



MEETING AGENDA
Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, October 24, 2018
7:00pm

Library Board of Trustees

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

CALL TO ORDER / ROLL CALL	Trustees King, Hall, Procter, Spears, Ziff
PLEDGE OF ALLEGIANCE	Shannon King
APPROVAL OF AGENDA	Majority vote of the Board to proceed with Board business
APPROVAL OF MINUTES	Library Board of Trustee Meeting, September 26, 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.

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 \$17,011.52, \$10,925.36, and \$4,453.65. B. Library Statistics September 2018 Recommendation to receive and file September 2018 Statistical Reports
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		C. Approval of STEAM Station Policy Recommendation to adopt RESOLUTION NO. 18-01, STEAM Station Policy
2.	City Council Response	Chair King to discuss the drafting of a letter to City Council, detailing the Library Board of Trustee’s plans for the Library building
3.	Library Foundation Update	Trustees discuss plans for the Library building going forward and fundraising opportunities
4.	Friends’ Liaison Update	Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting
5.	City Librarian Report	Library Manager provides oral report concerning library activities since the last board meeting
6.	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.

NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS

ADJOURNMENT

The Library Board of Trustees may adjourn to their next regular meeting on Wednesday, November 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.



MEETING MINUTES

**Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, September 26, 2018
7:00 pm**

Library Board of Trustees

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

CALL TO ORDER

Chair King called the meeting to order at 7:00 pm

MEMBERS ABSENT

Trustee Hall came in just after the meeting was called to order, at 7:02

OTHERS PRESENT

City Librarian, Christine Smart; Pete Sibberel, Friends of the Library Liaison

APPROVAL OF AGENDA

Vice Spears moved to approve the agenda, Trustee Ziff moved to second

APPROVAL OF MINUTES

Minutes from the August 22 joint meeting were approved. Trustee Ziff moves, trustee Procter seconds. All approved.

COUNCIL LIAISON UPDATE

None present

COMMUNITY INPUT

None

ACTION ITEMS AND REPORTS

1. **APPROVAL OF THE LIBRARY WARRANTS –**
 - a. APPROVAL OF THE LIBRARY WARRANTS – Trustee Procter moves to approve the minutes, Trustee Spears moves to second. All in favor. None opposed.
 - b. LIBRARY STATISTIC AUGUST 2018 – Received and filed
2. **UPDATING LIBRARY POLICIES –** The Library has a policy manual that is frequently out of date, redundant or incomplete. The City Librarian seeks permission from the Board to update the piece by piece over the 2018-19 year to have a completed and revised Library Policy Manual. All in favor of this effort.

3. **SOMMER SCHOLARSHIP DISCUSSION** – The Sommer Scholarship was established by former Friends’ President John Sommer and his wife Cynthia Hicks in 1991, to help educate future Library and information professionals. Each year, members of the Friends of the Library, Library Board of Trustees and Staff select recipients of this scholarship from Library staff members who seek to advance their knowledge in the field of Library and Information Science. This last year, two students have participated in this program. Diana Shaw (right) has been working for the Sierra Madre Public Library for 4 years. She loves library work because it merged all of her favorite components of her previous jobs, like music, reading, education, helping people, research and more. Her interest in Library work led her to apply for classes at Pasadena City College (PCC) and she received her Library Technology Certificate in June of 2018, with the assistance of the Sommer Scholarship. The program has taught her many skills, including cataloging, research and the importance of Libraries, and she aspires to continue her education through her Masters’ Degree. Diana is grateful for the Library because it has given her the gift of a rewarding career, and continued education. April Gonzalez (left) has been working at the Sierra Madre Public Library for 2 years. She has loved working for the Library since her day one. Her determination to grow in the workplace led her to start taking classes at PCC, and she looks forward to completing the program in the Fall of 2019. She enjoys providing excellent customer service to every patron, while keeping the Library organized and accessible, including receiving all materials and preparing them for circulation. Taking these classes has improved April’s understanding of libraries and has increased her confidence in providing excellent customer service to the Sierra Madre Community. She is thankful for the Sommer Scholarship for supporting her and giving her the opportunity to continue her education.
4. **ANNUAL STATISTICS REVIEW** – As requested by the Library Board of Trustees, the City Librarian has brought a brief review of the Library’s statistics over four years and comparing the last two years. In a general overview, the circulation of materials is up to 114,432 from last year of 97,968. Patron Count was up more gradually from 81,278 to 84,676 and program attendance was relatively flat. The measurable increases of 16.8% in circulation is attributed to eliminating overdue fines, and listening to community requests for materials such as Chinese books for kids, a new comic book collection, and adding circulatable tablets for children. Additionally, the STEAM for Adults Grant provided science programming to patrons of all ages, and with continuous use of STEAM kits. During the 2018-19 year, Library Staff will cultivate a new Library Strategic Plan, work towards solutions identified in the 2017 Library Facilities Master Plan, and Update the Library Policy Manual. Barry asked a question about fines and fees, wondering if the new fines policies have negatively affected patrons. City Librarian says no, that our policies seems to be welcoming and that patrons really enjoy the new policies.
5. **FRIENDS’ LIAISON UPDATE** – Pete Sibberel says that the Friends of the Library are ready to go and help with a building project. He was at the Library today, and mentioned that the service was impeccable, and that the 3D Printer is very cool. The September 19 meeting reports that the book sale is happening next week. He mentions that Martha Troedson is amazing and bringing in a lot of money for the Library. The Wine Tasting has been moved from February to October to create a Harvest Wine and Food Festival in a better time of the year that might not have rain and will incur fewer costs. Finally, the art fair is proceeding, but still does not have a chair.
6. **CITY LIBRARIAN REPORT** – At the All Staff meeting on Friday the 28th, we will be training staff on the self-checkout and STEAM Carts.
7. **TRUSTEE UPDATES** –
 - a. Trustee Spears went to the Planning Committee of the Historical Society and the cemetery tour will be October 27th, and an observatory tour coming up as well... limited

to historical society members. Pack station tour will also happen and Elementary Schools will tour Lizzie's Trail in and the Richardson House Museum. In late February they will hope to put on a fundraiser with RTR Brewery. Trustee Procter went to the foundation meeting and was eager to see the heavy-hitters in that group. He also attended the OBOC meeting which was very productive.

- b. Trustee Hall gave her report on the foundation already.
 - c. Trustee Ziff participated in created scarecrows for the city, and helped with the Kiwanis Pancake Breakfast.
 - d. Chair King does not have anything additional to report, but volunteers every Saturday at the Library.
8. **NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS** - Programs that will and won't be happening in the future – including the Library Open House that would likely be April 13th. Another Library Building Update. City Librarian Smart asks to discuss changing the date of the December Library Board of Trustees Meeting.
9. **ADJOURNMENT** – Trustee Hall moved to adjourn the meeting at 8:13 pm and Trustee Spears seconded the motion. The Library Board of Trustees will adjourn to their next regular meeting at this same place on Wednesday, October 24, 2018



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						
1073	INFOGROUP	10/17/2018	Regular	0.00	2,995.00	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10003411116	Invoice	09/14/2018	Reference USA-Business & White Pages (201...	0.00	2,995.00	
39006.90000.53406		BOOKS AND REFERENCE		Reference USA-Business & ...	2,995.00	
0132	BAKER & TAYLOR, INC.	10/17/2018	Regular	0.00	951.43	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4012331829	Invoice	09/27/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	586.82	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	586.82	
4012331830	Invoice	09/27/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	23.36	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	23.36	
T86736320	Invoice	09/15/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	130.40	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	130.40	
T86736321	Invoice	09/15/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	150.95	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	150.95	
T86736322	Invoice	09/15/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	59.90	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	59.90	
0598	DEMCO, INC.	10/17/2018	Regular	0.00	269.49	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6456464	Invoice	09/20/2018	Library Supplies	0.00	269.49	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	269.49	
0145	BRODART	10/17/2018	Regular	0.00	237.73	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
510802	Invoice	09/19/2018	Library Supplies	0.00	118.59	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	118.59	
510832	Invoice	09/20/2018	Library Supplies	0.00	119.14	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	119.14	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	4	0.00	4,453.65
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
	9	4	0.00	4,453.65

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2018	4,453.65
			<u>4,453.65</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT04241 - LIB100918

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1644	AMAZON	10/09/2018	Regular	0.00	603.74	53637
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	
436985566354	Invoice	08/18/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	57.38	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY - PROGRAMS (2018...	57.38	
443758893733	Invoice	08/22/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	65.65	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	65.65	
443873978794	Invoice	08/23/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	25.53	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	25.53	
445935479577	Invoice	08/21/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	37.94	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	37.94	
453863586886	Invoice	08/16/2016	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	5.09	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	5.09	
459789758937	Invoice	08/30/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	27.34	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	27.34	
575446887366	Invoice	09/05/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	8.76	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	8.76	
659967985574	Invoice	08/22/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	121.60	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	121.60	
689688967339	Invoice	09/08/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	7.67	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY - BOOKS & REFERE...	7.67	
745776658655	Invoice	08/23/2018	SUPPLIES	0.00	218.99	
39002.90000.53999		OTHER PURCHASED SUPPLI...		SUPPLIES	218.99	
936897473855	Credit Memo	08/28/2018	RETURN ON BOOKS	0.00	-24.46	
39006.90000.53406		BOOKS AND REFERENCE		RETURN ON BOOKS	-24.46	
968587653874	Invoice	08/18/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	14.66	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY - BOOKS & REFERE...	14.66	
977486473955	Invoice	08/22/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	37.59	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	37.59	
0132	BAKER & TAYLOR, INC.	10/09/2018	Regular	0.00	4,548.02	53638
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4012296879	Invoice	08/17/2018	BOOKS & REFERENCE	0.00	63.66	
39002.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	63.66	
4012300435	Invoice	08/28/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	34.02	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	34.02	
4012300436	Invoice	08/28/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	4.50	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	4.50	
4012310800	Invoice	09/06/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	243.71	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	243.71	
4012310801	Invoice	09/06/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	49.62	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	49.62	
4012310966	Invoice	09/07/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,702.85	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	1,702.85	
4012310967	Invoice	09/07/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	64.75	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	64.75	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4012313394	Invoice	09/07/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	253.47	
10000.90000.53406			BOOKS AND REFERENCE		253.47	
4012313395	Invoice	09/07/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	11.17	
10000.90000.52200			CONTRACT SERVICES		11.17	
4012316636	Invoice	09/12/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	468.69	
10000.90000.53406			BOOKS AND REFERENCE		468.69	
4012316637	Invoice	09/12/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	24.89	
10000.90000.52200			CONTRACT SERVICES		24.89	
4012323745	Invoice	09/19/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,301.65	
10000.90000.53406			BOOKS AND REFERENCE		1,301.65	
4012323746	Invoice	09/19/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	43.32	
10000.90000.52200			CONTRACT SERVICES		43.32	
4012325357	Invoice	09/20/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	11.25	
39006.90000.53406			BOOKS AND REFERENCE		11.25	
4012325358	Invoice	09/20/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.21	
10000.90000.52200			CONTRACT SERVICES		0.21	
T85942560	Invoice	09/01/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	164.45	
39006.90000.53406			BOOKS AND REFERENCE		164.45	
T86128870	Invoice	09/04/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	16.39	
39006.90000.53406			BOOKS AND REFERENCE		16.39	
T86128880	Invoice	09/04/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	89.42	
39006.90000.53406			BOOKS AND REFERENCE		89.42	

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	Number
4871	Invoice	07/23/2018	Apollo Annual Contract Maintenance	0.00	5,095.00	
10000.90000.52200			CONTRACT SERVICES		5,095.00	

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	Number
505171	Invoice	07/03/2018	STEAM GRANT	0.00	812.44	
29005.90000.53999			OTHER PURCHASED SUPPLI...		812.44	
CG1879	Credit Memo	09/19/2018	STEAM GRANT	0.00	-133.84	
29005.90000.53999			OTHER PURCHASED SUPPLI...		-133.84	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	34	4	0.00	10,925.36
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
	34	4	0.00	10,925.36

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2018	10,925.36
			<u>10,925.36</u>

Chair

Trustee

Trustee

Trustee

Trustee



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1644	AMAZON	09/25/2018	Regular	0.00	206.16	53517
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	
464578475733	Invoice	07/17/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	29.23	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY-various(Books/Ref/...	7.31	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	7.31	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	7.31	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY-various(Books/Ref/...	7.30	
586357634544	Invoice	07/21/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	19.99	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY-various(Books/Ref/...	5.00	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	5.00	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	5.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY-various(Books/Ref/...	4.99	
676465694458	Invoice	07/22/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	11.80	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY-various(Books/Ref/...	2.95	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	2.95	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	2.95	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY-various(Books/Ref/...	2.95	
697474647398	Invoice	07/22/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	13.99	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY-various(Books/Ref/...	3.50	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	3.50	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	3.50	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY-various(Books/Ref/...	3.49	
749756885577	Invoice	07/17/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	9.47	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY-various(Books/Ref/...	2.37	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	2.37	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	2.37	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY-various(Books/Ref/...	2.36	
798563459397	Invoice	07/22/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	29.99	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY-various(Books/Ref/...	7.50	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	7.50	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	7.50	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY-various(Books/Ref/...	7.49	
8483879555734	Invoice	08/08/2018	SUPPLIES	0.00	36.12	
29005.90000.53999		OTHER PURCHASED SUPPLI...		SUPPLIES	36.12	
937545958936	Invoice	07/22/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	19.99	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY-various(Books/Ref/...	5.00	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	5.00	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	5.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY-various(Books/Ref/...	4.99	
989838869694	Invoice	08/02/2018	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	35.58	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY-various(Books/Ref/...	8.90	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	8.90	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY-various(Books/Ref/...	8.90	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY-various(Books/Ref/...	8.88	
0132	BAKER & TAYLOR, INC.	09/25/2018	Regular	0.00	10,690.64	53518
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4012270205	Invoice	07/13/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,461.98	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	1,461.98	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4012270206	Invoice	07/13/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	77.56	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		77.56	
4012270751	Invoice	07/13/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	251.04	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		251.04	
4012270752	Invoice	07/13/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	10.93	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		10.93	
4012277465	Invoice	07/25/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	178.42	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		178.42	
4012277466	Invoice	07/25/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	8.24	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		8.24	
4012280464	Invoice	08/02/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	235.92	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		235.92	
4012280465	Invoice	08/02/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	40.50	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		40.50	
4012280758	Invoice	07/31/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	29.59	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		29.59	
4012280759	Invoice	07/31/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.77	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		0.77	
4012280846	Invoice	08/01/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	3,271.26	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		3,271.26	
4012280847	Invoice	08/01/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	142.87	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		142.87	
4012283545	Invoice	08/03/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,022.61	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		1,022.61	
4012283546	Invoice	08/03/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	50.25	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		50.25	
4012284667	Invoice	08/03/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	94.61	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		94.61	
4012284668	Invoice	08/03/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	3.81	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		3.81	
4012289404	Invoice	08/10/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	318.45	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		318.45	
4012289405	Invoice	08/10/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	7.13	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		7.13	
4012295044	Invoice	08/17/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,190.93	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		1,190.93	
4012295045	Invoice	08/17/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	47.47	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		47.47	
4012295679	Invoice	08/15/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	43.99	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		43.99	
4012296128	Invoice	08/20/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	690.83	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		690.83	
4012296129	Invoice	08/20/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	33.41	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		33.41	
4012298458	Invoice	08/21/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	345.71	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		345.71	
4012298459	Invoice	08/21/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	21.82	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		21.82	
4012305908	Invoice	08/28/2018	BOOKS	0.00	102.37	
39006.90000.53999		OTHER PURCHASED SUPPLI...	BOOKS		102.37	
4012307014	Invoice	08/30/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	556.62	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		556.62	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4012307015	Invoice	08/30/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	25.81	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		25.81	
4012307816	Invoice	08/31/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	98.63	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		98.63	
4012307817	Invoice	08/31/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	6.21	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		6.21	
T84058890	Invoice	07/27/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	63.18	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		63.18	
T84058891	Invoice	07/30/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	36.44	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		36.44	
T84058892	Invoice	07/27/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	160.74	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		160.74	
T84061780	Invoice	07/27/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	5.74	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		5.74	
T84061781	Invoice	07/27/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	16.42	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		16.42	
T84668400	Invoice	08/08/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	13.76	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		13.76	
T85706900	Invoice	08/28/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	24.62	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		24.62	
1379	CALIFA GROUP	09/25/2018	Regular	0.00	1,844.26	53519
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1160	Invoice	08/02/2018	Proquest - Ancestry Library	0.00	1,844.26	
39006.90000.53406		BOOKS AND REFERENCE		Proquest - Ancestry Library	1,844.26	
0201	EBSCO	09/25/2018	Regular	0.00	4,089.00	53520
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1000086019-1	Invoice	08/20/2018	Online Database - MasterFile Complete	0.00	4,089.00	
39006.90000.53406		BOOKS AND REFERENCE		Online Database - MasterFile..	4,089.00	
0786	OFFICE DEPOT, INC	09/25/2018	Regular	0.00	181.46	53521
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
192004644001	Invoice	08/24/2018	OFFICE SUPPLIES	0.00	79.31	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	79.31	
192008233001	Invoice	08/24/2018	STEAM PROGRAM	0.00	44.84	
29005.90000.53999		OTHER PURCHASED SUPPLI...		STEAM PROGRAM	44.84	
192008234001	Invoice	08/24/2018	OFFICE SUPPLIES	0.00	2.47	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	2.47	
196237630001	Invoice	08/31/2018	OFFICE SUPPLIES	0.00	1.75	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	1.75	
196248902001	Invoice	08/31/2018	OFFICE SUPPLIES	0.00	53.09	

Check Register

Packet: APPKT04219-LIB092518

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.53100	OFFICE SUPPLIES		OFFICE SUPPLIES		53.09	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	5	0.00	17,011.52
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
	53	5	0.00	17,011.52

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	9/2018	17,011.52
			<u>17,011.52</u>

Chair

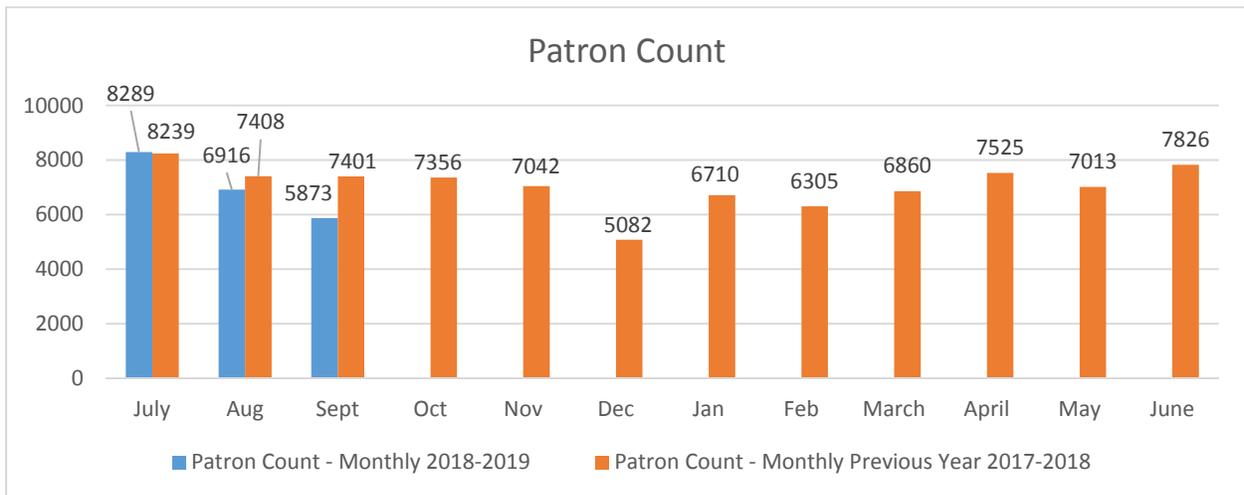
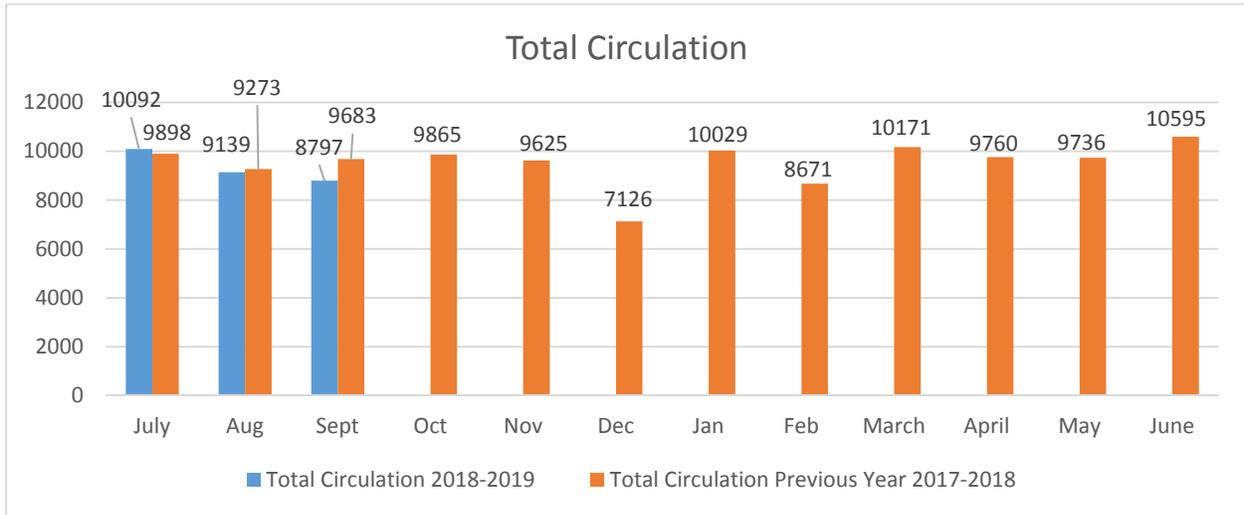
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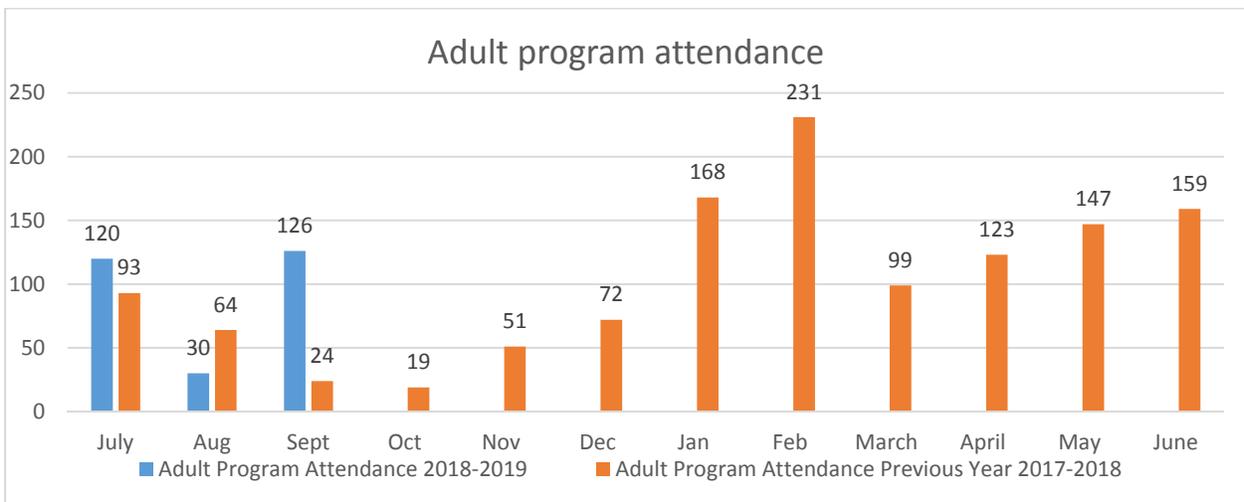
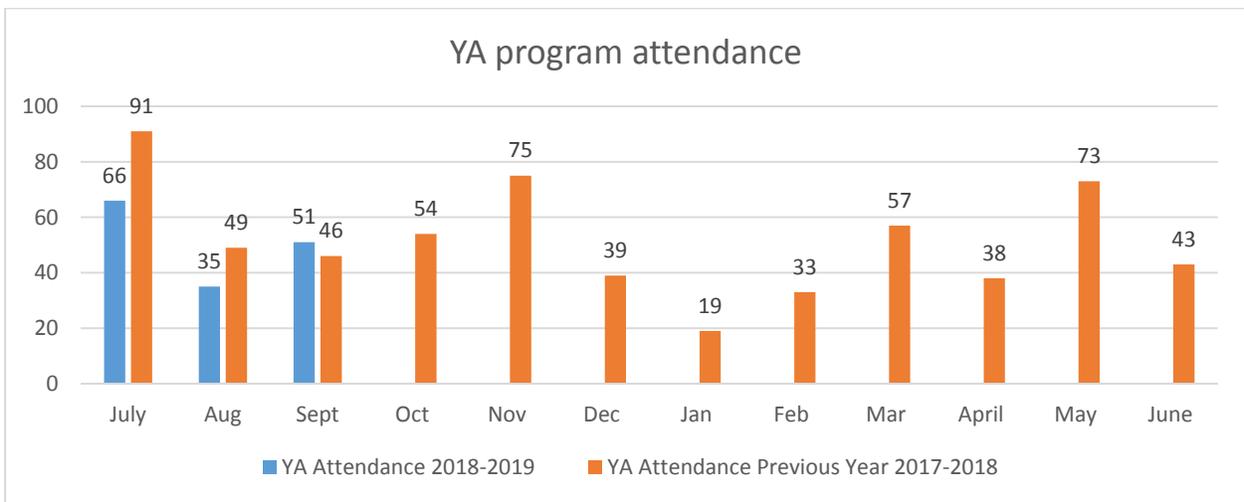
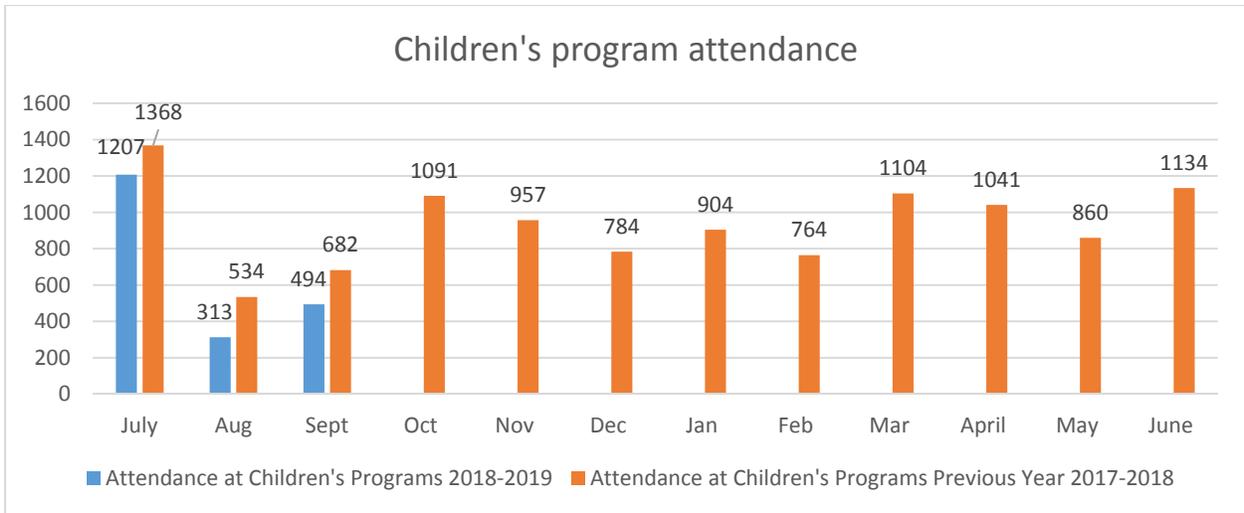
Trustee

Trustee

Trustee

September 2018 Library Statistics





SIERRA MADRE PUBLIC LIBRARY STEAM STATIONS POLICY

In support of its Mission Statement, the Sierra Madre Public Library provides access and information to a diverse array of materials and educational opportunities. Through the STEAM Stations, the Library empowers our users to make, create and learn new skills.

GENERAL POLICIES

- The STEAM Stations are free to use by any library card holder in good standing who has a signed User Agreement.
- All users must complete and sign the Sierra Madre Public Library's STEAM Stations User Agreement. Minors must have a User Agreement signed by their parent or guardian.
- A violation of the User Agreement may result in the loss of STEAM Station use privileges.
- Users will not be permitted to use any STEAM Station machinery or materials to create anything listed below, and are solely liable for any infringement:
 - Prohibited by local, state or federal law;
 - Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, (i.e., firearms) or in violation of the manufacturer's terms of use. Obscene or otherwise inappropriate for the Library environment;
 - In violation of another's intellectual property rights. (i.e. printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.)
- The Library cannot guarantee quality or stability, confidentiality of designs, or specific delivery times.
- Unless previously scheduled for use by staff, most tools and equipment are available to Users on a first come, first served basis.
- Patrons may make purchase requests through the Suggestion for Purchase form.
- Policies and procedures are subject to change without notice.

3D PRINTERS

- Users will be charged a cost per weight of item(s) printed, unless printing occurs during a regularly scheduled Library program.
- Print quality can be affected by any number of variables. *Users will be required to pay cost per weight of item(s), regardless of printed results.* The Library is not liable for any malfunctions or misprints.

VIRTUAL REALITY

- Users must be age 13 or over.
- Users may not download games or programs to the VR computer(s).

CRICUT

- Print quality can be affected by any number of variables. The Library is not liable for any malfunctions or misprints.
- Users may not directly purchase Cricut files to download to Library devices.

LIBRARY RESOLUTION 18-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC LIBRARY TO ADOPT THE SIERRA MADRE PUBLIC LIBRARY STEAM STATIONS POLICY

WHEREAS, a primary responsibility given the Library Board of Trustees is the adoption of policies for the delivery of public Library services to residents in its jurisdiction; and

WHEREAS, according to the California Education Code, Title 1, Division 1, Part 11, Chapter 5, Articles 1-4, Sec. 18919. Rules, regulations and bylaws states, "The Board of Library Trustees may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto", and

WHEREAS, the Board of Trustees has approved and agreed upon the STEAM Stations Policy as developed by the City Librarian, in keeping with current professional practices, for the Sierra Madre Public Library,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Sierra Madre Public Library hereby:

Adopts by Resolution 18-01 the Sierra Madre Public Library STEAM Station Policy

APPROVED AND ADOPTED on this 24th Day of October, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**Shannon King, Chair
Sierra Madre Public Library
Board of Trustees**

ATTEST: _____

I, Christine Smart, City Librarian of the SIERRA MADRE PUBLIC LIBRARY hereby certify that the foregoing Resolution 18-01 was duly adopted by the Board of Trustees of the Sierra Madre Public Library at a regular meeting held on the 24th Day of October, 2018.