



MEETING AGENDA
Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, February 28, 2018
7:00pm

Library Board of Trustees

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

CALL TO ORDER / ROLL CALL	Trustees Hall, King, Procter, Spears, Ziff
PLEDGE OF ALLEGIANCE	Trustee Procter
APPROVAL OF AGENDA	Majority vote of the Board to proceed with Board business
APPROVAL OF MINUTES	Board Meetings December 27, 2017, Special Meeting January 10, 2018 and Joint Special Meeting January 24, 2018
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.

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ACTION ITEMS AND REPORTS*

1.	Presentation – Innovative Ideas for Public Libraries	PowerPoint Presentation by Joe Matthews, Library Consultant
2.	Consent Calendar	A. Approval of Library Warrants

		<p>Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$4562.56, \$3498.67 and \$17,548.70</p> <p>B. Library Statistics December 2017 Recommendation to receive and file December 2017 Statistical Reports</p>
3.	Approval of Library Closed Days for 2018	Trustees review the proposed Library Closed dates for 2018
4.	Update on NRC Survey	Trustees discuss the NRC survey
5.	Committee updates on One Book, One City programs	Trustees provide reports on project assignments: OBOC
6.	Committee updates on Bookmark Contest	Trustees provide reports on project assignments: Bookmark Contest
7.	Committee updates on Sommer Scholarship	Trustees provide reports on project assignments: Sommer Scholarship
8.	Committee updates on Library Open House	Trustees provide reports on project assignments: Library Open House
9.	Friends' Liaison Update	Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting
10.	Library Manager Report	Library Manager provides oral report concerning library services since the last board meeting
11.	Trustee Updates	Trustees provide reports pertaining to library service or community involvement including attendance at Friends' Meetings and Sierra Madre Historical Preservation Society Meetings

***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.

Library Board of Trustees Meeting Agenda

Wednesday, February 28, 2018

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NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS

ADJOURNMENT

The Library Board of Trustees may adjourn to their next meeting on Wednesday, Wednesday, March 28, 2018.

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.



UNAPPROVED MINUTES SPECIAL MEETING AGENDA

Library Board of Trustees
NOTE CHANGE OF LOCATION
SIERRA MADRE PUBLIC LIBRARY
440 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, December 27, 2017
7:00pm

Library Board of Trustees

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

CALL TO ORDER / ROLL CALL

Hall called meeting to order at 7 pm
Trustees present: Hall, King, Procter, Spears, Ziff

PLEDGE OF ALLEGIANCE

Trustee Ziff led the pledge of allegiance

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business. Procter moved, King seconded, agenda approved unanimously.

APPROVAL OF MINUTES

Board Meeting October 25 and Nov 15, 2017
Suggestion to add Clarissa’s last name to attendees in the Nov 15, 2017 minutes.
Spears moved, Ziff seconded, minutes approved unanimously as amended

COUNCIL LIAISON UPDATE

Update from Council Liaison to Board
No report

COMMUNITY INPUT

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ACTION ITEMS AND REPORTS*

1.	Consent Calendar	<p>A. Approval of Library Warrants</p> <p>i) Board approved payment of Library Warrants in the aggregate amount of \$15,151.44, \$8,772.78 and \$2,408.07. Procter moved, Ziff seconded, payment of warrants unanimously approved.</p> <p>ii) Recommendation to receive monthly account statements instead of check registers in the future. Library Manager Schofield explained that the check registers as received and signed by the Trustees do not included credit card payments and suggested that Trustees might wish to see a monthly statement instead which includes all payments. Trustees decided to continue to receive and sign check registers but Library Manager will include the monthly fund updates in the meeting packet for reference.</p> <p>C. Library Statistics October and November 2017</p> <p>Recommendation to receive and file October and November 2017 Statistical Reports. Statistical reports from Oct and Nov 2017 were received and filed.</p>
2.	Adopt by Library Resolution 17-02 the Library Mission and Purpose Statement	Trustees adopted the Library Mission and Purpose Statement by resolution 17-02.
3.	Adopt by Resolution 17-01 The Internet and Computer use Policy	Trustees adopted the Library Internet and Computer Use Policy by resolution 17-01. Spears moved, Ziff seconded, resolution approved unanimously.
4.	Update on NRC Survey	Trustees discussed updates to the plans for the NRC survey. Library Manager Schofield reported that a forum to discuss the survey will be held by City staff on January 24, and the survey will be mailed after that meeting. Schofield will check whether this meeting needs to be designated as a special meeting of the Trustees.
5.	Committee updates on One Book, One City programs	Trustees provide reports on project assignments: OBOC Trustee Procter reported that he will be presenting one of the programs for OBOC. The book chosen was "In God we Trust, all others pay Cash" by Jean Shepherd. Plans for OBOC in February are well under way.

6.	Committee updates on Bookmark Contest	Trustees provide reports on project assignments: Bookmark Contest. Vice chair King reported that she has met with Christine Smart. The theme will be "Sierra Madre Summer Fun". Schools will be notified in February, contest is in March, awards on April 14. Trustees offered to visit the schools.
7.	Committee updates on Sommer Scholarship	Trustees provide reports on project assignments: Sommer Scholarship. Library Manager Schofield reported that fund information had been received from the Friends' treasurer and the committee will meet in January.
8.	Committee updates on Library Open House	Trustees provide reports on project assignments: Library Open House. Open House will be in April. No details yet available.
9.	Friends' Liaison Update	Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting. Frances Smith reported from the November 15 Friends' Board meeting: Board & Trustee party at the Quigley house in December, Partners reception in the spring, Wine tasting planning going well, discussion on how to promote membership.
10.	Library Manager Report	Library Manager provides oral report concerning library services since the last board meeting. Acting Library Manager Schofield reported on staff changes (Shazia full time position as Youth Librarian in Irvine, Adam leaving for the East Coast, probable promotion of a page), programs (success of teen programs and craft for adults, forthcoming STEAM DNA program) and distributed the Jan/Feb 2018 calendar.
11.	Trustee Updates	Trustees provide reports pertaining to library service or community involvement including attendance at Friends' Meetings and Sierra Madre Historical Preservation Society Meetings. Trustees reported on their attendance at the Winter Village booth, Friends' party, SMHPS holiday event, Honors Dinner.

***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

ADJOURNMENT

The Library Board of Trustees adjourned to their next meeting. Next meeting may be a Special Meeting on January 10.

Meeting was adjourned at 8:17 pm. Spears moved, Procter seconded, adjournment unanimously approved.

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 or contact jschofield@cityofsierramadre.com if the City Manager's Office is closed.



Unapproved SPECIAL MEETING

Library Board of Trustees
 NOTE CHANGE OF LOCATION
SIERRA MADRE PUBLIC LIBRARY
440 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, January 10, 2018
7:00pm

Library Board of Trustees

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

CALL TO ORDER / ROLL CALL

Trustees Hall, King, Procter, Spears, Ziff

King suggested moving third agenda item up to first on the agenda.

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business

King moved to amend the agenda to switch the order of discussion and to approve agenda. Procter seconded motion to amend and approve agenda. Motion was unanimously approved.

COMMUNITY INPUT

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ACTION ITEMS AND REPORTS*

1.	Appoint a second trustee to Sommer Scholarship Committee	Sommer Scholarship Fund Committee requires two Trustees. Hall reported that she will join the Sommer scholarship committee.
2.	Discussion and hands-on exercise to evaluate Library space needs	Trustees and staff met with Joe Matthews, Library Consultant, and participated in a charrette-style exercise to evaluate space needs for the Library.
3.	Discussion of Library Forum 2	Trustees discussed the Library Forum to be held on January 24, 2018. Board business meeting will start at 6:30 pm and the public forum at 7:00 pm.

		The Board discussed structure and content of the forum. Trustees will stress the need for meeting space for the community and called for support of the City Council.
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***ACTION ITEMS**

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ADJOURNMENT Trustee Spears moved that the meeting be adjourned, Procter seconded and the meeting was adjourned at 8:30 pm. The Library Board of Trustees next meeting will be on Wednesday, January 24, 2018 at Sierra Madre Room.

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.



UNAPPROVED MINUTES SPECIAL MEETING

Joint meeting of the
Library Board of Trustees
and the
Community Services Commission
Sierra Madre Room
Sierra Vista Park
611 E. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, January 24, 2018
7:00 pm

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Library Board of Trustees

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

Community Services Commission

Andy Bencosme, Chair
David J. Ouch, Vice Chair
Meredith Keith, Commissioner
Monica Moran, Commissioner
Debbie Sheridan, Commissioner
Tom Sullivan, Commissioner
Owen Braudrick, Youth Commissioner

CALL TO ORDER / ROLL CALL

Library Trustees Hall, King, Procter, Spears, Ziff
Hall called roll for Trustees
Community Service Commissioners Bencosme,
Braudrick, Keith, Moran, Ouch, Sheridan, Sullivan
Braudrick called roll for Community Services
Commission

PLEDGE OF ALLEGIANCE

Trustee Spears led the pledge

APPROVAL OF AGENDA

Majority vote of the Library Board to proceed with
Board business
The Board unanimously approved the agenda

Majority vote of the Commission proceed with
Commission Business
The Commission unanimously approved the
agenda

COMMUNITY INPUT

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ACTION ITEMS AND REPORTS*

**1. Library Building Forum 2
Discussion of Library Survey
options**

Staff presented information on the Library Survey options and accepts questions, suggestions and comments from the community.

Acting Library Director Jill Schofield introduced the survey and reviewed the four options.

City Manager Gabe Engeland reviewed in detail the options on the survey and answered questions from community members.

***ACTION ITEMS**

Regardless of a staff recommendation on any agenda item, the Board and Commission 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 and/or the Community Services Commission.

NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS

ADJOURNMENT

The Library Board of Trustees voted unanimously at 8:45 to adjourn to their next meeting on Wednesday, February 28, 2018.

The Community Services Commission voted unanimously at 8:45 to adjourn to their next meeting on Monday, February 26, 2018.

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.

Check Register

Packet: APPKT03799 - LIB010918



City of Sierra Madre, CA

By Check Number

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0132	BAKER & TAYLOR, INC.	01/09/2018	Regular	0.00	3,848.09	51679
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4012051991	Invoice	11/02/2017	Books & Reference, Processing Fees & Media	0.00	505.04	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		505.04	
4012051992	Invoice	11/02/2017	Books & Reference, Processing Fees & Media	0.00	27.04	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		27.04	
4012058611	Invoice	11/09/2017	Books & Reference, Processing Fees & Media	0.00	540.63	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		540.63	
4012058612	Invoice	11/09/2017	Books & Reference, Processing Fees & Media	0.00	26.12	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		26.12	
4012059714	Invoice	11/15/2017	Books & Reference, Processing Fees & Media	0.00	49.71	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		49.71	
4012059715	Invoice	11/15/2017	Books & Reference, Processing Fees & Media	0.00	4.50	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		4.50	
4012061714	Invoice	11/14/2017	Books & Reference, Processing Fees & Media	0.00	609.42	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		609.42	
4012061715	Invoice	11/14/2017	Books & Reference, Processing Fees & Media	0.00	17.21	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		17.21	
4012065194	Invoice	11/22/2017	Books & Reference, Processing Fees & Media	0.00	207.20	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		207.20	
4012065195	Invoice	11/22/2017	Books & Reference, Processing Fees & Media	0.00	14.26	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		14.26	
4012070670	Invoice	11/24/2017	Books & Reference, Processing Fees & Media	0.00	262.77	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		262.77	
4012070671	Invoice	11/24/2017	Books & Reference, Processing Fees & Media	0.00	8.24	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		8.24	
4012071402	Invoice	11/24/2017	Books & Reference, Processing Fees & Media	0.00	66.07	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		66.07	
4012071403	Invoice	11/24/2017	Books & Reference, Processing Fees & Media	0.00	3.35	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		3.35	
4012074858	Invoice	11/28/2017	Books & Reference, Processing Fees & Media	0.00	193.36	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		193.36	
4012075605	Invoice	11/29/2017	Books & Reference, Processing Fees & Media	0.00	459.33	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		459.33	
4012075606	Invoice	11/29/2017	Books & Reference, Processing Fees & Media	0.00	16.68	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		16.68	
T67363200	Invoice	11/10/2017	Books & Reference, Processing Fees & Media	0.00	165.32	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		165.32	
T67363201	Invoice	11/09/2017	Books & Reference, Processing Fees & Media	0.00	38.72	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		38.72	
T67702900	Invoice	11/14/2017	Books & Reference, Processing Fees & Media	0.00	29.14	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		29.14	
T67702901	Invoice	11/14/2017	Books & Reference, Processing Fees & Media	0.00	185.01	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		185.01	
T67703150	Invoice	11/14/2017	Books & Reference, Processing Fees & Media	0.00	16.42	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		16.42	
T68172510	Invoice	11/21/2017	Books & Reference, Processing Fees & Media	0.00	12.29	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		12.29	
T68214870	Invoice	11/21/2017	Books & Reference, Processing Fees & Media	0.00	42.90	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		42.90	
T68214871	Invoice	11/21/2017	Books & Reference, Processing Fees & Media	0.00	10.53	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		10.53	
T68214872	Invoice	11/21/2017	Books & Reference, Processing Fees & Media	0.00	17.00	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		17.00	
T68812690	Invoice	11/24/2017	Books & Reference, Processing Fees & Media	0.00	4.92	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		4.92	
T68812691	Invoice	11/24/2017	Books & Reference, Processing Fees & Media	0.00	314.91	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		314.91	
0314	OCLC, INC.	01/09/2018	Regular	0.00	460.92	51680
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000569056	Invoice	11/30/2017	2017-2018 - OCLC & Baker & Taylor Subscript..	0.00	460.92	
10000.90000.52200		CONTRACT SERVICES	2017-2018 - OCLC & Baker &...		460.92	
0786	OFFICE DEPOT, INC	01/09/2018	Regular	0.00	169.82	51681
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
982048707001	Invoice	11/21/2017	Office Supplies	0.00	151.96	
10000.90000.53100		OFFICE SUPPLIES			151.96	
982049227001	Invoice	11/20/2017	Office Supplies	0.00	2.76	
10000.90000.53100		OFFICE SUPPLIES			2.76	
982049228001	Invoice	11/21/2017	Office Supplies	0.00	15.10	
10000.90000.53100		OFFICE SUPPLIES			15.10	
1578	PETTY CASH FUND-LIBRARY	01/09/2018	Regular	0.00	83.73	51682
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV021676	Invoice	11/13/2017	STAMPS	0.00	19.60	
10000.90000.53100		OFFICE SUPPLIES			19.60	
INV021678	Invoice	11/14/2017	CHILDREN'S PROGRAM DECORATIONS	0.00	12.15	
39002.90000.53999		OTHER PURCHASED SUPPLI...	CHILDREN'S PROGRAM DEC...		12.15	
INV021679	Invoice	11/11/2017	TEEN PROGRAM SUPPLIES	0.00	10.00	
39002.90000.53999		OTHER PURCHASED SUPPLI...	TEEN PROGRAM SUPPLIES		10.00	
INV021680	Invoice	11/28/2017	ADULT PROGRAM SUPPLIES	0.00	11.98	
39002.90000.53999		OTHER PURCHASED SUPPLI...	ADULT PROGRAM SUPPLIES		11.98	
INV021681	Invoice	11/07/2017	REG DC CONFERENCE	0.00	30.00	
39002.90000.53402		CONFERENCE & MEETING	REG DC CONFERENCE		30.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	4	0.00	4,562.56
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
	37	4	0.00	4,562.56

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2018	4,562.56
			<u>4,562.56</u>

Chair

Trustee

Trustee

Trustee

Trustee

Check Register

Packet: APPKT03819 - LIB012318



City of Sierra Madre, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02711	AMERICAS PRINTER	01/23/2018	Regular	0.00	140.24	51788
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1125071	Invoice	11/17/2017	Various Printing for Library	0.00	140.24	
10000.90000.53102		PRINTING & DUPLICATION		Various Printing for Library	140.24	
0132	BAKER & TAYLOR, INC.	01/23/2018	Regular	0.00	1,134.30	51789
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4012062769	Invoice	11/12/2017	Gift & Memorial - Books and Reference	0.00	64.60	
39002.90000.53406		BOOKS AND REFERENCE		Gift & Memorial - Books and...	64.60	
4012077784	Invoice	12/04/2017	Books & Reference, Processing Fees & Media	0.00	821.22	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	821.22	
4012077785	Invoice	12/04/2017	Books & Reference, Processing Fees & Media	0.00	36.53	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	36.53	
4012095224	Invoice	12/21/2017	Books & Reference, Processing Fees & Media	0.00	15.84	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	15.84	
T69887700	Invoice	11/29/2017	Books & Reference, Processing Fees & Media	0.00	49.21	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	49.21	
T69887701	Invoice	11/29/2017	Books & Reference, Processing Fees & Media	0.00	7.37	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	7.37	
T72751700	Invoice	12/20/2017	Books & Reference, Processing Fees & Media	0.00	139.53	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	139.53	
0786	OFFICE DEPOT, INC	01/23/2018	Regular	0.00	87.30	51790
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
98614558001	Invoice	12/05/2017	Office Supplies	0.00	50.55	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	50.55	
986145646001	Invoice	12/05/2017	Office Supplies	0.00	3.93	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	3.93	
987196752001	Invoice	12/07/2017	Office Supplies	0.00	32.82	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	32.82	
1368	SWANK MOTION PICTURES INC	01/23/2018	Regular	0.00	453.00	51791
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2442865	Invoice	12/01/2017	2018 - Movie Licensing	0.00	453.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		2018 - Movie Licensing	453.00	
VEN01620	TANGRAM	01/23/2018	Regular	0.00	589.92	51792
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
564862	Invoice	12/08/2017	Tangram - Table for Microfiche	0.00	589.92	
10000.90000.53999		OTHER PURCHASED SUPPLI...		Table for Microfiche	589.92	
0427	WORLD BOOK SCHOOL AND LIBRARY	01/23/2018	Regular	0.00	1,093.91	51793

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		
0001566113	Invoice	11/20/2017	2018 World Book Encyclopedia Set	0.00	1,093.91	
10000.90000.53406	BOOKS AND REFERENCE		2018 World Book Encyclope...		1,093.91	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	14	6	0.00	3,498.67
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
	14	6	0.00	3,498.67

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2018	3,498.67
			<u>3,498.67</u>

Chair

Trustee

Trustee

Trustee

Trustee

Check Register

Packet: APPKT03852 - LIB021318



City of Sierra Madre, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1644	AMAZON	02/13/2018	Regular	0.00	49.50	51917
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5518603	Invoice	11/24/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	15.32	
10000.90000.53406		BOOKS AND REFERENCE		Books & Reference	15.32	
8638643	Invoice	11/13/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	34.18	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	34.18	
VEN02711	AMERICAS PRINTER	02/13/2018	Regular	0.00	295.85	51918
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1126961	Invoice	12/21/2017	SUPPLIES	0.00	71.19	
29005.90000.53999		OTHER PURCHASED SUPPLI...		SUPPLIES	71.19	
1127614	Invoice	01/08/2018	SUPPLIES	0.00	224.66	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUPPLIES	224.66	
0132	BAKER & TAYLOR, INC.	02/13/2018	Regular	0.00	6,913.24	51919
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4012068628	Invoice	11/28/2017	Books & Reference, Processing Fees & Media	0.00	116.69	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	116.69	
4012068629	Invoice	11/28/2017	Books & Reference, Processing Fees & Media	0.00	22.50	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	22.50	
4012081489	Invoice	12/12/2017	Books & Reference, Processing Fees & Media	0.00	30.39	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	30.39	
4012081490	Invoice	12/12/2017	Books & Reference, Processing Fees & Media	0.00	4.50	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	4.50	
4012085041	Invoice	12/12/2017	Books & Reference, Processing Fees & Media	0.00	877.29	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	877.29	
4012085042	Invoice	12/12/2017	Books & Reference, Processing Fees & Media	0.00	35.32	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	35.32	
4012088024	Invoice	12/12/2017	BOOKS	0.00	104.11	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS	104.11	
4012091756	Invoice	12/18/2017	Books & Reference, Processing Fees & Media	0.00	459.30	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	459.30	
4012091757	Invoice	12/18/2017	Books & Reference, Processing Fees & Media	0.00	18.49	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	18.49	
4012092668	Invoice	12/19/2017	Books & Reference, Processing Fees & Media	0.00	84.00	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	84.00	
4012092669	Invoice	12/19/2017	Books & Reference, Processing Fees & Media	0.00	5.88	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	5.88	
4012095223	Invoice	12/21/2017	Books & Reference, Processing Fees & Media	0.00	283.06	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	283.06	
4012096378	Invoice	12/21/2017	Books & Reference, Processing Fees & Media	0.00	96.19	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	96.19	
4012096379	Invoice	12/21/2017	Books & Reference, Processing Fees & Media	0.00	5.13	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	5.13	
4012116290	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	806.07	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.53406			BOOKS AND REFERENCE		806.07	
4012116291	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	36.13	
10000.90000.52200			CONTRACT SERVICES		36.13	
4012116396	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	103.26	
10000.90000.53406			BOOKS AND REFERENCE		103.26	
4012116397	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	5.13	
10000.90000.52200			CONTRACT SERVICES		5.13	
4012116399	Invoice	01/12/2018	BOOKS	0.00	51.18	
39006.90000.53406			BOOKS AND REFERENCE		51.18	
4012116400	Invoice	01/16/2018	BOOKS	0.00	726.96	
29005.90000.53999			OTHER PURCHASED SUPPLI...		726.96	
4012116401	Invoice	01/16/2018	SUPPLIES	0.00	12.95	
29005.90000.53999			OTHER PURCHASED SUPPLI...		12.95	
4012116402	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	148.93	
10000.90000.53406			BOOKS AND REFERENCE		148.93	
4012116403	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	7.16	
10000.90000.52200			CONTRACT SERVICES		7.16	
4012116404	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	464.57	
10000.90000.53406			BOOKS AND REFERENCE		464.57	
4012116405	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	27.56	
10000.90000.52200			CONTRACT SERVICES		27.56	
4012116406	Invoice	11/28/2017	Books & Reference, Processing Fees & Media	0.00	118.46	
39006.90000.53406			BOOKS AND REFERENCE		118.46	
4012116407	Invoice	01/19/2018	Books & Reference, Processing Fees & Media	0.00	22.50	
10000.90000.52200			CONTRACT SERVICES		22.50	
4012116408	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	385.93	
10000.90000.53406			BOOKS AND REFERENCE		385.93	
4012116409	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	18.37	
10000.90000.52200			CONTRACT SERVICES		18.37	
4012116410	Invoice	01/16/2018	Books & Reference, Processing Fees & Media	0.00	426.23	
10000.90000.53406			BOOKS AND REFERENCE		426.23	
4012122077	Invoice	01/23/2018	Books & Reference, Processing Fees & Media	0.00	420.11	
10000.90000.53406			BOOKS AND REFERENCE		420.11	
4012122078	Invoice	01/23/2018	Books & Reference, Processing Fees & Media	0.00	22.74	
10000.90000.52200			CONTRACT SERVICES		22.74	
4012123212	Invoice	01/24/2018	Books & Reference, Processing Fees & Media	0.00	459.26	
10000.90000.53406			BOOKS AND REFERENCE		459.26	
4012123213	Invoice	01/24/2018	Books & Reference, Processing Fees & Media	0.00	28.84	
10000.90000.52200			CONTRACT SERVICES		28.84	
T355087CM	Credit Memo	12/12/2017	RETURN ON BOOKS	0.00	-12.75	
39006.90000.53406			BOOKS AND REFERENCE		-12.75	
T70477910	Invoice	12/04/2017	Books & Reference, Processing Fees & Media	0.00	9.71	
39006.90000.53406			BOOKS AND REFERENCE		9.71	
T70477911	Invoice	12/04/2017	Books & Reference, Processing Fees & Media	0.00	45.14	
39006.90000.53406			BOOKS AND REFERENCE		45.14	
T70477912	Invoice	12/04/2017	Books & Reference, Processing Fees & Media	0.00	18.87	
39006.90000.53406			BOOKS AND REFERENCE		18.87	
T70477913	Invoice	12/04/2017	Books & Reference, Processing Fees & Media	0.00	20.51	
39006.90000.53406			BOOKS AND REFERENCE		20.51	
T72691360	Invoice	12/19/2017	Books & Reference, Processing Fees & Media	0.00	20.51	
39006.90000.53406			BOOKS AND REFERENCE		20.51	
T73148330	Invoice	12/26/2017	Books & Reference, Processing Fees & Media	0.00	5.74	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		5.74	
T73148331	Invoice	12/26/2017	Books & Reference, Processing Fees & Media	0.00	24.62	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		24.62	
T73759700	Invoice	01/05/2018	Books & Reference, Processing Fees & Media	0.00	49.26	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		49.26	
T73759701	Invoice	01/05/2018	Books & Reference, Processing Fees & Media	0.00	13.95	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		13.95	
T74646760	Invoice	01/20/2018	Books & Reference, Processing Fees & Media	0.00	182.12	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		182.12	
T74647120	Invoice	01/20/2018	Books & Reference, Processing Fees & Media	0.00	100.37	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		100.37	
1688	BAYSCAN TECHNOLOGIES	02/13/2018	Regular	0.00	82.00	51920
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
55080	Invoice	01/02/2018	OFFICE SUPPLIES	0.00	82.00	
10000.90000.53100		OFFICE SUPPLIES			82.00	
1379	CALIFA GROUP	02/13/2018	Regular	0.00	694.00	51921
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10098	Invoice	11/30/2017	Califa - EBSCO LIBRARY AWARE	0.00	694.00	
39006.90000.53406		BOOKS AND REFERENCE			694.00	
0598	DEMCO, INC.	02/13/2018	Regular	0.00	117.51	51922
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6265368	Invoice	12/04/2017	Library Supplies	0.00	117.51	
10000.90000.53100		OFFICE SUPPLIES			117.51	
1625	FINDAWAY WORLD LLC.	02/13/2018	Regular	0.00	459.87	51923
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
23000AB	Invoice	11/22/2017	BOOKS	0.00	459.87	
39006.90000.53406		BOOKS AND REFERENCE			459.87	
VEN03056	JOSEPH MATTHEWS	02/13/2018	Regular	0.00	4,800.00	51924
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
121	Invoice	01/11/2018	Joseph R. Matthews - Consulting	0.00	4,800.00	
39006.90000.56002		BUILDING AND BLDG IMPR...			4,800.00	
0314	OCLC, INC.	02/13/2018	Regular	0.00	460.92	51925
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000574378	Invoice	12/31/2017	2017-2018 - OCLC & Baker & Taylor Subscript..	0.00	460.92	
10000.90000.52200		CONTRACT SERVICES			460.92	
0786	OFFICE DEPOT, INC	02/13/2018	Regular	0.00	294.82	51926
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
100035538001	Invoice	01/23/2018	Office Supplies	0.00	80.79	
10000.90000.53100		OFFICE SUPPLIES			80.79	
100601877001	Invoice	01/23/2018	Office Supplies	0.00	121.93	
10000.90000.53100		OFFICE SUPPLIES			121.93	
994407953001	Invoice	01/05/2018	Office Supplies	0.00	83.13	
10000.90000.53100		OFFICE SUPPLIES			83.13	
994408075001	Invoice	01/05/2018	Office Supplies	0.00	8.97	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		8.97	
VEN01043	OVERDRIVE INC	02/13/2018	Regular	0.00	3,367.94	51927
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO18012279	Invoice	01/19/2018	Annual Subscription Fees/eBooks		367.94	
39006.90000.53406		BOOKS AND REFERENCE		eBooks (FY 2017-18)	367.94	
H-0047008	Invoice	01/01/2018	Annual Subscription Fees/eBooks	0.00	3,000.00	
10000.90000.52200		CONTRACT SERVICES		Annual Subscription Fees	3,000.00	
1578	PETTY CASH FUND-LIBRARY	02/13/2018	Regular	0.00	13.05	51928
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV021924	Invoice	01/03/2018	TEEN ACTIVITY SNACKS	0.00	4.98	
39006.90000.53999		OTHER PURCHASED SUPPLI...		TEEN ACTIVITY SNACKS	4.98	
INV021925	Invoice	01/10/2018	TEEN ACTIVITY SNACKS	0.00	8.07	
39006.90000.53999		OTHER PURCHASED SUPPLI...		TEEN ACTIVITY SNACKS	8.07	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	64	12	0.00	17,548.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	64	12	0.00	17,548.70

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2018	17,548.70
			<u>17,548.70</u>

Chair

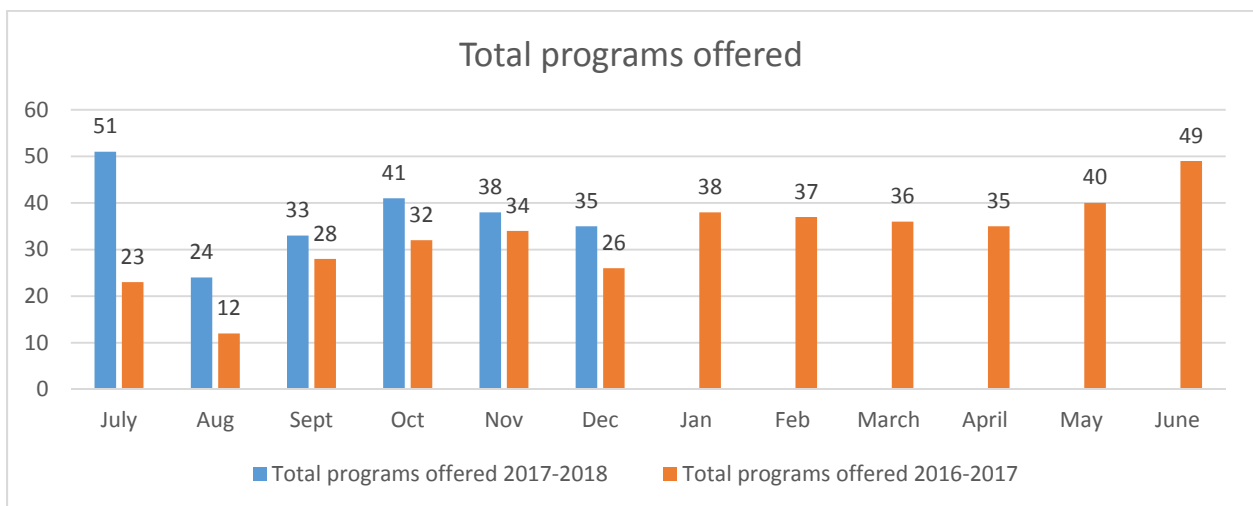
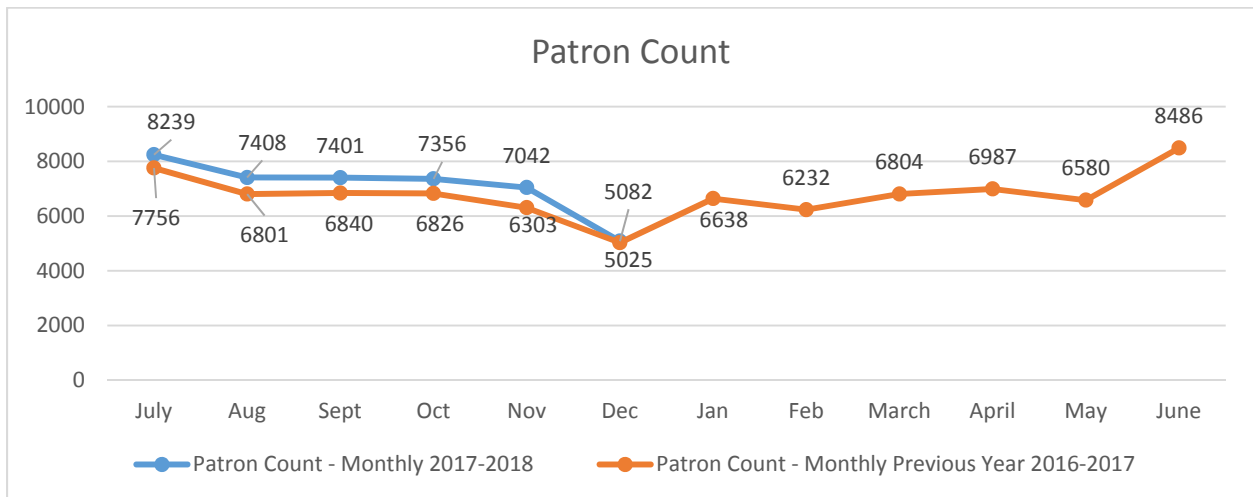
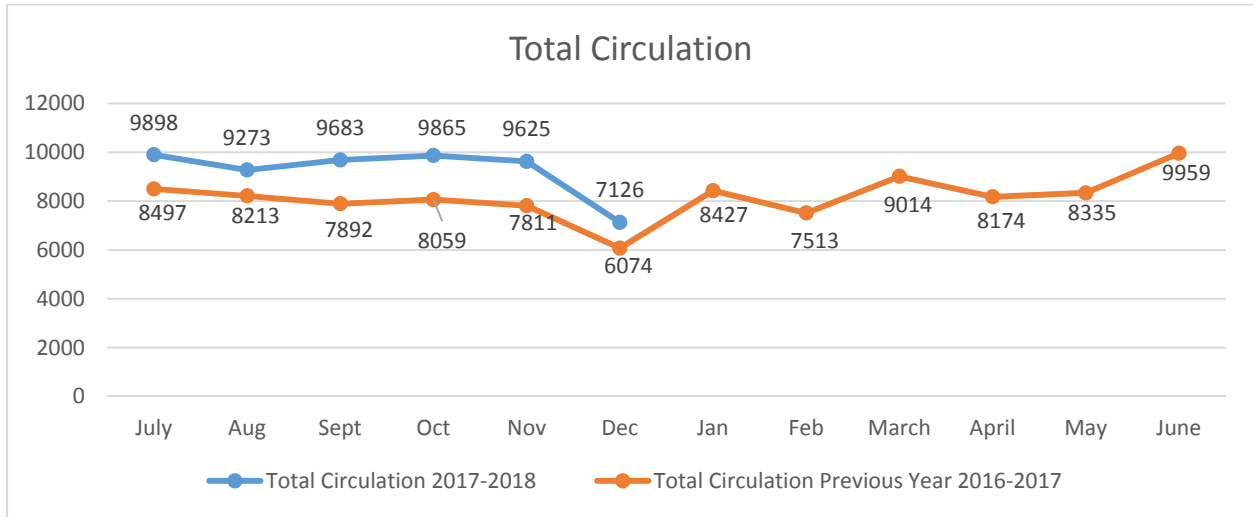
Trustee

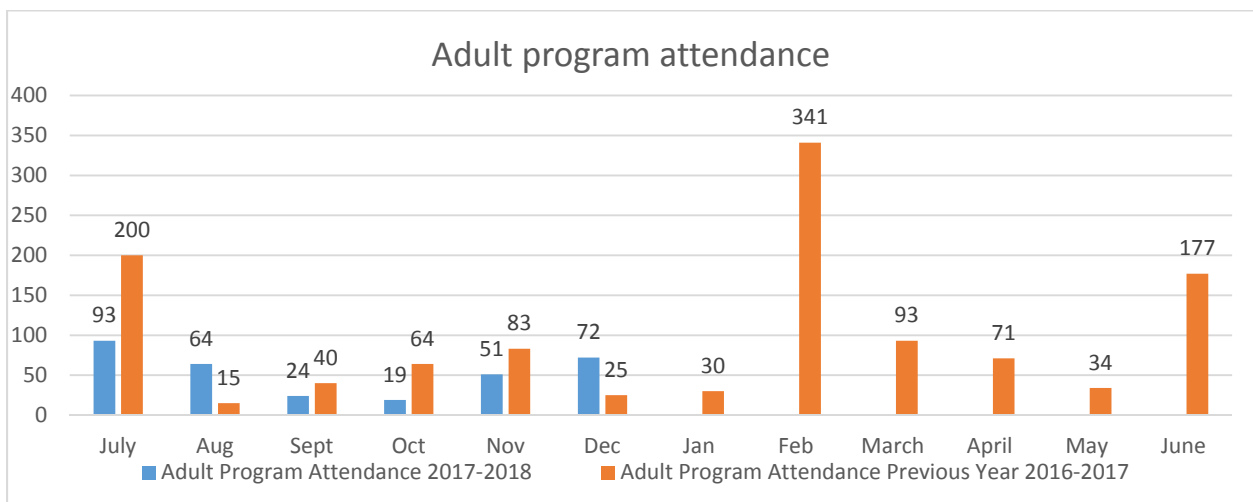
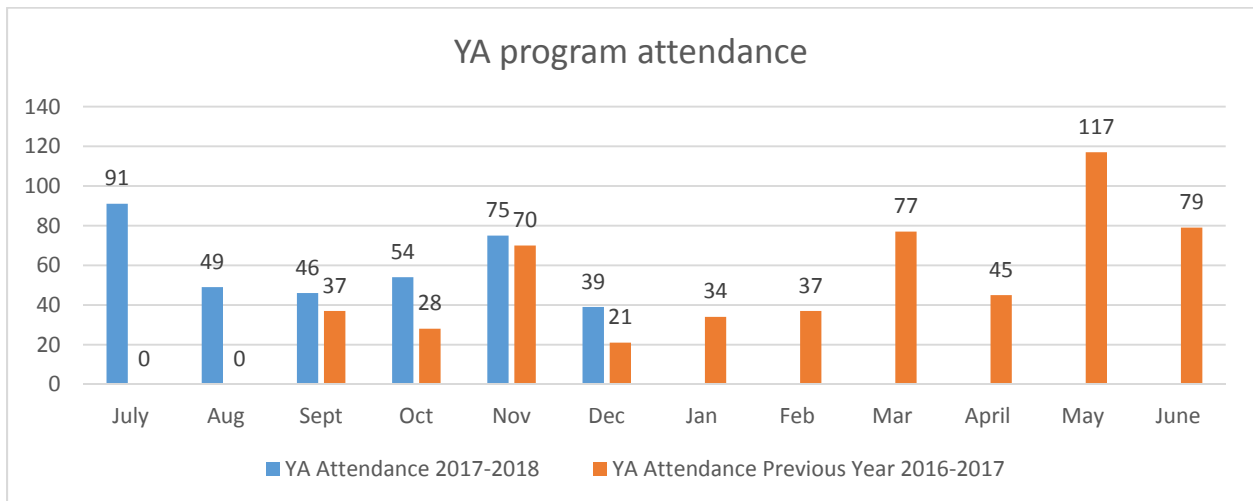
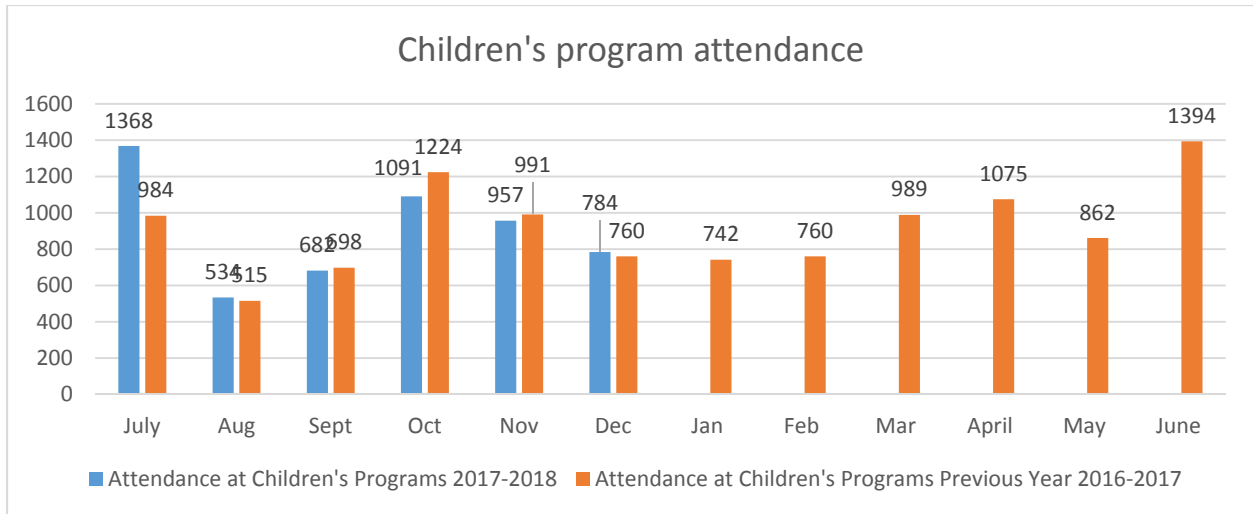
Trustee

Trustee

Trustee

December 2017 Library Statistics





Sierra Madre Public Library **Proposed** Days Closed in 2018

Note: Not all Days Closed are paid Holidays for Full-Time Employees. See second table below for type of holiday as noted in parenthesis.

Day / Date	Holiday
Monday, January 1, 2018	New Year's Day
Monday, January 15	Martin Luther King Jr. Day
Monday, February 19	Presidents' Day
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, October 8	Columbus Day
Monday, November 12	Veterans Day (observed)
Thursday, November 22	Thanksgiving Holiday
Friday, November 23	Thanksgiving Holiday
Saturday, November 24	Holiday
Sunday, November 25	Closed Sundays
Monday, December 24	Open 10am to 2pm
Tuesday, December 25	Holiday
Wednesday, December 26	Holiday
Thursday, December 27	Holiday
Friday, December 28	Holiday
Saturday, December 29	Holiday
Sunday, December 30	Closed Sundays
Monday, December 31	Holiday
Tuesday, January 1, 2019	Holiday

Sierra Madre Public Library **Proposed** Days Closed in 2018

Payroll/Days Closed Information

Note: Not all Days Closed are paid Holidays for Full-Time Employees. Type of holiday is noted in parenthesis below.

Day / Date	Holiday (Type of Holiday)
Monday, January 1, 2018	New Year's Day (City Holiday)
Monday, January 15	Martin Luther King Jr. Day (City Holiday)
Monday, February 19	Presidents' Day (City Holiday)
Monday, May 28	Memorial Day (City Holiday)
Wednesday, July 4	Independence Day (City Holiday)
Monday, September 3	Labor Day (City Holiday)
Monday, October 8	Columbus Day (City Holiday)
Monday, November 12	Veterans Day (observed-City Holiday)
Thursday, November 22	Thanksgiving Holiday (City Holiday)
Friday, November 23	Thanksgiving Holiday (City Holiday)
Saturday, November 24	Holiday (NOT a City Holiday)
Sunday, November 25	Closed Sundays
Monday, December 24	Open 10am to 2pm
Tuesday, December 25	Holiday (City Holiday)
Wednesday, December 26	Holiday (City Holiday Pay)
Thursday, December 27	Holiday (City Holiday Pay)
Friday, December 28	Holiday (City Holiday Pay)
Saturday, December 29	Holiday (City Holiday Pay)
Sunday, December 30	Closed Sundays
Monday, December 31	Holiday (City Holiday Pay)
Tuesday, January 1, 2019	Holiday (City Holiday)