



Sierra Madre Public  
**LIBRARY**  
Read • Discover • Connect

## **AGENDA**

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

**Monday, January 24, 2022**

**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 November 29, 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, this Library Board of Trustees meetings will be conducted virtually. 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 January 24, 2022. 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.

## **CONSENT CALENDAR**

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$2,751.96, \$2,565.90, \$526.78, \$4,968.76 and \$724.05.
- 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. Sommer Scholarship Report**

Oral Report by Trustee Procter about the Sommer Scholarship.

### **3. One Book One City Update**

Oral report by Trustee Adde on OBOC Program to be held next month, February 2022.

### **4. Library Rules of Behavior**

Interim City Librarian Garza to lead discussion on current Library Rules of Behavior.

### **5. Discussion of future Trustee meetings**

Interim City Librarian Garza to discuss February Trustee meeting to be held either in person or remotely.

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

Liaison from the Friends of the Library to provide oral report concerning activities since the last Board meeting.

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

Update from Council Liaison to Board

## **8. Trustees Updates**

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

## **9. 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 February 28, 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.



Sierra Madre Public  
**LIBRARY**  
Read • Discover • Connect

## MINUTES

### 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, Palmer and Procter. Meeting called to order at 6:35 pm. Trustee Spears joined meeting at 6:45pm. Absent: Trustee Adde.

#### 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

Trustee Procter motioned to approve Resolution 21-03 and Trustee Palmer seconded. All Approved.

#### APPROVAL OF AGENDA

Trustee Procter motioned to approve Agenda, Trustee Palmer seconded. All Approved.

#### APPROVAL OF MINUTES

Trustee Procter motioned to approve the Minutes from October 25, 2021, meeting. Trustee Palmer seconded. All Approved.

#### PUBLIC COMMENT

No public comments.

#### CONSENT CALENDAR

**1. Library Warrants** – Trustee Palmer moved to approve the Library Warrants in the aggregate amount of: \$790.77, \$3,933.14, \$1,087.03, and \$370.80. Trustee Procter seconded. All approved.

**2. Library Statistics** - October 2021 Statistical Reports were received, approved and filed.

## **ACTION ITEMS AND REPORTS**

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

Management Analyst Sophia Kownatzki gave an oral presentation regarding the Library Building. Building is painted, windows removed. Plan is to make emergency exit ADA approved and get rid of the old stairs. Also waiting on getting doors replaced. Engineering done for handicapped parking and still working on the bids for the construction on that hopefully see something getting done by early spring. Grant submitted to CLA infrastructure funding for library building. It is in early phases and planning. Waiting in input what would be feasible for library to function properly. They prioritize life safety and critical structure of the building.

### **2. Library Holiday Schedule in 2022**

Interim City Librarian Garza presented the 2022 holiday schedule. All approved.

### **3. Discussion of future Trustee meetings**

Interim City Librarian Garza discussed future Trustee meetings in January and whether to resume in person. No December meeting. 4<sup>th</sup> Monday at 5pm will be the regular Trustee meeting going forward next year. Trustees agree to continue meeting via Zoom until January.

### **4. OBOC Announcement and update**

Trustees Adde and Procter gave an update on the One Book One City program. Trustee Procter introduced book title The Midnight Library by Matt Haig which was featured at Sierra Madre Playhouse. This book is about what role fate plays in your future and life. There will be 2 events scheduled, one is him doing a program on how to do storytelling and will get group of people who have fascinating professions and will speak for half an hour about it.

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

Liaison Margaret was not in attendance, however, she told Interim City Librarian Garza to report about reminder about Friends Book Sale coming up and still taking place in the back parking lot. Friends participated in the Winter Festival, some of the Board members are planning some trustee meetings and more information will be coming.

**Community Foundation:** Robert Stockly has nothing to report, still organizing the Board to finish over the holidays.

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

City Council Liaison Gene Goss not present. Nothing to report.

### **7. Trustees Updates**

Trustee Procter is participating in the One Book One City meetings.

Trustee Spears helped on the Book Sale preparation. He missed the Historical meeting due to family issue.

Trustee Palmer deciding on doing a wilderness theme.

Trustee Susan volunteered at the Winter Festival and really enjoyed it.

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

Interim City Librarian Lori Garza reported that the Library building refresh is looking great. Access to parking lot and basement has been restored. One door was installed today. Waiting on the one for the children's room. Back in November the Fire Department was alerted due to a distinct odor which brought several Fire Departments from Pasadena and all was handled calmly and well. Reconsideration of library materials of a patron who wanted materials removed. Trustee Procter and Spears will be leaving so need to get replacement and considerations. City Council looking at excess reserve funds for the library requested by City Council Liaison Gene Goss.

#### **9. Items for Future Agenda**

Including the resolutions to continue meeting via Zoom.

#### **ADJOURNMENT**

Trustees adjourned the meeting at 7:08 pm, to the next meeting on January 24, 2022.



City of Sierra Madre, CA

# Check Register

Packet: APPKT05907 - 10/26/21 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>						
0132	BAKER & TAYLOR, INC.	10/26/2021	Regular	0.00	2,751.96	61545
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5017206998</a>	Invoice	09/24/2021	BOOKS AND REFERENCE & MEDIA	(FY 2021-...	0.00	1,917.60
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		1,917.60
<a href="#">5017206999</a>	Invoice	09/24/2021	BOOKS		0.00	102.47
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		102.47
<a href="#">5017226187</a>	Invoice	10/04/2021	BOOKS AND REFERENCE & MEDIA	(FY 2021-...	0.00	246.51
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		246.51
<a href="#">5017226188</a>	Invoice	10/04/2021	BOOKS		0.00	14.38
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		14.38
<a href="#">5017240194</a>	Invoice	09/28/2021	BOOKS AND REFERENCE & MEDIA	(FY 2021-...	0.00	428.82
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		428.82
<a href="#">5017240195</a>	Invoice	09/28/2021	BOOKS		0.00	17.72
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		17.72
<a href="#">H57653900</a>	Invoice	09/30/2021	BOOKS AND REFERENCE & MEDIA	(FY 2021-...	0.00	24.46
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA		24.46

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	1	0.00	2,751.96
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>2,751.96</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	10/2021	2,751.96
			<u>2,751.96</u>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee





City of Sierra Madre, CA

# Check Register

Packet: APPKT05963 - 11/23/21 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>						
0132	BAKER & TAYLOR, INC.	11/23/2021	Regular	0.00	2,565.90	61820
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5017283867</a>	Invoice	10/25/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	1,196.01	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	1,196.01	
<a href="#">5017283868</a>	Invoice	10/25/2021	BOOKS	0.00	52.19	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	52.19	
<a href="#">5017298457</a>	Invoice	10/27/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	751.70	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	751.70	
<a href="#">5017298458</a>	Invoice	10/27/2021	BOOKS	0.00	44.98	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	44.98	
<a href="#">5017322701</a>	Invoice	11/03/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	294.46	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	294.46	
<a href="#">5017322702</a>	Invoice	11/03/2021	BOOKS	0.00	14.92	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	14.92	
<a href="#">5017341013</a>	Invoice	11/02/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	195.12	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	195.12	
<a href="#">H57981130</a>	Invoice	10/27/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	16.52	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	16.52	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	1	0.00	2,565.90
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>8</b>	<b>1</b>	<b>0.00</b>	<b>2,565.90</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	11/2021	2,565.90
			<u>2,565.90</u>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT05970 - 12/14/21 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>						
VEN03454	AMAZON CAPITAL SERVICES	11/24/2021	Regular	0.00	526.78	61822
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">197J-Q7XT-T6VC-...</a>	Credit Memo	11/24/2021	CREDIT REETURN FOR ORDER#112-1834903...	0.00	-33.59	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		CREDIT REETURN FOR ORDE...		-33.59	
<a href="#">197J-Q7XT-T6VC-LB</a>	Invoice	11/01/2021	LB MISC. SUPPLIES	0.00	562.58	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		OFFICE SUPPLIES		19.85	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		LB 3D FILAMENT		25.35	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		OFFICE SUPPLIES		9.36	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		OFFICE SUPPLIES		6.99	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		J BOOKS		25.61	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		J BOOKS		12.23	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS		24.81	
<a href="#">39002.90000.52200</a>	CONTRACT SERVICES		ARCHIVAL SUPPLIES		79.37	
<a href="#">39002.90000.53406</a>	BOOKS AND REFERENCE		LB STORY ADV BOOKS		18.73	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		LB SNACK CHAT		59.46	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		ADULT DVD		20.94	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		ADULT DVD		18.26	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		ADULT DVD		31.95	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		J DVD		6.60	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		ADULT DVD		15.66	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPPLI...		LB FRIENDS PROGRAMMING		187.41	
<a href="#">1F41-GNLT-YLLF-L...</a>	Credit Memo	11/24/2021	CREDIT RETURN FOR ORDER#112-0264926-...	0.00	-2.21	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		J DVD		-2.21	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	1	0.00	526.78
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>3</b>	<b>1</b>	<b>0.00</b>	<b>526.78</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	11/2021	526.78
			<b>526.78</b>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT05991 - 12/14/21 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						
VEN03955	ALAN GEIER	12/14/2021	Regular	0.00	150.00	61963
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">12/18/2021</a>	Invoice	12/14/2021	PIANO PERFORMANCE 12/18/21	0.00	150.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		PIANO PERFORMANCE 12/1...	150.00	
1644	AMAZON	12/14/2021	Regular	0.00	30.86	61964
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">438689589459</a>	Invoice	11/09/2021	LB SUPPLIES	0.00	30.86	
<a href="#">10000.90000.53103</a>		COMPUTER SUPPLIES		LB SUPPLIES	30.86	
0132	BAKER & TAYLOR, INC.	12/14/2021	Regular	0.00	2,488.85	61965
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5017313700</a>	Invoice	11/08/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	1,115.08	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	1,115.08	
<a href="#">5017313701</a>	Invoice	11/08/2021	BOOKS	0.00	61.49	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	61.49	
<a href="#">5017340025</a>	Invoice	11/15/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	474.52	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	474.52	
<a href="#">5017340026</a>	Invoice	11/08/2021	BOOKS	0.00	14.69	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	14.69	
<a href="#">5017376458</a>	Invoice	11/19/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	781.47	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	781.47	
<a href="#">5017376459</a>	Invoice	11/19/2021	BOOKS	0.00	41.60	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	41.60	
0786	OFFICE DEPOT, INC	12/14/2021	Regular	0.00	181.08	61966
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">174081542001</a>	Invoice	05/20/2021	OFFICE SUPPLIES	0.00	2.70	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	2.70	
<a href="#">186555259001</a>	Invoice	08/03/2021	OFFICE SUPPLIES	0.00	24.05	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	24.05	
<a href="#">188044780001</a>	Invoice	08/20/2021	OFFICE SUPPLIES	0.00	50.70	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	50.70	
<a href="#">188229568001</a>	Invoice	08/20/2021	OFFICE SUPPLIES	0.00	12.10	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	12.10	
<a href="#">195191288001</a>	Invoice	09/15/2021	OFFICE SUPPLIES	0.00	20.94	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	20.94	
<a href="#">201868357001</a>	Invoice	09/30/2021	OFFICE SUPPLIES	0.00	70.59	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	70.59	
1578	PETTY CASH FUND-LIBRARY	12/14/2021	Regular	0.00	44.97	61967
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV030884</a>	Invoice	10/29/2021	PROGRAMMING SUPPLIES:CANDY FOR 10/30	0.00	16.99	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		PROGRAMMING SUPPLIES	16.99	
<a href="#">INV030885</a>	Invoice	11/16/2021	PROGRAMMING SUPPLIES	0.00	15.70	

## Check Register

Packet: APPKT05991-12/14/21 LB

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	PROGRAMMING SUPPLIES		15.70	
<a href="#">INV030886</a>	Invoice	11/22/2021	PINE CONES FOR CRAFT IT	0.00	5.28	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	PINE CONES FOR CRAFT IT		5.28	
<a href="#">INV030887</a>	Invoice	09/16/2021	LAUNDDER MATERIALS FOR CHILDREN'S PR...	0.00	3.75	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	LAUNDDER MATERIALS FOR...		3.75	
<a href="#">INV030888</a>	Invoice	10/20/2021	LAUNDER MATERIALS FOR CHILDREN PRGRM	0.00	3.25	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	LAUNDER MATERIALS FOR ...		3.25	
1817	SOUTHERN CALIFORNIA LIBRARY COO	12/14/2021	Regular	0.00	2,073.00	61968
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">SMD_2122</a>	Invoice	07/22/2021	SCLC and CALIFA CONSORTIUM MEMBERSHIP	0.00	2,073.00	
<a href="#">10000.90000.53409</a>		MEMBERSHIP/DUES/SUBS...		SCLC and CALIFA CONSORTI...	2,073.00	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	20	6	0.00	4,968.76
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>20</b>	<b>6</b>	<b>0.00</b>	<b>4,968.76</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	12/2021	4,968.76
			<b>4,968.76</b>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



City of Sierra Madre, CA

## Check Register

Packet: APPKT06001 - 01/11/21 BA LB

By Check Number



## Check Register

Packet: APPKT06001-01/11/21 BA LB

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	12/13/2021	Regular	0.00	724.05	61854
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV031002</a>	Invoice	10/14/2021	LG PROGRAMMING SUPPLIES		40.14	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG PROGRAMMING SUPPLIES	40.14	
<a href="#">INV031003</a>	Invoice	10/14/2021	LG PROGRAMMING SUPPLIES		11.40	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG PROGRAMMING SUPPLIES	11.40	
<a href="#">INV031004</a>	Invoice	11/09/2021	LG PROGRAMMING SUPPLIES		115.75	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG PROGRAMMING SUPPLIES	115.75	
<a href="#">INV031005</a>	Invoice	11/09/2021	LG PROGRAMMING SUPPLIES		9.67	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG PROGRAMMING SUPPLIES	9.67	
<a href="#">INV031006</a>	Invoice	11/09/2021	LG ADULT MUSIC CD		26.95	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LG ADULT MUSIC CD	26.95	
<a href="#">INV031007</a>	Invoice	11/09/2021	LG ADULT DVD		22.01	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LG ADULT DVD	22.01	
<a href="#">INV031008</a>	Invoice	11/08/2021	LG ADULT MUSIC CD		12.12	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LG ADULT MUSIC CD	12.12	
<a href="#">INV031009</a>	Invoice	11/08/2021	LG ADULT MUSIC CD		19.44	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LG ADULT MUSIC CD	19.44	
<a href="#">INV031010</a>	Invoice	11/08/2021	LG ADULT MUSIC CD		16.53	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LG ADULT MUSIC CD	16.53	
<a href="#">INV031011</a>	Invoice	11/08/2021	LG ADULT MUSIC CD		36.33	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LG ADULT MUSIC CD	36.33	
<a href="#">INV031013</a>	Invoice	11/08/2021	BOOKS/REFERENCE		5.23	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS/REFERENCE	5.23	
<a href="#">INV031014</a>	Invoice	11/15/2021	PROGRAMMING TEEN		45.93	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		PROGRAMMING TEEN	45.93	
<a href="#">INV031015</a>	Invoice	11/10/2021	LG ENVELOPE TO MAIL TO PATRON		0.78	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LG ENVELOPE TO MAIL TO P...	0.78	
<a href="#">INV031016</a>	Invoice	10/21/2021	LG OFFICE SUPPLIES		11.01	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LG OFFICE SUPPLIES	11.01	
<a href="#">INV031017</a>	Invoice	10/27/2021	LG OFFICE SUPPLIES		20.94	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LG OFFICE SUPPLIES	20.94	
<a href="#">INV031018</a>	Invoice	11/07/2021	LG ADULT DVD		62.25	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LG ADULT DVD	62.25	
<a href="#">INV031019</a>	Invoice	10/27/2021	LG PROGRAMMING SNACK CHAT		112.32	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG PROGRAMMING SNACK ...	112.32	
<a href="#">INV031020</a>	Invoice	11/08/2021	LG BOOKS/REFERENCE		9.69	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		LG BOOKS/REFERENCE	9.69	
<a href="#">INV031021</a>	Invoice	11/08/2021	LG PROGRAMMING SUPPLIES		7.71	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG PROGRAMMING SUPPLIES	7.71	
<a href="#">INV031022</a>	Invoice	11/08/2021	LG PROGRAMMING SUPPLIES		7.71	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG PROGRAMMING SUPPLIES	7.71	
<a href="#">INV031023</a>	Invoice	11/07/2021	LG PROGRAMMING SUPPLIES		12.11	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG PROGRAMMING SUPPLIES	12.11	
<a href="#">INV031024</a>	Invoice	10/21/2021	LG 3D PRINTER SUPPLIES		9.24	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG 3D PRINTER SUPPLIES	9.24	
<a href="#">INV031025</a>	Invoice	11/04/2021	LG LIBRARY SUPPLIES		90.63	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LG LIBRARY SUPPLIES	90.63	
<a href="#">INV031026</a>	Invoice	11/08/2021	LG BOOKS/REFERENCE		18.16	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		LG BOOKS/REFERENCE	18.16	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
---------------	-------------	--------------	--------------	-----------------	----------------	--------

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	24	1	0.00	724.05
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>1</b>	<b>0.00</b>	<b>724.05</b>

**Fund Summary**

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2021	724.05
			<b>724.05</b>

---

Chair

---

Trustee

---

Trustee

---

Trustee

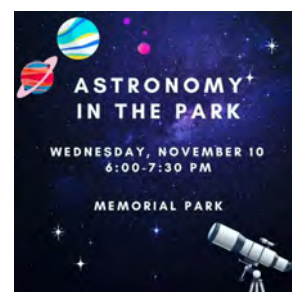
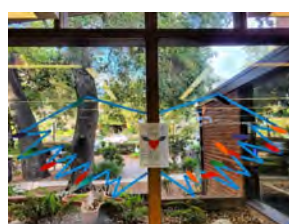
---

Trustee

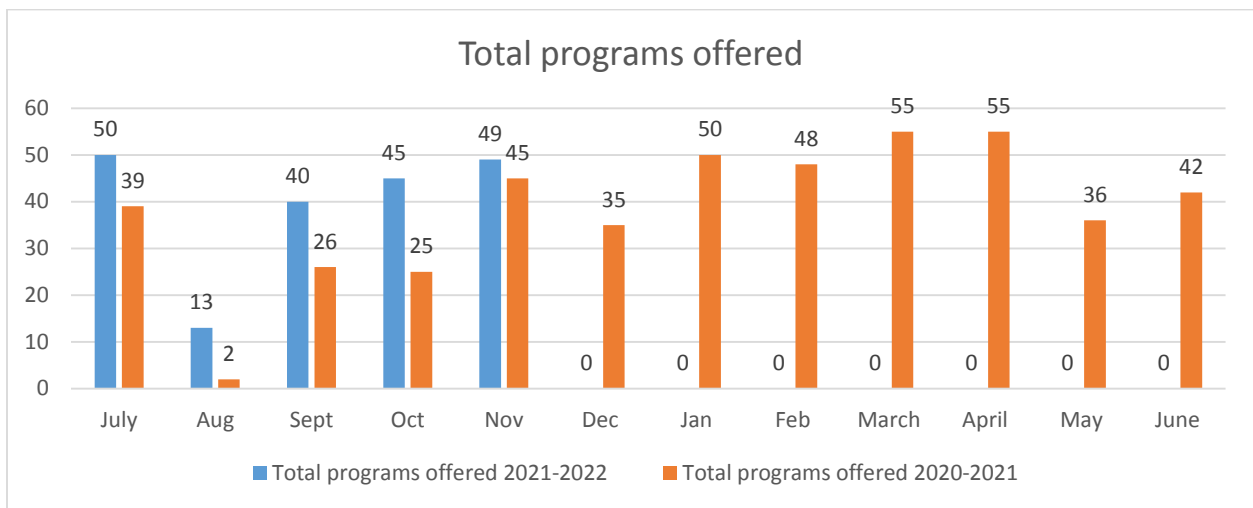
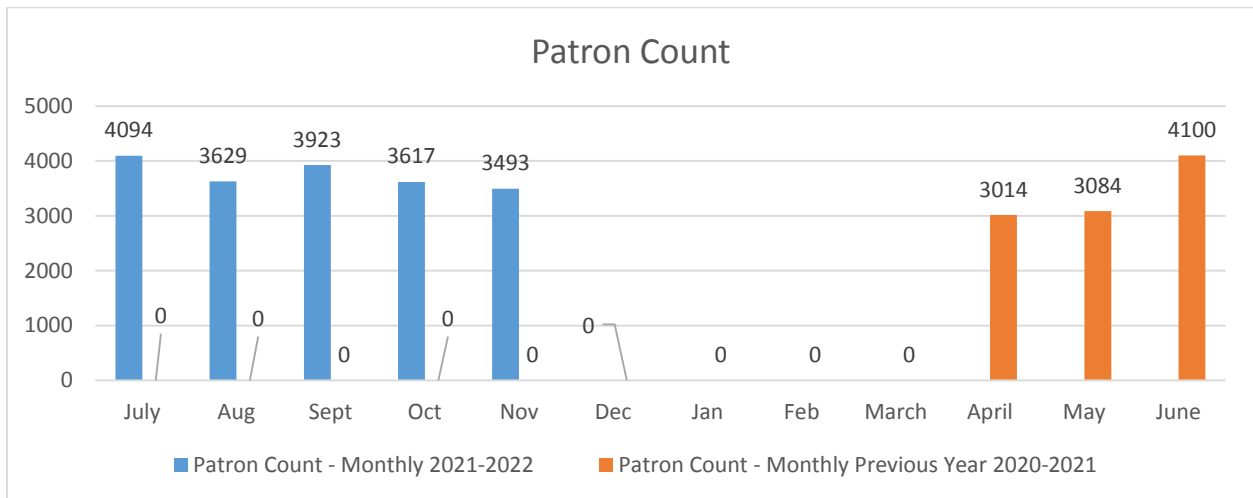
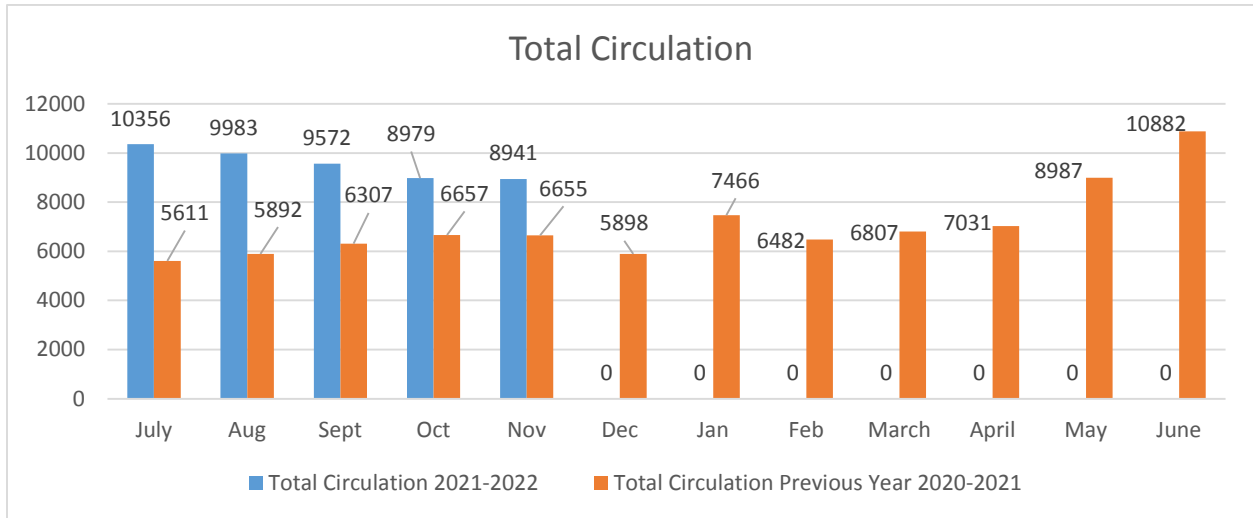
## November 2021 Online Content

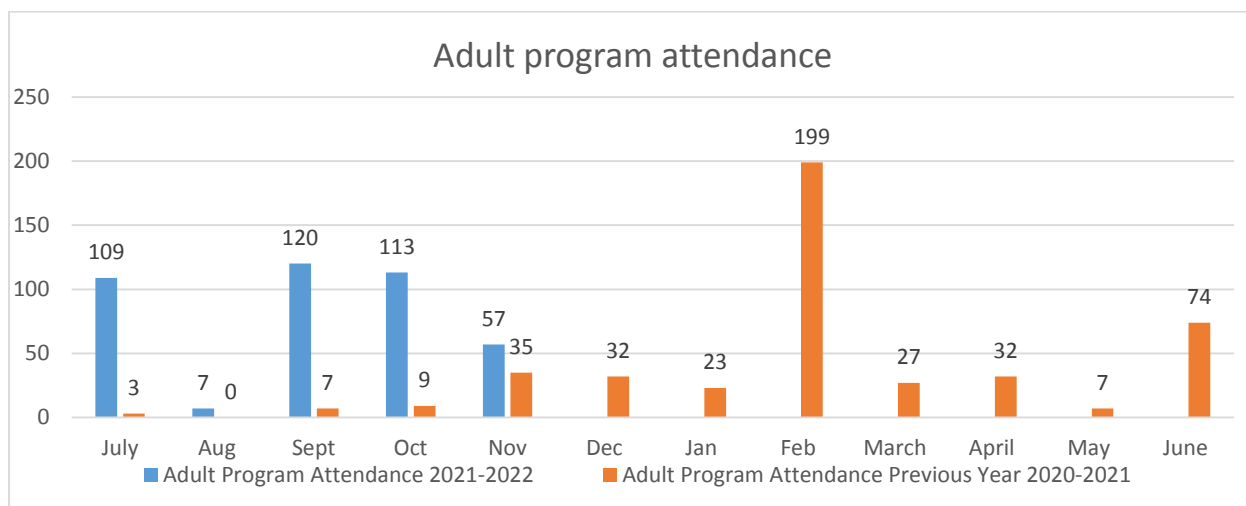
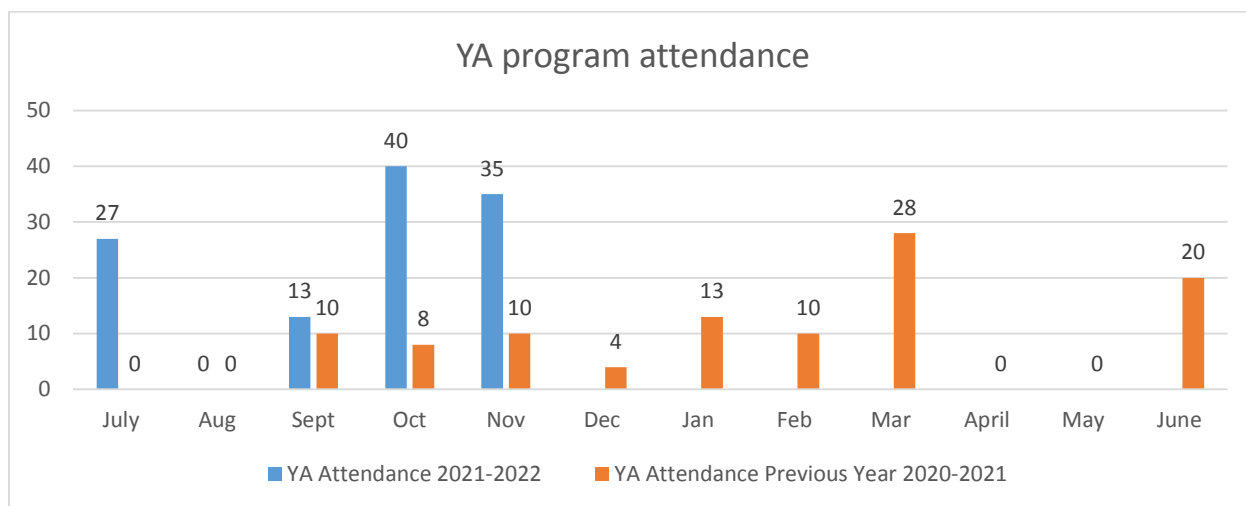
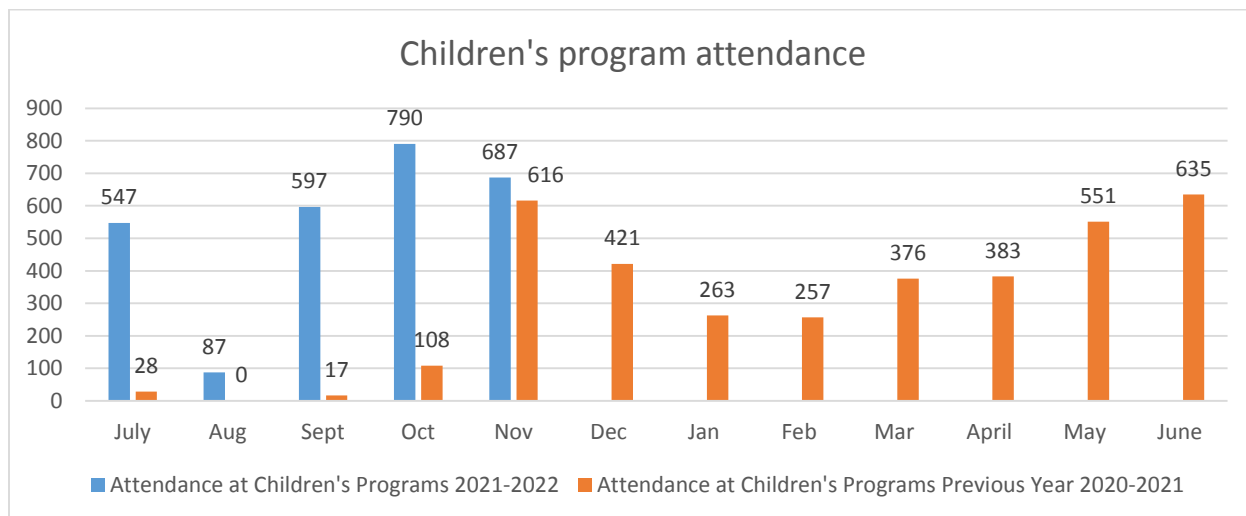
**In November, the Library had 44 social media posts with 3,550 reactions (likes/comments/views). Many were for the following:**

Native American Heritage Month  
 Board Library Teens  
 Astronomy in the Park  
 Craft It!: Decorative Yarn Pinecones  
 UC Requirements Workshop with College Torch  
 TikTok: Library BFFs  
 Community Ofrenda  
 This Week at the Library  
 3D Printing Workshop  
 Teen Snackchat  
 In-n-Out's Cover-to-Cover Reading Program  
 Friends' Silent Book Auction  
 TikTok: Book Display Watching Me  
 From the Archives: Joe Hinojos Army Photo  
 Thank You for Contributing to the Ofrenda  
 Teen Cookie Decorating Challenge  
 Thankful Wings  
 2022 One Book One City Announcement  
 Music & Mindfulness: Guitar  
 New Electronic Resource: LinkedIn Learning  
 TikTok: Can't Resist New Books  
 Teens Can Earn Service Hours for Book Reviews  
 From the Archives: Marian Decker's Chickens  
 Minecraft Every Monday  
 Libby Is Always Open  
 Craft It!: Ugly Holiday Beanie  
 TikTok: Getting Ready to Eat  
 Library Closed for Thanksgiving Break  
 Friends of the Library BEST Used Book Sale  
 Friends' Silent Book Auction  
 New Electronic Resources at the Library  
 December Calendar of Events



## November 2021 Library Statistics







## December 2021 Online Content

**In December, the Library had 41 social media posts with 4,228 reactions (likes/comments/views). Many were for the following:**

Friends' Silent Book Auction

SME 2nd Graders' Draw & Tell

TikTok: When Teens Show up to Your Programs

Friends of the Library BEST Used Book Sale

SME 1st and 2nd Graders' Draw & Tell

Craft It: Ugly Holiday Beanie

Next Week at the Library

Teen Snackchat

Sewing Machine Basics

3D Printing Workshop

Libby by Overdrive Has eBooks and Audiobooks

TikTok: YA Book Recommendations

Library's Cricut Is Available for Your Crafts

Tails & Tales - Llama Llama and the Bully Goat

Gingerbread Jamboree to Go

One Book One City Programs Coming Soon

Pajama Storytime

Teen STEAM: Super Gifts

Mistletoe Gift from Sierra Madre Cub Scouts

Music & Mindfulness: Piano

Bill Peet Holiday Book in the Library Collection

SME 1st, 2nd, 3rd, & 4th Graders' Draw & Tell

Show Us Your Completed Gingerbread House

Library Closed Final Week of December

AtoZdatabases Access Is Free for Cardholders

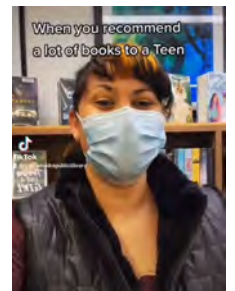
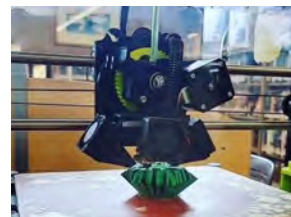
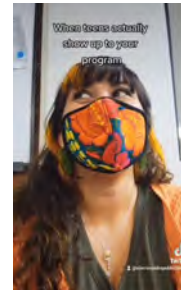
Friends' Book Sale Cart for Last Minute Gifts

Story Adventure at Memorial Park Features "The Gift of Nothing"

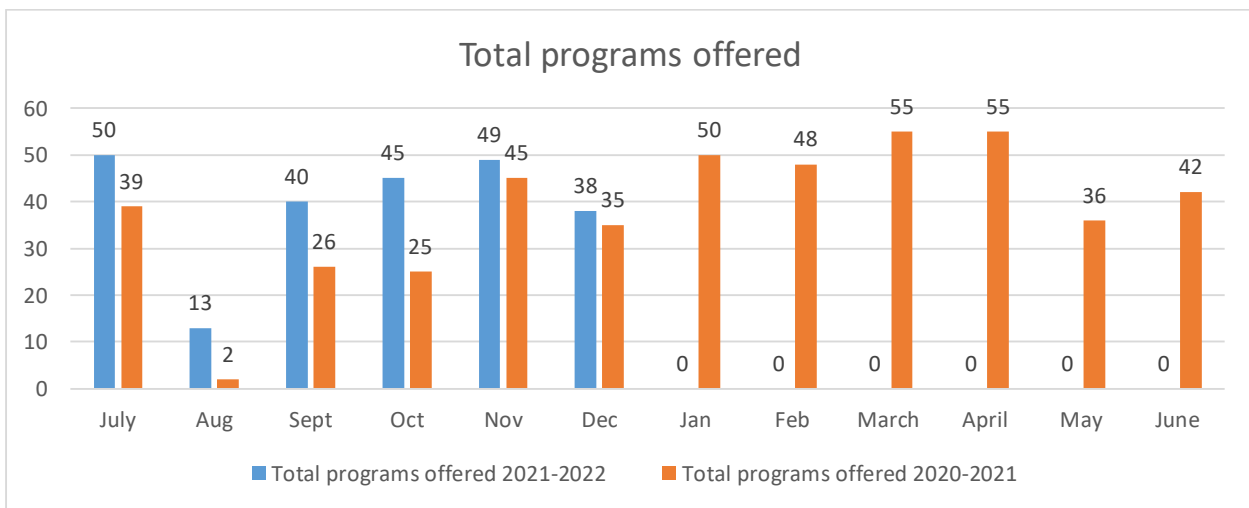
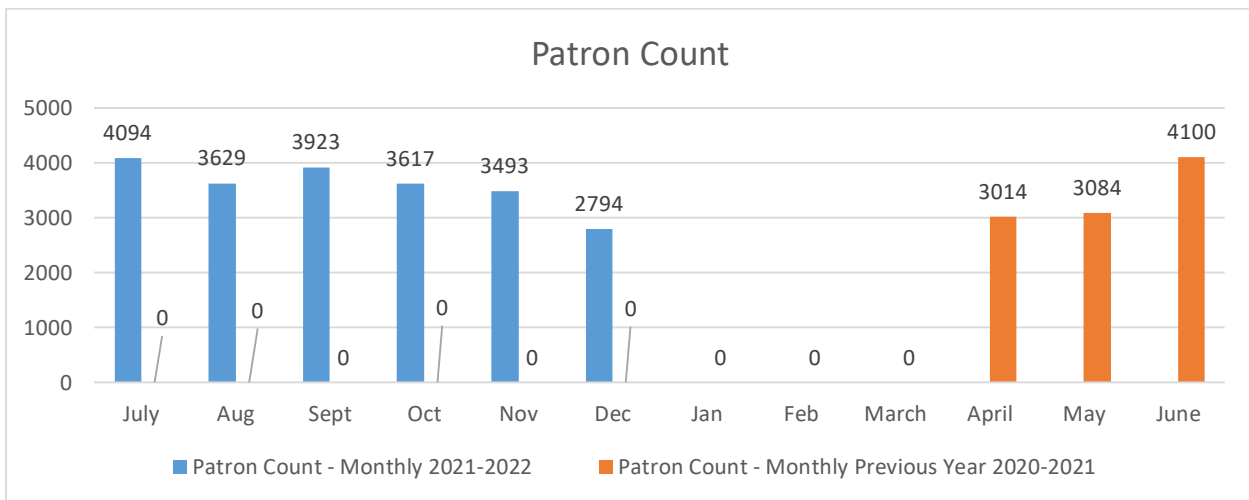
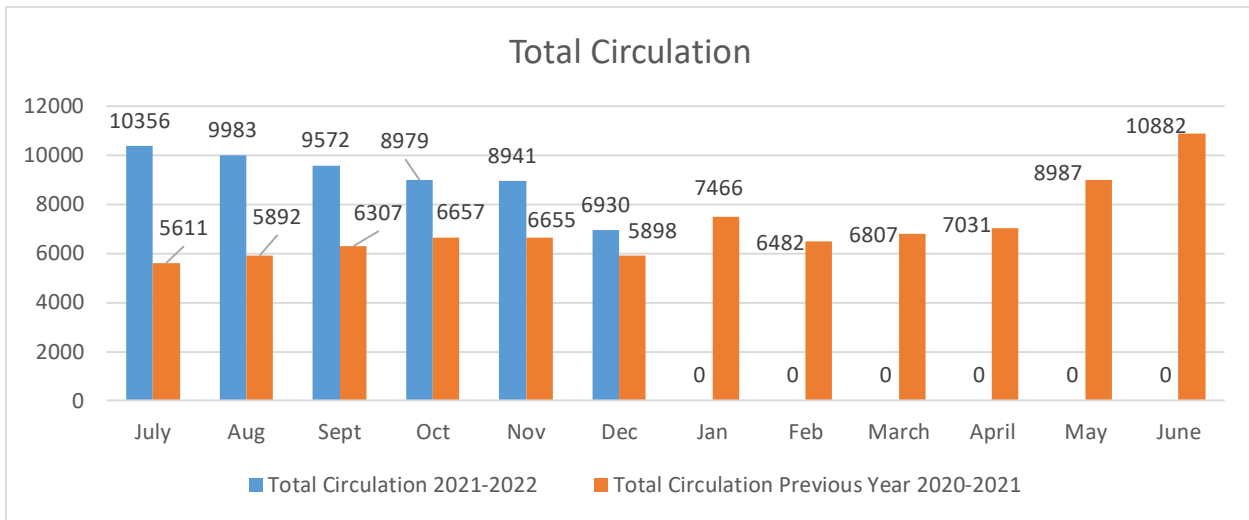
From the Archives: Toys for Tots 1948

January Calendar of Library Events

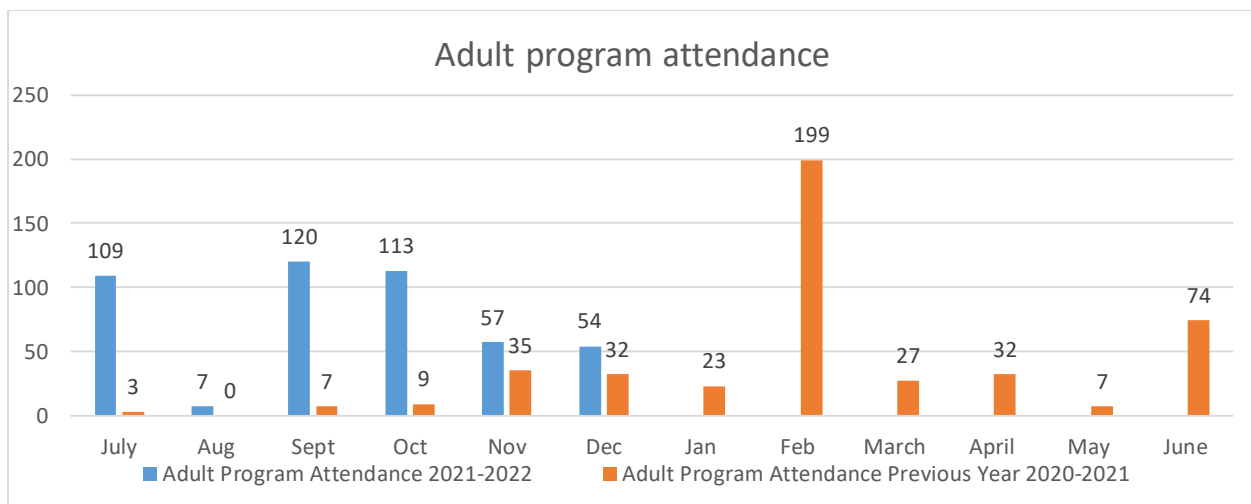
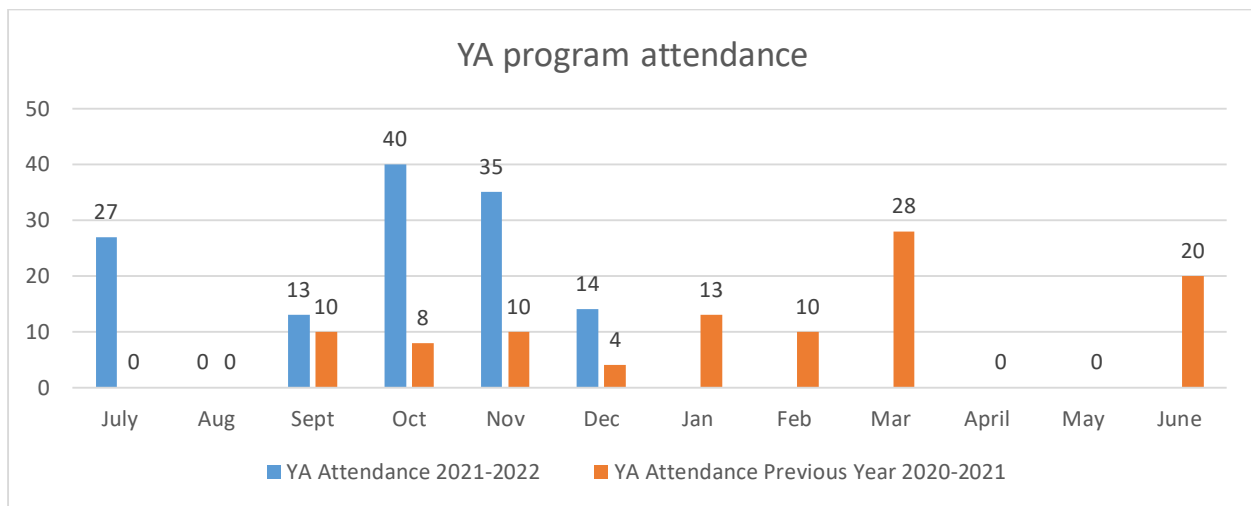
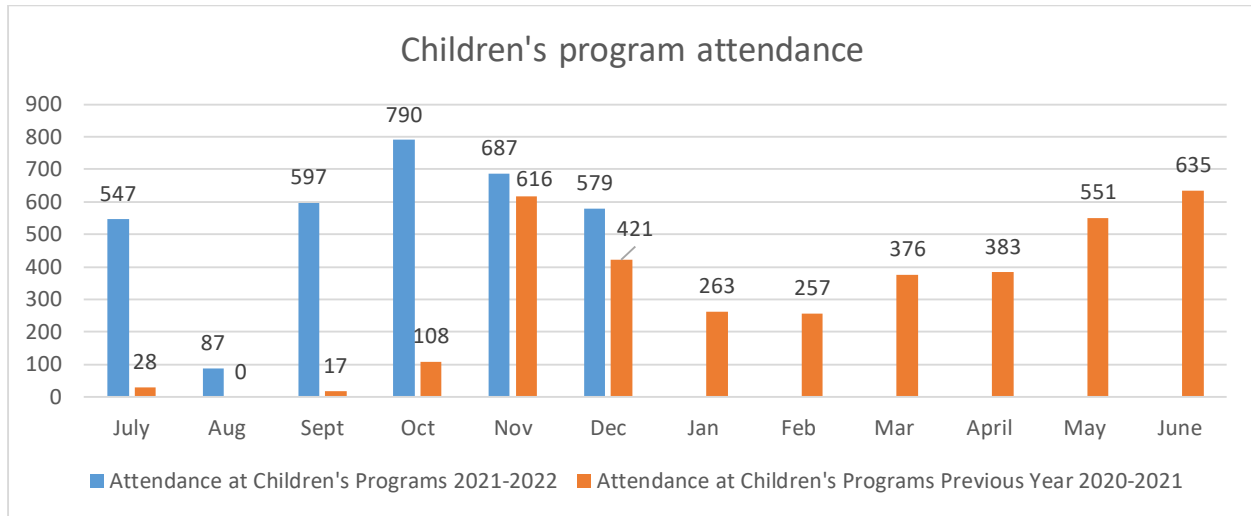
Drop-In Winter Art



## December 2021 Library Statistics







## **SIERRA MADRE PUBLIC LIBRARY RULES OF BEHAVIOR**

### **SERVICE PRIORITIES**

Space for residents and visitors to read, study, and engage in activities that support lifelong learning.

### **POLICY STATEMENT**

The Sierra Madre Public Library is committed to providing library patrons with an enjoyable, comfortable, and orderly environment in which they may search for information, read, study, and use library materials, programs, and services. The Rules of Behavior shall apply to the interior and exterior of the building, and all grounds controlled and operated by the City of Sierra Madre for the Library (such buildings and grounds are hereafter referred to as the "premises"). The rules apply to all persons entering in or on the premises.

### **DEFINITIONS**

1. Covered containers means bottles with a screw or sip top and cups with sip lids, but excludes canned drinks.
2. Snack foods means those items that are dry, not sticky, and not requiring utensils to eat, such as snack bars, cookies, crackers, chips, and cereals.

### **REGULATIONS**

Persons entering in or on the premises:

1. Shall be engaged in activities associated with the use of a public library while in the library building. Persons not engaged in reading, studying, or using library materials, programs, or services may be required to leave the building.
2. Shall respect the rights of other persons and shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to harass or annoy that person, by following another person about the library building with the intent to harass or annoy that person, by playing audio equipment so that others can hear it, by singing or talking to others or in monologues, or by behaving in a manner that reasonably can be expected to harass or annoy other persons.
3. Shall not interfere with the use of the library by other persons, or interfere with library staff's performance of their duties.
4. Shall not destroy, deface, or illegally remove library materials or property. Library staff may, with probable cause, and as more fully set forth below, detain a person for a reasonable period of time to investigate whether the person violated this rule.
5. May not eat, drink, or smoke in the library building except for non-alcoholic beverages from covered containers, and dry snack food to feed children four years and younger. No food or drink is allowed at any time in the computer or archives rooms or at any computer, printer, copier, scanner or other electronic equipment. Persons are

responsible for all replacement costs and fees for library materials or equipment damaged if their drink spills.

6. May not bring animals into the building or leave them unattended on the premises, except persons may bring seeing-eye dogs or other animals into the library building if required for assistance with a disability recognized under the Americans with Disabilities Act or related law or if otherwise required by a treating medical provider. Staff may request proof of such need.
7. Shall not operate roller skates, skateboards or other similar devices in or on the premises.
8. Shall not sell, panhandle, or solicit in the library building or premises.
9. Shall not be permitted to enter the library building without being fully clothed. Fully clothed includes having a shirt or other covering of the upper body and shoes or other footwear.
10. Shall not improperly use library restrooms, including, but not limited to, bathing, shaving, washing hair, and changing clothes.
11. Whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
12. Shall not knowingly and without authorization use, access, disrupt, destroy, manipulate, or alter any library computer, computer system or network, or computer program or data, as more fully set forth in the Sierra Madre Public Library Policy Manual, "Internet Use Policy Statement and Regulations."
13. Shall not leave one or more children under the age of 7 anywhere in or on library premises without supervision. Supervision means a level of presence and attention by an adult that would reasonably indicate to library staff that the child is supervised.
14. Shall not enter areas marked "staff only."

## **ENFORCEMENT**

- a. Any person not abiding by these or other rules and regulations of the library shall generally be given a warning that any continued violation will result in the person being requested to immediately leave the library premises and/or the limitation or revocation of library privileges.
- b. Library staff may determine that, due to the seriousness of the violation or because of similar past violations by the person, a warning is futile or not necessary. In that situation, library staff shall request that the person immediately leave the library premises.
- c. Whenever staff requests that a person leave the library premises, the staff person shall inform the person of the rule or regulation that the person has violated.
- d. Any determination by library staff that a rule or regulation has been violated must be supported either by direct and reasonable observations of staff or by complaints made by other persons that, in the judgment of staff, appear reasonably true.

- e. When in the judgment of library staff sufficient cooperation is not forthcoming from a person who has violated a rule or regulation, staff may contact the Sierra Madre Police Department for assistance in enforcing the rules and regulations.
- f. Whenever library staff has probable cause to believe a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the library premises, staff may do the following:
  - a. Staff may detain the person for a reasonable time for the purpose of conducting an investigation in a reasonable manner.
  - b. In making the detention, staff may use a reasonable amount of non-deadly force necessary to protect staff and to prevent escape of the detained person or the loss of tangible or intangible property.
  - c. Staff may request the detained person to voluntarily surrender the book, item, property, or material. If the person refuses, a limited reasonable search may be conducted by those authorized to make the detention in order to recover the item. Only packages, shopping bags, handbags, or other property in the immediate possession of the person, but not including any clothing worn by the person, may be so searched.
  - d. Staff shall immediately contact the Sierra Madre Police Department for assistance.
- g. In addition to a request to leave the library premises, violation of the rules and regulations may result in the limiting or revoking of library privileges, civil court action, or criminal prosecution if the conduct constitutes a violation of State law or the Sierra Madre Municipal Code.
- h. Only the Director of Library Services may limit or revoke library privileges. The extent of any limitation and the length of time of any limitation or revocation must be supported by good cause. Good cause relates to the number, severity, and nature of the violations of rules and regulations. A particular limitation or revocation may not be effective for more than one calendar year.
- i. A person whose library privileges have been limited or revoked may appeal the matter by submitting a completed Library Revocation Appeal form to the Director of Library Services or designee within ten (10) calendar days from the date of the determination letter. The Library Board of Trustees shall hold a hearing on such matter and render a decision, which shall be final.
- j. Prior to resumption of library privileges, the person in question must schedule a meeting with the Director of Library Services or designee for a review of the standards of conduct or other rule or regulation violated.

Resolution Number No. 06-003 was duly adopted at a regular meeting of the Library Board of Trustees of the Sierra Madre Public Library and became effective on July 26, 2006.