



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, September 26, 2022

5:00 PM

City Hall Council Chambers

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

*Laura Palmer, Chair; Susan Gallagher, Vice Chair;
Catherine Adde, Trustee; Diane Sands, Trustee; Leigh Gluck, Trustee*

**THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST
CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER**

CALL TO ORDER / ROLL CALL

Trustees Palmer, Gallagher, Adde, Gluck, and Sands.

PLEDGE OF ALLEGIANCE

Diane Sands

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 June 27, 2022, meeting & July 14, 2022, special meeting.

COMMUNITY INPUT

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda.

State legislation (Govt. Code Section 54954.2) limits the Board's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Trustees or staff may briefly respond to statements made or questions posed by the public, or a Trustee or staff liaison may ask a question for clarification, or make a brief

report on his or her own activities. A Trustee or the Board itself may provide a reference to staff to report back to the Board at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: 2,569.33, 3,384.73, 1,066.96, 7,756.98, 500.00, 650.00, 1,947.97, 3,957.13, 745.51, 5,045.00, 83.44, 217.71, 666.51, 1,181.79, 4,713.06, 500.00
- 2. Library Statistics** - Recommendation to receive and file June, July, and August 2022 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Annual Presentation on Brown Act Procedures

City Clerk Laura Aguilar to give a presentation on Brown Act Procedures.

2. 2022-2023 Library Board Assignments

Trustees will discuss and decide on their board assignments which include selecting: Friends of the Library Liaison, Sierra Madre Historical Preservation Society Liaison, One Book One City Committee, Library Bookmark Contest, Sommer Scholarship Committee, Library Open House, and National Novel Writing Month.

3. Library Building Renovation Direction

City Librarian Leila Regan will present options on moving forward with an identified direction for the Library building remodel.

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 to Board.

6. Trustees Updates

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

7. City Librarian Report

City Librarian Leila Regan 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 October 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 48 hours prior to the meeting.



MINUTES

LIBRARY BOARD OF TRUSTEES MEETING

Monday, June 27, 2022

5:00 PM

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*

**THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST
CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER**

CALL TO ORDER / ROLL CALL

Trustees Gallagher, Adde, Palmer and Procter in Attendance

Absent: Trustee Spears

Additional Attendees: Mayor Gene Goss

Meeting called to order at 5:06 pm

PLEDGE OF ALLEGIANCE

Laura Palmer

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

Trustee Procter moved to approve

Trustee Adde & Trustee Palmer seconded

All in favor

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from May 23, 2022, meeting.

Trustee Adde moved to approve

Trustee Procter second

All in favor

COMMUNITY INPUT

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda.

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No Community Input

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$5,361.80; \$645.49; \$300.00; and \$5,271.17.

Trustee Comments:

Trustee Adde questioned if replacement headphones for children are for playaways?

Garza – They are for the computers in the children's room.

Gallagher – How many do we have?

Regan – We have three active five reserved.

- 2. Library Statistics** - Recommendation to receive and file May 2022 Statistical Reports.

Trustee Adde motion to move the consent calendar

Trustee Palmer seconded

All in favor

ACTION ITEMS AND REPORTS

1. Library Building Update and History

Report by Interim City Librarian, Lori Garza, regarding the Library building, to facilitate discussion.

Normally, Sophia gives an update. We are still waiting to hear back from the Building Forward State infrastructure grant and we are also waiting to hear back from Assembly Member Holden's office. In the packet is a summary report of three additional documents. Library facility master plan from 2017 is the most recent document showing the most recent push to make our library building appropriate for library services. Second document was 2018 commission from Library consultant on Library design. Third document is new library FAQs that was put together when we were pushing for a new library building. All of these address space needs and can be applied to our current situation. I wanted you to discuss the direction you would like our library building to go before we change trustees.

Trustee Comments:

Gallagher: Didn't realize our Library building was significant. It really was designed by a well-known architect. I understand now why the community is so attached to the building. I also like page 61 that talked about the Library of the future and I would like to see this "Bad libraries build collections, good libraries build services, and great libraries build communities." It would be great to have an update on library of the 21st century. I think it's more about the library building community.

Proctor: The mission of the Library is worth reading just to acknowledge that. Page 6, that's a good north star for however the Library evolves whether we fix the old one or ignite a flame in the community to build a new one.

Adde: The mission is well written.

Gallagher: We've been discussing this at a high level and it would be great to bring this down to the library services and can pick your brains on it.

Garza: More space for programming. We can survive on the square footage for our collection even though it's really tight. What we can't survive on is programming space. We're using our main reading room for programming which means no one else can use it. There is no way for anyone to have a quiet space during larger programs. The original library did have a meeting room but it is now our children's room. They need quiet space, which we don't have. They need programming space, which we don't have. They need meeting rooms, which we don't have.

Gallagher: A lot of this is dependent on funding. Is a lot of this dependent on the funding we've applied for or is it irrespective of that?

Garza: It would be great if we got full funding from the grants we applied for, however, we need to start looking at better ways to fund. It's time to decide what we can do. I do not have an answer. Taxes? Grants?

Proctor: Maybe Mayor Goss can weigh in on the incremental improvements.

Mayor Goss: We're taking more than baby steps. We're in the process of doing angled parking in the front, we're going to work on ADA parking. That's modest. The next point is on the outside campus. I'm speaking as one member of the city council, I'm done in September and my goal is to have a clear path to getting that building extension. I don't think it's going to involve new taxes, it just depends on how we configure it. What troubles me is we don't have a concrete plan or trajectory and that I believe we will have by November. The budgetary situation this year is good but we're not near as good as we were last year. We're not looking at financial trouble water in the next couple years though.

Gallagher: In your opinion, how do we move forward or work together between now and November to get something concrete?

Mayor Goss: I think the key is for staff to sit down with the board and talk about what the Library needs. Since we've already decided we are not building a new building, it is up to you to decide what we can do. The sooner that gets on the agenda and discussed then city council can fine tune it.

Garza: The board would come with their plan and present it to city council as a discussion item or how does that work?

Mayor Goss: Initially it's a discussion item but then it will become an action item.

Palmer: Prior to COVID, the whole part was planning for a new building but is there any way to have those plans and adjust them for a meaningful improvement?

Garza: We had a general plan. We can use some of the plan points and apply it to an expansion but I believe a lot of it can be brought over.

Palmer: Don't we have some back up plans about what we want?

Mayor Goss: There might be some at City Hall.

Garza: August 2020 we decided on Meaningful Improvement instead of the new building and it came with some options.

Adde: We need to look at that and make a plan.

Mayor Goss: It came with specific square footage.

Adde: And some of that is starting with the painting and angled parking.

Gallagher: It was referred to as Option 3.

Regan: Is this something you want to wait for a permanent city librarian?

Proctor/Gallagher: No

Proctor: We have the parameters, we need to move forward.

Gallagher: It's on page 54 in the packet. Maybe we want to do that and commit to really knowing the information.

Proctor: Page 37 actually has the meaningful improvement plan.

Palmer: The ADA requirements have seemed to be the starter for this, is there a timeline for that?

Garza: Once you start you do have a timeline to finish ADA. If we touch the building for ADA we have a very specific timeline.

Report by Interim City Librarian regarding August meetings. It is recommended Trustees consider cancelling the August meeting.

Trustee Comments:

Gallagher: Should we cancel August?

Proctor: July is my last meeting but if we can finalize a lot by the end of July then we can take August off.

Adde: I don't see a problem with keeping August.

Gallagher: Can we wait until July to make the decision?

3. Friends of the Library Liaison Report

Report Deferred: Margaret Quigley was not present.

4. City Council Liaison Report

Mayor Gene Goss: I don't have a whole lot to share with you. We now own the Bank of America building! It will be our Police building and we hope to also move IT and Community Services in there. It will free up a lot of space at City Hall and for the Fire Department. The Council did pass a budget. We had a fat surplus last year and we had much less this year. We're expecting increased costs across the board. I think in a couple years we're going to have to go to the public for some kind of parcel tax or public safety fund. I just don't think there's going to be any way around that. That might have some bearing on what we do with the Library. Here's an option, even after we bought this Bank of America Building we might want to use any leftover funds for the Library building. Strategic planning session was pretty intense. We have been relying on staff during the COVID years to kind of go the extra mile and several managers are recognizing the fact that staff is getting burned out. It's something I think needs to be addressed very soon. I'm doing my last 4th of July parade and it will be COVID restriction free.

5. Trustees Updates

Trustee Adde: I have nothing to report. I did not go to the Friends of the Library dinner. The city being burnt out, I think that's in all sectors because of COVID and now everyone is trying to get people back.

Trustee Proctor: I did not go to the Friends of the Library dinner. I was out of town doing a lot of traveling for work. Speaking of work my company just got a big job that has something to do with the Thomas Jefferson Monticello estate and I was able to find three books at the SMPL that were on my work research list.

Trustee Gallagher: I had the pleasure of attending the Friends of the Library meeting/dinner. It was very nice. The Wine Tasting will be on Friday September 23rd and a lot of people were excited for the wine tasting and a lot were excited that it was at the race track.

Trustee Palmer: I wasn't able to go to the Friends of the Library dinner. Not much to report. Dany Ritchie is teaching the science classes at the Library and she's a coworker and she said it

was going really well, highly attended, and she was really excited. There's a lot of new young families in Sierra Madre and that's a group we should really reach out to.

6. City Librarian Report

Garza: Last Wednesday after the thunderstorm we had a live wire fall and briefly catch the oak tree on fire. Special thanks to our Police and Fire department for their rapid response and youth services librarian Leila Regan for keeping it calm. Summer reading programming is going. We had a great, well-attended kickoff and the Bailey Canyon nature walk was very well attended. We have the Summer Science Workshops all with waitlists. Parking project starts July 5th, they're putting the angled parking in front. They are also making the handicapped parking spots in front and staff entrance ADA compliant. During the project the driveway from Sierra Madre Ave to the parking lot will not be accessible. The Library will be open during the entire project. It's supposed to be through August. Not sure if we will have the Best used Book Sale in August. Tomorrow's city council there will be a presentation for part-time library staff pay increases. They have not had a pay rate change at all probably since 2009. I'm really appreciative and hope that it gets addressed tomorrow during the city council meeting. We have three applications for the Trustees. That is the last agenda item at tomorrow's City Council meeting.

Gallagher: Do we know who the three candidates are.

Garza: I believe they are posted on the website. I did want to say thank you to the Friends of the Library for all they did and I was sad I couldn't make it. Thank you to youth services librarian Leila Regan for attending. In July we will have our Library annual report at the city council meeting, it will be July 26th and it is encouraged that trustees be present.

7. Items for Future Agenda

Gallagher: We want to allocate next month to look at the items in this month's agenda and figure out what we are asking for the Library building.

***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

Trustee Proctor moved to adjourn

Trustee Palmer Second

All in favor

Adjourn: 6:09 pm



MINUTES

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Thursday, July 14, 2022

5:00 PM

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

*Susan Gallagher, Chair; Catherine Adde, Trustee;
Leigh Gluck, Trustee; Laura Palmer, Trustee; Diane Sands, Trustee*

**THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST
CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER**

CALL TO ORDER / ROLL CALL

In Attendance: Trustees Gallagher, Adde, Palmer and Sands

Former Trustees: Proctor, Spears

Absent: Trustee Gluck

Additional Attendees: Lori Garza, Leila Regan, Jose Reynoso, Mayor Gene Goss, Rob Stockley,
Barry Ziff

Meeting called to order at 5:01 PM

PLEDGE OF ALLEGIANCE

Catherine Adde

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

Trustee Adde moved to approve.

Trustee Palmer seconded.

All in favor.

COMMUNITY INPUT

No Community Input

ACTION ITEMS AND REPORTS

1. Recognition of Service to Trustees Proctor and Vice Chair Spears

Presented by Trustee Adde. Thank you for two terms on the Trustees.

Trustee Comments:

Spears: We are thankful for the opportunity to do it

2. Welcome to incoming Trustees Gluck and Sands –

Presented by Trustee Chair Gallagher

3. Orientation – Library Vision

Presentations by:

- Mayor Gene Goss

This is not our first rodeo. People who have been associated with the Library have worked toward something like this for about 20 years maybe more. The last time was right before the pandemic. At the time it was \$14-16M but now it's probably \$20-30M. What is possible is very significant. Already given council guidance on renovation and we have started with ADA improvements.

What are the base expectations?

Aesthetically – people would like a façade that mirrors or is similar to what we currently have. Keeping the midcentury classic Sierra Madre Library look.

Parking is another issue. We are making some progress with diagonally parking. A way to make parking plentiful and convenient.

Adding expanded rooms or room for our collections. We have a great collection but it's not what it could be and should be. Include more reading tables and seating.

Dedicated auxiliary building/space for friends of the library.

Some version of a public performance or multipurpose room. Big enough for 50-100 people.

Meeting rooms big enough to schedule any of the nonprofits for their monthly meetings.

Sierra Madre Historical Preservation need more space for them and their collections as well as room for displays.

I could go on and on.

We're not starting from scratch here we're going to go into it this fall with an idea!

Trustee Comments:

Adde: Amphitheater?

Goss: If we need it for parking for auxiliary. I like the idea in theory with weather issues and other options. It's exciting because think of this: this Library will be the future, it will be here for decades. You're going to really make your stamp on Sierra Madre History.

- Jose Reynoso – City Manager

Really want to highlight Sophia Kownatzki, she's the one that put the request together and I got to say that in my 12-13 years that I've been here and I've had the opportunity to hear Mr. Proctor speak about the Library on multiple occasions and that passion was in our application and I think it was a big part of why we got the request approved.

Where were you on July 1, 2020? Such an exciting day!

What comes next? It will take about 3 months for the city to actually receive that funding. What we plan to do during that time is start the request for proposal process which will take about 2-3 months. Hopefully by the time that process is done we will have the funding. Planning with an

architect will take about 6 months to a year. Once we have the design about a year from now we will initiate a construction contract and we plan for that to take about 2 years to complete.

Trustee Comments:

Adde: (Where were you July 1, 2022?) I was at my travel agency and I screamed.

Gallagher: I already knew when you called me but your enthusiasm when you called me was so infectious that it brought me to tears.

Palmer: Christine Smart, former City Librarian, texted me and I was like oh no. Do we assume there will be additional funds from the city?

City Manager Reynoso: The \$10M should be enough we our hope and our goal is that \$10M will cover that and free up our general funds for other means.

Spears: Christine Smart prior to leaving was working with an architect for the lower lot

City Manager Reynoso: We had some ideas on how to use that lower lot: park, amphitheater, etc. We learned a lot and one of the lessons we learned was sometimes the weather was too extreme to be outdoors. Those are all things that are going to be looked at again.

- Lori Garza – Interim City Librarian

History of the Library and how we got here.

- Leila Regan – New City Librarian

- Julie Bencosme – President, Friends of the Library

The friends will continue their funding for the Library annual budget needs. We're working on building our membership.

- Rob Stockly – Library Foundation

Congratulations and bon voyage as you head off on an incredible journey. The Library Foundation Role is long term support for a public library through major gifts and grants. It was envisioned as a catalyst for a new library building. In early 2021, it adopted the repair and renovate option instead of new building. There are 2 board members and we are currently caretakers. Next phase: Clear articulation of what the collective vision of the Library is. What will it become? What we're looking for is a specific design and a plan to implement that vision. Something we can get excited about. Either we see a role or we don't see a role. We need to excite those people. Give people a reason to want to serve and contribute. Original role was to provide interior furniture. Not funding for a budget shortfall but specifics for their contribution.

Trustee Comments:

Adde: Did you say that the Library Foundation was merging with SM Community Foundation?

Stockly: That was before the prospect of something happening. We were going to put the fund there and people could contribute to. The grant is a game changer because now there will be something happening. At the time, we didn't think there was going to be resources to pursue.

- Rod Spears – Outgoing Trustee, Engineering

I want to be a part of the ongoing involvement, I was a structural engineer for 41 years and a civil engineer for 61 years. Set of reproduced plans of the Library date 6/15/54, it's the original plans. Offer my services whenever needed for seismic and for ADA recommendations/input. Happy to review the drawings for the architects and engineers the city hires.

- Barry Ziff – Former Trustee, Role of Trustees

“Everything You Need To Know About Being a Trustee In Five Minutes”

The basic role of the Trustees is to preserve and perpetuate the Sierra Madre Library by establishing a framework of policies and communicating with the City Council, the Friends of the Library, the volunteers and community at large your vision for the Library.

Of all the city's resources, the Library is the place that houses our shared culture. The Sierra Madre Library is a place that provides opportunities to learn, to dream, to be entertained. A special environment where all the history of humankind is stored and shared.

Some people would argue that we no longer need brick and mortar libraries in the age of computers and access to the internet. I totally disagree with that point of view on several accounts:

- A library, unlike a computer, promotes a sense of community – of belonging and the possibility of developing long lasting friendships with other patrons. In fact, many of the people here today share a friendship and a common bond that was established at our library.
- A library provides a meeting place for people to share common interests.
- A place to be and not feel alone.

Also, holding a book in your hands, smelling the musty paper and physically turning a page is so much more rewarding and satisfying than scrolling down on an iPad.

In our home we usually are reading two books at once. One book is the “upstairs” book and the other is the “downstairs” book. Having a book readily available enhances the experience and there is not the need to search the whole house for ones’ reading material.

As Trustees you are the Guardians of the Library, Wonder Women... No special costumes are required! You have the opportunity to make thoughtful decisions regarding the future of the library. You plan events to meet the needs of the community. As Trustees, you plan, nurture and participate in such activities as:

- One Book, One City
- Bookmark Contest
- Open House
- The Sommer Scholarship
- Special Projects as needed and developed by staff

You are responsible for presenting relevant information to the City Counsel.

You sit on other Boards, such as: The Friends of the Library, The Historical Preservation Society, and The Library Foundation.

Your job is to set a vision for the future of the library by setting goals and priorities. You should consider supporting and becoming a member of the Friends of the Library. Prior Trustees have proposed a plan. That plan was accepted by the City Counsel. Phase I has begun. Your job is to follow through and make sure that Phases II and III are priorities for the future. You now have funds to support this agreed upon plan.

You must continue to develop creative ways to involve the community. Our library has the resources and staff to provide an outstanding experience for our patrons.

Take your position seriously:

Be Bold and Courageous - Good Luck.

(Call Rich if you have any questions!)

Barry I. Ziff, Ph.D.

- Rich Procter – Outgoing Trustee, ongoing support

Ending my service by circling back to where I began. We're going to build this new version of the Library and it's important to consider what the Library is. I had a mission when I began, to reveal to the people of Sierra Madre the true nature of the Library. The Sierra Madre Public Library is the beating heart of our community. It's the place where we all gather. Our Library is a physical expression of our physical generosity and expression of our civic ambitions.

There's always something wonderful to do at the Library. The message is: come on in, meet your friends here, and make new friends. This is a place with a power to change lives, it's a place to discover who we are and to come together as a community. The building is only a home for our wonderful Librarians. Our librarians have super powers as great as any Marvel superhero. Small acts of service when multiplied can change the world. Today is a joy of joy. Mayor Gene Goss said this grant is a miracle, it is also an affirmation of our never ending commitment to our community and our future.

4. Consideration of authorization for Staff to issue a Request for Proposal (RFP) for a Meaningful Improvement Conceptual Design

It is recommended that the Board of Trustees authorize Staff to issue an RFP for a Meaningful Design.

Trustee Sands motioned to approve.

Trustee Adde Seconded.

All in Favor.

5. Board of Trustee Selection of Chair and Vice Chair for Fiscal Year 2022-2023

It is recommended that the Board of Trustees select a Chair and Vice Chair for the new Fiscal Year.

Trustee Adde: Nominates Trustee Palmer for Chair and Trustee Sands for Vice Chair.

Motion for Laura Palmer to serve as Chair and Susan Gallagher as vice chair.

Trustee Adde motioned to approve.

Trustee Sands seconded.

All in favor.

6. Items for Future Agenda

Messaging for the foundation – Ask Rich Procter to be a guest for messaging for the Library Foundation.

Building Presentation on needs assessment and previous plans.
Brown Act orientation – Laura Aguilar

***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 in August 2022.

Trustee Sands motioned.

Trustee Adde seconded.

All in favor.

Adjourn 6:05 PM



City of Sierra Madre, CA

Check Register

Packet: APPKT06349 - 07/26/2022 LB FY 22/23

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						
0145	BRODART	07/27/2022	Regular	0.00	282.35	63418
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
605857	Invoice	07/01/2022	OFFICE SUPPLIES	0.00	282.35	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		282.35	
1379	CALIFA GROUP	07/27/2022	Regular	0.00	1,957.15	63419
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5793	Invoice	07/01/2022	PROQUEST SUBSCRIPTION RENEWAL 7/1/22...	0.00	1,957.15	
39006.90000.53406		BOOKS AND REFERENCE	PROQUEST SUBSCRIPTION R...		1,957.15	
1625	FINDAWAY WORLD LLC.	07/27/2022	Regular	0.00	154.33	63420
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
393892	Invoice	06/24/2022	BOOKS	0.00	154.33	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS		154.33	
0428	GREY HOUSE PUBLISHING	07/27/2022	Regular	0.00	175.50	63421
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
365868	Invoice	06/20/2022	8/22-8/23 ONLINE DATABASE SUBSCRIPTION	0.00	175.50	
10000.90000.52200		CONTRACT SERVICES	8/22-8/23 ONLINE DATABAS...		175.50	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	4	0.00	2,569.33
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	4	0.00	2,569.33

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2022	2,569.33
			2,569.33

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT06347 - 07/26/2022 LB FY 21/22

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						
0132	BAKER & TAYLOR, INC.	07/26/2022	Regular	0.00	1,691.04	63413
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5017793628	Invoice	06/22/2022	BOOKS AND REFERENCE & MEDIA	(FY 2021-...	0.00	70.32
39006.90000.53406		BOOKS AND REFERENCE		MEDIA		70.32
5017793629	Invoice	06/22/2022	BOOKS		0.00	29.10
10000.90000.52200		CONTRACT SERVICES		BOOKS		29.10
5017796392	Invoice	06/21/2022	BOOKS AND REFERENCE & MEDIA	(FY 2021-...	0.00	763.39
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		763.39
5017796393	Invoice	06/21/2022	BOOKS		0.00	71.37
10000.90000.52200		CONTRACT SERVICES		BOOKS		71.37
5017822589	Invoice	06/23/2022	BOOKS AND REFERENCE & MEDIA	(FY 2021-...	0.00	701.13
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE (FY ...		701.13
5017822590	Invoice	06/23/2022	BOOKS		0.00	55.73
10000.90000.52200		CONTRACT SERVICES		BOOKS		55.73
0145	BRODART	07/26/2022	Regular	0.00	117.45	63414
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
605318	Invoice	06/22/2022	OFFICE SUPPLIES		0.00	117.45
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES		117.45
0786	OFFICE DEPOT, INC	07/26/2022	Regular	0.00	60.98	63415
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
252379347001	Invoice	06/30/2022	OFFICE SUPPLIES		0.00	60.98
39006.90000.53999		OTHER PURCHASED SUPPLI...		OFFICE SUPPLIES		60.98
VEN01043	OVERDRIVE INC	07/26/2022	Regular	0.00	1,227.95	63416
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO22208788	Invoice	06/30/2022	EBOOKS		0.00	1,227.95
39006.90000.53406		BOOKS AND REFERENCE		EBOOKS		1,227.95
0904	VROMAN'S	07/26/2022	Regular	0.00	287.31	63417

Check Register

Packet: APPKT06347-07/26/2022 LB FY 21/22

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	
2810298	Invoice	06/29/2022	BOOKS		287.31	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS	287.31	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	5	0.00	3,384.73
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	10	5	0.00	3,384.73

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2022	3,384.73
			3,384.73

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City of Sierra Madre, CA

Check Register

Packet: APPKT06333 - 07/26/2022 MANUAL CHECK BOA LB FY 21/22

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	07/13/2022	Regular	0.00	1,066.96	63255

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
INV032422	Invoice	05/16/2022	LG CRAFT IT SUPPLIES	0.00	3.95
39006.90000.53999			OTHER PURCHASED SUPPLI...		3.95
INV032423	Invoice	05/23/2022	LG BOOKS	0.00	26.46
10000.90000.53406			BOOKS AND REFERENCE		26.46
INV032424	Invoice	05/26/2022	LG SUMMER READING PRIZES	0.00	886.73
39006.90000.53999			OTHER PURCHASED SUPPLI...		886.73
INV032425	Invoice	06/01/2022	LG LAMINATION FOR STORY ADVENTURE B...	0.00	30.58
39002.90000.53999			OTHER PURCHASED SUPPLI...		30.58
INV032426	Invoice	06/01/2022	LG CRAFT IT SUPPLIES	0.00	6.84
39006.90000.53999			OTHER PURCHASED SUPPLI...		6.84
INV032427	Invoice	06/06/2022	LG PROGRAMMING TEEN BOOK CLUB SUM...	0.00	112.40
39006.90000.53999			OTHER PURCHASED SUPPLI...		112.40

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	6	1	0.00	1,066.96
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
	6	1	0.00	1,066.96

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2022	1,066.96
			<u>1,066.96</u>

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City of Sierra Madre, CA

Check Register

Packet: APPKT06316 - 07/12/2022 LB FY 22/23

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						
VEN03964	DANY RICHEY	07/05/2022	Regular	0.00	500.00	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2	Invoice	07/05/2022	SUMMER SCIENCE SATURDAY	7/23/22	0.00	500.00
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUMMER SCIENCE SATURD...	500.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	500.00
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
	1	1	0.00	500.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2022	500.00
			500.00

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City of Sierra Madre, CA

Check Register

Packet: APPKT06314 - 07/12/2022 LB FY 21/22

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						
0786	OFFICE DEPOT, INC	07/05/2022	Regular	0.00	81.87	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
249398139001	Invoice	06/16/2022	OFFICE SUPPLIES	0.00	81.87	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		81.87	
0145	BRODART	07/05/2022	Regular	0.00	8.81	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
604600	Invoice	06/09/2022	OFFICE SUPPLIES	0.00	8.81	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		8.81	
0132	BAKER & TAYLOR, INC.	07/05/2022	Regular	0.00	2,233.12	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5017750399	Invoice	06/08/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	1,387.67	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE (FY ...		1,387.67	
5017750400	Invoice	06/08/2022	LIBRARY SUPPLIES	0.00	73.74	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		73.74	
5017775962	Invoice	06/07/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	36.69	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		36.69	
5017775963	Invoice	06/07/2022	LIBRARY SUPPLIES	0.00	11.64	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		11.64	
5017780397	Invoice	06/14/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	124.60	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE (FY ...		124.60	
5017780398	Invoice	06/14/2022	LIBRARY SUPPLIES	0.00	6.15	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		6.15	
5017787538	Invoice	06/17/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	431.16	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE (FY ...		431.16	
5017787539	Invoice	06/17/2022	LIBRARY SUPPLIES	0.00	14.81	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		14.81	
5017814915	Invoice	06/22/2022	BOOKS AND REFERENCE & MEDIA (FY 2021-...	0.00	142.11	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE (FY ...		142.11	
5017814916	Invoice	06/22/2022	LIBRARY SUPPLIES	0.00	4.55	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		4.55	
0904	VROMAN'S	07/05/2022	Regular	0.00	595.47	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
2808451	Invoice	06/29/2022	BOOKS	0.00	595.47	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS		595.47	
VEN01043	OVERDRIVE INC	07/05/2022	Regular	0.00	4,272.94	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
01148CO22197871	Invoice	06/20/2022	BOOKS	0.00	1,516.36	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS		1,516.36	
01148CO22201125	Invoice	06/22/2022	BOOKS	0.00	1,685.56	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS		1,685.56	
01148CO22204176	Invoice	06/27/2022	BOOKS	0.00	1,071.02	

Check Register

Packet: APPKT06314-07/12/2022 LB FY 21/22

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53406		BOOKS AND REFERENCE	BOOKS		1,071.02	
0598	DEMCO, INC.	07/05/2022	Regular	0.00	544.18	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7145376	Invoice	06/23/2022	BOOK COVERS	0.00	544.18	
10000.90000.53100		OFFICE SUPPLIES		BOOK COVERS	544.18	
1578	PETTY CASH FUND-LIBRARY	07/05/2022	Regular	0.00	20.59	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV032300	Invoice	05/05/2022	PROGRAM SUPPLIES	0.00	18.95	
39006.90000.53999		OTHER PURCHASED SUPPLI...		PROGRAM SUPPLIES	18.95	
INV032301	Invoice	05/15/2022	SUMMER SCIENCE SUPPLIES	0.00	1.64	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUMMER SCIENCE SUPPLIES	1.64	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	19	7	0.00	7,756.98
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
	19	7	0.00	7,756.98

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2022	7,756.98
			<u>7,756.98</u>

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City of Sierra Madre, CA

Check Register

Packet: APPKT06305 - 7/12/22 LIB FY21-22 MANUAL

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						
VEN03964	DANY RICHEY	06/30/2022	Regular	0.00	500.00	63235
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>1</u>	Invoice	06/30/2022	SUMMER SCIENCE SATURDAYS	0.00	500.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUMMER SCIENCE SATURD...	500.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	500.00
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
	1	1	0.00	500.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2022	500.00
			500.00

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City of Sierra Madre, CA

Check Register

Packet: APPKT06308 - 7/12/22 LIB FY22-23 MANUAL

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						
VEN04070	KOZUE MATSUMOTO	06/30/2022	Regular	0.00	300.00	63236
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
202211	Invoice	07/01/2022	MUSIC & MINDFULNESS SERIES	0.00	300.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MUSIC & MINDFULNESS SER...	300.00	
VEN02975	NOTEWORTHY PUPPETS INC	06/30/2022	Regular	0.00	350.00	63237
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000593	Invoice	07/01/2022	THE PUPPET MUSICAL:THREE LITTLE PIGS	0.00	350.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		THE PUPPET MUSICAL:THRE...	350.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	650.00
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
	2	2	0.00	650.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2022	650.00
			650.00

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City of Sierra Madre, CA

Check Register

Packet: APPKT06373 - 08/09/2022 LB FY 21/22

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						
VEN04106	DIANE SANDS	08/09/2022	Regular	0.00	27.56	63522
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV032566	Invoice	05/11/2022	REIMB FOR POSTAL ST.ENVELOPE	0.00	27.56	
39002.90000.53999		OTHER PURCHASED SUPPLI...		REIMB FOR POSTAL ST.ENVE...	27.56	
VEN04110	LEILA REGAN	08/09/2022	Regular	0.00	231.23	63523
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV032568	Invoice	06/30/2022	REIMB FOR HOTEL ROOM FOR CLA ANNUAL ...	0.00	231.23	
10000.90000.53402		CONFERENCE & MEETING		REIMB FOR HOTEL ROOM F...	231.23	
VEN01043	OVERDRIVE INC	08/09/2022	Regular	0.00	1,689.18	63524
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO22207728	Invoice	06/29/2022	EBOOK/AUDIOBOOK	0.00	1,689.18	
39006.90000.53406		BOOKS AND REFERENCE		EBOOK/AUDIOBOOK	1,689.18	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	1,947.97
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
	3	3	0.00	1,947.97

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2022	1,947.97
			1,947.97

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City of Sierra Madre, CA

Check Register

Packet: APPKT06374 - 08/09/2022 LB FY 22/23

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0132	BAKER & TAYLOR, INC.	08/09/2022	Regular	0.00	351.13	63525

Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
5017825729	Invoice	07/11/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	267.26
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	267.26
5017825730	Invoice	07/11/2022	BOOKS	0.00	11.35
10000.90000.52200		CONTRACT SERVICES		BOOKS	11.35
5017835769	Invoice	07/05/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	12.64
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	12.64
5017835770	Invoice	07/05/2022	BOOKS	0.00	0.26
10000.90000.52200		CONTRACT SERVICES		BOOKS	0.26
5017853300	Invoice	07/19/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	58.66
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	58.66
5017853301	Invoice	07/19/2022	BOOK	0.00	0.96
10000.90000.52200		CONTRACT SERVICES		BOOK	0.96

1379	CALIFA GROUP	08/09/2022	Regular		0.00	3,606.00	63526
Payable #	Payable Type	Payable Date	Payable Description		Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description		Dist Amount	
5794	Invoice	07/01/2022	CALIFA - NOVELIST and LIBRARY AWARE (EB...		0.00	3,606.00	
39006.90000.53406		BOOKS AND REFERENCE		CALIFA - NOVELIST and LIBR...		3,606.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	2	0.00	3,957.13
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	2	0.00	3,957.13

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2022	3,957.13
			3,957.13

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City of Sierra Madre, CA

Check Register

Packet: APPKT06361 - 08/09/2022 MANUAL CHECK AMAZON 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						
1644	AMAZON	08/02/2022	Regular	0.00	745.51	63423
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
445754754644	Invoice	05/11/2022	DVD		22.59	
39006.90000.53406		BOOKS AND REFERENCE		DVD	22.59	
445835954475	Invoice	05/25/2022	LB PROGRAMMING		41.88	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LB PROGRAMMING	41.88	
455867669656	Invoice	05/18/2022	DVD		19.80	
39006.90000.53406		BOOKS AND REFERENCE		DVD	19.80	
484869349765	Invoice	05/15/2022	LB STORY WALK BOOK		26.44	
39002.90000.53406		BOOKS AND REFERENCE		LB STORY WALK BOOK	26.44	
495584489498	Invoice	05/18/2022	DVD		59.43	
39006.90000.53406		BOOKS AND REFERENCE		DVD	59.43	
565494799935	Invoice	05/22/2022	BOOKS		127.01	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS	127.01	
656698679938	Invoice	05/26/2022	OFFICE SUPPLIES		229.31	
10000.90000.53999		OTHER PURCHASED SUPPLI...		OFFICE SUPPLIES	229.31	
667849737496	Invoice	05/22/2022	LB SUPPLIES		19.82	
10000.90000.53100		OFFICE SUPPLIES		LB SUPPLIES	19.82	
687394596449	Invoice	05/18/2022	BOOKS		31.96	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS	31.96	
822487877894	Invoice	05/20/2022	DVD		22.30	
39006.90000.53406		BOOKS AND REFERENCE		DVD	22.30	
846339384485	Invoice	05/20/2022	LB SUPPLIES		5.23	
10000.90000.53100		OFFICE SUPPLIES		LB SUPPLIES	5.23	
886699558965	Invoice	05/26/2022	BOOK		16.52	
10000.90000.53406		BOOKS AND REFERENCE		BOOK	16.52	
894539758563	Invoice	05/17/2022	LB PROGRAMMING		54.96	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LB PROGRAMMING	54.96	
936874936566	Invoice	05/24/2022	LB SUPPLIES		29.76	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LB SUPPLIES	29.76	
9596667597438	Invoice	05/15/2022	DVD		38.50	
39006.90000.53406		BOOKS AND REFERENCE		DVD	38.50	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	15	1	0.00	745.51
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
	15	1	0.00	745.51

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2022	745.51
			745.51

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City of Sierra Madre, CA

Check Register

Packet: APPKT06406 - 08/23/2022 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						
VEN02614	BIBLIONIX LLC	08/23/2022	Regular	0.00	5,045.00	63708
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
8301	Invoice	07/20/2022	Apollo Annual Contract Maintenance FY: 20...	0.00	5,045.00	
10000.90000.52200		CONTRACT SERVICES		Apollo Annual Contract Mai...	5,045.00	
Total Regular:					5,045.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	5,045.00
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
	1	1	0.00	5,045.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2022	5,045.00
			<hr/>
			5,045.00



City of Sierra Madre, CA

Check Register

Packet: APPKT06383 - 08/23/2022 MANUAL CHECK BOA LB FY22/23

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						
0823	BANK OF AMERICA	08/11/2022	Regular	0.00	83.44	63531
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV032650	Invoice	07/07/2022	LG ADULT DVD	0.00	28.37	
39006.90000.53406		BOOKS AND REFERENCE		LG ADULT DVD	27.54	
39006.90000.53406		BOOKS AND REFERENCE		LG ADULT DVD INRTNL TRA...	0.83	
INV032651	Invoice	07/08/2022	LG ANIME PROGRAMMI	0.00	55.07	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LG ANIME PROGRAMMI	55.07	
Total Regular:					83.44	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	83.44
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
	2	1	0.00	83.44

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2022	83.44
			83.44

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City of Sierra Madre, CA

Check Register

Packet: APPKT06382 - 08/23/2022 MANUAL CHECK BOA LB FY21/22

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0823	BANK OF AMERICA	08/11/2022	Regular	0.00	217.71	63530
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV032645	Invoice	06/16/2022	LG SUMMER SCIENCE SUPPLIES	0.00	2.97	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LG SUMMER SCIENCE SUPPL...	2.97	
INV032646	Invoice	06/16/2022	LG SUMMER SCIENCE SUPPLIES	0.00	12.40	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LG SUMMER SCIENCE SUPPL...	12.40	
INV032647	Invoice	06/21/2022	LG CUBELET REPLACEMNT	0.00	136.00	
39006.90000.53406		BOOKS AND REFERENCE		LG	136.00	
INV032648	Invoice	06/20/2022	LG DVD REPLACEMNT	0.00	29.32	
39006.90000.53406		BOOKS AND REFERENCE		LG DVD REPLACEMNT	29.32	
INV032649	Invoice	06/22/2022	LG STORY ADVENTURE LAMINATION	0.00	37.02	
39002.90000.53999		OTHER PURCHASED SUPPLI...		LG STORY ADVENTURE LAM...	37.02	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	1	0.00	217.71
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
	5	1	0.00	217.71

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2022	217.71
			217.71

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City of Sierra Madre, CA

Check Register

Packet: APPKT06423 - 09/13/2022 LB FY 21/22

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						
0132	BAKER & TAYLOR, INC.	09/13/2022	Regular	0.00	0.97	63787
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5017341014	Invoice	11/02/2021	EBOOKS	0.00	0.97	
10000.90000.52200		CONTRACT SERVICES		EBOOKS	0.97	
VEN01455	FRIENDS OF THE SIERRA MADRE LIBRA	09/13/2022	Regular	0.00	578.88	63788
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV032775	Invoice	06/30/2022	FEMA COVID GRANT REIMB	0.00	578.88	
39006.00000.49001		RESTRICTED DONATIONS		FEMA COVID GRANT REIMB	578.88	
0786	OFFICE DEPOT, INC	09/13/2022	Regular	0.00	86.66	63789
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
241681230001	Invoice	05/12/2022	OFFICE SUPPLIES	0.00	86.66	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	86.66	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	666.51
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
	3	3	0.00	666.51

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2022	666.51
			666.51

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City of Sierra Madre, CA

Check Register

Packet: APPKT06431 - 09/13/2022 MANUAL CHECK AMAZON LB
FY22/23

By Check Number

Check Register

Packet: APPKT06431-09/13/2022 MANUAL CHECK AMAZON LB FY22/23

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
1644	AMAZON	09/08/2022	Regular	0.00	1,181.79	63723
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
433488583753	Invoice	07/28/2022	LB J BOOKS		6.62	
10000.90000.53406		BOOKS AND REFERENCE		LB J BOOKS	6.62	
435743958997	Invoice	07/24/2022	THU BOOK CLUB BOOKS		28.74	
39006.90000.53999		OTHER PURCHASED SUPPLI...		THU BOOK CLUB BOOKS	28.74	
436456868644	Invoice	07/12/2022	THU BOOK CLUB BOOKS		9.92	
39006.90000.53999		OTHER PURCHASED SUPPLI...		THU BOOK CLUB BOOKS	9.92	
436948895858	Invoice	07/09/2022	LB ADULT DVD		19.03	
39006.90000.53406		BOOKS AND REFERENCE		LB ADULT DVD	19.03	
446547546655	Invoice	07/25/2022	BOOKS		29.76	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS	29.76	
455434444637	Invoice	07/07/2022	J BOOKS		10.87	
10000.90000.53406		BOOKS AND REFERENCE		J BOOKS	10.87	
457587996336	Invoice	07/13/2022	THU BOOK CLUB BOOKS		19.84	
39006.90000.53999		OTHER PURCHASED SUPPLI...		THU BOOK CLUB BOOKS	19.84	
459758539744	Invoice	07/24/2022	ADULT DVD		14.85	
39006.90000.53406		BOOKS AND REFERENCE		ADULT DVD	14.85	
463744878775	Credit Memo	09/13/2022	CREDIT RETURN		-17.57	
39006.90000.53406		BOOKS AND REFERENCE		CREDIT RETURN	-17.57	
469993477784	Invoice	07/13/2022	LB OFFICE SUPPLIES		6.59	
10000.90000.53100		OFFICE SUPPLIES		LB OFFICE SUPPLIES	6.59	
477756885375	Invoice	07/12/2022	LB ADULT CD		39.38	
39006.90000.53406		BOOKS AND REFERENCE		LB ADULT CD	39.38	
539834743633	Invoice	08/08/2022	LB ADULT DVD		16.31	
39006.90000.53406		BOOKS AND REFERENCE		LB ADULT DVD	16.31	
556493654934	Invoice	07/07/2022	LB ADULT DVD		23.14	
39006.90000.53406		BOOKS AND REFERENCE		LB ADULT DVD	23.14	
558464388733	Invoice	07/14/2022	LB PROGRAMING SUPPLIES		22.02	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LB PROGRAMING SUPPLIES	22.02	
596397667535	Invoice	07/07/2022	LB PROGRAMS SUPPLIES		29.30	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LB PROGRAMS SUPPLIES	29.30	
656788399435	Invoice	07/19/2022	LB ADULT DVD		20.26	
39006.90000.53406		BOOKS AND REFERENCE		LB ADULT DVD	20.26	
674859569547	Invoice	07/27/2022	LB J BOOKS		109.19	
10000.90000.53406		BOOKS AND REFERENCE		LB J BOOKS	109.19	
677887546363	Invoice	07/31/2022	LB J BOOKS		5.50	
10000.90000.53406		BOOKS AND REFERENCE		LB J BOOKS	5.50	
684635366763	Invoice	07/21/2022	LB STORY ADV BOOK		14.87	
39002.90000.53406		BOOKS AND REFERENCE		LB STORY ADV BOOK	14.87	
738883963487	Invoice	07/27/2022	LB J BOOKS		181.88	
10000.90000.53406		BOOKS AND REFERENCE		LB J BOOKS	181.88	
745449985355	Invoice	07/18/2022	LB PROGRAMING SUPPLIES		13.22	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LB PROGRAMING SUPPLIES	13.22	
766736574453	Credit Memo	09/13/2022	CREDIT RETURN		-10.87	
10000.90000.53406		BOOKS AND REFERENCE		CREDIT RETURN	-10.87	
778379399984	Invoice	07/23/2022	ADULT DVD		51.79	
39006.90000.53406		BOOKS AND REFERENCE		ADULT DVD	51.79	
796579536744	Invoice	07/24/2022	LB PROGRAMS SUPPLIES		44.09	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LB PROGRAMS SUPPLIES	44.09	
843964786385	Invoice	07/31/2022	LB STORY ADV BOOK		72.06	

Check Register

Packet: APPKT06431-09/13/2022 MANUAL CHECK AMAZON LB FY22/23

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39002.90000.53406		BOOKS AND REFERENCE	LB STORY ADV BOOK		72.06	
853433748689	Invoice	07/12/2022	LB PROGRAMS SUPPLIES	0.00	30.84	
39006.90000.53999		OTHER PURCHASED SUPPLI...	LB PROGRAMS SUPPLIES		30.84	
875434343369	Invoice	07/26/2022	J BOOKS	0.00	10.48	
10000.90000.53406		BOOKS AND REFERENCE	J BOOKS		10.48	
877788546985	Invoice	07/13/2022	LB ADULT CD	0.00	25.35	
39006.90000.53406		BOOKS AND REFERENCE	LB ADULT CD		25.35	
887455993378	Invoice	07/12/2022	J BOOKS	0.00	10.87	
10000.90000.53406		BOOKS AND REFERENCE	J BOOKS		10.87	
935777358743	Invoice	07/23/2022	ADULT DVD	0.00	90.29	
39006.90000.53406		BOOKS AND REFERENCE	ADULT DVD		90.29	
936483643455	Invoice	07/12/2022	LB ADULT DVD	0.00	28.55	
39006.90000.53406		BOOKS AND REFERENCE	LB ADULT DVD		28.55	
966373359848	Invoice	07/07/2022	ADULT DVD	0.00	23.96	
39006.90000.53406		BOOKS AND REFERENCE	ADULT DVD		23.96	
967433474849	Invoice	07/10/2022	LB ADULT DVD	0.00	81.11	
39006.90000.53406		BOOKS AND REFERENCE	LB ADULT DVD		81.11	
977678484493	Invoice	07/19/2022	BOOKS	0.00	5.78	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS		5.78	
986577788648	Invoice	07/21/2022	LB PROGRAMS SUPPLIES	0.00	19.83	
39006.90000.53999		OTHER PURCHASED SUPPLI...	LB PROGRAMS SUPPLIES		19.83	
989469467834	Invoice	07/09/2022	LB ADULT DVD	0.00	19.80	
39006.90000.53406		BOOKS AND REFERENCE	LB ADULT DVD		19.80	
994446788946	Invoice	08/05/2022	LB PROGRAMS SUPPLIES	0.00	47.70	
39006.90000.53999		OTHER PURCHASED SUPPLI...	LB PROGRAMS SUPPLIES		47.70	
997559368538	Invoice	07/19/2022	OFFICE SUPPLIES	0.00	26.44	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		26.44	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	38	1	0.00	1,181.79
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
	38	1	0.00	1,181.79

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2022	1,181.79
			<u>1,181.79</u>

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City of Sierra Madre, CA

Check Register

Packet: APPKT06425 - 09/13/2022 LB FY 22/23

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						
VEN03266	A TO Z DATABASES	09/13/2022	Regular	0.00	1,056.00	63790
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
119754	Invoice	09/01/2022	9/1/22-8/31/23 SUBSCRIPTION	0.00	1,056.00	
10000.90000.52200		CONTRACT SERVICES		9/1/22-8/31/23 SUBSCRIPTI...	1,056.00	
0132	BAKER & TAYLOR, INC.	09/13/2022	Regular	0.00	2,485.89	63791
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0003256426	Credit Memo	09/13/2022	CREDIT RETURN	0.00	-1.85	
10000.90000.52200		CONTRACT SERVICES		CREDIT RETURN	-1.85	
0003263421	Credit Memo	09/13/2022	CREDIT RETURN	0.00	-5.83	
10000.90000.52200		CONTRACT SERVICES		CREDIT RETURN	-5.83	
5017874514	Invoice	08/10/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	593.81	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	593.81	
5017874515	Invoice	08/10/2022	BOOKS	0.00	35.98	
10000.90000.52200		CONTRACT SERVICES		BOOKS	35.98	
5017882684	Invoice	08/12/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	943.37	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	943.37	
5017882685	Invoice	08/12/2022	BOOKS	0.00	67.21	
10000.90000.52200		CONTRACT SERVICES		BOOKS	67.21	
5017893864	Invoice	08/18/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	637.80	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	637.80	
5017893865	Invoice	08/18/2022	BOOKS	0.00	40.21	
10000.90000.52200		CONTRACT SERVICES		BOOKS	40.21	
H62108400	Invoice	07/27/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	96.68	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	96.68	
H62186370	Invoice	08/04/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	53.71	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	53.71	
T24138860	Invoice	07/28/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	24.80	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	24.80	
0786	OFFICE DEPOT, INC	09/13/2022	Regular	0.00	51.46	63792
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
260492462001	Invoice	08/09/2022	OFFICE SUPPLIES	0.00	51.46	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	51.46	
VEN01043	OVERDRIVE INC	09/13/2022	Regular	0.00	1,106.99	63793
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CQ22318783	Invoice	08/29/2022	EBOOKS	0.00	1,106.99	
39006.90000.53406		BOOKS AND REFERENCE		EBOOKS	1,106.99	
VEN03926	T-MOBILE	09/13/2022	Regular	0.00	12.72	63794

Check Register

Packet: APPKT06425-09/13/2022 LB FY 22/23

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		
INV032773	Invoice	08/21/2022	984433408 8/15-8/20,2022 HOTSPOT FOR P...	0.00	12.72	
39006.90000.53406	BOOKS AND REFERENCE		984433408 8/15-8/20,2022...		12.72	

Total Regular: 4,713.06

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	15	5	0.00	4,713.06
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
	15	5	0.00	4,713.06

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2022	4,713.06
			4,713.06

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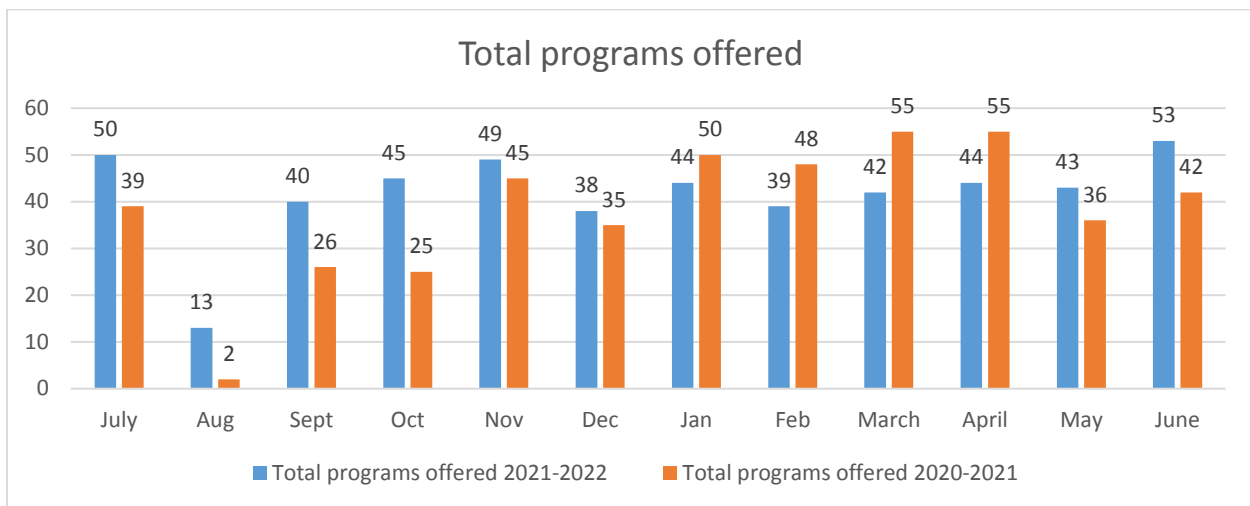
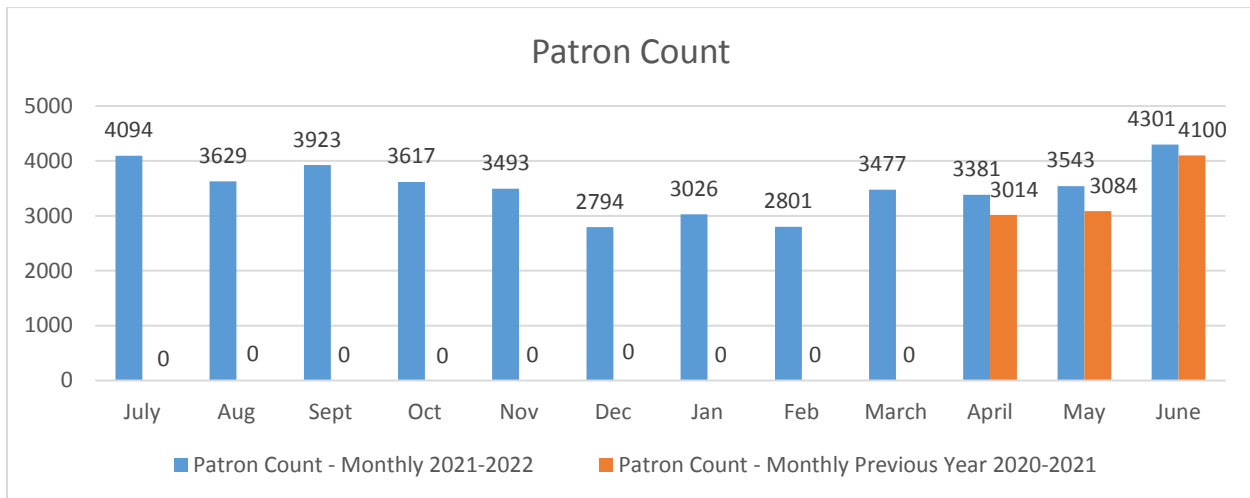
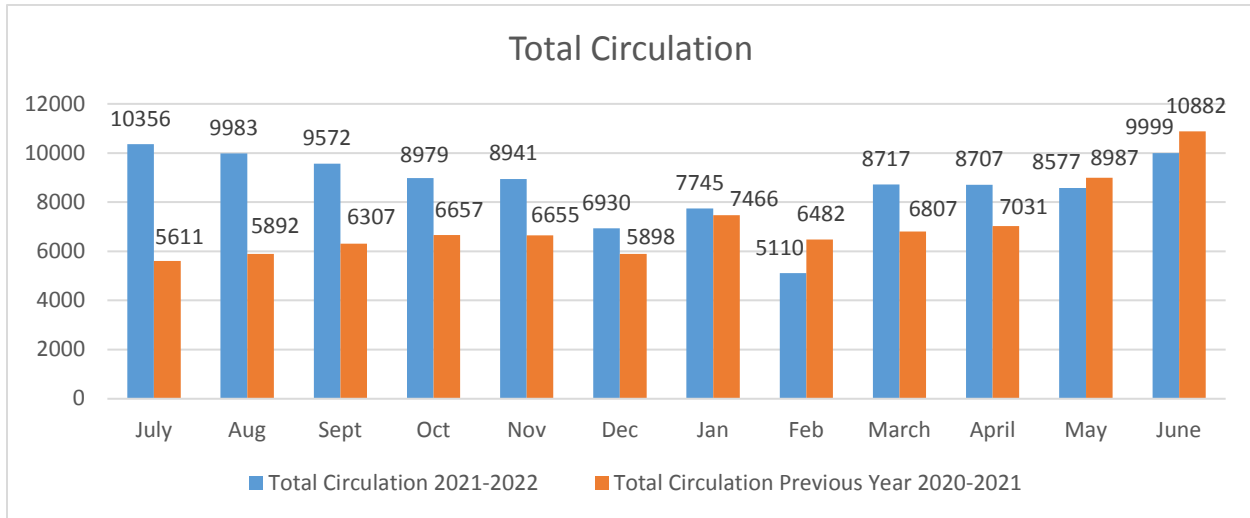
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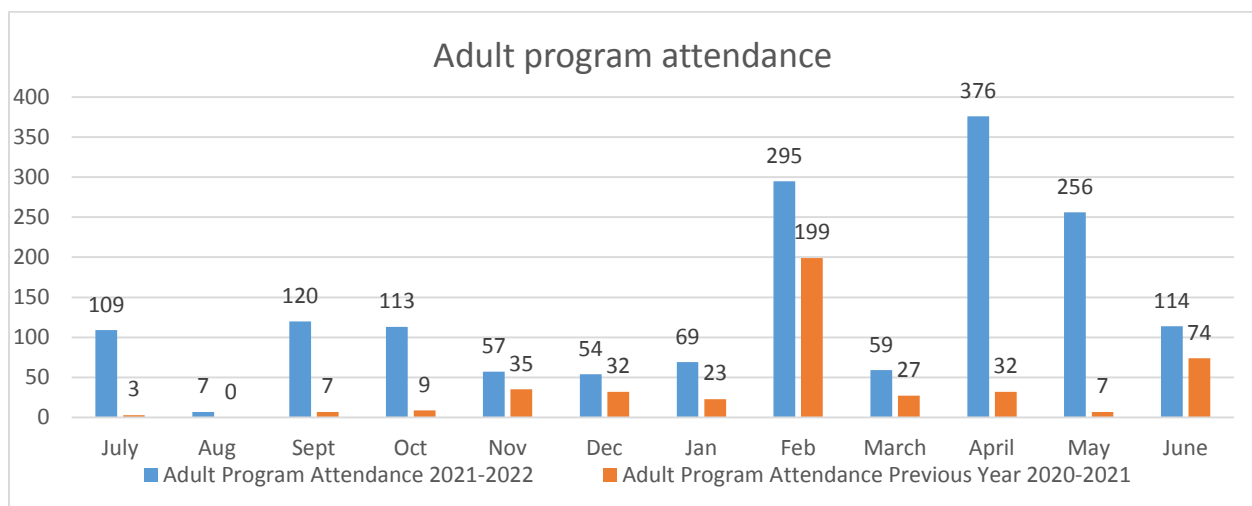
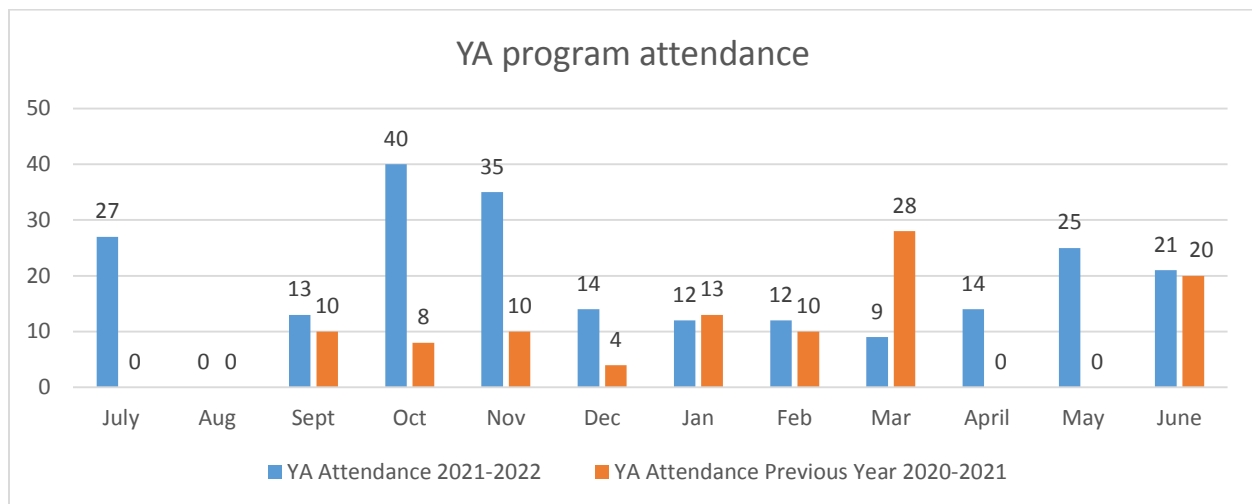
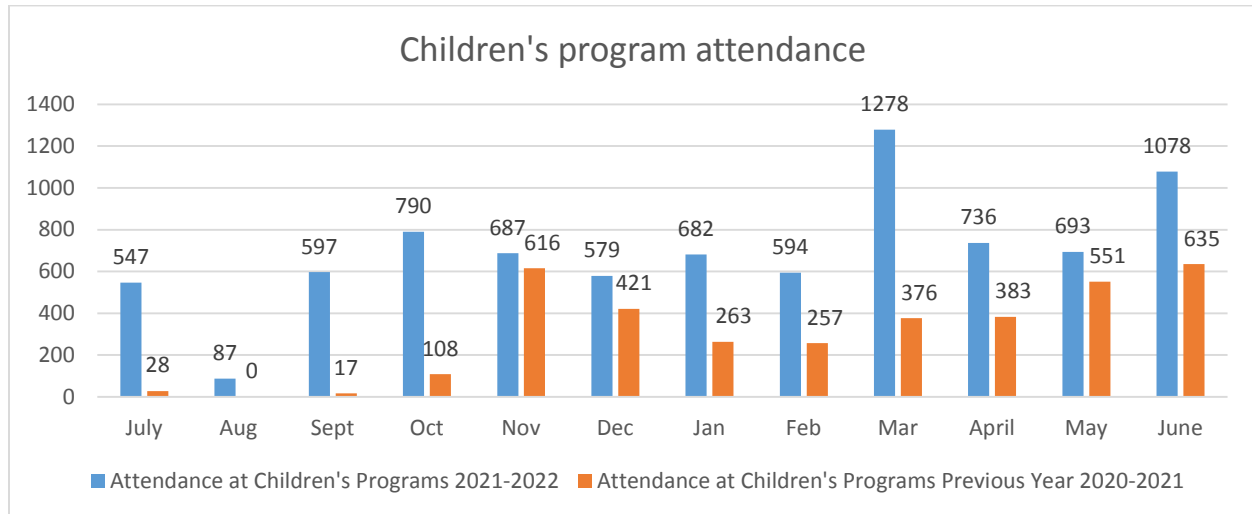
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June 2022 Library Statistics

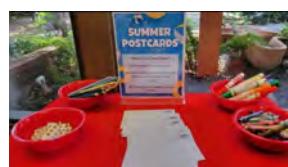
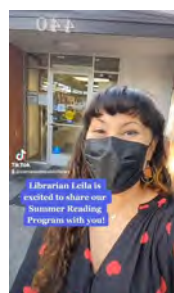




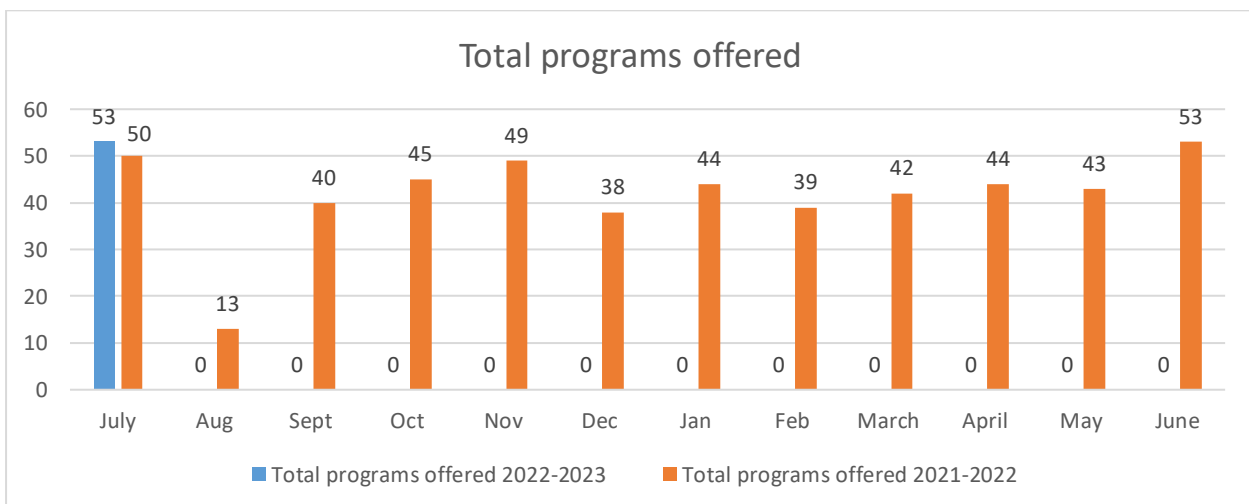
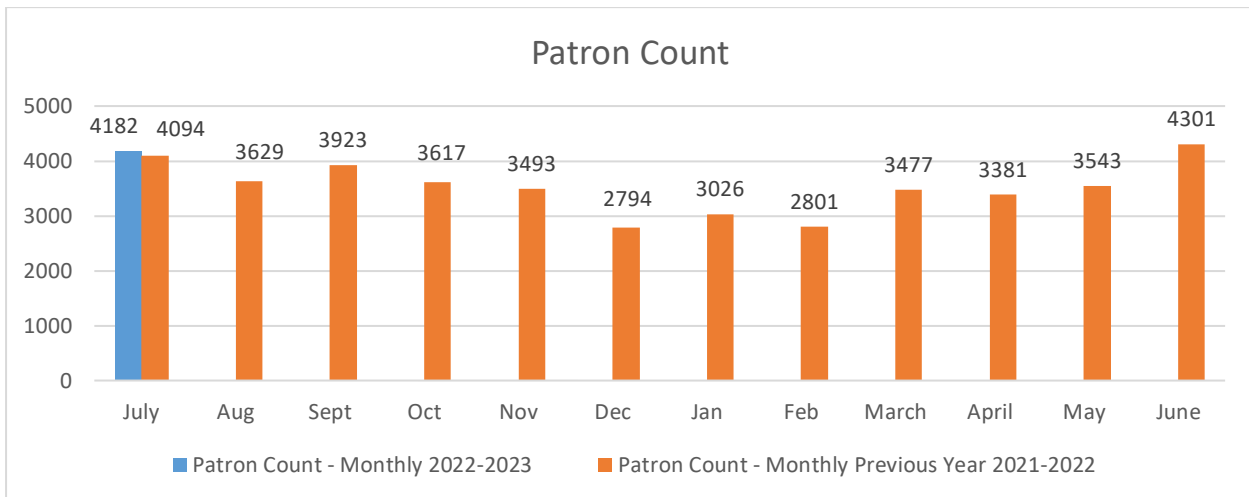
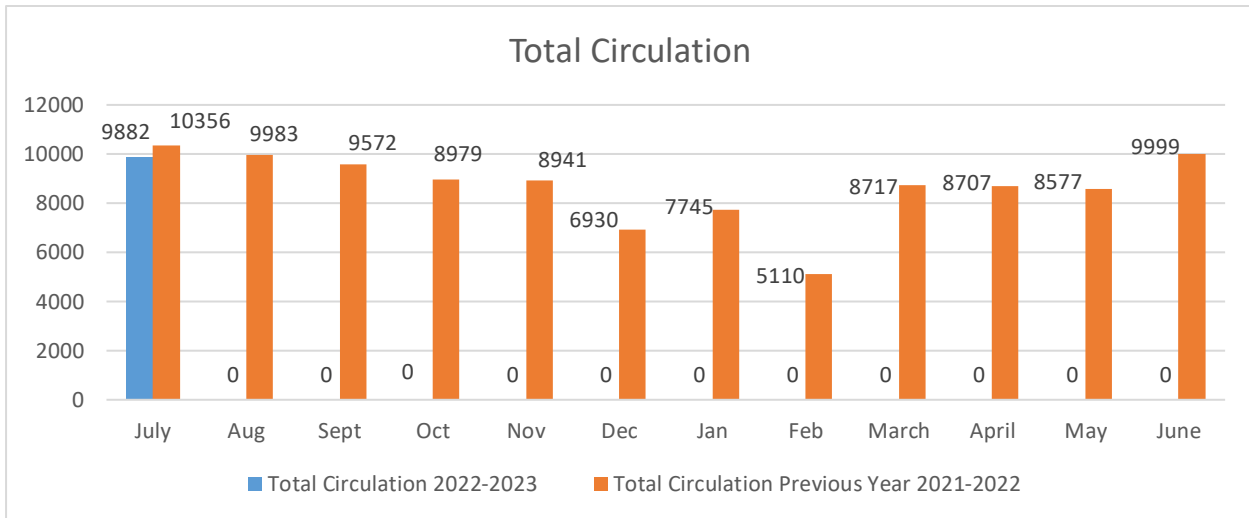
June 2022 Online Content

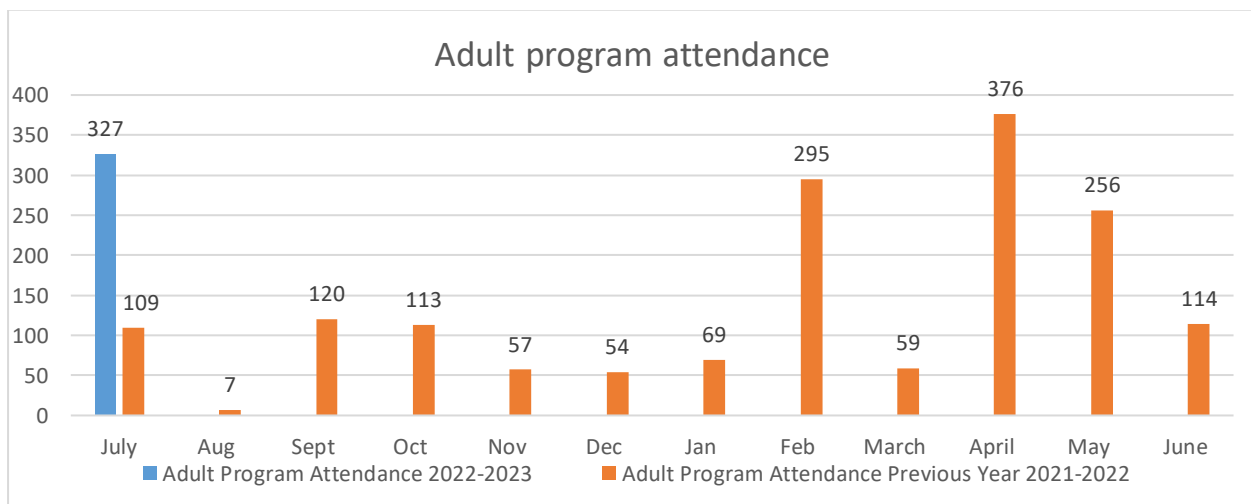
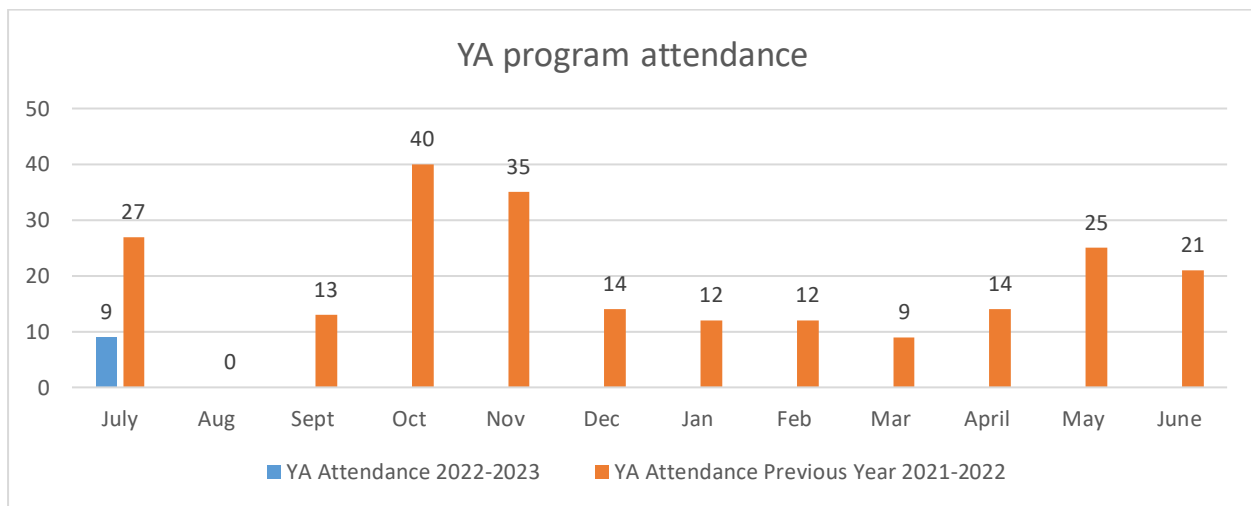
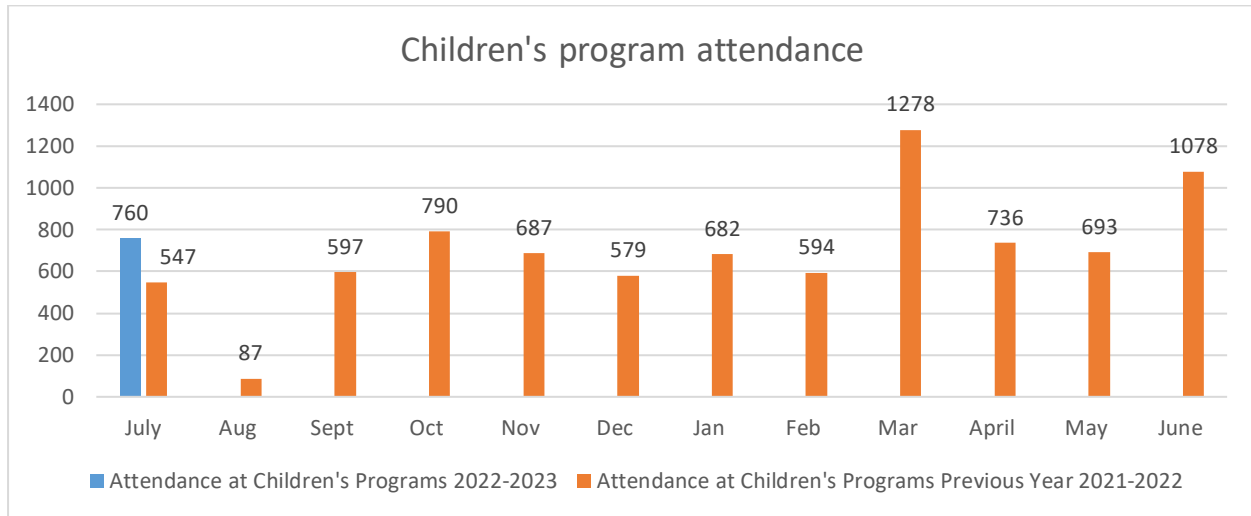
In June, the Library had 50 social media posts with 5,986 reactions (likes/comments/views). Many were for the following:

Design a Summer Postcard
 TikTok: It's an Earworm
 June Calendar of Library Events
 Craft It: Tiny Treasures
 Teens Can Volunteer This Summer
 Friends of the Library BEST Book Sale
 This Week at the Library
 Summer Reading Kickoff with Bubblemania
 Casting Your Ballot with Councilmember Rachelle Arizmendi
 Bailey Canyon Nature Walk
 Summer Programming for Teens
 Teen Unofficial Book Club
 Anime Afternoon Every Tuesday
 TikTok: Summer Programs
 Tails & Tales
 Dungeons & Dragons Every Wednesday
 Reading Buddies Every Monday and Thursday
 Summer Programming for Adults
 Board Games & Puzzles for Your Summer Trip
 Congrats Zoe on Completing 1000 Books Before Kindergarten!
 Teen Cross Stitching
 Music & Mindfulness: Cello
 TikTok: Totally Eighties
 Earn Summer Reading Prizes
 Digital Services Meet & Greet
 Walk This Way: A Story Adventure
 Kids Chess Club Every Saturday
 Happy Father's Day from the Sierra Madre Library
 Connect with Libby
 Summer Reading Log
 TikTok: Starting a New Series
 3D Printing at the Library
 TikTok: Books You Should Read This Summer
 Fourth of July Tote Bag Craft



July 2022 Library Statistics

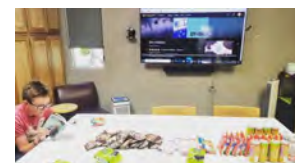
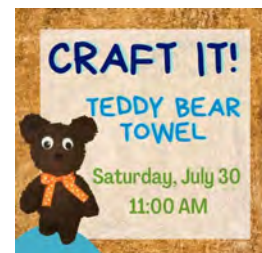




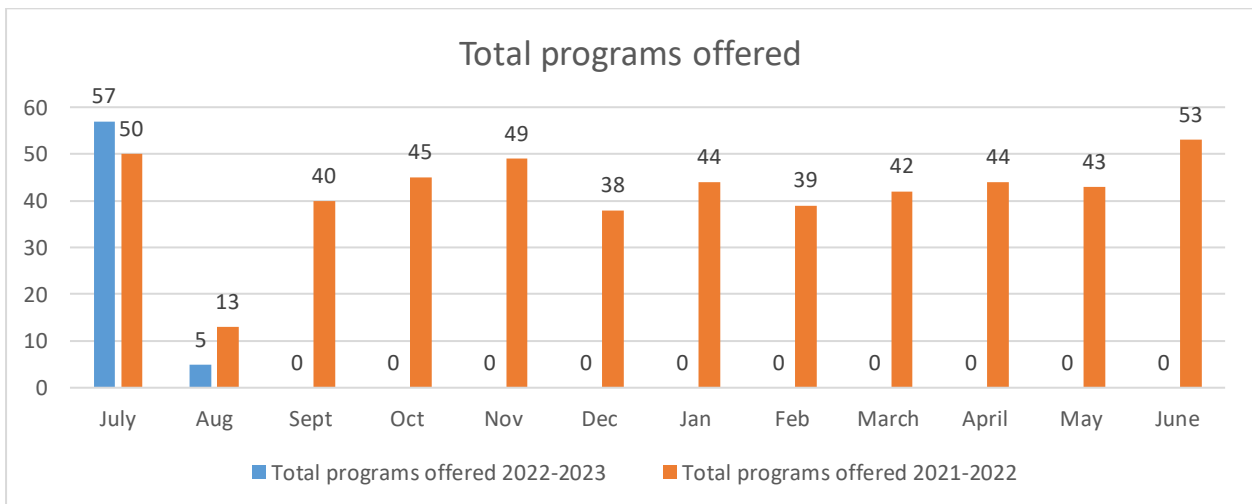
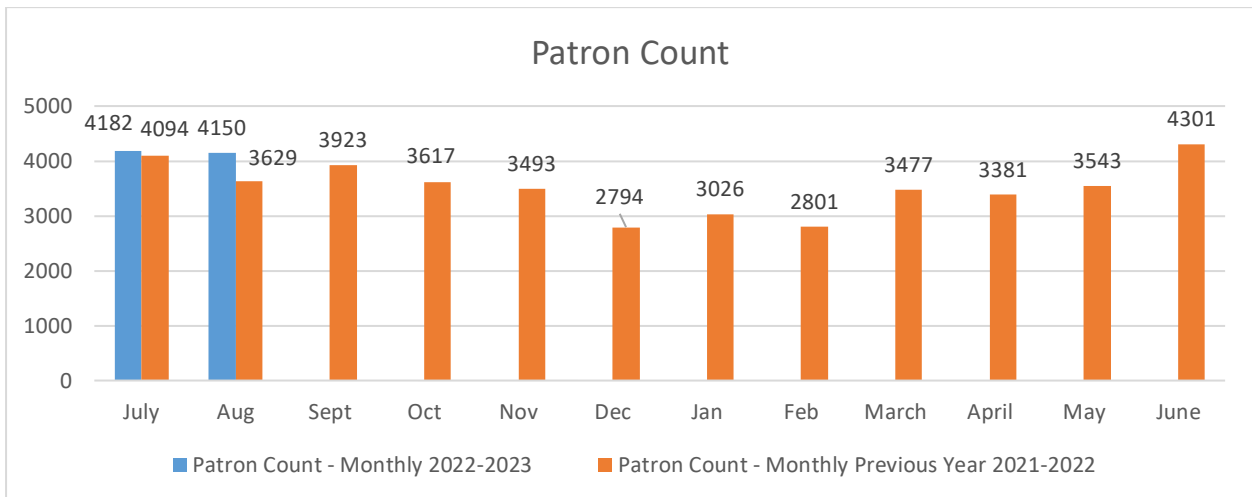
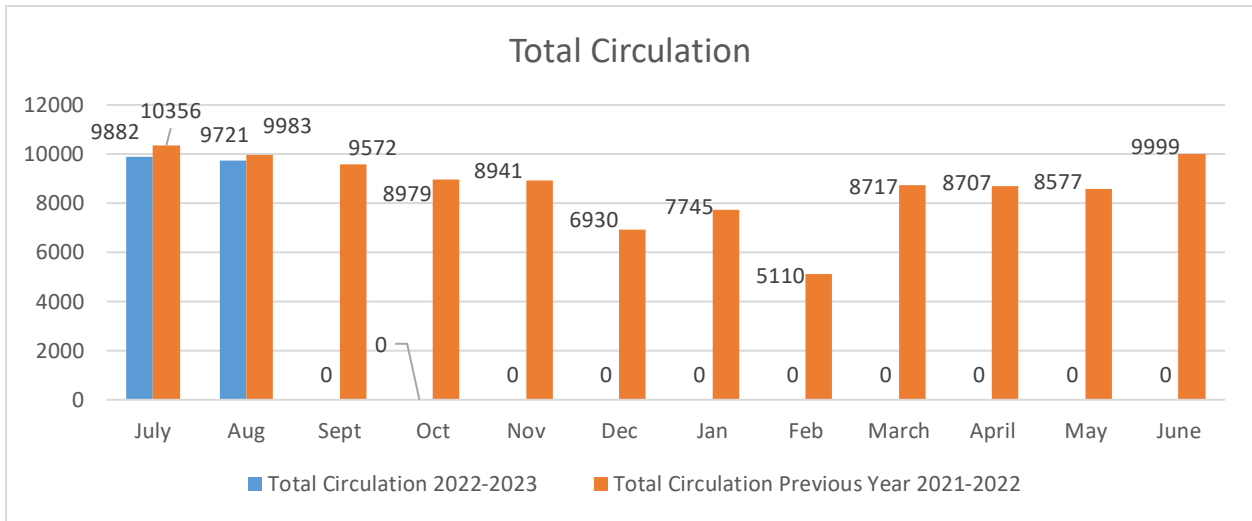
July 2022 Online Content

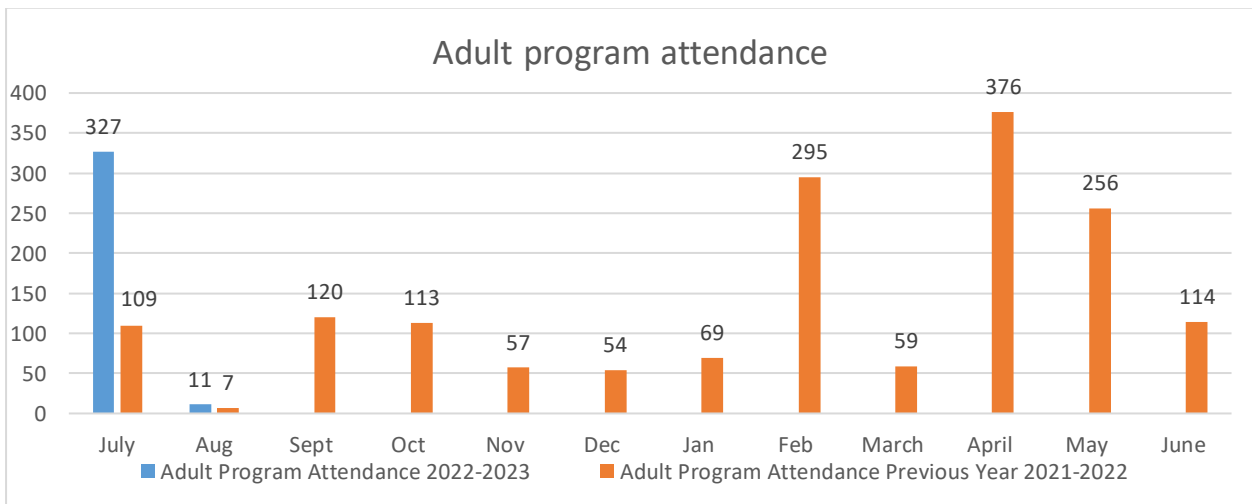
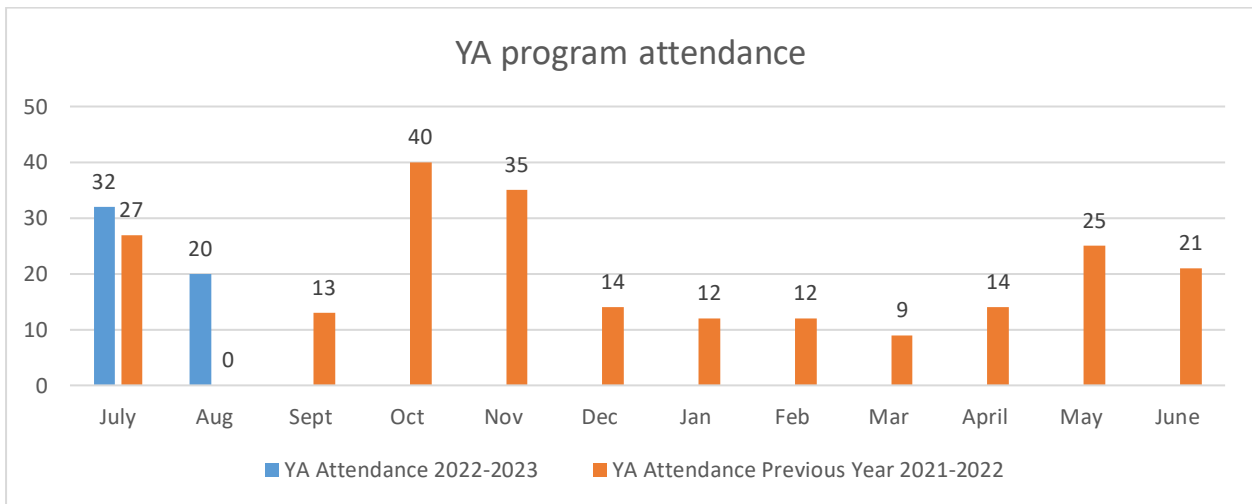
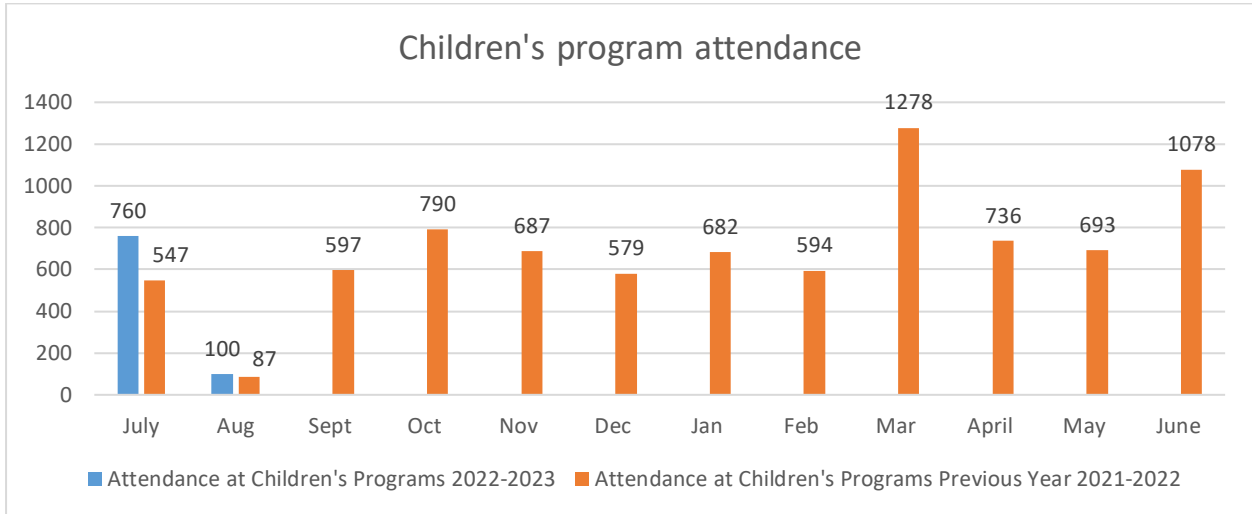
In July, the Library had **43** social media posts with **2,494** reactions (likes/comments/views). Many were for the following:

Perfectly Puzzled Community Puzzle
Library Closed for Independence Day
This Week at the Library
Thank You for Making a Summer Postcard
July Programming at the Library
Tanabata Matsuri (The Star Festival) at the Library
3D Printing Basics
Music & Mindfulness: Koto
Reading Buddies Every Mon & Thurs
Anime Afternoon
Teen Unofficial Book Club
Tails & Tales
TikTok: Summer Reading Prizes
Libby: Add More Library Cards
Beginning Stitches - Cross Stitch for Adults
Kids Chess Club
Walk This Way: A Story Adventure at Memorial Park
New City Librarian Leila Regan
Pajama Storytime Live on Zoom
Bring in Your Summer Reading Log to Collect a Prize
Drop Off Your Stuffed Animal for a Library Sleepover
TikTok: When Your Book Is Almost Done
Community Puzzle Completed
Digital Services Meet & Greet
TikTok: My Buddy & Me
Craft It!: Teddy Bear Towel
Thank You to All Stuffed Animal Participants!
Stuffed Animal Sleepover Video
Library Parking Improvement Project
Library Programming Nap for August



August 2022 Library Statistics





August 2022 Online Content

In August, the Library had 37 social media posts with 3,866 reactions (likes/comments/views). Many were for the following:

Redeem Your Super Summer Reading Log
 Free Digital Resource from the Library: LinkedIn
 Thank You Teen Volunteers
 Friends of the Library BEST Used Book Sale
 Library Is Open During Construction
 TikTok: Good Things Come to Those Who Wait
 Graphic Novels to Film/TV at the Library
 Update on Library Construction
 Cool off at the Library
 Happy National Book Lovers Day
 Congratulations Archer on Completing 1000 Books before Kindergarten
 Puzzles Are Available for Checkout at the Library
 Update on Library Construction
 Final Community Puzzle Is Complete
 Congratulations Elodie on Completing 1000 Books before Kindergarten
 Programming Nap at the Library
 Walk This Way: A Story Adventure at Memorial Park
 Free Digital Resource from the Library: SkillShare
 TikTok: Staff Book Recommendations
 Congratulations Logan on Completing 1000 Books before Kindergarten
 Doreen Is the New Youth Services Librarian
 Summer Reading Teen Volunteer Party
 Happy Birthday Ray Bradbury
 Free Digital Resource from the Library: GetSetUp
 TikTok: Read Again for the First Time
 Update on Library Construction
 Super Summer Reading Challengers Pool Party
 Construction Is Almost Complete
 Happy Birthday Mary Shelley
 "Lost" Library Card Hunt in September
 "Look Up" by Robert Burleigh - Walk This Way Story Adventure
 September Library Programming





Library Board of Trustees

Laura Palmer, Chair
Susan Gallagher, Vice Chair
Catherine Adde, Trustee
Leigh Gluck, Trustee
Diane Sands, Trustee

Sierra Madre Public Library Agenda Report

TO: Library Board of Trustees

FROM: Leila Regan, City Librarian

DATE: 9/26/2022

SUBJECT: Library Building Renovation Direction

STAFF RECOMMENDATION

It is recommended Library Trustees discuss and identify community needs to provide direction for renovation of the building and grounds of the Library.

SUMMARY

Using excerpts of the *Library Facility Master Plan 2017* from the June 27, 2022 Agenda Packet and plans from the 2019 *Budget Estimate for Sierra Madre Library* by PBWS Architects, we will look at past attempts for a building redesign and gather additional information on what is needed to satisfy funding expectations while providing for Sierra Madre community needs.

The building the Library occupies was built in 1955 at 8,400 sqft and was designed to hold 25,000 books. Currently, the Library is 8,762 sqft and holds over 50,000 items. The Library has received funding for a building and grounds remodel. Direction is needed to ensure community needs are met while fulfilling funding requirements.

ANALYSIS

Building Timeline:

The *Library Facility Master Plan 2017* featured a timeline of the Library from the town's inception in 1881 to the 2014 public surveys. Since the current building was built in 1955, there have been numerous attempts at remodels with budget being the main barrier.

Library Building Needs:

The *Library Facility Master Plan 2017* also identified the multiple deficiencies with the current Library building. This included numerous ADA/handicapped compliance and access issues,

major repairs needed for the building including its roof and windows, replacement or large scale repairs needed for the electrical, plumbing, and HVAC ductwork and units.

Funding Requirements:

The \$10 Million funding allocation was awarded to accomplish the following:

- Implement ADA and seismic upgrades/compliance
- Make necessary building repairs
- Expand the building's square footage
- Increase green space and outdoor community space

The \$334,605 Building Forward Grant was awarded to accomplish the following:

- Seismic/structural reinforcement
- Window replacement
- Fire suppression equipment
- HVAC repair and install
- Asbestos abatement
- ADA Updates

Community Needs:

Over the years, a few things have been established as community needs. They include:

- Community meeting room/programming space
- Private study rooms
- Ample adult reading room space
- Larger space for Adult, Young Adult, & Children collections
- Friends of the Library dedicated space & store
- Dedicated archives & local history space
- Improved parking
- Outside community space
- Distinct spaces for Adult, Young Adult/Teen, and Children

Previous Designs:

In 2019, PBWS Architects submitted plans for a new building design. While the Library is undergoing a remodel/renovation instead of a new building, a lot of the plans can provide insight on how to proceed.

A Library outdoor programming space (Concept A from the May 12, 2021 Special Library Board of Trustees Meeting) was designed for the back lot. Concept A included turning the back lot into a park with a small playground, amphitheater for outdoor programming, a Friends of the Library building, and no access to the Library from Mariposa Ave.

Staff Suggestions:

- Street access to the Library from Mariposa Avenue and Sierra Madre Boulevard remain open.
- Relocating current northern back parking lot spaces nearest the building to the empty lot in order to accommodate a “Meaningful Improvement” expansion, referenced in the *Library Facility Master Plan 2017*.
- The vacant back lot be turned into a parking lot and the Mariposa Avenue entrance moved to allow for two way exit/entrance and to provide a dedicated Library driveway instead of a shared one.
- The front Library courtyard and west side walkway be improved to provide increased green space and outdoor community space.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City’s website at www.cityofsierramadre.com.

SIERRA MADRE PUBLIC LIBRARY



LIBRARY FACILITY MASTER PLAN

2017



Recommendations to the City Council

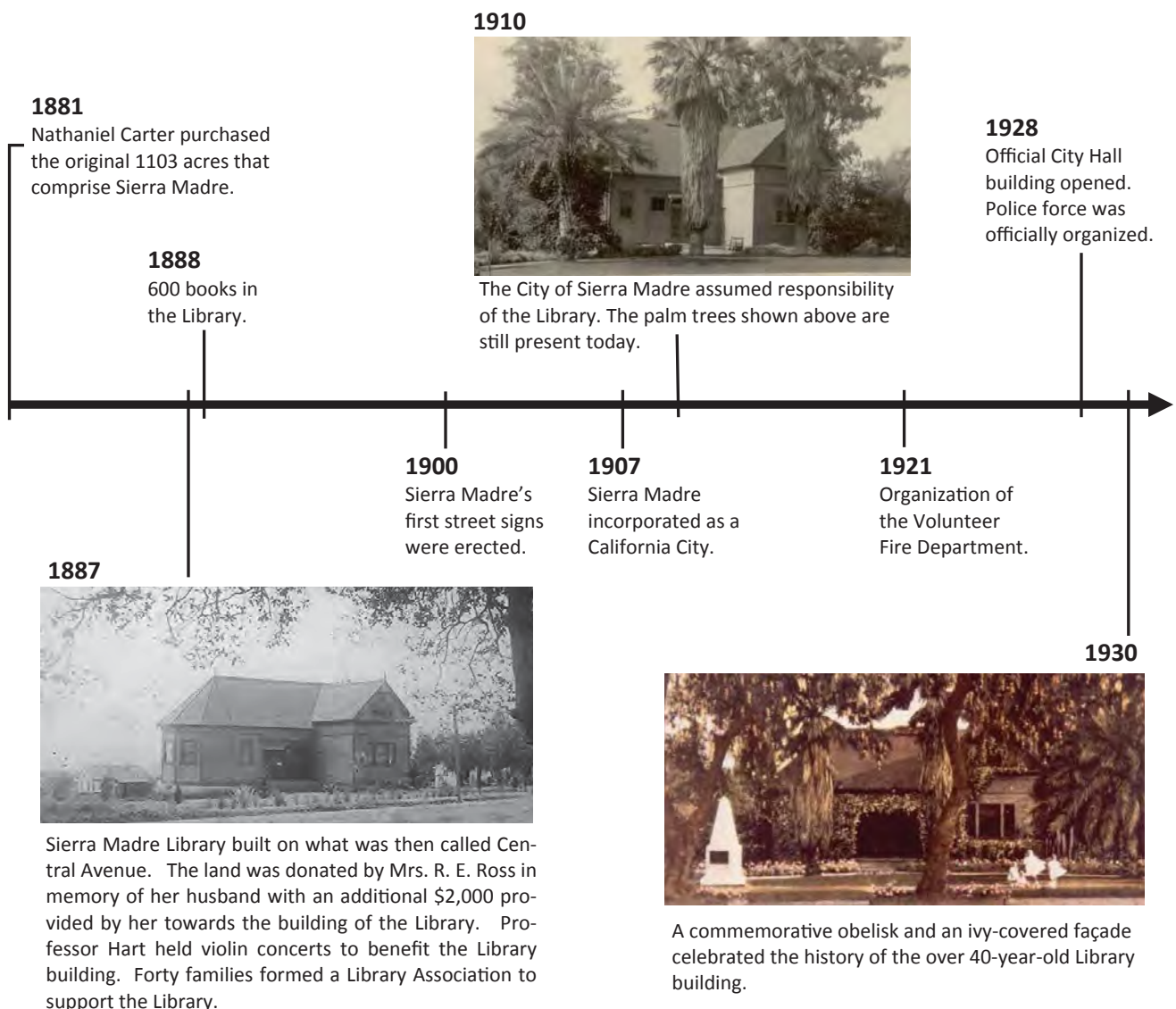
Approved by the Sierra Madre Public Library Board of Trustees

March 6, 2017

HISTORY

1887 to 1930 — A SMALL TOWN PUTS CULTURE FIRST

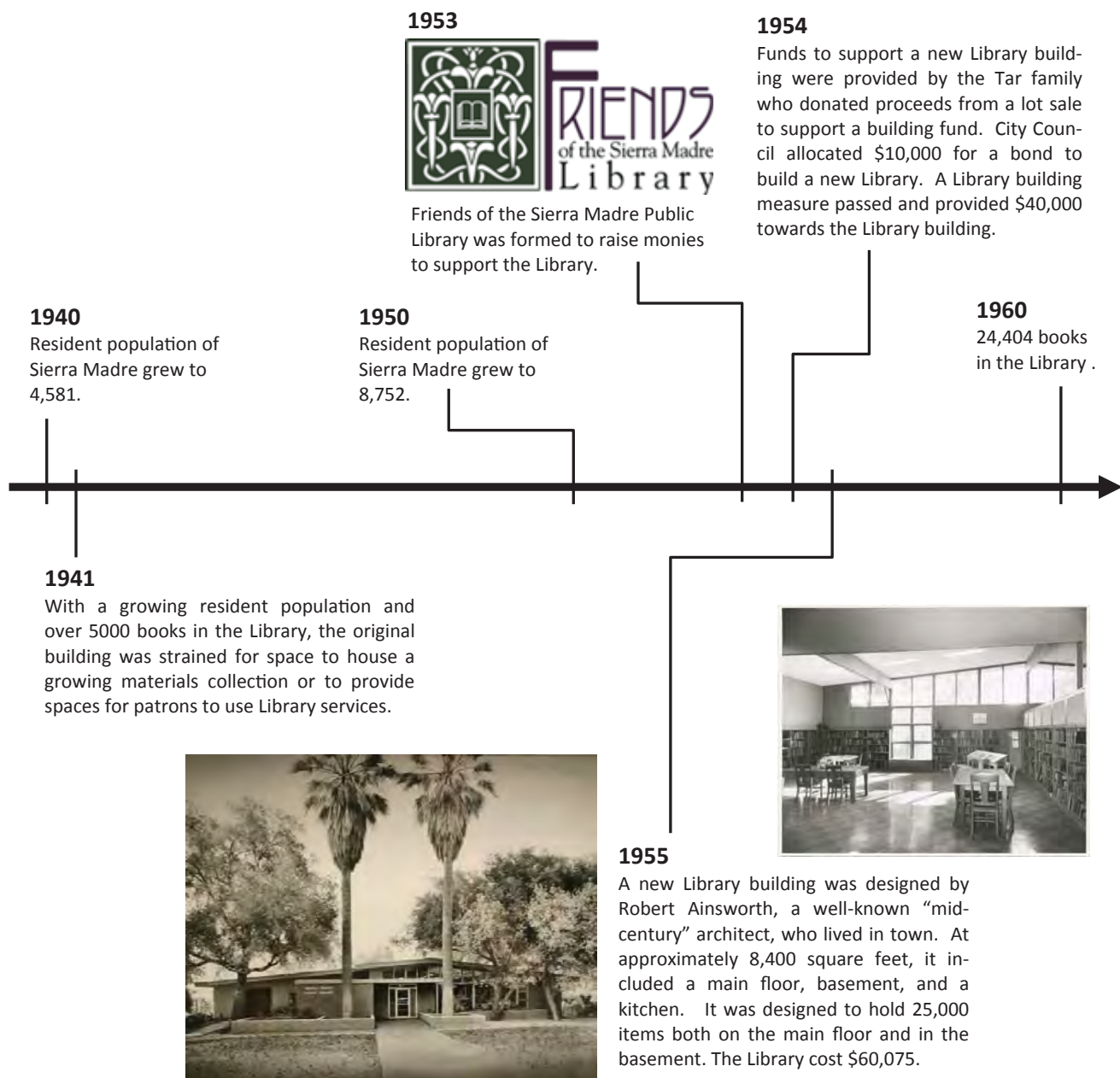
The roots of the Sierra Madre Public Library date back to the early history of the City. The town's first settlers valued the arts and literature while local citizens took on an active role in building this new community. Prior to organized police or fire forces, prior even to the official incorporation of the city, the settlers in Sierra Madre valued having a Library. The first Library was built 130 years ago on the same lot where the current Library stands today. The Sierra Madre Public Library is the fourth oldest library system in Los Angeles County and the tenth oldest library operation in Southern California.



HISTORY

1930 to 1960 — PITCHING IN TO MEET COMMUNITY NEEDS

During the 1940s, the City of Sierra Madre's population grew but the toll of World War II and lack of funding prevented construction. The Library building was inadequate to serve the community. Concerted efforts by the Sierra Madre community during the 1950s helped to remedy the situation with a new Library building.



HISTORY

1960 to 1990 — GROWING COMMUNITY, GROWING PRESSURES

Beginning in the 1960s, it was identified that expansion of the Library and increasing civic meeting space was necessary. In the following thirty-year period there were three major attempts to enlarge the facility to increase capacity. Ultimately, only about 350 square feet were added to reduce a fraction of the strain on space.

1967

The 16,618 square foot *Sierra Madre Library Cultural Center* project was initiated to expand and combine community and mixed use space for the continually growing city. The project was never realized.



1976

Local Architect Fred Wesley submitted the final designs to the City for a new two-story Library with meeting rooms, an auditorium, and two courtyards. Although designed to fit the needs of the growing community, the project was shelved within two years.



1985

In order to accommodate growing demands for computer use, the approximately 150 square foot Walt Wesley Computer Literacy Room was added to the front of the Library.

1972

A lot behind Library, at 449 Mariposa, was donated and deeded to the City of Sierra Madre with the intent of expanding the Library. Currently zoned as Civic property, it sits vacant over 45 years later.



1979



This political cartoon from the L.A. Times depicts the face of Sierra Madre Librarian Mary Tumilty sitting on a cliff above the Library that was destined never to be.

1981

The Jameson Sierra Madre Room remodel added approximately 200 square feet to the Library to accommodate rare books, local history materials, and a small administrative office.

1989

The City hired consultant Rod Richards to initiate the Sierra Madre Public Library building program with the plan of expanding the Library to 17,935 square feet. The project was soon dropped due to funding issues.

HISTORY

1990 to 2016 — AN AGING BUILDING CONTINUES TO SERVE

Today, despite more attempts enlarge or construct a new Library, the building is currently in much the same size and condition as it was in 1955. Originally designed to hold 25,000 items, the 8,762 square foot Library now holds over 50,000 items not including the City's historical archives. ADA and structural upgrades have been largely deferred. The building's footprint uses less than 25% of the property site.

1996



A more modest expansion was designed by PBWS architects. At 14,562 square feet, the 2-story addition would have addressed all ADA issues and added much needed space. The project was never realized.

1992

Asbestos dust from ceiling prompts 1st of two abatements.

2000

52,736 Books and materials in the Library.

2008

The front of the Library was redone as the Friend's Library Garden with dedicated patio seating.

2012



The Library's children's room got a makeover with the help of the Rotary Club. Though a nicer environment, no additional space was added. This is the only area of the Library with ADA compliant shelving.

2010

Resident population of Sierra Madre was 10,917.

1994

Sierra Madre applied for Library Services Construction Act funds. Application was unsuccessful.

1998

Entrance door remodeled to accommodate disability requirements. No addition to square footage.



2003

Sierra Madre applied for the State Library Bond Act. A new 2-story 22,832 square foot state-of-the-art Library facility was planned to replace the existing 50-year-old building. The application was ultimately unsuccessful.



2014

Public surveys for the Library Strategic Plan identified lack of space as a major barrier to service.

2004

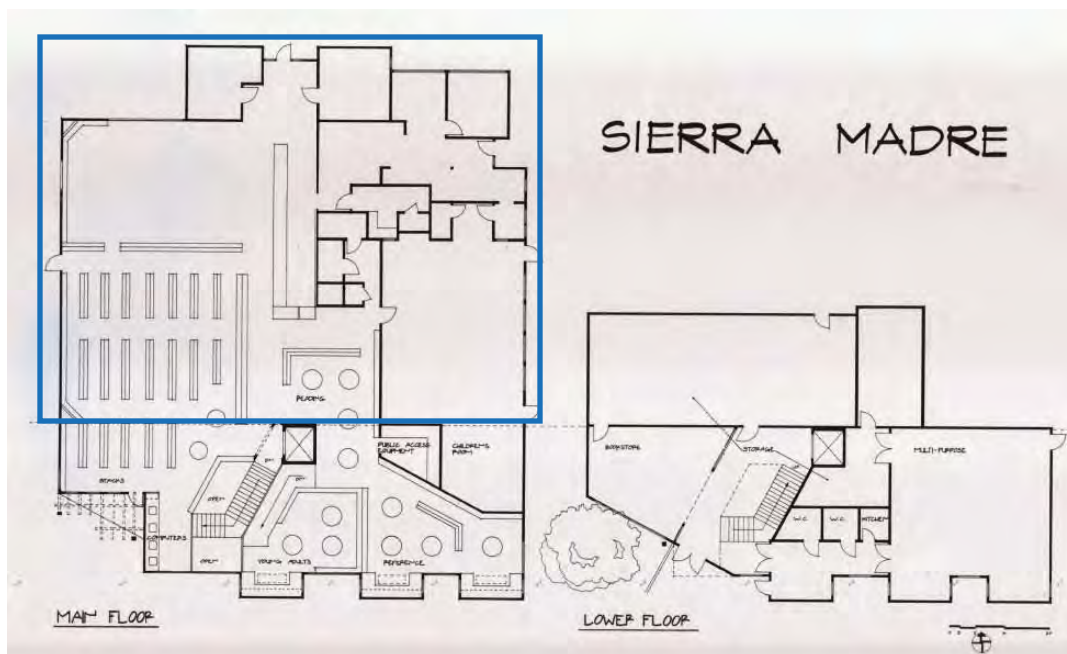
The City prepared to bring a ballot initiative to the public for construction support. The Sierra Madre Library Foundation begun incorporation as a charitable organization in order to fundraise any additional costs. Ultimately the initiative was dropped before it reached the ballot.

MOVING FORWARD

MEANINGFUL IMPROVEMENT RECOMMENDATION

The *meaningful improvement* alternative centers on a lighter remodel of the existing building and a new 5,000 sq. ft. addition which will address the burden of the needed improvements and code issues. This approach looks at the improvements at the global level to best utilize space and save costs by flexibly designing the interior space as a blank canvas, allowing for the identification of solutions that are not possible if work is done “a la carte”. For example, heavy shelving can be relocated to a new lower level to reduce seismic issues and address ADA codes, and meeting space can be developed for programming or community use. A new entrance and expanded bathrooms, placed in the new addition, would be designed for ADA compliance from the outset and reduce the need for costly modifications of the existing building.

Although this approach has a higher total cost, it is ultimately more cost-effective and addresses additional needs that are not met under the previous approach. While long-term cost-effectiveness in itself is a huge benefit, it is secondary to the larger benefit of creating a lasting durable expansion of the civic space available to the community of Sierra Madre.



This 1996 plan for an addition from PBWS Architects gives an idea of what can be gained with meaningful planning using increased space. The example above proposed about 7,000 square feet of addition and addressed accessibility issues for entryways and between floors, a dedicated historical archival repository and research area, dedicated space for teens, a community room, conference room, and greatly expanded seating and study areas. The extent of the existing building footprint is marked in blue.

SUMMARY OF FINDINGS

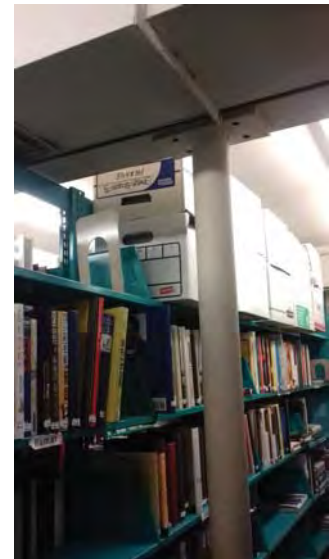
STRUCTURAL INTEGRITY

Though not unsafe, the structure of the building requires additional reinforcing/retrofitting for earthquake safety and for gravity loads for the shelving areas; additionally, the antiquated wooden shelving needs to be replaced with steel cantilever shelving to meet current standards for safety as well as to address ADA access issues with the current shelving placement.

The main floor of the Library sits atop a basement level that supports Library shelving. As opposed to the 60 psf load that is required for our reading areas and office areas, the flooring that supports the shelving requires support of 150 psf. Currently the flooring is only rated to support 117 psf. While the lateral structure met code for the era in which it was built, it will require additional support installed to meet current standards. The antiquated wooden shelving itself does not meet current industry standards for safety in the event of an earthquake.

Under the *minimal investment* alternative, joists, sheer panels, and floor framing will need to be reinforced to support the load requirements of the floor and address lateral support deficiencies prior to the installation of the new steel shelving.

Under the *meaningful improvement* alternative, the Library shelving can be completely removed from this floor of the Library and the new steel shelving placed on the ground level of the new addition. The existing main floor may be converted to a community room or open reading room space which will be well supported by the current structure of the building. The need for reinforcing of the floor is eliminated and the lateral seismic reinforcing on the east and west wall is greatly reduced in scope and invasiveness.



Support beams sit awkwardly amidst storage shelving in the Library basement.

SUMMARY OF FINDINGS

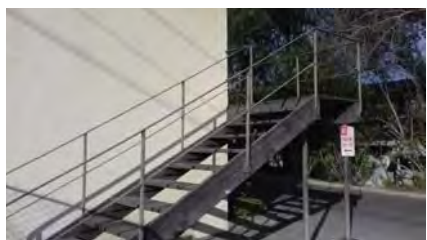
ACCESSIBILITY

With 142 ADA deficiencies and/or compliance issues identified, including 36 site/external access deficiencies, it is fair to say the existing building needs drastic work and interior remodeling to address all identified items.

There are major problems regarding the existing bathrooms, aisle width for shelving, parking lot, basement, and emergency entry/exit from the building that will require remodel and invasive site work. The other major factor to consider is the “domino effect” created by correcting some of the issues (e.g. correcting a slope necessitates removing a pathway, which results in replacing a curb, which moves parking areas back that need to be repaved, etc.). Though many deficiencies identified are listed as minor, the invasive nature of the work to correct them creates major projects.

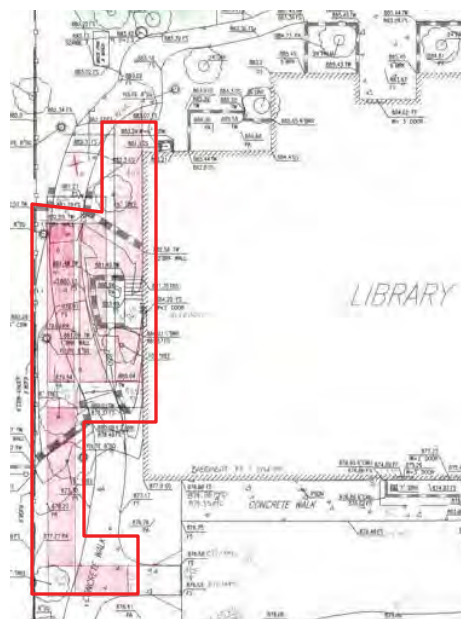


The current shelving placed at widths of 30” to 36” is too narrow to meet the 44” requirements in California code and ADA requirements. Shown below, the Library’s existing emergency exits are not accessible.



Under the *minimal investment* alternative, these items and the related domino effects will need to be addressed as individual projects for the existing structure. However, under the *meaningful improvement* alternative, the major ADA compliance issues, including bathrooms, entry and exit, remodel to accommodate compliant shelving, parking, and multi-level (elevator) access will be addressed in the design of the new addition. Bathrooms in the existing structure can be converted to storage, and inaccessible exit points can be removed.

The area in red shows the invasive extent of work required to provide compliant exterior access from the rear parking lot to the front entrance on the west side of the building if an addition is not considered. It is just one example of how a minor deficiency creates a major project.



SUMMARY OF FINDINGS

DEFERRED EXTERIOR MAINTENANCE

Major repairs to the exterior of the building are both long overdue and necessary to prolong the life of the building. The three main areas of concern are the roof, windows/window fittings, and painting/coating the exterior. These three items will need to be addressed directly on the existing building in both the meaningful improvement model or the minimal investment alternative.

The last major reroofing project was done twenty-five years ago in 1992. The current roof cap sheet of the existing building has worn to the point that underlying fiberglass fibers now protrude. Though the main roof has a low slope, the front office portions of the building do not have a minimum required slope which results in pooling water and ceiling leaks in the building during precipitation. It is recommended that the building be re-roofed with TPO or “cool-roof” materials and minimum slopes corrected to both address the current state of the roof and to assist in “greening” the building.



Water collects on a negatively sloped area of the Library roof that does not have drainage. The 3 inch deep pool of water must be hand-swept off the roof after rain.

SUMMARY OF FINDINGS

DEFERRED EXTERIOR MAINTENANCE

With the exception of the east side of the building, the original 1955 single-glazed casement windows are no longer tight-fitting and some of the glazing is cracked. The windows and fittings will need to be replaced with dual-glazed low-E windows both for safety and to “green” the building.

The exterior needs new paint or coating to protect the building. The fascia along the roof and the wooden window fittings show obvious signs of deterioration and will need to be replaced due to some evidence of dry rot resulting from a combination of exposure to sun/elements and inadequate protective coatings.



Peeling paint, eroded window fittings, cracks in stucco, and evidence of dry rot are all indications of repairs that are long overdue.

ELECTRICAL , PLUMBING, HVAC

The electrical, plumbing and HVAC ductwork, are further victims of deferred maintenance. With the exception of a replacement of two HVAC units in 2009, the overall systems are antiquated and in need of upgrade or replacement.

The building is currently served by two electrical services, which is generally a violation of code. One service is overloaded with HVAC equipment. Light switches and sockets are not compliant to ADA standards and the public area has little access to plug in devices. The recommendation for either alternative is to upgrade the electrical to a single service, replace the subpanels, and construct a dedicated electrical closet. Additionally, light fixtures are recommended to be replaced with “green” LEDs, and additional sockets installed for public use. Under the *meaningful improvement* alternative, the service and panels upgrade would be located in and incorporated into the cost of the new addition, leaving only minor upgrades to fixtures in the existing structure.

SUMMARY OF FINDINGS

ELECTRICAL , PLUMBING, HVAC

Putting aside ADA issues with restroom facilities, the existing plumbing consists of ¾" galvanized pipe that is currently operating twenty years in excess of its life expectancy and is not acceptable for the current load under current CA plumbing code. The existing 1994 water heater is also reaching the end of its life expectancy and is not acceptable under CALGreen standards. Under the *meaningful improvement* alternative, bathrooms and related plumbing will be designed in the new addition with the costs incorporated. Under the *minimal investment* alternative, these items will be addressed and replaced as part of the ADA bathroom remodel.

The HVAC units, two of which currently reside in the existing Library parking lot, will need to be removed and replaced on the roof to allow for exterior ADA improvements; this would be incorporated into the work of the meaningful improve-



Deferred ductwork and antiquated electrical work underneath the Library.

ment recommendation but would be a separate project under the minimal investment alternative. Ductwork in the existing building, though functional, has been closed and rerouted at various points between 1981 and 1992 to “bandage” over problems. This currently leaves some areas of the Library without circulation or airflow from the vents. Forensic investigation of the HVAC ductwork to identify and correct closed and blocked points will be necessary along with repairs of the system; these items would apply to the existing building in either the meaningful improvement recommendation or minimal investment alternative.

Budget Estimate

For

Sierra Madre Library



PBWS Architects

234 E. Colorado Boulevard, Suite 700
Pasadena, California 91101



WM2S, Inc.

14908 Live Oak Springs Canyon Road
Santa Clarita, CA 91387
P: 661 367 5242 WM2S.com

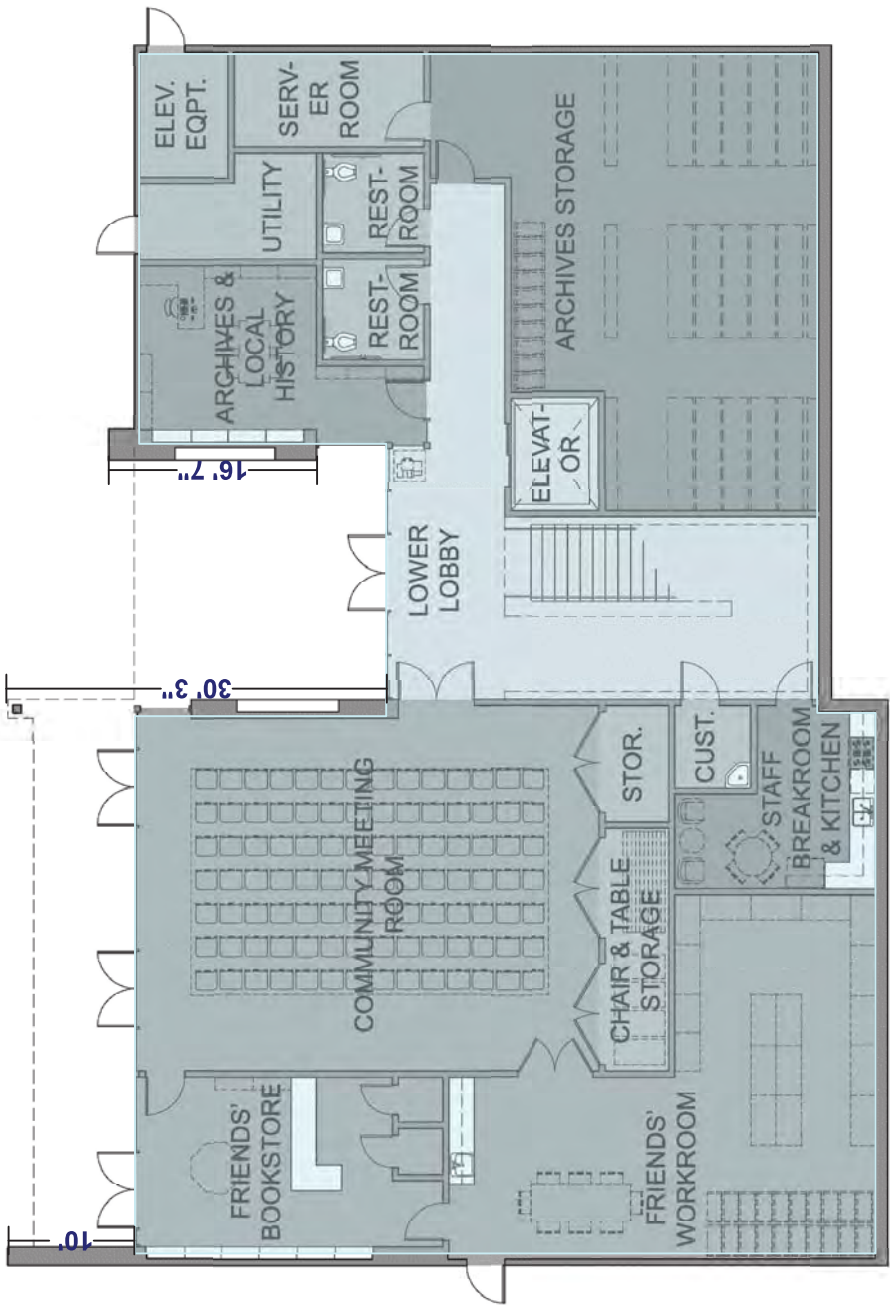
Sierra Madre Library
Concept By PBWS, November 2019

Supporting Documents

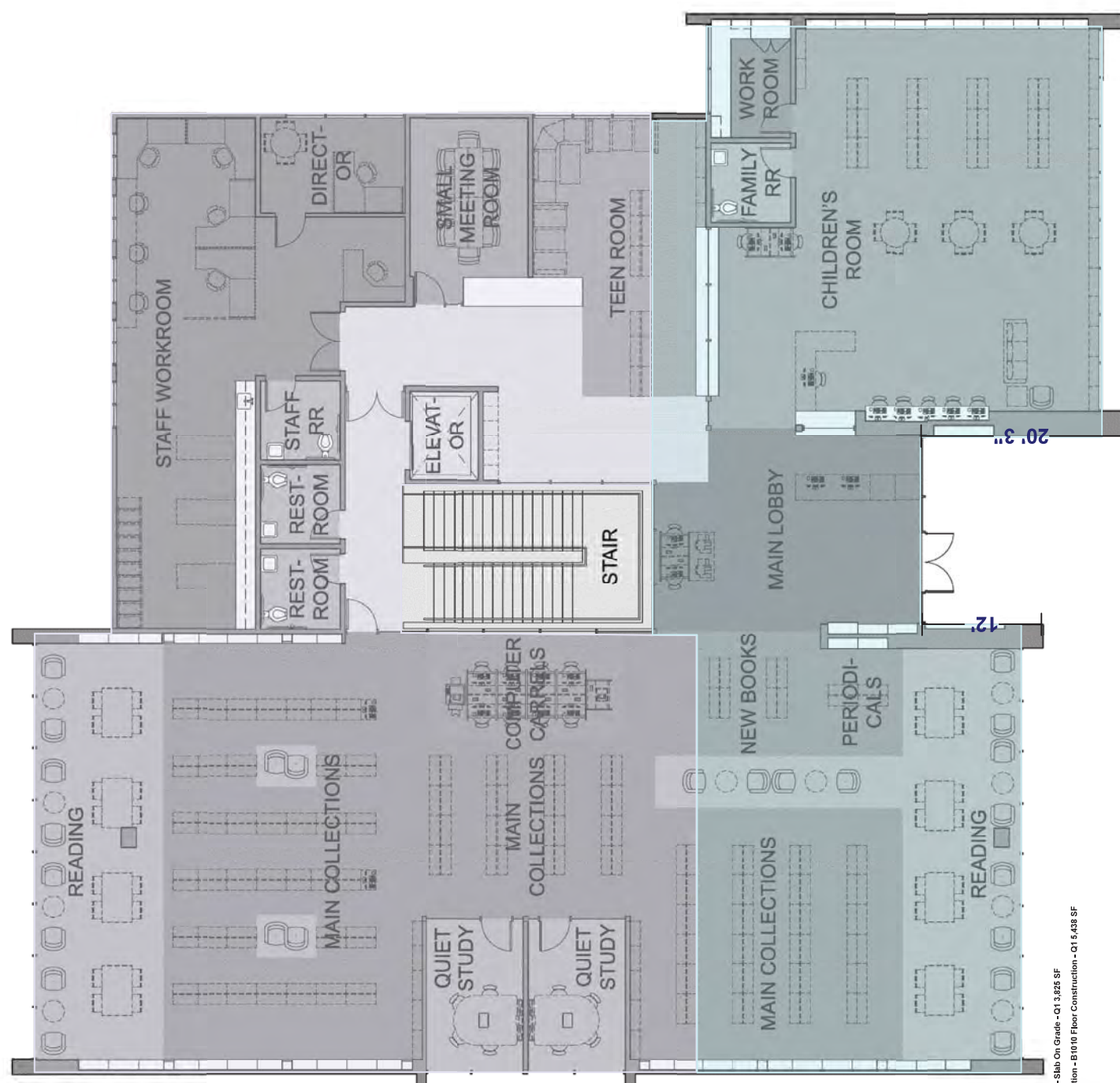
Cover Letter
Estimate Recap
Estimate Details
Supporting Documents

Sierra Madre Library

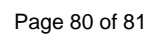
WM2S, Inc.
14908 Live Oak Springs Canyon Road, Santa Clarita, CA. 91387
P: (661) 367 5242, www.WM2S.com



A1030 Slab on Grade - Slab On Grade - Q1 4,936 SF



A1030 Slab On Grade - Q1 3,825 SF
B1010 Floor Construction - Q1 5,438 SF





- F2010 Demolition - Demolish Buildings - 7,177 SF
- F2010 Demolition - Demolish Paving , Landscaping ... - 39,561 SF