



## **AGENDA**

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

**Monday, April 24, 2023**

**5:00 PM**

**City Hall Council Chambers**

**232 W. Sierra Madre Boulevard**

**Sierra Madre, CA 91024**

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

#### **PLEDGE OF ALLEGIANCE**

Laura Palmer

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from March 27, 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: \$1,125.84, \$2,052.77, \$1,125.84, \$5,075.53
- 2. Library Statistics** – Recommendation to receive and file March 2023 Statistical Reports.
- 3. Library Mission & Vision Statements** – Recommendation that the Board approve and file updated Library Mission & Vision Statements.

### **ACTION ITEMS AND REPORTS**

#### **1. TSK Architects Introduction**

Sierra Madre City Council approved moving forward with TSK Architects for the Library Meaningful Improvement renovations. The firm will present on their company, team, history, and experience. No action required.

#### **2. Sierra Madre Historical Preservation Society Renovation Needs**

The Sierra Madre Historical Preservation Society will present on the archival needs for the Library renovations. No action required.

#### **3. City of Sierra Madre Information Technology Department Renovation Needs**

Information Technology Manager Oscar Millan to present on the technology needs of the Library for the renovated building. No action required.

#### **4. Friends of the Sierra Madre Public Library Renovation Needs**

Presentation on the needs of the Friends of the Library to take into consideration for the upcoming Library Meaningful Improvement Renovations. No action required.

#### **5. Library Foundation Update**

Update on Library Foundation's ability to move forward with fund raising. It is recommended, the Board identify specific building options for fund raising.

#### **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. Receive and file; no action required.

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

Update from Council Liaison to Board. Receive and file; no action required.

#### **8. Trustees Updates**

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library. Receive and file; no action required.

#### **9. City Librarian Report**

City Librarian Leila Regan to present an oral report concerning Library services since the last Board Meeting. Receive and file; no action required.

## **10. Items for Future Agenda**

### **\*ACTION ITEMS**

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

### **ADJOURNMENT**

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



## MINUTES

### LIBRARY BOARD OF TRUSTEES MEETING

Monday, March 27, 2023

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

#### Meeting called to order at 5:01 PM

#### PLEDGE OF ALLEGIANCE

Catherine Adde

#### APPROVAL OF AGENDA

Correction on Staff Report Item #2 from 03/27/2022 to 03/27/2023

Trustee Gluck motions to approve

Trustee Sands seconded

All in favor

#### APPROVAL OF MINUTES

Correction of minutes: change word tardy to late

Trustee Adde motions to approve

Trustee Gallagher seconded

All in favor

#### COMMUNITY INPUT

Leslie Ziff on behalf of the Sierra Madre Historical Preservation Society (SMHPS) provided public comment. SMHPS shares archives with the Public Library and is caretakers of both collections. SMHPS wanted to make sure that the Board is aware of the importance of the archives and make sure we have space for the archives in the renovated building. SMHPS asks that you put in a request with the selected architect, that SMHPS have 1,500 square feet: 500 sq. ft. for the archives and 1,000 sq. ft. for storage and workroom. The archives are not currently well maintained. We want to protect those archives. Want to make sure that you are aware and you are warriors for our history.

There needs to be something to guide the architect firm, someone not from the city. There should be a committee to help guide the architect firm and I would ask that a trustee and the City Librarian be part of the committee.

SMHPS also asks when the library moves temporarily, it considers the archives and the archivist. During this interim, SMHPS should have access to the archives. Hope they can find room for the most pertinent archive items and for the archivist in the temporary space.

SUBMITTED LETTER ATTACHED.

## **CONSENT CALENDAR**

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$307.90, \$450.00, \$3,017.96, \$416.31, \$4,375.91, and \$1,000.00
- 2. Library Statistics** – Recommendation to receive and file February 2023 Statistical Reports.

Trustee Sands moves to receive and file  
Trustee Gluck seconded  
All in favor

## **ACTION ITEMS AND REPORTS**

### **1. Library Renovation Update**

Deputy Director of Public Works Arnulfo Yanez said the architect firms have been narrowed down to four firms, five with one on standby as an alternative. There were 172 inquiries from outstanding well qualified firms across the country. These firms were narrowed down to 14. The Request For Proposal that was written was very strict. Yanez is looking for past experience from firms. Of the four firms that were chosen, one is from Los Angeles, one is from Orange County, one is from Boise Idaho, and one is from the San Francisco area.

Staff members on the interview panel are senior planner Clare Lin, City Librarian Leila Regan, and Arnulfo Yanez himself. Arnulfo will be looking for the proper engineering responses. Clare Lin is looking for the proper planning responses and Leila will be looking for Library experience.

#### *Questions/Comments:*

Trustee Palmer: Are we able to ask what firms are interviewing?

Deputy Director Yanez: Yes and no. I don't remember them. I tried to pick all firms that can provide full service with construction. This is important because we are in late March 2023, the funds need to be used by January 31 2025 so what I would like to do is streamline this process as much as possible to present the plan in the fall and break ground around the holidays. In the

past my experience with Libraries has been design that has been a bigger issue. What I pointed out to the City Manager is the weather this year. If we have the same type of weather next year it will slow us down.

Trustee Sands: First interview this week do you plan to do any follow up interviews? What is the timeline?

Deputy Director Yanez: Hoping not to have to do any follow up interviews, want to select and announce a firm as soon as possible as early as next Monday and go to City Council April 11 with an architect firm.

Trustee Gluck: Mentioned construction included do all four of these firms include construction?

Deputy Director Yanez: Yes.

Trustee Gluck: Is there any way for us to review these firm's bids?

Deputy Director Yanez: with all due respect, with respect to your time, when it comes to selecting the firm I am looking for something very specific and the trustee will be involved in the next step with the firm selected.

Trustee Gluck: Will the Architect firms follow the Library's current design?

Deputy Director Yanez: I don't know yet. That is something that will come up in the interview process.

Trustee Adde: Have they shown you their past designs?

Deputy Director Yanez: Yes but we are looking for a design that is specific to our community needs.

Trustee Adde: Where do we come in? All the things that are needed, at what stage do we give those pieces to the Architect?

Deputy Director Yanez: All that can come into play after April 11<sup>th</sup> once it is approved by City Council.

Trustee Palmer: We have to be moved back into the Library by January 31, 2025?

Deputy Director Yanez: Yes.

City Librarian Regan: We have to expend all the money. If we are not moved in we cannot use the grant to fund moving back into the Library.

## **2. Library Building Renovations Needs**

The Library has a little over \$10 Million for renovations divided into two separate grants: The California State Library Targeted Grant and the California State Library Building Forward Infrastructure Grant. These grants are set to cover the following items:

- ADA & Seismic Upgrades/Improvements
- Building Expansion & Renovation
- Improved Green Space
- Window Replacement
- Fire Suppression Equipment
- HVAC Repair and Install
- Asbestos Abatement

But there are more items the Library and Sierra Madre Community need and want for the building renovations such as:

- A new roof
- New electrical wiring
- New plumbing system
- Proper and larger climate controlled storage for our archival collection

- A better programming area and/or a community and civic space (large meeting room)
- Friends of the Sierra Madre Library permanent book store and storage/sorting area
- A proper server room
- A cleaning closet with a deep sink and drain
- Staff breakroom and kitchen
- A storytelling nook in the children's room
- A proper teen area
- Small study rooms
- Larger parking area with Solar Panel shading
- Drive up book drop
- Archival room
- Server room
- Programming/meeting/community room
- Friends Bookstore and storage/sorting area
- Larger parking area

*Questions/Comments:*

Trustee Adde: The archives will need proper and larger climate control. We should see if Holly Moore is able to give guidance. She's a Sierra Madre Resident and used to be a Trustee.

City Librarian Regan: We cannot use volunteer services.

Deputy Director Yanez: We cannot take volunteers for public projects.

City Librarian Regan: May 6<sup>th</sup> there will be a public forum with the architect firm to allow the public to give their input on community needs of the renovated building.

### **3. Library Foundation Funding**

Discussion on specific items the Library Foundation can focus on funding. It is recommended, the Board identify specific building options for fundraising.

*Questions/Comments:*

Trustee Sands: I've prepared something regarding naming opportunities and rating the options for naming opportunities and doing a range chart and coming up with the amount we want to fundraise for each. I was looking at even the book racks for the large print. Someone who is ADA wants to fund a ramp and have these things named after them. I know Rob can go out but we have to get specifics for him. There are a lot of different ways that we can approach but I think the hard part is going to be figuring out the price and then how many donors can contribute to specific items.

Trustee Gluck: The design fees alone are going to be a lot.

Deputy Director Yanez: \$750K to 2.2 Million for design fees. Cost in today's world right now is pretty high and change orders are a hiccup where we need to redesign something because the HVAC unit isn't going to fit. Those change orders take time and time costs money. Should the interviews go well we will have a better idea of the costs for the redesign.

Trustee Gluck: So the architect firms haven't been involved to this point?

Deputy Director Yanez: Just briefed. Should I find something that is an emergency, I will notify the City Manager.

Trustee Gluck: If we're able to add on top of the grant costs then we can use that money for any part of the innards.

Trustee Adde: Rob has done this before and he will probably have a lot of ideas on the costs of these additional items.

Trustee Gallagher: We might want to reach out with Rob regarding the Mission and Vision statement because he said he needed that to be able to go out and fundraise.

#### 4. Library Vision/Mission Statement

Library Board of Trustees will discuss revising the current Sierra Madre Public Library vision/mission statement. It is recommended, the Board create an updated, concise vision/mission statement.

*Questions/Comments:*

Trustee Sands: Based on the handout for the Mission & Vision Statement – I really liked Monrovia’s and Arcadia’s. I think ours is too wordy.

Trustee Gallagher: Do we need a vision statement? I like Altadena because they mention the access.

Trustee Adde: Altadena is my favorite one.

Trustee Gallagher: Can we just adopt the Altadena one?

Trustee Palmer: Is that plagiarism?

Trustee Gallagher: I don’t think so.

Trustee Sands: I liked the endless possibilities of Monrovia’s mission and vision.

Decided on statements:

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

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

Trustee Gluck motions to accept the mission and vision statement

Trustee Adde seconded

All in Favor

#### 5. Friends of the Library Liaison Report

Margaret Quigley of the Friends of the Sierra Madre Public Library (FOL) stated the FOL had a booth at the Wisteria festival and that went well. There was a bubble machine and some treats for the kids so FOL got to talk to parents. Julie Bencosme made a QR code to make signing up for the friends easy. Booksale is Friday April 7 and Saturday April 8. The Art Fair is May 6 & 7 Pete Siberell is voting in the Annual Bookmark Contest because FOL has helped to sponsor. FOL has co-sponsored one of the community services’ concerts in the park this summer. April 28<sup>th</sup> there will be a catered Partners Reception/Appreciation in the evening at the Library. If Trustees want to contribute desserts, they can.

#### 6. City Council Liaison Report

City Council Liaison was unavailable and emailed an update.

#### 7. Trustees Updates

Trustee Gallagher: I did not attend the Friends of the Library meeting in March or the Historical Preservation Society. I did attend quite a few of the One Book One City Events. I was at the Library's Town Hall Meeting too.

Trustee Adde: I attended the Library's Town Hall Meeting also. Thought it was really well done. Leila, your presentation was excellent. I didn't see a picture about One Book One City but I did appreciate the acknowledgement of the Board of Trustees and all we do. I spent all day at the Wisteria Festival.

Trustee Sands: The writer's workshops are coming up. The authors have all sent Julie at the Library their bios and headshots. I was at the Wisteria Festival too and the Library's Town Hall Meeting.

Trustee Palmer: I was at the Wisteria Festival. We're wrapping up the Annual Bookmark Contest. It ends in the next few weeks. The Award Ceremony is Wednesday April 26<sup>th</sup> at 6:00 PM.

Trustee Gluck: I have flyers for the Open House. We have ordered magnets for giveaways. They look like little books and they ordered bean sacks with the library logo as additional giveaways with some 3D printed things. The expectation is since it's 3:30-5:30 PM it will be families and older adults. I hope the other Trustees can be there to welcome people, explain the layout, and be present.

## **8. City Librarian Report**

City Librarian Leila Regan reported on the Joint Town Hall Meeting that was held at the Library on March 9<sup>th</sup> for both Community Services and the Library Departments. Upcoming Library events to look forward to are the Writer's Workshops every Tuesday in April. We are hoping to do more Writers Workshops in the Fall. National Library Week will be April 23<sup>rd</sup> to the 29<sup>th</sup>, with an Open House and the Bookmark Contest winners to be announced. Interviews for the Architects will be this Tuesday and Wednesday. Library statistics during February included over 4,000 people coming through the Library door, almost 9,000 items checked out, 31 programs held, with almost 900 people attending.

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

- Leslie Ziff & Debbie Henderson for Historical Society Presentation
- Rob Stockly – Foundation – send him mission & vision statement
- Building Update Arnulfo Yanez

## **ADJOURNMENT**

The Library Board of Trustees may adjourn to a meeting on April 24, 2023.

Trustee Gluck motions to adjourn

Trustee Sands seconded

All in Favor

**Meeting adjourned at 6:29 PM**

To: Sierra Madre Library Board of Trustees  
From: Sierra Madre Historical Preservation Society  
Monday, March 27, 2023

The Sierra Madre Historical Preservation Society (SMHPS) and the Sierra Madre Library share an MOU that creates at joint ownership of our archives. SMHPS wants to make sure that in the construction of the new parts of our library building that we take great care to give space to the needs of the archives.

The Sierra Madre Historical Preservation Society supports Archivist's Debbie Henderson's request written on 11/22/2022. In this needs assessment we stand behind the following: Location, Climate Control, Electrical, Lighting, and Security in the new library building to be constructed.

We believe that the Space Allocation should actually be:

Archives/Local History Room:	500 sq. feet (minimum)
Archives Storage/ Work Room:	1,000 sq. feet (minimum)

The Sierra Madre Archives is composed of a sizable collection consisting of books, photographs, negatives, slides, postcards, scrapbooks, directories, maps, letters, periodicals, posters, ephemera, artworks, sound recordings, moving images, microfilm, and digital media. These things need to have specific ways to be safely stored for not only our record keeping but for our posterity.

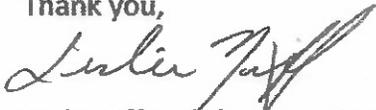
Our Archivist is currently fielding 15-20 requests per month for historical information and data on areas such as:

Landmark homeowners looking for history on their homes and the people who lived there, property information, personal ancestors who lived in our town, and historic people of our town. She also has researchers working on historic properties for families or the city that need help. Because of all the duties that are required of her, it is very important that the archivist, as a position, be maintained during the construction period of our "updated" library.

If you have any further questions for the Historical Society, please contact Leslie Ziff, President.

[leslie.ziff@sierramadre.org](mailto:leslie.ziff@sierramadre.org)

Thank you,



Leslie Ziff and the SMHPS Board



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
0823	BANK OF AMERICA	03/09/2023	Regular	0.00	1,125.84	64837
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV034055</a>	Invoice	03/08/2023	LR OBOC AUTHOR TALK REFRESHMENTS	0.00	68.64	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR OBOC AUTHOR TALK REF...	68.64	
<a href="#">INV034056</a>	Invoice	03/08/2023	LR OFFICE SUPPLIES PROGRAMMING	0.00	143.24	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LR OFFICE SUPPLIES PROGR...	65.60	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR OFFICE SUPPLIES PROGR...	77.64	
<a href="#">INV034057</a>	Invoice	03/08/2023	LR MAILING FOR REPLACEMENT	0.00	15.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR MAILING FOR REPLACEM...	15.00	
<a href="#">INV034058</a>	Invoice	03/08/2023	LR LAMINATION OF STORY WALK	0.00	37.49	
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR LAMINATION OF STORY ...	37.49	
<a href="#">INV034059</a>	Invoice	03/08/2023	LR PASADENA STAR RENEW	0.00	804.71	
<a href="#">10000.90000.53501</a>		PERIODICALS		LR PASADENA STAR RENEW	804.71	
<a href="#">INV034060</a>	Invoice	03/08/2023	LR DISPLAY CASE BACKGROUND	0.00	25.10	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR DISPLAY CASE BACKGRO...	25.10	
<a href="#">INV034061</a>	Invoice	03/08/2023	LR O.B.O.C PUZZLE	0.00	31.66	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR O.B.O.C PUZZLE	31.66	
<b>Total Regular:</b>					<b>1,125.84</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	1	0.00	1,125.84
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>7</b>	<b>1</b>	<b>0.00</b>	<b>1,125.84</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2023	1,125.84
			<u>1,125.84</u>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
0132	BAKER & TAYLOR, INC.	03/29/2023	Regular	0.00	1,485.36	64994
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">5018182718</a>	Invoice	03/28/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	377.24	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE & ...		377.24	
<a href="#">5018182719</a>	Invoice	03/28/2023	OFFICE SUPPLIES	0.00	8.20	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	OFFICE SUPPLIES		8.20	
<a href="#">5018184347</a>	Invoice	03/17/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	1,063.96	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE & ...		1,063.96	
<a href="#">5018184348</a>	Invoice	03/28/2023	OFFICE SUPPLIES	0.00	35.96	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	OFFICE SUPPLIES		35.96	
0786	OFFICE DEPOT, INC	03/29/2023	Regular	0.00	59.61	64995
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">300447134001</a>	Invoice	03/28/2023	OFFICE SUPPLIES	0.00	59.61	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES		59.61	
0444	SALEM PRESS, INC.	03/29/2023	Regular	0.00	445.50	64996
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">184352</a>	Invoice	03/28/2023	ONLINE EBOOKS - BOOK #9781637001073	0.00	445.50	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	ONLINE EBOOKS - BOOK #9...		445.50	
VEN03926	T-MOBILE	03/29/2023	Regular	0.00	62.30	64997
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">INV034193</a>	Invoice	03/28/2023	984433408 1/21/23 - 2/20/23	0.00	62.30	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	984433408 1/21/23 - 2/20/...		62.30	
<b>Total Regular:</b>					<b>2,052.77</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	4	0.00	2,052.77
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>7</b>	<b>4</b>	<b>0.00</b>	<b>2,052.77</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2023	<u>2,052.77</u>
			<b>2,052.77</b>

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
0823	BANK OF AMERICA	03/09/2023	Regular	0.00	1,125.84	64837
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV034055</a>	Invoice	03/08/2023	LR OBOC AUTHOR TALK REFRESHMENTS	0.00	68.64	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR OBOC AUTHOR TALK REF...	68.64	
<a href="#">INV034056</a>	Invoice	03/08/2023	LR OFFICE SUPPLIES PROGRAMMING	0.00	143.24	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LR OFFICE SUPPLIES PROGR...	65.60	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR OFFICE SUPPLIES PROGR...	77.64	
<a href="#">INV034057</a>	Invoice	03/08/2023	LR MAILING FOR REPLACEMENT	0.00	15.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR MAILING FOR REPLACEM...	15.00	
<a href="#">INV034058</a>	Invoice	03/08/2023	LR LAMINATION OF STORY WALK	0.00	37.49	
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR LAMINATION OF STORY ...	37.49	
<a href="#">INV034059</a>	Invoice	03/08/2023	LR PASADENA STAR RENEW	0.00	804.71	
<a href="#">10000.90000.53501</a>		PERIODICALS		LR PASADENA STAR RENEW	804.71	
<a href="#">INV034060</a>	Invoice	03/08/2023	LR DISPLAY CASE BACKGROUND	0.00	25.10	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR DISPLAY CASE BACKGRO...	25.10	
<a href="#">INV034061</a>	Invoice	03/08/2023	LR O.B.O.C PUZZLE	0.00	31.66	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR O.B.O.C PUZZLE	31.66	
<b>Total Regular:</b>					<b>1,125.84</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	1	0.00	1,125.84
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>7</b>	<b>1</b>	<b>0.00</b>	<b>1,125.84</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2023	1,125.84
			<u>1,125.84</u>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



**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		
1644	AMAZON	04/13/2023	Regular	0.00	190.13	65028
<a href="#">BKFZHCJEFVIL</a>	Invoice	04/11/2023	LIBRARY DVD	0.00	16.49	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		16.49	
<a href="#">BKTYPVUYEVLN</a>	Invoice	04/11/2023	LIBRARY DVD	0.00	24.82	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		24.82	
<a href="#">BNIJNWRDKWVJ</a>	Invoice	04/11/2023	LIBRARY SUPPLIES	0.00	18.72	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		18.72	
<a href="#">CFHWKXKTRSAH</a>	Invoice	04/11/2023	LIBRARY DVD	0.00	78.10	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		78.10	
<a href="#">CGNWZZPIIZIB</a>	Invoice	04/11/2023	LIBRARY J BOOKS	0.00	27.66	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		27.66	
<a href="#">UDMDKMAFEYKO</a>	Invoice	04/11/2023	LIBRARY J BOOKS	0.00	24.34	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		24.34	

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
VEN03454	AMAZON CAPITAL SERVICES	04/13/2023	Regular	0.00	1,516.39	65029
<a href="#">11JL-6PJH-KNLK</a>	Invoice	04/11/2023	MISC SUPPLIES 03/06/23 - 03/19/23	0.00	49.59	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		49.59	
<a href="#">1313-1DQC-L4YR</a>	Invoice	04/11/2023	BOOKS & REFERENCE 03/06/23 - 03/09/23	0.00	11.01	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		11.01	
<a href="#">14HQ-9WD1-LRLK</a>	Invoice	04/11/2023	BOOKS & REFERENCE 03/06/23 - 03/19/23	0.00	111.06	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		111.06	
<a href="#">14YP-6V3F-MGXF</a>	Invoice	04/11/2023	BOOKS & REFERENCE 2/20/23 - 3/5/23	0.00	56.19	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		56.19	
<a href="#">17T1-HD4T-NQVH</a>	Invoice	04/11/2023	MISC. SUPPLIES 01/09/23 - 01/22/23	0.00	152.66	
<a href="#">10000.09110.53999</a>			OTHER PURCHASED SUPPLI...		25.55	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		17.58	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		109.53	
<a href="#">19KH-LWMC-M4...</a>	Invoice	04/11/2023	BOOKS & REFERENCE 2/20/23 - 3/5/23	0.00	31.37	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		31.37	
<a href="#">19XJ-7416-M1MK</a>	Invoice	04/11/2023	MISC SUPPLIES 2/20/23 - 3/5/23	0.00	39.99	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		39.99	
<a href="#">19XJ-7416-M34K</a>	Invoice	04/11/2023	MISC SUPPLIES 2/20/23 - 3/5/23	0.00	263.73	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		263.73	
<a href="#">1CCY-6H37-LLQC</a>	Invoice	04/11/2023	BOOKS & REVERENCE 3/6/23 - 3/19/23	0.00	16.53	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		16.53	
<a href="#">1CCY-6H37-LQR1</a>	Invoice	04/11/2023	BOOKS & REFERENCE 03/06/23 - 03/19/23	0.00	35.61	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		35.61	
<a href="#">1DT9-6MKL-LDVF</a>	Invoice	04/11/2023	BOOKS & REFERENCE 03/06/23 - 03/19/23	0.00	63.80	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		63.80	
<a href="#">1G1H-7TF9-L1DK</a>	Invoice	04/11/2023	BOOKS & REFERENCE 03/06/23 - 03/19/23	0.00	144.56	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		144.56	
<a href="#">1GJT-CKP7-799H</a>	Invoice	04/11/2023	BOOKS AND REFERENCE 01/01/23 - 01/31/...	0.00	94.87	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		94.87	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">1JKT-9PR6-KYVC</a>	Invoice	04/11/2023	BOOKS & REFERENCE 03/06/23 - 03/19/23	0.00	47.65	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...	BOOKS & REFERENCE 03/06...	47.65	
<a href="#">1KFK-PC9J-N179</a>	Invoice	04/11/2023	MISC SUPPLIES 2/20/23 - 3/5/23	0.00	14.37	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES	MISC SUPPLIES 2/20/23 - 3/...	14.37	
<a href="#">1M93-W3LD-M...</a>	Invoice	04/11/2023	BOOKS & REFERENCE 2/20/23 - 3/5/23	0.00	31.89	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE	BOOKS & REFERENCE 2/20/...	31.89	
<a href="#">1NLF-YNGL-MN6Y</a>	Invoice	04/11/2023	BOOKS & REFERENCE 2/20/23 - 3/5/23	0.00	19.32	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE	BOOKS & REFERENCE 2/20/...	19.32	
<a href="#">1PFN-J4R4-MD9K</a>	Invoice	04/11/2023	MISC SUPPLIES 2/20/23 - 3/5/23	0.00	74.92	
<a href="#">10000.90000.53103</a>			COMPUTER SUPPLIES	MISC SUPPLIES 2/20/23 - 3/...	74.92	
<a href="#">1R34-6XXK-6CMV</a>	Invoice	04/11/2023	BOOKS & REFERENCE 2/1/23 - 2/28/23	0.00	93.65	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...	BOOKS & REFERENCE 2/1/2...	93.65	
<a href="#">1RJK-WLNP-L4XJ</a>	Invoice	04/11/2023	MISC SUPPLIES 03/06/23 - 03/19/23	0.00	11.01	
<a href="#">39002.90000.53999</a>			OTHER PURCHASED SUPPLI...	MISC SUPPLIES 03/06/23 - ...	11.01	
<a href="#">1T9Q-T6YK-LTPM</a>	Invoice	04/11/2023	MISC SUPPLIES 3/6/23 - 3/19/23	0.00	63.89	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...	MISC SUPPLIES 3/6/23 - 3/1...	63.89	
<a href="#">1W3N-67HG-NDK7</a>	Invoice	04/11/2023	MISC SUPPLIES 2/20/23 - 3/5/23	0.00	38.77	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...	MISC SUPPLIES 2/20/23 - 3/...	38.77	
<a href="#">1YDW-GQ34-MD...</a>	Invoice	04/11/2023	BOOKS & REFERENCE 2/20/23 - 3/5/23	0.00	49.95	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...	BOOKS & REFERENCE 2/20/...	49.95	

0132 BAKER & TAYLOR, INC. 04/13/2023 Regular 0.00 2,926.62 65030

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
<a href="#">5018190672</a>	Invoice	04/11/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	650.60
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE	BOOKS AND REFERENCE & ...	650.60
<a href="#">5018190673</a>	Invoice	04/11/2023	OFFICE SUPPLIES	0.00	44.31
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES	OFFICE SUPPLIES	44.31
<a href="#">5018196290</a>	Invoice	04/11/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	1,732.33
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE	BOOKS AND REFERENCE & ...	1,732.33
<a href="#">5018196291</a>	Invoice	04/11/2023	OFFICE SUPPLIES	0.00	144.62
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES	OFFICE SUPPLIES	144.62
<a href="#">5018202347</a>	Invoice	04/11/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	326.16
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE	BOOKS AND REFERENCE & ...	326.16
<a href="#">5018202348</a>	Invoice	04/11/2023	OFFICE SUPPLIES	0.00	28.60
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES	OFFICE SUPPLIES	28.60

0145 BRODART 04/13/2023 Regular 0.00 142.39 65031

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
<a href="#">620401</a>	Invoice	04/11/2023	OFFICE SUPPLIES	0.00	90.42
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES	OFFICE SUPPLIES	90.42
<a href="#">620616</a>	Invoice	04/11/2023	OFFICE SUPPLIES	0.00	51.97
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES	OFFICE SUPPLIES	51.97

1167 COMMUNITY MEDIA OF THE FOOTHIL 04/13/2023 Regular 0.00 300.00 65032

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		
603	Invoice	04/11/2023	VIDEO PRODUCTION - ONE BOOK ONE CITY ...	0.00	300.00	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPPLI...		VIDEO PRODUCTION - ONE ...		300.00	
<b>Total Regular:</b>					<b>5,075.53</b>	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	38	5	0.00	5,075.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>38</b>	<b>5</b>	<b>0.00</b>	<b>5,075.53</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2023	5,075.53
			<u>5,075.53</u>

---

Chair

---

Trustee

---

Trustee

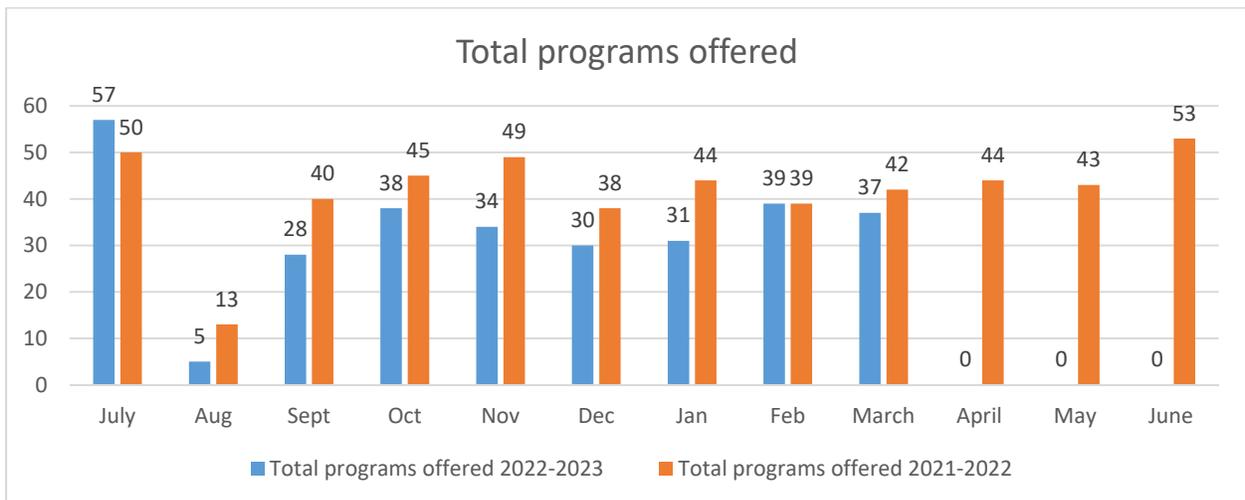
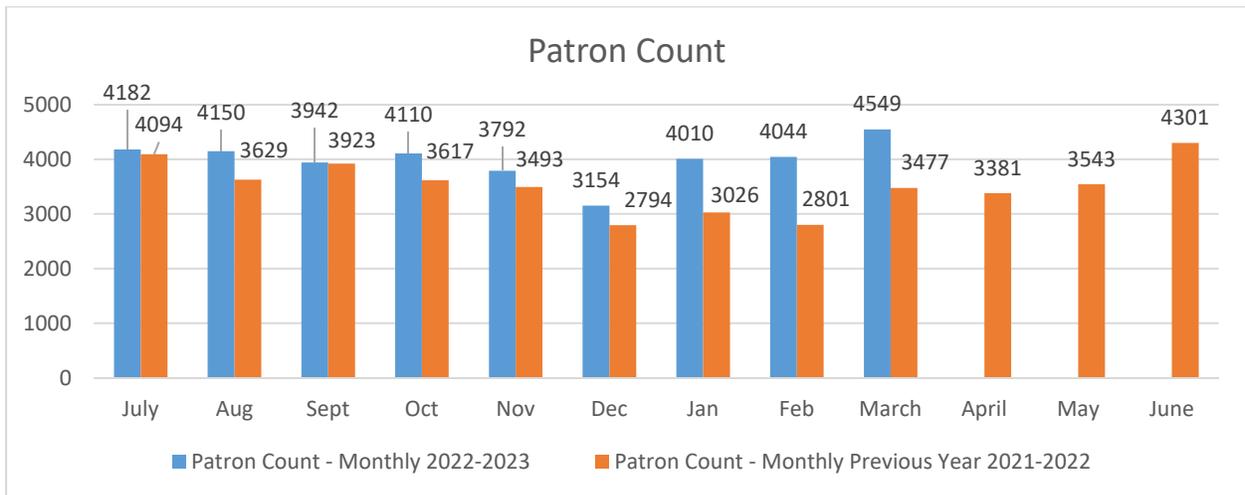
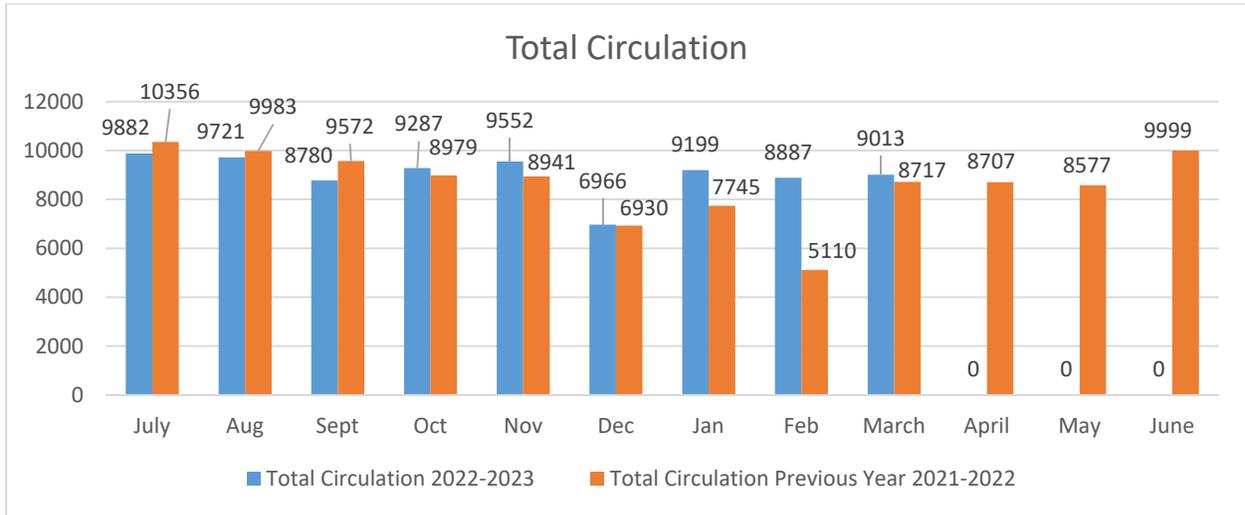
---

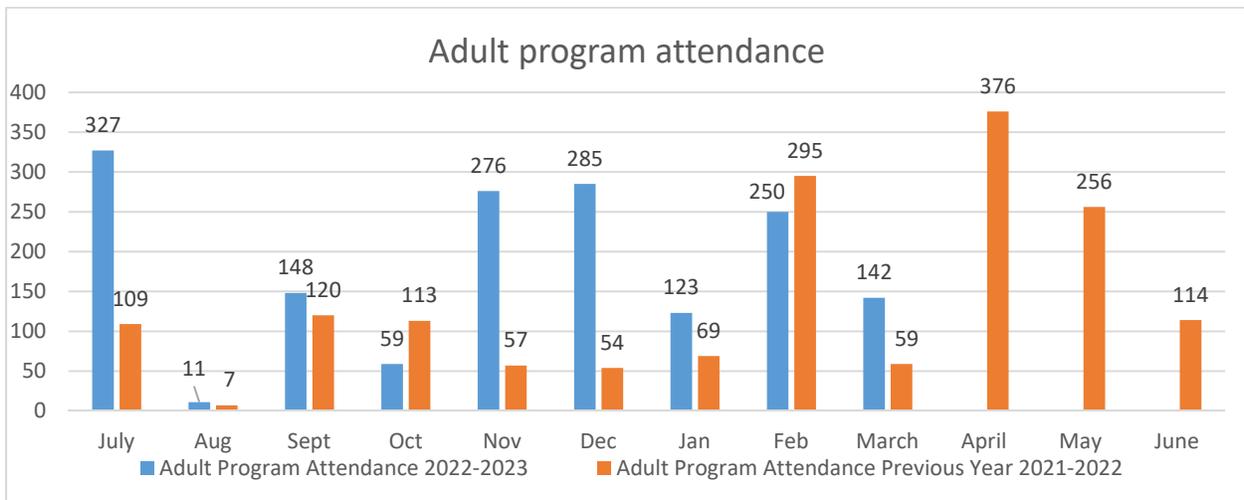
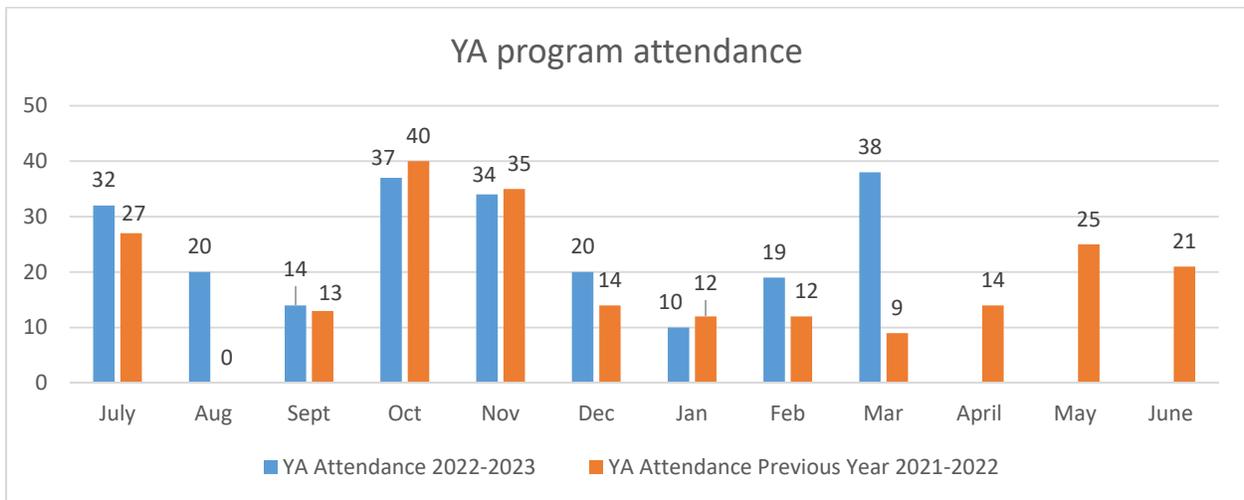
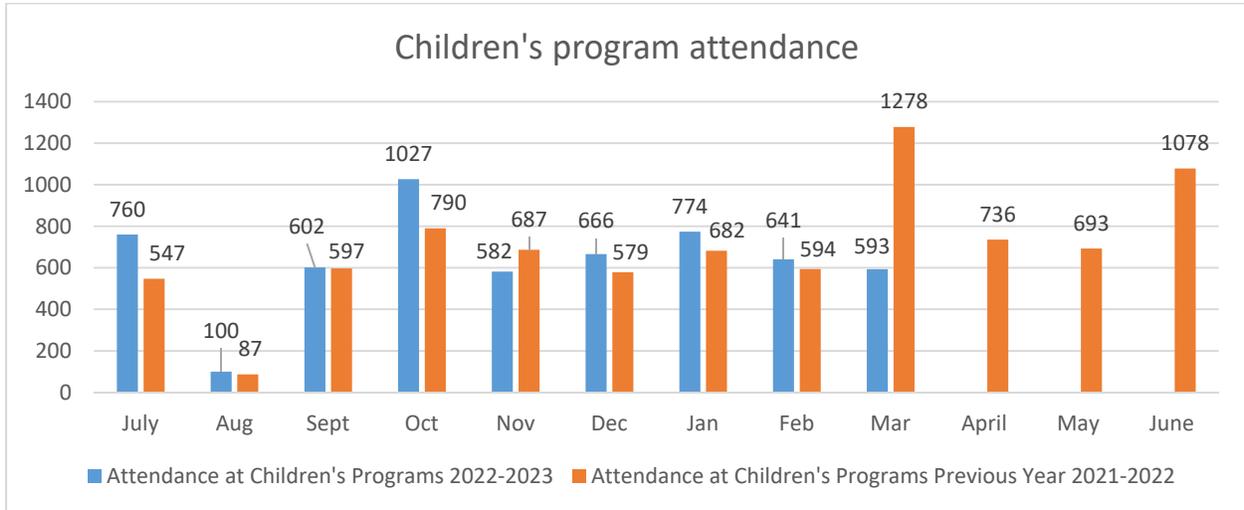
Trustee

---

Trustee

## March 2023 Library Statistics

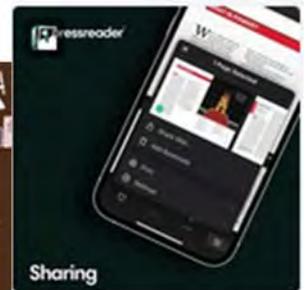
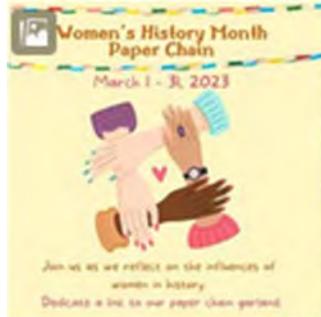




## March 2023 Online Content

In March, the Library had 47 social media posts with 4,779 reactions (likes/comments/views). Many were for the following:

Women's History—Paper Chain  
 Baby Rhyme Time  
 Tiktok Libraries are for everyone  
 3D Printing  
 Library and Community Services  
 Joint Town Hall Meeting  
 Bookmark Contest  
 Cricut Workshop  
 Teen Snackchat  
 Tails & Tales  
 Thank you -One Book One City  
 Committee  
 Sewing Machine Basics  
 Community Puzzle  
 Teen Anime Afternoon  
 Pajama Storytime  
 Kanopy streaming -Women's History  
 Psychic Buster Childrens Program  
 Digital Services Meet & Greet  
 TikTok - When a patron is looking  
 for a book  
 Writers Workshop  
 Teen Awful Movie Night  
 PressReader Magazines Online  
 Coursera—Build Skills Online  
 Check out a DVD  
 Music & Mindfulness  
 TikTok Just a few well-loved books  
 Pixelated Art  
 Living With Wildlife: Bears  
 Palace Project eBooks for all  
 TikTok new STEAM equipment



# Sierra Madre Public Library

## Mission & Vision Statement

- **Mission:** It is the mission of Sierra Madre Public Library to provide free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community.
- **Vision:** The Sierra Madre Public Library aspires to offer the community endless possibilities through enriched experiences; building an awareness and involvement in the community.