



MEETING AGENDA

Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, March 28, 2018
7:00pm

Library Board of Trustees

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

CALL TO ORDER / ROLL CALL	Trustees Hall, King, Procter, Spears, Ziff
PLEDGE OF ALLEGIANCE	Trustee Spears
APPROVAL OF AGENDA	Majority vote of the Board to proceed with Board business
APPROVAL OF MINUTES	Board Meetings February 28, 2018
COUNCIL LIAISON UPDATE	Update from Council Liaison to Board

COMMUNITY INPUT

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

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

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

ACTION ITEMS AND REPORTS*

1.	Consent Calendar	<p>A. Approval of Library Warrants Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$6,786.72.</p> <p>B. Library Statistics January 2018 Recommendation to receive and file January 2018 Statistical Reports</p>
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2.	Discussion on fund-raising mechanisms	Chair Hall will discuss the steps needed to set up a Library Foundation or mount a capital campaign
3.	Committee updates on One Book, One City programs	Trustees provide reports on project assignments: OBOC
4.	Committee updates on Bookmark Contest	Trustees provide reports on project assignments: Bookmark Contest
5.	Committee updates on Sommer Scholarship	Trustees provide reports on project assignments: Sommer Scholarship
6.	Committee updates on Library Open House	Trustees provide reports on project assignments: Library Open House
7.	Friends' Liaison Update	Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting
8.	Library Manager Report	Library Manager provides oral report concerning library activities since the last board meeting and presents a PowerPoint review of Library Services in 2017
9.	Trustee Updates	Trustees provide reports pertaining to library service or community involvement including attendance at Friends' Meetings and Sierra Madre Historical Preservation Society Meetings

***ACTION ITEMS**

Regardless of a staff recommendation on any agenda item, the Board will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.

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

The Library Board of Trustees may adjourn to their next meeting on Wednesday, Wednesday, March 28, 2018.

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



UNAPPROVED MEETING MINUTES

Library Board of Trustees

City Council Chambers

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

Wednesday, February 28, 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

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

PLEDGE OF ALLEGIANCE

Trustee Procter led the pledge

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Board Meeting Minutes for:

- December 27, 2017, Procter moved, Ziff seconded, minutes approved unanimously.
- Special Meeting January 10, 2018, King moved and Procter seconded, minutes approved unanimously.
- Joint Special Meeting January 24, 2018, Procter moved, King seconded, minutes approved unanimously.

COUNCIL LIAISON UPDATE

Update from Council Liaison to Board
No report

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ACTION ITEMS AND REPORTS*

1.	Presentation – Innovative Ideas for Public Libraries	<p>PowerPoint Presentation was given by Joe Matthews, Library Consultant. Matthews spoke about today's libraries and changes in Library service. He also showed new and innovative ways of designing library spaces to meet the needs of the community. Trustees asked various questions:</p> <ul style="list-style-type: none"> - Are the design ideas doable at the Sierra Madre Public Library? Matthews believes yes, and the designs shown were at Libraries comparable to Sierra Madre. <p>Library Manager Schofield mentioned the Sierra Madre Public Library just recently purchased books on Library design that might be helpful.</p> <p>Public Comments in response to Innovative ideas for public libraries was made by resident Gary Hood. He presented each trustee with a report he had previously given to the City Council. He identified ideas to be discussed for a new Library. Organizations and grants were listed along with a possible remodel design. Mr. Hood also offered to help utilize the resources he identified in the report.</p>
2.	Consent Calendar	<p>A. Approval of Library Warrants</p> <p>Board approved payment of Library Warrants in the aggregate amount of \$4562.56, \$3498.67 and \$17,548.70. Ziff moved, Procter seconded, payment of Library Warrants, unanimously approved.</p> <p>B. Library Statistics (Date)</p> <p>Recommendation to receive and file December 2017 Statistical report. Statistical report from December 2017 was received and filed.</p>
3.	Approval of Library Closed Days for 2018	<p>Trustees reviewed the proposed Library Closed dates for 2018. Spears moved, Procter seconded, Library Closed Dates for 2018, unanimously approved.</p>

4.	Update on NRC Survey	Trustees discussed the NRC survey. Over 1,600 survey responses have been received. This is a good response rate at about 35%. March 2 nd is the deadline for surveys. Analysis and draft report are due between March 6 and March 22 nd . Early to mid-April the final report should be sent to the City.
5.	Committee updates on One Book, One City programs	Trustees provided reports on project assignments: OBOC Ziff enjoyed Procter's OBOC Golden Age of Radio talk. Ziff mentioned it can be a challenge finding a good book and creating appropriate OBOC events. Trustees asked how this year's book did. Library Services Manager Schofield will report back on circulation statistics for this year's book <i>In God we Trust: All Others Pay Cash.</i>
6.	Committee updates on Bookmark Contest	Trustees provided reports on project assignments: Bookmark Contest. King thanked the other Trustees for going to schools and announcing the contest. Schools and teachers were enthusiastic. The contest is from March 1 through April 5 th , with winners announced on April 14 th at the Library Open House.
7.	Committee updates on Sommer Scholarship	Trustees provided reports on project assignments: Sommer Scholarship. Spears reported there are adequate funds for the scholarship awards. No reduction is needed. Library Services Manager Schofield is expecting 3 applications. There will be a meeting on March 14 at 10:00 am.
8.	Committee updates on Library Open House	Trustees provided reports on project assignments: Library Open House. Open House is April 14 th Library Services Manager Schofield shared the planned events including 3D printer, authors, bookmark contest, etc. Hall asked about the origins of National Library Week when it started.

9.	Friends' Liaison Update	Liaison Frances Smith from the Friends of the Library provided oral report concerning activities since the last Board Meeting. Four Friends Members are going off the Board as of July 1. The Wine Tasting went very well. Donations in memory of Fran Garbaccio have been received.
10.	Library Manager Report	Library Manager Schofield provided oral report concerning library services since the last board meeting. Schofield will apply for the Harwood Institute 3-day workshop to be held May 9 through May 11. Four attendees will be: Ziff, Hall, Margaret Quigley, and Lori Garza. California Listens 2-day workshop will be in May and the public is encouraged to participate. Fliers are available at the Library and around town. STEAM for Adults is going well. CENIC broadband connection is being worked on. A book scanner from the California State Library program has been applied for. A replacement Library Page is expected to begin soon.
11.	Trustee Updates	Trustees provided reports pertaining to library service or community involvement. Spears reported the Historical Society has a calendar, and will be having a whiskey tasting. Procter gave his OBOC Golden Age of Radio Talk. The local schools were visited to announce the bookmark contest. One Book, One City Events, Wine Tasting, and Adult STEAM programs were attended.

***ACTION ITEMS**

Regardless of a staff recommendation on any agenda item, the Board will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.

NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS

ADJOURNMENT

The Library Board of Trustees adjourned to their next meeting on Wednesday, March 28, 2018.

Meeting was adjourned at 8:43 pm. Spears moved, Procter seconded, adjournment unanimously approved.

Submitted by Lori Garza

Check Register

Packet: APPKT03922 - LIB032718

By Check Number



City of Sierra Madre, CA

Check Register

Packet: APPKT03922-LIB032718

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.	03/22/2018	Regular	0.00	4,707.40	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4012141561	Invoice	02/14/2018	Books & Reference, Processing Fees & Media	0.00	870.62	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		870.62	
4012141562	Invoice	02/14/2018	Books & Reference, Processing Fees & Media	0.00	30.39	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		30.39	
4012142023	Invoice	02/19/2018	Books & Reference, Processing Fees & Media	0.00	270.35	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		270.35	
4012142024	Invoice	02/19/2018	Books & Reference, Processing Fees & Media	0.00	49.51	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		49.51	
4012142841	Invoice	02/15/2018	Books & Reference, Processing Fees & Media	0.00	591.94	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		591.94	
4012142842	Invoice	02/15/2018	Books & Reference, Processing Fees & Media	0.00	29.14	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		29.14	
4012143405	Invoice	02/15/2018	BOOKS & REFERENCE, PROCESSING	0.00	18.88	
29005.90000.53999	OTHER PURCHASED SUPPLI...		BOOKS & REFERENCE, PROC...		18.88	
4012143406	Invoice	02/15/2018	BOOKS & REFERENCE, PROCESSING	0.00	0.26	
29005.90000.53999	OTHER PURCHASED SUPPLI...		BOOKS & REFERENCE, PROC...		0.26	
4012148877	Invoice	02/22/2018	Books & Reference, Processing Fees & Media	0.00	848.78	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		848.78	
4012148878	Invoice	02/22/2018	Books & Reference, Processing Fees & Media	0.00	39.12	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		39.12	
4012151769	Invoice	02/27/2018	Books & Reference, Processing Fees & Media	0.00	537.41	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		537.41	
4012151770	Invoice	02/27/2018	Books & Reference, Processing Fees & Media	0.00	27.95	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		27.95	
4012152887	Invoice	02/28/2018	Books & Reference, Processing Fees & Media	0.00	330.71	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		330.71	
4012152888	Invoice	02/28/2018	Books & Reference, Processing Fees & Media	0.00	20.89	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		20.89	
4012154275	Invoice	03/05/2018	Books & Reference, Processing Fees & Media	0.00	102.75	
39006.90000.53406	BOOKS AND REFERENCE		MEDIA		102.75	
4012154276	Invoice	03/05/2018	Books & Reference, Processing Fees & Media	0.00	8.99	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		8.99	
4012154280	Invoice	02/27/2018	BOOKS & REFERENCE, PROCESSING	0.00	36.45	
39002.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		36.45	
4012154404	Invoice	02/28/2018	BOOKS & REFERENCE, PROCESSING	0.00	44.15	
29005.90000.53999	OTHER PURCHASED SUPPLI...		BOOKS & REFERENCE, PROC...		44.15	
4012154405	Invoice	02/28/2018	BOOKS & REFERENCE, PROCESSING	0.00	1.02	
29005.90000.53999	OTHER PURCHASED SUPPLI...		BOOKS & REFERENCE, PROC...		1.02	
4012156127	Invoice	03/01/2018	Books & Reference, Processing Fees & Media	0.00	368.06	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		368.06	
4012156128	Invoice	03/01/2018	Books & Reference, Processing Fees & Media	0.00	14.59	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		14.59	
4012158165	Invoice	03/02/2018	BOOKS & REFERENCE, PROCESSING	0.00	15.24	
39002.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		15.24	
4012160848	Invoice	03/08/2018	Books & Reference, Processing Fees & Media	0.00	136.20	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE		136.20	
4012160849	Invoice	03/08/2018	Books & Reference, Processing Fees & Media	0.00	6.90	
10000.90000.52200	CONTRACT SERVICES		Processing Fees		6.90	
B83009260	Invoice	02/28/2018	Books & Reference, Processing Fees & Media	0.00	17.82	

Check Register

Packet: APPKT03922-LIB032718

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		17.82	
T76200290	Invoice	02/20/2018	Books & Reference, Processing Fees & Media	0.00	24.60	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		24.60	
T76342700	Invoice	02/22/2018	Books & Reference, Processing Fees & Media	0.00	53.35	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		53.35	
T76342701	Invoice	02/22/2018	Books & Reference, Processing Fees & Media	0.00	8.90	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		8.90	
T76342720	Invoice	02/22/2018	Books & Reference, Processing Fees & Media	0.00	29.96	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		29.96	
T76342721	Invoice	02/22/2018	Books & Reference, Processing Fees & Media	0.00	69.92	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		69.92	
T76942900	Invoice	03/06/2018	Books & Reference, Processing Fees & Media	0.00	24.62	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		24.62	
T77048640	Invoice	03/07/2018	Books & Reference, Processing Fees & Media	0.00	77.93	
39006.90000.53406		BOOKS AND REFERENCE	MEDIA		77.93	
VEN02802	CHINASPROUT INC	03/22/2018	Regular	0.00	79.95	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2018-184	Invoice	02/16/2018	YOUTH BOOKS	0.00	79.95	
10000.90000.53406		BOOKS AND REFERENCE		YOUTH BOOKS	79.95	
0428	GREY HOUSE PUBLISHING	03/22/2018	Regular	0.00	149.60	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
942514	Invoice	02/08/2018	REFERENCE BOOKS	0.00	149.60	
10000.90000.53406		BOOKS AND REFERENCE		REFERENCE BOOKS	149.60	
1578	PETTY CASH FUND-LIBRARY	03/22/2018	Regular	0.00	91.78	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV022221	Invoice	01/24/2018	LIBRARY FORUM WATER	0.00	16.76	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY FORUM WATER	16.76	
INV022222	Invoice	02/07/2018	LIBRARY ADULT PROGRAM SUPPLIES	0.00	47.40	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY ADULT PROGRAM ...	47.40	
INV022223	Invoice	02/07/2018	LIBRARY TEEN PROGRAM SUPPLIES	0.00	19.35	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY TEEN PROGRAM S...	19.35	
INV022224	Invoice	08/27/2018	LIBRARY ADULT BOOK CLUB SUPPLIES	0.00	8.27	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY ADULT BOOK CLUB ...	8.27	
0786	OFFICE DEPOT, INC	03/22/2018	Regular	0.00	155.86	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
106861723001	Invoice	02/13/2018	Office Supplies	0.00	65.64	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	65.64	
108258006001	Invoice	02/16/2018	Office Supplies	0.00	74.46	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	74.46	
108258233001	Invoice	02/16/2018	Office Supplies	0.00	15.76	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	15.76	
0314	OCLC, INC.	03/22/2018	Regular	0.00	460.92	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000585127	Invoice	02/28/2018	2017-2018 - OCLC & Baker & Taylor Subscript..	0.00	460.92	
10000.90000.52200		CONTRACT SERVICES		2017-2018 - OCLC & Baker &...	460.92	
1488	FEDEX OFFICE	03/22/2018	Regular	0.00	125.31	

Check Register

Packet: APPKT03922-LIB032718

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	
370100019416	Invoice	02/27/2018	STEAM MAR ROBOTICS	0.00	125.31	
29005.90000.53999		OTHER PURCHASED SUPPLI...		STEAM MAR ROBOTICS	125.31	
0598	DEMCO, INC.	03/22/2018	Regular	0.00	160.33	
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6312928	Invoice	02/15/2018	Library Supplies	0.00	160.33	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	160.33	
0145	BRODART	03/22/2018	Regular	0.00	384.91	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
492660	Invoice	02/13/2018	Library Supplies	0.00	127.37	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	127.37	
494133	Invoice	02/28/2018	Library Supplies	0.00	257.54	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	257.54	
1644	AMAZON	03/22/2018	Regular	0.00	365.88	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
436576954939	Invoice	01/24/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	21.89	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	21.89	
455494368539	Invoice	01/18/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	25.64	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	25.64	
455538846793	Invoice	01/23/2018	COMPUTER SUPPLIES	0.00	155.08	
10000.90000.53103		COMPUTER SUPPLIES		COMPUTER SUPPLIES	155.08	
456963687354	Invoice	01/30/2018	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	21.89	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Library Programs	21.89	
879454736975	Invoice	02/01/2018	STEAM PROGRAM	0.00	164.20	
29005.90000.53999		OTHER PURCHASED SUPPLI...		STEAM PROGRAM	164.20	
953557767335	Credit Memo	01/10/2018	REFUND	0.00	-22.82	
39006.90000.53999		OTHER PURCHASED SUPPLI...		REFUND	-22.82	
VEN01733	ORIENTAL TRADING CO	03/22/2018	Regular	0.00	104.78	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
688491354-01	Invoice	02/16/2018	SUPPLIES	0.00	75.83	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUPPLIES	75.83	
688670163-01	Invoice	02/27/2018	SUPPLIES	0.00	28.95	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUPPLIES	28.95	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	54	11	0.00	6,786.72
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
	54	11	0.00	6,786.72

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	3/2018	6,786.72
			<u>6,786.72</u>

Chair

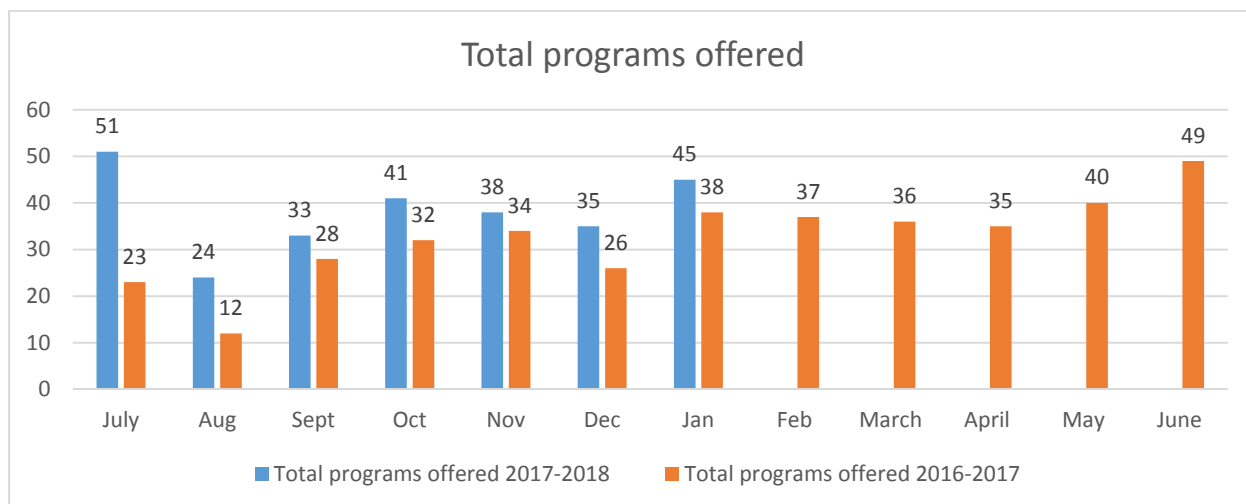
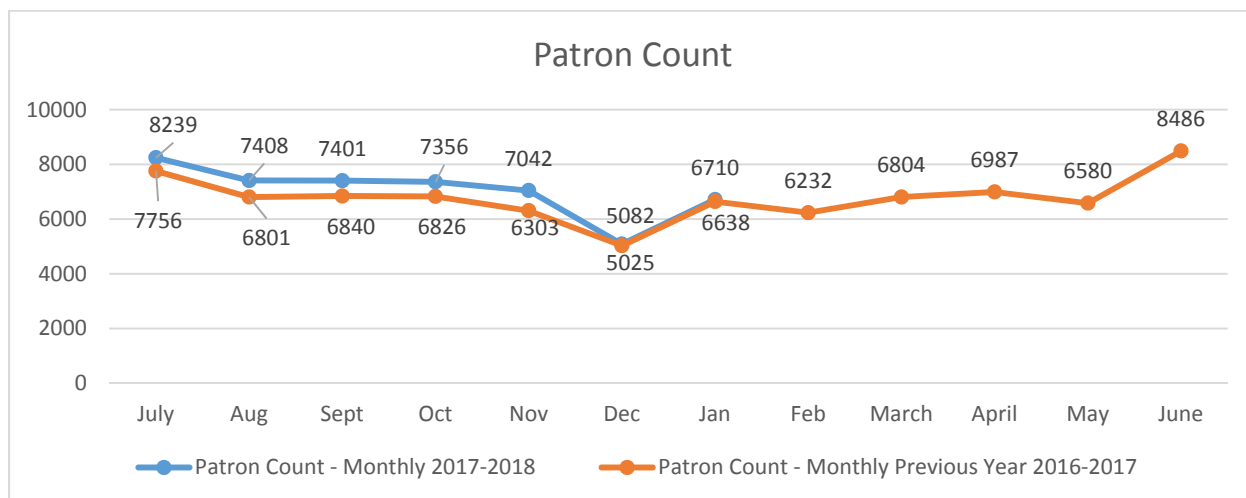
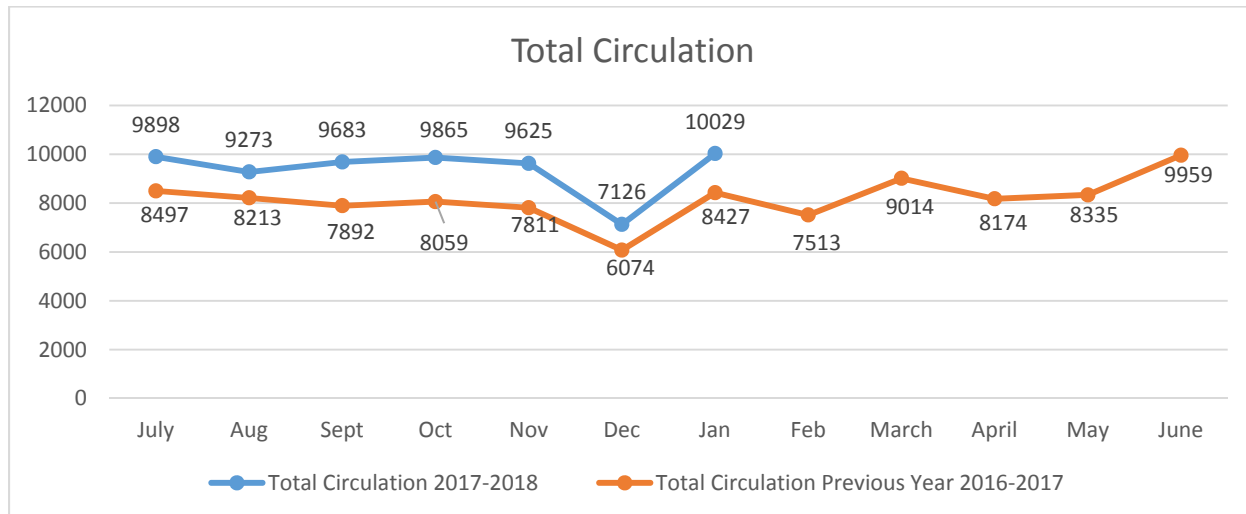
Trustee

Trustee

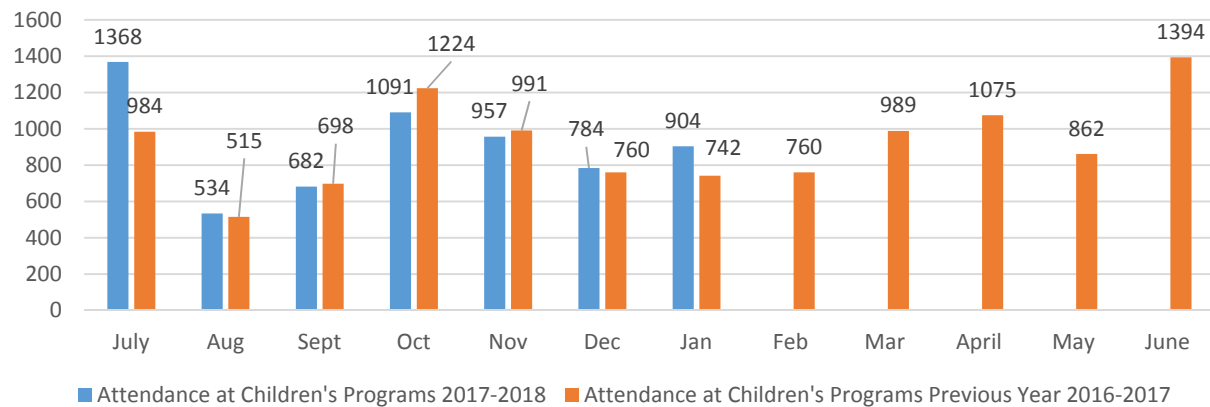
Trustee

Trustee

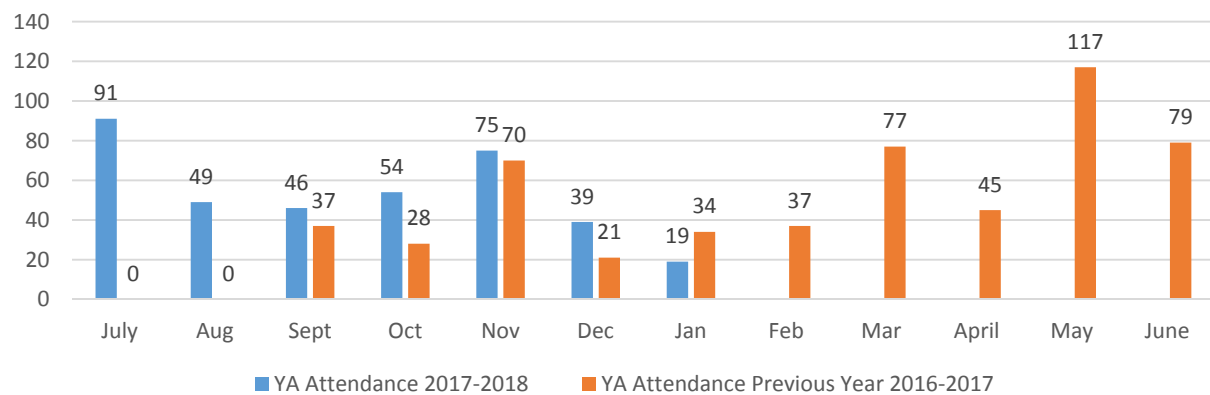
January 2018 Library Statistics



Children's program attendance



YA program attendance



Adult program attendance

