



## **AGENDA**

### **LIBRARY BOARD OF TRUSTEES MEETING**

**Monday, July 24, 2023**

**5:00 PM**

**City Hall Council Chambers**

**232 W. Sierra Madre Boulevard**

**Sierra Madre, CA 91024**

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

---

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

---

#### **CALL TO ORDER / ROLL CALL**

Trustees Palmer, Gallagher, Adde, 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 June 26, 2023, meeting.

#### **COMMUNITY INPUT**

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda.

State legislation (Govt. Code Section 54954.2) limits the Board's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Trustees or staff may briefly respond to statements made or questions posed by the public, or a Trustee or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Trustee or the Board itself may provide a reference to staff to

report back to the Board at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

## **CONSENT CALENDAR**

**1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$1,861.55, \$15,989.70, \$1,100.00, \$725.00, \$9,300.72.

**2. Library Statistics** – Recommendation to receive and file June 2023 Statistical Reports.

## **ACTION ITEMS AND REPORTS**

### **1. Library Building Meaningful Improvement Update**

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

### **2. Sierra Madre Historical Preservation Society Update**

The Sierra Madre Historical Preservation Society will provide updates on their progress with needs and fundraising for the upcoming Library Building Meaningful Improvement renovations. Receive and file; no action required.

### **3. Library Foundation Update 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.

### **4. Naming Rights Subcommittee**

City Librarian to recommend forming a Naming Rights Subcommittee with representatives from the Library Board of Trustees, the Sierra Madre Public Library, the Library Foundation, and the Friends of the Sierra Madre Library. It is recommended the Library Board of Trustees vote whether or not to form said subcommittee and to elect two Trustees if moving forward.

### **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. Receive and file; no action required.

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

Update from Council Liaison to Board. Receive and file; no action required.

### **7. Trustees Updates**

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library. Receive and file; no action required.

### **8. City Librarian Report**

City Librarian Leila Regan to present an oral report concerning Library services since the last Board Meeting. Receive and file; no action required.

### **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 August 28, 2023.

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



## MINUTES

### LIBRARY BOARD OF TRUSTEES MEETING

Monday, June 26, 2023

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

---

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

---

#### CALL TO ORDER / ROLL CALL

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

Absent: Trustee Gallagher

**Meeting called to order at 5:03 PM**

#### PLEDGE OF ALLEGIANCE

Diane Sands

#### APPROVAL OF AGENDA

Trustee Sands motions to approve

Trustee Adde seconded

All in favor

#### APPROVAL OF MINUTES

Trustee Adde motions to approved

Trustee Gluck 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: -\$300.00, \$1,500.65, \$10,229.02, \$1,623.43, \$11,199.29.

**2. Library Statistics** – Recommendation to receive and file May 2023 Statistical Reports.

Trustee Gluck motions to receive and file

Trustee Sands seconded

All in favor

*Questions/Comments:*

Trustee Sands: Impressed with the statistics.

## **ACTION ITEMS AND REPORTS**

### **1. Library Building Meaningful Improvement Update**

Deputy Director of Public Works Arnulfo Yanez expressed a lot was going on in Public Works for June. Right now, Public Works and TSK Architects are going through the pre work the prep work. Due to the timeline and budget, phases from the projected schedule handed out at the previous meeting are overlapping. He is ensuring every dime, every penny is used wisely and every dollar will be spent regarding this project. Two to three weeks ago, TSK Architects did an onsite visit to the current Library building to evaluate the building including sound, water, HVAC, plumbing, and more. The City of Sierra Madre will also be doing their own water evaluation for the building. According to the previously handed out projected schedule, phases 6, 8, 9, 10, 13 are all overlapping. Normally, these phases wouldn't overlap but due to the nature of this project there will continue to be some concurrent phases

*Questions/Comments:*

Trustee Adde: Looks like you're a little bit ahead of schedule.

Deputy Director Yanez: Not ahead, right on target which is a very uncomfortable place to be. We'll do our best to stick to the schedule as much as possible. Any questions on the project phrases?

Trustee Gluck: Is TSK Architects is aware of budget costs and does that include construction costs and our available funding?

Deputy Director Yanez: It's important that the construction company can perceive everything possible ahead of time. Did submit a draft to Library Director Leila Regan for a scope of work proposal for the temporary relocation of the Library. Public works is working to make the temporary location certified for occupancy. Nothing to show that's concrete just yet.

Trustee Palmer: Any surprises?

Deputy Director Yanez: On the contrary, the city is on a 2-3% grade slope and I'm happy to say the previous math we did earlier is slightly off so we will be excavating into the ground to possibly extend that basement further. Little things like that I get happy about.

Trustee Adde: Item/Phase 18 what is internal SD QC?

Deputy Director Yanez: Quality control and schematic design there is a chance that might be done sooner.

City Librarian Regan: What is the Contingency estimate for furniture, fixtures, and equipment (FF&E)?

Deputy Director Yanez: We're working on figuring out the cost of FF&E but it might not be as much as we're thinking.

Trustee Gluck: We are asking that the number be identified by TSK even though the funding for FF&E will not be taken out of the \$10M, correct?

Deputy Director Yanez: I'm trying to see if FF&E could come out of \$10M. Ballpark figure right now is \$125K my last public library for City of Camarillo was \$325K. This early in the project \$9M is already allocated to be spent and I have \$1M left and I have to make that stretch until 2025.

Trustee Sands: Are you and TSK Architects factoring in the increase of costs?

Deputy Director Yanez: Yes, I'm looking at all kinds of change orders that I've come across in the past. You have to expect the unexpected. I'm very comfortable that this is going to work. Great staff, great leadership.

## **2. City Funding, Staff Recommendations, & Fundraising Options Report**

City Librarian Leila Regan suggested the Library Board of Trustees review current City funding contributions to the Library building. Understand staff recommendations for the renovated building. Learn about fundraising options available for library renovations. Total contributions to the Library campus from the City is projected to be a total of over \$814,000 over the course of three years (2021-2024). Staff provided a list of recommended items for the renovation. Additionally, after City Librarian Leila Regan visited the Los Gatos Library in Los Gatos, CA she presented fundraising options for the Library renovations. The renovated building is still a pretty big mystery but as TSK develops plans, the Library Board of Trustees will be kept in the loop.

*Questions/Comments:*

Trustee Adde: Will we get a copy of the TSK closing report?

City Librarian Regan: Yes

## **3. Friends Fundraising Letter and Discussion**

LETTER INCLUDED IN JUNE AGENDA

Friends of the Library Liaison, Margaret Quigley asked for comments and feedback regarding the funding letter from the Friends of the Library. The letter offered the following funding for the Library Meaningful Improvement Renovation Project:

- \$400,000 from the Mary Tumilty Fund for a dedication in the renovated Library for the Friends of the Library, the Partners, and Mary Tumilty.
- \$145,000 from the Friends of the Library Partners for specific requests by the City Librarian.
- \$150,000 from the FOL General Fund for the Friends' Bookstore/FOL dedicated space in the renovated building and/or other Library needs as requested.

Quigley explains the funding is available but when a need for the funds arise it's up to the Trustees and the City Librarian to ask for them. It is not just handed over; a formal request needs to be made to receive the funds. If there is fundraising to be done, the Friends of the Library will participate in any way they can. As for naming rights, all the shelving, things like that, could be dedicated to the Friends. Asking for a large donation plaque, if possible.

*Questions/Comments:*

City Librarian Regan: Can the Mary Tumilty portion go toward specific building rooms/needs or only FF&E?

Quigley: The policies are written but you will need to make a formal request and there are very few things you can't get for the Library with these funds.

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

Historical Preservation Society Liaison Leslie Ziff clarified the Historical Preservation Society does not have a lot of funding to donate toward the renovations, they do want to be able to support the archives and the archivists. They will have the capacity to take in requests and try to fund them.

##### *Questions/Comments:*

Trustee Sands: Will the archives be moved with the Library to the temporary location?

City Librarian Regan: Yes. They will be moved to the Public Safety Building in July/August.

Leslie Ziff: Leila Regan, Debbie Henderson, and the Historical Preservation Society will meet to figure out the next steps for the archives.

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

Robert Stockly from the Library Foundation requested City Librarian inquire with TSK Architects about if additional funds could provide more to the physical building, like additional rooms or better areas. Stockly suggests the Library continue to ask for an estimate for FF&Es. The Library Foundation has started to grow and he is working on getting everyone ready once there is a Library design. Stockly suggested looking at large scale and small scale naming right options and try to get a list from TSK Architects about pricing out Library needs. Also need to look at how to get the community to work toward a naming right and also additional grants that might be available for the renovation project. Some grants to look at might involve solar and archives. Please reach out to Stockly if you know anyone that wants to be involved and donations are always gladly accepted.

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

Margaret Quigley reported on their annual dinner. The Friends of the Library thanks all the Trustees for attending. They received some great suggestions from the event. Another Best Used Book Sale is happening the first Friday and Saturday of August. Friday the sale will be from 3:00-7:00 PM and Saturday it will be 10:00 AM to 2:00 PM. Also, the Friends of the Library Board will have their organizational meeting soon, meaning you might have a new liaison person.

##### *Questions/Comments:*

Trustee Palmer: Will there be space for the Friends Book sale at the temporary location?

City Librarian Regan: Yes. It might be small but I'm trying to bring them over to the temporary location.

#### **7. City Council Liaison Report**

City Council Liaison Mayor Edward Garcia was absent and unable to give an update.

#### **8. Trustees Updates**

Trustee Sands: Participated in the Friends of the Library Art Fair in May on Saturday and Sunday as a face painter. She even had repeat customers. The Friends Annual Dinner was very fun.

Trustee Adde: Also attended the Friends Annual Dinner, it was wonderful. Completed a book review for the Friends Newsletter for the book *Castles in the Air* by Judy Corbett.

Trustee Palmer: The bookmark contest winners were recognized at the June 12th City Council meeting. Attended the Friends Annual Dinner and will note that 15 minutes is not considered

socially late. Talked to the Youth Services Librarian, Doreen Thomas about what class visits will look like during the temporary relocation.

Trustee Gluck: Also attended the Friends Annual Dinner and had a wonderful time and still enjoying the flowers she received. Has had a lot of personal things she is attending to.

## 9. City Librarian Report

City Librarian Leila Regan went to the annual California Library Association Conference in Sacramento, CA with other Sierra Madre Public Library staff members Doreen Thomas and Chelsea Lee. The conference had some great panels on policy writing. She plans on working on updating Library policies while in the temporary Library location. Also while up north, she visited former Library Director, Ryan Baker and got a tour of the Los Gatos Library which is a 10-year-old new Library that had some opposition from the City. Learned about issues they faced with the new building and naming rights they created as well as how important publicity is. Regan is open to suggestions on how to get the word out about the renovation. Mentioned the Library has the Day Trust fund which \$25,000/year is given to the Library for capital improvements or operating expenses. The Library has not touched these funds and could have up to \$100,000 to put toward the renovation in 2024. The Day Trust should also have a naming right for this contribution. As a reminder, City Council will not have meetings after the July 11<sup>th</sup> meeting until August 22<sup>nd</sup> however, Library Board of Trustee meetings will not be taking a break. At the July 11<sup>th</sup> City Council meeting Regan is hoping to present the Library Annual Report.

### *Questions/Comments:*

Trustee Gluck: Able to make the July 11<sup>th</sup> City Council meeting but will be missing the July Library Board of Trustee meeting.

Trustee Palmer: Will miss the July 11<sup>th</sup> City Council meeting but will be back in time for the July Library Board of Trustee meeting.

## 10. Items for Future Agenda

Trustee Gluck: suggested discussing naming rights for both the Day Trust and the Mary Tumilty at the August meeting.

Trustee Palmer: Would like an update on the Temporary Library and how it's going.

## ADJOURNMENT

Trustee Sands motions to adjourn

Trustee Gluck seconded

**Meeting adjourned at 6:14 PM**



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>						
0823	BANK OF AMERICA	06/06/2023	Regular	0.00	1,861.55	65378
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV034684</a>	Invoice	06/01/2023	LR - PROGRAMMING - OPEN HOUSE	0.00	185.63	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR - PROGRAMMING - OPEN...	185.63	
<a href="#">INV034685</a>	Invoice	06/01/2023	LR - CRAFT SUPPLIES	0.00	20.54	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR - CRAFT SUPPLIES	20.54	
<a href="#">INV034686</a>	Invoice	06/01/2023	LR - PROGRAMING - MOVIE NIGHT & TSK AR...	0.00	108.93	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR - PROGRAMING - MOVIE...	108.93	
<a href="#">INV034687</a>	Invoice	06/01/2023	LR - BOOKMARK CONTEST	0.00	27.50	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR - BOOKMARK CONTEST	27.50	
<a href="#">INV034688</a>	Invoice	06/01/2023	LR - SUPPLIES FOR OPEN HOUSE	0.00	12.40	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR - SUPPLIES FOR OPEN H...	12.40	
<a href="#">INV034689</a>	Invoice	06/01/2023	LR - BOOKMARK CONTEST	0.00	25.98	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR - BOOKMARK CONTEST	25.98	
<a href="#">INV034690</a>	Invoice	06/01/2023	TAPE FOR STORY WALK	0.00	3.95	
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...		TAPE FOR STORY WALK	3.95	
<a href="#">INV034691</a>	Invoice	06/01/2023	LR - GIFT CARDS FOR BOOKMARK CONTEST	0.00	675.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR - GIFT CARDS FOR BOOK...	675.00	
<a href="#">INV034692</a>	Invoice	06/01/2023	LR - CANVA SUBSCRIPTION - RENEWAL	0.00	239.75	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LR - CANVA SUBSCRIPTION - ...	239.75	
<a href="#">INV034693</a>	Invoice	06/01/2023	LR - CLA MEMBERSHIP	0.00	40.00	
<a href="#">10000.90000.53409</a>		MEMBERSHIP/DUES/SUBS...		LR - CLA MEMBERSHIP	40.00	
<a href="#">INV034694</a>	Invoice	06/01/2023	LR - SUMMER PROGRAM SUPPLIES	0.00	85.93	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR - SUMMER PROGRAM SU...	85.93	
<a href="#">INV034695</a>	Invoice	06/01/2023	LR - CLA AIRFARE/LEE & THOMAS	0.00	217.97	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING		LR - CLA AIRFARE/LEE & TH...	217.97	
<a href="#">INV034696</a>	Invoice	06/01/2023	LR - CLA AIRFARE/LEE & THOMAS	0.00	217.97	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING		LR - CLA AIRFARE/LEE & TH...	217.97	
<b>Total Regular:</b>					<b>1,861.55</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	13	1	0.00	1,861.55
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>13</b>	<b>1</b>	<b>0.00</b>	<b>1,861.55</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2023	1,861.55
			<u>1,861.55</u>

Chair

Trustee

Trustee

Trustee

Trustee



**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      06/27/2023      Regular      0.00      587.62      65498

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">13F9-33Q3-QWJ9</a>	Invoice	06/27/2023	MISC SUPPLIES 5/15/23 - 5/28/23	0.00	25.56
<a href="#">10000.90000.53999</a>	OTHER PURCHASED SUPPLI...		MISC SUPPLIES 5/15/23 - 5/...		25.56
<a href="#">14MQ-JQCP-LNJL</a>	Invoice	06/27/2023	MISC SUPPLIES 5/29/23 - 6/11/23	0.00	15.86
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPPLI...		MISC SUPPLIES 5/29/23 - 6/...		15.86
<a href="#">1FDF-DYHQ-LNKW</a>	Invoice	06/27/2023	MISC SUPPLIES 5/29/23 - 6/11/23	0.00	23.92
<a href="#">10000.09110.53999</a>	OTHER PURCHASED SUPPLI...		MISC SUPPLIES 5/29/23 - 6/...		23.92
<a href="#">1FWD-376X-LNFR</a>	Invoice	06/27/2023	BOOKS & REFERENCE 5/29/23 - 6/11/23	0.00	13.19
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/29/...		13.19
<a href="#">1H6K-YM3W-Q9JR</a>	Invoice	06/27/2023	BOOKS & REFERENCE 5/15/23 - 5/28/23	0.00	75.51
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/15/...		75.51
<a href="#">1PFH-YN4K-P4TX</a>	Invoice	06/27/2023	MISC SUPPLIES 3/20/23 - 4/2/23	0.00	29.76
<a href="#">10000.90000.53999</a>	OTHER PURCHASED SUPPLI...		MISC SUPPLIES 3/20/23 - 4/...		29.76
<a href="#">1PTC-DTF1-MCH6</a>	Invoice	06/27/2023	MISC SUPPLIES 5/29/23 - 6/11/23	0.00	39.68
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		MISC SUPPLIES 5/29/23 - 6/...		39.68
<a href="#">1PXT-G3QY-R4NL</a>	Invoice	06/27/2023	MISC SUPPLIES 5/15/23 - 5/28/23	0.00	154.23
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		MISC SUPPLIES 5/15/23 - 5/...		154.23
<a href="#">1RPY-JRVW-KX7G</a>	Invoice	06/27/2023	MISC SUPPLIES 5/29/23 - 6/11/23	0.00	61.95
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		MISC SUPPLIES 5/29/23 - 6/...		61.95
<a href="#">1V67-WT6W-LQVK</a>	Invoice	06/27/2023	MISC SUPPLIES 5/29/23 - 6/11/23	0.00	38.01
<a href="#">10000.09110.53999</a>	OTHER PURCHASED SUPPLI...		MISC SUPPLIES 5/29/23 - 6/...		38.01
<a href="#">1V67-WT6W-M69D</a>	Invoice	06/27/2023	BOOKS & REFERENCE 5/29/23 - 6/11/23	0.00	8.76
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/29/...		8.76
<a href="#">1VJH-QMTR-QL91</a>	Invoice	06/27/2023	BOOKS & REFERENCE 5/15/23 - 5/28/23	0.00	22.99
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/15/...		22.99
<a href="#">1VJK-7TML-QWQ4</a>	Invoice	06/27/2023	MISC SUPPLIES 5/15/23 - 5/28/23	0.00	79.32
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPPLI...		MISC SUPPLIES 5/15/23 - 5/...		79.32
<a href="#">1VPX-JP6C-QL9G</a>	Invoice	06/27/2023	BOOKS & REFERENCE 5/15/23 - 5/28/23	0.00	19.83
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE 5/15/...		19.83
<a href="#">1VPX-JP6C-R6TK</a>	Credit Memo	06/27/2023	MISC SUPPLIES - CREDIT	0.00	-29.76
<a href="#">10000.90000.53999</a>	OTHER PURCHASED SUPPLI...		MISC SUPPLIES - CREDIT		-29.76
<a href="#">1WWP-6WH4-QT...</a>	Invoice	06/27/2023	MISC SUPPLIES 5/15/23 - 5/28/23	0.00	8.81
<a href="#">10000.90000.53999</a>	OTHER PURCHASED SUPPLI...		MISC SUPPLIES 5/15/23 - 5/...		8.81

0132      BAKER & TAYLOR, INC.      06/27/2023      Regular      0.00      8,306.48      65499

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5018355601</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	962.12
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		962.12
<a href="#">5018355602</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	77.59
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		77.59
<a href="#">5018355924</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	579.15
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		579.15
<a href="#">5018355925</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	56.31

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		56.31	
<a href="#">5018360284</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	849.19	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		849.19	
<a href="#">5018360285</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	50.86	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		50.86	
<a href="#">5018363360</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	70.33	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		70.33	
<a href="#">5018363361</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	17.47	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		17.47	
<a href="#">5018370323</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	410.01	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		410.01	
<a href="#">5018370324</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	27.37	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		27.37	
<a href="#">5018372088</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	869.22	
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		869.22	
<a href="#">5018372089</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	203.74	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		203.74	
<a href="#">5018373943</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	891.80	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		891.80	
<a href="#">5018373944</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	75.86	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		75.86	
<a href="#">5018379230</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	1,327.05	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		1,327.05	
<a href="#">5018379231</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	75.55	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		75.55	
<a href="#">5018383840</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	127.74	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		127.74	
<a href="#">5018383841</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	3.00	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		3.00	
<a href="#">5018387584</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	312.61	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		312.61	
<a href="#">5018387585</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	15.72	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		15.72	
<a href="#">5018389907</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	663.35	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		663.35	
<a href="#">5018389908</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	29.88	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		29.88	
<a href="#">5018390275</a>	Invoice	06/27/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	582.28	
<a href="#">10000.90000.53406</a>			BOOKS AND REFERENCE		582.28	
<a href="#">5018390276</a>	Invoice	06/27/2023	LIBRARY SUPPLIES	0.00	28.28	
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		28.28	
0145	BRODART	06/27/2023	Regular	0.00	571.84	65500
<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="#">625500</a>	Invoice	06/27/2023	OFFICE SUPPLIES	0.00	571.84	
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		571.84	
VEN04206	CHELSEA LEE	06/27/2023	Regular	0.00	206.77	65501
<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="#">INV034959</a>	Invoice	06/27/2023	REIMB. PROGRAMMING SUPPLIES	0.00	6.87	
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		6.87	
<a href="#">INV034960</a>	Invoice	06/27/2023	REIMB. SUMMER READING PRIZES	0.00	11.72	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	REIMB. SUMMER READING ...		11.72	
<a href="#">INV034974</a>	Invoice	06/27/2023	TRAVEL REIMB	0.00	188.18	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING	TRAVEL REIMB		188.18	
1123	COMPRISE TECHNOLOGIES, INC.	06/27/2023	Regular	0.00	1,772.00	65502
<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="#">2023-138</a>	Invoice	06/27/2023	6/4/23 - 6/3/23 SAM SOFTWARE RENEWAL	0.00	1,772.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	6/4/23 - 6/3/23 SAM SOFT...		1,772.00	
VEN03929	DOREEN THOMAS	06/27/2023	Regular	0.00	111.07	65503
<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="#">INV034934</a>	Invoice	06/27/2023	TRAVEL REIMB. - CA. LIBRARY ASSO. CONF...	0.00	111.07	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING	TRAVEL REIMB. - CA. LIBRAR...		111.07	
0428	GREY HOUSE PUBLISHING	06/27/2023	Regular	0.00	310.50	65504
<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="#">368189</a>	Invoice	06/27/2023	2/23-12/23 ONLINE DATABASE	0.00	310.50	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	2/23-12/23 ONLINE DATAB...		310.50	
VEN04110	LEILA REGAN	06/27/2023	Regular	0.00	589.11	65505
<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="#">INV034975</a>	Invoice	06/27/2023	TRAVEL REIMB. CONFERENCE	0.00	589.11	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING	TRAVEL REIMB. CONFERENCE		589.11	
0786	OFFICE DEPOT, INC	06/27/2023	Regular	0.00	251.87	65506
<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="#">314609337001</a>	Invoice	06/27/2023	OFFICE SUPPLIES	0.00	59.08	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES		59.08	
<a href="#">317052206001</a>	Invoice	06/27/2023	OFFICE SUPPLIES	0.00	192.79	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES		192.79	
VEN01043	OVERDRIVE INC	06/27/2023	Regular	0.00	2,836.94	65507
<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="#">01148CO23184334</a>	Invoice	06/27/2023	EBOOK/AUDIOBOOKS	0.00	1,868.32	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	EBOOK/AUDIOBOOKS		1,868.32	
<a href="#">01148CO23186908</a>	Invoice	06/27/2023	EBOOK/AUDIOBOOKS	0.00	968.62	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	EBOOK/AUDIOBOOKS		968.62	
0444	SALEM PRESS, INC.	06/27/2023	Regular	0.00	445.50	65508

Check Register

Packet: APPKT06871-LIB 6/27/23

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="#">184355</a>	Invoice	06/27/2023	ONLINE EBOOKS - BOOK #9781637004630	0.00	445.50	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		ONLINE EBOOKS - BOOK #9...		445.50	
<b>Total Regular:</b>					<b>15,989.70</b>	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	11	0.00	15,989.70
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>53</b>	<b>11</b>	<b>0.00</b>	<b>15,989.70</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2023	15,989.70
			<u>15,989.70</u>

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee



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>						
VEN03955	ALAN GEIER	07/12/2023	Regular	0.00	150.00	65620
<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="#">INV035032</a>	Invoice	07/11/2023	PERFORMANCE 7/29/23 1 - 3PM	0.00	150.00	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPPLI...		PERFORMANCE 7/29/23 1 - ...		150.00	
VEN03964	DANY RICHEY	07/12/2023	Regular	0.00	400.00	65621
<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="#">7/15/23</a>	Invoice	07/11/2023	GAME DESIGN SUMMER STEAM CLASS	0.00	200.00	
<a href="#">39002.90000.53999</a>	OTHER PURCHASED SUPPLI...		GAME DESIGN SUMMER ST...		200.00	
<a href="#">7/22/23</a>	Invoice	07/11/2023	BUILD A BOT AND MINI LIGHT SABER STEAM...	0.00	200.00	
<a href="#">39002.90000.53999</a>	OTHER PURCHASED SUPPLI...		BUILD A BOT AND MINI LIG...		200.00	
VEN04212	THOR'S REPTILE FAMILY	07/12/2023	Regular	0.00	400.00	65622
<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="#">23191</a>	Invoice	07/11/2023	PROGRAM 7/24/23	0.00	400.00	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPPLI...		PROGRAM 7/24/23		400.00	
VEN04157	VANESSA QUINTERO	07/12/2023	Regular	0.00	150.00	65623
<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="#">3</a>	Invoice	07/11/2023	MEDITATION CLASS/7/18/23	0.00	150.00	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPPLI...		MEDITATION CLASS/7/18/23		150.00	
<b>Total Regular:</b>					<b>1,100.00</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	4	0.00	1,100.00
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
	<b>5</b>	<b>4</b>	<b>0.00</b>	<b>1,100.00</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2023	1,100.00
			<u>1,100.00</u>

Chair

Trustee

Trustee

Trustee

Trustee



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>						
VEN02975	NOTEWORTHY PUPPETS INC	06/29/2023	Regular	0.00	350.00	65592
<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="#">0000632</a>	Invoice	06/29/2023	SHERLOCK HOMERUN PERFORMANCE	0.00	350.00	
<a href="#">39006.00000.13100</a>	PREPAID EXPENSES		SHERLOCK HOMERUN PERF...		350.00	
VEN04210	QUIRKABLE	06/29/2023	Regular	0.00	375.00	65593
<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="#">INV035016</a>	Invoice	06/29/2023	COMEDY JUGGLING SHOW 7/1/23	0.00	375.00	
<a href="#">39006.00000.13100</a>	PREPAID EXPENSES		COMEDY JUGGLING SHOW 7...		375.00	
<b>Total Regular:</b>					<b>725.00</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	725.00
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
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>725.00</b>

### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2023	725.00
			<u>725.00</u>

Chair

Trustee

Trustee

Trustee

Trustee



**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      07/12/2023      Regular      0.00      232.06      65624

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">13H3-X6CG-NT6W</a>	Invoice	06/30/2023	MISC SUPPLIES 6/12/23 - 6/25/23	0.00	12.40
<a href="#">10000.09110.53999</a>	OTHER PURCHASED SUPPLI...		MISC SUPPLIES 6/12/23 - 6/...		12.40
<a href="#">1JH9-J4HJ-PPL3</a>	Invoice	06/30/2023	MISC SUPPLIES 6/12/23 - 6/25/23	0.00	9.87
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 6/12/23 - 6/...		9.87
<a href="#">1MKR-1JXK-NX97</a>	Invoice	06/30/2023	MISC SUPPLIES 6/12/23 - 6/25/23	0.00	177.28
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 6/12/23 - 6/...		177.28
<a href="#">1YWH-VMJP-NWKR</a>	Invoice	06/30/2023	MISC SUPPLIES 6/12/23 - 6/25/23	0.00	32.51
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		MISC SUPPLIES 6/12/23 - 6/...		32.51

0132      BAKER & TAYLOR, INC.      07/12/2023      Regular      0.00      3,058.77      65625

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5018385613</a>	Invoice	06/30/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	868.48
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		868.48
<a href="#">5018385614</a>	Invoice	06/30/2023	LIBRARY SUPPLIES	0.00	45.08
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		45.08
<a href="#">5018397568</a>	Invoice	06/30/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	947.65
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		947.65
<a href="#">5018397569</a>	Invoice	06/30/2023	LIBRARY SUPPLIES	0.00	72.08
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		72.08
<a href="#">5018400891</a>	Invoice	06/30/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	662.72
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		662.72
<a href="#">5018400892</a>	Invoice	06/30/2023	LIBRARY SUPPLIES	0.00	45.54
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		45.54
<a href="#">5018401091</a>	Invoice	06/30/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	154.50
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		154.50
<a href="#">5018401092</a>	Invoice	06/30/2023	LIBRARY SUPPLIES	0.00	11.61
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		11.61
<a href="#">5018416776</a>	Invoice	06/30/2023	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	236.99
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		236.99
<a href="#">5018416777</a>	Invoice	06/30/2023	LIBRARY SUPPLIES	0.00	14.12
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		LIBRARY SUPPLIES		14.12

0145      BRODART      07/12/2023      Regular      0.00      342.28      65626

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">626001</a>	Invoice	06/30/2023	OFFICE SUPPLIES	0.00	342.28
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		OFFICE SUPPLIES		342.28

0786      OFFICE DEPOT, INC      07/12/2023      Regular      0.00      69.80      65627

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">308526116001</a>	Invoice	06/30/2023	OFFICE SUPPLIES	0.00	74.26
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		OFFICE SUPPLIES		74.26
<a href="#">314789053001</a>	Credit Memo	06/30/2023	OFFICE SUPPLIES	0.00	-8.86



### Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2023	9,300.72
			<u>9,300.72</u>

Chair

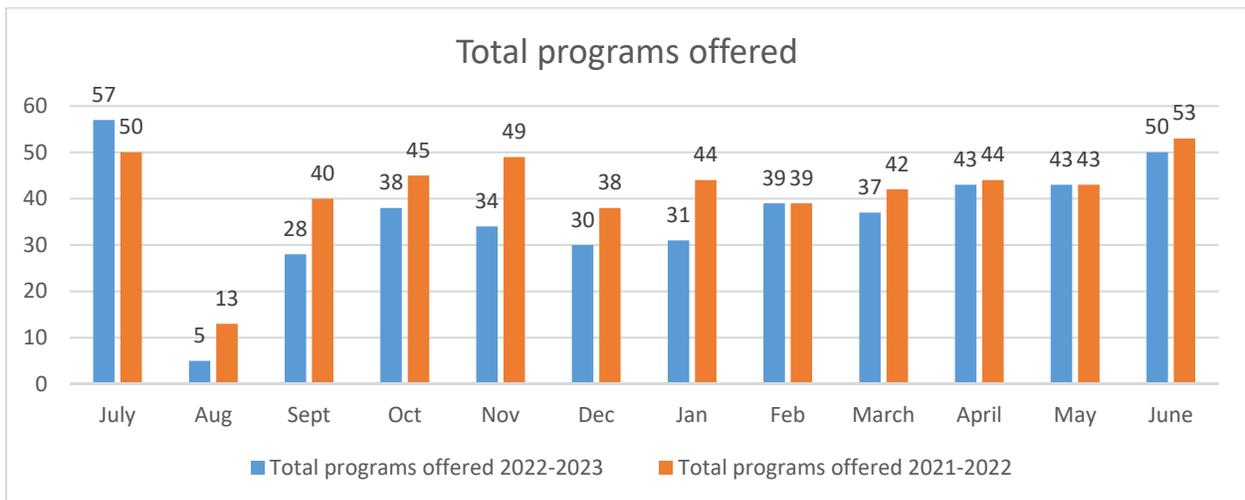
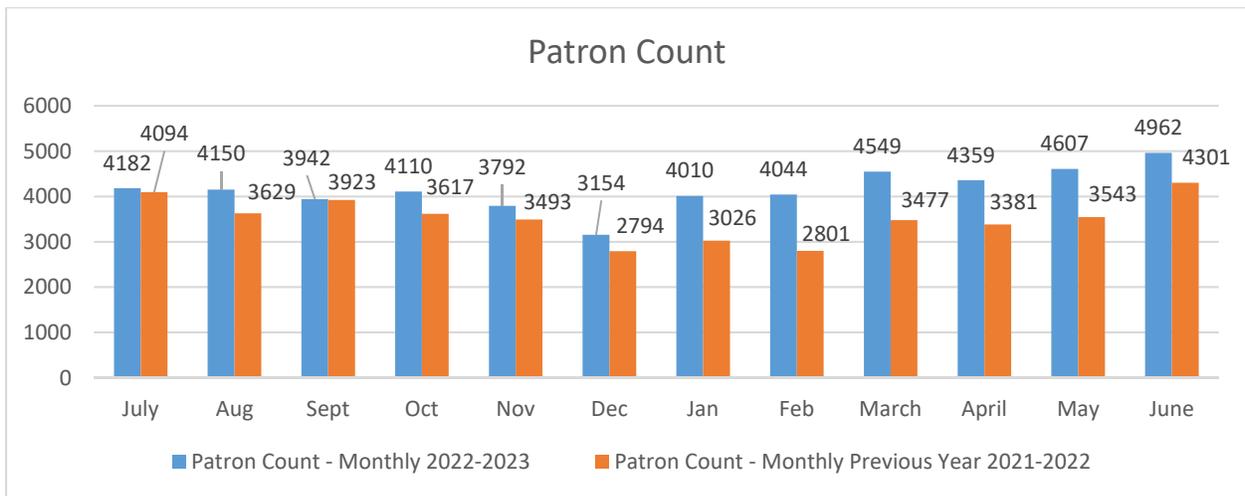
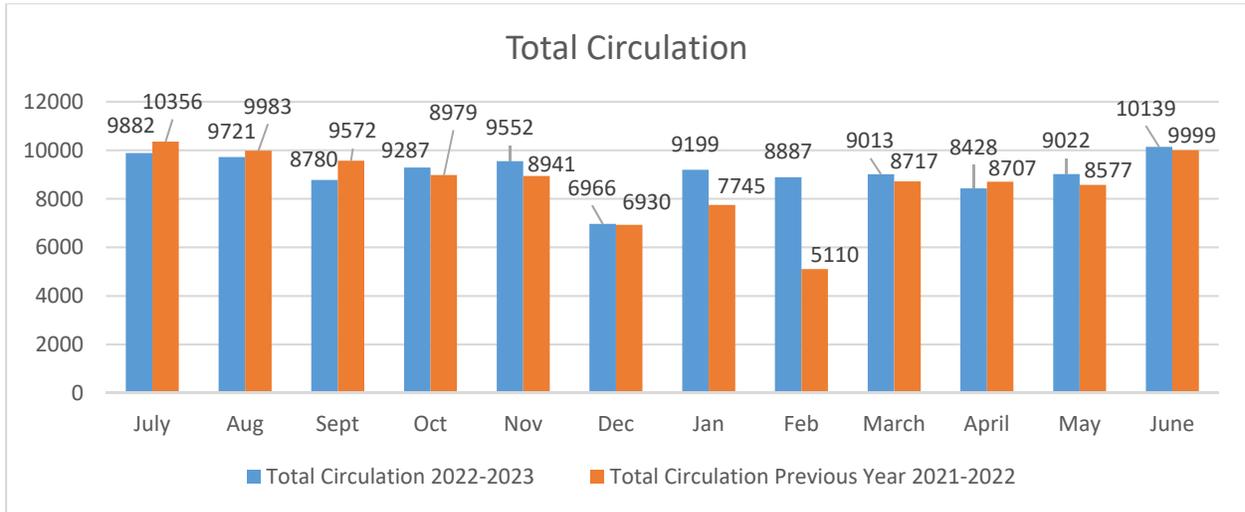
Trustee

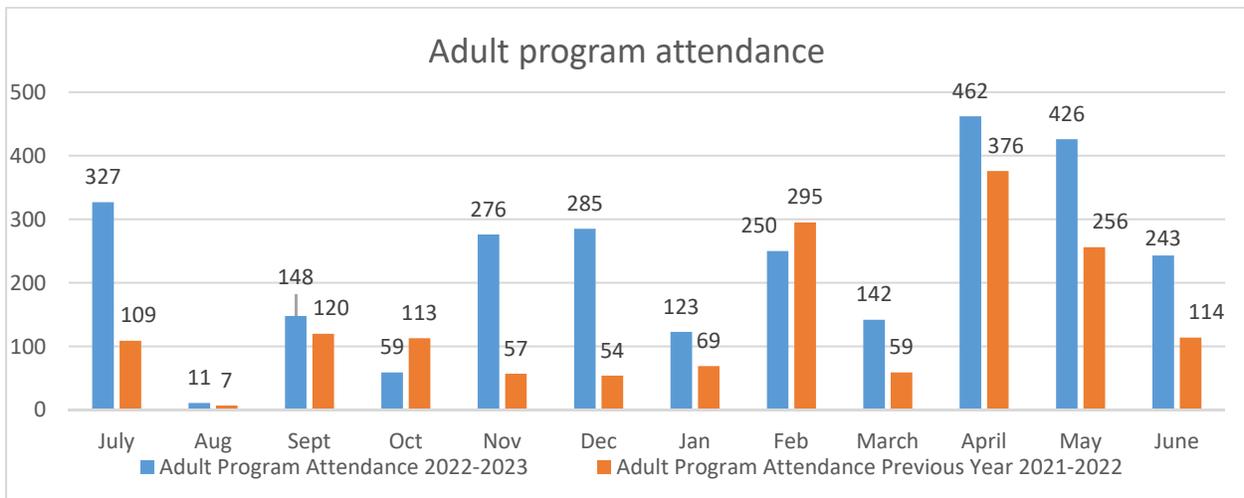
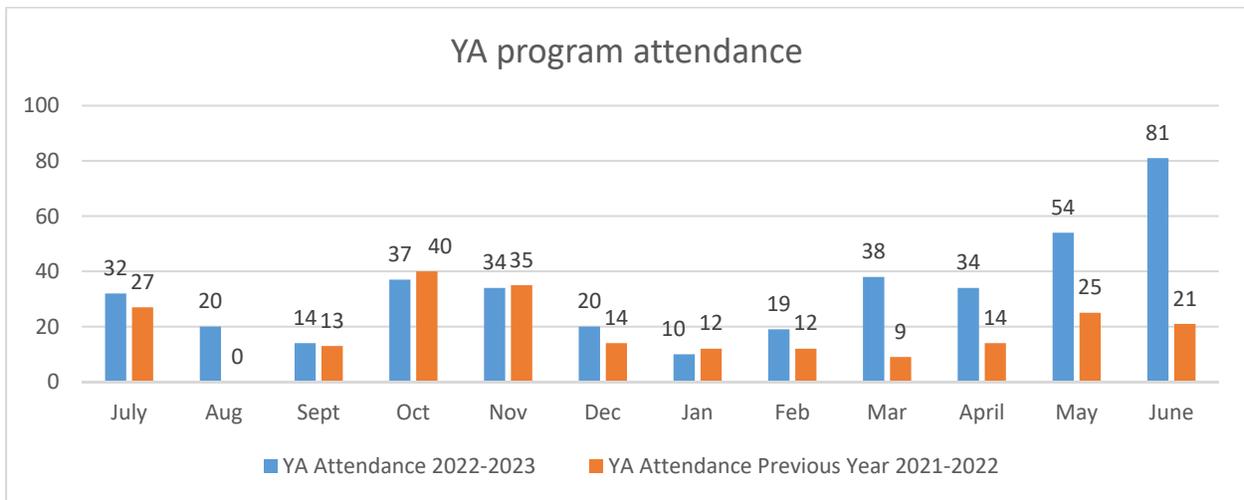
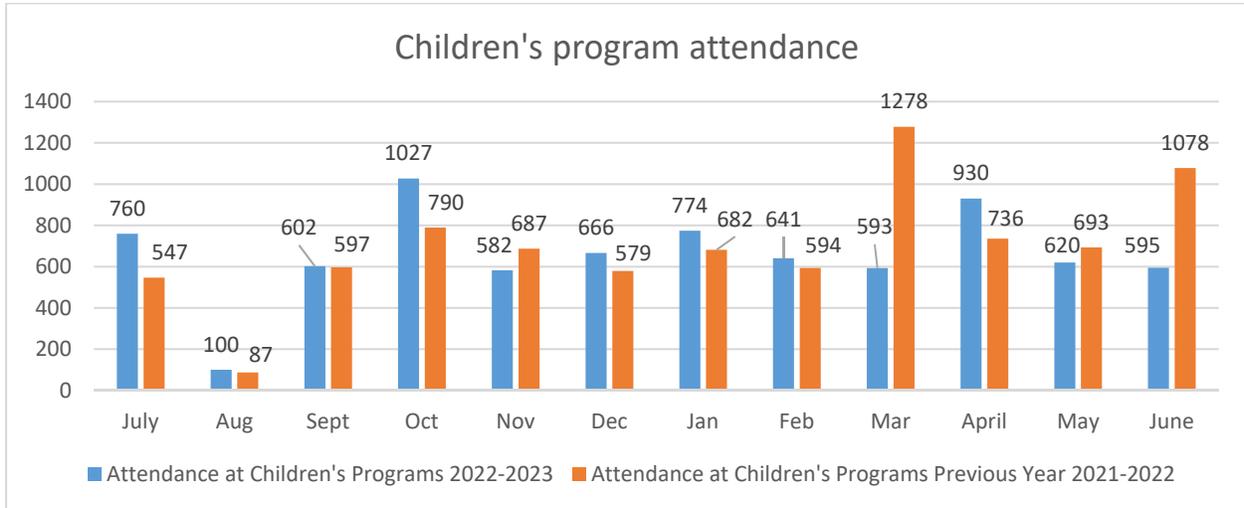
Trustee

Trustee

Trustee

## June 2023 Library Statistics

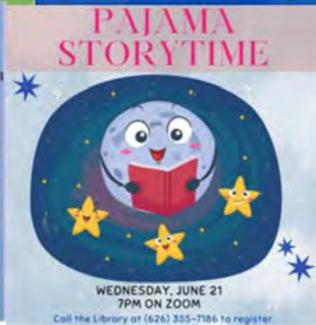
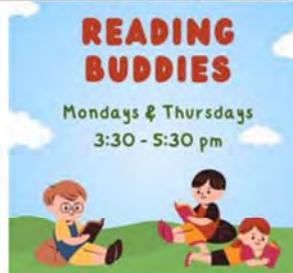
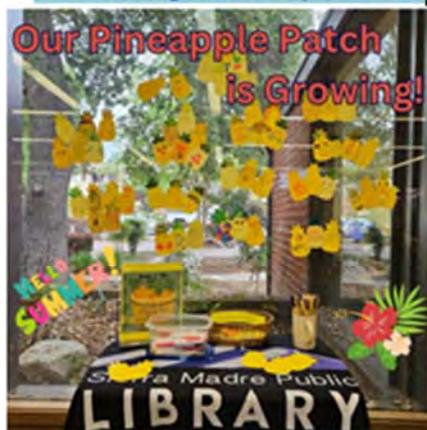




## June 2023 Online Content

In June, the Library had 42 social media posts with 22,242 reactions (likes/comments/views). Many were for the following:

Library TikTok - Birds  
 Pineapple Patch  
 This Week at the Library  
 1000 Books Before Kindergarten  
 Summer Science Workshop  
 Teen Dungeons & Dragons  
 Tails & Tales  
 Bubblemania  
 Reading Buddies  
 3D Printing Basics  
 Library TikTok - It Has Potential  
 Teen Unofficial Bookclub  
 Teen Anime Afternoon  
 Teen Stitch Together  
 Meditation Morning  
 Hug a Tree  
 Music & Mindfulness  
 Library TikTok - Summer Reading Prizes  
 Pajama Storytime  
 Libby - Juneteenth  
 Cricut Workshop  
 Digital Services Meet & Greet  
 Library TikTok - Reaching the Top Shelf  
 Pixelated Art  
 Juggling Show  
 4th of July Craft  
 Craft it!  
 Beginning Stitches  
 Library TikTok - Croissant





Sierra Madre Public Library  
Agenda Report

**Library Board of Trustees**

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

TO: Library Board of Trustees

FROM: Leila Regan, City Librarian

DATE: 06/26/2023

**SUBJECT: Naming Rights Subcommittee**

---

**STAFF RECOMMENDATION**

With the Library Meaningful Improvement Project moving forward, it is recommended the Library Board of Trustees consider a Naming Rights Subcommittee made with representatives from the Library Board of Trustees, the Sierra Madre Public Library, the Library Foundation, and the Friends of the Sierra Madre Library. Action required is to vote whether or not to form the subcommittee and if moving forward with the subcommittee to elect up to two trustees to join the subcommittee.

**SUMMARY**

The Library Meaningful Improvement Project is going to require more than the almost \$10.7 Million received in funding to truly transform the Library. As the Library receives additional funding from other non-profits, patrons, organizations, and more there should be an established naming rights for donations.

Having an established way to organize and categorize fundraising efforts will allow those donating to know the different types of naming rights available and how their contributions will be used.

Creating a subcommittee to create policy and documents regarding naming rights, fundraising, and donations for the Library renovations will help with a cohesive and clear way for anyone to contribute to the Library Meaningful Improvement Project.

**ANALYSIS**

Creating a subcommittee to handle donations and naming rights would benefit the Library by creating the following:

- A Naming Rights Policy

- Descriptions of Naming Rights and Promotional Expectations
- Consider/Create a Guideline for Naming Rights in Perpetuity
- A Termination Rights Policy
- Additional Organizational Guidelines for Donations

The creation of this subcommittee needs to be balanced with all the direct entities effected by or focused on fundraising for the Sierra Madre Public Library. These entities include:

- The Library Board of Trustees
- Friends of the Sierra Madre Library
- The Library Foundation
- Sierra Madre Public Library

Therefore, it is suggested a minimum of 1 and a maximum of 2 representatives of each organization join the subcommittee.

### **PUBLIC NOTICE PROCESS**

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).