



MEETING AGENDA
Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, June 27, 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	Patricia Hall
APPROVAL OF AGENDA	Majority vote of the Board to proceed with Board business
APPROVAL OF MINUTES	Board Meeting May 23, 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 \$4393.16, \$7639.39, \$9586.48.</p> <p>B. Library Statistics May 2018 Recommendation to receive and file May 2018 Statistical Reports</p>
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2.	Discussion on plans for the joint City Council and Board of Trustee meeting on July 10, 2018	Trustees prepare for the joint meeting by discussing (i) their vision for an upgraded/remodeled/new Library, and (ii) fundraising approaches for an upgraded/remodeled/new Library
3.	Discussion on Library budget for FY 2018-2019	Trustees discuss the FY 2018-2019 budget passed by City Council on 6/12/2018. Recommendation to receive and file.
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 give updates on the 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
9.	Dates for future meetings and Trustee reorganization	Trustees discuss the schedule for their reorganization and Board meetings during the summer

***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 the Special Meeting on Tuesday, July 10, 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
 Wednesday, May 23, 2018
 7:00pm

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

CALL TO ORDER / ROLL CALL

Trustee Hall called roll. Trustees King, Procter, Spears, Hall and Ziff were all present.

PLEDGE OF ALLEGIANCE

Trustee Ziff

APPROVAL OF AGENDA

Majority vote of the Board to approve agenda and proceed with Board business
 Ziff moved, Spears seconded, motion passed unanimously.

APPROVAL OF MINUTES

Board Meeting March 28, 2018
 King said that on page four, item four, Trustee *Hall* should be Trustee *King* and on page five adjournment was by *Spears* not *Sears*.
 Procter moved to accept minutes as amended, Ziff seconded, minutes were unanimously approved as corrected.

COUNCIL LIAISON UPDATE

Councilman Goss said he was pleased to be the liaison. He said this is an exciting time and he is looking forward to the discussion on the Library building

COMMUNITY INPUT

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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
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		<p>Payment of Library Warrants in the aggregate amount of \$5017.80 & \$6210.50. Ziff moved to approve payment of warrants, Procter seconded, motion was unanimously approved.</p> <p>B. Library Statistics April 2018 Board received and filed April 2018 Statistical Reports</p>
2.	Discussion on Library Survey results	Trustees discussed the Library survey results and plans for prioritizing issues and moving forward pertaining to rebuilding/remodeling/ADA issues.
3.	Discussion on Library budgets for FY 2017-2018 and 2018-2019	<p>Trustees discussed the current year budget, and the proposed FY 2018-2019 budget.</p> <p>City Manager Engeland made a budget presentation and reviewed cuts to library staff and services.</p> <p>Schofield reviewed the repercussions of not filling the Youth Services Librarian position and reducing the number of part time hours.</p> <p>Next month the Board will discuss the finalized budget.</p>
4.	Discussion on moving the location of Library Board meetings	Trustees discussed the suggestion to move Board meetings from City Hall to the Library.
5.	Friends' Liaison Update	<p>Liaison from the Friends of the Library provided oral report concerning activities since the last Board Meeting.</p> <p>Francis Smith said the new Board starts July 1, Gary Hood gave a presentation at last friends meeting, annual dinner meeting is June 20, 18/19 total income is projected at \$68,000, Friends considering wine tasting in September instead of February, discussed concert in the park, and reported that the Book Sale is June 1 and 2.</p>
6.	Library Manager Report	<p>Schofield provided oral report concerning library activities since the last board meeting. She asked the Board if Tuesday, July 10 was a good date to meet with the City Council.</p> <p>The Library is coming to the end of Adult STEAM program.</p> <p>The Library Received \$1,000 from Civic Club for OBOC.</p> <p>We will receive \$1,000 from Historical Society.</p> <p>Great digital storytelling event, 10 people spent two days telling their stories which will go into California State Library digital collection.</p>

		Summer Program. Youth Librarian Smart summed up last year's Supper Summer and highlighted events that will recur this year.
7.	Special Programs Review	Trustees reviewed the outcomes of their special programs: OBOC, Open House, Bookmark Contest, and Sommer Scholarship. Hall thanked board for helping with Open House and commended Christine on bookmark contest. Christine thanked board members for going out to the schools to promote contest.
8.	Trustee Updates	Trustees provided reports pertaining to library service or community involvement including attendance at Friends' Meetings and Sierra Madre Historical Preservation Society Meetings. Procter went to Open House, was involved with the bookmark contest, and went to City Council meeting. Spears went to Historical Society meeting Art Fair, Wistaria Festival, and Lizzie's on several Saturdays. He is working with Fire Chief Spears looking at unsafe buildings. Ziff attended the Open House, Chili cook-off, took 8 fourth grade tours from the elementary school through Lizzies and Richardson House, and staffed booths at the Art Fair for Library and Historical Society Hall attended the Council meeting and was an Art Fair hostess. King attended the Open House, Art Fair, and Adult STEAM Fractal program. Ziff thanked Friends for all their fundraising. Hall suggested Board should attend a Friend's meeting to thank them.

***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**

Trusted Procter moved to adjourn, Ziff seconded and the Board adjourned at 8:30 pm to their next meeting on 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.



City of Sierra Madre, CA

Check Register

Packet: APPKT03948 - LIB041018

By Vendor Name

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0132	BAKER & TAYLOR, INC.	04/10/2018	Regular	0.00	3,209.35	52436

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	
4012162576 39006.90000.53406	Invoice	03/15/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	24.85
4012162577 10000.90000.52200	Invoice	03/15/2018	Books & Reference, Processing Fees & Media CONTRACT SERVICES	0.00	4.50
4012163077 10000.90000.53406	Invoice	03/10/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	752.24
4012163078 10000.90000.52200	Invoice	03/10/2018	Books & Reference, Processing Fees & Media CONTRACT SERVICES	0.00	42.65
4012164157 10000.90000.53406 29005.90000.53999	Invoice	03/16/2018	BOOKS BOOKS AND REFERENCE OTHER PURCHASED SUPPLI...	0.00	91.86
4012170786 10000.90000.53406	Invoice	03/20/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	285.68
4012170787 10000.90000.52200	Invoice	03/20/2018	Books & Reference, Processing Fees & Media CONTRACT SERVICES	0.00	18.40
4012171833 10000.90000.53406	Invoice	03/23/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	373.58
4012171834 10000.90000.52200	Invoice	03/23/2018	Books & Reference, Processing Fees & Media CONTRACT SERVICES	0.00	90.01
4012171952 10000.90000.53406	Invoice	03/21/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	1,082.50
4012171953 10000.90000.52200	Invoice	03/21/2018	Books & Reference, Processing Fees & Media CONTRACT SERVICES	0.00	60.44
T76693150 39006.90000.53406	Invoice	03/01/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	9.71
T77115310 39006.90000.53406	Invoice	03/08/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	5.74
T77115311 39006.90000.53406	Invoice	03/08/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	24.30
T77115312 39006.90000.53406	Invoice	03/13/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	270.72
T77294010 39006.90000.53406	Invoice	03/12/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	30.34
T77294011 39006.90000.53406	Invoice	03/12/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	17.20
T77744110 39006.90000.53406	Invoice	03/20/2018	Books & Reference, Processing Fees & Media BOOKS AND REFERENCE	0.00	24.63

VEN03125	DARLA DALILAH HERNANDEZ-SCHULTZ	04/10/2018	Regular	0.00	55.00	52437
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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
INV022314 39006.90000.53999	Invoice	03/21/2018	YOUTH PROGRAM OTHER PURCHASED SUPPLI...	0.00	55.00

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01043	OVERDRIVE INC	04/10/2018	Regular	0.00	1,128.81	52438
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>01148CO18052349</u>	Invoice	03/24/2018	Annual Subscription Fees/eBooks	0.00	1,128.81	
<u>39006.90000.53406</u>			BOOKS AND REFERENCE		1,128.81	
Account Number	Account Name	Project Account Key	Item Description	Discount Amount	Payable Amount	Dist Amount
			eBooks (FY 2017-18)			

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	20	3	0.00	4,393.16
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
	20	3	0.00	4,393.16

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	4/2018	4,393.16
			<u>4,393.16</u>

Chair

Trustee

Trustee

Trustee

Trustee

Check Register

Packet: APPKT04010 - LIB052218



City of Sierra Madre, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1644	AMAZON	05/22/2018	Regular	0.00	66.59	52752
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	
4008250	Invoice	03/21/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	22.20	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Library Programs	22.20	
5747447	Invoice	03/19/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	10.94	
39006.90000.53406		BOOKS AND REFERENCE		Media	10.94	
6584252	Invoice	03/20/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	13.78	
39006.90000.53406		BOOKS AND REFERENCE		Media	13.78	
8856250	Invoice	03/12/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	19.67	
39006.90000.53406		BOOKS AND REFERENCE		Media	19.67	
VEN03149	ANDRE GIRALDO	05/22/2018	Regular	0.00	200.00	52753
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV022583	Invoice	04/29/2017	SUMMER PROGRAMMING PERFMNCE	0.00	200.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUMMER PROGRAMMING P...	200.00	
0132	BAKER & TAYLOR, INC.	05/22/2018	Regular	0.00	2,591.51	52754
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4012195078	Invoice	04/16/2018	Books & Reference, Processing Fees & Media	0.00	133.57	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	133.57	
4012195079	Invoice	04/16/2018	Books & Reference, Processing Fees & Media	0.00	36.00	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	36.00	
4012195974	Invoice	04/16/2018	Books & Reference, Processing Fees & Media	0.00	230.75	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	230.75	
4012195975	Invoice	04/16/2018	Books & Reference, Processing Fees & Media	0.00	11.75	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	11.75	
4012199957	Invoice	04/17/2018	BOOKS	0.00	8.94	
39002.90000.53406		BOOKS AND REFERENCE		BOOKS	8.94	
4012200186	Invoice	04/19/2018	Books & Reference, Processing Fees & Media	0.00	729.84	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	729.84	
4012200187	Invoice	04/19/2018	Books & Reference, Processing Fees & Media	0.00	31.44	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	31.44	
4012207112	Invoice	04/26/2018	Books & Reference, Processing Fees & Media	0.00	559.10	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	559.10	
4012207113	Invoice	04/26/2018	Books & Reference, Processing Fees & Media	0.00	19.15	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	19.15	
4012208128	Invoice	04/27/2018	Books & Reference, Processing Fees & Media	0.00	470.50	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	470.50	
4012208129	Invoice	04/27/2018	Books & Reference, Processing Fees & Media	0.00	24.25	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	24.25	
T79247490	Invoice	04/16/2018	Books & Reference, Processing Fees & Media	0.00	12.29	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	12.29	
T79363200	Invoice	04/17/2018	Books & Reference, Processing Fees & Media	0.00	96.65	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	96.65	
T79363201	Invoice	04/17/2018	Books & Reference, Processing Fees & Media	0.00	37.74	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		37.74	
T79571050	Invoice	04/23/2018	Books & Reference, Processing Fees & Media	0.00	114.89	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		114.89	
T79694120	Invoice	04/24/2018	Books & Reference, Processing Fees & Media	0.00	49.21	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		49.21	
T79694121	Invoice	04/24/2018	Books & Reference, Processing Fees & Media	0.00	25.44	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		25.44	
0145	BRODART	05/22/2018	Regular	0.00	130.09	52755
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
498017	Invoice	04/12/2018	BOOKS	0.00	130.09	
10000.90000.53100		OFFICE SUPPLIES			130.09	
1379	CALIFA GROUP	05/22/2018	Regular	0.00	3,327.93	52756
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10331	Invoice	03/08/2018	Califa - EBSCO NOVELIST& LIBRARY AWARE	0.00	3,327.93	
39006.90000.53406		BOOKS AND REFERENCE			3,327.93	
VEN03107	CHRISTOPHER BARNES	05/22/2018	Regular	0.00	275.00	52757
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV022584	Invoice	03/06/2018	SUMMER PROGRAMMING PERFMNCE	0.00	275.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...			275.00	
0218	GAYLORD BROTHERS	05/22/2018	Regular	0.00	126.08	52758
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2533931	Invoice	04/13/2018	Archival Supplies	0.00	126.08	
39006.90000.53999		OTHER PURCHASED SUPPLI...			126.08	
VEN03152	NANCY EVANS DANCE THEATRE	05/22/2018	Regular	0.00	500.00	52759
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1001	Invoice	03/27/2018	SUMMER PROGRAMMING PERMNCE	0.00	500.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...			500.00	
0786	OFFICE DEPOT, INC	05/22/2018	Regular	0.00	57.19	52760
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
129569175001	Invoice	04/20/2018	Office Supplies	0.00	57.19	
10000.90000.53100		OFFICE SUPPLIES			57.19	
VEN03103	SCIENCETELLERS	05/22/2018	Regular	0.00	365.00	52761

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		
7719	Invoice	02/05/2018	SUMMER PROGRAMMING PERFMNCE	0.00	365.00	
39006.90000.53999	OTHER PURCHASED SUPPLI...		SUMMER PROGRAMMING P...		365.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	29	10	0.00	7,639.39
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
	29	10	0.00	7,639.39

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2018	7,639.39
			<u>7,639.39</u>

Chair

Trustee

Trustee

Trustee

Trustee

Check Register

Packet: APPKT04027 - LIB061218



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	06/12/2018	Regular	0.00	1,535.87	52873
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1135874A	Invoice	04/24/2018	Various Printing for Library	0.00	153.11	
10000.90000.53102		PRINTING & DUPLICATION	Various Printing for Library		153.11	
1137205	Invoice	05/10/2018	SUMMER CALENDARS	0.00	1,179.77	
39006.90000.53999		OTHER PURCHASED SUPPLI...	SUMMER CALENDARS		1,179.77	
1137629	Invoice	05/16/2018	SUMMER PROGRAMS	0.00	202.99	
39006.90000.53999		OTHER PURCHASED SUPPLI...	SUMMER PROGRAMS		202.99	
0132	BAKER & TAYLOR, INC.	06/12/2018	Regular	0.00	3,809.35	52874
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4012206391	Invoice	04/30/2018	Books & Reference, Processing Fees & Media	0.00	70.56	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		70.56	
4012206392	Invoice	04/30/2018	Books & Reference, Processing Fees & Media	0.00	27.22	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		27.22	
4012207617	Invoice	05/01/2018	Books & Reference, Processing Fees & Media	0.00	268.33	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		268.33	
4012207618	Invoice	05/01/2018	Books & Reference, Processing Fees & Media	0.00	58.51	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		58.51	
4012210116	Invoice	05/01/2018	Books & Reference, Processing Fees & Media	0.00	435.79	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE		435.79	
4012210117	Invoice	05/01/2018	Books & Reference, Processing Fees & Media	0.00	20.66	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		20.66	
4012211399	Invoice	05/02/2018	Books & Reference, Processing Fees & Media	0.00	479.22	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE		479.22	
4012211400	Invoice	05/02/2018	Books & Reference, Processing Fees & Media	0.00	11.33	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		11.33	
4012214314	Invoice	05/04/2018	Books & Reference, Processing Fees & Media	0.00	262.86	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE		262.86	
4012214315	Invoice	05/04/2018	Books & Reference, Processing Fees & Media	0.00	12.52	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		12.52	
4012215257	Invoice	05/07/2018	BOOKS	0.00	194.15	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		194.15	
4012215258	Invoice	05/07/2018	Books & Reference, Processing Fees & Media	0.00	14.03	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		14.03	
4012216027	Invoice	05/10/2018	Books & Reference, Processing Fees & Media	0.00	140.33	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		140.33	
4012216028	Invoice	05/10/2018	Books & Reference, Processing Fees & Media	0.00	22.50	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		22.50	
4012216298	Invoice	05/07/2018	Books & Reference, Processing Fees & Media	0.00	182.95	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE		182.95	
4012216299	Invoice	05/07/2018	Books & Reference, Processing Fees & Media	0.00	11.24	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		11.24	
4012216591	Invoice	05/07/2018	BOOKS	0.00	19.21	
29005.90000.53999		OTHER PURCHASED SUPPLI...	BOOKS		19.21	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4012216592	Invoice	05/07/2018	Books & Reference, Processing Fees & Media	0.00	1.02	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		1.02	
4012217089	Invoice	05/07/2018	Books & Reference, Processing Fees & Media	0.00	9.61	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE		9.61	
4012217389	Invoice	05/08/2018	Books & Reference, Processing Fees & Media	0.00	104.27	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE		104.27	
4012217390	Invoice	05/08/2018	Books & Reference, Processing Fees & Media	0.00	4.70	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		4.70	
4012219278	Invoice	05/09/2018	BOOKS AND REFERENCE	0.00	242.92	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		242.92	
4012219279	Invoice	05/09/2018	Books & Reference, Processing Fees & Media	0.00	10.28	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		10.28	
4012222671	Invoice	05/14/2018	Books & Reference, Processing Fees & Media	0.00	231.76	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE		231.76	
4012222672	Invoice	05/14/2018	Books & Reference, Processing Fees & Media	0.00	7.75	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		7.75	
4012225469	Invoice	05/18/2018	Books & Reference, Processing Fees & Media	0.00	87.45	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		87.45	
4012225470	Invoice	05/18/2018	Books & Reference, Processing Fees & Media	0.00	18.01	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		18.01	
4012225809	Invoice	05/17/2018	Books & Reference, Processing Fees & Media	0.00	197.96	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE		197.96	
4012225810	Invoice	05/17/2018	Books & Reference, Processing Fees & Media	0.00	10.77	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		10.77	
4012227094	Invoice	05/18/2018	Books & Reference, Processing Fees & Media	0.00	196.62	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE		196.62	
4012227095	Invoice	05/18/2018	Books & Reference, Processing Fees & Media	0.00	5.72	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		5.72	
4012228252	Invoice	05/18/2018	Books & Reference, Processing Fees & Media	0.00	130.83	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE		130.83	
4012228253	Invoice	05/18/2018	Books & Reference, Processing Fees & Media	0.00	6.34	
10000.90000.52200		CONTRACT SERVICES	Processing Fees		6.34	
T79743440	Invoice	04/24/2018	Books & Reference, Processing Fees & Media	0.00	21.04	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		21.04	
T79743441	Invoice	04/24/2018	Books & Reference, Processing Fees & Media	0.00	28.73	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		28.73	
T79743442	Invoice	04/24/2018	Books & Reference, Processing Fees & Media	0.00	105.97	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		105.97	
T79903360	Invoice	04/28/2018	Books & Reference, Processing Fees & Media	0.00	12.30	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		12.30	
T79903361	Invoice	04/28/2018	Books & Reference, Processing Fees & Media	0.00	9.02	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		9.02	
T80206910	Invoice	05/03/2018	Books & Reference, Processing Fees & Media	0.00	11.48	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		11.48	
T80206920	Invoice	05/03/2018	Books & Reference, Processing Fees & Media	0.00	69.75	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		69.75	
T80793650	Invoice	05/15/2018	Books & Reference, Processing Fees & Media	0.00	41.02	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		41.02	
T80793651	Invoice	05/15/2018	Books & Reference, Processing Fees & Media	0.00	12.62	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		12.62	
1123	COMPRISE TECHNOLOGIES, INC.	06/12/2018	Regular	0.00	1,772.00	52875

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	
1805-375	Invoice	05/07/2018	Smart Access Manager (SAM) Renewal	0.00	1,772.00	
10000.90000.52200		CONTRACT SERVICES		Smart Access Manager (SAM...	1,772.00	
VEN02001	ELLEN'S SILKSCREENING	06/12/2018	Regular	0.00	432.53	52876
66460	Invoice	05/07/2018	SUMMER READING PRIZES	0.00	432.53	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUMMER READING PRIZES	432.53	
1488	FEDEX OFFICE	06/12/2018	Regular	0.00	152.21	52877
370100019538	Invoice	04/26/2018	STEAM POSTERS	0.00	152.21	
29005.90000.53999		OTHER PURCHASED SUPPLI...		STEAM POSTERS	152.21	
0218	GAYLORD BROTHERS	06/12/2018	Regular	0.00	40.97	52878
2536337	Invoice	04/30/2018	Archival Supplies	0.00	40.97	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Archival Supplies	40.97	
0314	OCLC, INC.	06/12/2018	Regular	0.00	460.92	52879
0000595541	Invoice	04/30/2018	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	06/12/2018	Regular	0.00	435.37	52880
134973905001	Invoice	05/04/2018	Office Supplies	0.00	73.09	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	73.09	
138482536001	Invoice	05/15/2018	Office Supplies	0.00	286.33	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	286.33	
142696508001	Invoice	05/23/2018	Office Supplies	0.00	55.17	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	55.17	
142696661001	Invoice	05/23/2018	Office Supplies	0.00	20.78	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	20.78	
VEN01733	ORIENTAL TRADING CO	06/12/2018	Regular	0.00	401.89	52881
689714009-01	Invoice	04/26/2018	SUMMER CRAFT SUPPLIES	0.00	351.90	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUMMER CRAFT SUPPLIES	351.90	
689714009-02	Invoice	04/26/2018	SUMMER PRIZES	0.00	49.99	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUMMER PRIZES	49.99	
VEN01043	OVERDRIVE INC	06/12/2018	Regular	0.00	461.47	52882
01148CO18083342	Invoice	05/08/2018	Annual Subscription Fees/eBooks	0.00	461.47	
39006.90000.53406		BOOKS AND REFERENCE		eBooks (FY 2017-18)	461.47	
1578	PETTY CASH FUND-LIBRARY	06/12/2018	Regular	0.00	83.90	52883

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		
INV022660	Invoice	04/23/2018	CHILDREN'S BOOK	0.00	16.95	
39002.90000.53406	BOOKS AND REFERENCE		CHILDREN'S BOOK		16.95	
INV022661	Invoice	04/28/2018	STEAM WORKSHOP REFRSHMENTS	0.00	18.91	
29005.90000.53999	OTHER PURCHASED SUPPLI...		STEAM WORKSHOP REFRS...		18.91	
INV022662	Invoice	05/15/2018	SUPPLIES FOR PROGRAMS	0.00	48.04	
39006.90000.53999	OTHER PURCHASED SUPPLI...		SUPPLIES FOR PROGRAMS		48.04	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	60	11	0.00	9,586.48
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
	60	11	0.00	9,586.48

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2018	9,586.48
			<u>9,586.48</u>

Chair

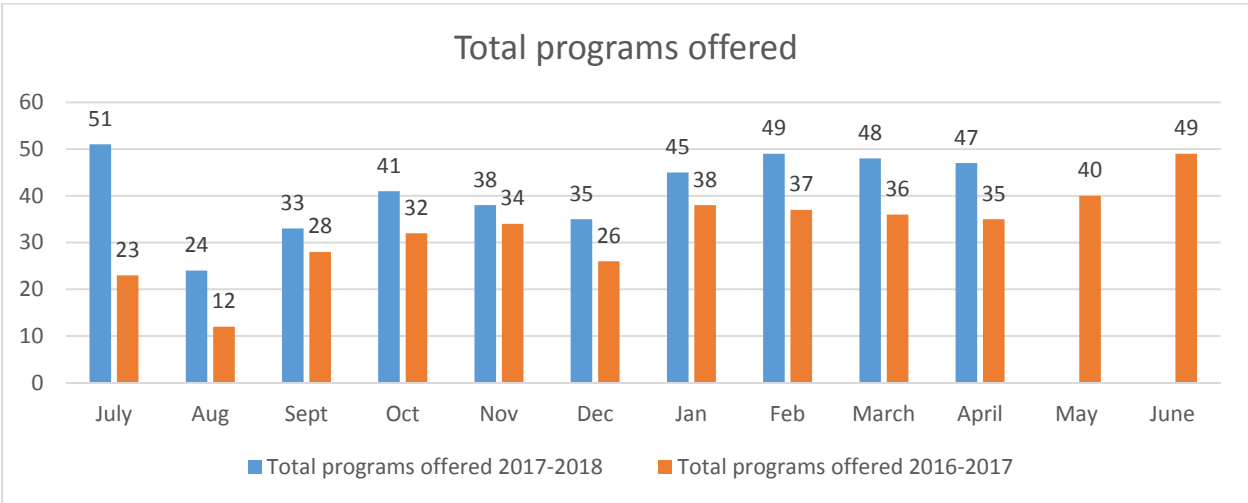
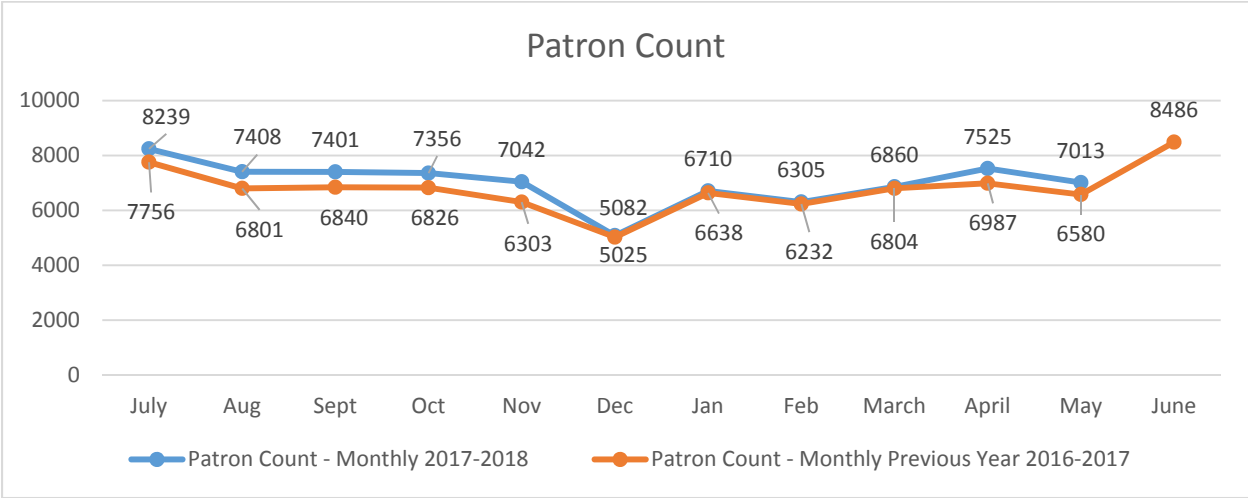
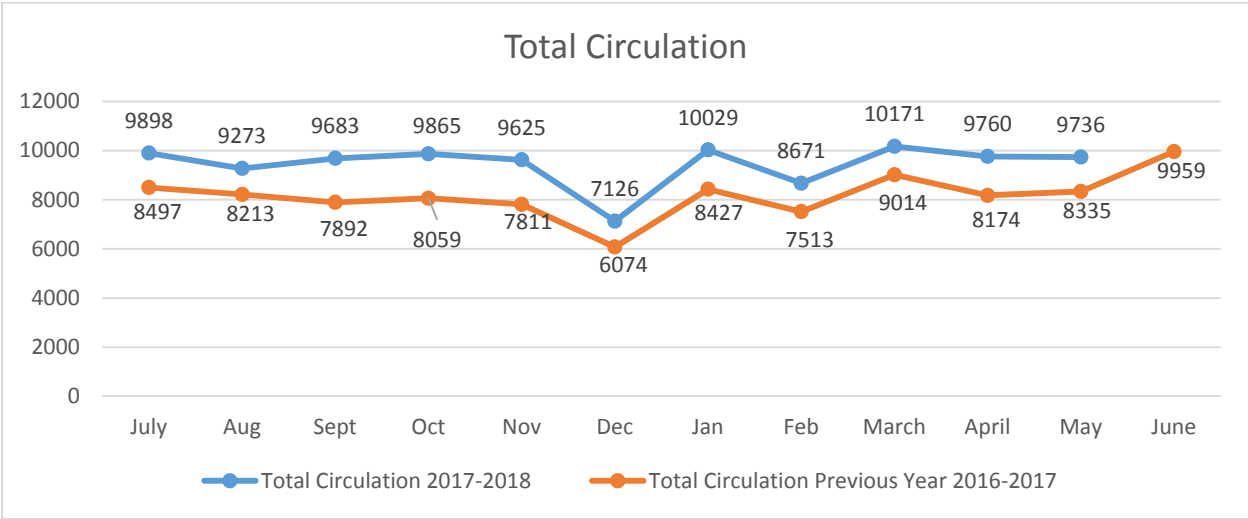
Trustee

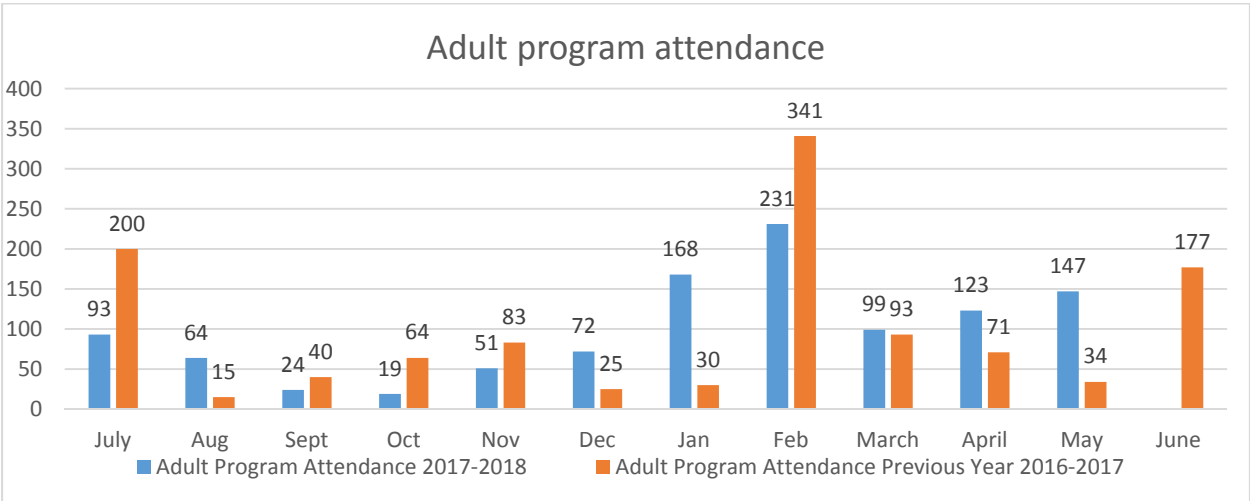
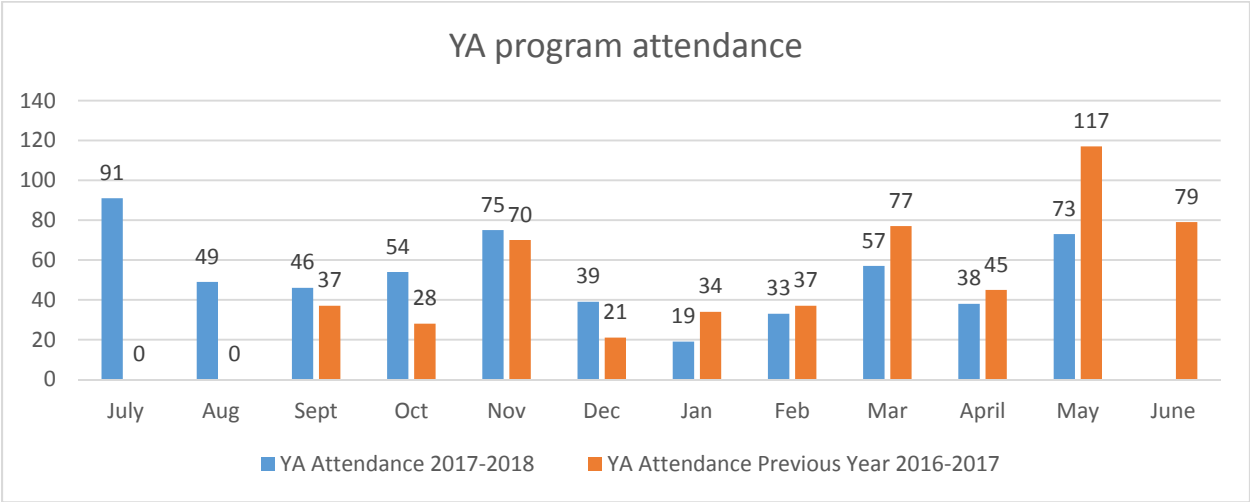
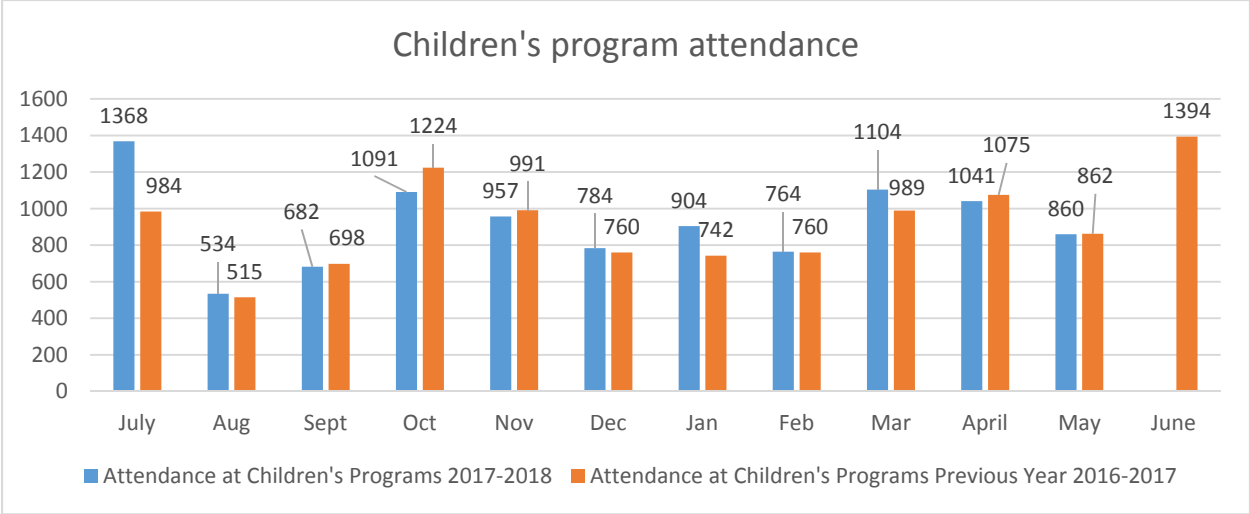
Trustee

Trustee

Trustee

May 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: 6/27/2018

SUBJECT: Budget 2018-2019 Update

STAFF RECOMMENDATION

It is recommended that Trustees receive and file this report.

SUMMARY

On June 12, 2018 the City Council passed the budget for FY 2018-2019. This report highlights the changes from 2017-2018.

ANALYSIS

The Library has 3 main sources of funding: City's General Fund, Friends of the Library Fund, and Gift & Memorial Fund.

General Fund

The General Fund is used for basic library operations including personnel, contracts, supplies and books.

During budget discussions within the City, all departments were asked to make reductions to their expenditures from the General Fund in order to work towards a sustainable mode of operation for the future.

Personnel

Because personnel costs accounted for about 86% of the Library's 2017-2018 GF budget, the only way to significantly cut the GF budget is by cutting personnel. During 2017-2018 personnel costs were reduced by hiring a library manager instead of a director, hiring one part-time tech instead of a full-time position, and not backfilling a part-time librarian and a part-time tech position. In 2018-2019, an associate librarian position will not be filled following Christine Smart's promotion to City Librarian. In addition, instead of laying off staff, hours will be cut for many of the part-time positions. As a result of these cuts the Library will close on Fridays and will see reduced programming beginning in August 2018.

Services & Materials

There will be a decrease in the Contract Services accounts through cancellation of the OCLC subscription, and by shifting more of the online services costs to the Friends of the Library accounts. The Purchased Materials accounts will remain much the same.

	2016-2017 actual	2017-2018 (budgeted)	2017-2018 (estimated actual)	2018-2019 adopted
PERSONNEL				
FT	271,676	367,400	270,000	189,000
PT	162,591	154,700	121,000	123,001
Benefits	131,313	165,500	103,000	91,800
TOTAL PERSONNEL	565,580	687,600	494,000	403,800
PURCHASES				
Contract Services	23,129	32,100	24,000	21,700
Purchased materials	86,731	77,600	70,000	76,900
TOTAL PURCHASES	109,860	109,700	94,000	98,600
				20,700 (allocation)
TOTAL LIBRARY GF BUDGET	675,440	797,300		523,100

Friends of the Library Fund

The Library is fortunate to have a strong Friends Group who raise funds to provide all the extras that make up a modern library.

	2017-2018	2018-2019
Materials (DVDs, Music, Audiobooks, Online resources)	35,000	35,000
Programs	20,000	20,000
Total Friends	55,000	55,000

In addition, the Friends set aside \$100,000 in 2016-2017 for reports and plans that might be needed for a new/remodeled library. The remaining \$80,900 has been rolled over to 2018-2019.

Gift and Memorial Fund

The Gift & Memorial Fund receives general donations, and designated gifts, often as memorials, from individuals, estates, and local groups such as the Civic Club, Women's

Club and Sierra Madre Historical Preservation Society. During 2017-2018 the fund has received \$103,589. The total fund balance is currently \$246,999.95.

Additional Revenue Sources

1. Grants - In 2017-2018 the Library received a grant of \$23,000 from the California State Library for the Pitch-an-Idea project, *STEAM for Adults: why should kids have all the fun!*
Applying for and managing a grant are staff-intensive projects, and, with reduced staffing in 2018-2019, it is unlikely that any major grant funding will be available in 2018-2019.
2. The Sierra Madre Community Foundation holds funds designated for staff training and programming.

FINANCIAL IMPACT

As discussed 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.