



Sierra Madre Public  
**LIBRARY**  
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## **AGENDA**

**LIBRARY BOARD OF TRUSTEES MEETING**  
**Monday, February 28, 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 January 24, 2022, 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 meeting 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 February 28, 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: \$14,305.45, \$333.79, \$3,224.03, \$300.00, \$4,355.26, \$605.35, \$149.69, and \$1,108.07.
- 2. Library Statistics** - Recommendation to receive and file January 2022 Statistical Reports.

## **ACTION ITEMS AND REPORTS**

### **1. Library Bookmark Contest**

Oral Report by Trustee Palmer about the Library's annual Bookmark Contest.

### **2. One Book One City Update**

Oral report by Trustee Adde on this month's OBOC Program.

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

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

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

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

### **5. City Council Liaison Report**

Update from Council Liaison, Mayor Goss, to Board.

### **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 March 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**  
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## MINUTES

### SPECIAL 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, Palmer and Procter in attendance. Trustee Adde was absent. Meeting called to order at 5:07pm.

#### **APPROVAL OF AGENDA**

Trustee Spears motioned to approve the Agenda. Trustee Procter seconded. All approved.

#### **APPROVAL OF MINUTES**

Trustee Spears motioned to approve the Minutes from November 29, 2021, meeting. Trustee Procter seconded. All approved.

#### **PUBLIC COMMENT**

No public comments.

#### **CONSENT CALENDAR**

- 1. Library Warrants** – Trustee Procter moved to approve the Library Warrants in the aggregate amount of: \$2,751.96, \$2,565.90, \$526.78, \$4,968.76 and \$724.05. Trustee Spears seconded. All approved.
- 2. Library Statistics** – Trustee Procter moved to receive and file the November and December 2021 Statistical Reports as presented. Trustee Spears seconded.

## **ACTION ITEMS AND REPORTS**

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

Management Analyst Sophia Kownatzki reported that Public Works will do the angled parking and the ADA parking. The employee entrance will be extended all the way across to children's room. Work to begin in April.

### **2. Sommer Scholarship Report**

Oral Report by Trustee Procter about the Sommer Scholarship. Need to promote the scholarship so more people can get greater educational assistance. What we can do in order to create interest in the scholarship and encourage donations. Trustee Gallagher curious if we can post pictures on social media of the 4 recipients for the scholarship. Interim City Librarian Garza thinks it would be beneficial to create a subcommittee on Friends to place a photo on their website. Trustee Gallagher said they can be featured on the Friend's newsletter and she will also look into creative ways to market in our community.

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

Trustee Adde not present to discuss, however, Trustee Procter said that he will be doing a program on the role of storytelling and that the book Midnight Library will illustrate that.

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

Interim City Librarian Garza said the Library Rules of Behavior Policy was last updated in year 2006, and wants Trustees to modify and update it. She will check other libraries and get new language and have it approved by city attorney.

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

Interim City Librarian Garza said that the February meeting will still be virtual for at least another 30 days until further notice.

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

Liaison from the Friends of the Library Quigley discussed that the Friends of the Library Best Used Book Sales are providing a good amount of money for the Library. She also questioned why the Sommer scholarship is being managed by Friends of the Library. Sommer Scholarship is funded by a stock account that they monitor quarterly to see how the stocks are doing. Bookkeeping keeps everything in line but it's all in one pot. Trustee Spears said money for conferences not used and Trustee Quigley thinks maybe that money should go into the Sommer Scholarship. Need to plan a fund drive for partner donations since they have not been focusing on getting money for Sommer Scholarship.

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

Council Liaison Gene Goss not sure if we will have live meetings. Perhaps consider hybrid but for now zoom meeting is the best way to go about it. Consent agenda meeting mainly. Will be discussing the monastery.

## **8. Trustees Updates**

Trustee Procter preparing material for One Book One City.

Trustee Gallagher meeting with Interim City Librarian Garza and Trustee Traxler regarding the awards for the scholarships.

Trustee Spears prepared helped with the book sale.

Trustee Palmer working with Associate Librarian Regan on the bookmark contest and navigating how to get it to the schools.

## **9. City Librarian Report**

Interim City Librarian Garza reported closure of the Library as of January 12, at the direction of the City in response to increased COVID cases. The Library is able to provide contact free check outs and services to our patrons. Children's programs are still outdoors so no need to change. The Adult book club is also continuing virtually on Zoom. Craft programs are moved outside as well as the sewing classes. 3D printing is canceled for now. Class visits are still outside. The Music and Mindfulness program has been also moved outdoors. Book sale will be happening in February. The city is listing a job posting for a permanent City Librarian position and the interviews are to begin February 24th. She also attended Future Thinking of Libraries virtual conference and learned that we are more than just a physical space, we learn, unlearn and relearn. We need to be flexible, resilient and partner with other people for the benefit of our community.

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

Trustee Procter will give an update on One Book One City. Trustee Palmer will discuss the bookmark contest.

## **ADJOURNMENT**

Trustees adjourned the meeting at 5:58pm to the next meeting on Monday, February 28, 2022.



City of Sierra Madre, CA

# Check Register

Packet: APPKT06021 - LIB 01/11/22

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						
VEN02711	AMERICAS PRINTER	01/11/2022	Regular	0.00	189.51	62069
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1202586</a>	Invoice	12/03/2021	BOOK COATING	0.00	189.51	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		BOOK COATING	189.51	
0132	BAKER & TAYLOR, INC.	01/11/2022	Regular	0.00	3,150.62	62070
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0003253308</a>	Credit Memo	01/11/2022	CREDIT MEMO	0.00	-5.03	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		CREDIT MEMO	-5.03	
<a href="#">5017344014</a>	Invoice	11/18/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	233.28	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	233.28	
<a href="#">5017344015</a>	Invoice	11/18/2021	LIBRARY SUPPLIES	0.00	11.35	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	11.35	
<a href="#">5017365744</a>	Invoice	11/19/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	487.71	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	487.71	
<a href="#">5017365745</a>	Invoice	11/19/2021	LIBRARY SUPPLIES	0.00	26.46	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	26.46	
<a href="#">5017373512</a>	Invoice	11/29/2021	BOOKS	0.00	1,394.92	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS	1,394.92	
<a href="#">5017373513</a>	Invoice	11/29/2021	LIBRARY SUPPLIES	0.00	86.26	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	86.26	
<a href="#">5017388203</a>	Invoice	12/02/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	454.22	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	454.22	
<a href="#">5017388204</a>	Invoice	12/02/2021	LIBRARY SUPPLIES	0.00	25.43	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	25.43	
<a href="#">5017405864</a>	Invoice	12/01/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	390.57	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	390.57	
<a href="#">5017405865</a>	Invoice	12/01/2021	LIBRARY SUPPLIES	0.00	20.31	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES	20.31	
<a href="#">5017435893</a>	Invoice	12/09/2021	BOOKS	0.00	16.90	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		BOOKS	16.90	
<a href="#">H58539990</a>	Invoice	11/23/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	8.24	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	8.24	
0145	BRODART	01/11/2022	Regular	0.00	272.53	62071
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">592016</a>	Invoice	11/23/2021	LIBRARY SUPPLIES	0.00	272.53	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LIBRARY SUPPLIES	272.53	
0201	EBSCO	01/11/2022	Regular	0.00	6,713.29	62072
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0465290</a>	Invoice	12/10/2021	ANNUAL PERIODICALS (2021-2022)	0.00	6,713.29	
<a href="#">10000.90000.53501</a>		PERIODICALS		ANNUAL PERIODICALS (2021-...	6,713.29	
VEN03902	INVENGO AMERICAN CORP	01/11/2022	Regular	0.00	2,060.00	62073

## Check Register

Packet: APPKT06021-LIB 01/11/22

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2347R</a>	Invoice	11/30/2021	FE Technologies - Annual Maintenance (2021..	0.00	2,060.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		FE Technologies - Annual Ma..	2,060.00	
VEN01043	OVERDRIVE INC	01/11/2022	Regular	0.00	818.10	62074
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">01148CO21483131</a>	Invoice	12/04/2021	BOOKS	0.00	818.10	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS	818.10	
1085	WORLD BOOK, INC.	01/11/2022	Regular	0.00	1,101.40	62075
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0001631490</a>	Invoice	11/30/2021	WORLD BOOK ENCYCLOPEDIA 2022	0.00	1,101.40	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		WORLD BOOK ENCYCLOPED...	1,101.40	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	19	7	0.00	14,305.45
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>19</b>	<b>7</b>	<b>0.00</b>	<b>14,305.45</b>



**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	1/2022	14,305.45
			<u>14,305.45</u>

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City of Sierra Madre, CA

# Check Register

Packet: APPKT06029 - 01/25/22 BA LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	01/12/2022	Regular	0.00	333.79	61998

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
<a href="#">INV031188</a>	Invoice	11/18/2021	LG COVID MASKS	0.00	24.24
<a href="#">10000.09110.53999</a>			OTHER PURCHASED SUPPLI...		24.24
<a href="#">INV031189</a>	Invoice	11/22/2021	LG LAMINATOR REFILLS	0.00	197.11
<a href="#">10000.90000.53100</a>			OFFICE SUPPLIES		197.11
<a href="#">INV031190</a>	Invoice	11/22/2021	LG CRAFT SUPPLIES	0.00	17.84
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		17.84
<a href="#">INV031191</a>	Invoice	11/24/2021	LG CARD FOR TRUSTEA MEMBER	0.00	4.40
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		4.40
<a href="#">INV031192</a>	Invoice	11/30/2021	LG LAMINATION STORY ADVENTURE	0.00	7.51
<a href="#">39002.90000.53999</a>			OTHER PURCHASED SUPPLI...		7.51
<a href="#">INV031193</a>	Invoice	12/09/2021	LG OBOC POSTERS	0.00	82.69
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		82.69

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	6	1	0.00	333.79
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>6</b>	<b>1</b>	<b>0.00</b>	<b>333.79</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	1/2022	333.79
			<b>333.79</b>

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Chair

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City of Sierra Madre, CA

# Check Register

Packet: APPKT06037 - 01/25/22 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>						
VEN03955	ALAN GEIER	01/26/2022	Regular	0.00	150.00	62273
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2-12-22</a>	Invoice	01/25/2022	PIANO PERFORMANCE 2/12/22	0.00	150.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		PIANO PERFORMANCE 2/12...	150.00	
0132	BAKER & TAYLOR, INC.	01/26/2022	Regular	0.00	2,574.41	62274
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5017272416</a>	Invoice	12/20/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	87.45	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	87.45	
<a href="#">5017272417</a>	Invoice	12/20/2021	BOOKS	0.00	0.36	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	0.36	
<a href="#">5017430875</a>	Invoice	12/10/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	1,458.25	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	1,458.25	
<a href="#">5017430876</a>	Invoice	12/10/2021	BOOKS	0.00	73.46	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	73.46	
<a href="#">5017435795</a>	Invoice	12/10/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	248.99	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	248.99	
<a href="#">5017435796</a>	Invoice	12/10/2021	BOOKS	0.00	1.21	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	1.21	
<a href="#">5017443439</a>	Invoice	12/28/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	353.67	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	353.67	
<a href="#">5017443440</a>	Invoice	12/28/2021	BOOKS	0.00	16.96	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	16.96	
<a href="#">5017457518</a>	Invoice	12/22/2021	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	303.23	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	303.23	
<a href="#">5017457519</a>	Invoice	12/22/2021	BOOKS	0.00	13.93	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	13.93	
<a href="#">5017459511</a>	Invoice	12/22/2021	BOOKS	0.00	16.90	
<a href="#">39002.90000.53406</a>		BOOKS AND REFERENCE		BOOKS	16.90	
0598	DEMCO, INC.	01/26/2022	Regular	0.00	499.62	62275
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">7030479</a>	Invoice	10/26/2021	OFFICE SUPPLIES	0.00	220.39	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	220.39	
<a href="#">7061248</a>	Invoice	01/04/2022	OFFICE SUPPLIES	0.00	279.23	

## Check Register

Packet: APPKT06037-01/25/22 LB

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES		279.23	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	14	3	0.00	3,224.03
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
	<b>14</b>	<b>3</b>	<b>0.00</b>	<b>3,224.03</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	1/2022	3,224.03
			<b>3,224.03</b>

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Chair

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City of Sierra Madre, CA

# Check Register

Packet: APPKT06056 - 02/08/2022 MANUAL CHECK 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	01/26/2022	Regular	0.00	300.00	62110
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV031274</a>	Invoice	01/24/2022	GUIAR PERFORMANCE LB 1/26/22	0.00	300.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		GUIAR PERFORMANCE LB 1...	300.00	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	300.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>300.00</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	1/2022	300.00
			<b>300.00</b>

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Chair

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City of Sierra Madre, CA

# Check Register

Packet: APPKT06069 - 02/08/2022 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.	02/08/2022	Regular	0.00	1,221.82	62363
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5017372842</a>	Invoice	01/12/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	30.60	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	30.60	
<a href="#">5017372843</a>	Invoice	01/12/2022	BOOKS	0.00	0.12	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	0.12	
<a href="#">5017374701</a>	Invoice	01/12/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	18.37	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	18.37	
<a href="#">5017374702</a>	Invoice	01/12/2022	BOOK	0.00	0.12	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOK	0.12	
<a href="#">5017399920</a>	Invoice	01/12/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	125.37	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	125.37	
<a href="#">5017399921</a>	Invoice	01/12/2022	BOOK	0.00	0.73	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOK	0.73	
<a href="#">5017423257</a>	Invoice	01/03/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	859.96	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	859.96	
<a href="#">5017423258</a>	Invoice	01/03/2022	BOOKS	0.00	49.41	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	49.41	
<a href="#">5017430230</a>	Invoice	01/14/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	9.16	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	9.16	
<a href="#">5017430231</a>	Invoice	01/14/2022	BOOK	0.00	0.12	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOK	0.12	
<a href="#">5017480904</a>	Invoice	01/08/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	121.67	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	121.67	
<a href="#">5017480905</a>	Invoice	01/08/2022	BOOKS	0.00	6.19	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	6.19	
0145	BRODART	02/08/2022	Regular	0.00	71.11	62364
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">593615</a>	Invoice	12/20/2021	OFFICE SUPPLIES	0.00	71.11	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	71.11	
0201	EBSCO	02/08/2022	Regular	0.00	62.33	62365
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2201769</a>	Invoice	01/13/2022	LA TIMES /LA MAGAZINE	0.00	62.33	
<a href="#">10000.90000.53501</a>		PERIODICALS		LA TIMES /LA MAGAZINE	62.33	
VEN01043	OVERDRIVE INC	02/08/2022	Regular	0.00	3,000.00	62366

## Check Register

Packet: APPKT06069-02/08/2022 LB

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">H-0082168</a>	Invoice	01/01/2022	ANNUAL SUBSCRIPTION: 2022	0.00	3,000.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		ANNUAL SUBSCRIPTION: 20...	3,000.00	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	15	4	0.00	4,355.26
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>15</b>	<b>4</b>	<b>0.00</b>	<b>4,355.26</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	2/2022	4,355.26
			<u>4,355.26</u>

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City of Sierra Madre, CA

## Check Register

Packet: APPKT06075 - 02/22/2022 MANUAL CHECK AMAZON LB

By Check Number

## Check Register

Packet: APPKT06075-02/22/2022 MANUAL CHECK AMAZON LB

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
1644	AMAZON	02/03/2022	Regular	0.00	605.35	62282
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">443385877878</a>	Invoice	12/07/2021	LB OBOC BOOKS		19.60	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LB OBOC BOOKS	19.60	
<a href="#">443745769964</a>	Invoice	12/07/2021	LB PROG. SUPPLIES		33.06	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LB PROG. SUPPLIES	33.06	
<a href="#">445675686455</a>	Invoice	11/24/2021	J.MOVIES		8.81	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		J.MOVIES	8.81	
<a href="#">447778499553</a>	Invoice	11/21/2021	LB ADULT MISIC CDS		10.99	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LB ADULT MISIC CDS	10.99	
<a href="#">448479895543</a>	Invoice	11/21/2021	ADULT DVD'S		58.10	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		ADULT DVD'S	58.10	
<a href="#">448548873937</a>	Invoice	11/30/2021	OFFICE SUPPLIES		22.11	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	22.11	
<a href="#">454479483773</a>	Invoice	11/22/2021	LB.PROGR.SUPPLIES		14.32	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LB.PROGR.SUPPLIES	14.32	
<a href="#">463999997453</a>	Invoice	11/20/2021	ADULT DVD'S		19.82	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		ADULT DVD'S	19.82	
<a href="#">475494638678</a>	Invoice	12/01/2021	MISC. SUPPLIES		100.14	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		MISC. SUPPLIES	100.14	
<a href="#">544565788878</a>	Invoice	12/07/2021	LIB OBOC		44.09	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIB OBOC	44.09	
<a href="#">659778984885</a>	Invoice	11/23/2021	LB J BOOKS		15.36	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		LB J BOOKS	15.36	
<a href="#">685377595675</a>	Invoice	12/01/2021	J MOVIES		8.82	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		J MOVIES	8.82	
<a href="#">746398363973</a>	Invoice	11/30/2021	J.MOVIES		34.15	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		J.MOVIES	34.15	
<a href="#">757784568448</a>	Invoice	11/30/2021	J MOVIES		17.62	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		J MOVIES	17.62	
<a href="#">766778573475</a>	Invoice	12/01/2021	MISC SUPPLIES		9.80	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		MISC SUPPLIES	9.80	
<a href="#">793773438587</a>	Invoice	11/30/2021	OFFICE SUPPLIES		18.61	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	18.61	
<a href="#">797843458444</a>	Invoice	11/30/2021	J MOVIES		17.62	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		J MOVIES	17.62	
<a href="#">833373648486</a>	Invoice	12/01/2021	OFFICE SUPPLIES		20.48	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	20.48	
<a href="#">85553375864</a>	Invoice	12/02/2021	LB ADULT BOOK CLUB		25.32	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LB ADULT BOOK CLUB	25.32	
<a href="#">867675466437</a>	Invoice	12/01/2021	J MOVIES		41.21	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		J MOVIES	41.21	
<a href="#">973475885668</a>	Invoice	12/07/2021	LIB FRIENDS PROG.SUPPLIES		35.27	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIB FRIENDS PROG.SUPPLIES	35.27	
<a href="#">975535836643</a>	Invoice	12/01/2021	LB J BOOKS		10.22	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		LB J BOOKS	10.22	
<a href="#">977364486743</a>	Invoice	11/23/2021	J BOOKS		19.83	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		J BOOKS	19.83	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
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## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	23	1	0.00	605.35
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>23</b>	<b>1</b>	<b>0.00</b>	<b>605.35</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	2/2022	605.35
			<u>605.35</u>

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City of Sierra Madre, CA

# Check Register

Packet: APPKT06085 - 02/22/2022 BA LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	02/09/2022	Regular	0.00	149.69	62292

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
<a href="#">INV031357</a>	Invoice	12/16/2021	LG PROGRAMMING SUPPLIES	0.00	39.94
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG PROGRAMMING SUPPLIES	39.94
<a href="#">INV031358</a>	Invoice	01/06/2022	LG SNACK CHAT TEEN PROGRAMMING	0.00	41.60
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG SNACK CHAT TEEN PROG...	41.60
<a href="#">INV031359</a>	Invoice	01/11/2022	LG CRAFT SUPPLIES	0.00	19.16
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG CRAFT SUPPLIES	19.16
<a href="#">INV031360</a>	Invoice	01/11/2022	LG LAMINATION FOR STORY ADVENTURE	0.00	11.80
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG LAMINATION FOR STORY...	11.80
<a href="#">INV031361</a>	Invoice	01/11/2022	LG CRAFT SUPPLIES	0.00	5.45
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LG CRAFT SUPPLIES	5.45
<a href="#">INV031362</a>	Invoice	01/13/2022	LG BOOKS/REFERENCE	0.00	31.74
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		LG BOOKS/REFERENCE	31.74

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	6	1	0.00	149.69
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>6</b>	<b>1</b>	<b>0.00</b>	<b>149.69</b>



**Fund Summary**

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2022	149.69
			<b>149.69</b>

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City of Sierra Madre, CA

# Check Register

Packet: APPKT06093 - 02/22/2022 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

Payment Type: Regular

0132	BAKER & TAYLOR, INC.	02/15/2022	Regular	0.00	1,108.07	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5017459501</a>	Invoice	02/02/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	45.87	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	45.87	
<a href="#">5017459502</a>	Invoice	02/02/2022	BOOKS	0.00	0.24	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	0.24	
<a href="#">5017461487</a>	Invoice	01/27/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	87.73	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	87.73	
<a href="#">5017461488</a>	Invoice	01/27/2022	BOOKS	0.00	4.63	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	4.63	
<a href="#">5017499379</a>	Invoice	02/02/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	24.46	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	24.46	
<a href="#">5017499380</a>	Invoice	02/02/2022	BOOKS	0.00	5.83	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	5.83	
<a href="#">5017504630</a>	Invoice	02/07/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	36.70	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	36.70	
<a href="#">5017504631</a>	Invoice	02/07/2022	BOOKS	0.00	11.64	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	11.64	
<a href="#">5017504825</a>	Invoice	01/20/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	708.27	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	708.27	
<a href="#">5017504826</a>	Invoice	01/20/2022	BOOKS	0.00	49.88	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	49.88	
<a href="#">5017520876</a>	Invoice	01/28/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	124.85	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...	124.85	
<a href="#">5017520877</a>	Invoice	01/28/2022	BOOKS	0.00	7.97	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	7.97	
<b>Total Regular:</b>					<b>1,108.07</b>	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	1	0.00	1,108.07
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>12</b>	<b>1</b>	<b>0.00</b>	<b>1,108.07</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	2/2022	1,108.07
			<b>1,108.07</b>

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# January 2022 Online Content

**In January, the Library had 45 social media posts with 10,411 reactions (likes/comments/views). Many were for the following:**

Happy New Year from the Library

This Week at the Library

Snowflake Hunt All Month Long

Snowmen Made by Preschool Storytimers

Story Adventure Changing to Two-Week Runs

Snackchat for Teens

TikTok: Nothing Beats Free

From the Archives: Norris Store in 1924

Sewing Machine Basics

Tails & Tales Returns In-Person

MLK Day - Books on Libby

Snowmen Made by Bethany School's 2nd Graders

TikTok: Story Adventure for a Mental Health Break

Craft It!: Salt Luminaries

From the Archives: The Sierra Madre Earthquake

Snowmen Made by Gooden School's Kindergarteners

Upcoming OBOC Event: The Healing Power of Stories

Teen STEAM: Fake Snow

TikTok: Book Warning

Snowmen Made by Gooden School's 1st Graders

Snowmen Made by Saint Rita School's 1st Graders

From the Archives: The California Canary

Music & Mindfulness: Guitar

GetSetUp - New Electronic Resource

Upcoming OBOC Event: Interactive Storytellers

Snowmen Made by Alverno Academy's 1st Graders

Catherine Addé Presents the OBOC Selection

Library Shelfie Day

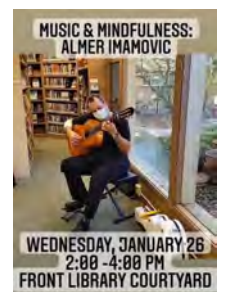
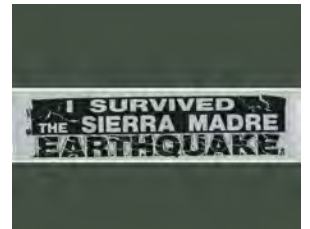
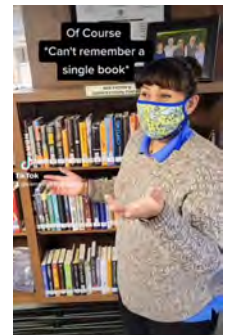
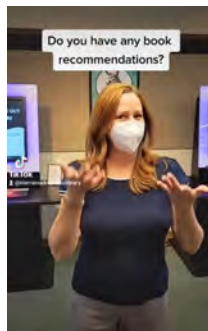
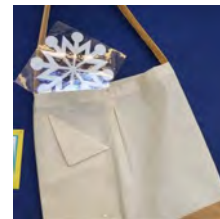
TikTok: Book Suggestions

One Book, One City Events Calendar

Used Book Sale Cart in the Library Courtyard

New Electronic Resources Available

Friends of the Library BEST Used Book Sale



## January 2022 Library Statistics

