



## **AGENDA**

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

**Monday, October 24, 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*

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

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

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

#### **PLEDGE OF ALLEGIANCE**

Laura Palmer

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from September 26, 2022, 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: \$8,146.80, \$696.05, \$300.00, and \$158.47

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

## **ACTION ITEMS AND REPORTS**

### **1. Library Renovation Update**

Deputy Director of Public Works Arnulfo Yanez will give a brief update on the state of the Library building renovations.

### **2. Ongoing Building Design Discussion**

Open conversation about design direction, Library needs, and desired additions.

### **3. Staff Introductions**

A look at current staff.

### **4. Library Holiday 2022**

City Librarian, Leila Regan notifies the Library will be closed Saturday, December 24, 2022, reducing 2022 open hours by 4 hours.

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

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

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

Update from Council Liaison to Board.

### **7. Trustees Updates**

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

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

City Librarian Leila Regan to present an oral report concerning Library services since the last Board Meeting.

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

Any items for a future agenda.

## **\*ACTION ITEMS**

*Regardless of a staff recommendation on any agenda item, the Board will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.*

**ADJOURNMENT**

The Library Board of Trustees may adjourn to a meeting on November 28, 2022.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting.



## MINUTES

### 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*

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

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

Trustees Palmer, Adde, Gluck, and Sands.

Absent: Trustee Gallagher

Additional Attendees: Laura Aguilar, Lori Garza, Leila Regan

**Meeting called to order at 5:07 pm**

#### **PLEDGE OF ALLEGIANCE**

Diane Sands

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

Trustee Adde moved to approve

Trustee Gluck seconded

All in favor

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from June 27, 2022, meeting & July 14, 2022, special meeting.

Trustee Adde moved to approve

Trustee Sands seconded

All in favor

Trustee Gluck abstained (was not present for either meeting)

## **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 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.

Speaker Card: John Lloyd – Has serious concerns about removing the bike lane from in front of the Library. It creates hazardous conditions where bikes have to merge into a travel lane.

## **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, and \$500.00  
Trustee Sands moved to approve  
Trustee Gluck seconded  
All Approve

- 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**

Three trustees makes a quorum. Brown Act pulls from Robert's Rules. Key tips: start on time, stay on agenda. If there is an outside comment, listen don't respond and add it to a future agenda item. The Chair's job is to keep the meeting moving and civil. Access to agenda packet must be made available 72 hours before the meeting. A regular meeting is considered any meeting with the same recurring time, location, and date. It is considered a special meeting of any of those three items are changed. You cannot approve minutes if you did not attend the meeting. If a motion isn't seconded then it is a dead motion. A motion can be withdrawn. City staff is here to support and to provide information. Requests for grants and programs are up to the board and should be presented at the meetings or a subcommittee can be formed. AB1234 Ethics Training happening the first week of December 2022 online or in person in the City Council chambers.

### **2. 2022-2023 Library Board Assignments**

One Book One City: Trustee Adde  
Annual Bookmark Contest: Trustee Palmer  
Open House: Trustee Adde & Trustee Gluck  
Friends of the Sierra Madre Liaison: Trustee Gallagher  
Sierra Madre Historical Society Liaison: Trustee Gallagher

National Novel Writing Month/Writers Workshop: Trustee Sands  
Sommer Scholarship: Trustee Gluck

### **3. Library Building Renovation Direction**

Continuous conversation about ideas for the building renovations.  
Make the front courtyard more conducive to events/programs and improved green space.  
Look at future expansion efforts where can we expand the building in the future.  
Field trip: touring other libraries that are new building designs  
Consider a rooftop garden

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

No report.

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

No report.

### **6. Trustees Updates**

Trustee Adde: Went to the city council meeting for the Annual Library Report in July. Continues to do book reviews. Asked about OBOC. Wants to get a new trustee pic as "Ladies of the Library."

Trustee Palmer: Parked in the new 2 hour front parking spots. Learned the Library has no overdue fines.

Trustee Sands: Also went to the city council meeting in July for the Annual Library Report.

Trustee Gluck: No update.

### **7. City Librarian Report**

Angled parking in front of the Library is two hour parking during Library operational hours.

Trying to turn the Sierra Madre Blvd entrance into a one-way.

We received a California State Library Infrastructure grant of \$334,605 that will be matched by the City.

We have staffing changes: Doreen Thomas, Julie Imahara, Chelsea Lee and three new clerks.

September 27<sup>th</sup> 2PM reception with Assembly Member Chris Holden and he will be presenting at the 5:30PM City Council meeting.

Fall programming with the Fire Department.

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

Update on Request for Proposal

Employee Introductions

Travelers & Collectors Program

Archives Needs for Renovated Building

### **\*ACTION ITEMS**

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### **ADJOURNMENT**

The Library Board of Trustees may adjourn to a meeting on October 24, 2022.

Trustee Adde moved to adjourn  
Trustee Gluck seconded  
All in Favor  
**Meeting adjourned at 7:01 pm**



City of Sierra Madre, CA

# Check Register

Packet: APPKT06463 - 09/27/2022 LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
VEN03454	AMAZON CAPITAL SERVICES	09/27/2022	Regular	0.00	130.65	63882
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1NDJ-DYPP-WJFV</a>	Invoice	09/01/2022	LB ADULT CD	0.00	130.65	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LB ADULT CD	130.65	
VEN02711	AMERICAS PRINTER	09/27/2022	Regular	0.00	155.28	63883
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1209973</a>	Invoice	05/10/2022	SUMMER POSTCARDS	0.00	155.28	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		SUMMER POSTCARDS	155.28	
0132	BAKER & TAYLOR, INC.	09/27/2022	Regular	0.00	612.96	63884
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5017886968</a>	Invoice	08/16/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	469.33	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	469.33	
<a href="#">5017886969</a>	Invoice	08/16/2022	BOOKS	0.00	37.07	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	37.07	
<a href="#">H62248110</a>	Invoice	08/17/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	39.67	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	39.67	
<a href="#">H62341460</a>	Invoice	08/26/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	20.64	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	20.64	
<a href="#">H62341461</a>	Invoice	08/26/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	46.25	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	46.25	
0201	EBSCO	09/27/2022	Regular	0.00	4,850.00	63885
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1000190294-1</a>	Invoice	08/29/2022	Online Database - MasterFile Complete	0.00	4,850.00	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		Online Database - MasterFile..	4,850.00	
VEN04087	MICHELLE HOPKINS	09/27/2022	Regular	0.00	300.00	63886
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">10/18/2022</a>	Invoice	09/27/2022	LB MUSIC PERFORMANCE 10/18/22	0.00	300.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LB MUSIC PERFORMANCE 1...	300.00	
0786	OFFICE DEPOT, INC	09/27/2022	Regular	0.00	4.96	63887
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">260509404001</a>	Invoice	08/10/2022	OFFICE SUPPLIES	0.00	4.96	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	4.96	
VEN01043	OVERDRIVE INC	09/27/2022	Regular	0.00	2,000.00	63888
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">01148MG223400...</a>	Invoice	09/14/2022	MAGAZINES	0.00	2,000.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		MAGAZINES	2,000.00	
1578	PETTY CASH FUND-LIBRARY	09/27/2022	Regular	0.00	92.95	63889



## Check Register

Packet: APPKT06463-09/27/2022 LB

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV032953</a>	Invoice	05/12/2022	CAKE FOR FAREWELL PARTY	0.00	16.99	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		CAKE FOR FAREWELL PARTY	16.99	
<a href="#">INV032954</a>	Invoice	08/19/2022	TEEN VOLUNTEER PARTY SUPPLIES	0.00	20.78	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		TEEN VOLUNTEER PARTY SU...	20.78	
<a href="#">INV032955</a>	Invoice	08/27/2022	GRAFT SUPPLIES	0.00	28.74	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		GRAFT SUPPLIES	28.74	
<a href="#">INV032956</a>	Invoice	08/28/2022	LAMINATION FOR STORY ADVENTURE	0.00	26.44	
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...		LAMINATION FOR STORY A...	26.44	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	15	8	0.00	8,146.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>15</b>	<b>8</b>	<b>0.00</b>	<b>8,146.80</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	9/2022	8,146.80
			<b>8,146.80</b>

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Chair

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Trustee

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Trustee

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Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT06441 - 09/27/2022 MANUAL CHECK BOA LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
0823	BANK OF AMERICA	09/12/2022	Regular	0.00	696.05	63726

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV032827</a>	Invoice	07/28/2022	LR STAFF DEVELOPMENT	0.00	24.00
<a href="#">10000.90000.53999</a>			OTHER PURCHASED SUPPLI...		24.00
<a href="#">INV032828</a>	Invoice	07/22/2022	LR PROGRAMMING SUPPLIES	0.00	152.36
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		152.36
<a href="#">INV032829</a>	Invoice	07/25/2022	LR PROGRAMMING STUFFED ANIMAL BREA...	0.00	15.54
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		15.54
<a href="#">INV032830</a>	Invoice	07/25/2022	LA TURING TUMBLE GAME REPLACEMENT	0.00	61.62
<a href="#">39006.90000.53406</a>			BOOKS AND REFERENCE		61.62
<a href="#">INV032831</a>	Invoice	07/25/2022	LR DEEP FREEZ STND MAINT. RENEWAL	0.00	189.00
<a href="#">10000.90000.52200</a>			CONTRACT SERVICES		189.00
<a href="#">INV032832</a>	Invoice	07/25/2022	LR MEDIFY AIR FILTERS REPLACEMNT	0.00	253.53
<a href="#">10000.09110.53999</a>			OTHER PURCHASED SUPPLI...		253.53

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	6	1	0.00	696.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>6</b>	<b>1</b>	<b>0.00</b>	<b>696.05</b>

## Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2022	696.05
			<b>696.05</b>

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Chair

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Trustee

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Trustee

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Trustee

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Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT06449 - 09/27/2022 MANUAL CHECK LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
VEN03993	ALMER IMAMOVIC	09/13/2022	Regular	0.00	300.00	63731
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">9-24-22</a>	Invoice	08/23/2022	CLASSICAL GUITAR PERFORMANCE 9/24/22	0.00	300.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		CLASSICAL GUITAR PERFOR...	300.00	

## Bank Code APBWEST Summary

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

## Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2022	300.00
			<b>300.00</b>

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Chair

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Trustee

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Trustee

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Trustee

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Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT06483 - 10/11/2022 LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
0132	BAKER & TAYLOR, INC.	10/11/2022	Regular	0.00	158.47	63972
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5017935031</a>	Invoice	09/19/2022	BOOKS AND REFERENCE & MEDIA	(FY 2022-...	0.00	60.06
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		60.06
<a href="#">5017935032</a>	Invoice	09/19/2022	BOOKS		0.00	5.83
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS		5.83
<a href="#">H62477540</a>	Invoice	09/16/2022	BOOKS AND REFERENCE & MEDIA	(FY 2022-...	0.00	92.58
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		92.58

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	1	0.00	158.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>3</b>	<b>1</b>	<b>0.00</b>	<b>158.47</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	10/2022	158.47
			<b>158.47</b>

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Chair

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Trustee

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Trustee

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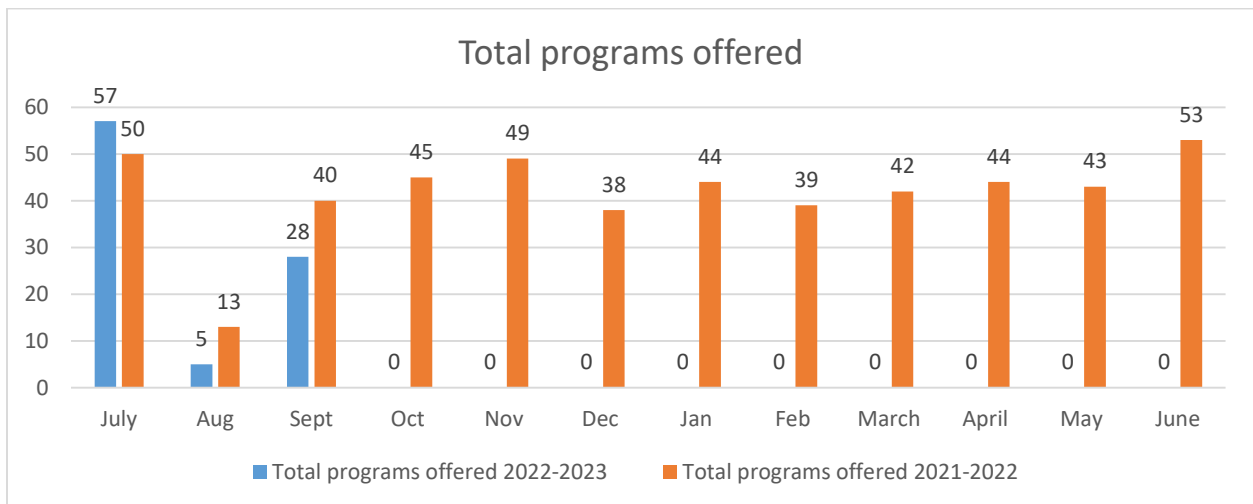
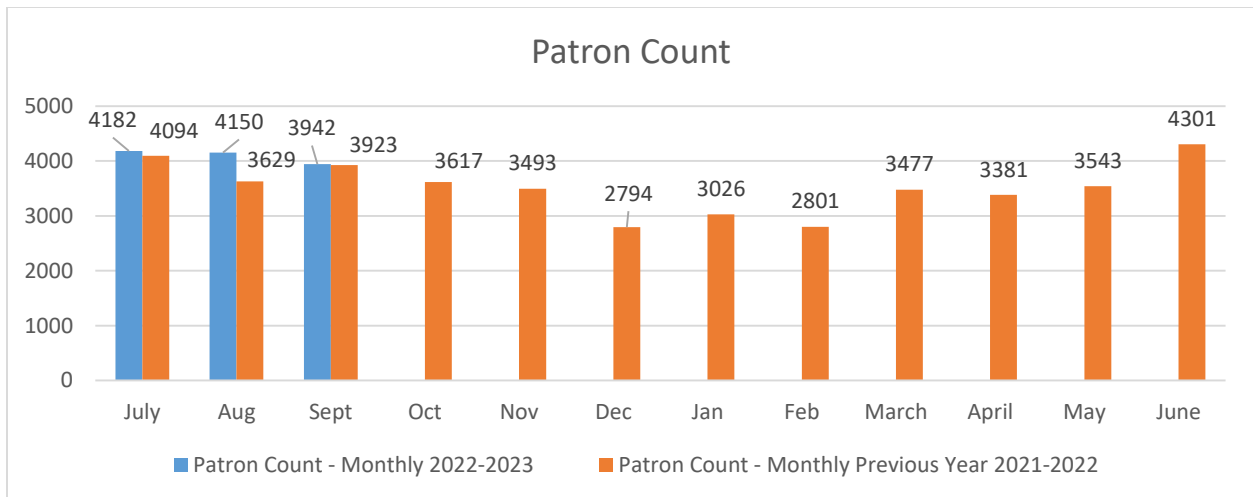
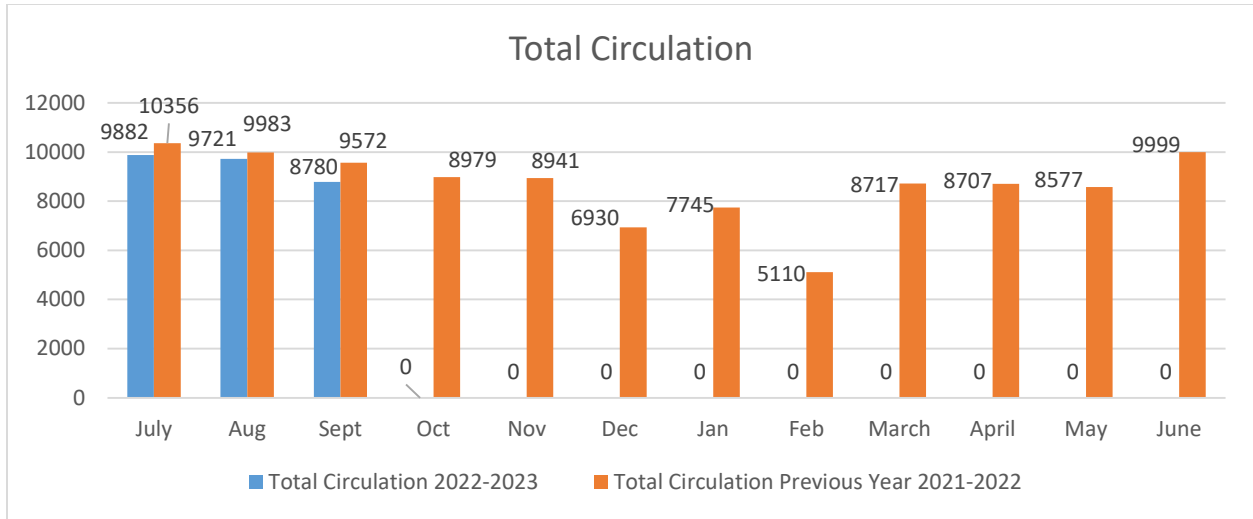
Trustee

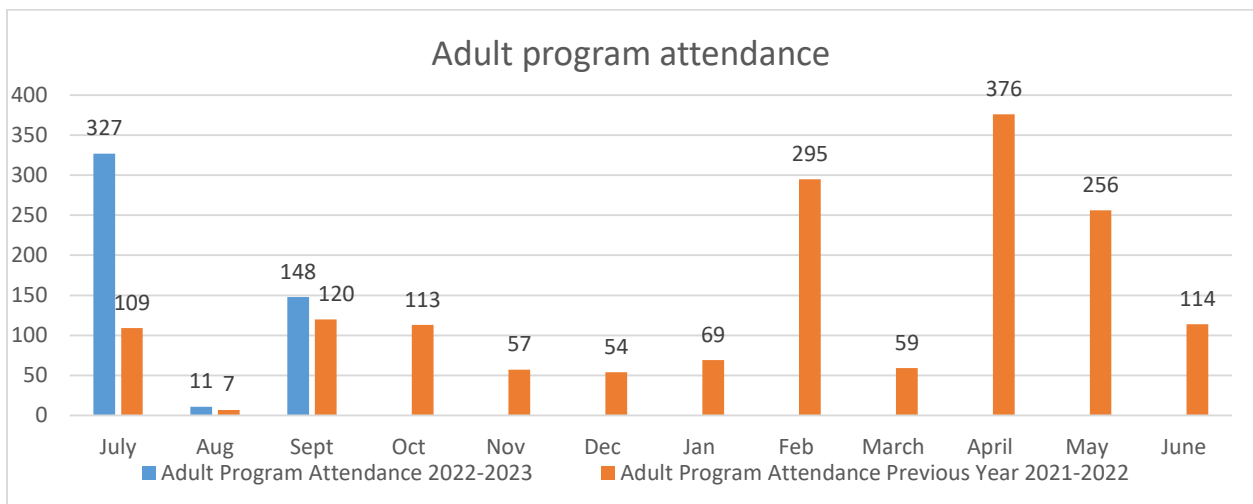
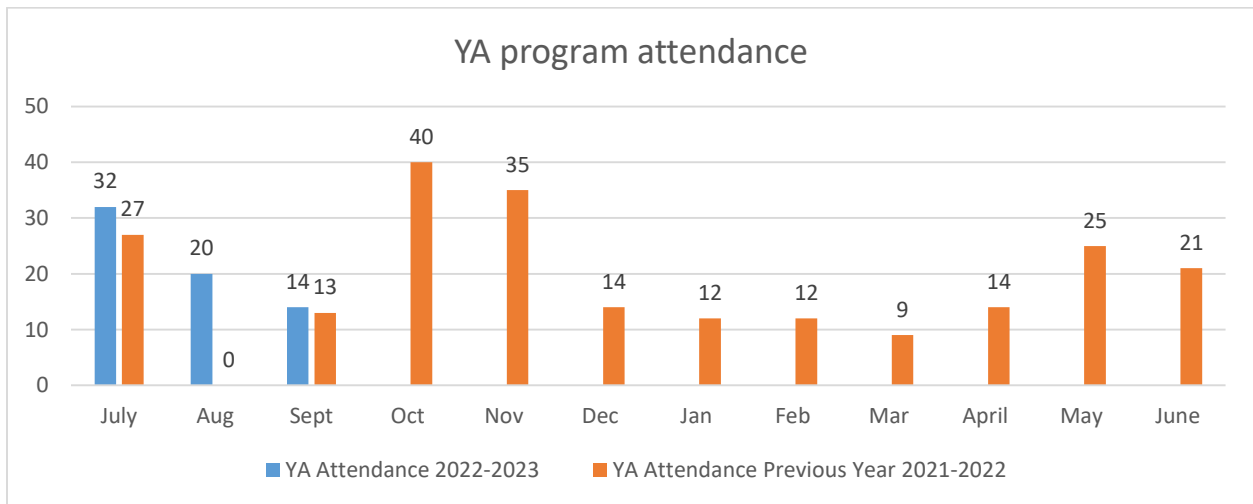
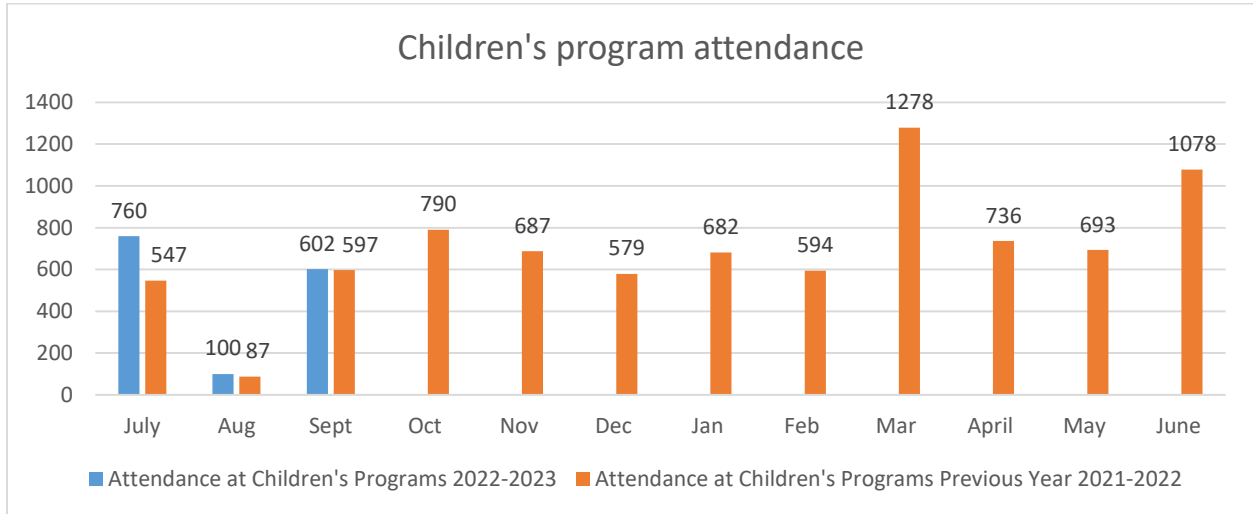
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Trustee



## September 2022 Library Statistics

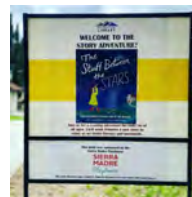


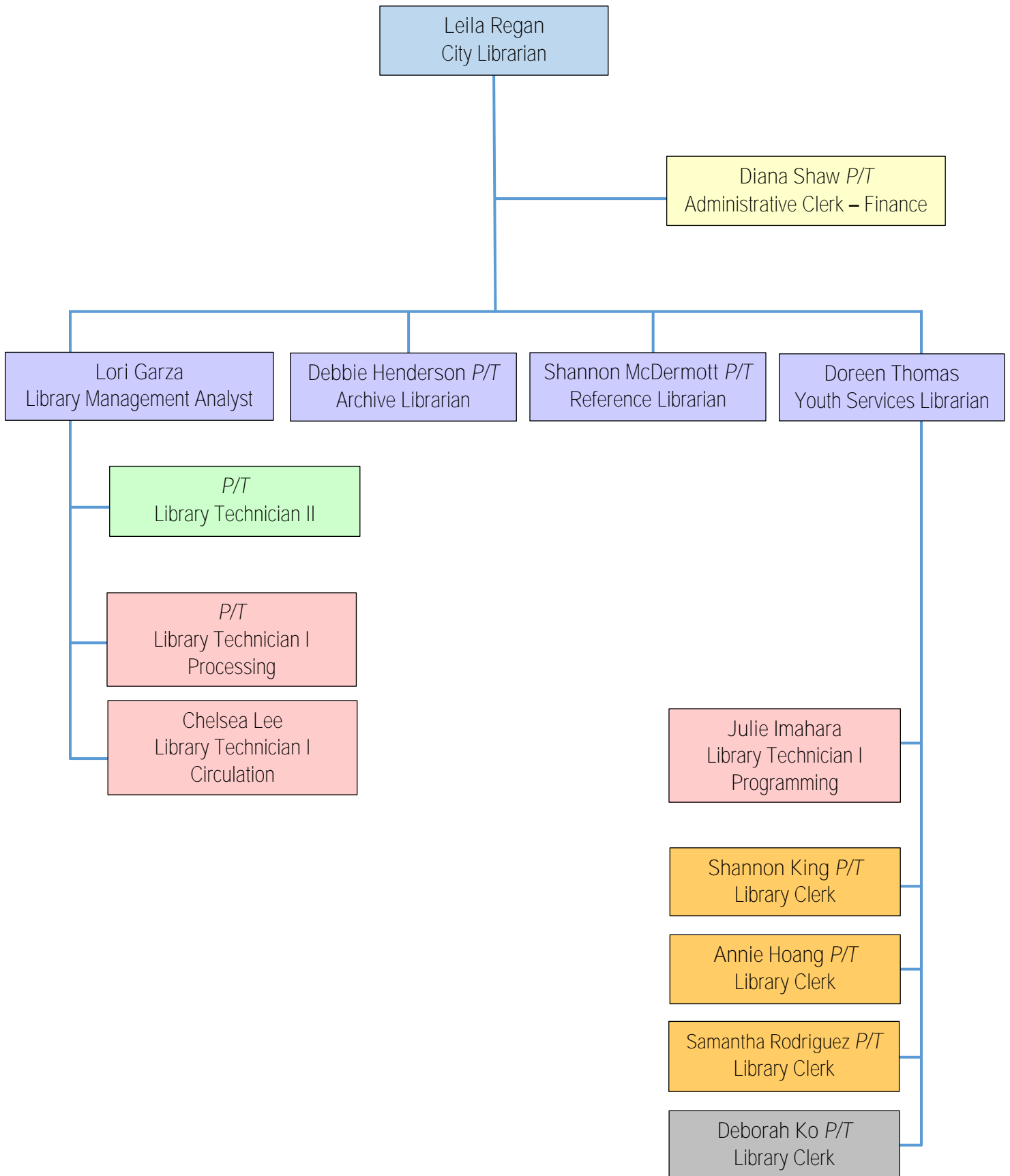


## September 2022 Online Content

In September, the Library had 39 social media posts with 1,234 reactions (likes/comments/views). Many were for the following:

Craft It!: Star of the Sea  
Digital Services Meet & Greet  
D&D Dungeon Master Workshop  
Board Library Teens Returns  
Library Closed for Holiday  
This Week at the Library  
Tails & Tales at the Library  
TikTok: Library, Second to Corn  
"Silent Sky" Performed by the Playhouse  
Angled Parking in Front of the Library  
Snackchat for Teens  
Walk This Way: A Story Adventure  
LearningExpress: Free with Your Library Card  
3D Printing Workshop  
"Lost" Library Card Hunt  
Banned Books Week  
Cricut Workshop  
Anime Afternoon  
Pajama Storytime  
Parent-Child Workshop Coming Next Month  
Mission Renaissance Class Cancelled  
TikTok: Banned Books Week  
Music & Mindfulness: Guitar  
Teen Volunteers Needed for Scarecrow Build  
Libby: National Hispanic Heritage Month  
In-N-Out Cover-to-Cover Book Club  
Reception for \$10 Million Allocation of Funds  
Pixelated Art  
Library Ghost Hunt "Search and Share"







## 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: 10/24/2022

SUBJECT: **Library Holiday 2022**

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#### **STAFF RECOMMENDATION**

Close the Library on Saturday, December 24, 2022, instead of opening 10:00 am – 2:00 pm for a half day. This report is informational only and does not require further action.

#### **SUMMARY**

Not opening the library on Saturday, December 24, 2022, will reduce overall annual operating hours by four hours. The Library will close for a holiday break starting Friday, December 23, 2022.

#### **ANALYSIS**

Traditionally, the Library works a half day on December 24 with the Library being open for four hours: 10:00 AM to 2:00 PM. Over the past several years, it has been observed that December 24 is a low patron traffic day at the Library. As a result, the Library will be closed Friday, December 23 and Saturday, December 24, 2022. This is predicted to have minimal impact to Library patrons and services due to previous years' low patron use, it will also provide staff time to spend with their loved ones.

#### **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](http://www.cityofsierramadre.com).