



## **AGENDA**

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

**Monday, December 4, 2023**

**5:00 PM**

**City Hall Council Chambers  
232 W. Sierra Madre Boulevard  
Sierra Madre, CA 91024**

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

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

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

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

#### **PLEDGE OF ALLEGIANCE**

Susan Gallagher

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from October 23, 2023, meeting.

#### **COMMUNITY INPUT**

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda.

State legislation (Govt. Code Section 54954.2) limits the Board's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Trustees or staff may briefly respond to statements made or questions posed by the public, or a Trustee or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Trustee or the Board itself may provide a reference to staff to

report back to the Board at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

## **CONSENT CALENDAR**

**1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$8,385.87, \$843.03.

**2. Library Statistics** – Recommendation to receive and file October 2023 Statistical Reports.

## **ACTION ITEMS AND REPORTS**

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

Deputy Director of Public Works Arnulfo Yanez will give a brief update on the state of the Library building renovations. No action required.

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

The newly created Naming Rights Subcommittee made of members from the Library Board of Trustees, Friends of the Sierra Madre Library, the Library Foundation, and staff from the Sierra Madre Public Library will report out from their last meeting. No action required.

### **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: Local Archive Presentation**

The Sierra Madre Historical Preservation Society will present on the importance and scope of the local archives. 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 Council Liaison to Board. No action required.

### **7. Trustees Updates**

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

### **8. City Librarian Report**

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

### **9. Items for Future Agenda**

*\*ACTION ITEMS*

*Regardless of a staff recommendation on any agenda item, the Board will consider such matters*

*including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.*

**ADJOURNMENT**

The Library Board of Trustees may adjourn to a meeting on January 22, 2024.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting.



## MINUTES

### LIBRARY BOARD OF TRUSTEES MEETING

Monday, October 23, 2023

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

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

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#### CALL TO ORDER / ROLL CALL

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

Absent: Trustee Gallagher

**Meeting called to order at 5:00 PM**

#### PLEDGE OF ALLEGIANCE

Diane Sands

#### APPROVAL OF AGENDA

Trustee Gluck moves to approve

Trustee Palmer seconded

All in favor

#### APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from September 25, 2023, meeting.

*Questions/Comments:*

City Librarian Regan: changed agenda to minutes on the title section

Trustee Palmer moves to approve

Trustee Sands seconded

Trustee Gluck abstains

All in favor

## COMMUNITY INPUT

No community input

## CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$8,690.38, \$1,382.78, \$3,629.56, \$8,870.46.
- 2. Library Statistics** – Recommendation to receive and file September 2023 Statistical Reports.
- 3. 2024 Library Days Closed** – Recommendation to receive and file the 2024 list of days the Library will be closed.

### *Questions/Comments:*

Trustee Sands: It was nice to see the numbers up quite a bit despite being closed.

Trustee Sands move we receive and file the warrants, statistics and closure days

Trustee Gluck seconded

All in favor

## ACTION ITEMS AND REPORTS

### 1. Sierra Madre Super Summer Report

Youth Services Librarian, Doreen Thomas presented on the 2023 Sierra Madre Super Summer Reading Program which ran from June 10 to July 29, 2023.

In-person programs included a Bailey Canyon nature walk program with Sierra Madre Environmental Action Council, we were able to offer two sessions, it was very popular. Also popular were our Kids Summer Science Workshops. This was the third summer we were able to offer this program through funding from the Sierra Madre Community Foundation. Our Summer Science Workshops are run by local teacher Dana Richey and every workshop had a waitlist. We also offered a cross stitch program for teens and adults taught by our staff member Chelsea Lee. Tails and Tales program is ongoing throughout the year, but gains a lot of popularity in the summer. This particular program has even transitioned over to Sierra Madre Elementary school two years in a row for their Literacy Night. Our summer Chess Club had 113 participants over 5 sessions and was run by a teen volunteer. He brought in the boards, set up the program, and donated the boards because he is going off to college and won't be able to run the program next year.

Some of our performers this summer had huge turn outs! For the Found Objects juggling show 139 people came to see Michael Rayner spin a cheeseburger on top of an umbrella and it was his first time coming to the Library. Noteworthy puppets are an ongoing favorite and we had 161 participants. Bubblemania had 150 people attend as part of our summer kickoff, funded by the Sierra Madre Woman's Club. We wrapped up our summer performers with Thor's Reptiles, which drew in a staggering 256 people.

Over 60 stuffed animals spent the night at the Library to end our summer reading program and participants got to see a 20-minute slideshow of their shenanigans.

In addition to in-person programming, we were able to offer passive programs. Patrons could come in at their leisure and participate at their own pace. Our June Pineapple Patch had 130

pineapples. In July, we did Perfectly Puzzled which is a community puzzle program we have done this in the past and it is always successful.

This summer we also had two virtual programs, our Third Thursday Book Club run by Lori Garza and Pajama Storytime run by Doreen Thomas. All other programs were in person. Over the course of our summer programs we had 102 programs with 2,359 people in attendance.

There were 458 summer reading participants of all ages, that read a minimum of 10 hours this summer. For our Summer Reading Program if you read for 10 hours you got prize 1 (a book), if you read another 10 hours (20 hours total), you get prize 2 (a branded prize). Readers between K-8<sup>th</sup> grade can read an additional 20 hours for our Challenger program. There were 115 Challengers from grades K-8<sup>th</sup> this summer. As a reward our Challengers get a Pool Party at the Sierra Madre pool run by the YMCA.

Our summer reading program is really able to function because of our wonderful staff and our teen volunteers. Teens play a huge role, they come to the Library and staff our summer reading table, they explain the program, they capture statistics, and they worked 512 volunteer hours this summer between 48 teens. At the end of summer, we host a thank you party for the teens and this year we offered an escape room that we built from scratch. We had 25 teens attend.

*Questions/Comments:*

Trustee Adde: On social media I saw a little kid read 1000 books, was that part of our summer reading program?

Youth Services Librarian Thomas: Our 1000 Books Before Kindergarten is an ongoing program it can start as early as birth, so that families can see how fast it is to get to 1000 books, we don't require them to write down the title, just the date. At different levels they come in for prizes.

Trustee Adde: Any programs you're not going to do again or any that you are going to add for next year?

Youth Services Librarian Thomas: That's the next thing on the horizon to think about. Because of our move, we have to consider more offsite programs and/or programs in a smaller space. That's the next thing to discuss.

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

Deputy Director of Public Works Arnulfo Yanez gave a brief update on the state of the Library building renovations. The project is moving forward. Right now, we are in the weeds on the second week of Design Development phase (DD). It involves 167 pages on structural compliance. The DD report was submitted two weeks ago to the City. I review it, then I present my findings to the City Manager. I did find some discrepancies, which is very normal. We'll go back and forth. Any discrepancies I found were sent to TSK Architects. The firm has received them. Then they are submitted back to me with corrections. I do expect additional discrepancies during this process. Concurrently, TSK Architects and myself have been working on the building design. We've been modeling the interior design of the building including checkout counters, rails, etc. I'm also expecting the interior design documents to be another 135-page document. I'll go over them, and look for discrepancies as well.

*Questions/Comments:*

Trustee Gluck: Does the building information model come after DD or the same time?

Deputy Director Yanez: About the same time.

Trustee Gluck: Is there still no way to close off the stairs that go into the lower level? Just so when there is an event in the community room after hours, we can close off the main library.

Deputy Director Yanez: For safety reasons and exit out access it's slightly difficult but not impossible, this is where the DD comes in.

Trustee Gluck: There is funding that pays for a librarian to be in the Library, having worked with the education system I know that funds might not be available. If there is any way to close off the actual library from the programming space, it would reduce the cost to reserve the room.

Deputy Director Yanez: Great point, everything will be taken into consideration, I will not be the only one consulted on that. We're not at the part where it's final. We will take this under advisement and we will take it this request to TSK Architects. If it's doable, we will try.

Trustee Palmer: what are some of the discrepancies you found? Big things? Little things?

Deputy Director Yanez: Little and big things, types of bolts being used, fire sprinkler systems. I want the best for this project. I want to make sure that every patron that visits our Library is able to move freely in the Library.

Trustee Gluck: Any way to have the oxygen type fire suppression or is that cost prohibitive?

Deputy Director Yanez: That is cost prohibitive, those are used primarily in hospitals.

Trustee Sands: Do you suspect with any of these changes that it will affect the floor plan we currently have?

Deputy Director Yanez: I don't see anything major that will change the currently expected floor plan.

Trustee Gluck: We're digging back in the basement, right?

Deputy Director Yanez: We are digging back in the basement, correct.

Trustee Adde: The oak tree is being removed?

Deputy Director Yanez: There are many factors regarding the oak tree. There is damage to the existing building due to the oak tree and I feel along with additional staff that removal of the oak tree is necessary.

### **3. Cancellation of Upcoming Library Board of Trustee Meetings**

It is recommended, the Library Board of Trustees cancel the scheduled Monday, December 25, 2023, Trustee meeting as City Hall and the Library will be closed for the holidays. Additionally, a discussion regarding the possibility of cancelling the Monday, November 27, 2023, meeting.

*Questions/Comments:*

Trustee Sands: I would still like to have the November meeting because there is so much going on and with the cancellation of the December meeting, we do have things we need to discuss.

Trustee Palmer: I agree. It's after Thanksgiving so I will be back at school and available.

Trustee Sands motions to cancel December and keep the November Trustee meeting.

Trustee Adde seconded

All in favor

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

The subcommittee has met and completed an updated Meaningful Improvement Renovation Naming Rights Policy that was looked over and approved by the City Attorney. The policy was presented to the Trustees by Library Management Analyst Lori Garza, section by section.

Trustees were in general approval for the policy. Next step is to get a Gift Agreement from the City Attorney and discuss it with the Naming Rights Subcommittee.

*Questions/Comments:*

Trustee Adde: Are there cost amounts tied to these naming rights?

Analyst Garza: That is part of the Library Foundation's mission and development.

Trustee Gluck: Isn't the foundation waiting to get a list from us regarding the costs for furniture, fixtures, and equipment?

City Librarian Regan: Yes, that's something we will work on in time.

Trustee Gluck moves to approve the policy

Trustee Palmer seconded

All in favor

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

Rob Stockly of the Library Foundation was unable to attend the October meeting but emailed City Librarian Regan an update. The Library Foundation are slowly, but surely building the foundation board in anticipation of the City signing a construction contract. Stockly is requesting the Trustees name a liaison to the Foundation Board to further solidify our lines of communication. Trustees are encouraged to reach out to Stockly if they have questions.

Trustee Gluck nominated self to be the Library Foundation Liaison.

Trustee Palmer moved to appoint Gluck to be the Liaison

Trustee Sands seconded

All in favor

#### **5. Sierra Madre Historical Preservation Society Update**

Leslie Ziff from the Sierra Madre Historical Preservation Society provided the following update:

The Historical Preservation Society has several things going on and are very busy right now. Tuesday, tomorrow, they are hosting the Sierra Madre Rotary Club meeting at the museums. The Historical Preservation Society is doing this because the Rotary Club has agreed to collaborate to raise money for the Archives at the renovated Library. This Saturday, the SMHPS have our cemetery tour and we hope you all are going to participate in some capacity. The tour takes about an hour at the most to complete. You're going to meet about 18 historical people in their costumes. They'll tell you a little bit about who they are and why they are important to Sierra Madre. The girl scout troop and the Interact club kids are all going to help on Saturday, November 11 for the three events we have happening that day. The three events are the Veterans Day remembrance in Memorial Park, the car show in Kersting Court, and the historical tour at E Waldo Ward with assistance from the Rotary Club. The E Waldo Ward tour is only going to be from Noon to 2:00PM. We will have our open House at the museums on November 16<sup>th</sup> from 1:00-4:00PM there will be tours and refreshments and activities for the families. I wanted to let you know that Robert Parkhurst has agreed to be our Liaison from the City Council to the SMHPS. Also, KTLA was at the museum Saturday and they did three filming promotions, one was in Lizzie's, one was in the Richardson House, and one was kind of outside. These promos will air until next Saturday's new small town is broadcasted.

*Questions/Comments:*

Trustee Adde: Where is the meeting being held in November?

Liaison Ziff: Our board meeting is November 16 at the Hart Park House.

Trustee Sands: Meetings are every third Thursday at the Hart Park House.

Trustee Adde: I have Mary T's portrait blown up for the Cemetery tour.

Trustee Sands: Historical society would like to add an agenda item for the next trustee meeting on the importance and scope of the local archive collection.

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

No update from the Friends of the Sierra Madre Library.

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

Mayor Garcia agendized a standing update from the Library and Public Works regarding the Library Meaningful Improvement. Librarian Regan and Director Yanez have been giving great information. I would like to figure out how to make that bottom community room available during Library hours. Currently, there is not enough staffing. If and when we are able to staff the downstairs, it would allow more use of that area to the public. It would be a great resource to the community to use that lower study area as an actual study area. The more staff the better. President Ziff of the Historical Preservation Society mentioned the Rotary Club and the Kiwanis being very involved. I had a mini-state of the City at the Rotary Club's annual breakfast. It made me realize I needed an entire slide just on bears. Last Tuesday was the State of the City. It was very well attended. It is up to the Mayor to decide where to have this meeting. The Sierra Madre Elementary school was very happy to say yes we will host you and we had the fifth graders do these wonderful dances. The theme is "laying the foundation for the future." We've made a lot of projects and efforts regarding infrastructure but it's about the people of the community and creating a sustainable involvement from the community. Trustee Chair Adde watched it from home and we had Trustee Palmer in attendance. I finished the presentation with the Library because you want to go out on a really positive high note, not that there were negatives in the report but the Library is something people are really excited about. Last City Council meeting, CA Fish and Wildlife were present. Their presentation and discussion was about two to three hours long, but the tenor of the meeting was that the residents felt that we were working collaboratively with CA Fish and Wildlife. There is a spectrum on the way the bears should be treated by the community. We came away with a respect for the bears but knowing we need to keep our residents and our property safe. Webelos from Cub Scout Pack 110 are doing a fundraiser in front of Taylor's for Thanksgiving for the less fortunate. We're meeting today to discuss upcoming fundraisers.

*Questions/Comments:*

Trustee Gluck: There isn't any place for staff to be in that lower area?

Trustee Sands: It's a fire exit issue.

Trustee Adde: Not a question, but a comment, that a lot of residents that commented at the meeting didn't seem very pro-bear but I'm glad it seemed to come away with a respect for the bears. I wanted to come to discuss about the problematic bear that was killed on the 210 because that bear was relocated and it was killed because CA Fish and Wildlife relocated it.

Mayor Garcia: There was a resident that spoke, who was in tears because that bear was the one that used to come to her house and she was devastated that that was the bear's end. They're wild animals and a lot of the techniques and tactics being done by CA Fish and Wildlife are experimental. They try to make it work. Relocation seems to work better on younger bears.

Trustee Adde: I'm happy to see the City putting out information about the coyote problem because they are a much bigger threat.

Mayor Garcia: We're a community of 3 miles and 11,000 residents and I'm working hard with city officials and other officials to figure out a way to move forward. I recommended that we take a regional approach regarding the wildlife. If we're able to get rid of all the bears and we don't change our behavior, we'll have the same problem. We do have to make sure we're not feeding the problem.

Trustee Adde: I have a Library question. Mr. Gordon from the Playhouse asked why we haven't hired the project manager for this construction project. And why it all seems to be on Deputy Director Yanez's shoulders.

Mayor Garcia: We have an opportunity to make something special. Now that we have a longer timeline, we're better equipped to do that. We have city projects, we have a very small public works staff, should we have our deputy director focus on being the project manager for this project? We actually went out for bid for that position. We received one bid and we did not want to open the bid because we didn't want to taint the pool and we want to receive typically three bids. We had a feeling that the timeline kept companies from submitting a bid. I understand had we not hired a project manager yet, looking at the original timeline for a one-year project it was looking like \$1M just to manage the project. We don't have the funds to do that but we do have the funds for a reasonable project manager.

Trustee Gluck: The Library project manager would be City or grant funded?

Mayor Garcia: This will be city funded.

Trustee Adde: The next city council meeting is?

Mayor Garcia: Tomorrow. City Council meetings are on the second and fourth Tuesday of every month.

## **8. Trustees Updates**

Trustee Gluck: I attended our One Book One City Committee. P22 Day festival was this past weekend and the Los Angeles Public Library was there and they had a walking story. I said the Sierra Madre Library did that during COVID. I have been focused on Rose Float Parade lately.

Trustee Palmer: I was happy to see the Mayor's State of the City end on the Library and to see the interesting design picture of the Library. I donated paint brushes for the pumpkin smash with the Library and the Fire Department.

Trustee Adde: I've only attended the One Book One City committee and we chose our book Humankind: A Hopeful History by Rutger Bregmen and I reached out to his publicist to see if he can do some kind of author talk. I'm still trying to have Tom Hanks come out. Looking forward to our next meeting.

Trustee Sands: Busy with the Naming Rights Subcommittee, and the Historical Preservation Society. We've got the cemetery tour and hosting the rotary club meeting tomorrow at 7am. Working a partnership with the Rotary Club so that all our proceeds from the upcoming E Waldo Ward tour goes to Archives.

## 9. City Librarian Report

City Librarian Leila Regan reported the Library is closed to the public. Before the closure we had high use. The last two weeks the Library was open, saw huge numbers showing the Library was successful in letting the public know ahead of time about the closure.

- Our Last Week Open (October 9-14, 2023): 1,113 visits to the Library
- Our Last Day Open (Saturday, October 14, 2023): 1,268 checkouts (including renewals)
- Our Last Two Weeks of Being Open (October 1-14, 2023): 7,274 checkouts (including renewals)

The physical move has been pushed back 1 week from October 30 to November 6th. We still plan to open in December, with a full opening in January 2024.

### *Questions/Comments:*

Trustee Adde: Liked the social media post of what we can do with all the digital services the Library offers.

City Librarian Regan: Yes, we will be reposting it and similar social media posts to keep the public informed.

## 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.*

Suggestion: Presentation on the Archives

## ADJOURNMENT

The Library Board of Trustees may adjourn to a meeting on November 27, 2023.

Sands motions to adjourn

Gluck Seconded

All in favor

**Meeting adjourned at 6:28 PM**



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
VEN03454	AMAZON CAPITAL SERVICES	10/24/2023	Regular	0.00	763.38	66412
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">16LN-6MNQ-D37F</a> Invoice	10/02/2023	MISC SUPPLIES 9/18/23 - 10/1/23		0.00	37.46	
<a href="#">39002.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 9/18/23 - ...		37.46	
<a href="#">19NM-3N6Q-C4...</a> Invoice	10/16/2023	MISC SUPPLIES 10/2/23 - 10/15/23		0.00	54.52	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 10/2/23 - ...		54.52	
<a href="#">1CTM-69TC-CLL3</a> Invoice	10/02/2023	MISC SUPPLIES 9/18/23 - 10/1/23		0.00	119.81	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		MISC SUPPLIES 9/18/23		119.81	
<a href="#">1D1K-RMJF-CJQH</a> Invoice	10/02/2023	MISC SUPPLIES 9/18/23 - 10/1/23		0.00	91.31	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 9/18/23 - ...		91.31	
<a href="#">1FQ3-3QN1-9N9N</a> Invoice	10/16/2023	MISC SUPPLIES 10/2/23 - 10/15/23		0.00	265.23	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 10/2/23 - ...		265.23	
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<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 10/2/23 - ...		17.28	
<a href="#">1MKJ-WMPJ-99PQ</a> Credit Memo	10/16/2023	MISC SUPPLIES 1NH3-LCJ7-PQRH		0.00	-19.80	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 9/18/23 - ...		-19.80	
<a href="#">1NDG-3XMD-9Q...</a> Invoice	10/16/2023	MISC SUPPLIES 10/2/23 - 10/15/23		0.00	71.69	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		MISC SUPPLIES 10/2/23 - ...		71.69	
<a href="#">1PYC-VD4N-9T9Q</a> Credit Memo	10/16/2023	MISC SUPPLIES 1D1K-RMJF-CJQH		0.00	-15.20	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 9/18/23 - ...		-15.20	
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<a href="#">1VW9-FTMJ-9TXY</a> Invoice	10/16/2023	MISC SUPPLIES 10/2/23 - 10/15/23		0.00	10.24	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 10/2/23 - ...		10.24	
0132	BAKER & TAYLOR, INC.	10/24/2023	Regular	0.00	2,038.57	66413
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">5018556831</a> Invoice	09/26/2023	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	980.58	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		980.58	
<a href="#">5018556832</a> Invoice	09/26/2023	LIBRARY SUPPLIES		0.00	86.13	
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<a href="#">5018571965</a> Invoice	10/05/2023	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	206.63	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		206.63	
<a href="#">5018571966</a> Invoice	10/05/2023	LIBRARY SUPPLIES		0.00	19.14	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		19.14	
<a href="#">5018572716</a> Invoice	10/10/2023	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	692.13	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		692.13	
<a href="#">5018572717</a> Invoice	10/10/2023	LIBRARY SUPPLIES		0.00	53.96	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		53.96	
0201	EBSCO	10/24/2023	Regular	0.00	5,093.00	66414

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1000214701-1</a>	Invoice	08/23/2023	Online Database - MasterFile Complete	0.00	5,093.00	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		Online Database - MasterFi...	5,093.00	
VEN04152	KANOPY INC	10/24/2023	Regular	0.00	169.00	66415
<a href="#">359987-PPU</a>	Invoice	07/31/2023	LIBRARY VIDEOS	0.00	75.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY VIDEOS	75.00	
<a href="#">369057-PPU</a>	Invoice	09/30/2023	LIBRARY VIDEOS	0.00	94.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY VIDEOS	94.00	
0786	OFFICE DEPOT, INC	10/24/2023	Regular	0.00	259.62	66416
<a href="#">332597469001</a>	Invoice	09/22/2023	OFFICE SUPPLIES	0.00	58.60	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	58.60	
<a href="#">335530143001</a>	Invoice	10/11/2023	OFFICE SUPPLIES	0.00	73.32	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	73.32	
<a href="#">336104713001</a>	Invoice	10/06/2023	OFFICE SUPPLIES	0.00	66.14	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	66.14	
<a href="#">336138177001</a>	Invoice	10/06/2023	OFFICE SUPPLIES	0.00	61.56	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPP...		OFFICE SUPPLIES	61.56	
VEN03926	T-MOBILE	10/24/2023	Regular	0.00	62.30	66417
<a href="#">INV035978</a>	Invoice	09/21/2023	984433408 8/21/23 - 9/20/23	0.00	62.30	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		984433408 8/21/23 - 9/20...	62.30	

Total Regular: 8,385.87

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	27	6	0.00	8,385.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>27</b>	<b>6</b>	<b>0.00</b>	<b>8,385.87</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2023	8,385.87
			<hr/>
			8,385.87

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Chair

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Trustee

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Trustee

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Trustee



By Check Number

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

Payment Type: Regular

0823      BANK OF AMERICA      10/10/2023      Regular      0.00      843.03      66328

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV035834</a>	Invoice	08/17/2023	LR - A-FRAME SIZE POSTER FOR LIBRARY R...	0.00	101.42
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		LR - A-FRAME SIZE POSTER...		101.42
<a href="#">INV035835</a>	Invoice	08/17/2023	LR - PROGRAMMING: TEEN VOLUNTEER T...	0.00	9.25
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - PROGRAMMING: TEEN...		9.25
<a href="#">INV035836</a>	Invoice	08/16/2023	LR - TEEN VOLUNTEER: THANK YOU EVENT	0.00	279.35
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - TEEN VOLUNTEER: TH...		279.35
<a href="#">INV035838</a>	Invoice	08/29/2023	LR - EMPLOYEE RECOGNITION	0.00	24.99
<a href="#">10000.90000.53999</a>	OTHER PURCHASED SUPP...		LR - EMPLOYEE RECOGNIT...		24.99
<a href="#">INV035839</a>	Invoice	08/30/2023	LR - A - FRAME POSTER	0.00	59.54
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		LR - A - FRAME POSTER		59.54
<a href="#">INV035840</a>	Invoice	09/05/2023	LR - EMPLOYEE RECOGNITION ALL STAFF ...	0.00	341.92
<a href="#">10000.90000.53999</a>	OTHER PURCHASED SUPP...		LR - EMPLOYEE RECOGNIT...		341.92
<a href="#">INV035841</a>	Invoice	09/12/2023	LR - J - BOOKS + REFRAME	0.00	18.32
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		LR - J - BOOKS + REFRAME		18.32
<a href="#">INV035842</a>	Invoice	09/14/2023	LR - PROGRAMMING: PRE-SCHOOL STORYT..	0.00	8.24
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		LR - PROGRAMMING: PRE-...		8.24

**Total Regular: 843.03**

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	1	0.00	843.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>8</b>	<b>1</b>	<b>0.00</b>	<b>843.03</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2023	843.03
			<hr/>
			<b>843.03</b>

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Chair

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Trustee

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Trustee

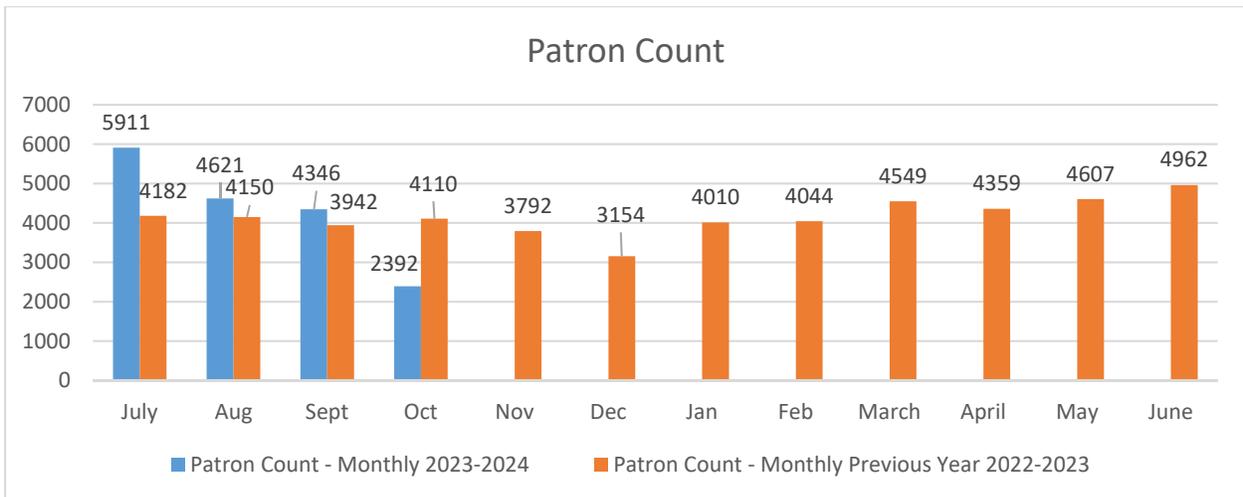
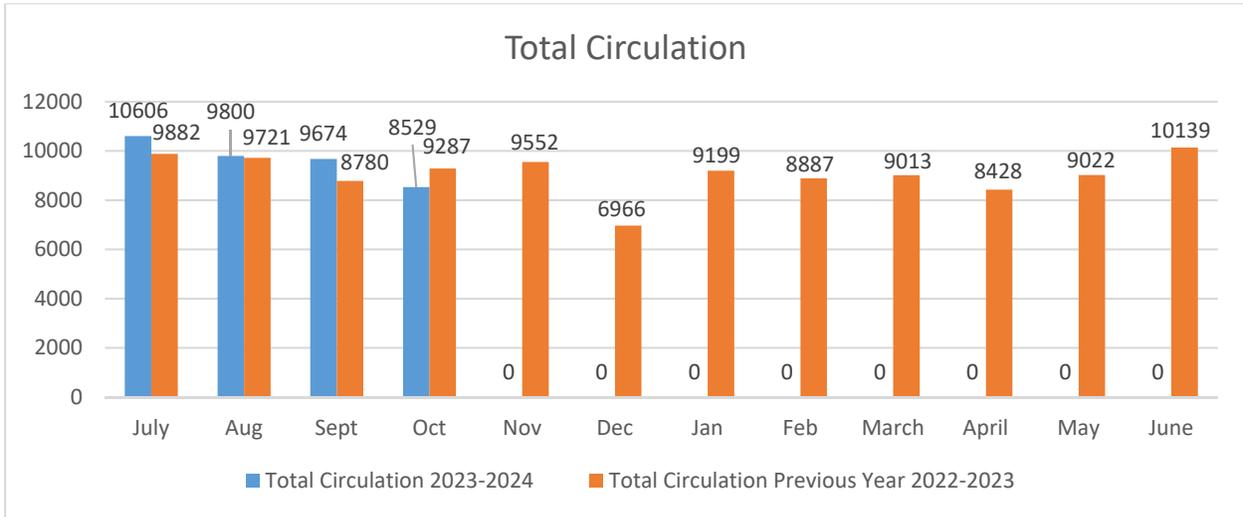
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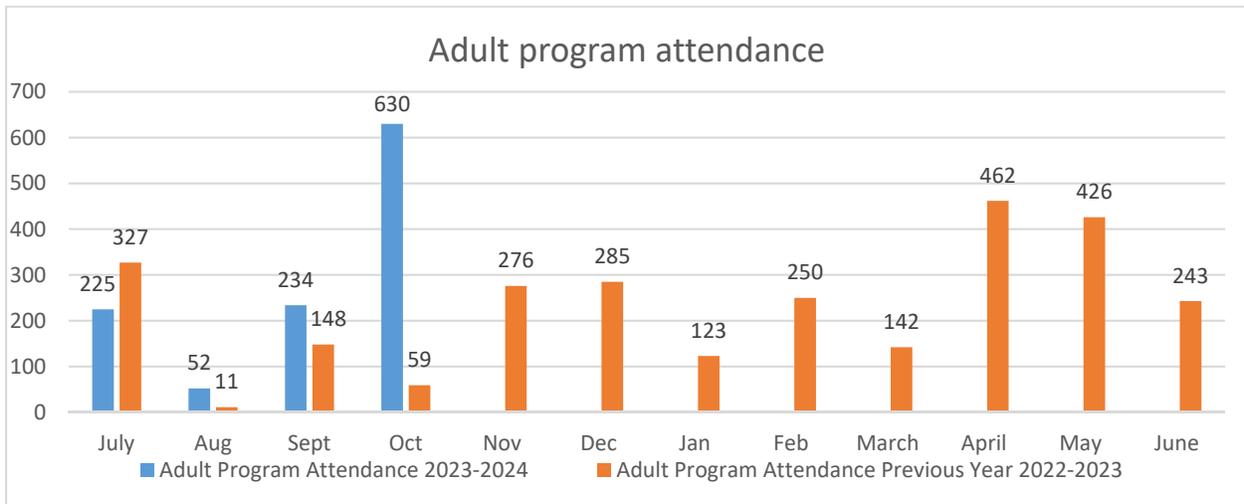
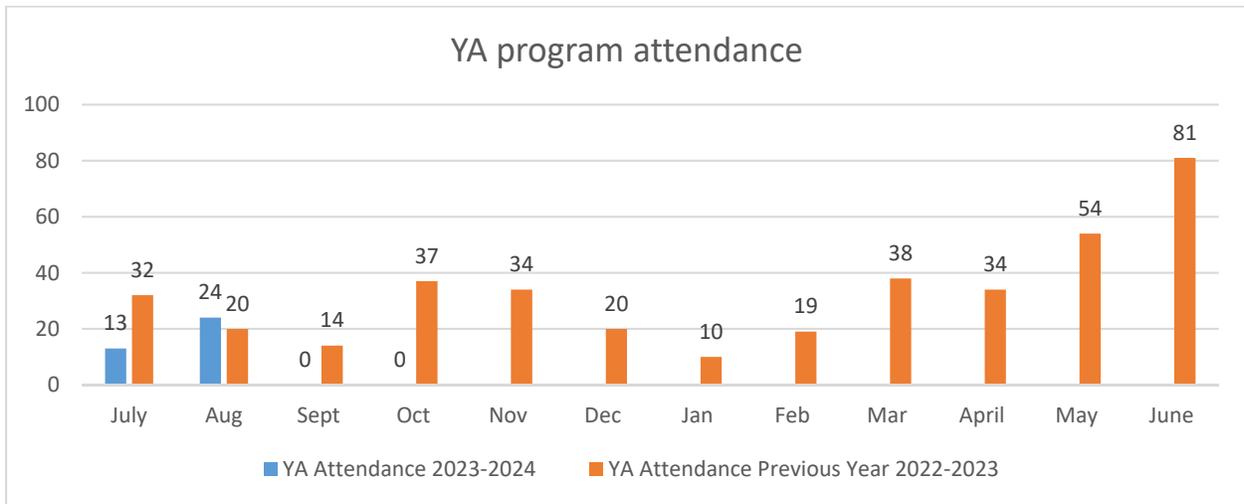
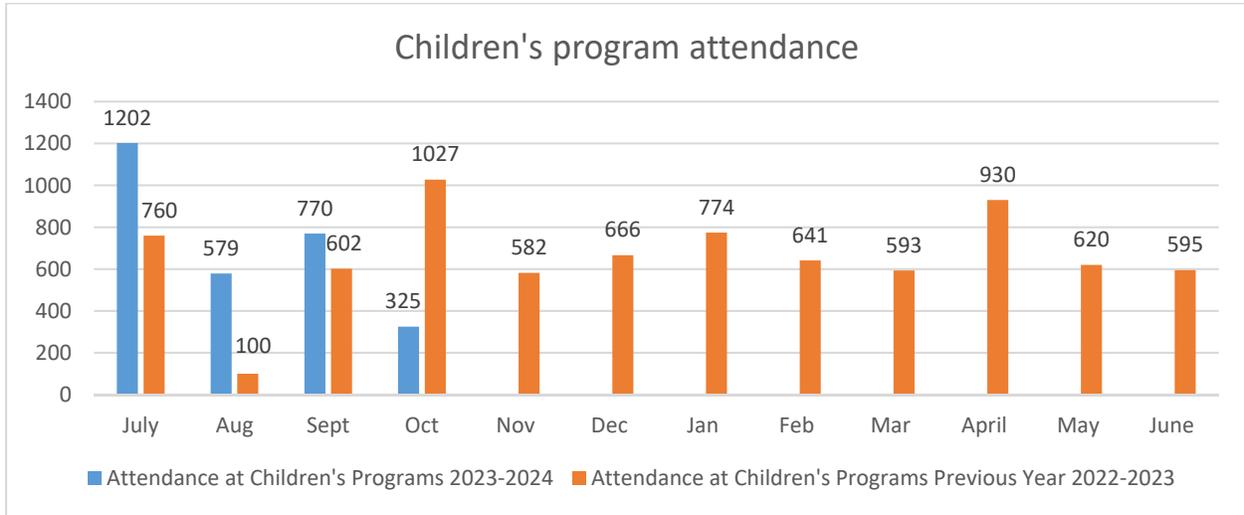
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## October 2023 Library Statistics





# October 2023 Online Content

In October, the Library had 26 social media posts with 9,652 reactions (likes/comments/views). Many were for the following:

- Banned Books Week Photobooth
- FOL Used Book Sale
- Solar Eclipse Glasses
- Big Pumpkin Smash
- Library TikTok - Misshelved Books
- Holiday Closure
- This Week at the Library
- 1000 Books Before Kindergarten
- Library Relocaon & Renovaon`
- Craft It! - Pipe Cleaners & UV Beads
- Library TikTok - Staff AI Yearbook Photos
- Library Relocaon Closure`
- Library TikTok - Shlef Trophies/
- Audiobooks
- Libby
- MasterFILE
- Library TikTok - Charmed
- Coursera
- Library TikTok - Halloween

