



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, May 22, 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

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 24, 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: \$5,399.82, \$694.86, \$1,500.65, \$76.88
- 2. Library Statistics** – Recommendation to receive and file April 2023 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Building Meaningful Improvement Update

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

2. 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. Receive and file; no action required.

3. Library Foundation Update

Update on Library Foundation's ability to move forward with fund raising. It is recommended, the Library Board of Trustees discuss and identify a list of specific naming right options for the Library Foundation to move forward with 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 June 26, 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, 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

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

Absent: Trustee Adde

Meeting called to order at 5:01 PM

PLEDGE OF ALLEGIANCE

Laura Palmer

APPROVAL OF AGENDA

Trustee Sands motions to approve

Trustee Gallagher seconded

All in favor

APPROVAL OF MINUTES

Trustee Gluck motions to approve

Trustee Sands seconded

All in Favor

COMMUNITY INPUT

No Community Input

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$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.
Trustee Sands points out a duplicate warrant in the amount of \$1,125.84
Trustee Sands and Gluck motion to approve the consent calendar as presented minus the duplicate warrant.
Trustee Gallagher seconded
All in favor

ACTION ITEMS AND REPORTS

1. TSK Architects Introduction

Jonathan Richert, Civic Market Director from TSK Architects was present to discuss the architect firm and answer questions. They are excited to be working for Sierra Madre.

Questions/Comments:

Trustee Gluck: Are partners from the initial bid, like OCMI, set or are there other businesses you'll be working with?

Richert/TSK: OCMI is a company used for cost estimating, they will be making sure that we are staying within the budget that we are appropriately building for what we have

Trustee Gluck: Will any of those partners be part of the planning process?

Richert/TSK: We're developing a cost plan for putting together what we think we can achieve within the building we want to design with how much we can afford. It will start with a cost plan and then OCMI will come in and make sure we are staying on task.

Trustee Gluck: We also have a Library Foundation that can come in and pay for some things that might already be included on those plans. Will we be able to adjust costs with that?

Richert/TSK: The earlier the Foundation can come in, the more we can plan for those funds. More for things not attached to the building. A lot of it is when we find out those funds will be available to be able to incorporate it

Trustee Sands: I had the opportunity to review the bid. I looked at the dates TSK Architects have set. Are those dates in stone?

Richert/TSK: That was just based on our guess for the timeline. That's something we still need to do with the City, finalize a schedule for the project, and discuss what we can afford with the funds available.

Trustee Sands: Are you based in LA?

Richert/TSK: Yes, we are local and I live in Alhambra.

Trustee Gallagher: Can you tell us a little bit about your firm's experience with Libraries?

Richert/TSK: We don't have a lot of experience with municipal libraries but we do have more experience in the community aspect of it. We have a lot of civic experience and designing for communities.

Trustee Gallagher: What type of civic?

Richert/TSK: It's quite a range. We have a 60-year history as a firm. We've handled resource centers for the community, police stations, fire stations. From a high public access end, it will be our resource centers and community centers that are the most similar aligned to public libraries.

Trustee Sands: Ours is slightly different because we do have a historical aspect of it. Those vary a little bit different from a community or school situation. Did I read correctly that your firm did some work on the Little Tokyo branch and the Topanga Library?

Trustee Gluck: One of the partners had a lot of experience with Libraries and that's why I asked my question.

Richert/TSK: One of the things is making sure our partners have the experience to design appropriately for this project.

2. Sierra Madre Historical Preservation Society Renovation Needs

Leslie Ziff with the help of archivist Debbie Henderson put together the history of the Library and the local history archives. Leslie Ziff represented the local history collection which is jointly owned with the Sierra Madre Historical Preservation Society and the Public Library. The Historical Preservation Society wants to make sure the Library will have the space for the growing archives collection. The Historical Preservation Society needs a bigger space, not only for the archives but for the archivist, who has seen an increase in patron demands for local history. The local archives include all the films, pictures, documents, books, and memorabilia of Sierra Madre. The Historical Society Museums have all the things and objects that are historic to our City. The Historical society funds yearly for Debbie to help with the archives. The Historical society will put funds towards the new renovations, but is unsure at this time how much.

Questions/Comments:

Trustee Sands: It is true that we have a lot of historical treasures, meaning people, who are growing older and their collections will undoubtedly come to our Library?

Ziff/Historical Preservation Society: Most definitely. Not only are we getting donations from these people but as they pass away their collections are coming to the archives. Just that alone is going to be a big project.

Trustee Gluck: You mentioned there will potentially be funds from the Historical Preservation Society for the renovations?

Ziff/Historical Preservation Society: I have no idea of the amount yet. We are trying to finish the back room of the Richardson House Museum and a new roof for Lizzie's Trail Inn. We are working with the city for those repairs. We are setting aside money for the archives. We've also turned the middle room of the Richardson House into an area that if archivist Debbie Henderson needed a space to work, she could use that.

City Librarian Regan: Does the Historical Preservation Society have specific square footage needs for the renovation?

Trustee Gluck: Last week it was 1,500 square feet.

Ziff/Historical Preservation Society: It should be double what is currently utilized.

3. City of Sierra Madre Information Technology Department Renovation Needs

Information Technology Manager Oscar Millan is excited for the first time the City will have this opportunity to build a server room from the ground up. Previously it has always been a retrofitted closet or taking space that has previously existed. It's not ideal for tech needs. Often times the retrofit is not done properly. This is an opportunity to start with a clean slate, to design with IT needs in mind. When the City has outages, or a shutdown the library really stops functioning. This is an opportunity to do it right, do it once, not just current needs but needs for the next 5 years. Some specific needs to design for include a battery backup and being able to have a full day backup of power.

Questions/Comments:

Trustee Gallagher: Have you been working with TSK Architects?

Millan/IT: Not yet, but Leila has kept me engaged in those conversations. I'd be happy to engage as early as tomorrow.

Trustee Sands: I understand right now the IT server is in the basement with the archives with the heat and the mold?

Millan/IT: We are. I've always been surprised by how many data centers I see in basements. Basements flood. It's not ideal. We have struggled with the little space we have and interestingly enough we have similar needs to the archives and so we do share that space.

Trustee Gluck: Do you have an idea of the square footage you would need?

Millan/IT: Not yet, we'd have to consider a lot of things before we get to that point. We will want a little bit of room for growth and we want staff to be able to walk into the room comfortably and be able to move equipment appropriately. I will have a very good idea once we have the conversations.

4. Friends of the Sierra Madre Public Library Renovation Needs

Martha Troedson book sales manager for the Friends of the Sierra Madre Public Library (FOL) discussed that the FOL has been working in the basement for the past 12 years. The FOL Book sales are not only happening in the basement and the parking lot, but also on the internet. The volunteers need space to work together. There's a community down there pricing, sorting, and space is needed for storage, for mailing for our internet sales, and especially for people to be able to drop off donations. Over the last 10 years the FOL book sales have been able to make \$225K which has gone directly to the Library. FOL volunteers have done this in the basement where there's no windows, it's cold, it's moldy, it's dusty, and it's crowded because of the archives, IT, and Library storage.

Questions/Comments:

Margaret Quigley/FOL: I'll just add we went on tour to local areas and San Marino would probably be closest to what we need for a FOL book store and space. Even theirs was cramped and crowded and it's amazing the volume that comes in and what you can do with it. It was 800 square feet, we would love to get 1,000 sq ft or more. A few years ago they were looking at a stand alone building and that was going to be 800 square feet and that was all we could do, that is the minimum.

Trustee Gallagher: You brought up the stand alone building, which we haven't discussed in awhile is that a good idea?

Margaret Quigley/FOL: That would not be ideal. It's out of sight, out of mind and even with that building we'd still have to do parking lot sales. Being in the building would be ideal.

5. Library Foundation Update

Library Foundation president Robert Stockly is starting to make phone calls about fundraising strategies and hopes at future meetings to give more of an update. He wanted to go over a couple of things that might be timely for the Board to consider:

- Trustees should consult with city council to see if the City is setting aside any funds for the project itself and contingency.
- What are some of the things that donors would want to have their name attached to? What value do you want to fundraise for that plaque?
- For the Archives, there may be grants available. A lot of nonprofits want to fund very specific things.
- Also grants for things like solar, and parking lot charging stations.

Questions/Comments:

Trustee Gluck: Going back to the elevator idea, what you're saying is, if donors pay for the elevator we'll put your name on it, but because the elevator is already in the plans we can spend the money on?

Stockly/Foundation: Something else: carpet, chairs, etc.

Richert/TSK: Construction is always more expensive with older buildings. We have two contingencies, design contingency and the owners contingency. For a building of this age, we will probably want a good contingency but that will be built into our costs. There's a chance The Board will go over the contingency, but we try to set a number that is reasonable to plan for. There are a lot of opportunities for naming rooms and spaces.

Trustee Gluck: As far as pricing rooms and spaces and naming rights we would need help with pricing these.

Richert/TSK: There are also agencies out there that will provide grants and material manufacturers will sometimes donate. It's a lot of legwork on someone's part to reach out to these agencies and companies.

Trustee Gluck: Do you have a list of organizations that would donate?

Yanez/Public Works: The issue is this is a state grant and there is a lot of reporting, additionally, there might be issues with conflict of interest. There might be a lot of issues down the road when it comes to additional grants and donations.

Trustee Gluck: So, we are under really specific guidelines?

Yanez/Public Works: That is correct. Also what type of materials are they? We have to hit the State of California requirements for recycled material and LEEDs.

Trustee Gluck: I'm just concerned that \$11 million won't get us there.

Yanez/Public Works: It came down to TSK Architects for those reasons: experience, full service for construction, etc.

Richert/TSK: Our job will be to get you the most we possibly can out of the budget. What we will do is we will create a prioritization level. First is to make sure the building is not going to fall down in 10 years and then we will continue to expand from there to make sure that we are giving you the best that we can for the amount of funding.

Trustee Gluck: Would your bid include furniture?

Richert/TSK: No, but we're making sure that money is set aside and not used for construction.

Yanez/Public Works: I planned for contingencies from the city's perspective but I will work with Jonathan (TSK) moving forward with contingencies.

Trustee Gallagher: I'm so glad that you're working on this Rob (Library Foundation). Reach out if there are things we can help with. We might have people reach out to us directly.

Stockly/Foundation: Basically I look at this as a campaign and the more foot soldiers we have the better we will be able to fund. I would encourage you to think about promoting the foundation with things like social media.

Trustee Sands: Is the foundation a non-profit? I know that getting donations for tax exempt is not what it used to be but I know there is a strong push for people to donate to a nonprofit to mitigate the taxes. Is that something that can be done?

Stockly/Foundation: The short answer is yes. We received a 501c3 designation early on.

6. Friends of the Library Liaison Report

Margaret Quigley stated the Friends of the Library (FOL) will try to pin down how much they are willing to give for the renovations. The FOL have some money that is earmarked, like the Sommer Scholarship fund and the Mary Tumilty fund. The FOL has close to \$900K that is going up and down with the stock market. They could be generous regarding the renovations, or might be reserved with funding. Tomorrow the FOL could do \$400-500K but down the line that much might not be available.

Questions/Comments:

Trustee Gluck: So you can help with the contingency?

Quigley/FOL: Well, for example there's \$250K in the partners fund and that's something that could go for naming rights and the same with the Mary Tumilty fund. The Trustees and FOL should look at those.

Trustee Gallagher: You're suggesting this money doesn't go toward construction?

Quigley/FOL: It was intended to help furnish the library, not to help exterior or building.

Trustee Gallagher: What you're asking for us is a tight plan on what we'd like the friends to contribute to and you will take that back to the friends?

Quigley/FOL: The plan can change, the funding available could go up and down, but a tight plan would allow us to plan and confirm if we can do it. The plan needs to be really specific, you can't bring something vague to the Friends.

Quigley/FOL: Friday, April 28th is the Partners Reception, I hope you're all coming. The booksale and online books sales have raised \$4,072 since February. May 6th is the art fair so if you'd like to volunteer, let the FOL know. There are officers' nominations happening soon, if you know anyone please get a hold of us. The annual meeting is June 21st. The Memorandum of understanding between the Library and the Friends should be shared with the trustees. Trustees should also have a copy of the Sommer Scholarship agreement and the Mary Tumilty fund agreement. FOL is working on the revision of the Art Donation policy. We were under the impression that we gave art to the Library but the Library was under the impression that the Friends owned it. We want to make sure there is a clear line of ownership and catalog the art in the Library.

7. City Council Liaison Report

Mayor Edward Garcia mentioned the City Council did approve the TSK Architects contract. Lots of questions bumping around about TSK Architects and the process, Peggy Dallas has some legitimate concerns and questions that she has brought up at City Council meetings. Arnulfo Yanez gave great reasons for why the City went with TSK Architects and the City Council was satisfied with that. Still thrilled with the \$10M for the Library building. Garcia can remember in 2012 talking about the Meaningful Improvement and it was \$7M and now there is concern that the \$10M is not enough. The City wants to make sure that the remodel is not only the building but also the technology interface to provide for the future.

Very happy to see the Trustees at the 2023 Honors Dinner.

The City is also discussing having to balance the delicacy of our wildlife with the safety of our community.

Questions/Comments:

Trustee Gallagher: When we do feel we need to come to you to find out what the city could commit in the way of contingency for the building renovations?

Mayor Garcia: Some of the meaningful improvement could be done through the general fund but right now the city is very concerned with recruitment and retention. It is a question that needs to be asked. It's rough. Hopefully as more properties come out of Prop 13 more funds will become available. I ran on public safety and infrastructure. If you don't maintain your assets future generations will be coming up with the same issues we are facing now with water

and the public library. It needs to be talked about what is the city budgeting for this building and what are they budgeting to maintain that asset.

8. Trustees Updates

Trustee Gallagher: Attend the long city council meeting with the National Library Week Proclamation and awarded the architect firm bid to TSK Architects. Attended the spring luncheon for Sierra Madre Civic Club.

Trustee Sands: The Writer's Workshop event is going very well. We're getting a good turnout for an adult event. Our last one is tomorrow after the Open House. We're going to talk about doing that again in the fall. I also went to the Honors Dinner.

Trustee Palmer: This week is the culmination of the bookmark contest. All the winners have been chosen. I missed the City Council meeting, but could the City Librarian text when able about attending events? Signed up to work the Art Fair!

Trustee Gluck: Excited to go to the May 6 community event for TSK Architects. Got a phone call to help out at the art fair and I will. Tomorrow from 3:30-5:30 is the open house at the Library. Thank you, trustees, for volunteering your time to staff the welcoming table. There will be sewing and 3D Printing and lots and lots of stuff going on.

9. City Librarian Report

City Librarian is happy to start texting trustees about important events, with permission. Also very excited to have TSK Architects come back Saturday, May 6th. Talked about National Library Week happening now! Open House, Writer's Workshop, Bookmark Contest Award Ceremony, and our Shelfie Booth. Library statistics:

- a. Patrons, February: 4,044 walked through the door
- b. Patrons, March: 4,549 walked through the door
- c. Circulation, February: 8,887 items were checked out
- d. Circulation, March: 9,013 items were checked out
- e. Total Programs, February: 39 | 910 total attendees
- f. Total Programs, March: 37 | 773 total attendees

10. Items for Future Agenda

Review the MOU for City and Friends, Sommer Scholarship, Mary Tumilty

Discuss/list items that are naming rights before or after finalized design?

Discuss timing to present to the city council on the issues of contingency funds for the renovation. The process would work better going through staff, finance department, then city manager.

ADJOURNMENT

The Library Board of Trustees may adjourn to a meeting on May 22, 2023.

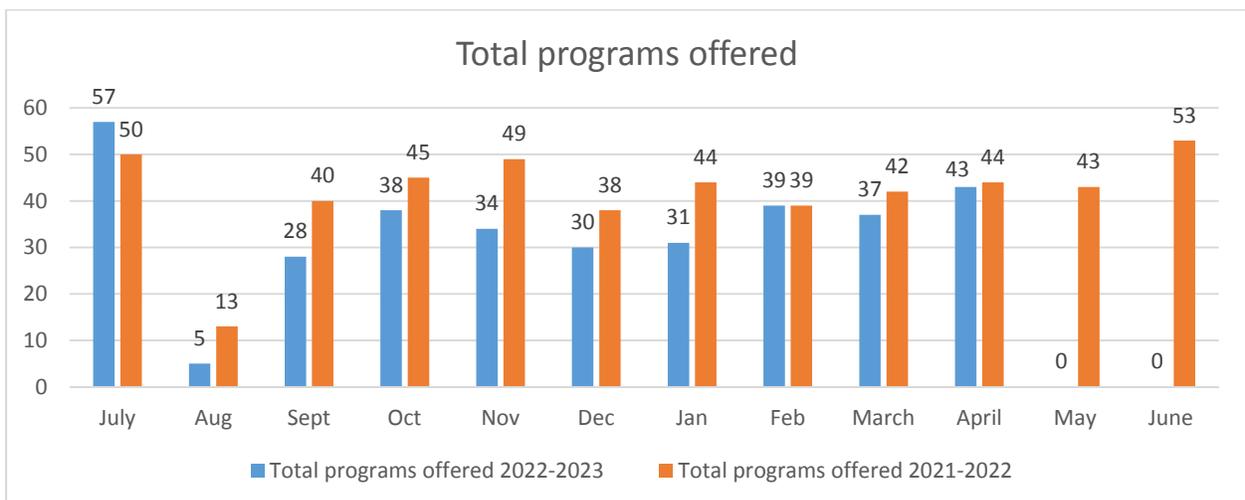
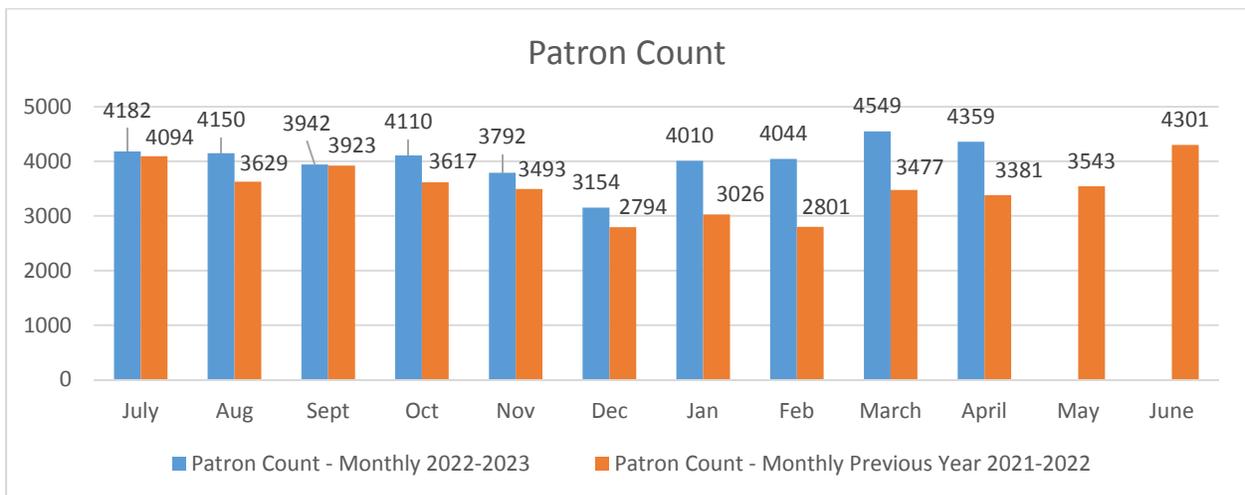
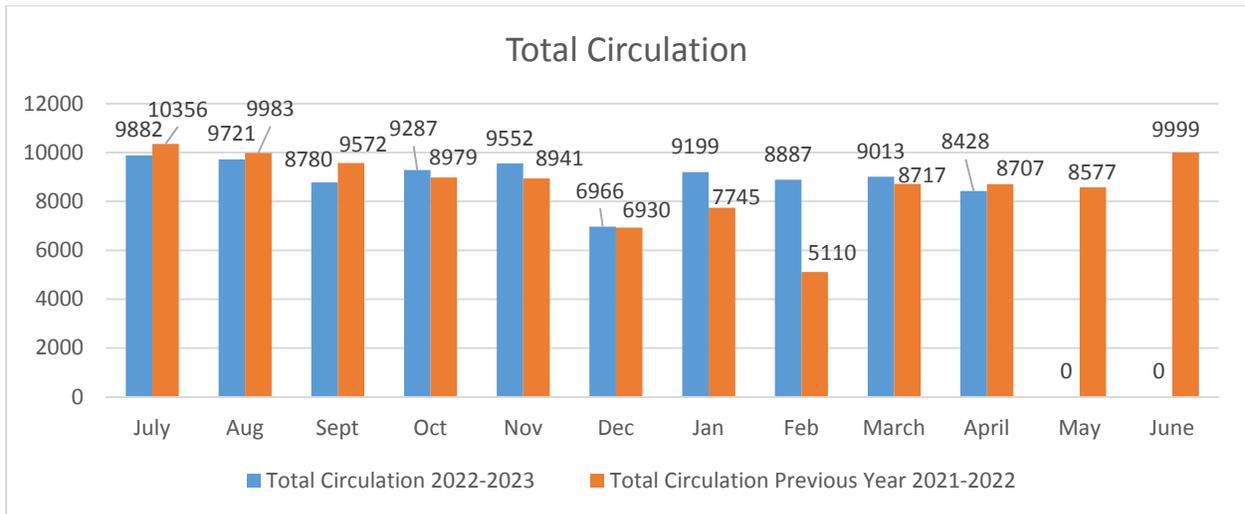
Trustee Sands motions to adjourn

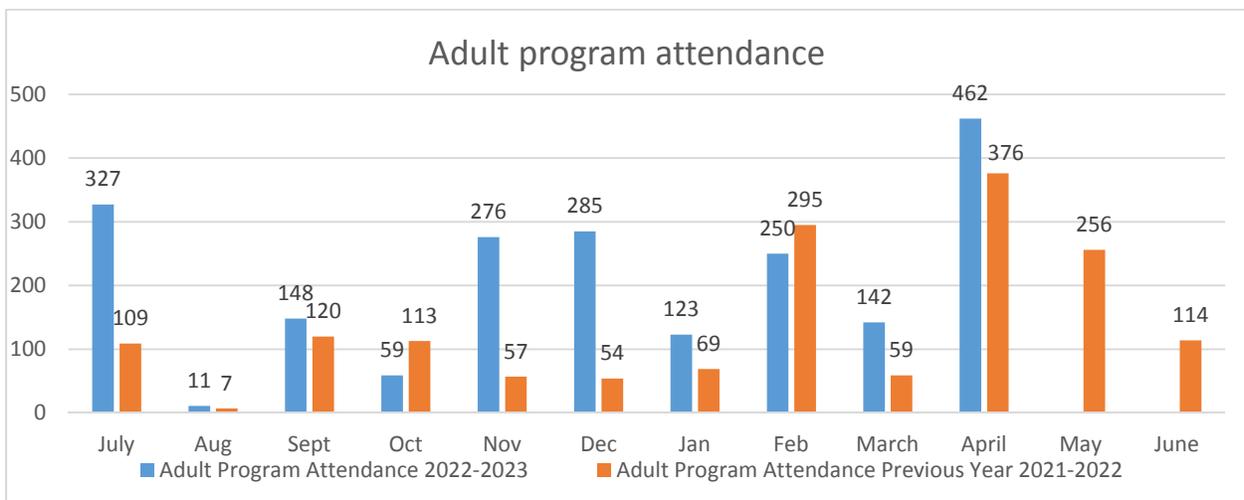
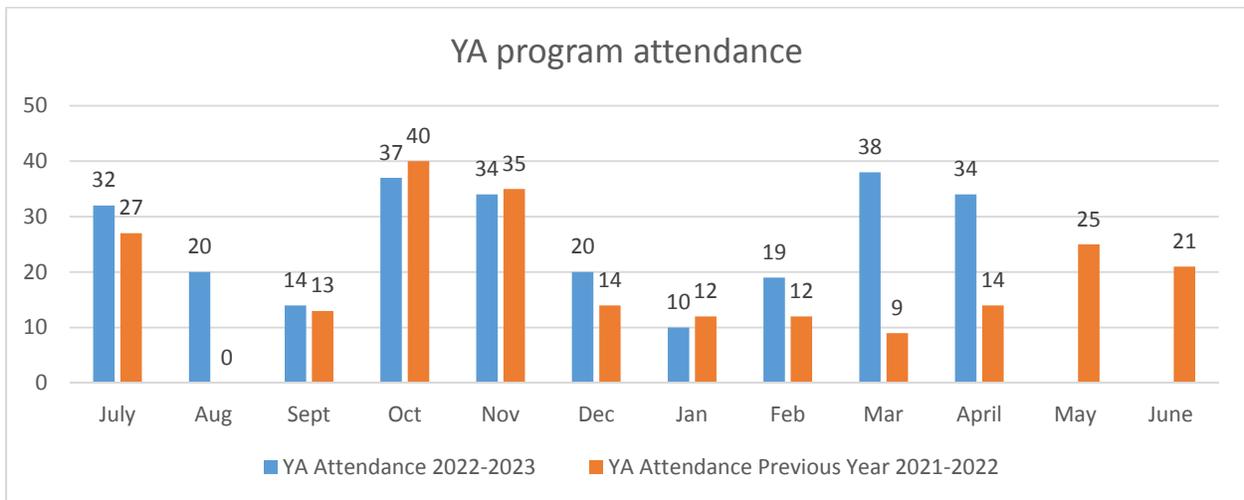
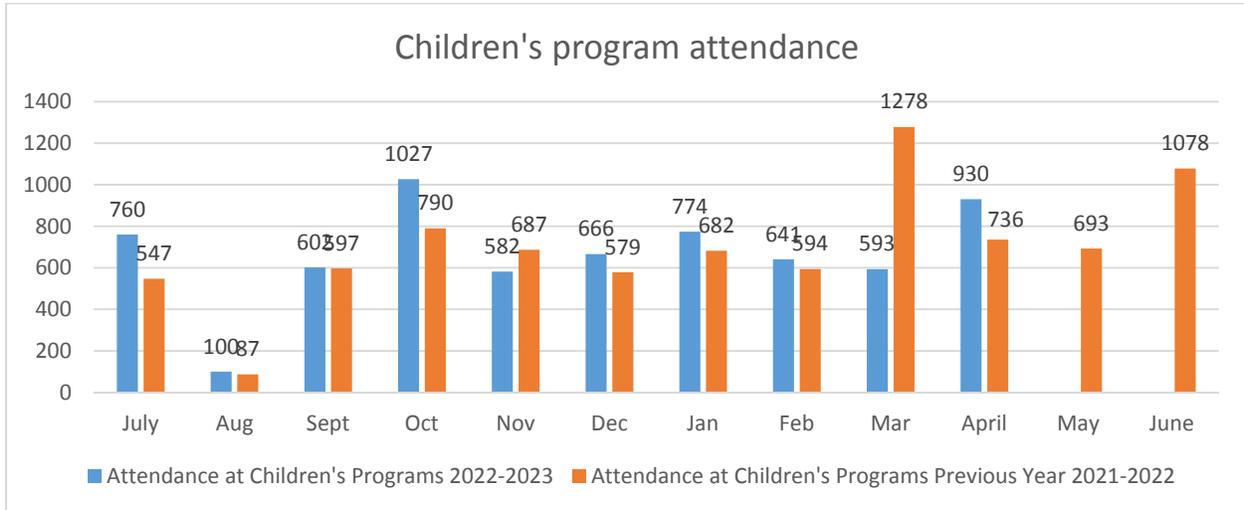
Trustee Gluck seconded

All in favor

Meeting Adjourned 6:37 PM

April 2023 Library Statistics

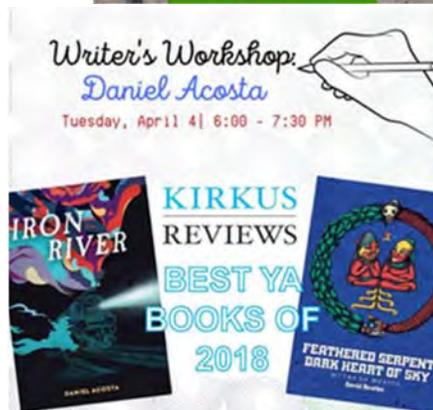
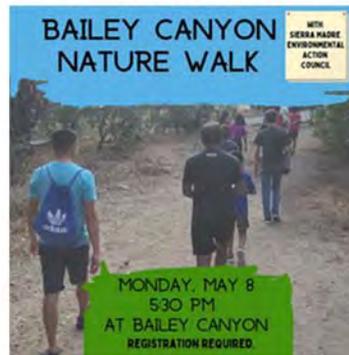
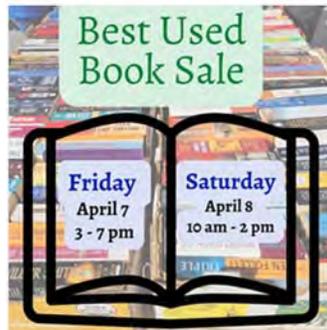




April 2023 Online Content

In April, the Library had 43 social media posts with 4,151 reactions (likes/comments/views). Many were for the following:

- Drop In Spring Art
- Writers Workshop
- Women's History Month Paper Chain
- Board Library Teens
- Friends Best Used Book Sale
- Drop In Spring Art
- Living With Wildlife: Bears
- Community Mosaic
- California State Parks Pass
- Bookmark Contest
- Teen Snackchat
- National Library Week
- Tails & Tales
- Library Open House
- Digital Services Meet & Greet
- National Poetry Month
- Library TikTok - fine free
- Meet TSK Architects for Library Renovations
- Teen Anime
- Pajama Storytime
- Cricut Workshop
- Pixelated Art
- Mission Renaissance Art
- Shelfie Photo Booth
- Bailey Canyon Nature Walk
- Sewing Machine Basics
- Music & Mindfulness
- Library TikTok for Pajama Storytime
- Craft It!





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	04/25/2023	Regular	0.00	296.55	65083
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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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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5018201026	Invoice	04/25/2023	LIBRARY SUPPLIES	0.00	128.06	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	128.06	
5018205377	Invoice	04/25/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	525.45	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	525.45	
5018205378	Invoice	04/25/2023	LIBRARY SUPPLIES	0.00	50.86	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	50.86	
5018215844	Invoice	04/25/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	836.98	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	836.98	
5018215845	Invoice	04/25/2023	LIBRARY SUPPLIES	0.00	61.80	
10000.90000.52200		CONTRACT SERVICES		LIBRARY SUPPLIES	61.80	
5018232327	Invoice	04/25/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	590.86	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	590.86	
5018232328	Invoice	04/25/2023	LIBRARY SUPPLIES	0.00	30.65	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		30.65	
5018250235	Invoice	04/25/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	143.88	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE & ...		143.88	
5018250236	Invoice	04/25/2023	LIBRARY SUPPLIES	0.00	7.88	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		7.88	
0598	DEMCO, INC.	04/25/2023	Regular	0.00	206.05	65085
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7288025	Invoice	04/25/2023	OFFICE SUPPLIES	0.00	206.05	
10000.90000.53100		OFFICE SUPPLIES			206.05	
VEN02809	H W WILSON	04/25/2023	Regular	0.00	357.00	65086
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
367132	Invoice	04/25/2023	EBOOKS & REFERENCE	0.00	357.00	
10000.90000.53406		BOOKS AND REFERENCE			357.00	
VEN04191	LEILANI BISHOP	04/25/2023	Regular	0.00	250.00	65087
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0004	Invoice	04/25/2023	HARP PERFORMANCE 4/29/23	0.00	250.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...			250.00	
1578	PETTY CASH FUND-LIBRARY	04/25/2023	Regular	0.00	88.68	65088
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV034416	Invoice	04/25/2023	OFFICE SUPPLIES	0.00	50.91	
10000.90000.53100		OFFICE SUPPLIES			50.91	
INV034417	Invoice	04/25/2023	PROGRAM SUPPLIES	0.00	13.78	
39006.90000.53999		OTHER PURCHASED SUPPLI...			13.78	
INV034418	Invoice	04/25/2023	CHEALSEA'S BIRTHDAY	0.00	23.99	
10000.90000.53999		OTHER PURCHASED SUPPLI...			23.99	
VEN03926	T-MOBILE	04/25/2023	Regular	0.00	62.30	65089
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV034394	Invoice	04/25/2023	984433408 2/21/23 - 3/20/23	0.00	62.30	
39006.90000.53406		BOOKS AND REFERENCE			62.30	
Total Regular:					5,399.82	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	29	7	0.00	5,399.82
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
	29	7	0.00	5,399.82

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2023	5,399.82
			<u>5,399.82</u>

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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						
0823	BANK OF AMERICA	04/12/2023	Regular	0.00	694.86	65027
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV034282	Invoice	04/06/2023	LR - LANINATION FOR STORY WALK	0.00	16.62	
39002.90000.53999		OTHER PURCHASED SUPPLI...		LR - LANINATION FOR STORY...	16.62	
INV034283	Invoice	04/06/2023	LR - POPCORN FOR OBOC MOVIE NIGHT	0.00	27.05	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LR - POPCORN FOR OBOC ...	27.05	
INV034284	Invoice	04/06/2023	LR - INTERVIEW PANEL LUNCH	0.00	61.19	
10000.90000.53999		OTHER PURCHASED SUPPLI...		LR - INTERVIEW PANEL LUN...	61.19	
INV034285	Invoice	04/06/2023	LR - CLA MEMBERSHIP - DIANA SHAW	0.00	40.00	
10000.90000.53409		MEMBERSHIP/DUES/SUBS...		LR - CLA MEMBERSHIP - DIA...	40.00	
INV034286	Invoice	04/06/2023	LR - CLA - MEMBERSHIP - LEILA REGAN	0.00	40.00	
10000.90000.53409		MEMBERSHIP/DUES/SUBS...		LR - CLA - MEMBERSHIP - LEI...	40.00	
INV034287	Invoice	04/06/2023	LR - CLA - CONFERENCE	0.00	220.00	
10000.90000.53402		CONFERENCE & MEETING		LR - CLA - CONFERENCE	220.00	
INV034288	Invoice	04/06/2023	LR - CLA MEMBERSHIP - DOREEN THOMAS	0.00	140.00	
10000.90000.53409		MEMBERSHIP/DUES/SUBS...		LR - CLA MEMBERSHIP - DO...	140.00	
INV034289	Invoice	04/06/2023	LR - SUBSCRIPTION RENEWAL - MOUNTAIN V..	0.00	150.00	
10000.90000.53501		PERIODICALS		LR - SUBSCRIPTION RENEWA...	150.00	
Total Regular:					694.86	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	1	0.00	694.86
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
	8	1	0.00	694.86

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2023	694.86
			<u>694.86</u>

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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	05/09/2023	Regular	0.00	289.16	65190
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1194-R49M-MWT7	Invoice	05/09/2023	MISC SUPPLIES 4/3/23 - 4/16/23	0.00	30.20	
39006.90000.53406			BOOKS AND REFERENCE		30.20	
1JCY-GC7Y-LV7K	Invoice	05/09/2023	MISC SUPPLIES 4/3/23 - 4/16/23	0.00	33.89	
39006.90000.53999			OTHER PURCHASED SUPPLI...		33.89	
1L9X-M37X-MGDJ	Invoice	05/09/2023	BOOKS & REFERENCE 4/3/23 -4/16/23	0.00	98.95	
39006.90000.53406			BOOKS AND REFERENCE		98.95	
1QYP-XX7Q-L9WQ	Invoice	05/09/2023	BOOKS & REFERENCE 4/3/23 - 4/16/23	0.00	99.48	
39006.90000.53406			BOOKS AND REFERENCE		99.48	
1X1V-9KPX-M6QC	Invoice	05/09/2023	BOOKS & REFERENCE 4/3/23 - 4/16/23	0.00	26.64	
39006.90000.53406			BOOKS AND REFERENCE		26.64	
0132	BAKER & TAYLOR, INC.	05/09/2023	Regular	0.00	1,001.84	65191
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5018244816	Invoice	05/09/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	330.55	
10000.90000.53406			BOOKS AND REFERENCE		330.55	
5018244817	Invoice	05/09/2023	LIBRARY SUPPLIES	0.00	39.70	
10000.90000.52200			CONTRACT SERVICES		39.70	
5018247614	Invoice	05/09/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	587.98	
10000.90000.53406			BOOKS AND REFERENCE		587.98	
5018247615	Invoice	05/09/2023	LIBRARY SUPPLIES	0.00	43.61	
10000.90000.52200			CONTRACT SERVICES		43.61	
VEN04152	KANOPY INC	05/09/2023	Regular	0.00	75.00	65192
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
330393-PPU	Invoice	05/09/2023	LIBRARY VIDEOS	0.00	11.00	
39006.90000.53999			OTHER PURCHASED SUPPLI...		11.00	
344822-PPU	Invoice	05/09/2023	LIBRARY VIDEOS	0.00	64.00	
39006.90000.53999			OTHER PURCHASED SUPPLI...		64.00	
0786	OFFICE DEPOT, INC	05/09/2023	Regular	0.00	134.65	65193
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
300478609001	Invoice	05/09/2023	OFFICE SUPPLIES	0.00	16.86	
39006.90000.53999			OTHER PURCHASED SUPPLI...		16.86	
304385922001	Invoice	05/09/2023	OFFICE SUPPLIES	0.00	53.76	
39006.90000.53999			OTHER PURCHASED SUPPLI...		53.76	
306699832001	Invoice	05/09/2023	OFFICE SUPPLIES	0.00	64.03	

Check Register

Packet: APPKT06786-LIB 5/9/23

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53999		OTHER PURCHASED SUPPLI...	OFFICE SUPPLIES		64.03	
Total Regular:					1,500.65	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	14	4	0.00	1,500.65
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
	14	4	0.00	1,500.65

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2023	1,500.65
			<u>1,500.65</u>

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City of Sierra Madre, CA

Check Register

Packet: APPKT06768 - LIB MANUAL 5/9/23

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						
VEN03072	CA DEPT OF TAX AND FEE ADMINISTR/	04/20/2023	Regular	0.00	76.88	65082
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
JAN-MAR 2023 LIB	Invoice	05/09/2023	JAN-MAR 2023 Q3 USE TAX	0.00	76.88	
10000.90000.53100	OFFICE SUPPLIES		JAN-MAR 2023 Q3 USE TAX		76.88	
Total Regular:					76.88	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	76.88
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	76.88

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2023	76.88
			<u>76.88</u>

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