



CITY OF SIERRA MADRE

LIBRARY OF BOARD TRUSTEES REGULAR MEETING AGENDA

**Leigh Gluck, Chair | Susan Gallagher, Vice Chair
Catherine Addé, Trustee | Diane Sands, Trustee | Laura Palmer, Trustee
Kareem Abu-Rayyan, Student Commissioner | Shania Wong, Student
Commissioner**

Tuesday, May 19, 2026, 5:00 PM

City Council 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

A. Shania Wong

3. ROLL CALL OF TRUSTEES

Leigh Gluck, Chair
Susan Gallagher, Vice Chair
Catherine Addé, Trustee
Diane Sands, Trustee
Laura Palmer, Trustee
Kareem Abu-Rayyan, Student Commissioner
Shania Wong, Student Commissioner

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. 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.

11. 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 April 27, 2026**
- B. **Library Warrants in the aggregate amount of: \$9,628.66, \$96.42, \$229,191.05**
- C. **Library Statistics for April 2026**

12. DISCUSSION ITEMS

- A. **Sierra Madre Public Library Grand Reopening, Ribbon Cutting, and Summer Reading Kickoff**
- B. **Furniture, Fixtures, and Equipment for the Library Meaningful Improvement Project**
- C. **Library Meaningful Improvement Project Update**

13. ITEMS FOR FUTURE AGENDAS

14. ADJOURNMENT

The Library Board of Trustees will adjourn to its next regular meeting on N/A.

Date Posted: May 14, 2026



CITY OF SIERRA MADRE

LIBRARY BOARD REGULAR MEETING MINUTES

**Leigh Gluck, Chair | Susan Gallagher, Vice Chair
Catherine Addé, Trustee | Diane Sands, Trustee | Laura Palmer, Trustee
Kareem Abu-Rayyan, Student Commissioner | Shania Wong, Student
Commissioner**

Monday, April 27, 2026, 5:00 P.M.

Commission Chambers, 232 W. Sierra Madre Blvd.

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1. CALL TO ORDER

Chair Gluck called the meeting to order at 5:01 PM

2. PLEDGE OF ALLEGIANCE

Student Commissioner Kareem Abu-Rayyan led the audience in the Pledge of Allegiance.

3. ROLL CALL OF TRUSTEES

Present:

Leigh Gluck, Chair

Susan Gallagher, Vice Chair

Catherine Addé, Trustee

Diane Sands, Trustee

Laura Palmer, Trustee

Kareem Abu-Rayyan, Student Commissioner

Shania Wong, Student Commissioner

Absent:

Susan Gallagher, Vice Chair - Excused

4. PRESENTATIONS

A. Library Meaningful Improvement Update Presented by TSK Architects & Vertex Engineering

Crystal Wong from TSK Architects and Nathan Donsker from Vertex Engineering gave a presentation to the Trustees on the status of the building project. They showed slides and described work being done. Nathan said concrete is being poured on the south side this week. Look to have the base for the asphalt by the end of the week and asphalt early next week. Crystal showed slides and described existing old areas alongside the newly remodeled areas.

Comments/Questions:

Trustee Sands asked if there was a lower ADA section at the Front Desk.

Director Leila Arciero replied yes.

Student Commissioner Abu-Rayyan asked if the asphalt is for the driveway?

Donsker of Vertex replied yes.

Chair Gluck asked about the plan for the asphalt that was removed from the SM Blvd. driveway and what the blue tape on the shelves is for?

Director Arciero replied the asphalt will be redone not with AMG. The blue tape is to notify movers not to put books on those shelves due to the canopies not being installed yet/at the time.

Student Commissioner Abu-Rayyan asked when the driveway will be done?

Donsker of Vertex replied will be done at the same time as when the back lot asphalt is poured.

Trustee Palmer asked about the elevator?

Donsker of Vertex replied the elevator is installed, the inspector should be able to look at in a week's time, now that the egress has been poured.

Trustee Gluck asked about the curbs and gutters and Donsker said it was corrected.

Trustee Sands asked about curbs and accessibility and Donsker said there is a ramp.

Student Commissioner Wong asked about the parking situation and Director Arciero confirmed there is a parking lot in back that isn't shown in the photos. There are also 7 slanted spots in front on Sierra Madre Blvd and 2 handicapped spots in front.

Student Commissioner Wong asked if there was designated staff parking and Director Arciero said there will not be designated staff parking.

Chair Gluck asked if the cement had been poured for the book drops and Donsker said they should get poured tomorrow along with the trash enclosures.

Student Commissioner Abu-Rayyan asked if there is landscaping in back and Director Arciero replied there is and the planting plan is on the Library's website. Donsker added that trees and landscaping are arriving next week and TSK is working with the landscape architect.

Trustee Sands asked about the parking in front and if it will be limited to provide parking for library patrons. Director Arciero said there will be signage for Library parking. The front spots are limited to 2 hour parking plus one 20 minute parking limit.

5. **REPORTS FROM TRUSTEES OF CITY BUSINESS**

Trustee Adde: went to the Foundation meeting and attended the Wistaria Festival and the Civic Club Luncheon. She did the book review for the Friends of the Library for the May Newsletter. The book is *Broken Country* by Clare Leslie Hall.

Student Commissioner Wong: She missed the last meeting for a school trip to Yellowstone where she learned a lot about animals.

Student Commissioner Abu-Rayyan: He went to the Wistaria Festival and talked to people at his school about how to get the Reopening out to students.

Trustee Sands: Attended the Civic Club luncheon, Senior Commission meeting, Community Services Meeting, and the City Council Meeting on the 14th. Went to the performance at the Playhouse. The Sierra Madre Historical Preservation Society (SMHPS) had a presentation on the Trail Race. She was at the booth at the Wistaria Festival for SMHPS.

Trustee Palmer: was at the booth at the Wistaria Festival volunteering with the pups. She met with Chelsea about the puzzle competition and they know what they're doing. She went to the SMHPS meeting on the 16th. She also went to Bingo.

Chair Gluck: Went to Legendary Bingo and won nothing and went to Civic Club Luncheon and won nothing.

6. **REPORT FROM LIBRARY DIRECTOR**

Director Arciero reported the books are on the shelves from Offsite Storage. Books and some additional things from the Temporary Library will be moving on May 4th to Level

One. Later, the remainder of Temporary Library items will be moved into Level Zero, dependent on flatwork being completing and receiving a full TCO. It's a difficult move. Yamada has installed about 90% of the furniture. There is still outstanding furniture to be installed. We are learning a lot as we go forward, there are a lot of moving parts to moving a Library. We will be opening June 6th regardless. Due to the truncated timeline of our time in that building, the Library will be closed on Tuesdays in June and July to get items installed and finish up the move. Staff cannot currently move into the building because we are waiting for our Internet circuit from CENIC. This will give us our broadband state provided Internet access. IT cannot setup staff at the building until we get that Internet.

Comments/Questions:

Chair Gluck asked how Tuesday was decided on to close the Library? Director Arciero replied Tuesdays work best to be closed based on the Library's summer programming.

Student Commissioner Abu-Rayyan: asked how many books in the Library now and are there books on both floors? Director Arciero replied a little more than half of the books are at the Library now. No books are on the first floor which is mostly the Mary Tumilty Meeting Room and our Archives which cannot leave the Library. When we move the books from the Temporary Library that will then be the majority of the books.

Chair Gluck asked about IT at 440. Director Arciero said we do have to wait to to fully move into the building until we get Internet for Staff to work over there. IT has to do a lot of setup to get access to our main server over at 440 which could take 3 or 4 days. It's Spectrum and CENIC causing the delay. We do have temporary Internet for Wi-Fi access for Staff to use for the collection.

Student Commissioner Abu-Rayyan: asked about the tool library. Director Arciero replied we will address it in August.

7. **REPORT FROM SIERRA MADRE LIBRARY FOUNDATION**

Chair Stockly reported they have raised \$725,000 in the Next Chapter Campaign with over 250 donors. Over 125 Wooden books have been sold. On Friday the donor recognition wall vendor was able to do a walk through and Rob was able to do some visuals for the Pasadena Tournament of Roses Foundation. The Donor Wall List is finished. Got to see the slabs of oak for the donor wall. End caps for the book fundraiser are in fabrication. There is space for more books to be sponsored after the opening. They had their last small group gathering on Saturday hosted by Colleen. It was a great result. They have two outstanding grants they hope to hear about in May.

Comments/Questions:

Chair Gluck asked about getting word out to schools about the book ends fundraiser. Chair Stockly said he sent the flyer to schools in town and asked for them to send them digitally in their communications.

Trustee Adde asked for a reminder for deadline for the books. Chair Stockly said it is May 15th if they want to see it at the Library Reopening. But the Donor Wall is closed. *Trustee Sands* thanked Stockly and his crew for all of their efforts and being so successful in fundraising. Stockly replied and credited Trustee Sands for being confident that the fundraising would be successful.

8. REPORT FROM THE SIERRA MADRE HISTORICAL PRESERVATION SOCIETY

Director Leslie Ziff reported the SMHPS had a nice talk on the Mount Wilson Trail Race. Jeff Lapides did the history, Pete Siberell did the Trail Race and Bob Spears did what was happening on the trail. They put on a great presentation. The Hart Park House was pretty packed. There have been people at the Museums. She proposed we have parking permits up by the trailhead so the City can make money on all the hundreds of people that come up and use the trail. SMHPS have been busy. Trustee Sands added they're waiting for construction.

9. REPORT FROM THE FRIENDS OF THE SIERRA MADRE LIBRARY

President of the Friends of the Library (FOL), Jeanne Martin, reported she is talking up the Art Fair around town. She peeked in the Library on Friday and it is amazing. She was there to help relocate the FOL bulletin board which was blocked by a fire extinguisher. They are busy with the Art Fair which is a major fundraiser for the Library. They are collaborating with emerging artists, the BAG in town, and will have a Storytime and Silent Auction. She asked for more volunteers for the Art Fair. Extra muscle would be great for setup. FOL will be at the Mount Wilson Trail Race. The Partners Reception/Sneak Peek is coming up on May 30th, and it will be iconic and epic. The Grand Reopening will be June 6th. The FOL Annual Meeting will be at the Methodist Church in June.

Trustee Gluck asked Director Arciero to send the volunteer signup link for the FOL Art Fair to the Student Commissioners in case they did not receive it Director Arciero said she would.

10. REPORT FROM CITY COUNCIL LIAISON

Council Member Kriebs reported City Council did put a kibosh on the parking study at this time and are saving money by doing so. She asked the Trustees if they had any questions or if they would like her to report out to City Council on any matters.

11. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

No public comment.

12. CONSENT CALENDAR

A. Regular Meeting Minutes of March 23, 2026

Recommended Action: Approve

- B. Library Warrants in the aggregate amount of: \$381,127.78, \$556.65, \$930.36, \$808.77

Recommended Action: Receive and File

- C. Library Statistics for March 2026

Recommended Action: Receive and File

Comments/Questions:

Trustee Adde proposed Item 10 be corrected: from “Director Regan” to “Director Arciero”

Trustee Adde moved to approve the Consent Calendar, including the correction to the Minutes of March 23.

Trustee Palmer seconded.

All were in favor.

13. **DISCUSSION ITEMS**

A. Sierra Madre Public Library Grand Reopening, Ribbon Cutting, and Summer Reading Kickoff

Director Arciero discussed the Agenda packet handout of the Grand Reopening. She included dollar amounts. Trustee Gluck found face painting contacts and pricing. After discussion it was decided to eliminate face painting as it was expensive and they couldn't do a lot of kids. They will have the balloon guy and a play area with Tetris blocks and/or other items to interact with. Maybe add temporary or henna tattoos, but probably have enough without it. Trustee Sands will do the Land Acknowledgement. Director Arciero will provide tables and pop-ups for community participants. Trustee Adde will find out if Syndicate has a table or cart for the coffee. She suggested chairs for the Trustees serving coffees. For attire that day, Staff will probably wear green Library T-shirts. Trustees will probably wear something nice for the 10am Opening and then change into something more comfortable for the rest of the day while volunteering. Leila will bring green Library T-shirts for the Student Commissioners. Dirk will do photos. Director Arciero will get an invoice from the DJ, Fred. Leila will send out Flyers to the Trustees and everyone. Student Commissioner Abu-Rayyan suggested sending the flyer to his Counselor at Sierra Madre Middle School. Trustee Palmer suggested sending a flyer to the Principal of Sierra Madre Elementary School. Director Arciero said the flyer is going out in the City's water bill mailing. The Puzzle competition budget has been determined and includes the cost of the puzzles and prizes.

B. Furniture, Fixtures, and Equipment (FF&E) for the Library Meaningful Improvement Project

Director Arciero discussed the list of FF&E that was included in the Agenda packet.

Comments/Questions:

Student Commissioner Abu-Rayyan asked about the laptops and tv's. Director Arciero explained we will have Laptops Anytime to dispense the laptops and power banks. The computers will also be for Online Public Access Catalogs for public to search for books. The tv's will be in the Meeting Rooms and Teen Room.

Trustee Sands asked when the meeting room will go live for local organizations to use. Director Arciero said they are waiting for the fee schedule in the next Fiscal Year and hoping for then.

Student Commissioner Abu-Rayyan asked about the teen garden. He also asked what the priority list of FF&E. Director Arciero explained about the Green Teen Garden at the Temporary Library and possibly bringing it over, but that funding is needed. The list in the packet will be dependent on available funding. Some items will be after the Reopening. The Clean Power Alliance is might be a possibility to provide 4 hour backup power for the Library in an emergency.

14. ITEMS FOR FUTURE AGENDAS

Staffing/Budget, Grand Reopening, Flyers & publicity distribution, FF&E

15. ADJOURNMENT

Trustee Sands moved to adjourn to the next Special Meeting on Tuesday May 19th

Trustee Palmer seconded

Meeting was adjourned at 6:35 pm



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	04/30/2026	Regular	0.00	29.87	72459
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
143W-VD7P-W3...	Invoice	03/30/2026	MISC SUPPLIES 3/16/26 - 3/29/26	0.00	6.29	
10000.90000.53100	OFFICE SUPPLIES		MISC SUPPLIES 3/16/26 - ...		6.29	
1CLQ-PLLC-RPM9	Invoice	03/30/2026	MISC SUPPLIES 3/16/26 - 3/29/26	0.00	23.58	
39002.90000.53999	OTHER PURCHASED SUPP...		MISC SUPPLIES 3/16/26 - ...		23.58	
0428	GREY HOUSE PUBLISHING	04/30/2026	Regular	0.00	323.00	72460
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
373573	Invoice	10/22/2025	REFERENCE BOOK 2026 SUBSCRIPTION	0.00	323.00	
10000.90000.53406	BOOKS AND REFERENCE		REFERENCE BOOK 2026 SU...		323.00	
VEN04560	INGRAM LIBRARY SERVICE LLC	04/30/2026	Regular	0.00	135.62	72461
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
95428409	Invoice	03/24/2026	BOOKS & REFERENCE	0.00	28.23	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		28.23	
95458636	Invoice	03/25/2026	BOOKS & REFERENCE	0.00	85.13	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		85.13	
95555482	Invoice	03/30/2026	BOOKS & REFERENCE	0.00	22.26	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		22.26	
VEN04152	KANOPIY INC	04/30/2026	Regular	0.00	325.00	72462
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
499801-PPU	Invoice	03/31/2026	LIBRARY VIDEOS	0.00	325.00	
10000.90000.52200	CONTRACT SERVICES		LIBRARY VIDEOS		325.00	
VEN04268	KING OFFICE SERVICES	04/30/2026	Regular	0.00	1,792.00	72463
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
89731-031	Invoice	04/08/2026	4/6/26-5/5/26 LIB MAT STORAGE FEES D...	0.00	1,792.00	
29007.90000.56010	IMPROVEMENTS O/T BUI...		4/6/26-5/5/26 LIB MAT S...		1,792.00	
VEN03926	T-MOBILE	04/30/2026	Regular	0.00	73.17	72464
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV043847	Invoice	03/21/2026	206696591 2/21/26 - 3/20/26 MOBILE HO...	0.00	73.17	
10000.90000.52200	CONTRACT SERVICES		206696591 2/21/26 - 3/20...		73.17	
0574	WEST COAST ARBORISTS, INC.	04/30/2026	Regular	0.00	6,950.00	72465

Check Register

Packet: APPKT08628-LIB 4/28/26

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	
241524	Invoice	03/24/2026	WCA - Benches and Donor Slabs	0.00	6,950.00	
39002.00000.49001		RESTRICTED DONATIONS		WCA - Benches and Donor ...	6,950.00	
Total Regular:					9,628.66	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	7	0.00	9,628.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	10	7	0.00	9,628.66

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2026	9,628.66
			<hr/>
			9,628.66

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT08621 - LIB MAN 4/28/26

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						
VEN03072	CA DEPT OF TAX AND FEE ADMINIST	04/15/2026	Regular	0.00	96.42	72364
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
JAN-MAR2026	Invoice	03/31/2026	JAN - MAR 2026 Q1 USE TAX ACCT #017-7...	0.00	35.00	
10000.90000.53406	BOOKS AND REFERENCE		JAN - MAR 2026 Q1 USE T...		35.00	
OCT-DEC2025	Invoice	12/31/2025	OCT - DEC 2025 Q4 USE TAX ACCT #017-7...	0.00	61.42	
39006.90000.53406	BOOKS AND REFERENCE		OCT - DEC 2025 Q4 USE TA...		61.42	
Total Regular:					96.42	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	96.42
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
	2	1	0.00	96.42

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2026	96.42
			<hr/>
			96.42

Chair

Trustee

Trustee

Trustee

Trustee



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						
0518	BLACKSTONE AUDIOBOOKS	05/05/2026	Regular	0.00	1,624.61	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
2230960	Invoice	04/06/2026	MISC AUDIO BOOKS	0.00	1,546.73	
39006.90000.53406			BOOKS AND REFERENCE		1,546.73	
2231892	Invoice	04/16/2026	MISC AUDIO BOOKS	0.00	77.88	
39006.90000.53406			BOOKS AND REFERENCE		77.88	
0145	BRODART	05/05/2026	Regular	0.00	433.04	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
674399	Invoice	04/07/2026	OFFICE SUPPLIES	0.00	454.65	
10000.90000.53100			OFFICE SUPPLIES		454.65	
CY42091	Credit Memo	09/10/2025	OFFICE SUPPLIES - CREDIT ON INV #661992	0.00	-21.61	
10000.90000.53100			OFFICE SUPPLIES - CREDIT ...		-21.61	
VEN02207	JanWay Company USA, Inc.	05/05/2026	Regular	0.00	430.64	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
256904	Invoice	04/17/2026	MISC. LIB SUPPLIES	0.00	430.64	
10000.90000.53999			OTHER PURCHASED SUPP...		430.64	
VEN03454	AMAZON CAPITAL SERVICES	05/05/2026	Regular	0.00	354.38	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
19D1-J7YD-3DGR	Invoice	04/13/2026	MISC SUPPLIES 3/30/26 - 4/12/26	0.00	19.14	
39006.90000.53999			OTHER PURCHASED SUPP...		19.14	
1CTD-FRG4-3M1X	Invoice	04/13/2026	MISC SUPPLIES 3/30/26 - 4/12/26	0.00	192.27	
39006.90000.53406			BOOKS AND REFERENCE		192.27	
1LKM-DCJ6-3C3L	Invoice	04/13/2026	MISC SUPPLIES 3/30/26 - 4/12/26	0.00	7.34	
39002.90000.53999			OTHER PURCHASED SUPP...		7.34	
1NJG-4QFY-19HL	Invoice	04/13/2026	MISC SUPPLIES 3/30/26 - 4/12/26	0.00	96.40	
39002.90000.53406			BOOKS AND REFERENCE		96.40	
1RL9-FYCK-1QQ6	Invoice	04/13/2026	MISC SUPPLIES 3/30/26 - 4/12/26	0.00	19.84	
10000.90000.53100			OFFICE SUPPLIES		19.84	
1VFD-JH1X-3H93	Invoice	02/02/2026	MISC SUPPLIES 1/19/26 - 2/1/26	0.00	19.39	
10000.90000.53406			BOOKS AND REFERENCE		19.39	
VEN04448	AMG AND ASSOCIATES INC	05/05/2026	Regular	0.00	225,990.96	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
AP18	Invoice	03/31/2026	3/31/26 LIB MEANINGFUL IMPROVEMENT...	0.00	237,885.22	
29007.90000.56010			IMPROVEMENTS O/T BUI...		237,885.22	
AP18 RET	Credit Memo	03/31/2026	3/31/26 RET LIB MEANINGFUL IMPROVE...	0.00	-11,894.26	
29007.00000.23500			RETENTION PAYABLE		-11,894.26	
1634	MIDWEST TAPE	05/05/2026	Regular	0.00	293.85	

Check Register

Packet: APPKT08645-LIB 5/12/26

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		
508698958	Invoice	04/10/2026	MISC. MEDIA	0.00	293.85	
39006.90000.53406			BOOKS AND REFERENCE		293.85	
VEN04560	INGRAM LIBRARY SERVICE LLC	05/05/2026	Regular	0.00	63.57	
95698032	Invoice	04/06/2026	BOOKS & REFERENCE	0.00	19.76	
10000.90000.53406			BOOKS AND REFERENCE		19.76	
95768617	Invoice	04/08/2026	BOOKS & REFERENCE	0.00	43.81	
10000.90000.53406			BOOKS AND REFERENCE		43.81	
Total Regular:					229,191.05	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	16	7	0.00	229,191.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	16	7	0.00	229,191.05

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2026	229,191.05
			<u>229,191.05</u>

Chair

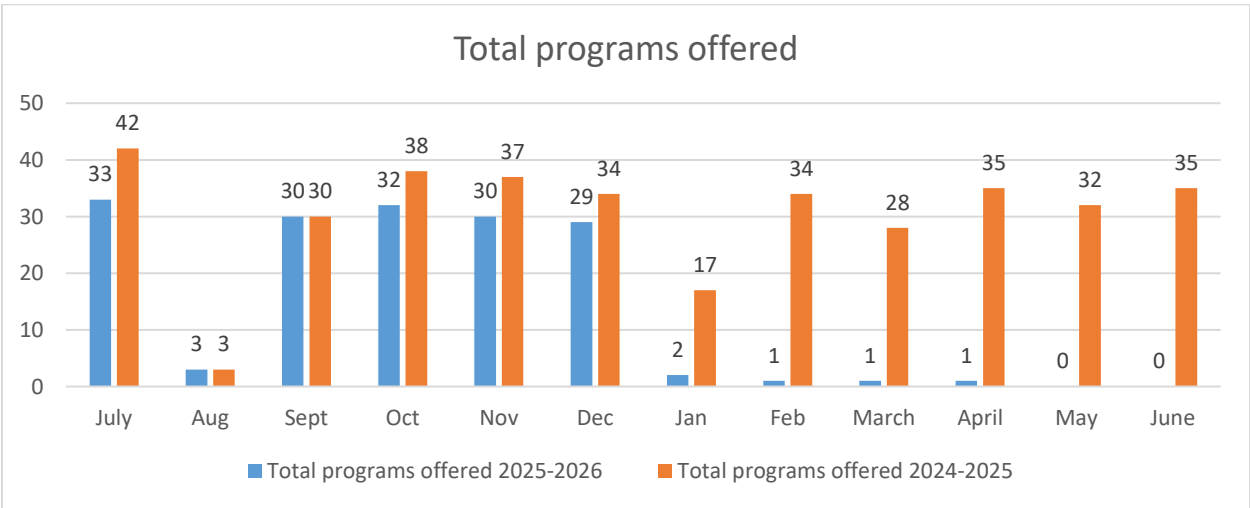
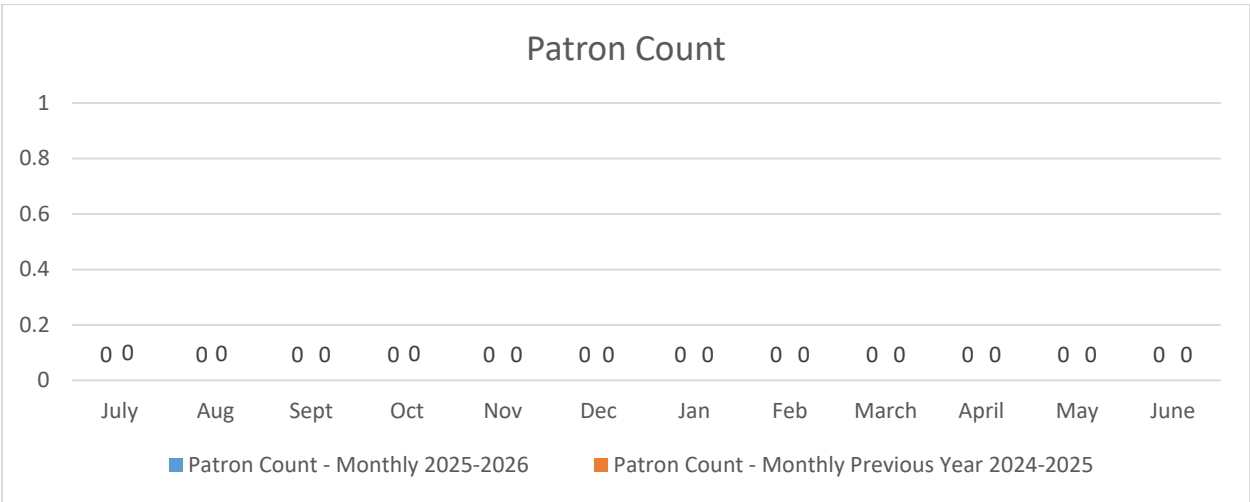
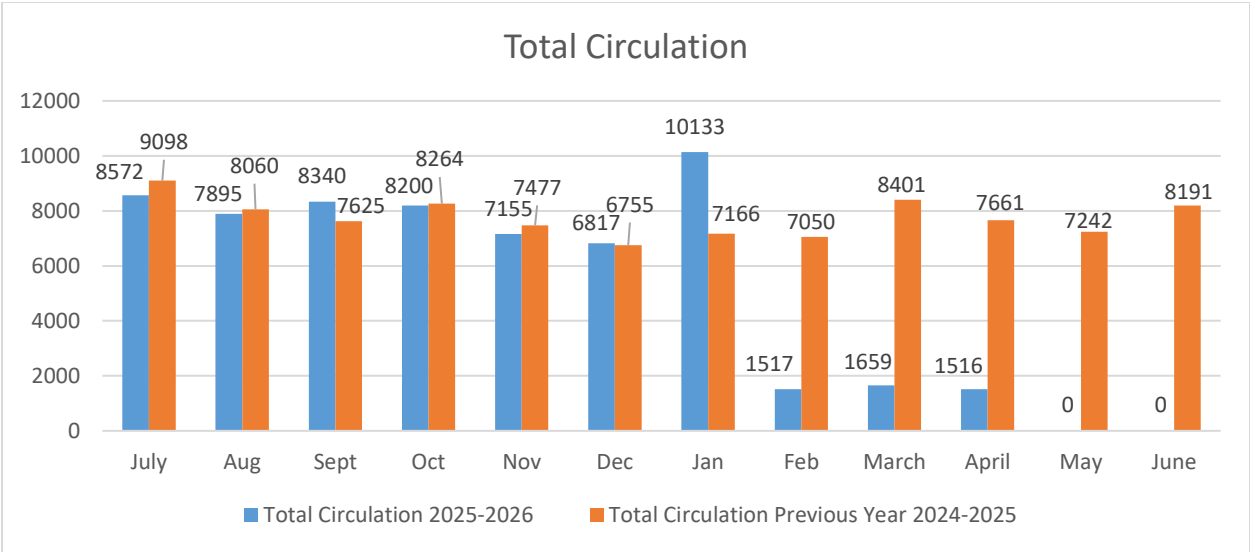
Trustee

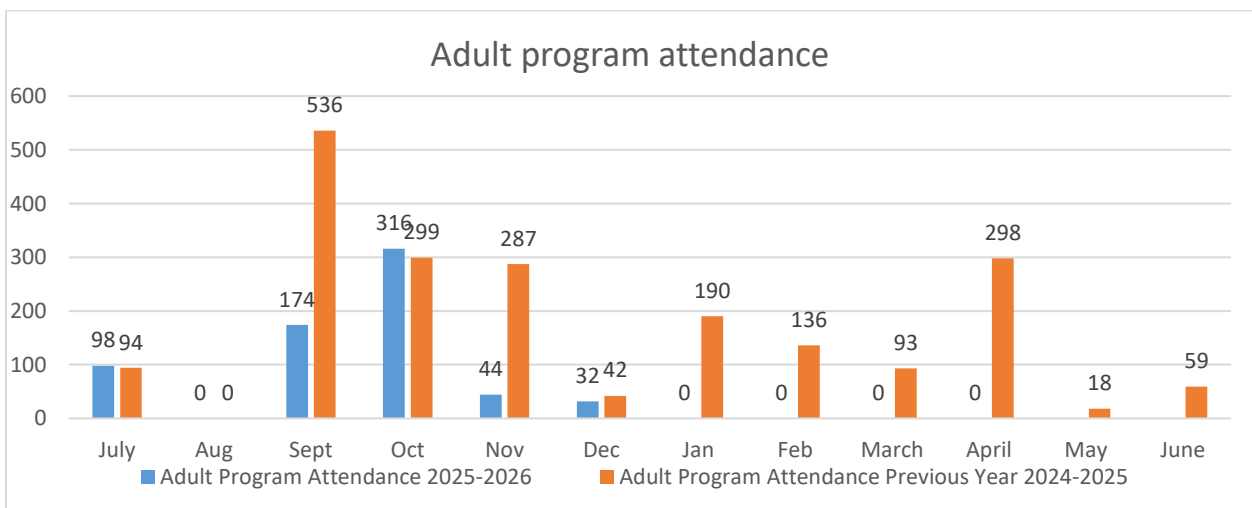
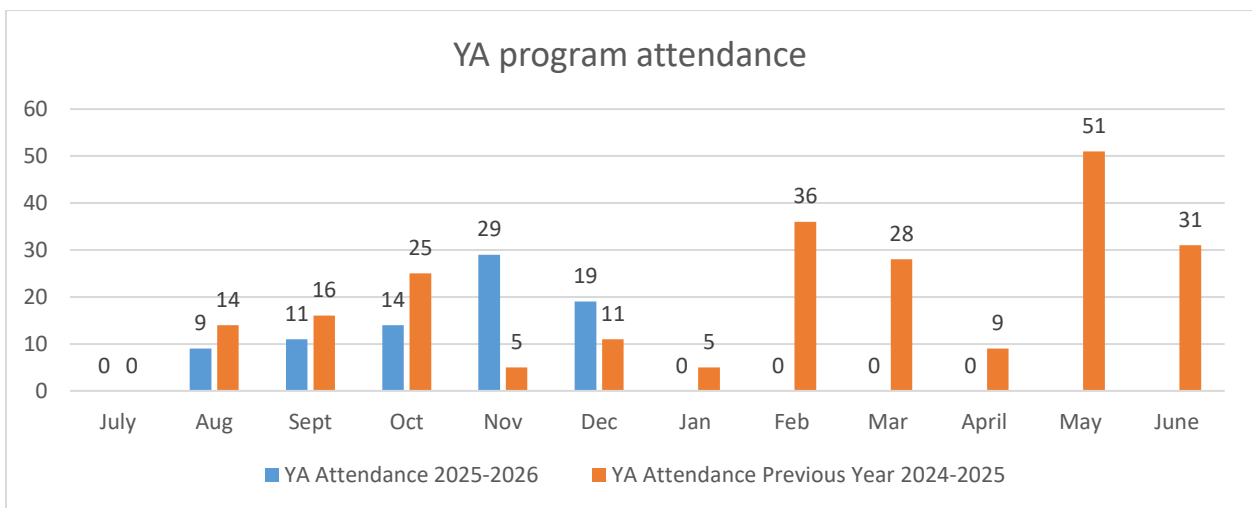
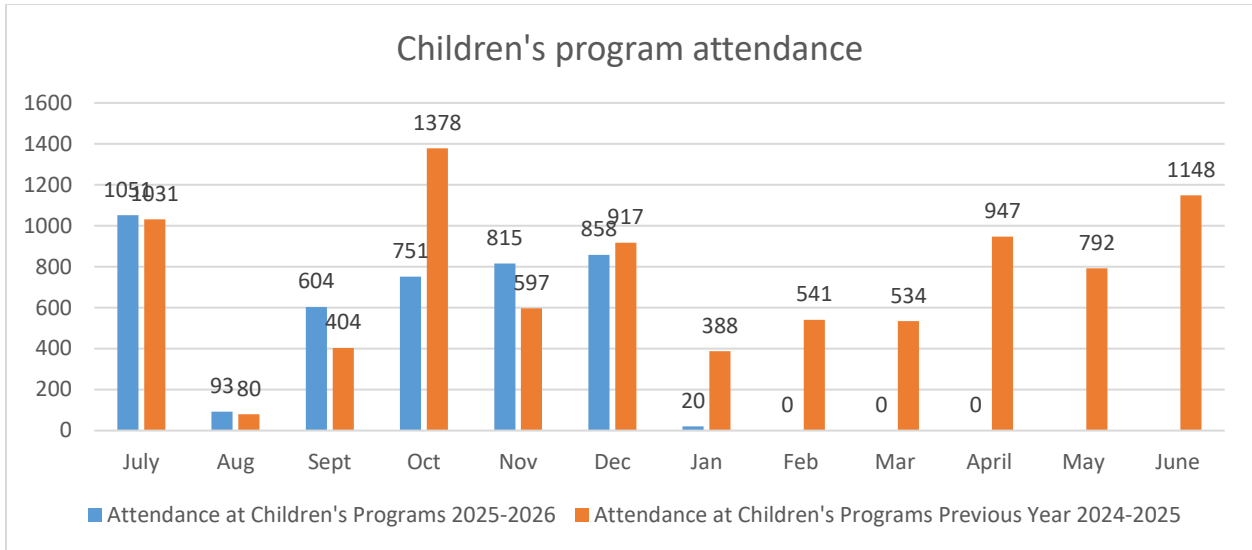
Trustee

Trustee

Trustee

April 2026 Library Statistics





April 2026 Online Content

In April, the Library had 6 social media posts with 601 reactions (likes/comments/views). Many were for the following:

Freegal

Throw Back Thursday - Girls in the Rain

Moving Day

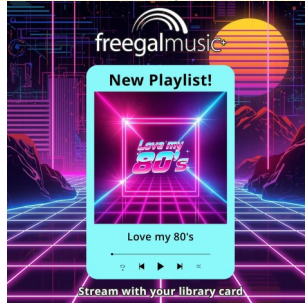
Throw Back Thursday - Staff Picture 1960

Thank You SMPL Board Of Trustees

Thank You Friends of the Sierra Madre Library



B. Keith - M. Shehad - G. Henderson - Ruth Crain Robinson - M. Jare



Sierra Madre Public Library Grand Reopening & Summer Reading Kickoff Event

Thursday, June 4 - Pre-Event Setup: Staff

- Library Staff to purchase:
 - Grab-And-Go Breakfast Items: Individually wrapped pastries, apples, bananas, cuties
 - Additional Snacks: Chips, more fruit, etc.
 - Frozen Treats: Might need a trustee for storage
 - Drinks: Bottled water, sparkling water, juice, soda
 - Bins for drinks

Friday, June 5 - Pre-Event Setup

- Public Works Delivers:
 - Barriers to close off SM Blvd. entrance and south driveway
 - 58 Chairs
 - 6 Tables
 - City Council Podium
 - Flags from City Council
 - Extra Cardboard Trashcans
 - City of Sierra Madre Backdrop
- 20' x 50' Tent – CPG Tent - **\$1,733.08**
 - Set up Friday Morning
 - Breakdown 2:00 PM Saturday June 6

Saturday, June 6

7:30 AM: Purchase ice for drinks – Leila Arciero

8:00 – 9:30 AM: Set up

- Coffee from Syndicate – **Trustee Adde** – start at 9:00 AM – **Invoice Needed? \$315?**
 - Individual wrapped pastries and other “grab-and-go” snacks available
- Booths/pop ups of local organizations and city departments
 - Setup starts anytime after: 8:00AM
 - Setup ends: 9:30 AM
 - Breakdown: 1:00-2:00 PM
 - Friends of the Sierra Madre Library
 - SM Historical Preservation Society
 - Sierra Madre Playhouse
 - SM Fire Department – Sidewalk CPR
 - SM Police Department – E-Bike Safety
 - SM Rose Float Association
 - SM Art Walk Committee/Play Area
 - British Home
 - Kensington

10:00 – 11:00 AM: Grand Reopening

Outside South Entrance

- Land Acknowledgment – **Trustee Diane Sands**
- Welcoming – City Manager Michael Bruckner
- Opening Remarks – Library Services Director Leila Arciero
- Presenters
 - Mayor Kristine Lowe – Confirmed
 - Former Assembly Member Chris Holden – Confirmed
 - Assemblymember John Harabedian – Confirmed
 - State Senator Sasha Perez – Confirmed

- California State Librarian Greg Lucas or Natalie Cole – Confirmed
- Los Angeles County Supervisor of “5th District” Kathryn Barger - Confirmed
- Library Foundation President Rob Stockly – Confirmed
- Friends of the Library President Jeanne Martin – Confirmed
- Library Board of Trustee **Chair Leigh Gluck** – Confirmed
- Closing Remarks – Former Library Board of Trustee Rich Procter – Confirmed

*11:00 AM: Ribbon Cutting/Library Opens to the Public - Congresswoman Judy Chu
Outside South Entrance*

- *11:00 AM: Lion Dance - Booked - \$600*
 - *Outside South Entrance - SGVCCA (<http://www.sgvcca.org/>)*
- *11:00 AM – 1:00 PM: Block Party*
 - *Parking Lot*
- *Steve Mings – Balloon Artist – \$250*
- *Food (While Supplies Last) – Lord Empanada (PAID – CC | Delivered) \$1,547.00*
 - *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)*
 - *100 Mushroom & Swiss (Vegetarian)*
 - *200 Birria Queso*
 - *Additional: chips, fruit, and snacks*
- *Fred Thomas as DJ/Sound System coordinator – Waiting on quote*
- *Photo Booth – Katie Trello – Sales@photoboothshoot.com – \$500*
 - *<https://www.instagram.com/photoboothshoot?igsh=MzRIODBiNWFIZA==>*
- *“Goody bag” handouts while supplies last. – Any volunteers from Trustees?*
 - *Photo frame fridge magnet w/ pop out hours - \$430.64 – Delivered*
 - *Enamel Love my Library pin - \$720 estimate - delayed*
 - *Book Keychain - \$487.12 – Delivered*
 - *Mini tote bag – still pending*
 - *Printed Agenda – need quote*
- *11:00 AM – 6:00 PM: Passive Program: Scavenger Hunt in the Library (All Month Long)*
- *11:00 AM – 6:00 PM: Photo Booth: Nook (Passive) (All Month Long)*

*12:00 PM: Summer Reading Kickoff Performer – Thor’s Reptiles – Booked - \$525 (Separate Grant Funded)
Community Meeting Room*

*1:00 PM: Sierra Madre Music Academy Showcase – Booked
Community Meeting Room*

*1:00 – 3:00 PM: Hand out frozen treats from coolers – Trustee Gluck to provide Coolers – Coordinate storage of treats
Parking Lot/South Entrance*

2:00 PM: Breakdown CPG Tent and open driveway and SM Blvd entrance for public.

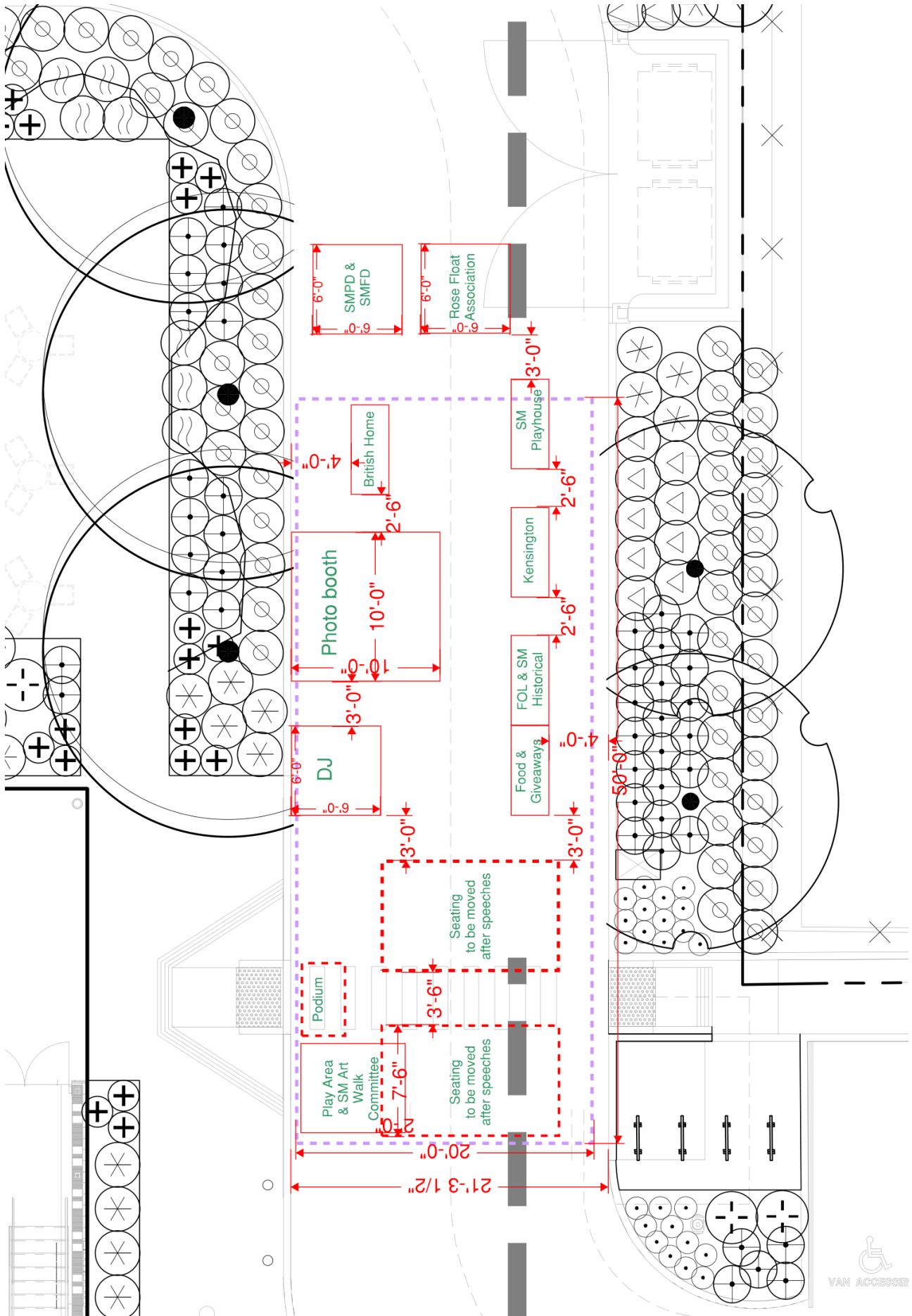
*3:00 – 5:00 PM: Puzzle Competition – Trustee Laura Palmer to Assist – Budget \$1,200 (Could be covered by Friends)
Community Meeting Room*

Running Budget to Date: \$7,782.84 (Minus Thor's) | \$6,582.84 (Minus Thor's & Puzzle Competition)

To Budget: Mini branded tote bags, DJ Fred, printed agendas, additional snacks (ice cream, chips, pastries, fruit, etc.)

Funding: \$5,000 – General Fund | \$3,000 – SM Community Foundation (Asked) | \$500 – Civic Club (Awarded) | \$500 – Woman's Club (Awarded)

Total Funding Allotted: \$6,000 (Potentially \$9,000)





You're Invited to the
Sierra Madre Public Library's

Grand Reopening & Ribbon Cutting

The time has finally come to celebrate
a renovation and expansion over two
years in the making.

Date: **SATURDAY, JUNE 6, 2026**

Time: **10:00 AM**

Location: **440 W SIERRA MADRE BLVD.
SIERRA MADRE, CA 91024**



Grand Reopening & Ribbon Cutting Ceremony



Saturday, June 6, 2026
10:00 a.m.



Sierra Madre Public
LIBRARY

Land Acknowledgment - Diane Sands
Welcoming - City Manager Michael Bruckner
Opening Remarks - Library Director Leila Arciero

Presenters

Mayor Kristine Lowe

Former Assembly Member Chris Holden



SIERRA MADRE
LIBRARY
FOUNDATION

Assembly Member John Harabedian

State Senator Sasha Perez

Natalie Cole, Representing

California State Librarian Greg Lucas



Los Angeles County Supervisor of "5th District" Kathryn Barger

Library Foundation President Rob Stockly

Friends of the Library President Jeanne Martin

Library Board of Trustee Chair Leigh Gluck

Former Library Board of Trustee Rich Procter

Events

Ceremonial Ribbon Cutting - Congresswoman Judy Chu

Lion Dance performed by

San Gabriel Valley Chinese Cultural Association

Community Party to Follow!

Welcome



Back

Sierra Madre Public Library Grand Reopening Volunteer Sign-Up Schedule **DRAFT**

Shift Time	Task	Volunteers Needed	Notes	Volunteer Names	Staff Lead
7:30 – 8:00 AM	Tent setup coordination	1	Coordinate with CPG Tent vendor	Leila Arciero	Leila Arciero
7:30 – 9:00 AM	Chair/table placement & stage setup	4	South Entrance	Working to set up a Friday set up for	Leila Arciero
				tent, chairs and other items. This may	Leila Arciero
				be removed. Dependent on CPG Tents and	Lori Garza - in at 8:00 AM
				Public Works availability.	Lori Garza
7:30 – 9:30 AM	Podium/flags/backdrop setup	1	South Entrance		Leila Arciero
8:00 – 9:30 AM	Booth/vendor check-in assistance	2	Help community booths		Leila Arciero
					Lori Garza
8:30 – 9:30 AM	Snack & coffee station prep	2	Trustees/staff		Leila Arciero
					Doreen Thomas
9:00 – 10:00 AM	Goody bag prep/staging/hand out	2	Organize handouts		Julie Imahara
9:00 – 10:00 AM	VIP/speaker greeting	2	Assist presenters		Chelsea Lee
9:30 – 10:30 AM	Coffee & pastry handout	2	Syndicate coffee station		Diana Shaw - 9:00 AM ON
9:30 – 10:30 AM	Welcome table/info assistance	2	Direct guests		Shannon McDermott
9:30 – 11:00 AM	Crowd assistance/seating help	2	Ceremony seating		Lori Garza

10:00 – 11:00 AM	Ceremony usher/support	2	Assist seating		Debbie Roberts
10:00 – 11:00 AM	Presenter/VIP coordination	2	Coordinate speaker flow	Leila Arciero	Leila Arciero
10:00 – 11:15 AM	Photo assistance/social media	2	Capture moments during event		Julie Imahara
10:30 – 11:15 AM	Ribbon cutting crowd support	2	Outdoor transition		Doreen Thomas
					Lori Garza
11:00 AM – 1:00 PM	Food distribution	4	Lord Empanada handout		Diana Shaw
					Chelsea Lee
11:00 AM – 1:00 PM	Snack/chips/fruit station	2	Refill supplies		Shannon King
11:00 AM – 1:00 PM	Goody bag distribution	2	While supplies last		Debbie Roberts
11:00 AM – 1:00 PM	Photo booth assistance	1	Direct participants		Leila Arciero
11:00 AM – 1:00 PM	General event floaters	2	Fill gaps		Julie Imahara
12:45 PM – 2:00 PM	Music Academy showcase support	1	Help performers		Shannon McDermott
1:00 – 2:00 PM	Booth/vendor breakdown assistance	2	Community booths		Leila Arciero

1:00 – 2:00 PM	Tent breakdown coordination	1	Coordinate with vendor	Leila Arciero	Leila Arciero
1:00 – 2:30 PM	clean up	2	Parking lot & entrances		Leila Arciero
					Lori Garza
1:00 – 3:00 PM	Frozen treats handout	2	Two coolers, refilling, etc.		Diana Shaw
2:00 – 3:00 PM	Puzzle competition setup	2	Tables/materials		Chelsea Lee
3:00 – 5:00 PM	Puzzle competition support	2	Assist with event		Leila Arciero
5:00 – 6:00 PM	Final cleanup crew	2	Full event cleanup		Leila Arciero