



Sierra Madre Public
LIBRARY
Read • Discover • Connect

AGENDA

LIBRARY BOARD OF TRUSTEES MEETING
Wednesday, January 22, 2020
7:00 PM

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

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

CALL TO ORDER / ROLL CALL

Trustees King, Hall, Procter, Spears, Ziff

PLEDGE OF ALLEGIANCE

Shannon King

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 December 5th Special 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 \$12,154.96, \$5,868.05, \$11,245.26, \$259.78, \$3,094.60, \$450.00, \$1,738.60, and \$3240.87.

2. Library Statistics - Recommendation to receive and file November and December 2019 Statistical Reports.

ACTION ITEMS AND REPORTS

1. 2020 Holiday Schedule

City Librarian Smart to present the 2020 holiday schedule for the Board's approval.

2. Sommer Scholarship Awards

Sommer Scholarship committee to report out of the awards that were given to Library staff who are seeking their MLIS degree.

3. Donation Policy

City Librarian to discuss updating the Library's donation policy and ask for two board members to assist with review of policies to bring back at an upcoming meeting.

4. Friend's Liaison Report

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

5. Library Foundation Report

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

A. Foundation Committee Report

B. Trustee Liaison Report

6. City Librarian Report

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

7. Trustee Updates

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

****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 January 22, 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
Read • Discover • Connect

MINUTES

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, December 5, 2019
7:00 PM

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

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

CALL TO ORDER / ROLL CALL

Trustees Hall, Procter, Spears, Ziff were present. Trustee King was absent.

OTHERS PRESENT

City Librarian, Christine Smart and Emmett McGuire from the Friends of the Sierra Madre Library Board.

PLEDGE OF ALLEGIANCE

Rich Procter

APPROVAL OF AGENDA

Trustee Hall moved to approve the agenda, Trustee Procter seconded, all approved

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from October 24th, 2019 meeting with no corrections. Trustee Procter moved to approve the minutes. Trustee Spears seconded.

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 - Board approved payment of Library Warrants in the aggregate amount of \$350, \$2,203.47 and \$1,738.60.

2. Library Statistics – Board received and filed October 2019 Statistical Report.

ACTION ITEMS AND REPORTS

1. New Library Design

City Librarian Smart gave an overview of the PBWS new library building cost estimate, excluding soft costs.

2. Internet and Computer Use Policy

Trustee Hall made a motion to adopt the revised policy. Motion seconded by Trustee Procter. All in favor.

3. Information Display, Exhibit, and Distribution Management Policy

Trustee Hall made a motion to adopt the revised policy. Motion seconded by Trustee Spears. All in favor.

4. Friend's Liaison Report

Liaison from the Friends of the Library, Emmett McGuire, discussed the recent meeting, which was a presentation from the architect firm PBWS.

5. Library Foundation Report

Library Foundation President, Patricia Hall, gave an update of the happenings at the Library Foundation.

6. City Librarian Report

City Librarian provided oral report concerning Library services including two new grants, and an increase in programs and attendance at the Library.

7. Trustee Updates

Trustee Spears, Procter, Hall and Ziff each attended different Library Forums, and Trustee Ziff participated in One Book One City Planning.

***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 January 22, 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.



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT04895 - LIB 12/10/19

Check Date: 12/03/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0132	BAKER & TAYLOR, INC.				2,208.24
APBWEST	Check	2034934155	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	105.11
		2034934156	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.56
		5015805503	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	1,489.89
		5015805504	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	98.75
		5015825992	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	21.27
		5015825993	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.50
		5015836898	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	173.18
		5015836899	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	31.51
		H41089240	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	7.28
		H41089241	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	16.41
		H41121930	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	33.64
		H41121931	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	103.62
		H41121933	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	36.94
		H41201000	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.62
		H41234320	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.29
		H41318950	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	21.34
		H41352410	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	11.33
0145	BRODART				143.44
APBWEST	Check	543921	LIBRARY SUPPLIES	10000.90000.53100	143.44
0218	GAYLORD BROTHERS				427.42
APBWEST	Check	2630073	LIBRARY SUPPLIES	39002.90000.53999	427.42
0786	OFFICE DEPOT, INC				461.77
APBWEST	Check	401005492001	OFFICE SUPPLIES	10000.90000.53100	114.73
		402118427001	OFFICE SUPPLIES	10000.90000.53100	347.04
Report Total:					3,240.87



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	139.32
	10000.90000.53100	605.21
	10000.90000.53406	1,595.00
	Fund 10000 Total:	2,339.53
39002 - LIBRARY - GIFT AND MEMORIAL		
	39002.90000.53999	427.42
	Fund 39002 Total:	427.42
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	473.92
	Fund 39006 Total:	473.92
	Report Total:	3,240.87

Chair

Trustee

Trustee

Trustee



Check Approval Register

Packet: APPKT04842 - LIB 11/12/19

Check Date: 11/05/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
1644	AMAZON				656.11
APBWEST	Check	434955659633	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	22.66
		447638646538	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	27.24
		448358888998	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	17.45
		456985546734	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	23.13
		457846489749	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	15.34
		463567555473	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	6.00
		466849397379	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	7.53
		467347839763	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	103.25
		468876688984	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	16.38
		473764588874	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	35.22
		494784969566	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	71.97
		533358977934	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	22.96
		586888935647	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	53.04
		634475996684	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	16.41
		697536665874	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	49.67
		767884556967	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	9.34
		864535494674	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	8.73
		868659335853	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	20.99
		879544733578	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	53.12
		896373384583	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	10.94
		985395356873	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	26.16
		987365598386	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	22.17
		993344474837	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	16.41
0132	BAKER & TAYLOR, INC.				1,006.15
APBWEST	Check	2034843564	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	121.84
		2034843565	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.56
		2034853799	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	416.12
		2034853800	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	17.01
		H40322690	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	18.86
		H40322691	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	32.76
		NS19090238	LIBRARY SUPPLIES	10000.90000.52200	395.00
1578	PETTY CASH FUND-LIBRARY				76.34
APBWEST	Check	INV025727	DT ADULT CRAFT SUPPLIES	39006.90000.53999	8.98
		INV025728	DT ADULT CRAFT SUPPLIES	39006.90000.53999	26.00
		INV025729	CS ADULT CRAFT SUPPLIES	39006.90000.53999	26.28
		INV025730	DS TASTING PROGRAM	39006.90000.53999	15.08
Report Total:					1,738.60



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	416.57
	10000.90000.53100	50.69
	10000.90000.53406	648.72
Fund 10000 Total:		1,115.98
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	252.00
	39006.90000.53999	370.62
Fund 39006 Total:		622.62
Report Total:		1,738.60

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT04674 - LIB MANUAL CHECK 08/13/19 (FY 19/20)

Check Date: 07/22/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN03149	ANDRE GIRALDO				150.00
APBWEST	Check	INV025101	CLASSICAL GUITAR RECITAL	39006.90000.53999	150.00
VEN03415	DANIEL RAMIREZ				150.00
APBWEST	Check	INV025103	CLASSICAL GUITAR RECITAL	39006.90000.53999	150.00
VEN03416	MAXIMILLIAN MENDOZA				150.00
APBWEST	Check	INV025102	CLASSICAL GUITAR RECITAL	39006.90000.53999	150.00
Report Total:					450.00



City of Sierra Madre, CA

Check Approval Register

Fund Summary

Fund	Account	Amount
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53999	450.00
Fund 39006 Total:		450.00
Report Total:		450.00

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT04706 - LIB 08/13/19

Check Date: 08/12/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN02953	CPACINC.COM				2,216.39
APBWEST	Check	SI-1287984	Microsoft Licensing - 3 year agreement/Backup Sof	60003.30000.52200	2,216.39
0598	DEMCO, INC.				310.55
APBWEST	Check	6627982	Library Supplies	10000.90000.53100	310.55
0786	OFFICE DEPOT, INC				567.66
APBWEST	Check	274926661001	OFFICE SUPPLIES	10000.90000.53100	303.74
		303845417001	OFFICE SUPPLIES	10000.90000.53100	55.97
		303855597001	OFFICE SUPPLIES	10000.90000.53100	6.56
		305601639001	OFFICE SUPPLIES	10000.90000.53100	71.83
		306776828001	OFFICE SUPPLIES	10000.90000.53100	85.96
		319845397001	OFFICE SUPPLIES	10000.90000.53100	27.51
		331720183001	OFFICE SUPPLIES	10000.90000.53100	16.09
Report Total:					3,094.60



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.53100	878.21
	Fund 10000 Total:	878.21
60003 - INT SVC FND - TECHNOLOGY		
	60003.30000.52200	2,216.39
	Fund 60003 Total:	2,216.39
	Report Total:	3,094.60

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT04705 - LIB 08/13/19 (FY 19/20)

Check Date: 08/12/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0132	BAKER & TAYLOR, INC.				195.62
APBWEST	Check	4012587721	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	191.41
		4012587722	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.21
0786	OFFICE DEPOT, INC				64.16
APBWEST	Check	344521891001	OFFICE SUPPLIES	10000.90000.53100	64.16
Report Total:					259.78



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	4.21
	10000.90000.53100	64.16
	10000.90000.53406	191.41
Fund 10000 Total:		259.78
Report Total:		259.78

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT04663 - LIB 07/23/19

Check Date: 07/23/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
1644	AMAZON				1,993.23
APBWEST	Check	433749369756	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	114.79
		435843437945	LIBRARY SUPPLIES	10000.90000.53100	7.99
		436858449974	LIBRARY SUPPLIES	10000.90000.53100	37.22
		437389789685	LIBRARY SUPPLIES	10000.90000.53100	34.92
		443979953447	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	35.99
		446984847767	LIBRARY SUPPLIES	10000.90000.53100	86.05
		447536877554	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	66.97
		447765854345	COMPUTER SUPPLIES	10000.90000.53103	139.19
		449898596467	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	30.82
		453555944674	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	12.99
		455888359667	LIBRARY SUPPLIES	39006.90000.53406	31.34
		456353939547	LIBRARY SUPPLIES	10000.90000.53100	51.66
		456369386668	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	10.91
		456386737956	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	176.46
		458566989444	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	12.02
		468439664548	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	20.91
		468855786883	COMPLUTER SUPPLIES	10000.90000.53103	29.97
		493687576939	LIBRARY SUPPLIES	10000.90000.53103	77.09
		543966897446	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	123.42
		559459686355	LIBRARY SUPPLIES	10000.90000.53100	14.99
		576694999558	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	9.58
		583883969588	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	18.72
		593767553938	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	10.99
		646634796675	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	6.98
		658897468399	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	10.15
		683733349735	LIBRARY SUPPLIES	10000.90000.53999	27.90
		684435455748	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	15.19
		688795633786	LIBRARY SUPPLIES	10000.90000.53103	201.71
		749489757837	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	119.49
		755948369895	LIBRARY SUPPLIES	10000.90000.53100	98.20
		768377684499	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	17.90
		768675696566	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	10.22
		774736968334	LIBRARY SUPPLIES	10000.90000.53103	38.97
		838563963833	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	42.94
		838754565979	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	14.44
		853575898553	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	67.96
		855674387885	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	32.82
		864455769847	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	16.99
		978378954958	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	44.00
		999669634777	LIBRARY SUPPLIES	10000.90000.53103	72.38
0132	BAKER & TAYLOR, INC.				107.23
APBWEST	Check	4012584259	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	89.22
		4012584260	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	18.01
1688	BAYSCAN TECHNOLOGIES				160.00
APBWEST	Check	60788	LIBRARY SUPPLIES	10000.90000.53100	160.00
0203	ELLEN'S SILKSCREENING				227.76
APBWEST	Check	71025	SCREEN PRINTING	10000.90000.53999	227.76
VEN02967	KAESER & BLAIR INC				4,795.07
APBWEST	Check	90502313	LIBRARY SUPPLIES	39006.90000.53999	4,795.07
VEN01043	OVERDRIVE INC				3,961.97
APBWEST	Check	01148CO19123674	LIBRARY SUPPLIES	39006.90000.53406	3,961.97
Report Total:					11,245.26



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	18.01
	10000.90000.53100	532.07
	10000.90000.53103	559.31
	10000.90000.53406	31.13
	10000.90000.53999	255.66
Fund 10000 Total:		1,396.18
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	4,771.76
	39006.90000.53999	5,077.32
Fund 39006 Total:		9,849.08
Report Total:		11,245.26

Chair

Trustee

Trustee

Trustee



Check Approval Register

Packet: APPKT04635 - LIB 07/06/19

Check Date: 07/02/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
1644	AMAZON				36.90
APBWEST	Check	747569336585	LIBRARY SUPPLIES	10000.90000.53999	36.90
0132	BAKER & TAYLOR, INC.				1,419.50
APBWEST	Check	4012569439	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	68.62
		4012569440	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	18.01
		4012572400	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	486.74
		4012572401	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	19.97
		4012573523	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	154.88
		4012573524	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	6.61
		4012574818	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	60.00
		4012574819	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	2.79
		4012577750	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	187.90
		4012577751	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	31.51
		4012580887	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	292.20
		4012580888	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	8.27
		H36069850	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	13.76
		T04874950	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	47.73
		T04971720	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	20.51
0145	BRODART				187.11
APBWEST	Check	532210	LIBRARY SUPPLIES	10000.90000.53100	164.93
		532332	LIBRARY SUPPLIES	10000.90000.53100	22.18
VEN02953	CPACINC.COM				2,216.39
APBWEST	Check	1287984	COMPUTER SUPPLIES	10000.90000.53999	2,216.39
0598	DEMCO, INC.				504.58
APBWEST	Check	6631303	Library Supplies	10000.90000.53100	277.57
		6635220	Library Supplies	10000.90000.53100	227.01
VEN02967	KAESER & BLAIR INC				419.14
APBWEST	Check	90524155	CRAFT SUPPLIES	39006.90000.53999	419.14
0786	OFFICE DEPOT, INC				242.87
APBWEST	Check	327442082001	OFFICE SUPPLIES	10000.90000.53100	242.87
VEN01733	ORIENTAL TRADING CO				40.24
APBWEST	Check	696817015-01	CRAFT SUPPLIES	39006.90000.53999	40.24
VEN01620	TANGRAM				448.96
APBWEST	Check	20126	LIBRARY KITCHEN CHAIRS	10000.90000.53999	448.96
0904	VROMAN'S				352.36
APBWEST	Check	877048	BOOKS AND REFERENCE	39006.90000.53999	352.36
Report Total:					5,868.05



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	87.16
	10000.90000.53100	934.56
	10000.90000.53406	993.82
	10000.90000.53999	2,702.25
Fund 10000 Total:		4,717.79
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	338.52
	39006.90000.53999	811.74
Fund 39006 Total:		1,150.26
Report Total:		5,868.05

Chair

Trustee

Trustee

Trustee



Check Approval Register

Packet: APPKT04919 - LIB 1/14/20

Check Date: 12/18/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
1644	AMAZON				344.05
APBWEST	Check	435673363879	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	6.55
		439949577779	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	11.49
		445488668843	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	10.39
		449736647894	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	9.76
		456975897786	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	8.64
		599373446967	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	7.35
		634456567879	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	40.08
		659933687733	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	36.00
		686958743695	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	8.21
		689479695895	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	6.99
		733348858597	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	14.50
		898434344599	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	73.89
		954356579755	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	35.67
		965598438973	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	7.33
		965933689653	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	18.71
		967955954956	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	33.88
		969735847476	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	14.61
0132	BAKER & TAYLOR, INC.				3,986.12
APBWEST	Check	2034852838	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	164.07
		2034852839	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	27.00
		2034872176	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	91.41
		2034872177	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	13.50
		2034885614	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	664.20
		2034885615	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	31.96
		2034982996	LIBRARY SUPPLIES	39006.90000.53999	63.47
		5015827718	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	1,095.87
		5015827719	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	63.20
		5015829560	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	716.33
		5015829561	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	37.32
		5015836979	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	631.53
		5015836980	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	26.87
		5015841940	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	150.98
		5015841941	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	7.49
		5015857186	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	27.34
		5015857187	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.50
		H41740290	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	8.20
		H41816820	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	13.94
		H41908000	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	97.71
		H41908001	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	25.44
		H41930560	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	23.79
1379	CALIFA GROUP				895.12
APBWEST	Check	2983	CENIC BROADBAND JULY-SEPT 2019	10000.90000.52200	895.12
0201	EBSCO				6,613.02
APBWEST	Check	0419991	ANNUAL PERIODICALS (2019-2020)	10000.90000.53501	6,613.02
1085	WORLD BOOK, INC.				1,093.91
APBWEST	Check	0001602444	BOOK SUPPLIES	10000.90000.53406	1,093.91
Report Total:					12,932.22



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	1,106.96
	10000.90000.53100	24.89
	10000.90000.53406	4,410.09
	10000.90000.53501	6,613.02
	Fund 10000 Total:	12,154.96
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	582.65
	39006.90000.53999	194.61
	Fund 39006 Total:	777.26
	Report Total:	12,932.22

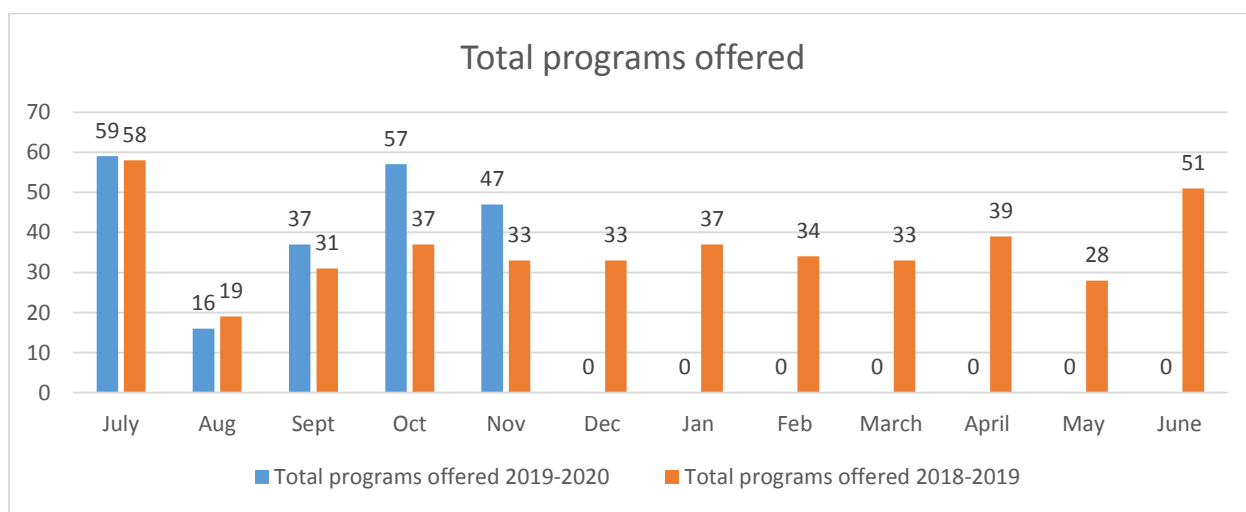
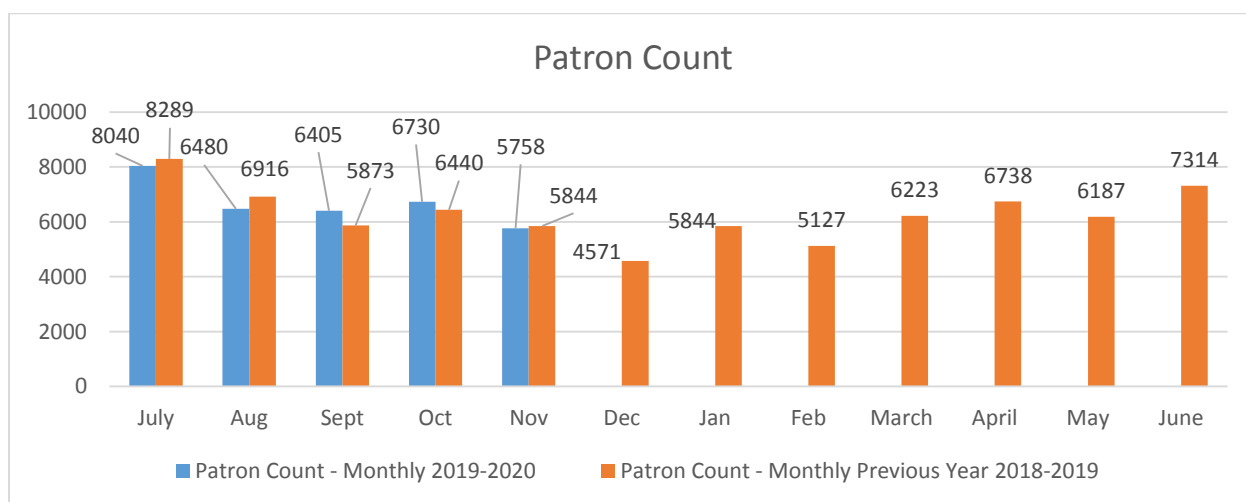
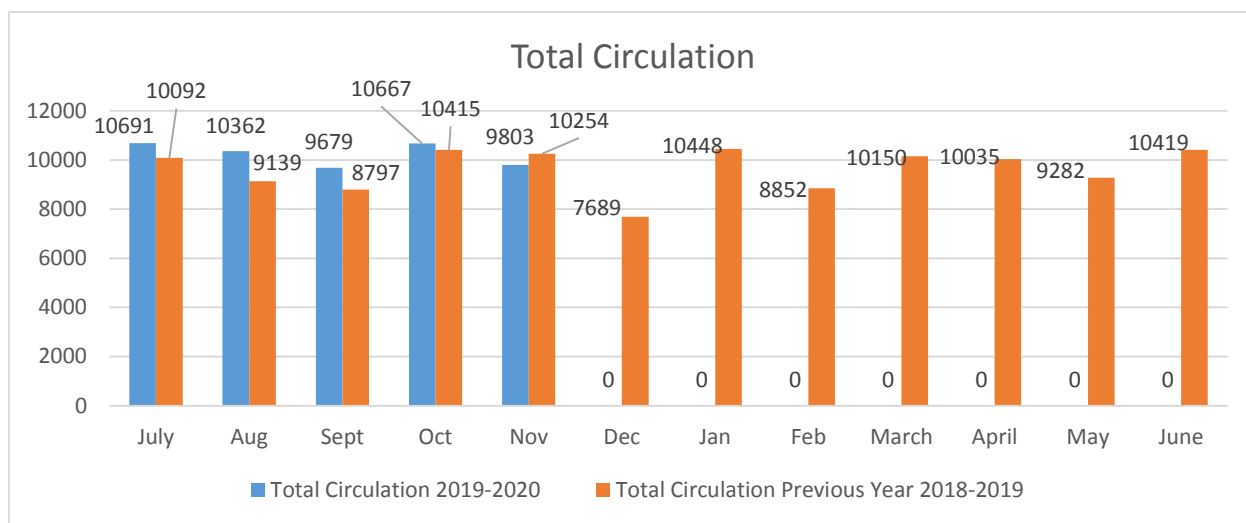
Chair

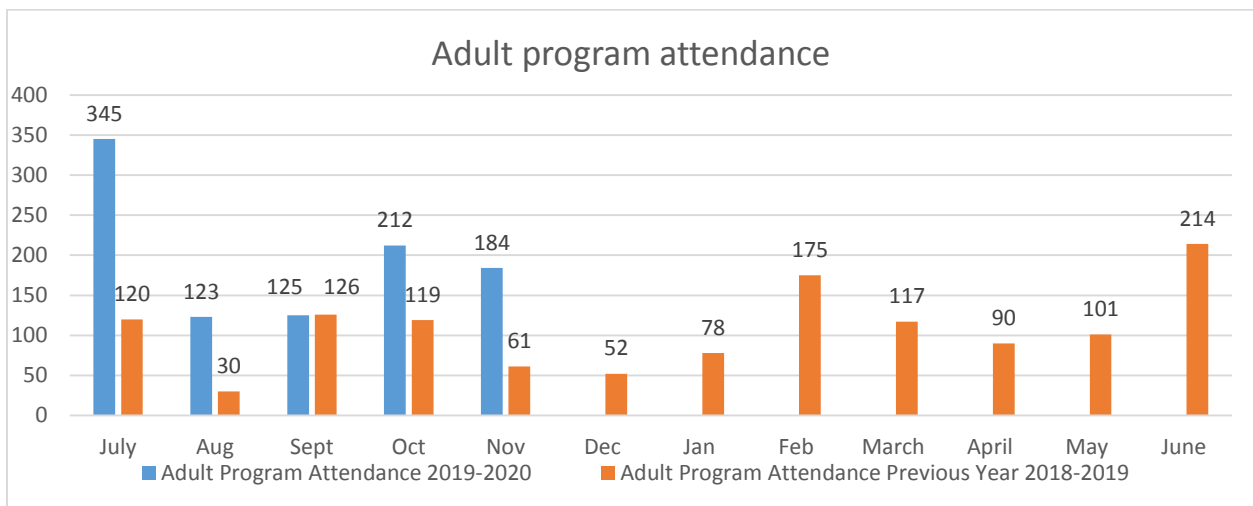
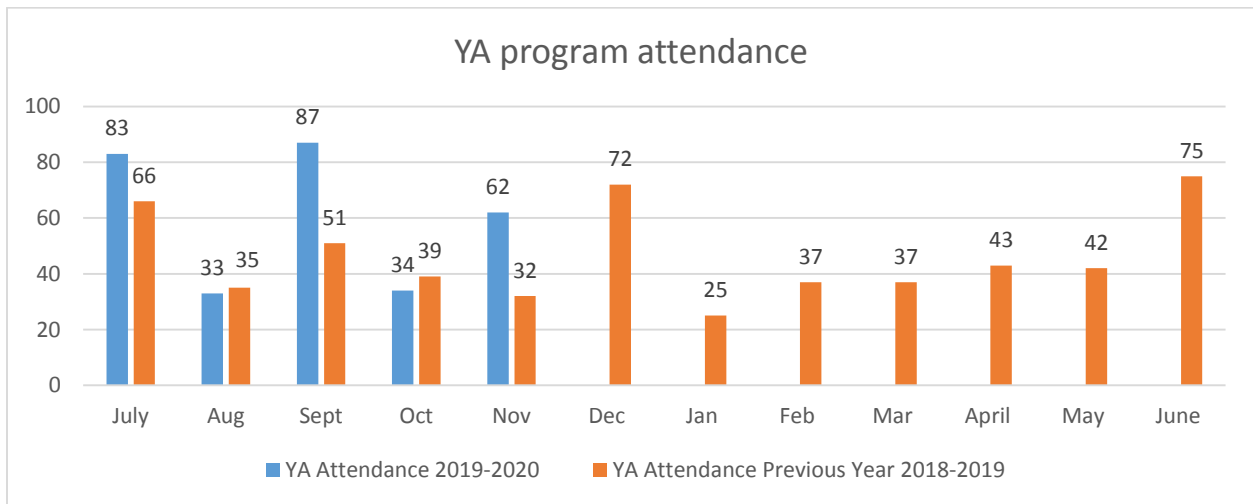
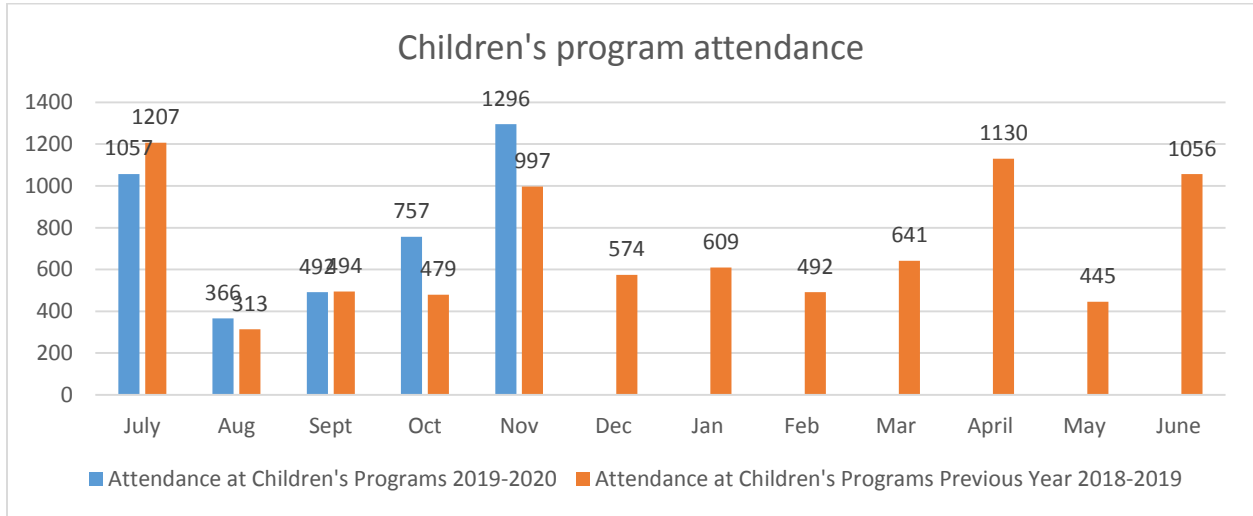
Trustee

Trustee

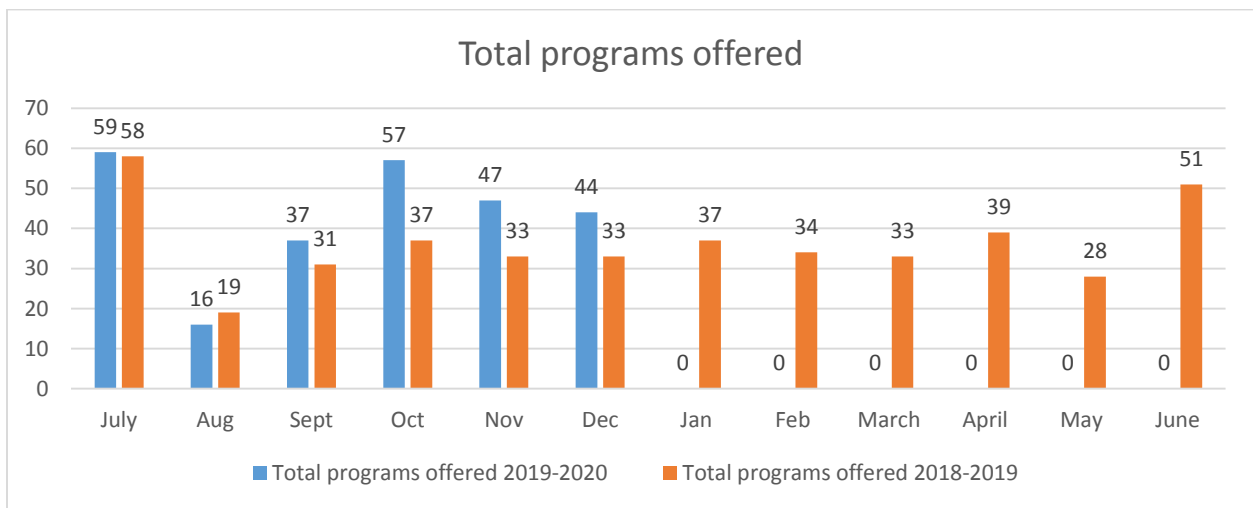
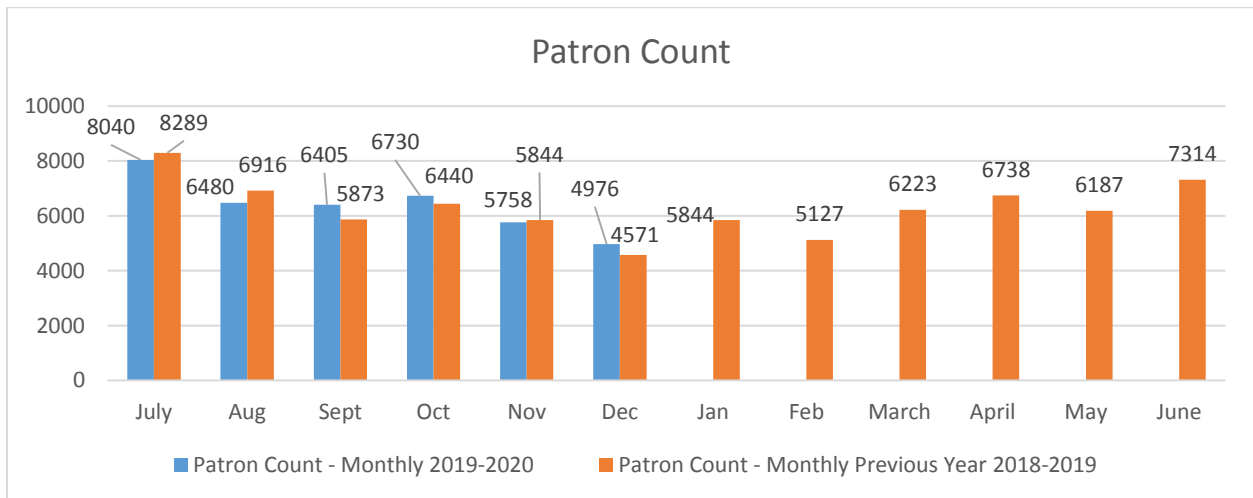
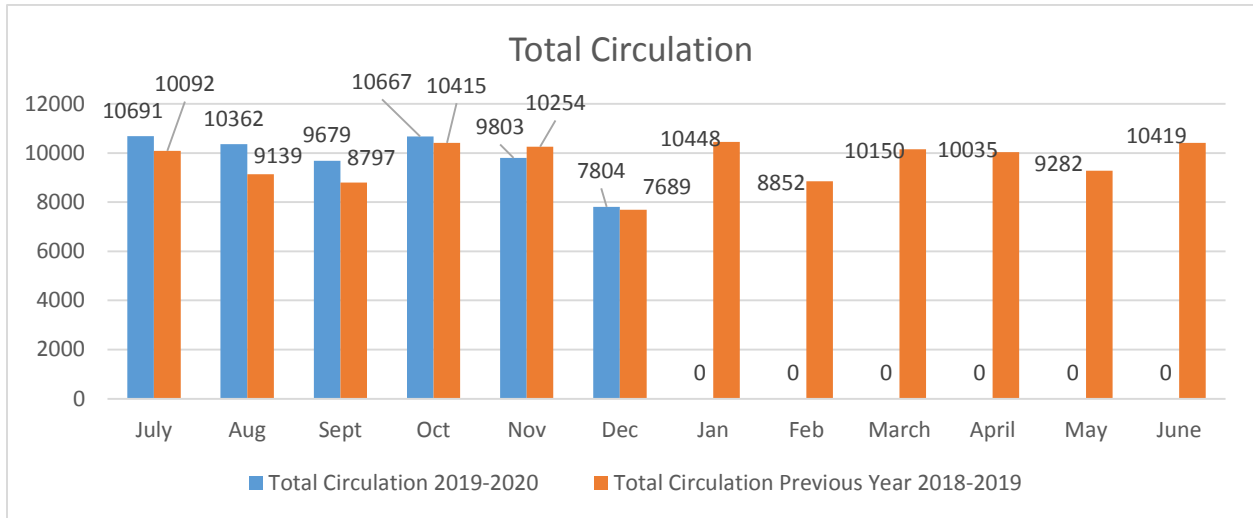
Trustee

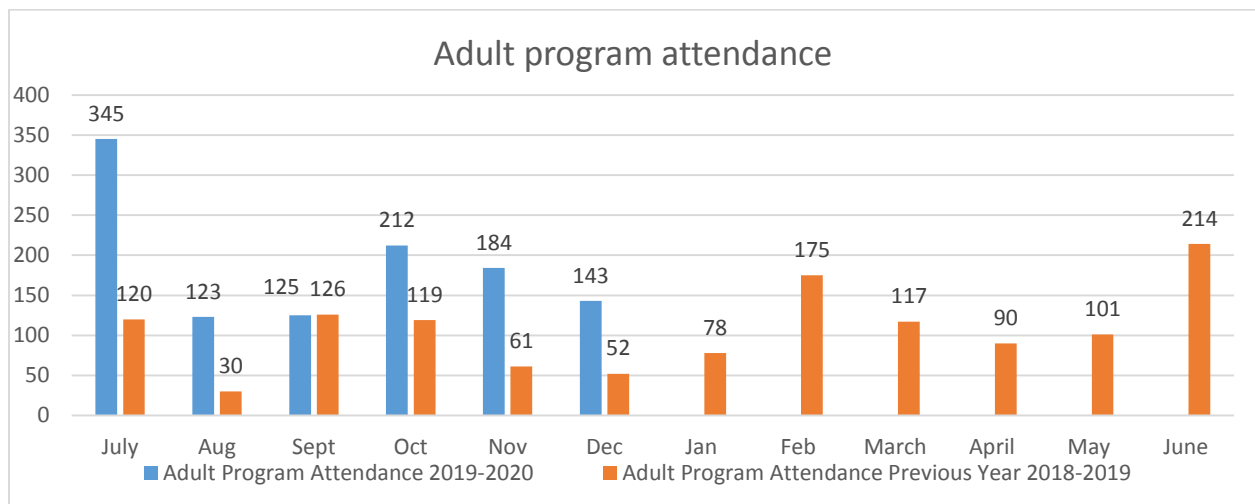
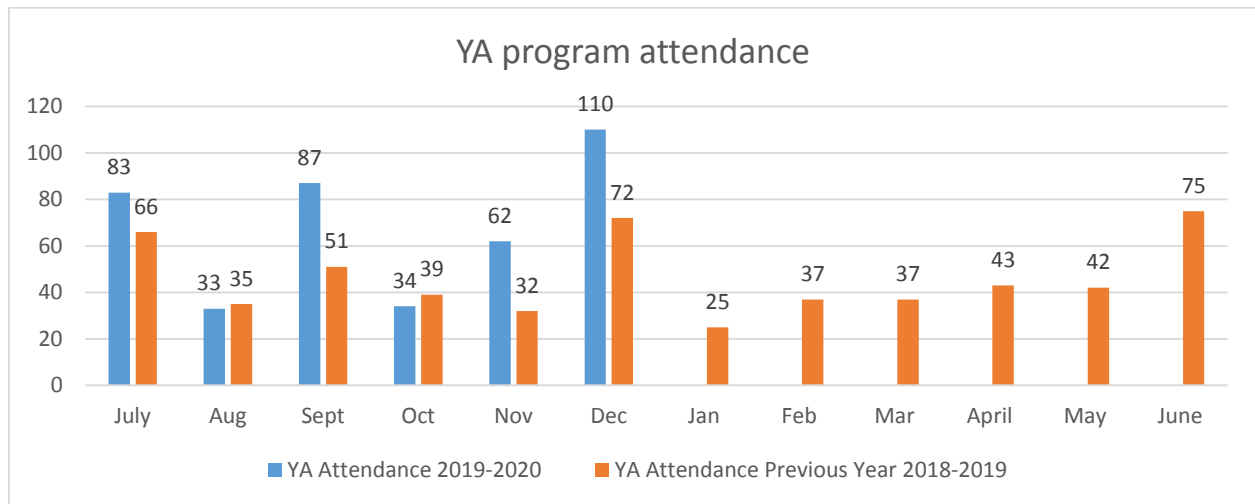
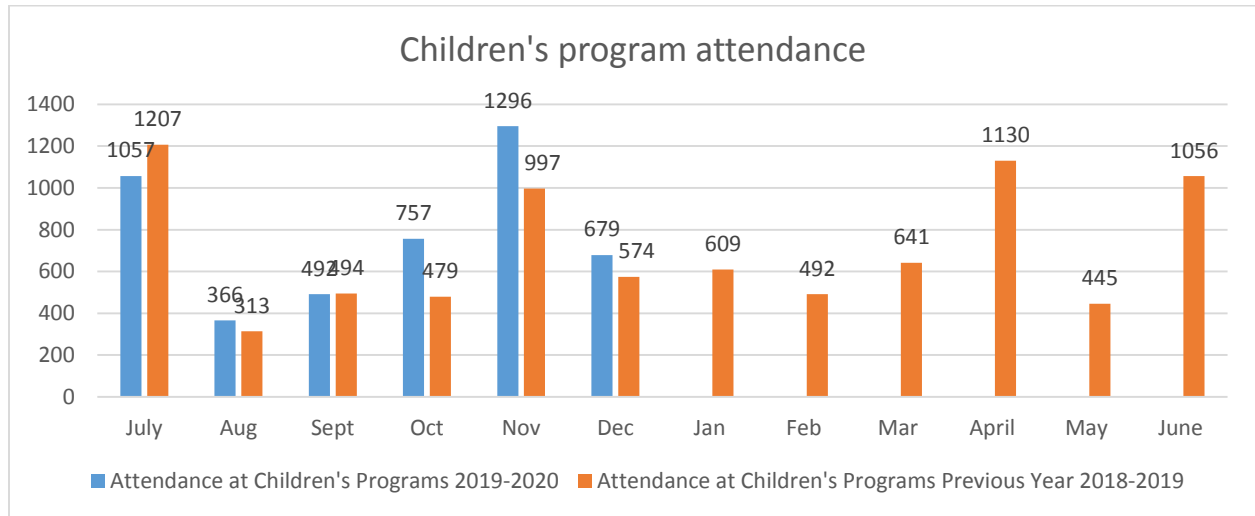
November 2019 Library Statistics





December 2019 Library Statistics





2020 Payroll/Days Closed Information

Note: Not all Days Closed are paid Holidays for Full-Time Employees. Type of holiday is noted in parenthesis below.

Day / Date	Holiday
Wednesday, January 1, 2020	New Year's Day (City Annual Holiday)
Monday, January 20	Martin Luther King Jr. Day (City Annual Holiday)
Monday, February 17	Presidents' Day (City Annual Holiday)
Monday, May 25	Memorial Day (City Annual Holiday)
Saturday, July 4	Independence Day (City Annual Holiday)
Monday, September 7	Labor Day (City Annual Holiday)
Monday, October 12	Columbus Day (City Annual Holiday)
Wednesday, November 11	Veterans Day (City Annual Holiday)
Thursday, November 26	Thanksgiving Holiday (City Annual Holiday)
Friday, November 27	Thanksgiving Holiday (City Annual Holiday)
Saturday, November 28	Holiday (NOT a City Holiday)
Sunday, November 29	Closed Sundays
Thursday, December 24	Open 10am to 2pm (City Annual partial Holiday – 4 hours)
Friday, December 25	Holiday (City Annual Holiday)
Saturday, December 26	Holiday (City Holiday Pay)
Sunday, December 27	Holiday (City Holiday Pay)
Monday, December 28	Holiday (City Holiday Pay)
Tuesday, December 29	Closed Sundays
Wednesday, December 30	Holiday (City Holiday Pay)
Thursday, December 31	Holiday (City Holiday Pay)
Friday, January 1, 2021	Holiday (City Annual Holiday)