



## **AGENDA**

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

**Monday, January 23, 2023**

**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**

Catherine Adde

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from November 28, 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: \$972.61, \$150.00, \$2,371.51, \$841.62, \$11,901.60, \$41.23 and \$300.00
- 2. Library Statistics** – Recommendation to receive and file November 2022 & December 2022 Statistical Reports.
- 3. Updated STEAM Agreement** – Recommendation to review and approve updated STEAM User Agreement form.
- 4. Updated Meeting Room Policy** – Recommendation to review and approve updated Meeting Room Agreement form.

#### **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 Foundation Update**

Library Foundation liaison Robert Stockly will give an update on the goals and direction for the Library Foundation. No action required.

##### **3. 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.

##### **4. City Council Liaison Report**

Update from Council Liaison to Board. No action requested.

##### **5. Trustees Updates**

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

##### **6. City Librarian Report**

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

##### **7. 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 February 27, 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, 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*

---

**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.

Also in attendance: Mayor Goss, Leila Regan, Lori Garza, Arnulfo Yanez, Laura Aguilar

**Meeting called to order at 5:01 PM**

#### PLEDGE OF ALLEGIANCE

Susan Gallagher

#### APPROVAL OF AGENDA

Trustee Adde moved to approve

Trustee Gallagher seconded

All in Favor

#### APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from October 24, 2022, meeting.

Trustee Gluck moved to approve

Trustee Sands seconded

All in Favor

#### COMMUNITY INPUT

No community input.

#### 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.

*Questions/Comments:*

Trustee Gallagher: Just to clarify 4 hours short for the whole year?

City Library: For 2022.

Trustee Gluck motions to file

Trustee Sands seconded

All in Favor

## **ACTION ITEMS AND REPORTS**

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

Deputy Director of Public Works Arnulfo Yanez gave an update on the Library Renovation Project. He stated the final draft of the Request for Proposal to find an architect firm was submitted to Public Works Director, Chris Cimino. The state of California will be issuing new compliance construction codes on Jan. 1st, 2023. Yanez stated this was good news, so the state can let them know what the City can do.

*Questions/Comments:*

Trustee Palmer: So we haven't sent out an RFP?

Yanez: In the public works field this is the downtime.

Trustee Palmer: You don't think we'll send it out before the new year?

Yanez: We can send it out next week but we won't expect any hiring until the new year. I anticipate a large response. Main concern for the building is the foundation. It is a very dated building but a solid and healthy building. I want to make sure the state of California knows exactly what direction we're going to go in when it comes to foundations. State of California will probably be there every day of construction.

Trustee Adde: Do we need a new foundation?

Yanez: No, I want to nip this in the bud. It's something that should be taken care of early.

Trustee Gluck: You mentioned the new laws, we won't know what those are until Jan. 1?

Yanez: I know them now, 787 new codes. Usually it's over 1000.

Trustee Gallagher: We can expect some responses in a couple of months or how long does it take firms to submit?

Yanez: The RFP is open for 60 to 90 days. There are firms that are already reaching out to me that are interested.

Trustee Gluck: Does that mean our money might go a little further?

Yanez: Anything is possible. At this time costs are slightly high, my experience has shown that anything is possible. The objective here is to get the best product we can and the safest building possible.

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

Local Archivist Debbie Henderson presented on the Library's archive needs. She stated the collection was started in the 1930s! Right when Sierra Madre was about to turn 50. Library was built in 1955 and was meant to last 25 years. After 25 years, the options were to add on to the building or tear it down.

In 1979/80 there were appeals to add onto the building. We added a local history room. Since 1999 the Library & Historical Society jointly own the local history room collection. We put historical books in this local history room but there is no air conditioner so climate control is an issue. It's also near the exit so security is also an issue.

In 2012 an expert came and looked at our collection and made recommendations. A lot of what we have done is disaster response. We still have a lot of work to do.

In February 2018, consultant Joe Matthews of JRM Consulting did an assessment and created a list of features.

Local History wish list for renovated building: Distinctive space for researchers to come in and review their selection, another for storage climate control. Storage space ideally should be 68 degrees with humidity between 30-40 percent. Storage you'd want cold, dark, and dry with incandescent lighting and compact shelving would be great.

Our goal is to create a clean, cool, dry, and dark space but also an inspiring space.

### *Questions/Comments:*

Trustee Adde: Will we be digitizing and storing off-site?

Henderson: I don't have a budget for that.

Trustee Adde: The historical society used to have storage in people's homes.

Henderson: Most of that has come back (to the Library). I have had a lot of people since the funding hit that do have significant collections but only want to give it to the Library if we can care for it.

Trustee Gluck: What are the space requirements?

Henderson: Really, I need more hours and volunteers to help me go through what we have. We have a lot of donations and I'm backlogged.

Trustee Gluck: Is the basement the most logical place?

Henderson: Again, clean, cool, dry and dark. We moved it there because it had the most stable climate. We have a server room and that produces a lot of heat and sometimes the doors need to be left open.

Trustee Adde: What about the storyboard?

Trustee Sands: It died a long death.

Trustee Adde: I didn't know they died.

Henderson: We still have the content. It was a neat idea but we have the content and we can certainly pick that up.

Trustee Sands: You want it cheery, inviting, and climate controlled. One of the things that the museums do have that we would like the library to have is the ability for the archives to display Dewey art.

Henderson: There are so many possibilities. That's a wonderful thing to have such expertise right here.

### **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.

Trustee Adde motions to approve

Trustee Sands seconded

All in Favor

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

Friends of the Library Liaison Margaret Quigley stated the Friends had money in the California Community Foundation and decided to move the funds to Vanguard because it will save money. This concerns the Board of Trustees because a lot of the money goes to the Library.

The Snowflake gathering is happening this Saturday, 5-8PM there is a small fee. It's not so much a fundraiser as a get out and get in the community thing. The Friend's Christmas party is going to be on Friday the 16th at Julie Bescome's house and an email will be going out. The book sale is this Friday and Saturday.

*Questions/Comments:*

City Librarian Regan: Will credit cards be accepted at the Book Sale?

Trustee Gallagher: They did get that it will be available at the book sale and at the snowflake gathering.

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

City Council Liaison Mayor Goss was re-elected to City Council, as was City Councilmember Garcia, and a new city council member, Kris Lowe. All will be sworn in at the next city council meeting on December 13th.

City Council will also be discussing a possible designation of funds for the Sierra Madre Playhouse Capital campaign. This is related to the Library Board of Trustees because the City may end up using the ARPA funds that can be used for the matching grant of the Library renovations.

### *Questions/Comments:*

Trustee Gluck: The Building Forward Library Grant?

Mayor Goss: It's dollar for dollar so that would be a dollar less we would get from the state to match. So if we spend money for the Playhouse that is less money for the Library from that fund.

Trustee Gluck: How much is in the ARPA fund?

Mayor Goss: The City received money from the government from during COVID. We were planning to use those funds for the match state funding requirement. It's a zero sum, if we spend ARPA Funds on the playhouse we can't spend it on the Library. The real question is, when the city goes down the road of subsidizing non-profit are we going to create a precedent where we have to provide funding for other organizations?

Trustee Adde: We need to digest this now. So thank you Mayor. I sent in my letter to advocate for the Playhouse.

Trustee Gluck: My concern is other organizations feeling slighted if another organization like the Playhouse gets the funding.

Trustee Gallagher: I think a healthy community is a healthy community and that is not just the Library. The Library has done joint projects with the Playhouse. How can we come together?

Trustee Sands: You do something for one non-profit in town and the others will say, what am I chopped liver?

Trustee Adde: Well that's the Mayor's job!

## **6. Trustees Updates**

Trustee Gallagher: Attended the Historical Society Meetings & Friends of the Library Meetings. What I have been spending a lot of time and energy on is the Snowflake Community event. It should be a lot of fun. It's not designed as a fundraiser but it is designed to bring young families together.

Trustee Adde: Chosen a book for OBOC, It is *Flying Free* by Cecilia Aragon. It speaks to her overcoming bullying and overcoming fears. She became an aerobatic pilot and is now a professor in Seattle. She has agreed to speak in Sierra Madre. \$1000 approved for her speaker fee from the Community Foundation. Never did grant writing before really proud of myself. Next OBOC meeting is tomorrow! I wrote a book review for the friend's newsletter and this time I did a DVD and a CD for children and I donated part 1 to the Library. *Walking in the Air* is the best Holiday song ever.

Trustee Sands: No news. Our Committee will meet in the new year.

Trustee Palmer: Bookmark contest! Doreen and I are doing things early to come up with themes. We tasked 58 6th graders to come up with a theme and we came up with "The Wonders of Reading."



Trustee Gluck: Sommer Scholarship meeting is scheduled for Dec. 6.

## **7. City Librarian Report**

City Librarian Leila Regan: Waiting on the approval of our \$10,000,000 California State Library Targeted Grant and finishing the \$334,605 California State Library Infrastructure Grant. We have exciting winter programs and a new free TV and movie streaming service with Kanopy.

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

Would like to continue with monthly Library Renovation updates and would like an update from the Library Foundation

### **\*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.  
Trustee Gallagher moves to adjourn.

Trustee Adde seconded

All in favor

**Meeting adjourned at 6:13 pm.**



City of Sierra Madre, CA

# Check Register

Packet: APPKT06586 - 01/10/2023 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	12/09/2022	Regular	0.00	972.61	64259
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV033511</a>	Invoice	10/25/2022	LR LB MAINT. SUPPLIES	0.00	38.75	
<a href="#">10000.90000.53999</a>		OTHER PURCHASED SUPPLI...		LB MAINT. SUPPLIES	38.75	
<a href="#">INV033512</a>	Invoice	10/26/2022	LR PROGRAM SUPPLIES HALLOWEEN	0.00	21.50	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR PROGRAM SUPPLIES HAL...	21.50	
<a href="#">INV033513</a>	Invoice	10/31/2022	LR PROGRAMMING SUPPLIES NOVEMBER	0.00	25.09	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR PROGRAMMING SUPPLIE...	25.09	
<a href="#">INV033514</a>	Invoice	11/03/2022	LR REPAIR BOOK DROP LINER	0.00	120.00	
<a href="#">10000.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR REPAIR BOOK DROP LINER	120.00	
<a href="#">INV033515</a>	Invoice	11/07/2022	LR TEEN PROGRAM SUPPLIES	0.00	19.56	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR TEEN PROGRAM SUPPLIES	19.56	
<a href="#">INV033516</a>	Invoice	11/07/2022	LR TEEN PROGRAMM SUPPLIES	0.00	9.05	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR TEEN PROGRAMM SUPPL...	9.05	
<a href="#">INV033517</a>	Invoice	11/07/2022	LR PROGRAMM SUPPLIES	0.00	85.41	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR PROGRAMM SUPPLIES	85.41	
<a href="#">INV033518</a>	Invoice	11/10/2022	LR TEEN PROGRAMM SUPPLIES	0.00	61.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR TEEN PROGRAMM SUPPL...	61.00	
<a href="#">INV033519</a>	Invoice	11/10/2022	LR PUBLIC WEB BROWSER ANNUAL RENEWAL	0.00	125.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LR PUBLIC WEB BROWSER ...	125.00	
<a href="#">INV033520</a>	Invoice	11/05/2022	LR BOOKS	0.00	467.25	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LR BOOKS	467.25	
Total Regular:					972.61	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	1	0.00	972.61
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	1	0.00	972.61

**Fund Summary**

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2022	972.61
			<b>972.61</b>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT06581 - 01/10/2023 MANUAL CHECK 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						
VEN03955	ALAN GEIER	12/08/2022	Regular	0.00	150.00	64248
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">DEC2022</a>	Invoice	12/08/2022	LIBRARY PERFORMANCE	0.00	150.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIBRARY PERFORMANCE	150.00	
Total Regular:					150.00	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	150.00
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	150.00

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	12/2022	150.00
			<b>150.00</b>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT06551 - 11/22/2022 LB

By Check Number

Vendor Number Vendor Name Payment Date Payment Type Discount Amount Payment Amount Number  
 Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST

Payment Type: Regular

0132	BAKER & TAYLOR, INC.	11/23/2022	Regular	0.00	267.00	64233
<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="#">5018002074</a>	Invoice	10/26/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	168.89	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	168.89	
<a href="#">5018002075</a>	Invoice	10/26/2022	BOOKS	0.00	5.78	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS	5.78	
<a href="#">5018020386</a>	Invoice	10/27/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	70.84	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	70.84	
<a href="#">H62830180</a>	Invoice	10/26/2022	BOOKS AND REFERENCE & MEDIA (FY 2022-...	0.00	21.49	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...	21.49	

0145	BRODART	11/23/2022	Regular	0.00	128.04	64234
<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="#">612969</a>	Invoice	10/28/2022	OFFICE SUPPLIES	0.00	128.04	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	128.04	

VEN03902	INVENGO AMERICAN CORP	11/23/2022	Regular	0.00	918.93	64235
<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="#">2715</a>	Invoice	11/01/2022	OFFICE SUPPLIES	0.00	918.93	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	918.93	

VEN04135	TABLE COVERS NOW	11/23/2022	Regular	0.00	1,057.60	64236
<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="#">888665027</a>	Invoice	10/25/2022	Table Covers - Branded	0.00	1,057.60	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Table Covers - Branded	1,057.60	

**Total Regular: 2,371.57**

**Bank Code APBWEST Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	4	0.00	2,371.57
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>2,371.57</b>

**Fund Summary**

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2022	2,371.57
			<b>2,371.57</b>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT06540 - 11/22/2022 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 11/09/2022 Regular 0.00 841.62 64133

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
<a href="#">INV033272</a>	Invoice	10/13/2022	LR LAMINATION FOR STORY PARK	0.00	28.71
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR LAMINATION FOR STORY...	28.71
<a href="#">INV033273</a>	Invoice	09/16/2022	LR TEEN PROGRAM. SNACKS	0.00	55.88
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR TEEN PROGRAM. SNACKS	55.88
<a href="#">INV033274</a>	Invoice	09/27/2022	LR SCARECROW BUILDING SUPPLIES	0.00	17.92
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR SCARECROW BUILDING S...	17.92
<a href="#">INV033275</a>	Invoice	10/04/2022	LR PAINT FOR BIG PUMPKIN SMASH	0.00	25.58
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR PAINT FOR BIG PUMPKIN...	25.58
<a href="#">INV033276</a>	Invoice	10/05/2022	LR CHILDREN'S PROGRAMMING SUPPLIES	0.00	648.20
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR CHILDREN'S PROGRAMM...	648.20
<a href="#">INV033277</a>	Invoice	10/13/2022	LR PASSIVE PROGRAM WALL MOSAIC PUZZLE	0.00	44.35
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR PASSIVE PROGRAM WALL...	44.35
<a href="#">INV033278</a>	Invoice	09/27/2022	LR SUPPLIES FOR SCARECROW PROGRAMMI...	0.00	20.98
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LR SUPPLIES FOR SCARECR...	20.98

Total Regular: 841.62

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	1	0.00	841.62
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>7</b>	<b>1</b>	<b>0.00</b>	<b>841.62</b>



Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2022	841.62
			841.62

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT06602 - LIB 12/22/22

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						
Payment Type: Regular						
0132	BAKER & TAYLOR, INC.	12/22/2022	Regular	0.00	1,839.93	64349
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5018030610</a>	Invoice	11/30/2022	BOOKS AND REFERENCE & MEDIA	(FY 2022-...	0.00	1,597.26
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		1,597.26
<a href="#">5018030611</a>	Invoice	11/30/2022	LIBRARY SUPPLIES		0.00	115.62
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES		115.62
<a href="#">5018051671</a>	Invoice	12/03/2022	BOOKS AND REFERENCE & MEDIA	(FY 2022-...	0.00	119.03
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS AND REFERENCE & ...		119.03
<a href="#">5018051672</a>	Invoice	12/03/2022	LIBRARY SUPPLIES		0.00	8.02
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		LIBRARY SUPPLIES		8.02
0201	EBSCO	12/22/2022	Regular	0.00	6,669.77	64350
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0489663</a>	Invoice	12/02/2022	ANNUAL PERIODICALS (2022-2023)		0.00	6,669.77
<a href="#">10000.90000.53501</a>		PERIODICALS		ANNUAL PERIODICALS (2022...		6,669.77
VEN03902	INVENGO AMERICAN CORP	12/22/2022	Regular	0.00	2,060.00	64351
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2732</a>	Invoice	11/09/2022	FE Technologies - Annual Maintenance (2022..		0.00	2,060.00
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		FE Technologies - Annual Ma..		2,060.00
VEN04152	KANOPY INC	12/22/2022	Regular	0.00	10.00	64352
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">326654-PPU</a>	Invoice	11/30/2022	VIDEOS		0.00	10.00
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		VIDEOS		10.00
1085	WORLD BOOK, INC.	12/22/2022	Regular	0.00	1,321.90	64353
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0001645310</a>	Invoice	11/28/2022	ENCYCLOPEDIA 2023 SET		0.00	1,321.90
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		ENCYCLOPEDIA 2023 SET		1,321.90

Total Regular: 11,901.60

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	5	0.00	11,901.60
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
	8	5	0.00	11,901.60

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	12/2022	11,901.60
			<b>11,901.60</b>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT06574 - 12/13/2022 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

1578 PETTY CASH FUND-LIBRARY 12/13/2022 Regular 0.00 41.23 64330

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV033417</a>	Invoice	10/02/2022	BIG PUMPKIN SMASH SUPPLIES	0.00	3.30
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		3.30
<a href="#">INV033418</a>	Invoice	11/01/2022	TEEN BLT PROGRAM SUPPLIES	0.00	5.51
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		5.51
<a href="#">INV033419</a>	Invoice	11/09/2022	TEEN SNACK CHAT SUPPLIES	0.00	9.69
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		9.69
<a href="#">INV033420</a>	Invoice	11/28/2022	NORTH POLAROID PROP/BACKDROP	0.00	18.73
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		18.73
<a href="#">INV033421</a>	Invoice	10/18/2022	LAUNDRY FOR PROGRAMMING	0.00	4.00
<a href="#">39006.90000.53999</a>			OTHER PURCHASED SUPPLI...		4.00

Total Regular: 41.23

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	1	0.00	41.23
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	41.23

**Fund Summary**

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2022	41.23
			<b>41.23</b>

---

Chair

---

Trustee

---

Trustee

---

Trustee

---

Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT06562 - 12/13/2022 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>						
<b>Payment Type: Regular</b>						
VEN03993	ALMER IMAMOVIC	11/22/2022	Regular	0.00	300.00	64151
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">11/19/22</a>	Invoice	11/22/2022	LIBRARY PERFORMANCE	11/19/22	0.00	300.00
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIBRARY PERFORMANCE 11...	300.00	
<b>Total Regular:</b>					<b>300.00</b>	

## Bank Code APBWEST Summary

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

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	11/2022	300.00
			<b>300.00</b>

---

Chair

---

Trustee

---

Trustee

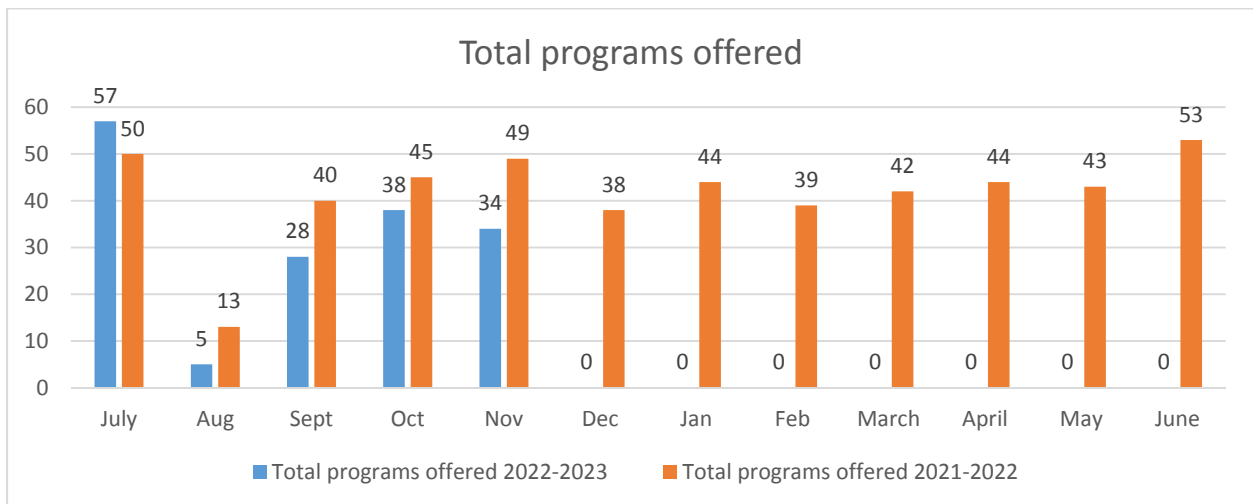
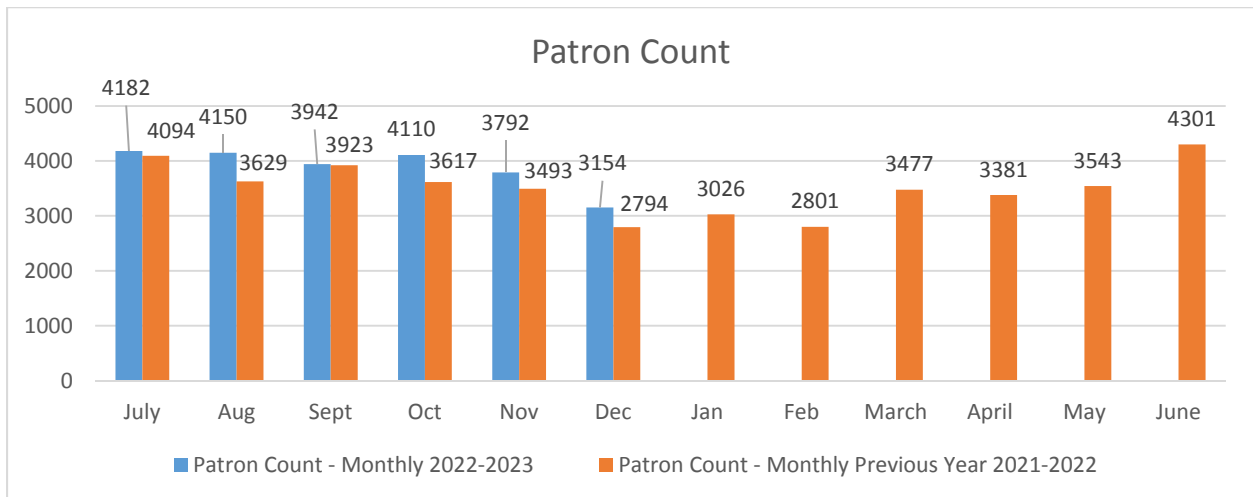
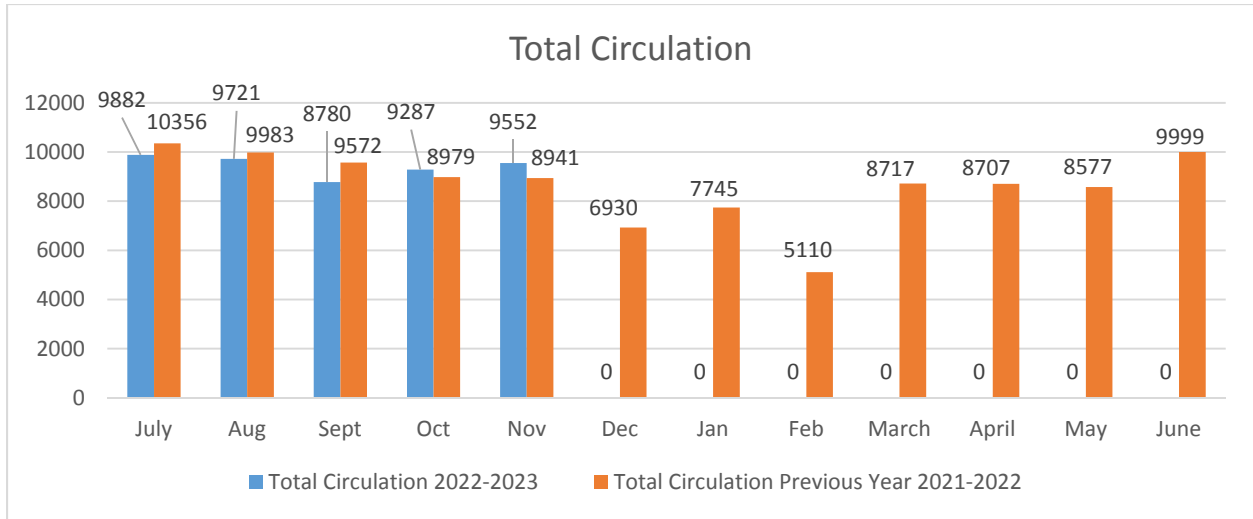
---

Trustee

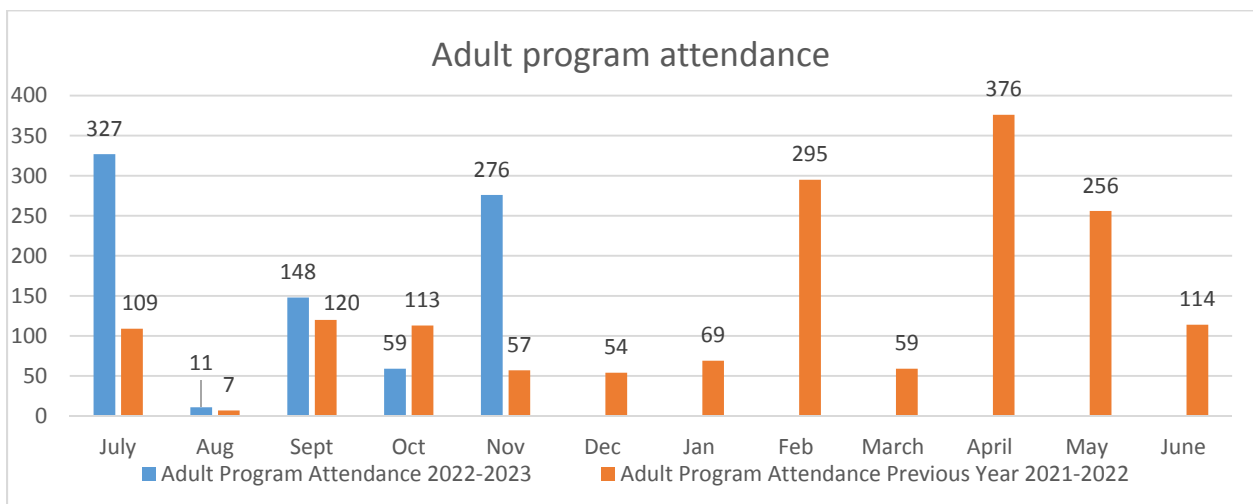
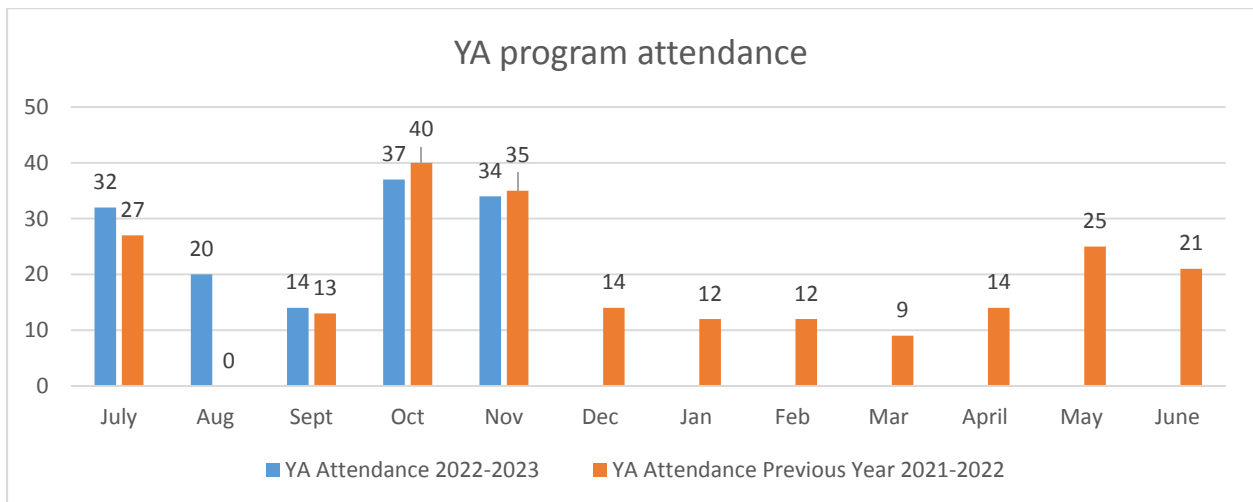
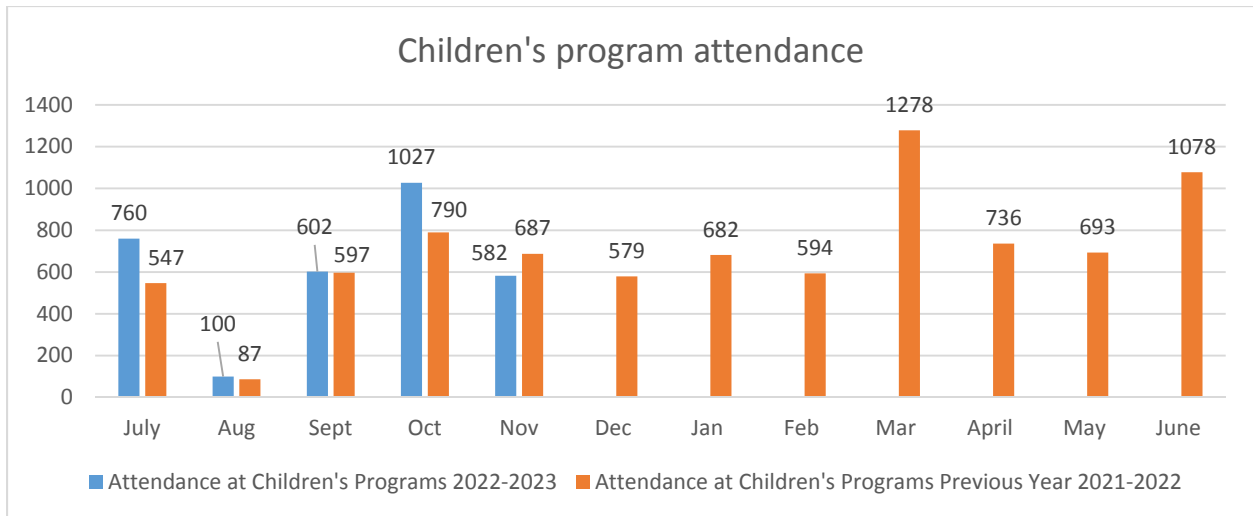
---

Trustee

## November 2022 Library Statistics







## November 2022 Online Content

In November, the Library had 42 social media posts with 2,043 reactions (likes/comments/views). Many were for the following:

This Week at the Library

Beginning Stitches

Bailey Canyon Nature Walk

Teen Awful Movie

Sewing Machine Basics

Cricut Workshop

Tails & Tales at the Library

Kanopy Streaming Service

Digital Services Meet & Greet

TikTok: Good book weather

Craft It! Owl Towel

3D Printing Workshop

Theatre 360: Clue

In-n-Out: Cover to Cover Reading

Display Case: Friends Silent Auction

Pajama Storytime

Check out a California State Parks Pass

Teen Anime Afternoon

Music & Mindfulness

TikTok: When you realize the truck you bought...

Holiday Closure: November 24, 25, 26

Pixelated Art

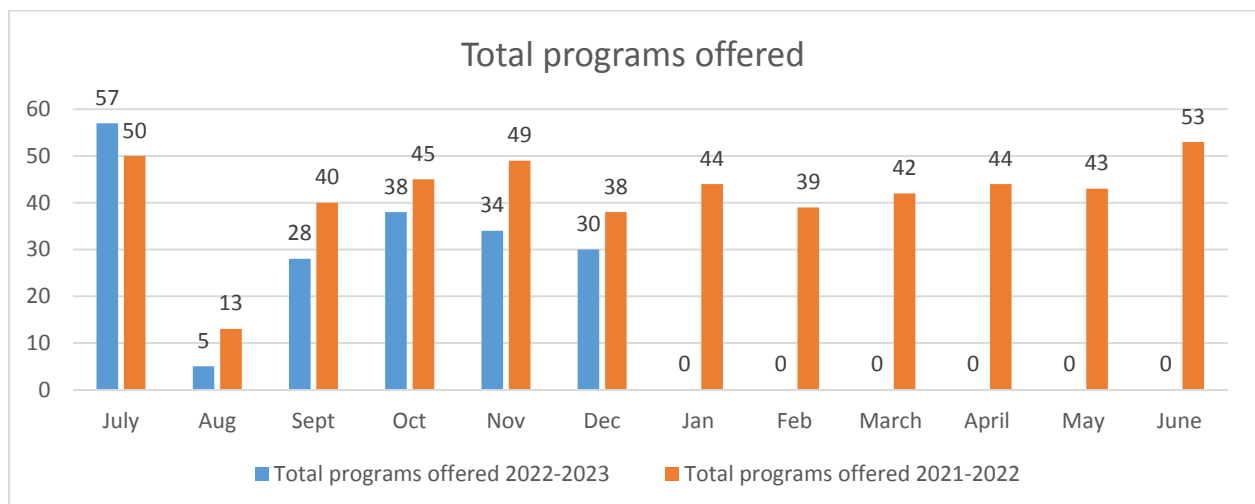
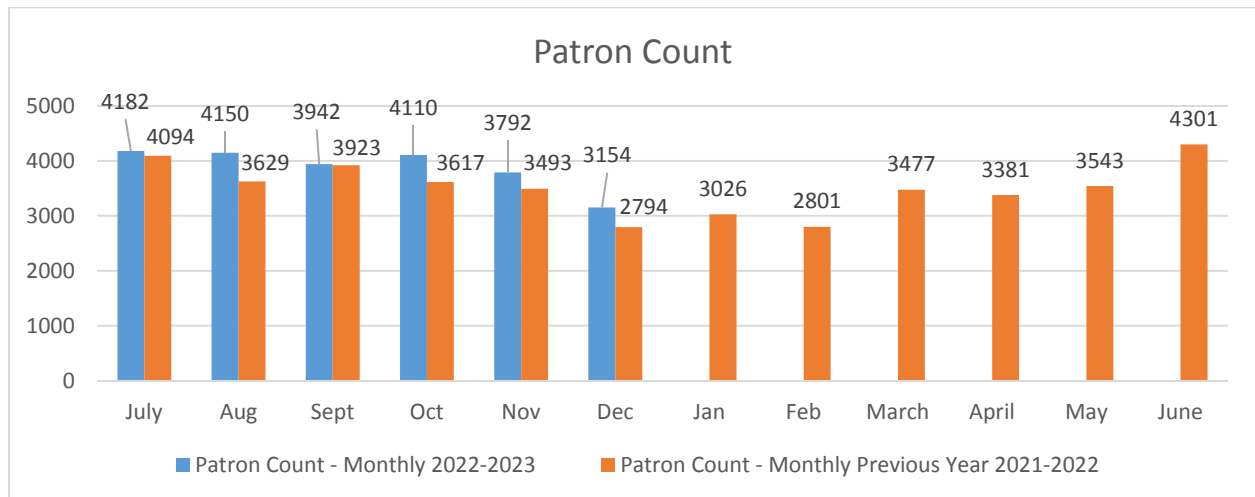
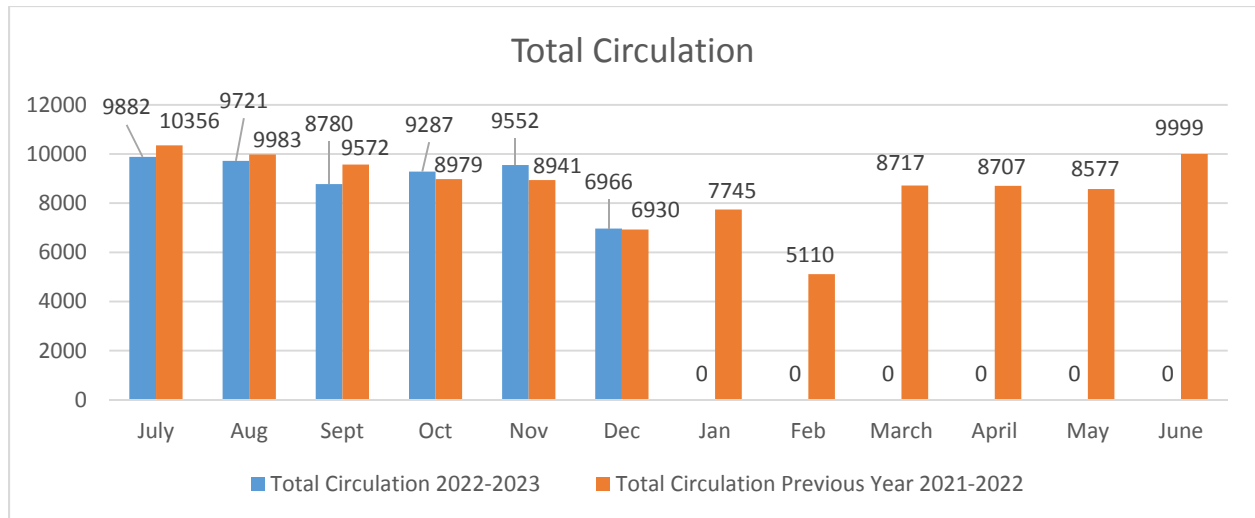
TikTok: Stock up this Holiday Season with your Library card

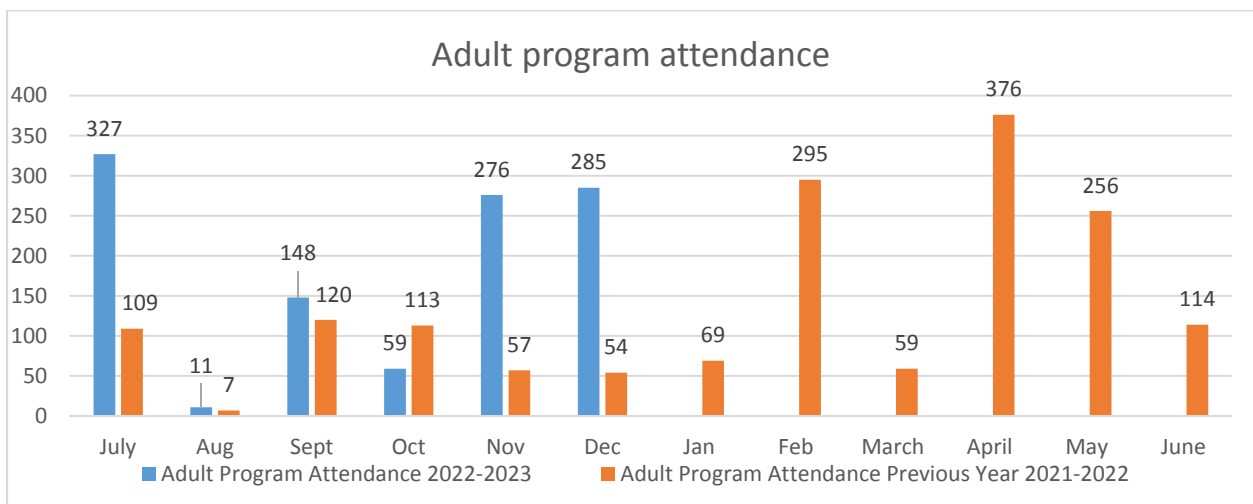
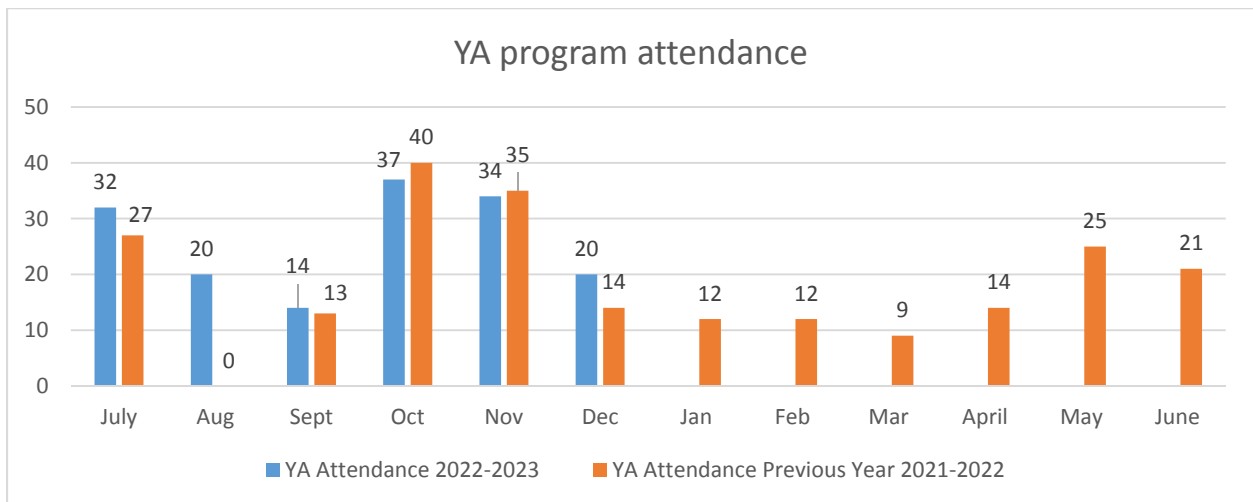
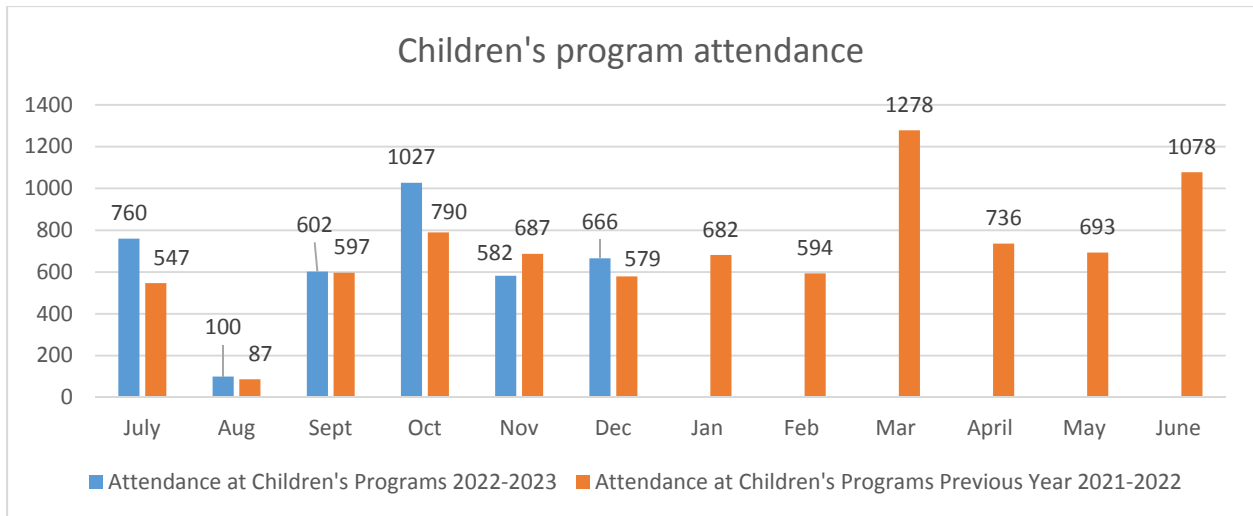
hat's happening with the Friends of the Library this week?

Community Mosaic: Very Hungry Caterpillar



## December 2022 Library Statistics





## December 2022 Online Content

**In December, the Library had 34 social media posts with 8,984 reactions (likes/comments/views). Many were for the following:**

## This Week at the Library

## Cricut Workshop

## Friends Best Used Book Sale

## Board Library Teens: Sorting candy

## Tails & Tales at the Library

### Display Case: Staff Picks

## Kanopy Streaming Services

T-Mobile Hotspots available

## Snap a North Polaroid Selfie with a Yeti

## TikTok: Public Libraries have all you need

## Music & Mindfulness

## Craft It! Winter terracotta pot

## Digital Services Meet & Greet

## Teen Snackchat

Thank you Sierra Madre Elementary 1st & 2nd Graders

Congratulations on completing the 1000 Books Before Kindergarten

## Gingerbread Jamboree

## Libby eBooks - what are you reading?

## 3D Printing Basics

## TikTok: Wear you Library CARDigan

### Civic Club Volunteers

## Holiday Closure - Stock up on Winter Reading

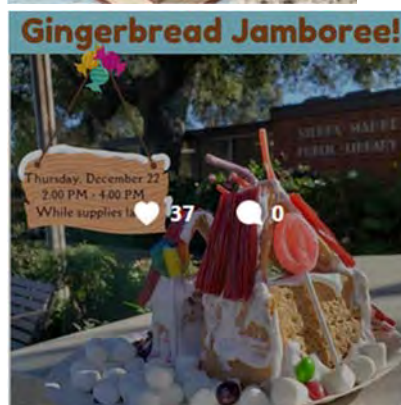
## Teen Anime

## Pajama Storytime

Thank you Sierra Madre Kinder & 4th Graders

## TikTok: Holiday Closure Reminder

North Polaroid: Happy Holidays from the Sierra Madre Library





# **Sierra Madre Public Library**

## **Laptop & STEAM Stations User Agreement**

In support of its Mission Statement, the Sierra Madre Public Library provides access and information to a diverse array of materials and educational opportunities. Through Laptop Checkout and STEAM Stations, the Library empowers our users to make, create and learn new skills.

### **ELIGIBILITY**

The Library's Laptops and/or STEAM Stations are available to any Library card holder in good standing who has signed this User Agreement. An adult must accompany users under age 13.

### **GENERAL RULES**

Some of the equipment may contain aspects, parts or components that could cause injury to the user if all Library rules, policies, procedures, and restrictions are not followed. Users agree to release the Sierra Madre Public Library from any and all liability for any loss or damage that may occur at the Sierra Madre Public Library and/or while checked out for personal use. Users also agree to release the Sierra Madre Public Library, its employees, agents, and representatives, from any and all liability, personal injury, claims, or damages which in whole or part result from, or arise out of, or are claimed to result from, or arise out of the use of the STEAM Stations, including equipment, tools, and materials therein. The Library is not responsible for any damage that may occur during the creation process this includes any damage that may occur to user's materials or projects.

Users are not permitted to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others, or is in violation of the manufacturer's terms of use.
- Firearms or replica firearms.
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights. (Machines will not be used to reproduce material that is subject to copyright, patent, or trademark protection.)
- No food or drink is allowed while using the Laptops or STEAM Stations.
- Users agree to abide by the Sierra Madre Public Library's Computer & Internet Policy.

### **LAPTOP/COMPUTER/TABLET/MOBILE HOTSPOTS**

- Users accept full financial liability for the tablet/laptop/mobile hotspot while it is checked out. Damage charges may include current repair or replacement costs.
- Laptops are for in-library use unless given permission from Library Staff.
- The User is responsible for removing all files and personal information before returning tablets/laptops.

### **3D PRINTING**

- Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format and the file size is no larger than 10MB.
- Cost: \$0.10 per gram for material used.
- Persons wanting to use the 3D Printer may use the Library files or may download or bring their own.

### **CRICUT**

- Users will use their own paper.
- Users may not purchase/download files onto the Library iPad.
- The Library is not liable for any malfunctions or misprints.
- Machines which are checked out and taken home will be monitored by the undersigned.

## SEWING MACHINE

- Users will use their own fabric and thread.
- User will immediately notify staff of any and all damage to equipment.
- Machines which are checked out and taken home will be monitored by the undersigned.

## RESERVATIONS

The Library reserves the right to make advance reservations for special purposes and events. The Library does not guarantee the availability of any equipment.

## VIOLATIONS

A violation of this User Agreement or the Library STEAM Stations Policy may result in the revocation of this Agreement and the loss of STEAM Stations privileges.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Library Card Number \_\_\_\_\_ Phone Number \_\_\_\_\_

I, \_\_\_\_\_ (name), have read and understand the above information and agree to follow all rules, policies, procedures, and restrictions relating to use of the STEAM Stations. I understand that these rules, procedures, and restrictions may change at any time and without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this agreement and/or utilizing any Laptop and/or STEAM equipment, I shall defend, indemnify, and hold harmless the Sierra Madre Public Library, the City of Sierra Madre, its employees, agents and representatives, from any and all liability, personal injury, claims, or damages which in whole or in part result from, or arise out of, or are claimed to result from or arise out of my use of the STEAM Equipment.

I also understand and agree that I am financially responsible for any and all damage done to Laptops and/or STEAM equipment resulting from my use or failure to follow all rules, policies, procedures, and restrictions. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian Information (applicable for minors)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian Library Card Number \_\_\_\_\_ Phone Number \_\_\_\_\_

STAFF USE ONLY – Note Added to Library Card (Date) \_\_\_\_\_ Staff Initials \_\_\_\_\_

## **SIERRA MADRE PUBLIC LIBRARY MEETING ROOM POLICY**

In keeping with our mission, the Library seeks to provide meeting space for programs of an educational, cultural, intellectual, charitable, advocacy, civic, informational, or governmental nature. The primary use of the meeting room shall be for the Sierra Madre Public Library, City of Sierra Madre, or other Library-sponsored activities. When otherwise available, the Library will offer the meeting room for the use of groups and patrons, regardless of their affiliation or beliefs. The room will be available for groups or patrons to conduct programs, meetings, seminars, study groups, planning sessions, training programs, and related activities.

In addition to Meeting Room Policies, all occupants are subject to the Library's Rules of Behavior. The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure Library policies are followed. Use of the Library's meeting room does not constitute Library or City of Sierra Madre endorsement of viewpoints expressed by participants in the program conducted therein. Advertisements or announcements implying such endorsement are not permitted.

### **GENERAL POLICIES**

- No more than 10 persons in the meeting room at one time.
- The meeting room may be reserved for up to 2 consecutive hours per day.
- Walk-in use of the meeting room is available to anyone on a first-come-first-served basis, with either an active library card or a valid state issued ID.
- Noise levels from the meeting room must not disturb Library patrons or staff.
- The meeting room must be vacated 15 minutes prior to the Library's closing time. Exact times may vary by day.
- There is no charge for use of the meeting room. In turn, a group may not charge an entry fee or any other type of fee for participants to attend the meeting held therein.
- Furniture may not be removed from the room, and blinds must remain open.
- Commercial uses of the meeting room are prohibited. This includes solicitations, admission or other charges, money-raising activities, and/or sales. Delivery of direct, hands-on healthcare services is also prohibited. This includes examinations, hands-on demonstrations, or treatments (however, the sharing of information about healthcare services is permitted).
- In the event the Library is unexpectedly closed, meetings scheduled during that time will be cancelled.
- Policies and procedures are subject to change without notice.

### **RESERVATION POLICY**

- To provide equitable opportunities for use of the meeting room, a group may reserve the space up to four times per month.
- If the room is not otherwise reserved, any walk-in single patron or group of patrons of up to 10 persons is welcome to immediately book the room for a maximum of two hours of use per day. Walk-in users of the room must first check in with the circulation desk to determine availability and secure the use of the space, and may do so an



unlimited number of times per month.

- Requests to reserve the meeting room may be made in person or over the phone and may be made up to two weeks in advance. All reservations require:
  - Name of the Responsible Party
  - Contact Phone Number
  - Library Card Number or Valid Driver's License Number
  - Equipment Needs (if any)
- Requests will be honored on a first-come, first-served basis.
- Notice of cancellation should be made to Library staff as soon as possible. After 15 minutes with no show or contact, a group forfeits its reservation.
- If a group fails to show for two meetings in a row and does not call to cancel, all future reservations may be forfeited and said no-shows can be cause for denial of future meeting room requests.
- Meetings will not be scheduled before or after Library hours. Group representatives may not enter Library buildings, nor will deliveries be accepted, before the regular opening time.
- Groups may not assign or transfer their reservations to other groups.

#### **CARE AND USE OF THE FACILITIES**

- Patrons must check in with staff before and after using the meeting room.
- Please leave the meeting room neat and in good order with all furniture returned to its original state, and trash collected in proper receptacles. Occupants will be held financially responsible for any and all damages which may occur as a result of facility use, and future use may be denied as a result of property damage.
- The Library will do its best to maintain meeting room equipment including television monitor, speaker, video cameras, and PC, but cannot guarantee availability or functionality on any given day.
- Equipment, supplies, or personal effects cannot be stored or left in the Library meeting room before or after use.
- Open aisles must be maintained to provide clear access to exits. Seating and/or supplementary furniture are not allowed in corridors outside the meeting room.
- Any announcements or notices to publicize an activity should not be posted or distributed on Library premises without prior approval from the Librarian in charge.
- The individual making the reservation will be held responsible for any and all damages that may occur as a result of the use of the facilities.

The City of Sierra Madre is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

Questions not covered in this policy should be addressed to Library staff at 626-355-7186.