



## AGENDA

### LIBRARY BOARD OF TRUSTEES MEETING

Monday, March 24, 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**

Susan Gallagher

#### **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 February 24, 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: \$4,803.79, \$359,059.55, \$483.55, \$62,559.44, \$1,798.64
2. **Library Statistics** – Recommendation to receive and file February 2025 Statistical Reports.

**ACTION ITEMS AND REPORTS**

**1. TSK Architects Furniture, Fixtures, and Equipment Design Presentation**

TSK Architects to present on Library Furniture, Fixtures, and Equipment for the Library Meaningful Improvement Project.

**2. Library Construction Project Ad Hoc Committee**

A report out from the Trustee that attended the most recent Library Construction Project Ad Hoc Committee. This is to update the rest of the Trustees on the Library Meaningful Improvement Project.

**3. 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.

**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. 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 April 28, 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, February 24, 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, Palmer, Gallagher, and Gluck.  
Meeting called to order at 5:00 pm

#### **PLEDGE OF ALLEGIANCE**

Trustee Gluck led the pledge of allegiance

#### **APPROVAL OF AGENDA**

Trustees discussed and agreed to move Trustee Adde's report up on Agenda before consent as she may have to leave early to host the Library's One Book One City (OBOC) Playhouse dinner.  
Trustee Adde moved to approve with above change  
Trustee Gluck seconded  
All were in favor

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from January 27, 2025, meeting.

Trustee Adde moved to approve  
Trustee Gallagher seconded  
All were in favor

#### *Questions/Comments:*

Trustee Adde appreciated corrected Minutes were sent with corrected spelling of names.

## **PUBLIC COMMENT**

No Public Comment

### **Trustee Adde's Report** (moved up from Item 7 Trustee Updates)

Trustee Adde reported the Library Town Hall on February 22<sup>nd</sup> was very interesting. The public was able to say what they want for interior design and furniture. In the Community Room it would be nice to have comfortable chairs and movable. Wants enough charging/ports in tables area.

#### *Questions/Comments:*

Chair Sands explained Trustee Adde has to leave early to feed the cast of the Library's OBOC Playhouse program.

## **CONSENT CALENDAR**

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$295.00, \$7,534.83, \$188.87, \$4,803.79, \$1,348.40, and \$17,318.54
- 2. Library Statistics** – Recommendation to receive and file January 2025 Statistical Reports.

Trustee Gluck moved to approve the Consent Calendar

Trustee Adde seconded

All were in favor

## **ACTION ITEMS AND REPORTS**

### **1. Southern California Library Cooperative Presentation**

Christine Powers, Executive director for the Southern California Library Cooperative (SCLC) gave a presentation on the Cooperative. Covering the history, purpose, and benefits of Sierra Madre Public Library being a member of SCLC. Director Powers gave a PowerPoint presentation which was also included in today's Agenda packet.

Powers reported that as a library in order to get state and federal funding, you need to be part of a cooperative system. This is due to the California Public Library Act of 1963.

SCLC is a JPA – Joint Power Authority made up of 40 independent public libraries. It is small geographically but is largest in population size. Sierra Madre Public Library was one of the founding libraries of Metropolitan Cooperative Library System (MCLS), the precursor of SCLC. Library Directors serve as council members.

SCLC fosters communication and collaboration among its member libraries and empowers them to serve their communities. SCLC also provides services to other smaller cooperatives, which is revenue generating for SCLC. SCLC grant funding was reduced this year from \$1.5 million to about \$600,000 and IMLS funding is uncertain.

SCLC provides delivery of materials between libraries and shared E-Resources, features a Mentorship program, and regional training consistent with our local needs.

[Trustee Adde was excused at 5:26 PM to attend OBOC program and cast dinner.]

Bill introduced, AB 1185, by Assembly member Hart, completely re-writes the California Services Act. Reduces California library services board from 13 to 11 removes the legislative

board for CLSA funds and makes the State Librarian the only person who can approve CLSA funds and makes the services board advisory.

Institute of Museum and Library Services (IMLS) funds are under federal attack.

*Questions/Comments:*

Trustee Adde mentioned she attended some of these interest group meetings in person in the past, would we be able to attend with the Library director for local, in-person meetings? Director Powers replied that would be great, we are still building that back up and figuring it out.

Trustee Gallagher: Curious about CLSA fundraising, lessons learned, etc? Do you share fundraising knowledge from Library to Library?

Director Powers: We haven't done that but City of Pasadena did just have a very successful ballot measure and one of the things we're doing is working with the folks that helped them succeed. SCLC is bringing other resources to their libraries.

## **2. Library Construction Project Ad Hoc Committee**

Trustee Gluck reported out on the Library Meaningful Improvement Project: We had a meeting on February 3. We are one and a half months behind. Interior support beams were in bad shape, found a brick well that had to be demolished. The civil survey was off and they had to work with the Architect to re-align and fix the issue. Fire/water was held up in plan check. A few oaks are in better shape than they thought. They are keeping the building dry and they finally got through all the unforeseen issues. Utilities will be the next unforeseen to go through. We spent about \$2 Million so far of the \$11 Million. There were no safety issues. They are happy with our General Contractor team. Our elevator has been approved. Tom from the Library Foundation asked for an ongoing 1 page status report. Talked about Huckabees/TSK Architects and they would be the contact for FF&E milestones and timeline. Need to establish wants vs needs for opening the Library. Next project is the excavation of the foundation and storm drain and foundation footings. New sewer system. Next meeting is March 4<sup>th</sup>.

*Questions/Comments:*

Trustee Gallagher commented she liked the status report.

## **3. Library Foundation Update and Discussion**

Foundation Chair, Rob Stockly, reported they are inching our way toward our first \$100,000. Our Board has now expanded to nine members. Gina Frierman-Hunt joined. 50% of the board has either written checks or signed pledges. They are talking with Civic Organizations. Rotary has donated \$10,000. Talking with Kiwanis, Sierra Madre Historical Preservation Society, Sierra Madre Community Foundation, etc. Submitted grant to Tournament of Roses Foundation grant. They are working on an AARP grant. Planning our first small gathering for mid-March. First event is March 13 – Thursday evening. They are meeting with people who are likely prospects. Would like people to think about hosting one or having one at the Library. We are building up our database with Little Green Light software.

*Questions/Comments:*

Trustee Gluck asked how close to \$100,000?

Chair Stockly replied they are currently at about \$80,000

Trustee Gluck did we settle on an actual goal number?  
Chair Stockly – we would like to raise \$750,000

#### **4. Sierra Madre Historical Preservation Society Report**

Trustee Sands reported for the SMHPS. They had a meeting last week. Rob Stockly came and talked to us. Tried to convince the group that any little bit helps. The Museums are continuing to be closed because the trail is closed. We're talking about opening them occasionally to have a small event like rock painting or music on the porch. Ziff will coordinate with the City. Chicken Dinner is Saturday, May 31<sup>st</sup>. They are hoping to do the Cemetery Tour in September. Having another SMHPS event on March 3<sup>rd</sup> at 6:00 pm, at Hart Park House with author Layne Staral who wrote a book about pioneer picnics and settlers of the East San Gabriel valley. We will be serving ice cream.

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

Trustee Gallagher reported the book sales are the first weekend of the month. Art fair will be the first weekend in May. Pete Siberell and Jane Zamanzadeh are working on developing the partners program. Jeanne Martin is doing fine but Vicki Ryan is acting president during her absence.

##### *Questions/Comments:*

Leila shared Book Sale since December raised \$2,700. This is from pre-sales and last Book Sale. Books that are leftover are given to the used bookstore Fables & Fancies, and the rest are sent to Operation Book Support, and get paid for them. The Annual Meeting will be in June and the theme is "Bear with Us"

#### **6. City Council Liaison Report**

Mayor Parkhurst reported we've been a little preoccupied the last month or so [referring to the Windstorm, Eaton Fire and mudslides]. February is the new January for us. Having our council meeting tomorrow night. They want the Library Ad Hoc committee to pay close attention to the schedule. It is budget season so we will begin to see a lot of discussion on that and what to expect. We spent a lot on the fire and mudslide and hope to get that reimbursed from FEMA, but that is an impact for the budget.

#### **7. Trustees Updates**

Trustee Palmer – Official start date is next Monday the third. If you haven't had a chance you can pick up the flyers at the Library. Contest goes March 3 to April 10, judging takes place April 11 then all are invited to an award ceremony on Wednesday, April 30. Diane Sands will choose one to print.

Trustee Gluck – Attended the ad-hoc committee on 2/03/25 and dropped off posters today. Requested a pdf of the contest application form for Sierra Madre Middle School.

Trustee Gallagher – attended the Friends meeting and the masterclass at the Playhouse and it was very well done and the performances at the playhouse are great. Had a book discussion that was great.

Trustee Sands – attended the SMHPS meeting and the Library Town Hall on Saturday. Jonathan gave a great presentation and had his son with him. People did ask a few questions but it was really worth attending. The posters from the presentation are now up at the Library so public can put up comments on sticky notes.

## **8. City Librarian Report**

City Librarian Leila Regan gave an oral report. We are moving forward with TSK/Huckabees for Furniture Fixtures & Equipment (FF&E)/Interior Design services. Library re-design poster boards, with questions for public to answer are at the Library regarding interior design. We are working on the FF&E timeline with Vertex. Procurement process is daunting if a cost is over \$45,000. It requires a formal RFP. However, the City Attorney confirmed if the Foundation or Friends purchase the materials we do not have to go through the City procurement process. However, we DO have to follow City procurement for installation costs over \$45,000, because it will be on City property. Under \$45,000 is just 3 informal bids. TSK will have a FF&E meeting with Library Staff and with Trustees. We will need to finesse timelines for delivery of materials.

Chelsea Lee graduated with her MLIS in December while working full-time here at the Library. Beginning this month, she was officially promoted to Librarian. Trustees congratulated Chelsea.

Library Staff will be designing a Library T-shirt and Friends will be selling it as a fundraiser at the Art Fair. The Sip & Shush program is coming up at 7:00 pm at RT Rogers, as part of OBOC. Our final OBOC program is Friday 2/28/25. We received about 13 submissions that are compiled in to a book. There will be a reading and signing by the authors at the Library. March programming includes Tails & Tales, Green Teens, and Sensory Play. In April, we have National Library Week. We'll have activities such as the Shelfie Booth and the Bookmark contest Award Ceremony. Around town, the annual Easter Egg Hunt is 9:00 - 11:00 am on April 19<sup>th</sup> at Memorial Park. The Library will participate at Wistaria Festival for Friends and/or Foundation is possible too.

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

TSK Architects/Huckabees to present to Trustees at next meeting.

## **ADJOURNMENT**

Trustee Gluck moved to adjourn

Trustee Gallagher seconded

All were in favor

Meeting was adjourned at 6:12 pm to a meeting on March 24, 2025.





By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
VEN03454	AMAZON CAPITAL SERVICES	02/11/2025	Regular	0.00	71.52	69537
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">196R-MC6F-9R4H</a>	Invoice	01/20/2025	MISC SUPPLIES 1/6/25 - 1/19/25	0.00	98.85	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		98.85	
<a href="#">1D19-4FQ9-7PVN</a>	Invoice	01/20/2025	MISC SUPPLIES 1/6/25 - 1/19/25	0.00	39.23	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		39.23	
<a href="#">1NPN-4KW7-CT69</a>	Invoice	01/20/2025	MISC SUPPLIES 1/6/25 - 1/19/25	0.00	47.04	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		47.04	
<a href="#">1RR1-PY6T-N3VD</a>	Credit Memo	01/06/2025	MISC SUPPLIES CREDIT	0.00	-113.60	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPP...		-113.60	
0132	BAKER & TAYLOR, INC.	02/11/2025	Regular	0.00	2,222.12	69538
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">5019285081</a>	Invoice	01/07/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	292.19	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		292.19	
<a href="#">5019285082</a>	Invoice	01/07/2025	LIBRARY SUPPLIES	0.00	22.53	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		22.53	
<a href="#">5019287449</a>	Invoice	01/09/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	1,474.46	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		1,474.46	
<a href="#">5019287450</a>	Invoice	01/09/2025	LIBRARY SUPPLIES	0.00	88.96	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		88.96	
<a href="#">5019292102</a>	Invoice	01/13/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	318.78	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		318.78	
<a href="#">5019292103</a>	Invoice	01/13/2025	LIBRARY SUPPLIES	0.00	25.20	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		25.20	
VEN03929	DOREEN THOMAS	02/11/2025	Regular	0.00	85.32	69539
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">INV039925</a>	Invoice	01/16/2025	REIMB: OC PERFORMER SHOWCASE - TOLL...	0.00	16.44	
<a href="#">10000.90000.53402</a>			CONFERENCE & MEETING		16.44	
<a href="#">INV039926</a>	Invoice	01/21/2025	REIMB: OC SHOWCASE	0.00	68.88	
<a href="#">10000.90000.53404</a>			MILEAGE REIMBURSEME...		68.88	
VEN04271	GEOCON WEST INC	02/11/2025	Regular	0.00	155.00	69540
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">724120227</a>	Invoice	01/07/2025	GEOTECHNICAL INVESTIGATION LIBRARY S...	0.00	155.00	
<a href="#">29007.90000.56010</a>			IMPROVEMENTS O/T BUI...		77.50	
<a href="#">39010.80000.56010</a>			IMPROVEMENTS O/T BUI... FC82306		77.50	
VEN04367	JLM ENVIRONMENTAL	02/11/2025	Regular	0.00	400.00	69541
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">JL39609</a>	Invoice	12/06/2024	ASBESTOS INSPECTION/AIR SAMPLES	0.00	400.00	
<a href="#">29005.90000.56010</a>			IMPROVEMENTS O/T BUI...		200.00	
<a href="#">39010.80000.56010</a>			IMPROVEMENTS O/T BUI... FC82306		200.00	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN04268	KING OFFICE SERVICES	02/11/2025	Regular	0.00	1,792.00	69542
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">89731-016</a>	Invoice	01/10/2025	LIB MAT STORAGE FEES DURING REMODEL..	0.00	1,792.00	
<a href="#">29007.90000.56010</a>			IMPROVEMENTS O/T BUI...		1,792.00	
0786	OFFICE DEPOT, INC	02/11/2025	Regular	0.00	18.46	69543
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">386604548001</a>	Invoice	09/25/2024	OFFICE SUPPLIES	0.00	18.46	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		18.46	
1578	PETTY CASH FUND-LIBRARY	02/11/2025	Regular	0.00	59.37	69544
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">INV039927</a>	Invoice	11/14/2024	LAUNDRY	0.00	4.00	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPP...		4.00	
<a href="#">INV039928</a>	Invoice	12/07/2024	LAUNCHPAD/PLAYWAY REPLACEMENT MA..	0.00	22.19	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		22.19	
<a href="#">INV039929</a>	Invoice	12/07/2024	CAREGIVER WORKSHOP: SNACKS	0.00	33.18	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPP...		33.18	
<b>Total Regular:</b>					<b>4,803.79</b>	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	19	8	0.00	4,803.79
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>19</b>	<b>8</b>	<b>0.00</b>	<b>4,803.79</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2025	4,803.79
			<hr/>
			4,803.79

---

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**

VEN03454	AMAZON CAPITAL SERVICES	02/25/2025	Regular	0.00	522.30	69612
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">11RH-T1CX-79TV</a> <a href="#">10000.90000.53406</a>	Invoice	02/03/2025	MISC SUPPLIES 1/20/25 - 2/2/25 BOOKS AND REFERENCE	0.00	40.02	
<a href="#">1F4D-PFXC-6P69</a> <a href="#">10000.90000.53406</a>	Invoice	02/03/2025	MISC SUPPLIES 1/20/25 - 2/2/25 BOOKS AND REFERENCE	0.00	16.87	
<a href="#">1H1X-P49G-YT4K</a> <a href="#">39006.90000.53406</a>	Invoice	02/03/2025	MISC SUPPLIES 1/20/25 - 2/2/25 BOOKS AND REFERENCE	0.00	262.01	
<a href="#">1RXP-7PXY-7XJQ</a> <a href="#">39006.90000.53999</a>	Invoice	02/03/2025	MISC SUPPLIES 1/20/25 - 2/2/25 OTHER PURCHASED SUPP...	0.00	42.61	
<a href="#">1VRK-WKDD-7FTP</a> <a href="#">39006.90000.53406</a>	Invoice	02/03/2025	MISC SUPPLIES 1/20/25 - 2/2/25 BOOKS AND REFERENCE	0.00	65.34	
<a href="#">1YJ3-Y64M-6DNH</a> <a href="#">10000.90000.53100</a>	Invoice	02/03/2025	MISC SUPPLIES 1/20/25 - 2/2/25 OFFICE SUPPLIES	0.00	95.45	

VEN04448	AMG AND ASSOCIATES INC	02/25/2025	Regular	0.00	344,774.00	69613
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">AP04</a> <a href="#">29007.90000.56010</a>	Invoice	01/31/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 1... IMPROVEMENTS O/T BUI...	0.00	362,919.45	
<a href="#">AP04 RET</a> <a href="#">29007.00000.23500</a>	Credit Memo	01/31/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 1... RETENTION PAYABLE	0.00	-18,145.45	

VEN01190	ARNOLD'S FRONTIER HARDWARE - L	02/25/2025	Regular	0.00	3.30	69614
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">114810</a> <a href="#">39006.90000.53999</a>	Invoice	02/05/2025	MISC. SUPPLIES OTHER PURCHASED SUPP...	0.00	3.30	

0132	BAKER & TAYLOR, INC.	02/25/2025	Regular	0.00	1,454.65	69615
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">2038761858</a> <a href="#">10000.90000.52200</a>	Invoice	12/23/2024	LIBRARY SUPPLIES CONTRACT SERVICES	0.00	8.53	
<a href="#">2038841200</a> <a href="#">39006.90000.53406</a>	Invoice	01/28/2025	BOOKS AND REFERENCE & MEDIA (FY 202... BOOKS AND REFERENCE	0.00	30.31	
<a href="#">2038841201</a> <a href="#">10000.90000.52200</a>	Invoice	01/28/2025	LIBRARY SUPPLIES CONTRACT SERVICES	0.00	8.53	
<a href="#">5019303074</a> <a href="#">10000.90000.53406</a>	Invoice	01/16/2025	BOOKS AND REFERENCE & MEDIA (FY 202... BOOKS AND REFERENCE	0.00	774.01	
<a href="#">5019303075</a> <a href="#">10000.90000.52200</a>	Invoice	01/16/2025	LIBRARY SUPPLIES CONTRACT SERVICES	0.00	62.37	
<a href="#">5019312112</a> <a href="#">10000.90000.53406</a>	Invoice	01/27/2025	BOOKS AND REFERENCE & MEDIA (FY 202... BOOKS AND REFERENCE	0.00	445.80	
<a href="#">5019312113</a> <a href="#">10000.90000.52200</a>	Invoice	01/27/2025	LIBRARY SUPPLIES CONTRACT SERVICES	0.00	36.27	
<a href="#">5019315485</a>	Invoice	01/23/2025	BOOKS AND REFERENCE & MEDIA (FY 202... MISC SUPPLIES 1/20/25 - ...	0.00	83.08	

Check Register

Packet: APPKT07887-LIB 2/25/25

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		83.08	
<a href="#">5019315486</a>	Invoice	01/23/2025	LIBRARY SUPPLIES	0.00	5.75	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	LIBRARY SUPPLIES		5.75	
VEN04268	KING OFFICE SERVICES	02/25/2025	Regular	0.00	1,792.00	69616
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">89731-017</a>	Invoice	02/07/2025	LIB MAT STORAGE FEES DURING REMODEL..	0.00	1,792.00	
<a href="#">29007.90000.56010</a>		IMPROVEMENTS O/T BUI...	LIB MAT STORAGE FEES D...		1,792.00	
VEN01043	OVERDRIVE INC	02/25/2025	Regular	0.00	1,095.90	69617
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">01148CO250285..</a>	Invoice	01/30/2025	EBOOK/AUDIOBOOK	0.00	1,095.90	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	EBOOK/AUDIOBOOK		1,095.90	
VEN03926	T-MOBILE	02/25/2025	Regular	0.00	124.60	69618
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">INV040095</a>	Invoice	01/21/2025	984433408 12/21/24 - 1/20/25	0.00	124.60	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	984433408 12/21/24 - 1/...		124.60	
0425	WILLDAN ASSOCIATES	02/25/2025	Regular	0.00	9,292.80	69619
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">00231148</a>	Invoice	07/01/2024	JAN 2024 LIBRARY PROJECT PLAN CHECK	0.00	3,456.00	
<a href="#">29007.90000.56010</a>		IMPROVEMENTS O/T BUI...	JAN 2024 LIBRARY PROJECT..		3,456.00	
<a href="#">00231471</a>	Invoice	07/01/2024	FEB 2024 LIBRARY PROJECT PLAN CHECK	0.00	3,686.40	
<a href="#">29007.90000.56010</a>		IMPROVEMENTS O/T BUI...	FEB 2024 LIBRARY PROJECT..		3,686.40	
<a href="#">00232572</a>	Invoice	08/13/2024	JULY 2024 LIBRARY PROJECT PLAN CHECK	0.00	2,150.40	
<a href="#">29007.90000.56010</a>		IMPROVEMENTS O/T BUI...	JULY 2024 LIBRARY PROJE...		2,150.40	

**Total Regular: 359,059.55**

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	24	8	0.00	359,059.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>24</b>	<b>8</b>	<b>0.00</b>	<b>359,059.55</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2025	359,059.55
			<hr/>
			359,059.55

---

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

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
0823	BANK OF AMERICA	02/10/2025	Regular	0.00	483.55
<u>INV039952</u>	Credit Memo	12/19/2024	LR - BOOKS & REFERENCE - CREDIT	0.00	-250.12
<u>10000.90000.53406</u>		BOOKS AND REFERENCE	LR - BOOKS & REFERENCE - ...		-250.12
<u>INV039953</u>	Invoice	12/17/2024	LR - LUGGAGE TAGS: EQUIPMENT	0.00	92.50
<u>10000.90000.53100</u>		OFFICE SUPPLIES	LR - LUGGAGE TAGS: EQUI...		92.50
<u>INV039955</u>	Invoice	12/16/2024	LR - BOOKS & REFERENCE	0.00	250.12
<u>10000.90000.53406</u>		BOOKS AND REFERENCE	LR - BOOKS & REFERENCE		250.12
<u>INV039956</u>	Invoice	12/18/2024	LR - PROGRAMMING: LAMINATION	0.00	40.67
<u>39006.90000.53999</u>		OTHER PURCHASED SUPP...	LR - PROGRAMMING: LAM...		40.67
<u>INV039957</u>	Invoice	12/18/2024	LR - GAME COLLECTION	0.00	22.97
<u>39006.90000.53999</u>		OTHER PURCHASED SUPP...	LR - GAME COLLECTION		22.97
<u>INV039958</u>	Invoice	12/18/2024	LR - EMPLOYEE APPRECIATION - MEAL	0.00	305.63
<u>10000.90000.53999</u>		OTHER PURCHASED SUPP...	LR - EMPLOYEE APPRECIAT...		305.63
<u>INV039959</u>	Invoice	12/28/2024	LR - EMPLOYEE APPRECIATION: MEAL	0.00	21.78
<u>10000.90000.53999</u>		OTHER PURCHASED SUPP...	LR - EMPLOYEE APPRECIAT...		21.78
<b>Total Regular:</b>					<b>483.55</b>

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	1	0.00	483.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>7</b>	<b>1</b>	<b>0.00</b>	<b>483.55</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2025	483.55
			<hr/>
			483.55

---

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**

VEN03454      AMAZON CAPITAL SERVICES      03/11/2025      Regular      0.00      704.63      69702

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1114-JWGY-6F7K</a>	Invoice	02/17/2025	MISC SUPPLIES 2/3/25 - 2/16/25	0.00	69.41
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 2/3/25 - 2...		69.41
<a href="#">13N3-4XCP-4FQH</a>	Invoice	02/17/2025	MISC SUPPLIES 2/3/25 - 2/16/25	0.00	163.37
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 2/3/25 - 2...		163.37
<a href="#">13N3-4XCP-4G7K</a>	Invoice	02/17/2025	MISC SUPPLIES 2/3/25 - 2/16/25	0.00	115.52
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		MISC SUPPLIES 2/3/25 - 2...		115.52
<a href="#">149H-CCFT-74WP</a>	Credit Memo	02/17/2025	MISC SUPPLIES CREDIT	0.00	-23.13
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES CREDIT		-23.13
<a href="#">14DK-RP4Y-4DGD</a>	Credit Memo	12/23/2024	MISC SUPPLIES CREDIT	0.00	-22.04
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES CREDIT		-22.04
<a href="#">1C3H-MG1P-6FP3</a>	Invoice	02/17/2025	MISC SUPPLIES 2/3/25 - 2/16/25	0.00	48.50
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 2/3/25 - 2...		48.50
<a href="#">1FWP-749R-739V</a>	Invoice	02/17/2025	MISC SUPPLIES 2/3/25 - 2/16/25	0.00	218.43
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPP...		MISC SUPPLIES 2/3/25 - 2...		218.43
<a href="#">1FWP-749R-7HCG</a>	Invoice	02/17/2025	MISC SUPPLIES 2/3/25 - 2/16/25	0.00	103.42
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		MISC SUPPLIES 2/3/25 - 2...		103.42
<a href="#">1GVM-WWQ3-4...</a>	Invoice	02/17/2025	MISC SUPPLIES 2/3/25 - 2/16/25	0.00	15.74
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 2/3/25 - 2...		15.74
<a href="#">1YNY-H7JH-9RHJ</a>	Invoice	01/20/2025	MISC SUPPLIES 1/6/25 - 1/19/25	0.00	15.41
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 1/6/25 - 1...		15.41

0132      BAKER & TAYLOR, INC.      03/11/2025      Regular      0.00      744.80      69703

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2038861401</a>	Invoice	02/07/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	30.30
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		30.30
<a href="#">2038861402</a>	Invoice	02/07/2025	LIBRARY SUPPLIES	0.00	8.53
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		8.53
<a href="#">5019335717</a>	Invoice	02/05/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	384.33
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		384.33
<a href="#">5019335718</a>	Invoice	02/05/2025	LIBRARY SUPPLIES	0.00	33.11
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		33.11
<a href="#">5019337867</a>	Invoice	02/10/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	262.88
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE &...		262.88
<a href="#">5019337868</a>	Invoice	02/10/2025	LIBRARY SUPPLIES	0.00	25.65
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		25.65

VEN04378      CORNERSTONE LAND SURVEYING IN      03/11/2025      Regular      0.00      783.97      69704

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">25-07</a>	Invoice	01/16/2025	LAND SURVEYING SERVICES - LIBRARY PRO...	0.00	783.97
<a href="#">29005.90000.56010</a>	IMPROVEMENTS O/T BUI...		LAND SURVEYING SERVICES..		391.98
<a href="#">39010.80000.56010</a>	IMPROVEMENTS O/T BUI... FC82306		LAND SURVEYING SERVICES..		391.99

VEN04367      JLM ENVIRONMENTAL      03/11/2025      Regular      0.00      450.00      69705

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		
<a href="#">JL39699</a>	Invoice	12/13/2024	ASBESTOS INSPECTION/AIR SAMPLES	0.00	450.00	
<a href="#">29005.90000.56010</a>			IMPROVEMENTS O/T BUI...		225.00	
<a href="#">39010.80000.56010</a>			IMPROVEMENTS O/T BUI... FC82306		225.00	
0786	OFFICE DEPOT, INC	03/11/2025	Regular	0.00	144.79	69706
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">411279103001</a>	Invoice	02/18/2025	OFFICE SUPPLIES	0.00	144.79	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		144.79	
VEN04349	THE VERTEX COMPANIES LLC	03/11/2025	Regular	0.00	33,496.25	69707
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">0253424</a>	Invoice	02/10/2025	PROJECT MANAGEMENT LIBRARY IMPROV...	0.00	33,496.25	
<a href="#">29007.90000.56010</a>			IMPROVEMENTS O/T BUI... PROJECT MANANGEMENT ...		33,496.25	
VEN04209	TSK ARCHITECTS	03/11/2025	Regular	0.00	26,235.00	69708
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">23-025.00-16</a>	Invoice	10/31/2024	ARCHITECTURAL & ENGINEERING - LIBRAR...	0.00	13,992.00	
<a href="#">29007.90000.56010</a>			IMPROVEMENTS O/T BUI... ARCHITECTURAL & ENGIN...		13,992.00	
<a href="#">23-025.00-19</a>	Invoice	01/31/2025	ARCHITECTURAL & ENGINEERING - LIBRAR...	0.00	12,243.00	
<a href="#">29007.90000.56010</a>			IMPROVEMENTS O/T BUI... ARCHITECTURAL & ENGIN...		12,243.00	

**Total Regular: 62,559.44**

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	22	7	0.00	62,559.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>22</b>	<b>7</b>	<b>0.00</b>	<b>62,559.44</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2025	62,559.44
			<u>62,559.44</u>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	03/12/2025	Regular	0.00	1,798.64	69799
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">INV040295</a>	Invoice	01/16/2025	LR - EATON FIRE: AIR PURIFIER	0.00	339.52	
<a href="#">28009.33000.53999</a>			OTHER PURCHASED SUPP...		339.52	
<a href="#">INV040296</a>	Invoice	01/17/2025	LR - EATON FIRE: AIR PURIFIER	0.00	724.32	
<a href="#">28009.33000.53999</a>			OTHER PURCHASED SUPP...		724.32	
<a href="#">INV040297</a>	Invoice	01/17/2025	LR - WATER DELIVERY SERVICE	0.00	95.91	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		95.91	
<a href="#">INV040298</a>	Invoice	01/15/2025	LR - PROGRAMMING: CHINESE NEW YEAR	0.00	13.00	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPP...		13.00	
<a href="#">INV040299</a>	Invoice	01/14/2025	LR - PROGRAMMING: CHINESE NEW YEAR	0.00	64.61	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPP...		64.61	
<a href="#">INV040300</a>	Invoice	01/22/2025	LR - TRAINING/WORKSHOP: REGAN	0.00	75.00	
<a href="#">10000.90000.53402</a>			CONFERENCE & MEETING		75.00	
<a href="#">INV040301</a>	Invoice	01/28/2025	LR - PROGRAMMING: OBOC & CRAFT FOR ...	0.00	9.37	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPP...		9.37	
<a href="#">INV040302</a>	Invoice	02/04/2025	LR - OBOC CRAFT-IT SUPPLIES	0.00	32.80	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPP...		32.80	
<a href="#">INV040303</a>	Invoice	01/13/2025	LR - WATER DELIVERY SERVICE	0.00	95.91	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		95.91	
<a href="#">INV040304</a>	Invoice	02/11/2025	LR - BOOKS FOR LIBRARY	0.00	348.20	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		348.20	
<b>Total Regular:</b>					<b>1,798.64</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	1	0.00	1,798.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>10</b>	<b>1</b>	<b>0.00</b>	<b>1,798.64</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2025	1,798.64
			<hr/>
			1,798.64

---

Chair

---

Trustee

---

Trustee

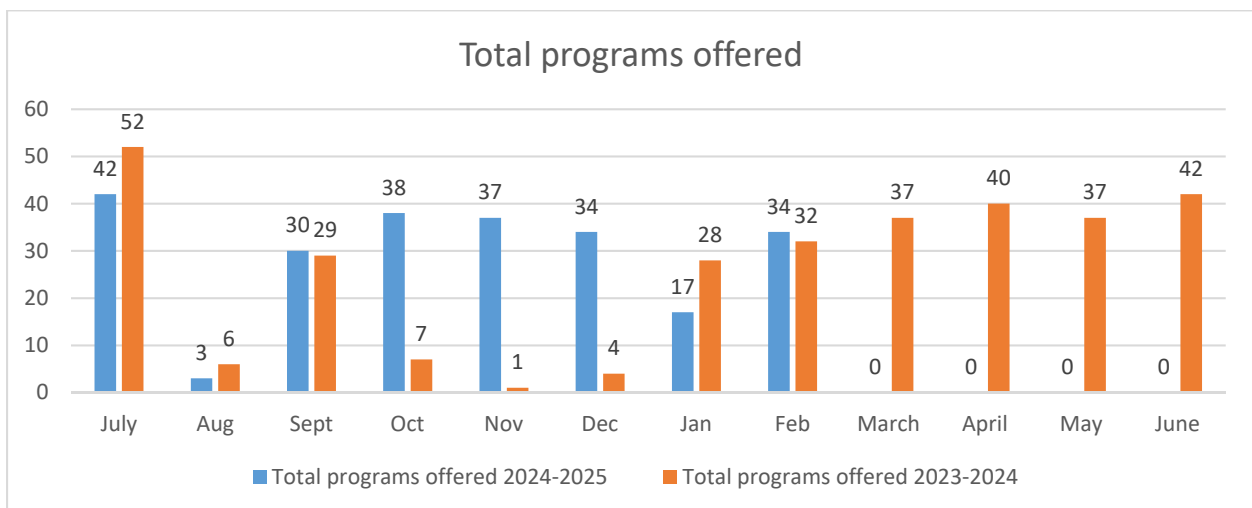
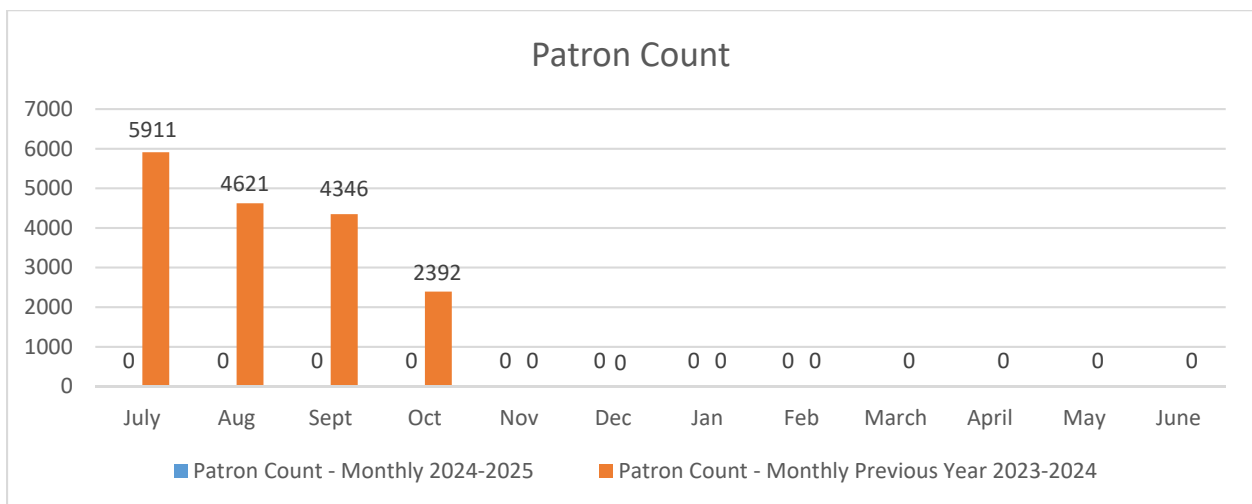
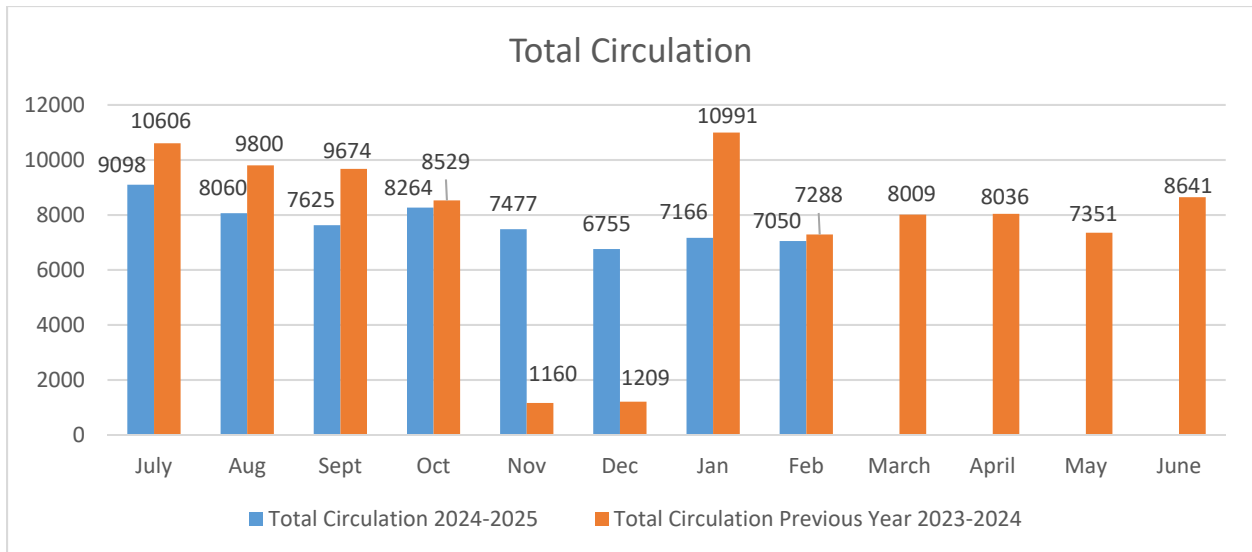
---

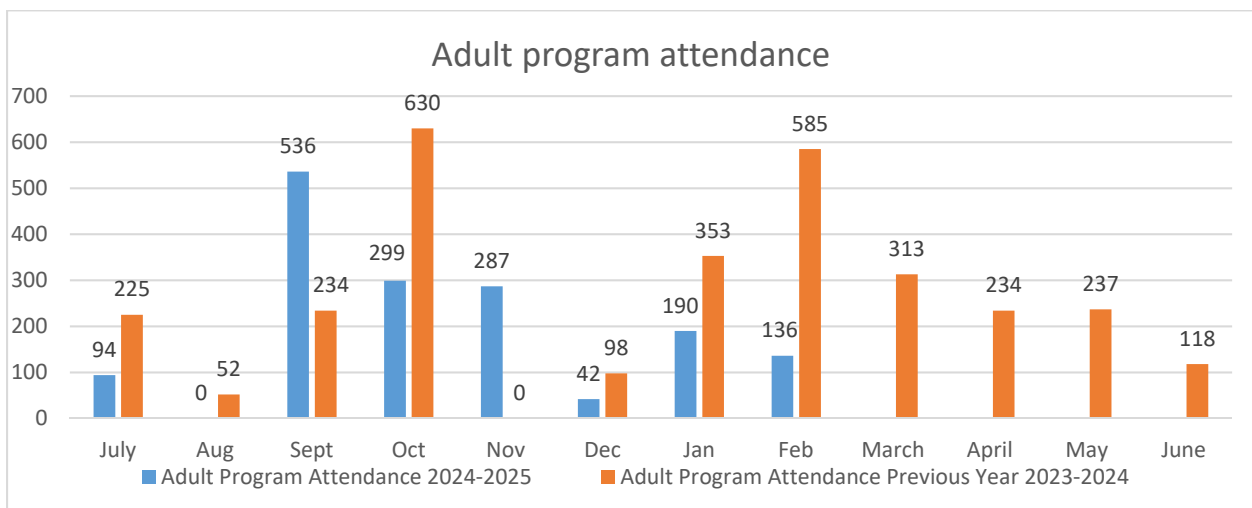
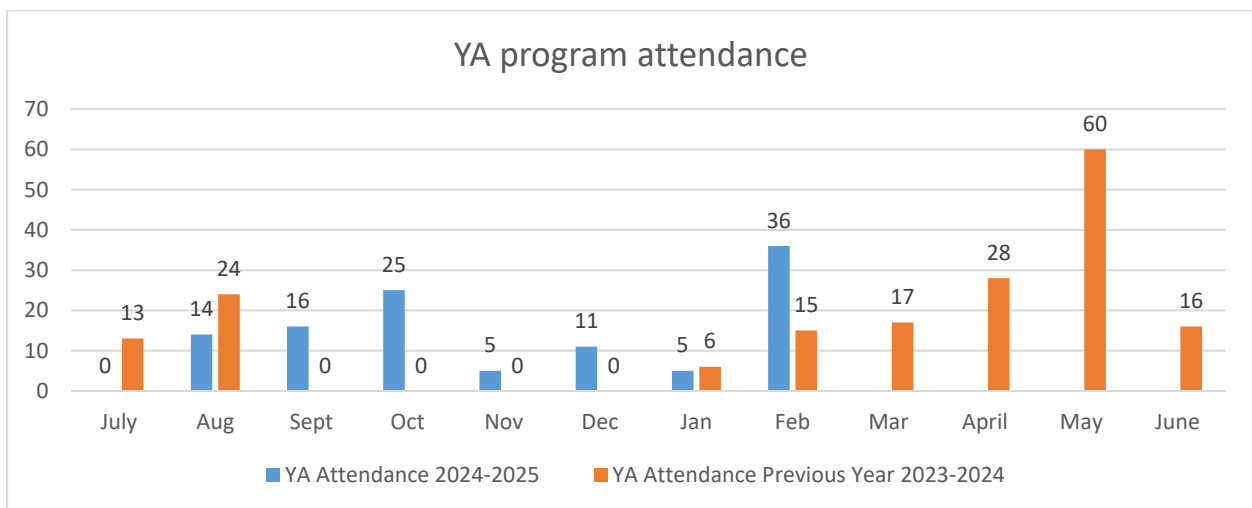
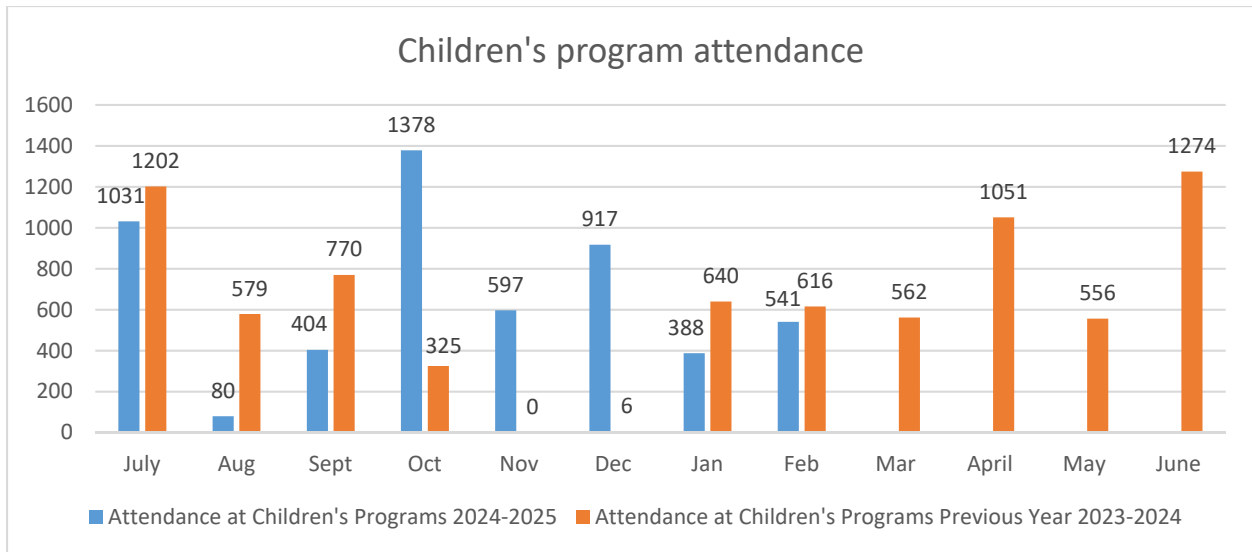
Trustee

---

Trustee

## Feb 2025 Library Statistics





## February 2025 Online Content

In February, the Library had 40 social media posts with 11,216 reactions (likes/comments/views). Many were for the following:

This Week at the Library

Astronomy in the Park Cancelled

One Book One City

LoveBug & Me

Best Used Book Sale

Sip & Shush Silent Book Club - OBOC

Sensory Play

3D Printing Basics

Craft It! Felting - OBOC

Interior Design Town Hall

Sip & Shush Silent Book Club - OBOC

Library TikTok - Lost & Found

OBOC 2025 Announcement

Sierra Madre Mudflow Mitigation

Green Teens - OBOC

Off the Page - OBOC

Evacuation Order & Warning

Holiday Closure

Library TikTok - Craft It! Felting

Tails & Tales

Third Thursday Bookclub - OBOC Selection

Digital Services Meet & Greet

Library TikTok - Book Recommendations

Green Teens

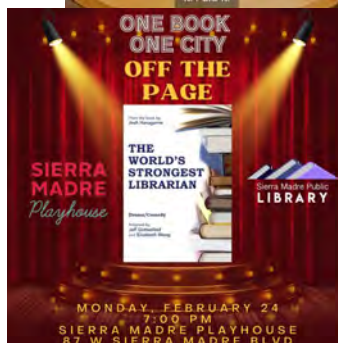
Publication Opportunity - OBOC

Brainfuse CollegeNow

Bookmark Contest

Perfectly Puzzled

Library TikTok - Cluckin' Good Time





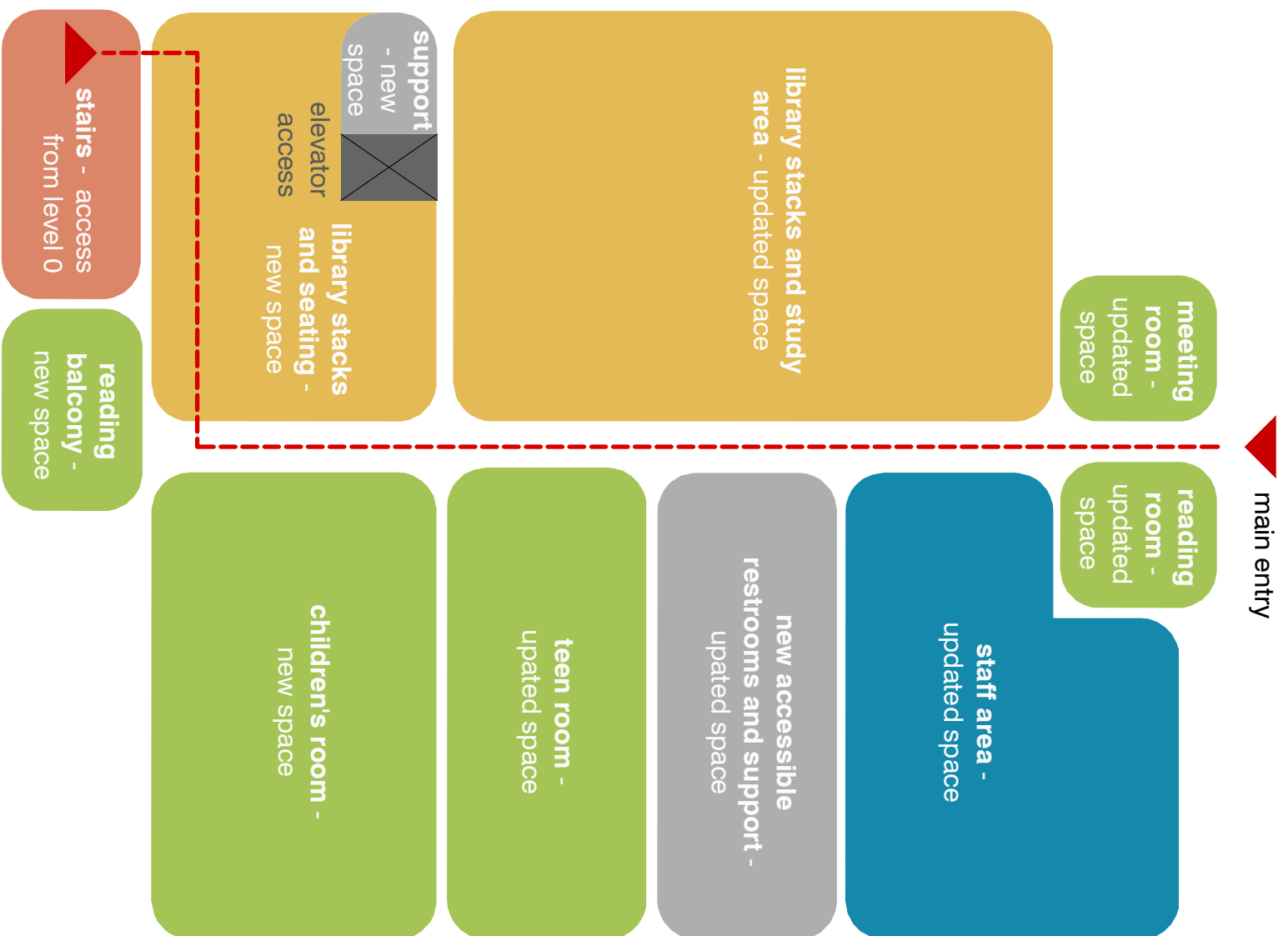


**CITY OF SIERRA MADRE**  
**LIBRARY**  
 Furniture Scheme  
 Town Hall

# PROGRAM DIAGRAMS

## LIBRARY PROGRAM USE TYPES

- LIBRARY STACK AREA
- COMMUNITY SPACE
- ARCHIVE
- FRIENDS OF LIBRARY
- STAFF WORK AREA
- PROGRAM/STUDY SPACE
- SUPPORT SPACE



# FLOOR PLANS

## LIBRARY PROGRAM USE TYPES

- LIBRARY STACK AREA
- COMMUNITY SPACE
- ARCHIVE
- FRIENDS OF LIBRARY
- STAFF WORK AREA
- PROGRAM/STUDY SPACE
- SUPPORT SPACE



# STICKY NOTE INSIGHTS

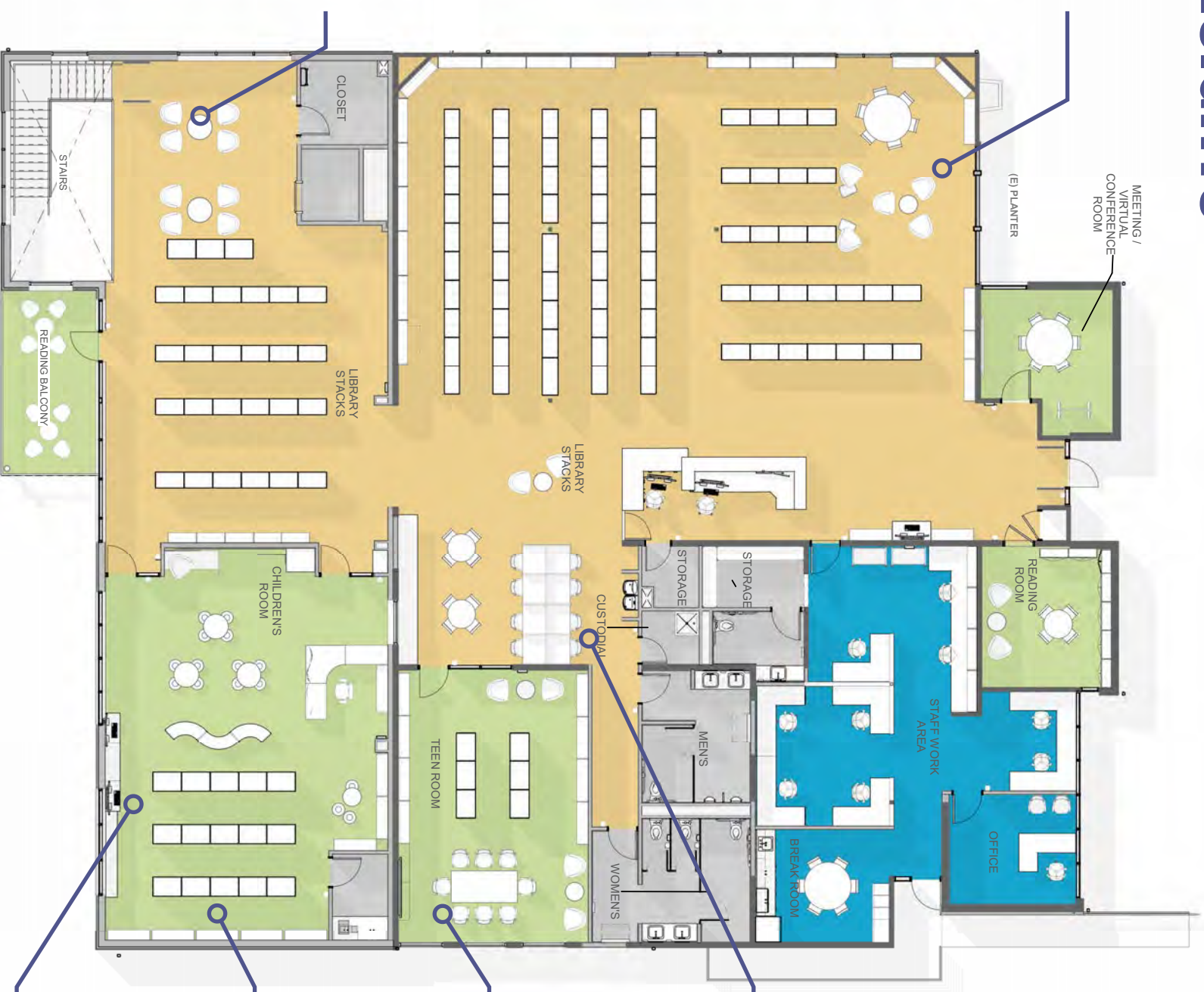
# FLOOR PLANS

1. Which type of seating do you prefer for reading and relaxation?

- Soft lounge chairs
- Standard chairs with cushions
- Bean bags or casual seating
- Reclining chairs

2. How important are built-in outlets and charging stations in furniture?

- Very important – we need more!
- Somewhat important – a few in key areas is enough
- Not important – people can bring their own chargers



## LIBRARY PROGRAM USE TYPES

- LIBRARY STACK AREA
- COMMUNITY SPACE
- STAFF WORK AREA
- SUPPORT SPACE

3. What type of study spaces should we prioritize?

- Individual study carrels for quiet work
- Large shared tables for group study
- Booth-style seating for privacy
- Mixed options throughout the library

4. For the teen section, what's the most important feature?

- Comfortable lounge seating
- Group workspaces
- Tech-friendly furniture (built-in outlets, charging stations)

5. What kind of furniture should be prioritized for the children's area?

- Small tables and chairs
- Soft seating (cushions, bean bags)
- Interactive furniture (kid-friendly desks, play areas)

6. Should we include sensory-friendly furniture for individuals with sensory sensitivities?

- Yes, definitely
- Maybe

Level 1

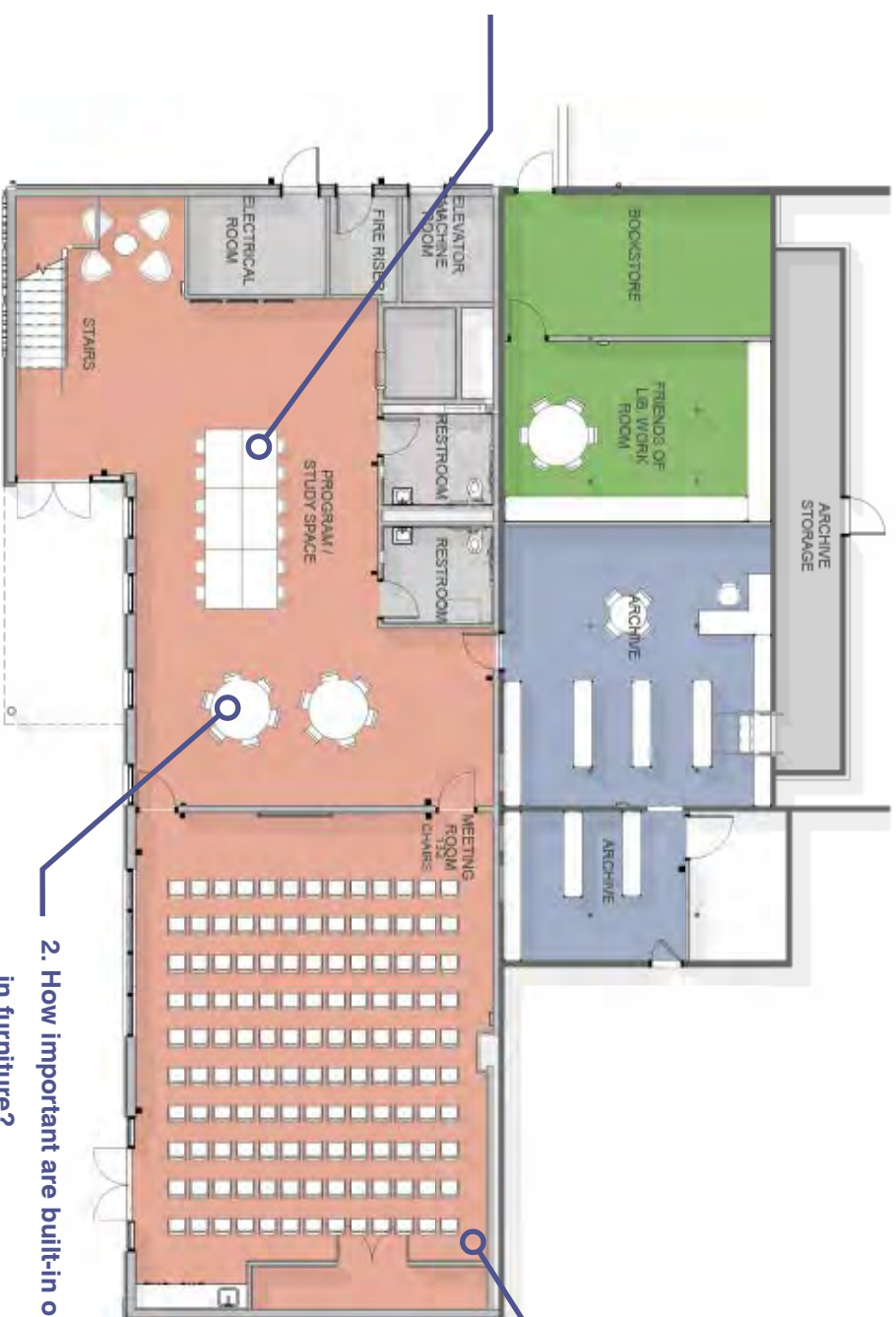


## LIBRARY PROGRAM USE TYPES

- ARCHIVE
- FRIENDS OF LIBRARY
- PROGRAM/STUDY SPACE
- SUPPORT SPACE

7. Should we include standing desks or adjustable-height tables?

- Yes, for more ergonomic options
- No, traditional desks are fine
- A mix of both



8. Would you be interested in tables if so which features are most important?

- Small or large
- Round or Rectangular
- Movable on casters

2. How important are built-in outlets and charging stations in furniture?

- Very important – we need more!
- Somewhat important – a few in key areas is enough
- Not important – people can bring their own chargers

Level 0

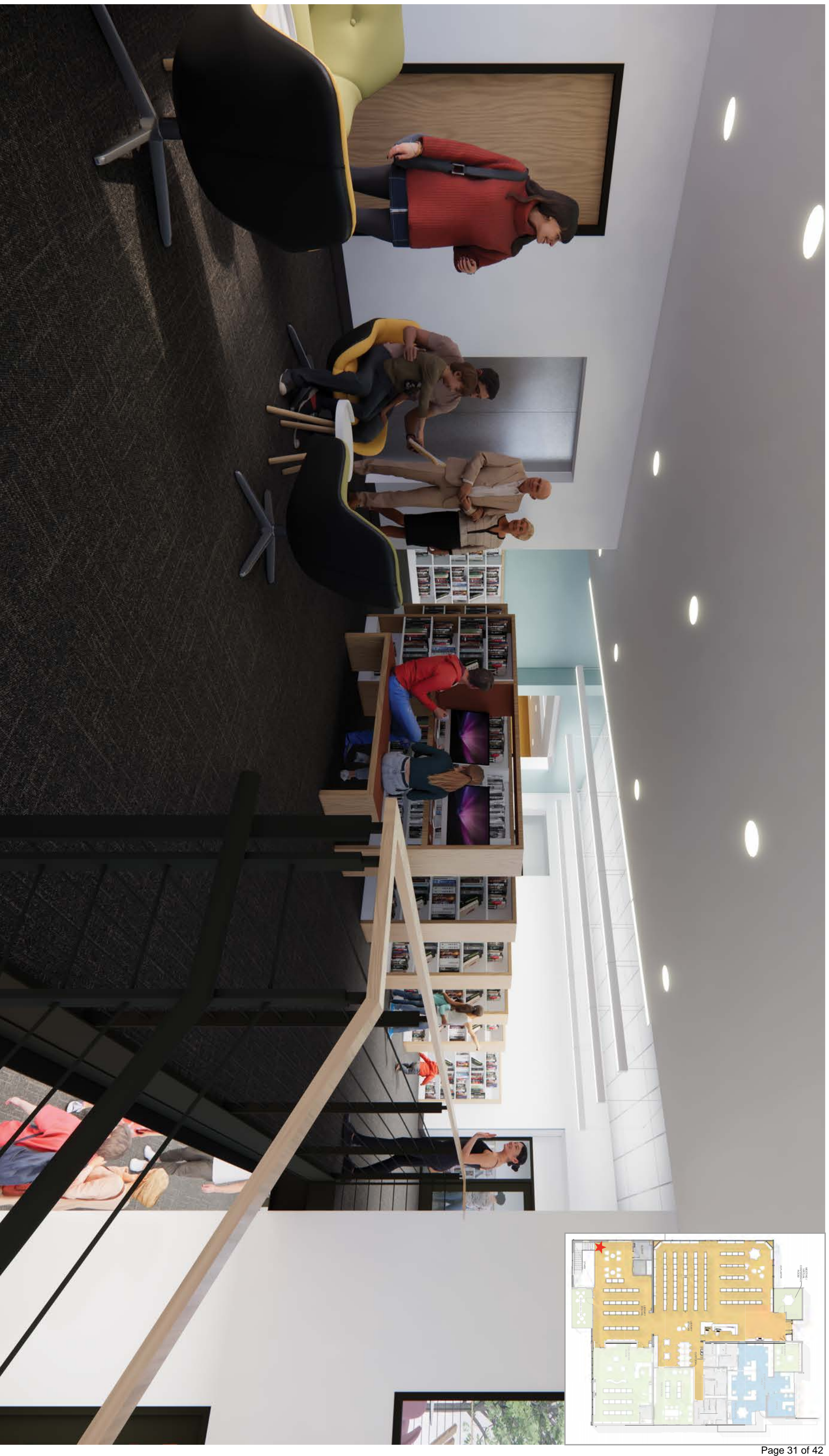


NORTH

# MAIN CIRCULATION DESK



# VIEW FROM TOP OF STAIR



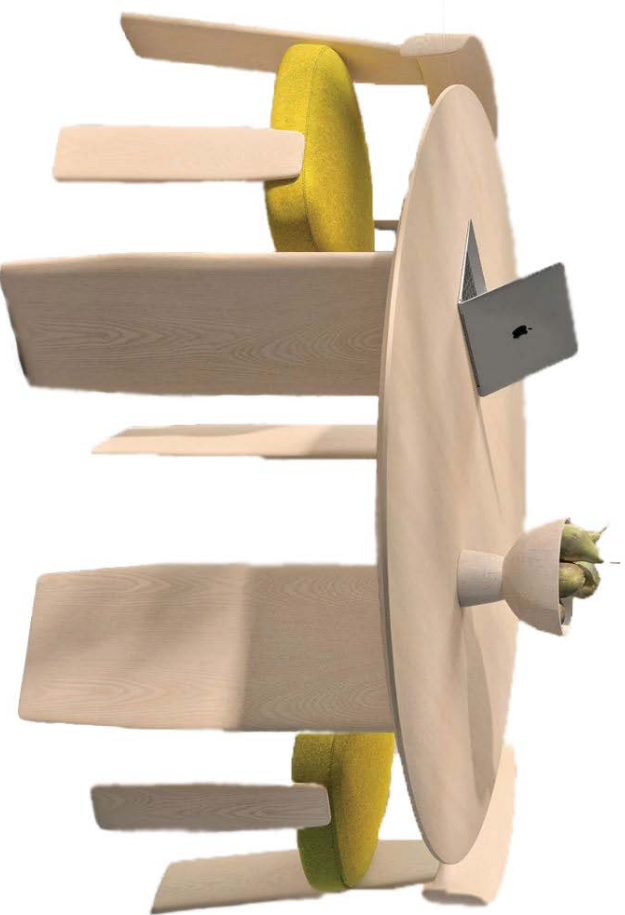
## 1. Which type of seating do you prefer for reading and relaxation?

- Soft lounge chairs
- Standard chairs with cushions
- Bean bags or casual seating
- High Back or Mid Back



## 2. How important are built-in outlets and charging stations in furniture?

- Very important – we need more!
- Somewhat important – a few in key areas is enough
- Not important – people can bring their own chargers

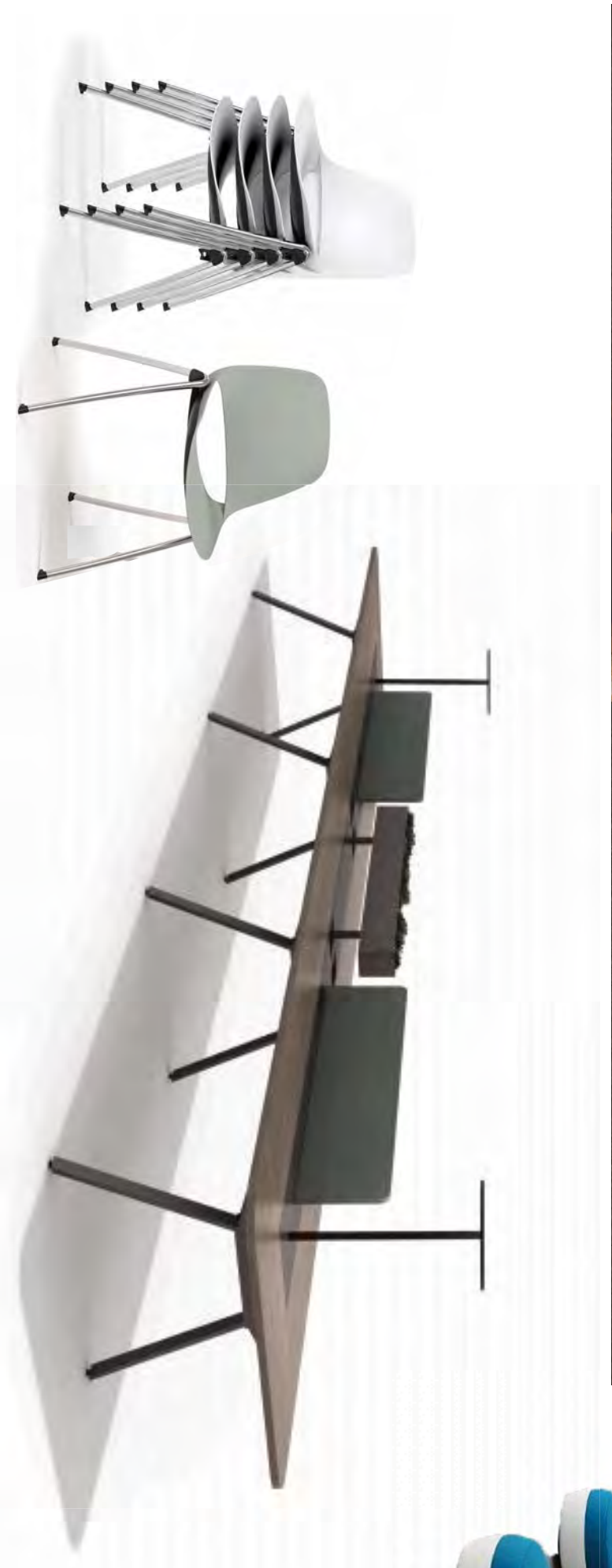






### 3. What type of study spaces should we prioritize?

- Individual study carrels for quiet work
- Large shared tables for group study
- Booth-style seating for privacy
- Mixed options throughout the library



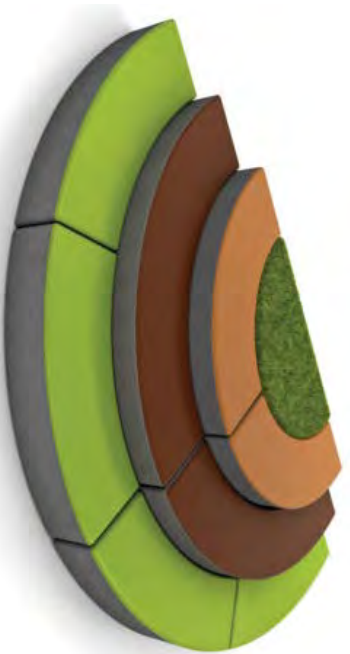
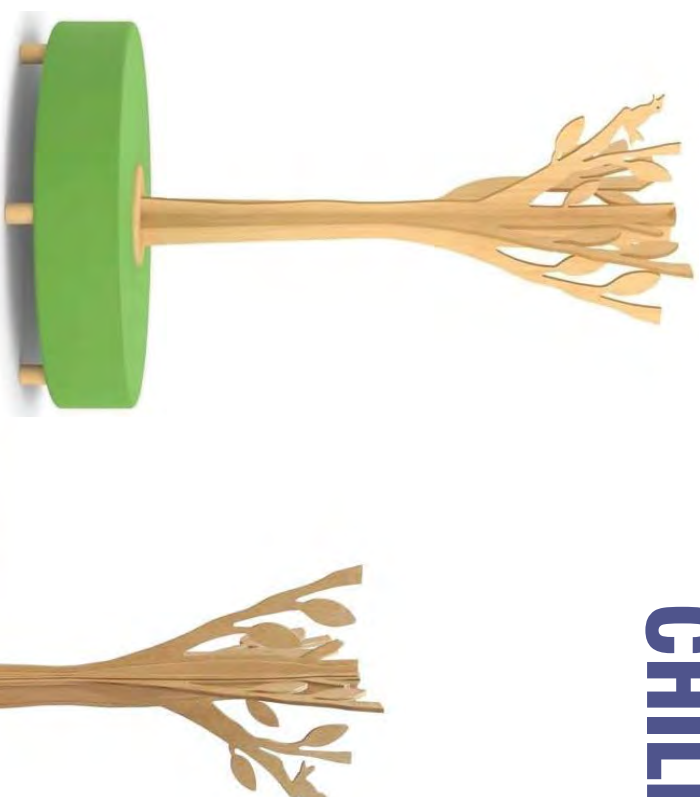


#### 4. For the teen section, what's the most important feature?

- Comfortable lounge seating
- Group workspaces
- Tech-friendly furniture (built-in outlets, charging stations)



# CHILDREN'S ROOM



5. What kind of furniture should be prioritized for the children's area?

- Small tables and chairs
- Soft seating (cushions, bean bags)
- Interactive furniture (kid-friendly desks, play areas)

6. Should we include sensory-friendly furniture for individuals with sensory sensitivities?

- Yes, definitely
- Maybe

# LOWER LEVEL ENTRY

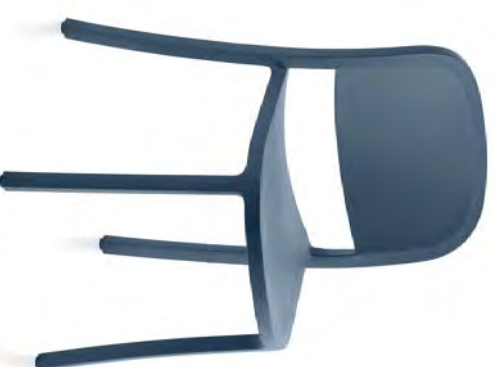
7. Should we include standing desks or adjustable-height tables?

- Yes, for more ergonomic options
- No, traditional desks are fine
- A mix of both



2. How important are built-in outlets and charging stations in furniture?

- Very important – we need more!
- Somewhat important – a few in key areas is enough
- Not important – people can bring their own chargers



# COMMUNITY MEETING ROOM



8. Would you be interested in tables if so which features are most important?

- Small or large
- Round or Rectangular
- Movable on casters



# STORY TIME CASEWORK



# LIBRARY ENTRY



# SECTION THROUGH NEW ADDITION





1. Which type of seating do you prefer for reading and relaxation?

- Soft lounge chairs
- Standard chairs with cushions
- Bean bags or casual seating
- Reclining chairs

4. Would you be interested in tables if so which features are most important?

- Small or large
- Round or Rectangular
- Movable on casters

2. How important are built-in outlets and charging stations in furniture?

- Very important – we need more!
- Somewhat important – a few in key areas is enough
- Not important – people can bring their own chargers

3. What type of study spaces should we prioritize?

- Individual study carrels for quiet work
- Large shared tables for group study
- Booth-style seating for privacy
- Mixed options throughout the library

4. For the teen section, what's the most important feature?

- Comfortable lounge seating
- Group workspaces
- Tech-friendly furniture (built-in outlets, charging stations)

2. How important are built-in outlets and charging stations in furniture?

- Very important – we need more!
- Somewhat important – a few in key areas is enough
- Not important – people can bring their own chargers

4. Should we include standing desks or adjustable-height tables?

- Yes, for more ergonomic options
- No, traditional desks are fine
- A mix of both

5. What kind of furniture should be prioritized for the children's area?

- Small tables and chairs
- Soft seating (cushions, bean bags)
- Interactive furniture (kid-friendly desks, play areas)

6. Should we include sensory-friendly furniture for individuals with sensory sensitivities?

- Yes, definitely
- Maybe

# ESK

316 west second street, penthouse | los angeles, ca 90012 | 702.456.3000 | tska.com