



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, April 28, 2025

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

*Diane Sands, Chair; Leigh Gluck, Vice Chair;
Catherine Adde, Trustee; Susan Gallagher, Trustee; Laura Palmer, 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 March 24, 2025 and April 14, 2025 meetings.

PUBLIC COMMENT

The Library Board of Trustees will listen to the public on any item on the agenda. In addition, the Library Board of Trustees will devote time for public comment on items not on the agenda. Addressing the Library Board of Trustees from the audience is not permitted; all comments addressing the Library Board of Trustees must be made from the podium. Only public comments made from the podium will be recognized by the Library Board of Trustees and entered into public record.

Providing Public Comment for Items on the Meeting Agenda

Persons wishing to speak on any item on the agenda will be called during the comment period at the time the agenda item is brought forward.

Provide Public Comment for Topics not on the Meeting Agenda

Time shall be devoted to provide public comments for items not on the agenda. Under the Brown Act, Trustees are prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

Providing Public Comment

1. Any person wishing to provide public comment is asked to complete a comment card. Please include your name and address. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
2. The City provides a podium for public comment. Comments addressed to the Trustees shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue. Each speaker will be limited to three continuous minutes, which may not be delegated or deferred.

CONSENT CALENDAR

1. **Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$490,879.96, \$724.09, \$384.82, \$482.62, and \$515,257.90.
2. **Library Statistics** – Recommendation to receive and file March 2025 Statistical Reports.
3. **Cancellation of May Meeting** – Recommendation to cancel May 26, 2025 meeting (Memorial Day).
4. **Sign IMLS Funding & Staffing Restoration Letters** – Recommendation to sign the completed and approved letters of support for the restoration of funding and staffing for the Institute of Museum and Library Services.

ACTION ITEMS AND REPORTS

1. Furniture, Fixtures, and Equipment (FF&E) Timeline Discussion

City Librarian to present current updates to FF&E timeline. No action required.

2. Library Construction Project Ad Hoc Committee

A report out from the Trustee that attended the most recent Library Construction Project Ad Hoc Committee. This is to update the rest of the Trustees on the Library Meaningful Improvement Project.

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. Larger Than Books Campaign Discussion

City Librarian to update Trustees on the current *Larger Than Books* campaign to promote Sierra Madre Public Library services and joy on social media. It is recommended Trustees continue to provide ideas and suggestions.

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 26, 2025.

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 24, 2025

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

*Diane Sands, Chair; Leigh Gluck, Vice Chair;
Catherine Adde, Trustee; Susan Gallagher, Trustee; Laura Palmer, 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: Chair Sands and Trustees: Adde, Palmer, Gallagher, Gluck, and Sands. ALL Present.
Meeting called to order at 5:01 pm

PLEDGE OF ALLEGIANCE

Trustee Gallagher led the Pledge of Allegiance

APPROVAL OF AGENDA

Trustee Adde moved to approve
Trustee Gallagher seconded
All were in favor

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from February 24, 2025, meeting.
Trustee Gallagher corrected Page 7 to replace "masterclass" with "Master Class"
Trustee Gluck moved to approve as amended
Trustee Palmer seconded
All were in favor

PUBLIC COMMENT

No Public Comment

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$4,803.79, \$359,059.55, \$483.55, \$62,559.44, \$1,798.64

Questions/Comments:

Trustee Sands – Can you explain the \$359,059.55 amount?

City Librarian Regan – These are the costs of the Meaningful Improvement Project like AMG, Wildan, Geotech, there was a land survey that needed to be done, etc.

Trustee Gluck asked about the \$18,000 return on AMG.

City Librarian Regan – It looks like the retention payable as we moved forward with the project AMG credited it back to us.

- 2. Library Statistics** – Recommendation to receive and file February 2025 Statistical Reports.
No comments

Trustee Palmer moved to approve Consent Calendar

Trustee Gluck seconded

All were in favor

ACTION ITEMS AND REPORTS

1. TSK Architects Furniture, Fixtures, and Equipment Design Presentation

TSK Architect Jonathan Richert and April Waltman (attended remotely) from TSK – presented on the PowerPoint that was included in the Agenda packet. Richert wanted to inform the trustees on the process. What is it that the community, the library board, the staff really want to see in the Library? Furniture shown in the PowerPoint are representative and have not yet been selected. First process was going out to the public on February 22nd. Second, April met with staff to find out their needs. They need to hear the gambit of wants from mid century modern to soft seating, etc. They need to hear the full range of what the uses are for program areas: group meeting spaces, teen scene, kids area. What do we want to put in there to enliven the space? Floor plans were shown to the trustees, they were also on poster boards at the Library to give the public a chance to give feedback via sticky notes. We're looking at furniture and there are so many options available that we will look to fit the Library users. The community is really interested in seeing this space and really building it out to what we want it to be. TSK would like to hear what Trustees would like to see too.

Questions/comments:

Trustee Gallagher – make sure chairs we have will be wide enough and comfortable for our wider patrons without looking too different. Chairs need to have a higher weight capacity.
April Waltman – we don't want anyone to feel left out. We are looking at a furniture line that complies with that request.

Trustee Sands – How sold are you on the stacking chairs in the community meeting room?
Chairs on wheels can become a source of irritation, danger, etc. Also, the arms on chairs will lose a percentage of people who can sit there comfortably.

April Waltman – That is just one option. We were really looking for something that can be put away, and not take up a lot of space. I'll definitely show a couple options. We can have with or without arms, different finishing, with or without casters. We might want a mixture of some with and without arms.

Trustee Gluck – She saw a new building in Sacramento, they had these exact chairs, they were really nice. They had a combination of arms and no arms depending on where you sit.

Trustee Gluck – asked about durability of a mesh back or solid back?

April Waltman – poly back might take more wear and tear but they both, mesh and poly, have the same good warranty. We try to get products with a good warranty.

Trustee Adde's question from February 22nd public presentation was how many the meeting room could seat and the answer was 100. She also asked for a mixture of chairs.

2. Library Construction Project Ad Hoc Committee

Trustee Gluck reported out on Construction Project. Arnulfo has started sending the prior week's AMG narrative reports. She is reporting from the March 10 -21st narrative. After 19th week the project is currently 35 days behind but every few weeks, they are picking up days as they move forward. That was due to some unforeseen circumstances such as the foundation, cistern, and survey issues. We're getting past surprise issues that might cause problems. There is only one more project left and then it should be smooth sailing.

Questions/comments:

Architect Jonathan Richert added the addition slab should be poured this week. They dug the foundations last week and they are putting in rebar. Things are moving forward and we are on track for meeting the grant deadline. We still have to dig a trench for the fire line but everything else, we have pretty much uncovered the surprises.

Trustee Gluck – when the surprises happen do you have to go back to permitting?

Architect Jonathan Richert – no, as long as it's not a major change.

3. Library Foundation Update and Discussion

Update on the Library Foundation was given by Rob Stockly. He and Tom Poulson met with Gene Goss and Ed Garcia and had a good conversation about the pipes of information as well as keeping track of ad hoc committee things as they go. The suggestions were well received. We had our first small gathering at the Library and we now have a potential new board member and donor coming out of that. Our next meeting is April 15th.

We've sketched out some dates for future events at the Library and we're in the process of contacting sponsors. Sponsors are people who might want to host, but not necessarily in their home. We did discover the Library is the ideal place for the gatherings but if anyone wants to host one at their home, we will do that.

We are waiting to hear back about two grants. We have two people on the board who are actively looking for more grant opportunities. We're saying that our total goal for the project is \$1.5 Million and thanks to the Friends and the Day Trust we are 60% toward our goal, but the message is because we got such a boost at the beginning from our friends it's important to keep that momentum going. Stockly thanked the Trustees for their support and asked if there were any questions.

Questions/comments:

City Librarian Regan mentioned the Friends and Foundation are separate. The Foundation gives to the Library capitol project. The Friends generally give donations for Library operations costs. The Friends donation of a large chunk towards the capitol Meaningful Improvement costs is a great base for the building project fundraising efforts. She mentioned Pete Siberell from the Friends Board suggested having people donate for specific items anonymously, it wouldn't come with a naming right. She's not sure if these donations would be to the Friends or the Foundation side.

Trustee Gallagher commented that kind of donation could be confusing as some people will want to put their name on it.

Trustee Gluck also felt it could be a slippery slope for those donations.

Chair Stockly mentioned he had received an email from Pete and that they agreed they needed to have a discussion to clarify and coordinate efforts. Stockly also mentioned people should be giving to the FF&E. He also said timing of construction, FF&E purchasing and installing needs to be coordinated.

City Librarian Regan mentioned general timeline of FF&E selection completed by June 2025, ordering started in July 2025, temporary Library to close at the end of January 2026, install to follow.

Trustee Adde asked if the Foundation has given up on naming rights.

Chair Stockly said they are looking at naming rights for bigger items like rooms: teen room, children's room, etc. He also mentioned an idea of having donor names at the end of the book cases.

4. Friends of the Library Liaison Report

Friends Board member Leslie Ziff reported on both the Historical Preservation Society and the Friends of the Library. The Friends Partners are 116 strong at the moment and growing. Friends are making a Wish List asking for support for other projects not covered by the major FF&E such as solar panels, or trees and other items. The Friends are going to have a booth at the Wistaria Festival in Kersting Court. Friends are participating in the Library's Open House on Tuesday April 29th. The Friends Art Fair will be on May 3-4. Friends annual dinner titled "Bear with Us" will be held on Wednesday, June 18th at the Methodist Church, same place as last year. Volunteers will be honored and Board members announced.

5. Sierra Madre Historical Preservation Society Report

SMHPS President Leslie Ziff continued her report for the Historical Preservation Society. SMHPS will also have a booth at the Wistaria Festival in Kersting Court and will be able to share information on the shuttles heading up to the vine. They have a new updated website for the SMHPS. Memberships can be renewed online now. The Lizzie's Chicken and ravioli dinner is Saturday, May 31st tickets will be available online a month before. City Council tomorrow night is voting to accept TSK for working on the museums. Looking forward to working with them. The SMHPS is working on several ideas to bring people up to the museums since the trails are closed. Music on the Porch, another rock painting event, guest speakers, just to entice the people to come up and see the museums. Taking out more ads in the paper to let people know.

Questions/comments:

Trustee Adde asked how was the author talk?

President Ziff replied it was great. The turnout was wonderful, it was standing room only. Layne Staral did a talk on Pioneer picnics. It was interesting, especially if you lived in Glendora. We do these events when we can get the Hart Park House.

6. City Council Liaison Report

There was no City Council report as the liaison was unable to attend.

7. Trustees Updates

Trustees provided reports pertaining to Library service or community involvement which impacts the Library.

Trustee Gluck – The Open House is planned for the 29th of April from 4:00 – 6:00 PM at the Library. You’ll even see our own TikTok video to promote it. I also attended the Foundation meetings and the Ad Hoc Meetings and it was great to hear how our foundation is doing.

Trustee Palmer – April 30th is the Book Mark Contest Award Ceremony so we’ll be spending a lot of time together. I went to the OBOC Book signing event. Last Friday I hung out with Leila for the PTA STEAM Night at Sierra Madre Elementary. The Bookmark Contest is underway.

Trustee Adde – February 22 I attended the TSK Design Meeting. She liked the individual chairs in the main reading area that had a more private single desk space/area. Wants to make sure there are Charging/lights/USB built in. It’s going to be brought up to the 21st Century. For OBOC I produced the play, “The World’s Strongest Librarian”. We had 54 people and I thought it went really, really well. She was thankful Christopher Showerman was able to come back and do it again. I was thankful Alison was able to direct it as she lost her home in the Eaton Fire

Trustee Gallagher – attended the Historical meeting this week and the Friends of the Library meeting last week. She took the bookmark packet to Alverno and St. Rita. The SMHPS Pioneer Picnic lecturer was really great. The Third Thursday Book club on April 17th is James and I thought it was a fabulous book.

Trustee Sands – Was at the TSK design meeting and the OBOC Library Book Signing. The Historical Society author event was great. Layne Staral did a great job. Open house is looking great. I did attend the Honors Awards Dinner. All four of us were there and it was a nice event. It was a fun event. Rotary was kind enough to ask me and I did a presentation on the two John Richardsons in town. It’s hard to get people excited about history but I was happy to do that.

8. City Librarian Report

City Librarian Leila Regan reported on Library services since the last Board Meeting. Does not have a lot because everything was mentioned earlier. Building/Relocation is coming along. They are behind schedule but are catching up. Odds of getting an extension of the grant is not good. World Central Kitchen (WCK) is at the Library parking lot on Wednesdays from 4-8pm and on Fridays from 11am-3pm. They are doing just produce distribution from local farmers. They are aware of the Friends book sale. Bookmark Contest is going on now and ends April 10th, no exceptions. Earth Day and Wistaria Festival are happening Saturday, April 12th, on the same day. The Egghunt with the Sierra Madre Firefighters is Saturday April 19th. Library Open House as mentioned earlier is Tuesday, April 29th. The Library will be in the Fourth of July parade, we are getting a golf cart. Trustees and/or kids are invited. Leila will be attending ALA at end of June in Philadelphia. She’ll be looking at vendors for the building. Other Library Staff will also attend. There are discounted rates for Friends/Support/Trustees to attend to.

Questions/comments:

Trustee Gluck asked if there was a way for people to pay for the WCK produce, if they were not effected by the fires.

City Librarian Regan suggested donating directly to WCK

9. Items for Future Agenda

City Librarian Regan suggested a brief ongoing FF&E update. She mentioned using Friends of Library ordering process to help streamline ordering.

ADJOURNMENT

Trustee Adde moved to adjourn

Trustee Palmer seconded

All in favor

Meeting was adjourned at 6:21 PM



MINUTES

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Monday, April 14, 2025

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

*Diane Sands, Chair; Leigh Gluck, Vice Chair;
Catherine Adde, Trustee; Susan Gallagher, Trustee; Laura Palmer, 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: Chair Adde and Trustees: Palmer, Gallagher, Gluck, and Sands. ALL Present.
Meeting called to order at 5:05 PM

PLEDGE OF ALLEGIANCE

Trustee Gluck led the Pledge of Allegiance

APPROVAL OF AGENDA

Trustee Adde moved to approve
Trustee Gluck seconded
All were in favor

PUBLIC COMMENT

No Public Comment

ACTION ITEMS

1. Institute for Museum and Library Services (IMLS) Termination of Federal Funding to the California State Library

As of April 1, 2025 the California State Library was notified of the termination of funding from the Institute of Museum and Library Services (IMLS). In 2022-2023 the state of California received \$15.9M in funding from IMLS. Prior to this notification, on March 14, 2025, an executive order was issued targeting IMLS, the federal agency responsible for supporting libraries and museums across the United States. IMLS' vision is to ensure individuals and

communities have access to museums and libraries to learn from and be inspired by the trusted information, ideas, and stories they contain about our diverse natural and cultural heritage. It is recommended the Library Board of Trustees advise how to move forward with support for the reinstatement of IMLS funding.

City Librarian Regan submitted a Staff Report. In it she compiled IMLS funding received by our Library through the years. We still use it for our ERate, which is our free and/or heavily discounted Internet. As mentioned in the SCLC presentation during a previous Trustee meeting, State funding for Library services has been cut. There are 2 lawsuits stemming from the Executive Order regarding IMLS, one from ALA and one from several States including California. The biggest IMLS grant was \$1.3 Million received by us for the City website, staffing, and Library technology. An ongoing near and dear program is the “1000 Books Before Kindergarten”, that we are currently maintaining. We are also a Family Place Library which allows us to provide Parenting Programs. Main objective is to make sure our Trustees are aware of what is happening and stay informed. There are multiple alternative options as listed in the Staff Report. Whatever is decided today will go on to City Council for consideration.

Questions/Comments:

Trustee Sands commented she got the ball rolling on this because we will lose funding. She also asked if this will affect our current building grants.

City Librarian replied those funds are not affected, they are through the State and are secured in our bank account.

Trustee Gluck asked about the \$8000 from 2022-23.

City Librarian clarified that is how much we would have paid. It's how much we saved due to the ERate program. We also used the program to pay for the costs to move the Internet circuit to our Temporary Library. We should expect to have to fund the move back to 440.

Trustee Adde asked do we know if people have lost jobs?

City Librarian Regan replied we do not know yet.

Trustee Sands commented there have been a lot of reversal of cut funding and cut services due to push back. I think it behooves us as a group to recommend to our City Council that we definitely reach out with a statement or multiple statements to say that we are not in favor of these cuts. It's not just the city that suffers it's the people. A statement needs to be sent to the administration that they are wrong – libraries are a part of our lives - and funding has to be reinstated.

Trustee Gallagher – We are discussing Alternative #1 for a letter and resolution for the Trustees.

Trustee Sands – we can also reach out individually. I personally have made a letter and reached out to AASLH. For the trustees tonight we are looking at the Resolution on page 15 of today's agenda packet.

City Librarian Regan stated both the Resolution and Letter have been looked over by the City Attorney and any corrections made.

Trustee Adde liked the examples for social media and letters for showing personal support.

City Librarian Regan presented State Librarian Greg Lucas's letter put out after the March 14th Executive Order but before the termination of funds. It was not part of the packet. He advised libraries to highlight their Library Services and benefits to their community. Under that

guidance, Regan has started a campaign “Larger than Books” that includes images and quotes highlighting our Library services.

Some of the ideas for our Library Services Campaign discussed by the Trustees were: Resume Building, Digital Training – Digital Services Meet & Greet, total volunteer hours worked at the Library, School Visits, Eaton Fire, Access to power and wifi during outages, Historical Information, Money Saved by checking out books/materials for free, Free Research Data for the public (researched papers), Ancestry.com, and California Revealed.

Trustee Gallagher asked how many volunteer hours have been performed for the Library? She thinks it would be an impressive number to show Library support in the community. City Librarian Regan explained we keep track of volunteer hours performed at the Library by teens and adults working on tasks such as morning opening, Summer Reading Program, etc.

Trustee Gallagher confirmed when Trustees write their own letters, they need to identify themselves as an individual member of the community and not as a Library Trustee. They can use “resident of Sierra Madre”.

Mayor Pro Tem Lowe mentioned when you make a post of any type, you are posting as a private citizen. If you post as a commissioner/trustee you cannot ever take it down and you are liable for anything you say as a commissioner/trustee. Example wording for a post might be “as a resident of Sierra Madre ...”

Trustee Palmer asked if we can share the Library Services Campaign posts that Leila makes.

City Librarian Regan and Mayor Pro Tem Lowe replied yes you can share posts but do not post comments and do not “Like” them because Trustees are under the Brown Act and must comply with it and not start conversations outside public meetings.

City Librarian Regan mentioned there are Library services at other libraries that will be eliminated that we don’t do such as: LAPL’s High School Diploma program, Lunch at the Library, Braille and Talking Books, and Veterans Connect.

Changes to letter discussed by the Trustees: Want to have all signatures available on the letter, cite sources if possible for the costs and return in benefits, and add how much Sierra Madre has saved using the Library. Forthcoming by Natalie Cole and Cheryl Stenstrom mentioned by Trustee Gluck as possible source to cite.

Gluck moved to Approve the resolution and letter to be tweaked with amounts and citations added, if possible, by City Librarian Regan and to add all our Trustee signatures to the letter.

Palmer seconded

All were in favor

2. Items for Future Agenda

Trustee Gallagher suggested adding time to brainstorm for Library services campaign.

ADJOURNMENT

Trustee Adde moved to adjourn

Trustee Gluck seconded

All were in Favor

Meeting was adjourned at 5:58 PM



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN03454	AMAZON CAPITAL SERVICES	03/25/2025	Regular	0.00	70.17	69809
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
13Q4-7RMF-3YYT Invoice	03/03/2025	MISC SUPPLIES 2/17/25 - 3/2/25	MISC SUPPLIES 2/17/25 - ...	0.00	13.62	
10000.90000.53100	OFFICE SUPPLIES				13.62	
1HX4-3639-1VVM Invoice	03/03/2025	MISC SUPPLIES 2/17/25 - 3/2/25	MISC SUPPLIES 2/17/25 - ...	0.00	19.79	
39006.90000.53406	BOOKS AND REFERENCE				19.79	
1MF9-MLRJ-43KL Invoice	03/03/2025	MISC SUPPLIES 2/17/25 - 3/2/25	MISC SUPPLIES 2/17/25 - ...	0.00	19.83	
39006.90000.53406	BOOKS AND REFERENCE				19.83	
1QCL-4CQW-1M... Invoice	03/03/2025	MISC SUPPLIES 2/17/25 - 3/2/25	MISC SUPPLIES 2/17/25 - ...	0.00	19.97	
10000.90000.53406	BOOKS AND REFERENCE				19.97	
1VGQ-DW7Y-3JKG Invoice	03/03/2025	MISC SUPPLIES 2/17/25 - 3/2/25	MISC SUPPLIES 2/17/25 - ...	0.00	23.14	
39006.90000.53999	OTHER PURCHASED SUPP...				23.14	
1XRX-434N-1TXY Credit Memo	03/03/2025	MISC SUPPLIES CREDIT	MISC SUPPLIES CREDIT	0.00	-26.18	
10000.90000.53100	OFFICE SUPPLIES				-26.18	
VEN02711	AMERICAS PRINTER	03/25/2025	Regular	0.00	357.29	69810
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1256151 Invoice	02/19/2025	LIBRARY CATALOG	LIBRARY CATALOG	0.00	357.29	
39006.90000.53999	OTHER PURCHASED SUPP...				357.29	
VEN04448	AMG AND ASSOCIATES INC	03/25/2025	Regular	0.00	443,940.07	69811
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
AP05 Invoice	02/28/2025	LIB MEANINGFUL IMPOROVEMENT PROJ. ...	LIB MEANINGFUL IMPORO...	0.00	467,305.34	
29007.90000.56010	IMPROVEMENTS O/T BUI...				467,305.34	
AP05_RET Credit Memo	02/28/2025	LIB MEANINGFUL IMPOROVEMENT PROJ. ...	LIB MEANINGFUL IMPORO...	0.00	-23,365.27	
29007.00000.23500	RETENTION PAYABLE				-23,365.27	
VEN01190	ARNOLD'S FRONTIER HARDWARE - L	03/25/2025	Regular	0.00	24.07	69812
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
115194 Invoice	03/11/2025	MISC. SUPPLIES	MISC. SUPPLIES	0.00	24.07	
39006.90000.53999	OTHER PURCHASED SUPP...				24.07	
0132	BAKER & TAYLOR, INC.	03/25/2025	Regular	0.00	1,274.61	69813
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0003311955 Credit Memo	03/05/2025	LIBRARY SUPPLIES - CREDIT	LIBRARY SUPPLIES - CREDIT	0.00	-10.85	
10000.90000.52200	CONTRACT SERVICES				-10.85	
5019348946 Invoice	02/17/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	BOOKS AND REFERENCE &...	0.00	863.52	
10000.90000.53406	BOOKS AND REFERENCE				863.52	
5019348947 Invoice	02/17/2025	LIBRARY SUPPLIES	MISC SUPPLIES	0.00	62.78	
10000.90000.52200	CONTRACT SERVICES				62.78	
5019367987 Invoice	02/25/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	BOOKS AND REFERENCE &...	0.00	340.11	
10000.90000.53406	BOOKS AND REFERENCE				340.11	
5019367988 Invoice	02/25/2025	LIBRARY SUPPLIES		0.00	19.05	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	10000.90000.52200	CONTRACT SERVICES	LIBRARY SUPPLIES		19.05	
0145	BRODART	03/25/2025	Regular	0.00	302.80	69814
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
653662	Invoice	02/26/2025	OFFICE SUPPLIES	0.00	302.80	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		302.80	
0598	DEMCO, INC.	03/25/2025	Regular	0.00	144.03	69815
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7610517	Invoice	02/27/2025	OFFICE SUPPLIES	0.00	144.03	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		144.03	
VEN04152	KANOPY INC	03/25/2025	Regular	0.00	473.00	69816
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
432994-PPU	Invoice	12/31/2024	LIBRARY VIDEOS	0.00	211.00	
10000.90000.52200		CONTRACT SERVICES	LIBRARY VIDEOS		211.00	
438139-PPU	Invoice	01/31/2025	LIBRARY VIDEOS	0.00	140.00	
10000.90000.52200		CONTRACT SERVICES	LIBRARY VIDEOS		140.00	
442686-PPU	Invoice	02/28/2025	LIBRARY VIDEOS	0.00	122.00	
10000.90000.52200		CONTRACT SERVICES	LIBRARY VIDEOS		122.00	
VEN04268	KING OFFICE SERVICES	03/25/2025	Regular	0.00	1,792.00	69817
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
89731-018	Invoice	03/07/2025	LIB MAT STORAGE FEES DURING REMODEL...	0.00	1,792.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...	LIB MAT STORAGE FEES D...		1,792.00	
0786	OFFICE DEPOT, INC	03/25/2025	Regular	0.00	56.22	69818
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
410962418001	Invoice	03/05/2025	OFFICE SUPPLIES	0.00	70.47	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		70.47	
410962418002	Invoice	03/06/2025	OFFICE SUPPLIES	0.00	4.51	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		4.51	
414785852001	Credit Memo	03/04/2025	OFFICE SUPPLIES CREDIT	0.00	-18.76	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES CREDIT		-18.76	
VEN04349	THE VERTEX COMPANIES LLC	03/25/2025	Regular	0.00	34,030.00	69819
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0255132	Invoice	03/04/2025	PROJECT MANAGEMENT LIBRARY IMPROV...	0.00	34,030.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...	PROJECT MANANGEMENT ...		34,030.00	
VEN03926	T-MOBILE	03/25/2025	Regular	0.00	124.60	69820
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV040349	Invoice	02/21/2025	984433408 1/21/25 - 2/20/25	0.00	124.60	
10000.90000.52200		CONTRACT SERVICES	984433408 1/21/25 - 2/20...		124.60	
VEN04209	TSK ARCHITECTS	03/25/2025	Regular	0.00	6,996.00	69821
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
23-025.00-20	Invoice	02/28/2025	ARCHITECTURAL & ENGINEERING - LIBRAR...	0.00	6,996.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...	ARCHITECTURAL & ENGIN...		6,996.00	
0425	WILLDAN ASSOCIATES	03/25/2025	Regular	0.00	1,295.10	69822

Check Register

Packet: APPKT07946-LIB 3/25/25

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	
002-33793	Invoice	03/03/2025	2/13/25 LIBRARY PROJECT PLAN CHECK	0.00	1,295.10	
29007.90000.56010		IMPROVEMENTS O/T BUI...		2/13/25 LIBRARY PROJECT ...	1,295.10	
Total Regular:					490,879.96	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	28	14	0.00	490,879.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	28	14	0.00	490,879.96

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2025	490,879.96
			<u>490,879.96</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT07963 - LIB 4/8/25

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	04/08/2025	Regular	0.00	183.55	69910
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
141H-MQYD-49...	Invoice	03/17/2025	MISC SUPPLIES 3/3/25 - 3/16/25	0.00	129.95	
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/3/25 - 3...		129.95	
1497-D9HF-4MR4	Invoice	03/17/2025	MISC SUPPLIES 3/3/25 - 3/16/25	0.00	22.73	
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/3/25 - 3...		22.73	
14QR-3Q4N-1YPT	Invoice	03/17/2025	MISC SUPPLIES 3/3/25 - 3/16/25	0.00	43.67	
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/3/25 - 3...		43.67	
1HC4-V7D7-1MCD	Invoice	03/17/2025	MISC SUPPLIES 3/3/25 - 3/16/25	0.00	9.25	
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/3/25 - 3...		9.25	
1LNG-D94F-1TT4	Credit Memo	03/17/2025	MISC SUPPLIES CREDIT	0.00	-15.41	
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES CREDIT		-15.41	
1MDF-71W9-4R...	Invoice	02/03/2025	MISC SUPPLIES 1/20/25 - 2/2/25	0.00	19.75	
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 1/20/25 - ...		19.75	
1Q4W-PCND-3FYP	Credit Memo	03/17/2025	MISC SUPPLIES CREDIT	0.00	-26.39	
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES CREDIT		-26.39	
0132	BAKER & TAYLOR, INC.	04/08/2025	Regular	0.00	433.80	69911
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5019385277	Invoice	03/05/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	98.86	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		98.86	
5019385278	Invoice	03/05/2025	LIBRARY SUPPLIES	0.00	4.43	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		4.43	
5019389299	Invoice	03/11/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	307.98	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		307.98	
5019389300	Invoice	03/11/2025	LIBRARY SUPPLIES	0.00	22.53	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		22.53	
0786	OFFICE DEPOT, INC	04/08/2025	Regular	0.00	106.74	69912

Check Register

Packet: APPKT07963-LIB 4/8/25

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	
416171562001	Invoice	03/19/2025	OFFICE SUPPLIES		106.74	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	106.74	
					Total Regular:	724.09

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	3	0.00	724.09
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	3	0.00	724.09

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2025	724.09
			<u>724.09</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT07976 - LIB BOA MAN 4/22/25

By Check Number

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

Payment Type: Regular

0823 BANK OF AMERICA 04/08/2025 Regular 0.00 384.82 69964

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
INV040550	Invoice	02/20/2025	LR - PROGRAMMING - MARCH OPASSIVE P...	0.00	27.56
39006.90000.53999		OTHER PURCHASED SUPP...	LR - PROGRAMMING - MA...		27.56
INV040551	Invoice	02/27/2025	LR - OBOC BOOK READING & SIGNING	0.00	36.67
39006.90000.53999		OTHER PURCHASED SUPP...	LR - OBOC BOOK READING...		36.67
INV040552	Invoice	03/03/2025	LR - NEWSPAPER SUB	0.00	150.00
10000.90000.53501		PERIODICALS	LR - NEWSPAPER SUB		150.00
INV040553	Invoice	03/11/2025	LR - LUNCH FOR INTERVIEW PANEL	0.00	106.15
10000.90000.53999		OTHER PURCHASED SUPP...	LR - LUNCH FOR INTERVIE...		106.15
INV040554	Invoice	03/13/2025	LR - WATER DELIVERY SERVICE	0.00	64.44
10000.90000.53100		OFFICE SUPPLIES	LR - WATER DELIVERY SERV...		64.44

Total Regular: 384.82

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	1	0.00	384.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	5	1	0.00	384.82

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2025	384.82
			<hr/>
			384.82

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT07984 - LIB MAN 4/22/25

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						
VEN01027	STUBBIES	04/15/2025	Regular	0.00	492.62	69975
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
24664	Invoice	04/11/2025	LIBRARY: PEDAL EDGE MICROFIBER CLOTH	0.00	492.62	
39006.90000.53999		OTHER PURCHASED SUPP...		LIBRARY: PEDAL EDGE MIC...	492.62	
Total Regular:					492.62	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	492.62
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	492.62

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2025	492.62
			<hr/>
			492.62

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

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
0132	BAKER & TAYLOR, INC.	04/15/2025	Regular	0.00	986.54
5019407822	Invoice	03/21/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	392.76
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		392.76
5019407823	Invoice	03/21/2025	LIBRARY SUPPLIES	0.00	30.93
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		30.93
5019411636	Invoice	03/24/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	243.48
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		243.48
5019411637	Invoice	03/24/2025	LIBRARY SUPPLIES	0.00	21.21
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		21.21
5019415144	Invoice	03/19/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	65.28
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		65.28
5019415145	Invoice	03/19/2025	LIBRARY SUPPLIES	0.00	5.34
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		5.34
5019423301	Invoice	03/28/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	216.01
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		216.01
5019423302	Invoice	03/28/2025	LIBRARY SUPPLIES	0.00	11.53
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		11.53

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
VEN03072	CA DEPT OF TAX AND FEE ADMINIST	04/15/2025	Regular	0.00	28.00
OCT-DEC2024	Invoice	04/11/2025	OCT - DEC 2024 Q4 USE TAX ACCT #017-7...	0.00	28.00
39006.90000.53999	OTHER PURCHASED SUPP...		OCT - DEC 2024 Q4 USE TA...		28.00

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
VEN03454	AMAZON CAPITAL SERVICES	04/15/2025	Regular	0.00	655.28
13PJ-FKHW-3KC7	Invoice	03/31/2025	MISC SUPPLIES 3/17/25 - 3/30/25	0.00	38.64
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/17/25 - ...		38.64
13QV-NV3R-3MRK	Invoice	03/31/2025	MISC SUPPLIES 3/17/25 - 3/30/25	0.00	33.05
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/17/25 - ...		33.05
1FX-97GP-F9X6	Invoice	03/31/2025	MISC SUPPLIES 3/17/25 - 3/30/25	0.00	325.02
10000.90000.53100	OFFICE SUPPLIES		MISC SUPPLIES 3/17/25 - ...		325.02
1M1X-746T-41LR	Invoice	03/31/2025	MISC SUPPLIES 3/17/25 - 3/30/25	0.00	48.08
39006.90000.53999	OTHER PURCHASED SUPP...		MISC SUPPLIES 3/17/25 - ...		48.08
1XKY-JLC7-F419	Invoice	03/31/2025	MISC SUPPLIES 3/17/25 - 3/30/25	0.00	25.74
10000.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/17/25 - ...		25.74
1XKY-JLC7-FK4N	Invoice	03/31/2025	MISC SUPPLIES 3/17/25 - 3/30/25	0.00	13.85
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/17/25 - ...		13.85
1XRR-7QFC-F1FK	Invoice	03/31/2025	MISC SUPPLIES 3/17/25 - 3/30/25	0.00	10.94
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/17/25 - ...		10.94
1XVC-9JFF-CQ4W	Invoice	03/31/2025	MISC SUPPLIES 3/17/25 - 3/30/25	0.00	145.62
39006.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/17/25 - ...		145.62
1XYJ-1KRQ-F6GG	Invoice	03/31/2025	MISC SUPPLIES 3/17/25 - 3/30/25	0.00	14.34
10000.90000.53406	BOOKS AND REFERENCE		MISC SUPPLIES 3/17/25 - ...		14.34

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN03926	T-MOBILE	04/15/2025	Regular	0.00	124.60	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV040577	Invoice	03/21/2025	984433408 2/21/25 - 3/20/25	0.00	124.60	
10000.90000.52200	CONTRACT SERVICES		984433408 2/21/25 - 3/20...		124.60	
VEN04152	KANOPY INC	04/15/2025	Regular	0.00	154.00	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
447235 - PPU	Invoice	03/31/2025	LIBRARY VIDEOS	0.00	154.00	
10000.90000.52200	CONTRACT SERVICES		LIBRARY VIDEOS		154.00	
VEN04209	TSK ARCHITECTS	04/15/2025	Regular	0.00	8,745.00	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
23-025.00-21	Invoice	03/31/2025	ARCHITECTURAL & ENGINEERING - LIBRAR...	0.00	8,745.00	
29007.90000.56010	IMPROVEMENTS O/T BUI...		ARCHITECTURAL & ENGIN...		8,745.00	
VEN04268	KING OFFICE SERVICES	04/15/2025	Regular	0.00	1,792.00	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
89731-019	Invoice	04/07/2025	LIB MAT STORAGE FEES DURING REMODEL..	0.00	1,792.00	
29007.90000.56010	IMPROVEMENTS O/T BUI...		LIB MAT STORAGE FEES D...		1,792.00	
VEN04349	THE VERTEX COMPANIES LLC	04/15/2025	Regular	0.00	33,871.50	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0257626	Invoice	04/03/2025	PROJECT MANAGEMENT LIBRARY IMPROV...	0.00	33,871.50	
29007.90000.56010	IMPROVEMENTS O/T BUI...		PROJECT MANANGEMENT ...		33,871.50	
VEN04448	AMG AND ASSOCIATES INC	04/15/2025	Regular	0.00	468,072.98	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
AP06	Invoice	03/31/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 3...	0.00	492,711.56	
29007.90000.56010	IMPROVEMENTS O/T BUI...		LIB MEANINGFUL IMPROV...		492,711.56	
AP06 RET	Credit Memo	03/31/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 3...	0.00	-24,638.58	
29007.00000.23500	RETENTION PAYABLE		LIB MEANINGFUL IMPROV...		-24,638.58	
0428	GREY HOUSE PUBLISHING	04/15/2025	Regular	0.00	828.00	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
988836	Invoice	01/23/2025	REFERENCE BOOKS - VARIOUS	0.00	572.00	
10000.90000.53406	BOOKS AND REFERENCE		REFERENCE BOOKS - VARI...		572.00	
988837	Invoice	01/23/2025	REFERENCE BOOKS - VARIOUS	0.00	256.00	
10000.90000.53406	BOOKS AND REFERENCE		REFERENCE BOOKS - VARI...		256.00	
Total Regular:					515,257.90	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	27	10	0.00	515,257.90
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
	27	10	0.00	515,257.90

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2025	515,257.90
			<u>515,257.90</u>

Chair

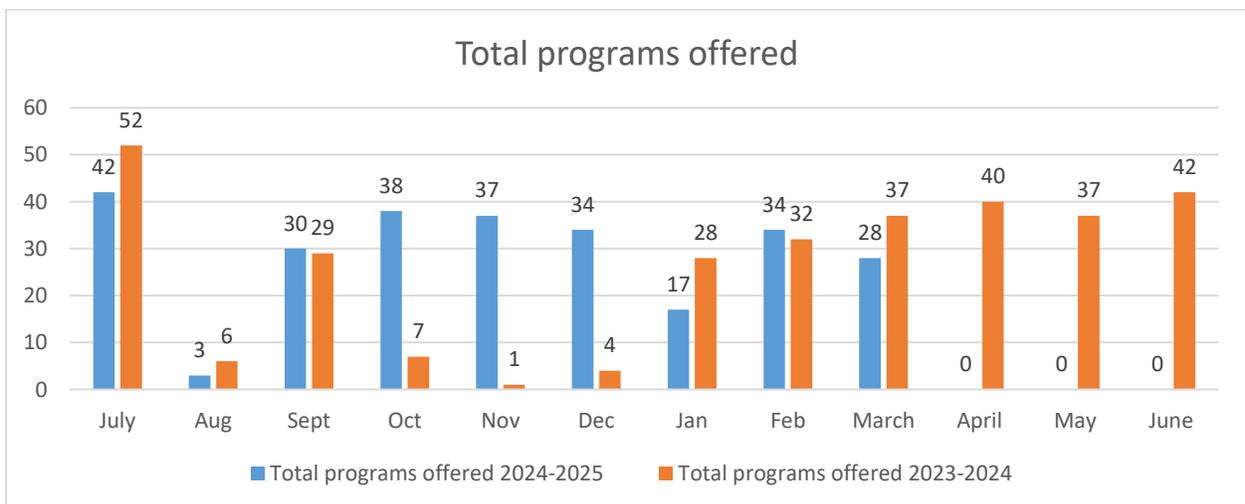
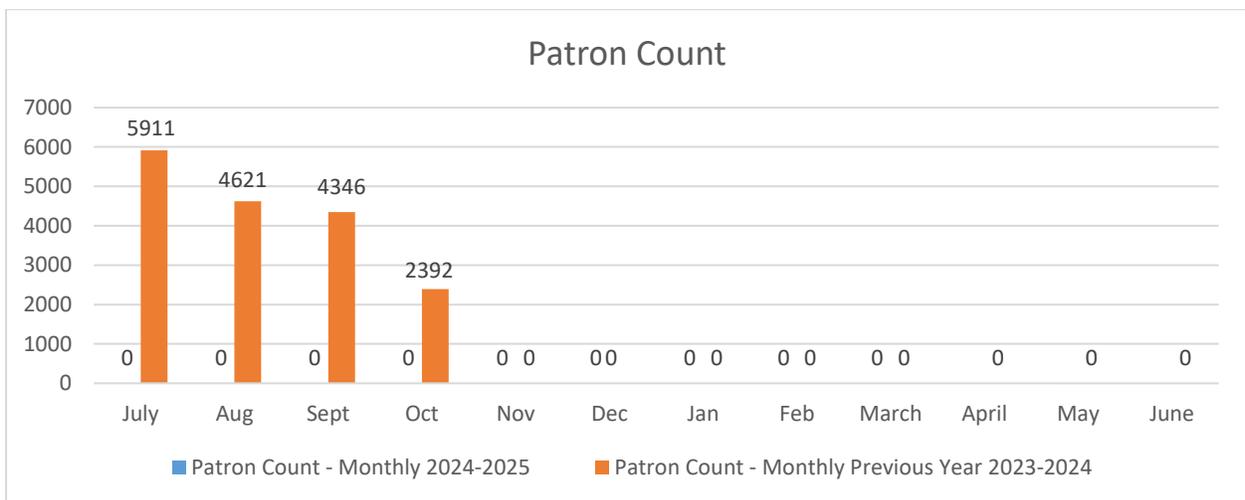
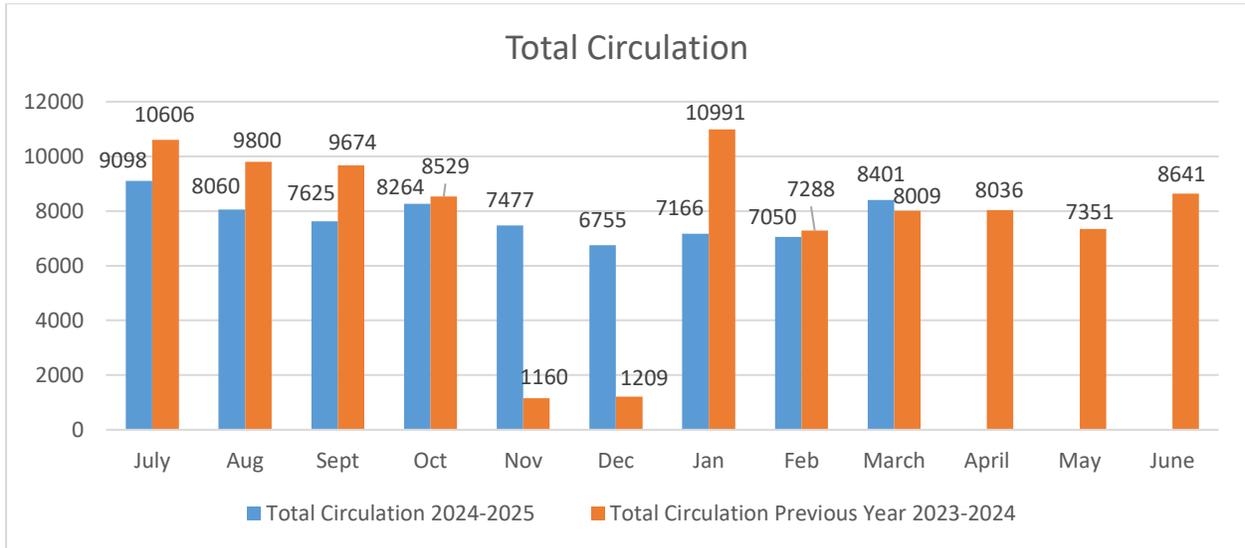
Trustee

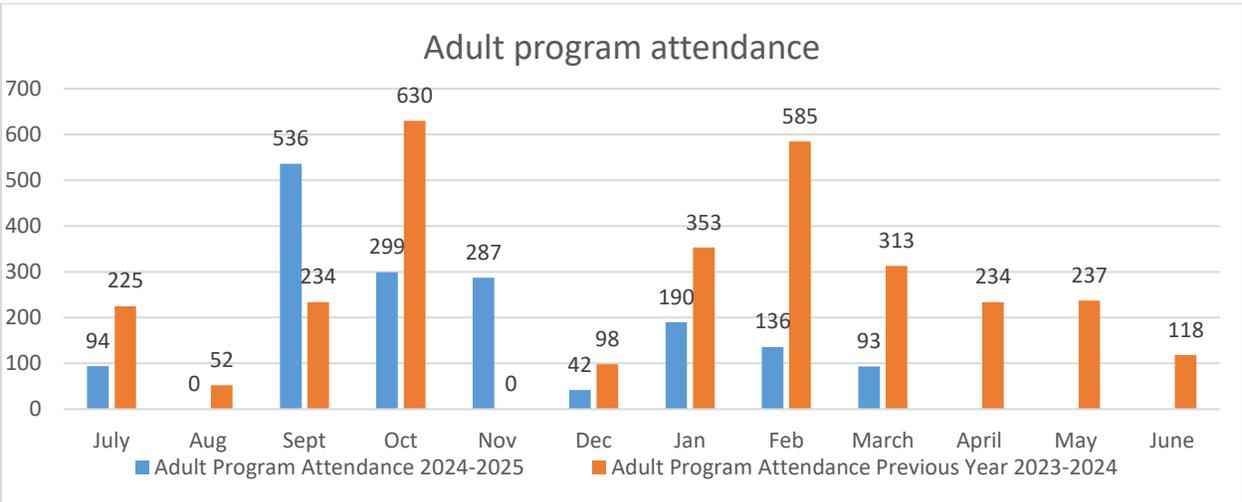
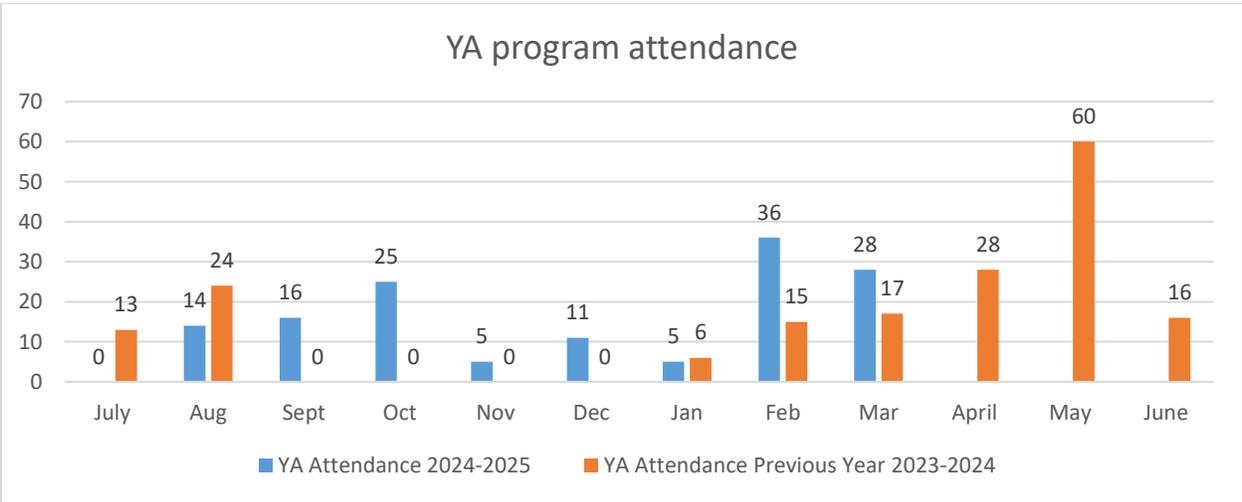
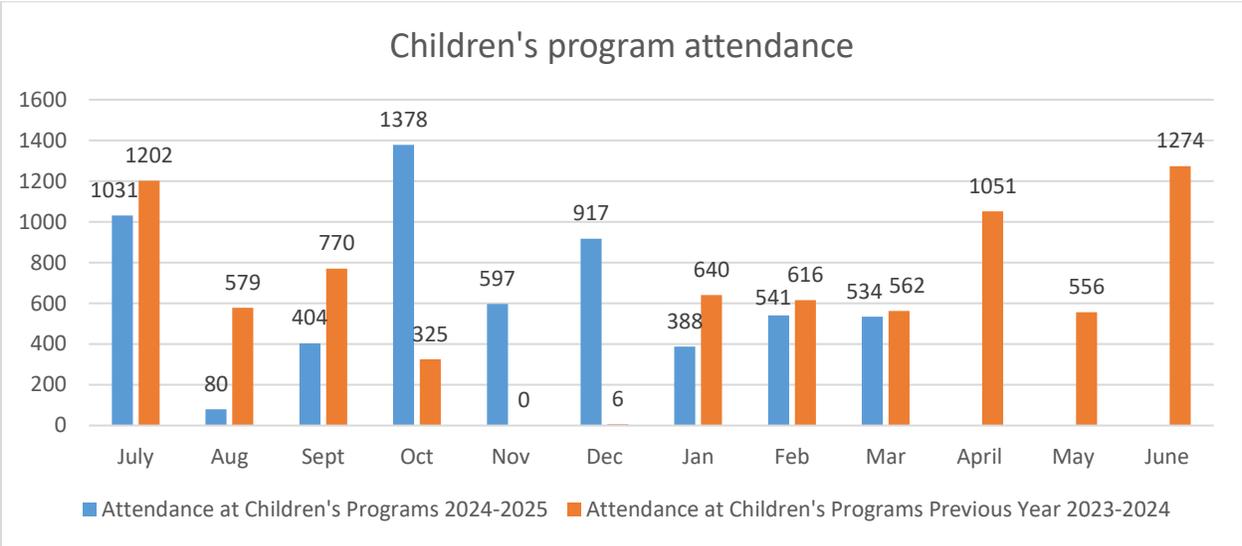
Trustee

Trustee

Trustee

Mar 2025 Library Statistics

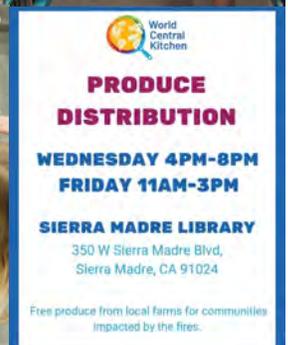




March 2025 Online Content

In February, the Library had 26 social media posts with 9,926 reactions (likes/comments/views). Many were for the following:

- This Week at the Library
- 3D Printing Basics
- Mudflow Mitigation: Sandbag Distribution
- Sensory Play
- Parent TV
- Bookmark Contest
- Green Teens
- Perfectly Puzzled
- Library TikTok - Library Work Uniform
- Tails & Tales
- Pajama Storytime
- World Central Kitchen
- Digital Services Meet & Greet
- 1000 Books Before Kindergarten
- Throw Back Thursday - Fires SG Mountains
- Library TikTok - Severance Library Edition
- National Library Week
- Bookmark Contest
- Library TikTok - Somebody's Watching Me
- FOL Best Used Book Sale



April 14, 2025



The Honorable [Insert name of representative]

[Office Address]

[City, State, Zip Code]

Dear [Representative's Name],

BOARD OF TRUSTEES

Catherine Addé

Susan Gallagher

Leigh Gluck

Laura Palmer

Diane Sands

We are writing to you on behalf of the Sierra Madre Public Library Board of Trustees to express our support for continued funding for public libraries at the federal, state, and local levels. We call upon you to work toward the restoration of funding and staffing in a show of support for the Institute of Museum and Library Services (IMLS). Libraries, including our own Sierra Madre Public Library, play an essential role in promoting civic engagement, educational advancement, and equal access to information, and the IMLS plays a vital role in that process.

Libraries are crucial community institutions that offer a broad range of services to people of all ages and backgrounds. These services include access to educational resources, digital literacy programs, and a platform for public engagement and creativity. Libraries help bridge gaps in underserved communities, providing vital services to individuals who may otherwise be without access to critical resources. For every dollar invested in public libraries, more than five dollars of public benefit results (California Library Services Board, 2021).

MISSION

It is the mission of Sierra Madre Public Library to provide free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community.

The IMLS, through programs like the Library Services and Technology Act (LSTA) and the National Leadership Grants for Libraries, has enabled libraries to modernize, innovate, and expand their reach. These programs have helped libraries improve digital literacy, provide enrichment through arts and culture, and support lifelong learning for all. The termination of IMLS funding imperils these important programs and stunts the ability of libraries to continue offering these services to the public.

VISION

The Sierra Madre Public Library aspires to offer the community endless possibilities through enriched experiences; building an awareness and involvement in the community.

We know you recognize the critical role that libraries play in fostering social equity and improving economic outcomes for individuals and families. Access to information and resources at libraries can help reduce barriers to success and create pathways to better opportunities, especially in marginalized communities. We respectfully urge you to continue supporting robust funding for IMLS and other government programs that support libraries. We also urge you to work toward the reinstatement of funding and staffing for IMLS.

Thank you for your attention to this important issue. We look forward to your continued support for public libraries and the vital role they play in the lives of millions of Americans, including here in Sierra Madre.

LIBRARY

350 W Sierra Madre Blvd.

Sierra Madre, CA 91024

Phone: (626) 355-7186

Text: (626) 662-1254

ref@sierramadreca.gov

Sincerely,

Chair Diane Sands | Vice Chair Leigh Gluck | Trustee Laura Palmer | Trustee Catherine Addé | Trustee Susan Gallagher

1. California Library Services Board. (2021, August). The Value of California's Public Libraries. <https://www.library.ca.gov/wp-content/uploads/2021/09/Value-of-Libraries.pdf>



Sierra Madre Public Library
Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Leila Regan, City Librarian

DATE: 04/28/2025

SUBJECT: Furniture, Fixtures, and Equipment (FF&E) Timeline Discussion

STAFF RECOMMENDATION

It is recommended the Library Board of Trustees stay up to date on the timeline for Furniture, Fixtures, and Equipment (FF&E) as presented by interior design services contractor TSK Architects.

SUMMARY

The January 22, 2025, City Council meeting approved a services contract to work with TSK Architects regarding the Furniture, Fixtures, and Equipment (FF&E)/interior design of the renovated Library at 440 W Sierra Madre Blvd. Since then a confirmed timeline that was very similar to the scope of work timeline has been used moving forward.

ANALYSIS

To date, the Library and TSK Architects have been on schedule with the proposed timeline. The following tasks from the timeline have been completed:

- Kick Off Meeting – January 30, 2025
- Community Meeting – February 22, 2025
 - Recorded here:
<https://www.youtube.com/live/sMLrakgQomM?si=k8WKkPZ3EkFB2RrB>
- Furniture Programming Meeting Part 1 With Staff – March 18, 2025
- Furniture Programming Meeting Part 2 With Staff – April 9, 2025

The Library and TSK Architects are on schedule, though there are plans for a third furniture programming meeting with staff.

ATTACHMENTS

1. TSK Architects Timeline for FF&E
2. Scope of Work for Interior Designer

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.

Sierra Madre Library - Furniture Planning Schedule

Dates	Tasks
January 30, 2025	Kick Off
Feb 22, 2025	Community Input (through March 15 th 2025)
March 17, 2025	Furniture Programming Part 1
April 7, 2025	Furniture Programming Part 2
May 22, 2025	Furniture Finishes Selection Presentation
June 26, 2025	ALA Conference & Exhibit
July 21, 2025	Final pricing and review
August 1, 2025	Purchase order deadline
January 12, 2026	Furniture Installation
January 29, 2026	Punch list
FEB 2, 2026	Move In
May, 2026	Open to Public

*All dates are estimated until coordination has been completed with all parties involved.

CITY OF SIERRA MADRE

Request for INFORMAL Solicitation for Furniture, Fixtures, and Equipment Design and Procurement

BIDDER ELIGIBILITY: This Informal Solicitation is open to those Bidders that satisfy the minimum qualifications stated herein and that are available for work in the state of California. All communications concerning this Informal Solicitation must be directed only to the Informal Solicitation Coordinator via email. Any other communication will be considered unofficial and nonbinding. Bidders are to rely on written statements issued by the Informal Solicitation Coordinator. Communication directed to parties other than the Informal Solicitation Coordinator may result in disqualification of the Bidder.

1. PROJECT SUMMARY

The City of Sierra Madre ("City") is seeking proposals from qualified firms for Furniture, Fixtures, and Equipment Design and Procurement ("Contractor") in accordance with the Scope of Work specified in this request.

2. SCOPE OF WORK / SPECIFICATIONS

The City is soliciting proposals from qualified vendors to provide library furniture, fixtures, and equipment (FF&E) procurement services for the renovated library building at 440 W. Sierra Madre Blvd.

The project will include designing the interior of the renovated building. This includes but is not limited to public meetings for design input, staff meetings for design input, layout design of FF&E, vetting and recommending appropriate vendors for FF&E, bidding process for desired FF&E, ensuring the ordering, delivery, and installation of FF&E following Appendix A.

2.1 The renovated building at 440 W Sierra Madre Blvd. is not yet completed. All procurement and design will be based on approved architectural plans for the building and working with the architecture firm, TSK Architects, to ensure everything meets building and code standards.

2.2 Furniture, Fixtures, and Equipment.

Furniture includes but is not limited to:

- Library Shelving
- Library Display Shelving
- Standalone Office Furniture - Desks, tables, chairs, bookcases, filing cabinets, display cabinets, couches, etc.
- Library Seating – tables, chairs, benches, etc.
- Technology Furniture

Fixtures includes but is not limited to:

- Electric Fireplace – in general reading room.
- Lighting
- Wall Mounted Boards – Whiteboards, corkboards, etc.
- Wayfinding Signage

3. FF&E CONTRACTOR REQUIREMENTS

The FF&E Contractor is expected to comply with all current applicable federal, state and local regulations. The FF&E Contractor will have an active business license in good standing, worker's compensation and general liability insurance.

All labor, supervision, tools, equipment, transportation, and materials necessary to perform the furniture, fixtures, and equipment design and procurement are to be included and provided by the contractor.

Hazardous Materials The contractor **will not** be required to handle, store or transport hazardous materials.

4. SAFETY

The contractor will perform all work in a safe manner, adhering to OSHA and DOT guidelines, with proper technique and equipment in order to preserve the safety of City employees, contractors and visitors. At no time will the contractor perform any act that is unsafe. The contractor will also temporarily close off areas to pedestrian traffic to prevent potential injury to bystanders when large or heavy equipment is being moved or used. A City representative will work with the contractor to prepare notification to the City staff, contractors and visitors, if necessary.

4.1 Contractor employees will be required to possess and readily show company identification while working on City sites.

4.2 Contractor vehicles must not park in fire lanes, on sidewalks, in landscaped areas or any area not intended for vehicles.

6. COMMUNICATION AND AUTHORIZATION

An appointed City representative will be the single contact point for the contractor, of which requests, direction, coordination and authorization will be communicated through. The contractor shall, at all times, provide a working lead person who shall be responsible to accept and execute such instructions as are conveyed by the City's designated representative during the contract period. This person shall have the responsibility to coordinate the project with the other contractor employees. Instructions conveyed verbally or in writing shall be binding upon the contractor. Vendor will provide weekly or bi-weekly updates to ensure project is aligned.

7. PERSONNEL

All work must be performed by skilled, experienced personnel, directly employed, supervised and trained to work with materials and equipment of the trade in a safe and workmanlike manner. All complaints shall be handled through the City's designated representative. At the request of the City, the contractor shall replace any person in its employ deemed by the City to be unqualified to perform the work. The City and the contractor shall each be promptly notified by the other of any complaints received.

8. COORDINATION OF WORK

The City will contact the contractor to setup and coordinate the installation services before the service is required. The contractor shall not commence any work until contractor has notified the City's designated representative of contractor's arrival. The contractor shall conduct a walkthrough with the City's designated representative, prior to the actual installation, to determine the number of personnel, tools and equipment required to accomplish an efficient and professional installation within the specified completion time.

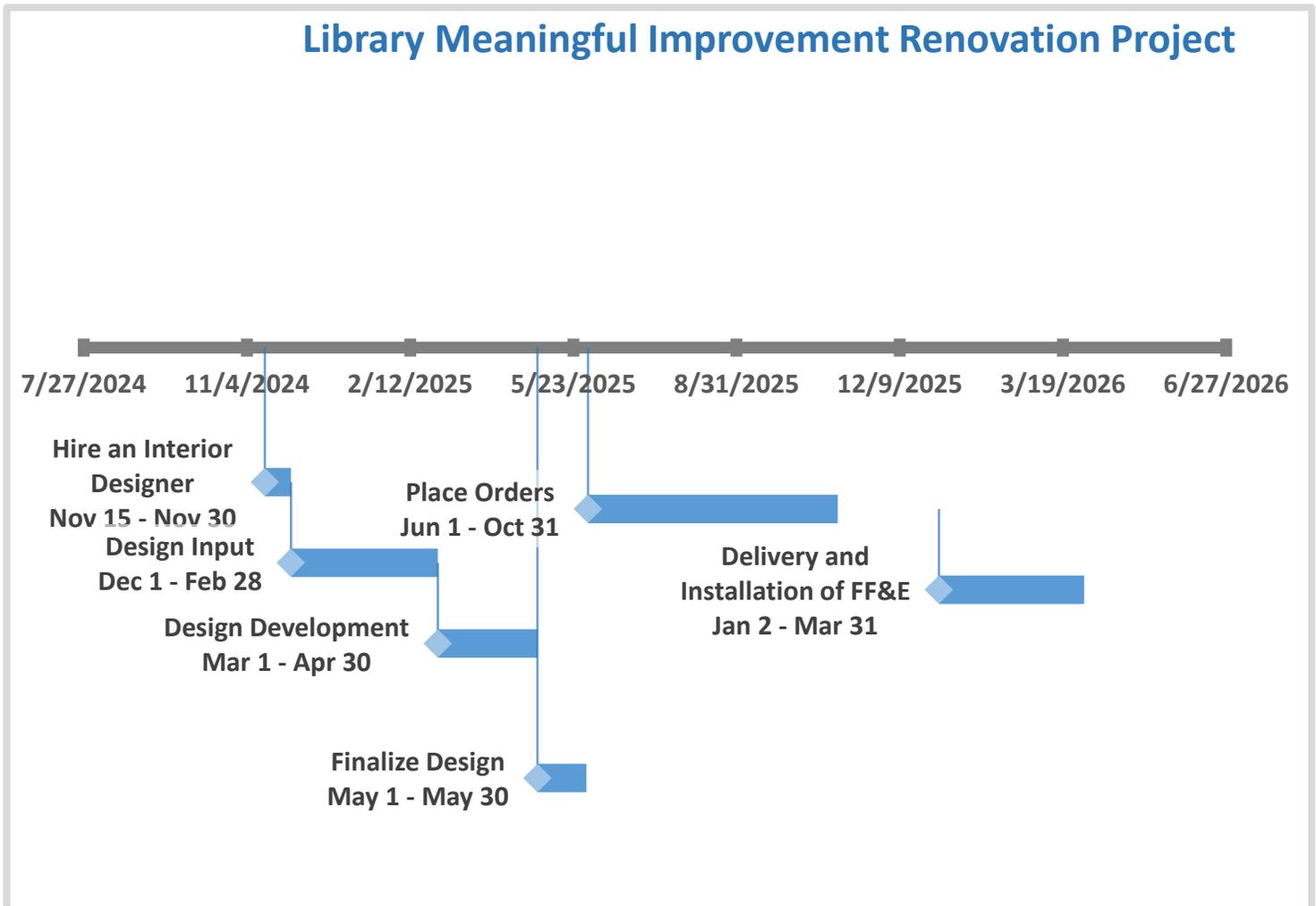
9. CLEANUP

The contractor will be responsible for cleanup of any and all materials directly used by the contractor during the design and installation process.

APPENDIX A

FF&E Timeline and Milestones

*Subject to change



Tasks

Start	End	Duration	Label
11/15/2024	11/30/2024	16	Hire an Interior Designer Nov 15 - Nov 30
12/1/2024	2/28/2025	90	Design Input Dec 1 - Feb 28
3/1/2025	4/30/2025	61	Design Development Mar 1 - Apr 30
5/1/2025	5/30/2025	30	Finalize Design May 1 - May 30
6/1/2025	10/31/2025	153	Place Orders Jun 1 - Oct 31
1/2/2026	3/31/2026	89	Delivery and Installation of FF&E Jan 2 - Mar 31

Milestones

Date	Label
12/10/2024	Award of Bid Dec 10
1/16/2025	Public Design Meeting Jan 16
1/21/2025	Staff Design Meeting Jan 21
2/8/2025	Second Public Design Meeting Feb 8
2/18/2025	Second Staff Design Meeting Feb 18
5/29/2025	Public Design Presentation May 29
3/31/2026	All FF&E in Place Mar 31
6/1/2026	Library Re-Opens Jun 1
