



Sierra Madre Public
LIBRARY
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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, June 30, 2021

4:00 PM

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

*Richard Procter, Chair; Rod Spears, Vice Chair;
Susan Gallagher, Trustee; Shannon King, Trustee; Barry Ziff, Trustee*

CALL TO ORDER / ROLL CALL

Trustees Procter, Gallagher, King, Spears, Ziff

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 May 26, 2021, meeting.

COMMUNITY INPUT – COVID-19 NOTICE

As part of the City of Sierra Madre's COVID-19 transmission mitigation efforts, all City Council, Commission and Board meetings will be conducted virtually until further notice. The Brown Act provides the public with an opportunity to make public comments at any public meeting.

Public comment may be made by e-mail to lgarza@cityofsierramadre.com with the subject heading PUBLIC COMMENT by 3:00 pm on June 30, 2021. Emails will be acknowledged at the Trustee meeting and read into public record with a limit of three minutes per person.

**To watch the meeting live, please access the live Zoom call
by visiting the following link: <https://bit.ly/CSMLibZoom>**

For more information, please contact Management Analyst, Lori Garza via email at lgarza@cityofsierramadre.com or by telephone at (626) 355-7186.

PUBLIC COMMENT

The Trustees will listen to the public on any item on the agenda. In addition, the Trustees will also devote time for public comment on 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.

Each comment read on the record will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate Library Board of Trustee action.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$3,076.12, \$6,781.95, and \$6,535.73.
- 2. Library Statistics** - Recommendation to receive and file May 2021 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Kersting Court Kiosk Remodel

Communications Coordinator Tevin Voong to give a presentation on Kersting Court Kiosk Remodel.

2. Library Donations and Donor Recognition Policy and Regulations

Management Analyst Lori Garza to discuss and request the formation of a two-person subcommittee to review the Library's Donations and Donor Recognition Policy and Regulations.

3. Library Art Collection

Management Analyst Lori Garza to discuss Agenda Report and ask for direction regarding artwork in the Library.

4. Thank You Outgoing Board Members

Chair, Richard Procter, to express thank you to outgoing board members.

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.

6. Trustees Updates

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library.

7. City Librarian Report

Management Analyst Lori Garza to present an oral report concerning Library services since the last Board Meeting.

8. Items for Future Agenda

Any items for a 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 Zoom meeting on July 28, 2021, at 4:00 pm.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 8 hours prior to the meeting.



Sierra Madre Public
LIBRARY
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MINUTES

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, May 26, 2021

4:00 PM

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

*Richard Procter, Chair; Rod Spears, Vice Chair;
Susan Gallagher, Trustee; Shannon King, Trustee; Barry Ziff, Trustee*

CALL TO ORDER / ROLL CALL

Trustees Procter, Gallagher, King, Ziff in attendance, Trustee Spears absent. Meeting called to order at 4:02 pm.

APPROVAL OF AGENDA

Trustee King motioned to approve agenda, Trustee Ziff seconded. All approved.

APPROVAL OF MINUTES

Trustee Ziff motioned to approve the minutes from the May 12, 2021, meeting. Trustee Gallagher seconded. All approved.

PUBLIC COMMENT

No public comment for items not on the agenda.

CONSENT CALENDAR

1. Library Warrants – Trustee Ziff recommended that the Board approve payment of Library Warrants in the aggregate amounts of \$29,100.54, \$2,365.44, \$5,662.88 and \$4,506.55. Trustee Gallagher seconded. All approved.

2. Library Statistics - April 2021 Statistical Reports were received and filed.

ACTION ITEMS AND REPORTS

1. Library Site Plan

Management Analyst Sophia Kownatzki gave an oral presentation on the progress made on developing the Library Site.

2. Roger Munn Trust

City Librarian Smart gave an oral presentation regarding a recent bequest to the Library.

3. Summer Reading Program

Librarian Leila gave a presentation regarding summer programming. The Library will have virtual programming, limited in person programs, and more. Summer programming will promote reading, community exploration, and involvement within the community. Prizes are back for summer reading rewards.

4. Art in the Library

City Librarian Smart discussed the artwork in the Library and requested the formation of a two-person subcommittee to review the Library's Art retention policy. She also mentioned many artworks held in the library are missing documentation. She is requesting a proposal from Friends of the Library to either gift back the art to the Friends or have it auctioned off. Trustee Gallagher and Trustee Procter volunteered to be in a committee for the proposal to decide on which art needs to go and which art should remain. Trustee Ziff suggested the art to be displayed at City Hall or possibly auctioned off at a future wine tasting event.

5. Library Foundation Liaison Report

None

6. Friends of the Library Liaison Report

None

7. Trustees Updates

Trustee Gallagher has not participated in any events since last meeting. Trustee Ziff said the Library Foundation is planning on returning the money that was loaned to them by the Friends of the Library. Trustee Procter was excited about being able to go back inside the library.

8. City Librarian Report

City Librarian Smart is grateful we are heading in a positive direction and grateful for everyone's hard work.

9. Items for Future Agenda

City Librarian Smart wants to discuss donor policy and how we can honor the people who have been so generous. Trustee Procter suggested in having a Donor Day for honoring donors.

ADJOURNMENT

Trustee Ziff called for the meeting to be adjourned at 4:41 pm. Trustee Gallagher seconded. All approved.



City of Sierra Madre, CA

Check Register

Packet: APPKT05644 - 05/25/21 LB

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						
0132	BAKER & TAYLOR, INC.	05/25/2021	Regular	0.00	2,483.02	60460
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016845981	Invoice	04/02/2021	BOOKS & REFERENCE, PROCESSING FEES	0.00	1,995.88	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PRO	1,995.88	
5016845982	Invoice	04/02/2021	BOOKS & REFERENCE, PROCESSING FEES	0.00	81.99	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PRO	81.99	
5016907201	Invoice	04/27/2021	BOOKS & REFERENCE, PROCESSING FEES	0.00	366.28	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PRO	366.28	
5016907202	Invoice	04/27/2021	BOOKS & REFERENCE, PROCESSING FEES	0.00	14.92	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PRO	14.92	
H55157620	Invoice	04/27/2021	BOOKS & REFERENCE, PROCESSING FEES	0.00	23.95	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PRO	23.95	
VEN02504	CARLOS NIETO III	05/25/2021	Regular	0.00	275.00	60461
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV029513	Invoice	05/10/2021	06/12/21 1HR. VIRTUAL DRAWING PROG	0.00	275.00	
39006.90000.53999		OTHER PURCHASED SUPP		06/12/21 1HR. VIRTUAL D	275.00	
0598	DEMCO, INC.	05/25/2021	Regular	0.00	276.25	60462
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6922591	Invoice	03/15/2021	OFFICE SUPPLIES	0.00	136.96	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	136.96	
6935837	Invoice	04/17/2021	FRAME	0.00	139.29	
10000.09110.53999		OTHER PURCHASED SUPP		FRAME	139.29	
1578	PETTY CASH FUND-LIBRARY	05/25/2021	Regular	0.00	41.85	60463
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV029514	Invoice	02/22/2021	CRAFT SUPPLIES	0.00	11.02	
39006.90000.53999		OTHER PURCHASED SUPP		CRAFT SUPPLIES	11.02	
INV029515	Invoice	03/25/2021	STORY ADVENTURE LAMINATION	0.00	17.17	
39002.90000.53999		OTHER PURCHASED SUPP		STORY ADVENTURE LAMIN	17.17	
INV029516	Invoice	04/29/2021	LAUNDRY FOR PROGRAMMING MATERIA	0.00	4.00	
39006.90000.53999		OTHER PURCHASED SUPP		LAUNDRY FOR PROGRAM	4.00	
INV029517	Invoice	05/02/2021	STORY ADVENTURE LAMINATION	0.00	9.66	

Check Register

Packet: APPKT05644-05/25/21 LB

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39002.90000.53999		OTHER PURCHASED SUPP	STORY ADVENTURE LAMIN		9.66	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	4	0.00	3,076.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	12	4	0.00	3,076.12

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2021	3,076.12
			<u>3,076.12</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05660 - 06/08/21 LB

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						
0193	DELL COMPUTER	06/01/2021	Regular	0.00	975.48	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
10490334503	Invoice	05/25/2021	LATITUDE 5410 CTO BASE	0.00	975.48	
39006.90000.53999			OTHER PURCHASED SUPPLI...		975.48	
1379	CALIFA GROUP	06/01/2021	Regular	0.00	1,652.19	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4599	Invoice	05/25/2021	CENIC-BROADBAND JAN-MAR 2021	0.00	1,652.19	
10000.90000.52200			CONTRACT SERVICES		1,652.19	
0132	BAKER & TAYLOR, INC.	06/01/2021	Regular	0.00	1,903.15	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5016912027	Invoice	04/29/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,168.80	
10000.90000.53406			BOOKS AND REFERENCE		1,168.80	
5016912028	Invoice	04/29/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	68.64	
10000.90000.52200			CONTRACT SERVICES		68.64	
5016935693	Invoice	05/10/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	327.59	
10000.90000.53406			BOOKS AND REFERENCE		327.59	
5016935694	Invoice	05/10/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	20.81	
10000.90000.52200			CONTRACT SERVICES		20.81	
5016955827	Invoice	05/13/2021	BOOKS	0.00	283.52	
39002.90000.53406			BOOKS AND REFERENCE		283.52	
5016991203	Invoice	05/19/2021	BOOKS	0.00	33.79	
39002.90000.53406			BOOKS AND REFERENCE		33.79	
VEN01043	OVERDRIVE INC	06/01/2021	Regular	0.00	374.99	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
01148C021234976	Invoice	05/22/2021	BOOKS	0.00	374.99	
39006.90000.53406			BOOKS AND REFERENCE		374.99	
VEN01733	ORIENTAL TRADING CO	06/01/2021	Regular	0.00	88.11	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
709850637-01	Invoice	05/18/2021	CYO PATRIOTIC FOOTBALLS	0.00	88.11	
39006.90000.53999			OTHER PURCHASED SUPPLI...		88.11	
VEN02227	CHRISTINE SMART	06/01/2021	Regular	0.00	133.70	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV029586	Invoice	05/17/2021	REIMB. FOR FABRIC FOR PROGRAM	0.00	133.70	
29005.90000.52200			CONTRACT SERVICES		133.70	
VEN02967	KAESER & BLAIR INC	06/01/2021	Regular	0.00	949.78	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
10408235	Invoice	04/30/2021	LINE LIGHT PURPLE BEAR	0.00	949.78	
39006.90000.53999			OTHER PURCHASED SUPPLI...		949.78	

Check Register

Packet: APPKT05660-06/08/21 LB

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN03957	EMMA ROSTYKUS	06/01/2021	Regular	0.00	250.00	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
88	Invoice	05/26/2021	JUNE 23,2021	HARP MUSIC &MINDFULNESS...	0.00	250.00
39006.90000.53999		OTHER PURCHASED SUPPLI...		JUNE 23,2021 HARP MUSIC...		250.00
0598	DEMCO, INC.	06/01/2021	Regular	0.00	454.55	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6954254	Invoice	05/18/2021	TRACKBOARD, BULLETIN BOARD, BOOK TAPE	0.00	454.55	
10000.90000.53100		OFFICE SUPPLIES		TRACKBOARD, BULLETIN BO...		454.55

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	14	9	0.00	6,781.95
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
	14	9	0.00	6,781.95

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2021	6,781.95
			<u>6,781.95</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05684 - 06/22/21 LB

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						
0786	OFFICE DEPOT, INC	06/15/2021	Regular	0.00	8.10	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
174081542004	Invoice	05/28/2021	OFFICE SUPPLIES	0.00	5.40	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	5.40	
175091778002	Invoice	05/28/2021	OFFICE SUPPLIES	0.00	2.70	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	2.70	
0132	BAKER & TAYLOR, INC.	06/15/2021	Regular	0.00	1,433.23	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016954688	Invoice	05/20/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	47.82	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	47.82	
5016973598	Invoice	05/28/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	345.61	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	345.61	
5016973599	Invoice	05/28/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1.70	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	1.70	
5016974563	Invoice	05/28/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	262.94	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	262.94	
5016974564	Invoice	05/28/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1.34	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	1.34	
5016982266	Invoice	06/02/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	735.31	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	735.31	
5016982267	Invoice	06/02/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	38.51	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	38.51	
VEN02711	AMERICAS PRINTER	06/15/2021	Regular	0.00	973.85	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1192998	Invoice	05/11/2021	DOOR HANGERS SUPER SUMMER&READING...	0.00	973.85	
39006.90000.53999		OTHER PURCHASED SUPPLI...		DOOR HANGERS SUPER SU...	973.85	
VEN02805	3 DAY BLINDS LLC	06/15/2021	Regular	0.00	604.73	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
302220	Invoice	04/12/2021	ROLLER SHADE, INSTALLATION	0.00	604.73	
29005.90000.52200		CONTRACT SERVICES		ROLLER SHADE, INSTALLATI...	604.73	
VEN02967	KAESER & BLAIR INC	06/15/2021	Regular	0.00	3,358.07	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10408208	Invoice	05/14/2021	SUMMER READING PRIZES	0.00	3,358.07	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUMMER READING PRIZES	3,358.07	
VEN03254	SHOWCASES	06/15/2021	Regular	0.00	62.75	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
320285	Invoice	05/27/2021	DVD CASE	0.00	62.75	
10000.90000.53100		OFFICE SUPPLIES		DVD CASE	62.75	
VEN03965	BACKSTAGE LIBRARY WORKS	06/15/2021	Regular	0.00	95.00	

Check Register

Packet: APPKT05684-06/22/21 LB

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	
41982	Invoice	06/10/2021	HARD DRIVE		95.00	
39002.90000.53999		OTHER PURCHASED SUPPLI...		HARD DRIVE	95.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	14	7	0.00	6,535.73
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
	14	7	0.00	6,535.73

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2021	6,535.73
			<u>6,535.73</u>

Chair

Trustee

Trustee

Trustee

Trustee

May 2021 Online Content

In May, the Library had 36 social media posts with 3,895 reactions (likes/comments/views). Many were for the following:

Friends' Virtual Wine Tasting

Welcome Back!

Free Audiobooks on Libby with your Library Card

Service Hour Review of "Illuminae"

International Firefighters' Day

TikTok: May the Fourth Be with You

Service Hour Review of "The Voyage of the Dawn Treader"

Thank You, Sierra Madre, for the Support

From the Archives: Sierra Madre School

Open for Indoor Browsing

Happy Mother's Day from Library Staff

Congratulations Julia on Completing 1000 Books Before Kindergarten!

TikTok: Getting Ready for Summer Reading

Be The Change series: author Paula Yoo

Tails & Tales - Llama Unleashes the Alpocalypse

Service Hour Review of "In the Time of Butterflies"

3D Printing Services at the Library

Pajama Storytime

Turing Tumble STEAM Game in Library Collection

Service Hour Review of "Song of Achilles"

Headspace App Free to LA County Residents

TikTok: Welcome Home, the Library Is Open

CalHOPE Crisis Help and Counseling

Congratulations Cameron on Completing 1000 Books Before Kindergarten!

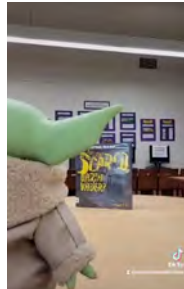
Service Hour Review of "Wayward Son"

"Smiling Faces" at the Library

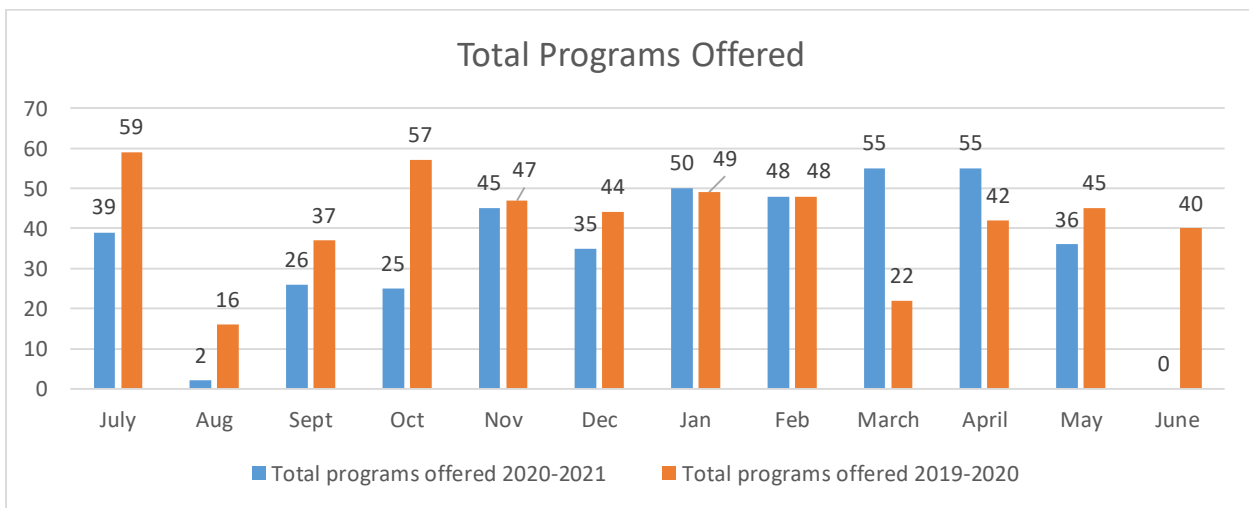
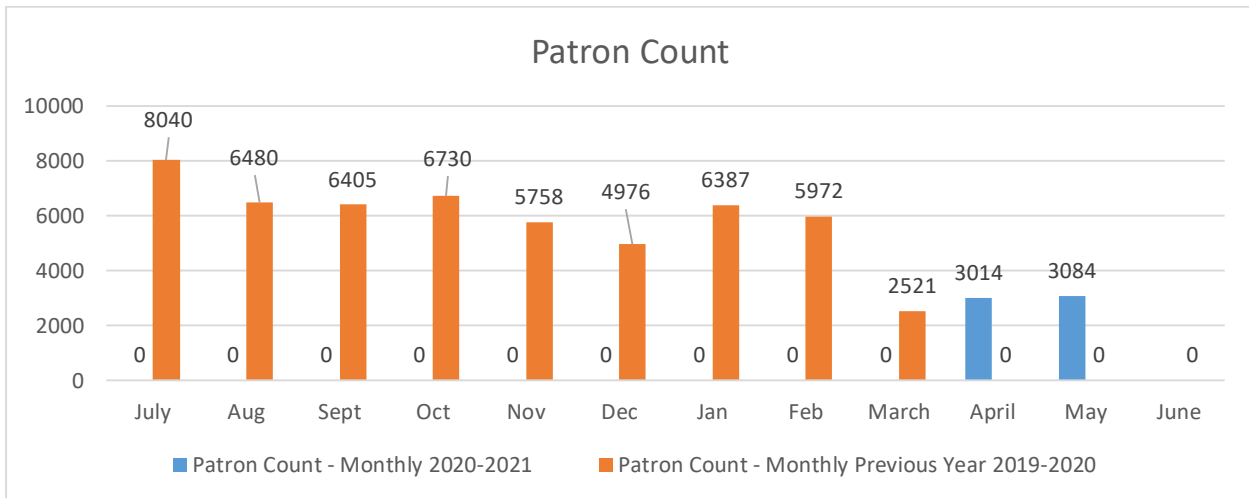
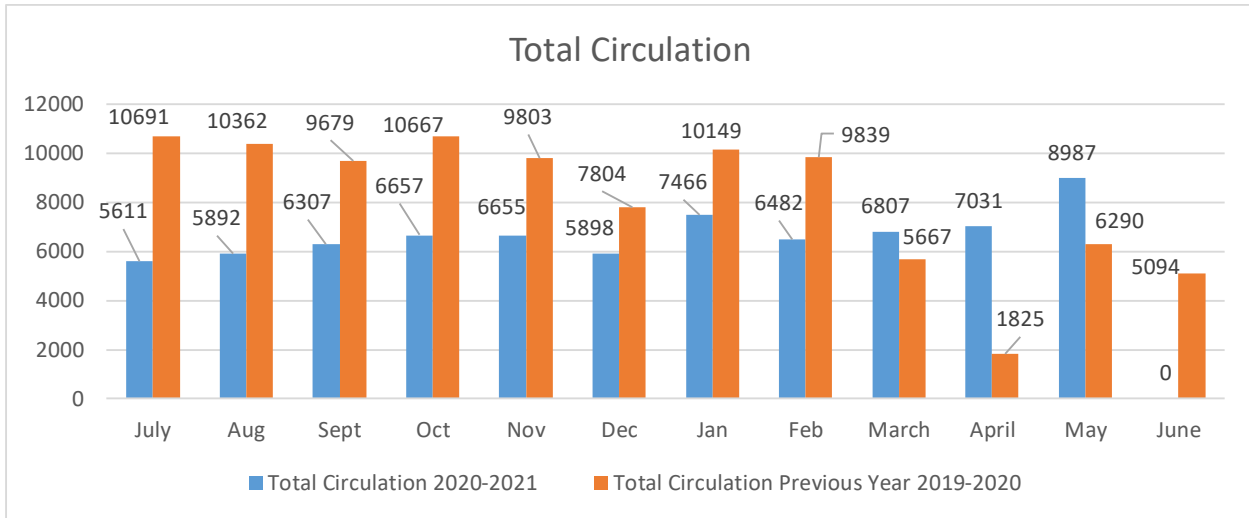
Library Super Summer Is Coming!

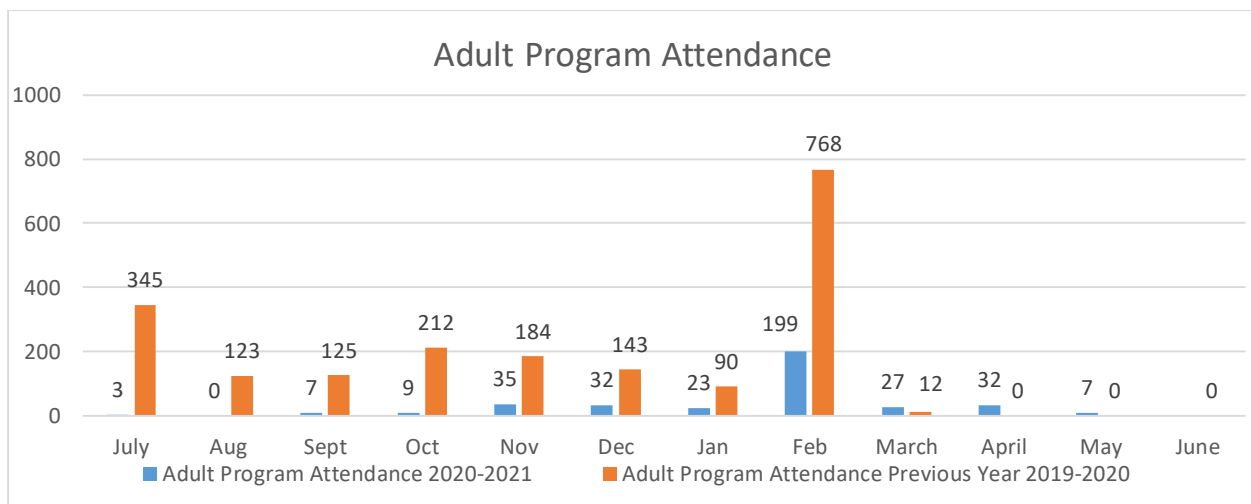
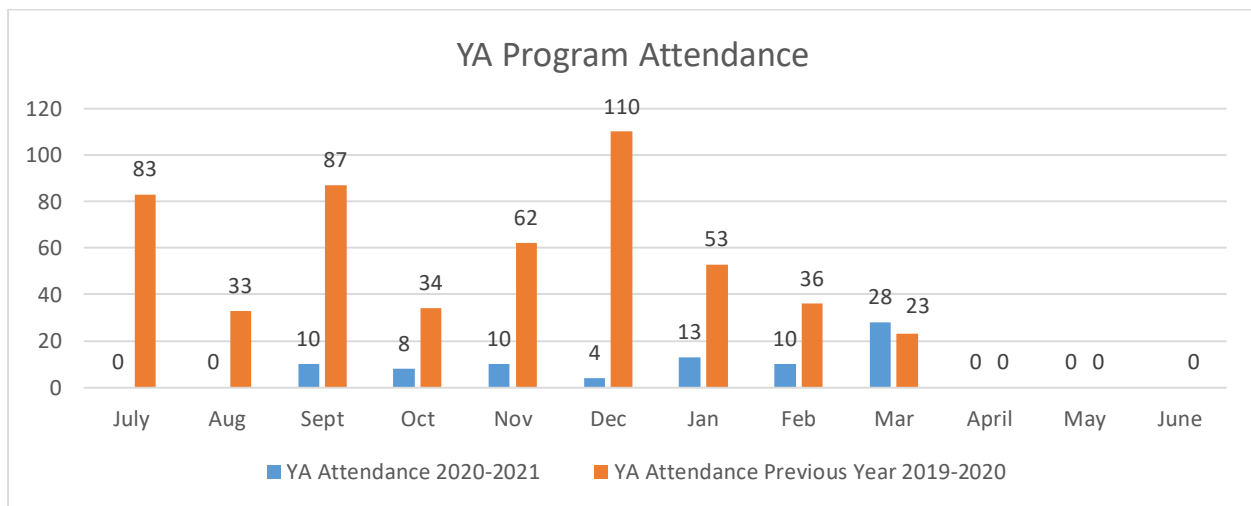
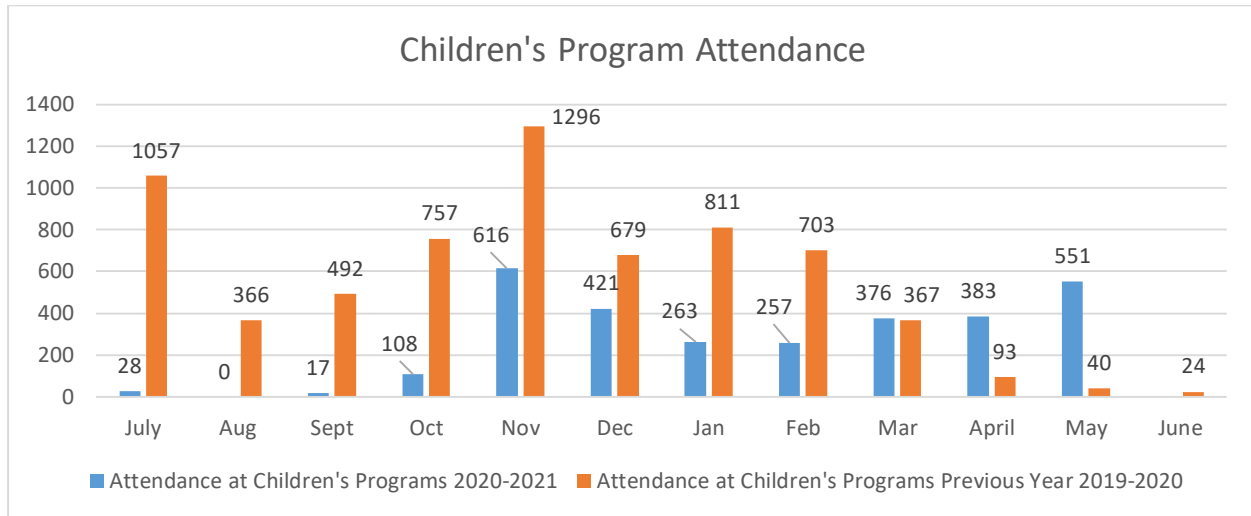
Sierra Madre Resident Experiences Throughout 2020 Wanted for the Archives

From the Archives: Veterans' Salute at Pioneer Cemetery



May 2021 Library Statistics







Kersting Court Kiosk Remodel

Kersting Court Kiosk

Wooden kiosk structure is being remodeled

- Wood is being replaced and stained a darker color
- Glass Wisteria staying as-is
- Middle divider is being replaced by wood



Middle Divider

Side facing businesses

- Digital Display

Side facing Sierra Madre Blvd. and Baldwin

- Etched-glass historical art



Etched-glass examples



Historical Photo 1



JOE A. HINDOY - PHOTOGRAPHY

Historical Photo 2



Historical Photo 3



Questions?



Donations and Donor Recognition Policy and Regulations

Subject: Donations: Donor Recognition
Service: “Commons” and “Lifelong Learning”
Priority:
Policy: Gifts and bequests whether given to the Library through the Friends of the Sierra Madre
Statement: Library, foundations, corporations or individuals shall be used to support the Library’s mission to augment collections, support services and programs, and provide access.

Definitions: **Donor recognition guidelines** – Regulations to ensure a uniform approach consistent with the best interests of the donors and the needs of the Sierra Madre Public Library.

Collection Development – Reviewing, selecting, and deselecting materials for and from the book, audio-visual, serial, and digital collections. Collection decisions are based on professional reviews, knowledge of the collection, and funding resources.

Gift and Memorial Fund – A City of Sierra Madre dedicated fund for receiving tax deductible gifts and accounting for their use.

Library materials or items – Books, magazines, compact discs, audio and video tapes, databases and other items generally found in contemporary public library collections.

Long Term Pledges – A written commitment by a donor which includes the amount pledged and a schedule for the Library receiving the gift in payments or in total, within three to five years of making the pledge.

Named Spaces and Programs at the Library –

- Dickenson Memorial Walk
- Gift and Memorial Fund
- Jameson Sierra Madre Room
- Mary Tumilty Endowment Fund
- Memorial Garden
- Paula Randall Reading Room
- Sommer Library Scholarship Fund
- Walt Wesley Computer Literacy Center
- Arthur Kirk Library Information System

Sierra Madre Historical Archives – A local history collection jointly owned and maintained by the Sierra Madre Historical Preservation Society and the Sierra Madre Public Library.

Weeding – A collection development activity of deselecting library materials (see also Collection Development).

Regulations:

1. **Appreciation and Publicity:** All contributions of money will be acknowledged within 5 working days by a printed receipt. Donors of \$100 or more will also receive a personal letter from the Library Director or other appropriate individual and will be listed on the donor section of the City Web Site. Donors of major gifts will receive opportunities for publicity and special recognition and appreciation activities as appropriate.
2. **Types of Gifts Accepted and Recognized:**
 - a) Cash, readily marketable securities, real estate, and future interests including gifts in trust and life estates;
 - b) Gifts of life insurance will be recognized at cash value until maturity of the policy;
 - c) Gifts of personal property or securities not readily marketable will be recognized at the amount netted from the sale of the property. If the Board of Trustees selects not to sell personal property or securities for any reason, credit will be given at appraised value when the gift is accompanied by an independent appraisal;
 - d) Gifts of personal property including books, serials, media, equipment, and items for the Sierra Madre Historical Archives such as photographs, postcards, scrapbooks, etc. will be recognized with a thank you letter;
 - e) All donations must comply with federal and state law, including law regulating the use of donations and conflict of interest law.
3. **Comprehensive Donor Recognition Display:** Donors previously recognized in the Library and all donors with accumulated contributions/pledges of \$5,000 or more, will be incorporated into a permanent recognition display.
4. **Recognition levels on the main donor display will be:**
 - a) Philanthropists \$100,000 - and above
 - b) Benefactors \$50,000 - \$99,999
 - c) Patrons \$25,000 - \$49,999
 - d) Sponsors \$10,000 - \$24,999
 - e) Associates \$5,000 - \$9,999
5. **Donations of cash to purchase Library materials such as books, media, etc.:**
 - a) Will include a book plate placed on the item listing the name(s) of the donor and/or honoree, and in the bibliographic record;
 - b) All materials purchased with donations become the exclusive property of the Sierra Madre Public Library and will not be returned;
 - c) Librarians are responsible to select specific items to be included in the library collection however, suggestions made by donors will be considered in the following order: 1. material type, 2. subject area, 3. specific item.
6. **Donations of materials:**
 - a) All material donations become the exclusive property of the

- Sierra Madre Public Library and will not be returned;
 - b) Material donations are accepted provided there are no restrictions in perpetuity and may or may not become part of the Library's collection;
 - c) Material donations accepted by the Library are judged on the same basis as purchased materials;
 - d) Material donations not used by the Library or used and later weeded from the collection may be sold to raise funds for Library services and programs, or recycled;
 - e) Appraisals will not be provided by the Library. Donor(s) may make their own arrangements for an appraisal;
 - f) Itemized lists will not be generated by the Library. Donor(s) may make their own arrangements for an itemized list.
7. Donations of historical materials:
- a) Material donations become joint property of the Sierra Madre Public Library and the Sierra Madre Historical Preservation Society per the Sierra Madre Archives Memorandum of Understanding between the City of Sierra Madre and the Sierra Madre Historical Preservation Society;
 - b) Material donations should be relevant to Sierra Madre and local mountain history in accordance with the Collection Development Policy for the Sierra Madre Historical Archives;
 - c) Items are accepted at the discretion of the Associate Librarian in charge of the Historical Archives Collection or the Director of Library Services;
 - d) Archival materials may be sold if materials do not meet collection development priorities. Revenues will be used to preserve, maintain, and develop the archival collection.
8. Memorial Gifts: Individuals in whose memory \$1,000 or more has been given will be recognized in a special memorial area to be determined by the Library Board of Trustees.
9. Matching Gifts: Donors whose gifts are matched by corporations will receive recognition for the total given. The corporation will receive recognition for the cumulative total of its matching portions and its own gifts.
10. Naming of Areas, Equipment, Projects, Endowment Funds, Rooms, and Facilities will recognize donors for a minimum donation of:
- a) \$10,000 – Areas, Projects, or Equipment
 - b) \$50,000 – Permanent Endowment Fund or Room.
 - c) 100% of construction and furnishings costs – Exclusive Naming of new facility approved but unfunded.
 - d) 50% of construction and furnishings costs – Naming of approved new facility with other donors recognized for unfunded; partially funded; fully funded projects.
 - e) 50% of construction and furnishings costs – departments or areas.
11. Conditions for Naming Rights:

- a) Acceptance of terms and conditions made to the Sierra Madre Public Library is subject to the approval of the Library Board of Trustees and City Council.
- b) Unfunded projects must be approved by the Library Board of Trustees and City Council.
- c) Facilities will not be named for: non-donors unless the persons wishing the area so named, fund the project; long-term pledges, unless default on the pledge would create no financial hardship for the Library; planned gifts, until proceeds are received; gifts of property (real or personal) until converted to cash.

Resolution Number No. 05-001 was duly adopted at a regular meeting of the Sierra Madre Public Library Board of Trustees on July 28, 2005 by the following vote:

AYES: Patricia Hall
Eph Konigsberg
Marianne Siberell

NOES:

ABSENT: James Kincaid
Howard Wagner

ATTEST: Cathy Ryne, Acting Director of Library
Services



Library Board of Trustees

Rich Procter, Chair
Rod Spears, Vice-Chair
Susan Gallagher, Trustee
Shannon King, Trustee
Barry Ziff, Trustee

SIERRA MADRE PUBLIC LIBRARY AGENDA REPORT

Art in the Library Policy Discussion

To: Library Board of Trustees

From: Lori Garza, Management Analyst
Christine Smart, City Librarian

Date: 6/30/2021

STAFF RECOMMENDATION

Staff recommends the Library Board of Trustees provide direction among the alternatives.

1. The Library Board of Trustees may agree with the staff summary; or
2. The Library Board of Trustees may provide additional guidance or alternatives.

SUMMARY

When the Friends of the Sierra Madre Library (Friends) move into their new book sale space, many of the book stacks, book sale supplies, and all donated books will move into the new building, including any art belonging to the Friends. During the months leading up to the move, the art will be inventoried, but not appraised, in an effort to catalog our collection and better understand ownership.

Although it may have been the intention of the Friends to donate a piece of art to the Library annually, no paperwork has been completed to convey these gifts. During the inventory process, we plan to work with the Friends to reconcile ownership. The Library welcomes an official donation of any art which is currently hanging in the Library, and would consider additional pieces. This, however, would be at the discretion of the Friends.

Moving forward, it is the recommendation of Library Staff that items procured by the Friends during future art fairs be displayed at the Library for the duration of one year. At the end of that term, the Friends and the City Librarian would meet to determine the disposition of the artwork. If the piece is selected, the Friends would complete donation documents to transfer ownership to the Sierra Madre Public Library. If the piece is not selected to be part of the permanent collection, it will be returned to the Friends and subsequently hung, auctioned, or sold at the discretion of the Friends.