



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, October 27, 2025

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

PLEDGE OF ALLEGIANCE

Diane Sands

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from September 22, 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: \$976.82, \$130.00, \$664,143.94, \$3,533.98, \$23,343.42
2. **Library Statistics** – Recommendation to receive and file September 2025 Statistical Reports.
3. **Library Board Meeting Schedule FY 25/26** – Recommendation to cancel November 24, 2025 and December 22, 2025 meetings as they fall on a Monday prior to a holiday. Recommendation to also move the May 25, 2026 Board Meeting to Tuesday, May 19, 2026 due to the Memorial Day holiday.
4. **Library Holiday Closure Schedule 2026** – Recommendation to approve the Library’s holiday closure schedule for 2026.

ACTION ITEMS AND REPORTS

1. Green Teens Program Update

City Librarian Leila Regan will update the Board on the Green Teens programs and their work with the Teen Garden. No action required.

2. Teen Commissioner Discussion

City Librarian Leila Regan will start discussions regarding the City’s Teen Commissioner Initiative. It is recommended the Library Board of Trustees provide guidance.

3. Library Reopening & Ribbon Cutting Ceremony Discussion

City Librarian Regan to open discussions on the Reopening & Ribbon Cutting Ceremony happening Saturday, June 6, 2026, at 440 W Sierra Madre Blvd. It is recommended the Library Board of Trustees provide guidance, suggestions, and comments.

4. Furniture, Fixtures, and Equipment (FF&E) Update

City Librarian Regan to update Library Board of Trustees on the FF&E procurement process. No action required.

5. 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. It is recommended to have a discussion and present additional questions for the next meeting.

6. Library Foundation Update and Discussion

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

7. Sierra Madre Historical Preservation Society Report

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

8. 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.

9. City Council Liaison Report

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

10. Trustees Updates

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

11. City Librarian Report

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

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 November 24, 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, September 22, 2025

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

Absent: Trustee Gallagher

Meeting called to order at 5:01 PM

PLEDGE OF ALLEGIANCE

Trustee Palmer led the Pledge of Allegiance

APPROVAL OF AGENDA

Trustee Sands moved to approve the Agenda

Trustee Palmer seconded

All were in favor

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from August 25, 2025, meeting.

Trustee Sands corrected spelling of the name in the Historical Society Report from "John Bode" to "John Fode" name correction.

Trustee Adde moved to approve as amended

Trustee Palmer 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: \$29,797.31, \$812,178.06, \$6,719.03, \$330.75

Questions/Comments:

Trustee Adde asked about the \$29,000 switchgear amount
City Librarian Regan explained it is for construction at 440

- 2. Library Statistics** – Recommendation to receive and file August 2025 Statistical Reports.

Questions/Comments:

Trustee Sands asked about the diminished circulation in August from last year.
City Librarian Regan replied it was likely due to lack of programming in August and therefore, less foot traffic

A motion was not received nor is required for receive and file items.

ACTION ITEMS AND REPORTS

1. Summer Reading Program Presentation

Youth Services Librarian, Doreen Thomas presented on the 2025 Summer Reading Program. No action was required. Thomas shared a PowerPoint of the many fun and well attended programs this summer, despite the continued challenge of no programming space at the temporary Library. Some of the programs and events were:

- Summer Reading Kickoff with Thor's Reptiles with over 200 attendees at Sierra Vista Park.
- Three Summer Science Workshops, funded by the Sierra Madre Community Foundation, were all at capacity.
- The Bubble Party with Bubblemania event at Memorial Park and included Hope the miniature horse, and face painting by Trustee Sands and Trustee Gallagher.
- The Library was represented at the 4th of July Parade by the Trustees, Friends, and City Librarian Regan.
- The last program of the summer was the favorite Stuffed Animal Sleepover, which included teen volunteers, who helped create the photo sessions of the Stuffed Animal shenanigans during their sleepover at the Library.

Thomas reported there were a total of 68 programs over the summer with 2,387 people in attendance. The passive programs were enjoyed by 403 participants. The Summer Reading Program had a total of 416 participants. Of those, 105 kids also completed the Challenger level reading program and 129 of the participants completed the Operation Support Local. There were a total of 36 Teens who volunteered a very helpful 524 hours! Thomas thanked everyone who participated and volunteered.

Questions/Comments:

Trustee Adde noted the teen volunteers were assertive with signing people up, and it was great.

2. Library Reopening & Ribbon Cutting Ceremony Discussion

City Librarian Regan opened a discussion on the Reopening & Ribbon Cutting Ceremony happening Saturday, June 6, 2026, at 440 W Sierra Madre Blvd. She provided a tentative schedule and food costs and asked for input.

Discussion/Questions/Comments:

City Librarian has sent out a “save the date” email to potential speakers.

A plaque for commemorating the opening of the building, with a list of people/organizations involved was suggested.

Trustee Sands suggested finding a Gabrielino contact and Trustee Adde suggested getting a contact from Altadena Library Director. Chair Gluck mentioned she could ask Nikki/Altadena Director.

City Librarian Regan will contact Sierra Madre Music and mentioned the puzzle event will be run by Librarian Chelsea Lee. She has not been able to contact the Ice Princess.

Trustee Adde asked what kind of publicity trustees should be doing now and Regan replied none until January 2026. They can use the Save the Date flyer for now.

Trustee Palmer volunteered to help with the Puzzle event.

Trustee Sands volunteered for managing the Coffee for the day of the event.

Trustee Adde will contact Alex at Syndicate and will also ask Mary Tumilty’s daughter to speak at the Grand Reopening.

3. Furniture, Fixtures, and Equipment (FF&E) Update

City Librarian Regan updated Trustees on the FF&E procurement process. No action was required. Regan included in the agenda packet: an FF&E list of items by room which included prices; Pro Forma Invoices and Quotations from Yamada for shelving; Electric Fireplace Depot Invoice; Laptops Anytime Quote; FE Technologies RFID Proposal; and West Coast Arborists Proposal for the 2 benches and 3 live edge slabs from the Library oak tree. The estimated costs are a little over \$1 Million and equals the estimated amounts raised so far. So right now we are ok with FF&E. Regan reported there are some additional things to be ordered and fundraised for (like signage and the drive-up book drop). Direct purchases that don’t have to be there for the opening can be procured later. We have \$695,000 from the Friends (broken up into \$400,000 from the Mary Tumilty Fund, \$150,000 from the Partners, and \$145,000 from general Friends fund); \$315,000 raised by the Library Foundation; \$100,000 from the Hoffman Technology Grant (managed by the Foundation); and \$125,000 from the Robert A. Day Trust, managed by the Library.

Questions/Comments:

Chair Gluck wanted confirmation the Library is able to open with the existing FF&E that has been quoted/invoiced. She also asked if we will have to reduce any of the quotes/invoices?

City Librarian Regan confirmed we can open with the current FF&E being ordered and that the previous possible cuts do not have to be made at this time. She secured 60 day net invoicing for the larger invoice, which helps delay the payment dates.

Trustee Adde asked if the \$315,000 from the Foundation includes the Hoffman Technology grant and Regan replied it does not. The \$100,000 Hoffman Technology grant is in addition to the \$315,000 Foundation funds.

4. Library Construction Project Ad Hoc Committee

Trustee Sands reported on the most recent Library Construction Project Ad Hoc Committee meeting. Sands shared notes from Nathan of Vertex: roof is complete, HVAC in the new build is in, siding is on, bathrooms are tiled, they are finishing new ducts, fire water line, planning to connect to City water and fire main. Still running about 39 days behind but will be finishing on time based on the newer timeline. Below budget but catching up. There have been nominal change orders. Any leftover grant money will go to green space.

5. Library Foundation Update and Discussion

An update on the Library Foundation's current membership and fundraising was given by Dawn Denison. No action was required. Denison reported the Foundation's \$20,000 match event was met within 20 days for a total of \$40,000, thanks to Bill Patzert's original \$20,000 donation. Then two donors stepped up and wanted to put in \$15,000 so we could rally longer for a total of \$70,000. Special thanks to Kelly Kriebs as she was one of those donors. The Match Challenge will end October 15. We are about 80% fundraised. Had lots of social media and email campaigns. Foundation is working on grants. They submitted a T-Mobile grant for \$50,000. They are continuing to find grants and are continuing donor cultivation. Coming up on Wednesday, October 15th from noon to 10pm, is the Handel's Ice Cream fundraiser. Handel's will donate 20% from the event. October 16th will be the next Money & Mingle, at the Library.

6. Sierra Madre Historical Preservation Society Report

Leslie Ziff reported for the Sierra Madre Historical Preservation Society. No action was required. Ziff met Michael Bruckner, the new city manager, he loves history and came up to visit the museums. She met with Rotary to collaborate on the cemetery tour. Trustee Sands mentioned tomorrow night at 6pm there is a talk about the Sierra Madre Villa Hotel by John Fode. They will have a booth at the Mt. Wilson Trail Race. Will highlight Charlie Bell at the race. October 11th is the memorial for Charlie Bell, with entertainment and refreshments. Kiwanis is having their annual Chili Cook-off on Saturday, October 11. Cemetery tour is Saturday, November 8th. They are not doing the bookmark contest. They will sponsor the next bookmark contest. SMHPS wants to participate in the Grand Reopening near the Archives dressed as City historical figures. Fran Powell who was an educator passed away and left \$1,500 for Library garden identification signs. The Winter Festival will be Saturday, December 6, from 12:00 PM to 8:00 PM.

7. Friends of the Library Liaison Report

President Jeanne Martin reported for the Friends of the Library. No action was required. The Wine Tasting has been postponed to Saturday, February 7, 2026. They are meeting to continue making plans for that. Jill Franks is working on a new logo. They are visiting the Pasadena Used Book Store on October 6th. Looking at a brochure from South Pasadena Used Book Store. Needs to write a piece for the Newsletter, wants to promote adult programs.

Questions/Comments:

City Librarian Regan mentioned the Friends and Partners are combining their contributions for the naming rights to the Children's Room. \$145,000 from Friends general funds and \$150,000 from Partners funds.

8. City Council Liaison Report

Mayor Pro Tem Kristine Lowe gave an update on City Council. No action was required. City Council meeting is tomorrow. She asked for any Friends, Foundation, SMHPS events to be sent to Laura Aguilar so the Mayor can announce them at City Council. Lowe mentioned up to two Student Commissioners can join the board! It looks good on student resume/college applications. We want you to push the scavenger hunt to include the historical preservation society. We want to encourage the Historical Society to be more involved.

Questions/Comments:

Trustee Gluck asked if we could add Youth Commissioners to our next agenda, or if it is too late. Mayor Pro Tem replied it's not too late, there is no due date for the Youth Commissioners. Trustee Adde suggested we look in the Sierra Madre history book that Michelle Zack wrote for the scavenger hunt ideas.

9. Trustees Updates

Trustee Palmer – This Saturday, September 27th is the SMCF Whiskey & Wine Event, it is the 25th Anniversary. SME is going to have a new elective a Community Service Project on the first Friday of every month to promote civil mindedness.

Trustee Sands said it's been quiet last month. She said next year the Historical Society will do something around June because it will be 100 years since Lizzie signed the lease in June 1926! Did have a conversation with a grandson of Lizzie. He is not a history buff, doesn't travel, and will not join us for the 100 year celebration.

Trustee Adde attended City Council meeting and wanted to give kudos to the City Librarian for their annual report, she said it included so much and was incredible. Chamber mixer was at the BAG. She attended City Council in person to hear Rob Stockly's report on the Library Foundation and it was fabulous. She attended the Foundation meeting. She did a social media post in support of Foundation donations and updated her social media to support Foundation as well.

Chair Gluck went to the Foundation board meeting.

10. City Librarian Report

City Librarian Leila Regan reported on Library services since the last Board Meeting. She shared much of the Library happenings previously in this meeting. She announced upcoming programs (mentioned earlier in the meeting) such as Stitch & Share, Shelf Stories featuring the book, "The Sugar Queen", Sip & Shush at RT Rogers. Friends Book Sale is October 3 and 4th. There'll be one more Book Sale in December at the Temporary Library.

Questions/Comments:

Trustee Adde asked where the Book Sale books are being kept?

City Librarian replied they are at the Temporary Library and in the onsite shipping container.

Trustee Sands announced the history on the SMHPS website has been updated and corrected.

11. Items for Future Agenda

Additional items suggested for next agenda: Add Teen commissioners and Green Teens discussions. Continue ongoing FFE & Grand Reopening Discussions.

ADJOURNMENT

Trustee Adde moved to adjourn

Trustee Palmer seconded

All were in favor

Meeting was adjourned at 6:40 PM



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	09/10/2025	Regular	0.00	976.82	71042
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		
INV041880	Invoice	08/15/2025	LR - SELF DEFENSE TRAINING	0.00	108.00	
10000.90000.53402			CONFERENCE & MEETING		108.00	
INV041881	Invoice	08/12/2025	LR - EMPLOYEE APPRECIATION	0.00	43.66	
10000.90000.53999			OTHER PURCHASED SUPP...		43.66	
INV041882	Invoice	08/13/2025	LR - SMART & FINAL	0.00	169.04	
39006.90000.53999			OTHER PURCHASED SUPP...		169.04	
INV041883	Credit Memo	08/11/2025	LR - KNITTING PROGRAM SUPPLIES - CRED...	0.00	-17.64	
39006.90000.53999			OTHER PURCHASED SUPP...		-17.64	
INV041884	Invoice	08/07/2025	LR - OCTOBER PROGRAM SUPPLIES	0.00	28.71	
39006.90000.53999			OTHER PURCHASED SUPP...		28.71	
INV041885	Invoice	08/07/2025	LR - PUZZLES AND GAMES	0.00	27.59	
39006.90000.53999			OTHER PURCHASED SUPP...		27.59	
INV041886	Invoice	08/06/2025	LR - CLA: MEMBERSHIP RENEWAL - DEBBIE...	0.00	40.00	
10000.90000.53409			MEMBERSHIP/DUES/SUB...		40.00	
INV041887	Invoice	07/25/2025	LR - PROGRAM SUPPLIES	0.00	205.48	
39006.90000.53999			OTHER PURCHASED SUPP...		205.48	
INV041888	Invoice	07/31/2025	LR - PROGRAM SUPPLIES	0.00	2.49	
39006.90000.53999			OTHER PURCHASED SUPP...		2.49	
INV041889	Invoice	07/24/2025	LR - DEEP FREEZE ANNUAL RENEWAL	0.00	189.00	
10000.90000.53103			COMPUTER SUPPLIES		189.00	
INV041890	Invoice	07/24/2025	LR - EMPLOYEE APPRECIATION	0.00	37.85	
10000.90000.53999			OTHER PURCHASED SUPP...		37.85	
INV041891	Invoice	07/22/2025	LR - KNITTING PROGRAM SUPPLIES	0.00	17.64	
39006.90000.53999			OTHER PURCHASED SUPP...		17.64	
INV041892	Invoice	07/17/2025	LR - ARCHIVE TRAINING: DEBBIE ROBERTS...	0.00	125.00	
10000.90000.53402			CONFERENCE & MEETING		125.00	
Total Regular:					976.82	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	13	1	0.00	976.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	13	1	0.00	976.82

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2025	976.82
			<hr/>
			976.82

Chair

Trustee

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City of Sierra Madre, CA

Check Register

Packet: APPKT08274 - LIB FY24/25 9/23/25

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						
0425	WILLDAN ASSOCIATES	09/23/2025	Regular	0.00	130.00	71132
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
002-33872	Invoice	06/02/2025	5/16/25 LIB PROJECT FIRE PLAN CHECK SE...	0.00	130.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...		5/16/25 LIB PROJECT FIRE ...	130.00	
Total Regular:					130.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	130.00
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	130.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2025	130.00
			<hr/>
			130.00

Chair

Trustee

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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						
VEN04448	AMG AND ASSOCIATES INC	09/23/2025	Regular	0.00	587,675.58	71133
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
AP11	Invoice	08/31/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 8...	0.00	618,605.88	
29007.90000.56010			IMPROVEMENTS O/T BUI...		618,605.88	
AP11 RET	Credit Memo	08/31/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 8...	0.00	-30,930.30	
29007.00000.23500			RETENTION PAYABLE		-30,930.30	
VEN04396	BRAINFUSE LLC	09/23/2025	Regular	0.00	3,070.00	71134
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
2014156	Invoice	08/20/2025	BRAINFUSE - Online Instruction 2025-2026	0.00	3,070.00	
39006.90000.53406			BOOKS AND REFERENCE		3,070.00	
VEN04206	CHELSEA LEE	09/23/2025	Regular	0.00	3.36	71135
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV041969	Invoice	09/23/2025	REIMB: SMART & FINAL - FUEL	0.00	3.36	
10000.90000.53404			MILEAGE REIMBURSEME...		3.36	
0201	EBSCO	09/23/2025	Regular	0.00	5,348.00	71136
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
91011029967	Invoice	08/29/2025	Online Database - MasterFile Complete 20...	0.00	5,348.00	
39006.90000.53406			BOOKS AND REFERENCE		5,348.00	
VEN04271	GEOCON WEST INC	09/23/2025	Regular	0.00	775.00	71137
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
725070129	Invoice	08/08/2025	LIBRARY GEOTECHNICAL CONSULTING 7/1...	0.00	775.00	
29007.90000.56010			IMPROVEMENTS O/T BUI...		775.00	
1817	SOUTHERN CALIFORNIA LIBRARY CO	09/23/2025	Regular	0.00	2,336.00	71138
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1661	Invoice	07/01/2025	SCLC and CALIFA CONSORTIUM MEMBER...	0.00	2,336.00	
10000.90000.53409			MEMBERSHIP/DUES/SUB...		2,336.00	
VEN04349	THE VERTEX COMPANIES LLC	09/23/2025	Regular	0.00	42,426.00	71139
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
OPM 095074-17	Invoice	08/31/2025	AUG 2025 PROJ. MGMT. - LIBRARY IMPRO...	0.00	42,426.00	
29007.90000.56010			IMPROVEMENTS O/T BUI...		42,426.00	
VEN04209	TSK ARCHITECTS	09/23/2025	Regular	0.00	22,510.00	71140

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	
23-025.00-26	Invoice	09/05/2025	AUG 2025 ARCHITECTURAL & ENGINEERI...	0.00	22,510.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...		AUG 2025 ARCHITECTURAL...	22,510.00	

Total Regular: 664,143.94

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	8	0.00	664,143.94
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
	9	8	0.00	664,143.94

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2025	664,143.94
			<u>664,143.94</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT08294 - LIB MAN 10/14/25

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						
VEN04526	ELECTRIC FIREPLACES DEPOT	09/30/2025	Regular	0.00	3,533.98	71155
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
D8741	Invoice	08/27/2025	Electric Fireplace for Library Remodel	0.00	3,533.98	
39002.90000.53999		OTHER PURCHASED SUPP...			3,533.98	
Total Regular:					3,533.98	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	3,533.98
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	3,533.98

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2025	3,533.98
			<hr/>
			3,533.98

Chair

Trustee

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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

VEN04209 TSK ARCHITECTS 10/06/2025 Regular 0.00 23,343.42 71177

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
105621	Invoice	07/08/2025	FURNITURE SERVICES - FF&E for LIBRARY ...	0.00	16,968.42
60001.83200.56010		IMPROVEMENTS O/T BUI...	FURNITURE SERVICES - FF...		16,968.42
105878	Invoice	08/12/2025	FURNITURE SERVICES - FF&E for LIBRARY ...	0.00	2,550.00
60001.83200.56010		IMPROVEMENTS O/T BUI...	FURNITURE SERVICES - FF...		2,550.00
106202	Invoice	09/05/2025	FURNITURE SERVICES - FF&E for LIBRARY ...	0.00	1,275.00
60001.83200.56010		IMPROVEMENTS O/T BUI...	FURNITURE SERVICES - FF...		1,275.00
106512	Invoice	10/01/2025	FURNITURE SERVICES - FF&E for LIBRARY ...	0.00	2,550.00
60001.83200.56010		IMPROVEMENTS O/T BUI...	FURNITURE SERVICES - FF...		2,550.00

Total Regular: 23,343.42

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	1	0.00	23,343.42
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
	4	1	0.00	23,343.42

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2025	23,343.42
			<u>23,343.42</u>

Chair

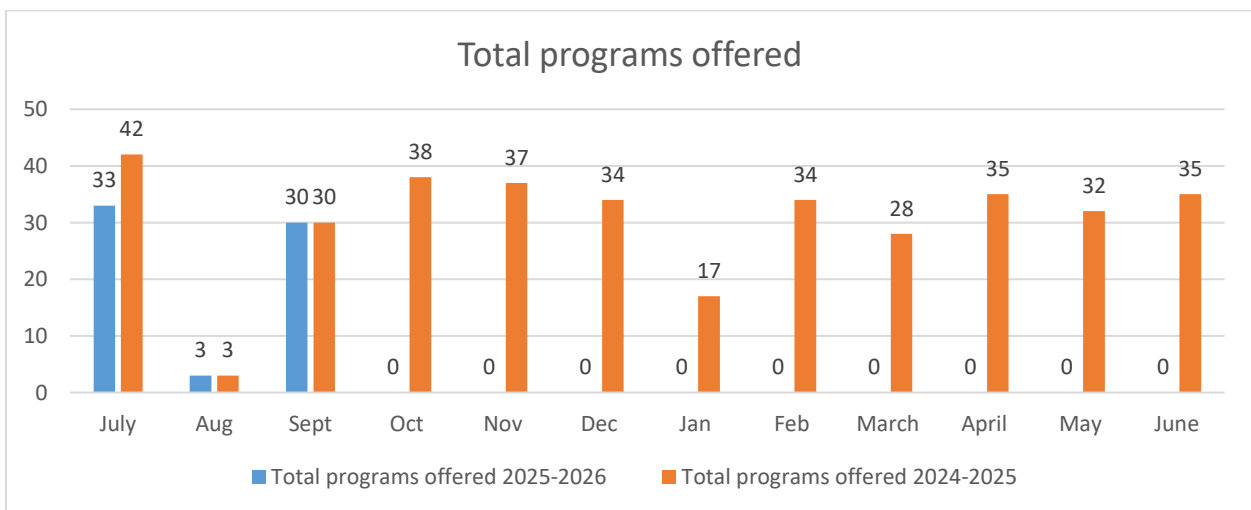
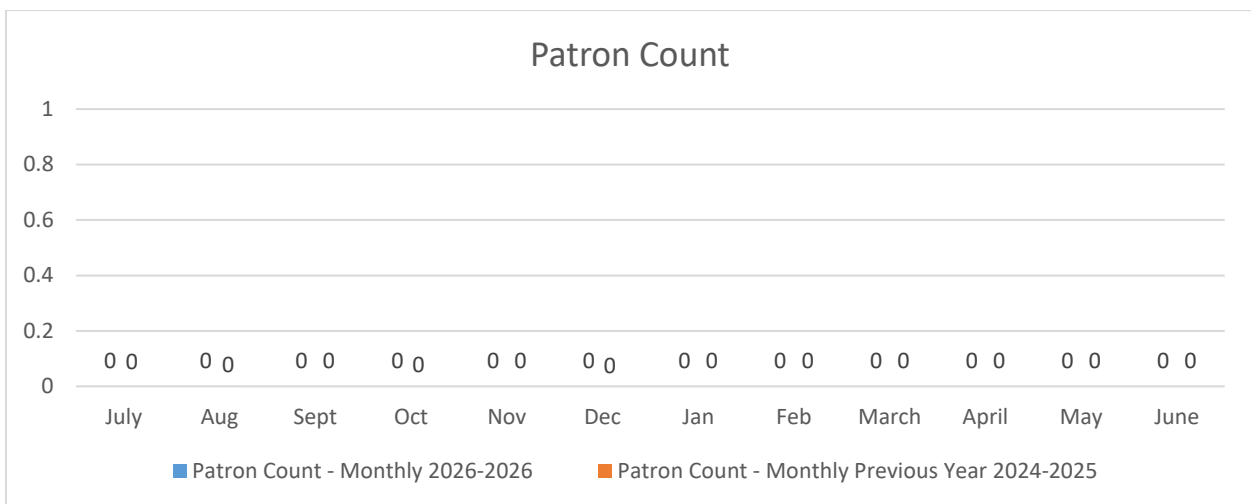
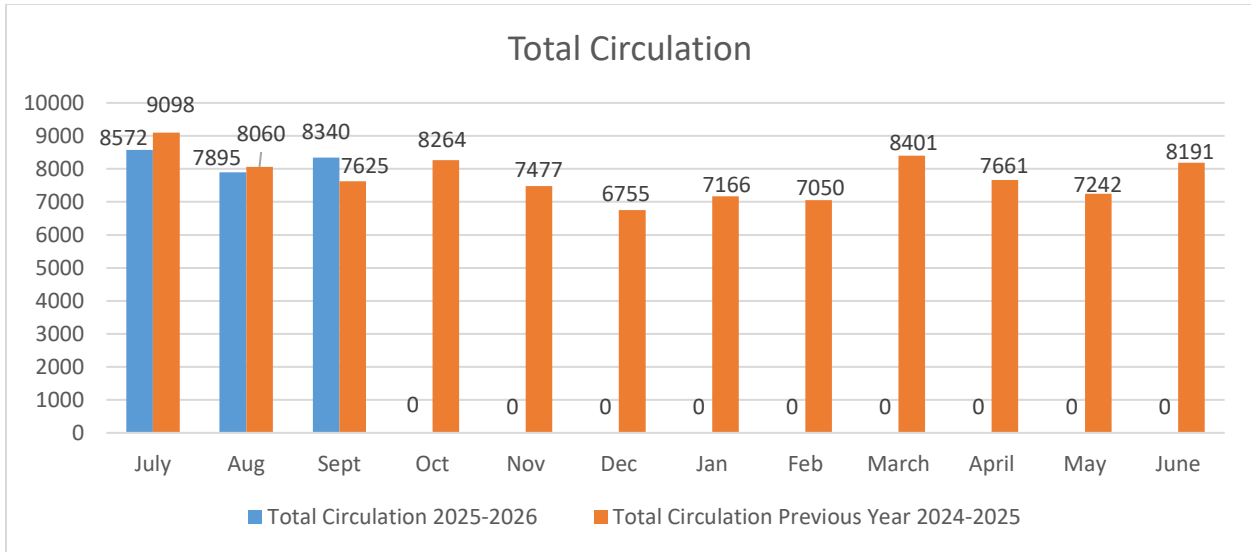
Trustee

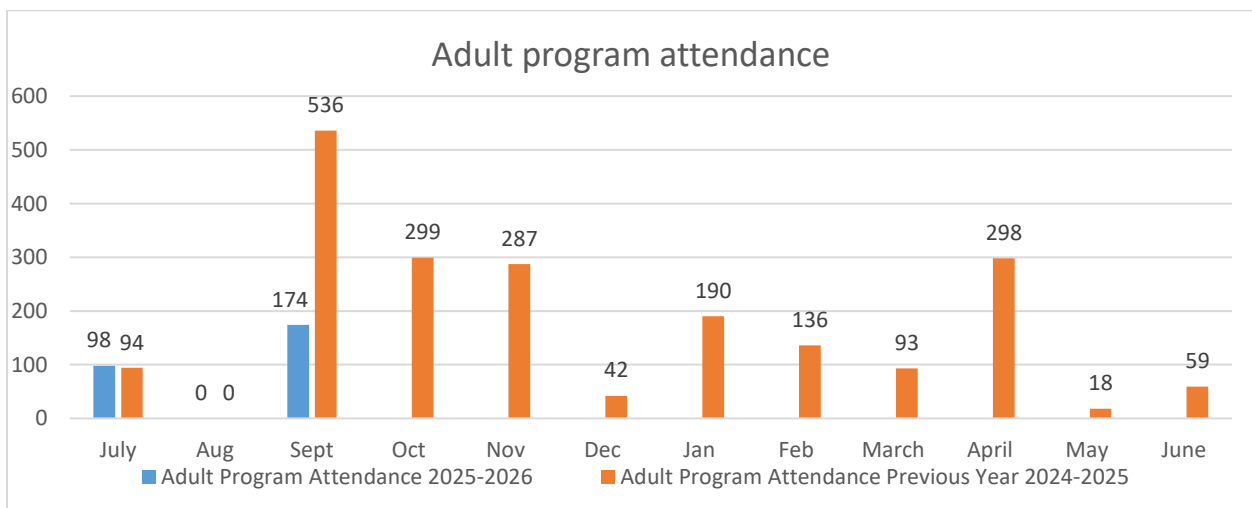
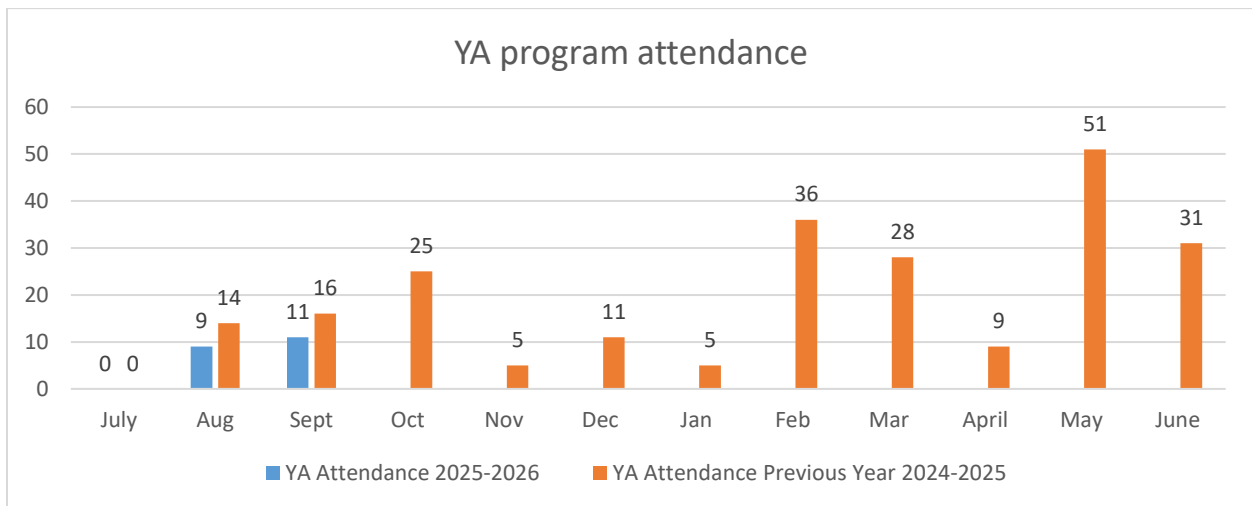
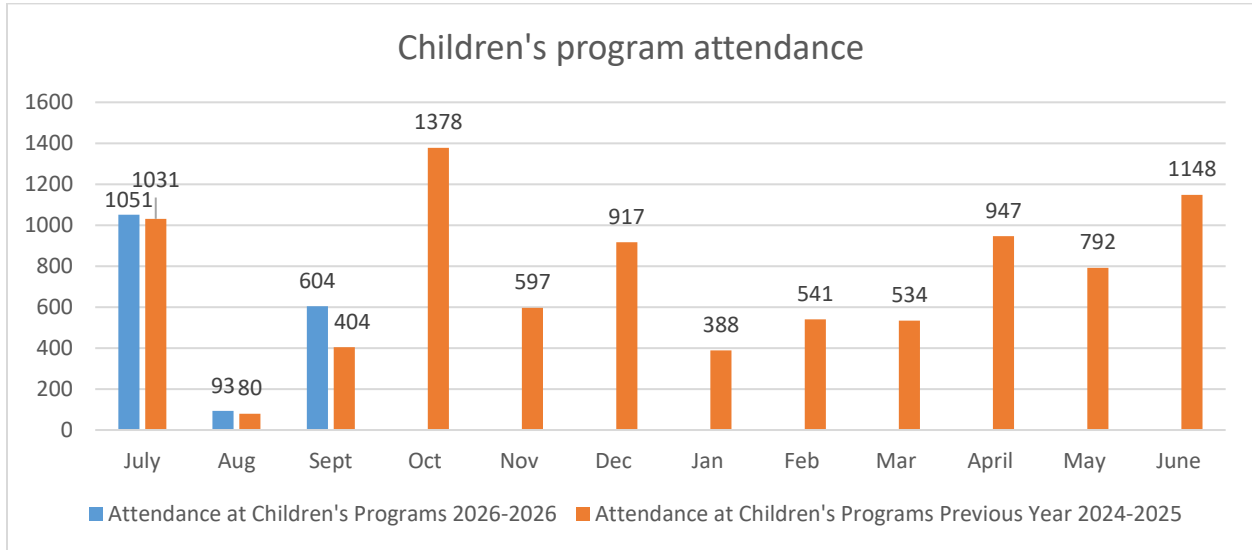
Trustee

Trustee

Trustee

September 2025 Library Statistics





September 2025 Online Content

In September, the Library had 30 social media posts with 9,265 reactions (likes/comments/views). Many were for the following:

- "Lost" Library Card
- 1, 2, 3 Baby & Me Workshop
- Digital Services Meet & Greet
- Baby Rhyme Time & Preschool Storytime
- Next Week at the Library
- Green Teens
- Sensory Play
- Sip & Shush
- Library TikTok - Don't Get Caught in the Photo
- Stitch & Share
- Tails & Tales
- Pajama Storytime
- National Voter Registration Day
- 3D Printing Basics
- Shelf Stories Genre Book Club
- Library TikTok - Latino Heritage Fiesta Craft
- National Hobbit Day
- 1000 Books Before Kindergarten
- Perfectly Puzzled
- Library TikTok - Sweet Treat
- Save the Date
- Banned Books Week Photo Booth
- FOL Best Used Book Sale





Sierra Madre Public Library - Days Closed in 2026

Day / Date CLOSED	Holiday
Thursday, January 1, 2026	New Year's Holiday
Monday, January 19	Martin Luther King Jr. Day
Monday, February 16	Presidents' Day
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day – Closed Fridays
Monday, September 7	Labor Day
Monday, October 12	Indigenous Peoples' Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Holiday
Friday, November 27	Thanksgiving Holiday
Saturday, November 28	Holiday
Sunday, November 29	Closed Sundays
Thursday, December 24	Open 10am to 2pm City partial Holiday – 4 hours
Friday, December 25	Holiday – Closed Fridays
Saturday, December 26	Holiday
Sunday, December 27	Holiday – Closed Sundays
Monday, December 28	Holiday
Tuesday, December 29	Holiday
Wednesday, December 30	Holiday
Thursday, December 31	Holiday
Friday, January 1, 2027	Holiday – Closed Fridays

Sierra Madre Public Library Proposed Days Closed in 2026

Sierra Madre Public Library Grand Reopening & Summer Reading Kickoff Event

10:00 AM to 5:00 PM

10:00 – 11:00 AM: *Ribbon Cutting Ceremony*

Outside South Entrance

- Welcoming - City Manager Michael Bruckner
- Opening Remarks - City Librarian Leila Regan
- Presenters
 - Mayor Kristine Lowe
 - Former Assembly Member Chris Holden
 - Assemblymember John Harabedian
 - Congresswoman Judy Chu
 - State Senator Anthony Portantino
 - California State Librarian Greg Lucas
 - Los Angeles County Supervisor of “5th District” Kathryn Barger
 - Library Foundation President Rob Stockly
 - Friends of the Library President Jeanne Martin
 - Library Board of Trustee Chair Leigh Gluck
 - Former Library Board of Trustee Rich Procter
- Closing Remarks – City Librarian Leila Regan

11:00 AM – 1:00 PM: *Block Party*

- Coffee Stand by Syndicate? Coffee.Jpg? – start at 9:30 AM
- Airbrush Face Painting
- Balloon Animals – Contacted Steve Mings 10/21/2025
- Food (While Supplies Last) – Lord Empanada (Booked) \$1,326.00
 - Trustees will hand out food while supplies last:
 - 100 Pepperoni Pizza (Kids)
 - 100 Soychorizo (vendor recommended for vegan and they will still taste good after awhile)
 - 100 Spinach & Cheese (Vegetarian)
 - 100 Chicken (No Cheese)
 - 200 Birria Queso
- Fred Thomas as DJ/Sound System coordinator – Waiting on quote
- Photo Booth – Katie Trello – Sales@photoboothshoot.com – Waiting on quote
<https://www.instagram.com/photoboothshoot?igsh=MzRIODBiNWFIZA==>
 - Contacted 10/21/2025

11:00 AM: *Ribbon Cutting/Library Opens to the Public*

Outside South Entrance

11:00 AM: *Lion Dance (Booked - \$600)*

Outside South Entrance - SGVCCA (<http://www.sgvcca.org/>)

11:00 AM – 6:00 PM: *Passive Program: Scavenger Hunt in the Library*

11:00 AM – 6:00 PM: *Photo Booth: Nook (Passive)*

12:00 PM: *Summer Reading Kickoff Performer*

Community Meeting Room

1:00 PM: Sierra Madre Music Academy Showcase – Contacted Sierra Madre Music 10/21/2025
Community Meeting Room

1:00 – 3:00 PM: Ice Princess or Handel’s – Contacted Handel’s 10/21/2025
Parking Lot

3:00 – 5:00 PM: Puzzle Competition – Trustee Laura Palmer to Assist
Community Meeting Room

SAVE
the
DATE

Sierra Madre Public
LIBRARY

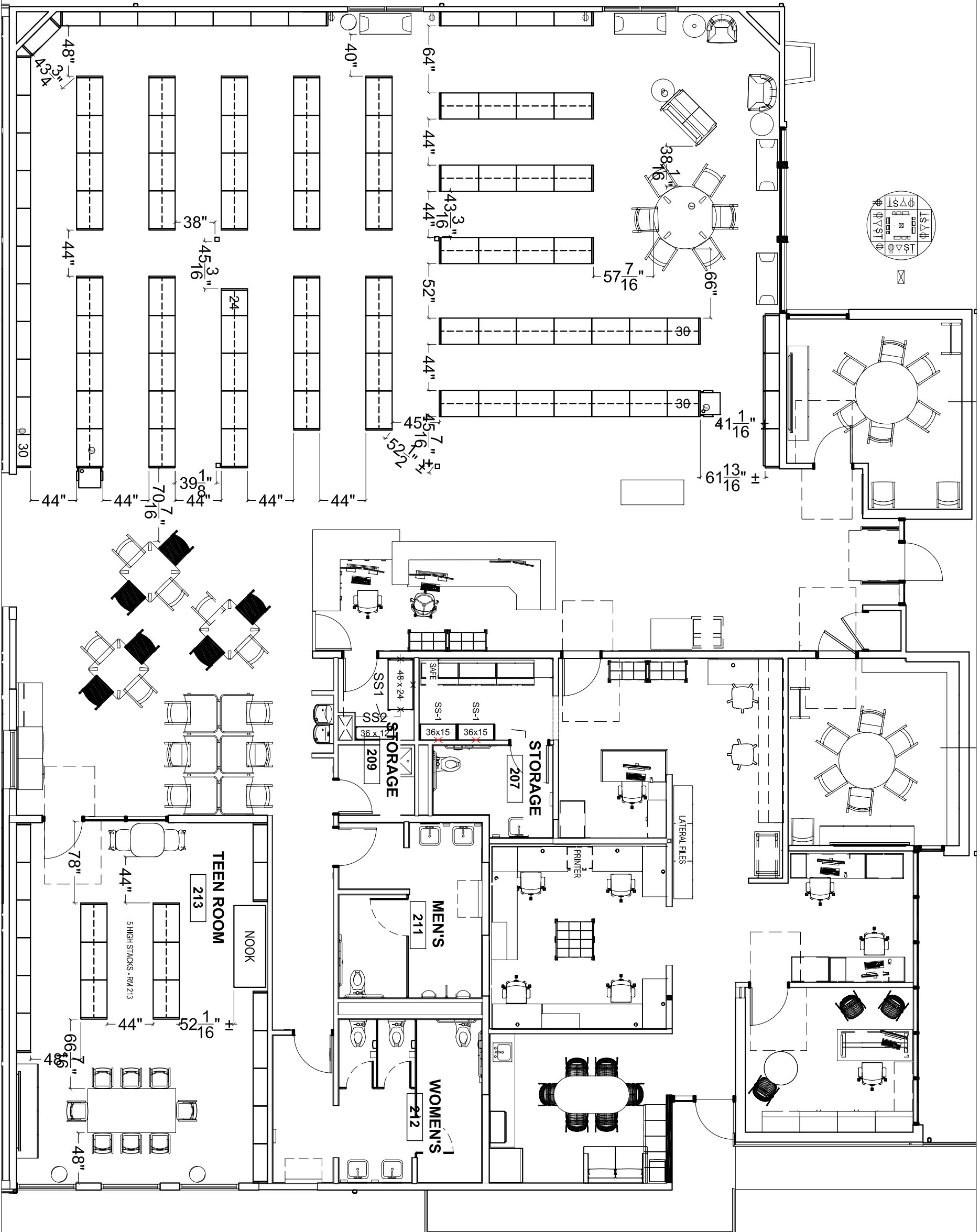
**GRAND REOPENING &
RIBBON CUTTING
CEREMONY**

**Saturday, June 6, 2026
10:00 AM**

**440 W Sierra Madre Blvd.
Sierra Madre, CA 91024**

*You're
Invited*

LEGEND	
	36\"W STACK
	30\"W STACK
	STEEL CANOPY TOP
	P.L. CANOPY TOP
	P.L. CANOPY TOP
	END PANEL
	FILLER
	SEISMIC FRAME



FIRST FLOOR PLAN (A)

SCALE: 1/8"=1'-0"

