



CITY OF SIERRA MADRE

LIBRARY BOARD REGULAR MEETING AGENDA

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

Monday, January 26, 2025, 5:00 P.M.

Commission Chambers, 232 W. Sierra Madre Blvd.

AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 355-7135. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

PUBLIC COMMENT & ACCESS

The Brown Act provides the public with an opportunity to make public comments at any public meeting. As an alternative, public comment may be submitted by e-mail to publiccomment@sierramadrecal.gov by 3:00PM on the day of the meeting. Emails will be acknowledged at the Commission meeting, filed into public record, and scanned onto the City website for public review.

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

CODE OF CONDUCT

The purpose of a Commission meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Commission's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Commission's ability to conduct City business are prohibited. No signs, posters, or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb, or otherwise impede the orderly course of the meeting.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

Catherine Adde

3. ROLL CALL OF TRUSTEES

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

4. REPORTS FROM TRUSTEES OF CITY BUSINESS

5. REPORT FROM LIBRARY DIRECTOR

6. REPORT FROM SIERRA MADRE LIBRARY FOUNDATION

7. REPORT FROM THE SIERRA MADRE HISTORICAL PRESERVATION SOCIETY

8. REPORT FROM THE FRIENDS OF THE SIERRA MADRE LIBRARY

9. REPORT FROM CITY COUNCIL LIAISON

10. PRESENTATIONS

- a. Presentation by Vertex Engineering and TSK Architects regarding the Library Meaningful Improvement Project
- b. Presentation by the Sierra Madre Director of Library Services on the Furniture, Fixtures, and Equipment for the Library Meaningful improvement Project
- c. Presentation by the Sierra Madre Director of Library Services on the Library's Grand Reopening, Ribbon Cutting, and Summer Reading Kickoff

11. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Any person wishing to speak before the Commission is asked to complete a Speaker Card and provide it to City staff prior to the start of the meeting. Speakers are generally limited to three (3) minutes per person and time may not be delegated; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the Commission is prohibited from discussing or taking action on any item not listed on the posted agenda.

Addressing the Commission from the audience is not permitted; all comments addressing the Council must be made from the podium. Only public comment made from the podium will be recognized by the Commission and entered into public record.

12. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the Commission requests that a specific item be removed from the Consent Calendar for separate discussion and action.

- a. Regular Meeting Minutes of November 24, 2025
CEQA: Not a Project
Recommended Action: Approve
- b. Library Warrants in the aggregate amount of: \$1,632.15, \$14,026.83, \$629,837.02; \$542,112.11; \$1,230.87
CEQA: Not a Project
Recommended Action: Receive and File
- c. Library Statistics for November and December 2025
CEQA: Not a Project
Recommended Action: Receive and File

13. DISCUSSION ITEMS

- a. Presentation of Student Commissioner Applicants
CEQA: Not a Project
Recommended Action: Provide Direction
- b. Presentation from Eagle Scout Oliver Farnam on Lending Tool Library
CEQA: Not a Project
Recommended Action: Provide Direction

14. ITEMS FOR FUTURE AGENDAS

15. ADJOURNMENT

The Library Board will adjourn to its next regular meeting on Monday, February 23, 2026.

Sierra Madre Public Library Grand Reopening & Summer Reading Kickoff Event

10:00 AM to 5:00 PM

10:00 – 11:00 AM: Ribbon Cutting Ceremony

Outside South Entrance

- Welcoming - City Manager Michael Bruckner
- Opening Remarks - City Librarian Leila Regan
- Presenters
 - Mayor Kristine Lowe – Confirmed
 - Former Assembly Member Chris Holden – Confirmed
 - *Assemblymember John Harabedian*
 - *Congresswoman Judy Chu*
 - *State Senator Anthony Portantino*
 - California State Librarian Greg Lucas or Natalie Cole – Confirmed
 - *Los Angeles County Supervisor of “5th District” Kathryn Barger*
 - Library Foundation President Rob Stockly – Confirmed
 - Friends of the Library President Jeanne Martin – Confirmed
 - Library Board of Trustee Chair Leigh Gluck – Confirmed
 - Former Library Board of Trustee Rich Procter – Confirmed
- Closing Remarks – City Librarian Leila Regan

11:00 AM – 1:00 PM: Block Party

Parking Lot

- Coffee Stand by Syndicate? Coffee.jpg? Look into alternatives? Altadena uses Bevel – start at 9:30 AM
- Airbrush Face Painting – Need to find and book someone.
- Food (While Supplies Last) – Lord Empanada (Booked) \$1,326.00
 - Trustees will hand out food while supplies last:
 - 100 Pepperoni Pizza (Kids)
 - 100 Soychorizo (vendor recommended for vegan and they will still taste good after awhile)
 - 100 Spinach & Cheese (Vegetarian)
 - 100 Chicken (No Cheese)
 - 200 Birria Queso
- Fred Thomas as DJ/Sound System coordinator – Waiting on quote
- Photo Booth – Katie Trello – Sales@photoboothshoot.com – Waiting on quote | W9
<https://www.instagram.com/photoboothshoot?igsh=MzRIODBiNWFIZA==>
 - *Contacted 10/21/2025*
- “Goody bag” handouts while supplies last.
- Booths/pop ups of local organizations and city departments (FOL, Foundation, SMHPS, etc)

11:00 AM: Ribbon Cutting/Library Opens to the Public

Outside South Entrance

11:00 AM: Lion Dance (Booked - \$600)

Outside South Entrance - SGVCCA (<http://www.sgvcca.org/>)

11:00 AM – 6:00 PM: Passive Program: Scavenger Hunt in the Library

11:00 AM – 6:00 PM: Photo Booth: Nook (Passive)

12:00 PM: Summer Reading Kickoff Performer – Thor’s Reptiles – Booked
Community Meeting Room

1:00 PM: Sierra Madre Music Academy Showcase – Contacted Sierra Madre Music 10/21/2025 - Booked
Community Meeting Room

1:00 – 3:00 PM: Hand out ice creams and other frozen treats from coolers
Parking Lot/South Entrance

3:00 – 5:00 PM: Puzzle Competition – Trustee Laura Palmer to Assist
Community Meeting Room

SAVE
the
DATE

Sierra Madre Public
LIBRARY

**GRAND REOPENING &
RIBBON CUTTING
CEREMONY**

**Saturday, June 6, 2026
10:00 AM**

**440 W Sierra Madre Blvd.
Sierra Madre, CA 91024**

*You're
Invited*



MINUTES

LIBRARY BOARD OF TRUSTEES MEETING

Monday, November 24, 2025

5:00 PM

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

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

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

CALL TO ORDER / ROLL CALL

Present: Chair Gluck and Trustees: Gallagher, Palmer, and Sands.

Late: Trustee Adde arrived late

Meeting called to order at 5:01 PM

PLEDGE OF ALLEGIANCE

Trustee Gallagher performed the Pledge of Allegiance in place of Trustee Adde

APPROVAL OF AGENDA

Trustee Sands moved to approve the Agenda

Trustee Palmer Seconded

All were in favor

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from October 27, 2025, meeting.

Trustee Sands moved to approve the minutes as written

Gallagher seconded

All were in favor

PUBLIC COMMENT

Josh Wolf Senior Planner for the City of Sierra Madre announced that the City is updating the General Plan for the Open Space Conservation Elements as required by State law regarding equitable access to open space. There will be a workshop on December 10th at the Hart Park

House from 6:30-8:00 pm. There is also a survey to everyone to participate in open until December 18th.

CONSENT CALENDAR

- 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$6,077.76, \$638,504.81, \$1,480.70, \$1,632.15, \$14,026.83, \$120.47
- 2. Library Statistics** – Recommendation to receive and file October 2025 Statistical Reports.

Comments/Questions:

Chair Gluck asked about the single CLA Conference membership fee vs. the multiple registration fees.

City Librarian Regan confirmed memberships expire on different dates and staff renews as needed.

Trustee Sands asked why Children's program attendance statistics were cut in half from October of last year.

City Librarian Regan replied reduction was probably due to weather as some programming is outside and there were class visit cancellations as well due to weather. Also, the Library is gearing up for the move which may also have contributed to patrons assuming the Library was not doing as much programming.

Trustees moved to receive and file Consent Calendar items as discussed

ACTION ITEMS AND REPORTS

1. Library Meaningful Improvement Update

Brian Dickinson, Public Works Contractor introduced himself and provided an update and summary on the project. No action was required. He has been here for 5 weeks and is filling in for the Public Works Department while they are recruiting for a Director. He has specific assignments, the Library building being one of them. A few updates are there were a few delays to the switchgear and transformer due to weather. They are working on a change order for outside outlets. Working on the retaining wall. Rear facing window didn't install to plan but has since been corrected. Working on getting a full project schedule as they haven't gotten it from the Project Manager, Vertex or the construction company AMG to see when we're going to complete the project. When Public Works receives it, it will be passed on to the Trustees.

Comments/Questions:

Trustee Gluck asked if Dickinson was aware of the grant deadline and need to finish by end of March.

Dickinson confirmed he is aware of that and will pass on the schedule when he gets it.

2. Youth Commissioner Discussion

Library Director Leila Regan led discussion of the City's Youth Commissioner Initiative. There is one youth commissioner interested in joining the Library Board of Trustees. It was recommended the Board discuss and decide on the approval of adding a youth commissioner to the Library Board of Trustees.

Comments/Questions:

Trustee Sands what would their scope be/what can they do? Wants to make sure they are tasked with purpose so they can learn and grow.

City Librarian Regan answered they would provide community insight from teens and engage in discussion and get their feet wet in local government. Perhaps volunteering at events and attending Trustee meetings.

Mayor Lowe added they aren't tasked like an intern, they are more like Trustees. You can give them assignments – and have them weigh in with opinions. They would provide input from the teen perspective.

Chair Gluck asked if there are standards set for the student commissioner?

Mayor Lowe – they are the same as Trustees, she can get a copy to the Trustees. But student commissioners would not have ability to make approvals.

Trustee Gallagher suggested that they tighten up Roberts Rules to drive this so students can really be included and comfortable and understand how the group functions.

Trustee Sands asked if the Trustees get to interview the applicants.

Mayor Lowe commented the student applicants would be treated by the Board similar as Trustee applications are treated by the City Council. Applicants would be invited to the next Trustee meeting to speak to their application and introduce themselves. Then the Board would discuss and vote on the applicants.

Trustee Adde moved they approve having up to two student commissioners on the Library Board and hold interviews at the January meeting.

Trustee Sands seconded

All were in favor

3. Library Reopening & Ribbon Cutting Ceremony Discussion

City Librarian Regan opened a discussion on the Reopening & Ribbon Cutting Ceremony happening Saturday, June 6, 2026, at 440 W Sierra Madre Blvd. Not a lot has changed since the last meeting. She did talk to the Sierra Madre Music Academy and they are on board and will have performances starting at 1pm. They will showcase their students and are very excited.

Comments/Questions:

Trustee Palmer asked about the Tongva land acknowledgement.

Chair Gluck will connect with Altadena to get names for the land acknowledgement.

Trustee Palmer will also check with the group that did a land acknowledgement at her school.

Chair Gluck asked how long the Lion Dance will be?

City Librarian Regan said it's broken up and is about 45 minutes total. They do 15 minutes of dancing and then pause to drop the banners/photo op and we cut the ribbon and then they go into the Library with the public and "bless" it. Then they come back outside and we feed them money or cabbage as is traditional. They are a nonprofit, all students organization.

Chair Gluck reached out to Altadena. She found out ice chests Altadena used at their opening can be bought and ice cream treats can be purchased from Smart & Final from about 30 cents to \$1.50 per item.

Trustee Adde said Ice Princess did not get back to her.

Consensus is to use two ice chests and purchase treats.

City Librarian has found a reasonable Photo Booth so it is set.

No response from Syndicate, still working on getting coffee set.

No response from balloon vendor, will eliminate this.

In summary, Library will have empanadas, ice cream treats, and grab n go snacks like chips, cuties, etc.

4. Furniture, Fixtures, and Equipment (FF&E) Update

City Librarian Regan updated Trustees on the FF&E procurement process. No action was required. She included the external lighting plan and the planting plan in the Agenda packet. Shelving is set, just need the schedule for installation. Hardscape plan is not shown. It will be ADA. Benches might be re-used.

Comments/Questions:

Chair Gluck – is excited to see that there will be irrigation.

Trustee Adde asked about outside outlets.

City Librarian Regan answered they are being worked on – a change order is required.

5. Library Foundation Update and Discussion

Foundation Chair, Rob Stockly, gave an update on the Library Foundation. He announced \$520,000 has been raised. \$700,000 has been their goal, they're \$180,000 short of that. Right now they have a small match fund/Challenge going on. After the holidays and the first quarter of 2026, they are planning to do a larger match challenge push. They are looking at previous donors. They have submitted a couple of grant submissions. Donations are still coming in. They have a fully funded technology grant.

Comments/Questions:

Trustee Adde asked about discussions with a potential donor.

Stockly confirmed they are discussing ways to honor the person's memory as there is an element that is program related.

Trustee Adde asked about the T-Mobile \$50K grant.

Stockly responded they should hear this month. One of the criteria was rural communities.

6. Sierra Madre Historical Preservation Society Report

Leslie Ziff reported for the Sierra Madre Historical Preservation Society. No action was required. She reported the new City liaison to the SMHPS is Leila she is our in between person to work with the City. Museums are still closed except for scheduled tours. The fencing should be going up in December around all the museums. We've asked for a way to get into the Richardson House so that we can work while they're doing construction for several months.

Had our last board meeting at the Tuft house. He has nicely agreed to have events there. We're going to see if we can do another tour of the Tuft house. Music nights and things like that.

The Pioneer Cemetery Tour was a great success we got a lot of good feedback. We might even do it next year.

December 6th we will have a booth at the Winter Festival. It is all day Noon to 8PM. There will be 103 booths for the Winter Festival.

Saturday December 13th is the Museum Open House. It will be open noon to 2:00 PM.

January 5th our speaker is Bob Spears. He will talk about the Mt Wilson Trail Past Present and Future.

Comments/Questions:

Trustee Sands commented that Leslie's choir is singing at the Winter Festival at Kersting Court.

7. Friends of the Library Liaison Report

President Jeanne Martin reported for the Friends of the Library. No action was required. Martin is impressed with Leila and her Library Staff. December 19th will be the FOL Holiday Party at Wendy and Doug Senour's house. There is a new FOL Board member, Matt Drushal. There will be a December 3rd future fundraising meeting at 8:30 AM at Clocker's Corner setup by Pete Siberell. Thank you for signing up to man the booth at the December 6th Winter Fest. Friends are trying to find FOL Info bookmarks. The last Book Sale is coming in December. Sitewalks are in December. Leslie is working hard on the February 7th wine tasting at the BAG. May 16th is the Partners Reception. Jill Franks is working on a new logo for the Library. The Art Fair is May 2nd and 3rd. It will be in the Park. In the Newsletter Martin wants to feature some of the activities and groups. Wants to do a write up on the Library Board of Trustees to show what they do, who they are, and why they are important. She asked for their contact info.

Comments/Questions:

Trustee Sands commented she always enjoys Jeanne's column in the newsletter. It is nice to read, upbeat, and heart warming.

Trustee Adde offered copies of past newsletters to Martin.— warm and friends and there was a piece on the trustees.

8. City Council Liaison Report

Mayor Pro Tem Kristine Lowe reported for City Council. No action was required. She thanked the Trustees. She reported rain of 5.44 inches between November 13th and November 17th. Highest day of rain from Saturday to Sunday was 2.9 Inches. She saw TSK Architects at a conference and watching them with some of their other projects really helped. Was impressed with their other works. Trustees will be getting an update for the Brown Act, there have been some changes. During the winter break, City Council chambers will be getting a technology update to the dais. City Council transition will be at their December 16th meeting. The Community Yard Sale was cancelled due to the rain and rescheduled for December 13th.

Comments/Questions:

Chair Sands asked if there is a chance we will have a new City Council member?

Mayor Pro Tem Lowe answered she is not sure.

9. Trustees Updates

Trustee Gallagher attended the Sierra Madre Historical Preservation Society's Cemetery tour and reported it was so much fun and recommends attending it.

Trustee Adde attended the State of the City on November 5th. On November 8th she played Mary Tumilty at the SMHPS Cemetery Tour. She did the November book review for the Friends Newsletter on the book "Castles in the Air". She also attended the November 12th Foundation meeting.

Trustee Sands played a dead person in the SMHPS Cemetery Tour and encourages everyone to participate or attend. She was Felina Tufts Bovard one of the first lady graduates of USC. The SMHPS Open House is coming up. She attended a zoom call with the Museums architect organized by Leila. They do not know when the repairs will be started.

Trustee Palmer was at the Cemetery Tour, and played Marie Feeney. That was a lot of fun being an actress and also had a lot of fun being on the tour before. She attended the SMHPS meeting last week at the very cool Tufts house. The meeting was fun.

Chair Gluck was able to attend the Ad Hoc Tour of the Library which is coming along nicely, they have started installing the windows. She attended the Foundation meeting this past month. She also attended the Women's Club Prayer Breakfast.

Trustee Gallagher mentioned the Trustees are invited every year to the Friends Holiday party and are expected to bring two bottles of Wine. It's a lot of fun, I hope you can attend.

10. City Librarian Report

City Librarian Leila Regan presented her oral report concerning Library services since the last Board Meeting. AMG is now reporting a significant delay. Vertex and Public Works are working on reducing the delay. Building was supposed to be completed mid-January and now they are trying to push it out to mid-March. AMG reported a problem recently to Vertex, but failed to report the problem when it began back in July. Vertex and Leila are working to mitigate the delay and think they can get the date to mid-February. Staff can get in as soon as we get a Certificate of Temporary Occupancy. Everything has to be done by March 31st, for the grants.

Regan also provided reports from Library Staff about their attendance at the California Library Association Conference and what they learned. She also mentioned the City's new Staff Report layout which was included in the Agenda packet. She will include the new City Agenda layout when she gets it. She will be using these moving forward.

Regan also reported she recently had a title change to Library Services Director and moved to the City's Executive Team.

The Library will be doing programming just through the end of December. After December we will be open until the end of January with no programs. The last day open to the public at 350 W. Sierra Madre Blvd. will be Saturday January 31st, 2026. We will be closed February through May. We will have a soft opening starting June 1, with a grand reopening Saturday June 6, 2026. We will have a Friends Partners sneak peek reception in May at the renovated permanent Library.

The Library partnered with the Kensington for a Brain Healthy Cooking class which was successful. There will be an inter-generational storytime next week after the break. We will also have the Shelf Stories program next week. Staff has started the move process, going through things getting rid of what they can, creating weeding lists, etc. Regan did get an extension with King Office moving services to March 31st. The Friends of the Library will be using some of the temporary Library's shelving at their new Bookstore.

Comments/Questions:

Trustee Sands asked if we are getting new AMG Staff and more details about the delay.

City Librarian Regan replied we did recently get a new AMG lead. Akbar is no longer on our project. Our new lead is Scott Winnow. This delay has never been mentioned to Vertex. AMG is and Edison are the only ones who knew about it. No one at the City, nor at TSK, knew about the delay.

Chair Gluck believes this is actionable.

Trustee Palmer asked what happens if there is a large scale delay?

City Librarian answered as long as the work is completely finished and invoices in hand by March 31st we can pay, up to 45 days after.

Trustee Palmer so if we can get moved by February 19th we are ok.

City Librarian Regan answered as soon as we can get the shelves installed by Yamada we can start moving. The issue is whether the building will be completed before the move.

Trustee Gallagher if the City Attorney will be updated?

City Librarian Regan believes as soon as they have the definitive information about the delay, they will be updating him. It is all verbal right now.

Trustee Gallagher asked what is our response to public when they ask about the delay?

City Librarian Regan replied again this is all just verbal so there is no response yet, until we have concrete information. When we have more information we will have an appropriate response. We have a meeting tomorrow where we should get more information. There is also an Ad Hoc meeting next Tuesday December 2nd.

Trustees asked if help was needed for the Gingerbread Jamboree and Regan answered yes! Gluck and Gallagher will be there for setup and Sands will help.

Trustee Gallagher wants a timely recap of the Ad Hoc meeting scheduled for December 2nd.

Regan agreed she would send it to Trustees.

Trustee Palmer asked if the City Attorney can be at that meeting. Leila will check but doesn't think AMG will be there.

11. Items for Future Agenda

Additional items suggested for next agenda were Youth Commissioner, FF&E, Grand Reopening, Library Building Update.

ADJOURNMENT

Trustee Adde moved to adjourn

Trustee Sands seconded

Meeting was adjourned at 6:40 pm.



City of Sierra Madre, CA

Check Register

Packet: APPKT08381 - LIB BOA MAN 11/18/25

By Check Number

Check Register

Packet: APPKT08381-LIB BOA MAN 11/18/25

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	11/10/2025	Regular	0.00	1,632.15	71401
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV042400	Credit Memo	10/15/2025	LR - PROGRAM SUPPLIES		-76.21	
39006.90000.53999		OTHER PURCHASED SUPP...		LR - PROGRAM SUPPLIES	-76.21	
INV042401	Invoice	10/13/2025	LR - WATER DELIVERY SERVICE (9/2/25 - 1...	0.00	51.26	
10000.90000.52200		CONTRACT SERVICES		LR - WATER DELIVERY SERV...	51.26	
INV042402	Invoice	10/09/2025	LR - CHALLENGER POSTER PRINTING	0.00	43.97	
39006.90000.53999		OTHER PURCHASED SUPP...		LR - CHALLENGER POSTER ...	43.97	
INV042403	Invoice	10/08/2025	LR - PROGRAM SUPPLIES	0.00	76.21	
39006.90000.53999		OTHER PURCHASED SUPP...		LR - PROGRAM SUPPLIES	76.21	
INV042404	Invoice	10/08/2025	LR - PROGRAM SUPPLIES	0.00	10.44	
39006.90000.53999		OTHER PURCHASED SUPP...		LR - PROGRAM SUPPLIES	10.44	
INV042405	Invoice	10/08/2025	LR - GAMES AND PUZZLES	0.00	19.55	
39006.90000.53999		OTHER PURCHASED SUPP...		LR - GAMES AND PUZZLES	19.55	
INV042406	Invoice	10/08/2025	LR - LAMINATION FOR STORY WALK	0.00	13.63	
39002.90000.53999		OTHER PURCHASED SUPP...		LR - LAMINATION FOR STO...	13.63	
INV042407	Invoice	10/06/2025	LR - PROGRAM SNACKS	0.00	35.48	
39006.90000.53999		OTHER PURCHASED SUPP...		LR - PROGRAM SNACKS	35.48	
INV042408	Invoice	10/02/2025	LR - POSTAGE FEE	0.00	65.42	
10000.90000.53100		OFFICE SUPPLIES		LR - POSTAGE FEE	65.42	
INV042409	Invoice	10/02/2025	LR - CSMFO TRAINING - DIANA SHAW	0.00	35.00	
10000.90000.53402		CONFERENCE & MEETING		LR - CSMFO TRAINING - DI...	35.00	
INV042411	Invoice	10/02/2025	LR - CSMFO TRAINING - LEILA REGAN	0.00	35.00	
10000.90000.53402		CONFERENCE & MEETING		LR - CSMFO TRAINING - LEI...	35.00	
INV042412	Invoice	09/30/2025	LR - MAGNETIC MONRAIL STARTER SET	0.00	154.69	
39006.90000.53406		BOOKS AND REFERENCE		LR - MAGNETIC MONRAIL ...	154.69	
INV042413	Invoice	09/26/2025	LR - SHELF STORIES SNACKS	0.00	24.99	
39006.90000.53999		OTHER PURCHASED SUPP...		LR - SHELF STORIES SNACKS	24.99	
INV042414	Invoice	09/26/2025	LR - ICLOUD STORAGE FOR IPADS	0.00	0.99	
10000.90000.53100		OFFICE SUPPLIES		LR - ICLOUD STORAGE FOR ...	0.99	
INV042415	Invoice	09/25/2025	LR - BOOKS & REFERENCE	0.00	26.52	
10000.90000.53406		BOOKS AND REFERENCE		LR - BOOKS & REFERENCE	26.52	
INV042416	Invoice	09/25/2025	LR - BOOKS & REFERENCE	0.00	26.52	
10000.90000.53406		BOOKS AND REFERENCE		LR - BOOKS & REFERENCE	26.52	
INV042417	Invoice	09/24/2025	LR - WATER DELIVERY SERVICE (8.19.25 - 9...	0.00	98.40	
10000.90000.52200		CONTRACT SERVICES		LR - WATER DELIVERY SERV...	98.40	
INV042418	Invoice	09/24/2025	LR - NEWSPAPER SUBSCRIPTION (9.23.25 -...	0.00	30.00	
10000.90000.53501		PERIODICALS		LR - NEWSPAPER SUBSCRI...	30.00	
INV042419	Invoice	09/19/2025	LR - NEWSPAPER SUBSCRIPTION (12.25.25 ...	0.00	908.19	
10000.90000.53501		PERIODICALS		LR - NEWSPAPER SUBSCRI...	908.19	
INV042420	Invoice	09/19/2025	LR - BOOKS & REFERENCE	0.00	52.10	
10000.90000.53406		BOOKS AND REFERENCE		LR - BOOKS & REFERENCE	52.10	

Total Regular: 1,632.15

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	20	1	0.00	1,632.15
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00

Check Register

Packet: APPKT08381-LIB BOA MAN 11/18/25

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	Bank Drafts	0	0	0.00	0.00	
	EFT's	0	0	0.00	0.00	
		20	1	0.00	1,632.15	

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2025	1,632.15
			<u>1,632.15</u>

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT08385 - LIB 11/18/25

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payment Type: Regular						
VEN03266	A TO Z DATABASES	11/18/2025	Regular	0.00	1,056.00	71410
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
144359	Invoice	09/01/2025	9/1/25 - 8/31/26 SUBSCRIPTION	0.00	1,056.00	
39006.90000.53406		BOOKS AND REFERENCE		9/1/25 - 8/31/25 SUBSCRI...	1,056.00	
VEN03454	AMAZON CAPITAL SERVICES	11/18/2025	Regular	0.00	1,543.25	71411
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11JF-KVF4-NCYN	Invoice	10/13/2025	MISC SUPPLIES 9/29/25 - 10/12/25	0.00	41.90	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 9/29/25 - ...	41.90	
13G7-WFK1-LKRQ	Invoice	10/13/2025	MISC SUPPLIES 9/29/25 - 10/12/25	0.00	180.90	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 9/29/25 - ...	180.90	
14TR-RFVV-WTGT	Invoice	10/27/2025	MISC SUPPLIES 10/13/25 - 10/26/25	0.00	34.35	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 10/13/25 - ...	34.35	
1D4K-QKFJ-17HY	Invoice	10/27/2025	MISC SUPPLIES 10/13/25 - 10/26/25	0.00	6.62	
39006.90000.53999		OTHER PURCHASED SUPP...		MISC SUPPLIES 10/13/25 - ...	6.62	
1G9C-1JX3-47GK	Invoice	10/27/2025	MISC SUPPLIES 10/13/25 - 10/26/25	0.00	22.09	
10000.90000.53100		OFFICE SUPPLIES		MISC SUPPLIES 10/13/25 - ...	22.09	
1HTK-7FNV-LXXR	Invoice	10/13/2025	MISC SUPPLIES 9/29/25 - 10/12/25	0.00	101.58	
10000.90000.53100		OFFICE SUPPLIES		MISC SUPPLIES 9/29/25 - ...	101.58	
1K6K-FPJF-GXV	Invoice	10/13/2025	MISC SUPPLIES 9/29/25 - 10/12/25	0.00	44.61	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 9/29/25 - ...	44.61	
1LQT-63M3-4393	Invoice	08/04/2025	MISC SUPPLIES 7/21/25 - 8/3/25	0.00	187.68	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 7/21/25 - ...	187.68	
1MD4-6PY1-YG...	Invoice	10/27/2025	MISC SUPPLIES 10/13/25 - 10/26/25	0.00	159.59	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 10/13/25 - ...	159.59	
1PC6-CD64-MN6K	Invoice	10/13/2025	MISC SUPPLIES 9/29/25 - 10/12/25	0.00	56.15	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 9/29/25 - ...	56.15	
1QJX-HTW1-M4...	Invoice	10/13/2025	MISC SUPPLIES 9/29/25 - 10/12/25	0.00	12.49	
39006.90000.53999		OTHER PURCHASED SUPP...		MISC SUPPLIES 9/29/25 - ...	12.49	
1R1J-VH4K-1WWF	Invoice	10/27/2025	MISC SUPPLIES 10/13/25 - 10/26/25	0.00	247.93	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 10/13/25 - ...	247.93	
1RKV-VQT7-N3LQ	Invoice	10/13/2025	MISC SUPPLIES 9/29/25 - 10/12/25	0.00	149.47	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 9/29/25 - ...	149.47	
1TPX-J6WY-WHPL	Invoice	10/27/2025	MISC SUPPLIES 10/13/25 - 10/26/25	0.00	32.78	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 10/13/25 - ...	32.78	
1V7M-7GF1-M3...	Invoice	10/13/2025	MISC SUPPLIES 9/29/25 - 10/12/25	0.00	20.34	
10000.90000.53100		OFFICE SUPPLIES		MISC SUPPLIES 9/29/25 - ...	20.34	
1WFF-7W6L-GH...	Invoice	10/13/2025	MISC SUPPLIES 9/29/25 - 10/12/25	0.00	244.77	
39006.90000.53999		OTHER PURCHASED SUPP...		MISC SUPPLIES 9/29/25 - ...	244.77	
0132	BAKER & TAYLOR, INC.	11/18/2025	Regular	0.00	110.08	71412
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2039286970	Invoice	10/14/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	80.98	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE &...	80.98	

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Packet: APPKT08385-LIB 11/18/25

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2039286971	Invoice	10/14/2025	LIBRARY SUPPLIES	0.00	7.07	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		7.07	
2039291146	Invoice	10/21/2025	BOOKS AND REFERENCE & MEDIA (FY 202...	0.00	20.26	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE &...		20.26	
2039291147	Invoice	10/21/2025	LIBRARY SUPPLIES	0.00	1.77	
10000.90000.52200		CONTRACT SERVICES	LIBRARY SUPPLIES		1.77	
0518	BLACKSTONE AUDIOBOOKS	11/18/2025	Regular	0.00	532.28	71413
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2214849	Invoice	10/21/2025	MISC AUDIO BOOKS	0.00	532.28	
39006.90000.53406		BOOKS AND REFERENCE	MISC AUDIO BOOKS		532.28	
1379	CALIFA GROUP	11/18/2025	Regular	0.00	6,038.13	71414
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
8477	Invoice	07/01/2025	CALIFA - PROQUEST- ANCESTRY LIBRARY (...)	0.00	2,097.35	
39006.90000.53406		BOOKS AND REFERENCE	CALIFA - PROQUEST- ANCE...		2,097.35	
8478	Invoice	07/01/2025	CALIFA - EBSCO-NOVELIST and LIBRARY A...	0.00	3,940.78	
10000.90000.52200		CONTRACT SERVICES	CALIFA - EBSCO-NOVELIST ...		3,940.78	
VEN04206	CHELSEA LEE	11/18/2025	Regular	0.00	122.79	71415
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV042426	Invoice	11/04/2025	TRAVEL REIMB: CALF. LIB ASSOCIATION ...	0.00	122.79	
10000.90000.53402		CONFERENCE & MEETING	TRAVEL REIMB: CALF. LIB A...		122.79	
VEN01123	DEBBIE ROBERTS	11/18/2025	Regular	0.00	82.34	71416
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV042427	Invoice	10/24/2025	TRAVEL REIMB: CALF. LIB ASSOCIATION ...	0.00	82.34	
10000.90000.53402		CONFERENCE & MEETING	TRAVEL REIMB: CALF. LIB A...		82.34	
0598	DEMCO, INC.	11/18/2025	Regular	0.00	108.97	71417
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7697639	Invoice	09/16/2025	OFFICE SUPPLIES	0.00	108.97	
10000.90000.53100		OFFICE SUPPLIES	OFFICE SUPPLIES		108.97	
VEN03061	DIANA SHAW	11/18/2025	Regular	0.00	107.15	71418
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV042423	Invoice	10/24/2025	TRAVEL REIMB: CALF. LIB ASSOCIATION ...	0.00	107.15	
10000.90000.53402		CONFERENCE & MEETING	TRAVEL REIMB: CALF. LIB A...		107.15	
VEN03929	DOREEN THOMAS	11/18/2025	Regular	0.00	75.32	71419
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV042425	Invoice	10/02/2025	TRAVEL REIMB: BANDIDNI LIB & POMONA...	0.00	75.32	
10000.90000.53402		CONFERENCE & MEETING	TRAVEL REIMB: BANDIDNI ...		75.32	
VEN04427	JULIE IMAHARA	11/18/2025	Regular	0.00	160.30	71420
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV042424	Invoice	10/30/2025	TRAVEL REIMB: ALA CONF PHILADELPHIA	0.00	160.30	
10000.90000.53402		CONFERENCE & MEETING	TRAVEL REMIB: ALA CONF ...		160.30	
VEN04152	KANOPY INC	11/18/2025	Regular	0.00	201.00	71421

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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	
477227-PPU	Invoice	10/31/2025	LIBRARY VIDEOS	0.00	201.00	
10000.90000.52200		CONTRACT SERVICES		LIBRARY VIDEOS	201.00	
1634	MIDWEST TAPE	11/18/2025	Regular	0.00	275.85	71422
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
507825506	Invoice	10/02/2025	MISC. MEDIA	0.00	88.64	
39006.90000.53406		BOOKS AND REFERENCE		MISC. MEDIA	88.64	
507856743	Invoice	10/10/2025	MISC. MEDIA	0.00	128.66	
39006.90000.53406		BOOKS AND REFERENCE		MISC. MEDIA	128.66	
507890478	Invoice	10/15/2025	MISC. MEDIA	0.00	58.55	
39006.90000.53406		BOOKS AND REFERENCE		MISC. MEDIA	58.55	
0786	OFFICE DEPOT, INC	11/18/2025	Regular	0.00	68.65	71423
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
438966716001	Invoice	11/01/2025	OFFICE SUPPLIES	0.00	68.20	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	68.20	
438966716002	Invoice	11/08/2025	OFFICE SUPPLIES	0.00	5.62	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	5.62	
442227856001	Invoice	09/29/2025	OFFICE SUPPLIES	0.00	33.68	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	33.68	
442231076001	Credit Memo	11/06/2025	OFFICE SUPPLIES - CREDIT	0.00	-38.85	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES - CREDIT	-38.85	
VEN01043	OVERDRIVE INC	11/18/2025	Regular	0.00	3,293.99	71424
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO252998...	Invoice	09/30/2025	EBOOK/AUDIOBOOK	0.00	1,293.99	
39006.90000.53406		BOOKS AND REFERENCE		EBOOK/AUDIOBOOK	1,293.99	
01148MG253161...	Invoice	10/09/2025	EBOOK/AUDIOBOOK	0.00	2,000.00	
10000.90000.52200		CONTRACT SERVICES		EBOOK/AUDIOBOOK	2,000.00	
VEN04169	PLAYAWAY PRODUCTS LLC	11/18/2025	Regular	0.00	82.86	71425
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
513826	Invoice	11/05/2025	MISC. SUPPLIES	0.00	82.86	
39006.90000.53406		BOOKS AND REFERENCE		MISC. SUPPLIES	82.86	
0904	VROMAN'S	11/18/2025	Regular	0.00	167.87	71426

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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	
4829012	Invoice	10/15/2025	BOOKS		0.00	167.87
10000.90000.53406		BOOKS AND REFERENCE		BOOKS		167.87

Total Regular: 14,026.83

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	42	17	0.00	14,026.83
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
	42	17	0.00	14,026.83

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2025	14,026.83
			<u>14,026.83</u>

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT08416 - LIB 12/9/25

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						
VEN03454	AMAZON CAPITAL SERVICES	12/09/2025	Regular	0.00	408.84	71615
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
17QY-CCWV-3DC7	Invoice	11/10/2025	MISC SUPPLIES 10/27/25 - 11/9/25	0.00	17.66	
39002.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 10/27/25 -...	17.66	
1FRQ-D3J6-46WP	Invoice	11/10/2025	MISC SUPPLIES 10/27/25 - 11/9/25	0.00	20.97	
39006.90000.53999		OTHER PURCHASED SUPP...		MISC SUPPLIES 10/27/25 -...	20.97	
1GNY-NL7W-3VJK	Invoice	11/10/2025	MISC SUPPLIES 10/27/25 - 11/9/25	0.00	66.77	
10000.90000.53100		OFFICE SUPPLIES		MISC SUPPLIES 10/27/25 -...	66.77	
1GTF-W7WY-4K...	Invoice	11/10/2025	MISC SUPPLIES 10/27/25 - 11/9/25	0.00	24.99	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 10/27/25 -...	24.99	
1QGR-61CV-1TN6	Invoice	11/10/2025	MISC SUPPLIES 10/27/25 - 11/9/25	0.00	132.65	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 10/27/25 -...	132.65	
1XHT-G76W-4RP6	Invoice	11/10/2025	MISC SUPPLIES 10/27/25 - 11/9/25	0.00	145.80	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 10/27/25 -...	145.80	
VEN04448	AMG AND ASSOCIATES INC	12/09/2025	Regular	0.00	611,557.70	71616
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AP13	Invoice	10/31/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 1...	0.00	643,744.95	
29007.90000.56010		IMPROVEMENTS O/T BUI...		LIB MEANINGFUL IMPROV...	643,744.95	
AP13 RET	Credit Memo	10/31/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 1...	0.00	-32,187.25	
29007.00000.23500		RETENTION PAYABLE		LIB MEANINGFUL IMPROV...	-32,187.25	
VEN04206	CHELSEA LEE	12/09/2025	Regular	0.00	18.62	71617
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV042689	Invoice	09/29/2025	TRAVEL REIMB: COMMERCE LIBRARY	0.00	18.62	
10000.90000.53402		CONFERENCE & MEETING		TRAVEL REIMB: COMMERCE...	18.62	
VEN04567	FE TECHNOLOGIES AMERICAN CORP	12/09/2025	Regular	0.00	2,060.00	71618
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SVIP031555	Invoice	11/25/2025	FE Technologies - Annual Maintenance (2...	0.00	2,060.00	
10000.90000.52200		CONTRACT SERVICES		FE Technologies - Annual ...	2,060.00	
VEN04261	ISAAC KOO	12/09/2025	Regular	0.00	1,750.00	71619
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2513	Invoice	09/28/2025	INTERIOR UPDATE SHOOT - DRONE AERIAL...	0.00	1,000.00	
39002.90000.53999		OTHER PURCHASED SUPP...		INTERIOR UPDATE SHOOT -...	1,000.00	
2516	Invoice	11/10/2025	INTERIOR UPDATE SHOOT-LIB AD HOC WA...	0.00	750.00	
39002.90000.53999		OTHER PURCHASED SUPP...		INTERIOR UPDATE SHOOT-...	750.00	
VEN04152	KANOPY INC	12/09/2025	Regular	0.00	490.00	71620
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
467815-PPU	Invoice	08/31/2025	LIBRARY VIDEOS	0.00	242.00	
10000.90000.52200		CONTRACT SERVICES		LIBRARY VIDEOS	242.00	
472547-PPU	Invoice	09/30/2025	LIBRARY VIDEOS	0.00	248.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.52200		CONTRACT SERVICES	LIBRARY VIDEOS		248.00	
VEN04544	LIBRARY IDEAS LLC	12/09/2025	Regular	0.00	2,650.00	71621
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
120151	Invoice	11/13/2025	FREEGAL MUSIC AND STREAMING SUBSCR...	0.00	2,650.00	
39002.90000.53999		OTHER PURCHASED SUPP...		FREEGAL MUSIC AND STRE...	2,650.00	
VEN04546	LIBRARYPASS INC	12/09/2025	Regular	0.00	1,148.65	71622
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10827	Invoice	10/31/2025	DIGITAL COMICS	0.00	1,148.65	
39002.90000.53406		BOOKS AND REFERENCE		DIGITAL COMICS	1,148.65	
1634	MIDWEST TAPE	12/09/2025	Regular	0.00	55.23	71623
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
507961750	Invoice	10/31/2025	MISC. MEDIA	0.00	55.23	
39006.90000.53406		BOOKS AND REFERENCE		MISC. MEDIA	55.23	
0786	OFFICE DEPOT, INC	12/09/2025	Regular	0.00	257.33	71624
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
434677121001	Invoice	08/14/2025	OFFICE SUPPLIES	0.00	122.72	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	122.72	
435500597001	Invoice	08/27/2025	OFFICE SUPPLIES	0.00	134.61	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	134.61	
1578	PETTY CASH FUND-LIBRARY	12/09/2025	Regular	0.00	95.65	71625
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV042664	Invoice	09/09/2025	1,2,3 & ME WORKSHOP PROGRAM SUPPLI...	0.00	14.18	
39006.90000.53999		OTHER PURCHASED SUPP...		1,2,3 & ME WORKSHOP P...	14.18	
INV042665	Invoice	09/17/2025	BOOK CHAT SNACKS	0.00	24.50	
39006.90000.53999		OTHER PURCHASED SUPP...		BOOK CHAT SNACKS	24.50	
INV042667	Invoice	10/20/2025	PROGRAM SUPPLIES	0.00	4.41	
39006.90000.53999		OTHER PURCHASED SUPP...		PROGRAM SUPPLIES	4.41	
INV042668	Invoice	10/23/2025	PROGRAM SUPPLIES	0.00	8.82	
39006.90000.53999		OTHER PURCHASED SUPP...		PROGRAM SUPPLIES	8.82	
INV042670	Invoice	10/23/2025	BOOKS & REFERENCE	0.00	22.86	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	22.86	
INV042671	Invoice	10/24/2025	CLA LUNCH - KING & MCDERMOTT	0.00	20.88	
10000.90000.53402		CONFERENCE & MEETING		CLA LUNCH - KING & MCD...	20.88	
VEN04565	SAN GABRIEL VALLEY CHINESE CULTI	12/09/2025	Regular	0.00	600.00	71626
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
252602	Invoice	11/18/2025	SM LIB GRAN RE-OPENING PERFORMANCE	0.00	600.00	
10000.90000.53999		OTHER PURCHASED SUPP...		SM LIB GRAN RE-OPENING...	600.00	
VEN04209	TSK ARCHITECTS	12/09/2025	Regular	0.00	8,745.00	71627

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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	
23-025.00-28	Invoice	11/01/2025	OCT 2025 ARCHITECTURAL & ENGINEERIN...	0.00	8,745.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...		OCT 2025 ARCHITECTURAL...	8,745.00	

Total Regular: 629,837.02

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	27	13	0.00	629,837.02
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
	27	13	0.00	629,837.02

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2025	629,837.02
			<u>629,837.02</u>

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT08446 - LIB 12/23/25

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

VEN03454	AMAZON CAPITAL SERVICES	12/23/2025	Regular	0.00	812.04	71647
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
13HL-693L-3GVF	Invoice	12/08/2025	MISC SUPPLIES 11/24/25 - 12/7/25	0.00	45.23	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/24/25 -...	45.23	
13NX-K9QL-6CPN	Invoice	12/08/2025	MISC SUPPLIES 11/24/25 - 12/7/25	0.00	10.22	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/24/25 -...	10.22	
14HT-D3HD-4G7P	Invoice	12/08/2025	MISC SUPPLIES 11/24/25 - 12/7/25	0.00	55.24	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/24/25 -...	55.24	
17VN-LYJR-3CFR	Invoice	11/24/2025	MISC SUPPLIES 11/10/25 - 11/23/25	0.00	51.05	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/10/25 -...	51.05	
197M-LCC7-63MF	Invoice	11/24/2025	MISC SUPPLIES 11/10/25 - 11/23/25	0.00	18.88	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/10/25 -...	18.88	
1KM9-X4PX-39Q4	Invoice	11/24/2025	MISC SUPPLIES 11/10/25 - 11/23/25	0.00	14.35	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/10/25 -...	14.35	
1M9P-GK1G-4RQF	Invoice	11/24/2025	MISC SUPPLIES 11/10/25 - 11/23/25	0.00	5.06	
39006.90000.53999		OTHER PURCHASED SUPP...		MISC SUPPLIES 11/10/25 -...	5.06	
1PVL-JJHT-4PL6	Invoice	12/08/2025	MISC SUPPLIES 11/24/25 - 12/7/25	0.00	91.07	
39006.90000.53999		OTHER PURCHASED SUPP...		MISC SUPPLIES 11/24/25 -...	91.07	
1RYX-94RF-6JKC	Invoice	12/08/2025	MISC SUPPLIES 11/24/25 - 12/7/25	0.00	41.92	
39006.90000.53999		OTHER PURCHASED SUPP...		MISC SUPPLIES 11/24/25 -...	41.92	
1RYX-94RF-6PFH	Invoice	12/08/2025	MISC SUPPLIES 11/24/25 - 12/7/25	0.00	64.85	
39006.90000.53999		OTHER PURCHASED SUPP...		MISC SUPPLIES 11/24/25 -...	64.85	
1T4T-GFQD-1YHN	Invoice	11/24/2025	MISC SUPPLIES 11/10/25 - 11/23/25	0.00	191.33	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/10/25 -...	191.33	
1V3G-MH6W-64...	Invoice	12/08/2025	MISC SUPPLIES 11/24/25 - 12/7/25	0.00	46.71	
10000.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/24/25 -...	46.71	
1VWY-J197-63MH	Invoice	11/24/2025	MISC SUPPLIES 11/10/25 - 11/23/25	0.00	79.56	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/10/25 -...	79.56	
1WFK-KRQM-4W...	Invoice	11/24/2025	MISC SUPPLIES 11/10/25 - 11/23/25	0.00	9.92	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/10/25 -...	9.92	
1YFR-4W36-3M7G	Invoice	12/08/2025	MISC SUPPLIES 11/24/25 - 12/7/25	0.00	67.94	
39006.90000.53406		BOOKS AND REFERENCE		MISC SUPPLIES 11/24/25 -...	67.94	
1YJ7-1L1Q-7F13	Invoice	12/08/2025	MISC SUPPLIES 11/24/25 - 12/7/25	0.00	18.71	
10000.90000.53100		OFFICE SUPPLIES		MISC SUPPLIES 11/24/25 -...	18.71	

VEN04448	AMG AND ASSOCIATES INC	12/23/2025	Regular	0.00	527,705.22	71648
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AP14	Invoice	11/30/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 1...	0.00	562,737.82	
29007.90000.56010		IMPROVEMENTS O/T BUI...		LIB MEANINGFUL IMPROV...	562,737.82	
AP14 RET	Credit Memo	11/30/2025	LIB MEANINGFUL IMPROVEMENT PROJ. 1...	0.00	-28,136.89	
29007.00000.23500		RETENTION PAYABLE		LIB MEANINGFUL IMPROV...	-28,136.89	
AP14 STOP NOTI...	Credit Memo	11/30/2025	LIB MEANINGFUL IMPROVE. PROJ. 11/30/...	0.00	-6,895.71	
29007.00000.23500		RETENTION PAYABLE		LIB MEANINGFUL IMPROVE..	-6,895.71	

VEN04560	INGRAM LIBRARY SERVICE LLC	12/23/2025	Regular	0.00	2,197.49	71649
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Check Register

Packet: APPKT08446-LIB 12/23/25

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	
92167047	Invoice	11/21/2025	BOOKS & REFERENCE	0.00	760.30	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	760.30	
92177668	Invoice	11/23/2025	BOOKS & REFERENCE	0.00	225.52	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	225.52	
92273612	Invoice	11/26/2025	BOOKS & REFERENCE	0.00	350.00	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE	350.00	
92294511	Invoice	11/26/2025	BOOKS & REFERENCE	0.00	565.14	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	565.14	
92330139	Invoice	11/28/2025	BOOKS & REFERENCE	0.00	13.96	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	13.96	
92472064	Invoice	12/03/2025	BOOKS & REFERENCE	0.00	27.56	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	27.56	
92548652	Invoice	12/05/2025	BOOKS & REFERENCE	0.00	40.82	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	40.82	
92557889	Invoice	12/05/2025	BOOKS & REFERENCE	0.00	214.19	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	214.19	
1634	MIDWEST TAPE	12/23/2025	Regular	0.00	55.23	71650
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
507928197	Invoice	10/24/2025	MISC. MEDIA	0.00	55.23	
39006.90000.53406		BOOKS AND REFERENCE		MISC. MEDIA	55.23	
0786	OFFICE DEPOT, INC	12/23/2025	Regular	0.00	58.73	71651
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
443986604001	Invoice	11/26/2025	OFFICE SUPPLIES	0.00	58.73	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	58.73	
VEN01043	OVERDRIVE INC	12/23/2025	Regular	0.00	1,122.29	71652
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO253845...	Invoice	12/03/2025	EBOOK/AUDIOBOOK	0.00	1,122.29	
39006.90000.53406		BOOKS AND REFERENCE		EBOOK/AUDIOBOOK	1,122.29	
VEN04209	TSK ARCHITECTS	12/23/2025	Regular	0.00	8,745.00	71653
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
23-025.00-29	Invoice	12/01/2025	NOV 2025 ARCHITECTURAL & ENGINEERI...	0.00	8,745.00	
29007.90000.56010		IMPROVEMENTS O/T BUI...		NOV 2025 ARCHITECTURAL...	8,745.00	
0427	WORLD BOOK SCHOOL AND LIBRARY	12/23/2025	Regular	0.00	1,416.11	71654

Check Register

Packet: APPKT08446-LIB 12/23/25

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	
ARI0012795	Invoice	11/11/2025	LIBRARY BOOKS	0.00	1,416.11	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOKS	1,416.11	

Total Regular: 542,112.11

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	32	8	0.00	542,112.11
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
	32	8	0.00	542,112.11

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2025	542,112.11
			542,112.11

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT08431 - LIB BOA MAN 12/23/25

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 12/09/2025 Regular 0.00 1,230.87 71630

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key Item Description	Dist Amount	
INV042758	Invoice	11/13/2025	LR - EMPLOYEE RECOGNITION	0.00	22.15
10000.90000.53999		OTHER PURCHASED SUPP...	LR - EMPLOYEE RECOGNIT...		22.15
INV042759	Invoice	11/13/2025	LR - EMPLOYEE RECOGNITION	0.00	34.23
10000.90000.53999		OTHER PURCHASED SUPP...	LR - EMPLOYEE RECOGNIT...		34.23
INV042760	Invoice	11/10/2025	LR - J BOOKS	0.00	250.86
10000.90000.53406		BOOKS AND REFERENCE	LR - J BOOKS		250.86
INV042761	Invoice	10/30/2025	LR - J BOOKS	0.00	279.13
10000.90000.53406		BOOKS AND REFERENCE	LR - J BOOKS		279.13
INV042762	Credit Memo	10/29/2025	LR - CREDIT MEMO CONFERENCE REFUND	0.00	-35.00
10000.90000.53402		CONFERENCE & MEETING	LR - CREDIT MEMO CONFE...		-35.00
INV042763	Invoice	10/29/2025	LR - J BOOKS	0.00	146.64
10000.90000.53406		BOOKS AND REFERENCE	LR - J BOOKS		146.64
INV042764	Invoice	10/27/2025	LR - J BOOKS	0.00	343.61
10000.90000.53406		BOOKS AND REFERENCE	LR - J BOOKS		343.61
INV042765	Invoice	10/27/2025	LR - ICLOUD STORAGE FOR IPADS	0.00	0.99
10000.90000.53100		OFFICE SUPPLIES	LR - ICLOUD STORAGE FOR ...		0.99
INV042766	Invoice	10/25/2025	LR - WATER DELIVERY SERVICE	0.00	82.07
10000.90000.52200		CONTRACT SERVICES	LR - WATER DELIVERY SERV...		82.07
INV042767	Invoice	11/07/2025	LR - WATER DELIVERY SERVICE	0.00	63.56
10000.90000.52200		CONTRACT SERVICES	LR - WATER DELIVERY SERV...		63.56
INV042768	Invoice	10/23/2025	LR - SHELF STORIES SUPPLIES	0.00	42.63
39006.90000.53999		OTHER PURCHASED SUPP...	LR - SHELF STORIES SUPPLI...		42.63

Total Regular: 1,230.87

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	11	1	0.00	1,230.87
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
	11	1	0.00	1,230.87

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2025	1,230.87
			1,230.87

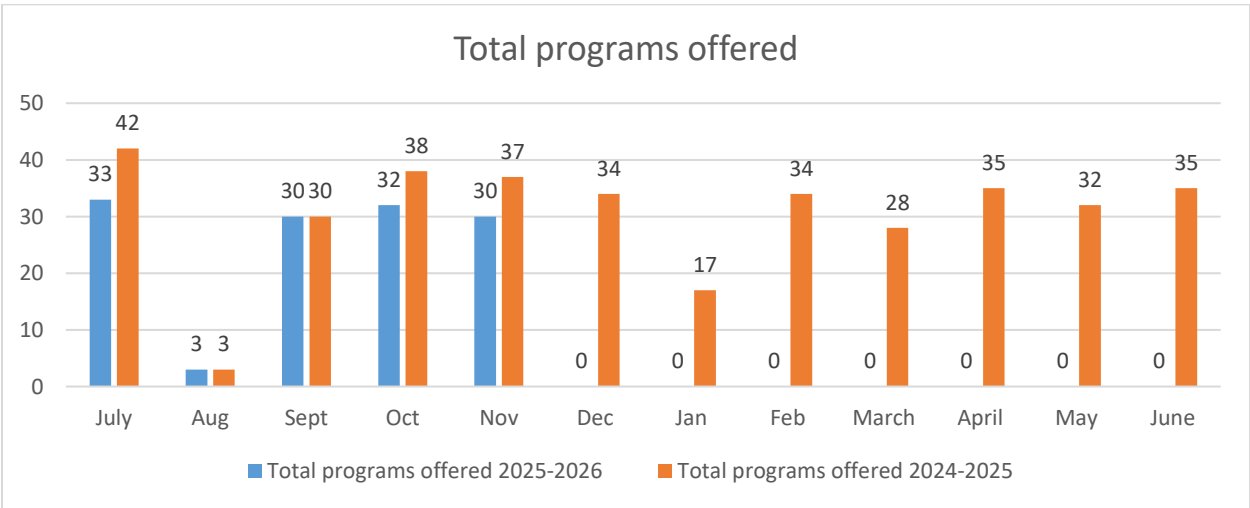
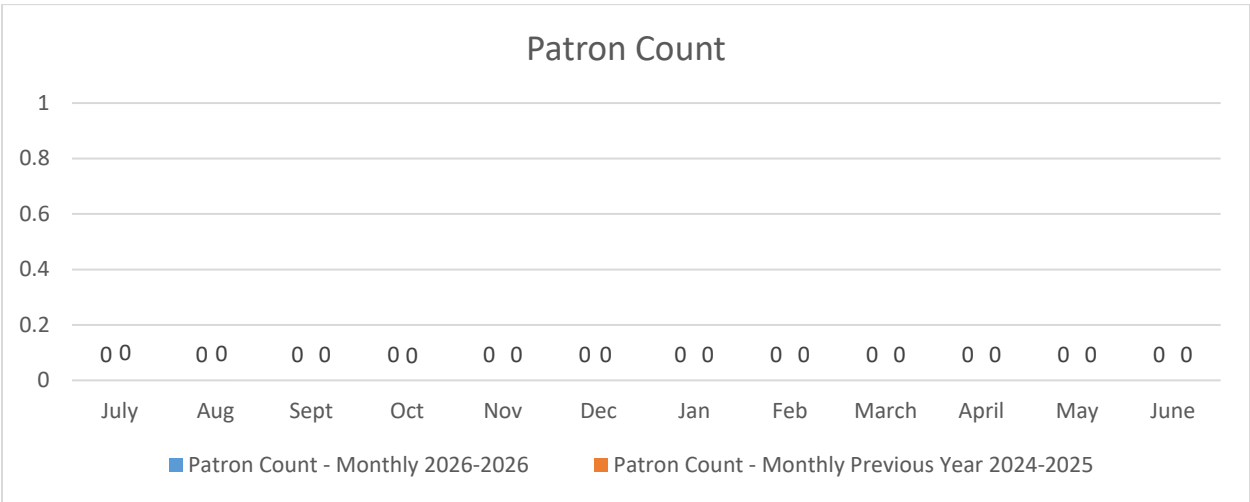
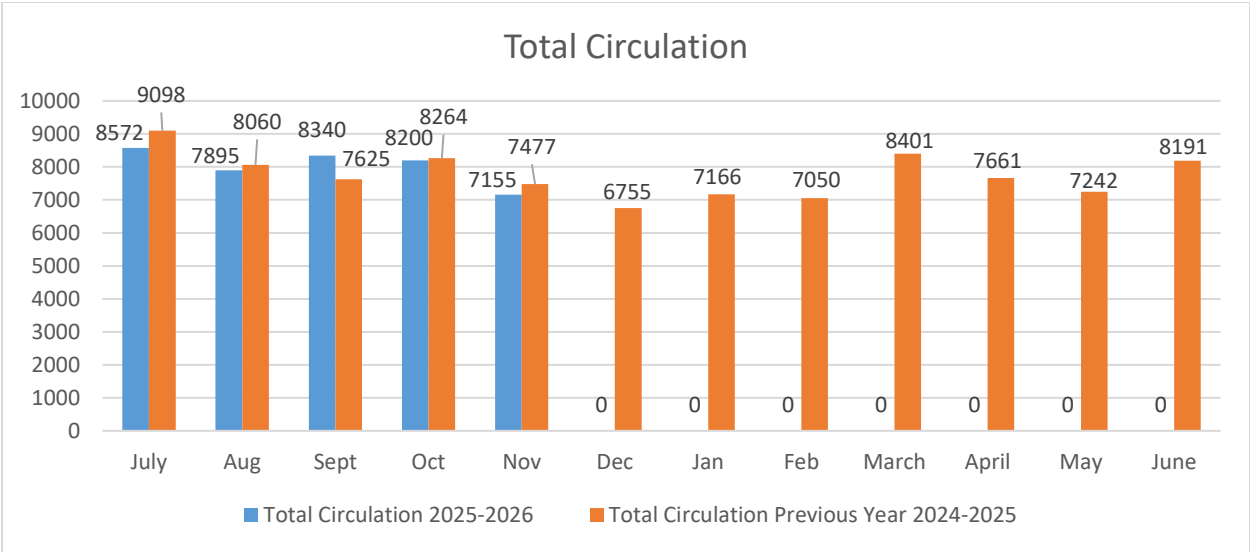
Chair

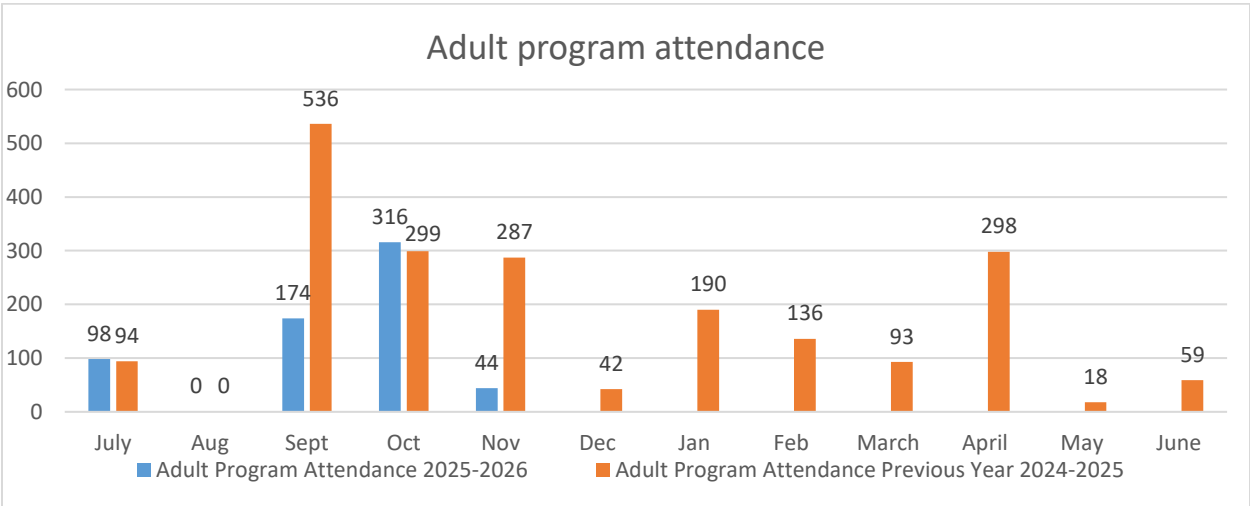
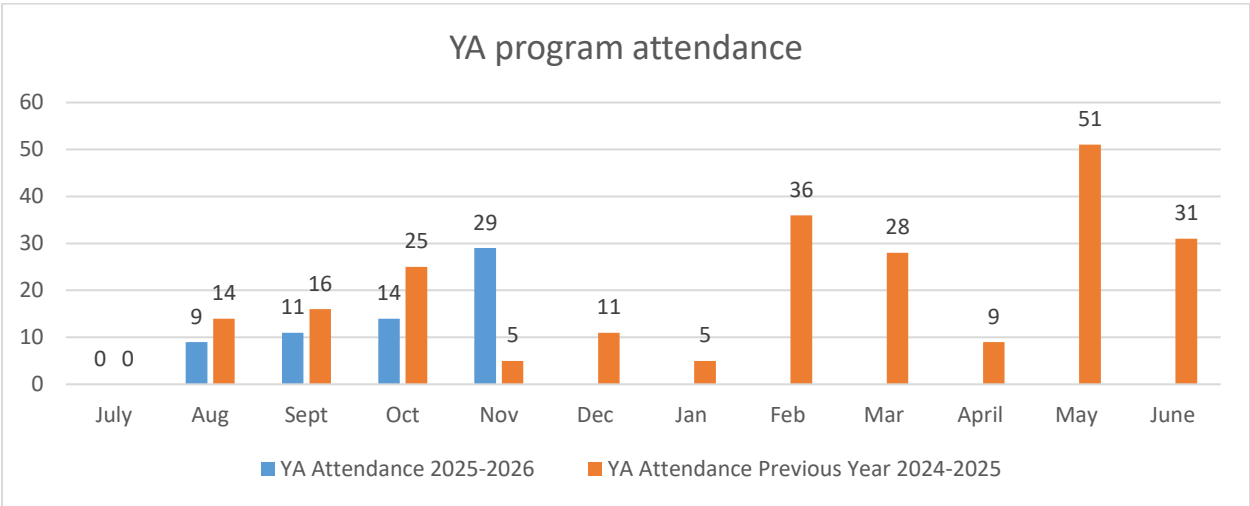
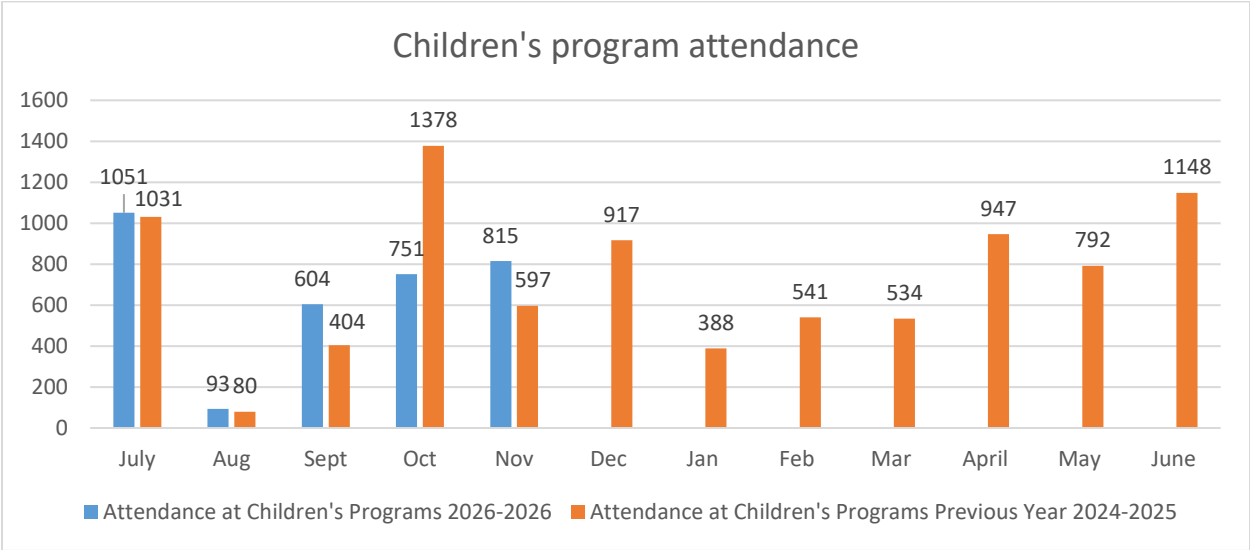
Trustee

Trustee

Trustee

November 2025 Library Statistics

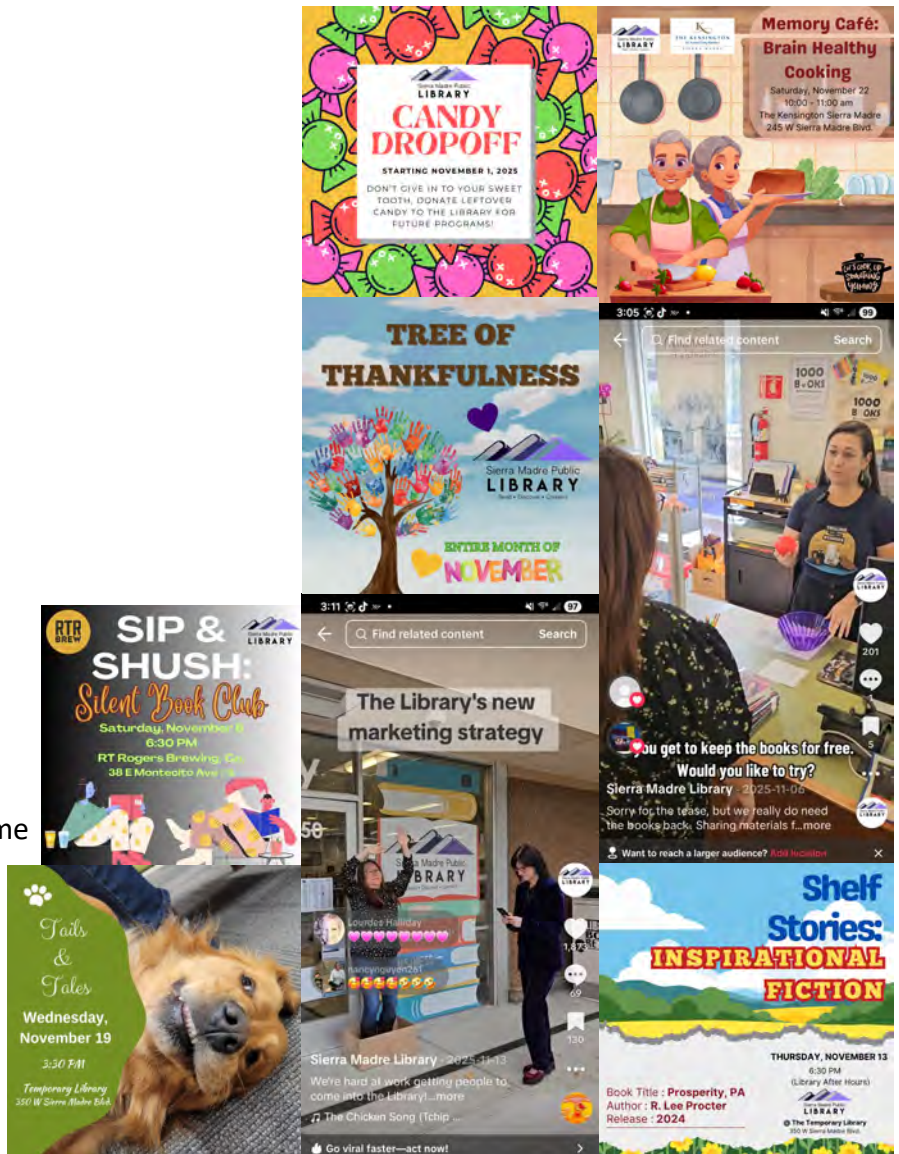




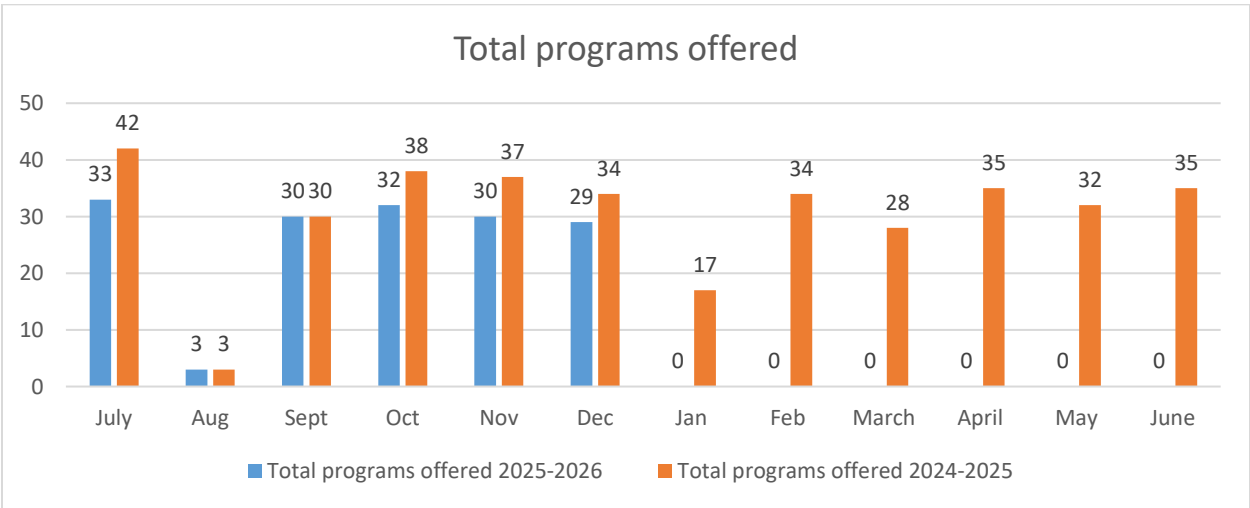
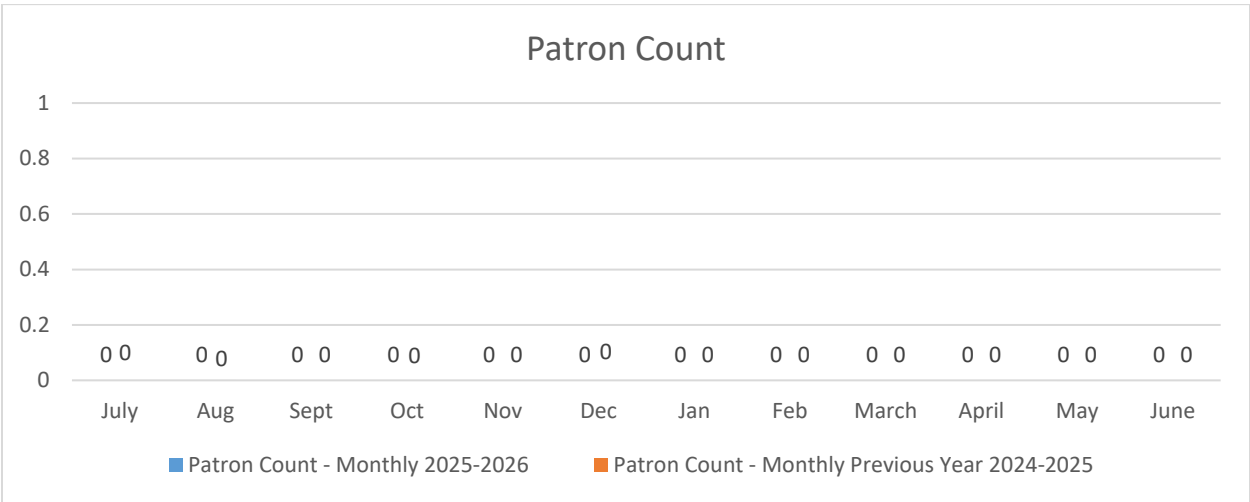
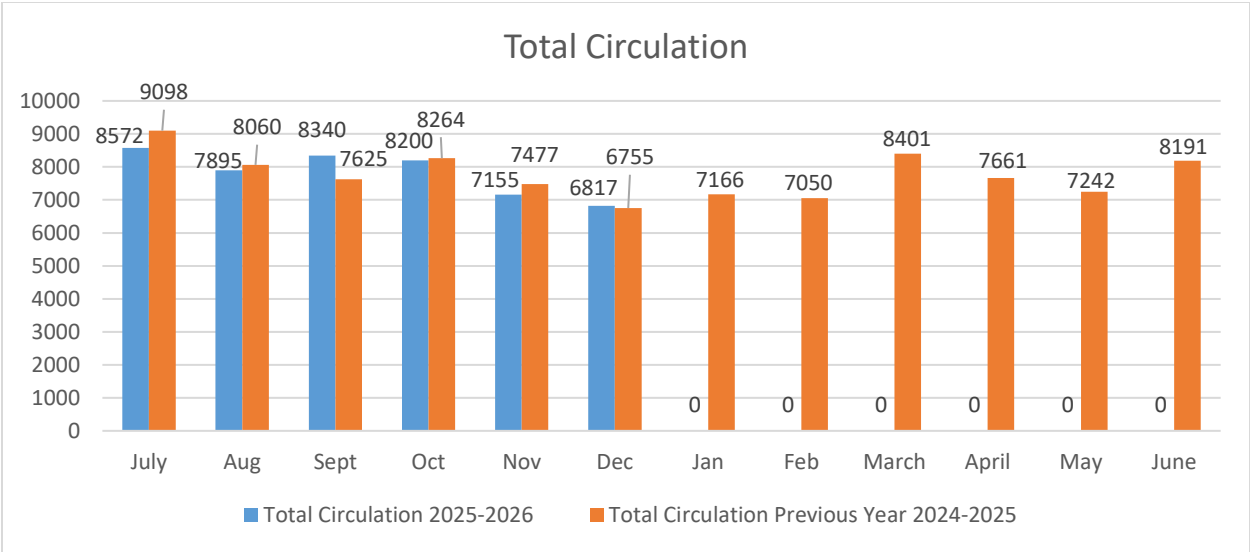
November 2025 Online Content

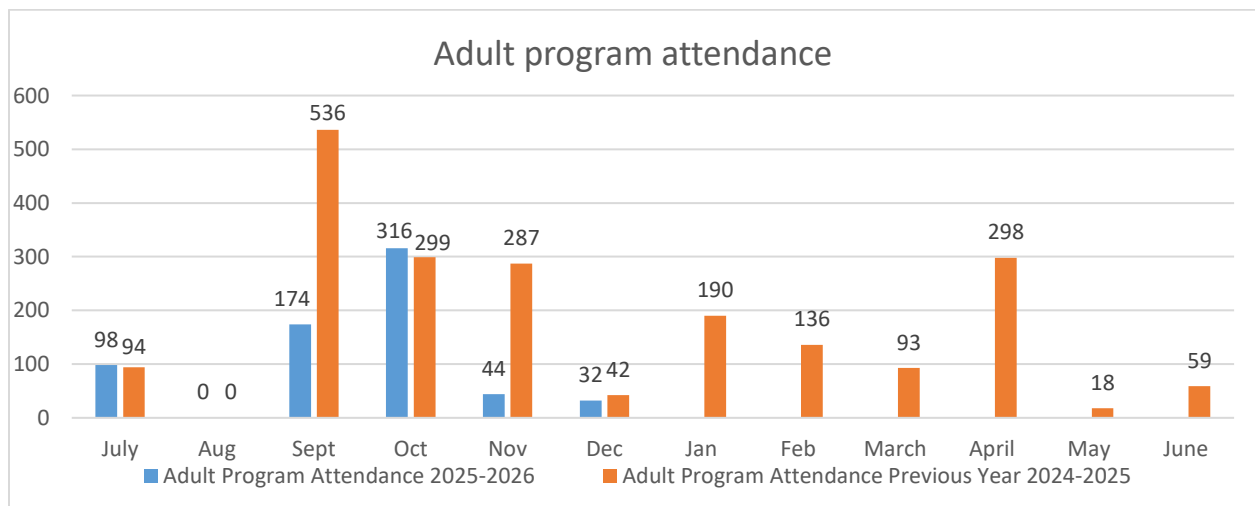
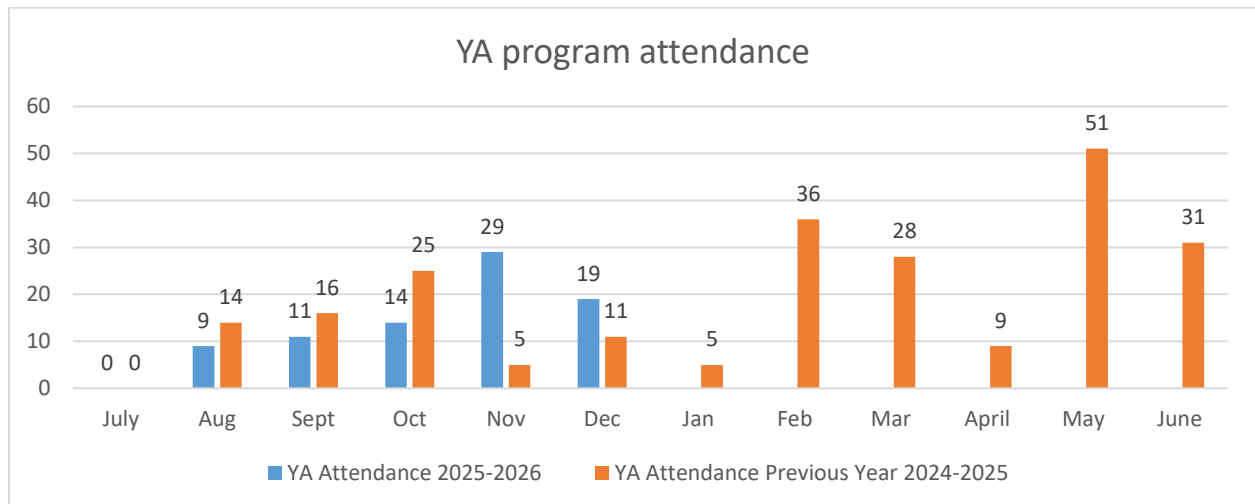
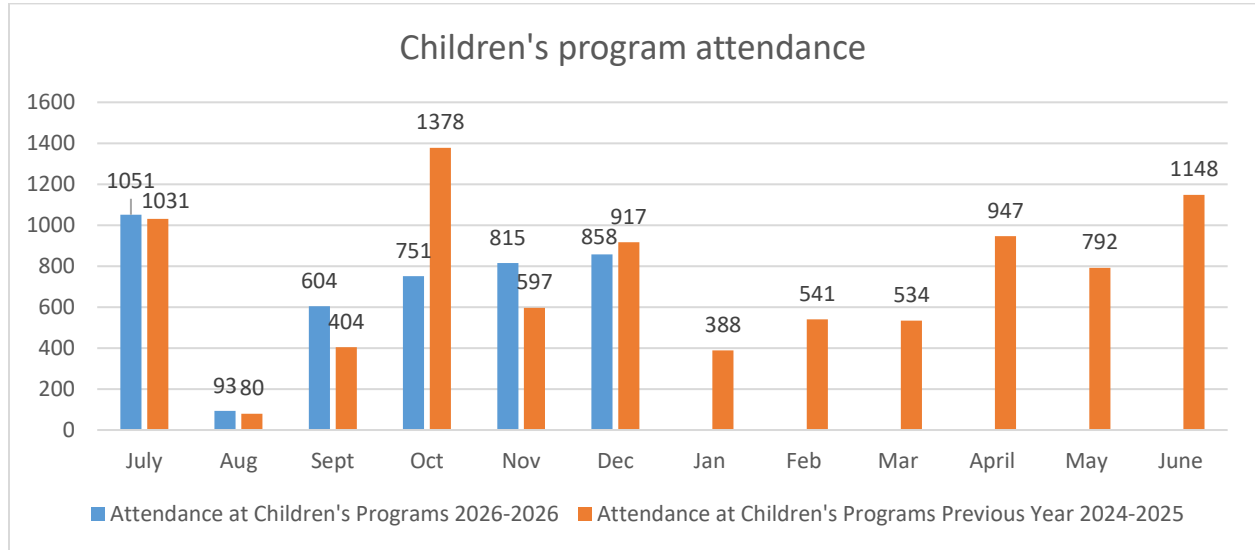
In November, the Library had 28 social media posts with 23,815 reactions (likes/comments/views). Many were for the following:

Community Puzzle Thank You
Halloween Candy Donations
Next Week at the Library
Stitch & Share
1,2,3 Baby & Me
Sensory Play
Shelf Stories
Sip & Shush
Memory Café: Brain Healthy Cooking
Library TikTok - Get the Ball in the Bowl
Holiday Observance
Green Teens
3D Printing Basics
Library TikTok - New Marketing Strategy
Tails & Tales
Pajama Storytime
1000 Books Before Kindergarten
Freegal
Snowflake Hunt
Memory Café: Intergenerational Storytime



December 2025 Library Statistics

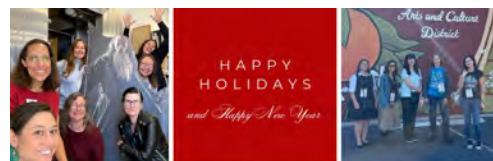




December 2025 Online Content

In December, the Library had 27 social media posts with 10,441 reactions (likes/comments/views). Many were for the following:

1, 2, 3 Baby & Me
FOL Best Used Book Sale
Library Move to Renovated Building
Shelf Stories
Sip & Shush
Green Teens
Next Week at the Library
Gingerbread Jamboree
Delayed Opening
Library Building Renovation Drone Video
3D Printing Basics
Library TikTok - Reading Books All Day
Pajama Storytime
Tails & Tales
Sensory Play
3D Printing on Pause
Winter Holiday Closure
Holiday Hours
Library TikTok - 2025 Checkouts and Savings
Happy Holidays





CITY OF SIERRA MADRE

STAFF REPORT

LIBRARY SERVICES

DATE: January 26, 2026
TO: Library Board Trustees
FROM: Leila Regan, Director of Library Services & Museums
SUBJECT: **Library Board of Trustee Student Commissioner Applicants**

RECOMMENDATION

It is recommended that the Board review and discuss the addition of two student commissioners.

SUMMARY

The City of Sierra Madre has launched a Student Commissioners program aimed to promote civic engagement among students ages 13 to 21. The Library Board of Trustees can have up to two student commissioners. The student commissioners do not have to be Sierra Madre residents. Student commissioners will serve on the Library Board of Trustees for one year and were required to submit an application and two letters of reference. The Library Board of Trustees has received two applications for student commissioners: Shania Wong and Kareem Abu-Rayyan.

DISCUSSION & ANALYSIS

Both applicants for student commissioners, Shania Wong and Kareem Abu-Rayyan will introduce themselves at the upcoming Library Board of Trustee meeting. Trustees have previously been presented with both student commissioner hopefuls' applications and letters of recommendation to review. It is recommended the Library Board of Trustees discuss adding one or both applicants as student commissioners.

Student commissioners will be required to attend Trustee meetings for a year with no more than a 25% excused absence rate.

Alternatives:

- The Library Board of Trustees can choose to only appoint one student commissioner.
- The Library Board of Trustees can choose to appoint none of the potential student commissioners and wait for additional applicants.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

There is no impact to the General Fund as a result of the recommended action.

Approved by:

_____

Leila Regan

Leila Regan, Director of Library Services & Museums

Attachment(s):

1. City of Sierra Madre Student Commissioner Flyer
2. Shania Wong Application
3. Shania Wong Recommendation Letter
4. Shania Wong Second Recommendation Letter
5. Kareen Abu-Rayyan Application
6. Kareen Abu-Rayyan Recommendation Letter
7. Kareen Abu-Rayyan Second Recommendation Letter

STUDENT COMMISSIONERS



www.sierramadrecalifornia.gov



STUDENT COMMISSIONERS

UP TO TWO STUDENT COMMISSIONERS PER COMMISSION, PER TERM



REQUIREMENTS

MUST BE A STUDENT, AGES 13-21
NOT REQUIRED TO BE A SIERRA MADRE RESIDENT



TERMS & ATTENDANCE

TERMS ARE ONE-YEAR, NO TERM LIMITS
NO MORE THAN 25% EXCUSED ABSENCES PER TERM



APPOINTED

APPLICATION & 2 REFERENCE LETTERS REQUIRED
COMMISSION REVIEWS & APPOINTS FOR THEIR COMMISSION



BROWN ACT REQUIREMENT

NOT SUBJECT TO THE BROWN ACT
STUDENT COMMISSIONERS ARE NON-VOTING MEMBERS.

For questions please email: cityclerk@sierramadrecalifornia.gov

STUDENT COMMISSIONERS



**APPLICATIONS ARE BEING ACCEPTED FOR THE
2025-2026 ACADEMIC SCHOOL YEAR**

www.sierramadrecal.gov

SCAN ME



PLANNING COMMISSION

Urban planning, land use applications, General
Plan amendments, zone changes and subdivision
maps.

SCAN ME



COMMUNITY SERVICES COMMISSION

Community events and programs
Oversees use of parks, social services and resources

SCAN ME



NATURAL RESOURCES COMMISSION

General environmental and sustainability topics
including wildlife, urban forest, green initiatives

SCAN ME



LIBRARY BOARD OF TRUSTEES

Introduce Library programming, services, policy, workshops,
classes

SCAN ME



SENIOR COMMUNITY COMMISSION

Well-being of older Sierra Madreans, by publicizing available
resources, coordinating and initiating services and
opportunities, organizing events.

For questions please email: cityclerk@sierramadrecal.gov

Application for Student Commissions



City of Sierra Madre

232 W. Sierra Madre
Blvd. Sierra Madre, CA

91024

626.355.7135

www.sierramadrecalifornia.gov

PERSONAL INFORMATION

NAME Shania Wong	DATE 10/19/2025
CITY OF RESIDENCE Arcadia	AGE 16

COMMISSION

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING Library Board of Trustees
Why are you interested in serving as a member of this commission? I am interested in serving as a member of this commission because I not only love reading books but I also believe in the art of using storytelling to connect communities. As someone who has not always been a fan of reading until I entered middle school, it was enthralling to find my love of books through my peers, my teachers, and most importantly, the librarian at my school. Because English is not my first language, I always struggled to read--whether I felt embarrassed to read aloud in 1st grade because of my thick accent or had a hard time understanding difficult vocabulary. However, through utilizing my school community to foster my appreciation for books, I have reclaimed books as a way to make others feel included. While books may seem exclusive based on language, they're meant to be accessible for everyone. If selected to be apart of the Library Board of Trustees, I would love to use my story to remind everyone that books are meant for everyone, whether you were born a book-lover or are just starting your exploration. Through my unique experience, I hope to implement programs at the library for people of all ages and backgrounds, dedicated to creating an environment where everyone feels welcome. Additionally, as a teenager, I feel like I can offer varying perspectives of specific needs teenagers and children have such as offering reading programs for children with reading disabilities, establishing ESL programs for reading, shedding light on banned books, and utilizing the library as a peer tutoring space.
What specific attitudes, skills, and expertise do you think you have to enhance the work of the commission? As 11th grade president at my school, I have had numerous years of expertise in being apart of a council that not only listens to the voices and desires of the people but also implements policies and changes. For example, I have experience organizing events such as Junior Dinner, class meetings, grade-level parties, and decorating for school-wide events. I also have experience establishing policies related to changes in the dress-code, homework policies, and creating a point system to encourage school spirit. Through my leadership opportunities, I have learned how to communicate with 100+ people, delegate tasks to other members of my class cabinet, and managed budgets for our grade. Additionally, as a participant of Model United Nations and as a co-founder of this club at my school, I have gained critical skills in organization, public speaking, communicating, and learning how to be a leader who listens to everyone's opinions.

SERVICE HISTORY

Are you currently volunteering anywhere?	
☒ Yes ☐ No	
NAME OF ORGANIZATION Teen Line	DATES OF SERVICE 06/01/2024
NAME OF ORGANIZATION Youth Research Vox	DATES OF SERVICE 06/15/2024

You are invited to attach additional information or submit supplemental information which you feel may assist the City Council in its evaluation. Supplemental information is subject to disclosure under the Public Records Act.

PERSONAL INFORMATION

NAME Shania Wong		DATE 10/19/2025	
ADDRESS [REDACTED]			
CITY Arcadia		STATE	ZIP CODE 91006-1709
HOME PHONE [REDACTED]		MOBILE PHONE [REDACTED]	
EMAIL ADDRESS [REDACTED]			

BACKGROUND

HIGH SCHOOL [REDACTED]		CITY Pasadena
COLLEGE		CITY
GRADE/CLASS YEAR 11th grade	MAJOR	
COMMUNITY ORGANIZATIONS (e.g. Rotary Club, High School Clubs/Organizations) ASB (Associated Student Body), 11th grade Class Cabinet, Model United Nations Club Co-Founder, Taiwanese Affinity Co-Head, School Ambassador Head, Student Action Council, Writing Center Fellow, and Math Center Review Session Leader		

INFORMATION ON THE PROCEDURE

The Commission or Board will review all applications and may appoint a non-voting Student Commissioner to serve a one-year term. Two reference letters must accompany the student's application.

FULL / UNEXPIRED TERM

Students are expected to serve a one-year term; and may be re-appointed by the Commission, if student expresses an interest in continuing service on the Commission.

TIME COMMITMENTS

Serving on a City Commission, Board, or Committee may require one or two night meetings per month, with each meeting averaging three to four hours. You may also be asked to serve on additional subcommittees. Members are expected to attend all meetings and attendance less than 75% of scheduled meetings.

APPLICANT CERTIFICATION

By signing below, I understand that the information on Page 1 and any separate attachments are subject to disclosure under the Public Records Act. The personal information on Page 2 is not subject to disclosure. Further, I understand that members of all Boards, Commissions and Committees may be subject to filing the Fair Political Practice Commission's Statement of Economic Interest Form 700 relating to financial disclosures and must complete mandatory ethics training as required by law.

10/19/2025

SIGNATURE OF APPLICANT

DATE

From: [Erica St. John](#)
To: [City Clerk](#)
Subject: [EXTERNAL] recommendation for Shania Wong
Date: Thursday, October 16, 2025 1:11:55 PM

CAUTION: This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

To whom it may concern,

With this email, I strongly recommend Shania Wong for the Student Commissioner on the Library Board of Trustees position in Sierra Madre. I have known Shania for the past three years and am currently her advisor. I know her well, and I can attest to the fact that Shania is conscientious, thoughtful, intelligent, organized, and creative. She's one of our top students and class president!

And, perhaps most important, Shania is a reader. She takes challenging English classes and loves nothing more than discussing her favorite novels with her teachers and peers. She's beloved by the English teachers here at Westridge.

If you need a more formal recommendation letter, please let me know!

Thanks, and feel free to contact me if you want to discuss further,
Erica

Erica St. John
(she/her)
Service and Community Engagement Coordinator
Westridge School
324 Madeline Drive, Pasadena, CA 91105
626.799.1053, ext. 253
cell: 650.773.2522
www.westridge.org



Stevie Bolton, MLIS | Librarian
Westridge School
324 Madeline Drive, Pasadena, CA 91105
sболton@westridge.org
626.799.1053, ext. 242

To Whom it May Concern:

I am thrilled to recommend Shania Wong for the position of Student Commissioner for the Sierra Madre Library Board of Trustees. As the librarian at Westridge School I have had the honor and joy of getting to know Shania over the last five years. She has demonstrated herself to be a thoughtful leader, committed student, and engaged community member. I know she would bring insight and dedication to this position.

Shania has always been an enthusiastic library user at Westridge. She understands the library's multi-faceted purpose: a place for recreational reading, quiet studying, community building, and source finding. It was her freshman year that I really got to see her shine academically. Our 9th grade history course, World Views, covers ancient world history and gives students an intensive introduction to academic research. While Shania struggled at first, with each paper she wrote we could see her perseverance pay off as her writing and research skills improved. As a librarian, I was impressed with how she was able to find and evaluate sources and use our library databases efficiently, understanding their strengths and weaknesses. I think that her insight and experience with school related research would make her input on how your library could support other students invaluable.

What I've truly loved about watching Shania grow, is her thoughtful and solution driven approach to everything she faces. No matter if she's tackling schoolwork, extracurricular activities, relationships with friends, or the myriad of other issues teenagers face today, Shania is always ready to listen to others' input, bring in her own experiences and expertise, and find a way to solve the problem.

Shania is a truly fantastic human, and I cannot recommend her enough for this position. Her kindness and thoughtfulness would make her a wonderful addition to the Sierra Madre Library Board of Trustees. If you have any additional questions, please feel free to contact me.

Best,

Stevie Bolton

Application for Student Commissions



City of Sierra Madre

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

626.355.7135 www.sierramadrecalifornia.gov

Submit completed application and two reference letters to: cityclerk@sierramadrecalifornia.gov

PERSONAL INFORMATION

NAME	Kareem Abu-Rayyan	DATE	11/10/2025
CITY OF RESIDENCE	Sierra Madre	AGE	13

COMMISSION

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING
Planning Commission, and/or Library Board of Trustees
Why are you interested in serving as a member of this commission?
I am interested in serving in the Planning Commission because I have a passion for urban planning. I am knowledgeable in road networks, and where stop signs and crosswalks should be placed, public transportation, demand for housing and services, etc. For the Library Board, I once volunteered at the Library over the summer and enjoyed it a lot. I am interested in the Library Board to help the library and all the people that visit it with activities and programs related to the library. For example, the summer reading program and the stuffed animal sleepover that I supported, which many Sierra Madre families enjoy.

What specific attitudes, skills, and expertise do you think you have to enhance the work of the commission?
I have been trained in peer mediation at my school, and am skillful in conflict resolution. I am a math honors student, with a 3.9 GPA this school year. I am very good at math, planning, and brainstorming. I am also very knowledgeable in geopolitics and geography. I have also volunteered at the Library and know how it works and the people who work there. These skills can be put to use in the Commission or Board, for meetings and in support of any planning they do.

SERVICE HISTORY

Are you currently volunteering anywhere?	
☐ Yes ☒ No	
NAME OF ORGANIZATION	Sierra Madre Library, Summer Reading Program
DATES OF SERVICE	06/06 - 07/27 2025
NAME OF ORGANIZATION	
DATES OF SERVICE	

You are invited to attach additional information or submit supplemental information which you feel may assist the City Council in its evaluation. Supplemental information is subject to disclosure under the Public Records Act.

PERSONAL INFORMATION

NAME	Kareem Abu-Rayyan	DATE	11/10/2025
ADDRESS	[REDACTED]		
CITY	Sierra Madre	STATE	CA
		ZIP CODE	91024
HOME PHONE	MOBILE PHONE [REDACTED]		
EMAIL ADDRESS	[REDACTED]		

BACKGROUND

HIGH SCHOOL	[REDACTED] Middle School	CITY	Sierra Madre
COLLEGE	CITY		
GRADE/CLASS YEAR	[REDACTED]	MAJOR	
COMMUNITY ORGANIZATIONS (e.g. Rotary Club, High School Clubs/Organizations)			
Academy of Model Aeronautics member			

INFORMATION ON THE PROCEDURE

The Commission or Board will review all applications and may appoint a non-voting Student Commissioner to serve a one-year term. Two reference letters must accompany the student's application.

FULL / UNEXPIRED TERM

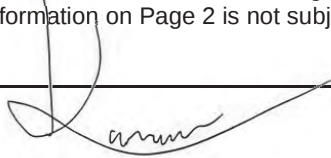
Students are expected to serve a one-year term; and may be re-appointed by the Commission, if student expresses an interest in continuing service on the Commission.

TIME COMMITMENTS

Serving on a City Commission, Board, or Committee may require one or two night meetings per month, with each meeting averaging three to four hours. You may also be asked to serve on additional subcommittees. Members are expected to attend all meetings and attendance less than 75% of scheduled meetings.

APPLICANT CERTIFICATION

By signing below, I understand that the information on Page 1 and any separate attachments are subject to disclosure under the Public Records Act. The personal information on Page 2 is not subject to disclosure.

SIGNATURE OF APPLICANT		DATE	11/10/2025
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Sierra Madre Middle School
160 N. Canon
Sierra Madre, CA 91025
(626) 396-5910

November 10, 2025

Dear Members of the Selection Committee:

I have had the pleasure of being Kareem Abu Rayyan's history teacher for both seventh and eighth grade, and it is with the utmost confidence that I recommend him for the position of student commissioner.

As a student in my honors class, Kareem demonstrates responsibility, enthusiasm, insight, and a commitment to learning. He is one of my strongest participants in class discussions and debates. He also has displayed a particular interest in governance and civics, and I know he would truly embrace this unique "hands-on" opportunity to further his knowledge.

Just as he represents his school with pride and honor, I know he will do the same for his community. Please do not hesitate to contact me at nepf.lisabet@pusd.us if you have any questions or require further information.

Kind regards,



Lisabet Nepf
Social Studies Chair
Sierra Madre Middle School

October 30, 2025

Sierra Madre City Hall
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

To the City of Sierra Madre Selection Committee,

I am pleased to recommend Kareem Abu Rayyan for the position of Student Commissioner for the City of Sierra Madre, with interest in serving on the Library Board or the Planning Commission. As the school counselor intern at Sierra Madre Middle School, I have had the opportunity to get to know him through his participation in our Peer Mediation Program, which partners with the Western Justice Center in Pasadena, California.

Throughout the peer mediation training, Kareem demonstrated strong leadership, empathy, and communication skills. He builds positive relationships with his peers, listens thoughtfully, and approaches challenges with maturity and respect. His ability to collaborate effectively and his natural rapport with others make him a trusted and well-liked student both by classmates and adults on campus.

In addition to his interpersonal strengths, Kareem is academically motivated and demonstrates a sincere desire to contribute to his community. I am confident that his curiosity, sense of responsibility, and commitment to personal growth will make him an excellent representative for the youth of Sierra Madre. I fully endorse his application and believe he will bring insight, enthusiasm, and integrity to the role of Student Commissioner.

Sincerely,

Zitlaly Calderon
School Counseling Intern
Sierra Madre Middle School



CITY OF SIERRA MADRE

STAFF REPORT

LIBRARY SERVICES

DATE: January 26, 2026
TO: Library Board Trustees
FROM: Leila Regan, Director of Library Services & Museums
SUBJECT: **Prospective Eagle Scout Project by Oliver Farnam for a Tool Lending Library at the renovated Library building**

RECOMMENDATION

It is recommended that the Board approve to proceed with this project and suggest a delayed start date for after the Library reopens to the public.

SUMMARY

Oliver Farnam, a Life Rank Scout with Troop 110, is proposing a community-powered Tool Library as part of his Eagle Scout project. Sierra Madre residents can borrow and donate tools to reduce waste, support sustainability, and improve access to tools for home repairs, and creative projects. After scouting for institutions that can provide space and ensure the project becomes a community resource, the Library became the best fit.

DISCUSSION & ANALYSIS

The Tool Lending Library, is an ambitious project, but a useful addition to the community by providing accessible and affordable tools for everyone. The Sierra Madre Public Library currently has and is looking to expand its Library of Things. The Library of Things currently contains STEAM items, sewing machines, hot spots, parks passes, mental health kits, and more. Other local public libraries have this type of Library of Things for example, Monrovia Public Library, LA County Library, and Riverside Public Library. Things to consider: tool maintenance and replacement, tools to include in project, location and space of storage for tools, Library lending integration. These considerations and decisions can be made by the Board or the Board can remain updated on the project as it progresses upon approval to proceed with this project.

Alternatives:

- The Board can decide this project is not a good fit for the Library and not to proceed forward with it.

- The Board can significantly delay the start of the project.
- The Board can delay approval of this project until the project is built out in more detail regarding the aforementioned considerations.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

There is no impact to the General Fund as a result of the recommended action.

Approved by:



Leila Regan

Library Services Director

Attachment(s):

1. Email from Oliver Farnam regarding the Tool Lending Library
2. Sierra Madre Tool Lending Library Flyer
3. Tool Lending Library Presentation

Leila Regan

From: Oliver Farnam [REDACTED]
Sent: Tuesday, November 11, 2025 9:53 PM
To: Leila Regan; Daniel Farnam; Jeanie Farnam
Subject: [EXTERNAL] Tool Library Eagle Scout Project
Attachments: Sierra Madre Tool Lending Library.pdf

CAUTION: This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

Hello Ms Leila,
Oliver Farnam here,

I am currently working on my Eagle Scout project, and I wanted to run this by you. I am trying to do something different with my Eagle Scout project. I would like to hear what you think, any guidance, or introductions to people I should be connecting with in our community. Here is my quick pitch below, and I have also attached my project proposal for you to look over. I am planning on connecting first with the library, SMRFA, Friends of the Library, Fire Department, and the Sierra Madre Community Foundation for possible grants. Of course, I wanted to connect with Mayor Parkhurst as he mentioned wanting to help with more Eagle Scout projects that benefit our community. Should an opportunity come up to pitch my project in person, I would jump at the chance.

The City of Sierra Madre does not need 10,800 hammers. Most of them are only going to get used once or twice and, unfortunately, end up in a landfill.

My mission for my Eagle Scout project is to create a shareable tool library for my community, which reduces waste and promotes sustainability. This is meant to serve our neighbors long after my project is complete.

Consumerism teaches us that we need to buy the latest and greatest gadget, but you may only need a tool once. The Sierra Madre Tool Library would be a place where people can borrow and donate tools for others to use free of charge. Not everyone has access to tools that enable them to do home repairs or creative projects.

This project will be powered by the community for the community: borrowers, donors, and volunteers use tools, build skills, declutter, give back, and teach others.

I'm currently looking for a nonprofit partner that believes in the same values of sharing, sustainability, and service. An organization that can provide a space, rally volunteers, and make the Sierra Madre Tool Library a permanent part of our city.

This project isn't just about lending tools, it's about building and improving OUR community

--

In Scouting,
Oliver Farnam - Life Rank
Scouting America, Troop 110
Sierra Madre, CA

SIERRA MADRE Tool Library

OLIVER FARNAM
EAGLE SCOUT PROJECT



SHARE TOOLS, SAVE RESOURCES, BUILD COMMUNITY

MY MISSION

To create a shareable tool library for my community that reduces waste and promotes sustainability. This is meant to serve our neighbors long after this project is complete.

COMMUNITY IMPACT

This project will be powered by the community for the community: borrowers, donors, and volunteers use tools, build skills, declutter, give back, and teach others.

HOW IT WORKS

Tools will be collected from the community. Volunteers will maintain and repair the collection. Tools are available to borrow free of charge.

PARTNERSHIPS & SUPPORT

I'm currently looking for a nonprofit partner that believes in the same values of sharing, sustainability, and service. An organization that can provide a space, rally volunteers, and make the Sierra Madre Tool Library a permanent part of our city.

ABOUT ME

Oliver Farnam,
Scouting America, Troop 110 Sierra Madre
9th grade, San Marino High School

I am creating a community tool library for my Eagle Scout project to reduce waste, promote sustainability, and give everyone access to the tools they need, free of charge.

THE PROBLEM

The City of Sierra Madre does not need 10,800 hammers. Most of them are only going to get used a few times and unfortunately end up in a landfill. Its just not practical owning every tool.

THE SOLUTION

Not everyone has access to tools that enable them to do home repairs or creative projects. The Tool Library would be a place where people can borrow and donate tools for others to use free of charge.



SIERRA MADRE Tool Library



Oliver Farnam
Life Scout Troop 110

Share Tools Save Resources Build Community

Proposed Eagle Scout Service Project

WHAT I'M ASKING FOR

Partnership with SM Library

Provide space for the tool library container on the library property

Guidance on policies, procedures, and safety requirements

Support in sharing the program with the community

Collaboration to ensure long-term sustainability

THE PROBLEM

Sierra Madre homes do not need 10,800 hammers, only to hit thirty nails and then go on to collect dust in a garage and eventually ending up in a landfill.

Not everyone may have access to the tools they need for simple home repairs.



THE SOLUTION



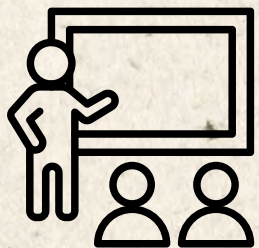
- Free tool borrowing
- Tool donations accepted
- Secure container storage
- Library-managed access
- Long-term sustainability

THE OPPORTUNITY

A Tool Library for our community will reduce waste and promote sustainability. Libraries already do this with knowledge now we can do it with tools.



This would let people **borrow** and **donate** tools.

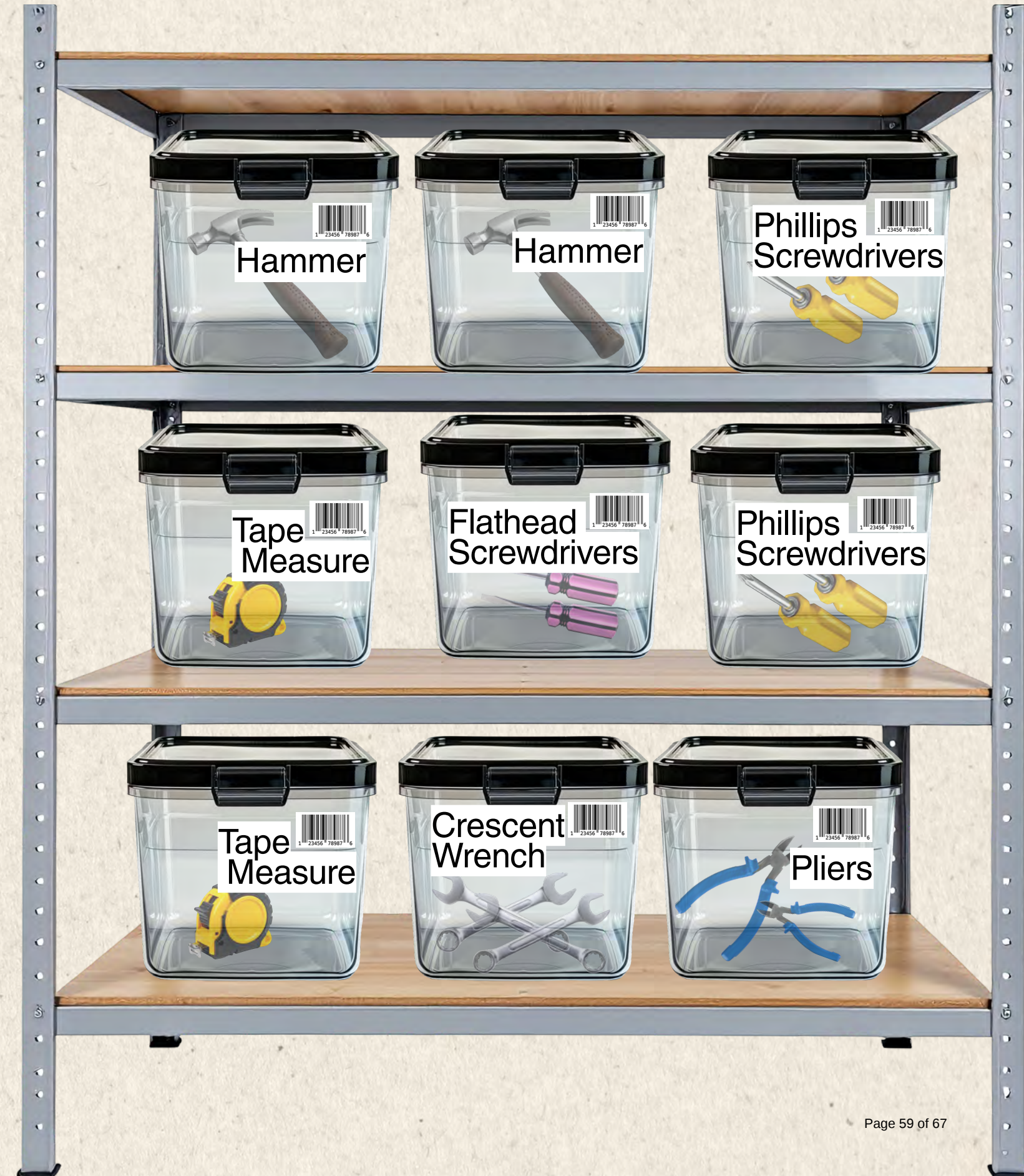


Workshops led by community seniors with time and experience to share.

WHAT IT LOOKS LIKE

- 20-ft storage container
- Organized shelving & pegboards
- Clear signage and safety rules
- Clean, welcoming layout

Modeled after similar programs that already operate successfully in LA





WHO IT SERVES

└ Responsible cardholders, 18+

- Small repairs without buying expensive tools
 - One-time projects (mounting shelves, fixing doors, patching drywall)
 - Access to specialty tools they don't own
-

└ Community Programs

- Green Teens
 - Community beautification days
 - Volunteer cleanup and planting days
-

└ The Library Itself

- Expanded services
- Increased community engagement
- New educational programming opportunities

WHY THIS MATTERS

Access: Tools shouldn't be a barrier to participation

Sustainability: Reduce landfill waste

Community: Neighbors helping neighbors

Equity: Not everyone can afford specialty tools

Education: Encourages repair over replacement



HOW IT WORKS

Education

- The tool librarians are the heart of this project
- Proper tool use taught by knowledgeable neighbors
- Senior citizens sharing their real-life experience
- Manufacturer instructions included

Tools

- Donations to the tool library give tools a second life

SAFETY & LIABILITY



**Safety Glasses
Required**



**Hearing
Protection
Recommended**



**Work Gloves
Available**

- Borrower waivers
- 18+ checkout only
- Regular tool inspections
- Modeled after pre-existing library systems



Clear safety signage

“Read tool instructions before use”

“Return batteries to charging station”

“Inspect tool before borrowing”

“First Aid Kit location”

“Fire extinguisher location”

“Emergency contact numbers”

SUSTAINABILITY PLAN

After the Eagle project is completed:

Library retains oversight

Community volunteers assist

Donations replenish inventory

The program continues long-term

This project is designed to live on.

Host yearly tool fundraisers selling excess donated tools



COMMUNITY IMPACT

Empower everyday projects

Build community by getting projects done together

Access over ownership

Fewer tools in the landfills

Gaining knowledge of how to do things yourself



MY ROLE AS PROJECT LEAD

Grant writing

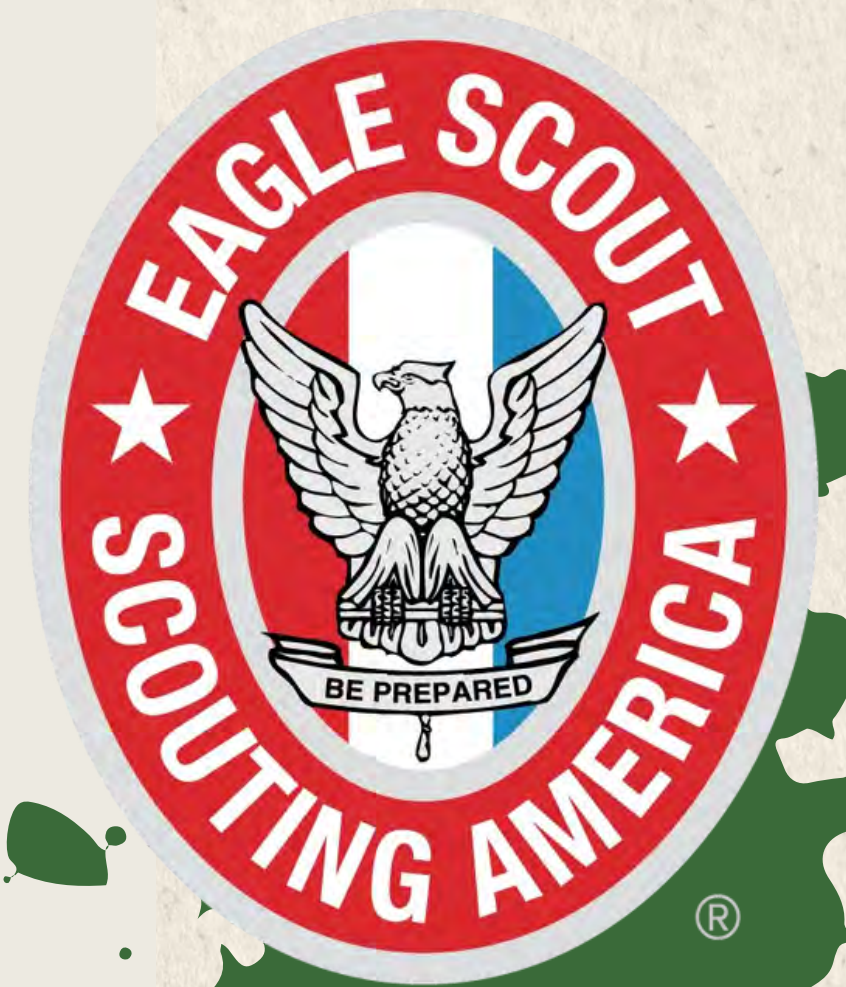
Volunteer coordination

Social media marketing and promoting

Container build-out

Tool organization

Final handoff to the library



SIERRA MADRE Tool Library



Presented by Oliver Farnam
Life Scout, Troop 110

Share Tools Save Resources Build Community
Thank you for your time and consideration.