



MEETING AGENDA

**Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, May 23, 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 Ziff
APPROVAL OF AGENDA	Majority vote of the Board to proceed with Board business
APPROVAL OF MINUTES	Board Meeting March 28, 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	<p>A. Approval of Library Warrants Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$5017.80 & \$6210.50</p> <p>B. Library Statistics April 2018 Recommendation to receive and file April 2018 Statistical Reports</p>

2.	Discussion on Library Survey results	Trustees discuss the Library survey results and plans for moving forward or prioritizing issues pertaining to rebuilding/remodeling/ ADA issues
3.	Discussion on Library budgets for FY 2017-2018 and 2018-2019	Trustees discuss the current year budget, including the elimination of fines, and the proposed plans for the FY 2018-2019 budget
4.	Discussion on moving the location of Library Board meetings	Trustees address the suggestion to move Board meetings from City Hall to the Library
5.	Friends' Liaison Update	Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting
6.	Library Manager Report	Library Manager provides oral report concerning library activities since the last board meeting
7.	Special Programs Review	Trustees review the outcomes of their special programs: OBOC, Open House, Bookmark Contest, Sommer Scholarship
8.	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 meeting on Wednesday, Wednesday, June 27, 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 MEETING MINUTES

Library Board of Trustees

Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

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

Wednesday, March 28, 2018
7:00pm

CALL TO ORDER / ROLL CALL

Trustee Hall called the meeting to order at 7:05 pm
Trustees present Hall, King, Spears, and Ziff.
Trustee Procter was absent.

PLEDGE OF ALLEGIANCE

Trustee Hall led the pledge.

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business. Trustee Ziff moved to approve the agenda, Spears seconded, agenda unanimously approved.

APPROVAL OF MINUTES

Minutes of the Board Meeting of February 28, 2018.
Trustee Spears moved to approve the minutes,
Trustee King seconded, minutes were unanimously approved.

COUNCIL LIAISON UPDATE

Update from Council Liaison to Board
No report.

COMMUNITY INPUT

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ACTION ITEMS AND REPORTS*

1.	Consent Calendar	A. Approval of Library Warrants
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		<p>Payment of Library Warrants in the aggregate amount of \$6,786.72. Trustee King moved to approve, Trustee Spears seconded, payment of Library Warrants was unanimously approved.</p> <p>B. Library Statistics January 2018 Statistics Report for January 2018 was received and filed.</p>
2.	Discussion on fund-raising mechanisms	Chair Hall discussed the steps needed to mount a capital campaign.
3.	Committee updates on One Book, One City programs	Trustee reports on: OBOC – Meegan Tosh gave report.
4.	Committee updates on Bookmark Contest	Trustee Hall provided report on Bookmark Contest.
5.	Committee updates on Sommer Scholarship	Trustee Spears provided report on Sommer Scholarship. There are two applicants, Diana Shaw and April Gonzalez.
6.	Committee updates on Library Open House	Trustee Hall provided report on Library Open House. Trustee Spears will be out of town so Trustee Ziff is stepping in. Hall and Ziff will meet with staff next week.
7.	Friends' Liaison Update	Liaison from the Friends of the Library provided oral report concerning activities since the last Board Meeting. Francis Smith reported that Clem Bartolai resigned from board, amount of donations to memorials for Fran Garbaccio and Darryl Troedson, and the net proceeds from the wine tasting. She said the Art Fair plans are progressing nicely.
8.	Library Manager Report	Acting Library Manager Jill Schofield provided an oral report on library activities since the last board meeting and presented a PowerPoint review of Library Services in 2017. New page Julie started yesterday, replaces Cheyenne. Christine Smart will be the new library manager at the end of July. Shannon McDermott, STEAM grant coordinator, was hit and injured by a car. Schofield attended the Wistaria Festival and sat at Friends booth.
9.	Trustee Updates	Trustees provided reports pertaining to library service or community involvement including attendance at Friends' Meetings and Sierra Madre Historical Preservation Society

		<p>Meetings. Spears went to State of the City presentation, Historical Society meeting, announced that there will be a SMHPS will have a whisky tasting and a cemetery tour, and the April annual meeting will have a speaker. He attended the OBOC program on the Golden Age of Radio, the Wistaria festival, and attended the Kiwanis candidate forum and Measure D meeting.</p> <p>King no report.</p> <p>Hall no report.</p> <p>Ziff attended the State of City, Measure D talk, helped at Wistaria Vine, and attended Rich Procter's presentation of the Golden Age of Radio and the Sedona speaker.</p>
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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

ADJOURNMENT

The Library Board of Trustees adjourned at 8:35 pm to their next meeting on Wednesday, April 26, 2018. Sears moved, Ziff seconded, and the motion to adjourn was approved unanimously

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: APPKT03967 - LIB042418



City of Sierra Madre, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1644	AMAZON	04/24/2018	Regular	0.00	1,143.79	52545
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	
443373875454	Invoice	02/15/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	13.75	
10000.90000.53406		BOOKS AND REFERENCE		Books & Reference	13.75	
445398588533	Invoice	03/01/2018	BOOK SUPPLIES	0.00	1,051.19	
29005.90000.53999		OTHER PURCHASED SUPPLI...		BOOK SUPPLIES	1,051.19	
449948466784	Invoice	02/15/2018	BOOK SUPPLIES	0.00	39.00	
29005.90000.53999		OTHER PURCHASED SUPPLI...		BOOK SUPPLIES	39.00	
455373975995	Invoice	03/07/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	20.15	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Library Programs	20.15	
877383686747	Invoice	03/06/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	19.70	
10000.90000.53406		BOOKS AND REFERENCE		Books & Reference	19.70	
0132	BAKER & TAYLOR, INC.	04/24/2018	Regular	0.00	2,290.05	52546
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4012176883	Invoice	03/27/2018	Books & Reference, Processing Fees & Media	0.00	1,326.49	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	1,326.49	
4012176884	Invoice	03/27/2018	Books & Reference, Processing Fees & Media	0.00	57.79	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	57.79	
4012181688	Invoice	04/02/2018	Books & Reference, Processing Fees & Media	0.00	52.46	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	52.46	
4012181689	Invoice	04/02/2018	Books & Reference, Processing Fees & Media	0.00	8.99	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	8.99	
4012183727	Invoice	04/03/2018	Books & Reference, Processing Fees & Media	0.00	549.61	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	549.61	
4012183728	Invoice	04/03/2018	Books & Reference, Processing Fees & Media	0.00	35.44	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	35.44	
4012184895	Invoice	04/04/2018	Books & Reference, Processing Fees & Media	0.00	12.32	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	12.32	
T77873550	Invoice	03/21/2018	Books & Reference, Processing Fees & Media	0.00	16.41	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	16.41	
T78308930	Invoice	03/27/2018	Books & Reference, Processing Fees & Media	0.00	12.30	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	12.30	
T78308931	Invoice	03/27/2018	Books & Reference, Processing Fees & Media	0.00	91.91	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	91.91	
T78520780	Invoice	03/31/2018	Books & Reference, Processing Fees & Media	0.00	63.94	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	63.94	
T78520781	Invoice	03/31/2018	Books & Reference, Processing Fees & Media	0.00	37.77	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	37.77	
T78520782	Invoice	03/03/3118	Books & Reference, Processing Fees & Media	0.00	24.62	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	24.62	
0598	DEMCO, INC.	04/24/2018	Regular	0.00	106.14	52547

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		
6311500	Invoice	02/13/2018	Library Supplies	0.00	115.38	
10000.90000.53100	OFFICE SUPPLIES		Library Supplies		115.38	
C08386	Credit Memo	12/04/2017	REF LIBRARY SUPPLIES	0.00	-9.24	
10000.90000.53100	OFFICE SUPPLIES		REF LIBRARY SUPPLIES		-9.24	
1488	FEDEX OFFICE	04/24/2018	Regular	0.00	174.52	52548
370100019485	Invoice	03/29/2018	STEAM PROGRM FLYERS/ FRIENDS CHILDRN ...	0.00	174.52	
29005.90000.53999	OTHER PURCHASED SUPPLI...		STEAM PROGRM FLYERS/ FR...		125.31	
39006.90000.53999	OTHER PURCHASED SUPPLI...		STEAM PROGRM FLYERS/ FR...		49.21	
0314	OCLC, INC.	04/24/2018	Regular	0.00	460.92	52549
0000590323	Invoice	03/31/2018	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	04/24/2018	Regular	0.00	5.71	52550
122970485001	Invoice	04/05/2018	Office Supplies	0.00	2.95	
10000.90000.53100	OFFICE SUPPLIES		Office Supplies		2.95	
122970596001	Invoice	04/05/2018	Office Supplies	0.00	2.76	
10000.90000.53100	OFFICE SUPPLIES		Office Supplies		2.76	
1125	VANGUARD ID SYSTEMS	04/24/2018	Regular	0.00	836.67	52551
8114120	Invoice	04/04/2018	Library Cards - 2018	0.00	836.67	
10000.90000.53999	OTHER PURCHASED SUPPLI...		Library Cards - 2018		836.67	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	25	7	0.00	5,017.80
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
	25	7	0.00	5,017.80

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2018	5,017.80
			<u>5,017.80</u>

Chair

Trustee

Trustee

Trustee

Trustee

Check Register

Packet: APPKT03983 - LIB050818



City of Sierra Madre, CA

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						
VEN02711	AMERICAS PRINTER	05/08/2018	Regular	0.00	393.67	52573
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1133458	Invoice	03/27/2018	Various Printing for Library	0.00	73.65	
10000.90000.53102		PRINTING & DUPLICATION		Various Printing for Library	73.65	
1135874	Invoice	04/24/2018	BOOKMARKS	0.00	320.02	
39006.90000.53999		OTHER PURCHASED SUPPLI...		BOOKMARKS	320.02	
0132	BAKER & TAYLOR, INC.	05/08/2018	Regular	0.00	1,951.62	52574
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4012184833	Invoice	04/04/2018	Books & Reference, Processing Fees & Media	0.00	63.80	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	63.80	
4012184834	Invoice	04/04/2018	Books & Reference, Processing Fees & Media	0.00	13.50	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	13.50	
4012184894	Invoice	04/04/2018	BOOKS	0.00	426.44	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS	98.09	
29005.90000.53999		OTHER PURCHASED SUPPLI...		BOOKS	328.35	
4012190116	Invoice	04/10/2018	Books & Reference, Processing Fees & Media	0.00	684.33	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	684.33	
4012190117	Invoice	04/10/2018	Books & Reference, Processing Fees & Media	0.00	32.39	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	32.39	
4012194695	Invoice	04/13/2018	Books & Reference, Processing Fees & Media	0.00	687.68	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	687.68	
4012194696	Invoice	04/13/2018	Books & Reference, Processing Fees & Media	0.00	33.18	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	33.18	
T359610CM	Credit Memo	04/12/2018	CREDIT ON BOOKS RET	0.00	-24.62	
39006.90000.53406		BOOKS AND REFERENCE		CREDIT ON BOOKS RET	-24.62	
T78798750	Invoice	04/10/2018	Books & Reference, Processing Fees & Media	0.00	26.72	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	26.72	
T79118540	Invoice	04/16/2018	Books & Reference, Processing Fees & Media	0.00	8.20	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	8.20	
0598	DEMCO, INC.	05/08/2018	Regular	0.00	120.24	52575
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6353791	Invoice	04/13/2018	Library Supplies	0.00	120.24	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	120.24	
VEN03146	FRACTAL FOUNDATION	05/08/2018	Regular	0.00	1,000.00	52576
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
377	Invoice	04/10/2018	STEAM PROGRAM	0.00	1,000.00	
29005.90000.53999		OTHER PURCHASED SUPPLI...		STEAM PROGRAM	1,000.00	
0786	OFFICE DEPOT, INC	05/08/2018	Regular	0.00	813.89	52577
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
118566554001	Invoice	03/23/2018	Office Supplies	0.00	107.63	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	107.63	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
118567593001	Invoice	03/23/2018	Office Supplies	0.00	10.93	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		10.93	
122230106	Invoice	04/02/2018	FURNITURE SUPPLIES	0.00	695.33	
10000.90000.53999		OTHER PURCHASED SUPPLI...	FURNITURE SUPPLIES		695.33	
0325	PASADENA STAR NEWS	05/08/2018	Regular	0.00	351.36	52578
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV022495	Invoice	04/29/2018	SUBSCRIPTION RENEWAL	0.00	351.36	
39006.90000.53406		BOOKS AND REFERENCE	SUBSCRIPTION RENEWAL		351.36	
1578	PETTY CASH FUND-LIBRARY	05/08/2018	Regular	0.00	79.72	52579
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV022484	Invoice	03/14/2018	TEEN SNACKS	0.00	4.93	
39006.90000.53999		OTHER PURCHASED SUPPLI...	TEEN SNACKS		4.93	
INV022485	Invoice	02/28/2018	TEEN SNACKS	0.00	8.68	
39006.90000.53999		OTHER PURCHASED SUPPLI...	TEEN SNACKS		8.68	
INV022486	Invoice	04/04/2018	TEEN SNACKS	0.00	19.89	
39006.90000.53999		OTHER PURCHASED SUPPLI...	TEEN SNACKS		19.89	
INV022487	Invoice	02/01/2018	ADULT CRAFT SUPPLIES	0.00	19.68	
39006.90000.53999		OTHER PURCHASED SUPPLI...	ADULT CRAFT SUPPLIES		19.68	
INV022488	Invoice	03/16/2018	ADULT PROGRAM SUPPLIES	0.00	6.56	
39006.90000.53999		OTHER PURCHASED SUPPLI...	ADULT PROGRAM SUPPLIES		6.56	
INV022489	Invoice	03/10/2018	BOOK FOR LIBRARY	0.00	19.98	
10000.90000.53406		BOOKS AND REFERENCE	BOOK FOR LIBRARY		19.98	
1163	RECORDED BOOKS, LLC	05/08/2018	Regular	0.00	1,500.00	52580
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
75766881	Invoice	04/02/2018	BOOKS	0.00	1,500.00	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS		1,500.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	25	8	0.00	6,210.50
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
	25	8	0.00	6,210.50

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2018	6,210.50
			<u>6,210.50</u>

Chair

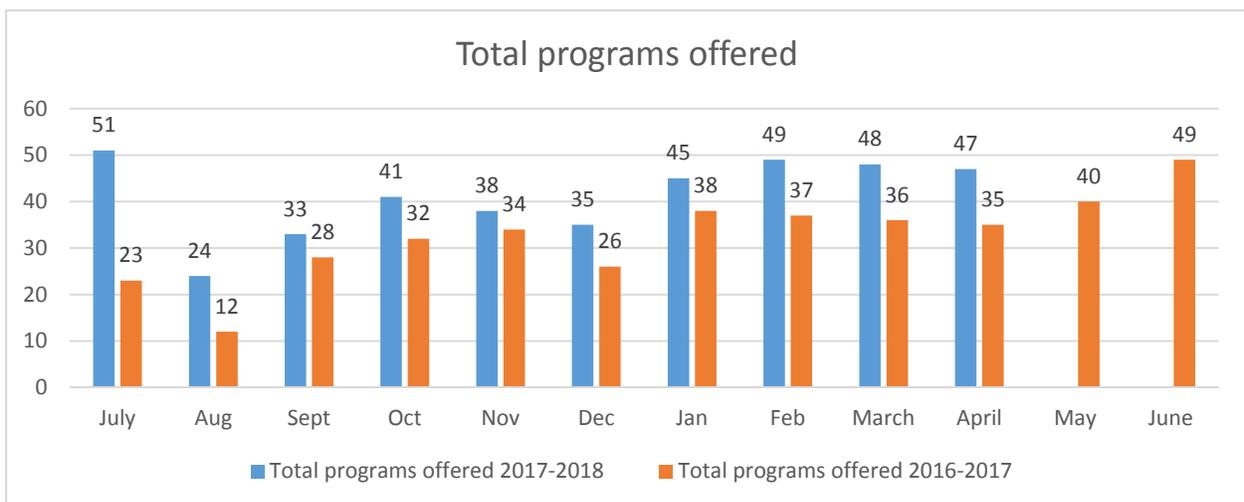
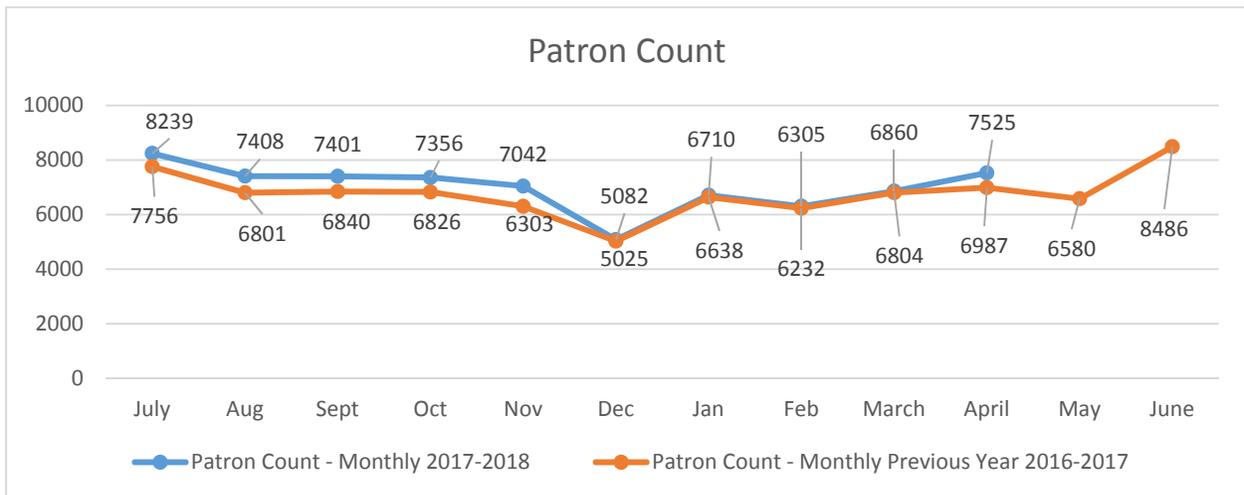
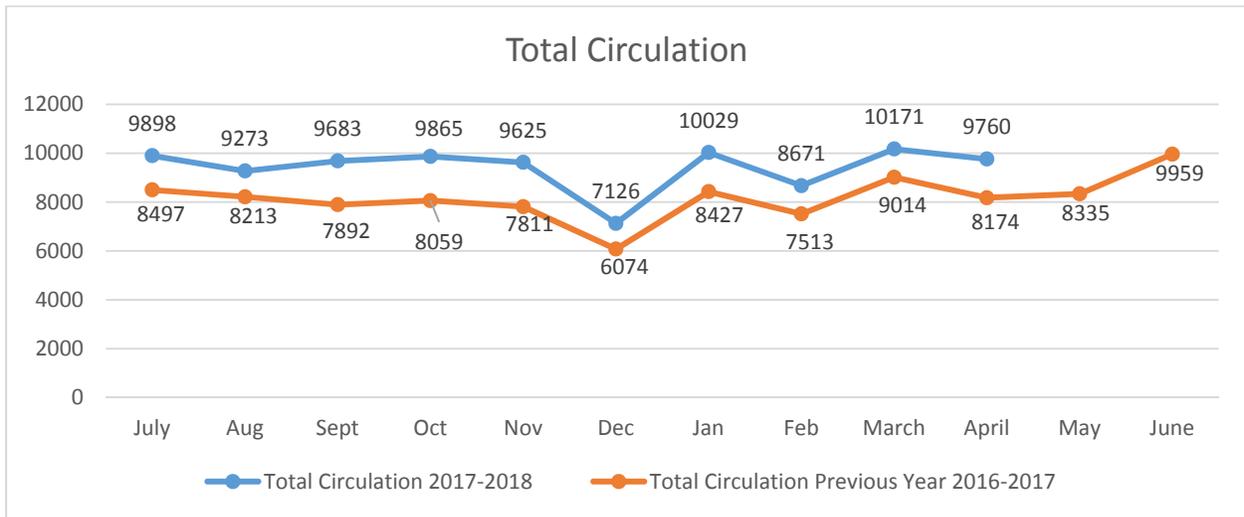
Trustee

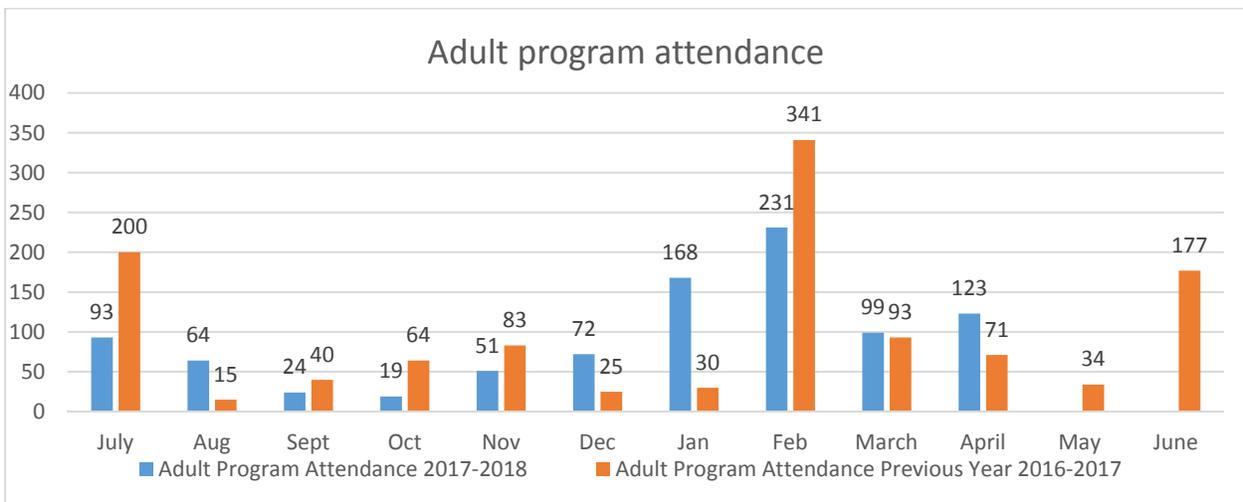
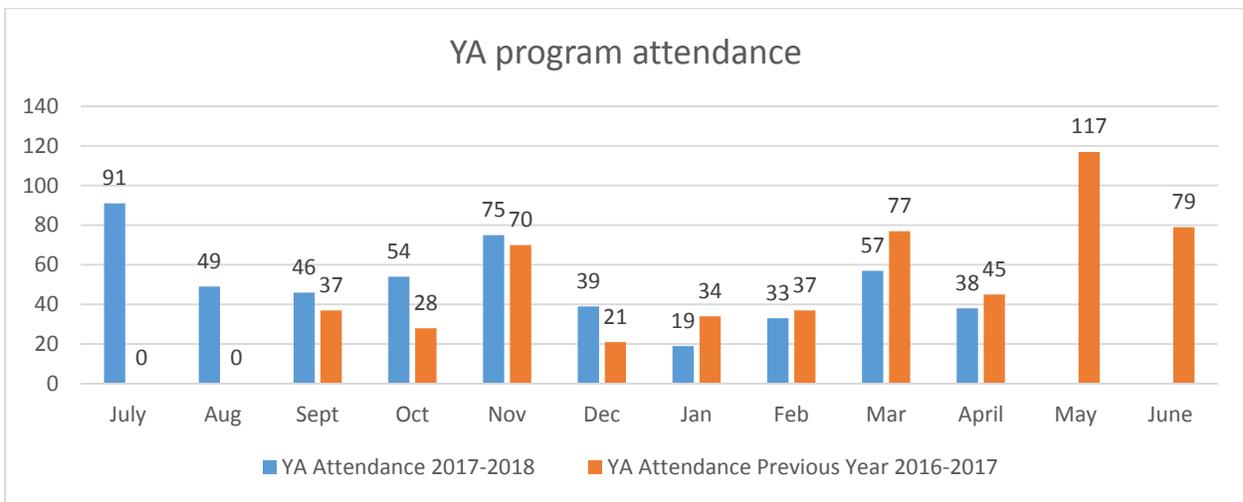
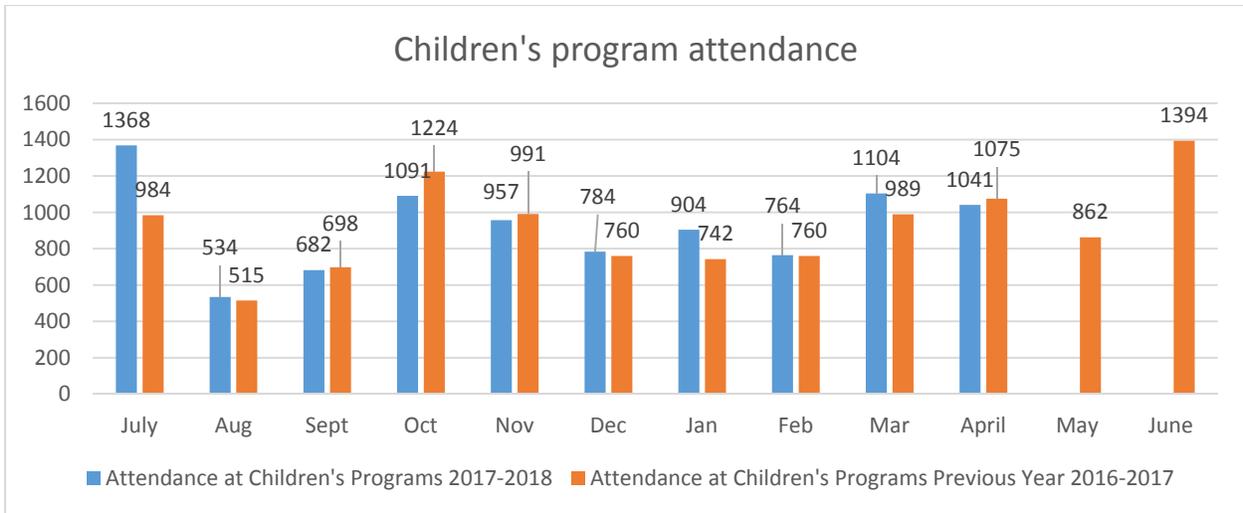
Trustee

Trustee

Trustee

April 2018 Library Statistics







City of Sierra Madre Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Jill Schofield, Acting Library Services Manager

DATE: 5/23/2018

SUBJECT: Fine Free Service Model Update 2018

STAFF RECOMMENDATION

It is recommended that Trustees receive and file this report.

SUMMARY

In May 2017 the Trustees voted to recommend a fine-free model for the FY 2017-2018. This report highlights the outcomes of this new model of operations which many libraries have been adopting over the last 6 years. The City Council subsequently passed this model as part of the City fines and fee schedule for 2017-2018.

ANALYSIS

The no-fines policy was introduced to the public without fanfare in July 2017. Patrons became aware of the situation only when staff announced the good news at the circulation desk. As well as current fines, previously accrued fines were waived. A "Guilt Jar" was placed at the desk for donations or those who felt duty-bound to pay late fees.

The main concern for staff was that patrons would not have an incentive to return items in a timely manner, particularly the new books which are on a reserve list. A number of procedures were put in place to address this:

- Changes were made to the frequency and number of overdue reminders
- When items have not been returned after two weeks, the replacement and reprocessing charges are added to the patron's account which blocks them from further checkouts or access to computers and online resources. These charges disappear without staff intervention immediately the items are returned.
- Patrons are blocked from checking out if they have more than 5 overdue items

These procedures appear to be working and we have had no complaints about excessive wait times for popular items.

Benefits of the no-fines policy

- Fewer altercations with patrons at the circulation desk (happy patrons, happy staff) thus improving customer service
- Staff time to enter payment information into the Library database is reduced
- Staff time to count and deposit money is reduced
- Anecdotally, some patrons who had stopped using the Library because of the high fines, have returned to the Library
- Staff is not put in the position of punishing patrons for using library materials, particularly children who may not have control over when they come to the Library
- Patrons are more likely to purchase from the Friend's book cart if they have not spent their money on fines
- Increased circulation. Too many factors have changed to attribute this entirely to the elimination of fines but circulation increased (by 16%) during the last 12 months over the same period for the previous 12 months. Other factors include:
 - DVD rental fee was also eliminated in July 2017 (DVD circulation increased 58%; Non-DVD circulation increased 12%)
 - Many other fees were reduced significantly too
 - More programs (may lead to higher checkouts)

Drawbacks to the no-fines policy

We have had a few negative comments from patrons:

- One patron uses fines to teach her children responsibility
- Some adult patrons use fines as their own incentive to return items on time
- Some patrons object to the loss of revenue at a time when the City finances are in such a precarious condition

FINANCIAL IMPACT

Fines amounted to about \$10,000 in 2016-2017 and this expected loss was accounted for by reductions in the FY2017-2018 budget. Note that some of this loss is offset by the reduced amount of staff time needed to deal with fine issues, and by voluntary donations by patrons.

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.

Budget Report

Account Summary

For Fiscal: 2017-2018 Period Ending: 04/30/2018



City of Sierra Madre, CA

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 10000 - GENERAL FUND							
Expense							
Program: 90000 - PUBLIC LIBRARY							
ObjectCat: 51 - PERSONNEL SERVICES							
10000.90000.51110	SALARIES - FULL-TIME	367,400.00	367,400.00	20,042.03	213,974.14	153,425.86	41.76 %
10000.90000.51120	WAGES PART-TIME	154,700.00	154,700.00	10,360.26	93,676.81	61,023.19	39.45 %
10000.90000.51130	OVERTIME WAGES	0.00	0.00	0.00	7,094.12	-7,094.12	0.00 %
10000.90000.51202	PERS - EMPLOYER	41,500.00	41,500.00	2,065.39	21,729.32	19,770.68	47.64 %
10000.90000.51204	TERM LIFE INSURANCE	800.00	800.00	37.40	387.94	412.06	51.51 %
10000.90000.51206	DEFERRED COMP	2,000.00	2,000.00	100.00	1,149.98	850.02	42.50 %
10000.90000.51209	LIUNA PENSION EXPENSE	0.00	0.00	204.66	2,686.92	-2,686.92	0.00 %
10000.90000.51300	HEALTH INSURANCE	55,100.00	55,100.00	1,775.09	18,525.60	36,574.40	66.38 %
10000.90000.51303	DISABILITY INSURANCE	1,400.00	1,400.00	145.04	1,471.75	-71.75	-5.13 %
10000.90000.51304	WORKERS COMP. INSURANCE	51,000.00	51,000.00	2,971.25	29,940.87	21,059.13	41.29 %
10000.90000.51400	MEDICARE - EMPLOYER PORTION	8,900.00	8,900.00	417.35	4,331.05	4,568.95	51.34 %
10000.90000.51402	STATE UNEMPLOYMENT INS.	4,800.00	4,800.00	310.84	2,666.50	2,133.50	44.45 %
	ObjectCat: 51 - PERSONNEL SERVICES Total:	687,600.00	687,600.00	38,429.31	397,635.00	289,965.00	42.17 %
ObjectCat: 52 - PURCHASED SERVICES							
10000.90000.52200	CONTRACT SERVICES	30,900.00	47,500.00	991.44	37,070.20	10,429.80	21.96 %
10000.90000.52205	EMPLOYEE TRAINING	1,200.00	1,200.00	0.00	12.84	1,187.16	98.93 %
	ObjectCat: 52 - PURCHASED SERVICES Total:	32,100.00	48,700.00	991.44	37,083.04	11,616.96	23.85 %
ObjectCat: 53 - PURCHASED MATERIALS							
10000.90000.53100	OFFICE SUPPLIES	8,500.00	8,500.00	111.85	5,591.20	2,908.80	34.22 %
10000.90000.53102	PRINTING & DUPLICATION	1,000.00	1,000.00	0.00	714.56	285.44	28.54 %
10000.90000.53103	COMPUTER SUPPLIES	1,500.00	1,500.00	0.00	362.38	1,137.62	75.84 %
10000.90000.53402	CONFERENCE & MEETING	2,500.00	2,500.00	0.00	706.80	1,793.20	71.73 %
10000.90000.53406	BOOKS AND REFERENCE	48,000.00	48,000.00	4,469.19	39,628.97	8,371.03	17.44 %
10000.90000.53409	MEMBERSHIP/DUES/SUBSCRIPTION	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
10000.90000.53501	PERIODICALS	7,100.00	7,100.00	0.00	6,889.21	210.79	2.97 %
10000.90000.53801	COMPUTER HARDWARE -NONCAPITA...	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
10000.90000.53999	OTHER PURCHASED SUPPLIES	4,500.00	4,500.00	836.67	1,615.94	2,884.06	64.09 %
	ObjectCat: 53 - PURCHASED MATERIALS Total:	77,600.00	77,600.00	5,417.71	55,509.06	22,090.94	28.47 %
	Program: 90000 - PUBLIC LIBRARY Total:	797,300.00	813,900.00	44,838.46	490,227.10	323,672.90	39.77 %
	Expense Total:	797,300.00	813,900.00	44,838.46	490,227.10	323,672.90	39.77 %
	Fund: 10000 - GENERAL FUND Total:	797,300.00	813,900.00	44,838.46	490,227.10	323,672.90	39.77 %
Fund: 29005 - LIBRARY GRANTS							
Expense							
Program: 90000 - PUBLIC LIBRARY							
ObjectCat: 51 - PERSONNEL SERVICES							
29005.90000.51120	WAGES PART-TIME	0.00	0.00	285.12	3,774.19	-3,774.19	0.00 %
29005.90000.51304	WORKERS COMP. INSURANCE	0.00	0.00	28.51	377.43	-377.43	0.00 %
29005.90000.51400	MEDICARE - EMPLOYER PORTION	0.00	0.00	4.13	54.72	-54.72	0.00 %
29005.90000.51402	STATE UNEMPLOYMENT INS.	0.00	0.00	8.56	113.23	-113.23	0.00 %
	ObjectCat: 51 - PERSONNEL SERVICES Total:	0.00	0.00	326.32	4,319.57	-4,319.57	0.00 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 04/30/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
ObjectCat: 53 - PURCHASED MATERIALS						
39005.90000.53999 OTHER PURCHASED SUPPLIES	0.00	0.00	1,241.72	5,464.09	-5,464.09	0.00 %
ObjectCat: 53 - PURCHASED MATERIALS Total:	0.00	0.00	1,241.72	5,464.09	-5,464.09	0.00 %
Program: 90000 - PUBLIC LIBRARY Total:	0.00	0.00	1,568.04	9,783.66	-9,783.66	0.00 %
Expense Total:	0.00	0.00	1,568.04	9,783.66	-9,783.66	0.00 %
Fund: 29005 - LIBRARY GRANTS Total:	0.00	0.00	1,568.04	9,783.66	-9,783.66	0.00 %
Fund: 39002 - LIBRARY - GIFT AND MEMORIAL						
Expense						
Program: 90000 - PUBLIC LIBRARY						
ObjectCat: 52 - PURCHASED SERVICES						
39002.90000.52200 CONTRACT SERVICES	23,000.00	23,000.00	0.00	23,000.00	0.00	0.00 %
ObjectCat: 52 - PURCHASED SERVICES Total:	23,000.00	23,000.00	0.00	23,000.00	0.00	0.00 %
ObjectCat: 53 - PURCHASED MATERIALS						
39002.90000.53402 CONFERENCE & MEETING	0.00	0.00	51.88	2,150.47	-2,150.47	0.00 %
39002.90000.53406 BOOKS AND REFERENCE	5,000.00	5,000.00	0.00	236.45	4,763.55	95.27 %
39002.90000.53801 COMPUTER HARDWARE -NONCAPITA...	19,500.00	19,500.00	0.00	19,500.00	0.00	0.00 %
39002.90000.53999 OTHER PURCHASED SUPPLIES	5,200.00	5,200.00	0.00	2,564.17	2,635.83	50.69 %
ObjectCat: 53 - PURCHASED MATERIALS Total:	29,700.00	29,700.00	51.88	24,451.09	5,248.91	17.67 %
ObjectCat: 56 - CAPITAL OUTLAY						
39002.90000.56012 COMPUTER SOFTWARE/DATABASES	14,000.00	14,000.00	0.00	0.00	14,000.00	100.00 %
ObjectCat: 56 - CAPITAL OUTLAY Total:	14,000.00	14,000.00	0.00	0.00	14,000.00	100.00 %
Program: 90000 - PUBLIC LIBRARY Total:	66,700.00	66,700.00	51.88	47,451.09	19,248.91	28.86 %
Expense Total:	66,700.00	66,700.00	51.88	47,451.09	19,248.91	28.86 %
Fund: 39002 - LIBRARY - GIFT AND MEMORIAL Total:	66,700.00	66,700.00	51.88	47,451.09	19,248.91	28.86 %
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND						
Expense						
Program: 90000 - PUBLIC LIBRARY						
ObjectCat: 53 - PURCHASED MATERIALS						
39006.90000.53406 BOOKS AND REFERENCE	35,000.00	35,000.00	1,835.71	21,270.04	13,729.96	39.23 %
39006.90000.53999 OTHER PURCHASED SUPPLIES	20,000.00	20,000.00	124.36	6,935.34	13,064.66	65.32 %
ObjectCat: 53 - PURCHASED MATERIALS Total:	55,000.00	55,000.00	1,960.07	28,205.38	26,794.62	48.72 %
ObjectCat: 56 - CAPITAL OUTLAY						
39006.90000.56002 BUILDING AND BLDG IMPROVEMTS	100,000.00	100,000.00	0.00	19,100.00	80,900.00	80.90 %
ObjectCat: 56 - CAPITAL OUTLAY Total:	100,000.00	100,000.00	0.00	19,100.00	80,900.00	80.90 %
Program: 90000 - PUBLIC LIBRARY Total:	155,000.00	155,000.00	1,960.07	47,305.38	107,694.62	69.48 %
Expense Total:	155,000.00	155,000.00	1,960.07	47,305.38	107,694.62	69.48 %
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND Total:	155,000.00	155,000.00	1,960.07	47,305.38	107,694.62	69.48 %
Report Total:	1,019,000.00	1,035,600.00	48,418.45	594,767.23	440,832.77	42.57 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
10000 - GENERAL FUND	797,300.00	813,900.00	44,838.46	490,227.10	323,672.90	39.77 %
29005 - LIBRARY GRANTS	0.00	0.00	1,568.04	9,783.66	-9,783.66	0.00 %
39002 - LIBRARY - GIFT AND MEMOI	66,700.00	66,700.00	51.88	47,451.09	19,248.91	28.86 %
39006 - FRIENDS OF THE LIBRARY DI	155,000.00	155,000.00	1,960.07	47,305.38	107,694.62	69.48 %
Report Total:	1,019,000.00	1,035,600.00	48,418.45	594,767.23	440,832.77	42.57 %



City of Sierra Madre Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Jill Schofield, Acting Library Services Manager

DATE: 5/23/2018

SUBJECT: Budget 2018-2019 Update

STAFF RECOMMENDATION

It is recommended that Trustees receive and file this report.

SUMMARY

This reports highlights a few changes that are likely to occur when the City Council approves the budget for FY 2018-2019. A more detailed budget, including the Friends of the Library funds, will be presented to the Trustees at their June meeting.

ANALYSIS

During budget discussions within the City, all departments have been asked to make reductions to their expenditures from the General Fund. The General Fund is expected to have a shortfall for the next two years.

Here are some of the changes that the Library's General Fund accounts will see:

OCLC

OCLC subscriptions will not be renewed saving approximately \$6,500. Interlibrary Loan services will be eliminated plus access to cataloging records and visibility of our collection in Worldcat. However, some staff time will be freed up.

EBSCO serials

Cost of magazines - \$7,000 - will be shifted to the Friends of the Library accounts.

Printing

Printing costs remaining in the General Fund (\$1,000) for posters, bookmarks, and flyers will be shifted to the Friends' programming budget.

Personnel

The Youth Librarian position will not be filled following Christine Smart's promotion to City Librarian in July, resulting in a savings of about \$70,000. (Note that savings have

been made and will continue to result from having a library manager position rather than a Library Director.) In addition, instead of laying off staff, hours will be cut for many of the part-time positions.

These cuts may lead to changes in hours of operation, a potential closure one day a week, and reduced programming. However, there are plans to provide a mechanism for part time staff to move up in the organization. The Clerk position and a Library Technician II position will be reinstated. This will result in a small increase in personnel costs which will be offset by the reduction in part time hours.

FINANCIAL IMPACT

As noted above.

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.