



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, August 25, 2025

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

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

CALL TO ORDER / ROLL CALL

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

PLEDGE OF ALLEGIANCE

Leigh Gluck

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from July 28, 2025, meeting.

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: \$300.00, \$300.00, \$609,012.06, \$630.17, \$4,091.73, \$25.00
2. **Library Statistics** – Recommendation to receive and file July 2025 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Reopening & Ribbon Cutting Ceremony Discussion

City Librarian Regan to open discussions on the Reopening & Ribbon Cutting Ceremony happening Saturday, June 6, 2026, at 440 W Sierra Madre Blvd. It is recommended the Library Board of Trustees provide guidance, suggestions, and comments.

2. Furniture, Fixtures, and Equipment (FF&E) Update

City Librarian Regan to update Library Board of Trustees on the FF&E procurement process. No action required.

3. 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. It is recommended to have a discussion and present additional questions for the next meeting.

4. Library Foundation Update and Discussion

Update on the Library Foundation’s current membership and fundraising. 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 September 22, 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, July 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

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

All Present

Meeting called to order at 5:01 PM

PLEDGE OF ALLEGIANCE

Trustee Laura Palmer led the Pledge of Allegiance

APPROVAL OF AGENDA

Trustee Gluck moved to approve Agenda

Trustee Gallagher seconded

All were in favor

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from June 23, 2025, meeting.

Trustee Gallagher made correction on page 7 to read "... Pasadena Tournament of Roses Foundation Grant"

Trustee Adde moved to approve the Minutes with the correction

Trustee Gallagher seconded

All were in favor

PUBLIC COMMENT

None

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$1,037,110.25, \$1,258.56, \$5,209.24, \$34.98, \$2,318.36, \$1,050.00, \$-25.00
- 2. Library Statistics** – Recommendation to receive and file June 2025 Statistical Reports.
- 3. Friends of the Library Budget** – Recommendation that the Board receive and file the 2025-2026 Friends of Library budget.

Questions/Comments:

Trustee Adde asked about the negative \$25 in the Warrants

City Librarian Regan replied it was a return

Trustee Gluck asked about the negative \$50,000 listed in one of the Warrants

City Librarian Regan replied it was a credit back

Trustee Gluck asked about the Warrant invoices dated 1/15/25

City Librarian Regan replied these invoices were delayed

Trustee Gluck asked about Geocon west

Director Arnulfo replied it was for soil testing. We want to make sure the soil is solid throughout the process and test multiple times.

Trustee Gluck asked about the travel expenses

City Librarian Regan replied it was travel expenses for Staff for the TSK sit test and also her travel expenses for the entire year including: SCLC meetings, conferences, trainings, etc.

Chair Sands noticed a higher involvement in some area of the Statistics so that was good.

City Librarian noted the Friends Budget increased by \$4,000. This was due to rate increases and the addition of funding for the digital resource Brainfuse, no longer funded through an SCLC grant.

Trustee Adde moved to approve the consent calendar

Trustee Palmer seconded

All were in favor

ACTION ITEMS AND REPORTS

1. American Library Association Annual Conference Recap

City Librarian gave a brief overview of the American Library Association (ALA) annual conference. City Librarian Leila Regan, Reference Librarian Chelsea Lee, and Library Technician Julie Imahara were able to attend. A summary of sessions attended was included in this agenda packet. Regan mentioned a few of the guest speakers such as George Takei, Gina Davis and former Library of Congress Librarian Carla Hayden. Regan spoke to many Library vendors at the conference regarding our renovation. The conference was great for training and helps Staff keep up with modern Library trends.

Questions/Comments:

Trustee Gluck was curious if we were able to get any deals or discounts?

City Librarian Regan replied she did get some offers such as the FETech wand that might help in combining our temporary and long-term storage collections.

2. Library Meaningful Improvement Update

Public Works Director Arnulfo Yanez gave updates and had a handout. He said we are on schedule and budget. The roof expansion is prepped for solar panels, but they are not included in this project. Demolition has begun to the front, refurbishing of windows and walls. Need to replace the entire foundation in the corner where the oak tree was. The roots did damage the foundation. He mentioned the difference between 1955 roofing technology vs 2025 roofing technology. We are beginning the base the walls are going to be very sturdy. Using plates instead of wood for best survivability for fires and earthquakes. Double reinforced floor on the second floor, lots of rebar in the floors. Pre-manufactured stairs have also arrived. Began demolition of the old roof. It is a mess. New roof is coming in the next couple of days. Waterproofing the elevator pit. There will be delicate equipment in the pit. We've had zero accidents. Zero concerns from neighbors. We did have a trespasser – a bear!

Questions/Comments:

City Librarian Regan asked about the punch list. TSK would like to start installing FFE January 6, 2026.

Director Yanez replied it will be after January 31, 2026. We might not be able to occupy the renovated Library until after the punch list depending on how long the punch list is and how in-depth it is. Will know by the second week in January. A short list is anything under 50 issues.

3. Library Foundation Update and Discussion

Sierra Madre Library Foundation Chair Rob Stockly gave a very large thank you to Catherine Adde and her Husband they have made a substantial donation to the campaign. He reported the Foundation has fundraised \$250,000, which is 1/3 of the way we wanted to raise. There are a few things we are doing. Mayor Pro Tem Lowe sent an email about a bunch of grant opportunities. We are getting more active in social media. We are at events in the park to hand out items. We are trying to coordinate things with businesses for a portion of the proceeds. Trying to coordinate with businesses in town. Looking at restaurants, Basil at Arnold's, etc. We are also reaching out to the realtors in town and have a presentation scheduled.

4. Sierra Madre Historical Preservation Society Report

Leslie Ziff reported for the SMHPS. We had the walk-throughs with the TSK architects that are the same architects doing the Library. They came to look at the roof of the Richardson House. They checked the walls again. They are thinking about painting it white and I said no, paint it the same color as the house. We are going to be at the Mt. Wilson Trail Race with a booth – October 4th. We are still doing the Cemetery Tour in November. We will be at the Winter Festival but they have not determined the date. They do not want to have it on the Saturday after Thanksgiving.

5. Friends of the Library Liaison Report

Leslie Ziff reported for the Friends. The book sale is this weekend and October 11, 2025, is the date of the Wine Tasting. Tickets will go on sale the month before.

6. City Council Liaison Report

Mayor Pro Tem Lowe reported City Council has been dark. City Council went on a tour of the Library site. We are following closely on the construction reports from the ad hoc committee. We'll have a different council member at the next Ad Hoc Committee. Lowe sent an amazing list of great grants.

7. Trustees Updates

Trustee Palmer joined the Library for the Fourth of July parade. She attended a Sip & Shush program. She saw a scheduling conflict with the Hart Park House and made some adjustments to allow the Human Library program to go on as planned.

Trustee Gluck attended the Library construction tour and is excited for it to be done. She is a member of the Eaton Fire Collaborative. They've been meeting once a week on Tuesday mornings since January to combine efforts. That group just this last week voted on a leadership council and they are looking at extended recovery.

Trustee Gallagher joined the Library for the Fourth of July parade and said it was a lot of fun. The July 8 Library tour was wonderful.

Trustee Adde really enjoyed the Library hardhat tour. She wrote the summer time book review for the FOL newsletter. She also live broadcasted the 4th of July Parade in front of the Library.

Chair Sands was in the 4th of July Parade with the Library. She also went on the construction tour of the Library and was excited by both.

8. City Librarian Report

City Librarian Leila Regan presented an oral report concerning Library services since the last Board Meeting. Regan thanked everyone for participating in the 4th of July Parade. Thanked everyone who was able, for going on the Library construction tour. Library Staff is ready to go back. Looking at another Library construction site tour in August, for those that missed. The Library will have the annual programming nap during the month of August. We will have Staff trainings during the nap. Next week training is scheduled for autism and a self-defense class. Later we will have a dementia training and then an All Staff meeting for upcoming programs and planning for transition back to 440. Regan reported the FFE budget is being finalized. We have not ordered yet. Thanked Friends for approving the budget and funding the Brainfuse. Some of the Summer programs were so successful we will continue them in the fall. Sip & Shush, the Human Library, and the Genre Book Club, especially for the Tom Selleck memoir, all had good attendance and will continue. Our performer programs in Memorial Park have all been successful with almost 200 in attendance at every one. Don't forget about the upcoming Book Sale. Martha confirmed the Friends Book Sales will continue at the Temporary Library. The last Book Sale will be in December 2025. The Library will be open in January but have no programming. The Library will shut down at the Temporary location at the end of January 2026. Donations for the Book Sale will restart at 440 once the building is ready. Book Sales will then be in the Community Room at the renovated Library.

Questions/Comments:

Trustee Adde commented she enjoyed the social media postings especially of Richard, a Canyon resident.

City Librarian Regan said that was part of our Libraries are Larger than Books campaign.

Chair Sands mentioned the town was very happy to see the Library in the Parade and yelled out they “Love the Library”

Trustee Gluck mentioned the Grand reopening of the Altadena Bob Lucas Memorial Library will be Saturday August 16, 2025, at 10am.

9. Annual Presentation on Brown Act Procedures & Student Commission Information

City Clerk Laura Aguilar gave a presentation on Brown Act Procedures and on a new Student Commission initiative. She explained the Brown Act, sometimes called the Sunshine Law. It gives transparency to the public and provides a way for them to find out where their tax dollars are going and give feedback to elected officials. Aguilar also talked about the proposed Student Commissioner program. It would be for students aged 13 to 21 years old. They would be able to participate in the legislative process and learn about City government. They would be at the Commission and Board level, not City Council. They would be non-voting members and would not be part of quorum. Student commissioners could provide feedback and act as volunteers.

10. Chair/Vice Chair Nomination and Appointments for FY 2025/2026

Chair Sands remarked it has been her honor to be the Chair for the last year. She opened the floor for chair and vice-chair nominations. She started by nominating Leigh Gluck for Chair.

No other nominations

Trustee Gallagher motioned to approve

Trustee Adde seconded

All were in favor

New Chair is Leigh Gluck

Trustee Adde nominated Susan Gallagher as vice chair

Trustee Sands seconded

All were in favor

11. Library Board of Trustees Committee Assignments

Trustees to reviewed and agreed on committee assignments as follows:

- Friends of the Library Liaison (1) – Susan Gallagher
- Sierra Madre Historical Preservation Society Liaison (2) – Susan Gallagher (Primary), Laura Palmer (Secondary)
- Library Foundation Liaison (2) – Catherine Adde (Primary), Leigh Gluck (Secondary)
- Sommer Scholarship (2) – Diane Sands, Susan Gallagher
- Library Grand Reopening (5)
 - Publicity & Promotion (2) – Catherine Adde, Diane Sands
 - Logistics & Fundraising (2)- Leigh Gluck, Laura Palmer
 - DAY OF Assistance (5) – All Trustees throughout the day!

Questions/Comments:

City Librarian Regan explained three programs are pausing for just this year, due to the Library being closed for the move back: One Book One City, Bookmark Contest, and Open House

The Sierra Madre Historical Society would like to run a Historical Place Holder bookmark contest in lieu of the Library's Annual Bookmark Contest.
The Playhouse might want to do One Book One City under a different name.
June 6, 2026, will be the Library's Grand reopening.

12. Items for Future Agenda

Additional items suggested for next agenda were the Grand Reopening as an ongoing agenda item

ADJOURNMENT

Trustee Palmer moved to adjourn
Trustee Adde seconded
All were in favor
Meeting was adjourned at 6:43 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						
VEN04492	MARY GENEVIEVE MILLER	07/22/2025	Regular	0.00	300.00	70613
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>1</u>	Invoice	06/24/2025	KNITTING CLASS EVENT	0.00	150.00	
39006.90000.53999	OTHER PURCHASED SUPP...		KNITTING CLASS EVENT		150.00	
<u>2</u>	Invoice	06/10/2025	KNITTING CLASS EVENT	0.00	150.00	
39006.90000.53999	OTHER PURCHASED SUPP...		KNITTING CLASS EVENT		150.00	
Total Regular:					300.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	300.00
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
	2	1	0.00	300.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2025	300.00
			<u>300.00</u>

Chair

Trustee

Trustee

Trustee

Trustee



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN04492	MARY GENEVIEVE MILLER	07/24/2025	Regular	0.00	300.00	70614
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>3</u>	Invoice	07/09/2025	KNITTING CLASS EVENT	0.00	150.00	
39006.90000.53999	OTHER PURCHASED SUPP...		KNITTING CLASS EVENT		150.00	
<u>4</u>	Invoice	07/22/2025	KNITTING CLASS EVENT	0.00	150.00	
39006.90000.53999	OTHER PURCHASED SUPP...		KNITTING CLASS EVENT		150.00	
Total Regular:					300.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	300.00
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
	2	1	0.00	300.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2025	300.00
			<u>300.00</u>

Chair

Trustee

Trustee

Trustee

Trustee



By Check Number

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

Payment Type: Regular

VEN03454 AMAZON CAPITAL SERVICES 08/12/2025 Regular 0.00 539.49 70736

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	

1331-VXRP-1VJD	Invoice	06/23/2025	MISC SUPPLIES 6/9/25 - 6/22/25	0.00	16.34
39006.90000.53406			BOOKS AND REFERENCE		16.34
1D6F-4H6G-CFHC	Invoice	06/30/2025	MISC SUPPLIES 6/23/25 - 7/6/25	0.00	213.59
39006.90000.53406			BOOKS AND REFERENCE		213.59
1FM3-49GN-GY...	Invoice	06/09/2025	MISC SUPPLIES 5/26/25 - 6/8/25	0.00	38.66
39006.90000.53406			BOOKS AND REFERENCE		38.66
1FT9-TWKN-9WXK	Credit Memo	06/30/2025	MISC SUPPLIES CREDIT	0.00	-229.71
39002.90000.53999			OTHER PURCHASED SUPP...		-229.71
1GH7-JG4T-1PGY	Invoice	06/23/2025	MISC SUPPLIES 6/9/25 - 6/22/25	0.00	28.33
10000.90000.53406			BOOKS AND REFERENCE		28.33
1JYF-XLVK-1WKQ	Invoice	06/23/2025	MISC SUPPLIES 6/9/25 - 6/22/25	0.00	19.83
39006.90000.53406			BOOKS AND REFERENCE		19.83
1LDQ-N6V4-9Q34	Credit Memo	06/30/2025	MISC SUPPLIES CREDIT	0.00	-18.60
39006.90000.53999			OTHER PURCHASED SUPP...		-18.60
1MXR-1J6M-33DT	Invoice	06/23/2025	MISC SUPPLIES 6/9/25 - 6/22/25	0.00	14.31
10000.90000.53100			OFFICE SUPPLIES		14.31
1NXK-QTXR-99HP	Credit Memo	06/30/2025	MISC SUPPLIES CREDIT	0.00	-43.34
39006.90000.53999			OTHER PURCHASED SUPP...		-43.34
1P9Q-TJP7-9G6L	Invoice	06/30/2025	MISC SUPPLIES 6/23/25 - 7/6/25	0.00	65.04
10000.90000.53100			OFFICE SUPPLIES		65.04
1TC4-3YNK-39WQ	Invoice	06/23/2025	MISC SUPPLIES 6/9/25 - 6/22/25	0.00	259.57
39006.90000.53406			BOOKS AND REFERENCE		259.57
1VKY-PGRW-3YDG	Credit Memo	06/30/2025	MISC SUPPLIES CREDIT	0.00	-8.83
39006.90000.53406			BOOKS AND REFERENCE		-8.83
1VYY-NX4H-DV9N	Invoice	06/09/2025	MISC SUPPLIES 5/26/25 - 6/8/25	0.00	54.27
39002.90000.53999			OTHER PURCHASED SUPP...		54.27
1X6C-11H7-1WGY	Credit Memo	06/30/2025	MISC SUPPLIES CREDIT	0.00	-43.34
39006.90000.53999			OTHER PURCHASED SUPP...		-43.34
1XC7-NDQF-3M...	Invoice	06/23/2025	MISC SUPPLIES 6/9/25 - 6/22/25	0.00	165.23
10000.90000.53406			BOOKS AND REFERENCE		165.23
1YW9-J693-36KD	Invoice	06/23/2025	MISC SUPPLIES 6/9/25 - 6/22/25	0.00	8.14
10000.90000.53100			OFFICE SUPPLIES		8.14

VEN02711 AMERICAS PRINTER 08/12/2025 Regular 0.00 207.64 70737

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	

1261497	Invoice	06/19/2025	LIBRARY STANDARD BUSINESS CARDS	0.00	207.64
10000.90000.53999			OTHER PURCHASED SUPP...		207.64

VEN04448 AMG AND ASSOCIATES INC 08/12/2025 Regular 0.00 545,497.66 70738

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	

AP06 DIF	Invoice	03/31/2025	LIBRARY MEANINGFUL IMPROVEMENT PR...	0.00	60.00
29007.90000.56010			IMPROVEMENTS O/T BUI...		60.00

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN03926	T-MOBILE	08/12/2025	Regular	0.00	261.25	70747
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV041479	Invoice	06/23/2025	984433408 5/21/25 - 6/20/25	0.00	94.05	
10000.90000.52200	CONTRACT SERVICES		984433408 5/21/25 - 6/20...		94.05	
INV041480	Invoice	06/21/2025	206696591 5/21/25 - 6/20/25	0.00	167.20	
10000.90000.52200	CONTRACT SERVICES		206696591 5/21/25 - 6/20...		167.20	
VEN04209	TSK ARCHITECTS	08/12/2025	Regular	0.00	8,745.00	70748
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
23-025.00.24	Invoice	06/12/2025	ARCHITECTURAL & ENGINEERING - LIBRAR...	0.00	8,745.00	
29007.90000.56010	IMPROVEMENTS O/T BUI...		ARCHITECTURAL & ENGIN...		8,745.00	
0904	VROMAN'S	08/12/2025	Regular	0.00	2,965.71	70749
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4630094	Invoice	06/09/2025	BOOKS	0.00	347.15	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS		347.15	
4658629	Invoice	06/27/2025	BOOKS	0.00	246.97	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS		246.97	
4658630	Invoice	06/27/2025	BOOKS	0.00	510.86	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS		510.86	
4658634	Invoice	06/27/2025	BOOKS	0.00	151.11	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS		151.11	
4658635	Invoice	06/27/2025	BOOKS	0.00	543.21	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS		543.21	
4658641	Invoice	06/27/2025	BOOKS	0.00	549.51	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS		549.51	
4659232	Invoice	06/27/2025	BOOKS	0.00	616.90	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS		616.90	
0425	WILLDAN ASSOCIATES	08/12/2025	Regular	0.00	650.00	70750
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
002-33894.1	Invoice	06/30/2025	JUNE 2025 LIBRARY INSPECTIONS	0.00	650.00	
29007.90000.56010	IMPROVEMENTS O/T BUI...		JUNE 2025 LIBRARY INSPE...		650.00	
0427	WORLD BOOK SCHOOL AND LIBRARY	08/12/2025	Regular	0.00	385.65	70751
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
ARI0009533	Invoice	06/19/2025	LIBRARY BOOKS	0.00	385.65	
10000.90000.53406	BOOKS AND REFERENCE		LIBRARY BOOKS		385.65	

Total Regular: 609,012.06

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	43	16	0.00	609,012.06
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
	43	16	0.00	609,012.06

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2025	609,012.06
			<hr/> 609,012.06

Chair

Trustee

Trustee

Trustee

Trustee



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	08/12/2025	Regular	0.00	630.71	70727
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		
INV041572 10000.90000.53409	Invoice	06/26/2025	LR - ALA CONF. FLIGHT: JULIE IMAHARA MEMBERSHIP/DUES/SUB...	0.00	35.00	
INV041573 10000.90000.53409	Invoice	06/26/2025	LR - ALA CONF. FLIGHT: CHELSEA LEE MEMBERSHIP/DUES/SUB...	0.00	35.00	
INV041574 10000.90000.53409	Invoice	06/26/2025	LR - ALA CONF. FLIGHT: LEILA REGAN MEMBERSHIP/DUES/SUB...	0.00	35.00	
INV041576 10000.90000.53409	Invoice	06/26/2025	LR - CLA MEMBERSHIP. FEE: JENNIFER KIL... MEMBERSHIP/DUES/SUB...	0.00	38.00	
INV041577 10000.90000.53409	Invoice	06/24/2025	LR - CLA MEMBERSHIP. FEE: DIANA SHAW MEMBERSHIP/DUES/SUB...	0.00	40.00	
INV041578 10000.90000.53409	Invoice	06/24/2025	LR - CLA MEMBERSHIP. FEE: DOREEN TH... MEMBERSHIP/DUES/SUB...	0.00	125.00	
INV041579 10000.90000.53409	Invoice	06/25/2025	LR - CLA MEMBERSHIP. FEE: SHANNON M... MEMBERSHIP/DUES/SUB...	0.00	40.00	
INV041580 10000.90000.53100	Invoice	06/24/2025	LR - 2026 PLANNERS OFFICE SUPPLIES	0.00	82.28	
INV041581 10000.90000.53409	Invoice	06/24/2025	LR - CLA MEMB. RENEWAL: DOREEN THO... MEMBERSHIP/DUES/SUB...	0.00	140.00	
INV041582 10000.90000.53409	Invoice	06/23/2025	LR - CONF. FLIGHT SEAT SELECTION: JULIE ... MEMBERSHIP/DUES/SUB...	0.00	20.03	
INV041583 10000.90000.53409	Invoice	06/25/2025	LR - CONF. FLIGHT SEAT SELECTION: LEILA ... MEMBERSHIP/DUES/SUB...	0.00	19.42	
INV041584 39002.90000.53999	Invoice	06/17/2025	LR - STORY ADVENTURE BOOK OTHER PURCHASED SUPP...	0.00	20.98	
Total Regular:					630.71	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	1	0.00	630.71
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	12	1	0.00	630.71

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2025	630.71
			<hr/>
			630.71

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City of Sierra Madre, CA

Check Register

Packet: APPKT08187 - LIB BOA MAN 25/26 8/12/25

By Check Number

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	08/12/2025	Regular	0.00	4,091.73	70728
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		
INV041545	Invoice	07/15/2025	LR - PROGRAM: HUMAN LIBRARY DINNER	0.00	50.72	
39006.90000.53999			OTHER PURCHASED SUPP...		50.72	
INV041546	Invoice	07/15/2025	LR - PROGRAM: HUMAN LIBRARY DINNER	0.00	281.50	
39006.90000.53999			OTHER PURCHASED SUPP...		281.50	
INV041547	Credit Memo	07/12/2025	LR - ALA CONFERENCE HOTEL REFUND	0.00	-190.77	
10000.90000.53402			CONFERENCE & MEETING		-190.77	
INV041548	Credit Memo	07/12/2025	LR - ALA CONFERENCE HOTEL REFUND	0.00	-190.77	
10000.90000.53402			CONFERENCE & MEETING		-190.77	
INV041549	Credit Memo	07/12/2025	LR - ALA CONFERENCE HOTEL REFUND	0.00	-190.77	
10000.90000.53402			CONFERENCE & MEETING		-190.77	
INV041550	Invoice	07/15/2025	LR - TRAINING - REGAN	0.00	30.00	
10000.90000.53402			CONFERENCE & MEETING		30.00	
INV041551	Invoice	07/08/2025	LR - EMPLOYEE RECOGNITION - SUPPLIES	0.00	19.99	
10000.90000.53999			OTHER PURCHASED SUPP...		19.99	
INV041552	Invoice	07/08/2025	LR - LAMINATION FOR STORY WALK	0.00	14.39	
39002.90000.53999			OTHER PURCHASED SUPP...		14.39	
INV041554	Invoice	07/07/2025	LR - SAFETY GLASSES	0.00	49.63	
39006.90000.53999			OTHER PURCHASED SUPP...		49.63	
INV041555	Invoice	07/04/2025	LR - CLOUD STORAGE FOR LIBRARY PHON...	0.00	29.99	
10000.90000.52200			CONTRACT SERVICES		29.99	
INV041556	Invoice	07/03/2025	LR - PROGRAM: 4TH OF JULY GOLF CART D...	0.00	19.16	
39006.90000.53999			OTHER PURCHASED SUPP...		19.16	
INV041557	Invoice	07/03/2025	LR - ALA CONFERENCE HOTEL STAY	0.00	1,065.92	
10000.90000.53402			CONFERENCE & MEETING		1,065.92	
INV041559	Invoice	07/02/2025	LR - ALA CONF: HOTEL STARY - JULIE IMA...	0.00	216.91	
10000.90000.53402			CONFERENCE & MEETING		216.91	
INV041560	Invoice	07/02/2025	LR - ALA CONF: HOTEL STARY - CHELSEA LEE	0.00	216.91	
10000.90000.53402			CONFERENCE & MEETING		216.91	
INV041561	Invoice	07/02/2025	LR - ALA CONF: HOTEL STARY - LEILA REG...	0.00	216.91	
10000.90000.53402			CONFERENCE & MEETING		216.91	
INV041562	Invoice	07/02/2025	LR - ALA CONFERENCE HOTEL STAY	0.00	572.31	
10000.90000.53402			CONFERENCE & MEETING		572.31	
INV041563	Invoice	07/02/2025	LR - ALA TRANSPORTATION SERVICE	0.00	54.00	
10000.90000.53402			CONFERENCE & MEETING		54.00	
INV041564	Invoice	07/02/2025	LR - ALA TRANSPORTATION SERVICE	0.00	24.96	
10000.90000.53402			CONFERENCE & MEETING		24.96	
INV041565	Invoice	07/02/2025	LR - ALA CONFERENCE STAY	0.00	799.44	
10000.90000.53402			CONFERENCE & MEETING		799.44	
INV041566	Invoice	07/02/2025	LR - ALA CONFERENCE HOTEL STAY	0.00	799.44	
10000.90000.53402			CONFERENCE & MEETING		799.44	
INV041567	Invoice	07/01/2025	LR - ALA CONF. SHIPMENT OF BOOKS TO L...	0.00	52.60	
10000.90000.53402			CONFERENCE & MEETING		52.60	
INV041568	Invoice	07/01/2025	LR - ALA TRANSPORTATION SERVICE	0.00	44.26	
10000.90000.53402			CONFERENCE & MEETING		44.26	
INV041569	Invoice	07/01/2025	LR - ALA CONF. FLIGHT CHK BAG FEE: JULIE...	0.00	35.00	
10000.90000.53402			CONFERENCE & MEETING		35.00	
INV041570	Invoice	07/01/2025	LR - ALA CONF. FLIGHT CHK BAG FEE: CHEL...	0.00	35.00	
10000.90000.53402			CONFERENCE & MEETING		35.00	

Check Register

Packet: APPKT08187-LIB BOA MAN 25/26 8/12/25

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV041571	Invoice	07/01/1952	LR - ALA CONF. FLIGHT CHK BAG FEE: LEILA...	0.00	35.00	
10000.90000.53402		CONFERENCE & MEETING	LR - ALA CONF. FLIGHT CHK...		35.00	
Total Regular:					4,091.73	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	25	1	0.00	4,091.73
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
	25	1	0.00	4,091.73

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2025	4,091.73
			<hr/>
			4,091.73

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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						
1488	FEDEX OFFICE AND PRINT SERVICES	07/15/2025	Regular	0.00	25.00	70596
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
OC-787554	Invoice	02/04/2025	OFFICE SUPPLIES - LATE FEE	0.00	25.00	
39006.90000.53999		OTHER PURCHASED SUPP...		OFFICE SUPPLIES - LATE FEE	25.00	
Total Regular:					25.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	25.00
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	25.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2025	25.00
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			25.00

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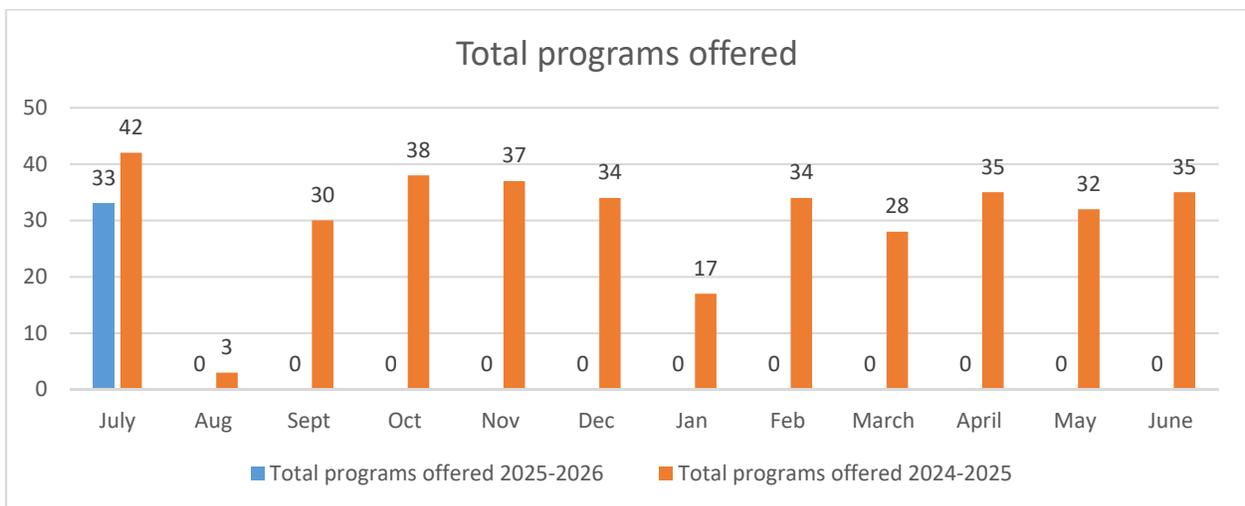
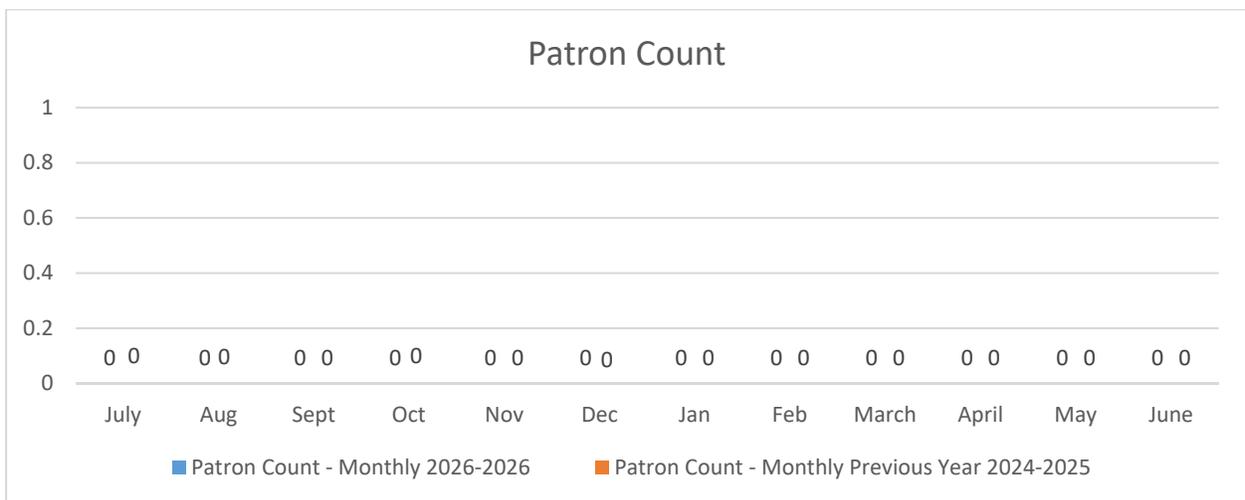
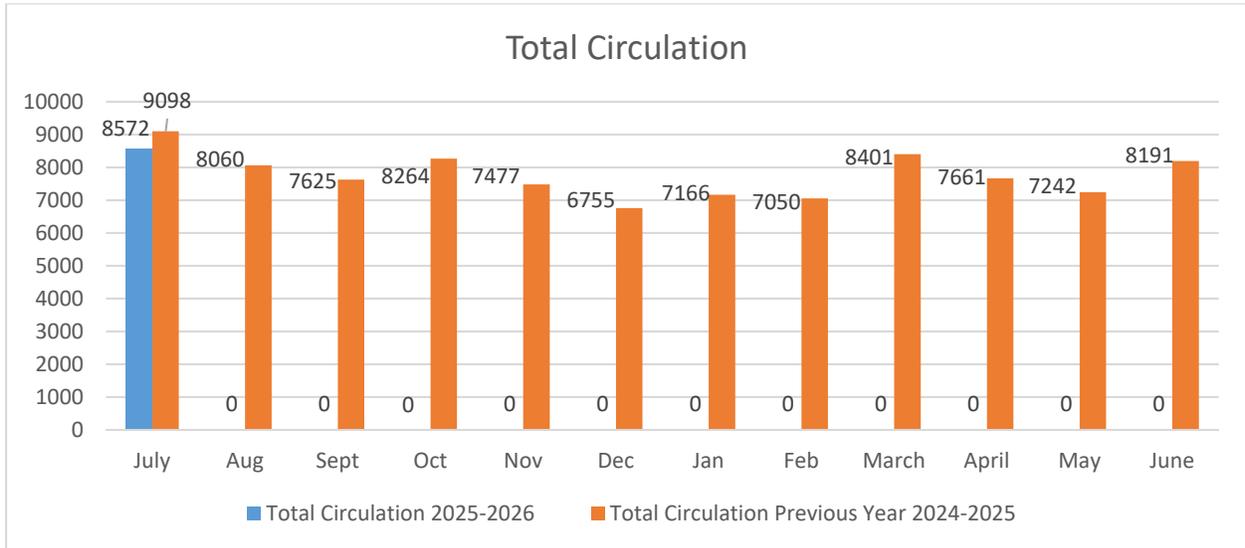
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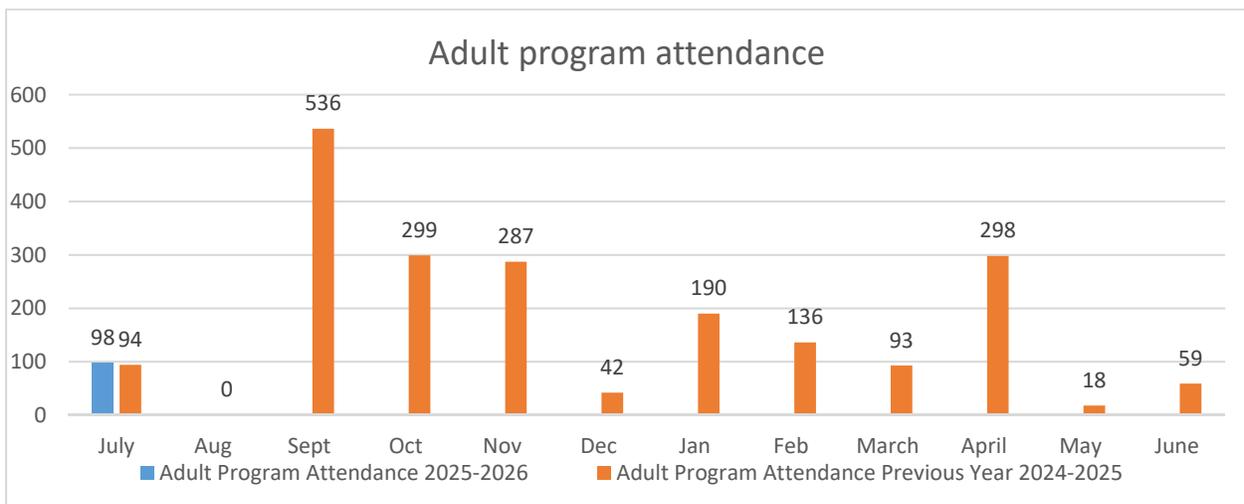
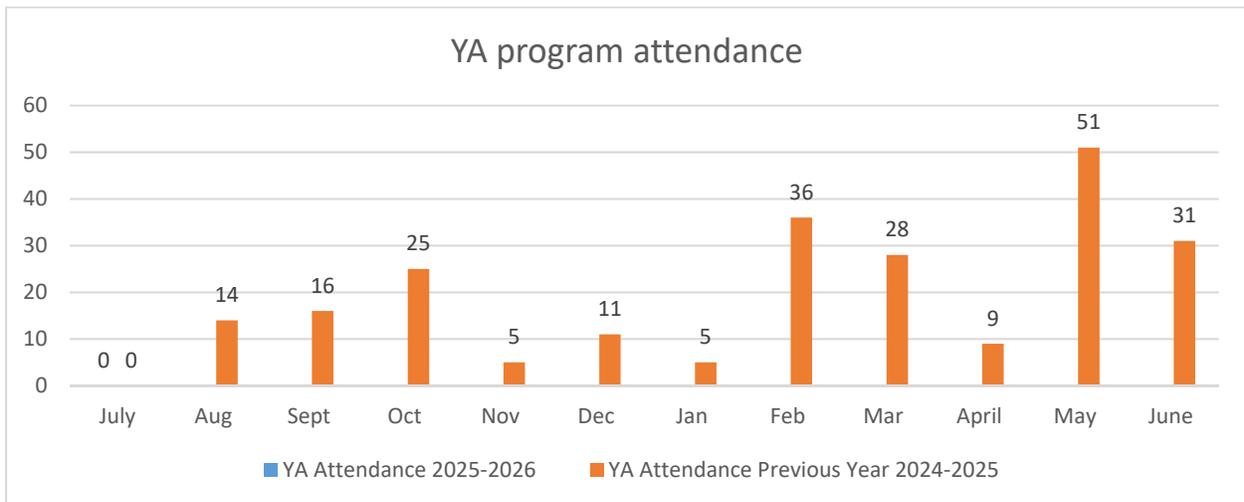
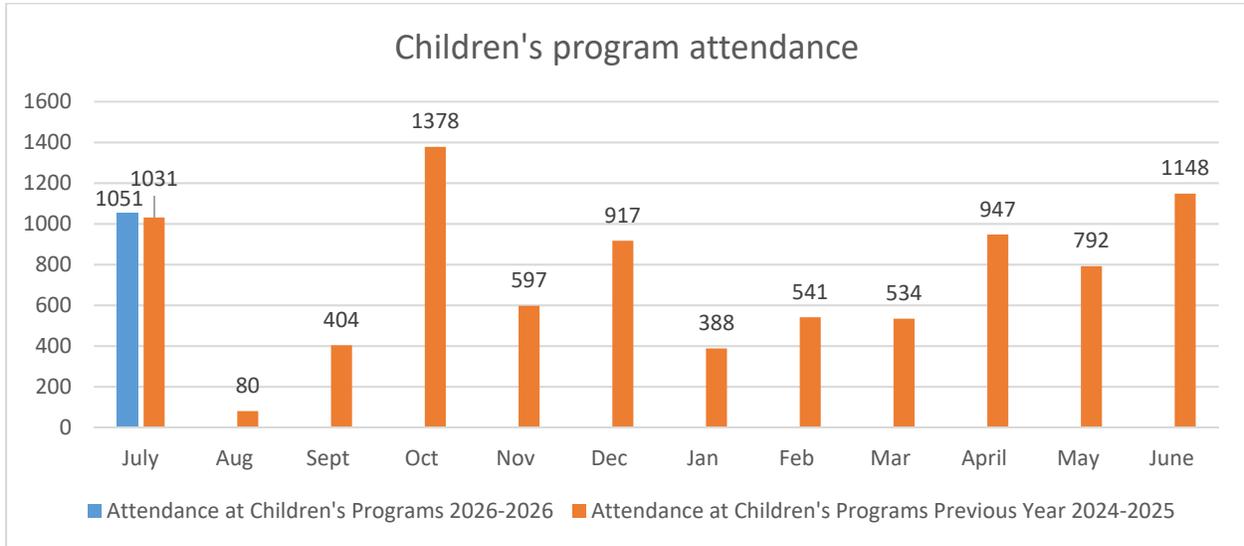
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July 2025 Library Statistics

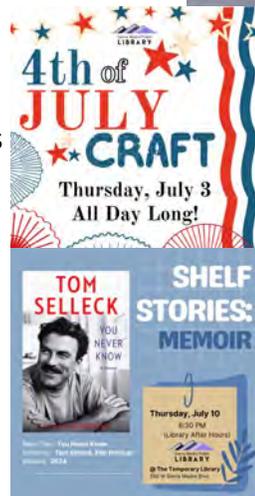




July 2025 Online Content

In July, the Library had 33 social media posts with 7,942 reactions (likes/comments/views). Many were for the following:

- Holiday Closure
- I-Spy
- Summer Science
- Throw Back Thursday - 4th of July 1987
- Next Week at the Library
- Happy 4th of July
- Knit Together
- Sip & Shush Silent Book Club
- Shelf Stories Genre Book Club
- 3D Printing Basics
- Library Construction Walk Through & Update
- Noteworthy Puppets
- Library TikTok - Tom Selleck Book Club
- Dinner with the Human Library
- Michael Rayner
- Tails & Tales
- Throw Back Thursday - Summer Reading
- Stuffed Animal Sleepover
- Reading Buddies
- Summer Reading Prizes
- Digital Services Meet & Greet
- Sensory Play
- Library TikTok - Libraries are Larger than Books
- FOL Best Used Book Sale
- Programming Nap
- Dash Robot
- Library TikTok - Better Be Nice



Tasks	Start Date	End Date	Duration (Days)	Notes
Furniture, Fixtures, and Equipment Selection	8/1/2025	8/31/2025	30	All selections made and ordered by 08/31/2026.
Construction Ends at 440 W Sierra Madre Blvd.	1/1/2026	1/31/2026	30	Building ready for temporary occupancy after 01/31/2026.
Furniture, Fixtures, and Equipment Installed	1/6/2026	2/28/2026	53	Begin installation of purchased FF&E on 01/06/2026.
Prep 440 W Sierra Madre Blvd. for Staff	9/1/2025	2/2/2026	154	All utilities, internet, wifi, access to city drives made available for staff.
Library Begins Relocation to 440 W Sierra Madre Blvd.	2/2/2026	3/31/2026	57	Targeted State Grant covers relocation, funds must be expended by 03/31/2026.
Prep 440 W Sierra Madre Blvd. for Public	4/1/2026	5/1/2026	30	Public Wi-fi, internet, printing capabilities, etc. made available by 05/01/2026.
Library Finalizes Move	4/1/2026	5/31/2026	60	All preparations finalized for the public, occupancy certificate approved by 05/31/2026.
Library Opens to the Public	6/1/2026	6/6/2026	5	Soft opening to allow staff to make adjustments as needed.
Library Grand Reopening & Summer Reading Kickoff	6/6/2026	6/6/2026	0	Grand Reopening will take place Saturday, June 6 from 10:00 AM to 5:00 PM.

