



# 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*

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<b>CALL TO ORDER / ROLL CALL</b>	<b>Trustees Hall, King, Procter, Spears, Ziff</b>
<b>PLEDGE OF ALLEGIANCE</b>	<b>Trustee Ziff</b>
<b>APPROVAL OF AGENDA</b>	<b>Majority vote of the Board to proceed with Board business</b>
<b>APPROVAL OF MINUTES</b>	<b>Board Meeting October 25 and Nov 15, 2017</b>
<b>COUNCIL LIAISON UPDATE</b>	<b>Update from Council Liaison to Board</b>

### **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\***

<b>1.</b>	<b>Consent Calendar</b>	<b>A. Approval of Library Warrants</b> i) Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$15,151.44, \$8,772.78 and \$2,408.07. ii) Recommendation to receive monthly account statements instead of check registers in the future.
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		<b>C. Library Statistics October and November 2017</b> Recommendation to receive and file October and November 2017 Statistical Reports
<b>2.</b>	<b>Adopt by Library Resolution 17-02 the Library Mission and Purpose Statement</b>	Trustees adopt the Library Mission and Purpose Statement
<b>3.</b>	<b>Adopt by Resolution 17-01 The Internet and Computer use Policy</b>	Trustees adopt the Library Internet and Computer Use Policy
<b>4.</b>	<b>Update on NRC Survey</b>	Trustees discuss updates to the plans for the NRC survey
<b>5.</b>	<b>Committee updates on One Book, One City programs</b>	Trustees provide reports on project assignments: OBOC
<b>6.</b>	<b>Committee updates on Bookmark Contest</b>	Trustees provide reports on project assignments: Bookmark Contest
<b>7.</b>	<b>Committee updates on Sommer Scholarship</b>	Trustees provide reports on project assignments: Sommer Scholarship
<b>8.</b>	<b>Committee updates on Library Open House</b>	Trustees provide reports on project assignments: Library Open House
<b>9.</b>	<b>Friends' Liaison Update</b>	Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting
<b>10.</b>	<b>Library Manager Report</b>	Library Manager provides oral report concerning library services since the last board meeting
<b>11.</b>	<b>Trustee Updates</b>	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, January 24, 2017.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting or contact [jschofield@cityofsierramadre.com](mailto:jschofield@cityofsierramadre.com) if the City Manager's Office is closed.



# UNAPPROVED MEETING MINUTES

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

## 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  
 Trustees present: Hall, King, Procter, Spears, Ziff

### PLEDGE OF ALLEGIANCE

Trustee Spears led the pledge.

### APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.  
 #4 moved up in agenda  
 Procter moved, spears seconded, agenda approved unanimously as amended.

### APPROVAL OF MINUTES

Board Meeting September 27, 2017  
 King moved, Procter seconded, minutes approved unanimously.

### 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>The Board approved payment of Library Warrants in the aggregate amount of \$46,754.97. Spears moved, Ziff seconded, payment of warrants unanimously approved.</p> <p><b>B. Library Statistics September 2017</b> September 2017 Statistical Reports received and filed</p>
2.	<b>Mission Statement Update</b>	<p>Trustees reviewed the Library Mission and Purpose Statement which had been approved but no final version was on record. Ziff moved that the statement be accepted, Procter seconded, statement unanimously approved. Acting Manager Schofield will create a resolution and bring to next regular meeting for signatures.</p>
3.	<b>Internet Policy Update</b>	<p>Trustees reviewed the Library Internet Policy document which had been approved but no final version was on record. King moved that they accept, Ziff seconded, Board policy was unanimously approved. Acting Manager Schofield will create a resolution and bring to next regular meeting for signatures.</p>
4.	<b>Discussion on NRC Survey</b>	<p>Trustees discussed questions for the National Research Center city-wide Library survey. Moved up to #2. Clarissa Lowe from Community Services made a presentation about a potential library survey including 5,000 quantity, \$18,600 cost, and sample content. Board scheduled a special meeting to discuss ballot questions on Wednesday, Nov. 15 in the Council Chamber.</p>
5.	<b>Committee updates</b>	<p>Trustees provided reports on project assignments: OBOC, Sommer Scholarship, Open House, and Bookmark Contest. Spears Sommer Scholarship and Open House. Procter OBOC. Ziff OBOC and Open House, King Bookmark Contest, Hall Open House</p>
6.	<b>Friends' Liaison Update</b>	<p>Liaison from the Friends of the Library provided oral report concerning activities since the last Board Meeting Frances Smith, no report</p>
7.	<b>Director's Update</b>	<p>Director provided oral report concerning library services and activities since the last Board meeting.</p>

		Report included future of library, part time staff training, roster update , new tech Joe Ragusa, Virtual Reality starting on Nov. 7.
<b>8.</b>	<b>Trustee Updates</b>	Trustees provided reports pertaining to library service or community involvement Hall went to Council meeting. Spears went to Historical Society meeting and Lizzie's program. Ziff went to City ethics meeting, attended Friends meeting, and OBOC meeting. Procter attended OBOC meeting, and is reading <i>Grant</i> by Ron Chernow, a book from the library. King attended City Council meeting.

**\*ACTION ITEMS**

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**NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS****ADJOURNMENT**

The Library Board of Trustees adjourned to a special meeting on Wednesday, November 15, 2017 and has cancelled the November 22 meeting. Moved Procter, seconded King, move to adjourn 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.



# MINUTES SPECIAL MEETING

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

Wednesday, November 15, 2017  
7:00pm

7  
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

## APPROVAL OF AGENDA

Clarissa, Rebecca Silva, Gabe Engeland

**Majority vote of the Board to proceed with Board business**

Ziff moved, Spears seconded, agenda approved unanimously

## COMMUNITY INPUT

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## ACTION ITEMS AND REPORTS\*

1.	NRC Survey	Trustees discussed the questions for the NRC city survey on the future location of library services in Sierra Madre. Trustee Chair Hall opened the meeting. City Manager Engeland gave a presentation on questions and wording which will go to NRC for final draft. The Board discussed wording of survey questions and ways to make the community aware of the situation. Surveys will go out on Dec 1 and Jan. 1. There may be third wave.
2.	Cancellation of November 22 regular meeting	Trustees chose to cancel their regularly-scheduled November 22 meeting. Spears moved, Procter seconded, motion was carried unanimously.  The Board will meet on Dec 27 for its next regular meeting.

**\*ACTION ITEMS**

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**NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS**

Resolutions to adopt the Library's Mission Statement and Internet Policy

**ADJOURNMENT**

The Library Board of Trustees adjourned to their next meeting on Dec. 27. Procter moved to adjourn, Ziff seconded, the motion was carried 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: APPKT03727 - LIB111417



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						
1644	AMAZON	11/14/2017	Regular	0.00	259.99	51414
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1603330-4629847</a>	Invoice	09/28/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	18.66	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Library Programs	18.66	
<a href="#">4642449-2177066</a>	Invoice	09/11/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	16.97	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	16.97	
<a href="#">5790138-9222629</a>	Invoice	09/14/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	14.90	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	14.90	
<a href="#">5948992-2373848</a>	Invoice	09/19/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	9.16	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	9.16	
<a href="#">6024787-2289828</a>	Invoice	09/19/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	39.76	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	39.76	
<a href="#">9934337-1216238</a>	Invoice	10/23/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	180.78	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Library Programs	180.78	
<a href="#">CM0000337</a>	Credit Memo	09/11/2017	REFUND ON SUPPLIES	0.00	-16.97	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		REFUND	-16.97	
<a href="#">CM0000338</a>	Credit Memo	08/01/2017	RETURN ON SUPPLIES	0.00	-3.27	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		RETURN ON SUPPLIES	-3.27	
1765	AWE	11/14/2017	Regular	0.00	2,301.75	51415
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">SIERRA17001-1</a>	Invoice	09/28/2017	AWE Learning - 2 YR Warranty	0.00	2,301.75	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		AWE Learning - 2 YR Warran...	2,301.75	
0132	BAKER & TAYLOR, INC.	11/14/2017	Regular	0.00	7,694.05	51416
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">4012019135</a>	Invoice	09/28/2017	Books & Reference, Processing Fees & Media	0.00	4.61	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	4.61	
<a href="#">4012019136</a>	Invoice	09/28/2017	Books & Reference, Processing Fees & Media	0.00	0.11	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		Processing Fees	0.11	
<a href="#">4012024246</a>	Invoice	10/02/2017	Books & Reference, Processing Fees & Media	0.00	443.68	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS & REFERENCE	443.68	
<a href="#">4012024247</a>	Invoice	10/02/2017	Books & Reference, Processing Fees & Media	0.00	26.54	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		Processing Fees	26.54	
<a href="#">4012026291</a>	Invoice	10/04/2017	Books & Reference, Processing Fees & Media	0.00	1,128.84	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS & REFERENCE	1,128.84	
<a href="#">4012026292</a>	Invoice	10/04/2017	Books & Reference, Processing Fees & Media	0.00	56.14	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		Processing Fees	56.14	
<a href="#">4012028279</a>	Invoice	10/05/2017	Books & Reference, Processing Fees & Media	0.00	4.62	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	4.62	
<a href="#">4012028280</a>	Invoice	10/05/2017	Books & Reference, Processing Fees & Media	0.00	0.11	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		Processing Fees	0.11	
<a href="#">4012029106</a>	Invoice	10/06/2017	Books & Reference, Processing Fees & Media	0.00	644.63	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS & REFERENCE	644.63	
<a href="#">4012029107</a>	Invoice	10/06/2017	Books & Reference, Processing Fees & Media	0.00	41.29	

## Check Register

Packet: APPKT03727-LIB111417

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	Processing Fees		41.29	
<a href="#">4012032279</a>	Invoice	10/11/2017	Books & Reference, Processing Fees & Media	0.00	1,214.74	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE		1,214.74	
<a href="#">4012032280</a>	Invoice	10/11/2017	Books & Reference, Processing Fees & Media	0.00	56.07	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	Processing Fees		56.07	
<a href="#">4012035256</a>	Invoice	10/17/2017	Books & Reference, Processing Fees & Media	0.00	470.88	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		470.88	
<a href="#">4012035257</a>	Invoice	10/17/2017	Books & Reference, Processing Fees & Media	0.00	76.50	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	Processing Fees		76.50	
<a href="#">4012037484</a>	Invoice	10/17/2017	Books & Reference, Processing Fees & Media	0.00	752.28	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE		752.28	
<a href="#">4012037485</a>	Invoice	10/17/2017	Books & Reference, Processing Fees & Media	0.00	23.85	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	Processing Fees		23.85	
<a href="#">4012042505</a>	Invoice	10/23/2017	Books & Reference, Processing Fees & Media	0.00	983.98	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE		983.98	
<a href="#">4012042506</a>	Invoice	10/23/2017	Books & Reference, Processing Fees & Media	0.00	42.44	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	Processing Fees		42.44	
<a href="#">4012043457</a>	Invoice	10/24/2017	Books & Reference, Processing Fees & Media	0.00	86.79	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE		86.79	
<a href="#">4012043458</a>	Invoice	10/24/2017	Books & Reference, Processing Fees & Media	0.00	1.58	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	Processing Fees		1.58	
<a href="#">4012047012</a>	Invoice	10/27/2017	Books & Reference, Processing Fees & Media	0.00	442.05	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE		442.05	
<a href="#">4012047013</a>	Invoice	10/27/2017	Books & Reference, Processing Fees & Media	0.00	11.83	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	Processing Fees		11.83	
<a href="#">B62332130</a>	Invoice	09/28/2017	Books & Reference, Processing Fees & Media	0.00	8.09	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		8.09	
<a href="#">B62332131</a>	Invoice	09/28/2017	Books & Reference, Processing Fees & Media	0.00	95.15	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		95.15	
<a href="#">NS17090291</a>	Invoice	09/06/2017	CONTRACT SVCS	0.00	395.00	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	CONTRACT SVCS		395.00	
<a href="#">T64975340</a>	Invoice	09/26/2017	Books & Reference, Processing Fees & Media	0.00	12.93	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		12.93	
<a href="#">T65125200</a>	Invoice	09/29/2017	Books & Reference, Processing Fees & Media	0.00	12.15	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		12.15	
<a href="#">T65125201</a>	Invoice	09/29/2017	Books & Reference, Processing Fees & Media	0.00	438.73	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		438.73	
<a href="#">T65275030</a>	Invoice	10/03/2017	Books & Reference, Processing Fees & Media	0.00	47.60	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		47.60	
<a href="#">T65597460</a>	Invoice	10/09/2017	Books & Reference, Processing Fees & Media	0.00	41.85	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		41.85	
<a href="#">T65782010</a>	Invoice	10/12/2017	Books & Reference, Processing Fees & Media	0.00	87.98	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		87.98	
<a href="#">T66006560</a>	Invoice	10/17/2017	Books & Reference, Processing Fees & Media	0.00	24.62	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		24.62	
<a href="#">T66146270</a>	Invoice	10/19/2017	Books & Reference, Processing Fees & Media	0.00	16.39	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	MEDIA		16.39	
0145	BRODART	11/14/2017	Regular	0.00	137.50	51417

## Check Register

Packet: APPKT03727-LIB111417

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	
<a href="#">483218</a>	Invoice	10/16/2017	Library Supplies	0.00	137.50	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Library Supplies	137.50	
0201	EBSCO	11/14/2017	Regular	0.00	3,872.13	51418
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0015234</a>	Credit Memo	08/13/2017	CREDIT FOR INV#0401467	0.00	-22.87	
<a href="#">10000.90000.53501</a>		PERIODICALS		CREDIT FOR INV#0401467	-22.87	
<a href="#">1000064243-1</a>	Invoice	09/19/2017	Online Database - MasterFile Complete	0.00	3,895.00	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		Online Database - MasterFile..	3,895.00	
0786	OFFICE DEPOT, INC	11/14/2017	Regular	0.00	138.29	51419
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">967637770001</a>	Invoice	10/03/2017	Office Supplies	0.00	57.45	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	57.45	
<a href="#">970735134001</a>	Invoice	10/11/2017	Office Supplies	0.00	68.07	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	68.07	
<a href="#">970735229001</a>	Invoice	10/11/2017	Office Supplies	0.00	12.77	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Office Supplies	12.77	
VEN01043	OVERDRIVE INC	11/14/2017	Regular	0.00	346.95	51420
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">01148CO17044421</a>	Invoice	09/29/2017	Annual Subscription Fees/eBooks	0.00	346.95	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		eBooks (FY 2017-18)	346.95	
VEN01709	THE LIBRARY STORE, INC	11/14/2017	Regular	0.00	400.78	51421
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">296478</a>	Invoice	10/27/2017	LIBRARY SUPPLIES	0.00	400.78	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LIBRARY SUPPLIES	400.78	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	8	0.00	15,151.44
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
	<b>50</b>	<b>8</b>	<b>0.00</b>	<b>15,151.44</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	11/2017	15,151.44
			<u>15,151.44</u>

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City of Sierra Madre, CA

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# Check Register

Packet: APPKT03746 - LIB112817

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
0132	BAKER & TAYLOR, INC.	11/20/2017	Regular	0.00	1,066.71	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">4012045595</a>	Invoice	10/30/2017	Books & Reference, Processing Fees & Media	0.00	27.36	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	27.36	
<a href="#">4012050478</a>	Invoice	11/03/2017	Books & Reference, Processing Fees & Media	0.00	18.22	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	18.22	
<a href="#">4012050599</a>	Invoice	11/01/2017	Books & Reference, Processing Fees & Media	0.00	934.14	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS & REFERENCE	934.14	
<a href="#">T66732470</a>	Invoice	10/31/2017	Books & Reference, Processing Fees & Media	0.00	62.36	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	62.36	
<a href="#">T66732471</a>	Invoice	10/31/2017	Books & Reference, Processing Fees & Media	0.00	24.63	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		MEDIA	24.63	
1578	PETTY CASH FUND-LIBRARY	11/20/2017	Regular	0.00	40.58	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV021556</a>	Invoice	10/05/2017	WASH CHILDREN'S COSTUMES	0.00	4.50	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		WASH CHILDREN'S COSTUM...	4.50	
<a href="#">INV021557</a>	Invoice	10/18/2017	ADULT BOOK CLUB SUPPLIES	0.00	19.15	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		ADULT BOOK CLUB SUPPLIES	19.15	
<a href="#">INV021558</a>	Invoice	10/11/2017	TEEN BOOK CLUB SUPPLIES	0.00	16.93	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		TEEN BOOK CLUB SUPPLIES	16.93	
0201	EBSCO	11/20/2017	Regular	0.00	6,912.08	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0406092</a>	Invoice	11/01/2017	ANNUAL PERIODICALS (2017-2018)	0.00	6,912.08	
<a href="#">10000.90000.53501</a>		PERIODICALS		ANNUAL PERIODICALS - (20...	6,912.08	
0314	OCLC, INC.	11/20/2017	Regular	0.00	460.92	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0000563602</a>	Invoice	10/31/2017	2017-2018 - OCLC & Baker & Taylor Subscript..	0.00	460.92	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		2017-2018 - OCLC & Baker &...	460.92	
VEN02969	SCHOOLSIN	11/20/2017	Regular	0.00	276.98	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">W171116</a>	Invoice	06/22/2017	LIBRARY SUPPLIES	0.00	276.98	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIBRARY SUPPLIES	276.98	
0145	BRODART	11/20/2017	Regular	0.00	15.51	

## Check Register

Packet: APPKT03746-LIB112817

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		
<a href="#">485138</a>	Invoice	11/08/2017	Library Supplies	0.00	15.51	
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES		Library Supplies		15.51	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	6	0.00	8,772.78
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>12</b>	<b>6</b>	<b>0.00</b>	<b>8,772.78</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	11/2017	8,772.78
			<u>8,772.78</u>

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City of Sierra Madre, CA

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# Check Register

Packet: APPKT03774 - LIB121217

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
0314	OCLC, INC.	12/05/2017	Regular	0.00	460.92	
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">0000558016</a>	Invoice	09/30/2017	2017-2018 - OCLC & Baker & Taylor Subscript..	0.00	460.92	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	2017-2018 - OCLC & Baker &...		460.92	
VEN03060	SHAZIA WILSON	12/05/2017	Regular	0.00	129.69	
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">INV021664</a>	Invoice	10/22/2017	TRAINING	0.00	129.69	
<a href="#">39002.90000.53402</a>		CONFERENCE & MEETING	TRAINING		129.69	
0427	WORLD BOOK SCHOOL AND LIBRARY	12/05/2017	Regular	0.00	1,155.00	
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">0001566223</a>	Invoice	11/20/2017	World Book: Online Renewal	0.00	1,155.00	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	World Book Online Subscript..		1,155.00	
VEN03062	DAVID E BOATMAN	12/05/2017	Regular	0.00	250.00	
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">010318</a>	Invoice	12/05/2017	Dave Boatman Caricatures & Cartoon Classes	0.00	250.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	Dave Boatman Caricatures &...		250.00	
VEN01666	Lori Garza	12/05/2017	Regular	0.00	64.74	
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">INV021661</a>	Invoice	10/17/2017	TRAINING	0.00	12.84	
<a href="#">10000.90000.52205</a>		EMPLOYEE TRAINING	TRAINING		12.84	
<a href="#">INV021665</a>	Invoice	11/04/2017	TRAINING	0.00	51.90	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING	TRAINING		51.90	
VEN03061	DIANA SHAW	12/05/2017	Regular	0.00	85.89	
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">INV021663</a>	Invoice	11/03/2017	TRAINING	0.00	85.89	
<a href="#">39002.90000.53402</a>		CONFERENCE & MEETING	TRAINING		85.89	
1920	MEEGAN TOSH	12/05/2017	Regular	0.00	59.90	
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">INV021662</a>	Invoice	11/03/2017	TRAINING	0.00	59.90	
<a href="#">10000.90000.53402</a>		CONFERENCE & MEETING	TRAINING		59.90	
1644	AMAZON	12/05/2017	Regular	0.00	201.93	
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">0032902-5518603</a>	Invoice	11/24/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	15.32	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE	Books & Reference		15.32	
<a href="#">0628073-9740230</a>	Invoice	11/05/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	33.80	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	Library Programs		33.80	
<a href="#">3210936-6538602</a>	Invoice	10/22/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	24.06	



## Check Register

Packet: APPKT03774-LIB121217

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	Office Supplies		24.06	
<a href="#">4679301-0570635</a>	Invoice	10/20/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	82.82	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES	Office Supplies		82.82	
<a href="#">5795634-4956240</a>	Invoice	10/10/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	8.76	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...	Library Programs		8.76	
<a href="#">7523963-9786645</a>	Invoice	10/10/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	20.71	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	Media		20.71	
<a href="#">8672983-9611410</a>	Invoice	10/11/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	16.46	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	Media		16.46	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	15	8	0.00	2,408.07
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
	<b>15</b>	<b>8</b>	<b>0.00</b>	<b>2,408.07</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	12/2017	2,408.07
			<b>2,408.07</b>

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City of Sierra Madre, CA

## Account Detail

Date Range: 11/01/2017 - 11/30/2017

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>10000 - GENERAL FUND</b>								
<b>Expense</b>								
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES	-3,093.63	30,900.00	8,730.20	3,722.54	12,452.74	21,540.89	69.71 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
11/14/2017	POPKT04815	4012019136	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		0.11	
11/14/2017	POPKT04815	4012024247	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		26.54	
11/14/2017	POPKT04815	4012026292	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		56.14	
11/14/2017	POPKT04815	4012028280	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		0.11	
11/14/2017	POPKT04815	4012029107	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		41.29	
11/14/2017	POPKT04815	4012032280	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		56.07	
11/14/2017	POPKT04815	4012035257	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		76.50	
11/14/2017	POPKT04815	4012037485	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		23.85	
11/14/2017	POPKT04815	4012042506	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		42.44	
11/14/2017	POPKT04815	4012043458	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		1.58	
11/14/2017	POPKT04815	4012047013	51416	Processing Fees	0132 - BAKER & TAYLOR, INC.		11.83	
11/14/2017	POPKT04815	SIERRA17001-1	51415	AWE Learning - 2 YR Warranty	1765 - AWE		2,301.75	
11/14/2017	APPKT03705	NS17090291	51416	CONTRACT SVCS	0132 - BAKER & TAYLOR, INC.		395.00	
11/14/2017	APPKT03713	INV021481	51325	JS- CONTRACT SERVICES	0823 - BANK OF AMERICA		120.00	
11/28/2017	POPKT04831	0000563602	51520	2017-2018 - OCLC & Baker & Taylor Subsc	0314 - OCLC, INC.		460.92	
11/30/2017	APPKT03755	INV021620	51540	JS- AMAZON PRIME SUBSCRIPTION	0823 - BANK OF AMERICA		108.41	
<a href="#">10000.90000.52205</a>	EMPLOYEE TRAINING	0.00	1,200.00	0.00	0.00	0.00	1,200.00	100.00 %
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES	-372.09	8,500.00	2,370.11	1,043.70	3,413.81	5,458.28	64.22 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
11/14/2017	APPKT03721	296478	51421	LIBRARY SUPPLIES	VEN01709 - THE LIBRARY STORE, INC		400.78	
11/14/2017	POPKT04815	4642449-2177066	51414	Office Supplies	1644 - AMAZON		16.97	
11/14/2017	POPKT04815	483218	51417	Library Supplies	0145 - BRODART		137.50	
11/14/2017	POPKT04815	5790138-9222629	51414	Office Supplies	1644 - AMAZON		14.90	
11/14/2017	POPKT04815	5948992-2373848	51414	Office Supplies	1644 - AMAZON		9.16	
11/14/2017	POPKT04815	6024787-2289828	51414	Office Supplies	1644 - AMAZON		39.76	
11/14/2017	POPKT04815	967637770001	51419	Office Supplies	0786 - OFFICE DEPOT, INC		57.45	
11/14/2017	POPKT04815	970735134001	51419	Office Supplies	0786 - OFFICE DEPOT, INC		68.07	
11/14/2017	POPKT04815	970735229001	51419	Office Supplies	0786 - OFFICE DEPOT, INC		12.77	
11/14/2017	APPKT03705	CM0000337	51414	REFUND	1644 - AMAZON		-16.97	
11/28/2017	POPKT04831	485138	51518	Library Supplies	0145 - BRODART		15.51	

## Detail vs Budget Report

Date Range: 11/01/2017 - 11/30/2017

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">10000.90000.53100</a>	OFFICE SUPPLIES - Continued	-372.09	8,500.00	2,370.11	1,043.70	3,413.81	5,458.28	64.22 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>		<b>Amount</b>
11/30/2017	APPKT03755	INV021634	51540	JS- LIBRARY SUPPLIES	0823 - BANK OF AMERICA			287.80
<a href="#">10000.90000.53102</a>	PRINTING & DUPLICATION	0.00	1,000.00	574.32	0.00	574.32	425.68	42.57 %
<a href="#">10000.90000.53103</a>	COMPUTER SUPPLIES	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00 %
<a href="#">10000.90000.53402</a>	CONFERENCE & MEETING	0.00	2,500.00	495.00	100.00	595.00	1,905.00	76.20 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>		<b>Amount</b>
11/14/2017	APPKT03713	INV_7343	51325	JS- TRAINING	0823 - BANK OF AMERICA			100.00
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE	-6,631.13	48,000.00	13,403.29	6,631.13	20,034.42	34,596.71	72.08 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>		<b>Amount</b>
11/14/2017	POPKT04815	4012024246	51416	BOOKS & REFERENCE	0132 - BAKER & TAYLOR, INC.			443.68
11/14/2017	POPKT04815	4012026291	51416	BOOKS & REFERENCE	0132 - BAKER & TAYLOR, INC.			1,128.84
11/14/2017	POPKT04815	4012029106	51416	BOOKS & REFERENCE	0132 - BAKER & TAYLOR, INC.			644.63
11/14/2017	POPKT04815	4012032279	51416	BOOKS & REFERENCE	0132 - BAKER & TAYLOR, INC.			1,214.74
11/14/2017	POPKT04815	4012037484	51416	BOOKS & REFERENCE	0132 - BAKER & TAYLOR, INC.			752.28
11/14/2017	POPKT04815	4012042505	51416	BOOKS & REFERENCE	0132 - BAKER & TAYLOR, INC.			983.98
11/14/2017	POPKT04815	4012043457	51416	BOOKS & REFERENCE	0132 - BAKER & TAYLOR, INC.			86.79
11/14/2017	POPKT04815	4012047012	51416	BOOKS & REFERENCE	0132 - BAKER & TAYLOR, INC.			442.05
11/28/2017	POPKT04831	4012050599	51517	BOOKS & REFERENCE	0132 - BAKER & TAYLOR, INC.			934.14
<a href="#">10000.90000.53409</a>	MEMBERSHIP/DUES/SUBSCRIPTION	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00 %
<a href="#">10000.90000.53501</a>	PERIODICALS	-6,912.08	7,100.00	0.00	6,889.21	6,889.21	7,122.87	100.32 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>		<b>Amount</b>
11/14/2017	APPKT03705	0015234	51418	CREDIT FOR INV#0401467	0201 - EBSCO			-22.87
11/28/2017	POPKT04831	0406092	51519	ANNUAL PERIODICALS - (2017-2018)	0201 - EBSCO			6,912.08
<a href="#">10000.90000.53801</a>	COMPUTER HARDWARE -NONCAPITALIZED	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00 %
<a href="#">10000.90000.53999</a>	OTHER PURCHASED SUPPLIES	589.92	4,500.00	14.17	175.18	189.35	3,720.73	82.68 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>		<b>Amount</b>
11/14/2017	APPKT03713	INV021488	51325	JS-SUPPLIES	0823 - BANK OF AMERICA			175.18
		<b>Expense Totals:</b>	<b>-16,419.01</b>	<b>109,700.00</b>	<b>25,587.09</b>	<b>18,561.76</b>	<b>44,148.85</b>	<b>81,970.16</b>
		<b>10000 - GENERAL FUND Totals:</b>	<b>-16,419.01</b>	<b>109,700.00</b>	<b>25,587.09</b>	<b>18,561.76</b>	<b>44,148.85</b>	<b>81,970.16</b>
								<b>74.72 %</b>

## Detail vs Budget Report

Date Range: 11/01/2017 - 11/30/2017

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>39002 - LIBRARY - GIFT AND MEMORIAL</b>								
Expense								
<a href="#">39002.90000.53406</a>	BOOKS AND REFERENCE	0.00	5,000.00	39.15	0.00	39.15	4,960.85	99.22 %
<a href="#">39002.90000.53999</a>	OTHER PURCHASED SUPPLIES	0.00	5,200.00	2,530.04	0.00	2,530.04	2,669.96	51.35 %
Expense Totals:		0.00	10,200.00	2,569.19	0.00	2,569.19	7,630.81	74.81 %
39002 - LIBRARY - GIFT AND MEMORIAL Totals:		0.00	10,200.00	2,569.19	0.00	2,569.19	7,630.81	74.81 %

**39006 - FRIENDS OF THE LIBRARY DONATION FUND**

Expense								
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE	-4,485.12	35,000.00	6,997.84	5,636.85	12,634.69	26,850.43	76.72 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
11/14/2017	POPKT04815	01148CO17044421	51420	eBooks (FY 2017-18)	VEN01043 - OVERDRIVE INC		346.95	
11/14/2017	POPKT04815	1000064243-1	51418	Online Database - MasterFile Complete	0201 - EBSCO		3,895.00	
11/14/2017	POPKT04815	4012019135	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		4.61	
11/14/2017	POPKT04815	4012028279	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		4.62	
11/14/2017	POPKT04815	4012035256	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		470.88	
11/14/2017	POPKT04815	B62332130	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		8.09	
11/14/2017	POPKT04815	B62332131	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		95.15	
11/14/2017	POPKT04815	T64975340	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		12.93	
11/14/2017	POPKT04815	T65125200	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		12.15	
11/14/2017	POPKT04815	T65125201	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		438.73	
11/14/2017	POPKT04815	T65275030	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		47.60	
11/14/2017	POPKT04815	T65597460	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		41.85	
11/14/2017	POPKT04815	T65782010	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		87.98	
11/14/2017	POPKT04815	T66006560	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		24.62	
11/14/2017	POPKT04815	T66146270	51416	MEDIA	0132 - BAKER & TAYLOR, INC.		16.39	
11/14/2017	APPKT03705	CM0000338	51414	RETURN ON SUPPLIES	1644 - AMAZON		-3.27	
11/28/2017	POPKT04831	4012045595	51517	MEDIA	0132 - BAKER & TAYLOR, INC.		27.36	
11/28/2017	POPKT04831	4012050478	51517	MEDIA	0132 - BAKER & TAYLOR, INC.		18.22	
11/28/2017	POPKT04831	T66732470	51517	MEDIA	0132 - BAKER & TAYLOR, INC.		62.36	
11/28/2017	POPKT04831	T66732471	51517	MEDIA	0132 - BAKER & TAYLOR, INC.		24.63	
<a href="#">39006.90000.53999</a>	OTHER PURCHASED SUPPLIES	-199.44	20,000.00	2,868.98	881.43	3,750.41	16,449.03	82.25 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
11/14/2017	POPKT04815	1603330-4629847	51414	Library Programs	1644 - AMAZON		18.66	
11/14/2017	POPKT04815	9934337-1216238	51414	Library Programs	1644 - AMAZON		180.78	
11/14/2017	APPKT03713	INV021479	51325	JS-SUPPLIES	0823 - BANK OF AMERICA		57.73	
11/14/2017	APPKT03713	INV021480	51325	JS- SUPPLIES	0823 - BANK OF AMERICA		14.90	
11/14/2017	APPKT03713	INV021485	51325	JS- SUPPLIES	0823 - BANK OF AMERICA		19.76	
11/14/2017	APPKT03713	INV021486	51325	JS- SUPPLIES	0823 - BANK OF AMERICA		25.81	

## Detail vs Budget Report

Date Range: 11/01/2017 - 11/30/2017

Account		Name		Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLIES - Continued		-199.44	20,000.00	2,868.98	881.43	3,750.41	16,449.03	82.25 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount		
11/14/2017	APPKT03713	INV021487	51325	JS- SUPPLIES	0823 - BANK OF AMERICA			23.39		
11/14/2017	APPKT03713	INV021489	51325	JS- SUPPLIES	0823 - BANK OF AMERICA			39.49		
11/14/2017	APPKT03713	INV021490	51325	JS- SUPPLIES	0823 - BANK OF AMERICA			10.48		
11/28/2017	APPKT03733	INV021556	51521	WASH CHILDREN'S COSTUMES	1578 - PETTY CASH FUND-LIBRARY			4.50		
11/28/2017	APPKT03733	INV021557	51521	ADULT BOOK CLUB SUPPLIES	1578 - PETTY CASH FUND-LIBRARY			19.15		
11/28/2017	APPKT03733	INV021558	51521	TEEN BOOK CLUB SUPPLIES	1578 - PETTY CASH FUND-LIBRARY			16.93		
11/28/2017	APPKT03733	W171116	51522	LIBRARY SUPPLIES	VEN02969 - SCHOOLSIN			276.98		
11/30/2017	APPKT03755	INV021616	51540	JS- TEEN PROGRAM ART	0823 - BANK OF AMERICA			33.18		
11/30/2017	APPKT03755	INV021617	51540	JS- CHALLENGER POSTER	0823 - BANK OF AMERICA			24.60		
11/30/2017	APPKT03755	INV021618	51540	JS- TEEN PROGRAM	0823 - BANK OF AMERICA			5.59		
11/30/2017	APPKT03755	INV021621	51540	JS- FRIENDS PROGRAM	0823 - BANK OF AMERICA			109.50		
Expense Totals:				-4,684.56	55,000.00	9,866.82	6,518.28	16,385.10	43,299.46	78.73 %
39006 - FRIENDS OF THE LIBRARY DONATION FUND Totals:				-4,684.56	55,000.00	9,866.82	6,518.28	16,385.10	43,299.46	78.73 %
Report Total:				-21,103.57	174,900.00	38,023.10	25,080.04	63,103.14	132,900.43	75.99 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10000 - GENERAL FUND	-16,419.01	109,700.00	25,587.09	18,561.76	44,148.85	81,970.16	74.72 %
39002 - LIBRARY - GIFT AND MEMORIAL	0.00	10,200.00	2,569.19	0.00	2,569.19	7,630.81	74.81 %
39006 - FRIENDS OF THE LIBRARY DONATIO	-4,684.56	55,000.00	9,866.82	6,518.28	16,385.10	43,299.46	78.73 %
Report Total:	-21,103.57	174,900.00	38,023.10	25,080.04	63,103.14	132,900.43	75.99 %

## **MISSION AND PURPOSE OF THE SIERRA MADRE PUBLIC LIBRARY**

**Date Approved: December 27, 2017**

**Library Resolution: No. 17-02**

### **MISSION OF THE SIERRA MADRE PUBLIC LIBRARY**

- To bring the people of Sierra Madre together to develop and encourage a more literate, compassionate and inclusive community.
- To serve every resident with a diverse, expertly curated and evolving set of resources beginning with books and encompassing the newest media and technology.
- To foster a love of reading and learning in young children that will enrich them for a lifetime.
- To create a unique set of resources that showcase the heritage and legacy of Sierra Madre and to reaffirm what a special place this is to live.
- Everyone is welcome. Everyone is served. This is where diverse patrons gather to become a true community of learners.

### **PURPOSE OF THE SIERRA MADRE PUBLIC LIBRARY**

The Sierra Madre Public Library is the heart and soul of our vital, engaged and inclusive community. The Library provides opportunities for diverse citizens of all ages to come together and participate in learning experiences that enable them to become more well - rounded and compassionate people. The enriched environment of the Library nurtures creative and intellectual curiosity, and provides one of the city's best places to socialize and bond with peers. The Library is an indispensable community resource, promoting literacy skills that enhance life in the 21st century.

Our expert staff and helpful volunteers guide patrons to get the most out of the Library. We believe that the courage, expertise and persistence of a few individuals can alter the lives of many, and that the Library is the place for these individuals to find the tools they need for leadership.



**LIBRARY RESOLUTION 17-02**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC**  
**LIBRARY TO ADOPT THE SIERRA MADRE PUBLIC LIBRARY MISSION AND**  
**PURPOSE STATEMENTS**

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 developed and agreed upon a Mission Statement and Purpose 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 17-02 The Sierra Madre Public Library Mission and Purpose Statements**

**APPROVED AND ADOPTED on this 27<sup>th</sup> Day of December, 2017 by the following vote.**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT**

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**Patricia Hall, Chair, Sierra Madre Public  
Library Board of Trustees**

ATTEST: \_\_\_\_\_

I, Jill Schofield, Acting Library Services Manager of the SIERRA MADRE PUBLIC LIBRARY hereby certify that the foregoing Resolution 17-02 was duly adopted by the Board of Trustees of the Sierra Madre Public Library at a special meeting held on the 27<sup>th</sup> of December, 2017 at the Sierra Madre Public Library.

## **Sierra Madre Public Library Internet and Computer Use Policy**

**Date Approved: December 27, 2017**

**Library Resolution: No. 17-01**

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

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

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

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

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

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

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

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

Library staff members do not serve *in loco parentis*.

Public computers are designated as follows:

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

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

**Wireless Access**

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

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

**LIBRARY RESOLUTION 17-01**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC**  
**LIBRARY TO ADOPT THE SIERRA MADRE PUBLIC LIBRARY INTERNET AND**  
**COMPUTER USE 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 staff of the Sierra Madre Public Library have developed a policy for the use of the internet and computers on Library premises,

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

**Adopts by Resolution 17-01 The Sierra Madre Public Library INTERNET AND COMPUTER USE policy**

**APPROVED AND ADOPTED on this 27<sup>th</sup> Day of December, 2017 by the following vote.**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT**

**Patricia Hall, Chair, Sierra Madre Public  
Library Board of Trustees**

ATTEST: \_\_\_\_\_

I, Jill Schofield, Acting Library Services Manager of the SIERRA MADRE PUBLIC LIBRARY hereby certify that the foregoing Resolution 17-01 was duly adopted by the Board of Trustees of the Sierra Madre Public Library at a special meeting held on the 27<sup>th</sup> of December, 2017 at the Sierra Madre Public Library.