



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, June 23, 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

Diane Sands

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 April 28, 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: \$3547.37, \$522,443.09, \$3,926.52, \$2,972.65, \$12,974.83.
2. **Library Statistics** – Recommendation to receive and file April and May 2025 Statistical Reports.
3. **Schedule August Meeting** – Recommendation to have an August meeting on Monday, August 25, 2025. In past years, the August meeting has typically been cancelled to allow a summer break.

ACTION ITEMS AND REPORTS

1. 2025/2026 Library Budget Report

City Librarian to present the approved 2025/2026 Library Budget. It is recommend to receive and file the budget.

2. Revenue Enhancement Ad Hoc Committee Presentation

City Librarian to give presentation on Revenue Enhancement Ad Hoc Committee Meeting, which took place on Thursday, April 24, 2025.

3. 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.

4. 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.

5. 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.

6. Sierra Madre Historical Preservation Society Report

The Sierra Madre Historical Preservation Society will discuss upcoming fundraising events and projects. No action required.

7. 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.

8. City Council Liaison Report

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

9. Trustees Updates

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

10. City Librarian Report

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

11. 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.



Sierra Madre Public
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MINUTES

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

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

All present

Meeting called to order at 5:01 PM

PLEDGE OF ALLEGIANCE

Laura Palmer

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 March 24, 2025 and April 14, 2025 meetings.

Comments/Corrections:

Trustee Adde made correction to April 14th meeting to record Chair as Diane Sands.

Trustee Gallagher made correction to page 5 to be "make sure chairs will be wide enough"

Trustee Gluck moved to approve as edited

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: \$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.
No Comments

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

ACTION ITEMS AND REPORTS

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

City Librarian Regan presented on current updates to the FF&E timeline as submitted in her Staff report. No action was required.

Questions/comments:

Trustee Sands – are you pleased or happy with the flow?

City Librarian Regan replied yes, that TSK/Huckabee has been responsive and has held productive design meetings

Trustee Gluck asked about the informal solicitation

City Librarian Regan explained we can do an informal bid which needs 3 different bids and is quicker. We also found a way to piggyback on our SCLC membership/contract so that we can choose to use an existing vendor and have a quicker process too. We still need to purchase installation using the City bid protocols.

Trustee Adde asked about the difference between the May 2026 and a June 1, 2026, open to the public dates.

City Librarian replied the June 1st date is the closest for being on par for opening to the public.

2. Library Construction Project Ad Hoc Committee

Trustee Gallagher reported out on the Construction Project. We are 35 days behind where we wanted to be. Not from our deadline but from TSK's goal. They are making up about 2 days a week. A lot has been done. The foundation in back has been put in place.

Questions/comments:

Trustee Gluck asked for the date of the next meeting?

City Librarian Regan supplied the next meeting is Tuesday, May 6 at 5:00 pm.

Chair Sands commented about the 35 days behind and the catching up, as it came up at the last City Council. Response at City Council was “we’re on target to get it done on time.” However, it has been noted the ongoing reports have been stating 35 days behind but we’re going to make up days. Yet the latest report still said 35 days behind. There seems to be a disconnect.

Trustee Gallagher – I also saw a disconnect from if they are or are not making up days. The TSK deadline is 8 weeks ahead of the actual deadline. We really are behind their self-imposed deadline.

Trustee Gluck – so perhaps the TSK original construction completion deadline is December 2025 and the 35 days behind is from that going into January – this is interesting, I hadn’t heard that before. We really need the construction done so we can use the Grant funds to move back in before the end of March.

Mayor Pro Tem Lowe commented the completion date is on time. The construction is on task and will be completed on time but it is the overall timeline that’s pushed back. The person that’s in charge of the overall project is AMG.

Trustee Gluck asked for clarification on AMG’s report of 39 days behind and questioned why the reason for the additional 4 days of being behind is the same reason as for being 35 days behind.

Mayor Pro Tem Lowe suggested Arnulfo address this at a future Trustee meeting. After the Eaton Fire all departments have been overloaded with tasks. We’re looking at hiring more staff to handle Eaton Fire information.

Chair Sands requested at the next Ad Hoc meeting to ask for clarification on the number of days behind and the same reason for the new delay. There seems to be a disconnect and it’s very confusing. It’s almost a placation, we’re 35 days behind, well now it’s 39 days behind but don’t worry.

3. Library Foundation Update and Discussion

Rob Stockly gave an update on the Library Foundation. Two weeks ago the Next Chapter Campaign went over \$100,000 in donations and grants. We received a \$35,000 grant. We have over \$140,000 so far. We’ve been having small gatherings hosted at the Library. Ann Palmer and Laura are hosting one on May 13th and is our first private home event. Each foundation member has found their niche. We’re having one-on-one meetings with community members. Disney will match any donations from Disney employees. There will be a Shopping party at Savor the Flavor on Thursday, May 1st from 5:00 – 7:00 PM. Mention the Library Foundation and get 10% donated toward the foundation. Stockly requested dimensions of end of shelves for possible fundraising donor names.

Questions/comments:

Trustee Adde suggested we have a social media go out about the shopping.

City Librarian Regan confirmed it is out, but that the Library can’t post it directly but can add it to our Story.

Chair Sands asked if the Foundation will be at the Library Open House

Chair Stockly confirmed he would be there.

4. Sierra Madre Historical Preservation Society Report

SMHPS President Leslie Ziff reported they finished their letter to support IMLS. She confirmed with the City they still have the grant. TSK Architects have already begun the preliminary designing of the room and the roof that need fixing. She reported the SMHPS will be giving dinner on May 19, 21, and 22 to all the shifts of the Fire Department as a thank you for all their support. Lizzie's Chicken and Ravioli Dinner is being planned for May 31st at the museum.

June 19 Hart Park House 6:00 PM meeting will also have a guest speaker on wildflowers and self-reliance.

5. Friends of the Library Liaison Report

Friends Board member Leslie Ziff reported on the Art Fair happening this weekend. June 18th is the Friends Annual Dinner themed "Bear With Us".

Questions/comments:

Trustee Adde commented she wants to remind everyone the Sierra Madre Art Fair is the Friends of the Library Art Fair.

6. City Council Liaison Report

Mayor Pro Tem Lowe reported the IMLS support letters as written for the Federal representatives were approved. They will also send letters to all of our state legislators too. City Council is hearing your plea for more transparency for the building ad hoc committee.

7. Larger Than Books Campaign Discussion

City Librarian to updated Trustees on the current *Larger Than Books* campaign to promote Sierra Madre Public Library services and joy on social media. She reported we have received many good messages. She encouraged Trustees continue to provide ideas and suggestions.

8. Trustees Updates

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

Trustee Gallagher reported she attended the April 16 Friends of the Library meeting. There probably needs to be a re-messaging of the Art Fair to make sure that it is the Friends of the Library Art Fair. April 18th she attended the SMHPS meeting and thinks the Fire Department dinners are going to be great. She attended the Wistaria Festival and did two shifts. She attended the most recent City Council Meeting to support the Library in requesting City Council support the restoration of IMLS funding. She also went to a Dementia training at the Kensington. They had really great ideas. April 13th she attended the Sierra Madre Playhouse and saw a wonderful presentation. Very few Sierra Madreans were in the playhouse. For Sierra Madre Civic Club, she went to their annual fundraising meeting.

Trustee Adde also attended the Civic Club fundraiser and won a TV. She also attended the Wistaria festival and was at the information booth. She watched the last City Council online and did the website survey. On the City's website, she mentioned the Trustees section is incorrect. She wrote a Book review for the Friends of the Library newsletter.

Mayor Pro Tem Lowe mention there will be an updated website platform and overhaul of our current website old pages and misinformation will be removed.

Trustee Palmer reported the bookmark contest ended April 9th and judging was done April 10 and Diane Sands was the first to respond. The Bookmark Award Ceremony is 6pm this Wednesday. She attended the Wistaria Festival. She went to the Rose Float Bingo that night as well. On May 13th the Palmers are hosting a Foundation Reception.

Trustee Gluck attended the April 8 City Council meeting for the Library Proclamation. On April 15 we had a Library Foundation Board meeting. The Library Foundation is a group of really great people that are really hitting their stride. She also attended the Wistaria festival. On April 24th she attended the Library Foundation reception at the Library. Tomorrow from 4:00 – 6:00 pm we have the Open House at the Library. On May 3rd I will be volunteering as a hostess at the Friends of the Library Art Fair in the afternoon. She will be at the Library Construction Ad Hoc meeting on May 6.

Chair Sands was at the Wistaria Festival all day and did work for the Historical Preservation Society. We've been planning the Library Open House so we had several meetings for that and we did a tiktok/commercial for our Open House. I will be at the Art Fair helping the Friends of the Library too. For our museums we've got our dinner for the Fire Station and our Chicken and Ravioli dinner fundraiser. The Museums have been closed since the trails have been closed, we'll try to open and promote the museums soon.

9. City Librarian Report

City Librarian Leila Regan reported on library updates. We have a new Library Clerk Jennifer Kilby. For the Library building, we are looking to complete construction by the end of January 2026. World Central Kitchen is no longer at the Library. Regan encouraged people to contact Rob Stockly to set up a Foundation Meet & Mingle events. She did a presentation at City Council about the termination of IMLS funding. Federal letters were approved and sent. Revised letters for state representatives asking for more funding for library services will be submitted at the next City Council meeting. She also presented at the Revenue Enhancement Ad Hoc Committee about the staffing shortage the Library faces in the renovated building. It went well and she can present at the next Trustee meeting. Upcoming programs are the Library Open House on April 29th. Book Award Ceremony is this Wednesday. She handed out the May programming calendar. Regan announced the Summer Reading Kickoff is Saturday June 7th at Sierra Vista Park. She requested people sign up to volunteer for the Art Fair with Darlene Traxler. In March, we had 8,401 item circulation and 28 programs with 655 attendees. Regan volunteered at the Wistaria Festival and Earth Day. She will be attending ALA with two Staff: Chelsea Lee and Julie Imahara.

Questions/comments:

Trustee Adde asked how the FOL Book Sale and WCK did at the same time.

City Librarian Regan said it went well. WCK was done by the time the Book Sale started.

Chair Sands inquired about using volunteers.

City Librarian Regan said we can look further into volunteers in addition to what we already use.

10. Items for Future Agenda

Trustee Gallagher requested Leila's Revenue presentation for June.
Chair Sands would like Director Yanez to give a report on the Building Project.
Chair Gluck wants City, AMG and Vertex to give a Building update.
Palmer will not be at the June meeting.

ADJOURNMENT

Trustee Adde moved to adjourn
Trustee Palmer seconded
All were in favor
Meeting was adjourned at 6:24 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	05/13/2025	Regular	0.00	14.95	70117
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1JCK-WPKH-6NF4...	Invoice	05/01/2025	MISC SUPPLIES 10/28/24 - 11/10/24 SHO...	0.00	0.18	
39006.90000.53999			OTHER PURCHASED SUPP...		0.18	
1JWP-NTDJ-X3X7	Credit Memo	04/14/2025	MISC SUPPLIES 3/31/25 - 4/13/25	0.00	-13.85	
39006.90000.53406			BOOKS AND REFERENCE		-13.85	
1TLP-MRF4-TQM7	Invoice	04/14/2025	MISC SUPPLIES 3/31/25 - 4/13/25	0.00	28.62	
39006.90000.53999			OTHER PURCHASED SUPP...		28.62	
VEN01190	ARNOLD'S FRONTIER HARDWARE - L	05/13/2025	Regular	0.00	43.98	70118
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Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
115506	Invoice	04/10/2025	MISC. SUPPLIES	0.00	43.98	
39006.90000.53999			OTHER PURCHASED SUPP...		43.98	
0132	BAKER & TAYLOR, INC.	05/13/2025	Regular	0.00	2,256.83	70119
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Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5019439193	Invoice	04/07/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	641.81	
10000.90000.53406			BOOKS AND REFERENCE		641.81	
5019439194	Invoice	04/07/2025	LIBRARY SUPPLIES	0.00	65.05	
10000.90000.52200			CONTRACT SERVICES		65.05	
5019441628	Invoice	04/07/2025	LIBRARY SUPPLIES	0.00	60.69	
39006.90000.53406			BOOKS AND REFERENCE		60.69	
5019441629	Invoice	04/07/2025	LIBRARY SUPPLIES	0.00	0.45	
10000.90000.52200			CONTRACT SERVICES		0.45	
5019447154	Invoice	04/14/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	405.13	
10000.90000.53406			BOOKS AND REFERENCE		405.13	
5019447155	Invoice	04/14/2025	LIBRARY SUPPLIES	0.00	32.86	
10000.90000.52200			CONTRACT SERVICES		32.86	
5019461642	Invoice	04/16/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	588.96	
10000.90000.53406			BOOKS AND REFERENCE		588.96	
5019461643	Invoice	04/16/2025	LIBRARY SUPPLIES	0.00	42.12	
10000.90000.52200			CONTRACT SERVICES		42.12	
5019464754	Invoice	04/17/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	390.92	
10000.90000.53406			BOOKS AND REFERENCE		390.92	
5019464755	Invoice	04/17/2025	LIBRARY SUPPLIES	0.00	28.84	
10000.90000.52200			CONTRACT SERVICES		28.84	
VEN04206	CHELSEA LEE	05/13/2025	Regular	0.00	7.42	70120
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Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV040691	Invoice	04/07/2025	TRAVEL REIMB: BOOK PURCHASE FOR PR...	0.00	7.42	
10000.90000.53404			MILEAGE REIMBURSEME...		7.42	
VEN03902	INVENGO AMERICAN CORP	05/13/2025	Regular	0.00	920.59	70121

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	
1014305	Invoice	01/31/2025	CREDIT CARD SIZED TAGS	0.00	920.59	
10000.90000.53100		OFFICE SUPPLIES		CREDIT CARD SIZED TAGS	920.59	
VEN04152	KANOPY INC	05/13/2025	Regular	0.00	179.00	70122
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
451502 - PPU	Invoice	04/30/2025	LIBRARY VIDEOS	0.00	179.00	
10000.90000.52200		CONTRACT SERVICES		LIBRARY VIDEOS	179.00	
VEN03926	T-MOBILE	05/13/2025	Regular	0.00	124.60	70123
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV040692	Invoice	04/21/2025	984433408 3/21/25 - 4/20/25	0.00	124.60	
10000.90000.52200		CONTRACT SERVICES		984433408 3/21/25 - 4/20...	124.60	
Total Regular:					3,547.37	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	18	7	0.00	3,547.37
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
	18	7	0.00	3,547.37

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2025	3,547.37
			<hr/>
			3,547.37

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						
VEN03454	AMAZON CAPITAL SERVICES	05/27/2025	Regular	0.00	799.17	70219
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
13KM-PPWV-RXYC	Credit Memo	08/05/2024	MISC SUPPLIES CREDIT	0.00	-5.50	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES CREDIT	-5.50	
19GW-LPF6-1XGX	Invoice	05/12/2025	MISC SUPPLIES 4/28/25 - 5/11/25	0.00	147.89	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 4/28/25 - ...	147.89	
1FR7-H4QT-1T11	Invoice	05/12/2025	MISC SUPPLIES 4/28/25 - 5/11/25	0.00	7.62	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 4/28/25 - ...	7.62	
1HLC-TDKD-3DND	Invoice	05/12/2025	MISC SUPPLIES 4/28/25 - 5/11/25	0.00	75.78	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 4/28/25 - ...	75.78	
1MXL-KY4D-3PJW	Invoice	05/12/2025	MISC SUPPLIES 4/28/25 - 5/11/25	0.00	55.76	
10000.90000.53103		COMPUTER SUPPLIES		MISC SUPPLIES 4/28/25 - ...	55.76	
1QGR-GTGC-3T3D	Invoice	05/12/2025	MISC SUPPLIES 4/28/25 - 5/11/25	0.00	32.84	
10000.90000.53100		OFFICE SUPPLIES		MISC SUPPLIES 4/28/25 - ...	32.84	
1VK4-WX1G-3XFD	Invoice	05/12/2025	MISC SUPPLIES 4/28/25 - 5/11/25	0.00	23.19	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 4/28/25 - ...	23.19	
1VK4-WX1G-44LM	Invoice	05/12/2025	MISC SUPPLIES 4/28/25 - 5/11/25	0.00	26.46	
39006.90000.53999		OTHER PURCHASED SUPP...		MISC SUPPLIES 4/28/25 - ...	26.46	
1W6J-7D9X-377W	Invoice	05/12/2025	MISC SUPPLIES 4/28/25 - 5/11/25	0.00	261.93	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 4/28/25 - ...	261.93	
1XNQ-9X13-3PW7	Invoice	05/12/2025	MISC SUPPLIES 4/28/25 - 5/11/25	0.00	173.20	
10000.90000.53103		COMPUTER SUPPLIES		MISC SUPPLIES 4/28/25 - ...	173.20	
VEN02711	AMERICAS PRINTER	05/27/2025	Regular	0.00	651.47	70220
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1259313	Invoice	04/29/2025	LIBRARY SAMPLE 2025 BOOKMARKS	0.00	651.47	
39002.90000.53999		OTHER PURCHASED SUPP...		LIBRARY SAMPLE 2025 BO...	651.47	
VEN04448	AMG AND ASSOCIATES INC	05/27/2025	Regular	0.00	463,945.15	70221
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AP07	Invoice	04/30/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 4...	0.00	488,363.32	
29007.90000.56010		IMPROVEMENTS O/T BUI...		LIB MEANINGFUL IMPROV...	488,363.32	
AP07 RET	Credit Memo	04/30/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 4...	0.00	-24,418.17	
29007.00000.23500		RETENTION PAYABLE		LIB MEANINGFUL IMPROV...	-24,418.17	
0132	BAKER & TAYLOR, INC.	05/27/2025	Regular	0.00	555.97	70222
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
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39006.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	30.37	
2039043937	Invoice	04/30/2025	LIBRARY SUPPLIES	0.00	8.55	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	8.55	
2039051023	Invoice	05/02/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	33.73	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	33.73	
2039051024	Invoice	05/02/2025	LIBRARY SUPPLIES	0.00	8.55	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	8.55	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5019484105	Invoice	04/28/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	247.25	
10000.90000.53406			BOOKS AND REFERENCE		247.25	
5019484106	Invoice	04/28/2025	LIBRARY SUPPLIES	0.00	16.41	
10000.90000.52200			CONTRACT SERVICES		16.41	
5019486068	Invoice	04/29/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	201.32	
10000.90000.53406			BOOKS AND REFERENCE		201.32	
5019486069	Invoice	04/29/2025	LIBRARY SUPPLIES	0.00	9.79	
10000.90000.52200			CONTRACT SERVICES		9.79	
VEN02087	BUBBLEMANIA AND COMPANY	05/27/2025	Regular	0.00	400.00	70223
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4902	Invoice	02/19/2025	OUTDOOR BUBBLE PLAYTIME 6/16/25	0.00	400.00	
39006.90000.53999			OTHER PURCHASED SUPP...		400.00	
VEN04206	CHELSEA LEE	05/27/2025	Regular	0.00	7.84	70224
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV040892	Invoice	05/07/2025	REIMB.: PURCHASES FOR LIBRARY COLLEC...	0.00	7.84	
10000.90000.53404			MILEAGE REIMBURSEME...		7.84	
VEN03107	CHRISTOPHER BARNES	05/27/2025	Regular	0.00	400.00	70225
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV040891	Invoice	03/03/2025	EVERYBODY WINS PERFORMANCE 6/21/25	0.00	400.00	
39006.90000.53999			OTHER PURCHASED SUPP...		400.00	
1488	FEDEX OFFICE AND PRINT SERVICES	05/27/2025	Regular	0.00	25.00	70226
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...		25.00	
0428	GREY HOUSE PUBLISHING	05/27/2025	Regular	0.00	320.00	70227
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
372270	Invoice	12/17/2024	REFERENCE BOOK	0.00	188.00	
10000.90000.53406			BOOKS AND REFERENCE		188.00	
988835	Invoice	01/23/2025	REFERENCE BOOK	0.00	132.00	
10000.90000.53406			BOOKS AND REFERENCE		132.00	
VEN04268	KING OFFICE SERVICES	05/27/2025	Regular	0.00	1,792.00	70228
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
89731-020	Invoice	05/09/2025	LIB MAT STORAGE FEES DURING REMODEL..	0.00	1,792.00	
29007.90000.56010			IMPROVEMENTS O/T BUI...		1,792.00	
0269	LAKESHORE	05/27/2025	Regular	0.00	136.41	70229
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
90772936	Invoice	05/06/2025	CHILDREN'S PROGRAMMING SUPPLIES	0.00	136.41	
39002.90000.53999			OTHER PURCHASED SUPP...		136.41	
VEN04169	PLAYAWAY PRODUCTS LLC	05/27/2025	Regular	0.00	82.68	70230
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
491185	Invoice	02/19/2025	MISC. SUPPLIES	0.00	82.68	
39006.90000.53406			BOOKS AND REFERENCE		82.68	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0444	SALEM PRESS, INC.	05/27/2025	Regular	0.00	440.00	70231
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
190677	Invoice	01/23/2025	ONLINE EBOOKS - BOOK #9798891791428	0.00	182.50	
10000.90000.53406			BOOKS AND REFERENCE		182.50	
191078	Invoice	03/07/2025	ONLINE EBOOKS - BOOK #9781637007723	0.00	257.50	
10000.90000.53406			BOOKS AND REFERENCE		257.50	
VEN04349	THE VERTEX COMPANIES LLC	05/27/2025	Regular	0.00	41,417.00	70232
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
OPM 095074-13	Invoice	04/30/2025	PROJECT MANAGEMENT LIBRARY IMPROV...	0.00	41,417.00	
29007.90000.56010			IMPROVEMENTS O/T BUI...		41,417.00	
VEN04212	THOR'S REPTILE FAMILY	05/27/2025	Regular	0.00	525.00	70233
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
25056	Invoice	05/15/2025	PROGRAM 6/7/25	0.00	525.00	
39006.90000.53999			OTHER PURCHASED SUPP...		525.00	
VEN04209	TSK ARCHITECTS	05/27/2025	Regular	0.00	8,745.00	70234
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
23-025.00-22	Invoice	04/28/2025	ARCHITECTURAL & ENGINEERING - LIBRAR...	0.00	8,745.00	
29007.90000.56010			IMPROVEMENTS O/T BUI...		8,745.00	
VEN03096	W M J COMMUNICATIONS	05/27/2025	Regular	0.00	765.00	70235
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2218	Invoice	03/11/2025	LIBRARY CABLE RELOCATION SERVICE	0.00	765.00	
29007.90000.56010			IMPROVEMENTS O/T BUI...		765.00	
1085	WORLD BOOK, INC.	05/27/2025	Regular	0.00	1,435.40	70236
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
ARI0007981	Invoice	04/07/2025	ENCYCLOPEDIA 2025 SET	0.00	1,435.40	
10000.90000.53406			BOOKS AND REFERENCE		1,435.40	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	18	0.00	522,443.09
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
	37	18	0.00	522,443.09

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2025	522,443.09
			<u>522,443.09</u>

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City of Sierra Madre, CA

Check Register

Packet: APPKT08030 - LIB BOA MAN 5/27/25

By Check Number

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	05/05/2025	Regular	0.00	3,926.52	70115
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV040824	Invoice	04/14/2025	LA - SUMMER PROGRAM	0.00	203.82	
39002.90000.53999		OTHER PURCHASED SUPP...	LA - SUMMER PROGRAM		203.82	
INV040825	Invoice	04/11/2025	LA - BOOKMARK CONTEST JUDGING - SNA...	0.00	57.79	
39002.90000.53999		OTHER PURCHASED SUPP...	LA - BOOKMARK CONTEST ...		57.79	
INV040826	Invoice	04/10/2025	LA - BOOKMARK CONTEST JUDGING: DRIN...	0.00	17.95	
39002.90000.53999		OTHER PURCHASED SUPP...	LA - BOOKMARK CONTEST ...		17.95	
INV040827	Invoice	04/10/2025	LA - EMPLOYEE TEAM BUILDING: MEAL	0.00	39.78	
10000.90000.53999		OTHER PURCHASED SUPP...	LA - EMPLOYEE TEAM BUI...		39.78	
INV040828	Invoice	04/09/2025	LA - BOOK FOR COLLECTION	0.00	30.93	
10000.90000.53406		BOOKS AND REFERENCE	LA - BOOK FOR COLLECTION		30.93	
INV040829	Invoice	04/10/2025	LA - WATER DELIVERY SERVICE	0.00	82.07	
10000.90000.53100		OFFICE SUPPLIES	LA - WATER DELIVERY SERV..		82.07	
INV040830	Invoice	04/08/2025	LA - GREEN TEENS - PLANTS	0.00	83.22	
39006.90000.53999		OTHER PURCHASED SUPP...	LA - GREEN TEENS - PLANTS		83.22	
INV040831	Invoice	04/08/2025	LA - BOOKMARK CONTEST - GIFT CARDS - ...	0.00	503.55	
39002.90000.53999		OTHER PURCHASED SUPP...	LA - BOOKMARK CONTEST - ..		503.55	
INV040832	Invoice	04/08/2025	LA - BOOKMARK CONTEST GIFT CARDS - P...	0.00	260.55	
39002.90000.53999		OTHER PURCHASED SUPP...	LA - BOOKMARK CONTEST...		260.55	
INV040833	Invoice	04/07/2025	LA - LIB COLLECTION: ADULT GROUP NOV...	0.00	145.29	
10000.90000.53406		BOOKS AND REFERENCE	LA - LIB COLLECTION: ADU...		145.29	
INV040834	Invoice	04/07/2025	LA - CHILDREN'S ROOM: COMICS	0.00	58.50	
10000.90000.53406		BOOKS AND REFERENCE	LA - CHILDREN'S ROOM: C...		58.50	
INV040835	Invoice	04/07/2025	LA - PROGRAM - GREEN TEENS - SUPPLIES	0.00	12.16	
39006.90000.53999		OTHER PURCHASED SUPP...	LA - PROGRAM - GREEN TE...		12.16	
INV040836	Invoice	04/01/2025	LA - ALA CONF.: AIR FARE - REGAN	0.00	403.97	
10000.90000.53402		CONFERENCE & MEETING	LA - ALA CONF.: AIR FARE - ...		403.97	
INV040837	Invoice	04/01/2025	LA - ALA CONF.: AIR FARE - LEE	0.00	403.97	
10000.90000.53402		CONFERENCE & MEETING	LA - ALA CONF.: AIR FARE - ...		403.97	
INV040838	Invoice	04/01/2025	LA - ALA CONF.: AIR FARE - IMAHARA	0.00	403.97	
10000.90000.53402		CONFERENCE & MEETING	LA - ALA CONF.: AIR FARE - ...		403.97	
INV040839	Invoice	03/27/2025	LA - ALA MEMBERSHIP: IMAHARA	0.00	46.00	
10000.90000.53409		MEMBERSHIP/DUES/SUB...	LA - ALA MEMBERSHIP: IM...		46.00	
INV040840	Invoice	03/27/2025	LA - ALA CONF.: REG	0.00	294.00	
10000.90000.53402		CONFERENCE & MEETING	LA - ALA CONF.: REG		294.00	
INV040842	Invoice	03/25/2025	LA - ALA MEMBERSHIP: REGAN	0.00	125.00	
10000.90000.53409		MEMBERSHIP/DUES/SUB...	LA - ALA MEMBERSHIP: RE...		125.00	
INV040843	Invoice	03/25/2025	LA - ALA CONF REG: REGAN & LEE	0.00	705.00	
10000.90000.53402		CONFERENCE & MEETING	LA - ALA CONF REG: SHIRT		705.00	
INV040844	Invoice	03/25/2025	LA - ALA CONF REG: T-SHIRT	0.00	19.00	
10000.90000.53402		CONFERENCE & MEETING	LA - ALA CONF REG: T-SHIRT		19.00	
INV040845	Invoice	03/17/2025	LA - EMPLOYEE APPRECIATION: LEE BIRTH...	0.00	30.00	
10000.90000.53999		OTHER PURCHASED SUPP...	LA - EMPLOYEE APPRECIAT...		30.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	21	1	0.00	3,926.52
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00

Check Register

Packet: APPKT08030-LIB BOA MAN 5/27/25

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	Bank Drafts	0	0	0.00	0.00	
	EFT's	0	0	0.00	0.00	
		21	1	0.00	3,926.52	

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2025	3,926.52
			<hr/>
			3,926.52

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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.	06/10/2025	Regular		0.00	2,672.65 70328
2039061407	Invoice	05/08/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	444.12	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	444.12	
2039069329	Invoice	05/13/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	570.82	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	570.82	
2039069776	Invoice	05/14/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	441.24	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	441.24	
2039080158	Invoice	05/15/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	121.50	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	121.50	
5019501113	Invoice	05/05/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	800.93	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	800.93	
5019506020	Invoice	05/05/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	294.04	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	294.04	

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
VEN04496	REBEKAH MENDEZ	06/10/2025	Regular		0.00	300.00 70329
INV040982	Invoice	05/29/2025	PERFORMANCE: EQUINE THERAPY - MINI...	0.00	300.00	
39006.90000.53999		OTHER PURCHASED SUPP...		PERFORMANCE: EQUINE T...	300.00	

Total Regular: 2,972.65

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	2	0.00	2,972.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	7	2	0.00	2,972.65

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2025	2,972.65
			<hr/>
			2,972.65

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City of Sierra Madre, CA

Check Register

Packet: APPKT08052 - LIB MAN 6/10/25

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

VEN04487 BUD FERGUSON'S INDUSTRIAL CONT 05/21/2025 Regular 0.00 12,974.83 70189

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
100007-DEP	Invoice	05/12/2025	LIBRARY SWITCHGEAR	0.00	9,774.83
29007.90000.56010		IMPROVEMENTS O/T BUI...		LIBRARY SWITCHGEAR	9,774.83
100007-ENG	Invoice	04/30/2025	ENGINEERING FOR SWITCHGEAR = LIBRARY	0.00	3,200.00
29007.90000.56010		IMPROVEMENTS O/T BUI...		ENGINEERING FOR SWITC...	3,200.00

Total Regular: 12,974.83

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	12,974.83
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	12,974.83

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2025	12,974.83
			<u>12,974.83</u>

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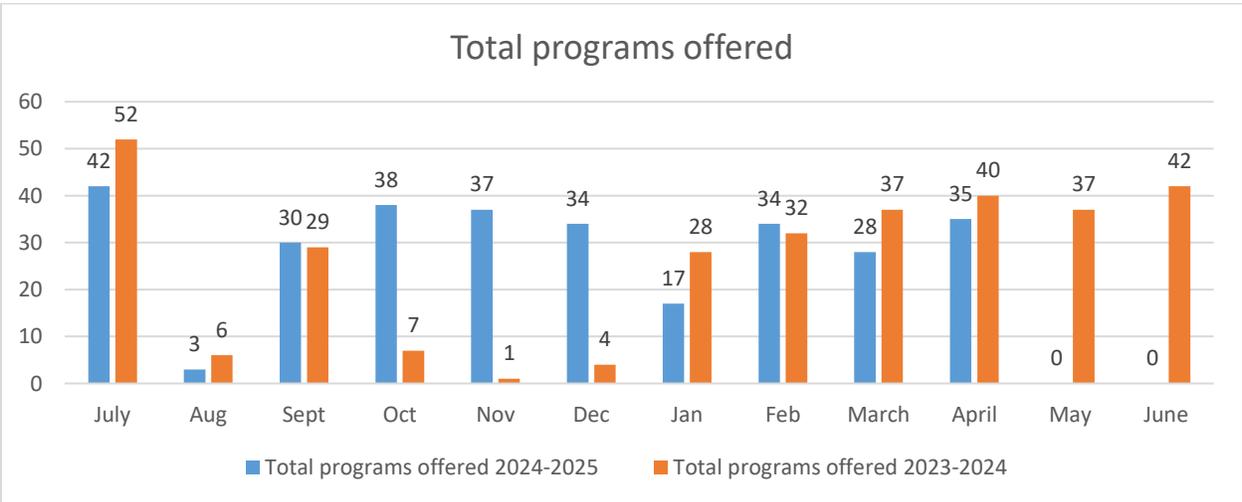
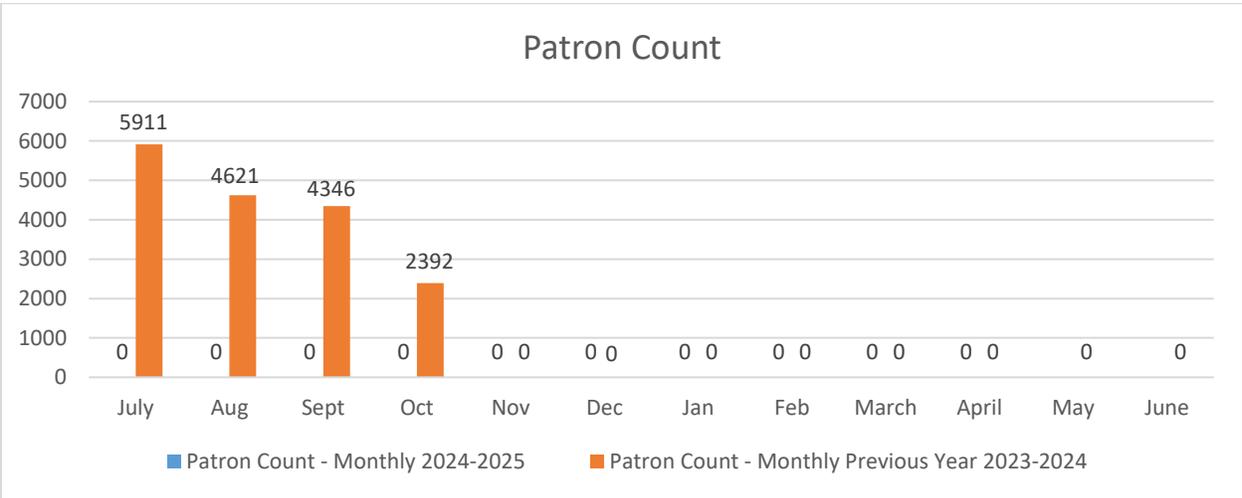
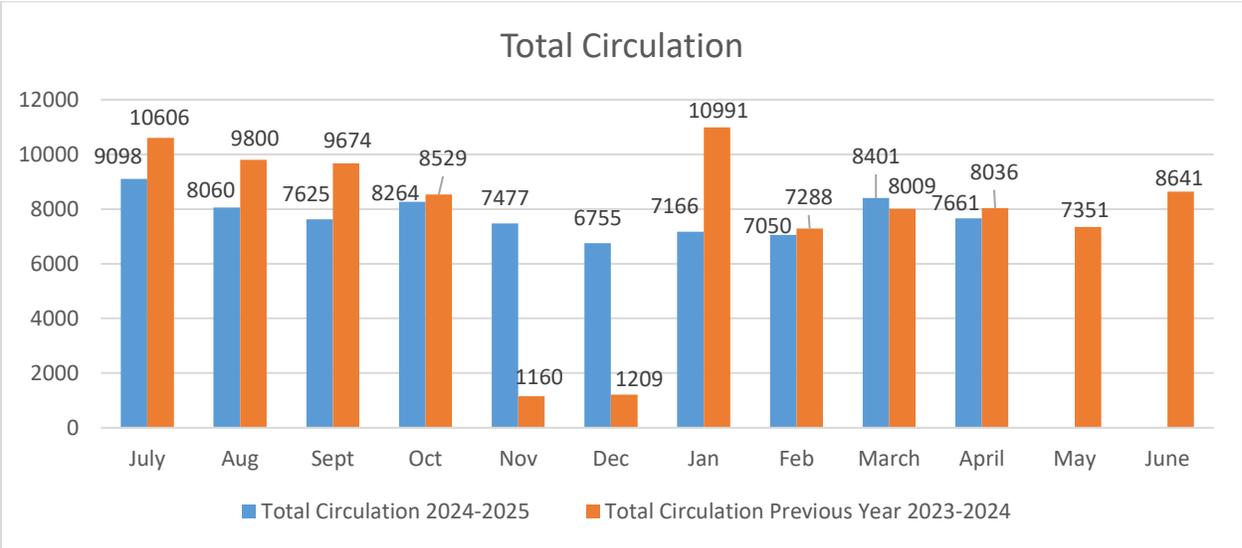
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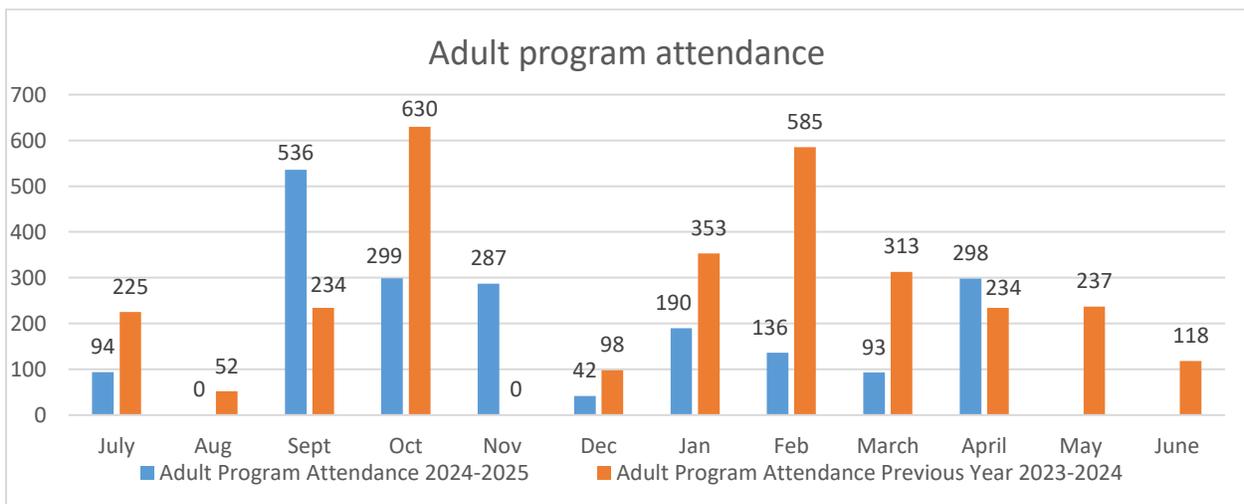
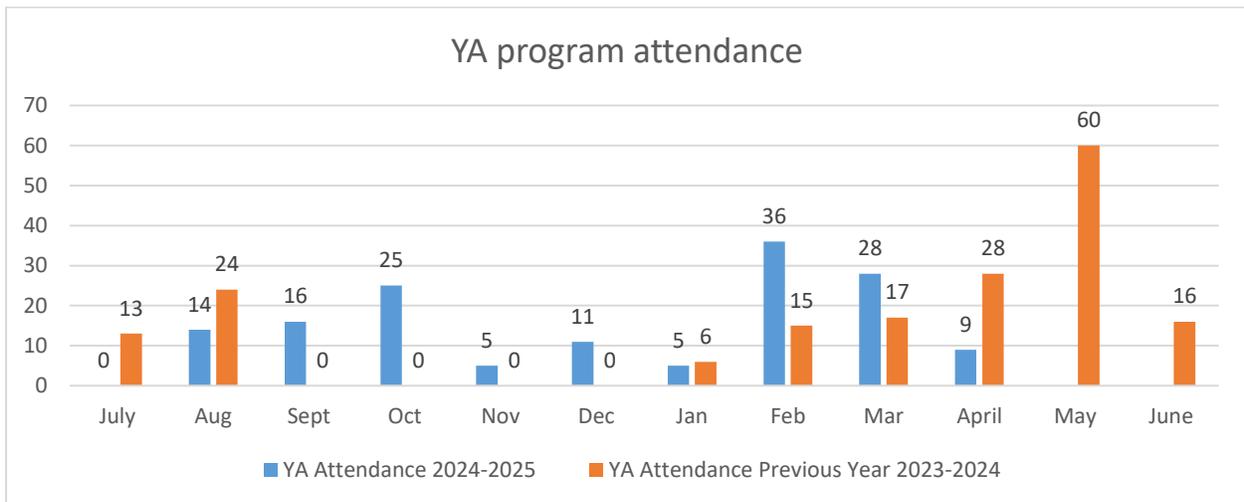
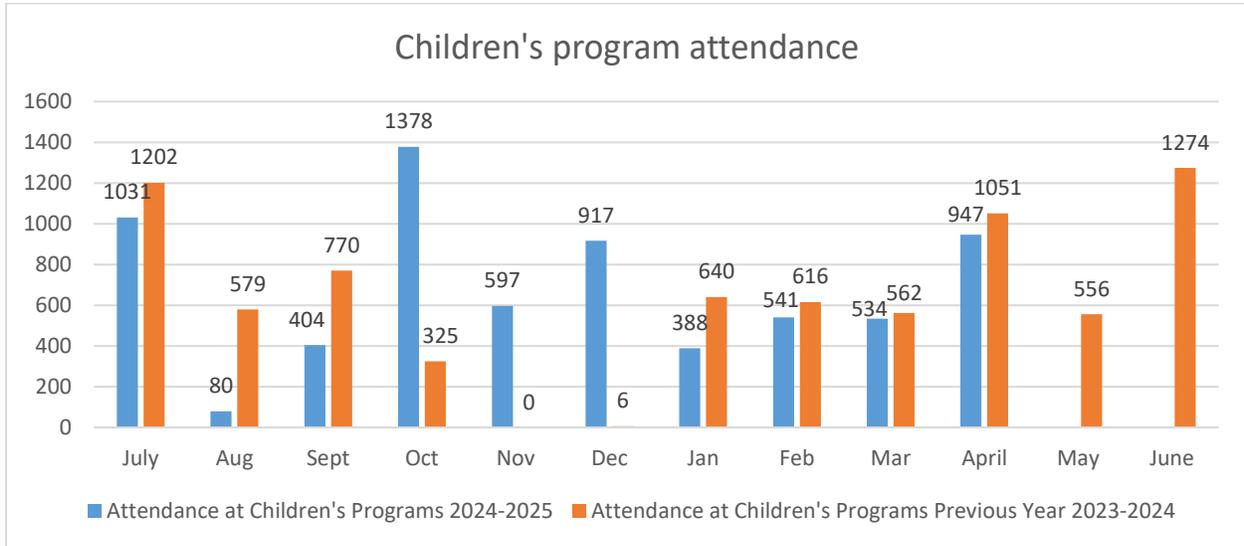
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Apr 2025 Library Statistics

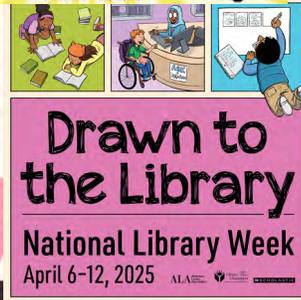
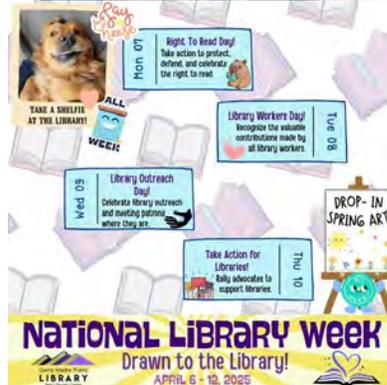




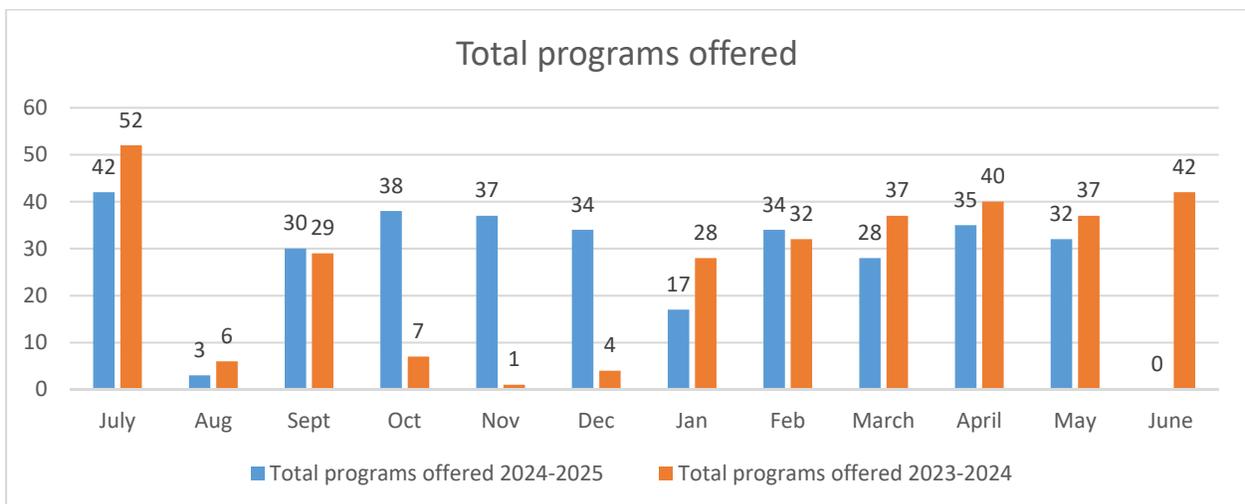
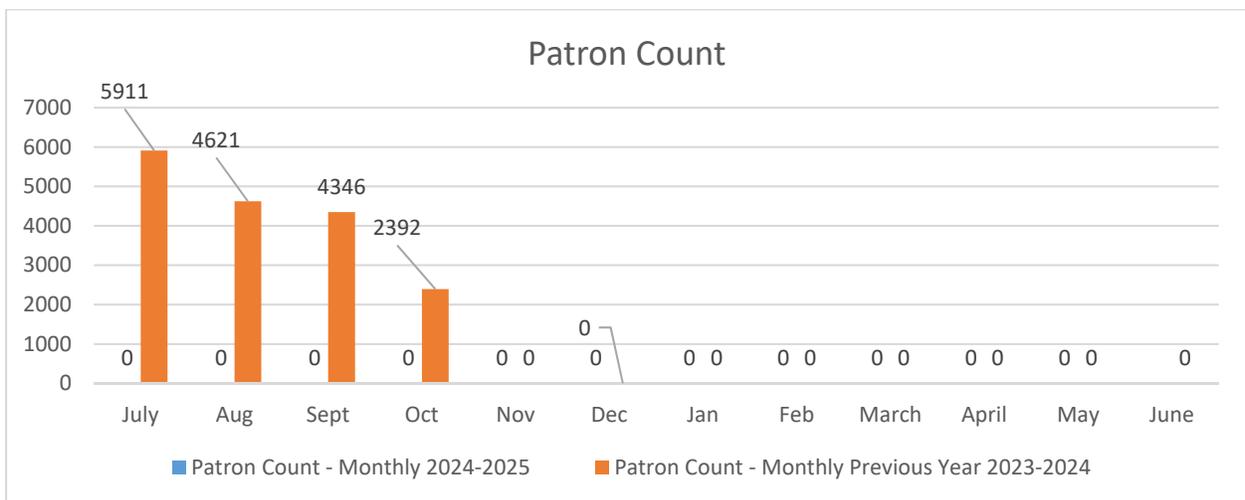
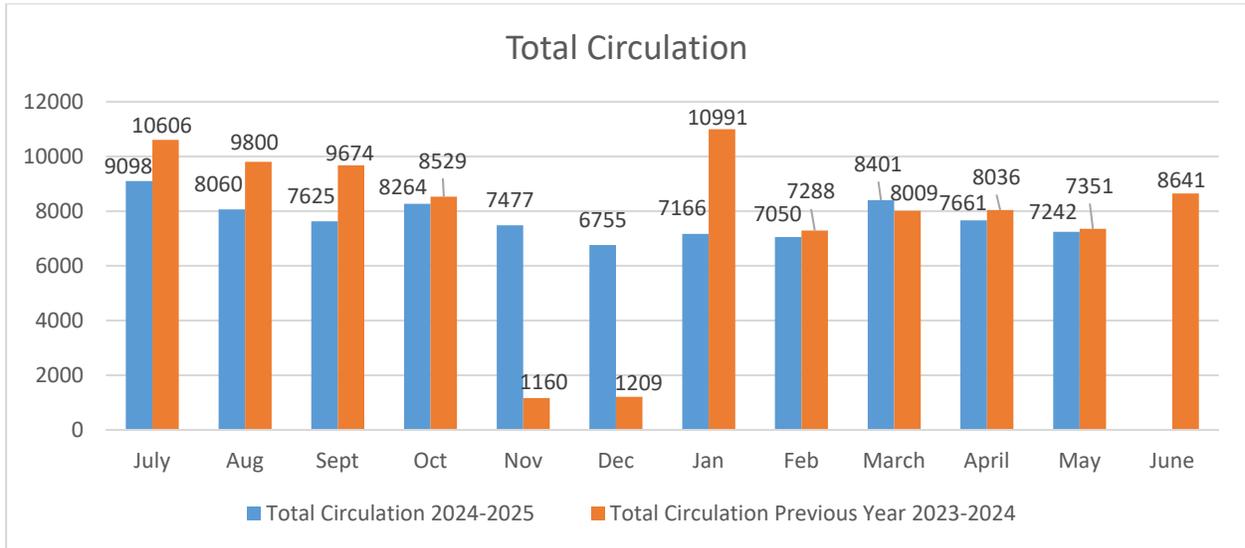
April 2025 Online Content

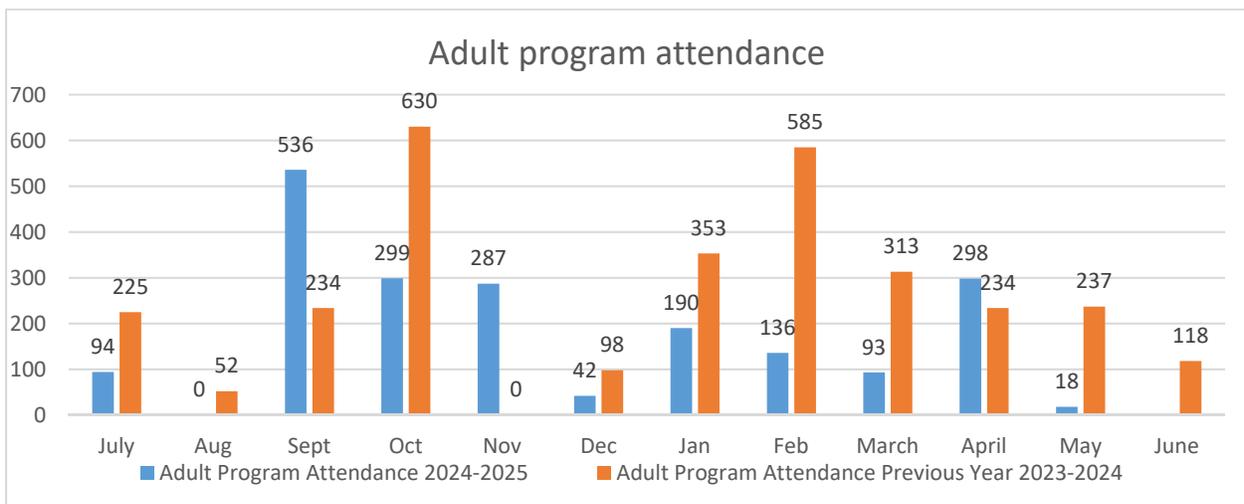
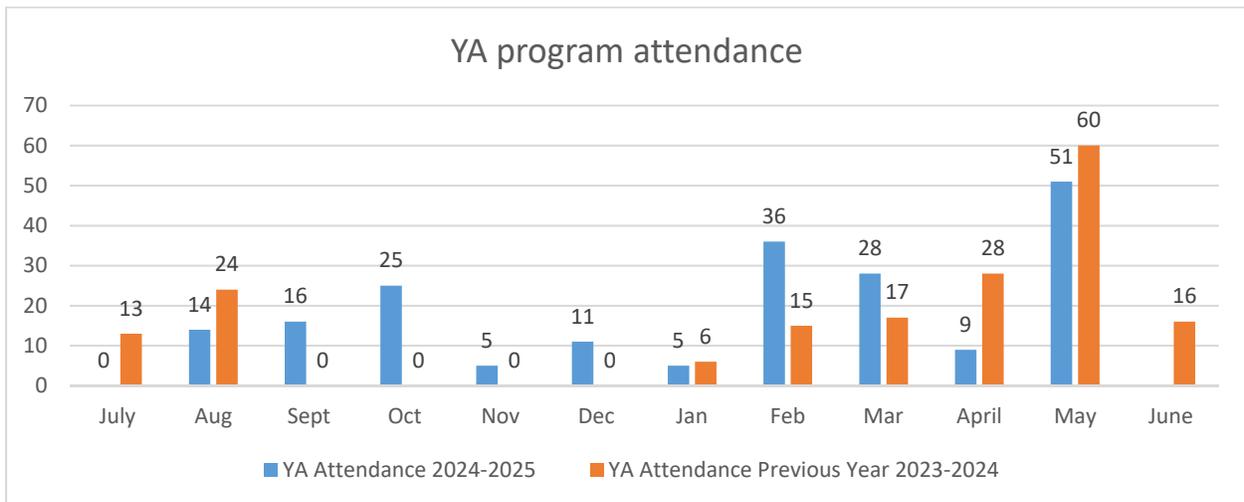
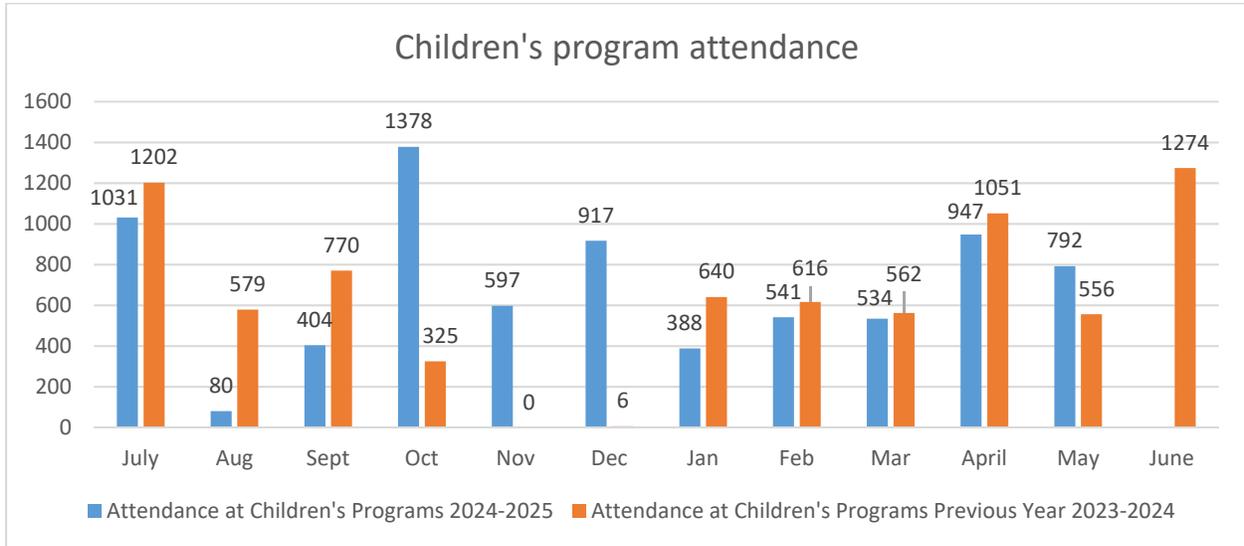
In April, the Library had 27 social media posts with 12,783 reactions (likes/comments/views). Many were for the following:

- Library Open House
- National Library Week
- Drop-In Spring Art
- This Week at the Library - National Library Week
- Photo Booth - National Library Week
- Green Teens
- National Library Workers Day
- Bookmark Contest
- Library TikTok - Donations
- World Central Kitchen
- This Week at the Library
- Tails & Tales
- Pajama Storytime
- Digital Services Meet & Greet
- Sensory Play
- Library TikTok - Open House
- Popsicle Stick Art
- 3D Printing Basics
- FOL Art Fair
- Libraries are Larger than Books
- OBOC Committee Thank You



May 2025 Library Statistics

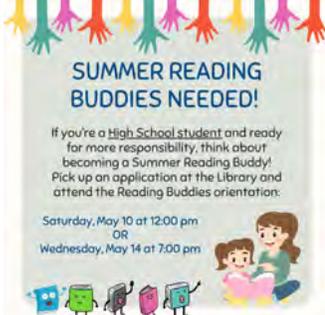




May 2025 Online Content

In May, the Library had 27 social media posts with 4,027 reactions (likes/comments/views). Many were for the following:

- Library TikTok - Never Enough Books
- Revenge of the 5th Mini Lightsaber
- This week at the Library
- Teen Summer Volunteer Orientation
- Sensory Play
- Libraries are Larger Than Books
- Library TikTok - Read Books!
- Mother's Day
- Green Teens
- Digital Services Meet & Greet
- Library TikTok - Games
- Pajama Storytime
- Tails & Tales
- Delayed Opening
- Holiday Observance
- Summer Reading Program
- Summer Reading Kickoff - Thor's Reptiles
- Shelf Stories Book Club





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: 06/23/2025
SUBJECT: **2025/2026 Approved Library Budget**

BACKGROUND

The City's budget for the upcoming 2025/2026 fiscal year was approved at the June 10 City Council meeting. This fiscal year will run from July 1, 2025 to June 30, 2026. Every fiscal year, the City adheres to a zero-balance budget. Zero-balance budgeting entails City departments allocating all projected funding for the upcoming fiscal year as close to the actual expenditures as possible. The City is facing a financial shortfall for the 2025/2026 fiscal year due to multiple factors. For more specific information regarding the City's fiscal projections for the 2025/2026 fiscal year please read Finance Director Anthony Rainey's report here:

<https://www.sierramadeca.gov/common/pages/GetFile.ashx?key=5HQ%2bASWK>

Or watch it here: <https://www.youtube.com/live/iPtbewixhP4?si=gTxoCWt3ZJBbTq4G&t=6359>

The Library is preparing for another interesting year. We will have a four-month closure, where the Library will transition from 350 W Sierra Madre Boulevard to 440 W Sierra Madre Boulevard. We will also have a grand re-opening celebration in addition to our programs and Summer Reading events.

SUMMARY

The major changes to the Library's budget for the upcoming fiscal year include:

- Increase in Contract Services due to vendor increases.
- Increase in Conference & Meetings to provide staff the opportunity for more training and to allow some staff to attend the American Library Association Conference in Chicago in 2026.
- Decrease in Mileage. Training mileage has been reallocated to Conference & Meetings.
- Decrease in Books & Reference. The library will not be order books during the closure.
- Decrease in Memberships.

- Increase in Periodicals due to vendor increases.
- Increase in Other. The \$5,000 decrease in Books & Reference has been reallocated to this account in anticipation of the costs for the re-opening event.

For more information, please direct inquires to City Librarian Leila Regan.

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.

Library General Fund Budget
Fund 10000.90000

Note: Equipment and Projects are not in this excel. These items will be budgeted in the CIP budget worksheet
Also, historical \$ amounts were updated by Finance for budgeting purposes. The actual descriptions under each account # can be edited by individual departments to better describe the amounts being budgeted.

Account No.	Vendor (if known) & Description	Activity Type	Actual 22/23	Budget 23/24	Actual 23/24	Budget 24/25	YTD @ 02/28/25	Remaining FY24-25 budget	Proposed 25/26
10000.90000.52200	Contract Services		17,998	40,500	29,025	35,300	18,701	47%	38,040
	? CENIC Broadband	Broadband Internet Service	-	9,623	-	9,623	-	9,623	9,800
	Baker & Taylor Online Review Periodicals	Professional Journals Online/Booklist, etc.	-	450	435	450	-	450	450
	Baker & Taylor Processing	Outsourced book processing	3,015	2,500	3,301	3,000	1,784	1,216	3,500
	Biblionix - ILS system - Apollo Annual hosted service, Acquisitions, Content Café Plus, Gabbie	ILS System	5,045	5,305	5,665	6,232	5,368	864	6,200
	Canva Pro	Poster Making Software	239.75	240	239.75	240	0	240	240
	FE Tech/Invengo	Annual Maintenance for RFID Contact Free Checkout CALIFA discounted pricing, Readers Advisory Database - Bibliographic Data added to ILS.	2,060	2,200	2,060	2,200	2,060	140	2,200
	Novelist Plus & K8+	Digital magazine collection	0	3,800	3,714	4,085	3,826	260	4,100
	OverDrive Digital Magazine Access (replaces Zinio)	Digital magazine collection	2000	2240	2000	2240	2,000	240	2300
	Overdrive Platform Participation Fee	Annual Subscription eBooks Platform fee	3,000	3,000	3,500	3,850	3,500	350	4,000
	Sears Subject Headings	Online Access to Subject Headings for cataloging boo	176	200	176	200	-	200	200
	TeamSoftware Solutions	Software - Public Web Browser	125	150	125	150	-	150	150
	Compromise Technology	Smart Access Manager (SAM)	1,772	2,400	-	-	-	-	-
	Kanopy	Streaming movie service	-	4,000	1,249	4,000	1,116	2,884	2,500
	ReadyFresh	Water Bottle Service	-	-	101	-	607	-	1,000
	Mango Languages	Hot Spot Carrier	-	4,320	4,320	-	-	-	-
	T-Mobile		-	1000	0	1000	705.94	294	1,400
10000.90000.52200	Totals		17,432	41,428	26,884	37,270	20,967	16,910	38,040

1

Account No.	Vendor (if known) & Description	Activity Type	Actual 22/23	Budget 23/24	Actual 23/24	Budget 24/25	YTD @ 02/28/25	Remaining FY24-25 budget	Proposed 25/26
10000.90000.53100	Office Supplies		7,782	8,000	7,967	8,500	5,052	41%	8,500
	Brodart, Bayscan, Demco, Staples, Labeltronix, Vanguard, Vernon, Gaylord, Uline, Library Store, Amazon, Office Depot	Library supplies, Library cards, book covers, easels, security tags, barcode labels, spine labels, emergency supplies, desk supplies							
10000.90000.53100	Totals		7,782	8,000	7,967	8,500	6,792	1,708	8,500

2

Account No.	Vendor (if known) & Description	Activity Type	Actual 22/23	Budget 23/24	Actual 23/24	Budget 24/25	YTD @ 02/28/25	Remaining FY24-25 budget	Proposed 25/26
10000.90000.53103	Computer Supplies		320	600	347	600	216	64%	600
	Tech Soup, Amazon, etc. Faronics	Public computer software, mice and other computer incidentals/peripherals DeepFreeze public PC security	189		159		28		400
					189		189		200
10000.90000.53103	Totals		320	600	347	600	216	384	600

3

Account No.	Vendor (if known) & Description	Activity Type	Actual 22/23	Budget 23/24	Actual 23/24	Budget 24/25	YTD @ 02/28/25	Remaining FY24-25 budget	Proposed 25/26
10000.900000.53402	Conference & Meeting		3,500	3,600	5,567	4,500	4,145	8%	6,000
	California Library Association	Annual Meeting		3,000		2,500	1,740		1,500
	American Library Association	Annual Meeting			3,699				2,500
	Travel/Mileage (ALA/CLA/SCLC/Other)	Reimbursement for Conferences/Workshops/Meetings/Trainings			176		694		1,000
	Other	Additional Training and Workshops for Staff		500	728		1,711		1,000
10000.900000.53402	Totals		3,500	3,600	5,567	4,500	4,145	355	6,000

4

Account No.	Vendor (if known) & Description	Activity Type	Actual 22/23	Budget 23/24	Actual 23/24	Budget 24/25	YTD @ 02/28/25	Remaining FY24-25 budget	Proposed 25/26
10000.900000.53404	Travel Mileage		-	300	217	500	25	95%	300
	Programs/Mail/Purchases	Travel Setup & Book/Supply Purchasing							
10000.900000.53402	Totals		-	300	217	500	25	475	300

5

Account No.	Vendor (if known) & Description	Activity Type	Actual 22/23	Budget 23/24	Actual 23/24	Budget 24/25	YTD @ 02/28/25	Remaining FY24-25 budget	Proposed 25/26
10000.900000.53406	Books & Reference		45,174	45,000	48,053	45,000	13,764	69%	40,000
	Baker & Taylor, Brodart, Gale, Amazon, World Book, Vromans, American Lib Association	Books & Reference							
10000.900000.53404	Totals		45,174	45,000	48,053	45,000	22,286	22,714	40,000

6

Account No.	Vendor (if known) & Description	Activity Type	Actual 22/23	Budget 23/24	Actual 23/24	Budget 24/25	YTD @ 02/28/25	Remaining FY24-25 budget	Proposed 25/26
10000.900000.53409	Membership/Dues/Subscription		2,901	3,500	2,763	4,300	2,588	40%	3,100
	ALA	Membership - Director & Staff		225	252	155	182		260
	CLA	Membership - Director		165	140	100	140		140
	CLA	Membership - Staff		675	300	675	180		300
	SCLC Membership	Southern California Library Cooperative		1,798	2,255	2,068	2,293		2,400
10000.900000.53409	Totals		2,901	3,500	2,763	4,300	2,669	1,631	3,100

7

Account No.	Vendor (if known) & Description	Activity Type	Actual 22/23	Budget 23/24	Actual 23/24	Budget 24/25	YTD @ 02/28/25	Remaining FY24-25 budget	Proposed 25/26
10000.900000.53501	Periodicals		7,572	8,500	8,297	9,100	8,882	2%	9,700
	EBSCOM/TCOX	Magazines,newspapers, Journals	6,651	7,500	7,327	8,000	7,938	62	8,500
	Mountain Views News	Local Newspaper	150	150	150	150	-	150	200
	Pasadena Star News	Local Newspaper	804	900	802	900	914	(14)	950
	Coloradonews.net	Local Newspaper				30	30	-	50
10000.900000.53501	Totals		7,572	8,500	8,297	9,100	8,882	198	9,700

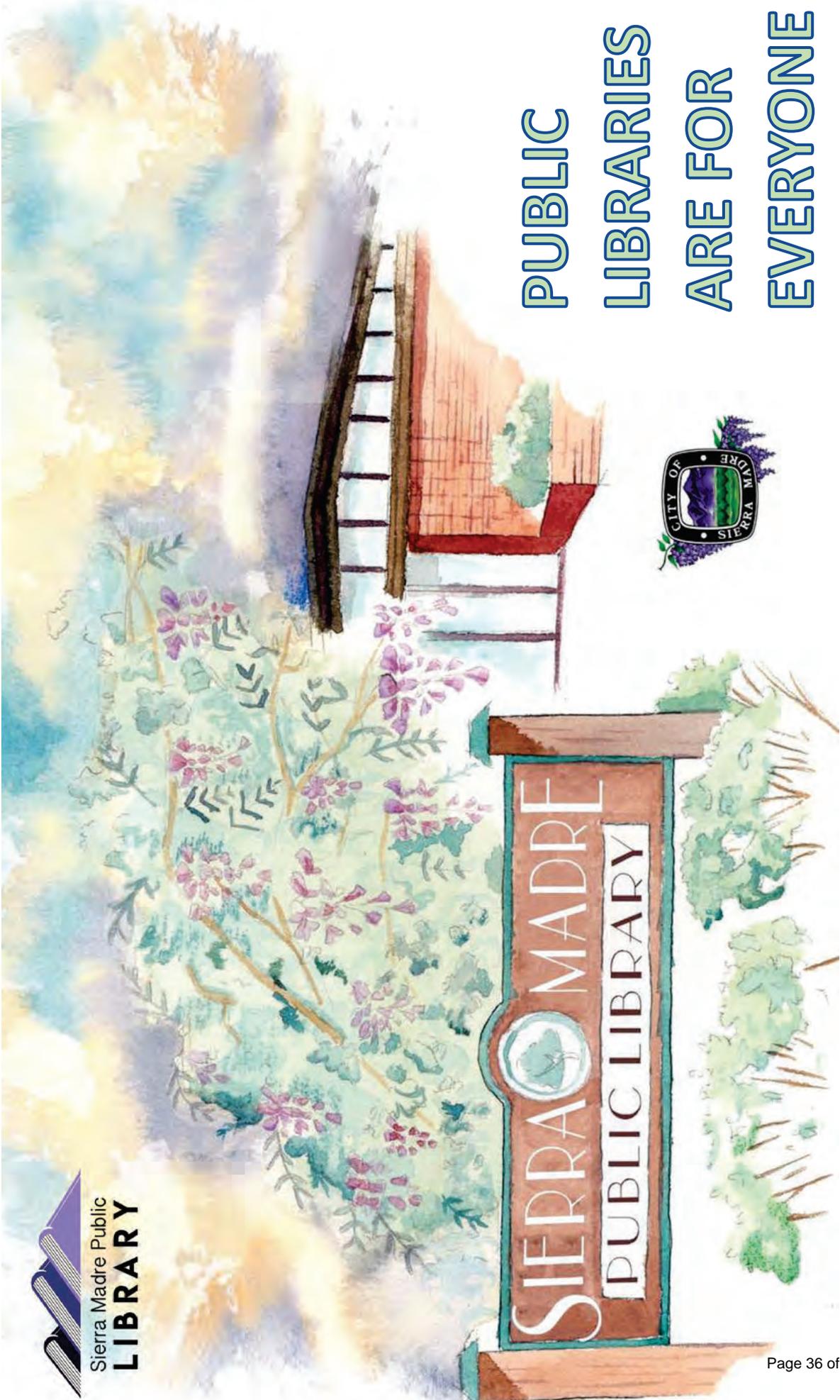
8

Account No.	Vendor (if known) & Description	Activity Type	Actual 22/23	Budget 23/24	Actual 23/24	Budget 24/25	YTD @ 02/28/25	Remaining FY24-25 budget	Proposed 25/26
10000.90000.53999	Other Purchased Supplies		1,929	4,000	9,048	4,000	93	98%	9,000
	Yamada, Library Store	Library supplies, bench, stools, book carts, miscellaneous supplies as needed							4,000
	Library Re-Opening Event (2026)	Performance, giveaways, food, etc.		4,000		4,000	663		5,000
10000.90000.53999		Totals	1,929	4,000	9,048	4,000	663	3,337	9,000

9



Sierra Madre Public
LIBRARY



**PUBLIC
LIBRARIES
ARE FOR
EVERYONE**

The Importance of Public Libraries



Sierra Madre Public LIBRARY
Read • Discover • Connect

Larger Than Books

*“One of Your Reader
Recognition things like
this [1000 Books Before
Kindergarten] back in 1970
helped make me a writer.
Thanks for all you do
Sierra Madre Public
Library.”
- Meg Waite Clayton*

Love My Library
SIERRA MADRE PUBLIC LIBRARY

- Providing safe spaces for the community to gather, study, work, and play.
- Programming and educational events to engage people of all ages.
- Providing access to resources.
- Providing access to the Library from anywhere.

Community Engagement

- Providing for the community anywhere.
- Sharing cultures and history.
- Partnering with local organizations, businesses, and city departments.
- Hiring professional performers and/or teachers to enrich our community.



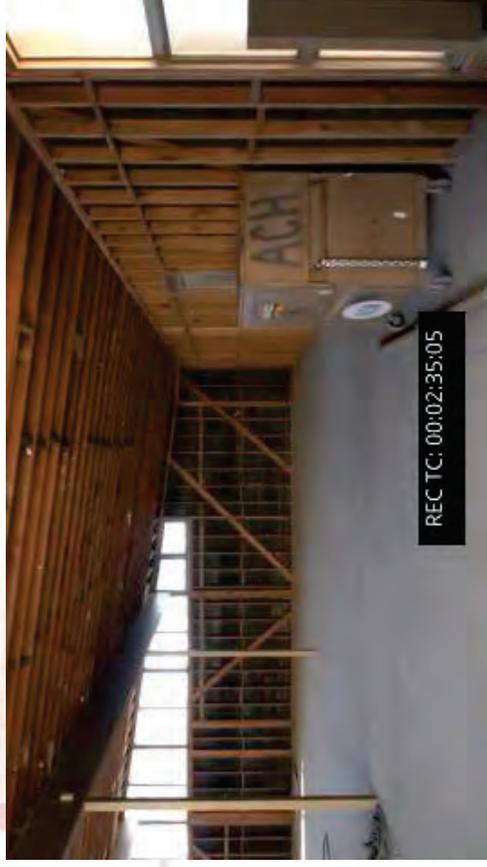
Library Meaningful Improvement Project



- \$10 Million in a California State Library Targeted Grant.
- **Project outputs:**
 - Building Expansion
 - Improved Green Space
 - ADA Upgrades
 - Architect Design: 1 Building
 - Earthquake Safe Design
 - New/Updated HVAC
 - New/Updated Electrical
 - New/Updated Plumbing

Library Meaningful Improvement Project

- \$10 Million in a California State Library Targeted Grant.
- **Project outcomes:**
 - Ability to better serve the Sierra Madre Community
 - Provide a safe Library Building
 - Have available community space



Library Meaningful Improvement Project

- \$669,210 in California State Library Building Forward Infrastructure Grant & Federal American Rescue Plan Act Funds.

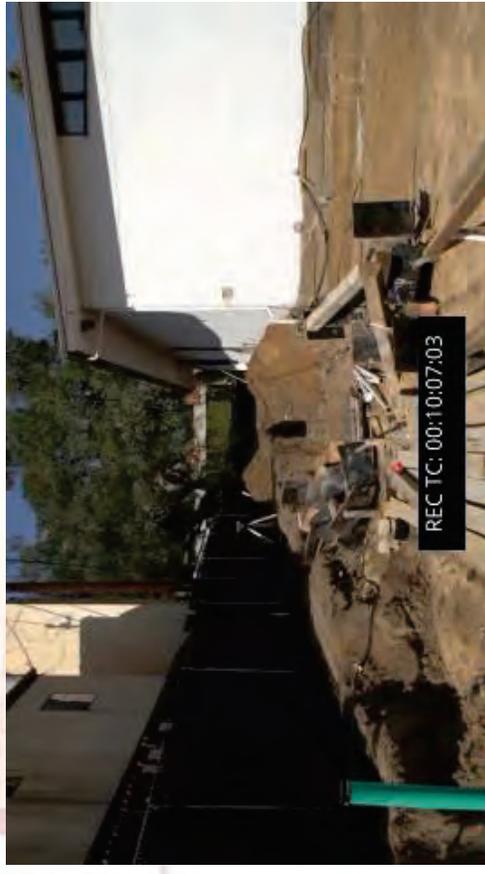
Implementation Plan:

- Construction for ADA Updates & Seismic/Structural Reinforcement
- Construction for Asbestos Abatement & Fire Suppression Equipment
- Construction for Window Replacement & HVAC Repair & Install



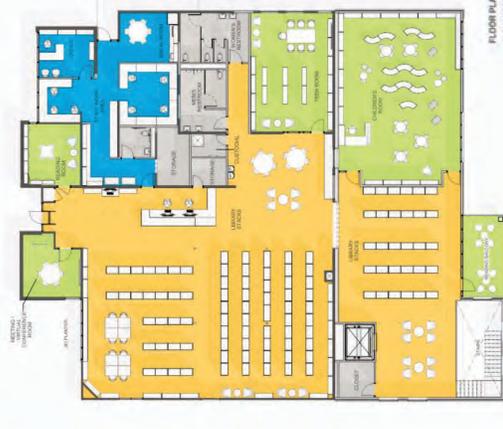
Library Meaningful Improvement Project

- *Fiscal Impact to City of Sierra Madre*
- **To Date:**
 - \$1,800,000 from the General Fund Reserve account to Targeted State Grants - Library to fund additional costs related to the Library Meaningful Improvements Project.



Library Meaningful Improvement Project

CITY OF SIERRA MADRE | SIERRA MADRE LIBRARY REDESIGN AND IMPROVEMENTS



FLOOR PLANS
LIBRARY PROGRAM USE TYPES

- LIBRARY STORAGE AREA
- LIBRARY PROGRAM USE TYPES
- READING AREA
- TEEN ROOM
- STAFF OFFICES
- STAFF OFFICE
- STAFF OFFICE

LEVEL 1
NORTH

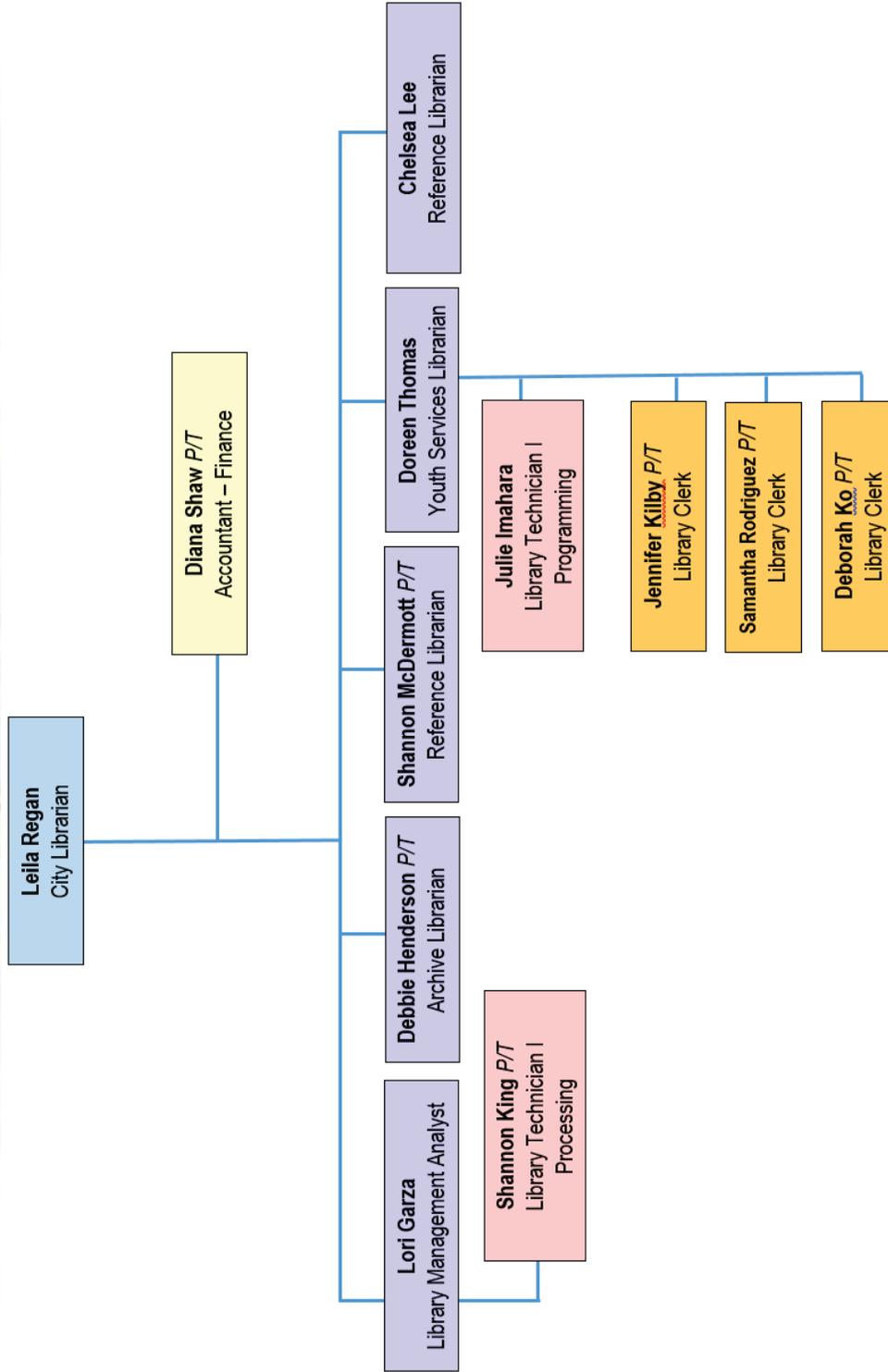
PUBLIC



tsk
t h o b e

- *What's Been Added:*
 - 5,000 sqft
 - South facing entrance opening to the parking lot
 - 100+ person community room
 - Outside reading balcony
 - Teen Room
 - Archive storage and work room
 - Additional bathrooms
 - An elevator (and stairs)
 - Friends of the Library bookstore
 - Two private meeting/study rooms
 - Makerspace area
 - IT room

Staffing the Renovated Building



Revised: March 2025

Staffing the Renovated Library

Services (By Priority)	Service Level	Minimal Resources	Cost (Step 1 Annual)	Notes
Open To Public (for more than 6 hours)	Having the library open for the community to print, browse, attend programs, etc.	5 Staff Members	\$188,652.40	1 FT Librarian (\$66,395) 1 PT Library Technician / Accountant (\$24,182.40) 1 PT Library Clerk (\$15,840) 2 additional to relieve Circulation and Reference desk attendants. (\$82,235)
Programs & Events	Having the Library run onsite or off site programs for the public.	2 Staff Members	\$82,235.00	1 FT Librarian/Library Technician (\$66,395) 1 PT Library Clerk (\$15,840)
Book Lending	Being able to order and maintain books at the library.	4 Staff Members	\$228,369.00	1 FT Librarian - Children's & Young Adult Collection (\$66,395) 1 FT Librarian - Adult Collection (\$66,395) 1 PT Librarian - STEAM & Tech (\$29,184) 1 FT Librarian - Audiobooks, DVDs, CDs, Additional (\$66,395)
Computer & Internet Access	Providing laptop checkouts, desktop availability, and public Wifi	1 Staff Member	\$66,395.00	1 FT Librarian / Library Technician
Reference & Research Assistance	Answering phones, providing Reader's Advisory, answering inquiries	2 Staff Members	\$95,579.00	2 FT/PT Librarians
Special Collections	Maintaining and protecting our archive collection	1 Staff Member	\$66,395.00	1 FT Librarian
Integrated Library System	Maintaining and adding online databases, circulation, cataloging, and ebooks	2 Staff Members	\$132,790.00	2 FT Librarians
Study Spaces & Meeting Rooms	Providing safe and private spaces for the public to work, meet, and study	1 Staff Member	\$44,113.00	1 FT/PT Library Technician
Print, Copy, and Scan Services	Providing the public access to printing services	1 Staff Member	\$44,113.00	1 FT Library Technician
Services (By Priority) - Requested	Service Level	Resources	Cost (Step 1 Annual)	Notes
Open on Fridays	Add one additional operating day: 10:00 AM to 6:00 PM	4 Staff Members	\$170,461.00	1 FT Librarian (\$66,395) 2 FT/PT Library Technicians (\$88,226) 1 PT Library Clerk (\$15,840)
More Books & Graphic Novels	Adding staff to complete quicker book ordering	1 Staff Member	\$66,395.00	1 FT Librarian
Movie Nights	Adding staff to accommodate additional programming	1 Staff Member	\$18,940.80	1 PT Library Technician
Book Clubs	Adding staff to accommodate additional programming	1 Staff Member	\$66,395.00	1 FT Librarian
Longer Hours	Adding additional staff to accommodate adding 1 additional operational hour each operational day.	1 Staff Member	\$66,395.00	1 FT Librarian



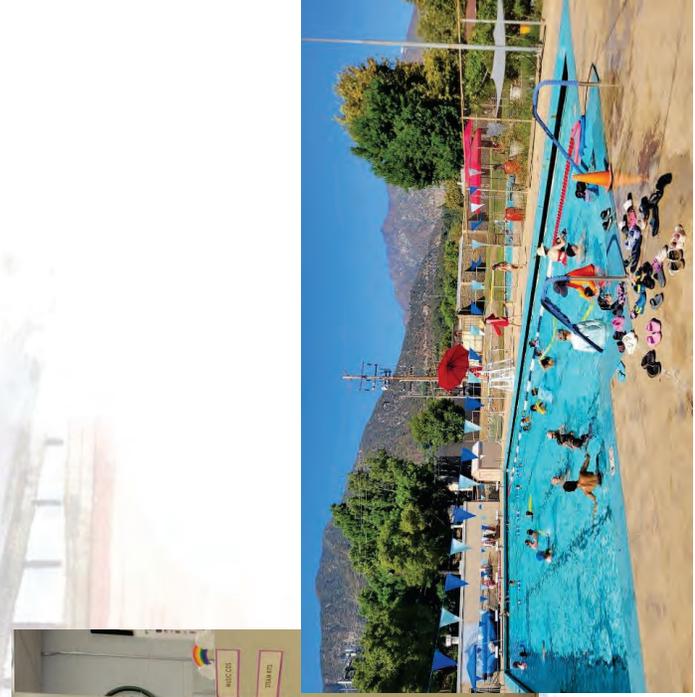
Staffing the Renovated Library

- *New Building, New Needs*
- **Additional Staffing Requested:**
 - Move 1 Part-Time Librarian to Full-Time:
 - \$65,760.85
 - Move 1 Part-Time Library Technician to Full-Time:
 - \$44,140.79
 - Add 1 Part-Time Library Technician:
 - \$18,940.80
 - Add 2 Part-Time Library Clerks:
 - \$31,680.00



Staffing the Renovated Library

- Total Impact to Annual funding effective the 2026-2027 Fiscal Year:
 - \$160,522.44



Thank You

Resources:

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>
2. Horrigan, John B. (2018). Libraries, Trust and Social Capital: Libraries are Highly Trusted Institutions that Cultivate Social Capital in the Communities They Serve. https://www.urbanlibraries.org/files/ULC_White-Papers_LIBRARIES-TRUST-AND-SOCIAL-CAPITAL.pdf



2025 LARGER THAN BOOKS CAMPAIGN

Posted:

Libraries are Larger Than Books. In fact, public libraries offer safe spaces to read, discover, and connect as a community with programs for the young and young at heart including storytimes, bookclubs, workshops and more. Many library services can be accessed remotely, like eBooks, eAudiobooks, eMagazines, eNewspapers, streaming movies, language learning, homework help, test prep, and resume assistance. Services with access in the library include [Ancestry.com](https://www.ancestry.com), 3D Printers, Cricut, and reference material; and items you can check out, like robots, sewing machines, California State Parks Passes, Hiking Backpacks, Mental Health kits and more! Support your local Library during a time where federal funding has been cut for critical services and programs.

Help public libraries continue to do what they do best – support, provide, and show up for our communities.

[#sierramadrepubliblibrary](https://twitter.com/sierramadrepubliblibrary)

[#mysierramadrelibrary](https://twitter.com/mysierramadrelibrary)

[#forourlibraries](https://twitter.com/forourlibraries)

[#largertthanbooks](https://twitter.com/largertthanbooks)





Sierra Madre Public
LIBRARY
Read • Discover • Connect

Larger Than Books

Libraries provide services like 3D printing for small businesses, community needs, and for fun!



Love My **Library**
SIERRA MADRE PUBLIC LIBRARY

Purchased the digital file for this cookie cutter from [@amoderncookie](#) and then printed it at the [@sierramadrepUBLIClibrary!](#) 🙌





Sierra Madre Public
LIBRARY
Read • Discover • Connect

Larger Than Books

Providing ways for children to better develop reading skills by reading out loud through programs like Tails & Tales and Reading Buddies.



Love My **Library**
SIERRA MADRE PUBLIC LIBRARY

