



SPECIAL MEETING AGENDA

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

Wednesday, December 14, 2016

7:00pm

Library Board of Trustees

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

NOTE CHANGE IN MEETING LOCATION

| | |
|---------------------------|---|
| CALL TO ORDER / ROLL CALL | Trustees Hall, King, Procter, Spears, Ziff |
| PLEDGE OF ALLEGIANCE | Trustee Hall |
| APPROVAL OF AGENDA | Majority vote of the Board to proceed with Board business |
| APPROVAL OF MINUTES | Board Meeting November 23, 2016 |
| COUNCIL LIAISON UPDATE | Update from Council Liaison to Board |

COMMUNITY INPUT

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda. The Board welcomes your attendance and participation. When addressing the Board, please begin by providing your name and address for the record. Please keep comments to no more than five minutes to assure an orderly and timely meeting.

Copies of the Agenda are available for your convenience at the rear of the Council Chambers. State legislation (Govt. Code Section 54954.2) limits the Board's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Trustees or staff may briefly respond to statements made or questions posed by the public, or a Trustee or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Trustee or the Board itself may provide a reference to staff to report back to the Board at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

ACTION ITEMS AND REPORTS*

1. Consent Calendar

A. Approval of Library Warrants

Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$4273.62 and \$2584.56

B. Library Statistics November, 2016

Recommendation to receive and file November 2016 Statistical Reports

- | | |
|--|--|
| 2. Statistical Gathering and Annual Report to State Library | Review of monthly gathered statistics and annual statistical reports to State Library. |
| 3. Library Policies – Gift in Kind | Review of proposed gift-in-kind donation policy. |
| 4. Trustees’ Updates | Trustees provide oral reports concerning their respective committees, programs, events and outreach since the last Board meeting |
| 5. Friends’ Update | Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting |
| 6. Director’s Update | Director provides oral report concerning library services and activities since the last Board meeting |

***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

- Strategic Plan
- Library Facilities Master Plan

ADJOURNMENT

The Library Board of Trustees may adjourn to their next meeting on Wednesday, December 28, 2016.

If you require special assistance to participate in this meeting, please call the City Manager’s Office at 626-355-7135 at least 48 hours prior to the meeting.

MEETING MINUTES – unapproved

**Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, November 23, 2016
7:00pm**

Call to Order

Procter 7:00 p.m.

Members present

Hall, King, Procter, Spears, Ziff

Pledge of Allegiance

Ziff

Approval of Agenda

Motion to Approve Agenda (Ziff, Spears)

Approval of Minutes

Regular Meeting of the Library Board of Trustees, September 28th 2016

Motion to approve the minutes from September 28th meeting (Hall, Spears)

Council Liaison Updates

No report from Council Liaison to Board from Mayor Pro Tem Arizmendi

Community Input

No comments from the public

Action Items and Reports

Item 1A: Consent Calendar: Approval of Library Warrants

Motion (Spears, Hall) to approve Library Warrants in the amount of \$4521.49 and \$5408.21. Unanimous.

Item 1B: Consent Calendar: Library Statistical Report for October 2016

Trustee Spears asked for clarification on the high jump in Novelist usage reported. Director Baker explained the increase was due to the integration of the Novelist

database into the Library's regular catalog searches and that the current method for measuring this statistic may no longer be showing valid results.

Motion (King, Ziff) to receive and file October 2016 Statistical Report. Unanimous.

Item 2: 2017 Proposed Holiday Closures

Trustee Ziff asked for clarification on proposed holiday closures in relation regular City closures. Director Baker explained scheduling discrepancies caused by the City's 4-day a week calendar and the Library's 6-day a week calendar.

Trustee Ziff and V. Chair King confirmed that this item had not come before the Trustees previously, but expressed that it was beneficial to review.

Motion (King, Ziff) to approve schedule of 2017 proposed holiday closures. Unanimous.

Item 3: Reallocation of CDBG Funds

Director Baker gave an oral report explaining that the LACDC had denied the proposed project to use CDBG funds to address identified ADA issues with the exterior of the library building. LACDC explained that the proposed project did not address removal of ADA access barriers, but rather ADA compliance issues which could not qualify for CDBG funding. LACDC and City staff gave further analysis of the ADA deficiencies identified in the ADA report for the library building and determined that there were no identified deficiencies that would meet the qualification for CDGB fund use. Due to timeline constraints for using the funds and upon recommendation from LACDC representatives, Staff decided the best course of action was to approach City Council with the recommendation that the CDBG funds be used for a different City project. While this makes the library ineligible to utilize these funds, it does also free constraints and impending deadlines so that library building issues can be looked at as a whole rather than as "quick fixes".

Information item only. No action taken by Board.

Item 4: Library Policies – Donor Recognition Policy

Trustee Hall gave a report from subcommittee: Hall explained the original policy was written by Hall in 2005 but that in 2014 there as an addition of Gift-in-kind language. Hall recommended to separate Gift-in-kind into a separate policy and explained the differences and reasoning. Hall also noted proposed changes and updates in the language of Donor Recognition Policy. Hall further gave an overview of donation practices and recommended the further donor publicity including donor recognition events and website recognition.

Trustee Hall also recommended a donor wall. Hall mentioned it is possible to do a temporary donor wall while researching options for a future permanent recognition

wall. Three areas in the library were identified for a possible temporary location for donor wall. Hall in subcommittee will look at options for temporary donor wall.

Motion (Ziff, Spears) to approve the Donor Recognition Policy with recommended changes as presented. Unanimous.

Item 5: Collections Policy Change

Director Baker explained a small change in retention of periodical back issues that would have the benefit of freeing additional space in the basement.

Motion (Ziff, Spears) to approve changes to Collections Policy. Unanimous.

Item 6: Change of Meeting Date

Motion (King, Hall) to reschedule the December regular meeting of the Trustees to December 14th at the Library. Unanimous.

Trustee Updates:

Chair Procter attended the most recent City Council meeting and spoke on behalf of library. He also noted his Lincoln presentation at the Library.

Trustee Ziff attended the most recent Friends meeting, and noted that he served as judge on cupcake wars in which 48 teens attended. Ziff noted that Carolyn Thomas renewed her Partner's Membership. Ziff also suggested the Trustees take turns submitting articles to the Friends' Newsletter. He noted that he was also in attendance at the Lincoln event and participated in the Historical Society's Ghost Event.

V. Chair King attended the waterwise event at the Library as well as the Historical Society's Ghost Event. King is currently working on the Art and Essay contest and that a change to a bookmark theme is under development.

Trustee Spears attended the waterwise program at the library as well as the Historical Society's Ghost Event. He noted that the Ghost Event had 203 participants. Spears suggested the deadline for the Sommer Scholarship be changed to the first week in January. Director Baker will announce the applications as soon as possible.

Trustee Hall had nothing to report.

Friends' Update:

The new treasurer for the Friends' is Sandra Dickey. Save the date reminder for the Friends' holiday party on December 21st.

Adjournment

Proctor 8:10 p.m.



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 | 11/22/2016 | Regular | 0.00 | 148.77 | 48932 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 215851464430 | Invoice | 10/05/2016 | Library Programs | 0.00 | 36.73 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | Library Programs | 36.73 | |
| 215857671579 | Invoice | 10/05/2016 | Library Programs | 0.00 | 16.19 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | Library Programs | 16.19 | |
| 215858122371 | Invoice | 10/05/2016 | Library Programs | 0.00 | 80.38 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | Library Programs | 80.38 | |
| 297322207387 | Invoice | 10/03/2016 | Library Programs | 0.00 | 15.47 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | Library Programs | 15.47 | |
| 1206 | B & H SIGN CO. | 11/22/2016 | Regular | 0.00 | 539.55 | 48933 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 16053 | Invoice | 10/19/2016 | Printing of Banner for Library Program | 0.00 | 539.55 | |
| 39002.90000.53999 | | OTHER PURCHASED SUPPLI... | | Library Banner | 539.55 | |
| 0132 | BAKER & TAYLOR, INC. | 11/22/2016 | Regular | 0.00 | 2,974.03 | 48934 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 4011743654 | Invoice | 10/31/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 328.61 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 328.61 | |
| 4011743655 | Invoice | 10/31/2016 | Processing Fees | 0.00 | 26.88 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | Processing Fees - Blanket Po | 26.88 | |
| 4011743685 | Invoice | 10/25/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 75.85 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 75.85 | |
| 4011745718 | Invoice | 11/02/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 68.93 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 68.93 | |
| 4011745719 | Invoice | 11/02/2016 | Processing Fees | 0.00 | 9.94 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | Processing Fees - Blanket Po | 9.94 | |
| 4011745732 | Invoice | 10/27/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 29.16 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 29.16 | |
| 4011745865 | Invoice | 10/31/2016 | BOOKS AND REFERENCE | 0.00 | 1,713.33 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS AND REFERENCE | 1,713.33 | |
| 4011745866 | Invoice | 10/31/2016 | Processing Fees | 0.00 | 69.59 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | Processing Fees - Blanket Po | 69.59 | |
| 4011752213 | Invoice | 11/08/2016 | BOOKS AND REFERENCE | 0.00 | 422.96 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS AND REFERENCE | 422.96 | |
| 4011752214 | Invoice | 11/08/2016 | Processing Fees | 0.00 | 19.33 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | Processing Fees - Blanket Po | 19.33 | |
| 4011754636 | Invoice | 11/08/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 39.56 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 39.56 | |
| T45808270 | Invoice | 10/26/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 16.34 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 16.34 | |
| T45808280 | Invoice | 10/26/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 116.79 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 116.79 | |
| T45837010 | Invoice | 10/27/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 12.24 | |

Check Register

Packet: APPKT03201-LIB112216

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------------|---------------------|---------------------|---|-------------------------|-----------------------|--------|
| 39006.90000.53406 | | BOOKS AND REFERENCE | DVDs, CDs, LP, AUDIOBOOKS.. | | 12.24 | |
| T46387560 | Invoice | 11/08/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 24.52 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | DVDs, CDs, LP, AUDIOBOOKS.. | | 24.52 | |
| 0314 | OCLC, INC. | 11/22/2016 | Regular | 0.00 | 445.33 | 48935 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 0000495066 | Invoice | 10/31/2016 | 2016-2017- OCLC & Baker & Taylor Subscript... | 0.00 | 445.33 | |
| 10000.90000.52200 | | CONTRACT SERVICES | 2016-2017- OCLC & Baker &... | | 445.33 | |
| 0786 | OFFICE DEPOT, INC | 11/22/2016 | Regular | 0.00 | 165.94 | 48936 |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 873564677001 | Invoice | 10/21/2016 | Office Supplies | 0.00 | 144.05 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | Office Supplies | | 144.05 | |
| 873565554001 | Invoice | 10/21/2016 | Office Supplies | 0.00 | 21.89 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | Office Supplies | | 21.89 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 23 | 5 | 0.00 | 4,273.62 |
| 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 |
| | 23 | 5 | 0.00 | 4,273.62 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|---------|-----------------|
| 99999 | POOLED CASH - GENERAL | 11/2016 | 4,273.62 |
| | | | <u>4,273.62</u> |

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT03233 - LIB 121316

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. | 12/07/2016 | Regular | 0.00 | 1,631.06 | |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 4011754909 | Invoice | 11/10/2016 | BOOKS AND REFERENCE | 0.00 | 902.01 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS AND REFERENCE | 902.01 | |
| 4011754910 | Invoice | 11/10/2016 | Processing Fees | 0.00 | 36.33 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | Processing Fees - Blanket Po | 36.33 | |
| 4011760406 | Invoice | 11/17/2016 | BOOKS AND REFERENCE | 0.00 | 327.10 | |
| 10000.90000.53406 | | BOOKS AND REFERENCE | | BOOKS AND REFERENCE | 327.10 | |
| 4011760407 | Invoice | 11/17/2016 | Processing Fees | 0.00 | 15.11 | |
| 10000.90000.52200 | | CONTRACT SERVICES | | Processing Fees - Blanket Po | 15.11 | |
| 4011763344 | Invoice | 11/18/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 40.05 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 40.05 | |
| T337476CM | Credit Memo | 10/10/2016 | OVERSTOCK RETURN | 0.00 | -25.33 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | OVERSTOCK RETURN | -25.33 | |
| T47070470 | Invoice | 11/18/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 33.04 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 33.04 | |
| T47070471 | Invoice | 11/18/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 99.91 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 99.91 | |
| T47070472 | Invoice | 11/18/2016 | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 0.00 | 202.84 | |
| 39006.90000.53406 | | BOOKS AND REFERENCE | | DVDs, CDs, LP, AUDIOBOOKS.. | 202.84 | |
| 0786 | OFFICE DEPOT, INC | 12/07/2016 | Regular | 0.00 | 238.05 | |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 875206231001 | Invoice | 10/28/2016 | Office Supplies | 0.00 | 87.22 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | | Office Supplies | 87.22 | |
| 875207378001 | Invoice | 10/28/2016 | Office Supplies | 0.00 | 4.68 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | | Office Supplies | 4.68 | |
| 878754858001 | Invoice | 11/11/2016 | Office Supplies | 0.00 | 137.02 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | | Office Supplies | 137.02 | |
| 878755366001 | Invoice | 11/14/2016 | Office Supplies | 0.00 | 9.13 | |
| 10000.90000.53100 | | OFFICE SUPPLIES | | Office Supplies | 9.13 | |
| VEN02248 | SAVOR THE FLAVOR | 12/07/2016 | Regular | 0.00 | 186.82 | |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 373 | Invoice | 11/19/2016 | Library Volunteer Recognition - Gifts | 0.00 | 186.82 | |
| 39006.90000.53999 | | OTHER PURCHASED SUPPLI... | | Library Volunteer Recogniti... | 186.82 | |
| 1488 | FEDEX OFFICE | 12/07/2016 | Regular | 0.00 | 293.91 | |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | | Account Name | Project Account Key | Item Description | Dist Amount | |
| 370100018698 | Invoice | 11/14/2016 | READ campaign | 0.00 | 293.91 | |
| 39002.90000.53999 | | OTHER PURCHASED SUPPLI... | | READ Campaign | 293.91 | |
| 0378 | SMART & FINAL | 12/07/2016 | Regular | 0.00 | 143.16 | |

Check Register

Packet: APPKT03233-LIB 121316

| 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 | | |
| INV019573 | Invoice | 11/17/2016 | Library Program Supplies | 0.00 | 143.16 | |
| 39006.90000.53999 | OTHER PURCHASED SUPPLI... | | Library Programs | | 143.16 | |
| 1644 | AMAZON | 12/07/2016 | Regular | 0.00 | 91.56 | |
| Payable # | Payable Type | Payable Date | Payable Description | Discount Amount | Payable Amount | |
| Account Number | Account Name | Project Account Key | Item Description | Dist Amount | | |
| 283487674678 | Invoice | 11/05/2016 | Office Supplies | 0.00 | 91.56 | |
| 10000.90000.53100 | OFFICE SUPPLIES | | Office Supplies | | 91.56 | |

Bank Code APBWEST Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 17 | 6 | 0.00 | 2,584.56 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 17 | 6 | 0.00 | 2,584.56 |

Fund Summary

| Fund | Name | Period | Amount |
|-------|-----------------------|---------|-----------------|
| 99999 | POOLED CASH - GENERAL | 12/2016 | 2,584.56 |
| | | | <u>2,584.56</u> |

Chair

Trustee

Trustee

Trustee

Trustee

Sierra Madre Public Library Statistical Report - July 1, 2016 - June 30, 2017

| Categories | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Total | FY 16/17 monthly average | FY 15/16 monthly average |
|---|-------------|-------------|-------------|-------------|-------------|-----|-----|-----|-------|-------|-----|------|--------------|--------------------------------|--------------------------------|
| Circulation | | | | | | | | | | | | | | | |
| Print Circulation | 6725 | 6553 | 6496 | 6805 | 6486 | | | | | | | | 33065 | 6613 | 6271 |
| Non-print Circulation | 1772 | 1660 | 1396 | 1254 | 1325 | | | | | | | | 7407 | 1481 | 1586 |
| Audiobooks Circulation | 353 | 340 | 357 | 346 | 386 | | | | | | | | 1782 | 356 | 353 |
| Videos/dvds Circulation** | 781 | 690 | 539 | 488 | 564 | | | | | | | | 3062 | 612 | 682 |
| Music cds Circulation | 273 | 255 | 200 | 208 | 140 | | | | | | | | 1076 | 215 | 210 |
| Overdrive | 365 | 375 | 300 | 212 | 235 | | | | | | | | 1487 | 297 | 340 |
| Total Circulation | 8497 | 8213 | 7892 | 8059 | 7811 | | | | | | | | 40472 | 8094 | 7857 |
| Patron Count | | | | | | | | | | | | | | | |
| Patron Count - Monthly | 7756 | 6801 | 6840 | 6826 | 6303 | | | | | | | | 34526 | 6905 | 6715 |
| Interlibrary Loans | | | | | | | | | | | | | | | |
| Interlibrary Loans Loaned | 4 | 2 | 5 | 4 | 5 | | | | | | | | 20 | 4 | 3 |
| Interlibrary Loans Borrowed | 6 | 7 | 7 | 8 | 2 | | | | | | | | 30 | 6 | 9 |
| Reserves - SMPL Holds | 162 | 108 | 226 | 183 | 184 | | | | | | | | 863 | 173 | 127 |
| Adult Services | | | | | | | | | | | | | | | |
| Circulation Count | 3766 | 3647 | 3085 | 3071 | 2879 | | | | | | | | 16448 | 3290 | 3314 |
| Adult Programs | 5 | 0 | 3 | 4 | 4 | | | | | | | | 16 | 3 | 2 |
| Adult Program Attendance | 200 | 0 | 40 | 64 | 83 | | | | | | | | 387 | 77 | 36 |
| Book Discussion Programs | 1 | 1 | 1 | 1 | 1 | | | | | | | | 5 | 1 | 1 |
| Attendance - Book Discussions | 20 | 15 | 13 | 20 | 10 | | | | | | | | 78 | 16 | 13 |
| Use of facilities (Non-departmental) - Meetings, etc. | 0 | 1 | 0 | 1 | 1 | | | | | | | | 3 | 1 | 1 |
| Reference Questions - All Activity | 424 | 416 | 465 | 442 | 410 | | | | | | | | 2157 | 431 | 541 |

Sierra Madre Public Library Statistical Report - July 1, 2016 - June 30, 2017

| Categories | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | TOTAL | FY 16/17 monthly average | FY 15/16 monthly average |
|--|------|------|------|------|------|-----|-----|-----|-----|-------|-----|------|-------|--------------------------------|--------------------------------|
| Volunteers | | | | | | | | | | | | | | | |
| Volunteers - Number of | 58 | 40 | 28 | 27 | 26 | | | | | | | | 179 | 36 | 27 |
| Volunteers Hours- In-house circ & processing | 557 | 156 | 101 | 83 | 90 | | | | | | | | 987 | 197 | 105 |
| Volunteers Hours - archives | 12 | 13 | 18 | 18 | 18 | | | | | | | | 79 | 16 | 15 |
| Young Adult Services | | | | | | | | | | | | | | | |
| Circulation Count | 370 | 273 | 218 | 202 | 174 | | | | | | | | 1237 | 247 | 187 |
| YA Program | 0 | 0 | 4 | 4 | 5 | | | | | | | | 13 | 3 | 3 |
| YA Attendance | 0 | 0 | 37 | 28 | 70 | | | | | | | | 135 | 27 | 23 |
| SRC Volunteers - Number of Teens | 38 | 30 | 0 | 0 | 0 | | | | | | | | 68 | 14 | 7 |
| SRC Volunteers - Teen Hours | 420 | 92 | 0 | 0 | 0 | | | | | | | | 512 | 102 | 45 |
| Teen Docents Number of Teens | 6 | 0 | 1 | 1 | 1 | | | | | | | | 9 | 2 | 2 |
| Teen Docents Number of Hours | 76 | 0 | 2 | 2 | 2 | | | | | | | | 82 | 16 | 20 |
| Teen Docent Tours | 12 | 0 | 1 | 1 | 1 | | | | | | | | 15 | 3 | 3 |
| Teen Tours Attendance | 50 | 0 | 14 | 6 | 7 | | | | | | | | 77 | 15 | 20 |
| Children's Services | | | | | | | | | | | | | | | |
| Circulation Count | 4361 | 4293 | 4589 | 4786 | 4758 | | | | | | | | 22787 | 4557 | 4356 |
| Number for Preschool Age | 11 | 9 | 11 | 12 | 14 | | | | | | | | 57 | 11 | 12 |
| Attendance at Preschool Programs | 492 | 361 | 365 | 410 | 392 | | | | | | | | 2020 | 404 | 390 |
| Number of School Age Programs | 7 | 2 | 10 | 12 | 11 | | | | | | | | 42 | 8 | 8 |
| Attendance at School Age Programs | 492 | 154 | 333 | 814 | 599 | | | | | | | | 2392 | 478 | 298 |
| Categories | | | | | | | | | | | | | | | |
| I-branch Services | | | | | | | | | | | | | | | |
| Computer Appointments | 694 | 835 | 564 | 627 | 584 | | | | | | | | 3304 | 661 | 694 |

Sierra Madre Public Library Statistical Report - July 1, 2016 - June 30, 2017

| Categories | July | Aug | Sept | Oct | Nov | Dec** | Jan | Feb | March | April | May | June | TOTAL | FY 16/17 monthly average | FY 15/16 monthly average |
|---------------------------|------|------|------|------|-------|-------|-----|-----|-------|-------|-----|------|-------|--------------------------------|--------------------------------|
| Databases | | | | | | | | | | | | | | | |
| Ancestry.com | 6 | 7 | 10 | 9 | 15 | | | | | | | | 47 | 9 | 9 |
| Master File Magazines | 38 | 42 | 21 | 34 | 26 | | | | | | | | 161 | 32 | 65 |
| Novelist- (sessions) | 6551 | 7196 | 7291 | 9617 | 13757 | | | | | | | | 44412 | 8882 | 339 |
| Reference USA - (logins) | 23 | 18 | 32 | 10 | 18 | | | | | | | | 101 | 20 | 18 |
| World Book - (sessions) | 7 | 0 | 8 | 3 | 1 | | | | | | | | 19 | 4 | 5 |
| Days Open | | | | | | | | | | | | | | | |
| Public Service Hours Open | 25 | 27 | 25 | 25 | 22 | | | | | | | | 124 | 25 | 25 |
| | 193 | 215 | 191 | 196 | 180 | | | | | | | | 975 | 195 | 193 |

| Summer Reading Program 2016- Total Participants | 2014 | 2015 | 2016 |
|---|------------|------------|------------|
| Adults | 58 | 138 | 86 |
| Children | 482 | 480 | 447 |
| Teens | 54 | 70 | 75 |
| Total | 594 | 688 | 608 |

| Summer Reading Program 2016-Program Attendance | 2014 | 2015 | 2016 |
|--|------------|-------------|-------------|
| Adults | 96 | 133 | 54 |
| Children | 771 | 979 | 1709 |
| Teens | 19 | 64 | 38 |
| Total | 867 | 1176 | 1801 |

| Summer Reading Program 2016-Total Programs | 2014 | 2015 | 2016 |
|--|-----------|-----------|-----------|
| Adults | 2 | 6 | 1 |
| Children | 9 | 11 | 17 |
| Teens | 1 | 2 | 2 |
| Total | 12 | 19 | 20 |

| ONE BOOK ONE CITY COMPARISON | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|------------------------------|------|------|------|------|------|------|
| # of Programs | 4 | 4 | 4 | 6 | 5 | 5 |
| Attendance | 359 | 157 | 206 | 324 | 235 | 200 |

| Art & Essay Contest | 2013 | 2014 | 2015 | 2016 |
|---|------|------|------|------|
| Participants (Added April 2016 = number of applications received from participating individuals) | | | | 223 |
| Attendance (Previously recorded as "Entries". Modified April 2016 to more accurate term "Attendance" = number of attendees at the ceremony) | 80 | 79 | 80 | 84 |



City of Sierra Madre Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Ryan Baker, Director of Library and Community Service

DATE: 12/14/16

SUBJECT: Statistical Gathering and Annual Report to State Library

SUMMARY AND ANALYSIS

The Library currently compiles statistical information for an annual report to the California State Library, as well as compiling a different set of statistics for monthly review by the Library Board of Trustees, and further, compiles internal statistics to evaluate individual programs and services. Though many of these statistics are similar, they differ in slight ways that require staff to keep, research and compile a multitude of unique spreadsheets.

Staff would instead like to streamline statistical gathering by providing a simplified set of monthly statistics to the Board and a more detailed annual statistical report coinciding with the Library's annual statistical report to the State.

The Staff will still maintain the ability pull additional detailed and specific statistical information reports as needed by request of the Board.

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.

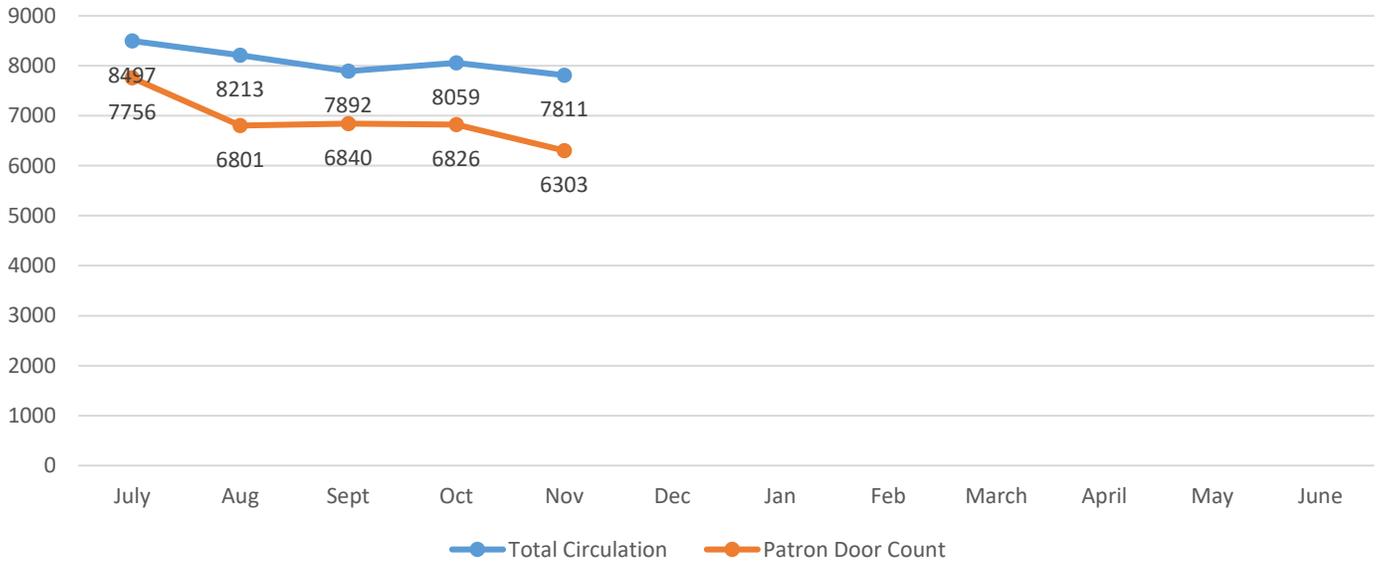
STAFF RECOMMENDATION

Recommendation to review proposed monthly statistical report and suggest changes.

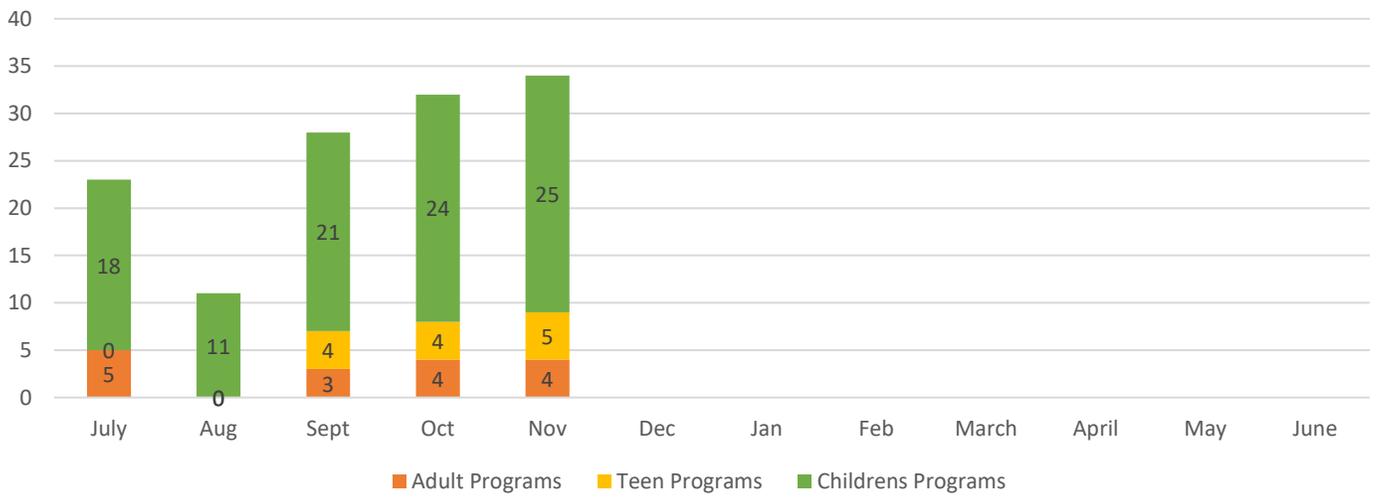
Attachments x2:

Proposed Monthly Statistical Report to Board
2015 Annual Statistical Report to State Library

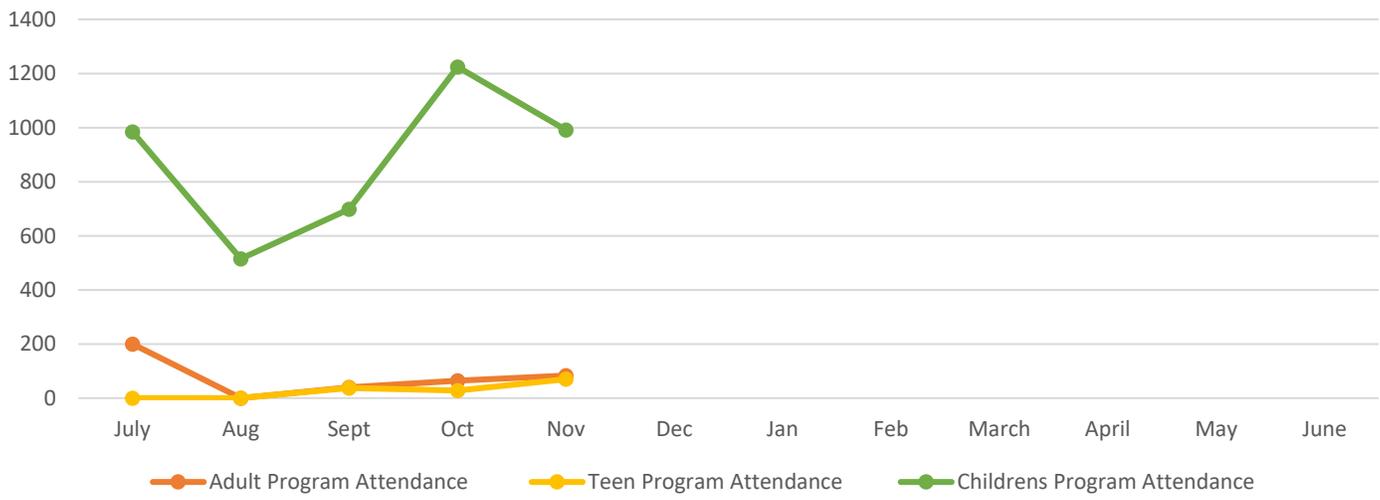
2016 Circulation and Patron Count



2016 Library Programs



2016 Program Attendance



Public Library Survey

The report incorporates data elements requested by the Public Library Statistics Cooperative coordinated by the Institute of Museum and Library Services.

In financial sections, report whole dollars only, omit cents.

Enter "0" if the entry is zero. If an item does not apply or the figure is unknown, enter "N/A", do not repeat last year's figure if the figure for this year is unknown.

If an exact figure is not available but the amount is known to be greater than zero, please enter an estimate of the amount.

The due date for completion of this year's annual report is October 7, 2016.

Directory Update #1-45

Your Directory information, as it currently exists in our files, is provided. Please review this data and make updates or corrections. Please notify CSL for major address changes only.

| | |
|-----------------|-----------------------------|
| 1. Library ID | M730 |
| 2. FSCS ID | CA0134 |
| 3. Short Name | Sierra Madre |
| 4. Library Name | SIERRA MADRE PUBLIC LIBRARY |

Director's Contact Information

Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)

| | |
|-------------------------|--|
| 5. Courtesy Title | Mr. |
| 6. Director First Name | Ryan |
| 7. Director Middle Name | P |
| 8. Director Last Name | Baker |
| 9. Director Title | Director of Library and Community Services |

SIERRA MADRE PUBLIC LIBRARY 2015**Physical Address**

Street address of main library or headquarters, including city, ZIP and ZIP+4. Please do not make minor changes to the address unless there is an obvious error or a completely new address.

| | |
|--------------------|---------------------------|
| 10. Street Address | 440 W. SIERRA MADRE BLVD. |
| 11. City | SIERRA MADRE |
| 12. Zip | 91024 |
| 13. Zip +4 | 2399 |

Mailing Address

Mailing address or Post Office Box, including city, ZIP and ZIP+4 for mailing. Repeat the street address if it is the same as the mailing address. NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

| | |
|---------------------|---------------------------|
| 14. Mailing Address | 440 W. SIERRA MADRE BLVD. |
| 15. Mailing City | SIERRA MADRE |
| 16. Mailing Zip | 91024 |
| 17. Mailing Zip +4 | 2399 |

Library Contact and Service Info

| | |
|--|---|
| 18. Public Phone Number - Administration | (626) 355-4872 |
| 19. Reference Phone Number | (626) 355-7186 |
| 20. Fax | -1 |
| 21. TDD for Deaf | -1 |
| 22. Library Director's Email address | rbaker@cityofsierramadre.com |
| 23. Library Public Email address | ref@cityofsierramadre.com |
| 24. Library's Web Address | www.cityofsierramadre.com/departments/library |
| 25. ILL Period # of weeks | 6 |
| 26. ILL Photocopy free up to 10 pages? | Yes |
| 27. Copy fee. ONLY if answer to #26 is No; otherwise, leave blank. | |
| 28. Name of person completing this survey | Ryan Baker |
| 29. Phone # of person completing this survey | (626) 355-4872 |
| 30. Email address of person completing this survey | rbaker@cityofsierramadre.com |

SIERRA MADRE PUBLIC LIBRARY 2015

Library Codes

CSL USE ONLY

| | |
|---------------------------------------|---|
| 31.Size Square Mile | 3.00 |
| 32.Interlibrary Relationship code | Member of a Federation or Cooperative |
| 33.Legal Basis Code | Municipal Government (city, town or village) |
| 34.Administrative Structure Code | Administrative Entity with a Single Direct Service Outlet |
| 35.FSCS Public Library Definition | Yes |
| 36.Geographic Code | Municipal Government (city, town or village) (exactly) |
| 37.Legal Service Area Boundary Change | No |
| 38.Library Type | Municipal Library |
| 39.Metropolitan Service Area Name | Los Angeles |
| 40.County | Los Angeles |
| 41.CLSA System Library | Southern California Library Cooperative |
| 42.Population Group Number | 7 |
| 43.State | California |
| 44.Fiscal Year | 2015-16 |
| 45.Institute Code | Public |

Population and Outlets #201-212

Population served by the library jurisdiction, estimate for January 1, of report year, certified by the State Library. Figures are drawn from the Demographic Research Unit of the State Department of Finance and are intended to represent as accurately as possible the actual number of persons served and taxed for service, with no persons counted twice or credited to more than one library. Many county libraries are not credited with the entire county population, for their boundaries contain cities or districts independently supplying service. District libraries typically serve an unincorporated area larger than their central city. A few municipal libraries serve unincorporated county areas under contract with the county.

| | |
|--|--------|
| 201.Population of The Legal Service Area | 11,133 |
| 202.Population of Children Ages Under 5 | -1 |
| 203.Population of Children Ages 5-14 | -1 |
| 204.Registered Users as of June 30 | 11,429 |
| 205.Children Borrowers | 2,286 |

SIERRA MADRE PUBLIC LIBRARY 2015**Outlets**

Total number of public service outlets including fixed building outlets and mobile libraries. Only vehicles themselves, not mobile library stops, are counted within total outlets.

| | |
|--------------------------------|-------|
| 206.# of Central Libraries | 1 |
| 207.# of Branch Libraries | 0 |
| 208.# of Stations | 0 |
| 209.# of Branches and Stations | 0 |
| 210.# of Bookmobiles | 0 |
| 211.Total # of Outlets | 1 |
| 212.Total Square Footage | 8,762 |

Library Staff #251-259

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

Enter next all other support persons not called Librarian. This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

| | |
|--|-------|
| 251.Total count of persons employed - full and part time | 16.00 |
| 252.ALA Librarians (FTE) who have accredited ALA Masters | 3.00 |
| 253.FTE Total Librarians (ALA or other) | 4.60 |
| 254.FTE Special Professionals | 0.00 |
| 255.FTE Library Technical Assistants | 2.10 |
| 256.FTE Other | 0.70 |
| 257.All Support Staff FTE | 2.80 |
| 258.Staff FTE | 7.40 |
| 259.FTE Volunteers (Average FTE per week - not hours) | 1.00 |

SIERRA MADRE PUBLIC LIBRARY 2015

Income - for Operational Expenses #301-307

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.) Report whole dollars only (omit cents).

Local Income

| | |
|-------------------------------------|-----------|
| 301. Local Government (all sources) | \$738,179 |
|-------------------------------------|-----------|

State Income

| | |
|------------------------------|-----|
| 302. State Funds (e.g. CLSA) | \$0 |
|------------------------------|-----|

Federal Income

| | |
|---|-----|
| 303. Federal Funds (e.g. LSTA or other) | \$0 |
|---|-----|

Other Income

| | |
|---------------------------------|----------|
| 304. All Other Operating Income | \$58,637 |
|---------------------------------|----------|

Total Income

| | |
|--|-----------|
| 305. Total Operating Income ¹ | \$796,816 |
|--|-----------|

CSL Programs Income

CSL USE ONLY

| | |
|---------------------------|--|
| 307. CA Literacy Services | |
|---------------------------|--|

Income - for Capital Outlay #309-313

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report whole dollars only (omit cents). Note that the amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal. Report federal, state, local, and other revenue to be used for major capital expenditures.

| | |
|--|----------|
| 309.Local Government (taxes and allocations) | \$0 |
| 310.State Funds | \$0 |
| 311.Federal Funds | \$0 |
| 312.Other Income | \$22,930 |
| 313.Total Capital Outlay Income | \$22,930 |

Standard Operating Expenditures #401-411

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Report whole dollars only, omit cents. Include local, state, federal, and other funding sources.

Staff Expenditures

| | |
|------------------------------------|-----------|
| 401.Salary & Wages Expenditures | \$428,001 |
| 402.Employee Benefits Expenditures | \$166,428 |
| 403.Total Staff Expenditures | \$594,429 |

SIERRA MADRE PUBLIC LIBRARY 2015**Collection Expenditures**

| | |
|--|-----------|
| 404. Print Materials Expenditures (except Serials) | \$73,211 |
| 405. Print Serial Subscription Expenditures | \$6,818 |
| 406. Total Print Materials Expenditures | \$80,029 |
| 407. Electronic Materials Expenditures | \$28,162 |
| 408. Other Materials Expenditures | \$18,077 |
| 409. Total Collection Expenditures | \$126,268 |

Other Expenditures

| | |
|---------------------------------------|----------|
| 410. All Other Operating Expenditures | \$70,864 |
|---------------------------------------|----------|

Operating Expenditures

| | |
|--|-----------|
| 411. Total Operating Expenditures ² | \$177,960 |
|--|-----------|

Capital Expenditures #500

Capital expenditures. Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

| | |
|--|----------|
| 500. Total Capital Expenditures ³ | \$22,930 |
|--|----------|

Specific Expenditures #501-503

501-503, Detail on selected special expenditures included in Standard Operational Expenditures

| | |
|--|----------|
| 501. Preservation | \$1,197 |
| 502. Expenditures on Childrens Materials | \$13,960 |
| 503. Adult Literacy Program | \$0 |

SIERRA MADRE PUBLIC LIBRARY 2016

Collections #601-619

The entire collection of books, periodicals, and other materials in a library.

| | |
|---|--------|
| 601.Childrens Books Added | 1,309 |
| 602.Books Children Held as of June 30 | 16,299 |
| 603.Books Young Adult Held as of June 30 | 1,288 |
| 604.# of Cataloged Books Added | 3,070 |
| 605.# of Book Titles Added Cataloged in Collection | 3,431 |
| 606.Total Books Held as of June 30 | 47,122 |
| 607.# of Government Documents in Separate Collections | 624 |
| 608.Total Print Materials Held | 47,749 |
| 609.# of Electronic Books in Collection | 9,841 |
| 610.# of Physical Audio Materials in Collection | 2,939 |
| 611.# of Downloadable Audio Materials in Collection | 3,933 |
| 612.# of Physical Video Materials in Collection | 2,728 |
| 613.# of Downloadable Video Materials in Collection | 0 |
| 614.a.# of Electronic Collections through Local and Other Funding in Collection | 0 |
| 614.b.# of Electronic Collections through State Funding in Collection | 0 |
| 614.c.# of Electronic Collections | 0 |
| 615.# of Current Print Serial Subscriptions | 61 |
| 616.Number of records in library catalog as of June 30 | 66,092 |
| 617.# of Childrens Audio Materials in Collection | 613 |
| 618.# of Childrens Video Materials in Collection | 610 |
| 619.Equipment collection | 0 |

Library Services, Annual #800-827

Report annual totals in this section.

Hours

| | |
|-----------------------------|-------|
| 800.Hours Open, All Outlets | 2,316 |
|-----------------------------|-------|

Visits

| | |
|--------------------|--------|
| 801.Library Visits | 80,580 |
|--------------------|--------|

Reference

Reference transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

Information sources include (a) printed and non-printed material including the internet; (b) databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions except as noted above. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where are the 600s? Can you help me make a photocopy?"

NOTE: If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year, multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

| | |
|----------------------------|-------|
| 802.Reference Questions | 6,493 |
| 802a.Technology assistance | -1 |

SIERRA MADRE PUBLIC LIBRARY 2015**Circulation**

Circulation of all materials of all types including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

Counting Electronic Items Resource Sheet

| | |
|--|---------|
| 803 Physical Item Circulation | 109,225 |
| 804 Circulation of Childrens Materials | 54,512 |
| 805 Circulation of Non English Materials | 250 |
| 806 Circulation of Non Book Materials | 14,942 |
| 806a Equipment Circulation (subset of 806) | 0 |
| 807 Circulation of Electronic Materials | 4,074 |
| 808 Successful Retrieval of Electronic Information | -1 |
| 809 Electronic Content Use | -1 |
| 810 Total Circulation | 113,272 |
| 811 Total Collection Use | |

Inter-Library Loans

Number of items borrowed and lent by reporting library on interlibrary loan from other libraries. Includes photocopies sent in lieu of ILL.

| | |
|-------------------------|-----|
| 812 ILL loans to others | 30 |
| 813 ILL loans received | 106 |

Programs

New Note: If a program serves multiple age groups, select the one age group below that best matches the program's target or majority audience.

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Report the number of programs and attendance, by age group/type.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: Pre-school is defined as 0 through 5 years, and school-age as 6 through 11 years. The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

Pre-School

Pre-school is defined as 0 through 5 years.

A pre-school children's program is any planned event for which the primary audience is pre-school children ages 0 to 5 years and which introduces the group of pre-school children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Pre-School children's programs may cover use of the library, library services, or library tours. Pre-School children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all pre-school children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not pre-school children's programs sponsored by other groups that use library facilities. If pre-school children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for pre-school children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Annual Pre-School Children's Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for children ages 0 to 5 years.

*Please count all patrons that attend pre-school-age programs regardless of age.

Note: Pre-school is defined as 0 through 5 years, and school-age as 6 through 11 years. The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

| | |
|-----------------------------------|-------|
| 814.# of Pre School Programs | 143 |
| 815.Pre-School Program Attendance | 4,683 |

SIERRA MADRE PUBLIC LIBRARY 2015

School Aged

School Aged is defined as 6 through 11 years.

A school-age children's program is any planned event for which the primary audience is school-age children ages 6 to 11 years and which introduces the group of school-age children attending to any of the broad range of library services or activities for children or which directly provides information to participants. School-age children's programs may cover use of the library, library services, or library tours. School-age children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all school-age children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include school-age children's programs sponsored by other groups that use library facilities. If school-age children's programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for school-age children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Annual School-Age Children's Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for children ages 6 to 11 years.

*Please count all patrons that attend school-age children's programs regardless of age.

Note: Pre-school is defined as 0 through 5 years, and school-age as 6 through 11 years. The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

| | |
|------------------------------------|-------|
| 816.# of School Aged Programs | 96 |
| 817.School Aged Program Attendance | 3,576 |

SIERRA MADRE PUBLIC LIBRARY 2015

Young Adult

Young Adult age is defined as 12 through 18 years and includes 18 year olds. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

A Young Adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adult delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Annual Young Adult Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for young adults.

Note: Pre-school is defined as 0 through 5 years, and school-age as 6 through 11 years. The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

*Please count all patrons that attend the young adult programs regardless of age.

| | |
|------------------------------------|-----|
| 818.# of Young Adult Programs | 39 |
| 819.Young Adult Program Attendance | 271 |

SIERRA MADRE PUBLIC LIBRARY 2015

Adult

Adults are 19 years or older.

An adult program is any planned event for which the primary audience is adult and which introduces the group of adults attending to any of the broad range of library services or activities for adults or which directly provides information to participants. Adult programs may cover use of the library, library services, or library tours. Adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs, instruction and reading events.

Count all adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include adult programs sponsored by other groups that use library facilities. If adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, or services to homebound.

Annual Adult Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for adults.

*Please count all patrons that attend the adult programs regardless of age.

| | |
|------------------------------|-----|
| 820.# of Adult Programs | 30 |
| 821.Adult Program Attendance | 591 |

Offsite

An offsite program is any program sponsored or cosponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target audience. This would include visits by library staff or volunteers to a school, adult center, etc., or programs provided via popup mobile units.

Count all programs held off-site that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities/resources. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Annual Off-site Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have been sponsored or cosponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target audience.

Note: These programs should also be included in responses for above age-related programming/ attendance.

| | |
|-----------------------------------|---|
| 822.Offsite Programs - Number | 0 |
| 823.Offsite Programs - Attendance | 0 |

SIERRA MADRE PUBLIC LIBRARY 2015

Total

Annual Children's Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for 11 years and younger. A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

| | |
|----------------------------------|-------|
| 824.# of Children's Programs | 239 |
| 825.Childrens Program Attendance | 8,259 |
| 826.Total # of Programs | 308 |
| 827.Total Program Attendance | 9,121 |

SIERRA MADRE PUBLIC LIBRARY 2015

Salary Survey #901-918

Complete entries for this reporting year . Report beginning step and final step of monthly salary range in whole dollars; omit cents. If payment is made in other than monthly increments, compute monthly equivalent. Only nine positions are surveyed; do not add positions of your library not included on the survey. If your library has more than one class of position as described, report the highest salary range. The first 6 positions (items 901-910) are considered professional Librarian classes. Lib. Tech. Asst. is a paraprofessional class, sometimes called Library Technician; it requires specialized training or job skills/experience but does not require an MLS.

| | |
|---|------------|
| 901.Beginning Salary for Director | \$7,001.00 |
| 902.Final Salary for Director | \$9,250.00 |
| 903.Beginning Salary for Assistant Director | |
| 904.Final Salary for Assistant Director | |
| 905.Beginning Salary for Chief Library Division | |
| 906.Final Salary for Chief Library Division | |
| 907.Beginning Salary for Branch Librarian | \$5,108.00 |
| 908.Final Salary for Branch Librarian | \$6,379.00 |
| 909.Beginning Salary for Entry Level Librarian | \$4,091.00 |
| 910.Final Salary for Entry Level Librarian | \$4,972.00 |
| 911.Beginning Salary for Journeyman Librarian | |
| 912.Final Salary for Journeyman Librarian | |
| 913.Beginning Salary for Library Tech Assistant | \$2,718.00 |
| 914.Final Salary for Library Tech Assistant | \$3,304.00 |
| 915.Beginning Salary for Clerk | |
| 916.Final Salary for Clerk | |
| 917.Beginning Salary for Manager of Special Library Service (non-MLS) | |
| 918.Final Salary for Manager of Special Library Service (non-MLS) | |

Electronic Services #856-863

Does the library utilize discounts on Telecommunications services available through the California Teleconnect Fund administered by the California Public Utilities Commission?

| | |
|---|----|
| 856. Library Utilizes CA Teleconnect Fund | No |
| 857. Library Utilizes the E-Rate Program | No |
| 858. CIPA Compliant | No |

SIERRA MADRE PUBLIC LIBRARY 2015

Public Access Computers

Public Access Computer data as well as public use Internet data.

| | |
|---|--------|
| 859. Annual Uses of Public Internet Computers | 8,333 |
| 860. Virtual Visits to the library website | -1 |
| 861. Wireless Sessions Per Year | 19,345 |
| 862. Does your library use RFID | No |
| 863. # of Internet Terminals | 8 |

Referenda #870-877

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

| | |
|--|---|
| 870. Referenda Election Date | 04/12/2016 |
| 871. Referenda Local Agency | City of Sierra Madre |
| 872. Referenda Funding Purpose | Extention of expiring UUT |
| 873. Referenda Type of Tax | Utility Users Tax |
| 874. Referenda Percentage of Yes Votes | 73% |
| 875. Referenda Vote Require | Majority |
| 876. Referenda Vote Outcome | Pass |
| 877. Referenda Notes | UUT goes to City general fund, not specifically to library. |

Mobile Libraries #1-31

Definition - A bookmobile is a traveling branch library. It consists of at least all of the following:

- a truck or van that carries an organized collection of library materials;
- a paid staff; and
- regularly scheduled hours (bookmobile stops) for being open to the public.

If you reported on operation of a mobile library in the previous report year, a record is provided to you for each mobile library operation you reported, indicating your last year's description of that operation. Where corrections or updates are appropriate, please make those changes in the space provided.

Please contact support@countingopinions.com if you have new or closed mobile libraries to report.

If no bookmobiles then leave blank.

SIERRA MADRE PUBLIC LIBRARY 2012

Physical Address

Street Address (If it only Street address where bookmobile is stationed when not in use, including city, county, ZIP and (if not 48171). Please notify us if major changes to the address will result in an obvious error or a completely new address is needed.

Bookmobile title

Bookmobile Type / Stock

Staff

County

Library Outlet #/s

Include all branches, stations, and central libraries. Do not include in this report any administrative headquarters that are not public service outlets. Do not include other outlets or deposit only locations.

Complete one set of formatted address for each town/facility public service outlet.

New Library Outlets: Please contact Lorilyn Thompson at Counting Options 1-800-251-4633 or lt@countingoptions.com with the location information (name, address, contact) and she will add and E-mail map to the director.

Closed Outlets: If an outlet to which we have provided you a California Library Outlet Survey was closed during this report year write a note in the selected box explaining this. Please also include the date the outlet closed if that is easily available. Enter any date for the time period the outlet was open.

Updates to Existing Outlets: On the California Library Outlet Survey you do not need to provide any responses where there is no change in data from that which is indicated as currently in our file. (Date built, date remodelled) If a square foot are all examples of data which probably has not changed.

SIERRA MADRE PUBLIC LIBRARY 2015

Outlet Information

| Location | 1. FSCSKey | 2. State assigned Identification number | 3. Library Code | 4. Short Name | 5. Legal Name |
|-----------------------------|------------|---|-----------------|---------------|-----------------------------|
| SIERRA MADRE PUBLIC LIBRARY | CA0134.002 | M730 | M730.001 | Sierra Madre | SIERRA MADRE PUBLIC LIBRARY |

Physical Address

Street address of outlet as of June 30th, including city, ZIP and ZIP+4. NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

| Location | 6. Physical Street Address | 7. City | 8. Zip Code | 9. Zip+4 Code |
|-----------------------------|----------------------------|--------------|-------------|---------------|
| SIERRA MADRE PUBLIC LIBRARY | 440 W. SIERRA MADRE BLVD. | SIERRA MADRE | 91024 | 2399 |

Mailing Address

Mailing Address. (CSL only). Mailing address of outlet, including city, county, ZIP and ZIP+4 for mailing. This is particularly important if it is different from street address. The street address is repeated if it is the same as the mailing address. Note: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

| Location | 10. Mailing Street Address | 11. Mailing City | 12. Mailing Zip Code | 13. Mailing Zip +4 | 14. County |
|-----------------------------|----------------------------|------------------|----------------------|--------------------|-------------|
| SIERRA MADRE PUBLIC LIBRARY | 440 W. Sierra Madre Blvd. | Sierra Madre | 91024 | 2399 | Los Angeles |

Contact / Information

| Location | 15. Fax | 16. Phone | 17. Outlet Type Code | 18. Facility Owned By | 19. Facility Update Needs |
|-----------------------------|---------|----------------|----------------------|-----------------------|---------------------------|
| SIERRA MADRE PUBLIC LIBRARY | N/A | (626) 355-7186 | Central | City | Remodel and Expansion |

Counts / Hours

| Location | 20. Population Served | 21. Total Outlet Staff FTE | 22. Hours Open, Weekly | 23. Hours Open, Annually | 24. Weeks Open, Annually |
|-----------------------------|-----------------------|----------------------------|------------------------|--------------------------|--------------------------|
| SIERRA MADRE PUBLIC LIBRARY | 11,133 | 7.40 | 47.00 | 2,316 | 51 |

SIERRA MADRE PUBLIC LIBRARY 2015

Holdings, Circulation & Expenditures

| Location | 25. Volumes Held | 26. Circulation | 27. Total Outlet Operating Expenditures |
|-----------------------------|------------------|-----------------|---|
| SIERRA MADRE PUBLIC LIBRARY | 56,092 | 113,272 | \$800,551 |

Facility

| Location | 28. Year Built | 29. Date Library Opened | 30. Year Library Remodeled | 31. Is this Outlet LEED certified? | 32. Area in Square Feet of outlet |
|-----------------------------|----------------|-------------------------|----------------------------|------------------------------------|-----------------------------------|
| SIERRA MADRE PUBLIC LIBRARY | 1955 | 06/1887 | 1996 | No | 8,762 |

Facility

| Location | 33. Reader Seats | 34. Days Per Week Library is Open | 35. Staffing - Clerical or Librarian | 36. Seperate Quarters | 37. Established Scheduled Hours | 38. Adequacy of Facility |
|-----------------------------|------------------|-----------------------------------|--------------------------------------|-----------------------|---------------------------------|--------------------------|
| SIERRA MADRE PUBLIC LIBRARY | 67 | 6 | Yes | Yes | Yes | 2 |

Electronic Services

| Location | 39. Public Access Computers | 40. Connect Code | 41. Wireless |
|-----------------------------|-----------------------------|-------------------|--------------|
| SIERRA MADRE PUBLIC LIBRARY | 8 | 1.6Mbps - 6.0Mbps | True |

Codes / ID

| Location | 42. Metropolitan Status Code | 43. FSCS Submission Year | 44. Outlet Type Sort Code |
|-----------------------------|---|--------------------------|---------------------------|
| SIERRA MADRE PUBLIC LIBRARY | Metropolitan Area, but Not Within Central City Limits | 2015-16 | |

¹, 305. Cutbacks in preparation of UUT measure not passing(22518-2016-10-10)

SIERRA MADRE PUBLIC LIBRARY 2015

², 411. Total should be \$800,551 but formula in the cell does not seem to work and I cannot enter as it is locked.(22518-2016-10-07)

³, 500. Facilities assessment(22518-2016-10-06)

⁴, 609. Numbers are correct(22518-2016-10-10)



City of Sierra Madre Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Ryan Baker, Director of Library and Community Service

DATE: 12/14/16

SUBJECT: Gift in Kind Donation Policy

SUMMARY AND ANALYSIS

The Library's Donation Policy was revised on the Board's November 23, 2016 meeting. At that time, it was recognized that the original policy be split into two separate policies. One policy, Donor Recognition, would address monetary donations and recognition of donors, while the second policy would address gifts in kind and donations of materials. The Donor Recognition Policy was adopted by the Board at their November 23, 2016 meeting. Included here is the proposed draft of the Gift in Kind Donation Policy for review.

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.

STAFF RECOMMENDATION

Recommendation to review policy, suggest changes, and adopt.

Attachments x1:

Donation (Gift in Kind) Policy

Donations (Gift-in-Kind) Policy

Books, Print and Audiovisual Materials

The Sierra Madre Public Library welcomes donations of new and gently used books, magazines, and audio-visual materials. While donated materials are sometimes used to enhance the Library's collection, acceptance of donations does not guarantee the inclusion of the materials in the collection.

- Donated material may be added to the collection, sold by the Friends of the Library, or discarded. The evaluation and disposition of donated materials is the responsibility of Library staff and Friends of the Library volunteers as authorized by the Library Director.
- All donations become the property of the library and will not be returned to the donor. Donations must be in acceptable physical condition.
- The Library has the right to refuse any donation.
- Receipts for tax purposes are given upon request by the Library to donors and are limited to a general acknowledgment that a gift was received. The Library does not itemize receipts. Assignment of value for income tax and other purposes is the responsibility of the donor. The Library does not appraise materials or endorse appraisals provided by donors.

Historical Materials

The Sierra Madre Library Welcomes donations of archival historical materials including books, photographs, recordings and documents.

- Material donations become joint property of the Sierra Madre Public Library and the Sierra Madre Historical Preservation Society per the Sierra Madre Archives Memorandum of Understanding between the City of Sierra Madre and the Sierra Madre Historical Preservation Society;
- Material donations should be relevant to Sierra Madre and local mountain history in accordance with the Collection Development Policy for the Sierra Madre Historical Archives;
- Items are accepted at the discretion of the Associate Librarian in charge of the Historical Archives Collection or the Director of Library Services;
- Archival materials may be sold if materials do not meet collection development priorities. Revenues will be used to preserve, maintain, and develop the archival collection.
- Gifts of historical materials will be recognized with a thank you letter.
- Receipts for tax purposes are given upon request by the Library to donors and are limited to a general acknowledgment that a gift was received. The Library does not itemize receipts. Assignment of value for income tax and other purposes is the responsibility of the donor. The Library does not appraise materials or endorse appraisals provided by donors.