Foundation had the opportunity to watch the TSK Architects Presentation live and from home. Member Tom Poulson had a chance to introduce themselves to Vertex Engineering. Hopeful this introduction will lead to a dialogue with the contractors and construction. At the next Foundation meeting, topics will include the marketing plan, and databases that are available to track donations. Question: what is the donor level process? How is it going to work? Will the foundation be asked to make recommendations?

Questions/Comments:

Trustee Adde: Question about the website, people can donate right now on the website, right?
Chair Stockly: It's turned on; we're just not soliciting donations. We don't want to fall into the trap of asking for a small amount when we should be asking for a large amount. Wanted to have something available so if anyone looked at the website they had the opportunity to donate.

Trustee Gallagher: The Friends of the Library (FOL) have three partner levels – the highest being \$500. I think if it's \$500 or less you might want to punt it over to the FOL and if someone wants to donate \$10,000 we send it to the Foundation. What are your thoughts?

Trustee Adde: How does the Community Foundation work with donations?

Trustee Palmer: The Community Foundation doesn't get the donors that the Library Foundation is looking for, we get more annual donations.

Chair Stockly: There's sort of a branding thing that is going along here.

Trustee Gluck: People that are looking to give more than \$500 or more might already be members of the Friends. Maybe the Foundation can be provided a current list of the partners. Personally, I don't like if someone wants to donate and we say, well you should donate here not here. I don't want to turn people off from donating.

Chair Stockly: If that occasion happened, we could certainly facilitate that conversation.

Trustee Gallagher: If it were a tight knit relationship between the FOL and the Foundation it might not feel like such a shrug off.

Chair Stockly: The friends are looking into sharing information about their donors as a point of contact for us and they rightly want to reach out to their donors first, before we contact them. I don't perceive we will have a lot of conversations like this but it's better to be prepared.

Trustee Adde: There needs to be some sort of promotion that is specific for the items they are going to donate for.

Chair Stockly: The Friends have given us some advice on how to clarify that on the website to keep FOL and Foundation separate. We want to be really clear why we're asking as a Foundation and what the Friends do on an ongoing basis.

Trustee Gluck: Are you asking if we have ideas on levels for donations?

Chair Stockly: Once we have set donation levels do we send that as a recommendation to the Trustees? How involved do you want to be?

Trustee Gallagher: I think we would all like to be involved.

Chair Stockly: We will draft a recommendation to give to the trustees about the levels and you can comment.

Trustee Gluck: That way we are aware of what is happening and when people ask us, we can tell them exactly.

Chair Stockly: I will miss the April meeting and will send someone else from the Foundation. Construction is not set to start until late summer so there is a little bit of time.

Trustee Palmer: Little Green Light is a donor database that the Community Foundation is looking into, if you're interested in finding a database.

Chair Stockly: There is also something called TechSoup that we are looking into that provides donor databases for non-profits.

5. Sierra Madre Historical Preservation Society Report

Trustee Diane Sands reported out for Leslie Ziff. The SMHPS had a booth next to FOL at the Wistaria Festival. The reprint of the annuals is now out and being sold (including at the Library). Wednesday Night Chris Cimino is giving a talk at Hart Park House at 5:30PM on the Water in Sierra Madre (History and all the stuff that goes with it). SMHPS will be doing other programs in the future, like the chicken Ravioli dinner which is happening June 22nd. Been busy at the museum, lots of people visiting. The museums were closed this past Saturday because of the rain.

6. Friends of the Library Liaison Report

Trustee Susan Gallagher reported out for Leslie Ziff and stated the FOL Best Used Book Sale is coming up on April 5th and 6th. There will be a partner's appreciation reception sometime this year.

7. City Council Liaison Report

Councilmember Gene Goss has nothing new to report. The local wildlife is starting to wake up.

Questions/Comments:

Trustee Adde: I'm going to report the coyote that killed my cat. That was a reminder that I have to report these incidents.

8. Trustees Updates

Trustee Sands – Ready for April's Writer's Workshop between Julie, Leila, and myself. I'm also going to be face painting bookworms at the Summer Reading Kickoff for the Library on Saturday, June 8th. The Wistaria festival was fun, though there seemed to be fewer people than last year but it was stretched out a lot more. The SMHPS did get a lot of questions from people like, "I own a house at XYZ, what can you tell me about my house." At least this year no one brought me a gun and said I found this gun what can you tell me about this gun. We told them to take it to the police station.

Trustee Gluck – I went to a Foundation meeting, the Library's annual Open House was cancelled, I attended the TSK Meeting on March 19.

Trustee Adde – I only attended the TSK Meeting on March 19 and I was at the Wistaria Festival for fun.

Trustee Palmer – Bookmark Contest is on its way, Bookmark applications are due April 11th, judging is happening April 12th, Award Ceremony is April 24th. I attended the TSK Meeting on March 19, I felt like it was a very positive meeting. I was at the Wistaria Festival, manning the Community Foundation Booth.

Trustee Gallagher – Working with Darlene Traxler, Diane Sands, and Leila on the Sommer Scholarship, It was put together by a family 40 years ago and it is a scholarship to further education for Library staff. Julie Imahara and Chelsea Lee were the scholarship recipients. I submitted an article about the Sommer Scholarship to the Friends Newsletter. Attended SMHPS meeting, FOL meeting, and the TSK architects meeting. For the SMHPS, I helped set up for the Wistaria festival. The Sierra Madre Playhouse is putting on some wonderful programs. I suggest trustees go to the playhouse and encourage/foster that relationship and show our support.

Questions/Comments:

Trustee Adde – plus we can look at their donor wall!

9. City Librarian Report

City Librarian Leila Regan presented on a new program, Sensory Play, for kids ages 0-11 years old with sensory processing challenges. Also Board Library Teens is now Green Teens teaching teens about native plants, gardening and maintaining a garden. Writers Workshop has been confirmed, thank you Trustee Sands, every Tuesday in April, we will have a writer present on their books, writing process and even publishing from 6:00-7:30 PM at the Hart Park House.

- 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

Congratulations Chelsea Lee and Julie Imahara for receiving \$1,674 each toward their educational goals from the Sommer Scholarship. City is having an Easter Egg Hunt happening Saturday, March 30. Other City events include a Community Bike Ride and Wellness Fair happening Saturday, April 13 from 10:00-2:00, an Earth Day Fair on Saturday, April 27 from 9:00-1:00. It would be great if any of our Trustees would be interested in volunteering to help staff some of these events. Additionally, summer is coming with lots of fun activities planned. Doreen Thomas and myself attended the Sierra Madre Elementary STEAM Night on behalf of the Library and it was great. There is a discussion among committees and boards of the City regarding increasing board/commissioner members from 5 to 7 individuals, would the Library Board of Trustees be interested in increasing to 7 members? Finally, the Library has decided against having a mobile Library at this time. Staff is stretched thin and we can no longer support this endeavor would still like to consider a different version of this in the future.

Questions/Comments:

Trustee Gluck: If we had a problem with a quorum then it would make more sense but I think keeping it at 5 makes sense.

Trustee Gallagher: I'm happy keeping it at 5 members.

Trustee Adde: Can volunteers do the Book Mobile

City Librarian Regan: volunteers are not able to drive the City vehicle

Trustee Gallagher: Can someone volunteer for the Saturday events?

City Librarian Regan: yes

Trustee Gluck: Not doing the Mobile Library is only one thing not being done. Many other things ARE being done.

Trustee Adde: Can you define Green Space?

City Librarian Regan: Budget went primarily to the building and not to the outside Green Space.

Trustee Sands: Congratulations on rescuing the roses at the Temporary Library

10. Items for Future Agenda

- Keep Naming Policy & Foundation on the agenda
- Reach out to Vertex Engineering to present to the Library Board of Trustees

ADJOURNMENT

Trustee Gluck moves to adjourn

Trustee Palmer seconded

All in favor

Meeting was adjourned at 6:08 PM

Proposed Revisions to SM Library Plans presented by TSK on 3/19/2024

Revisions presented to Library Board by Peggy Dallas, Architect on 3/25/2024

Proposed Revision 1

Purpose: Lock/secure Main Level Library so that the lower-level community spaces and restrooms can be used while library is closed.

Benefits:

1. Adds increased rental revenue from lower-level community spaces.
2. Adds Lower-Level storage closet for program materials including tables. TSK stated that closet in the community room is design for enough storage for the chairs.
3. Adds Library-Level desk at rear for librarian to keep an eye on the following:
 - a. Patrons entering and leaving the library from the rear stairs and elevator.
 - b. Door to south balcony, door to restroom and children's room south door.
 - c. Bookshelves in rear addition.
 - d. South parking lot.

Proposed changes:

1. **Lower-Level** (See annotated Floor Plans and Lower Level Interior view rendering and Proposed Revision sketch.)
 - a. Add Mid-Century Modern style open wood slat wall to enclose stairs. Add coordinating door that is full height and full stair width at bottom of stairs. When door is fully open it should be flush against south wall. Install emergency exit hardware as required by code. (See Wood Slat Wall examples.)
 - b. Extend wall (with donor plaques) to stairs creating a storage closet under the stairs.
2. **Library Level** (See annotated Floor Plans and Library Level Interior View rendering and Proposed Revision sketch.)
 - a. Extend floor to edge of stairs into open stair well space. Add librarian desk in this space.
 - b. Above rear entry, extend floor to south wall and move door to south balcony so it is above doors below.
 - c. Keep pendant light fixture at stairs.

Proposed Revision 2

Purpose: Add exterior doors now for future Library Level enclosed reading garden and Lower Level enclosed patio program space.

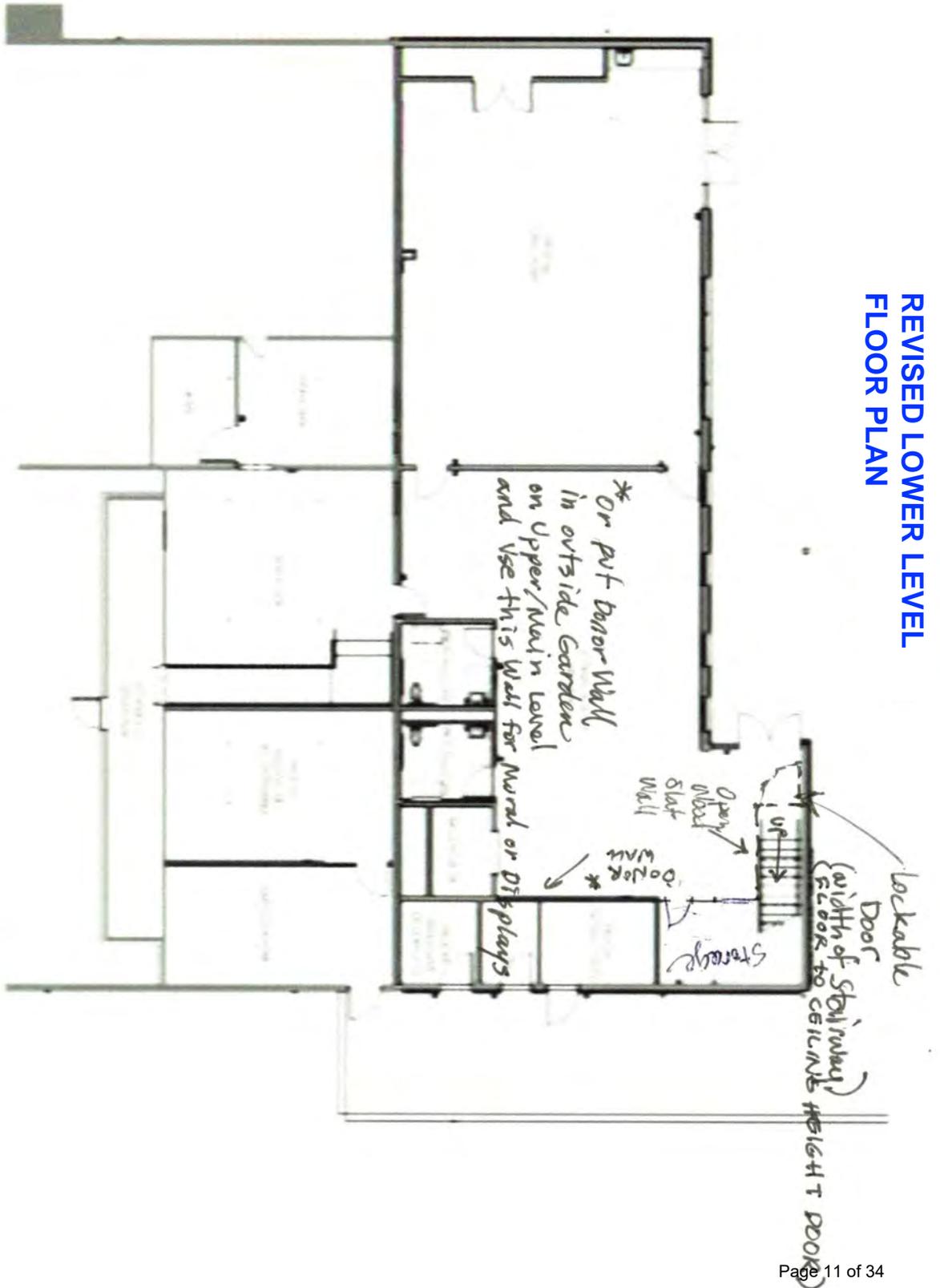
Benefits:

1. Adding outdoor rooms/patios increases the usable square footage of the facility.
2. Adding outdoor rooms/patios enhances patron enjoyment and socialness.

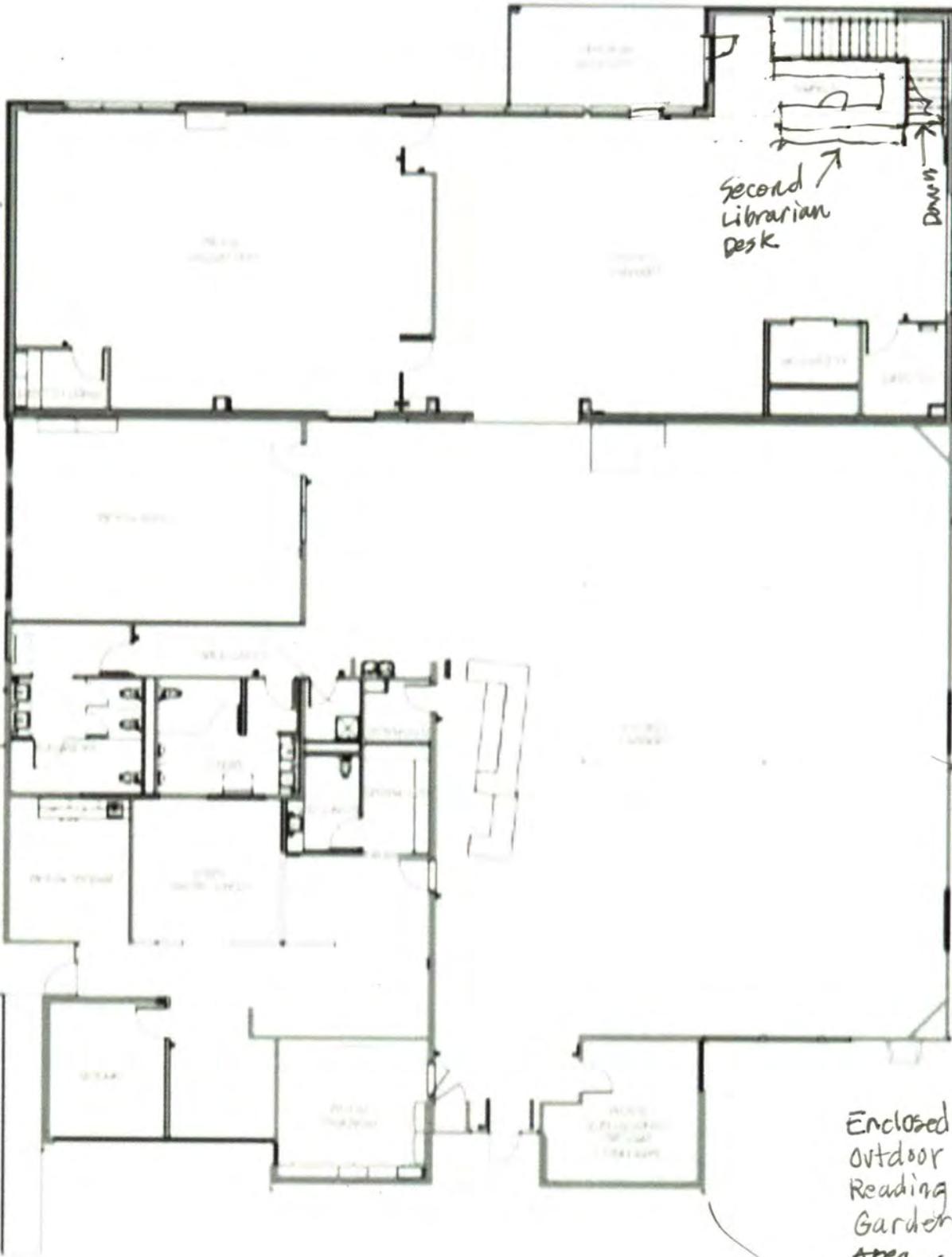
Proposed Changes:

- **Lower Level** (See annotated rear site plan)
 - Plan for large rectangular enclosed future patio off Community Room and Program Space in lower lobby area. Exchange window for a door at east most window on south wall of Program space to allow direct access into future patio.
- **Library Level** (See annotated Floor Plans and Enclosed Library Patios examples)
 - The path along the west side of the building is gone so the side yard and in partial front yard at the northwest corner of the building is an excellent spot for an enclosed garden. Include door(s) in plans to access future enclosed garden space.

**REVISED LOWER LEVEL
FLOOR PLAN**



LIBRARY LEVEL FLOOR PLAN

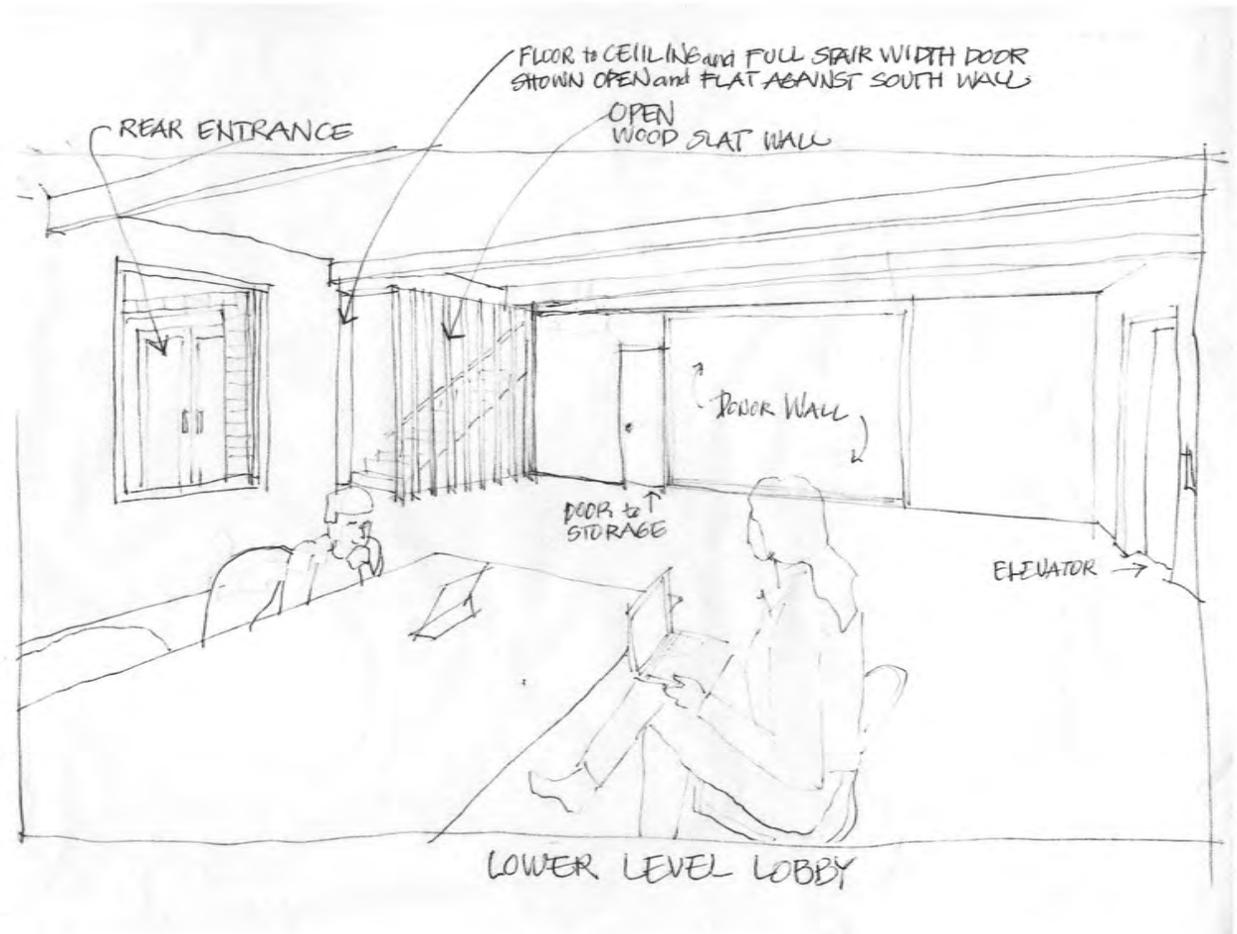




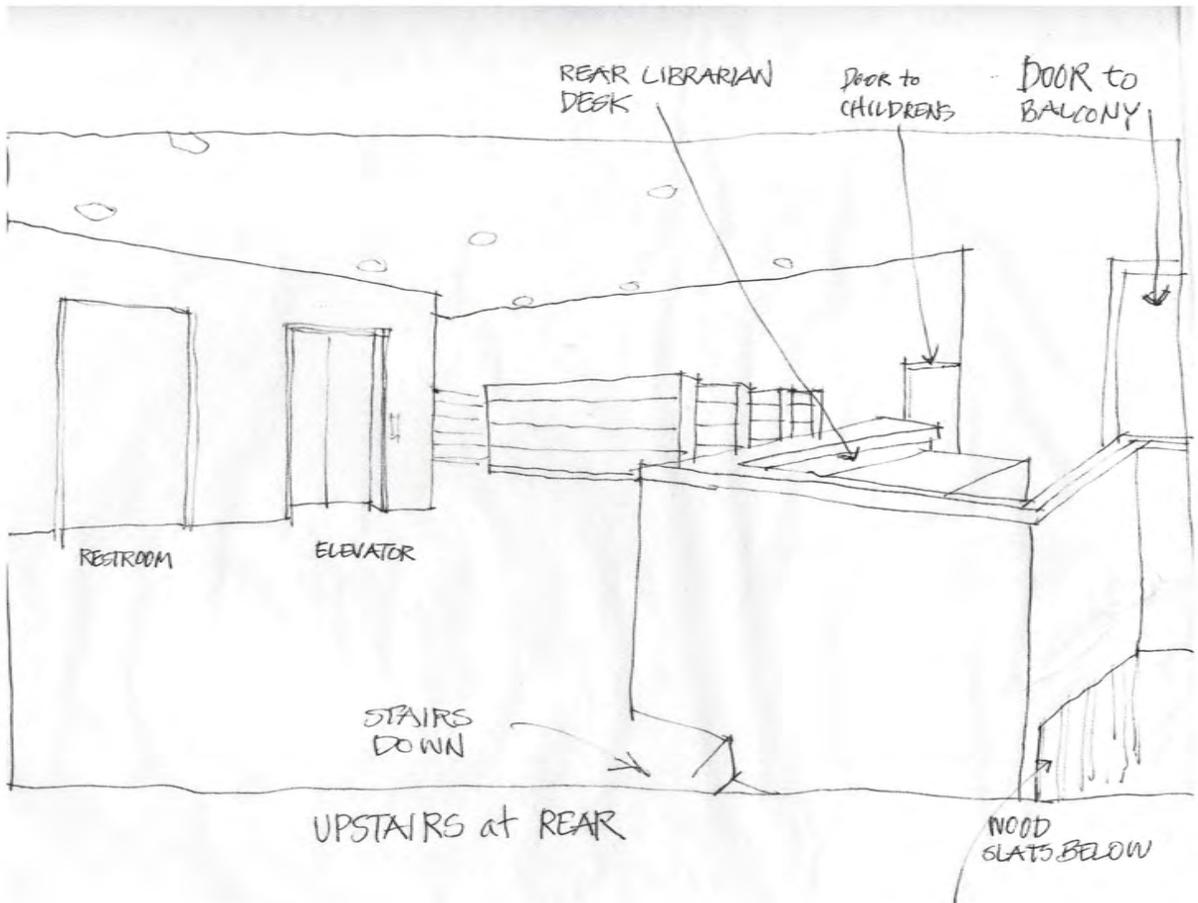
Wood slat wall at stairs on Lower Level



Ideas for style of lockable door at bottom of stairs on Lower Level



VIEW FROM TOP OF STAIR



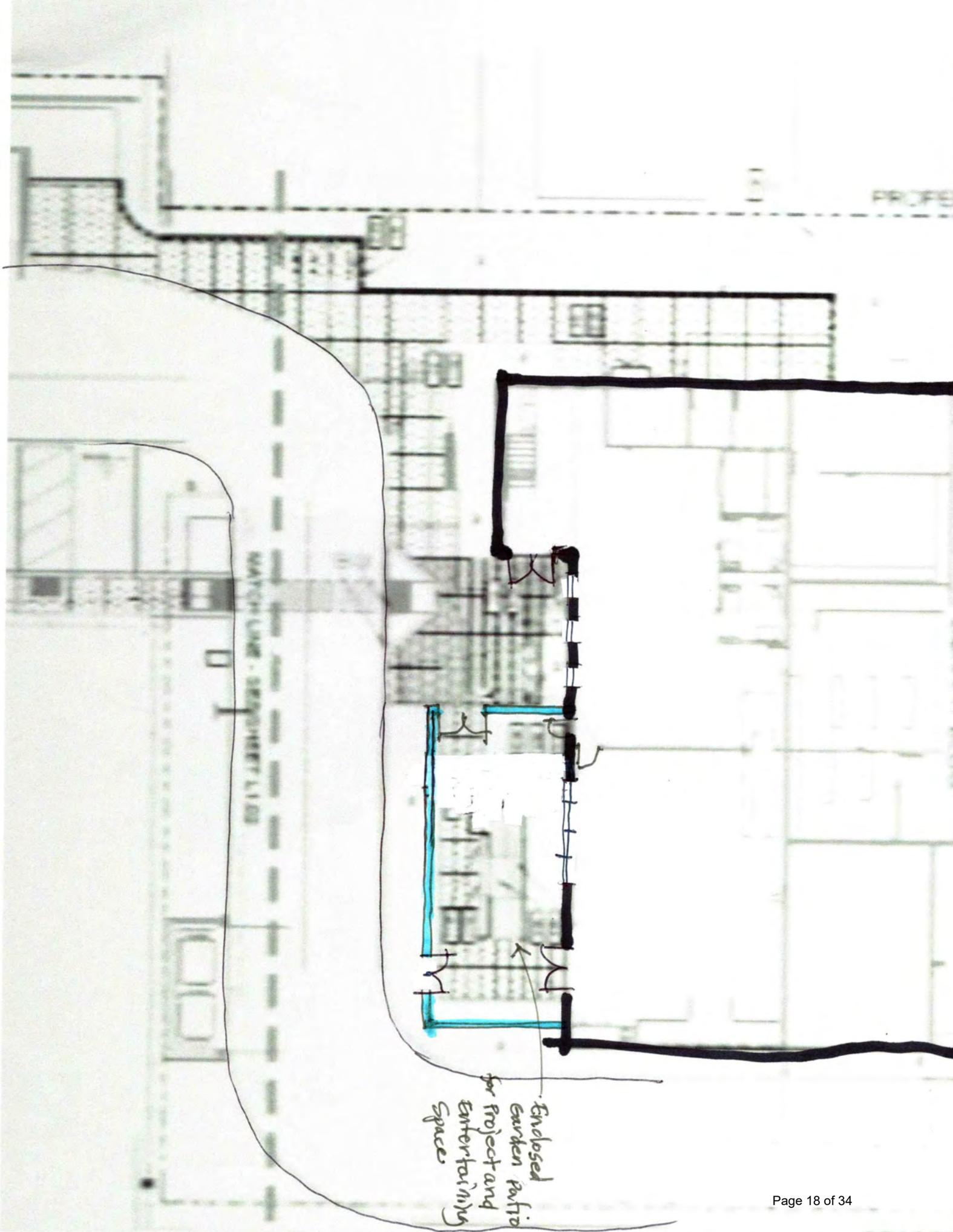




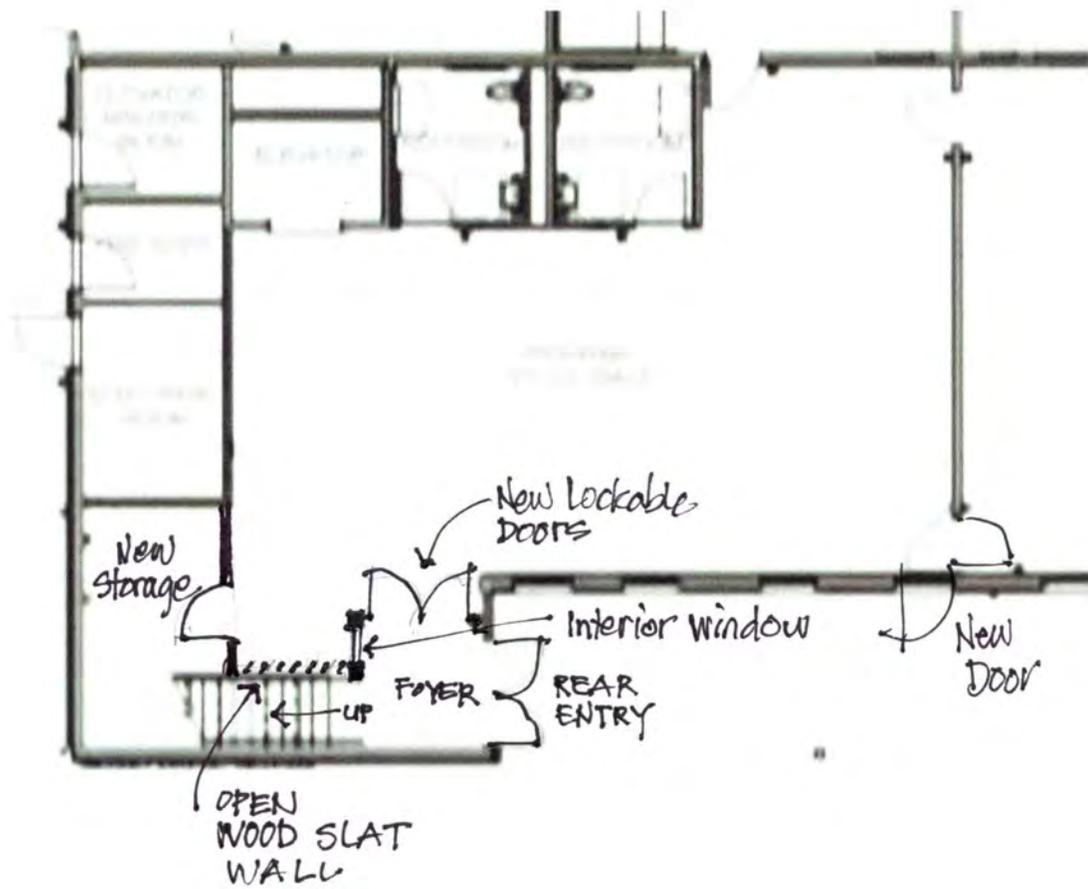
Children's enclosed reading garden – Los Gatos Library



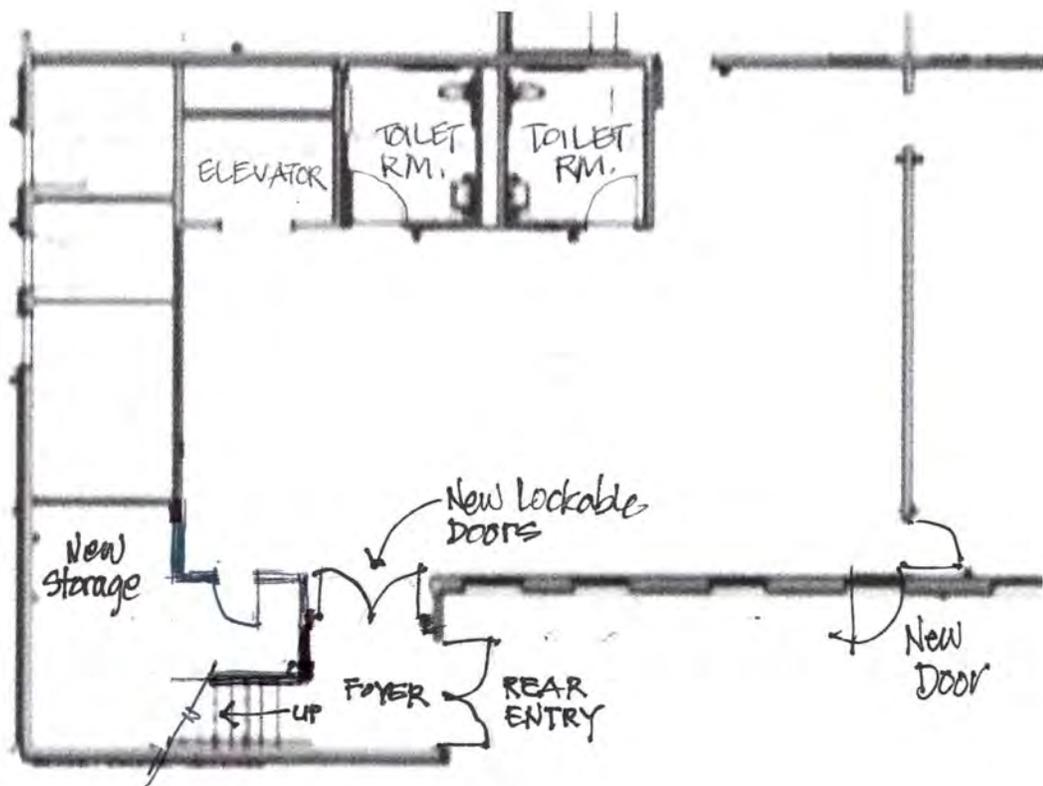
Grown-up's enclosed reading garden – Los Gatos Library



Enclosed
Garden Patio
for Project and
Entertaining
Space



ALTERNATE for ENCLOSING STAIRS



CHEAPEST and MOST USEFUL
ALTERNATE for ENCLOSING STAIRS.

- Much larger storage closet for Programs
- Least expensive
- Advantage in that the acoustical transfer from program activities will be minimized upstairs
- Less Windows and Natural light in Program space.



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	03/13/2024	Regular	0.00	1,353.06	67322
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		
INV037094	Invoice	01/16/2024	LR - BUILDING REPAIR SUPPLIES	0.00	13.53	
10000.90000.53100	OFFICE SUPPLIES		LR - BUILDING REPAIR SUP...		13.53	
INV037095	Invoice	01/13/2024	LR - J-BOOKS	0.00	18.72	
10000.90000.53406	BOOKS AND REFERENCE		LR - J-BOOKS		18.72	
INV037096	Invoice	01/23/2024	LR - PROGRAMING	0.00	9.99	
39006.90000.53999	OTHER PURCHASED SUPP...		LR - PROGRAMING		9.99	
INV037097	Invoice	01/23/2024	LR - CARABINER (2): HARWARE SUPPLIE	0.00	10.12	
10000.90000.53100	OFFICE SUPPLIES		LR - CARABINER (2): HAR...		10.12	
INV037098	Invoice	01/24/2024	LR - LIBRARY SUPPLIES	0.00	205.04	
10000.90000.53100	OFFICE SUPPLIES		LR - LIBRARY SUPPLIES		205.04	
INV037099	Invoice	01/30/2024	LR - OBOC LAMINATION FOR STORYWALK	0.00	17.94	
39002.90000.53999	OTHER PURCHASED SUPP...		LR - OBOC LAMINATION F...		17.94	
INV037100	Invoice	02/08/2024	LR - SOLAR ECLIPSE GLASSES	0.00	175.74	
39006.90000.53999	OTHER PURCHASED SUPP...		LR - SOLAR ECLIPSE GLASS...		175.74	
INV037101	Invoice	02/08/2024	LR - SUNSHADES FOR PROGRAMS	0.00	401.98	
39006.90000.53999	OTHER PURCHASED SUPP...		LR - SUNSHADES FOR PRO...		401.98	
INV037102	Invoice	02/15/2024	LR - HUMAN LIBRARY DONATION- PERFO...	0.00	500.00	
39006.90000.53999	OTHER PURCHASED SUPP...		LR - HUMAN LIBRARY DON...		500.00	
Total Regular:					1,353.06	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	1	0.00	1,353.06
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
	9	1	0.00	1,353.06

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2024	1,353.06
			<hr/>
			1,353.06

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	03/26/2024	Regular	0.00	391.33	67336
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
16FL-HC1T-VK47	Invoice	03/04/2024	BOOKS & REFERENCE	2/19/24 - 3/3/24	0.00	82.01
39006.90000.53999		OTHER PURCHASED SUPP...		BOOKS & REFERENCE 2/19...		82.01
17DR-VKNN-VD3D	Invoice	03/04/2024	BOOKS & REFERENCE	2/19/24 - 3/3/24	0.00	138.28
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 2/19...		138.28
1LM3-MGCN-XD...	Invoice	03/04/2024	BOOKS & REFERENCE	2/19/24 - 3/3/24	0.00	15.42
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 2/19...		15.42
1LQF-TN3D-XRHM	Invoice	03/04/2024	BOOKS & REFERENCE	2/19/24 - 3/3/24	0.00	62.75
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 2/19...		62.75
1LVL-JGK3-XCPF	Invoice	03/04/2024	BOOKS & REFERENCE	2/19/24 - 3/3/24	0.00	21.99
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 2/19...		21.99
1R19-Y7WD-X39K	Invoice	03/04/2024	MISC SUPPLIES	2/19/24 - 3/3/24	0.00	63.21
10000.90000.53100		OFFICE SUPPLIES		MISC SUPPLIES 2/19/24 - ...		63.21
1RGR-PQJG-VDLC	Credit Memo	02/19/2024	BOOKS & REFERENCE CREDIT		0.00	-5.47
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE CRE...		-5.47
1WTM-MDHN-Y...	Invoice	03/04/2024	BOOKS & REFERENCE	2/19/24 - 3/3/24	0.00	13.14
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE 2/19...		13.14
VEN01190	ARNOLD'S FRONTIER HARDWARE - L	03/26/2024	Regular	0.00	23.54	67337
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
111450	Invoice	03/05/2024	MISC. SUPPLIES		0.00	23.54
10000.90000.53100		OFFICE SUPPLIES		MISC. SUPPLIES		23.54
0132	BAKER & TAYLOR, INC.	03/26/2024	Regular	0.00	3,417.78	67338
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2038097561	Invoice	03/06/2024	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	362.40
39006.90000.53406		BOOKS AND REFERENCE		Media		362.40
2038097562	Invoice	03/06/2024	LIBRARY SUPPLIES		0.00	99.90
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES		99.90
5018778959	Invoice	02/27/2024	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	1,157.00
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		1,157.00
5018778960	Invoice	02/27/2024	LIBRARY SUPPLIES		0.00	80.05
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES		80.05
5018784177	Invoice	02/29/2024	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	1,566.15
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		1,566.15
5018784178	Invoice	02/29/2024	LIBRARY SUPPLIES		0.00	152.28
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES		152.28
0598	DEMCO, INC.	03/26/2024	Regular	0.00	731.03	67339
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7449736	Invoice	03/07/2024	OFFICE SUPPLIES		0.00	731.03
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES		82.05
39006.90000.53999		OTHER PURCHASED SUPP...		OFFICE SUPPLIES		648.98

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN04152	KANOPY INC	03/26/2024	Regular	0.00	95.00	67340
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
391231 - PPU	Invoice	02/29/2024	LIBRARY VIDEOS	0.00	95.00	
10000.90000.52200	CONTRACT SERVICES		LIBRARY VIDEOS		95.00	
VEN04268	KING OFFICE SERVICES	03/26/2024	Regular	0.00	1,792.00	67341
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
89731-006	Invoice	03/08/2024	LIBRARY MATERIAL STORAGE FEES DUR...	0.00	1,792.00	
29007.90000.56010	IMPROVEMENTS O/T BUI...		LIBRARY MATERIAL STOR...		1,792.00	
0786	OFFICE DEPOT, INC	03/26/2024	Regular	0.00	29.76	67342
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
354791663001	Invoice	02/16/2024	OFFICE SUPPLIES	0.00	29.76	
10000.90000.53100	OFFICE SUPPLIES		OFFICE SUPPLIES		29.76	
VEN03926	T-MOBILE	03/26/2024	Regular	0.00	62.30	67343
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV037216	Invoice	02/21/2024	984433408 1/21/24 - 2/20/24	0.00	62.30	
39006.90000.53406	BOOKS AND REFERENCE		984433408 1/21/24		62.30	
VEN04225	WT COX INFORMATION SERVICES	03/26/2024	Regular	0.00	57.33	67344
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
3134003	Invoice	02/21/2024	L.A. TIMES ANNUAL FEE 2/1/24 - 1/31/25	0.00	57.33	
10000.90000.53501	PERIODICALS		L.A. TIMES ANNUAL FEE 2/...		57.33	

Total Regular: 6,600.07

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	21	9	0.00	6,600.07
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
	21	9	0.00	6,600.07

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2024	6,600.07
			<hr/>
			6,600.07

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT07308 - LIB MAN 4/9/24

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						
VEN04331	NAOMI HIRAHARA	03/29/2024	Regular	0.00	100.00	67430
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
202403241	Invoice	03/20/2024	APRIL 2 SPEAKING EVENT	0.00	100.00	
39006.90000.53999		OTHER PURCHASED SUPP...		APRIL 2 SPEAKING EVENT	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	3/2024	100.00
			<hr/>
			100.00

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	04/09/2024	Regular	0.00	70.80	67505
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
131D-PGR9-W9TL	Invoice	03/18/2024	MISC SUPPLIES 3/4/24 - 3/17/24	0.00	94.70	
39006.90000.53999	OTHER PURCHASED SUPP...		MISC SUPPLIES 3/4/24 - 3...		94.70	
1KYX-L4WR-Y9KP	Credit Memo	03/18/2024	BOOKS & REFERENCE CREDIT	0.00	-23.90	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE CRE...		-23.90	
VEN01190	ARNOLD'S FRONTIER HARDWARE - L	04/09/2024	Regular	0.00	49.59	67506
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
111695	Invoice	03/27/2024	MISC. SUPPLIES	0.00	49.59	
39006.90000.53999	OTHER PURCHASED SUPP...		MISC. SUPPLIES		49.59	
0132	BAKER & TAYLOR, INC.	04/09/2024	Regular	0.00	2,739.54	67507
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0003296477	Credit Memo	03/20/2024	LIBRARY SUPPLIES CREDIT	0.00	-7.74	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES CREDIT		-7.74	
2038122693	Invoice	03/07/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	28.02	
39006.90000.53406	BOOKS AND REFERENCE		Media		28.02	
2038122694	Invoice	03/07/2024	LIBRARY SUPPLIES	0.00	7.69	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		7.69	
2038142623	Invoice	03/07/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	183.52	
39006.90000.53406	BOOKS AND REFERENCE		Media		183.52	
2038142624	Invoice	03/07/2024	LIBRARY SUPPLIES	0.00	46.10	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		46.10	
2038165625	Invoice	03/16/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	104.77	
39006.90000.53406	BOOKS AND REFERENCE		Media		104.77	
2038165626	Invoice	03/19/2024	LIBRARY SUPPLIES	0.00	30.74	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		30.74	
5018795022	Invoice	03/07/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	512.29	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		512.29	
5018795023	Invoice	03/07/2024	LIBRARY SUPPLIES	0.00	23.01	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		23.01	
5018798220	Invoice	03/08/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	475.91	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		475.91	
5018798221	Invoice	03/08/2024	LIBRARY SUPPLIES	0.00	23.49	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		23.49	
5018801413	Invoice	03/13/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	33.69	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		33.69	
5018801414	Invoice	03/13/2024	LIBRARY SUPPLIES	0.00	2.17	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		2.17	
5018802551	Invoice	03/13/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	42.20	
39002.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		42.20	
5018804423	Invoice	03/14/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	88.35	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		88.35	

Check Register

Packet: APPKT07320-LIB 4/9/24

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5018804424	Invoice	03/14/2024	LIBRARY SUPPLIES	0.00	6.09	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		6.09	
5018806383	Invoice	03/14/2024	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	1,037.48	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		1,037.48	
5018806384	Invoice	03/14/2024	LIBRARY SUPPLIES	0.00	101.76	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		101.76	
VEN03061	DIANA SHAW	04/09/2024	Regular	0.00	10.70	67508
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV037259	Invoice	03/28/2024	TRAVEL REIMB: AMAZON RETURN	0.00	10.70	
10000.90000.53404		MILEAGE REIMBURSEME...	TRAVEL REIMB: AMAZON ...		10.70	
0786	OFFICE DEPOT, INC	04/09/2024	Regular	0.00	108.96	67509
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
356899388001	Invoice	03/14/2024	OFFICE SUPPLIES	0.00	82.95	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		82.95	
356966595001	Invoice	03/15/2024	OFFICE SUPPLIES	0.00	26.01	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		26.01	
Total Regular:					2,979.59	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	24	5	0.00	2,979.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	24	5	0.00	2,979.59

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2024	2,979.59
			<u>2,979.59</u>

Chair

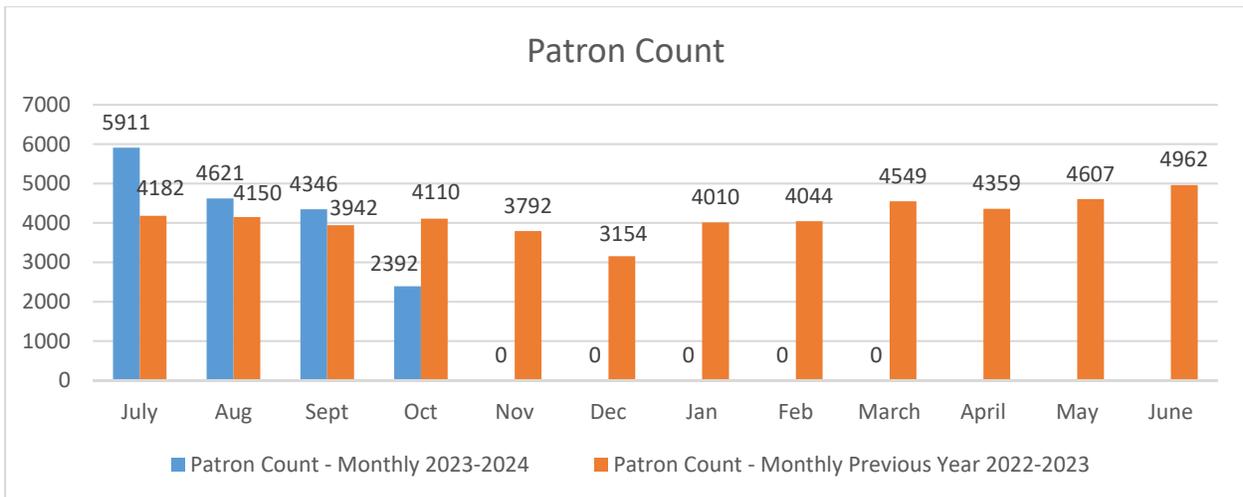
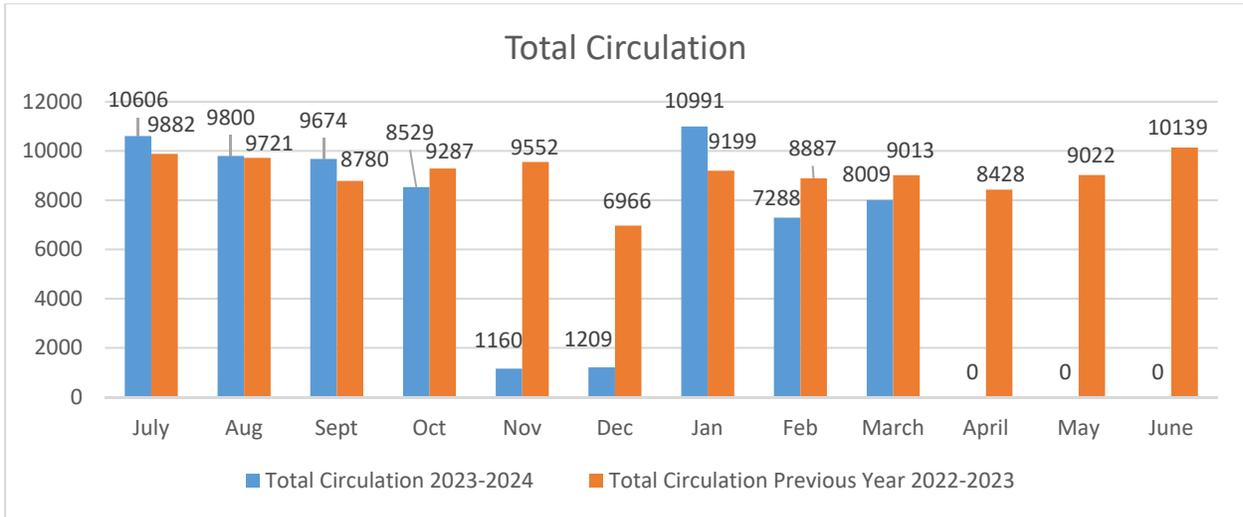
Trustee

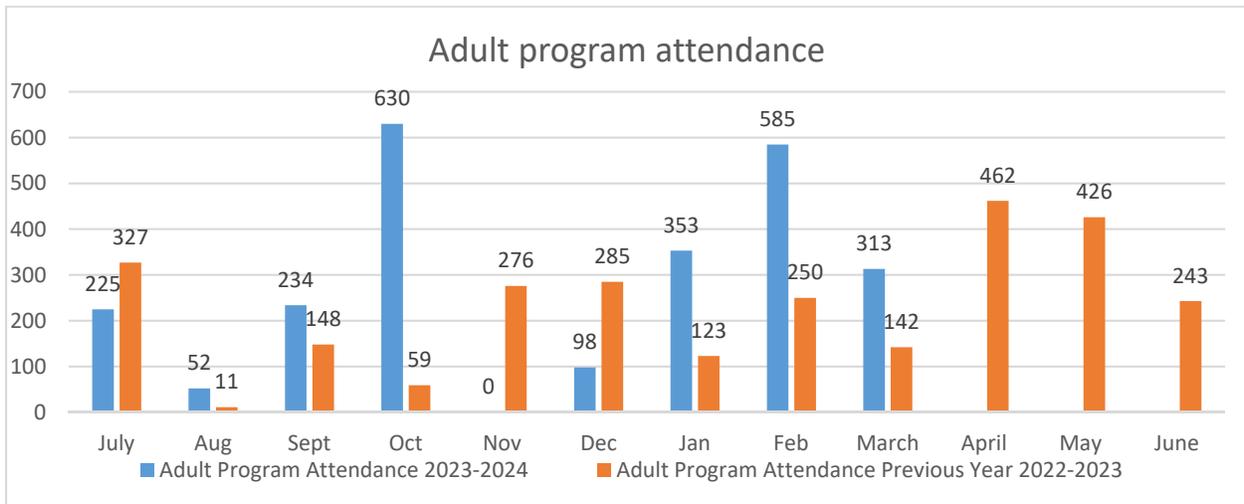
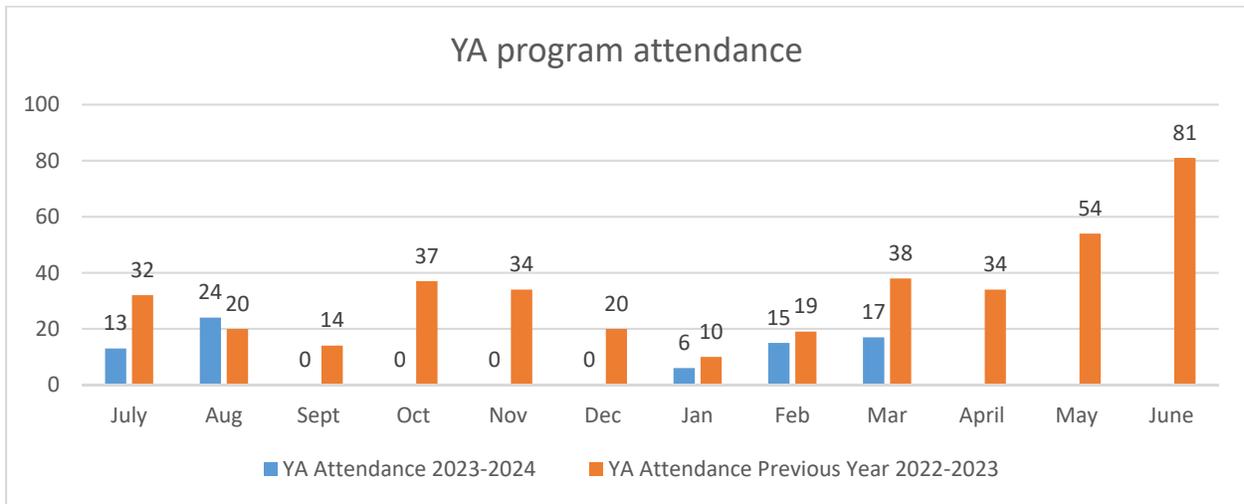
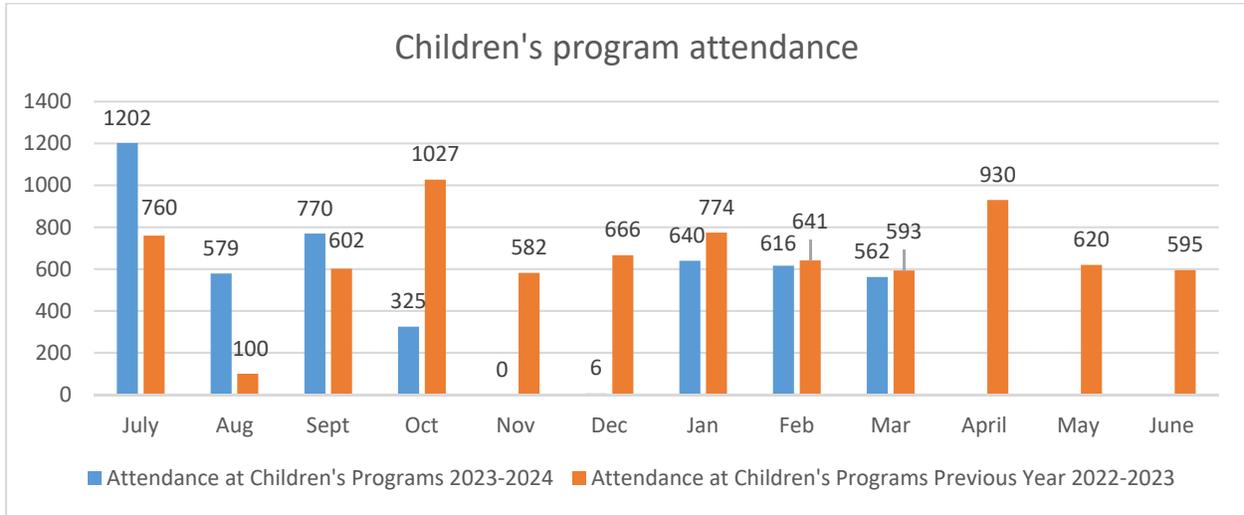
Trustee

Trustee

Trustee

March 2024 Library Statistics





March 2024 Online Content

In March, the Library had 37 social media posts with 5,752 reactions (likes/comments/views). Many were for the following:

- Cricut Workshop
- Bookmark Contest
- Library Renovation - TSK Presentaon`
- 1000 Books Before Kindergarten
- Sensory Play
- One Book One City - Goodwill Intenonns Thank You
- One Book One City - Committee Thank You
- Throw Back Thursday - Postcard of Sierra Madre 1915
- Library TikTok - Reading is Always Worth It
- Board Library Teens - Green Teens
- 1-2-3D Prin. ng Workshop
- Tails & Tales
- Digital Services Meet & Greet
- Community Mosaic Art - Completed
- Throw Back Thursday - Women's History Month
- Library TikTok - Weird Things in Books
- Pajama Storyme
- Perfectly Puzzled - Women's History Month
- Writer's Workshop
- Kindness Book
- Donaon Bench
- Library TikTok - Staff Are Young at Heart
- Libby
- Lost Library Card Hunt
- Puzzle and Game Collecon
- FOL Best Used Book Sale
- Library TikTok - Large Print Books
- Drop In Spring Art





ID	Task Name	Duration	Start	Finish	April	May	June
1					4/1	4/8	4/15
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
- Inactive Milestone
- Inactive Summary
- Manual Task
- Duration-only
- Manual Summary Rollup
- External Milestone
- Manual Summary
- Start-only
- Finish-only
- External Tasks
- Deadline
- Progress
- Manual Progress