



Sierra Madre Public  
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## **AGENDA**

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

**Monday, October 25, 2021**

**5:00 PM**

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

*Susan Gallagher, Chair; Rod Spears, Vice Chair;  
Catherine Adde, Trustee; Laura Palmer, Trustee; Richard Procter, Trustee*

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

Trustees Gallagher, Spears, Adde, Palmer and Procter.

#### **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, 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](mailto:lgarza@cityofsierramadre.com) with the subject heading PUBLIC COMMENT by 4:00 pm on October 25, 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 Interim City Librarian, Lori Garza via email at [lgarza@cityofsierramadre.com](mailto: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: \$257.64, \$4914.38, and \$7290.08
- 2. Library Statistics** - Recommendation to receive and file September 2021 Statistical Reports.

## **ACTION ITEMS AND REPORTS**

### **1. Library Building Update**

Management Analyst Sophia Kownatzki to give an oral presentation regarding the Library Building.

### **2. Summer Reading Program**

Youth Services Librarian Leila Regan to give a report on the Library's 2021 Summer Programs.

### **3. Library Board of Trustees Meetings**

Interim City Librarian Garza to discuss the Board's proposed new regular meeting time and recommendation to adopt RESOLUTION NO. 21-01, New Meeting Date and Time for the Board of Trustees of the Sierra Madre Public Library.

### **4. Library Meeting Room Policy**

Interim City Librarian Garza to discuss the new Library Meeting Room Policy, and recommendation to adopt RESOLUTION No. 21-02, Meeting Room Policy.

### **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**

Interim City Librarian 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 meeting on November 22, 2021.

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, September 22, 2021

4:00 PM

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

*Susan Gallagher, Chair; Rod Spears, Vice Chair;  
Catherine Adde, Trustee; Laura Palmer, Trustee; Richard Procter, Trustee*

#### CALL TO ORDER / ROLL CALL

Trustees Gallagher, Spears, Adde, Palmer and Procter in attendance. Meeting called to order at 4:06 pm.

#### APPROVAL OF AGENDA

Trustee Adde motioned to approve agenda, Trustee Procter seconded. All approved.

#### APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from July 28, 2021, meeting. Trustee Procter moved, Trustee Adde seconded. All Approved.

#### PUBLIC COMMENT

No public comments.

#### CONSENT CALENDAR

**1. Library Warrants** – Trustee Spears moved to approve the Library Warrants in the aggregate amount of: \$4,241.76, \$2,450.35, \$1,918.77, \$2,552.56, \$966.67, \$4,181.19, \$46.44, \$5,601.61, and \$3,158.91. Trustee Procter seconded. All Approved.

**2. Library Statistics** - July 2021 & August 2021 Statistical Reports were received and filed.

#### ACTION ITEMS AND REPORTS

## **1. Library Building Update**

Management Analyst Sophia Kownatzki gave an oral presentation regarding the Library Building. For the exterior of the Library building refresh, the bid has been awarded for painting and trim with an estimated start at the end of October/November. Engineering and construction phases will go out to bid next. The timing of the projects may impact the ability to have the next few Friends Book Sales.

## **2. City Librarian Transition Plan**

City Librarian Smart gave an overview of the transition plan to a new City Librarian. Lori Garza will be Interim City Librarian. The search for a new City Librarian will begin after the new City Manager is hired.

## **3. Library Meeting Room**

City Librarian Smart gave an update on the use of the Library Meeting Room. Staff has been able to use it for distanced programming, and for training. It has recently opened up for public use and a policy regarding that use is being finalized for approval.

## **4. Library Board of Trustees Meetings**

City Librarian Smart led the discussion on changing the Trustee meetings. It was decided to continue via Zoom for the time being with the possibility of moving back to in person in 2022. Trustee Proctor moved and Trustee Adde seconded and all approved that the next meetings will be the 4th Monday of the month at 5pm, starting in October. City Librarian Smart will check to see how to officially make the new days a permanent change.

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

President of the Friends of the Library, Margaret Quigley, reported on Friends activities. She and Book Sale Chair, Martha Troedson will be visiting San Marino Library's Friends bookstore to help with the planning of our new Friends Book Store being planned for the back of the Library. The Friends are also working on strategic planning such as finance due to COVID considerations and having reduced fundraising activities.

## **6. Trustees Updates**

Trustee Adde attended the One Book One City meeting and reported they plan to announce the chosen book in November. Chair Gallagher mentioned the October Book Sale coming up and the Friends Partners program. Trustee Palmer will be working on the Bookmark contest. Trustee Procter also mentioned he is looking forward to the One Book One City book being announced. Trustee Spears has been working on the Library building making measurements, especially in the basement to help with Friends planning.

## **7. City Librarian Report**

City Librarian Christine Smart reported there is a State Infrastructure Grant opportunity for Libraries and that the City can submit the application to apply for funds to help with building

safety improvements. Library patrons have enjoyed September programs such as the Children's Bubble program in the park and the Music & Mindfulness held at the Library.

#### **8. Items for Future Agenda**

Items suggested for future meetings are Building Updates, Summer Reading Program report, and an official Meeting Room Policy for approval.

#### **ADJOURNMENT**

The Library Board of Trustees adjourned at 5:07 pm, to a Zoom meeting on October 25, 2021.



City of Sierra Madre, CA

# Check Register

Packet: APPKT05847 - 09/14/21 AMAZON LB

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>						
1644	AMAZON	09/09/2021	Regular	0.00	257.64	61229
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">446349866497</a>	Invoice	07/14/2021	LB VIRTUAL GRANT		35.54	
<a href="#">29005.90000.52200</a>		CONTRACT SERVICES		LB VIRTUAL GRANT	35.54	
<a href="#">457654588839</a>	Invoice	05/25/2021	LB. GRANT SUPPLIES		145.97	
<a href="#">29005.90000.52200</a>		CONTRACT SERVICES		LB. GRANT SUPPLIES	145.97	
<a href="#">488867565643</a>	Invoice	05/25/2021	LB SUPPLIES		18.71	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LB SUPPLIES	18.71	
<a href="#">489593657458</a>	Invoice	05/25/2021	LB. GRANT SUPPLIES		23.14	
<a href="#">29005.90000.52200</a>		CONTRACT SERVICES		LB. GRANT SUPPLIES	23.14	
<a href="#">855438448367</a>	Credit Memo	09/14/2021	BOOKS RETURN		-17.53	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS RETURN	-17.53	
<a href="#">994345874694</a>	Invoice	07/14/2021	LB COVID SUPPLIES. HAND SANITIZER		29.77	
<a href="#">10000.09110.53999</a>		OTHER PURCHASED SUPPLI...		LB COVID SUPPLIES. HAND S...	29.77	
<a href="#">995653659887</a>	Invoice	05/18/2021	LB FRINEDS MATERIALS		22.04	
<a href="#">10000.90000.53999</a>		OTHER PURCHASED SUPPLI...		LB FRINEDS MATERIALS	22.04	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	1	0.00	257.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>7</b>	<b>1</b>	<b>0.00</b>	<b>257.64</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	9/2021	257.64
			<b>257.64</b>

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Chair

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Trustee

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Trustee

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Trustee

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Trustee





City of Sierra Madre, CA

# Check Register

Packet: APPKT05863 - 09/28/21 LB

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>						
VEN03993	ALMER IMAMOVIC	09/28/2021	Regular	0.00	300.00	61348
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV030414</a>	Invoice	08/30/2021	CLASSIC GUITAR PERFORMANCE	10/26/21	0.00	300.00
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		CLASSIC GUITAR PERFORM...		300.00
0132 BAKER & TAYLOR, INC. 09/28/2021 Regular 0.00 3,672.05 61349						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0003229084</a>	Credit Memo	09/28/2021	CREDIT RETURN		0.00	-11.03
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		CREDIT RETURN		-11.03
<a href="#">5016248748</a>	Invoice	07/01/2021	BOOKS		0.00	1.91
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		1.91
<a href="#">5016575941</a>	Invoice	11/19/2020	BOOKS		0.00	10.43
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS		10.43
<a href="#">5016882028</a>	Invoice	04/19/2021	BOOKS		0.00	621.95
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS		621.95
<a href="#">5016882029</a>	Invoice	04/19/2021	BOOKS		0.00	27.25
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		27.25
<a href="#">5017100111</a>	Invoice	08/17/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...		0.00	9.02
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		9.02
<a href="#">5017100112</a>	Invoice	08/17/2021	BOOKS		0.00	0.26
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		0.26
<a href="#">5017118711</a>	Invoice	08/27/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...		0.00	29.13
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		29.13
<a href="#">5017118712</a>	Invoice	08/27/2021	BOOKS		0.00	1.29
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		1.29
<a href="#">5017133971</a>	Invoice	08/30/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...		0.00	88.30
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		88.30
<a href="#">5017133972</a>	Invoice	08/30/2021	BOOKS		0.00	5.13
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		5.13
<a href="#">5017151507</a>	Invoice	08/27/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...		0.00	1,113.18
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		1,113.18
<a href="#">5017151508</a>	Invoice	08/27/2021	BOOKS		0.00	79.08
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		79.08
<a href="#">5017156408</a>	Invoice	08/27/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...		0.00	617.14
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		617.14
<a href="#">5017156409</a>	Invoice	08/27/2021	BOOKS		0.00	27.22
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		27.22
<a href="#">5017176289</a>	Invoice	08/28/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...		0.00	185.60
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		185.60
<a href="#">5017176290</a>	Invoice	08/28/2021	BOOKS		0.00	5.95
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		5.95
<a href="#">5017195792</a>	Invoice	08/30/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...		0.00	67.13
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		67.13
<a href="#">5017195793</a>	Invoice	08/30/2021	BOOKS		0.00	3.11
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		3.11

## Check Register

Packet: APPKT05863-09/28/21 LB

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">NS20090225</a>	Invoice	09/08/2021	BOOKS	0.00	395.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS		395.00	
<a href="#">NS21090211</a>	Invoice	09/07/2021	BOOKS	0.00	395.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS		395.00	
0786	OFFICE DEPOT, INC	09/28/2021	Regular	0.00	82.73	61350
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">192445235001</a>	Invoice	09/09/2021	OFFICE SUPPLIES	0.00	82.73	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	82.73	
VEN01043	OVERDRIVE INC	09/28/2021	Regular	0.00	859.60	61351
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">01148CO21328558</a>	Invoice	08/24/2021	BOOKS	0.00	859.60	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS	859.60	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	24	4	0.00	4,914.38
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>24</b>	<b>4</b>	<b>0.00</b>	<b>4,914.38</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	9/2021	4,914.38
			<b>4,914.38</b>

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Chair

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Trustee

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Trustee

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Trustee

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Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT05884 - 10/12/21 LB

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>						
0132	BAKER & TAYLOR, INC.	10/12/2021	Regular	0.00	504.99	61520
<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>Dist Amount</b>	
<a href="#">5017199817</a>	Invoice	09/17/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	198.80	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		198.80	
<a href="#">5017199818</a>	Invoice	09/17/2021	BOOKS	0.00	0.97	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS		0.97	
<a href="#">5017201270</a>	Invoice	09/17/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	264.83	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE (FY ...		264.83	
<a href="#">5017201271</a>	Invoice	09/17/2021	BOOKS	0.00	18.23	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS		18.23	
<a href="#">H57125350</a>	Invoice	09/13/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	12.38	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		12.38	
<a href="#">H57283030</a>	Invoice	09/21/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	9.78	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		9.78	
0201	EBSCO	10/12/2021	Regular	0.00	4,619.00	61521
<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>Dist Amount</b>	
<a href="#">1000166495-1</a>	Invoice	09/27/2021	Online Database - MasterFile Complete	0.00	4,619.00	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	Online Database - MasterFile..		4,619.00	
VEN01043	OVERDRIVE INC	10/12/2021	Regular	0.00	2,000.00	61522
<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>Dist Amount</b>	
<a href="#">01148MG213648...</a>	Invoice	09/15/2021	EBOOKS	0.00	2,000.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	EBOOKS		2,000.00	
1168	VERNON LIBRARY SUPPLIES, INC.	10/12/2021	Regular	0.00	166.09	61523
<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>Dist Amount</b>	
<a href="#">529111</a>	Invoice	09/13/2021	OFFICE SUPPLIES	0.00	166.09	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES		166.09	
<b>Total Regular:</b>					<b>7,290.08</b>	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	4	0.00	7,290.08
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>9</b>	<b>4</b>	<b>0.00</b>	<b>7,290.08</b>

**Fund Summary**

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2021	7,290.08
			<u>7,290.08</u>

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Chair

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Trustee

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Trustee

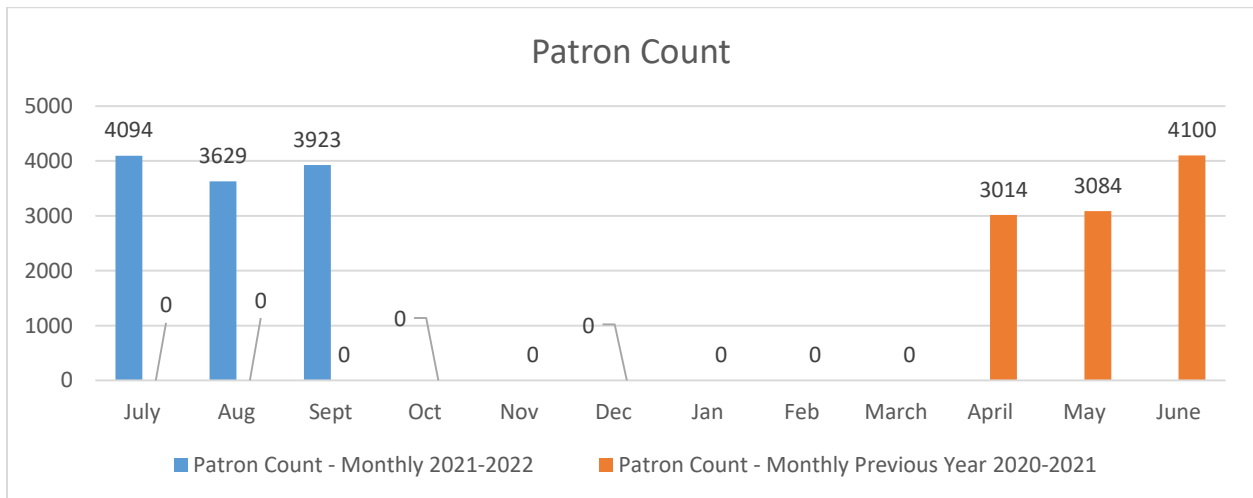
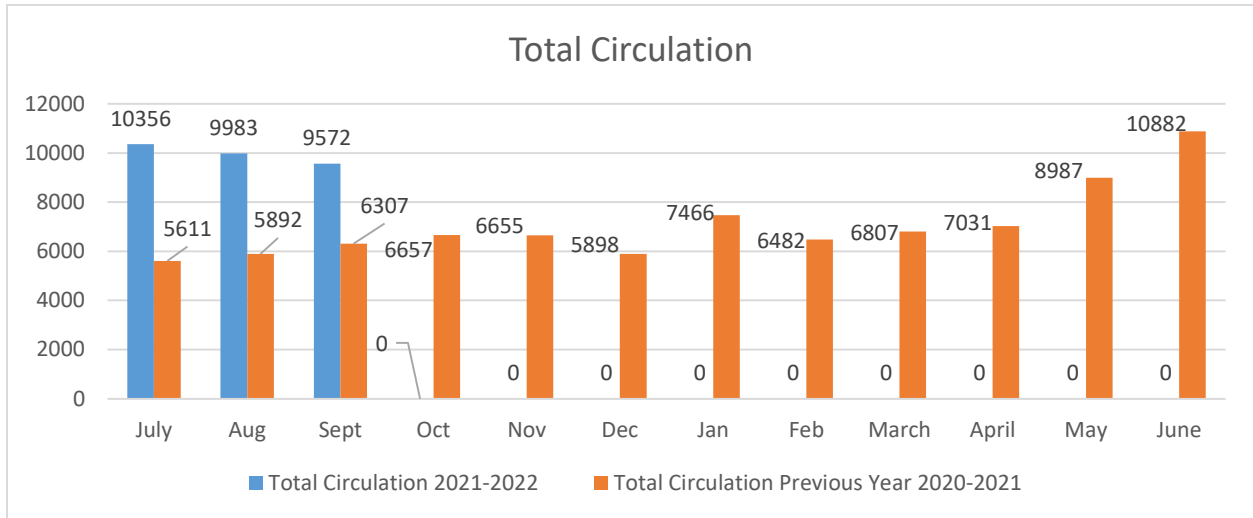
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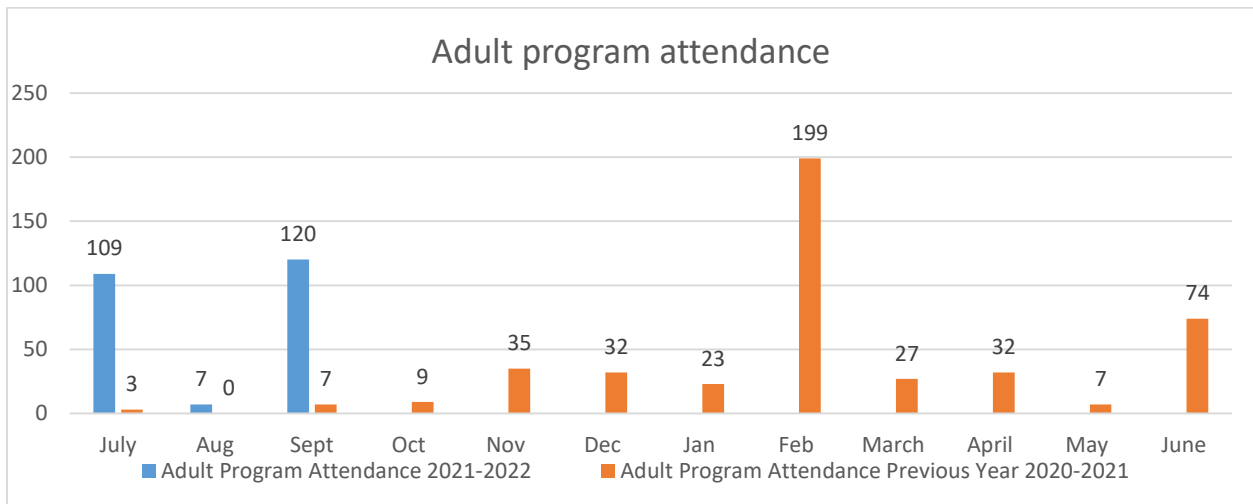
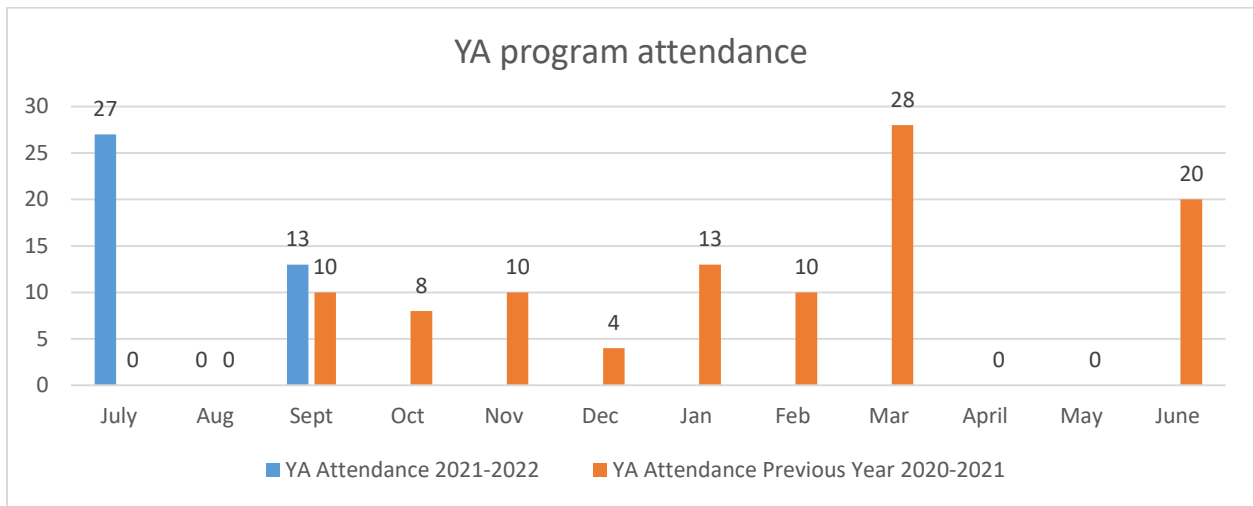
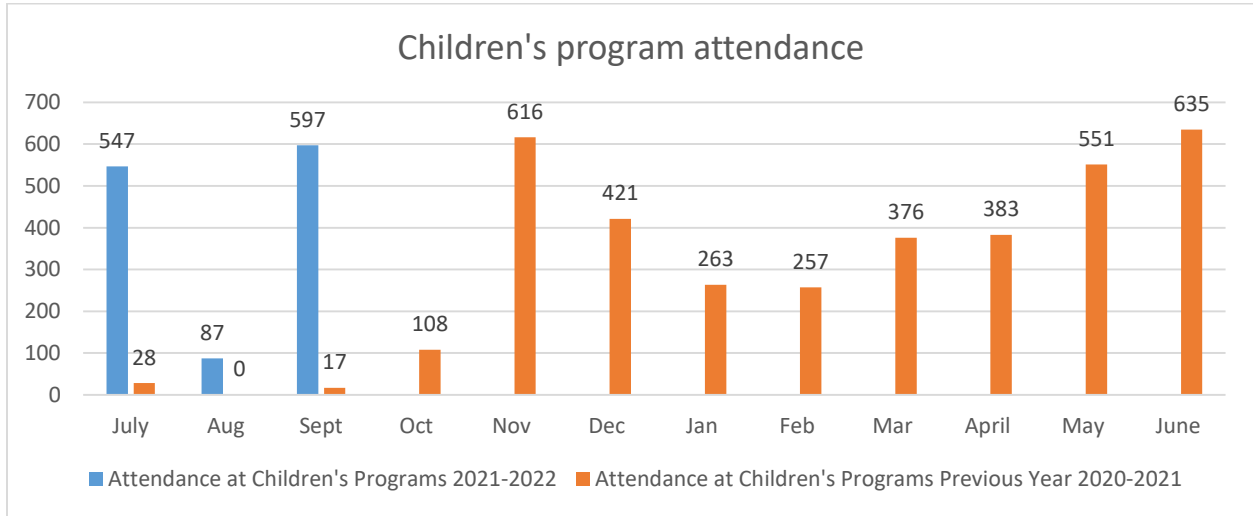
Trustee

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Trustee

## September 2021 Library Statistics





# Sierra Madre Super Summer 2021

Sierra Madre Public Library



Sierra Madre Super Summer 2021

## Virtual & In-Person Programming

- In 2021 we offered a variety of in-person and virtual programming, thanks to the Virtual Youth Programming grant from the U.S. Institute of Museum and Library Services and the Friends of the Sierra Madre Public Library.

Virtual Family Science Workshops w/ Mrs. Richey



Teen Embroidery Class w/ Mrs. Doreen



Music & Mindfulness





## Sierra Madre Super Summer 2021

Sierra Madre Super Summer 2021

### Programs & Attendance

- June:
  - 45 programs
  - 27 in-person programs
  - 18 virtual programs
  - Total program attendance: 729 people
- July:
  - 50 programs
  - 29 in-person programs
  - 21 virtual programs
  - Total program attendance: 683 people
- We had 95 programs this summer with 1,412 people in attendance.



Virtual Sewing Machine Basics w/ Ms. Corrie



Hula Basics w/ Ms. Leila

Sierra Madre Super Summer 2021

### Summer Scavenger Hunts



- Two Scavenger Hunts:
  - The 4<sup>th</sup> of July Scavenger Hunt
    - 87 participants
  - The Navigation Scavenger Hunt
    - 54 participants

## Sierra Madre Super Summer 2021

Sierra Madre Public  
**LIBRARY**

### SUPER SUMMER

JUNE 12—AUGUST 7

Make Summer 2021 fun for all ages! Color in a book for every 30 minutes that you read all summer long and redeem this card for prizes!

*"You are never alone when lost in the magic of a book." -Marie Lu*

Complete for Prize 1

Complete for Prize 2

This program, and many more, are funded by annual Friends of the Sierra Madre Public Library contributions. Join the Friends and support these programs here: [www.sierramadrelibraryfriends.org](http://www.sierramadrelibraryfriends.org)

Sierra Madre Super Summer 2021

### Summer Reading Program (SRP)

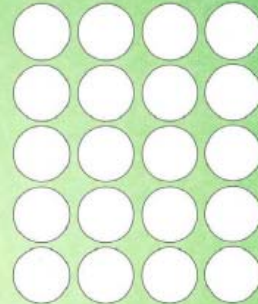
- 424 participants
- Operation Support Local:
  - 106 participants



### OPERATION SUPPORT SIERRA MADRE LOCAL

Attend Events ♥ Hike a Trail  
Shop Local ♥ Visit Museums

Whether you find a free community event, hike a trail, check out local museums, or support a business, grab a free prize at the Library when you fill in twenty activities.



Write your activity type in the "Local" icon and redeem your completed card for a SUPER SUMMER prize at the Library.  
440 W Sierra Madre Blvd, Sierra Madre, CA 91024  
626-355-7386 • [www.cityofsierramadre.com/library](http://www.cityofsierramadre.com/library)

Sierra Madre Super Summer 2021



*Thank You Sierra Madre!*



**RESOLUTION NO. 21-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC LIBRARY TO ADOPT A NEW MEETING DATE AND TIME FOR THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC LIBRARY**

WHEREAS, at the September 22, 2021, Special Meeting of the Sierra Madre Public Library Board of Trustees, the Trustees were made aware of a scheduling conflict for the current Board of Trustees meetings held the 4th Wednesday of the month at 7:00 pm; and

WHEREAS, the Sierra Madre Public Library Board of Trustees determined a new regular meeting time would be necessary; and

WHEREAS, Sierra Madre Municipal Code section 2.16.020 states, "The board of library trustees shall have such duties and responsibilities as may be established under California Education Code section 18900 et seq., except as specifically provided in this code"; and

WHEREAS, Education Code section 18914 states, "Boards of library trustees shall meet at least once a month at such times and places as they may fix by resolution"; and

WHEREAS, the Sierra Madre Public Library Board of Trustees, an administrative library board for the City of Sierra Madre, wishes to change the Library Board of Trustees meeting;

NOW, THEREFORE, BE IT RESOLVED, by the Sierra Madre Public Library Board of Trustees that:

1. The Sierra Madre Public Library Board of Trustees will now meet on the 4<sup>th</sup> Monday of the Month at 5:00 pm.

**APPROVED AND ADOPTED on this 25<sup>th</sup> day of October, 2021, by the following vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Susan Gallagher, Chair  
Sierra Madre Public Library  
Board of Trustees**

**ATTEST:** \_\_\_\_\_

I, Lori Garza, Interim City Librarian of the SIERRA MADRE PUBLIC LIBRARY hereby certify that the foregoing Resolution Number No. 21-01 was duly adopted by the Board of Trustees of the Sierra Madre Public Library at a special meeting held on the 25<sup>th</sup> day of October, 2021.

**RESOLUTION NO. 21-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC LIBRARY TO ADOPT THE SIERRA MADRE PUBLIC LIBRARY MEETING ROOM POLICY**

WHEREAS, a primary responsibility given the Library Board of Trustees is adoption of policies for the delivery of public Library services to residents in its jurisdiction; and

WHEREAS, Sierra Madre Municipal Code section 2.16.040 states, “Under Education Code section 18919, the board of library trustees may make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto, including setting library hours of operation and adopting procedures regarding library property”; and

WHEREAS, Education Code section 18919 states, “The board of library trustees may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto”; and

WHEREAS, the Board of Trustees, has approved and agreed upon the Meeting Room Policy as developed by the Interim City Librarian, in keeping with current professional practices, for the Sierra Madre Public Library,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Sierra Madre Public Library hereby:

Adopts by Resolution 21-02 the Sierra Madre Public Library Meeting Room Policy

**APPROVED AND ADOPTED on this 25<sup>th</sup> day of October, 2021, by the following vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
**Susan Gallagher, Chair  
Sierra Madre Public Library  
Board of Trustees**

ATTEST: \_\_\_\_\_

I, Lori Garza, Interim City Librarian of the SIERRA MADRE PUBLIC LIBRARY hereby certify that the foregoing Resolution Number No. 21-02 was duly adopted by the Board of Trustees of the Sierra Madre Public Library at a special meeting held on the 25<sup>th</sup> day of October, 2021.

## **SIERRA MADRE PUBLIC LIBRARY MEETING ROOM POLICY**

In keeping with our mission, the Library seeks to provide meeting space for programs of an educational, cultural, intellectual, charitable, advocacy, civic, informational, or governmental nature. The primary use of the meeting room shall be for the Sierra Madre Public Library, City of Sierra Madre, or other Library-sponsored activities. When otherwise available, the Library will offer the meeting room for the use of groups and patrons, regardless of their affiliation or beliefs. The room will be available for groups or patrons to conduct programs, meetings, seminars, study groups, planning sessions, training programs, and related activities.

In addition to Meeting Room Policies, all occupants are subject to the Library's Rules of Behavior. The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure Library policies are followed. Use of the Library's meeting room does not constitute Library or City of Sierra Madre endorsement of viewpoints expressed by participants in the program conducted therein. Advertisements or announcements implying such endorsement are not permitted.

### **GENERAL POLICIES**

- No more than 10 persons in the meeting room at one time.
- The meeting room may be reserved for up to 2 consecutive hours per day.
- To be eligible to reserve use of the room, a group or organization must be not-for-profit and have three or more individuals in attendance.
- Walk-in use of the meeting room is available to anyone on a first-come-first-served basis, with either an active library card or a valid state issued ID.
- Noise levels from the meeting room must not disturb Library patrons or staff.
- The meeting room must be vacated 15 minutes prior to the Library's closing time. Exact times may vary by day.
- There is no charge for use of the meeting room. In turn, a group may not charge an entry fee or any other type of fee for participants to attend the meeting held therein.
- Furniture may not be removed from the room, and blinds must remain open.
- Commercial uses of the meeting room are prohibited. This includes solicitations, admission or other charges, money-raising activities, and/or sales. Delivery of direct, hands-on healthcare services is also prohibited. This includes examinations, hands-on demonstrations, or treatments (however, the sharing of information about healthcare services is permitted).
- In the event the Library is unexpectedly closed, meetings scheduled during that time will be cancelled.
- Policies and procedures are subject to change without notice.

### **RESERVATION POLICY**

- To provide equitable opportunities for use of the meeting room, a group may reserve the space up to four times per month.
- If the room is not otherwise reserved, any walk-in single patron or group of patrons of up to 10 persons is welcome to immediately book the room for a maximum of two

*Approved DATE by the Library Board of Trustees*



hours of use per day. Walk-in users of the room must first check in with the circulation desk to determine availability and secure the use of the space, and may do so an unlimited number of times per month.

- Requests to reserve the meeting room may be made in person or over the phone and may be made up to one month in advance. All reservations require:
  - Name of the Responsible Party
  - Contact Phone Number
  - Library Card Number or Valid Driver's License Number
  - Equipment Needs (if any)
- Requests will be honored on a first-come, first-served basis.
- Notice of cancellation should be made to Library staff as soon as possible. After 15 minutes with no show or contact, a group forfeits its reservation.
- If a group fails to show for two meetings in a row and does not call to cancel, all future reservations may be forfeited and said no-shows can be cause for denial of future meeting room requests.
- Meetings will not be scheduled before or after Library hours. Group representatives may not enter Library buildings, nor will deliveries be accepted, before the regular opening time.
- Groups may not assign or transfer their reservations to other groups.

#### **CARE AND USE OF THE FACILITIES**

- Patrons must check in with staff before and after using the meeting room.
- Please leave the meeting room neat and in good order with all furniture returned to its original state, and trash collected in proper receptacles. Occupants will be held financially responsible for any and all damages which may occur as a result of facility use, and future use may be denied as a result of property damage.
- The Library will do its best to maintain meeting room equipment including television monitor, speaker, video cameras, and PC, but cannot guarantee availability or functionality on any given day.
- Equipment, supplies, or personal effects cannot be stored or left in the Library meeting room before or after use.
- Open aisles must be maintained to provide clear access to exits. Seating and/or supplementary furniture are not allowed in corridors outside the meeting room.
- Any announcements or notices to publicize an activity should not be posted or distributed on Library premises without prior approval from the Librarian in charge.
- The individual making the reservation will be held responsible for any and all damages that may occur as a result of the use of the facilities.

The City of Sierra Madre is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

Questions not covered in this policy should be addressed to Library staff at 626-355-7186.

*Approved DATE by the Library Board of Trustees*