



Sierra Madre Public  
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## **AGENDA**

### **LIBRARY BOARD OF TRUSTEES MEETING**

**Wednesday, June 26, 2019**

**7:00 PM**

**City Hall Council Chambers  
232 W. Sierra Madre Boulevard  
Sierra Madre, CA 91024**

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

#### **CALL TO ORDER / ROLL CALL**

Trustees King, Hall, Procter, Spears, Ziff

#### **PLEDGE OF ALLEGIANCE**

Barry Ziff

#### **APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business

#### **APPROVAL OF MINUTES**

Majority vote of the Board to approve the minutes from May 22, 2019 meeting.

#### **COMMUNITY INPUT**

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda. The Commission welcomes your attendance and participation. When addressing the Commission, 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 Commission'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 Commissioners or staff may briefly respond to statements made or questions posed by the public, or a

Commissioner or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Commissioner or the Commission itself may provide a reference to staff to report back to the Commission at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

### **CONSENT CALENDAR**

**1. Library Warrants** - Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$7,019.24, \$5,305.22, and \$1,614.93.

**2. Library Statistics** - Recommendation to receive and file May 2019 Statistical Report.

### **ACTION ITEMS AND REPORTS**

#### **1. Commissioner Handbook Overview**

Assistance City Clerk Laura Aguilar to give an oral report reviewing commissioner handbook to receive and file.

#### **2. Summer Reading Overview**

City Librarian to report out on the Summer Reading Program.

#### **3. Friend's Liaison Report**

Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting.

#### **4. ALA Overview**

City Librarian provides oral report concerning recent trip to the American Library Association annual conference.

#### **5. Discussion of plans for Joint City Council and Library Board of Trustee meeting in September**

Trustees prepare for the joint meeting by discussing agenda items for joint meeting.

#### **6. Library Foundation Report**

Library Foundation and Library Board of Trustees Liaison provide an update on the Library Foundation.

A. Foundation Committee Report

B. Trustee Liaison Report

#### **7. City Librarian Report**

City Librarian provides oral report concerning Library services since the last board meeting.

#### **8. Trustee Updates**

Trustees provide reports pertaining to library service or community involvement which impacts the Library.

## **9. Trustees Reorganization**

Trustees to discuss vote on new Chair, and review assigned roles.

### **\*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.*

### **ADJOURNMENT**

The Library Board of Trustees may adjourn to their next meeting on July 24, 2019 at 7:00 pm.

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.



Sierra Madre Public  
**LIBRARY**  
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## MINUTES

### LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, May 22, 2019

7:00 PM

**City Hall Council Chambers  
232 W. Sierra Madre Boulevard  
Sierra Madre, CA 91024**

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

Trustees King, Hall, Procter, Spears, Ziff were present. Meeting was called to order at 7:01 pm.

Patricia Hall led the pledge of allegiance

Trustee Spears motioned and Trustee Hall seconded to approve the agenda. All in favor.

Trustee Procter motioned and Trustee Spears seconded the approval of the minutes. All in favor.

No Community Input

Trustee Ziff motioned and Trustee Hall seconded the approval of the Library Warrants in the aggregate amount of \$2,299.11, \$3,551.51, \$2,760.50, \$4,344.44, \$3,491.69, \$9,038.65.

April 2019 statistics were received and filed.

### **ACTION ITEMS AND REPORTS**

#### **1. Committee Updates on Library Bookmark Contest**

The judging and award ceremony of the bookmark contest were a huge success thanks to trustee and staff. Grand Prize Winners will be brought to City Council to receive a certificate.

#### **2. Summer Reading Program**

Summer Reading is starting June 8<sup>th</sup>, with lots of great programs and prizes available.

### **3. Friend's Liaison Report**

Margaret Quigley invited all to the Friends of the Library Annual Dinner Meeting.

### **4. Library 2019-20 Budget, Hours and Service Model**

City Librarian Smart reported that staffing will increase a little during the next fiscal year and we will look into equipping the library with RFID technology, incorporating self-service library hours, and more during the next fiscal year.

### **5. June Library Board of Trustees Reorganization**

Trustee Ziff volunteered to be the new Library Board of Trustees Chair.

### **6. Library Foundation Report**

Library Foundation brochures will be out by August and the Foundation is working to create presentations teams and recruiting members.

### **7. City Librarian Report**

City Librarian Smart and Lori Garza will be attending the American Library Associate Conference in June and will report out on their findings upon their return.

### **8. Trustee Updates**

Trustee Hall spearheaded the April Foundation event, Trustee Procter attended Foundation event, meetings, Art Faire and conducted publicity training at the Library; Trustee Spears announced the date for the Lizzie's Chicken Dinner of June 9<sup>th</sup>; Trustee King participated in the Bookmark Contest events, foundation events, coffee writers group and art faire; and Trustee Ziff attended the bookmark contest event, Lizzie's Dinner and the Art Faire.

The meeting was adjourned at 9:04



City of Sierra Madre, CA

# Check Register

Packet: APPKT04598 - LIB 06/11/19

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.	06/11/2019	Regular	0.00	4,148.71	55241
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">4012541368</a>	Invoice	05/06/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	561.40	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		561.40	
<a href="#">4012542488</a>	Invoice	05/07/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	245.33	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		245.33	
<a href="#">4012543442</a>	Invoice	05/08/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	205.77	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		205.77	
<a href="#">4012546694</a>	Invoice	05/10/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	148.61	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		148.61	
<a href="#">4012547721</a>	Invoice	05/13/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	670.20	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		670.20	
<a href="#">4012548468</a>	Invoice	05/16/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	156.21	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		156.21	
<a href="#">4012548469</a>	Invoice	05/16/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	31.51	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		31.51	
<a href="#">4012548720</a>	Invoice	05/13/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	99.58	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		99.58	
<a href="#">4012549969</a>	Invoice	05/14/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	472.96	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		472.96	
<a href="#">4012549970</a>	Invoice	05/14/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	23.09	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		23.09	
<a href="#">4012551736</a>	Invoice	05/15/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	223.03	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		223.03	
<a href="#">4012551737</a>	Invoice	05/15/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	3.05	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		3.05	
<a href="#">4012552963</a>	Invoice	05/17/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	36.30	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		36.30	
<a href="#">4012554029</a>	Invoice	05/17/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	53.15	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		53.15	
<a href="#">4012554030</a>	Invoice	05/17/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	2.03	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		2.03	
<a href="#">4012558126</a>	Invoice	05/22/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	780.31	
<a href="#">10000.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		780.31	
<a href="#">4012558127</a>	Invoice	05/22/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	23.55	
<a href="#">10000.90000.52200</a>	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		23.55	
<a href="#">T03931480</a>	Invoice	05/14/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	52.53	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		52.53	
<a href="#">T03931481</a>	Invoice	05/14/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	8.09	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		8.09	
<a href="#">T04095530</a>	Invoice	05/15/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	352.01	
<a href="#">39006.90000.53406</a>	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		352.01	
0203	ELLEN'S SILKSCREENING	06/11/2019	Regular	0.00	483.99	55242

## Check Register

Packet: APPKT04598-LIB 06/11/19

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">71026</a>	Invoice	05/23/2019	APPAREL PRINTS	0.00	483.99	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		APPAREL PRINTS	483.99	
VEN02051	FARONICS TECHNOLOGIES	06/11/2019	Regular	0.00	512.05	55243
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INUS0190250</a>	Invoice	05/30/2019	Deep Freeze Software Renewal	0.00	512.05	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		Deep Freeze Software Rene...	512.05	
1578	PETTY CASH FUND-LIBRARY	06/11/2019	Regular	0.00	92.69	55244
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Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV024805</a>	Invoice	05/14/2019	PETTY CASH LIBRARY	0.00	92.69	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		TEEN PROGRAM SUPPLIES	9.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		ADULT CRAFT SUPPLIES	17.33	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		CHILDREN'S BOOKMARK PR...	15.93	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		TEEN PROGRAM SUPPLIES	5.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		ADULT BOOK CLUB SUPPLIES	14.76	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		TEEN PROGRAM SUPPLIES	14.96	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		TEEN POETRY PROGRAM SU...	15.71	
VEN03254	SHOWCASES	06/11/2019	Regular	0.00	67.78	55245
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">312076</a>	Invoice	05/15/2019	OFFICE SUPPLIES	0.00	20.30	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	20.30	
<a href="#">312154</a>	Invoice	05/22/2019	OFFICE SUPPLIES	0.00	14.28	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	14.28	
<a href="#">312155</a>	Invoice	05/22/2019	OFFICE SUPPLIES	0.00	33.20	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	33.20	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	26	5	0.00	5,305.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>26</b>	<b>5</b>	<b>0.00</b>	<b>5,305.22</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	6/2019	5,305.22
			<u>5,305.22</u>

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Chair

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Trustee

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Trustee

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Trustee

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Trustee





City of Sierra Madre, CA

# Check Register

Packet: APPKT04575 - LIB 05/28/19

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	05/28/2019	Regular	0.00	980.82	55038
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">434698743474</a>	Invoice	03/19/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	3.99	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIBRARY - PROGRAMS (2018...	3.99	
<a href="#">438399797769</a>	Invoice	03/27/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	23.17	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LIBRARY - OFFICE SUPPLIES (...)	23.17	
<a href="#">444377477554</a>	Invoice	05/30/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	22.99	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIBRARY - PROGRAMS (2018...	22.99	
<a href="#">445799945464</a>	Invoice	03/23/2019	GIFT CARDS	0.00	540.00	
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...		GIFT CARDS	540.00	
<a href="#">446997535784</a>	Invoice	04/07/2019	GIFT CARDS	0.00	40.00	
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...		GIFT CARDS	40.00	
<a href="#">447564735668</a>	Invoice	03/19/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	29.90	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIBRARY - PROGRAMS (2018...	29.90	
<a href="#">454558359698</a>	Invoice	03/31/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	24.92	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LIBRARY - OFFICE SUPPLIES (...)	24.92	
<a href="#">464993986468</a>	Invoice	03/31/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	28.63	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIBRARY - PROGRAMS (2018...	28.63	
<a href="#">496376899479</a>	Invoice	04/09/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	16.41	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	16.41	
<a href="#">647665833997</a>	Invoice	03/31/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	62.96	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIBRARY - PROGRAMS (2018...	62.96	
<a href="#">847433739386</a>	Invoice	03/14/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	47.06	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		LIBRARY - MEDIA (2018-19)	47.06	
<a href="#">885464898948</a>	Invoice	04/03/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	74.01	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		LIBRARY - OFFICE SUPPLIES (...)	74.01	
<a href="#">986595577373</a>	Invoice	03/20/2019	LIBRARY-various(Books/Ref/Prog/Media/Su...	0.00	66.78	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		LIBRARY - PROGRAMS (2018...	66.78	
0132	BAKER & TAYLOR, INC.	05/28/2019	Regular	0.00	858.42	55039
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">4012534454</a>	Invoice	04/29/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	218.29	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	218.29	
<a href="#">4012534455</a>	Invoice	04/29/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	7.13	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	7.13	
<a href="#">4012535599</a>	Invoice	04/30/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	248.80	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	248.80	
<a href="#">4012535600</a>	Invoice	04/30/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	11.60	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	11.60	
<a href="#">4012537157</a>	Invoice	04/30/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	63.95	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	63.95	
<a href="#">4012537158</a>	Invoice	04/30/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	3.81	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	3.81	
<a href="#">4012538736</a>	Invoice	05/02/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	126.12	
<a href="#">10000.90000.53406</a>		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	126.12	

## Check Register

Packet: APPKT04575-LIB 05/28/19

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">4012538737</a>	Invoice	05/03/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	4.73	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		4.73	
<a href="#">4012541369</a>	Invoice	05/06/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	20.96	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		20.96	
<a href="#">4012542489</a>	Invoice	05/07/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	8.71	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		8.71	
<a href="#">4012543443</a>	Invoice	05/08/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	8.51	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		8.51	
<a href="#">4012546695</a>	Invoice	05/10/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	6.61	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		6.61	
<a href="#">4012547722</a>	Invoice	05/13/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	32.62	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		32.62	
<a href="#">4012548721</a>	Invoice	05/13/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	4.70	
<a href="#">10000.90000.52200</a>		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		4.70	
<a href="#">T03360010</a>	Invoice	04/29/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	20.50	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		20.50	
<a href="#">T03553520</a>	Invoice	04/30/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	50.87	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		50.87	
<a href="#">T03831540</a>	Invoice	05/07/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	20.51	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		20.51	
VEN02087	BUBBLEMANIA AND COMPANY	05/28/2019	Regular	0.00	300.00	55040
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">00016482</a>	Invoice	02/25/2019	INDOOR ASSEMBLY SHOW	0.00	300.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		INDOOR ASSEMBLY SHOW	300.00	
1379	CALIFA GROUP	05/28/2019	Regular	0.00	3,327.93	55041
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">2097</a>	Invoice	04/10/2019	CALIFA - NOVELIST and LIBRARY AWARE	0.00	3,327.93	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE		CALIFA - NOVELIST and LIBR...	3,327.93	
0598	DEMCO, INC.	05/28/2019	Regular	0.00	167.70	55042
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">6607124</a>	Invoice	05/07/2019	Library Supplies	0.00	167.70	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		Library Supplies	167.70	
1653	DREAM SHAPERS	05/28/2019	Regular	0.00	325.00	55043
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">DSEC1110-2097</a>	Invoice	05/07/2019	PERFORMANCE SERVICE	0.00	325.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		PERFORMANCE SERVICE	325.00	
0209	FEDERAL EXPRESS CORPORATION	05/28/2019	Regular	0.00	270.25	55044
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">6-533-39945</a>	Invoice	04/26/2019	DELIVERY SERVICES	0.00	81.69	
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...		DELIVERY SERVICES	81.69	
<a href="#">6-541-39775</a>	Invoice	05/03/2019	FED EX SERVICES	0.00	188.56	
<a href="#">39002.90000.53999</a>		OTHER PURCHASED SUPPLI...		FED EX SERVICES	188.56	
1488	FEDEX OFFICE	05/28/2019	Regular	0.00	79.12	55045

## Check Register

Packet: APPKT04575-LIB 05/28/19

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">370100020075</a>	Invoice	03/15/2019	DELIVERY SERVICES	0.00	79.12	
<a href="#">10000.90000.53999</a>		OTHER PURCHASED SUPPLI...		DELIVERY SERVICES	79.12	
VEN02745	MATHMANIA ROBOTICS	05/28/2019	Regular	0.00	360.00	55046
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">20190424</a>	Invoice	04/24/2019	ROBOTIC CHALLENGE EVENT	0.00	360.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		ROBOTIC CHALLENGE EVENT	360.00	
VEN02975	NOTEWORTHY PUPPETS INC	05/28/2019	Regular	0.00	350.00	55047
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0000447</a>	Invoice	05/07/2019	PUPPET PERFORMANCE	0.00	350.00	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		PUPPET PERFORMANCE	350.00	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	39	10	0.00	7,019.24
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>39</b>	<b>10</b>	<b>0.00</b>	<b>7,019.24</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	5/2019	7,019.24
			<u>7,019.24</u>

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Chair

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Trustee

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Trustee

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Trustee

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Trustee



City of Sierra Madre, CA

# Check Register

Packet: APPKT04403 - LIB012219

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	01/22/2019	Regular	0.00	204.04	54248

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">111-0170151-704...</a> <a href="#">10000.90000.53100</a>	Invoice	11/29/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... OFFICE SUPPLIES	0.00	15.70
<a href="#">111-0683691-403...</a> <a href="#">39006.90000.53406</a>	Invoice	11/13/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	4.37
<a href="#">111-1454292-689...</a> <a href="#">39006.90000.53406</a>	Invoice	12/02/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	10.85
<a href="#">111-1902381-349...</a> <a href="#">39006.90000.53406</a>	Invoice	01/14/2019	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	29.74
<a href="#">111-2022891-861...</a> <a href="#">10000.90000.53100</a>	Invoice	11/06/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... OFFICE SUPPLIES	0.00	7.08
<a href="#">111-4064349-638...</a> <a href="#">39006.90000.53406</a>	Invoice	11/20/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	12.99
<a href="#">111-5217872-122...</a> <a href="#">10000.90000.53100</a>	Invoice	11/17/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... OFFICE SUPPLIES	0.00	31.74
<a href="#">111-5248273-920...</a> <a href="#">39006.90000.53406</a>	Invoice	12/02/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	31.20
<a href="#">111-6180824-481...</a> <a href="#">39006.90000.53406</a>	Invoice	11/20/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	8.32
<a href="#">111-6486048-960...</a> <a href="#">39006.90000.53406</a>	Invoice	12/06/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	7.17
<a href="#">111-7171649-853...</a> <a href="#">39006.90000.53406</a>	Invoice	11/12/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	17.47
<a href="#">111-8946233-449...</a> <a href="#">39006.90000.53406</a>	Invoice	12/09/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	5.59
<a href="#">114-69551247-07...</a> <a href="#">39006.90000.53406</a>	Invoice	12/05/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	21.82

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02711	AMERICAS PRINTER	01/22/2019	Regular	0.00	170.77	54249

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1152036</a> <a href="#">39006.90000.53999</a>	Invoice	12/18/2018	One Book One City Brochure OTHER PURCHASED SUPPLI...	0.00	170.77

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0132	BAKER & TAYLOR, INC.	01/22/2019	Regular	0.00	740.91	54250

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number	Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">4012409924</a> <a href="#">10000.90000.53406</a>	Invoice	12/18/2018	BOOKS & REFERENCE, PROCESSING FEES & ... BOOKS AND REFERENCE	0.00	293.21
<a href="#">4012409925</a> <a href="#">10000.90000.52200</a>	Invoice	12/18/2018	BOOKS & REFERENCE, PROCESSING FEES & ... CONTRACT SERVICES	0.00	10.93
<a href="#">4012412388</a> <a href="#">10000.90000.53406</a>	Invoice	12/20/2018	BOOKS & REFERENCE, PROCESSING FEES & ... BOOKS AND REFERENCE	0.00	186.41
<a href="#">4012412389</a> <a href="#">10000.90000.52200</a>	Invoice	12/20/2018	BOOKS & REFERENCE, PROCESSING FEES & ... CONTRACT SERVICES	0.00	8.51
<a href="#">T89035591</a>	Invoice	10/25/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	91.29

## Check Register

Packet: APPKT04403-LIB012219

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		91.29	
<a href="#">T93621690</a>	Invoice	12/11/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	27.53	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		27.53	
<a href="#">T93621691</a>	Invoice	12/11/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	110.73	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		110.73	
<a href="#">T93621692</a>	Invoice	12/11/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	12.30	
<a href="#">39006.90000.53406</a>		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		12.30	
1488	FEDEX OFFICE	01/22/2019	Regular	0.00	231.33	54251
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">370100019906</a>	Invoice	12/04/2018	19-library print	0.00	59.13	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		FS OS DP Corrugated Plastic ...	59.13	
<a href="#">370100019912</a>	Invoice	12/07/2018	One Book One City	0.00	172.20	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		One Book One City	172.20	
0786	OFFICE DEPOT, INC	01/22/2019	Regular	0.00	174.32	54252
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">239678434001</a>	Invoice	11/29/2018	OFFICE SUPPLIES	0.00	54.95	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	54.95	
<a href="#">249129917001</a>	Invoice	12/18/2018	OFFICE SUPPLIES	0.00	99.58	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	99.58	
<a href="#">249139376001</a>	Invoice	12/18/2018	OFFICE SUPPLIES	0.00	19.79	
<a href="#">10000.90000.53100</a>		OFFICE SUPPLIES		OFFICE SUPPLIES	19.79	
1578	PETTY CASH FUND-LIBRARY	01/22/2019	Regular	0.00	93.56	54253
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV023897</a>	Invoice	11/27/2018	Adult Craft Supplies	0.00	11.26	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Adult Craft	11.26	
<a href="#">INV023898</a>	Invoice	09/06/2018	Adult Craft Supplies	0.00	18.26	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Adult Craft Supplies	18.26	
<a href="#">INV023899</a>	Invoice	10/17/2018	Teen Activity Supplies	0.00	10.58	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Teen Activity Supplies	10.58	
<a href="#">INV023900</a>	Invoice	11/21/2018	Teen Activity Supplies	0.00	12.29	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Teen Activity Supplies	12.29	
<a href="#">INV023901</a>	Invoice	10/25/2018	Postage	0.00	24.90	
<a href="#">10000.90000.53101</a>		POSTAGE		Postage	24.90	
<a href="#">INV023902</a>	Invoice	10/17/2018	Adult Book Club Supplies	0.00	16.27	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		Adult Book Club Supplies	16.27	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	6	0.00	1,614.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>33</b>	<b>6</b>	<b>0.00</b>	<b>1,614.93</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	1/2019	1,614.93
			<b>1,614.93</b>

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Trustee

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Trustee

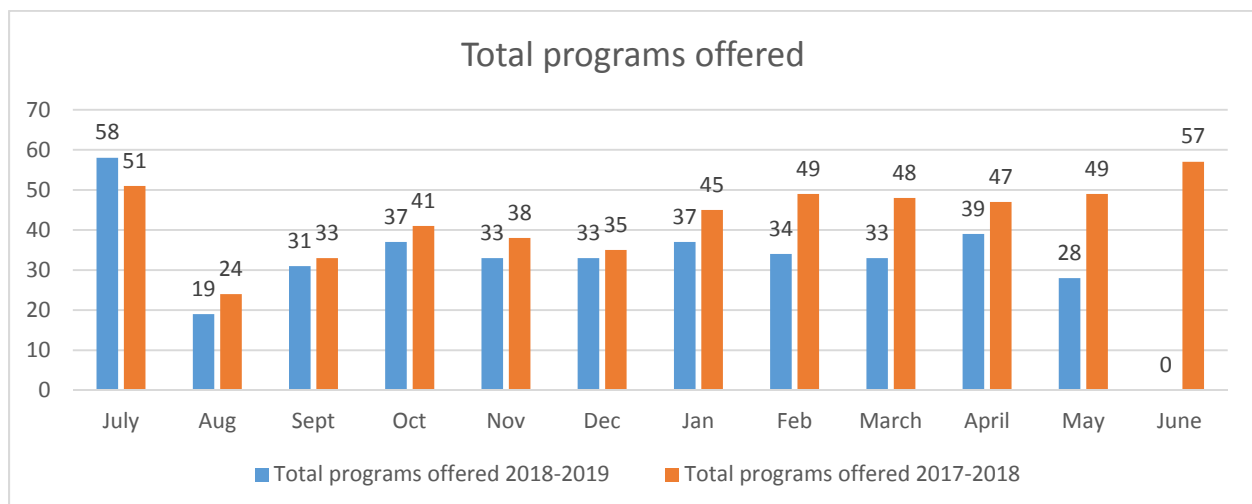
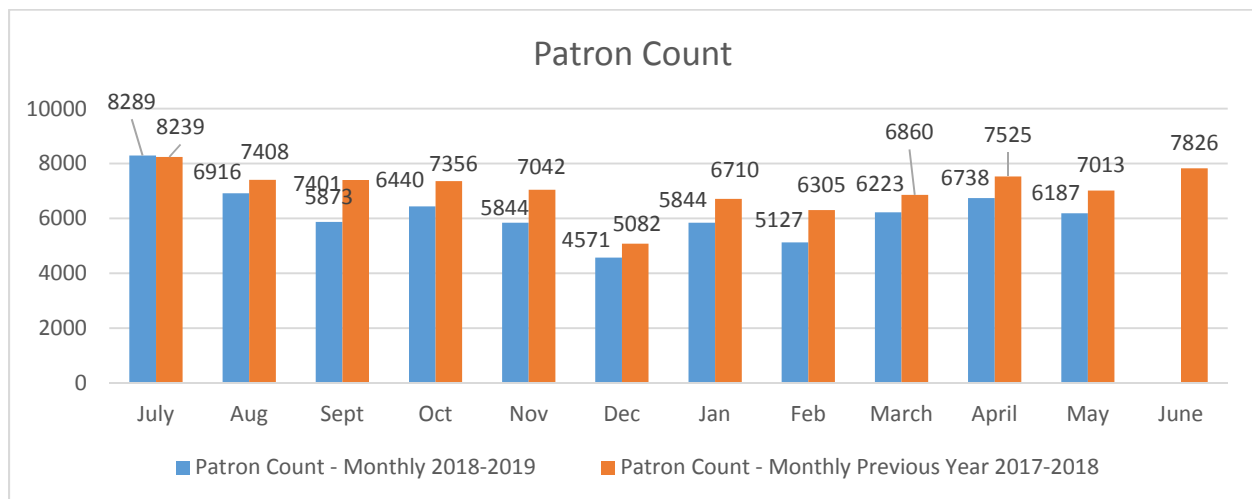
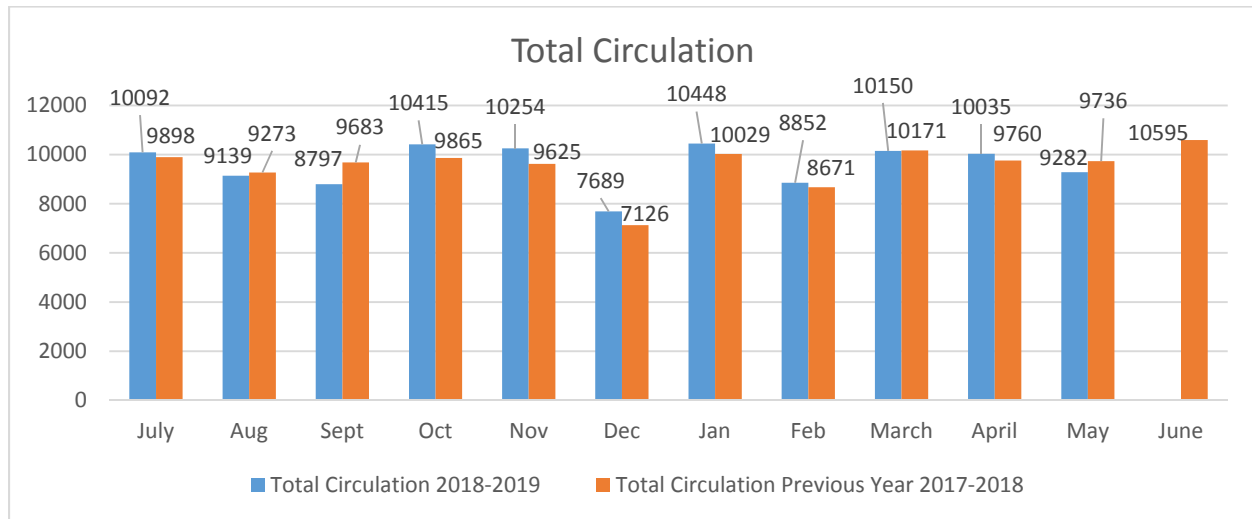
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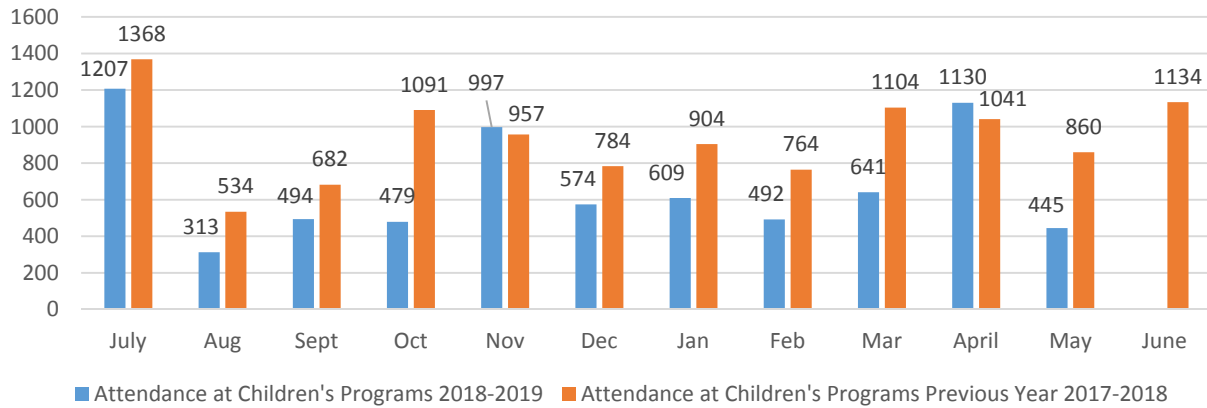
Trustee

## May 2019 Library Statistics

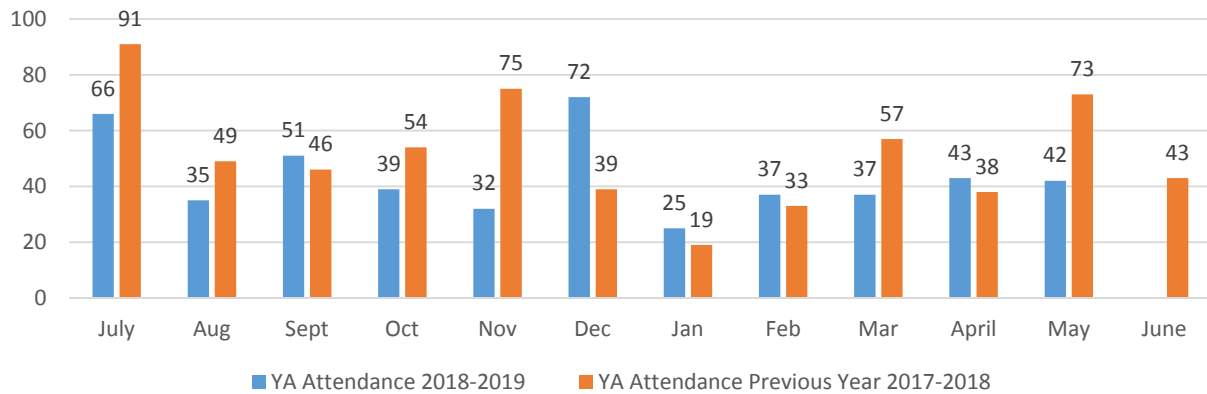




## Children's program attendance



## YA program attendance



## Adult program attendance

