



Sierra Madre Public
LIBRARY
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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Monday, November 29, 2021

6:30 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 FOR RESOLUTION 21-03 OF THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC LIBRARY AUTHORIZING HYBRID AND FULLY TELECONFERENCED MEETINGS OF THE TRUSTEES FOR A 30-DAY PERIOD

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 October 25, 2021, meeting.

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.

COMMUNITY INPUT – COVID-19 NOTICE

As part of the City of Sierra Madre's COVID-19 transmission mitigation efforts, the Library Board of Trustees meetings are being 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 5:00 pm on November 29, 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 or by telephone at (626) 355-7186.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$790.77, \$3,933.14, \$1,087.03, and \$370.80,
- 2. Library Statistics** - Recommendation to receive and file October 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. Library Holiday Schedule in 2022

Interim City Librarian Garza to present the 2022 holiday schedule for review and approval.

3. Discussion of future Trustee meetings

Interim City Librarian Garza to discuss future Trustee meetings in January and whether to resume in person.

4. OBOC Announcement and update

Trustees Adde and Procter to give an update on the One Book One City program.

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. City Council Liaison Report

Update from Council Liaison to Board.

7. Trustees Updates

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

8. City Librarian Report

Interim City Librarian Lori Garza to present an oral report concerning Library services since the last Board Meeting.

9. 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 January 24, 2022.

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.

RESOLUTION NO. 21-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC
LIBRARY AUTHORIZING HYBRID AND FULLY TELECONFERENCED MEETINGS OF THE
TRUSTEES FOR A 30-DAY PERIOD**

WHEREAS, the Board of Trustees of the Sierra Madre Public Library are committed to preserving and nurturing public access and participation in meetings of the Board; and

WHEREAS, all meetings of the Board are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, such conditions now exist in the County, specifically, the Governor proclaimed a State of Emergency on March 4, 2020 due to COVID-19; and

WHEREAS, on June 11, 2021, the State Public Health Officer ordered all individuals to follow the state guidance on face coverings and its website recommends physical distancing; and

WHEREAS, on September 28, 2021, the Los Angeles County Health Officer ordered all individuals to follow the local guidance on face coverings and its website recommends physical distancing.

NOW, THEREFORE, BE IT RESOLVED, the board hereby finds, determines, and orders the following:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Remote Teleconference Meetings. As a consequence of the state of emergency and the state and local public health guidance, the Board does hereby find that it shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements

to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953. Organizing hybrid or fully teleconferenced meetings presents the best compromise between the competing goals of facilitating public meetings under the Brown Act and social distancing under the public health orders.

3. Delegation of Authority. The Interim City Librarian is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days, or such time the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

APPROVED AND ADOPTED on this 29th day of November, 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. 21-03 was duly adopted by the Board of Trustees of the Sierra Madre Public Library at a Special meeting held on the 29th day of November, 2021.



Sierra Madre Public
LIBRARY
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MINUTES

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. Trustee Adde came later to the meeting. Meeting called to order at 5:03pm.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from September 22, 2021, meeting. Trustee Procter motioned to approve agenda, Trustee Spears 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: \$257.64, \$4914.38, and \$7290.08. Trustee Palmer seconded. All approved.

2. Library Statistics - September 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. She mentioned updates on the ramp to the basement, trash enclosure to be easily maneuvered for trash pickup. The gazebo and amphitheater are to have solar panels. Also south end to include ADA access. Paint and Refresh pushed back to possibly begin on Monday November 8, 2021.

2. Summer Reading Program

Youth Services Librarian Leila Regan gave a report on the Library's 2021 Summer Programs. She mentioned the positive impact of the virtual and in-person programming to the community. Programs such as the Scavenger Hunt and Search & Rescue helped our patrons to engage and learn about our community and library.

3. Library Board of Trustees Meetings

Interim City Librarian Garza discussed 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. Trustee Palmer motioned to approve, Trustee Adde seconded.

4. Library Meeting Room Policy

Interim City Librarian Garza discussed the new Library Meeting Room Policy, and recommendation to adopt RESOLUTION No. 21-02, Meeting Room Policy. Trustee Spears motioned to approve, Trustee Adde seconded.

5. Friends of the Library Liaison Report

No report.

6. Trustees Updates

Trustee Procter was on vacation and had farewell lunch with City Librarian Christine Smart.

Trustee Adde attended the farewell for City Librarian Christine Smart and commended Interim City Librarian Lori Garza on a well done presentation.

Trustee Palmer spoke to Children's librarian Leila Regan about Nature inspired bookmark contest.

Trustee Spears was at the Mt. Wilson Trail Race and the Richardson House museum is signing up new members for the opening.

7. City Librarian Report

Interim City Librarian Lori Garza reported concerning Library services about the new payroll system. New employee Helen Seto Part-Time Librarian to cover Lori's tasks during transitional period. Paint and refresh to possibly begin on Nov. 8. She also invited the trustee members to

come and attend the beautiful guitar music presentation for the Music and Mindfulness program.

8. Items for Future Agenda

Trustee Adde working on One Book One City book ideas and date.

Chair Gallagher wants to discuss the Silent Auction for November.

Interim City Librarian Garza reminded everyone to sign the warrants.

ADJOURNMENT

The Library Board of Trustees adjourned at 5:46 pm, to a Zoom meeting on Monday, November 22, 2021.



City of Sierra Madre, CA

Check Register

Packet: APPKT05916 - 11/09/21 AMAZON BUSINESS 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 | | | | | | |
| VEN03454 | AMAZON CAPITAL SERVICES | 10/27/2021 | Regular | 0.00 | 790.77 | 61621 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 14LM-N3LD-FCC3 ... Invoice | 08/01/2021 | 7/1-7/31,2021 LB MISC. PURCH. | | 0.00 | 242.00 | |
| 10000.09110.53999 | OTHER PURCHASED SUPPLI... | | LB COVID PURCH. CLOROX ... | | 9.99 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | LB J BOOKS | | 16.54 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 53.39 | |
| 29005.90000.52200 | CONTRACT SERVICES | | LB VIRTUAL GRANT | | 7.71 | |
| 29005.90000.52200 | CONTRACT SERVICES | | LB VIRTUAL GRANT | | 22.04 | |
| 29005.90000.52200 | CONTRACT SERVICES | | LB VIRTUAL CRAFT | | 60.34 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LB J DVD | | 16.49 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LB PROGRAMS | | 23.36 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LB PROGRAM LEILA | | 32.14 | |
| 1CF3-H4QH-JXN6 Invoice | 10/01/2021 | MISC SUPPLIES LB 9/1-9/30,2021 | | 0.00 | 412.38 | |
| 10000.90000.53100 | OFFICE SUPPLIES | | OFFICE SUPPLIES | | 27.88 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS FOR BABY RHYMR T... | | 33.59 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 46.57 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS BABY RHYME TIME | | 49.43 | |
| 39002.90000.53406 | BOOKS AND REFERENCE | | MISC SUPPLIES LB 9/1-9/30,... | | 34.60 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 16.53 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | LB DVD ADULT | | 15.61 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 8.78 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 23.60 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT MUSIC CDs | | 44.22 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | COLOR PAPER PLATES | | 28.64 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LB SUPPLIES BLANK CARDS | | 28.65 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LB PROGRAM LEILA | | 10.45 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | J BOOKS | | 22.02 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | MISC. SUPPLIES | | 21.81 | |
| 1V44-1GYJ-FTKN ... Credit Memo | 11/09/2021 | CREDIT RETURN | | 0.00 | -32.34 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | CREDIT RETURN | | -16.48 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | CREDIT RETURN ORDER#112... | | -15.86 | |
| 1V44-1GYJ-FTKN LB Invoice | 10/01/2021 | 9/1-9/30,2021 MISC SUPPLIES LB | | 0.00 | 168.73 | |
| 10000.09110.53999 | OTHER PURCHASED SUPPLI... | | LB COVID SUPPLIES | | 12.40 | |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 11.01 | |
| 39002.90000.53406 | BOOKS AND REFERENCE | | STORY ADV. BOOKS | | 123.28 | |
| 39006.90000.53406 | BOOKS AND REFERENCE | | J DVD | | 22.04 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------|
| Regular Checks | 4 | 1 | 0.00 | 790.77 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 4 | 1 | 0.00 | 790.77 |

Fund Summary

| Fund | Name | Period | Amount |
|-------------|-----------------------|---------------|---------------|
| 99999 | POOLED CASH - GENERAL | 10/2021 | 790.77 |
| | | | 790.77 |

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05927 - 11/09/21 LIB

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 | | | | | | |
| VEN03993 | ALMER IMAMOVIC | 11/09/2021 | Regular | 0.00 | 300.00 | 61708 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| INV030664 | Invoice | 10/27/2021 | 11/18/21 GITAR PERFORMANCE | 0.00 | 300.00 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | 11/18/21 GITAR PERFORM... | 300.00 | |
| 0132 | BAKER & TAYLOR, INC. | 11/09/2021 | Regular | 0.00 | 2,091.90 | 61709 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 5017232774 | Invoice | 10/06/2021 | BOOKS | 0.00 | 737.78 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS | 737.78 | |
| 5017232775 | Invoice | 10/06/2021 | BOOKS | 0.00 | 44.22 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | BOOKS | 44.22 | |
| 5017253693 | Invoice | 11/09/2021 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 835.99 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS AND REFERENCE (FY ... | 835.99 | |
| 5017253694 | Invoice | 10/15/2021 | BOOKS | 0.00 | 36.05 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | BOOKS | 36.05 | |
| 5017273456 | Invoice | 11/09/2021 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 272.41 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS AND REFERENCE (FY ... | 272.41 | |
| 5017273457 | Invoice | 10/21/2021 | BOOKS | 0.00 | 15.94 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | BOOKS | 15.94 | |
| 5017277052 | Invoice | 11/09/2021 | BOOKS AND REFERENCE & MEDIA (FY 2021-... | 0.00 | 141.80 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS AND REFERENCE (FY ... | 141.80 | |
| 5017277053 | Invoice | 10/20/2021 | BOOKS | 0.00 | 7.71 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | BOOKS | 7.71 | |
| VEN03072 | CA DEPT OF TAX AND FEE ADMINISTR/ | 11/09/2021 | Regular | 0.00 | 7.00 | 61710 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| JUL-SEP 2021 | Invoice | 11/09/2021 | Q3 USE TAX | 0.00 | 7.00 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | Q3 USE TAX | 7.00 | |
| VEN02949 | DEMCO SOFTWARE | 11/09/2021 | Regular | 0.00 | 220.39 | 61711 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 12540074 | Invoice | 10/26/2021 | OFFICE SUPPLIES | 0.00 | 220.39 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | | OFFICE SUPPLIES | 220.39 | |
| VEN03902 | INVENGO AMERICAN CORP | 11/09/2021 | Regular | 0.00 | 600.66 | 61712 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 2305 | Invoice | 10/19/2021 | OFFICE SUPPLIES | 0.00 | 600.66 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | | OFFICE SUPPLIES | 600.66 | |
| 1504 | TEAMSFTWARE SOLUTIONS | 11/09/2021 | Regular | 0.00 | 125.00 | 61713 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 11197 | Invoice | 10/27/2021 | PUB WEB BROWSER ANNUAL RENEWAL | 0.00 | 125.00 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | PUB WEB BROWSER ANNUA... | 125.00 | |
| 1125 | VANGUARD ID SYSTEMS | 11/09/2021 | Regular | 0.00 | 588.19 | 61714 |

Check Register

Packet: APPKT05927-11/09/21 LIB

| 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 | |
| I510862 | Invoice | 09/29/2021 | OFFICE SUPPLIES | | 588.19 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | | OFFICE SUPPLIES | 588.19 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 14 | 7 | 0.00 | 3,933.14 |
| 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 | 3,933.14 |

Fund Summary

| Fund | Name | Period | Amount |
|-------------|-----------------------|---------------|-----------------|
| 99999 | POOLED CASH - GENERAL | 11/2021 | 3,933.14 |
| | | | <u>3,933.14</u> |

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05950 - 11/23/21 AMAZON LB

By Check Number

Check Register

Packet: APPKT05950-11/23/21 AMAZON LB

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|-------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST | | | | | | |
| VEN03454 | AMAZON CAPITAL SERVICES | 11/10/2021 | Regular | 0.00 | 1,087.03 | 61722 |

| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount |
|-----------------------------------|---------------------------|---------------------|--------------------------------|-----------------|----------------|
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | |
| 1QLN-XCXY-GMDP.. | Invoice | 11/09/2021 | 8/1-8/31,2021 MISC SUPPLIES LB | 0.00 | 1,087.03 |
| 10000.90000.53100 | OFFICE SUPPLIES | | OFFICE SUPPLIES | | 29.70 |
| 10000.90000.53100 | OFFICE SUPPLIES | | OFFICE SUPPLIES | | 9.25 |
| 10000.90000.53100 | OFFICE SUPPLIES | | OFFICE SUPPLIES | | 8.81 |
| 10000.90000.53100 | OFFICE SUPPLIES | | OFFICE SUPPLIES | | 36.36 |
| 10000.90000.53100 | OFFICE SUPPLIES | | OFFICE SUPPLIES | | 11.62 |
| 10000.90000.53100 | OFFICE SUPPLIES | | OFFICE SUPPLIES | | 13.89 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 10.78 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 6.60 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 14.32 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 87.65 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | JR BOOKS | | 44.82 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 7.14 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 12.60 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | BOOK | | 28.10 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 7.92 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 18.53 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | ADULT BOOK | | 19.38 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 22.17 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 7.92 |
| 10000.90000.53406 | BOOKS AND REFERENCE | | J BOOKS | | 11.00 |
| 39002.90000.53406 | BOOKS AND REFERENCE | | STORY ADV. BOOK | | 15.86 |
| 39002.90000.53406 | BOOKS AND REFERENCE | | STORY ADV BOOK | | 39.66 |
| 39002.90000.53406 | BOOKS AND REFERENCE | | STORY ADV BOOK | | 33.72 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 81.47 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 24.82 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 38.70 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | J DVD | | 26.89 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 46.54 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT MUSIC CD | | 67.69 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 12.56 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT MUSIC CD | | 65.93 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT MUSIC CD | | 31.18 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 26.43 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 36.15 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 16.48 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | J DVD | | 10.98 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | ADULT DVD | | 16.48 |
| 39006.90000.53406 | BOOKS AND REFERENCE | | J DVD | | 43.97 |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LB FRIENDS PROGM. | | 28.64 |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | LB FRIENDS PROGR. | | 14.32 |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 1 | 1 | 0.00 | 1,087.03 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 1,087.03 |

Fund Summary

| Fund | Name | Period | Amount |
|-------------|-----------------------|---------------|-----------------|
| 99999 | POOLED CASH - GENERAL | 11/2021 | 1,087.03 |
| | | | <u>1,087.03</u> |

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City of Sierra Madre, CA

Check Register

Packet: APPKT05947 - 11/23/21 BA 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 | | | | | | |
| 0823 | BANK OF AMERICA | 11/10/2021 | Regular | 0.00 | 370.80 | 61717 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| CM0000546 | Credit Memo | 11/11/2021 | CREDIT FROM AMAZON PURCHASE | 0.00 | -49.86 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | | CREDIT FROM AMAZON PU... | -49.86 | |
| INV030738 | Invoice | 09/21/2021 | CS STORY ADVENT. LAMINATION | 0.00 | 49.90 | |
| 39002.90000.53999 | | OTHER PURCHASED SUPPLI... | | CS STORY ADVENT. LAMINAT.. | 49.90 | |
| INV030739 | Invoice | 09/21/2021 | CS SCARECROW | 0.00 | 14.85 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | CS SCARECROW | 14.85 | |
| INV030740 | Invoice | 09/29/2021 | CS 3D PRINTER REPAIR | 0.00 | 175.00 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | CS 3D PRINTER REPAIR | 175.00 | |
| INV030741 | Invoice | 10/05/2021 | CS EE FIREWELL PARTY SUPPLIES | 0.00 | 120.00 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | CS EE FIREWELL PARTY SUPP... | 120.00 | |
| INV030742 | Invoice | 10/04/2021 | CS EE FIREWELL PARTY SUPPLIES | 0.00 | 17.91 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | CS EE FIREWELL PARTY SUPP... | 17.91 | |
| INV030743 | Invoice | 10/04/2021 | CS SUPPLIESPUMPKING SMASH, TEEN CRAFT | 0.00 | 43.00 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | CS SUPPLIESPUMPKING SM... | 43.00 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------|
| Regular Checks | 7 | 1 | 0.00 | 370.80 |
| 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 |
| | 7 | 1 | 0.00 | 370.80 |

Fund Summary

| Fund | Name | Period | Amount |
|-------------|-----------------------|---------------|---------------|
| 99999 | POOLED CASH - GENERAL | 11/2021 | 370.80 |
| | | | 370.80 |

Chair

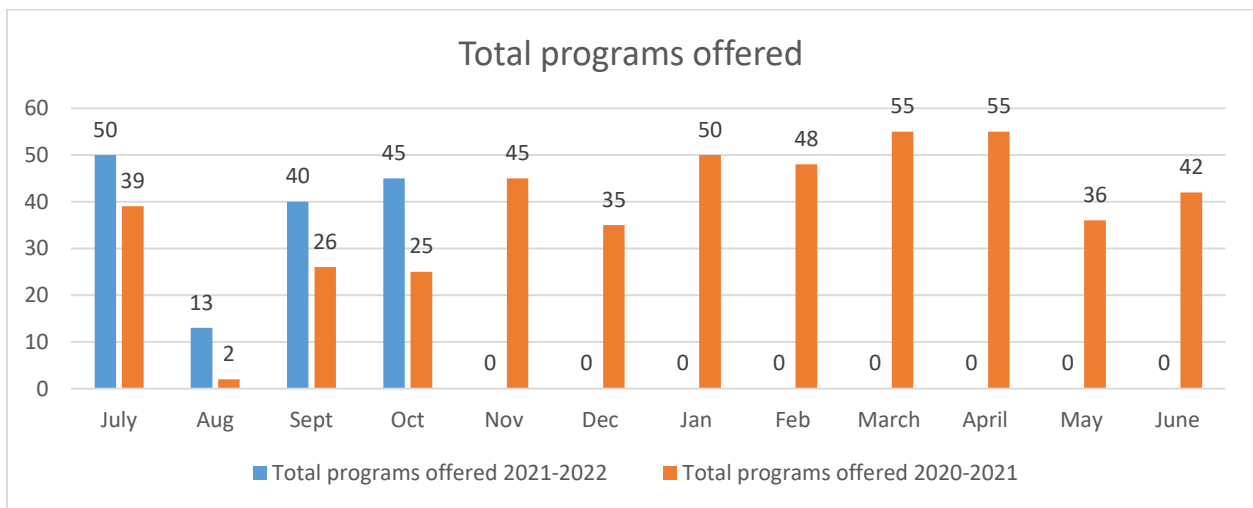
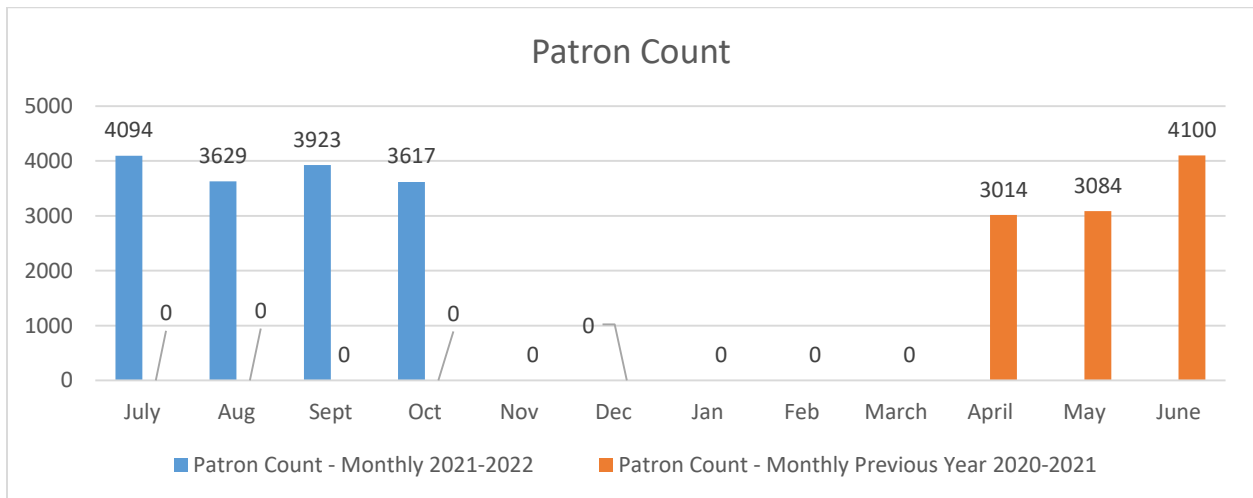
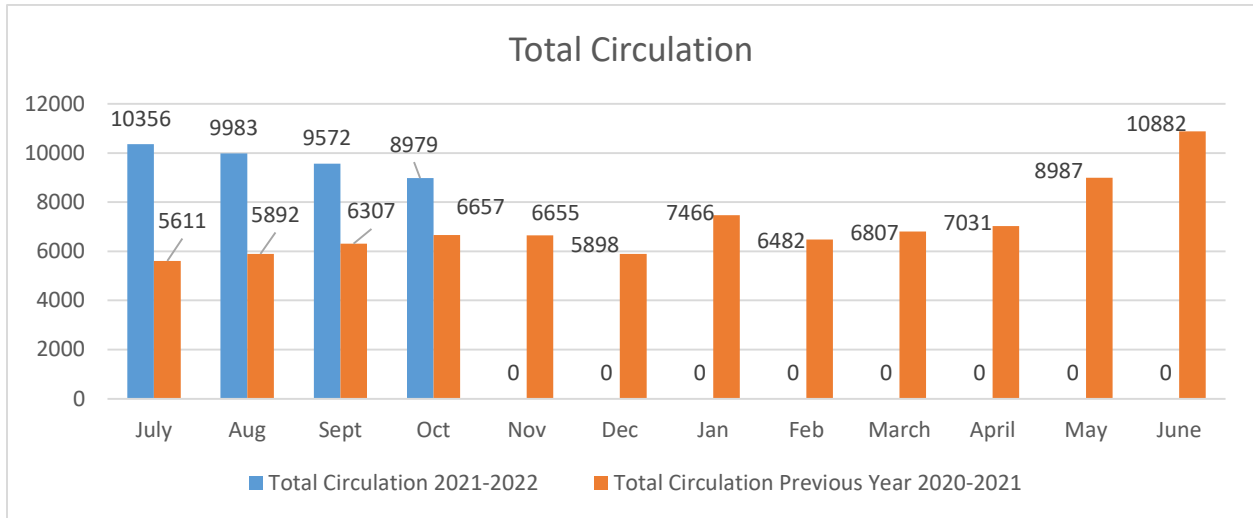
Trustee

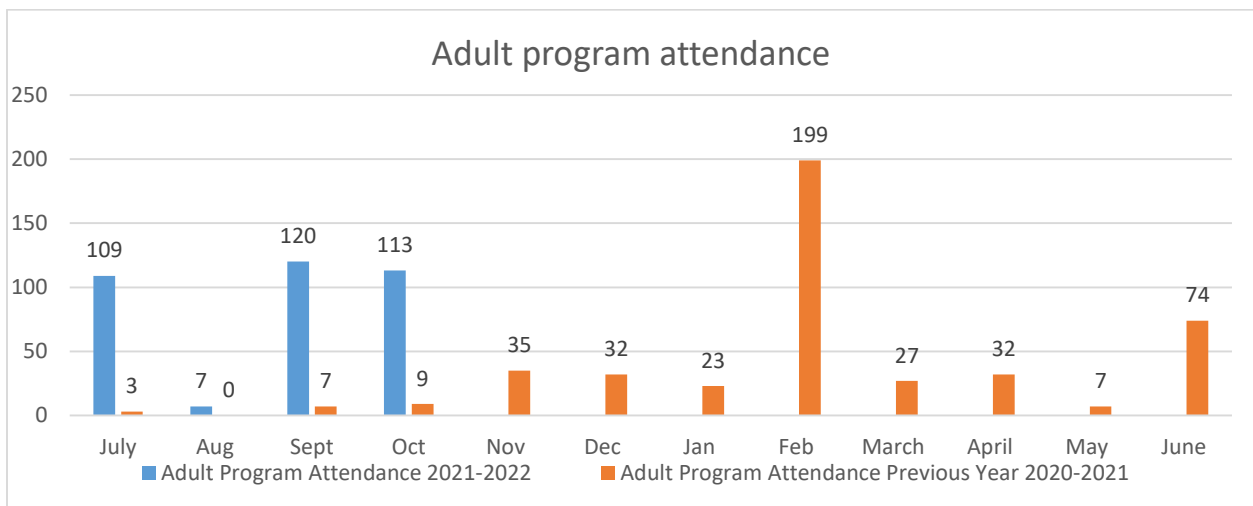
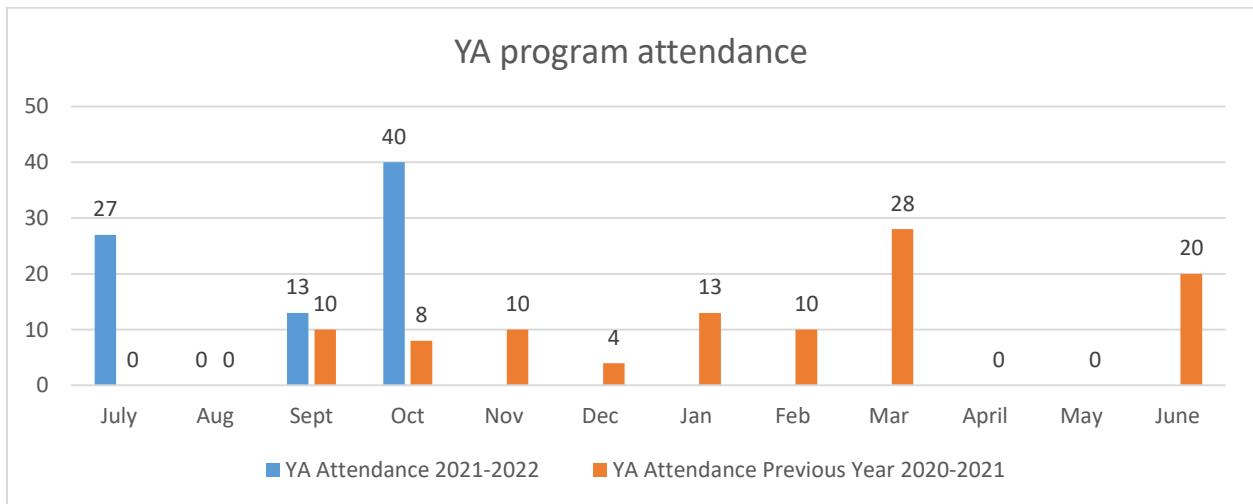
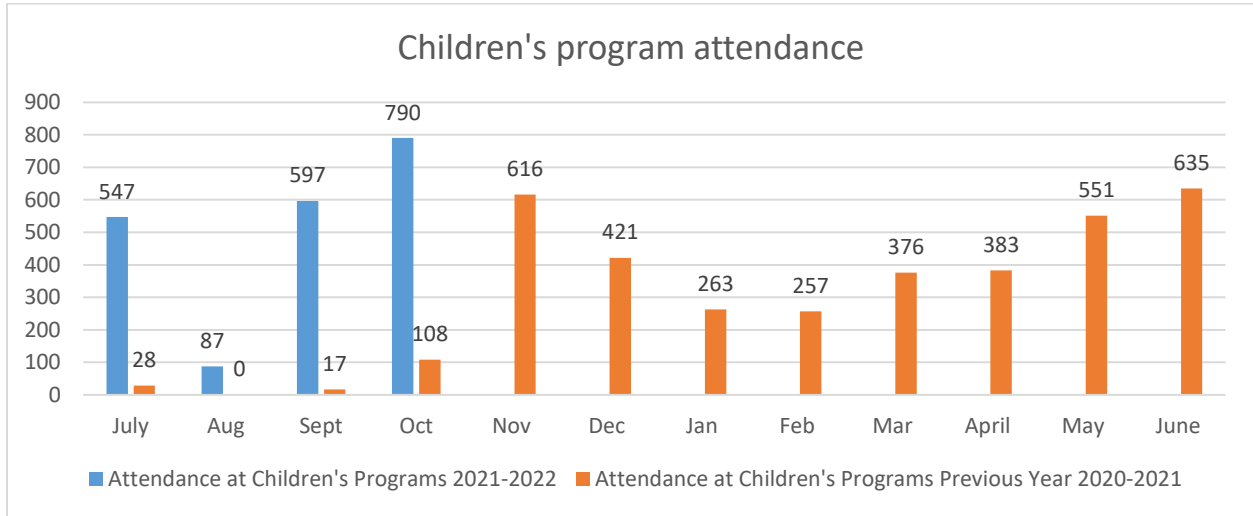
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October 2021 Library Statistics





Sierra Madre Public Library
Days Closed in 2022

| Day / Date | Holiday |
|---------------------------|--|
| Saturday, January 1, 2022 | New Year's Day |
| Monday, January 17 | Martin Luther King Jr. Day |
| Monday, February 21 | Presidents' Day |
| Monday, May 30 | Memorial Day |
| Monday, July 4 | Independence Day |
| Monday, September 5 | Labor Day |
| Monday, October 10 | Columbus Day |
| Friday, November 11 | Veterans Day - Closed Fridays |
| Thursday, November 24 | Thanksgiving Holiday |
| Friday, November 25 | Thanksgiving Holiday |
| Saturday, November 26 | Holiday |
| Sunday, November 27 | Closed Sundays |
| Saturday, December 24 | Open 10am to 2pm City partial Holiday – 4 hours |
| Sunday, December 25 | Holiday – Closed Sundays |
| Monday, December 26 | Holiday |
| Tuesday, December 27 | Holiday |
| Wednesday, December 28 | Holiday |
| Thursday, December 29 | Holiday |
| Friday, December 30 | Holiday |
| Saturday, December 31 | Holiday |
| Sunday, January 1, 2023 | Holiday – Closed Sundays |

Updated 11-18-2021

October 2021 Online Content

In October, the Library had 47 social media posts with 3,902 reactions (likes/comments/views). Many were for the following:

Friends of the Library BEST Used Book Sale
 In-n-Out Cover-to-Cover Reading Program
 National Fire Prevention Week
 Virtual Tour of the Fire Station
 New Magazines on Libby
 Sidewalk CPR for Teens with the Fire Dept
 Farewell Christine Party
 TikTok: Partnering with the Fire Dept
 Big Pumpkin Smash Tomorrow
 From the Archives: Fire & Police Facility Dedication
 This Week at the Library
 Teen Snackchat on Wednesday
 Thank You SMFD for National Fire Prevention Week
 Music & Mindfulness: Piano
 Teen STEAM: Spooky Terrarium
 Tails & Tales: Librarian Leila & Her Dogs
 Kids on Bikes: Spooky RPG Event for Kids
 Pajama Storytime
 Let's Go Dodgers
 Sewing Machine Basics
 Craft It!: Fall Wreath
 TikTok: All the Books!
 From the Archives: The Raven and the Rose
 Music & Mindfulness: Guitar
 Library Wins First Prize in the Scarecrow Contest!
 Happy HalloReads with Libby
 Board Library Teens
 TikTok: Happy Halloween!
 Community Ofrenda Coming to the Library
 The Madre Menagerie
 Happy Halloween from the Sierra Madre Public Library
 Donate Your Halloween Candy to the Library

