



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, July 22, 2024

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

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

CALL TO ORDER / ROLL CALL

Trustees Adde, Palmer, Gallagher, Gluck, and Sands.

PLEDGE OF ALLEGIANCE

Leigh Gluck

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 24, 2024, 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: \$450.00, \$2,010.14, \$5,184.80, \$800.00
- 2. Library Statistics** – Recommendation to receive and file June 2024 Statistical Reports.
- 3. Cancel August Meeting** – Recommendation to cancel the August 26, 2024, meeting as City Council and Sierra Madre committees tend to take respite and do not convene in August.

ACTION ITEMS AND REPORTS

1. Green Teens Presentation

Youth Services Librarian Doreen Thomas and local Green Teen, Dempsey Stephenson, will present briefly on the innovated program, Green Teens, that debuted this year at the temporary Library. No action required.

2. Library Building Meaningful Improvement Update

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

3. Annual Presentation on Brown Act Procedures

City Clerk Laura Aguilar to give a presentation on Brown Act procedures. No action required.

4. Library Foundation Update and Discussion

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

5. Sierra Madre Historical Preservation Society Report

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

6. Friends of the Library Liaison Report

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

7. City Council Liaison Report

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

8. Trustees Updates

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

9. City Librarian Report

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

10. Library Meaningful Improvement Ground Breaking Ceremony

City Librarian Leila Regan to present on the upcoming Groundbreaking Ceremony followed by a discussion regarding logistics, staging, and assignments. It is recommended the Library Board of Trustees create an action item list regarding tasks for the event.

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)
- Sierra Madre Library Foundation Liaison (1)
- One Book One City Committee (2)
- Library Bookmark Contest (1)
- Library Open House (2)
- Sommer Scholarship (2)
- Writers Workshop (1)

12. Chair/Vice Chair Nomination and Appointments for FY 2024-2025

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

13. 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 26, 2024.

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 SPECIAL MEETING

Monday, June 24, 2024

4:00 PM

City Hall Council Chambers
232 W. Sierra Madre Boulevard
Sierra Madre, CA 91024

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

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

CALL TO ORDER / ROLL CALL

Present: Trustees Adde, Gallagher, and Sands

Late: Trustee Gluck arrived late

Absent: Trustee Palmer

Meeting called to order at 4:03 PM

PLEDGE OF ALLEGIANCE

Trustee Adde performed the pledge of allegiance in place of Trustee Gluck

APPROVAL OF AGENDA

Trustee Sands motions to approve

Trustee Gallagher seconded

All in favor

APPROVAL OF MINUTES

Trustee Gallagher moves to approve the minutes

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: \$4,688.07, \$1,461.16, \$10,043.35, \$100.00, \$10,535.95, \$2,924.28, \$8,268.35
2. **Library Statistics** – Recommendation to receive and file April and May 2024 Statistical Reports.

Trustees agreed to receive and file

ACTION ITEMS AND REPORTS

1. Library Building Meaningful Improvement Update

Director of Public Works Arnulfo Yanez stated tomorrow at 1:00 PM the requests for qualifications will close. The Request for Qualifications is more of a questionnaire to make sure the right contractor comes on board. The contractor should have experience in libraries, demolition, renovating existing buildings. Internal light demolition has begun. Public Works has been removing lighting fixtures, electrical outlets, plumbing fixtures, copper wire, and other items the contractor will not be removing. We're making sure what is being removed is recorded. Reports for soil and asbestos are complete with no issues. The existing HVAC system will require the draining of Freon. Freon requires proper procedure and equipment so it is a little more time consuming.

Questions/Comments

Trustee Sands: Do we have any timeline as to when we'll have a timeline? There's a lot of money to be raised, a lot of naming opportunities to be funded. A lot can't be funded until we know what we need and we have a timeline. We are getting a little nervous.

Director Yanez: Vertex and I are close to finalizing a timeline. I will have a more solid answer next week. I do meet with Vertex on a weekly basis and with Natalie Hazard from Vertex on a daily basis. She will be here tomorrow, I will relay the message, and we'll expedite the request. All I can say is relax. This is where I wanted to be a few months back. I am feeling better about it. We are looking at September 17 for ground breaking. Construction to begin the following day September 18.

Trustee Adde: Could you repeat what is happening tomorrow?

Director Yanez: Our Request for Qualifications will automatically close tomorrow at 1:00 PM. This will be done digitally. I want to make sure they qualify for this project. Looking for contractors with experience in existing buildings and renovations, demolition, disposal of existing materials from 1950s, and Library building experience. They'll be handling a lot of delicate equipment, delicate details, and design.

Trustee Gluck: We had a tentative ground breaking date for July 11, why are we two months behind?

Director Yanez: We took time to make sure that the RFQ was accurate. It was not ready on time and that pushed the deadline by 2 months.

Trustee Gluck: Was that Vertex or the City's RFQ to put together?

Director Yanez: It was both. We meet every Tuesday with Vertex and every day Natalie and myself meet regarding the process. Things are picking up and they're starting to move faster.

Trustee Gluck: Was there information missing to put the Request for Proposal together and complete it?

Director Yanez: No it's just the qualifications. I need to make sure the contractor that comes on board understands the language that is in that RFP. There are a gazillion rules and regulations that take effect starting January 1. I have to make sure that contractor knows what is coming and is able to incorporate them.

Trustee Gluck: How many companies do you expect to submit?

Director Yanez: As of right now we've had 37 firms submit a request. We took a different approach; you will be requesting the information because you are serious. When we did the architect firm, we had hundreds but this way we are limiting to 17 that I feel are legit based on experience, credentials, and references.

Trustee Gluck: They can finish the project in less than 18 months?

Trustee Sands: Are these companies local?

Director Yanez: They are all from Southern California. The farther away they are, the more they will charge. Construction should be a 12 month project.

Trustee Gluck: Is it up to you to go through all these applicants?

Yanez: It's up to Vertex engineers and myself.

2. City and Library Budget Presentation

Finance Director Hillary Guirola-Leon discussed the City's major operating fund, capitol fund and the long term projections. The city's budget process starts in January and practices zero-based budgeting. General fund revenues were expecting a steady growth. Total general fund is 17.2M for the next fiscal year. Overall the budget is projected at a deficit of \$141,000 for the 2024/2025 fiscal year. Most of this deficit is due to a one time CalPERS Liability payment of \$150,000. Additional items affecting the budget include added part-time positions, that it is an election year, and a new full time position in the Fire Department. She showed a list of some of the capital improvement projects for the 2024/2025 fiscal year. In the projections, the City looks at projected recurring revenues with projected expenditures. We are balanced this year but we are looking a deficit for the next fiscal year. There is a projected deficit in operating over the next 5 years. In order to bridge this gap there would need to be a structural change in operations or revenue. City Librarian Regan presented the Library Budget for FY 2024-25, including the General Fund and Friends budgets.

Questions/Comments

Trustee Gluck: Why is the Meaningful Improvement Project only \$9M when we have close to \$10.7M?

Director Guirola-Leon: Some of the Meaningful Improvement Project funds have already been used by TSK Architects.

Trustee Sands: Are cost of salaries included?

City Librarian Regan: The budget shown does not include salaries.

Trustee Sands: Will there be cuts to Library Staff?

City Librarian Regan: There will be a hiring freeze of City employees. No cuts this year are likely but we don't know about the next year, it is possible.

Director Guirola-Leon: We don't know yet about fiscal changes that may occur next year, it's possible there could be cuts.

Trustee Sands: So we could face opening a new facility with a bare bones Staff.

City Librarian Regan: yes

Trustee Gluck: I'm curious why eBooks are so expensive?

City Librarian Regan: It's the licensing fee.

Trustee Adde: Do we still have Playaways?

City Librarian Regan: Yes, and we are planning on getting them for adults.

3. Library Foundation Update and Discussion

Sierra Madre Library Foundation chair Rob Stockly reported that leading up to mid-September, the Foundation board is going to shift gears and get a little more active in prospecting. We'll be talking more about details but at this point it looks like we're going to start with smaller groups, ask people in the community to come in and talk to them. We're going to try to match what the Friends of the Library have already committed to the project. We will try to raise about \$700,000. It's a daunting number, but I think it's doable. At this point, naming rights will go to larger donors. We're sort of focusing on what individuals might want to do, where they will be on the ladder of acknowledgement. We're going to be active even between now and September 17th but not to the extent of accepting large donations. If you can see some physical activity, it makes it easier to say, don't you want to be a part of this?

Questions/Comments

Trustee Adde: \$700,000 is a nice update to hear, that's new to all of us.

Librarian Regan: Did you hear about Starbucks giving funds to help maintain the Mt. Wilson Trail?

4. Sierra Madre Historical Preservation Society Report

The Sierra Madre Historical Preservation Society president Leslie Ziff presented that they have acquired three more oral histories for our archives: Jeff Dapper, Ward Calaway, and Jeff and Richard Ward together. Our new Annals book is being sold for \$20. It is being sold at Arnold's Hardware, Lizzie's Trail Inn, Savor the Flavor, the Public Library, and the Collective Co-Op. Mayor Pre-Tem Parkhurst gave us good news, they put in the budget for the 2024-2025 fiscal year that the museums will receive \$80,000. We give an annual donation to the Archives every year and so Archivist Debbie Henderson will keep us updated on what she needs for the future. I was able to give a presentation to the La Verne Historical Society on Pancho Barnes and the Happy Bottom Riding Club they loved it and they gave a great donation to help us support our Society. We had our Chicken and Ravioli Dinner and served 85 people, dinner was catered by Nano's and our entire board helped, each had a specific job. We had two teen docents and two teen servers helping. We had a silent auction. Richard Bellikoff performed. Councilmember Lowe, Councilmember Garcia, and Mayor Pro-Tem Parkhurst showed up for the dinner. Councilmember Garcia and the scouts helped with cleanup for the dinner. We also introduced our 24/25 board.

5. Friends of the Library Liaison Report

Board member Leslie Ziff talked about the Friends Annual Thank You Dinner last Wednesday. It was a thank you that included the volunteers for the best used book sale, art fair, wine tasting/snowflake festival. Reports were given by the Library, Foundation, Partners, and Treasurer. New board members were selected and introduced. Jeanne Martin will be the FOL's new president. There was a suggested donation to attend the dinner. The dinner brought in \$485 just for donations, the Partners had a donation of \$250, and a patron membership for \$60. All of the City Council was in attendance. Recapping the last book sale, we earned \$1,630.25 at the sale. Added to the presales of \$1,232.45, the total since the April sale is \$2862.70.

6. City Council Liaison Report

City Councilmember Goss had no reports but wanted to share a few comments. The Friends dinner was wonderful. It was great to be reminded of all the things you guys are doing. If you're

interested on what's hot on the council it's the budget which you just got a taste of the \$80,000 allocated for the museums was in the past budget year it was not expended so we rolled over, it's going to get spent this year. The big issue other than that is the bears and we will have a preliminary discussion at tomorrow night's city council meeting. But on the July 23 City Council meeting, we'll have the State present for a bigger discussion. We might need to relocate a bear so this issue is rolling ahead like it did last summer but it's happening way earlier than last summer. We're seeing an uptick in bear interactions and break-ins. We're starting tomorrow night with a wildlife discussion and creating a wildlife watch team in the City. It will require quite a bit of training. It will also require dedicated and highly capable people that will be relied on for wildlife and report to the state.

7. Trustees Updates

Trustee Gallagher – It was a really busy couple of months. I am the liaison for the Sierra Madre Historical Preservation Society and I got to help and take part in the Chicken and Ravioli Dinner. I am also working with the Friends of the Library wine tasting which will be in the Fall on October 5. Tickets will be \$100. It's the 50th anniversary of the wine tasting!

Trustee Adde: I have some publicity of past wine tastings!

Trustee Gluck: Been able to attend the Foundation meetings. I was a volunteer at the Art Fair. I attended both Town Hall Meetings and heard the positive comments.

Trustee Sands: besides the lovely chicken dinner in the park I did attend the Library dinner which was lovely and did face painting at the Art Fair in the park and also at the Library Summer Reading Kickoff in the park. We had a design of a bookworm we put on the little kids and on a couple of adults.

Trustee Adde: I also worked the Art Fair at the FOL booths. It was a really great Art Fair. The Friends dinner was probably one of the best ones that I've ever been to. It was great seeing the entire council there at the meeting. I interviewed the Mt Wilson Trail Race competitors and the best one is Bob Spears.

8. City Librarian Report

City Librarian Leila Regan presented an oral report concerning Library services since the last Board Meeting. No action was required. Regan reported the Temporary Library at 350 W. Sierra Madre Blvd. still has reduced collection, no Wi-Fi yet and no OPACs. The groundbreaking ceremony is being planned for September 17 at 11:00 am. We had two Library Town Hall meetings on June 13 and June 22nd. We received good feedback even though we did not have a huge turnout. Additional Town Halls in the future might be in September. Suggestions made at the Town Halls included Mayor Kriebs idea for Library to go out into the City and meet with groups such as Civic Club, Rotary, Kiwanis, etc. Summer is here and many programs are planned such as: Cross Stitch for adults and teens, The Human Library, a Hike with Bob, Tails & Tales with the Assistant City Manager's dog, Magnus, and much more. City Librarian Regan also mentioned the Friends Annual Dinner was great. The Sierra Madre Historical Preservation Society Ravioli dinner was great too. City Council Member Chris Lowe donated one of the auction items, a painting of Sierra Madre to the Library. Other Community events are the National Night Out by the Police Department, and the Fire Department has a meeting here tonight at 6:00 pm. State of the City Address by the Mayor will be September 12. Friends Wine Tasting will be at the Bag on October

5th. There will be a Partners Reception on November 8. Librarian Regan is impressed with Library Staff workarounds to make programs work. The City has helped with locations for programs. The Green Teens have helped with the garden at the Temporary location. 15 Teens consistently attend and worked with a master gardener.

Questions/Comments:

Trustee Adde: Suggested we do something similar to Coffee with a Cop. She also asked how many people went on the walk?

City Librarian Regan: There's usually about 5 for the walk, and the Hike with Bob had 15 people.

Trustee Sands mentioned people from the Hike with Bob stopped at Lizzy's and were really excited about having done the hike. Two of them signed up for Sierra Madre Historical Preservation Society memberships. She also asked about the Library's Thor's Reptile Show which is June 29th.

Trustee Adde: What a year! You've done a lot.

Trustee Sands: Will Trustee Adde record the 4th of July Parade?

Trustee Adde: Yes, she will be recording the parade.

Trustee Sands: would like one of the yellow roses removed from the Temp Library garden

9. Items for Future Agenda

Trustee Gallagher: Have a teen from the green teens talk about the green teens and what they've done.

ADJOURNMENT

Meeting adjourned at 5:13 PM



City of Sierra Madre, CA

Check Register

Packet: APPKT07416 - LIB MAN 6/11/24

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 | | | | | | |
| VEN04328 | MAGICAL MARKETING | 06/03/2024 | Regular | 0.00 | 450.00 | 67852 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| INVO37800 | Invoice | 06/03/2024 | BANDSHELLL IN MEMORIAL PARK PERFO... | 0.00 | 450.00 | |
| 39002.90000.53999 | OTHER PURCHASED SUPP... | | BANDSHELLL IN MEMORIAL.. | | 450.00 | |
| Total Regular: | | | | | 450.00 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------|
| Regular Checks | 1 | 1 | 0.00 | 450.00 |
| 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 |
| | 1 | 1 | 0.00 | 450.00 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|--------|---------------|
| 99999 | POOLED CASH - GENERAL | 6/2024 | 450.00 |
| | | | <u>450.00</u> |

Chair

Trustee

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Vendor Number **Vendor Name** **Payment Date** **Payment Type** **Discount Amount** **Payment Amount** **Number**
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST

Payment Type: Regular

| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount |
|--|-------------------------|---|---------------------|-----------------|-----------------|
| 0823 | BANK OF AMERICA | 06/11/2024 | Regular | 0.00 | 2,010.14 67950 |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | |
| INV037875 39006.90000.53999 | Invoice 04/18/2024 | LR - PROGRAMS - LAMINATING POUCHES | | 0.00 | 34.23 |
| | OTHER PURCHASED SUPP... | LR - PROGRAMS - LAMINAT... | | | 34.23 |
| INV037876 10000.90000.53100 | Invoice 04/19/2024 | LR - WATER SERVICE | | 0.00 | 36.96 |
| | OFFICE SUPPLIES | LR - WATER SERVICE | | | 36.96 |
| INV037877 10000.90000.53100 | Invoice 04/18/2024 | LR - LETTERHEAD WITH NEW TEMP ADDR... | | 0.00 | 148.70 |
| | OFFICE SUPPLIES | LR - LETTERHEAD WITH N... | | | 148.70 |
| INV037878 39002.90000.53999 | Invoice 04/19/2024 | LR - PROGRAMMING - BOOKMARK AWAR... | | 0.00 | 119.32 |
| | OTHER PURCHASED SUPP... | LR - PROGRAMMING - BO... | | | 119.32 |
| INV037879 10000.90000.53100 | Invoice 04/22/2024 | LR - A-FRAME SIGNS | | 0.00 | 299.87 |
| | OFFICE SUPPLIES | LR - A-FRAME SIGNS | | | 299.87 |
| INV037880 10000.90000.53402 | Invoice 04/29/2024 | LR - YOUTH SERV. SUMMIT:DOREEN & JUL... | | 0.00 | 206.39 |
| | CONFERENCE & MEETING | LR - YOUTH SERV. SUMMIT... | | | 206.39 |
| INV037882 10000.90000.53402 | Invoice 04/25/2024 | LR - YOUTH SERV. SUMMIT:DOREEN & JUL... | | 0.00 | 42.71 |
| | CONFERENCE & MEETING | LR - YOUTH SERV. SUMMIT... | | | 42.71 |
| INV037883 10000.90000.53406 | Invoice 05/03/2024 | LR - J-BOOKS | | 0.00 | 32.61 |
| | BOOKS AND REFERENCE | LR - J-BOOKS | | | 32.61 |
| INV037884 39006.90000.53999 | Invoice 05/03/2024 | LR - LAUNDRY FOR PROGRAM: WASHER F... | | 0.00 | 9.75 |
| | OTHER PURCHASED SUPP... | LR - LAUNDRY FOR PROGR... | | | 9.75 |
| INV037885 39006.90000.53999 | Invoice 05/03/2024 | LR - LAUNDRY FOR PROGRAM: DRYER FEE | | 0.00 | 1.25 |
| | OTHER PURCHASED SUPP... | LR - LAUNDRY FOR PROGR... | | | 1.25 |
| INV037886 39002.90000.53999 | Invoice 05/06/2024 | LR - BOOKMARK PRINTING | | 0.00 | 623.57 |
| | OTHER PURCHASED SUPP... | LR - BOOKMARK PRINTING | | | 623.57 |
| INV037887 39006.90000.53999 | Invoice 05/06/2024 | LR - PROGRAM SUPPLIES: CHAIRS | | 0.00 | 167.12 |
| | OTHER PURCHASED SUPP... | LR - PROGRAM SUPPLIES: ... | | | 167.12 |
| INV037888 10000.90000.53100 | Invoice 05/10/2024 | LR - LETTERHEAD SHIPPING COST | | 0.00 | 23.91 |
| | OFFICE SUPPLIES | LR - LETTERHEAD SHIPPING... | | | 23.91 |
| INV037889 10000.90000.52200 | Invoice 05/14/2024 | LR - PROGRAM ADVERTISING - GRAPHIC ... | | 0.00 | 239.75 |
| | CONTRACT SERVICES | LR - PROGRAM ADVERTISI... | | | 239.75 |
| INV037890 10000.90000.53999 | Invoice 04/17/2024 | LR - EMPLOYEE APPRECIATION | | 0.00 | 24.00 |
| | OTHER PURCHASED SUPP... | LR - EMPLOYEE APPRECIAT... | | | 24.00 |
| Total Regular: | | | | | 2,010.14 |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
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| Regular Checks | 15 | 1 | 0.00 | 2,010.14 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 15 | 1 | 0.00 | 2,010.14 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|--------|----------|
| 99999 | POOLED CASH - GENERAL | 6/2024 | 2,010.14 |
| | | | <hr/> |
| | | | 2,010.14 |

Chair

Trustee

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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 | 07/09/2024 | Regular | 0.00 | 386.18 | 68170 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 19FX-7FTY-KVMW | Credit Memo | 06/24/2024 | MISC SUPPLIES CREDIT | 0.00 | -26.42 | |
| 39006.90000.53406 | | | BOOKS AND REFERENCE | | -26.42 | |
| 1DHW-X9R2-K6... | Credit Memo | 06/24/2024 | MISC SUPPLIES CREDIT | 0.00 | -35.52 | |
| 10000.90000.53406 | | | BOOKS AND REFERENCE | | -35.52 | |
| 1V3Y-YCY9-JYNM | Invoice | 06/24/2024 | MISC SUPPLIES 6/10/24 - 6/23/24 | 0.00 | 202.23 | |
| 10000.90000.53406 | | | BOOKS AND REFERENCE | | 202.23 | |
| 1WPL-PGDR-JR... | Invoice | 06/24/2024 | MISC SUPPLIES 6/10/24 - 6/23/24 | 0.00 | 84.79 | |
| 10000.90000.53100 | | | OFFICE SUPPLIES | | 84.79 | |
| 1WPL-PGDR-JVYH | Invoice | 06/24/2024 | MISC SUPPLIES 6/10/24 - 6/23/24 | 0.00 | 14.31 | |
| 10000.90000.53406 | | | BOOKS AND REFERENCE | | 14.31 | |
| 1X7Q-194P-K6H1 | Invoice | 06/24/2024 | MISC SUPPLIES 6/10/24 - 6/23/24 | 0.00 | 131.13 | |
| 10000.90000.53406 | | | BOOKS AND REFERENCE | | 131.13 | |
| 1YLT-3D4R-JMN3 | Invoice | 06/24/2024 | MISC SUPPLIES 6/10/24 - 6/23/24 | 0.00 | 15.66 | |
| 10000.90000.53406 | | | BOOKS AND REFERENCE | | 15.66 | |
| 0122 | ARNOLD'S FRONTIER HARDWARE - P | 07/09/2024 | Regular | 0.00 | 53.17 | 68171 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 111107 | Invoice | 01/25/2024 | MISC. SUPPLIES | 0.00 | 12.11 | |
| 29007.90000.56010 | | | IMPROVEMENTS O/T BUI... | | 12.11 | |
| 111142 | Invoice | 01/30/2024 | MISC. SUPPLIES | 0.00 | 18.71 | |
| 29007.90000.56010 | | | IMPROVEMENTS O/T BUI... | | 18.71 | |
| 111169 | Invoice | 01/31/2024 | MISC. SUPPLIES | 0.00 | 22.35 | |
| 29007.90000.56010 | | | IMPROVEMENTS O/T BUI... | | 22.35 | |
| 0132 | BAKER & TAYLOR, INC. | 07/09/2024 | Regular | 0.00 | 2,804.97 | 68172 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 5018934215 | Invoice | 05/31/2024 | BOOKS AND REFERENCE & MEDIA (FY 202... | 0.00 | 1,103.66 | |
| 10000.90000.53406 | | | BOOKS AND REFERENCE | | 1,103.66 | |
| 5018934216 | Invoice | 05/31/2024 | LIBRARY SUPPLIES | 0.00 | 98.32 | |
| 10000.90000.52200 | | | CONTRACT SERVICES | | 98.32 | |
| 5018937199 | Invoice | 06/05/2024 | BOOKS AND REFERENCE & MEDIA (FY 202... | 0.00 | 650.43 | |
| 10000.90000.53406 | | | BOOKS AND REFERENCE | | 650.43 | |
| 5018937200 | Invoice | 06/05/2024 | LIBRARY SUPPLIES | 0.00 | 31.74 | |
| 10000.90000.52200 | | | CONTRACT SERVICES | | 31.74 | |
| 5018938490 | Invoice | 06/03/2024 | BOOKS AND REFERENCE & MEDIA (FY 202... | 0.00 | 852.52 | |
| 10000.90000.53406 | | | BOOKS AND REFERENCE | | 852.52 | |
| 5018938491 | Invoice | 06/05/2024 | LIBRARY SUPPLIES | 0.00 | 68.30 | |
| 10000.90000.52200 | | | CONTRACT SERVICES | | 68.30 | |
| VEN03061 | DIANA SHAW | 07/09/2024 | Regular | 0.00 | 2.41 | 68173 |

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 | | |
| INV038048 | Invoice | 06/05/2024 | TRAVEL REIMB: AMAZON RETURNS | 0.00 | 2.41 | |
| 10000.90000.53404 | MILEAGE REIMBURSEME... | | TRAVEL REIMB: AMAZON ... | | 2.41 | |
| 1578 | PETTY CASH FUND-LIBRARY | 07/09/2024 | Regular | 0.00 | 12.96 | 68174 |
| INV038049 | Invoice | 04/05/2024 | GREEN TEENS SUPPLIES | 0.00 | 3.31 | |
| 39006.90000.53999 | OTHER PURCHASED SUPP... | | GREEN TEENS SUPPLIES | | 3.31 | |
| INV038050 | Invoice | 06/08/2024 | SUMMER CRAFT SUPPLIES | 0.00 | 9.65 | |
| 39006.90000.53999 | OTHER PURCHASED SUPP... | | SUMMER CRAFT SUPPLIES | | 9.65 | |
| VEN04373 | PROJECTDOG INC | 07/09/2024 | Regular | 0.00 | 595.00 | 68175 |
| 21801 | Invoice | 06/14/2024 | LIBRARY PROJECT: VERTEX PROJ. NO. 950... | 0.00 | 595.00 | |
| 29007.90000.56010 | IMPROVEMENTS O/T BUI... | | LIBRARY PROJECT: VERTEX... | | 595.00 | |
| VEN03926 | T-MOBILE | 07/09/2024 | Regular | 0.00 | 62.30 | 68176 |
| INV038051 | Invoice | 06/21/2024 | 984433408 5/21/24 - 6/20/24 | 0.00 | 62.30 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | 984433408 5/21/24 - 6/20... | | 62.30 | |
| 0904 | VROMAN'S | 07/09/2024 | Regular | 0.00 | 701.41 | 68177 |
| 4074004 | Invoice | 06/25/2024 | BOOKS | 0.00 | 701.41 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | BOOKS | | 701.41 | |
| 0425 | WILLDAN ASSOCIATES | 07/09/2024 | Regular | 0.00 | 566.40 | 68178 |
| 00231957 | Invoice | 06/18/2024 | MAY 2024 LIBRARY REMODEL PROJECT: IN... | 0.00 | 566.40 | |
| 29007.90000.56010 | IMPROVEMENTS O/T BUI... | | MAY 2024 LIBRARY REMO... | | 566.40 | |

Total Regular: 5,184.80

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 23 | 9 | 0.00 | 5,184.80 |
| 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 |
| | 23 | 9 | 0.00 | 5,184.80 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|--------|----------|
| 99999 | POOLED CASH - GENERAL | 7/2024 | 5,184.80 |
| | | | <hr/> |
| | | | 5,184.80 |

Chair

Trustee

Trustee

Trustee

Trustee



By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|--------------------------|----------------------------|---|------------------------|-----------------------|--------|
| Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST | | | | | | |
| Payment Type: Regular | | | | | | |
| VEN04351 | BARRI LEIGH MESSER SMITH | 07/09/2024 | Regular | 0.00 | 200.00 | 68179 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 3 | Invoice | 07/09/2024 | 7/13/24 OLYMPIC BOAT BUILDING STEM C... | 0.00 | 200.00 | |
| 39002.90000.53999 | OTHER PURCHASED SUPP... | | 7/13/24 OLYMPIC BOAT BU... | | 200.00 | |
| VEN03964 | DANY RICHEY | 07/09/2024 | Regular | 0.00 | 200.00 | 68180 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 4 - 7/20/24 | Invoice | 07/09/2024 | 7/20/24 RUBBER BAND RACECARS | 0.00 | 200.00 | |
| 39002.90000.53999 | OTHER PURCHASED SUPP... | | 7/20/24 RUBBER BAND RA... | | 200.00 | |
| VEN02975 | NOTEWORTHY PUPPETS INC | 07/09/2024 | Regular | 0.00 | 400.00 | 68181 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 0000714 | Invoice | 07/09/2024 | JACK AND THE BEANSTALK: THE PUPPET ... | 0.00 | 400.00 | |
| 39006.90000.53999 | OTHER PURCHASED SUPP... | | JACK AND THE BEANSTALK:... | | 400.00 | |
| Total Regular: | | | | | 800.00 | |

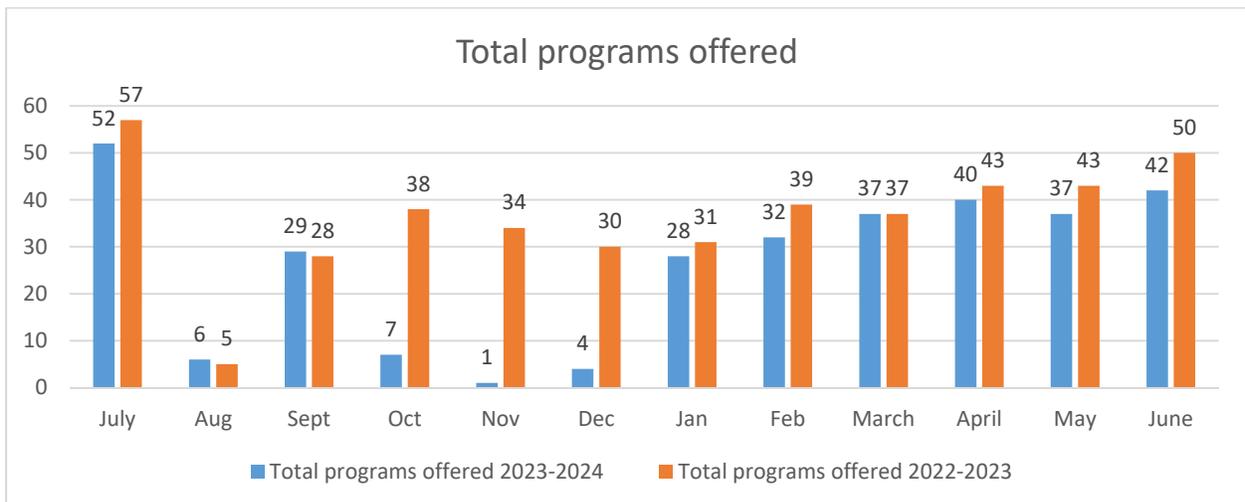
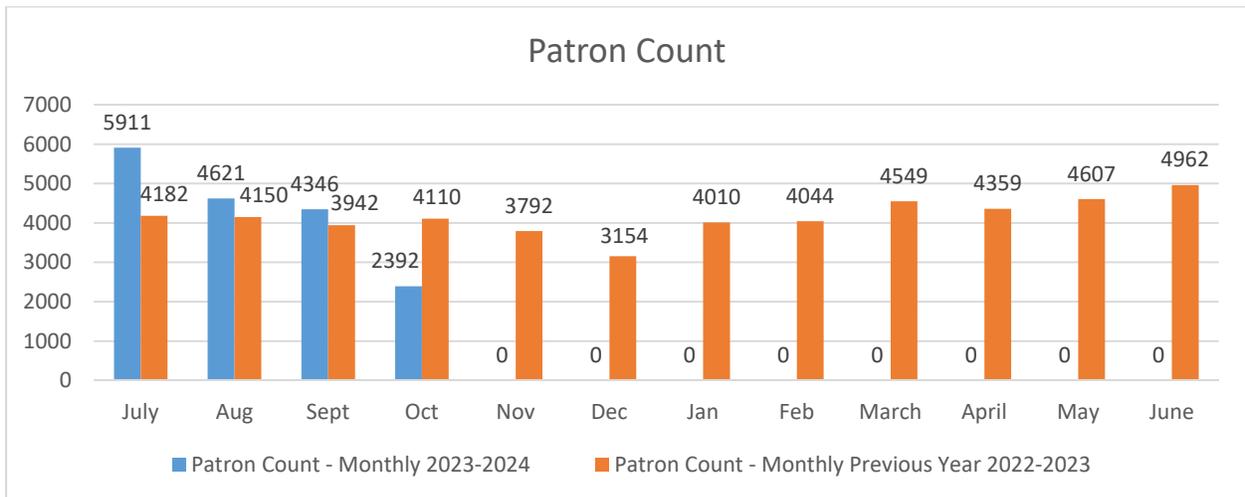
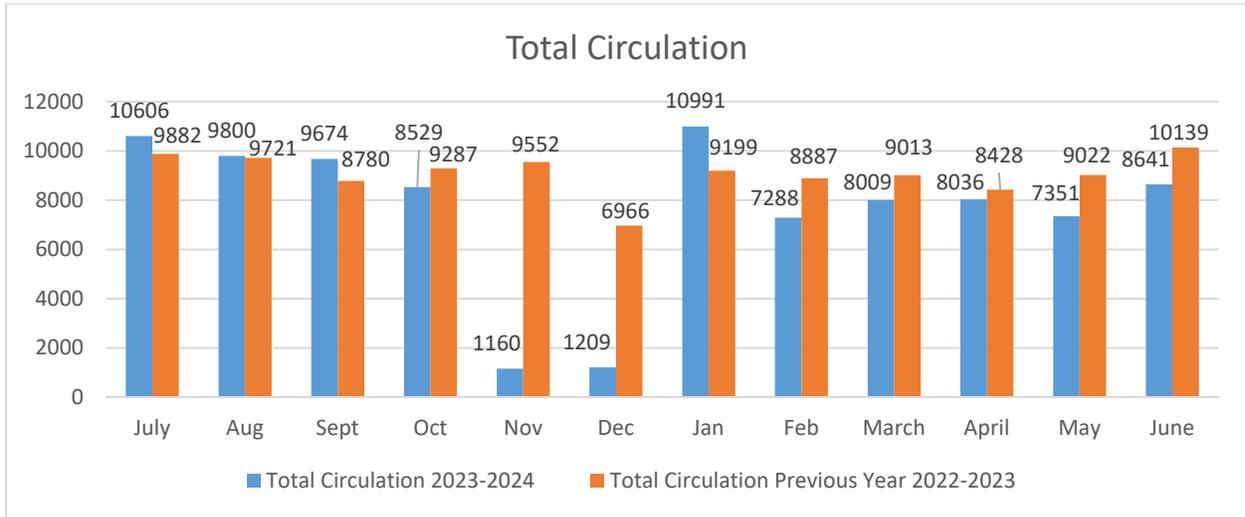
Bank Code APBWEST Summary

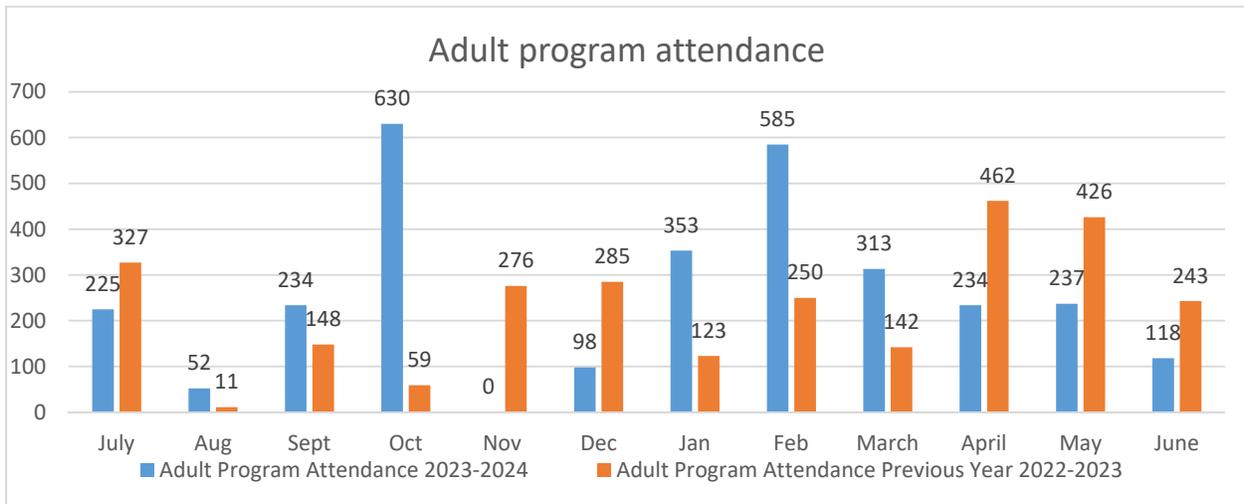
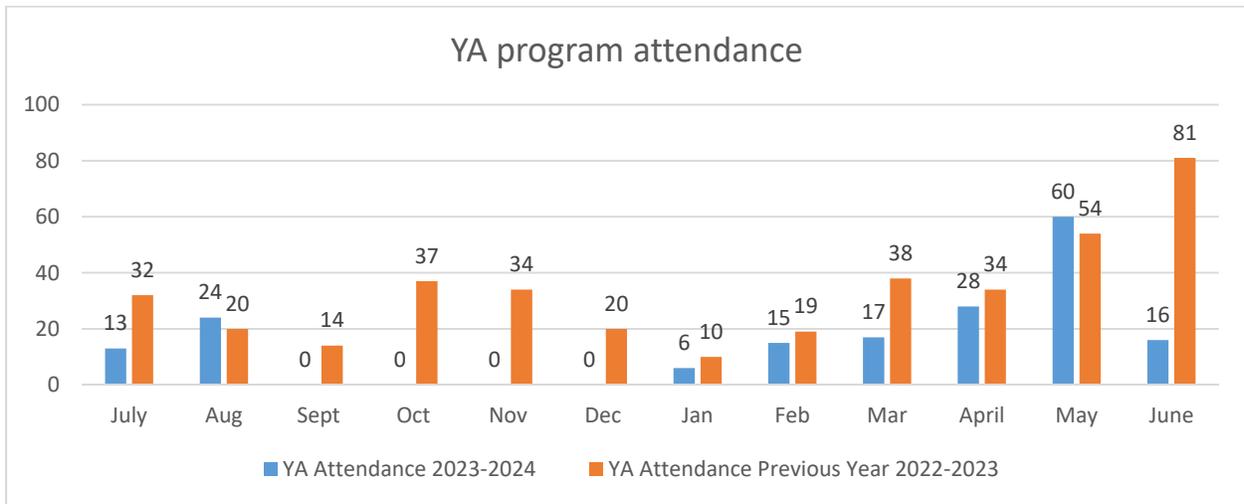
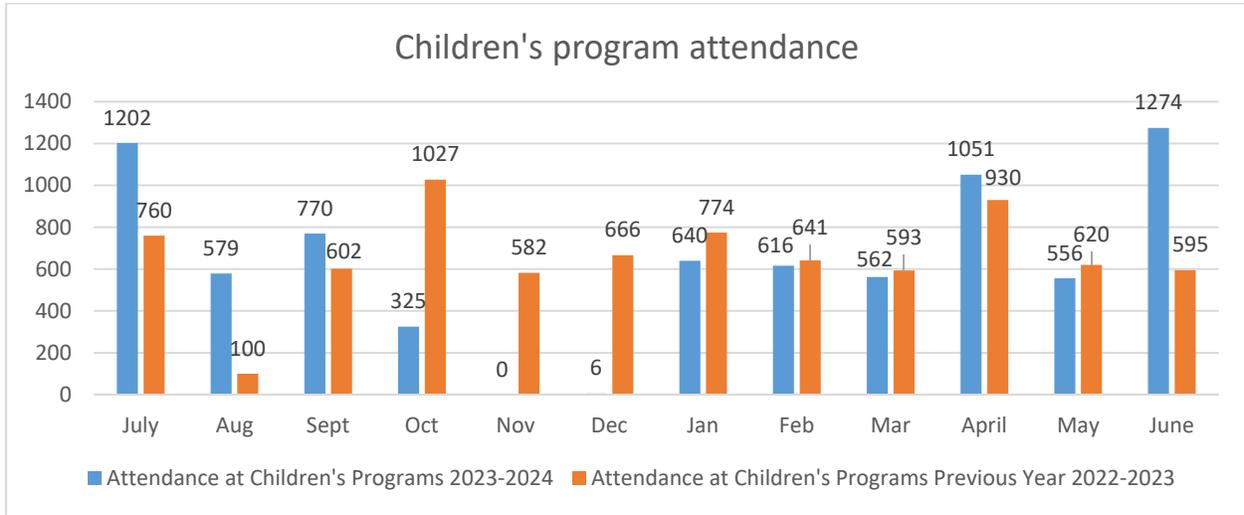
| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------|
| Regular Checks | 3 | 3 | 0.00 | 800.00 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 3 | 3 | 0.00 | 800.00 |

Fund Summary

| Fund | Name | Period | Amount |
|-------------|-----------------------|---------------|---------------|
| 99999 | POOLED CASH - GENERAL | 7/2024 | 800.00 |
| | | | <hr/> |
| | | | 800.00 |

June 2024 Library Statistics





June 2024 Online Content

In June, the Library had 40 social media posts with 2,577 reactions (likes/comments/views). Many were for the following:

Blood Drive - Children's Hospital Los Angeles
 Digital Services Meet & Greet
 Stitch-N-Snack - Teen
 Sierra Madre Super Summer Programs
 This is How We Roll
 FOL Best Used Book Sale
 Tails & Tales
 Summer Reading Kickoff
 Reading Buddies
 Bailey Canyon Nature Walk
 Library Town Hall
 LoveBug and Me Music
 Nature Friends Los Angeles
 Library TikTok - Summer at the Library
 LoveBug and Me Music
 Father's Day
 Sensory Play
 Pajama Storyme`
 3D Printing Basics
 Juneteenth
 Thor's Reptiles
 Library TikTok - Pick up a Book
 Community Mosaic Art
 Buster Balloon
 Stitch-N-Snack - Adult
 Bailey Canyon Nature Walk
 Summer Science Workshop
 4th of July Closure

