



AGENDA

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*

**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 September 25, 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: \$8,690.38, \$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.

ACTION ITEMS AND REPORTS

1. Sierra Madre Super Summer Report

Youth Services Librarian, Doreen Thomas will present on the Sierra Madre Super Summer Reading Program. No action required.

2. 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.

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.

3. 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. It is recommended Trustees discuss, provide feedback/guidance on, and/or approve the newly drawn Naming Rights policy for the Library.

4. Library Foundation Update and Discussion

Update on the Library Foundation's current membership and fundraising. It is recommended, the Library Board of Trustees discuss and identify guidelines for the Library Foundation as well as fundraising ideas moving forward. No action required.

5. Sierra Madre Historical Preservation Society Update

The Sierra Madre Historical Preservation Society will provide updates on their progress with needs and fundraising for the upcoming Library Building Meaningful Improvement renovations. No action required.

6. Friends of the Library Liaison Report

Liaison from the Friends of the Library to provide oral report concerning activities since the last Board meeting. No action required.

7. City Council Liaison Report

Update from Council Liaison to Board. No action required.

8. Trustees Updates

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

9. City Librarian Report

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

10. Items for Future Agenda

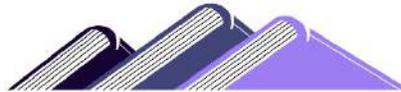
***ACTION ITEMS**

Regardless of a staff recommendation on any agenda item, the Board will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.

ADJOURNMENT

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

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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AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, September 25, 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*

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

CALL TO ORDER / ROLL CALL

Present: Trustees Adde, Palmer, and Sands.

Absent: Trustees Gallagher and Gluck

Meeting called to order at 5:05 PM

PLEDGE OF ALLEGIANCE

Laura Palmer

APPROVAL OF AGENDA

Trustee Palmer moves to approve.

Trustee Sands seconded

All in favor

APPROVAL OF MINUTES

Trustee Palmer moves to approve

Trustee Sands seconded

All in favor

COMMUNITY INPUT

No community input provided

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$1,880.00, \$5,937.05.

Questions/Comments:

Trustee Sands: What is the B & H Signs warrant for?

City Librarian Regan: That is the window decal that went up at the temporary Library.

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

Trustee Adde motions to approve the consent calendar

Trustee Sands seconded

All in favor

ACTION ITEMS AND REPORTS

1. Library Building Meaningful Improvement Update

Deputy Director of Public Works Arnulfo Yanez stated the Library is currently in the process of logistics regarding the move of the Archives. The Archives move will begin on Wednesday. The Archives are being moved to the upstairs of the temporary Library location. The building at 350 W Sierra Madre Blvd has been converted into a temporary library. It has received new flooring and industrial carpeting, added/updated electrical wiring and other construction elements have been added to the first floor and second floor. Some walls were removed and some were added for staff. Also, parking stalls have been painted and resurfaced. At 440 W Sierra Madre Blvd., Geotech engineers wrapped up their soil analysis. Hopefully, this will yield a final report next week. No major issues in the report so far just a couple of boulders here and there. The Design Development phase is where the Library currently is, this includes interior design. Running into a few hiccups with the parking area but we will make sure to comply with the certain number of parking stalls needed for the occupancy of the building. Due to the time crunch, meetings with the landscape architects have commenced. There was a walk through last Friday with TSK Architects and construction management firms. The firm selected will lead the construction phase. As of right now, we're possibly looking at early next year to begin the phase of demolition and construction.

Questions/Comments:

Trustee Adde: Did you say wiring as well?

Deputy Director Yanez: Yes, electrical wiring along with some separation of electrical outage is part of this renovation. We will also be decreasing the power from a 220 to a 120 amp for safety reasons.

Trustee Adde: I have a request, for the landscape architect, I just would like to see that there are outlets outside the Library because there aren't any now.

Deputy Director Yanez: Good request. That discussion has happened. There are some areas that will have electrical outlets. Not just one area outside. It's both a landscape and building issue.

Trustee Sands: Heard the tree outside is going to another world? If that happens, is it possible to save a majority or some of it? Naming Rights subcommittee discussed using that tree for donors, possibly.

Deputy Director Yanez: That is correct. It's a discussion. Good concern. It is a beautiful old tree. There is existing foundation damage from the tree. The math is being redone over and over

again to work around the tree, work with the tree but from a construction standpoint it is difficult.

Trustee Adde: It is an oak, right?

Deputy Director Yanez: It is a solid Oak.

Trustee Palmer: Can you confirm the Design Development phase is on schedule?

Deputy Director Yanez: Yes, DD – design Development phase. We are on schedule I like to give ourselves a 2-week window and we're right in the middle.

2. Naming Rights Subcommittee Report

Lori Garza presenting on the first meeting of the Naming Rights subcommittee, which took place Wednesday, September 13. The chair was selected, Susan Gallagher, as was the vice chair, Diane Sands. The discussion was on the policy and what it needed to contain. Next meeting is this Wednesday. There are over 15 items to review and discuss at the upcoming meeting.

Questions/Comments:

Trustee Sands – we got another document from the Cancer Support organization in town.

3. Sierra Madre Historical Preservation Society Update

Leslie Ziff had Trustee Diane Sands present on her behalf. The Historical Preservation Society is prepping for a Cemetery Tour happening October 28th at Pioneer Cemetery. Tours are \$20 for adults and \$10 for kids aged 6-16 asking not to bring children 5 or under. This tour is not associated with Halloween and the event is being very respectful to those buried there. People will be in costume and representing different historical Sierra Madre individuals. Also, on November 11th there will be tours at E Waldo Ward. Both of these ticketed events are going towards supporting the Archives in the renovated building. Have received comments about people looking forward to it. Tickets for either tour will not be available online but are available at Arnold's, Savor the Flavor, and the Museums on Saturday from 10AM-12PM.

4. Library Foundation Update and Discussion

Rob Stockly reported on the progress of the Library Foundation. They are still focused on logistical work in anticipation of kicking off the fundraising once everything is signed. The website is being cleaned up and a meeting has been set up with the City Manager this week to discuss the dispersal of funds. Glad that the Naming Rights Subcommittee is underway.

5. Friends of the Library Liaison Report

Martha Troedson reported for the Friends of the Library that the large FOL shipping container is being moved to the temporary Library. The tentative date is the week of October 16th. The book sale is happening October the 6 and 7 and it's a moving sale with all kinds of discounts, not to mention the \$5 bag sale on Saturday all day in the basement and outside. The Friends are planning their Snowflake Festival on December 2nd from 5:30 PM – 8:00 PM in the Hart Park House. The friends approved the updated design for the renovated Library. The Silent Book Auction concluded and raised \$397.

6. City Council Liaison Report

Mayor Garcia reported that City Council had their first standing agenda item on the Library Building update from Deputy Director Yanez and City Librarian Regan. There has been a lot of interest from the rest of Council and the public regarding the Library Meaningful Improvement Project. One of Mayor Garcia's donated books made it into the Silent Auction for the Friends of the Library (Make Way for Ducklings). At the last City Council, a change order for the Downtown Improvement Project was approved at just under \$80,000 to build a safety wall along Sierra Madre Boulevard. The businesses are dealing with the broken up sidewalks, but they are happy for the extended sidewalk. There was also an update from PUSD. They gave a presentation specific to the schools in our city. We didn't have much of an update on the high school which is not in Sierra Madre but we did get updates on the programs in the 4 high schools in Pasadena. It's another good bridge between our City and our school district. The high school is doing some cool things – teen court, math academy. Bears are still an issue in Sierra Madre. After last meeting, the City started to have quite a few break-ins, averaging one a day. In 2022, the City saw 17 break ins by bears and as of a week or two ago the City was at 40. The bears are currently in hyperphagia. The bears here don't hibernate, but they prepare like they're going to hibernate. When in Sacramento at a conference, Mayor Garcia was able to visit the director of the California Department of Fish and Wildlife. The City has sent several letters to have serious conversations about our residents and the Bears. Director Bonham is aware of the spectrum of residents and their feelings about the issue. Going forward life is the most important thing and we will have policies in place to protect life. Sierra Madre does have habituated bears, there is a potential for them to be re-educated rather than euthanized. It's a relocation program called trapped, tagged, and hazed. The City is doing everything to avoid euthanizing. The cubs and juveniles are the easiest to be re-educated with this program. The next City Council meeting will discuss the water rate study. Also every resident should have received a protest ballot for prop 218 with Athens. The ballot only needs to be turned in if voting no. City Staff is recommending an increase in rates. State of the City Address is coming up. It will be at Sierra Madre Elementary and the theme is *building foundations for the future*. Infrastructure is a huge part of Mayor Garcia's campaign and he wants to encourage young parents and younger people in town to start thinking about volunteering. We're building for the future and some of that is getting young leaders. City Council members, myself, and many other former mayors were at the Sierra Madre Playhouse donor appreciation night for musicals, where Representative Judy Chu was honored for bestowing the Sierra Madre Playhouse the distinction of Nonprofit of the Year.

Questions/Comments:

Trustee Adde: Doesn't Pasadena High School have a new principal?

Trustee Palmer: They got one last year.

Trustee Adde: is there DNA evidence that it's the same bear breaking in?

Mayor Garcia: I have not been updated. The one taken, there wasn't evidence that she was a nursing bear. There is a mom and cubs that is in the area. They go through this slower phase but it ramps up again. The week of October 30th everyone in town should have a locking bin. It is a green bin for food waste and yard waste.

7. Trustees Updates

Trustee Palmer: Sierra Madre Elementary had their Literacy Night last Thursday and the Library was there making buttons. Children's Librarian Doreen Thomas brought all the book covers from the Walk This Way Story adventure. I hosted Love on a Leash and we had two therapy dogs that kids could read to and I got that connection through the Library.

Trustee Sands: Very busy with Historical Society stuff and the Naming Rights Subcommittee. Trying to make some money for the Archives.

Trustee Adde: Didn't attend the One Book One City (OBOC) committee, but did participate with the list for OBOC. Since submitting my list, I've changed my Tom Hanks book to *Uncommon Types* because it has short stories and a play that we can have at the Sierra Madre Playhouse. Tom Hanks in the '80s did a walk on at the Sierra Madre Playhouse and this February is 100 years for the Sierra Madre Playhouse and our OBOC is February! I reached out to Tom Hanks' publicist to try and get him to come and sign books. I also reached out to an author of a self-help book suggested by OBOC committee member Rich Proctor. I also recommended a book called *What the Bears Know* a memoir about how Steve Searles saved the bears in Mammoth Lakes, but unfortunately the book doesn't get published until October 3 and the final book selection has already happened. It is *Humankind* by Rutger Bregman.

8. City Librarian Report

The archives will be moved on Wednesday. Black out curtains are being measured and will be installed at the temporary location to protect the archives. We are selecting the company for the Large Library move this week. For the Temporary location we are working on getting shelves and a circulation/reference desk. We may not open on December 2nd at the Temporary location but are still planning to have the Book Sale there. City Librarian Regan showed a large printout of the current design. We have publicized our temporary Library closure to the public. Have made social media postings and is on the Library page of the City website. The B and H, Library signage, with the images of large books is installed on the windows of the Temporary location. There is a Library move flyer inserted in the City water bill, and it is in the Village View. Donations will be outside the front of the Temporary location. We are having some delays on the shelving, and on IT.

Questions/Comments:

Trustee Adde: Will Debbie be there for the Archives move? Where is the art going?

City Librarian Regan: Yes, Debbie will be there. The artwork will be moved to the Temporary location.

Trustee Adde: Can we do a cooperative with Poppy Cake?

City Librarian Regan: Yes, we can look into that.

Trustee Adde: Trustees can volunteer to put flyers of relocation up in Downtown Business windows.

Trustee Palmer: Will we do social media postings?

City Librarian Regan: Yes, we can do more.

Trustee Sands: I love the Library TikToks and how funny staff member Julie Imahara is in them.

9. Items for Future Agenda

Keep the usual items going.

ADJOURNMENT

Trustee Sands moves to adjourn

Trustee Palmer seconded

All in favor

Meeting adjourned at 6:02 PM



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						
VEN03266	A TO Z DATABASES	09/26/2023	Regular	0.00	1,056.00	66208
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
123301	Invoice	09/01/2023	9/1/23 - 8/31/24 SUBSCRIPTION	0.00	1,056.00	
10000.90000.52200	CONTRACT SERVICES		9/1/23 - 8/31/23 SUBSCRI...		1,056.00	
VEN03454	AMAZON CAPITAL SERVICES	09/26/2023	Regular	0.00	1,578.81	66209
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
19RV-PQ7N-PT36	Credit Memo	09/04/2023	BOOKS & REFERENCE INV #1PCY-PV4H-GJ...	0.00	-13.92	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE INV ...		-13.92	
1DKG-KT6Y-PXFD	Invoice	09/04/2023	MISC SUPPLIES 8/21/23 - 9/3/23	0.00	165.06	
10000.90000.53100	OFFICE SUPPLIES		MISC SUPPLIES 8/21/23 - ...		165.06	
1J1C-KQFL-NHR4	Invoice	09/18/2023	MISC SUPPLIES 9/4/23 - 9/17/23	0.00	13.58	
10000.90000.53100	OFFICE SUPPLIES		MISC SUPPLIES 9/4/23 - 9...		13.58	
1VRL-64RG-PRNH	Invoice	09/04/2023	MISC SUPPLIES 8/21/23 - 9/3/23	0.00	1,304.03	
39002.90000.53999	OTHER PURCHASED SUPP...		MISC SUPPLIES 8/21/23 - ...		1,304.03	
1W4R-CGM7-RM...	Invoice	09/04/2023	BOOKS & REFERENCE 8/21/23 - 9/3/23	0.00	83.96	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 8/21...		83.96	
1XLR-94TN-QKYL	Invoice	09/04/2023	BOOKS & REFERENCE 8/21/23 - 9/3/23	0.00	15.42	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE 8/21...		15.42	
1YXQ-FVGR-RLFQ	Invoice	09/04/2023	BOOKS & REFERENCE 8/21/23 - 9/3/23	0.00	10.68	
39006.90000.53999	OTHER PURCHASED SUPP...		BOOKS & REFERENCE 8/21...		10.68	
0132	BAKER & TAYLOR, INC.	09/26/2023	Regular	0.00	2,876.54	66210
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5018511850	Invoice	09/06/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	59.53	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		59.53	
5018511851	Invoice	09/06/2023	LIBRARY SUPPLIES	0.00	3.46	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		3.46	
5018519526	Invoice	09/05/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	588.80	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		588.80	
5018519527	Invoice	09/05/2023	LIBRARY SUPPLIES	0.00	36.86	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		36.86	
5018520400	Invoice	09/12/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	86.76	
39006.90000.53406	BOOKS AND REFERENCE		Media		86.76	
5018520401	Invoice	09/12/2023	LIBRARY SUPPLIES	0.00	20.11	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		20.11	
5018521260	Invoice	09/06/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	469.54	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		469.54	
5018521261	Invoice	09/06/2023	LIBRARY SUPPLIES	0.00	48.73	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		48.73	
5018525424	Invoice	09/07/2023	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	1,446.54	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		1,446.54	
5018525425	Invoice	09/07/2023	LIBRARY SUPPLIES	0.00	116.21	
10000.90000.52200	CONTRACT SERVICES		LIBRARY SUPPLIES		116.21	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0145	BRODART	09/26/2023	Regular	0.00	177.06	66211
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
630641	Invoice	09/11/2023	OFFICE SUPPLIES	OFFICE SUPPLIES	177.06	
10000.90000.53100					177.06	
0598	DEMCO, INC.	09/26/2023	Regular	0.00	820.06	66212
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7343427	Invoice	08/04/2023	OFFICE SUPPLIES	OFFICE SUPPLIES	707.71	
10000.90000.53100					707.71	
7353026	Invoice	08/23/2023	OFFICE SUPPLIES	OFFICE SUPPLIES	112.35	
10000.90000.53100					112.35	
VEN04152	KANOPY INC	09/26/2023	Regular	0.00	44.00	66213
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
364510-PPU	Invoice	08/31/2023	LIBRARY VIDEOS	LIBRARY VIDEOS	44.00	
10000.90000.52200					44.00	
0786	OFFICE DEPOT, INC	09/26/2023	Regular	0.00	66.51	66214
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
284164564001	Credit Memo	07/01/2023	OFFICE SUPPLIES - MISC. CREDIT	OFFICE SUPPLIES - MISC. C...	-5.00	
10000.90000.53100					-5.00	
329941127001	Invoice	09/06/2023	OFFICE SUPPLIES	OFFICE SUPPLIES	55.22	
10000.90000.53100					55.22	
330018158001	Invoice	09/06/2023	OFFICE SUPPLIES	OFFICE SUPPLIES	16.29	
10000.90000.53100					16.29	
VEN01043	OVERDRIVE INC	09/26/2023	Regular	0.00	2,000.00	66215
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148MG233180...	Invoice	09/13/2023	EBOOK/AUDIOBOOKS	EBOOK/AUDIOBOOKS	2,000.00	
10000.90000.52200					2,000.00	
VEN03254	SHOWCASES	09/26/2023	Regular	0.00	71.40	66216
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
327173	Invoice	09/12/2023	MISC. SUPPLIES	MISC. SUPPLIES	71.40	
10000.90000.53100					71.40	
Total Regular:					8,690.38	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	27	9	0.00	8,690.38
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	27	9	0.00	8,690.38

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2023	8,690.38
			<hr/>
			8,690.38

Chair

Trustee

Trustee

Trustee

Trustee



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
0823	BANK OF AMERICA	09/12/2023	Regular	0.00	1,382.78	66012
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV035685	Invoice	07/19/2023	LR - DEEP FREEZE RENEWAL	0.00	189.00	
10000.90000.53103	COMPUTER SUPPLIES		LR - DEEP FREEZE RENEWAL		189.00	
INV035686	Invoice	07/19/2023	LR - SUMMER READING PRIZES	0.00	991.00	
39006.90000.53999	OTHER PURCHASED SUPP...		LR - SUMMER READING PR...		991.00	
INV035687	Invoice	07/25/2023	LR - PROGRAM SUPPLIES	0.00	3.48	
39006.90000.53999	OTHER PURCHASED SUPP...		LR - PROGRAM SUPPLIES		3.48	
INV035688	Invoice	07/25/2023	LR - PROGRAM SUPPLIES	0.00	2.76	
39006.90000.53999	OTHER PURCHASED SUPP...		LR - PROGRAM SUPPLIES		2.76	
INV035690	Invoice	07/28/2023	LR - SLEEPOVER PROGRAM - STUFFED AN...	0.00	21.56	
39006.90000.53999	OTHER PURCHASED SUPP...		LR - SLEEPOVER PROGRAM ..		21.56	
INV035691	Invoice	07/28/2023	LR - PROGRAM SUPPLIES	0.00	12.89	
39006.90000.53999	OTHER PURCHASED SUPP...		LR - PROGRAM SUPPLIES		12.89	
INV035692	Invoice	07/28/2023	LR - SLEEPOVER PROGRAM - STUFFED AN...	0.00	87.49	
39006.90000.53999	OTHER PURCHASED SUPP...		LR - SLEEPOVER PROGRAM ..		87.49	
INV035693	Invoice	08/02/2023	LR - EMPLOYEE RECOGNITION	0.00	33.06	
10000.90000.53999	OTHER PURCHASED SUPP...		LR - EMPLOYEE RECOGNIT...		33.06	
INV035694	Invoice	08/14/2023	LR - EMPLOYEE APPRECIATION	0.00	30.09	
10000.90000.53999	OTHER PURCHASED SUPP...		LR - EMPLOYEE APPRECIAT...		30.09	
INV035695	Invoice	08/14/2023	LR - BOOKS & REFERENCE	0.00	11.45	
10000.90000.53406	BOOKS AND REFERENCE		LR - BOOKS & REFERENCE		11.45	
Total Regular:					1,382.78	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	1	0.00	1,382.78
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
	10	1	0.00	1,382.78

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2023	1,382.78
			<hr/>
			1,382.78

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By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN03454	AMAZON CAPITAL SERVICES	10/10/2023	Regular	0.00	17.36	66313
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
16N7-WVR7-NRPP	Invoice	09/18/2023	BOOKS & REFERENCE	9/4/23 - 9/17/23	0.00	12.96
10000.90000.53406			BOOKS AND REFERENCE	BOOKS & REFERENCE 9/4/...		12.96
19WP-7DJX-P7KD	Credit Memo	09/18/2023	BOOKS & REFERENCE	9/4/23 - 9/17/23	0.00	-15.40
39006.90000.53406			BOOKS AND REFERENCE	BOOKS & REFERENCE 9/4/...		-15.40
1LFH-DPTV-PJCF	Invoice	09/18/2023	BOOKS & REFERENCE	9/4/23 - 9/17/23	0.00	19.80
39006.90000.53406			BOOKS AND REFERENCE	BOOKS & REFERENCE 9/4/...		19.80
VEN02711	AMERICAS PRINTER	10/10/2023	Regular	0.00	764.06	66314
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1234044	Invoice	09/21/2023	SALES SHEETS		0.00	764.06
10000.90000.53999			OTHER PURCHASED SUPP...	SALES SHEETS		764.06
0132	BAKER & TAYLOR, INC.	10/10/2023	Regular	0.00	2,548.14	66315
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5018533602	Invoice	09/14/2023	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	695.91
10000.90000.53406			BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		695.91
5018533603	Invoice	09/14/2023	LIBRARY SUPPLIES		0.00	57.90
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES		57.90
5018535133	Invoice	09/14/2023	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	1,052.65
10000.90000.53406			BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		1,052.65
5018535134	Invoice	09/14/2023	LIBRARY SUPPLIES		0.00	66.55
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES		66.55
5018538236	Invoice	09/14/2023	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	375.65
10000.90000.53406			BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		375.65
5018538237	Invoice	09/14/2023	LIBRARY SUPPLIES		0.00	51.38
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES		51.38
5018543525	Invoice	09/20/2023	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	32.34
10000.90000.53406			BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		32.34
5018543526	Invoice	09/20/2023	LIBRARY SUPPLIES		0.00	0.70
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES		0.70
5018546925	Invoice	09/20/2023	BOOKS AND REFERENCE & MEDIA (FY 202...		0.00	193.73
10000.90000.53406			BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		193.73
5018546926	Invoice	09/20/2023	LIBRARY SUPPLIES		0.00	21.33
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES		21.33
1167	COMMUNITY MEDIA OF THE FOOTH	10/10/2023	Regular	0.00	300.00	66316

Check Register

Packet: APPKT07077-LIB 10/10/23

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	
626	Invoice	08/29/2023	VIDEO PRODUCTION - PUBLIC LIBRARY RE...	0.00	300.00	
39006.90000.53999		OTHER PURCHASED SUPP...		VIDEO PRODUCTION - PUB...	300.00	

Total Regular: 3,629.56

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	15	4	0.00	3,629.56
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
	15	4	0.00	3,629.56

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2023	3,629.56
			<hr/>
			3,629.56

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City of Sierra Madre, CA

Check Register

Packet: APPKT07057 - LIB MAN 10/10/23

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						
VEN02805	3 DAY BLINDS LLC	09/20/2023	Regular	0.00	8,870.46	66135
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1451501	Invoice	09/13/2023	Roller Shades - Library Archives Temp Bldg	0.00	8,870.46	
60001.83200.56010		IMPROVEMENTS O/T BUI...	FC2307	Roller Shades - Library Arch..	8,870.46	
Total Regular:					8,870.46	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	8,870.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	8,870.46

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2023	8,870.46
			<hr/>
			8,870.46

Chair

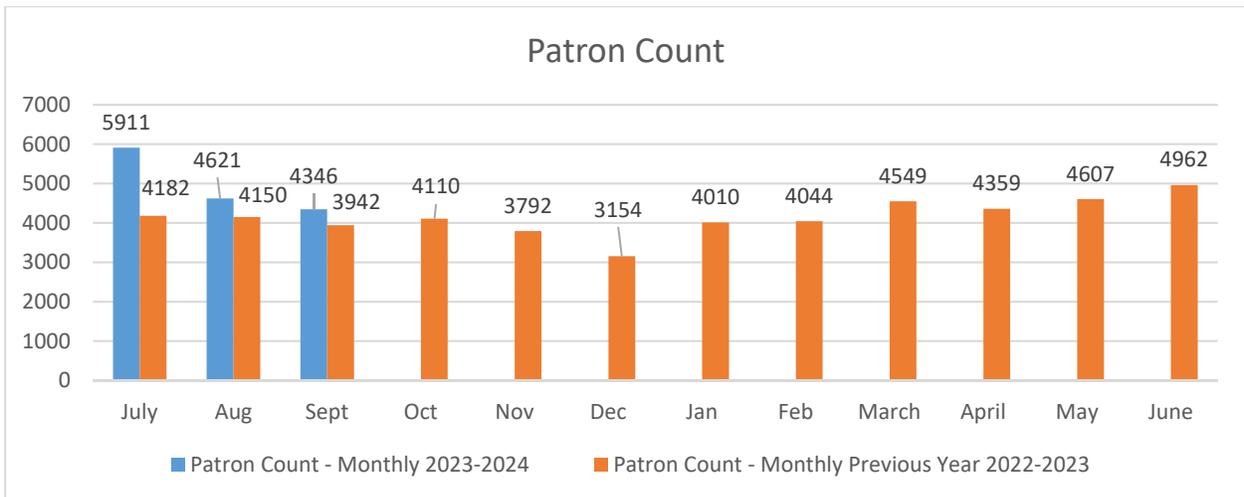
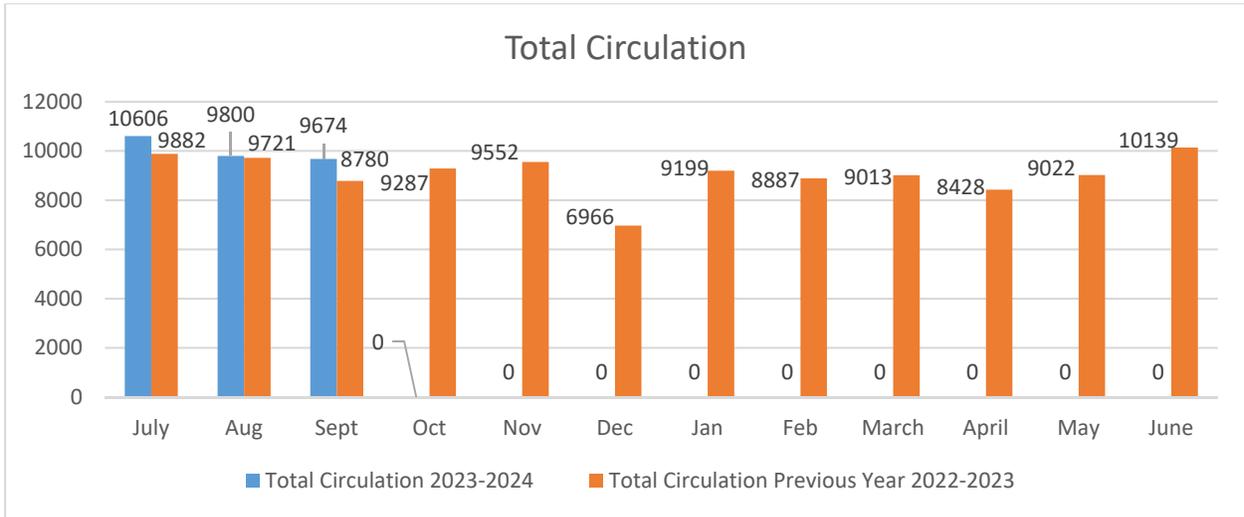
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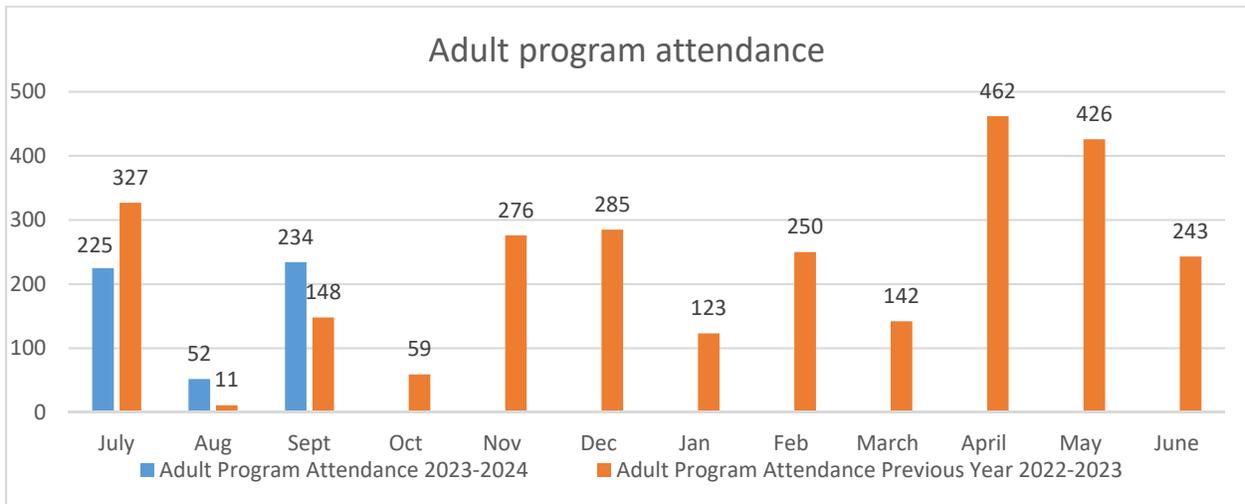
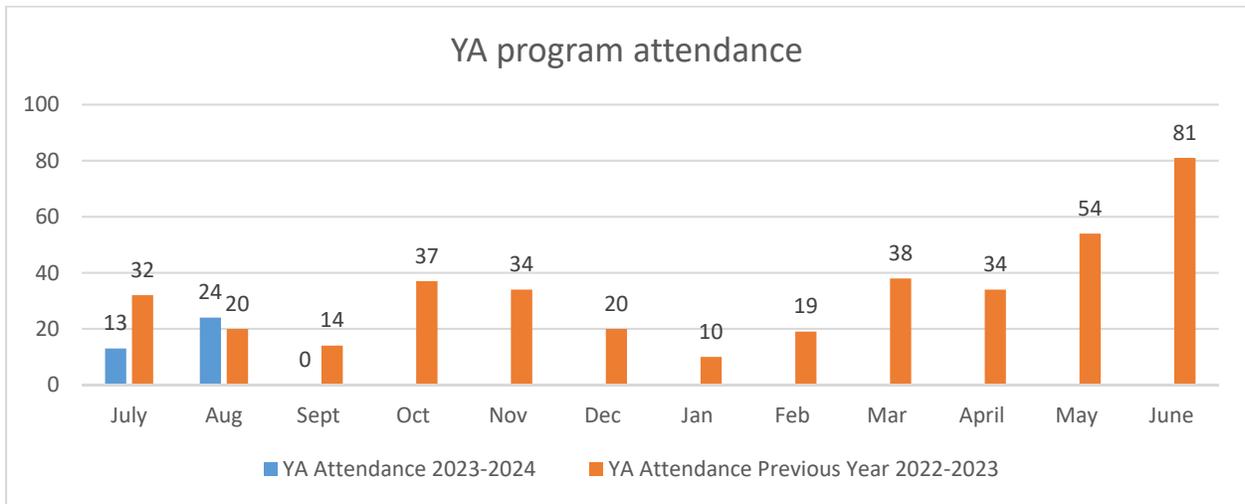
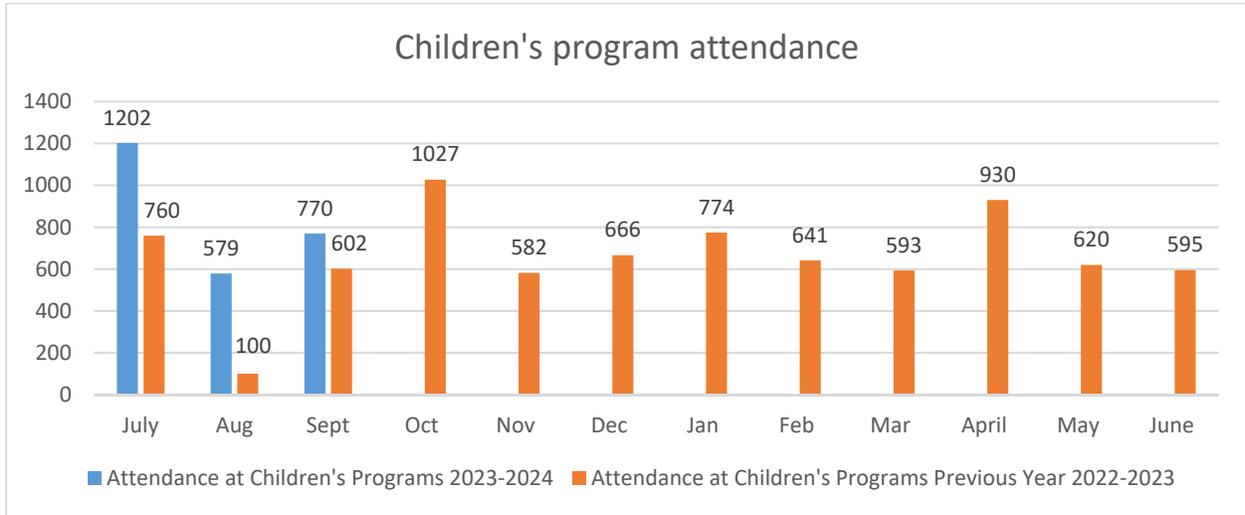
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September 2023 Library Statistics





September 2023 Online Content

In September, the Library had 35 social media posts with 4,525 reactions (likes/comments/views). Many were for the following:

- Holiday Closure
- National Library Card Sign-Up month /
- Lost Library Card Hunt
- Cricut
- Kill Your Lawn
- FOL Silent Auction
- 1000 Books Before Kindergarten
- Library TikTok - Craft It!
- Library Relocation & Renovation
- PressReader
- Living with Wildlife
- Tails and Tales
- Mango
- Library TikTok - Forgetting the Call Number
- Pajama Storytime
- Nature in a Box
- LoveBug and Me Music
- Library TikTok - Never Enough Books
- Throwback Thursday
- Pixelated Art
- Kanopy
- GetSetUp
- Library TikTok - Library Renovation
- 3D Printing Basics
- This Week at the Library





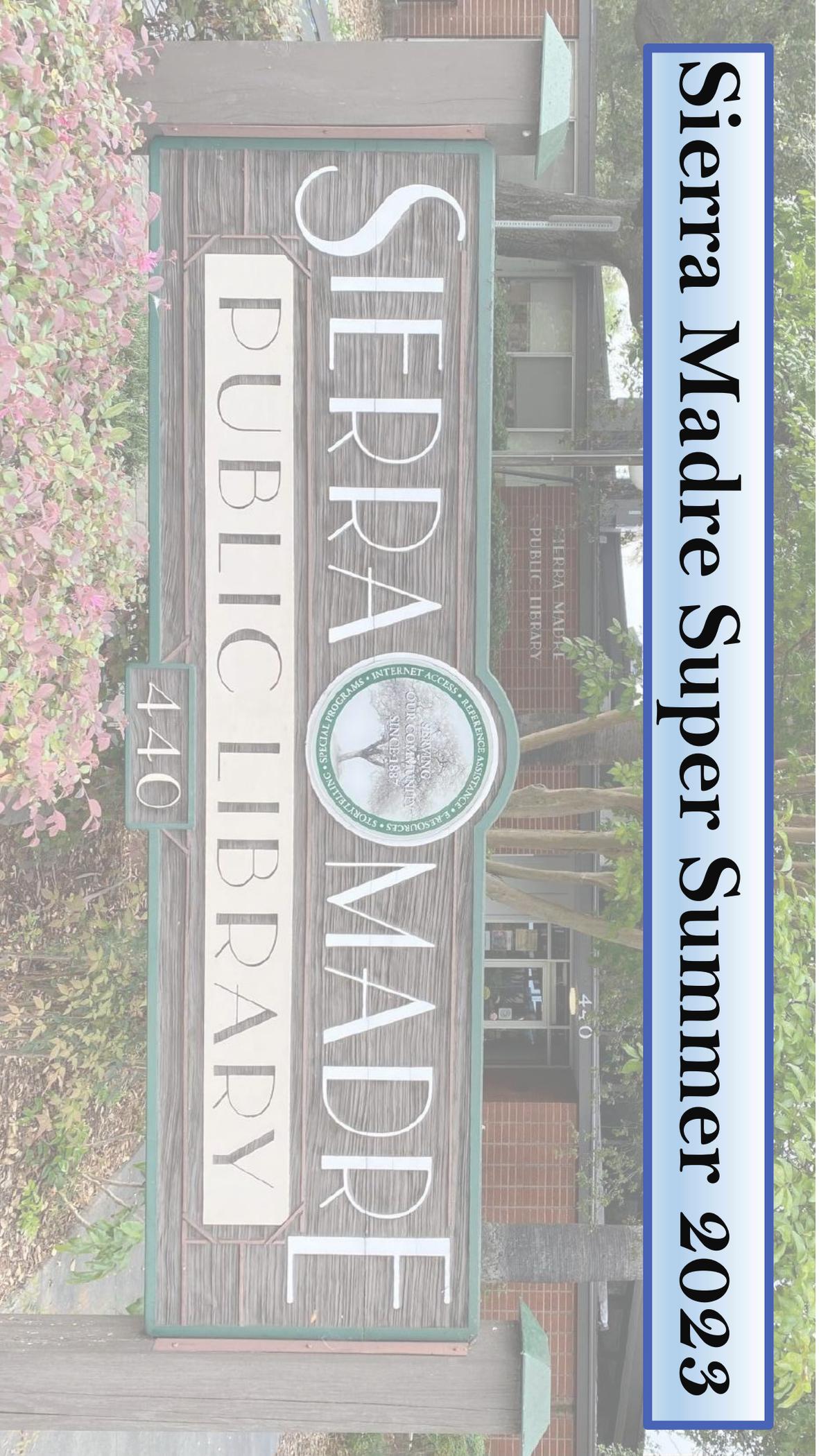
Sierra Madre Public Library

Days Closed in 2024

Day / Date CLOSED	Holiday
Monday, January 1, 2024	New Year's Holiday
Monday, January 15	Martin Luther King Jr. Day
Monday, February 19	Presidents' Day
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Indigenous Peoples' Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Holiday
Friday, November 29	Thanksgiving Holiday
Saturday, November 30	Holiday
Sunday, December 1	Closed Sundays
Tuesday, December 24	Open 10am to 2pm City partial Holiday – 4 hours
Wednesday, December 25	Holiday
Thursday, December 26	Holiday
Friday, December 27	Holiday
Saturday, December 28	Holiday
Sunday, December 29	Holiday – Closed Sundays
Monday, December 30	Holiday
Tuesday, December 31	Holiday
Wednesday, January 1, 2025	Holiday

Sierra Madre Public Library **Proposed Days Closed in 2024**

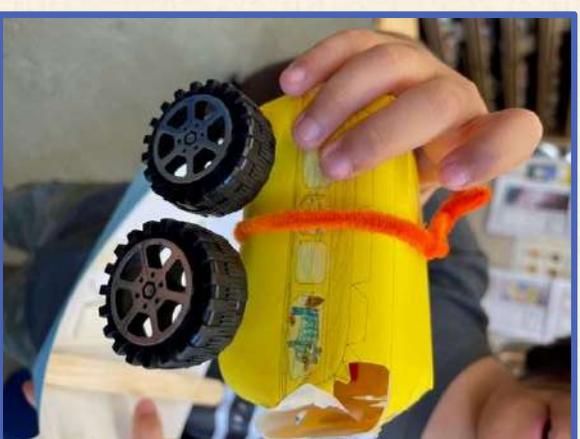
Sierra Madre Super Summer 2023



Sierra Madre Super Summer 2023

In-Person Programming

- Bailey Canyon Nature Walk
- Kids Science Workshops
- Cross Stitch for Teens & Adults
- Tails & Tales
- Kids Chess Club



In-Person Programming

- The Found Object Juggling Show
- Noteworthy Puppets
- Bubblemania
- Stuffed Animal Sleepover
- Thor's Reptiles



Programs & Attendance

- June:
 - 50 programs
 - 48 in-person programs
 - 2 virtual programs
 - Total program attendance: 919 people
- July:
 - 52 programs
 - 49 in-person programs
 - 2 virtual programs
 - Total program attendance: 1,440 people
- We had 102 programs this summer with 2,359 people in attendance.



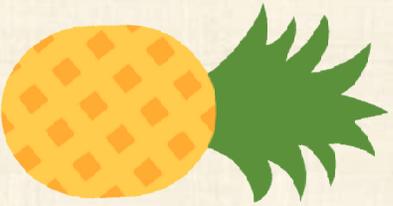
Challenger Pool Party

- **115** kids in grades K – 8th completed the Challenger Level



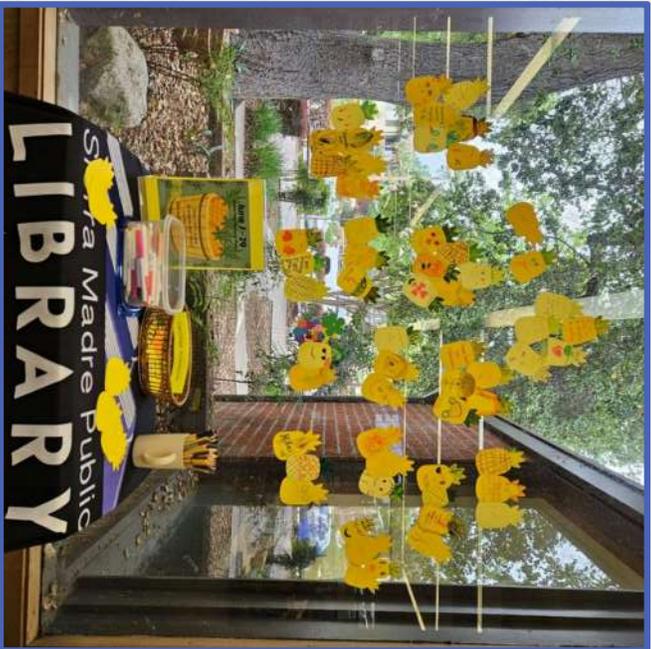
Teen Volunteer Thank You Party Escape Room

- **48** Teen Volunteer
- **512** Volunteer Hours



Sierra Madre Super Summer 2023

Passive Programs



Pineapple Patch: 130 participants



Perfectly Puzzled: 67 participants

Summer Reading Program (SRP)

- 458 SRP Participants
- 115 kids in grades K – 8th completed the Challenger Level
- 98 Participant for Operation Support Local

Sierra Madre Super Summer
June 10 - July 29, 2023

Kids Challenger
Color in a book for every 30 minutes you read all summer long and redeem this card at the library for prizes!

COMPLETE FOR PRIZE 1

COMPLETE FOR PRIZE 2

Color one book for every 2 hours you read!
Grades K-8, challenge yourself! Read an additional 20 hours for a surprise.

Sierra Madre Public LIBRARY

OPERATION Support LOCAL Sierra Madre

Attend Events ❤️ Like a Trail ❤️ Visit Museums ❤️ Shop Local

Fill in twenty activities and grab a free prize at the library. Supporting local includes attending a free community event, hiking a trail, visiting a local museum, or supporting a local business!

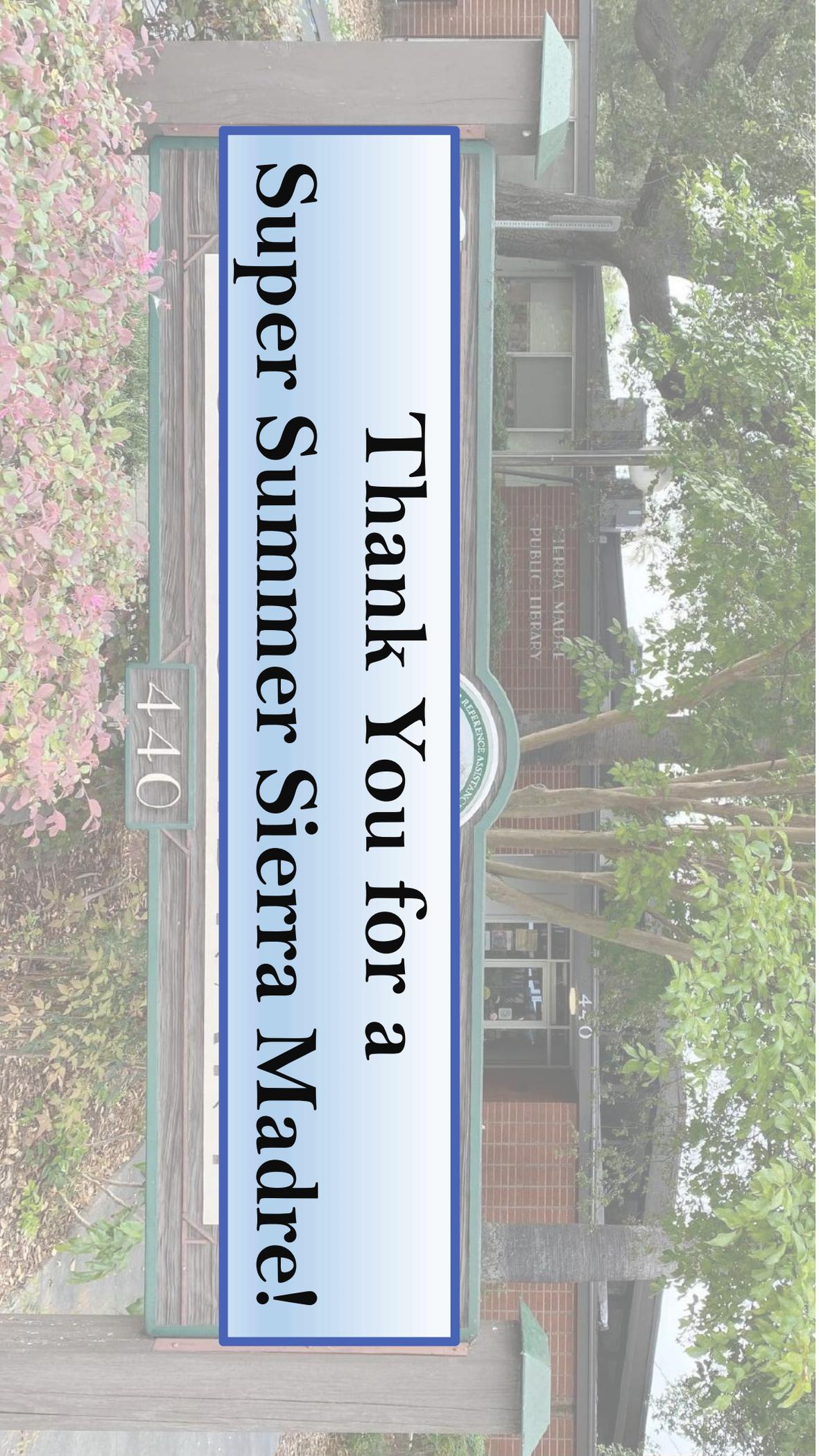
Write your activity in the circle and redeem your completed card for a SIERRA MADRE SUPER SUMMER prize at the library.

Sierra Madre Public LIBRARY

SIERRA MADRE PUBLIC LIBRARY • 414 N SIERRA MADRE BLVD, SIERRA MADRE, CA 91024 • 625-35-7786 • WWW.CITIZENSIERRAMADRE.COM/LIBRARY • @SIERRAMADREPUBLICLIBRARY

**Thank You for a
Super Summer Sierra Madre!**

440





Sierra Madre Public Library

Meaningful Improvement Renovation Naming Rights Policy

Sierra Madre Public Library is pleased to offer its generous supporters naming opportunities. This gesture allows Sierra Madre Public Library & the Library Board of Trustees (Library) the opportunity to appropriately pay tribute to individuals, companies, community organizations, and foundations for significant donations as well as to inform the public of a donor's special relationship to the library.

Definitions

- *Naming Rights*: includes meeting spaces, reading areas, study rooms, special use areas, equipment, furnishings, technology, and any other interior or exterior spaces, in honor or memory of an individual, corporation, foundation, or organization as grateful recognition of the Donor's gift.
- *Donor Recognition*: includes, but is not limited to, signage, plaques, donor walls, printed and electronic materials, press releases, media coverage and special events.
- *Gifts*: includes cash, stock (to be sold by the Library), real or personal property (to be sold at the Library's discretion), endowments, or a pledge.

General Guidelines

Donor naming and recognition at Sierra Madre Public Library adhere to the following guidelines:

1. *Responsibility for recognition*
 - a. Naming recognition opportunities are at the discretion of the Library.
 - b. Gift level requirements for naming and recognition opportunities are based on magnitude of purpose, square footage, visibility, public usage, and "philanthropic market value" as determined by the Library.
2. *Ownership*
 - a. All named rooms, funds, programs, or areas remain the property of the Sierra Madre Public Library.
 - b. The naming of physical space does not represent and should not imply any ownership, but rather provides an opportunity to publicly recognize the generosity of donors.
 - c. Naming rights carry no power of direction or implied power of direction to the Library on matters of appointment of persons, policies, operational, or capital decisions, or any other library processes or activities.

3. *Eligible gifts for naming rights*

- a. Gifts should be in the form of cash, stock (to be sold by the Library), real or personal property (to be sold at the Library's discretion), endowments, or a pledge paid in its entirety due no later than March 31, 2026.
- b. The total gift/pledge must be paid in full prior to public recognition of the naming opportunity.
- c. Revocable planned gift commitments are not considered toward naming opportunities.

4. *Gift agreements*

- a. Naming opportunities and recognition expectations will be specifically and fully explained in a gift agreement.
- b. Naming opportunities are activated and recognition created only after the gift agreement is signed by the donor and the Library.
- c. Specific recognition or naming should be set forth in the gift agreement and is subject to the approval of the Library.

5. *Renaming or revoking recognition*

- a. The Sierra Madre Public Library is committed to donor recognition; however, no guarantees are made that the naming will remain in perpetuity unless specifically set forth in the gift agreement.
- b. In the event that a named space shall cease to exist, has its purpose changed from what is stated in the gift agreement, is renovated or relocated prior to the confirmed term, if any, the organization will honor its recognition commitment by dedicating comparable space to the greatest extent practicable in terms of magnitude of purpose, square footage, visibility, and public usage and will inform the donor or his/her family members in advance of installing new recognition signage.
- c. The Library reserves the right to remove or revoke donor recognition under certain circumstances, including but not limited to:
 - i. **Unacceptable conduct:** Donors after whom spaces or programs are named should be known to the community to demonstrate personal integrity, ethical behavior, and be law-abiding citizens. If a donor is later found to have violated that standard, their name may be removed from recognition. In such a case, the Library is under no obligation to return any financial contributions.
 - ii. **Unfulfilled gifts/pledges:** The Sierra Madre Public Library reserves the right to remove recognition and signage if a donor's gift/pledge is not paid by the date specified in the gift agreement. In the case of a partially



paid gift/pledge, the Library may, in its discretion, offer an alternative naming opportunity based on the amount of the gift/pledge received.

6. *Duration of names and name changes*

- a. Naming of facilities (including spaces and furnishings), collections, and programs in honor of individuals, corporations, or other organizations will have a set number of years attached to the naming.
- b. The number will be determined on a case-by-case basis but will not exceed the useful life of the spaces, facilities, or specific named items.
- c. All decisions as to length of naming will be included in the written gift agreement.
- d. In the event the donor's name or logo changes during the term of the gift agreement, the donor may, at donor's expense, request the Sierra Madre Public Library replace the naming signage with the new name or logo.

7. *Recognition of historical donors*

- a. Naming rights in existence prior to the Library Meaningful Improvement renovation project, will be incorporated in a permanent recognition display at the Library's discretion.