



## **AGENDA**

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

**Monday, November 28, 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**

Susan Gallagher

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from October 24, 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: \$194.31, \$530.09, \$1,086.97, and \$947.39
- 2. Library Statistics** – Recommendation to receive and file October 2022 Statistical Reports.
- 3. 2023 Library Days Closed** – Recommendation to receive and file the 2023 list of days the Library will be closed.

#### **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. No action required.

##### **2. Library Archive Needs for Library Building Renovation**

Presentation by Local History Archivist Debbie Henderson, identifying the archival needs of the Library. Library Board of Trustees to discuss and prioritize identified archival needs to be referred to during design of Library building renovation.

##### **3. December 26, 2022 Library Board of Trustee Meeting**

Recommendation to cancel the December 26, 2022 Library Board of Trustee Meeting. City Hall will be closed.

##### **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. No action requested.

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

Update from Council Liaison to Board. No action requested.

##### **6. Trustees Updates**

Trustees to provide reports pertaining to Library service or community involvement which impacts the Library. No action requested.

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

City Librarian Leila Regan to present an oral report concerning Library services since the last Board Meeting. No action requested.

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

Receive and file any items for a future agenda.

#### **\*ACTION ITEMS**

*Regardless of a staff recommendation on any agenda item, the Board will consider such matters*

*including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.*

#### **ADJOURNMENT**

The Library Board of Trustees may adjourn to a meeting on January 23, 2023.

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, 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 Sands, Trustee Gluck, Trustee Palmer

Absent: Trustee Gallagher, Trustee Adde

Additional Attendees: Mayor Goss, Leila Regan, Lori Garza, Arnulfo Yanez, Laura Aguilar

**Meeting called to order at 5:13 pm**

#### **PLEDGE OF ALLEGIANCE**

Laura Palmer

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

Trustee Gluck moved to approve

Trustee Sands seconded

All in Favor

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from September 26, 2022, meeting.

Trustee Gluck moved to approve

Trustee Sands seconded

All in Favor

#### **COMMUNITY INPUT**

None

## **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

*Questions/Comments:*

Trustee Gluck: Question on \$4,800 fees, is it annual?

City Librarian: Yes

Trustee Sands moved to approve

Trustee Gluck seconded

All in Favor

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

Trustee Sands motions to file

Trustee Gluck seconded

All in Favor

## **ACTION ITEMS AND REPORTS**

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

Deputy Director of Public Works Arnulfo Yanez gave an oral update on the Library Renovation Project. He began by noting it is thanks to the Library that he is where he is in his career. This is his second Library project he has worked on. Mr. Yanez is being careful to address: seismic concerns, the foundation, soil under the building, and an oak tree adjacent to the building. A final draft of the RFP for an architect/engineering firm will be reviewed and finalized, hopefully at the end of the week. There will be a 30 to 45-day advertisement once it goes out to bid. The hope is to have several candidates before the Holiday Break.

*Questions/Comments:*

Trustee Gluck: Throw a wide net and look locally or possibly nationally. How many proposals are you expecting and how long to find applicants?

Yanez: Preference is to keep the money locally but given this project, I would like to go out of state and see what's out there. So that's why I'm doing that.

Trustee Gluck: Number of bids you would like?

Yanez: Hoping for 15-20 qualified firms.

Trustee Gluck: What is the vetting process for firms? We're not including any set plans in the proposal?

Yanez: Have the successful firm come out to see us, but do that before it is awarded. If 15 qualified firms apply, I'd like to invite them out to get a lay of the land and see what they are getting into.

Trustee Sands: Just looking forward to it.

Yanez: This is my second Library project. Libraries are a positive and valuable asset to our community. California state has very specific requirements for public buildings like hospitals, libraries, etc. and we want to make sure all of those specific requirements are met so we do not hit a wall later.

Trustee Sands: You'll consult with someone first before you throw the net out?

Yanez: Correct! City administration, myself, Public works, LA County regulations as far as the construction code. Come January 1st, there might be some new regulations.

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

No new discussion today.

*Questions/Comments:*

Trustee Sands: As the months go on this will become increasingly important.

## **3. Staff Introductions**

City Librarian explained the shifting of staff positions. Two positions we will be filled in early 2023.

## **4. Library Holiday 2022**

City Librarian, Leila Regan recommended to receive and file and noted the Library will be closed Saturday, December 24, 2022, reducing 2022 open hours by 4 hours.

No motion to file needed.

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

Absent

*Questions/Comments:*

Sands: A Snowflake community/family festival will be held on December 3rd at the Hart Park House.

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

Mayor Goss: The council approved the Meadows project. At tomorrow night's meeting we'll have a presentation from Frontier on fiber options. Also, a presentation from Edison about the canyon power outage we had over Labor Day Weekend. We have a long consent agenda that includes approval of a 4 year contract on sidewalk improvements. A discussion item having to do with the Sierra Madre Playhouse Capital Campaign will be a big issue. The building is in rough shape. They have a million dollar plan to get it up and functioning. They are asking the City for \$350K. The City did provide some assistance during COVID.

## **7. Trustees Updates**

Trustee Adde VIA email: attended the Sept 27th reception which was wonderful. And I hope to make the OBOC meeting tomorrow (which I had to miss the last meeting and we did it via 'Zoom' for me, appreciate that!)

Trustee Palmer: Doreen Thomas and I met on Thursday to start talking about the Bookmark Contest. She provided paint brushes for the Library's Pumpkin Drop. Sierra Madre Elementary is bringing back a literacy night to coincide with our book fair, and will be working with the Library in January on that.

Trustee Gluck: Working on the Open House in April and Sommer Scholarship should be coming up soon.

Trustee Sands: Moving the Writers Workshop to April as well. Historical society is doing a tour of the Tufts House this Saturday at 11am for members and guests. The Historical Society is going to reprint the old *Annals of Early Sierra Madre* book published in the 50s, offer it for sale.

*Questions/Comments:*

Leila Regan: Is there a conflict of interest being on the Library Board of Trustees and the Board of the Historical Society?

Laura Aguilar: Maybe you'll have to determine what the relationship is between the two groups. Which group would you serve during a conflict? It depends.

Trustee Palmer: How do you join the Historical Society?

Trustee Sands: We'll have them at the event on Saturday, or at any of the museums, or I can bring you one, or email you something. It's \$20 for a single member. If you join you get a centennial book. Later November/early December the Historical Society will host a celebration of life for Dr. White.

Trustee Gluck: How does one join the Friends of the Library?

Leila Regan: Online or at the Library.

## **8. City Librarian Report**

Joe Ragusa, our Full Time Circulation Manager has left, Chelsea Lee was promoted to the full-time position. Fall/Winter programming for November/December is returning.

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

Items for a future agenda:

Keep the building agenda items.

Debbie presenting on archive needs.

Cancel December Meeting

### ***\*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.

Trustee Sands moved to approve

Trustee Gluck seconded

All in Favor

**Meeting adjourned at 5:53 pm.**



City of Sierra Madre, CA

# Check Register

Packet: APPKT06493 - 10/25/2022 BOA 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						
0823	BANK OF AMERICA	10/13/2022	Regular	0.00	194.31	63981
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV033038</a>	Invoice	08/18/2022	LR PROGRAMMING TEEN VOULINTEER PAR...	0.00	29.02	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...			29.02	
<a href="#">INV033039</a>	Invoice	08/17/2022	LR PROGRAMMING TEEN VOULTEER PARTY	0.00	15.94	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	LR PROGRAMMING TEEN V...		15.94	
<a href="#">INV033040</a>	Invoice	08/19/2022	LR PROGRAMMING TEEN VOULTEER PARTY	0.00	110.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	LR PROGRAMMING TEEN V...		110.00	
<a href="#">INV033041</a>	Invoice	09/06/2022	LR CONSTRUCTION PAPER SUPPLIES FOR DIS...	0.00	39.35	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	LR CONSTRUCTION PAPER S...		39.35	
Total Regular:					194.31	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	1	0.00	194.31
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>4</b>	<b>1</b>	<b>0.00</b>	<b>194.31</b>



**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	10/2022	194.31
			<b>194.31</b>

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Chair

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Trustee

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City of Sierra Madre, CA

# Check Register

Packet: APPKT06505 - 10/25/2022 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>						
<b>Payment Type: Regular</b>						
0132	BAKER & TAYLOR, INC.	10/26/2022	Regular	0.00	398.16	64000
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">5017954555</a>	Invoice	09/23/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	52.45	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	52.45	
<a href="#">5017958612</a>	Invoice	09/25/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	269.90	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	269.90	
<a href="#">5017977490</a>	Invoice	10/06/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	59.29	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	59.29	
<a href="#">H62482010</a>	Invoice	09/26/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	16.52	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	16.52	
0145	BRODART	10/26/2022	Regular	0.00	11.34	64001
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">611697</a>	Invoice	10/06/2022	OFFICE SUPPLIES	0.00	11.34	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	11.34	
0786	OFFICE DEPOT, INC	10/26/2022	Regular	0.00	58.29	64002
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">269530461001</a>	Invoice	09/28/2022	OFFICE SUPPLIES	0.00	58.29	
<a href="#">10000.09110.53999</a>		OTHER PURCHASED SUPPLI...		OFFICE SUPPLIES	58.29	
VEN03926	T-MOBILE	10/26/2022	Regular	0.00	62.30	64003
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">INV033143</a>	Invoice	09/21/2022	984433408 8/21-9/20,2022 INTERENT	0.00	62.30	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		984433408 8/21-9/20,2022 ...	62.30	
<b>Total Regular:</b>					<b>530.09</b>	

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	4	0.00	530.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>7</b>	<b>4</b>	<b>0.00</b>	<b>530.09</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	10/2022	530.09
			<b>530.09</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: APPKT06530 - 11/08/2022 LB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
<b>Payment Type: Regular</b>						
0132	BAKER & TAYLOR, INC.	11/08/2022	Regular	0.00	468.98	64116
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">5017982656</a>	Invoice	10/17/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	468.98	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS AND REFERENCE & ...		468.98	
0786	OFFICE DEPOT, INC	11/08/2022	Regular	0.00	67.99	64117
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">268801165001</a>	Invoice	10/13/2022	OFFICE SUPPLIES	0.00	67.99	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES		67.99	
1368	SWANK MOTION PICTURES INC	11/08/2022	Regular	0.00	550.00	64118
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">BO1961489</a>	Invoice	10/21/2022	11/01/22-10/31/23 PUBLIC PERFORMANCE S..	0.00	550.00	
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...	11/01/22-10/31/23 PUBLIC ...		550.00	
<b>Total Regular:</b>					<b>1,086.97</b>	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	1,086.97
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
	<b>3</b>	<b>3</b>	<b>0.00</b>	<b>1,086.97</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	11/2022	1,086.97
			<b>1,086.97</b>

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Chair

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Trustee

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City of Sierra Madre, CA

## Check Register

Packet: APPKT06525 - AMAZON LB

By Check Number

## Check Register

Packet: APPKT06525-AMAZON LB

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						
1644	AMAZON	11/01/2022	Regular	0.00	947.39	64072
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">438965496685</a>	Invoice	09/26/2022	ADULT DVD	0.00	6.60	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	ADULT DVD		6.60	
<a href="#">446756856945</a>	Invoice	09/22/2022	ADULT DVD	0.00	27.55	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	ADULT DVD		27.55	
<a href="#">447546559499</a>	Invoice	09/21/2022	ADULT DVD	0.00	8.86	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	ADULT DVD		8.86	
<a href="#">453653758364</a>	Invoice	08/29/2022	J BOOKS	0.00	17.54	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	J BOOKS		17.54	
<a href="#">457796956588</a>	Invoice	08/30/2022	J DVD	0.00	19.80	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	J DVD		19.80	
<a href="#">459733597455</a>	Invoice	09/27/2022	OFFICE SUPPLIES	0.00	14.32	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES		14.32	
<a href="#">487844839938</a>	Invoice	08/29/2022	ADULT DVD	0.00	184.51	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	ADULT DVD		184.51	
<a href="#">498737938459</a>	Invoice	09/15/2022	LB PROGRAM SUPPLEIS	0.00	26.40	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	LB PROGRAM SUPPLEIS		26.40	
<a href="#">558769783567</a>	Invoice	09/12/2022	ADULT DVD	0.00	8.81	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	ADULT DVD		8.81	
<a href="#">558858466788</a>	Invoice	09/20/2022	J BOOKS	0.00	9.88	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	J BOOKS		9.88	
<a href="#">584683889648</a>	Invoice	09/29/2022	LB MISC SUPPLIES	0.00	89.75	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	LB MISC SUPPLIES		89.75	
<a href="#">599537564647</a>	Invoice	08/29/2022	LB OFFICE SUPPLIES	0.00	9.47	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	LB OFFICE SUPPLIES		9.47	
<a href="#">675558995688</a>	Invoice	08/29/2022	ADULT DVD	0.00	13.94	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	ADULT DVD		13.94	
<a href="#">693773745473</a>	Invoice	08/29/2022	J BOOKS	0.00	9.42	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	J BOOKS		9.42	
<a href="#">735543483489</a>	Invoice	08/29/2022	J BOOKS	0.00	20.02	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	J BOOKS		20.02	
<a href="#">745448684637</a>	Invoice	09/27/2022	LB COVID SUPPLIES/FACE MASK	0.00	30.80	
<a href="#">10000.09110.53999</a>		OTHER PURCHASED SUPPLI...	LB COVID SUPPLIES/FACE M...		30.80	
<a href="#">75399893663</a>	Invoice	09/07/2022	LB OFFICE SUPPLIES	0.00	33.06	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	LB OFFICE SUPPLIES		33.06	
<a href="#">764939644439</a>	Credit Memo	10/31/2022	CREDIT RETURN	0.00	-22.03	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	CREDIT RETURN		-22.03	
<a href="#">778543779743</a>	Invoice	08/29/2022	ADULT BOOK CLUB DEC	0.00	29.73	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	ADULT BOOK CLUB DEC		29.73	
<a href="#">799879985735</a>	Invoice	09/16/2022	J DVD	0.00	105.68	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	J DVD		105.68	
<a href="#">858995548466</a>	Invoice	09/26/2022	ADULT DVD	0.00	22.70	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	ADULT DVD		22.70	
<a href="#">876939694957</a>	Invoice	08/29/2022	ADULT BOOKCLUB NOV	0.00	47.85	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	ADULT BOOKCLUB NOV		47.85	
<a href="#">937543638668</a>	Invoice	09/15/2022	LB SNACK CHAT BOOKS	0.00	49.55	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	LB SNACK CHAT BOOKS		49.55	
<a href="#">938944363877</a>	Invoice	08/29/2022	ADULT BOOKCLUB OCT	0.00	31.74	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	ADULT BOOKCLUB OCT		31.74	

## Check Register

Packet: APPKT06525-AMAZON LB

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">947387336478</a>	Invoice	08/29/2022	LB 3D FILLAMENT	0.00	56.21	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	LB 3D FILLAMENT		56.21	
<a href="#">953744888559</a>	Invoice	09/15/2022	LB STORY ADV	0.00	57.51	
<a href="#">39002.90000.53406</a>		BOOKS AND REFERENCE	LB STORY ADV		57.51	
<a href="#">979658486847</a>	Invoice	09/23/2022	ADULT DVD	0.00	13.53	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	ADULT DVD		13.53	
<a href="#">986749645545</a>	Invoice	10/04/2022	OFFICE SUPPLIES	0.00	13.16	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	OFFICE SUPPLIES		13.16	
<a href="#">998543553737</a>	Credit Memo	09/26/2022	CREDIT RETURN	0.00	-27.55	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	CREDIT RETURN		-27.55	
<a href="#">999376448955</a>	Invoice	10/04/2022	LB PROGRAM	0.00	38.58	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	LB PROGRAM		38.58	
Total Regular:					947.39	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	1	0.00	947.39
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
	30	1	0.00	947.39



**Fund Summary**

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2022	947.39
			<b>947.39</b>

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Chair

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Trustee

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Trustee

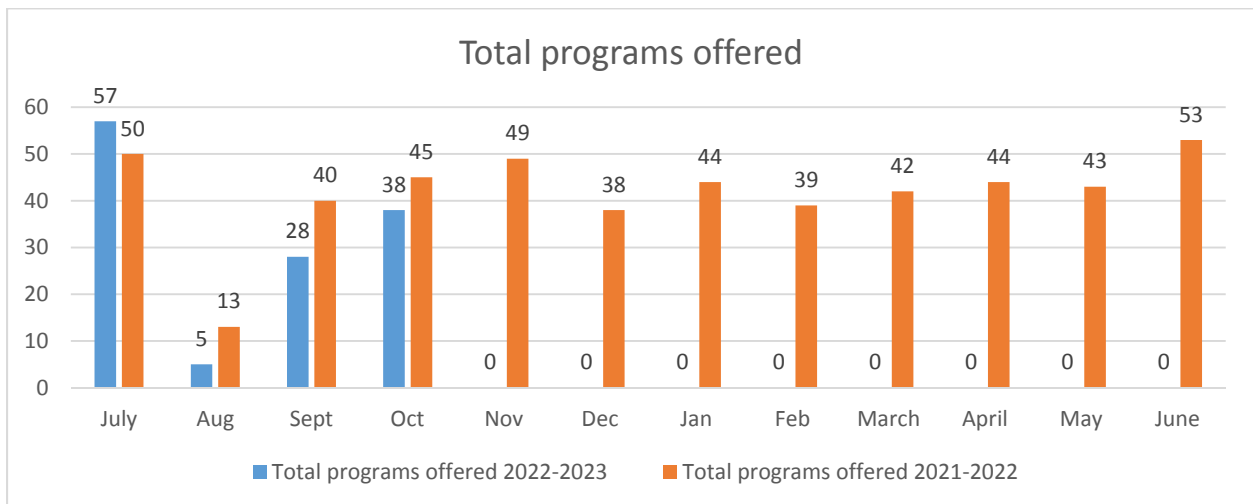
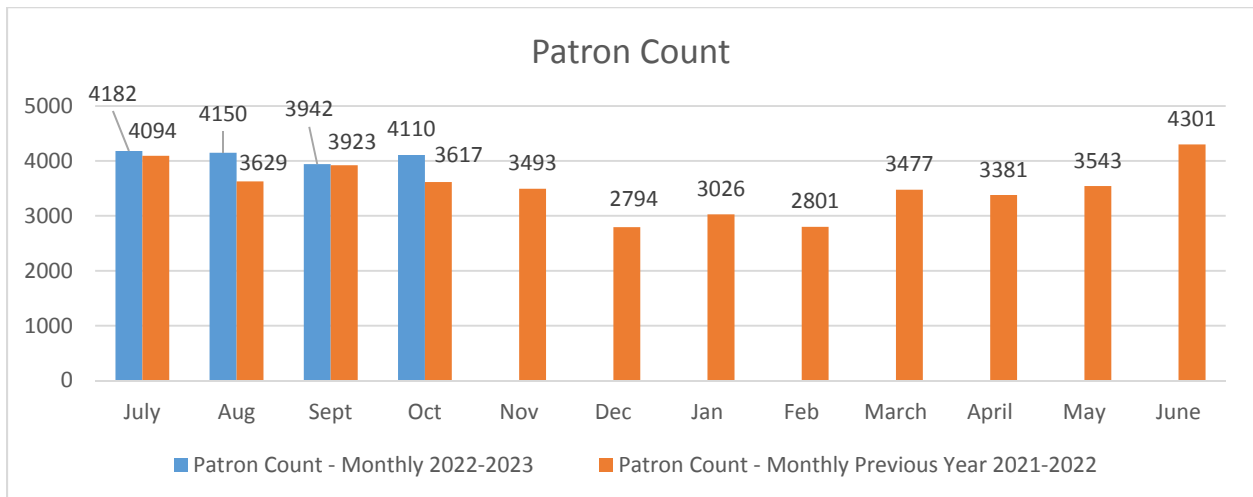
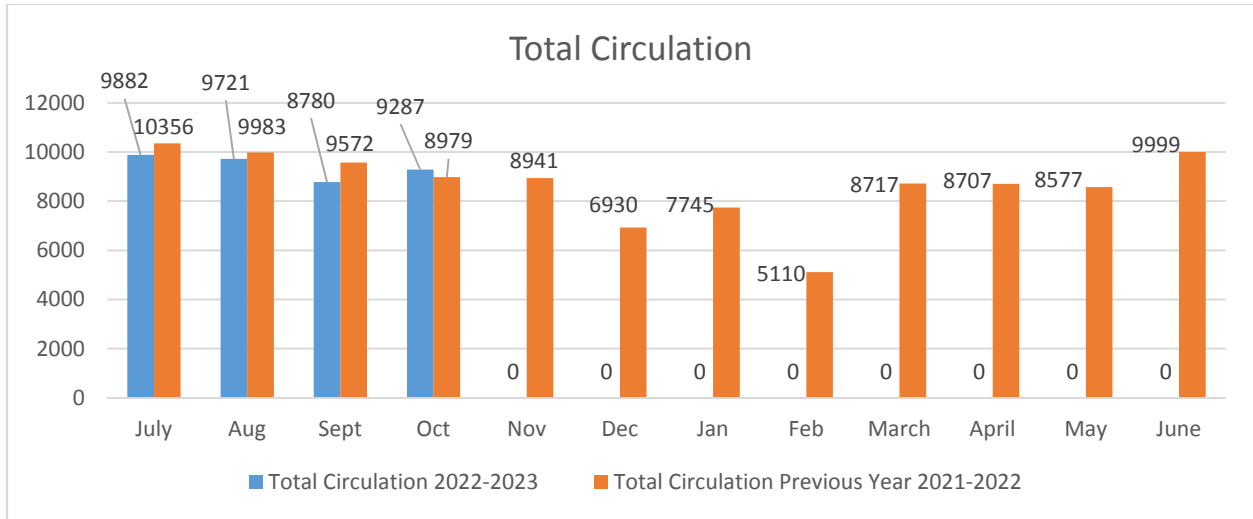
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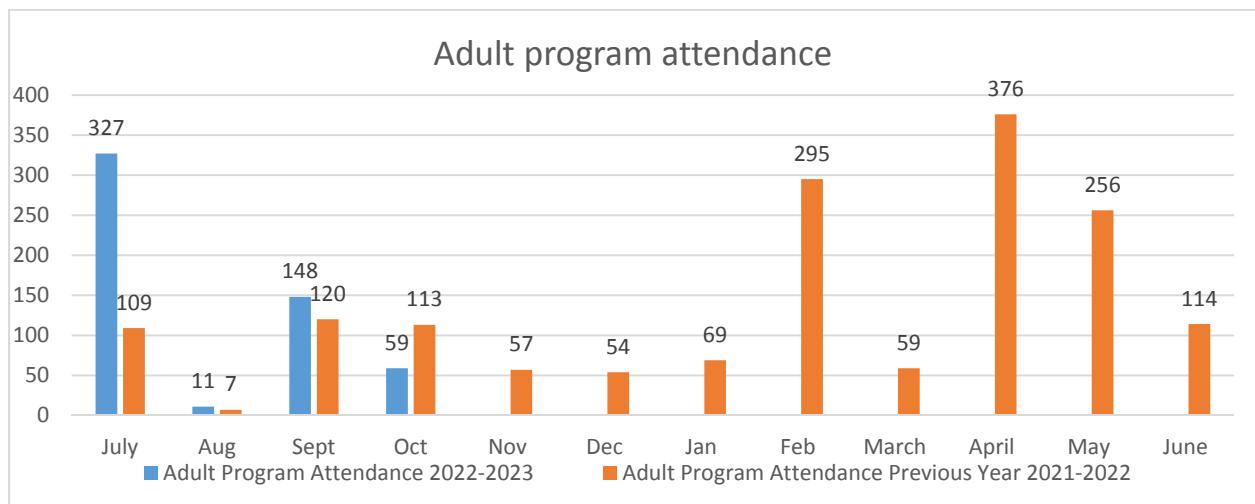
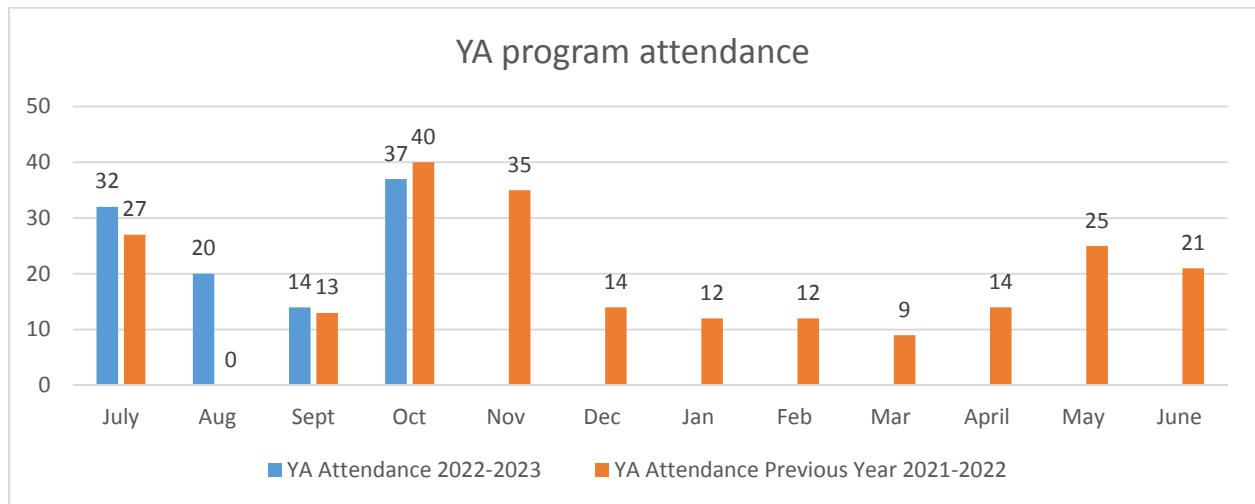
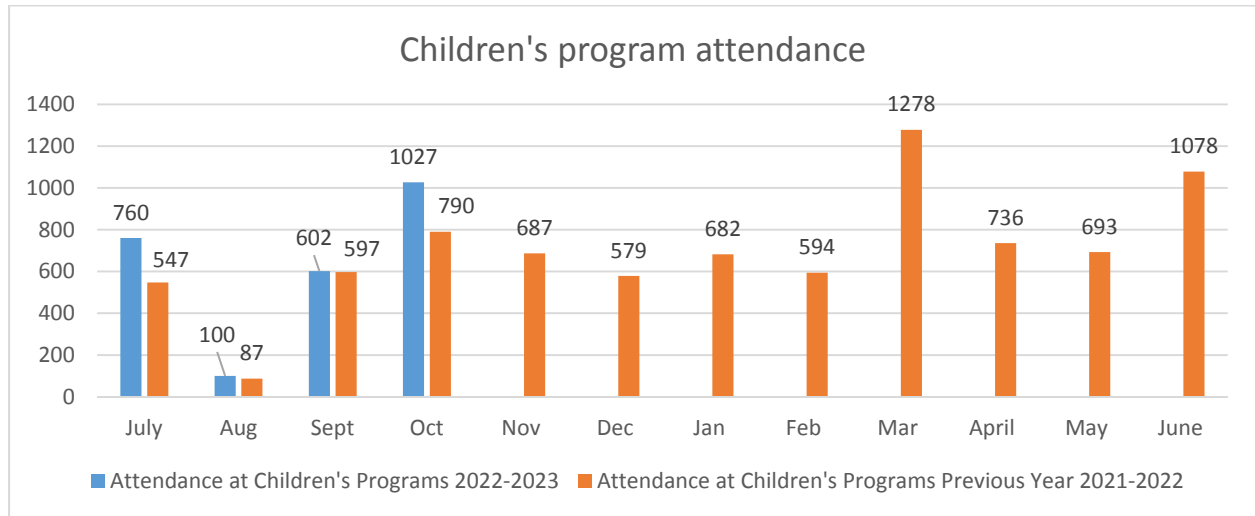
Trustee

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Trustee

## October 2022 Library Statistics





# October 2022 Online Content

**In October, the Library had 39 social media posts with 1,845 reactions (likes/comments/views). Many were for the following:**

This Week at the Library  
 Parent-Child Workshop at the Library  
 Board Library Teens  
 National Fire Prevention Week - SM Fire Dept  
 Pumpkin Smash  
 Fire Prevention & Car Show  
 Best Used Book Sale  
 Teen Snackchat - Book "Alone"  
 Tails & Tales at the Library  
 The Very Hungry Caterpillar Scarecrow at the Library  
 3D Printing Workshop  
 Music & Mindfulness  
 Teen Anime Afternoon  
 Pajama Storytime  
 Haunted Search and Share at the Library  
 Cancelled Music & Mindfulness  
 Libby "Teentover" Digital Books  
 Spooky Book Display at the Library  
 TikTok: Check out a California State Park Pass  
 Cricut Workshop  
 Brainfuse Free Online Tutoring Available  
 Book Display: First Lines of Young Adult Books  
 TikTok: You Can Always Escape With a Good Book  
 Baby Rhyme Time: Busy Bee and Adorable Duck  
 Community Ofrenda at the Library Starts  
 Board Library Teens  
 Craft It! Dia de los Muertos decorated skulls  
 Donate extra Halloween Candy to the Library  
 Happy Halloween Trick or Treat at the Library  
 Friends Silent Auction



**Sierra Madre Public Library**  
**Days CLOSED 2023**

<b>Day / Date</b>	<b>Holiday</b>
Monday, January 2, 2023	New Year's Holiday
Monday, January 16	Martin Luther King Jr. Day
Monday, February 20	Presidents' Day
Monday, May 29	Memorial Day
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Indigenous Peoples' Day
Saturday, November 11	Veterans Day
Thursday, November 23	Thanksgiving Holiday
Friday, November 24	Thanksgiving Holiday
Saturday, November 25	Holiday
Sunday, November 26	Closed Sundays
Monday, December 25	Holiday
Tuesday, December 26	Holiday
Wednesday, December 27	Holiday
Thursday, December 28	Holiday
Friday, December 29	Holiday
Saturday, December 30	Holiday
Sunday, December 31	Holiday
Monday, January 1, 2024	Holiday

Sierra Madre Public Library **Days Closed in 2023** (above)

**Updated 11-19-2023**

## **Archival Collection Needs Assessment 2022**

### **Introduction**

The Sierra Madre Historical Archives consists of a variety of materials that tell the Sierra Madre story: photographs, negatives, slides, postcards, books, scrapbooks, directories, maps, letters, periodicals, posters, ephemera, art works, sound recordings, moving images, microfilm, and digital media.

After efforts to expand the library building failed due to lack of funds, the Jameson Sierra Madre Room was built to accommodate rare books (library collection) and local history materials (historical society collection) in 1981. Since 1999 the Sierra Madre Historical Archives has been jointly owned and maintained by the Sierra Madre Historical Preservation Society and the Sierra Madre Public Library.

As a means of promoting access to its local history materials, the Sierra Madre Historical Archives participates in digital collaborations: LA as Subject, Online Archive of California, California Listens, and California Revealed.

### **Preservation Assessment**

In 2012 the Sierra Madre Public Library received a California Preservation Assessment Project grant to have a Sierra Madre Historical Archives collection risk assessment completed. After a 2-day site visit and interviews with key staff members, Susan Allen of the California Preservation Program compiled a report of her findings and made a number of recommendations for our historical collection. This report continues to be helpful in regard to strategic planning for the Sierra Madre Historical Archives. Protecting rare and unique materials have long-term benefits for the community.

Collection preservation measures completed to date:

- Update disaster response and salvage plan
- Purchase and store disaster supplies
- Staff attendance of disaster preparedness workshop
- Continue to monitor storage environments in basement and first floor
- Add UV filters to the windows and fluorescent lights in storage areas
- Install smoke detectors in back basement storage area
- Provide protective enclosures for collection materials
- Develop a preservation program/policy for digital assets and secure additional server
- Implement a more comprehensive pest control program with the City of Sierra Madre

Recommendations to be implemented:

- Add a line item to Library budget to fund emergency response supplies
- Train staff and volunteers in the use of fire extinguishers and evacuation procedures
- Verify the HVAC design for future renovations to the Library building

- Systematically rehouse materials not protected by archival enclosures and replace temporary labels (30% of collection)
- Encourage the City of Sierra Madre to see the Library building as a community asset that deserves proper maintenance (currently susceptible to roof leaks, overflowing gutters, pest infestations)
- Implement security measures for the collection by:
  - Requiring ID from readers and keeping a photocopy on file
  - Storing collection separate from Friends of Library materials

## Historical Archives Integrated into Building Program

The *Sierra Madre Public Library Building Program* report by Joseph Matthews (Feb. 2018) also provided useful guidelines to consider as we work to preserve and provide access to our valuable local history materials. Since 2018, the majority of the Historical Archives Collection has been moved to the basement as the Local History Room was converted to a meeting room with video conferencing capabilities. Staff have updated the features indicated by Matthews with some additions.

- Location:
  - Archives/Local History Room - far from entrance (security, climate stability); far from Children's Room (quiet study); adjacent to Archives Storage/Work Room
  - Archives Storage/Work Room - adjacent to Archives/Local History Room; far from Friends Donation/Receiving (security, pest control); far from entrance (security, climate stability)
- Space Allocation:
  - Archives/Local History Room - 300 square feet (minimum)
  - Archives Storage/Work Room - 800 square feet (minimum)
- Seating:
  - Archives/Local History Room – seat 1-8 (staff, researchers, use as potential meeting space)
  - Archives Storage/Work Room – seat 1-2 (staff, volunteer or intern)
- Climate Control: imperative to maintain a stable climate; fluctuations in temperature and RH are damaging
  - Archives/Local History Room – constant temperature (68 degrees F); low relative humidity (30-40%)
  - Archives Storage/Work Room – constant temperature (68 degrees F); low relative humidity (30-40%)
- Electrical:
  - Archives/Local History Room – Upgraded electrical with Internet connectivity
  - Archives Storage/Work Room – Upgraded electrical with Internet connectivity
- Lighting:
  - Archives/Local History Room – incandescent lighting; if windows, or glass door, add UV filter
  - Archives Storage/Work Room – incandescent lighting; no windows

- Shelving:  
Archives/Local History Room – 150 linear feet of shelving for reference materials (metal, powder coated shelving for books and reference materials) locking, fire safe cabinet for accession records  
Archives Storage/Work Room – 1200 linear feet of shelving for archival materials and 100 linear feet of supplies (use existing wire rack shelving for supplies; locking, metal powder coated storage cabinets, flat files, art racks for collections storage, possibly compact shelving)
- Security: minimize risk to collection and physical safety of staff and patrons  
Archives/Local History Room – Locking doors and cabinets, alarm system, formal patron registration, security camera outside entrance?  
Archives Storage/Work Room – Locking doors and cabinets, alarm system, limit access to staff, interns, volunteers
- Equipment:  
Archives/Local History Room – telephone, computer workstation, scanner, microfilm reader, printer, book scanner,  
Archives Storage/Work Room – telephone, computer workstation or designated laptop  
1 flat-shelved, steel, powder coated book truck for transport of materials between storage and research areas; also use existing utility cart
- Display:  
Archives/Local History Room – space to exhibit historical history materials (floor display case or upright case occupying wall space; art or framed historical photographs on walls)
- Furnishings: attractive, comfortable, durable  
Archives/Local History Room – modular worktables (with power and data connections), 8 meeting chairs, desk, desk chair  
Archives Storage/Work Room – 1 worktable or built in counter, 2 chairs
- Signage:  
Archives/Local History Room – Local History Room sign, exit sign  
Archives Storage/Work Room – Archives Storage – Staff Only sign, exit sign

\*GOAL: To create a clean, cool, dry, and dark space to preserve our collections AND an inspiring learning space that will be welcoming, engaging, and user-centered.