



MEETING AGENDA
Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, January 25, 2017
7:00pm

Library Board of Trustees

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

CALL TO ORDER / ROLL CALL	Trustees Hall, King, Procter, Spears, Ziff
PLEDGE OF ALLEGIANCE	Trustee King
APPROVAL OF AGENDA	Majority vote of the Board to proceed with Board business
APPROVAL OF MINUTES	Board Meeting December 14, 2016
COUNCIL LIAISON UPDATE	Update from Council Liaison to Board

COMMUNITY INPUT

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda. The Board welcomes your attendance and participation. When addressing the Board, please begin by providing your name and address for the record. Please keep comments to no more than five minutes to assure an orderly and timely meeting.

Copies of the Agenda are available for your convenience at the rear of the Council Chambers. State legislation (Govt. Code Section 54954.2) limits the Board's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Trustees or staff may briefly respond to statements made or questions posed by the public, or a Trustee or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Trustee or the Board itself may provide a reference to staff to report back to the Board at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

ACTION ITEMS AND REPORTS*

1. Consent Calendar

A. Approval of Library Warrants

Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$7587.37 and \$10705.78

B. Library Statistics December 2016

Recommendation to receive and file December 2016 Statistical Reports

- | | |
|---|--|
| 2. Placement of Utility Poles for Broadband on Library Lot | Recommend the Board approve utility poles on vacant library lot to connect to CENIC Broadband |
| 3. Library Policy -- Internet | Recommend the Board approve changes to the Internet Use Policy |
| 4. Trustees' Updates | Trustees provide oral reports concerning their respective committees, programs, events and outreach since the last Board meeting |
| 5. Friends' Update | Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting |
| 6. Director's Update | Director provides oral report concerning library services and activities since the last Board meeting |
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**ACTION ITEMS*

Regardless of a staff recommendation on any agenda item, the Board will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.

NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS

- Strategic Plan
- Library Facilities Master Plan

ADJOURNMENT

The Library Board of Trustees may adjourn to their next meeting on Wednesday, February 22, 2017.

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

SPECIAL MEETING MINUTES – unapproved

**Library Board of Trustees
Sierra Madre Public Library
440 W. Sierra Madre, Blvd.
Sierra Madre, CA 91024**

**Wednesday, December 14, 2016
7:00pm**

Call to Order

Procter 7:00 p.m.

Members present

King, Procter, Hall, Spears, Ziff

Pledge of Allegiance

Spears

Approval of Agenda

Motion to Approve Agenda. King changed the adjournment date from December 28, 2016 to January 26.

(Ziff, King. Unanimous as corrected.)

Approval of Minutes

Regular Meeting of the Library Board of Trustees, November 23, 2016

Ziff updated the reference to the Historical Society event saying it was a cemetery tour not a ghost event. (Ziff, King. Unanimous as amended)

Council Liaison Updates

Mayor Pro Tem Arizmendi out of town, no report.

Community Input

No comments from the public

Action Items and Reports

Item 1: Consent Calendar: Approval of Library Warrants

Motion to approve Library Warrants in the amount of 4273.62 and \$2584.56. (King, Spears. Unanimous).

Item 2: Statistical Gathering and Annual Report to State Library November 2016

Received and filed Statistical Report. Director will simplify all the different kinds of statistical reports, combine and streamline, including any dramatic fluctuations and the ability to compare one year to another.

Item 3: 2017 Library Policies – Gift in Kind

Separated from the donation policy and approved as presented. (King, Hall. Unanimous)

Item 4 : Trustees' Updates

Ziff - READ program, King - Art & Essay contest making contacts at local schools & Ziff offered to help, Hall-no report, Spears - Historical Society, new archivist and photographer, cemetery event, storage-UC Riverside will digitize, Procter - no report.

Item 5: Friends' Update.

Party next week at Janet Emery's house, successful December book sale and silent auction.

Item 4: Directors' Update

Received first checks from Day estate, Open House April 8 with first meeting in January, OBOC draft program to board members, Sommer Scholarship applications are out, and Wine Tasting tickets on sale.

Adjournment

Proctor 7:50 p.m. (Ziff, Spears. Unanimous)

Future meetings

New Strategic Plan, Facilities Master Plan



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
VEN02711	AMERICAS PRINTER	01/10/2017	Regular	0.00	118.23	49206
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1100776	Invoice	11/14/2016	READ - BOOKMARKS	0.00	118.23	
39002.90000.53999		OTHER PURCHASED SUPPLI...			118.23	
1765	AWE	01/10/2017	Regular	0.00	104.64	49207
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SIERRA16001-1A	Invoice	12/05/2016	AWE - After School Edge learning station	0.00	104.64	
39006.90000.53103		COMPUTER SUPPLIES			104.64	
0132	BAKER & TAYLOR, INC.	01/10/2017	Regular	0.00	3,746.39	49208
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4011763779	Invoice	11/30/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	246.90	
39006.90000.53406		BOOKS AND REFERENCE			246.90	
4011763780	Invoice	11/30/2016	Processing Fees	0.00	44.80	
10000.90000.52200		CONTRACT SERVICES			44.80	
4011763883	Invoice	11/22/2016	BOOKS AND REFERENCE	0.00	1,643.66	
10000.90000.53406		BOOKS AND REFERENCE			1,643.66	
4011763884	Invoice	11/22/2016	Processing Fees	0.00	50.29	
10000.90000.52200		CONTRACT SERVICES			50.29	
4011764712	Invoice	11/29/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	33.27	
39006.90000.53406		BOOKS AND REFERENCE			33.27	
4011764713	Invoice	11/29/2016	Processing Fees	0.00	8.95	
10000.90000.52200		CONTRACT SERVICES			8.95	
4011766821	Invoice	11/25/2016	BOOKS AND REFERENCE	0.00	151.67	
10000.90000.53406		BOOKS AND REFERENCE			151.67	
4011766822	Invoice	11/25/2016	Processing Fees	0.00	9.17	
10000.90000.52200		CONTRACT SERVICES			9.17	
4011773972	Invoice	12/07/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	63.52	
39006.90000.53406		BOOKS AND REFERENCE			63.52	
4011773973	Invoice	12/14/2016	Processing Fees	0.00	13.43	
10000.90000.52200		CONTRACT SERVICES			13.43	
4011776245	Invoice	12/07/2016	BOOKS AND REFERENCE	0.00	431.34	
10000.90000.53406		BOOKS AND REFERENCE			431.34	
4011776246	Invoice	12/07/2016	Processing Fees	0.00	14.81	
10000.90000.52200		CONTRACT SERVICES			14.81	
4011779532	Invoice	12/12/2016	BOOKS AND REFERENCE	0.00	740.74	
10000.90000.53406		BOOKS AND REFERENCE			740.74	
4011779533	Invoice	12/12/2016	Processing Fees	0.00	34.07	
10000.90000.52200		CONTRACT SERVICES			34.07	
B31426780	Invoice	11/22/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	20.45	
39006.90000.53406		BOOKS AND REFERENCE			20.45	
T47345310	Invoice	11/22/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	106.20	
39006.90000.53406		BOOKS AND REFERENCE			106.20	
T47345311	Invoice	11/22/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	24.51	

Check Register

Packet: APPKT03253-LIB011017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53406			BOOKS AND REFERENCE		24.51	
T47345312	Invoice	11/22/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	24.52	
39006.90000.53406			BOOKS AND REFERENCE		24.52	
T47445960	Invoice	11/23/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	16.31	
39006.90000.53406			BOOKS AND REFERENCE		16.31	
T49467700	Invoice	12/06/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	24.51	
39006.90000.53406			BOOKS AND REFERENCE		24.51	
T49467701	Invoice	12/06/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	18.79	
39006.90000.53406			BOOKS AND REFERENCE		18.79	
T49987320	Invoice	12/09/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	24.48	
39006.90000.53406			BOOKS AND REFERENCE		24.48	
0145	BRODART	01/10/2017	Regular	0.00	258.81	49209
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
454466	Invoice	11/21/2016	Library Supplies	0.00	281.70	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	281.70	
C48125	Credit Memo	06/17/2016	CM FOR COLOR LABELS NOT ORDERED	0.00	-22.89	
10000.90000.53100		OFFICE SUPPLIES		CM FOR COLOR LABELS NOT...	-22.89	
0598	DEMCO, INC.	01/10/2017	Regular	0.00	263.82	49210
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6014527	Invoice	11/28/2016	Library Supplies	0.00	193.98	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	193.98	
6014754	Invoice	11/28/2016	Library Supplies	0.00	69.84	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	69.84	
0314	OCLC, INC.	01/10/2017	Regular	0.00	445.33	49211
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000500567	Invoice	11/30/2016	2016-2017- OCLC & Baker & Taylor Subscript...	0.00	445.33	
10000.90000.52200		CONTRACT SERVICES		2016-2017- OCLC & Baker &...	445.33	
0786	OFFICE DEPOT, INC	01/10/2017	Regular	0.00	406.24	49212
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
883896136001	Invoice	12/01/2016	Office Supplies	0.00	307.90	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	307.90	
883896351001	Invoice	12/01/2016	Office Supplies	0.00	29.94	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	29.94	
883896352001	Invoice	12/01/2016	Office Supplies	0.00	42.72	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	42.72	
885691569001	Invoice	12/08/2016	Library Display Materials	0.00	2.59	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY DISPLAY MATERIALS	2.59	
885692002001	Invoice	12/08/2016	Library Display Materials	0.00	23.09	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY DISPLAY MATERIALS	23.09	
0427	WORLD BOOK SCHOOL AND LIBRARY	01/10/2017	Regular	0.00	2,243.91	49213
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0001543700	Invoice	11/02/2016	2017 World Book: Online Renewal	0.00	1,155.00	
39006.90000.53406		BOOKS AND REFERENCE		2017 World Book Online Sub	1,155.00	
0001545905	Invoice	11/29/2016	2017 World Book: Encyclopedia Set	0.00	1,088.91	

Check Register

Packet: APPKT03253-LIB011017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.53406	BOOKS AND REFERENCE		2017 World Book Encyclope...		1,088.91	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	36	8	0.00	7,587.37
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
	36	8	0.00	7,587.37

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2017	<u>7,587.37</u>
			7,587.37

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT03275 - LIB012417

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
0132	BAKER & TAYLOR, INC.	01/18/2017	Regular	0.00	1,991.85	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4011780610	Invoice	12/13/2016	BOOKS AND REFERENCE	0.00	9.88	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE		9.88	
4011780611	Invoice	12/13/2016	Processing Fees	0.00	0.26	
10000.90000.52200	CONTRACT SERVICES		Processing Fees - Blanket Po		0.26	
4011783085	Invoice	12/15/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	24.18	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		24.18	
4011783086	Invoice	12/15/2016	Processing Fees	0.00	4.48	
10000.90000.52200	CONTRACT SERVICES		Processing Fees - Blanket Po		4.48	
4011783906	Invoice	12/16/2016	BOOKS AND REFERENCE	0.00	1,247.26	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE		1,247.26	
4011783907	Invoice	12/16/2016	Processing Fees	0.00	55.98	
10000.90000.52200	CONTRACT SERVICES		Processing Fees - Blanket Po		55.98	
4011785674	Invoice	12/21/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	42.31	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		42.31	
4011785675	Invoice	12/21/2016	Processing Fees	0.00	13.43	
10000.90000.52200	CONTRACT SERVICES		Processing Fees - Blanket Po		13.43	
T51051220	Invoice	12/15/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	18.79	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		18.79	
T51051221	Invoice	12/15/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	62.06	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		62.06	
T51051222	Invoice	12/15/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	93.94	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		93.94	
T51051230	Invoice	12/15/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	214.55	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		214.55	
T51051231	Invoice	12/15/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	157.60	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		157.60	
T51691570	Invoice	12/20/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	24.48	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		24.48	
T52361290	Invoice	12/29/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	14.51	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		14.51	
T52787500	Invoice	01/05/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	8.14	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		8.14	
1644	AMAZON	01/18/2017	Regular	0.00	91.65	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
193819015917	Invoice	12/02/2016	Office Supplies	0.00	91.65	
10000.90000.53100	OFFICE SUPPLIES		Office Supplies		91.65	
VEN01829	Labeltronix	01/18/2017	Regular	0.00	275.11	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
PS1514498	Invoice	12/20/2016	Sensornatic Tags	0.00	275.11	
10000.90000.53100	OFFICE SUPPLIES		Sensornatic Tags		275.11	
0786	OFFICE DEPOT, INC	01/18/2017	Regular	0.00	377.71	

Check Register

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		
887269432001	Invoice	12/14/2016	Office Supplies	0.00	88.60	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		88.60	
887275179001	Invoice	12/14/2016	Office Supplies	0.00	282.93	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		282.93	
887275179003	Invoice	12/16/2016	Office Supplies	0.00	6.18	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		6.18	
1765	AWE	01/18/2017	Regular	0.00	2,904.35	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
SIERRA16001-1	Invoice	11/30/2016	AWE - After School Edge learning station	0.00	2,904.35	
39006.90000.53103		COMPUTER SUPPLIES	AWE - After School Edge lea...		2,904.35	
0314	OCLC, INC.	01/18/2017	Regular	0.00	445.33	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0000505951	Invoice	12/31/2016	2016-2017- OCLC & Baker & Taylor Subscript...	0.00	445.33	
10000.90000.52200		CONTRACT SERVICES	2016-2017- OCLC & Baker &...		445.33	
1488	FEDEX OFFICE	01/18/2017	Regular	0.00	336.28	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
370100018718	Invoice	12/01/2016	READ campaign	0.00	254.72	
39002.90000.53999		OTHER PURCHASED SUPPLI...	READ Campaign		254.72	
370100018766	Invoice	01/07/2017	One Book One City - Posters	0.00	81.56	
39002.90000.53999		OTHER PURCHASED SUPPLI...	ONE BOOK ONE CITY - Camp...		81.56	
0427	WORLD BOOK SCHOOL AND LIBRARY	01/18/2017	Regular	0.00	617.07	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0001547645	Invoice	12/19/2016	World Book Various Titles for Childrens Libra...	0.00	147.16	
39006.90000.53406		BOOKS AND REFERENCE	World Book- Children's Vari...		147.16	
0001547798	Invoice	12/20/2016	World Book Various Titles for Childrens Libra...	0.00	469.91	
39006.90000.53406		BOOKS AND REFERENCE	World Book- Children's Vari...		469.91	
VEN01084	TECHSOUP GLOBAL	01/18/2017	Regular	0.00	100.00	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1756337	Invoice	11/23/2016	Techsoup Software	0.00	100.00	
10000.90000.53103		COMPUTER SUPPLIES	Techsoup Software		100.00	
VEN01043	OVERDRIVE INC	01/18/2017	Regular	0.00	3,566.43	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1148-144259190-...	Invoice	09/26/2016	eBooks (2016-17)	0.00	566.43	
39006.90000.53406		BOOKS AND REFERENCE	eBooks		566.43	
H-0039197	Invoice	01/01/2017	Annual Subscription Fees	0.00	3,000.00	

Check Register

Packet: APPKT03275-LIB012417

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.52200	CONTRACT SERVICES		Annual Subscription Fees		3,000.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	10	0.00	10,705.78
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	30	10	0.00	10,705.78

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2017	10,705.78
			<u>10,705.78</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre Agenda Report

Library Board of Trustees

Rich Procter, Chair

Shannon King, Vice Chair

Patricia Hall, Trustee

Rod Spears, Trustee

Barry Ziff, Trustee

TO: Library Board of Trustees

FROM: Ryan Baker, Director of Library and Community Service

DATE: 1/25/17

SUBJECT: Utility Poles for Broadband Connection

SUMMARY AND ANALYSIS

In Spring of 2016, the Library entered into a contract with CENIC to provide a connection to the CalREN broadband network which provides high-speed broadband to public institutions in the State of California. This is part of a state-wide project under the umbrella of the California State Library to connect all public libraries to the CalREN network. Once completed, the Library will function at a 1gb broadband connection.

AT&T is the company contracted to engineer the final connection from the CalREN hub to the Library. Engineers have requested the placement of two utility poles in the vacant lot deeded to the City and earmarked for future Library use. The two poles will carry the final connection to the broadband network. AT&T engineers are aware that future development may occur on the lot.

Placement of the poles does not require permission from the Planning Department or the Public Works Department.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

STAFF RECOMMENDATION

Staff recommends the Board allow AT&T engineers to install two utility poles on the vacant Library lot to finish the Library's broadband connection.

Attachments:

Diagram of utility pole placement

459 Mariposa Ave
Sierra Madre, California
Street View - Jul 2016

440 W Sierra Madre LIBRARY

NEW ATT 6F FIBER DROP

EXISTIGN SERVING POLE;
ATT TO FOLLOW EXISTING UTILITIES
INCLUDING PLACEMENT OF WEATHER HEAD
ON LIBRARY REAR WALL.

ATT TO PLACE NEW
CLEARANCE POLES
ALONG WEST P/L

Rear of 440 W Sierra Madre

MARIPOSA AVE

Driveway to Library parking lot





City of Sierra Madre Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Ryan Baker, Director of Library and Community Service

DATE: 1/25/17

SUBJECT: Internet and Computer Policy Change

SUMMARY AND ANALYSIS

The Internet and Computer Use Policy was approved by the Board of Trustees in January of 2013. The policy contains the following language regarding use of the internet by minors:

The parent/guardian of a minor must sign an Internet Agreement Form before Internet access will be granted. Monitoring and restricting Internet use is the responsibility of the parent/guardian.

As internet access has become a standard requirement for most students to access assignments provided online by teachers, to research and complete reports, and to submit homework, it has resulted in only a rare number of minors that are not allowed access the internet. Library staff continues to maintain paperwork for each child that has been opted-in for internet use.

The Library would like to switch to an “opt-out” rather than an “opt-in” policy for minor’s use of the internet. Under this change, minors would have permission to use the internet by default with the parental option to restrict this use if desired. This change would drastically reduce recordkeeping requirements. The policy wording that would replace what is quoted above is proposed as:

The parent/guardian of a minor may opt to sign an Internet Restriction form if they do not wish their child to have internet access. Monitoring and restricting Internet use is the responsibility of the parent/guardian.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City’s website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

STAFF RECOMMENDATION

Staff recommends the Board approve proposed changes to the Internet policy.

Attachments:

2013 Internet and Computer Use Policy

Internet and Computer Use Policy
Sierra Madre Public Library
Date Approved: January 23, 2013
Library Resolution No. 13-001

Purpose: Determine Internet and computer use policy for computer resources held by Sierra Madre Public Library. This policy applies to the use of any Library computer equipment (including library owned equipment located at the Youth Activity Center and The Senior Center), Library networks, wireless access and personal devices while logged onto the Library or City network.

Policy: The Sierra Madre Public Library provides unfiltered public access to the Internet as a means to foster lifelong learning and deliver to the informational, educational, intellectual and recreational needs of the community. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content, currency, or accuracy.

Access to the Library's Internet and computer network is a privilege, not a right. Failure to comply with this Policy and the Library's Rules of Behavior may result in loss of computer and/or Library privileges.

The Library is a public space shared by people of all ages and sensitivities, and privacy cannot be guaranteed. The display of visual materials that are sexually explicit in nature or depict graphic violence is prohibited. Library staff reserves the right to end a computer session when such materials are displayed and enforce the Library's Rules of Behavior.

The Library expressly prohibits the violation of any applicable federal, state or local laws including but not limited to those concerning obscenity, child pornography, sexual exploitation of children, matter harmful to minors, tampering with computer equipment and copyright. Illegal acts will be reported to the Sierra Madre Police Department.

Use of computers and the internet by minors (persons under 18)

The Library offers Early Literacy computers and unfiltered Internet-accessible computers for minors. Minors must adhere to the Internet and Computer Use Policy.

The parent/guardian of a minor must sign an Internet Agreement Form before Internet access will be granted. Monitoring and restricting Internet use is the responsibility of the parent/guardian. Library staff members do not serve *in loco parentis*.

Public computers are designated as follows:

Children under 11	Children's Room computers only
Children 11 & 12	Any public computer in the Library
Youth 13 – 17, adults	Not permitted on Children's Room computers

Minors bringing Internet-accessible personal devices into the Library are assumed to have parental permission to use the Internet on these devices.

Wireless Access

The Library offers unsecured wireless Internet access for patrons with personal devices. An access password may be obtained in person from staff at the service desk. Wireless users must adhere to the Internet and Computer Use Policy when accessing the Library's network or while on Library premises.

Users are responsible for configuring their own devices. Library staff will not provide technical assistance for wireless devices or assist in making changes to network settings, software and/or hardware configuration. The Library assumes no responsibility for the safety or security of personal equipment, files and information.

Resolution Number 13-001 was duly adopted at a regular meeting of the Sierra Madre Public Library Board of Trustees on January 23, 2013 by the following vote:

AYES: Pete Siberell, Rob Stockly, Gene Goss, Glenn Putnam

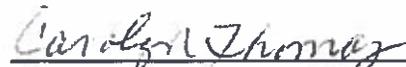
NOES: None

ABSENT: Barry Ziff

ATTEST:



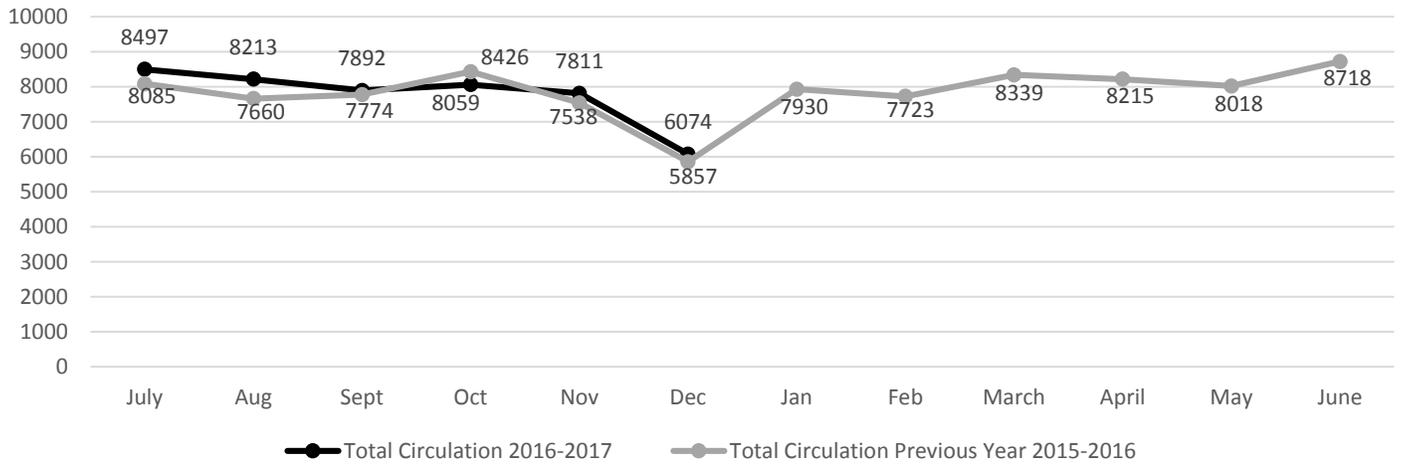
Glenn Putnam, Chair



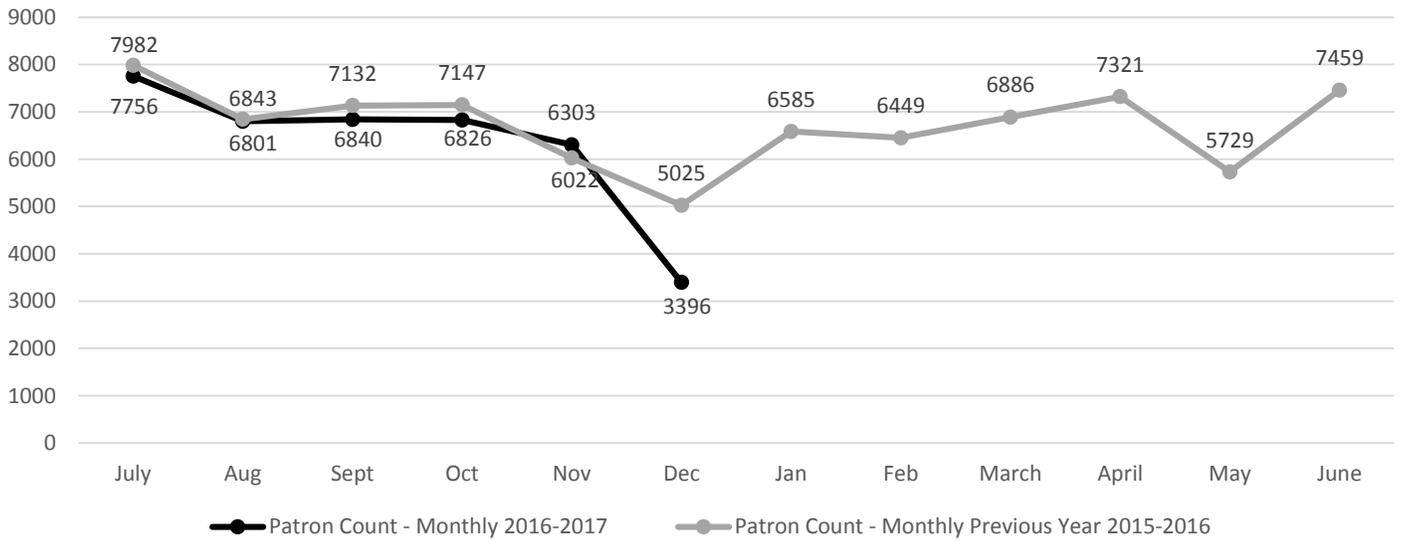
Carolyn Thomas, Director of Library Services

December 2016 Statistics

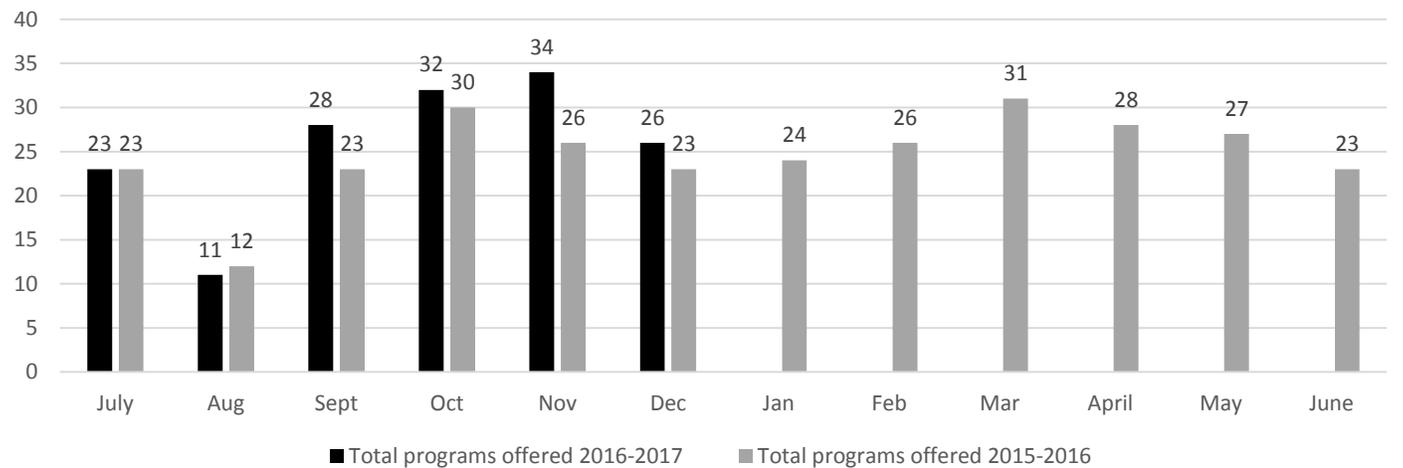
Total Circulation



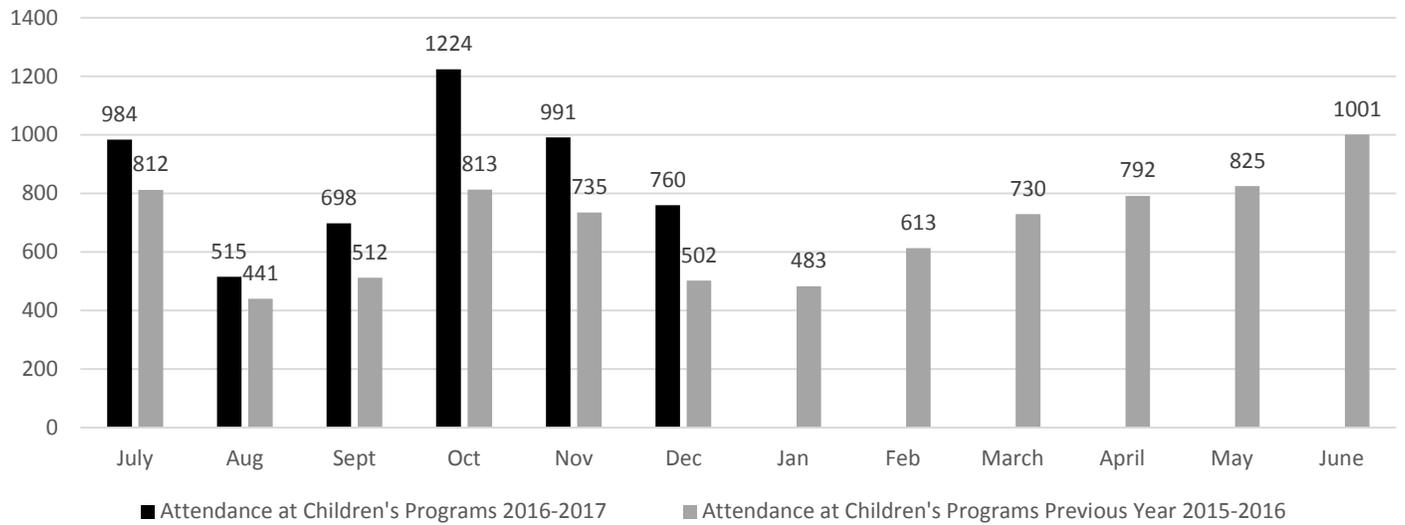
Patron Count



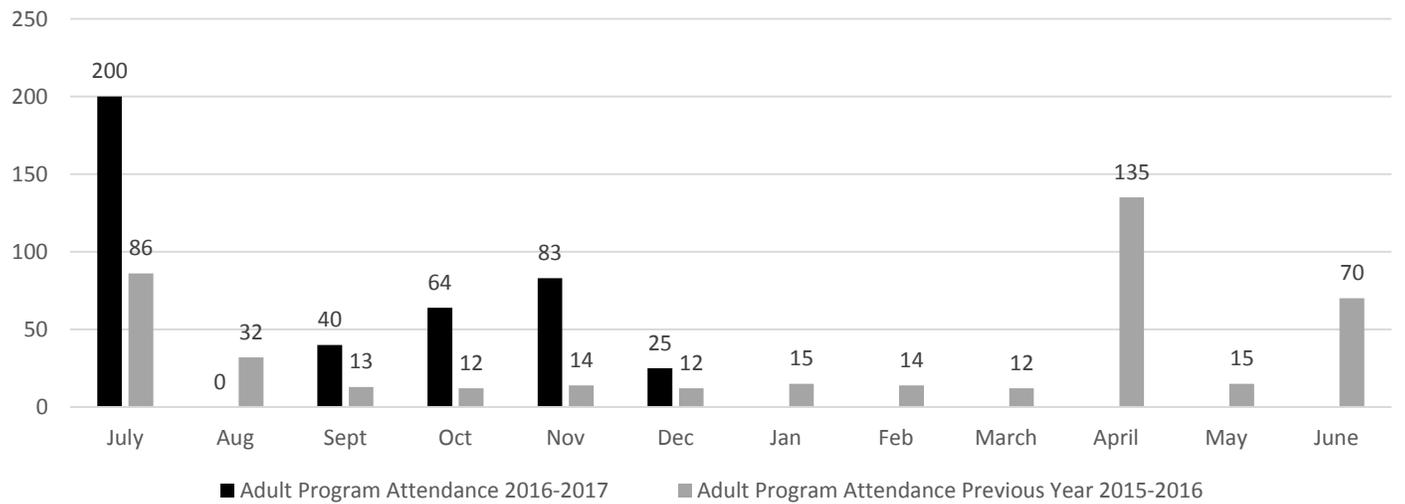
Total programs offered



Children's program attendance



Adult program attendance



YA program attendance

