



Sierra Madre Public
LIBRARY
Read • Discover • Connect

AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, October 28, 2020

4:00 PM

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

*Richard Procter, Chair; Rod Spears, Vice Chair;
Patricia Hall, Trustee; Shannon King, Trustee; Barry Ziff, Trustee*

CALL TO ORDER / ROLL CALL

Trustees Procter, Hall, King, Spears, Ziff

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 9, 2020 meeting.

COMMUNITY INPUT – COVID-19 NOTICE

As part of the City of Sierra Madre's COVID-19 transmission mitigation efforts, all City Council, Commission and Board meetings will be conducted virtually until further notice. The Brown Act provides the public with an opportunity to make public comments at any public meeting.

Public comment may be made by e-mail to csmart@cityofsierramadre.com with the subject heading PUBLIC COMMENT by 3:00 pm on October 28, 2020. Emails will be acknowledged at the Trustee meeting and read into public record with a limit of three minutes per person.

**To watch the meeting live, please access the live Zoom call
by visiting the following link: <https://bit.ly/CSMLIBTRUST>**

For more information, please contact City Librarian, Christine Smart via email at csmart@cityofsierramadre.com or by telephone at (626) 355-7186.

PUBLIC COMMENT

The Trustees will listen to the public on any item on the agenda. In addition, the Trustees will also devote time for public comment on items not on the agenda. Under the Brown Act, Trustees are prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

Each comment read on the record will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate Library Board of Trustee action.

CONSENT CALENDAR

- 1. Library Warrants** - Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$814.04, \$5,429.03, \$20,588.21, \$6,870.70, \$2,203.46, \$1,250.00, \$392.85, and \$1,970.19.
- 2. Library Statistics** - Recommendation to receive and file September Statistical Reports.

ACTION ITEMS AND REPORTS

1. RFID Project Final Presentation

Shannon McDermott, Library Management Intern, to present the results of the RFID library project.

2. Substantive Limitations & Procedural Steps to Qualifying an Initiative Petition for the Ballot

Assistant City Attorney Aleks R. Giragosian to present the substantive limitations & procedural steps to qualifying an initiative petition for the ballot.

3. Day Estate Fund Management

City Librarian Smart to present options for the management of the Day Estate Funds.

4. Library Grounds and the Future of Library Programming

City Librarian Smart to present, and Library Board of Trustees to discuss the outside improvement goals for the Library and the future of Library Programming.

5. Holiday Trustee Meeting Schedule

City Librarian Smart to discuss November and December meeting dates.

6. Friends of the Library Liaison Report

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

7. Trustees Updates

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

8. City Librarian Report

City Librarian Smart 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 special zoom meeting on Wednesday November 25 at 4:00 pm. If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 8 hours prior to the meeting.



Sierra Madre Public
LIBRARY
Read • Discover • Connect

MINUTES

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, August 26 2020

4:00 PM

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

*Richard Procter, Chair; Rod Spears, Vice Chair;
Patricia Hall, Trustee; Shannon King, Trustee; Barry Ziff, Trustee*

CALL TO ORDER / ROLL CALL

Trustees Procter, Hall, King, Spears, Ziff all present. Meeting called to order at 4:02 pm.

Richard Procter and Patricia Hall announced their formal resignation from the Library Foundation.

APPROVAL OF AGENDA

Trustee Hall motioned to approve the agenda, Trustee Spears seconded. All approved.

APPROVAL OF MINUTES

Trustee Ziff motioned to approve the minutes. Trustee Spears seconded. All approved.

PUBLIC COMMENT

No public comment for items not on the agenda.

ACTION ITEMS AND REPORTS

1. Day Estate Funds

City Manager Engeland brought forward for discussion the Day Estate Funds to review and make a recommendation. Trustee Ziff asked where the funds bound by City/State Law, to which the City Manager explained that yes, LAIF cannot invest in a way that is inconsistent with city or state law. Trustee Hall believes that the funds were not gifted directly to the Library, and the City Manager will look into that, but we are awaiting a legal opinion. Trustee King asked if the

funds have to be invested in the same way as the City, are we creating more work? What are the benefits? City Manager Engeland replies that he is not sure what council will say.

Trustee Ziff moved to accept option 2, Trustee Spears seconded. All approved.

A subcommittee was organized to review, including Trustee Hall, Chair Procter and city staff.

2. Library Site Plan

PUBLIC COMMENT:

Being in the midst of a pandemic, I appreciate the challenges it presents for people to consider long-lasting solutions to the Library's building and service needs. Before paring down the options, perhaps we can take this as an opportunity to discuss this with the broader library community. Personally, I want more information and a discussion about the recent Court decision CITY AND COUNTY OF SAN FRANCISCO, Plaintiff and Respondent, v. ALL PERSONS INTERESTED IN THE MATTER OF PROPOSITION C. For example, if a community group goes through the initiative process and places funding for a new building on the ballot, that would require a simple majority to pass.

The Friends of the Sierra Madre has already invested a substantial amount in the plans to meet current and future community needs, and this new court case should be part of a discussion.

Toni Buckner

Following City Librarian Smart's presentation, the Trustees discussed the alternatives. Chair Procter explained that since we cannot see the future, we must choose the best path forward for the Library. Trustee Hall wanted to make sure the back lot wasn't sold for the purpose of housing, and that no option should exclude the back lot... but that safety should be addressed.

The majority want to move forward with option 3. Trustee Hall believes that option 4 was the best option, but will go along with the group.

Trustee Ziff moved to approve option 3, Trustee Hall seconded. All approved.

ADJOURNMENT

Meeting adjourned at 5:31 pm.



City of Sierra Madre, CA

Check Register

Packet: APPKT05282 - LIB 09/08/20

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						
VEN03266	A TO Z DATABASES	09/08/2020	Regular	0.00	1,200.00	58734
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
503140	Invoice	08/26/2020	9/1/20-8/31/21 ATOZ DATABASES SUBSCRIP...	0.00	1,200.00	
39006.90000.53406		BOOKS AND REFERENCE		9/1/20-8/31/21 ATOZ DATA...	1,200.00	
0132	BAKER & TAYLOR, INC.	09/08/2020	Regular	0.00	581.08	58735
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016244659	Invoice	07/01/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	76.82	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	76.82	
5016244660	Invoice	07/01/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	2.81	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	2.81	
5016248431	Invoice	07/06/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	24.46	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	24.46	
5016248432	Invoice	07/06/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	4.53	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	4.53	
5016248747	Invoice	07/01/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	61.30	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	61.30	
5016265778	Invoice	07/13/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	34.84	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	34.84	
5016265779	Invoice	07/13/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1.79	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	1.79	
5016284194	Invoice	07/21/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	36.69	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	36.69	
5016284195	Invoice	07/21/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	9.06	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	9.06	
5016286248	Invoice	07/24/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	168.39	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	168.39	
5016286249	Invoice	07/24/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	4.37	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	4.37	
5016309304	Invoice	08/04/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	60.33	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	60.33	
5016309305	Invoice	08/04/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1.03	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	1.03	
H48318120	Invoice	07/07/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	24.78	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	24.78	
H48318121	Invoice	07/07/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	24.78	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	24.78	
H48531520	Invoice	07/13/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	20.64	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	20.64	
H48722820	Invoice	07/16/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	24.46	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	24.46	
0145	BRODART	09/08/2020	Regular	0.00	123.83	58736

Check Register

Packet: APPKT05282-LIB 09/08/20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
559811	Invoice	07/13/2020	OFFICE SIPPLIES: S ATTACH STRIPES	0.00	123.83	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SIPPLIES: S ATTACH ...	123.83	
0786	OFFICE DEPOT, INC	09/08/2020	Regular	0.00	65.28	58737
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
112030629001	Invoice	08/04/2020	OFFICE SUPPLIES:PAPER, CLEANER,SPRAY	0.00	50.89	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES:PAPER, CL...	50.89	
113538510001	Invoice	08/04/2020	OFFICE SUPPLIES:BATTERY	0.00	14.39	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES:BATTERY	14.39	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	21	4	0.00	1,970.19
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
	21	4	0.00	1,970.19

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2020	1,970.19
			<u>1,970.19</u>

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05296 - LIB 09/22/20

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
0132	BAKER & TAYLOR, INC.	09/22/2020	Regular	0.00	105.44	58883
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016339601	Invoice	08/17/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	34.04	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	34.04	
5016339602	Invoice	08/17/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.26	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	0.26	
5016363299	Invoice	08/25/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	60.33	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	60.33	
5016363300	Invoice	08/25/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1.03	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	1.03	
H49666530	Invoice	08/17/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	9.78	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	9.78	
0145	BRODART	09/22/2020	Regular	0.00	53.36	58884
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
562623	Invoice	08/26/2020	LIBRARY SUPPLIES	0.00	53.36	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY SUPPLIES	53.36	
0786	OFFICE DEPOT, INC	09/22/2020	Regular	0.00	156.18	58885
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
107014631001	Invoice	07/22/2020	COVID 19 LIB.SUPPLIES	0.00	146.38	
10000.09110.53999		OTHER PURCHASED SUPPLI...		COVID 19 LIB.SUPPLIES	146.38	
119814887001	Invoice	09/01/2020	OFFICE SUPPLIES: POUCHES	0.00	9.80	
29005.90000.53999		OTHER PURCHASED SUPPLI...		OFFICE SUPPLIES: POUCHES	9.80	
1578	PETTY CASH FUND-LIBRARY	09/22/2020	Regular	0.00	77.87	58886
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV027945	Invoice	08/26/2020	COVID 19 CLEANING SUPPLIES	0.00	39.06	
10000.09110.53999		OTHER PURCHASED SUPPLI...		COVID 19 CLEANING SUPPLI...	39.06	
INV027946	Invoice	07/30/2020	CRAFT PROGRAM SUPPLIES	0.00	7.72	
39006.90000.53999		OTHER PURCHASED SUPPLI...		CRAFT PROGRAM SUPPLIES	7.72	
INV027947	Invoice	08/06/2020	YOUTH/TEEN PROGRAMMING	0.00	10.10	
39006.90000.53999		OTHER PURCHASED SUPPLI...		YOUTH/TEEN PROGRAMMI...	10.10	
INV027948	Invoice	08/07/2020	YOUTH/TEEN PROGRAMMING	0.00	7.99	
39006.90000.53999		OTHER PURCHASED SUPPLI...		YOUTH/TEEN PROGRAMMI...	7.99	
INV027949	Invoice	08/04/2020	TEEN PROGRAM	0.00	13.00	

Check Register

Packet: APPKT05296-LIB 09/22/20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53999		OTHER PURCHASED SUPPLI...	TEEN PROGRAM		13.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	13	4	0.00	392.85
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
	13	4	0.00	392.85

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2020	392.85
			392.85

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05237 - LIB 08/11/20 FY2021

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						
VEN03799	CORRIE OSUNA	08/11/2020	Regular	0.00	1,000.00	58443
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000003	Invoice	08/01/2020	ACTIVITY CLASS/SEWING	0.00	500.00	
29005.90000.52200		CONTRACT SERVICES		ACTIVITY CLASS/SEWING	500.00	
0000004	Invoice	08/01/2020	ACTIVITY CLASS/SEWING	0.00	500.00	
29005.90000.52200		CONTRACT SERVICES		ACTIVITY CLASS/SEWING	500.00	
VEN03847	JEANNINE SAVEDRA	08/11/2020	Regular	0.00	250.00	58444
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV027697	Invoice	07/20/2020	LIBRARY CRAFT IT PRGM/MIXED MEDIA SUN...	0.00	250.00	
29005.90000.52200		CONTRACT SERVICES		LIBRARY CRAFT IT PRGM/MI...	250.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	2	0.00	1,250.00
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
	3	2	0.00	1,250.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2020	1,250.00
			1,250.00

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05233 - LIB 08/11/20 FY1920

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
1644	AMAZON	08/11/2020	Regular	0.00	1,393.12	58441
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
434998858548	Invoice	06/30/2020	COVID SAFETY SUPPLIES		25.35	
39006.09110.52200		CONTRACT SERVICES		COVID SAFETY SUPPLIES	25.35	
439446549374	Invoice	06/30/2020	LIBRARY BOOK		16.52	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOK	16.52	
445489799359	Invoice	06/30/2020	LIB CRAFT IT PRGM SUPPLIES		123.20	
29005.90000.52200		CONTRACT SERVICES		LIB CRAFT IT PRGM SUPPLIES	123.20	
446374438759	Invoice	06/30/2020	LIB CRAFT IT PRGM SUPPLIES		19.83	
29005.90000.52200		CONTRACT SERVICES		LIB CRAFT IT PRGM SUPPLIES	19.83	
448635834544	Invoice	06/30/2020	LIBRARY SUPPLIES		68.24	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY SUPPLIES	68.24	
454739648864	Invoice	06/30/2020	COVID SAFETY SUPPLIES		72.73	
39006.09110.52200		CONTRACT SERVICES		COVID SAFETY SUPPLIES	72.73	
464478947487	Invoice	06/30/2020	COVID SAFETY SUPPLIES		35.26	
39006.09110.52200		CONTRACT SERVICES		COVID SAFETY SUPPLIES	35.26	
467773678665	Invoice	06/30/2020	COVID SAFETY SUPPLIES		19.08	
39006.09110.52200		CONTRACT SERVICES		COVID SAFETY SUPPLIES	19.08	
467783489366	Invoice	06/30/2020	LIB DVDS		22.04	
39006.90000.53406		BOOKS AND REFERENCE		LIB DVDS	22.04	
469534564756	Invoice	06/30/2020	COVID SAFETY SUPPLIES		100.24	
39006.09110.52200		CONTRACT SERVICES		COVID SAFETY SUPPLIES	100.24	
476577799833	Invoice	06/30/2020	LIBRARY DVDS		31.06	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY DVDS	31.06	
534776655499	Invoice	06/30/2020	LIBRARY CRAFT PRGM SUPPLIES		34.17	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY CRAFT PRGM SUPPLI...	34.17	
548798537739	Invoice	06/30/2020	LIBRARY CRAFT PRGM SUPPLIES		11.01	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY CRAFT PRGM SUPPL...	11.01	
755798773563	Invoice	06/30/2020	LIBRARY BOOK		7.93	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOK	7.93	
779684878433	Invoice	06/30/2020	LIBRARY CRAFT PRGM SUPPLIES		107.97	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY CRAFT PRGM SUPPL...	107.97	
797387397743	Invoice	06/30/2020	COVID OUTDOOR TABLE EE SAFT DISTANCING		86.92	
39006.09110.52200		CONTRACT SERVICES		COVID OUTDOOR TABLE EE ...	86.92	
798839887788	Invoice	06/30/2020	LIB BOOKMARK CONTEST SUPPLIES		360.00	
39002.90000.53999		OTHER PURCHASED SUPPLI...		LIB BOOKMARK CONTEST S...	360.00	
899455757548	Invoice	06/30/2020	LIBRARY DVDS		98.66	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY DVDS	98.66	
987546876797	Invoice	06/30/2020	LIBRARY DVDS		133.63	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY DVDS	133.63	
996939775756	Invoice	06/30/2020	LIBRARY CHILDREN'S BOOKS		19.28	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY CHILDREN'S BOOKS	19.28	
0203	ELLEN'S SILKSCREENING	08/11/2020	Regular	0.00	810.34	58442

Check Register

Packet: APPKT05233-LIB 08/11/20 FY1920

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
74424	Invoice	06/30/2020	LIBRARY SUMMER PRIZES - TOTES	0.00	810.34	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY SUMMER PRIZES - ...	810.34	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	21	2	0.00	2,203.46
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
	21	2	0.00	2,203.46

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	8/2020	2,203.46
			2,203.46

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05191 - LIB 07/28/20 FY2021

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
VEN02711	AMERICAS PRINTER	07/28/2020	Regular	0.00	524.09	58288
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1181910	Invoice	07/08/2020	BOOKMARKS	0.00	524.09	
39002.90000.53999		OTHER PURCHASED SUPPLI...			524.09	
1379	CALIFA GROUP	07/28/2020	Regular	0.00	5,346.61	58289
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3479	Invoice	07/01/2020	NOVELIST and LIBRARY AWARE (EBSCO)	0.00	3,427.84	
39006.90000.53406		BOOKS AND REFERENCE		CALIFA - NOVELIST and LIBR...	3,427.84	
3669	Invoice	07/01/2020	ANCESTRY SUBSCRIPTION RENEWAL	0.00	1,918.77	
39006.90000.53406		BOOKS AND REFERENCE		ANCESTRY SUBSCRIPTION R...	1,918.77	
VEN03799	CORRIE OSUNA	07/28/2020	Regular	0.00	1,000.00	58290
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV0003	Invoice	07/16/2020	ACTIVITY CLASS/SEWING BEGINNING LEVEL	0.00	500.00	
29005.90000.52200		CONTRACT SERVICES		ACTIVITY CLASS/SEWING BE...	500.00	
INV002	Invoice	07/16/2020	ACTIVITY CLASS/SEWING BEGINNING LEVEL	0.00	500.00	
29005.90000.52200		CONTRACT SERVICES		ACTIVITY CLASS/SEWING BE...	500.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	3	0.00	6,870.70
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	3	0.00	6,870.70

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2020	6,870.70
			6,870.70

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05189 - LIB 07/28/20 FY1920

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
0132	BAKER & TAYLOR, INC.	07/28/2020	Regular	0.00	2,820.92	58280
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5016195603	Invoice	06/10/2020	BOOKS & REFERENCE	0.00	480.98	
39006.90000.53406			BOOKS AND REFERENCE		480.98	
5016195604	Invoice	06/10/2020	BOOKS & REFERENCE	0.00	28.34	
39006.90000.53999			OTHER PURCHASED SUPPLI...		28.34	
5016203360	Invoice	06/15/2020	BOOKS & REFERENCE	0.00	532.03	
39006.90000.53406			BOOKS AND REFERENCE		532.03	
5016203361	Invoice	06/15/2020	BOOKS & REFERENCE	0.00	11.80	
39006.90000.53999			OTHER PURCHASED SUPPLI...		11.80	
5016226036	Invoice	06/22/2020	BOOKS & REFERENCE	0.00	98.24	
39006.90000.53406			BOOKS AND REFERENCE		98.24	
5016226037	Invoice	06/22/2020	BOOKS & REFERENCE	0.00	2.58	
39006.90000.53999			OTHER PURCHASED SUPPLI...		2.58	
5016228210	Invoice	06/22/2020	BOOKS & REFERENCE	0.00	244.69	
39006.90000.53406			BOOKS AND REFERENCE		244.69	
5016228211	Invoice	06/22/2020	BOOKS & REFERENCE	0.00	45.31	
39006.90000.53999			OTHER PURCHASED SUPPLI...		45.31	
5016228496	Invoice	06/24/2020	BOOKS & REFERENCE	0.00	145.60	
39006.90000.53406			BOOKS AND REFERENCE		145.60	
5016228497	Invoice	06/24/2020	BOOKS & REFERENCE	0.00	6.38	
39006.90000.53999			OTHER PURCHASED SUPPLI...		6.38	
5016237141	Invoice	06/26/2020	BOOKS & REFERENCE	0.00	777.97	
39006.90000.53406			BOOKS AND REFERENCE		777.97	
5016237142	Invoice	06/26/2020	BOOKS & REFERENCE	0.00	31.43	
39006.90000.53999			OTHER PURCHASED SUPPLI...		31.43	
H44485730	Invoice	03/03/2020	BOOKS & REFERENCE	0.00	32.85	
39006.90000.53406			BOOKS AND REFERENCE		32.85	
H47903660	Invoice	06/17/2020	BOOKS & REFERENCE	0.00	86.74	
39006.90000.53406			BOOKS AND REFERENCE		86.74	
H47921770	Invoice	06/18/2020	BOOKS & REFERENCE	0.00	16.53	
39006.90000.53406			BOOKS AND REFERENCE		16.53	
H47921771	Invoice	06/18/2020	BOOKS & REFERENCE	0.00	152.01	
39006.90000.53406			BOOKS AND REFERENCE		152.01	
H47921772	Invoice	06/18/2020	BOOKS & REFERENCE	0.00	33.02	
39006.90000.53406			BOOKS AND REFERENCE		33.02	
H47973780	Invoice	06/23/2020	BOOKS & REFERENCE	0.00	16.52	
39006.90000.53406			BOOKS AND REFERENCE		16.52	
H47973781	Invoice	06/23/2020	BOOKS & REFERENCE	0.00	34.23	
39006.90000.53406			BOOKS AND REFERENCE		34.23	
H48204460	Invoice	06/26/2020	BOOKS & REFERENCE	0.00	10.60	
39006.90000.53406			BOOKS AND REFERENCE		10.60	
T23978380	Invoice	06/18/2020	DVD	0.00	33.07	
39006.90000.53406			BOOKS AND REFERENCE		33.07	
VEN03816	CATHERINE F BOBKOSKI	07/28/2020	Regular	0.00	250.00	58281

Check Register

Packet: APPKT05189-LIB 07/28/20 FY1920

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1_2020	Invoice	06/24/2020	SKETCHBOOK PAINTING LESSON	0.00	250.00	
29005.90000.52200		CONTRACT SERVICES		SKETCHBOOK PAINTING LES...	250.00	
0331	ERIC PETERSON CONSTRUCTION	07/28/2020	Regular	0.00	4,075.00	58282
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3726	Invoice	06/30/2020	RFID Library Remodel	0.00	4,075.00	
39006.90000.53406		BOOKS AND REFERENCE		RFID Library Remodel 2020	4,075.00	
VEN03796	INVENGO TECHNOLOGY CORP	07/28/2020	Regular	0.00	10,814.64	58283
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3025	Invoice	06/30/2020	FE Technologies Library - RFID (Phase 1)	0.00	10,814.64	
34002.90000.56010		IMPROVEMENTS O/T BUILD.. LS92001		FE Technologies Library - RF...	10,814.64	
0786	OFFICE DEPOT, INC	07/28/2020	Regular	0.00	33.22	58284
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
100309757001	Invoice	06/23/2020	OFFICE SUPPLIES	0.00	3.19	
39006.90000.53999		OTHER PURCHASED SUPPLI...		OFFICE SUPPLIES	3.19	
513995762001	Invoice	06/22/2020	OFFICE SUPPLIES	0.00	30.03	
39006.90000.53999		OTHER PURCHASED SUPPLI...		OFFICE SUPPLIES	30.03	
VEN01733	ORIENTAL TRADING CO	07/28/2020	Regular	0.00	249.01	58285
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
703920915-01	Invoice	06/19/2020	CRAFT IT PRGM SUPPLIES	0.00	88.16	
29005.90000.52200		CONTRACT SERVICES		CRAFT IT PRGM SUPPLIES	88.16	
703921650-01	Invoice	06/19/2020	LIBRARY PRGM SUPPLIES	0.00	160.85	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY PRGM SUPPLIES	160.85	
VEN01043	OVERDRIVE INC	07/28/2020	Regular	0.00	2,288.24	58286
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO20204236	Invoice	06/24/2020	EBOOKS AND AUDIOBOOKS	0.00	1,783.25	
39006.90000.53406		BOOKS AND REFERENCE		EBOOKS AND AUDIOBOOKS	1,783.25	
01148CO20205202	Invoice	06/25/2020	EBOOKS AND AUDIOBOOKS	0.00	504.99	
39006.90000.53406		BOOKS AND REFERENCE		EBOOKS AND AUDIOBOOKS	504.99	
1168	VERNON LIBRARY SUPPLIES, INC.	07/28/2020	Regular	0.00	57.18	58287

Check Register

Packet: APPKT05189-LIB 07/28/20 FY1920

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
440041	Invoice	02/20/2020	LIBRARY SUPPLIES		57.18	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY SUPPLIES	57.18	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	8	0.00	20,588.21
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
	31	8	0.00	20,588.21

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2020	20,588.21
			<u>20,588.21</u>

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05322 - LIB 10/13/20

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
1644	AMAZON	10/13/2020	Regular	0.00	661.88	58910
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
444665844567	Invoice	08/11/2020	LIBRARY PROGRAMMING	0.00	28.46	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY PROGRAMMING	28.46	
453675448377	Invoice	09/03/2020	LIBRARY CHILDREN PROGRAM	0.00	7.66	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY CHILDREN PROGR...	7.66	
463854953935	Invoice	09/03/2020	LIBRARY ADULT DVD	0.00	58.11	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY ADULT DVD	58.11	
466865749669	Invoice	08/30/2020	LIBRARY STEAM CRAFT	0.00	6.56	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY STEAM CRAFT	6.56	
484556386977	Invoice	08/26/2020	LIBRARY FRIENDS :KINSHO POCKET ALBUMS	0.00	33.53	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY FRIENDS :KINSHO ...	33.53	
544773585576	Invoice	09/01/2020	LIBRARY G&M:METAL FRAME	0.00	127.88	
39002.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY G&M:METAL FRAME	127.88	
549674339766	Invoice	09/01/2020	LIBRARY G&M: CLEAR PLASTIC SHEET	0.00	90.38	
39002.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY G&M: CLEAR PLAST...	90.38	
658956749948	Invoice	09/01/2020	LIBRARY COVID SUPPLIES:GLOVES	0.00	165.30	
10000.09110.53999		OTHER PURCHASED SUPPLI...		LIBRARY COVID SUPPLIES:G...	165.30	
663389459874	Invoice	08/25/2020	COVID PURCHASE:FACE MASK	0.00	25.30	
10000.09110.53999		OTHER PURCHASED SUPPLI...		COVID PURCHASE:FACE MA...	25.30	
747645979666	Invoice	09/03/2020	LIBRARY OFFICE SUPPLIES	0.00	5.50	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY OFFICE SUPPLIES	5.50	
898734576868	Invoice	08/26/2020	LIBRARY COVID PURCHASE :ANTIFOG SPRAY	0.00	11.63	
10000.09110.53999		OTHER PURCHASED SUPPLI...		LIBRARY COVID PURCHASE :...	11.63	
938533934685	Invoice	08/26/2020	LIBRARY STEAM CRAFT:FRIDGE LOCK	0.00	50.70	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY STEAM CRAFT:FRI...	50.70	
945983676589	Invoice	09/07/2020	LIBRARY CHILDREN PROGRAM	0.00	6.55	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY CHILDREN PROGR...	6.55	
968386874989	Invoice	08/26/2020	LIBRARY COVID PURCHASE:CLEAR MASK	0.00	17.63	
10000.09110.53999		OTHER PURCHASED SUPPLI...		LIBRARY COVID PURCHASE:...	17.63	
994493484436	Invoice	08/29/2020	LIBRARY STEM CRAFT	0.00	26.69	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY STEM CRAFT	26.69	
0132	BAKER & TAYLOR, INC.	10/13/2020	Regular	0.00	279.29	58911
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2035472726	Invoice	09/04/2020	BOOKS	0.00	55.19	
39002.90000.53406		BOOKS AND REFERENCE		BOOKS	55.19	
5016394539	Invoice	09/08/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	16.00	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	16.00	
5016394540	Invoice	09/08/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.89	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	0.89	
H50345050	Invoice	09/04/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	169.18	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	169.18	
H50504940	Invoice	09/09/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	38.03	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	38.03	

Check Register

Packet: APPKT05322-LIB 10/13/20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0201	EBSCO	10/13/2020	Regular	0.00	4,399.00	58912
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1000137428-1	Invoice	09/14/2020	FY 2020-21 Online Database - MasterFile Co...	0.00	4,399.00	
39006.90000.53406		BOOKS AND REFERENCE		FY 2020-21 Online Database ...	4,399.00	
0786	OFFICE DEPOT, INC	10/13/2020	Regular	0.00	88.86	58913
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
113632108001	Invoice	08/07/2020	MISC OFFICE SUPPLIES:BOX, BATTERY, TAPE,...	0.00	88.86	
10000.90000.53100		OFFICE SUPPLIES		MISC OFFICE SUPPLIES:BOX,...	88.86	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	22	4	0.00	5,429.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	22	4	0.00	5,429.03

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2020	5,429.03
			5,429.03

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05319 - LIB 10/13/20 MANUAL CHECK

By Check Number

Check Register

Packet: APPKT05319-LIB 10/13/20 MANUAL CHECK

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
1644	AMAZON	10/06/2020	Regular	0.00	814.04	58898
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
433763775545	Invoice	07/31/2020	LIBRARY MISC SUPPLIES		37.47	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC SUPPLIES	37.47	
439963585946	Invoice	07/11/2020	20-LIBRARY COVID PURCHASE		66.12	
10000.09110.53999		OTHER PURCHASED SUPPLI...		20-LIBRARY COVID PURCHA...	66.12	
445845675933	Invoice	08/05/2020	LIBRARY MISC SUPPLIES		37.47	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC SUPPLIES	37.47	
445958379876	Invoice	08/02/2020	LIBRARY MISC SUPPLIES		17.57	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC SUPPLIES	17.57	
447553438849	Invoice	08/02/2020	LIBRARY STEAM CRAFT		37.07	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY STEAM CRAFT	37.07	
469677695943	Invoice	07/29/2020	LIBRARY MISC SUPPLIES		70.54	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC SUPPLIES	70.54	
484854976636	Invoice	08/02/2020	LIBRARY DVD REQUEST		16.96	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY DVD REQUEST	16.96	
593866468637	Invoice	07/29/2020	LIBRARY CRAFT SUPPLIES		24.56	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY CRAFT SUPPLIES	24.56	
595363798789	Invoice	08/03/2020	LIBRARY CRAFT IT SUPPLIES		39.66	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY CRAFT IT SUPPLIES	39.66	
644379767633	Invoice	07/31/2020	LIBRARY CRAFT SUPPLIES		36.54	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY CRAFT SUPPLIES	36.54	
687383764745	Invoice	08/04/2020	LIBRARY COVID PURCHASE		17.63	
10000.09110.53999		OTHER PURCHASED SUPPLI...		LIBRARY COVID PURCHASE	17.63	
688898439434	Invoice	07/29/2020	LIBRARY MISC SUPPLIES		91.28	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC SUPPLIES	91.28	
779934835677	Invoice	08/10/2020	LIBRARY CRAFT SUPPLIES		12.67	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY CRAFT SUPPLIES	12.67	
798659754366	Invoice	07/11/2020	LIBRARY SUPPLY : TAPE		33.04	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY SUPPLY : TAPE	33.04	
874444658755	Invoice	08/04/2020	LIBRARY FRIENDS CRAFT SUPPLIES		9.91	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY FRIENDS CRAFT SU...	9.91	
878339594954	Invoice	08/02/2020	LIBRARY OFFICE SUPPLIES		17.62	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY OFFICE SUPPLIES	17.62	
8888355848973	Invoice	07/31/2020	LIBRARY CRAFT SUPPLIES		25.34	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY CRAFT SUPPLIES	25.34	
933996539646	Invoice	08/02/2020	LIBRARY FRIENDS CRAFT SUPPLIES		11.01	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY FRIENDS CRAFT SU...	11.01	
956883686474	Invoice	07/28/2020	LIBRARY MISC SUPPLIES		179.10	
29005.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC SUPPLIES	179.10	
977668656483	Invoice	08/04/2020	LIBRARY COVID SUPPLIES		32.48	
10000.09110.53999		OTHER PURCHASED SUPPLI...		LIBRARY COVID SUPPLIES	32.48	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	20	1	0.00	814.04
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
	20	1	0.00	814.04

Check Register

Packet: APPKT05319-LIB 10/13/20 MANUAL CHECK

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
---------------	-------------	--------------	--------------	-----------------	----------------	--------

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2020	814.04
			814.04

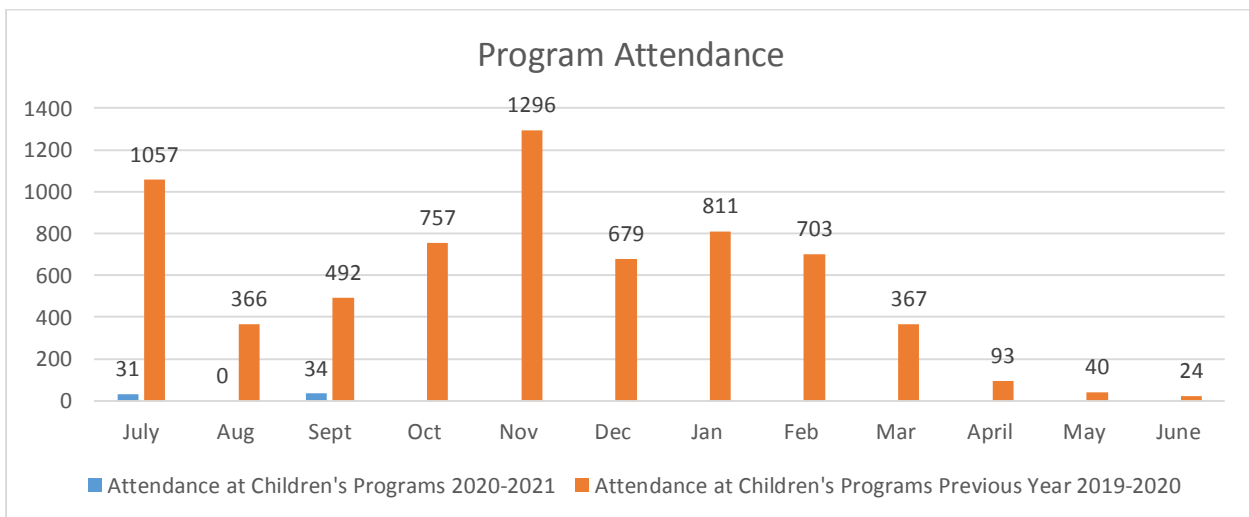
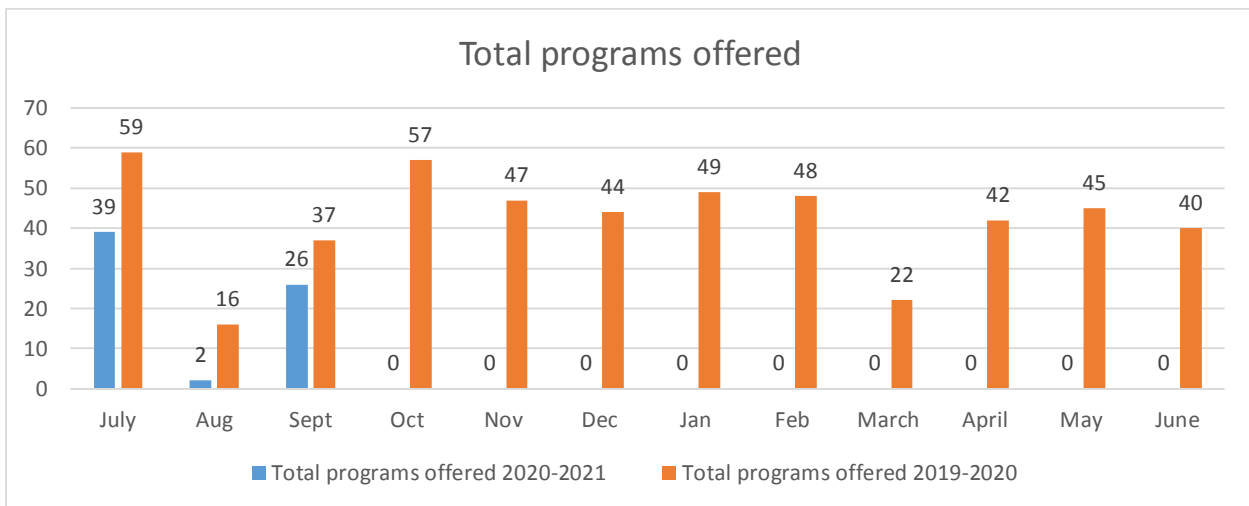
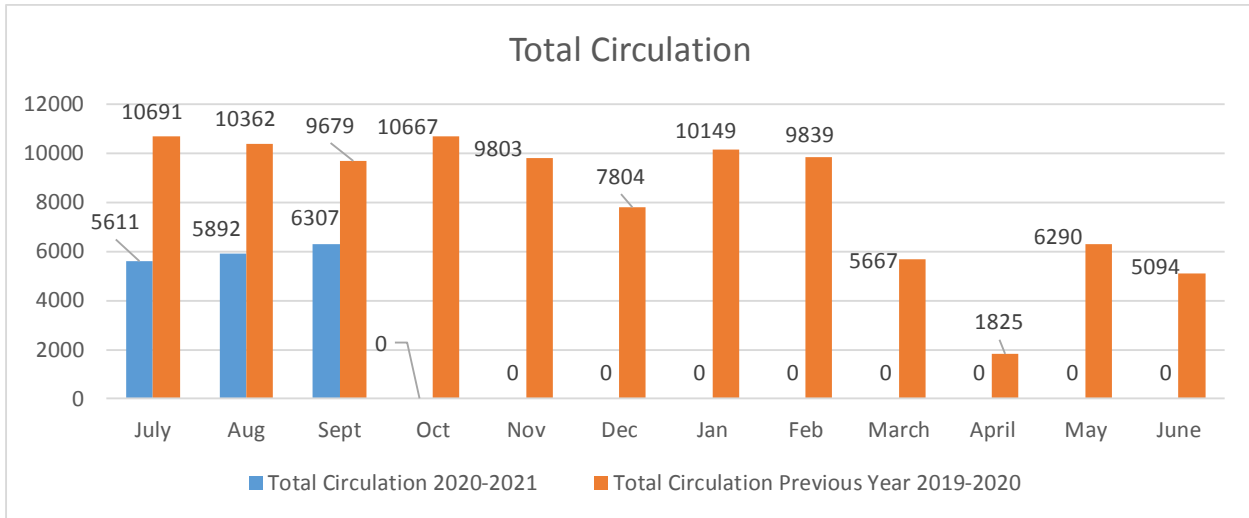
Chair

Trustee

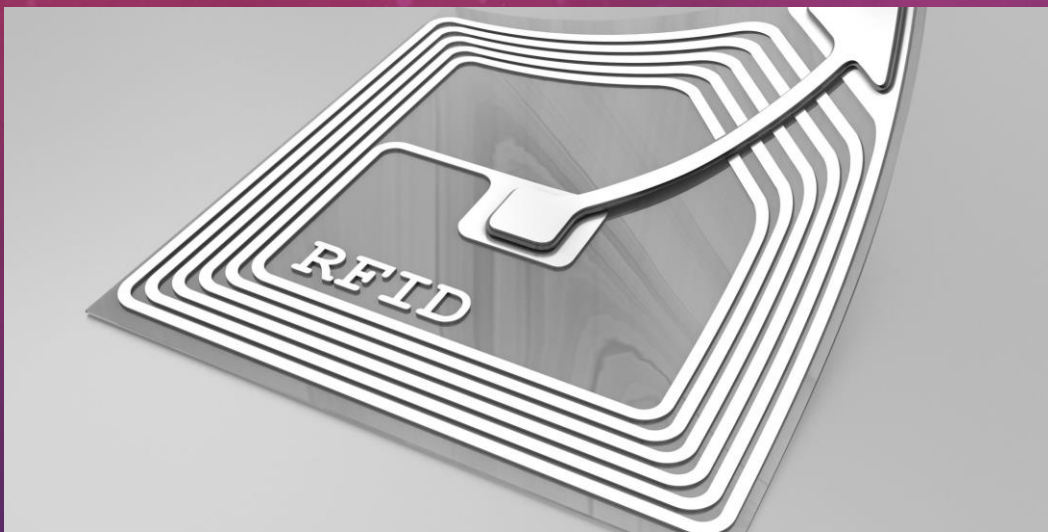
Trustee

Trustee

September 2020 Library Statistics



RFID PROJECT AT THE SIERRA MADRE PUBLIC LIBRARY



- MLIS Internship presentation by Shannon McDermott

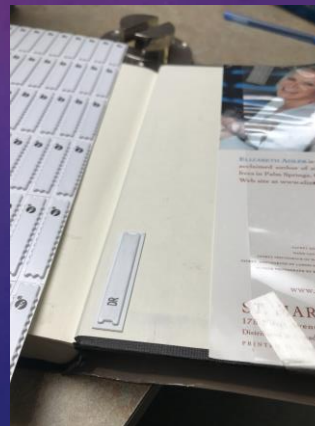
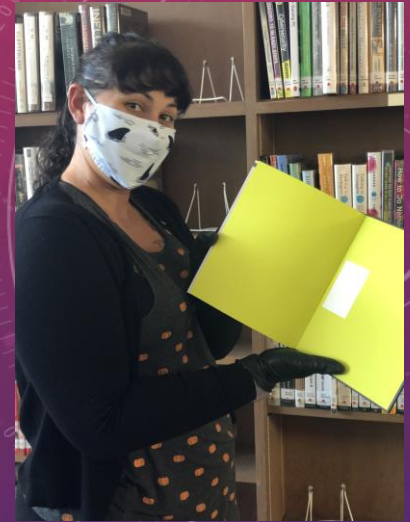
RESEARCH AND REVIEW

- What is RFID and how can it help us in Sierra Madre?
 - *Radio Frequency Identification*
- Research RFID:
 - *Research RFID technology in libraries.*
 - *Survey other libraries about their RFID installation and experience.*
 - *Determine potential cost, availability and process.*
 - *Bid the project and evaluate vendors.*
- Why FE Technologies?



TAGGING PROCESS

- Prepared and Tagged the Collection:
 - Collection weeded by 1,700 items to avoid tagging damaged or out of date items.
 - Tagging supplies received and staff trained to remove old security tags, position new RFID tags, and encode (connect) barcodes to new RFID tags.
 - SMPL staff tagged 46,745 items, including books, DVDs, puzzles, and kits over 3 months.
- Main collection tagging completed October 10th.



INSTALLATION AND BEYOND

- October 22 – install
 - *Security Gates*
 - *Two self-checkouts*
 - *Four staff stations*
- What's next?
 - *Contact free checkout for patrons*
 - *Better inventory control*
 - *Easier material management*
 - *Easier and faster checkout*





THANK YOU!

ANY QUESTIONS?

790 E. Colorado Boulevard, Suite 850
Pasadena, CA 91101-2109
Voice (213) 542-5700
Fax (213) 542-5710

COLANTUONO
HIGHSMITH
WHATLEY, PC

Aleks R. Giragosian
(213) 542-5734
AGiragosian@chwlaw.us

MEMORANDUM

TO: Honorable Chair Procter and Members of the Sierra Madre Board of Library Trustees FILE NO: 49011.0001

FROM: Aleks R. Giragosian, Assistant City Attorney DATE: October 28, 2020

CC: Gabe Engeland, Sierra Madre City Manager
Christine Smart, Sierra Madre City Librarian

RE: Substantive Limitations & Procedural Steps to Qualifying an Initiative Petition for the Ballot

INTRODUCTION

This memorandum is intended to provide individual Trustees of the Sierra Madre Library Board with the necessary information to exercise their right to qualify an initiative petition for the ballot. The first step is to recognize which actions cannot be submitted to the voters. A substantively flawed initiative petition may be rejected by the City Council or overturned through litigation. The second step is to understand the stringent procedural requirements to qualify an initiative for the ballot, which may be divided into four parts:

- notice of intention to circulate the petition,
- circulation of petition,
- City Council action, and
- an election.

SUBSTANTIVE LIMITATIONS

For purposes of an initiative regarding the construction of the public library, the most significant substantive limitation is the prohibition against administrative acts.

Voters may utilize the initiative process to initiate legislative acts, but not administrative ones. “Under an unbroken line of authorities, administrative or executive acts are not within the reach of the referendum process. The plausible rationale for this rule espoused in numerous cases is that to allow the referendum or initiative to be invoked to annul or delay the executive or administrative conduct would destroy the efficient administration of the business affairs of a city or municipality.”¹ An enactment that interferes with the City's ability to carry out its day-to-day business is not a proper subject of voter power.² Similarly, an enactment that would impose a straitjacket on the City to make it impossible to carry out the public business should not be allowed.³

“The test to distinguish a legislative act from an executive or administrative one is well-established: The power to be exercised is legislative in its nature if it prescribes a new policy or plan; whereas, it is administrative in its nature if it merely pursues a plan already adopted by the legislative body itself, or some power superior to it. Acts constituting a declaration of public purpose, and making provisions for ways and means of its accomplishment may be generally classified as calling for the exercise of legislative power. Acts which are to be deemed as acts of administration, and classed among those governmental powers properly assigned to the executive department, are those which are necessary to be done to carry out legislative policies and purposes already declared by the legislative body, or such as are devolved upon it by the organic law of its existence.”⁴

There are a number of other substantive limitations worth mentioning, including that the petition cannot:

- (1) direct the City Council to undertake a legislative act;⁵

¹ *Citizens for Jobs and the Economy v. County of Orange* (2002) 94 Cal.App.4th 1311, 1332, citation omitted.

² *Lincoln Property Co. No. 41, Inc. v. Law* (1975) 45 Cal.App.3d 230, 233–234.

³ *Housing Authority v. Superior Court* (1950) 35 Cal.2d 550, 559.

⁴ *The Park at Cross Creek, LLC v. City of Malibu* (2017) 12 Cal.App.5th 1196, 1203-1204 (internal quotations and citations omitted).

⁵ See *Marblehead v City of San Clemente* (1991) 226 Cal.App.3d 1504, 1506 (invalidating initiative that directed city council to revise plan and zoning ordinances to reflect concepts expressed in measure); *Widders v Furchtenicht* (2008) 167 Cal.App.4th 769, 784 (initiatives may be used to enact only statutes or ordinances, not “resolutions that declare policies without providing specific laws to be enacted”).

- (2) relate to matters committed to the City Council's discretion;⁶
- (3) impair essential government functions;⁷
- (4) regulate matters preempted by State or Federal law;⁸ or
- (5) impose arbitrary or discriminatory requirements or prohibitions.⁹

NOTICE OF INTENTION TO CIRCULATE PETITION

Only a registered voter of the City may propose an initiative.¹⁰ Before circulating an initiative petition, its proponents must file with the City Clerk:

- (1) the text of the measure, which may be accompanied by a written description of the measure not to exceed 500 words;¹¹
- (2) a notice of intention to circulate a petition;
- (3) a request for a ballot title and summary accompanied by the address of the requestor;¹² and
- (4) a proponent's certification in the form provided in subdivision (a) of Elections Code section 9608.

At least one proponent must sign the notice of intention, but not more than three.¹³ The notice shall be in substantially the following form:

"Notice is hereby given by the persons whose names appear hereon of their intention to circulate the petition within the City of Sierra Madre for the purpose of _____. A statement of the reasons of the proposed action as contemplated is as follows:"¹⁴

The first three filings must be retained by the City Clerk until the day after:

⁶ *Committee of Seven Thousand v Superior Court* (1988) 45 Cal.3d 491.

⁷ *City of Atascadero v Daly* (1982) 135 Cal.App.3d 466, 470.

⁸ *Voters for Responsible Retirement v Board of Supervisors* (1994) 8 Cal.4th 765, 779.

⁹ *Arnel Dev. Co. v City of Costa Mesa* (1981) 126 Cal.App.3d 330, 337.

¹⁰ *Chula Vista Citizens for Jobs & Fair Competition v. Norris* (9th. Cir. 2015) 782 F3d 520 (initiative right limited to electors).

¹¹ Elec. Code, § 9202.

¹² Elec. Code, § 9203.

¹³ Elec. Code, § 9202.

¹⁴ Elec. Code, § 9202.

- (1) the City Clerk determines the initiative petition does not contain the minimum number of signatures;
- (2) the election at which the initiative measure is put before the voters; or
- (3) the City Council adopts proposed ordinance.

The City Clerk must also retain a copy of the proponent's certification for eight months after the submission of the petition to the City Clerk or eight months after the certification of the election result.¹⁵

The City Clerk must immediately transmit the filings to the City Attorney, who is charged to prepare a title and summary for the measure within 15 days of its filing with the City Clerk.¹⁶ The City Clerk must then transmit the title and summary to the proponent, who must prepare the petition.

The Petition must include a heading in substantially the following form:

"Initiative Measure to be Submitted Directly to the Voters

The city attorney has prepared the following title and summary of the chief purpose and points of the proposed measure:

[City Attorney's Title and Summary]"¹⁷

This heading and the City Attorney's title and summary must be printed on the top of each signature page of the petition in at least 12-point font.¹⁸ The text of the measure must be in each section, after the heading and City's Attorney's title and summary, and be printed in at least 8-point type.¹⁹ Each petition section must also include the proponents' notice of intent to circulate the initiative,²⁰ and must allow a signor to include his or her:

- (1) signature;
- (2) printed name;

¹⁵ Elec. Code, § 9608.

¹⁶ Elec. Code, § 9203, subd. (a).

¹⁷ Elec. Code, § 9203, subd. (b).

¹⁸ Elec. Code § 9201, 9203, subd. (b).

¹⁹ Elec. Code, § 9201, 9203, subd. (b).

²⁰ Elec. Code, § 9207.

- (3) residence address, and
- (4) city of residence.²¹

Lastly, the petition must also satisfy format requirements for the signature lines and must contain a declaration that the petition may be circulated by a paid signature gatherer and the voter may ask about that status.²²

Before proponents may gather signatures, they must publish the notice of intention and the City Attorney's title and summary at least once in a newspaper of general circulation in the City.²³ The proponent must provide proof of the publication, including a copy of the notice and title and summary as published, along with a corresponding affidavit of a representative of the publishing newspaper, to the City Clerk within 10 days after publication.²⁴

CIRCULATION OF PETITION

After satisfying these requirements, the proponents may gather signatures.²⁵ Only registered voters of the City can sign the petition.²⁶ The person in charge of the circulation and the circulator of each petition section must sign the certifications required by Elections Code sections 9609 and 9610. The City Clerk must retain these for the longer of eight months after the submission of the signed petition to the City Clerk or eight months after certification of the election result.²⁷ Each petition section must including a declaration of the person soliciting the signatures, certified as to its truth and correctness, and listing:

- (1) circulator's name;
- (2) residence address;
- (3) dates between which all the signatures were obtained;
- (4) an acknowledgment by the circulator that:
 - (a) the circulator witnessed the writing of all signatures on that section;

²¹ Elec. Code, §§ 9201, 9020.

²² Elec. Code, §§ 100–101.

²³ Elec. Code, §§ 9205, 9207.

²⁴ Elec. Code, § 9206.

²⁵ Elec. Code, § 9207.

²⁶ Elec. Code, § 9020, subd. (b).

²⁷ Elec. Code, §§ 9609, subd. (c), 9609, subd. (c).

- (b) each is the genuine signature of the person whose name it purports to be; and
- (c) the circulator is at least 18 years old;
- (5) date and place of the execution on the declaration; and
- (6) circulator's signature.²⁸

All the sections of the petition must be signed and filed with the City Clerk within 180 days of the proponents' receipt of the title and summary.²⁹ The petition must be filed by the proponents or a person the proponents authorized in writing to do so. All sections of the petition must be filed at once, and no amendment to a petition may be made except by court order.³⁰ However, any person who signed the petition may withdraw his signature by filing a written request to do so before the day the petition is filed with the City Clerk.³¹

A petition must be signed by 10 percent of the City's voters, as determined by the county elections official's last report of voter registration.³² The voter threshold for a tax measure is five percent of the votes cast in the last gubernatorial election.³³ Upon receipt, the City Clerk counts the raw number of signatures. If fewer than the required number, the petition must be rejected. If equal to or greater than that number, the City Clerk must accept the petition and send it to the County Registrar of Voters, who has 30 working days to ascertain the number of registered City voters' signatures affixed to the petition.³⁴ If the petition contains over 500 signatures, the Registrar may use a statutory random sampling technique to verify signatures.³⁵ The Registrar shall attach a certificate to the petition showing the results of the signature verification.³⁶ If the signatures are insufficient, the initiative dies upon notice to the proponents. If the signatures are

²⁸ Elec. Code, §§ 9209, 9022, 104.

²⁹ Elec. Code, § 9208.

³⁰ Elec. Code, § 9210.

³¹ Elec. Code, § 103.

³² Elec. Code, § 9215. Before January 1, 2018, an initiative for a special election required 15 percent of voters. Assembly Bill No. 765 of that year eliminated this option. Now a special election is available only at the option of the City Council.

³³ Cal. Const., art. XIII C, § 3.

³⁴ Elec. Code, § 9210; Elec. Code, § 9114.

³⁵ Elec. Code, § 9115, subd. (a).

³⁶ Elec. Code, § 9114.

sufficient, the City Clerk must certify the results of the examination to the City Council at its next regular meeting.³⁷

The City Clerk must also assess the petition for compliance with statutory requirements. The City Clerk determines ministerially whether an initiative petition complies with Election Code requirements, and if not, the City Clerk must refuse to process it.³⁸ If a defective petition is rejected by the Clerk, the proponents may sue for judicial review of that decision. If not rejected by the Clerk, the City Clerk or City Council may sue to have a court decide its procedural defects. The California Supreme Court ruled in *Costa v. Superior Court*³⁹ that procedural defects in processing initiatives and referenda must be tested only for substantial compliance with statutory requirements.⁴⁰ “The doctrine of substantial compliance, however, cannot save a petition that misinforms the voters or fails to inform the voters of information necessary to exercise intelligently their rights.”⁴¹ If voters are not misled, a court is unlikely to disqualify a measure from the ballot due to a procedural error.

CITY COUNCIL’S OPTIONS

If a petition bears the minimum number of verified signatures of registered voters, then the City Council has four options:

- (1) adopt the initiative without alteration at the meeting the certified petition is presented or within 10 days thereafter;
- (2) submit it to the voters at the next regular election or at a special election to be held within 88 and 103 days later, at the Council’s option;
- (3) order a “Impacts Report” on the initiative to be presented to the City Council within 30 days, and, on or within 10 days of the reports’ presentation, either adopt the initiative or submit it to the voters;
- (4) submit its own competing measure to the voters; or

³⁷ *Ibid.*

³⁸ *Billig v. Voges* (1990) 223 Cal.App.3d 962, 968–969 (clerk rightly rejected petition which did not contain text of ordinance subject to referendum); see also *Myers v. Patterson* (1987) 196 Cal.App.3d 130, 136–137 (clerk had ministerial duty to reject initiative petition which did not contain notice of intent to circulate).

³⁹ *Costa v. Superior Court* (2006) 37 Cal.4th 986.

⁴⁰ *Id.* at pp. 1007–1008.

⁴¹ *Ruiz v. Sylva* (2002) 102 Cal.App.4th 199, 211 [citation omitted].

(4) sue to prevent the initiative's placement on the ballot, if the initiative is procedurally or substantively invalid.⁴²

The Impacts Report under Elections Code section 9212 may address any of the following, as the City Council directs:⁴³

- (1) fiscal impact,
- (2) effect on the internal consistency of the City's general and specific plans,
- (3) effect on land use,
- (4) impact on funding for infrastructure,
- (5) impact on the community's ability to attract and retain business and employment,
- (6) impact on the uses of vacant parcels of land, and
- (7) any other matters the City Council requests.

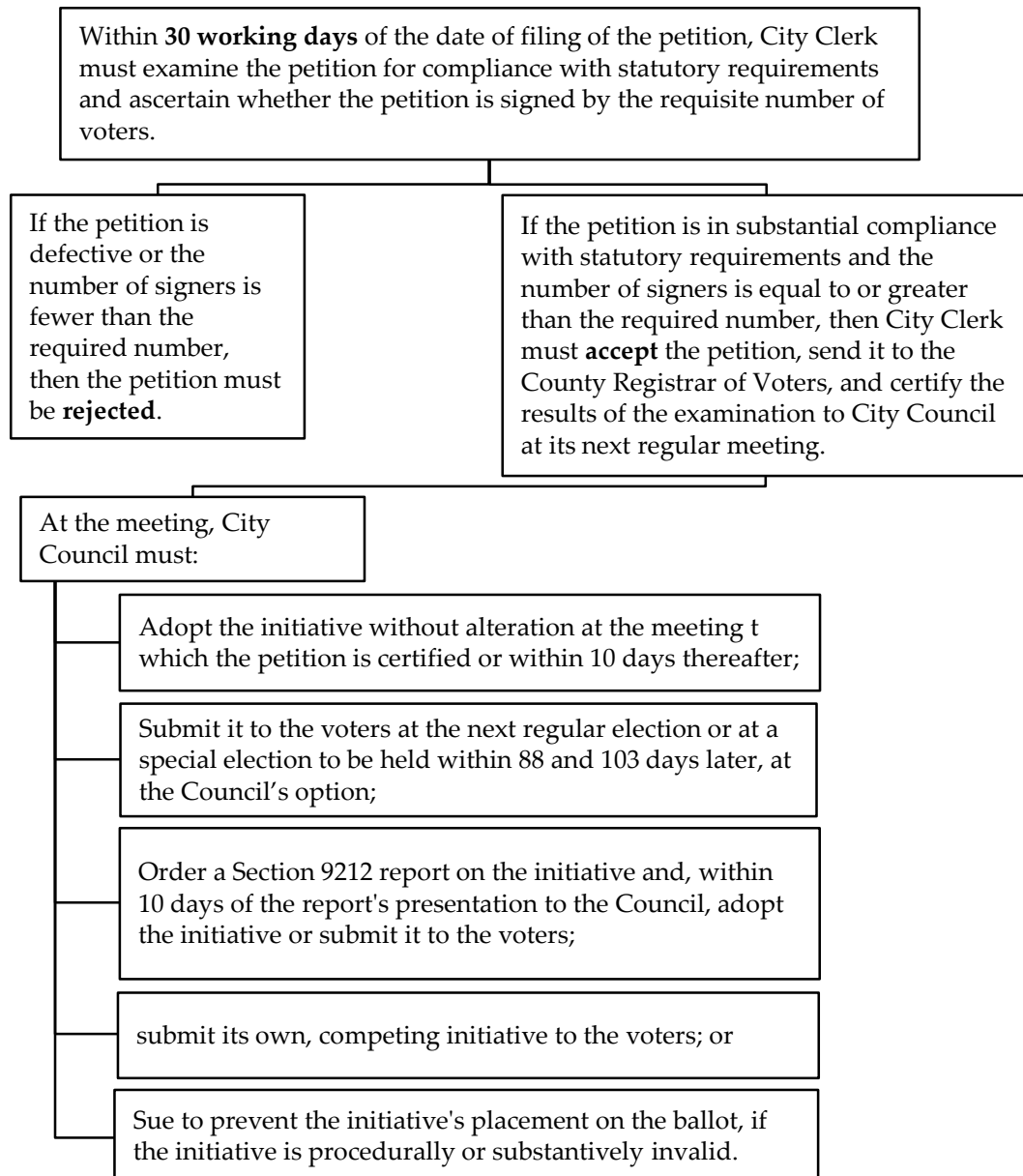
The report must be presented to the City Council within 30 days after the City Clerk certifies the sufficiency of the petition.⁴⁴ Requesting such a report at the meeting at which the City Clerk certifies the initiative allows additional time for Council and public review of the proposal.

⁴² Elec. Code, §§ 1405, 9215, & 9222.

⁴³ Elec. Code, § 9215, subd. (c).

⁴⁴ Elec. Code, § 9212.

Flowchart: City Actions After Petition Is Filed



THE ELECTION

Once an initiative has qualified for the ballot, “the responsible entity or official has a mandatory duty to place it on the ballot.”⁴⁵ A qualifying initiative must be placed on the ballot at either the next regular election at least 88 calendar days later or a special election to be held between 88 and 103 calendar days after calling the election.⁴⁶ After a 2018 amendment to the statute, the City Council alone can choose to call a special election.⁴⁷ Previously, the proponents could compel a special election with a request to that effect and signatures of 15 percent of City voters, rather than the 10 percent otherwise required. As a result, short of calling a special election, the earliest the City Council can place the initiative on the ballot is the November 8, 2022 General Election unless it calls a special election.⁴⁸

Proponents may file supporting arguments, and the City Council or any registered voter may submit an argument against.⁴⁹ An argument may not exceed 300 words.⁵⁰ The City Clerk must include a disclosure alongside the arguments noting they are the opinions of their authors.⁵¹ A ballot argument must be supported by the printed names and signatures of up to five proponents.⁵² All arguments must include the statement provided in Elections Code section 9600, certifying the authors’ belief the argument is true.

If a majority of voters approve an initiative, it is adopted when the City Council declares the result of the election and takes effect 10 days later unless an initiative provides for later effectiveness.⁵³ Due to recent case law, a higher threshold is not required for initiatives imposing, increasing, or recalculating a tax. A general tax and special tax initiative only require a simple majority for approval.⁵⁴

⁴⁵ *Citizens for Responsible Behavior v. Superior Court of the County of Riverside* (1991) 1 Cal.App.4th 1013, 1021.

⁴⁶ Elec. Code, § 1405.

⁴⁷ Elec. Code, § 9215.

⁴⁸ Elec. Code, § 1405, subd. (b).

⁴⁹ Elec. Code, § 9282, subd. (a).

⁵⁰ Elec. Code, § 9282, subd. (c).

⁵¹ Elec. Code, § 9282, subd. (d).

⁵² Elec. Code, § 9283.

⁵³ Elec. Code, § 9217.

⁵⁴ *City and County of San Francisco v. All Persons Interested in Matter of Proposition C* (2020) 51 Cal.App.5th 703.

MISCELLANEOUS ISSUES

Specific rules govern the withdrawal of an initiative or an argument. An argument for or against a ballot measure may be withdrawn by its proponent by the date fixed for filing arguments.⁵⁵ Proponents of an initiative may withdraw it before the 88th day before the election, whether or not the elections official has certified the petition.⁵⁶

Finally, City Council-sponsored initiatives are subject to California Environmental Quality Act (“CEQA”) review before they are placed on the ballot.⁵⁷ However, “CEQA review is not required before direct adoption of an initiative [by the City Council], just as it is not required before voters adopt an initiative at an election.”⁵⁸ *Tuolumne Jobs & Small Business Alliance*, decided in 2014, overturned the previous longstanding understanding that initiatives adopted directly by the City Council are subject to CEQA. Governor Brown vetoed a 2017 bill to overrule this decision.⁵⁹ Currently a voter-submitted initiative with sufficient valid signatures adopted by the Council or the voters is exempt from CEQA review.

The exemption from CEQA most often applies when the initiative petition seeks to change a specific land use. An initiative petition to impose a special tax likely would not implicate CEQA. As a result, the construction of the library itself would be subject to CEQA, but the initiative to raise funds for the library would not.

CONCLUSION

This memorandum summarizes the procedural and substantive requirements for an initiative petition. The initiative proponents may consult the City Clerk’s Office for questions regarding procedural issues and the City Attorney’s Office for questions regarding substantive issues. For more information, please contact Aleks R. Giragosian at AGiragosian@chwlaw.us or (213) 542-5734.

⁵⁵ Elec. Code, § 9601.

⁵⁶ Elec. Code, § 9215.5.

⁵⁷ *Friends of Sierra Madre v. City of Sierra Madre* (2001) 25 Cal.4th 165, 191.

⁵⁸ *Tuolumne Jobs & Small Business Alliance v. Superior Court* (2014) 59 Cal.4th 1029, 1043.

⁵⁹ Assem. Bill No. 890 (2017–2018 Reg. Sess.)



The Power of Initiative:

Substantive Limitations and Procedural Requirements

Sierra Madre Library Board of Trustees

October 28, 2020

Aleks R. Giragosian

COLANTUONO
HIGHSMITH
WHATLEY, PC

Substantive Limitations

The power of initiative extends only to legislative acts, not to executive, administrative, and adjudicatory acts.

Legislative Acts	Administrative/Adjudicatory Acts
Zoning Ordinances	Conditional Use Permit
General Plan Amendments	Variances
Specific Plan Amendments	Subdivision Map Approval
Taxation	Design Review Permit
Road Abandonments	Employee Discipline
Fixing Compensation of Elected Officials	Management of Financial Affairs

Substantive Limitations

- Cannot direct the Council to undertake a legislative act.
- Cannot relate to matters committed to the City Council.
- Cannot impair essential government functions.
- Cannot regulate preempted matters.
- Cannot be arbitrary or discriminatory.

Procedural Requirements

- Submission of Notice of Intent
- Circulation of Petition
- City Council Action
- Election



Submission of Notice of Intent

- Package for City Clerk
 - A notice of intention to circulate a petition
 - Text of measure & written description
 - Request for ballot title and summary
 - Proponent's certification
- Receipt of title and summary
- Preparation of petition
- Publication of petition

Circulation of Petition

- General Rule: must collect signatures from 10% of City's registered voters
- Exception: signatures from only 5% of City's registered voters for tax measure are required
- Deadline- 180 days from the receipt of title and summary
- City Clerk reviews for statutory compliance
- County Registrar of Voters will verify signatures within 30 days

City Council Options

- Adopt Initiative without alteration;
- Submit to the voters at the next regular election or special election;
- Order an impacts report to be presented within 30 days;
- Submit its own competing initiative to the voters;
- Sue to prevent the initiative's placement on ballot.

Election

- City Council places the initiative on the ballot
- Arguments in support and against are filed
- If majority of voters approve an initiative, the initiative takes effect 10 days after the City Council declares the result of the election at its next regular meeting.



Proposition 218

- Repeal or reduction of tax requires signature of 5% of voters to qualify
- General Tax- A tax imposed for a general purpose that is deposited in the General Fund and requires a majority vote.
- Special Tax- A tax imposed for a specific purpose and requires a two-thirds vote.
- An initiative general tax and special tax only require a simple majority for approval.

CEQA Limitations

- The California Environmental Quality Act applies to all discretionary projects
- CEQA applies to voter initiatives generated by the City Council.
- CEQA does not apply to citizen-sponsored initiatives, even where the initiative is adopted by the City Council rather than the voters.
- Construction of library would still be subject to CEQA

Colantuono, Highsmith & Whatley, PC

Southern California

790 E. Colorado Blvd., Suite 850
Pasadena, CA 91101-2109
(213) 542-5700

Northern California

420 Sierra College Drive, Suite 140
Grass Valley, CA 95945-5091
(530) 432-7357

www.chwlaw.us
www.californiapubliclawreport.com

COLANTUONO
HIGHSMITH
WHATLEY, PC



Library Board of Trustees

Rich Procter, Chair
Rod Spears, Vice-Chair
Patricia Hall, Trustee
Shannon King, Trustee
Barry Ziff, Trustee

SIERRA MADRE PUBLIC LIBRARY AGENDA REPORT

Day Estate Fund Management

To: Library Board of Trustees
From: Christine Smart, City Librarian
Date: October 28, 2020

STAFF RECOMMENDATION

Staff recommends the Library Board of Trustees provide direction among the alternatives. It is recommended that all interest generated from both the Library Gift and Memorial, and the proposed Day Trust Fund, be regularly deposited into the Trust.

ALTERNATIVES

1. The Library Board of Trustees may instruct staff to create a separate savings account entitled the Day Trust Fund and move the total of all six checks – \$752,594.45 – into the trust and invested in LAIF. To make use of the funds, \$25,000 would be transferred into the Library Gift and Memorial account on or around the 1st of July each year to be expended for Library services at the discretion of the Library Board of Trustees.
2. The Library Board of Trustees may instruct staff to create a separate savings account entitled the Day Trust Fund and move the total of all six checks – \$752,594.45 – into the trust and invested in LAIF. To make use of the funds, up to \$25,000 would be budgeted out of the Day Trust Fund and used for Library services at the discretion of the Library Board of Trustees.
3. The Library Board of Trustees may keep the funds in the Library Gift and Memorial account and budget up to \$25,000 annually to be used towards Library services at the discretion of the Library Board of Trustees.
4. Provide other direction not listed as an alternative.

BACKGROUND

Two long-time residents of Sierra Madre, Robert A. Day and Robert S. Day, provided a charitable contribution to the Sierra Madre Library in an amount of approximately \$750,000. The declaration of trust provided the following direction from the settlor: “It is SETTLOR’S desire, but not a requirement, that upon receipt by a Charitable Organization of a gift

hereunder, such Charitable Organization set aside such gift in a fund to be known as the ROBERT A. DAY FUND, from which no more than \$25,000 shall be expended in any one calendar year for the operating expenses or capital expenditures of such organization, until such time as the Fund is completely exhausted.”

The City began receiving distributions from the Trust in December of 2016. The most recent fund allocation of more than \$600,000 was received in January of this year. All funds received have been appropriately deposited into the City’s Library Gift and Memorial Fund and have remained in the fund since deposit.

The Day Trust funds were left to the Sierra Madre Public Library, and the fiduciary agent responsible for the use and disposal of these funds is the Sierra Madre Library Board of Trustees. Education Code section 18951 states, “All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and shall be applied to the purposes authorized in this chapter.” The Library Board of Trustees, through applicable local and State laws are to administer the funds in compliance with the intentions and direction of the donor.

On September 22, 2020, during a joint meeting of City Council and the Library Board of Trustees, it was concluded that the Day Estate would not be transferred to the Library Foundation at this time, and staff was instructed to present options to the Library Board of Trustees for the management of the Trust.

SUMMARY

The variation between each alternative may seem benign, but has a distinct impact on potential use of the funds:

- Alternative one creates a clear distinction between the Trust and Gift and Memorial (G&M), whereby funds may only be expended using the G&M account. In this way, the Trustees may choose to expend funds annually, or save the money for a number of years to accomplish a specific project needed for the Library.
- Alternative two is more restrictive, as the terms of the grant prevent the Trustees from expending more than \$25,000 annually. This would result in a “use it or lose it” option to expend up to \$25,000, or not.
- Alternative three keeps the status quo, and the Trustees would budget the use of the funds without creating a specific account.



Library Board of Trustees

Rich Procter, Chair
Rod Spears, Vice-Chair
Patricia Hall, Trustee
Shannon King, Trustee
Barry Ziff, Trustee

SIERRA MADRE PUBLIC LIBRARY AGENDA REPORT

Library Grounds and the Future of Library Programming

To: Library Board of Trustees
From: Christine Smart, City Librarian
Date: October 28, 2020

DIRECTION

At previous board of trustee meetings we have discussed the types of amenities we need to most optimally provide Library services during the pandemic and into the future. This was followed up with an on-site meeting with the Friends of the Library, Library Foundation, Library Board of Trustees and staff.

Please provide any additional comments and direction and staff will begin researching and bidding the work.

BACKGROUND

Since March 12, 2020, the Library has been working diligently to ensure the safety of members of our community and staff, while complying with the safer-at-home orders. These services have been 100% virtual or take and make, in strict compliance with local health orders, including grab and go crafts for all ages, brain games and coloring pages, virtual storytime and class visits, aloha Friday dance lessons and book clubs.

Starting November 2, the Library will move forward with a pilot program of a physically distant outdoor storytime and baby rhyme time. This will engage families in reading activities, provide a community of readers the opportunity to connect with each other in a safe way, and “meet the challenges of the future” as was wisely included in the Library’s Mission. Registration is required with a limited number of participants, and each child will sit in a designated play space to help them remain apart from their friends.

In the same way, the Friends of the Library have also pivoted their book sale into a mystery bag sale, allowing them to sell materials in a safe and contact-free environment.

The future of Library programs and services as the pandemic persists will be reliant on virtual, take and make, and outdoor programs and services, and we expect that these services will continue into the future on a case by case basis.

LIBRARY MISSION STATEMENT

The Sierra Madre Public Library is a community library dedicated to providing equal access to information services and programs reflecting diverse points of view, always endeavoring to be responsive to changing needs of the community, to preserving its history, and to meeting the challenges of the future. The library provides a welcoming environment, quality materials and technologies, and professional, dedicated staff.

The Sierra Madre Public Library upholds the public's right to know, and:

- Provides collections of both contemporary interest and permanent value reflecting residents' current and ongoing interests and popular culture, in the formats and quantities that meet their needs.
- Offers community members opportunities to gather to discuss issues and learn together and to share new experiences in the arts, sciences, and technologies.
- Provides the technologies, including new multi-media resources, required to support a growing home-based business clientele and lifelong learners.
- Preserves and makes available to researchers materials emphasizing the history of Sierra Madre and environs.
- Makes available information, materials, and programs that will increase residents' cultural awareness of the broader community in the San Gabriel Valley and Los Angeles County.

SUMMARY

Your recommendations will directly impact the community at large, and help the staff to prioritize what services should be planned for in an outdoor space.

Outdoor services might include:

- Storytime, Baby Rhyme Time and other preschool programming;
- Outdoor classroom and work space;
- Traditional school-aged assemblies with limited attendance;
- Book Clubs and other small gatherings;
- School-aged small group programs like STEAM Club;
- Volunteer opportunities;
- Book Sales with browsing; and
- Venue space for local businesses to provide classes and services.

The map below provides our current direction.



Sail Shaped Shade Structures

Grass and Irrigation

Sidewalk Level Street Seating and Irrigation

Friends of the Library Book Sale Structure

Fenced Friends Outdoor Storage

Library Dumpster with Fence Around it

EV Car Charging Parking Spot

Retaining Wall and Fence

Fenced Library Outdoor Storage

Slightly Elevated Program Platform/Pergola