



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, July 28, 2025

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

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

CALL TO ORDER / ROLL CALL

Trustees Adde, Palmer, Gallagher, 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 June 23, 2025, meeting.

PUBLIC COMMENT

The Library Board of Trustees will listen to the public on any item on the agenda. In addition, the Library Board of Trustees will devote time for public comment on items not on the agenda. Addressing the Library Board of Trustees from the audience is not permitted; all comments addressing the Library Board of Trustees must be made from the podium. Only public comments made from the podium will be recognized by the Library Board of Trustees and entered into public record.

Providing Public Comment for Items on the Meeting Agenda

Persons wishing to speak on any item on the agenda will be called during the comment period at the time the agenda item is brought forward.

Provide Public Comment for Topics not on the Meeting Agenda

Time shall be devoted to provide public comments for items not on the agenda. Under the Brown Act, Trustees are prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

Providing Public Comment

1. Any person wishing to provide public comment is asked to complete a comment card. Please include your name and address. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
2. The City provides a podium for public comment. Comments addressed to the Trustees shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue. Each speaker will be limited to three continuous minutes, which may not be delegated or deferred.

CONSENT CALENDAR

1. **Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$1,037,110.25, \$1,258.56, \$5,209.24, \$34.98, \$2,318.36, \$1,050.00, \$-25.00
2. **Library Statistics** – Recommendation to receive and file June 2025 Statistical Reports.
3. **Friends of the Library Budget** – Recommendation that the Board receive and file the 2025-2026 Friends of Library budget.

ACTION ITEMS AND REPORTS

1. American Library Association Annual Conference Recap

City Librarian to give a brief overview of the American Library Association (ALA) annual conference. This conference was attended by City Librarian Leila Regan, Reference Librarian Chelsea Lee, and Library Technician Julie Imahara. It is recommended Trustees receive and file.

2. Library Meaningful Improvement Update

Public Director Arnulfo Yanez will give a more in-depth update on the state of the Library Meaningful Improvement Project. No action required.

3. Library Foundation Update and Discussion

Update on the Library Foundation’s current membership and fundraising. No action required.

4. Sierra Madre Historical Preservation Society Report

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

5. Friends of the Library Liaison Report

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

6. City Council Liaison Report

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

7. Trustees Updates

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

8. City Librarian Report

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

9. Annual Presentation on Brown Act Procedures & Student Commission Information

City Clerk Laura Aguilar to give a presentation on Brown Act Procedures and on a new Student Commission initiative.

10. Chair/Vice Chair Nomination and Appointments for FY 2025/2026

Chair Sands to open the floor for chair and vice-chair nominations.

11. Library Board of Trustees Committee Assignments

Trustees to review and assign committee assignments:

- Friends of the Library Liaison (1)
- Sierra Madre Historical Preservation Society Liaison (1)
- Library Foundation Liaison (1)
- Sommer Scholarship (2)
- Library Grand Reopening (5)
 - Publicity & Promotion (2)
 - Logistics & Fundraising (2)
 - Day Of Assistance (subject to change) (5)
 - 9:00-11:00 (2)
 - 12:00-1:00 (1)
 - 2:00-3:00 (1)
 - 4:00-6:00 (1)

12. 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 August 25, 2025.

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



MINUTES

LIBRARY BOARD OF TRUSTEES MEETING

Monday, June 23, 2025

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

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

CALL TO ORDER / ROLL CALL

Present: Chair Sands, and Trustees: Adde and Gallagher

Absent: Trustees Gluck and Palmer

Meeting called to order at 5:04 pm

PLEDGE OF ALLEGIANCE

Chair Sands led the pledge of allegiance

APPROVAL OF AGENDA

Trustee Gallagher moved to approve Agenda

Trustee Adde seconded

All were in favor

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from April 28, 2025 meeting.

Trustee Adde moved to approve the Minutes

Trustee Gallagher seconded

All were in favor

PUBLIC COMMENT

No Public Comment

CONSENT CALENDAR

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

Questions/Comments:

Warrants:

Trustee Adde asked what the half a million costs were for?

City Librarian Regan answered they were for: AMG & Vertex for Grant Construction costs

Chair Sands asked about the cost for Christopher Barns

City Librarian Regan replied it was for Christopher T – a Magician who performed last Saturday

Chair Sands asked about the Bud Ferguson Industrial charge of \$12,000

City Librarian Regan replied it is a Subcontractor for the construction

Statistics Comments:

Trustee Gallagher said thank you for breaking out the statistics the way they are.

August Meeting Comments:

Trustee Adde suggested they have an August meeting and Gallagher agreed

Trustee Gallagher moved to approve the consent calendar with a meeting to be held in August

Trustee Adde seconded

All were in favor

ACTION ITEMS AND REPORTS

1. 2025/2026 Library Budget Report

City Librarian Regan presented the approved 2025/2026 Library Budget. Regan went over each section of the Budget. She mentioned additional Hotspots are being added, to be checked out by the public. She explained the Friends Budget and that they are funding access to Ancestry.com and pay for Audiovisual items like audiobooks and DVDs. They also give \$20,000 for Library programming.

Questions/Comments:

Trustee Adde asked if people will be able to checkout laptops at the new building will they be paid out of this Budget?

City Librarian Regan replied yes will have laptops but through Laptops Anytime, not from this Budget

Chair Sands asked why the reduction in Book Budget.

City Librarian Regan explained we will be closed for 4 months. The \$5,000 reduction is being reallocated this year only for Grand Re-Opening costs, which will be combined with the 2026 Summer Reading Kickoff.

2. Revenue Enhancement Ad Hoc Committee Presentation

City Librarian presented to the Trustees the same presentation that she gave to the Revenue Enhancement Ad Hoc Committee Meeting, which took place on Thursday, April 24, 2025. Leila went over the “Public Libraries are for Everyone” presentation which was included in the

Agenda Packet. She mentioned the importance of libraries, and that they have something for everyone. The Library has partnered with community organizations. The Library received a California State Library Targeted Grant and so the City is paying \$1.8 million for a \$10 million updated and expanded Library building. She also mentioned the new building will have new Staffing needs and is working on a solution.

3. Larger Than Books Campaign Discussion

City Librarian Leila updated Trustees on the current *Larger Than Books* campaign to promote Sierra Madre Public Library services and joy on social media. She is still taking suggestions. She mentioned a post that Librarian Chelsea put together of a mother with her baby. It is recommended Trustees continue to provide ideas and suggestions.

Questions/Comments:

Trustee Adde suggested a previous campaign under Toni Buckner that had people hold up a favorite book and say why it is their favorite and what got them into reading/using public libraries.

Trustee Gallagher commented she loved seeing the kids. Also, showing partnerships with different entities like the Playhouse and SMHPS.

4. Library Construction Project Ad Hoc Committee

Trustee Gallagher reported out from the most recent Library Construction Project Ad Hoc Committee meeting. She mentioned Sandra Burga the Project Manager indicated we should think about this as 2 projects with construction completion and project as a whole the second project. There may be a tour of the construction for the Ad hoc committee. The foundation is in place, the steel is in place, in the expansion. We're on-time for construction completion in early January. A person's goal date could be behind but it doesn't mean the project is behind. We are on budget as per Arnufu. Items have been ordered proactively and held, such as the elevator, which is currently located at the City Yards. Yamada is primarily our FF&E vendor and will likely be ordered early on and they are very flexible on payment. Foundation is concerned about the budget and the payment terms which they should be. Moving and storage is covered by the grant. There have been no significant complaints from the neighbors.

Walk-through for the construction ad hoc committee tentative date is July 8th at 2:00 PM. The issue is the PP&E, but also that certain contractors have to be on site for liability insurance. Concern with shoes, hard hat, safety glasses, and vests. As of today, nobody can be on site except for those working on site. City Librarian Regan confirmed construction deadline is January 2026. Library will start moving back February 2, 2026.

5. Library Foundation Update and Discussion

Update on the Library Foundation was given by Foundation Chair Rob Stockly. He announced they have raised \$180,000. This brings total fundraising, including the Friends and the Day Trust to \$1M but we still have a long way to go. We've had small group gatherings, in homes and several at the Library itself. We have a plan for community outreach and have handouts for the summer events. We have one full free page in the newspaper, thank you to Susan Henderson for this. Stockly gave a presentation for Chamber of Commerce and Basil at Arnold's Hardware has started a discussion about having a few days where a percentage from the day's purchase will go towards the foundation. We have an ongoing search for grants. The Pasadena Tournament of Roses Foundation gave us \$35,000 for the Teen Room. They give one \$35,000

grant per year and we got it. We continue to have one-on-one conversations with donors, one suggested a challenge fundraiser with donors. Disney company is doing a match donation and another match is coming from an insurance company from a patron at the Open House. Trying to get as many wheels turning as possible. Leila has identified naming opportunities as well.

Questions/Comments:

Trustee Gallagher asked if we will apply again next year for the Pasadena Tournament of Roses grant?

Chair Stockly replied yes if it's appropriate, especially for the \$10,000 level.

Trustee Adde asked if the Savor the Flavor fundraiser was a success?

Chair Stockly replied they had 2 and they were successful.

Trustee Gallagher suggested when someone makes a donation it would be worth asking if their company would match.

Chair Stockly agreed and clarified an employee who makes a donation and has an employer with a matching donation program just needs to let that employer know.

6. Sierra Madre Historical Preservation Society Report

Leslie Ziff reported on Sierra Madre Historical Preservation Society happenings since the last meeting. Ziff reported they have new officers. Diane Sands is now President and Leslie is now Vice President. We met with TSK Architects and Director Arnulfo to work on the museums. We went through the back of the Richardson House and talked about the roof at Lizzie's. Haven't heard back from them yet. We'll be meeting the end of this month to program the rest of this coming year and the beginning of next year. We had a great Lizzie's Dinner and raised some money from that. We had a nice silent auction. Last Week we had Christopher Nyerges give a great talk about plants in the area. SMHPS along with the city, a citizen, and Chamber of Commerce want to support a mural that goes on the east side of the building at Happy's. Found a muralist that will update and keep the mural from graffiti and hope that can happen.

Questions/Comments:

Chair Sands how did the Fire Station Ravioli Dinners go?

VP Ziff replied they fed ravioli to the fire station for three nights to ensure they got all the shifts and they loved it. SMHPS did it because historically in 1929 Lizzie fed the firefighters, but we don't know why. Police Department is now asking when their turn is.

Trustee Adde asked how many people were at the Hart Park House talk with Christopher?

VP Ziff replied they had about 40-45 people and had to bring out extra chairs. It was really interesting.

7. Friends of the Library Liaison Report

Friends activities were reported on since the last Board meeting. Leslie Ziff is not the representative of the Friends. She mentioned Susan Gallagher would be able to report on Friends Dinner/thank you for the volunteers. Gallagher reported it was very well attended. The Wine Tasting will be October 11, 2025, at the BAG. The Friends Annual Dinner was a nice event.

Questions/Comments:

Chair Sands: I spoke at the Dinner, and Lori Garza spoke for City Librarian Leila Regan.

City Librarian Regan added that Martha Troedson reported the Friends Book Sales raised \$15,500 this last Fiscal Year alone.

8. City Council Liaison Report

Mayor Pro Tem Kristine Lowe reported on activities since last meeting. She attended the ravioli dinner for the Fire Fighters and the Friends dinner. City Council did approve the budget for 2025-2026 Fiscal Year. There is an ad Hoc Revenue Committee that is meeting to try and find other revenue resources. Ones that wouldn't burden our citizens. We're secure for next year but after that it's worrisome. We would not have the amazing Library if not for the Friends and the Foundation, thank you to them. This next meeting, there will be a small announcement from the mayor about the incidents we've been having with ICE. Just know as a public building you have the right to refuse entrance, they have to produce a list of people they are looking for. We haven't had any reports of anything happening in town. The new City Manager is Mike Bruckner

Questions/Comments:

City Librarian Regan mentioned former City Manager Jose Reynoso is gone, but you can say goodbye to him at tomorrow night's City Council presentation, it will be very first, before public comment and there will be cake.

9. Trustees Updates

Trustees provided reports pertaining to Library service or community involvement which impacted the Library.

Trustee Gallagher attended two of the three ravioli dinners with the firefighters for the SMHPS. She also attended the Chicken dinner and the Plant Talk with Christopher Nyerges and it was great. She helped and attended the FOL Dinner. She is also involved with the Wine Tasting planning. She attended the SM Playhouse classical Indian concert on Sunday it was lovely as always. Gallagher went to the Pasadena Tournament of Roses Grant Award ceremony. Diane Sands kindly taught her how to do face painting. Gallagher and Sands did face paint at the Library's Bubblemania program and painted about 60 kid's faces.

Trustee Adde attended the Art Fair, and attended the Older American Award! She missed the City Council Meeting on the 13th due to her emergency. She attended the last British Faire at the British Home and Yard Sale on June 7th. June 14 was a celebration of life for Darlene Crook. June 18 she missed the FOL dinner. She wrote the FOL Newsletter book review. Did the Art Walk.

Chair Sands attended all the SMHPS events. Susan and I did face painting at the Bubblemania Library Event. She did work a few hours at the FOL booth for the Art Fair. Was at the FOL Dinner. We did have an Open House at the Library and also the Bookmark Contest Award Ceremony.

Questions/Comments:

Mayor Pro Tem Lowe said Mayor Parkhurst is looking at using the British Home facility to help host Olympic event attendees.

10. City Librarian Report

City Librarian Leila Regan presented on Library services since the last Board Meeting. She thanked Trustees Gallagher and Sands for the face painting at Bubblemania. We had 2 bubble stations and the miniature horse, Hope. Had the Summer Reading Kickoff with Thor's Reptiles,

with over 210 attendees. Brought back Sip n Shush had 24 adult attendees. Had a lot of attendees for the Teen knitting program. We have an Adult Knitting Program coming up too. Have Human Library coming up. Stuffed Animal Sleepover is end of Summer Reading Program. Summer Science we were able to increase to 45 kids. Thursday July 3rd all day craft is at the Library. Shelf Stories program in June was Romance book “Funny Story” and in July will be Memoir by Tom Selleck “You Never Know”. Regan missed the Friends Annual Dinner because she was at Statewide Public Information Officer training with City Clerk Laura Aguilar. This Friday Regan and two Staff Members Julie Imahara and Chelsea Lee will be going to the National American Library Association Conference in Philadelphia. Regan attended the Art Walk last weekend. She went to Movie Night in the park, which was packed. Library will be in the 4th of July Parade with a decorated golf cart. Susan Gallagher will be coordinating teens. Diane Sands will be in cart with Leila – it will be her first parade.

Questions/Comments:

Trustee Gallagher commented she just loved the Tails & Tales picture in the packet. How many children attend the program?

City Librarian Regan replied the children sign-up and read one-on-one to Ohana the service dog. There are about 20 participants.

11. Items for Future Agenda

Chair Sands mentioned Election of a new Chair in July.

Trustee Adde requested Trustee assignments for July Meeting and is disappointed there is no OBOC program and mentioned maybe a Virtual OBOC.

City Librarian Regan mentioned there will also be no Annual Bookmark Contest. She is looking into a Writer Workshop that is held in Eagle Rock.

Chair Sands would like Arnulfo and Sandra at July or August meeting for a building update directly from them.

Trustee Gallagher would also like an Updated building video.

ADJOURNMENT

Trustee Gallagher moved to adjourn

Trustee Adde seconded

All were in Favor

Meeting was adjourned at 6:43 PM



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN01797	4IMPRINT	06/24/2025	Regular	0.00	1,972.45	70424
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
13880168	Invoice	05/27/2025	SUMMER READING PRIZES - 2025	0.00	741.90	
39006.90000.53999		OTHER PURCHASED SUPP...			741.90	
29454544	Invoice	05/27/2025	SUMMER READING PRIZES - 2025	0.00	1,230.55	
39006.90000.53999		OTHER PURCHASED SUPP...			1,230.55	
VEN03454	AMAZON CAPITAL SERVICES	06/24/2025	Regular	0.00	1,975.54	70425
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13RH-P4G9-XFRV	Invoice	04/28/2025	MISC SUPPLIES 3/31/25 - 4/13/25	0.00	45.97	
39006.90000.53999		OTHER PURCHASED SUPP...			45.97	
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14TL-MYH3-FNXL	Invoice	06/09/2025	MISC SUPPLIES 5/26/25 - 6/8/25	0.00	71.98	
39006.90000.53999		OTHER PURCHASED SUPP...			71.98	
169L-CJGT-TL7X	Invoice	04/14/2025	MISC SUPPLIES 3/31/25 - 4/13/25	0.00	218.10	
39006.90000.53406		BOOKS AND REFERENCE			218.10	
17TD-RWH1-31KL	Invoice	05/26/2025	MISC SUPPLIES 5/12/25 - 5/25/25	0.00	19.83	
39006.90000.53406		BOOKS AND REFERENCE			19.83	
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39002.90000.53999		OTHER PURCHASED SUPP...			229.71	
17X3-111J-1T7F	Invoice	05/26/2025	MISC SUPPLIES 5/12/25 - 5/25/25	0.00	37.54	
39006.90000.53406		BOOKS AND REFERENCE			37.54	
19R3-XGNJ-W7PW	Invoice	04/28/2025	MISC SUPPLIES 4/14/25 - 4/27/25	0.00	27.49	
10000.90000.53999		OTHER PURCHASED SUPP...			27.49	
1CQD-J13M-W6...	Credit Memo	04/04/2025	MISC SUPPLIES CREDIT	0.00	-18.41	
39006.90000.53406		BOOKS AND REFERENCE			-18.41	
1DRV-VK1V-3V...	Credit Memo	05/26/2025	MISC SUPPLIES CREDIT	0.00	-33.14	
39006.90000.53406		BOOKS AND REFERENCE			-33.14	
1F1M-QCR4-W1...	Invoice	04/28/2025	MISC SUPPLIES 4/14/25 - 4/27/25	0.00	273.10	
39002.90000.53999		OTHER PURCHASED SUPP...			273.10	
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39006.90000.53406		BOOKS AND REFERENCE			109.70	
1HCR-TX9V-1VYR	Credit Memo	05/26/2025	MISC. SUPPLIES - CREDIT	0.00	-178.40	
39006.90000.53406		BOOKS AND REFERENCE			-178.40	
1HFG-FV9Y-WQL3	Credit Memo	04/28/2025	MISC SUPPLIES CREDIT	0.00	-18.31	
39006.90000.53406		BOOKS AND REFERENCE			-18.31	
1KKJ-G3TG-VR9F	Invoice	04/28/2025	MISC SUPPLIES 4/14/25 - 4/27/25	0.00	5.32	
10000.90000.53999		OTHER PURCHASED SUPP...			5.32	
1KWT-TRVM-W4...	Invoice	04/28/2025	MISC SUPPLIES 4/14/25 - 4/27/25	0.00	44.55	

Check Register

Packet: APPKT08085-LIB 6/24/25

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53406			BOOKS AND REFERENCE	MISC SUPPLIES 4/14/25 - 4...	44.55	
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1LQD-JTT9-3JFY	Invoice	05/26/2025	MISC SUPPLIES 5/12/25 - 5/25/25	0.00	9.70	
39006.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES 5/12/25 - 5...	9.70	
1PHW-D6KW-V...	Invoice	04/28/2025	MISC SUPPLIES 4/14/25 - 4/27/25	0.00	199.29	
10000.90000.53406			BOOKS AND REFERENCE	MISC SUPPLIES 4/14/25 - 4...	199.29	
1O6G-PY7M-36L4	Invoice	05/26/2025	MISC SUPPLIES 5/12/25 - 5/25/25	0.00	88.54	
39006.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES 5/12/25 - 5...	88.54	
1R6N-P4FD-1R36	Invoice	05/26/2025	MISC SUPPLIES 5/12/25 - 5/25/25	0.00	253.40	
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1TLP-LGTR-37N1	Invoice	05/26/2025	MISC SUPPLIES 5/12/25 - 5/25/25	0.00	63.82	
39006.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES 5/12/25 - 5...	63.82	
1TLP-LGTR-44QV	Credit Memo	05/26/2025	MISC SUPPLIES CREDIT	0.00	-32.00	
39006.90000.53406			BOOKS AND REFERENCE	MISC SUPPLIES CREDIT	-32.00	
1V7Y-93RG-WN...	Invoice	04/14/2025	MISC SUPPLIES 3/31/25 - 4/13/25	0.00	53.51	
10000.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES 3/31/25 - 4...	53.51	
1WND-XVF9-XKHR	Invoice	04/28/2025	MISC SUPPLIES 4/14/25 - 4/27/25	0.00	277.63	
39006.90000.53406			BOOKS AND REFERENCE	MISC SUPPLIES 4/14/25 - 4...	277.63	
1XRW-PR74-1VM4	Invoice	05/26/2025	MISC SUPPLIES 5/12/25 - 5/25/25	0.00	30.77	
10000.90000.53999			OTHER PURCHASED SUPP...	MISC SUPPLIES 5/12/25 - 5...	30.77	
1XYM-NXT4-VLCW	Invoice	04/28/2025	MISC SUPPLIES 4/14/25 - 4/27/25	0.00	16.01	
39006.90000.53406			BOOKS AND REFERENCE	MISC SUPPLIES 4/14/25 - 4...	16.01	

VEN02711	AMERICAS PRINTER	06/24/2025	Regular	0.00	182.54	70426
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
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39006.90000.53999			OTHER PURCHASED SUPP...	SIERRA MADRE SUPER SU...	182.54	

VEN04448	AMG AND ASSOCIATES INC	06/24/2025	Regular	0.00	952,826.72	70427
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AP08	Invoice	05/31/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 5...	0.00	1,002,975.50	
29007.90000.56010			IMPROVEMENTS O/T BUI...	LIB MEANINGFUL IMPROV...	1,002,975.50	
AP08_RET	Credit Memo	05/31/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 5...	0.00	-50,148.78	
29007.00000.23500			RETENTION PAYABLE	LIB MEANINGFUL IMPROV...	-50,148.78	

VEN01190	ARNOLD'S FRONTIER HARDWARE - L	06/24/2025	Regular	0.00	9.93	70428
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
115715	Invoice	05/01/2025	MISC. SUPPLIES	0.00	9.93	
39002.90000.53999			OTHER PURCHASED SUPP...	MISC. SUPPLIES	9.93	

0132	BAKER & TAYLOR, INC.	06/24/2025	Regular	0.00	1,348.33	70429
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2039061408	Invoice	05/08/2025	LIBRARY SUPPLIES	0.00	44.28	
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES	44.28	
2039069330	Invoice	05/13/2025	LIBRARY SUPPLIES	0.00	171.06	
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES	171.06	
2039069777	Invoice	05/14/2025	LIBRARY SUPPLIES	0.00	44.28	
10000.90000.52200			CONTRACT SERVICES	LIBRARY SUPPLIES	44.28	
2039072903	Invoice	05/27/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	104.60	
10000.90000.53406			BOOKS AND REFERENCE	BOOKS AND REFERENCE &...	104.60	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2039072904	Invoice	05/27/2025	LIBRARY SUPPLIES	0.00	2.68	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		2.68	
2039076945	Invoice	05/16/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	194.22	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		194.22	
2039076946	Invoice	05/16/2025	LIBRARY SUPPLIES	0.00	7.57	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		7.57	
2039080159	Invoice	05/15/2025	LIBRARY SUPPLIES	0.00	15.05	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		15.05	
2039082560	Invoice	05/19/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	196.67	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		196.67	
2039082561	Invoice	05/19/2025	LIBRARY SUPPLIES	0.00	20.81	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		20.81	
2039084194	Invoice	05/19/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	421.39	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		421.39	
2039084195	Invoice	05/19/2025	LIBRARY SUPPLIES	0.00	44.70	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		44.70	
5019501114	Invoice	05/05/2025	LIBRARY SUPPLIES	0.00	55.31	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		55.31	
5019506021	Invoice	05/05/2025	LIBRARY SUPPLIES	0.00	25.71	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		25.71	
0145	BRODART	06/24/2025	Regular	0.00	61.16	70430
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
657669	Invoice	05/12/2025	OFFICE SUPPLIES	0.00	61.16	
10000.90000.53999		OTHER PURCHASED SUPP...		OFFICE SUPPLIES	61.16	
VEN04378	CORNERSTONE LAND SURVEYING IN	06/24/2025	Regular	0.00	3,350.00	70431
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
25-03	Invoice	01/15/2025	LIBRARY PROJECT - LAND SURVEYING	0.00	2,700.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...		LIBRARY PROJECT - LAND ...	2,700.00	
25-04	Invoice	01/15/2025	LIBRARY PROJECT - LAND SURVEYING	0.00	650.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...		LIBRARY PROJECT - LAND ...	650.00	
VEN03964	DANY RICHEY	06/24/2025	Regular	0.00	500.00	70432
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1 - 6/14/25	Invoice	06/14/2025	6/14/25 SCRIBBLE BOTS SUMMER STEM	0.00	250.00	
39002.90000.53999		OTHER PURCHASED SUPP...		6/14/25 SCRIBBLE BOTS S...	250.00	
2 - 6/28/25	Invoice	06/16/2025	6/28/25 REPTILE BOTS SUMMER STEM	0.00	250.00	
39002.90000.53999		OTHER PURCHASED SUPP...		6/28/25 REPTILE BOTS SU...	250.00	
VEN04065	EXECUTIVE ADVERTISING	06/24/2025	Regular	0.00	2,212.94	70433
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
141870	Invoice	05/14/2025	SUMMER READING PRIZES - 2025	0.00	1,342.63	
39006.90000.53999		OTHER PURCHASED SUPP...		SUMMER READING PRIZES ...	1,342.63	
142253	Invoice	05/22/2025	1000 BOOKS READING TOTES - 2025	0.00	870.31	
39002.90000.53999		OTHER PURCHASED SUPP...		1000 BOOKS READING TOT...	870.31	
VEN04271	GEOCON WEST INC	06/24/2025	Regular	0.00	28,237.50	70434
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
724130163	Invoice	01/18/2025	LIBRARY GEOTECHNICAL CONSULTING 12/...	0.00	7,380.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...		LIBRARY GEOTECHNICAL C...	7,380.00	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
725010143	Invoice	02/24/2025	LIBRARY GEOTECHNICAL CONSULTING 1/3...	0.00	2,712.50	
29007.90000.56010			IMPROVEMENTS O/T BUI...		2,712.50	
725020164	Invoice	03/24/2025	LIBRARY GEOTECHNICAL CONSULTING 2/2...	0.00	6,962.50	
29007.90000.56010			IMPROVEMENTS O/T BUI...		6,962.50	
725030055	Invoice	04/22/2025	LIBRARY GEOTECHNICAL CONSULTING 3/3...	0.00	4,390.00	
29007.90000.56010			IMPROVEMENTS O/T BUI...		4,390.00	
725040169	Invoice	05/15/2025	LIBRARY GEOTECHNICAL CONSULTING 4/3...	0.00	6,792.50	
29007.90000.56010			IMPROVEMENTS O/T BUI...		6,792.50	
VEN04152	KANOPIY INC	06/24/2025	Regular	0.00	190.00	70435
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
455525 - PPU	Invoice	05/31/2025	LIBRARY VIDEOS	0.00	190.00	
10000.90000.52200			CONTRACT SERVICES		190.00	
VEN04268	KING OFFICE SERVICES	06/24/2025	Regular	0.00	1,792.00	70436
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
89731-021	Invoice	06/09/2025	LIB MAT STORAGE FEES DURING REMODEL..	0.00	1,792.00	
29007.90000.56010			IMPROVEMENTS O/T BUI...		1,792.00	
0786	OFFICE DEPOT, INC	06/24/2025	Regular	0.00	189.41	70437
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
419770777001	Invoice	04/17/2025	LIBRARY SUPPLIES	0.00	123.74	
10000.90000.53999			OTHER PURCHASED SUPP...		123.74	
419836857001	Invoice	04/16/2025	LIBRARY SUPPLIES	0.00	9.17	
10000.90000.53999			OTHER PURCHASED SUPP...		9.17	
423068198001	Invoice	05/13/2025	OFFICE SUPPLIES	0.00	56.50	
10000.90000.53999			OTHER PURCHASED SUPP...		56.50	
VEN01043	OVERDRIVE INC	06/24/2025	Regular	0.00	2,950.83	70438
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO251642...	Invoice	05/24/2025	EBOOK/AUDIOBOOK	0.00	1,827.59	
39006.90000.53406			BOOKS AND REFERENCE		1,827.59	
01148CO251642...	Invoice	05/24/2025	EBOOK/AUDIOBOOK	0.00	1,123.24	
39006.90000.53406			BOOKS AND REFERENCE		1,123.24	
VEN04169	PLAYAWAY PRODUCTS LLC	06/24/2025	Regular	0.00	1,604.04	70439
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
500160	Invoice	05/13/2025	MISC. SUPPLIES	0.00	1,521.36	
39006.90000.53406			BOOKS AND REFERENCE		1,521.36	
501481	Invoice	05/29/2025	MISC. SUPPLIES	0.00	82.68	
39006.90000.53406			BOOKS AND REFERENCE		82.68	
VEN03254	SHOWCASES	06/24/2025	Regular	0.00	365.87	70440
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
330550	Invoice	06/02/2025	MISC. SUPPLIES	0.00	129.44	
10000.90000.53999			OTHER PURCHASED SUPP...		129.44	
330551	Invoice	06/02/2025	MISC. SUPPLIES	0.00	236.43	
10000.90000.53999			OTHER PURCHASED SUPP...		236.43	
VEN01027	STUBBIAS	06/24/2025	Regular	0.00	248.29	70441

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		
24835	Invoice	06/02/2025	LIBRARY: 36"X80" PREMIER RETRACTABLE ...	0.00	248.29	
39006.90000.53999			OTHER PURCHASED SUPP...		248.29	
VEN04349	THE VERTEX COMPANIES LLC	06/24/2025	Regular	0.00	27,932.00	70442
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
OPM 095074-14	Invoice	05/31/2025	PROJECT MANAGEMENT LIBRARY IMPROV...	0.00	27,932.00	
29007.90000.56010			IMPROVEMENTS O/T BUI...		27,932.00	
VEN03926	T-MOBILE	06/24/2025	Regular	0.00	219.62	70443
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV041193	Invoice	05/21/2025	206696591 4/21/25 - 5/20/25	0.00	121.80	
10000.90000.52200			CONTRACT SERVICES		121.80	
INV041194	Invoice	05/21/2025	984433408 4/21/25 - 5/20/25	0.00	97.82	
10000.90000.52200			CONTRACT SERVICES		97.82	
VEN04209	TSK ARCHITECTS	06/24/2025	Regular	0.00	8,745.00	70444
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
23-025.00-23	Invoice	06/30/2025	ARCHITECTURAL & ENGINEERING - LIBRAR...	0.00	8,745.00	
29007.90000.56010			IMPROVEMENTS O/T BUI...		8,745.00	
0904	VROMAN'S	06/24/2025	Regular	0.00	33.58	70445
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4600071	Invoice	05/22/2025	BOOKS	0.00	16.80	
10000.90000.53406			BOOKS AND REFERENCE		16.80	
4618274	Invoice	06/02/2025	BOOKS	0.00	16.78	
10000.90000.53406			BOOKS AND REFERENCE		16.78	
0425	WILLDAN ASSOCIATES	06/24/2025	Regular	0.00	162.50	70446
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
002-33847	Invoice	05/01/2025	4/28/25 LIB PROJECT FIRE PLAN CHECK SE...	0.00	162.50	
29007.90000.56010			IMPROVEMENTS O/T BUI...		162.50	
Total Regular:					1,037,110.25	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	80	23	0.00	1,037,110.25
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
	80	23	0.00	1,037,110.25

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2025	1,037,110.25
			<u>1,037,110.25</u>

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By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	06/09/2025	Regular	0.00	1,258.56	70395
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		
INV041054	Invoice	05/14/2025	LR - BOOKS & REFERENCE	0.00	68.90	
10000.90000.53406	BOOKS AND REFERENCE		LR - BOOKS & REFERENCE		68.90	
INV041055	Invoice	05/13/2025	LR - PUZZLE FOR COLLECTION	0.00	24.53	
39006.90000.53406	BOOKS AND REFERENCE		LR - PUZZLE FOR COLLECTI...		24.53	
INV041056	Invoice	05/14/2025	LR - GAME FOR COLLECTION	0.00	38.59	
39006.90000.53406	BOOKS AND REFERENCE		LR - GAME FOR COLLECTI...		38.59	
INV041057	Invoice	05/14/2025	LR - WATER DELIVERY SERVICE	0.00	98.40	
10000.90000.53100	OFFICE SUPPLIES		LR - WATER DELIVERY SERV...		98.40	
INV041058	Invoice	05/13/2025	LR - ONLINE GRAPHIC DESIGN TOOL SUBS...	0.00	179.87	
10000.90000.52200	CONTRACT SERVICES		LR - ONLINE GRAPHIC DESI...		179.87	
INV041059	Invoice	05/13/2025	LR - CLA MEMBER DUE - SHANNON KING	0.00	40.00	
10000.90000.53409	MEMBERSHIP/DUES/SUB...		LR - CLA MEMBER DUE - S...		40.00	
INV041060	Invoice	05/09/2025	LR - GRAPHIC NOVEL COLLECTION	0.00	79.54	
10000.90000.53406	BOOKS AND REFERENCE		LR - GRAPHIC NOVEL COLL...		79.54	
INV041061	Invoice	05/09/2025	LR - AUDIOBOOK COLLECTION	0.00	185.63	
39006.90000.53406	BOOKS AND REFERENCE		LR - AUDIOBOOK COLLECT...		185.63	
INV041062	Invoice	05/07/2025	LR - GAMES & PUZZLE COLLECTION	0.00	186.12	
39006.90000.53406	BOOKS AND REFERENCE		LR - GAMES & PUZZLE COL...		186.12	
INV041063	Invoice	05/08/2025	LR - MAIL BOX & POSTAL SERV. FEE	0.00	28.07	
39006.90000.53406	BOOKS AND REFERENCE		LR - MAIL BOX & POSTAL S...		28.07	
INV041064	Invoice	04/30/2025	LR - DVD PURCHASE	0.00	18.41	
39006.90000.53406	BOOKS AND REFERENCE		LR - DVD PURCHASE		18.41	
INV041065	Invoice	04/24/2025	LR - BOOKS & REFERENCE	0.00	310.50	
10000.90000.53406	BOOKS AND REFERENCE		LR - BOOKS & REFERENCE		310.50	
Total Regular:					1,258.56	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	1	0.00	1,258.56
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
	12	1	0.00	1,258.56

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2025	1,258.56
			<hr/>
			1,258.56

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN03454	AMAZON CAPITAL SERVICES	07/08/2025	Regular	0.00	267.45	70532
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1HVL-CDD4-GLWT	Invoice	06/09/2025	MISC SUPPLIES 5/26/25 - 6/8/25	0.00	13.25	
39006.90000.53999		OTHER PURCHASED SUPP...			13.25	
1J44-DWFC-DW...	Invoice	06/09/2025	MISC SUPPLIES 5/26/25 - 6/8/25	0.00	16.24	
10000.90000.53999		OTHER PURCHASED SUPP...			16.24	
1PTG-TPWF-D6NX	Invoice	06/09/2025	MISC SUPPLIES 5/26/25 - 6/8/25	0.00	68.29	
39006.90000.53999		OTHER PURCHASED SUPP...			68.29	
1RPY-WY61-FHXY	Invoice	06/09/2025	MISC SUPPLIES 5/26/25 - 6/8/25	0.00	169.67	
10000.90000.53103		COMPUTER SUPPLIES			169.67	
0132	BAKER & TAYLOR, INC.	07/08/2025	Regular	0.00	3,212.21	70533
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2039090093	Invoice	05/22/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	998.06	
10000.90000.53406		BOOKS AND REFERENCE			998.06	
2039090094	Invoice	05/22/2025	LIBRARY SUPPLIES	0.00	89.03	
10000.90000.52200		CONTRACT SERVICES			89.03	
2039097351	Invoice	05/28/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	790.54	
10000.90000.53406		BOOKS AND REFERENCE			790.54	
2039097352	Invoice	05/28/2025	LIBRARY SUPPLIES	0.00	90.25	
10000.90000.52200		CONTRACT SERVICES			90.25	
2039102114	Invoice	05/28/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	143.73	
39006.90000.53406		BOOKS AND REFERENCE			143.73	
2039102115	Invoice	05/28/2025	LIBRARY SUPPLIES	0.00	42.76	
10000.90000.52200		CONTRACT SERVICES			42.76	
2039110884	Invoice	06/04/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	842.01	
10000.90000.53406		BOOKS AND REFERENCE			842.01	
2039110885	Invoice	06/04/2025	LIBRARY SUPPLIES	0.00	81.92	
10000.90000.52200		CONTRACT SERVICES			81.92	
2039114092	Invoice	06/05/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	123.71	
10000.90000.53406		BOOKS AND REFERENCE			123.71	
2039114093	Invoice	06/05/2025	LIBRARY SUPPLIES	0.00	10.20	
10000.90000.52200		CONTRACT SERVICES			10.20	
VEN04206	CHELSEA LEE	07/08/2025	Regular	0.00	14.21	70534
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV041272	Invoice	06/11/2025	REIMB: OUTSIDE LIBRARY PROGRAM VISIT...	0.00	14.21	
10000.90000.53404		MILEAGE REIMBURSEME...			14.21	
VEN02207	JanWay Company USA, Inc.	07/08/2025	Regular	0.00	780.00	70535
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
252778	Invoice	06/12/2025	MISC. LIB SUPPLIES	0.00	780.00	
39006.90000.53999		OTHER PURCHASED SUPP...			780.00	
VEN04110	LEILA REGAN	07/08/2025	Regular	0.00	155.38	70536

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		
INV041274	Invoice	06/19/2025	TRAVEL REIMB: SCLC MEETINGS/TSK ARCH...	0.00	155.38	
10000.90000.53404			MILEAGE REIMBURSEME...		155.38	
VEN01027	STUBBIES	07/08/2025	Regular	0.00	779.99	70537
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
24874	Invoice	06/12/2025	PROMO COTTON CANVAS TOTE BAG	0.00	779.99	
39006.90000.53999			OTHER PURCHASED SUPP...		779.99	
Total Regular:					5,209.24	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	18	6	0.00	5,209.24
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	18	6	0.00	5,209.24

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2025	5,209.24
			<hr/>
			5,209.24

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City of Sierra Madre, CA

Check Register

Packet: APPKT08096 - LIB MAN 24/25 7/8/25

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN01123	DEBBIE HENDERSON	06/19/2025	Regular	0.00	34.98	70411
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV041243	Invoice	05/29/2025	REIMB: GENERAL OFFICE SUPPLIES RUN	0.00	34.98	
10000.90000.53999		OTHER PURCHASED SUPP...		REIMB: GENERAL OFFICE S...	34.98	
Total Regular:					34.98	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	34.98
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	34.98

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2025	34.98
			<hr/>
			34.98

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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	07/10/2025	Regular	0.00	2,318.36	70527
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV041331	Invoice	06/12/2025	LR - PROGRAM SNACKS	0.00	188.27	
39006.90000.53999		OTHER PURCHASED SUPP...	LR - PROGRAM SNACKS		188.27	
INV041332	Invoice	05/31/2025	LR - STAFF TRAIN. MCDERMOTT LEE/SHA...	0.00	99.00	
10000.90000.53402		CONFERENCE & MEETING	LR - STAFF TRAIN. MCDER...		99.00	
INV041333	Invoice	05/29/2025	LR - ALL STAFF MEETING - EMPLOYEE APP...	0.00	413.33	
39006.90000.53999		OTHER PURCHASED SUPP...	LR - ALL STAFF MEETING - ...		413.33	
INV041334	Invoice	05/22/2025	LR - 2 IPAD MINI'S - STEAM KITS	0.00	889.80	
39006.90000.53406		BOOKS AND REFERENCE	LR - 2 IPAD MINI'S - STEAM...		889.80	
INV041335	Invoice	05/21/2025	LR - EMPLOYEE APPRECIATION MEAL	0.00	36.00	
39006.90000.53999		OTHER PURCHASED SUPP...	LR - EMPLOYEE APPRECIAT...		36.00	
INV041337	Invoice	05/20/2025	LR - SUMMER READING PRIZES	0.00	677.61	
39006.90000.53999		OTHER PURCHASED SUPP...	LR - SUMMER READING PR...		677.61	
INV041338	Invoice	05/31/2025	LR - J BOOKS	0.00	14.35	
10000.90000.53406		BOOKS AND REFERENCE	LR - J BOOKS		14.35	
Total Regular:					2,318.36	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	1	0.00	2,318.36
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	7	1	0.00	2,318.36

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2025	2,318.36
			<hr/>
			2,318.36

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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						
VEN03964	DANY RICHEY	07/07/2025	Regular	0.00	250.00	70515
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3 - 7/12/25	Invoice	07/03/2025	7/12/25	SOLAR BUG BOTS STEM	0.00	250.00
39002.90000.53999		OTHER PURCHASED SUPP...	7/12/25	SOLAR BUG BOTS...	250.00	
VEN02975	NOTEWORTHY PUPPETS INC	07/07/2025	Regular	0.00	400.00	70516
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000802	Invoice	07/03/2025	THREE LITTLE PIGS: THE PUPPET MUSICAL	0.00	400.00	
39006.90000.53999		OTHER PURCHASED SUPP...	THREE LITTLE PIGS: THE P...	400.00		
VEN04210	QUIRKABLE	07/07/2025	Regular	0.00	400.00	70517
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
07192025.10a	Invoice	07/03/2025	COMEDY JUGGLING SHOW 7/19/25	0.00	400.00	
39006.90000.53999		OTHER PURCHASED SUPP...	COMEDY JUGGLING SHOW...	400.00		
Total Regular:					1,050.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	1,050.00
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
	3	3	0.00	1,050.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2025	1,050.00
			<hr/>
			1,050.00

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City of Sierra Madre, CA

Check Register

Packet: APPKT08138 - LIB 1488 CHK 70226 REV/REISSUE

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1488	FEDEX OFFICE AND PRINT SERVICES	05/27/2025	Regular	0.00	-25.00	70226
				Total Regular:	-25.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-25.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-25.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2025	-25.00
			<hr/>
			-25.00

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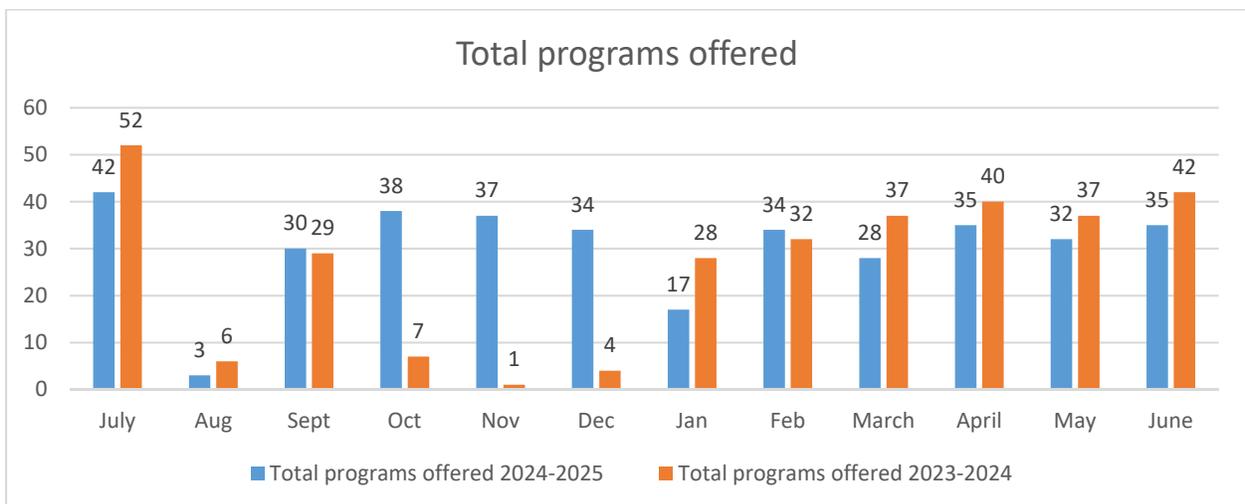
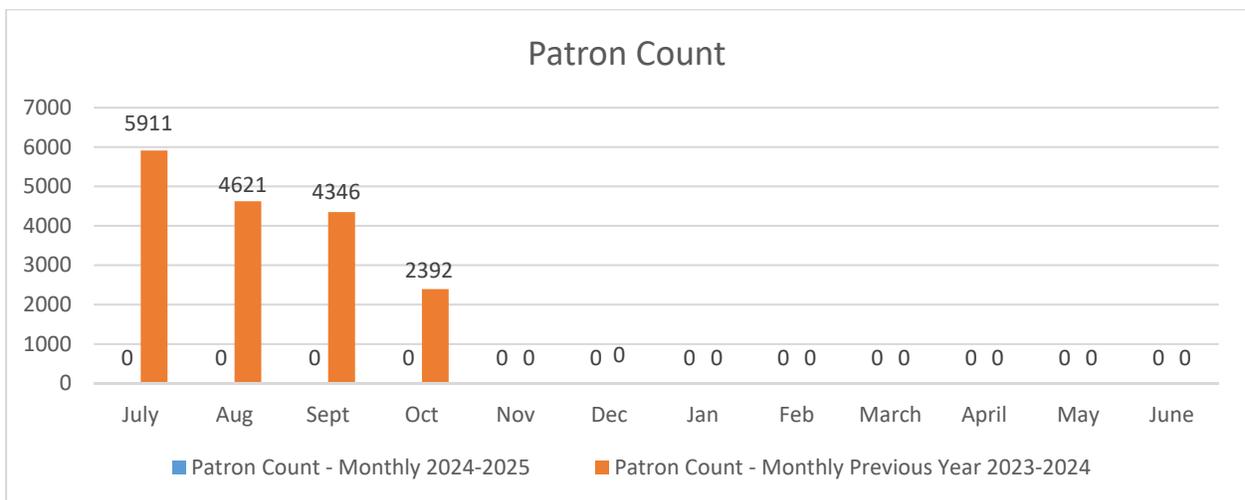
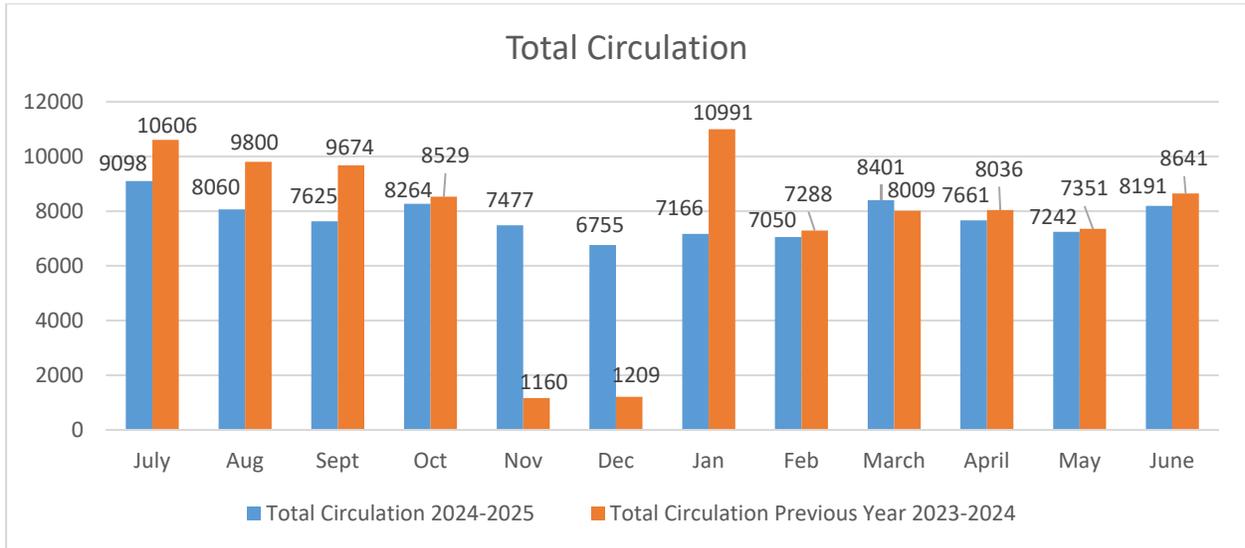
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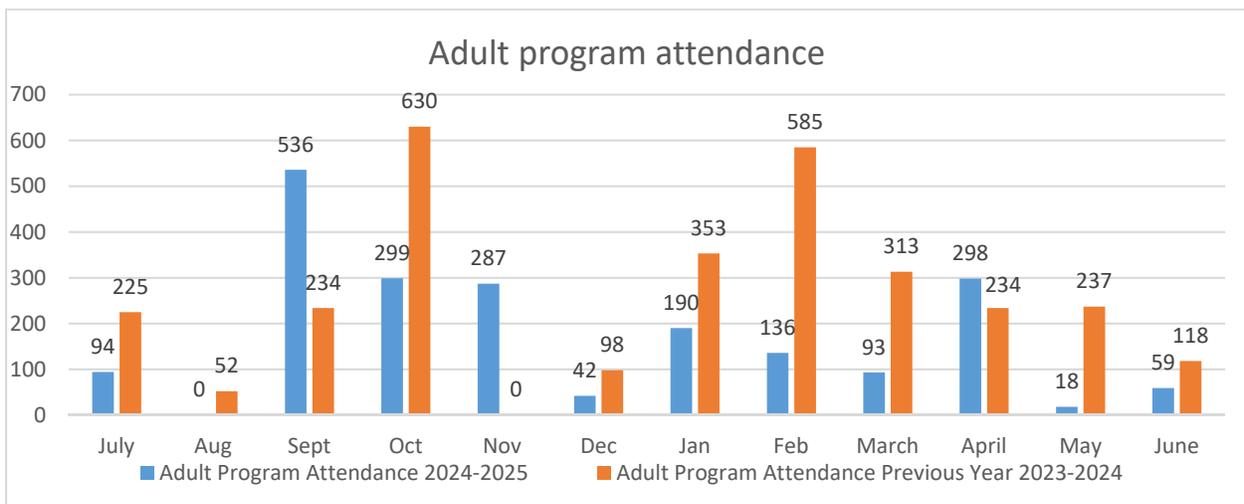
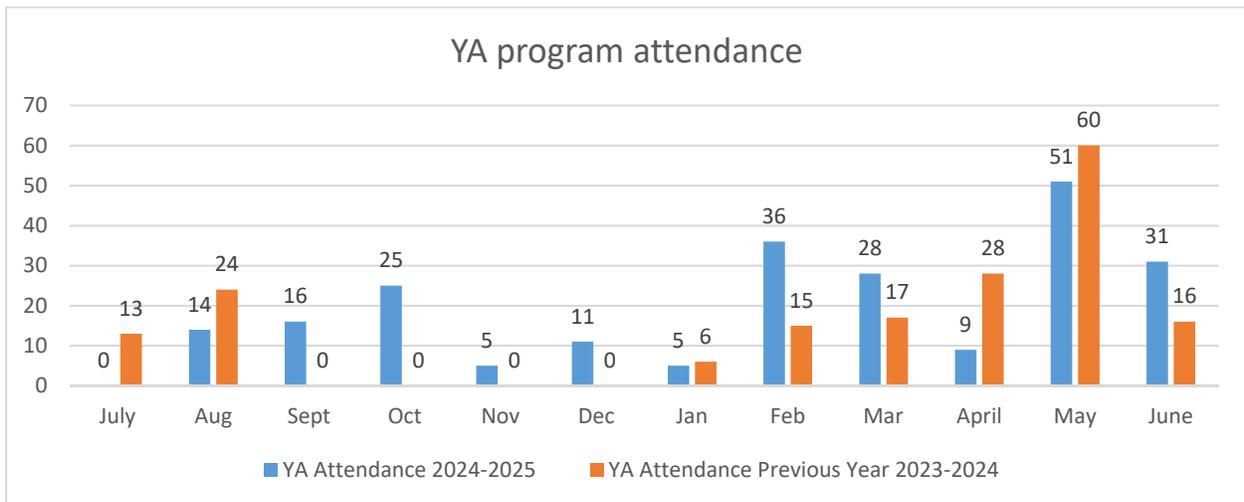
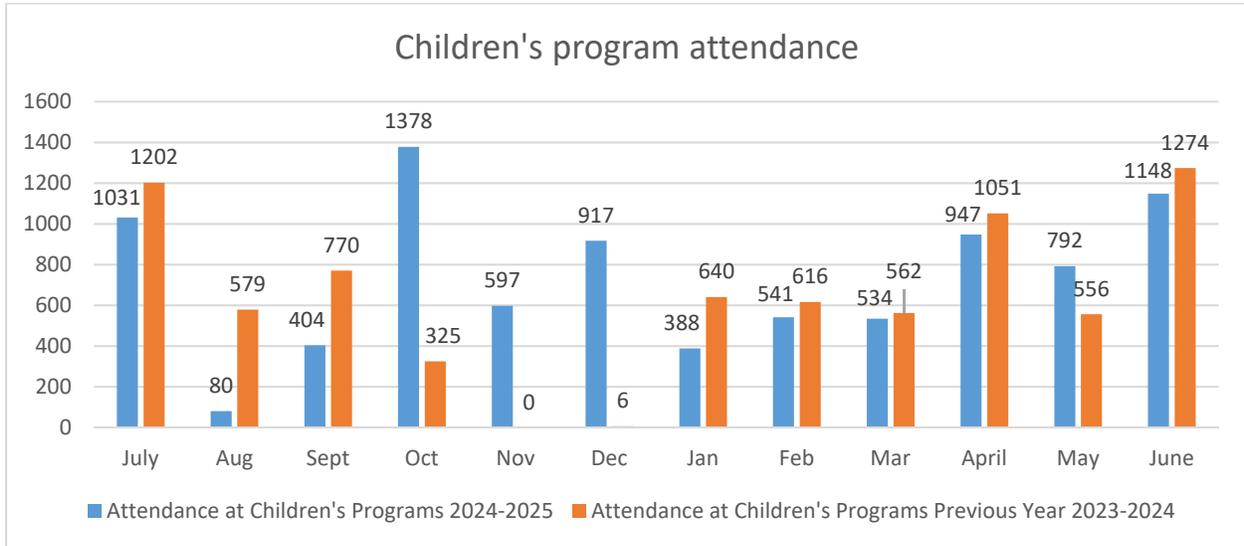
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June 2025 Library Statistics

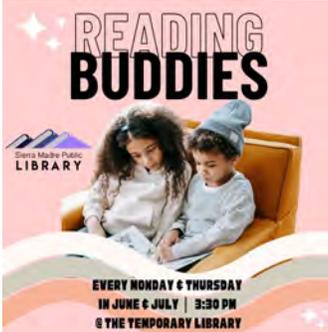




June 2025 Online Content

In June, the Library had 38 social media posts with 7,068 reactions (likes/comments/views). Many were for the following:

- Teen Knit Together
- FOL Best Used Book Sale
- Reading Buddies
- Stick Together Community Mosaic Art
- Summer Science
- Hug Your Cat Day
- Summer Reading Kickoff - Thor's Reptiles
- This week at the Library
- Shelf Stories Genre Book Club
- Sensory Play
- 3D Printing Basics
- Sip & Shush Silent Book Club
- Bubblemania
- Library TikTok - Summer Reading Prizes
- Father's Day
- Tails & Tales
- Pajama Storytime
- 1000 Books Before Kindergarten
- Christopher T. Magician
- Libraries are Larger Than Books
- Digital Services Meet & Greet
- Knit Together
- Dinner with the Human Library
- Library TikTok - Bring a Random Item to Work
- 4th of July Craft



Approved Budget for Sierra Madre Library		
Friends of the Library Budget	2025-2026	\$59,000
Digital Resources		\$12,200
Digital Materials	eBooks eAudiobooks	\$13,600
Physical Materials	DVDs CDs Audiobooks Misc.	\$12,200
Technology for Checkout		\$1,000
Programs and Library Services		\$20,000



Sierra Madre Public Library
Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Leila Regan, City Librarian

DATE: 07/28/2025

SUBJECT: American Library Association Annual Conference Recap

BACKGROUND

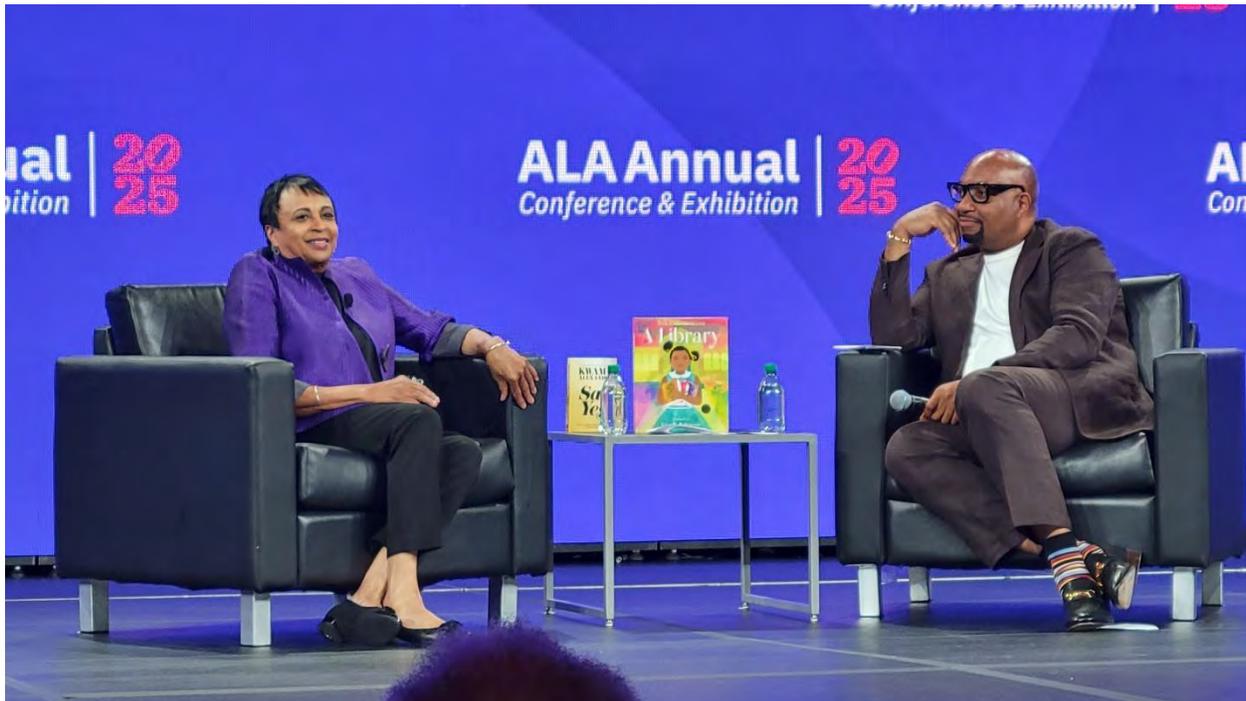
The American Library Association (ALA) is the largest and most respected membership association in the world for the library industry. It is a community of people working together to ensure that libraries remain vital centers of literacy, access, and opportunity. Through professional development, advocacy, and engagement opportunities, ALA members gain valuable skills and build connections that advance careers. ALA opens new opportunities for progress, both as a professional and a profession.

The American Library Association Annual Conference took place at the Pennsylvania Convention Center in Philadelphia, PA from June 26 to 30. Next year, the conference will be in Chicago, IL.

Due to the distance for this conference, only three staff members were able to attend City Librarian Leila Regan, Reference Librarian Chelsea Lee, and Library Technician Julie Imahara.



Picture 1 - From Left to Right: Leila Regan, Chelsea Lee, Julie Imahara



Picture 2 Main Stage: In Conversation with Dr. Carla Hayden

SUMMARY

The ALA Annual Conference's theme this year was "For Our Libraries." There were over 190 educational programs, sessions, and activities for staff to attend from Friday, June 27 to Monday, June 30. Below is a sample of some of the sessions staff attended.

Strengthening Libraries' Relevance in a changing world

Panel Moderator: Michael Bailou Huang, SUNY Distinguished Librarian, Director of Global Library Initiatives, Stony Brook University.

Panelists: Ping Fu: Director of Library & College Librarian, Penrose Library, Whitman College, Angie Mirafior: Deputy Director of Public Services, King County Library System, Kelly Richards: President and Director, Free Library of Philadelphia, Alex R. Hodges: HGSE Librarian & Director, Gutman Library, Harvard University

This panel session explored strategies to ensure libraries remain vital and impactful amid societal, technological, and cultural changes. They focused on sustainability, inclusivity, technological innovation, and community engagement.

Ping Fu talked about building resilient libraries by adapting to change while maintaining essential services. Angie Mirafior talked about empowering librarians by enhancing skills in technology and leadership. Kelly Richards talked about developing culturally responsive collections. Building collections that reflect and respect diverse community voices. Alex R. Hodges talked about addressing emerging community needs by supporting critical issues such as mental health and digital literacy.

There was then a Q&A session where the panelists spoke about leveraging AI to enhance service delivery, promote digital literacy, combat misinformation, and advocate for ethical information use. They also discussed the importance of advocacy and sustainable funding to support ongoing library innovations.

Is Your Library Ready? Strengthening Community Resiliency with Inclusive Public Library Disaster Planning

This session discussed disaster planning for libraries. The importance of having a plan for common types of natural disasters in the Library's area was stressed and makes a big difference in disaster response and recovery. The panel highly recommended looking at the CA State Library for resources on disaster planning. The panel also stressed some of the following key points. Libraries should establish guidelines for disaster preparedness, response, and recovery. Create a culture of readiness by implementing regular drills for fires, disasters, etc. Include training for staff on how to assist during an emergency and who should be part of the response team. Have a point person to communicate any necessary instructions and include communication method. Create an emergency closure checklist. For additional resources, they recommended the Library Disaster Preparedness Project: <https://preparedlibraries.org/>.

Infant Programming Reimagined

How do we best serve our youngest patrons and new caregivers? In this seminar, I learned how to plan programming for infants and their caregivers. We learned about board book bundles, infant play and art. We learned about how to host infant programs to new parents. They also talked about building meaningful connections with key outreach partners that support infants and new caregivers.

Modern Self-Service Technology for True Access

Two library systems, Scott County Library (MN) and Hennepin County Library (MN), discussed how they created self-service models and expanded access to their libraries for the public in unstaffed spaces. These two library systems used Bibliotheca Open+ to create self-service library access. Scott County Library was able to do the following for their self-service model. They opened 6 branches, 7 days a week from 6a - 10p whether there were staff or not. They added security cameras and provided an emergency phone number for the technology manager. Extended access is an add-on to regular service hours and a library card is needed for access. Access is not automatically granted; users must register, be 16 years or older, and complete a 25 minute orientation video. Hennepin County only offers holds pick up in a lobby space and must have staff on call. Their community takes ownership because they don't want to lose these privileges and the panel also spoke of having "radical community trust." They stressed that this is not a cost saving measure but instead is about increasing access.

Build Your Brand, Build Your Community

Building your brand is not simply about flyers and logos. In this seminar, we learned how to build a library's brand to increase loyalty and connection with patrons. Presenters shared how different departments can unite to support staff across library systems in building the library's brand, such as building eye-catching displays or customer satisfaction surveys.

Libraries as Transformational Spaces: Creating Comprehensive Services for Underserved Populations in Today's Political Climate

The Wicomico Public Library presented on their initiative of establishing a Community Support Center to better serve their underserved populations. Their Community Support Center provides essential services, including emergency shelter resources, food assistance, job support, technical help, government program navigation, mental health resources, and traditional library services. They opted for this instead of hiring security. To go with this route, they provide trauma training for support center staff. They also train all their staff on trauma informed care and ensure that staff feel comfortable working with these individuals and understand that they can have someone else help out if not. Staff are kept informed on what is going on so they can be prepared. They partner with any community service organization that their patrons may need, such as dental care and shower facilities. They excluded body odor from their policies and instead have resources for places to shower. Their Board of Trustees members rotate on the committee for this service so they can get input from different

perspectives. After any incident, there is a debriefing to understand what happened, what worked, and what did not work.

This was a small sampling of the programs attended. In addition to these programs, it was a great opportunity for staff to network with other libraries. Staff got to sample programs, interact with library specific vendors, and connect with others in their field.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com.