



MEETING AGENDA

**Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, July 26, 2017
7:00pm**

Library Board of Trustees

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

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 Meetings June 28 and July 10, 2017
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 \$4561.39, \$18,570.00 \$6853.93, and \$17,282.30

B. Library Statistics June, 2017

Recommendation to receive and file June 2017 Statistical Reports

C. Adopted budget for 2017-2108

Recommendation to receive and file the Library budget for 2017-2018 adopted by the City Council

- | | |
|---|--|
| 2. Trustee Reorganization and assignments | Trustees select new Chair and Vice Chair for 2017-2018 and assign projects |
| 3. Special Meeting for Community Input on moving the Library | Discussion on planning a special meeting of the Board to present options to the public and collect community input concerning the proposed Library & Cultural Center project |
| 4. Board Meeting in August | Recommendation that the Board go dark for the regular August meeting |
| 5. Friends' Liaison 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 |
| 7. Trustee Updates | Trustees provide reports pertaining to library service or community involvement |

***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 regular meeting on Wednesday, September 27, 2017.

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 MINUTES SPECIAL MEETING

Joint meeting of the
Library Board of Trustees
and the
Community Services Commission
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, June 28, 2017
7:00pm

Library Board of Trustees

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

Community Services Commission

Debbie Sheridan, Chair
Andy Bencosme, Vice Chair
Meredith Keith, Commissioner
Monica Moran, Commissioner
David J. Ouch, Commissioner
Tom Sullivan, Commissioner
Owen Braudrick, Youth Commissioner

CALL TO ORDER / ROLL CALL

Library Trustees Hall, King, Procter, Spears, Ziff

PLEDGE OF ALLEGIANCE

Community Service Commissioners Bencosme,
Braudrick, Keith, Moran, Ouch, Sheridan, Sullivan

Trustee Procter

APPROVAL OF AGENDA

Majority vote of the Library Board to proceed with
Board business. Unanimous.
Majority vote of the Community Services.
Commission to proceed with Commission Business.
Unanimous.

COMMUNITY INPUT

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ACTION ITEMS AND REPORTS*

- 1. Developing the existing Recreation Center as the new Sierra Madre Library and Cultural Center**

Recommendation to approve moving forward with Staff proposal to develop the existing Recreation Center into the new Sierra Madre Library and Cultural Center

Library Trustees - Ziff moved to recommend to the City Council that the City look into developing the existing Recreation Center into the new Sierra Madre Library and Cultural Center, King seconded. Unanimous.

Community Services Commission - Keith moved to recommend to the City Council that the City look into developing the existing Recreation Center into the new Sierra Madre Library and Cultural Center. Bencosme seconded. Unanimous.

Sullivan made an addendum to the motion that the City doesn't lose programming from the YMCA. Seconded. Unanimous.
- 2. Sale of existing City-owned Library and adjacent property with monies received to fund the new Sierra Madre Library and Cultural Center**

Recommendation to recommend to City Council to sell existing library and adjacent property with proceeds to fund the new Sierra Madre Library and Cultural Center

Library Trustees - Hall moved to recommend to City Council to sell existing library and adjacent property with proceeds to fund the new Sierra Madre Library and Cultural Center, Spears seconded. Unanimous.

Community Services Commission - Sullivan moved to recommend to City Council to sell existing library and adjacent property with proceeds to fund the new Sierra Madre Library and Cultural Center. Moran seconded. Unanimous.
- 3. Council Liaisons Update**

Update from Council Liaisons to Board and Commission. None.
- 4. Director's Update**

Director provided oral report concerning activities since the last Board and Commission meetings.

Large parts of an oak tree fell down at library.
- 5. Trustee and Commissioner Updates**

Trustees provided reports pertaining to library service or community involvement

Spears worked with Historical Society, went to the Lizzie's dinner. Hall went to the Friends annual dinner. King attended Lizzie's dinner, the Friends dinner, stuffed animal sleepover, and The Life and Times of A Einstein. Ziff did everything that Shannon did. Procter attended stuffed animal breakfast.

Community Services Commission met last week. Concerts and movies have begun, the July 3 & 4 events coming up soon.

***ACTION ITEMS**

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NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS

ADJOURNMENT

8:40 adjourned.

The Library Board of Trustees adjourned to their next meeting on Wednesday, July 26, 2017. Ziff moved, Hall seconded.

The Community Services Commission adjourned to their next meeting on Monday, July 17, 2017
Bencosme moved, Keith seconded.

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 MINUTES SPECIAL MEETING

Library Board of Trustees
Sierra Madre Public Library

440 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

Monday, July 10, 2017

7:00pm

Note change from regular meeting location

Library Board of Trustees

Rich Procter, Chair

Shannon King, Vice Chair

Barry Ziff, Trustee

Patricia Hall, Trustee

Rod Spears, Trustee

CALL TO ORDER / ROLL CALL

Library Trustees Hall, King, Procter, Spears, Ziff

PLEDGE OF ALLEGIANCE

Trustee Spears

APPROVAL OF AGENDA

Majority vote of the Library Board to proceed with
Board business

Moved Hall, King seconded, unanimous.

COMMUNITY INPUT

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ACTION ITEMS AND REPORTS*

1. Library facility project discussion

Discussion item

The Board listened to Community Input.

The Board discussed the Library Facility Project prior to presentation of recommendation to the City Council.

*ACTION ITEMS

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ADJOURNMENT

Ziff moved to adjourn, Spears seconded, unanimous.

The Library Board of Trustees adjourned at 7:40 pm to their next meeting on Wednesday, July 26, 2017.



City of Sierra Madre, CA

Check Register

Packet: APPKT03445 - LIB052317

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	05/23/2017	Regular	0.00	1,029.21	50139
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
002517348005	Invoice	04/04/2017	Computer Supplies		0.00	30.99
10000.90000.53103		COMPUTER SUPPLIES		Computer Supplies		30.99
027288266208	Invoice	04/09/2017	DVD, CD, Media for Library		0.00	14.13
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library		14.13
033992231428	Invoice	03/26/2017	DVD, CD, Media for Library		0.00	12.83
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library		12.83
098517870947	Invoice	03/22/2017	Computer Supplies		0.00	574.20
10000.90000.53103		COMPUTER SUPPLIES		Computer Supplies		574.20
177894357987	Invoice	04/05/2017	DVD, CD, Media for Library		0.00	9.12
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library		9.12
177895627584	Invoice	04/03/2017	DVD, CD, Media for Library		0.00	13.04
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library		13.04
203721957651	Invoice	04/06/2017	Computer Supplies		0.00	54.36
10000.90000.53103		COMPUTER SUPPLIES		Computer Supplies		54.36
209167540583	Invoice	04/08/2017	DVD, CD, Media for Library		0.00	270.76
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library		270.76
231709866183	Invoice	03/28/2017	Office Supplies		0.00	13.95
10000.90000.53100		OFFICE SUPPLIES		Office Supplies		13.95
287746790431	Invoice	03/13/2017	DVD, CD, Media for Library		0.00	19.56
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library		19.56
287747650957	Credit Memo	02/10/2017	REFUND ON ITEMS		0.00	-21.74
39006.90000.53406		BOOKS AND REFERENCE		REFUND ON ITEMS		-21.74
287755321948	Invoice	03/26/2017	DVD, CD, Media for Library		0.00	21.71
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library		21.71
295826657817	Invoice	03/21/2017	Office Supplies		0.00	16.30
10000.90000.53100		OFFICE SUPPLIES		Office Supplies		16.30
0132	BAKER & TAYLOR, INC.	05/23/2017	Regular	0.00	1,315.91	50140
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4011882420	Invoice	04/13/2017	BOOKS AND REFERENCE		0.00	350.39
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE		350.39
4011882421	Invoice	04/13/2017	Processing Fees		0.00	13.99
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po		13.99
4011883543	Invoice	04/18/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA		0.00	108.11
39006.90000.53406		BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		108.11
4011883544	Invoice	04/18/2017	Processing Fees		0.00	9.27
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po		9.27
4011890240	Invoice	04/21/2017	BOOKS AND REFERENCE		0.00	345.55
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE		345.55
4011890241	Invoice	04/21/2017	Processing Fees		0.00	14.22
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po		14.22
4011892810	Invoice	04/24/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA		0.00	260.64
39006.90000.53406		BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		260.64

Check Register

Packet: APPKT03445-LIB052317

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4011892852	Invoice	04/24/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	202.48	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		202.48	
T57559970	Invoice	04/13/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	11.26	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		11.26	
0145	BRODART	05/23/2017	Regular	0.00	174.09	50141
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
467671	Invoice	04/19/2017	Library Supplies	0.00	174.09	
10000.90000.53100		OFFICE SUPPLIES			174.09	
VEN02504	CARLOS NIETO III	05/23/2017	Regular	0.00	250.00	50142
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000211	Invoice	05/16/2017	Youth SRP Performer-Anime Your Way/Carlo...	0.00	250.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...	Youth SRP Performer - Anim...		250.00	
VEN02227	CHRISTINE SMART	05/23/2017	Regular	0.00	160.28	50143
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV020447	Invoice	04/13/2017	Supplies for Teen Program	0.00	160.28	
39006.90000.53999		OTHER PURCHASED SUPPLI...			160.28	
0598	DEMCO, INC.	05/23/2017	Regular	0.00	311.12	50144
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6115831	Invoice	04/20/2017	Library Supplies	0.00	311.12	
10000.90000.53100		OFFICE SUPPLIES			311.12	
1488	FEDEX OFFICE	05/23/2017	Regular	0.00	97.74	50145
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV020445	Invoice	04/03/2017	Library Printing/Posters	0.00	97.74	
39006.90000.53999		OTHER PURCHASED SUPPLI...			97.74	
VEN02966	KRES MERISKY	05/23/2017	Regular	0.00	350.00	50146
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
02062018	Invoice	05/15/2017	Library Program Entertainer	0.00	350.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...			350.00	
0314	OCLC, INC.	05/23/2017	Regular	0.00	445.33	50147
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000522469	Invoice	03/31/2017	2016-2017- OCLC & Baker & Taylor Subscript...	0.00	445.33	
10000.90000.52200		CONTRACT SERVICES			445.33	
0786	OFFICE DEPOT, INC	05/23/2017	Regular	0.00	107.71	50148
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
921788541001	Invoice	04/19/2017	Office Supplies	0.00	19.99	
10000.90000.53100		OFFICE SUPPLIES			19.99	
921790612001	Invoice	04/19/2017	Office Supplies	0.00	87.72	
10000.90000.53100		OFFICE SUPPLIES			87.72	
VEN02150	SOCIETY OF AMERICAN ARCHIVISTS	05/23/2017	Regular	0.00	320.00	50149

Check Register

Packet: APPKT03445-LIB052317

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	
PRO-0256988	Invoice	04/05/2017	Society of American Archivists - Membership	0.00	320.00	
10000.90000.53409		MEMBERSHIP/DUES/SUBS...		Society of American Archivis...	320.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	32	11	0.00	4,561.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	32	11	0.00	4,561.39

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	5/2017	4,561.39
			4,561.39

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT03471 - LIB061317

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
VEN02711	AMERICAS PRINTER	06/13/2017	Regular	0.00	2,336.41	50335
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1111378	Invoice	05/05/2017	Various Printing	0.00	713.50	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Various Printing	713.50	
1111379	Invoice	04/24/2017	Bookmark Contest - Printing	0.00	275.95	
39002.90000.53102		PRINTING & DUPLICATION		Bookmark Contest - Printing	275.95	
1113223	Invoice	05/19/2017	Various Printing	0.00	961.33	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Various Printing	961.33	
1113610	Invoice	05/25/2017	Various Printing	0.00	385.63	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Various Printing	385.63	
VEN02981	AUDREY RAHAM	06/13/2017	Regular	0.00	23.00	50336
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV020520	Invoice	02/21/2017	Refund for returned library materials	0.00	23.00	
10000.00000.44001		LIBRARY FINES & FEES		Refund for returned library ...	23.00	
0132	BAKER & TAYLOR, INC.	06/13/2017	Regular	0.00	9,859.87	50337
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
40111915941	Invoice	05/19/2017	Processing Fees	0.00	21.79	
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po	21.79	
4011893181	Invoice	04/26/2017	BOOKS AND REFERENCE	0.00	359.06	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE	359.06	
4011893182	Invoice	04/26/2017	Processing Fees	0.00	16.51	
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po	16.51	
4011894628	Invoice	04/28/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	112.26	
39006.90000.53406		BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..	112.26	
4011894629	Invoice	04/28/2017	Processing Fees	0.00	17.89	
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po	17.89	
4011898424	Invoice	05/02/2017	BOOKS AND REFERENCE	0.00	1,139.19	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE	1,139.19	
4011898425	Invoice	05/02/2017	Processing Fees	0.00	55.43	
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po	55.43	
4011899716	Invoice	05/08/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	186.64	
39006.90000.53406		BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..	186.64	
4011899717	Invoice	05/08/2017	Processing Fees	0.00	33.14	
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po	33.14	
4011899718	Invoice	05/01/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	155.76	
39006.90000.53406		BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..	155.76	
4011899815	Invoice	05/03/2017	BOOKS AND REFERENCE	0.00	1,207.40	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE	1,207.40	
4011899816	Invoice	05/03/2017	Processing Fees	0.00	50.99	
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po	50.99	
4011901413	Invoice	05/03/2017	BOOKS AND REFERENCE	0.00	462.86	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS AND REFERENCE	462.86	
4011901414	Invoice	05/03/2017	Processing Fees	0.00	18.08	

Check Register

Packet: APPKT03471-LIB061317

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po	18.08		
4011905710	Invoice	05/10/2017	BOOKS AND REFERENCE	0.00	1,160.74	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE	1,160.74		
4011905711	Invoice	05/10/2017	Processing Fees	0.00	32.40	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po	32.40		
4011909043	Invoice	05/10/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	37.07	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..	37.07		
4011912042	Invoice	05/19/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	456.59	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..	456.59		
4011912043	Invoice	05/19/2017	Processing Fees	0.00	85.57	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po	85.57		
4011912163	Invoice	05/16/2017	BOOKS AND REFERENCE	0.00	2,356.20	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE	2,356.20		
4011912164	Invoice	05/16/2017	Processing Fees	0.00	117.23	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po	117.23		
4011913445	Invoice	05/16/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	51.76	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..	51.76		
4011913665	Invoice	05/18/2017	BOOKS AND REFERENCE	0.00	542.68	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE	542.68		
4011913666	Invoice	05/18/2017	Processing Fees	0.00	20.62	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po	20.62		
4011915621	Invoice	05/18/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	418.66	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..	418.66		
4011915940	Invoice	05/19/2017	BOOKS AND REFERENCE	0.00	386.59	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE	386.59		
T58135440	Invoice	04/27/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	41.01	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..	41.01		
T58135450	Invoice	04/27/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	136.93	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..	136.93		
T58194750	Invoice	04/29/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	21.18	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..	21.18		
T58194751	Invoice	04/29/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	28.13	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..	28.13		
T59036650	Invoice	05/18/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	129.51	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..	129.51		
1688	BAYSCAN TECHNOLOGIES	06/13/2017	Regular	0.00	115.30	50338
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
52533	Invoice	05/11/2017	Library Supplies	0.00	115.30	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	115.30	
VEN02087	BUBBLEMANIA AND COMPANY	06/13/2017	Regular	0.00	250.00	50339
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
00011606	Invoice	03/27/2017	Youth SRP Performer - Bubblemania	0.00	250.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Youth SRP Performer - Bubb...	250.00	
VEN02802	CHINASPROUT INC	06/13/2017	Regular	0.00	375.10	50340
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2017-204	Invoice	03/09/2017	Mandarin Books For Youth	0.00	375.10	
10000.90000.53406		BOOKS AND REFERENCE		Mandarin Books For Youth	375.10	
0598	DEMCO, INC.	06/13/2017	Regular	0.00	623.14	50341

Check Register

Packet: APPKT03471-LIB061317

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	
6132378	Invoice	05/11/2017	Library Supplies	0.00	623.14	
10000.90000.53100		OFFICE SUPPLIES		Library Supplies	623.14	
1625	FINDAWAY WORLD LLC.	06/13/2017	Regular	0.00	1,419.09	50342
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
218386	Invoice	05/24/2017	Findaway - Playaway	0.00	1,419.09	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Findaway - Playaway	1,419.09	
VEN02970	JENNIFER GUZMAN	06/13/2017	Regular	0.00	31.50	50343
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV020506	Invoice	05/04/2017	Refund for returned materials	0.00	31.50	
10000.00000.44001		LIBRARY FINES & FEES		Refund to Library Patron for ...	31.50	
VEN01712	Jill Schofield	06/13/2017	Regular	0.00	93.29	50344
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV020525	Invoice	03/24/2017	Library Program Supplies	0.00	15.58	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Library Program Supplies	15.58	
INV020526	Invoice	04/18/2017	Library Program Supplies	0.00	11.65	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Library Program Supplies	11.65	
INV020527	Invoice	04/11/2017	Library Program Supplies	0.00	16.09	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Library Program Supplies	16.09	
INV020528	Invoice	04/12/2017	Library Program Supplies	0.00	22.78	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Library Program Supplies	22.78	
INV020529	Invoice	04/08/2017	Library Program Supplies	0.00	27.19	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Library Program Supplies	27.19	
0314	OCLC, INC.	06/13/2017	Regular	0.00	445.33	50345
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000527932	Invoice	04/30/2017	2016-2017- OCLC & Baker & Taylor Subscript...	0.00	445.33	
10000.90000.52200		CONTRACT SERVICES		2016-2017- OCLC & Baker &...	445.33	
VEN01043	OVERDRIVE INC	06/13/2017	Regular	0.00	2,997.97	50346
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1148-124139243-...	Invoice	05/23/2017	eBooks (2016-17)	0.00	1,053.89	
39006.90000.53406		BOOKS AND REFERENCE		eBooks	1,053.89	
1148-132808430-...	Invoice	05/23/2017	eBooks (2016-17)	0.00	242.83	
39006.90000.53406		BOOKS AND REFERENCE		eBooks	242.83	
1148-145404760-...	Invoice	05/02/2017	eBooks (2016-17)	0.00	819.84	
39006.90000.53406		BOOKS AND REFERENCE		eBooks	819.84	
1148-171916527-...	Invoice	05/25/2017	eBooks (2016-17)	0.00	881.41	

Check Register

Packet: APPKT03471-LIB061317

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53406		BOOKS AND REFERENCE	eBooks		881.41	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	52	12	0.00	18,570.00
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
	52	12	0.00	18,570.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2017	18,570.00
			18,570.00

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT03486 - LIB 062717

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	06/27/2017	Regular	0.00	384.06	50461
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
006292588089	Invoice	05/04/2017	Office Supplies		65.22	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	65.22	
006803437062	Invoice	05/01/2017	Books and Reference		27.28	
10000.90000.53406		BOOKS AND REFERENCE		Books and Reference	27.28	
032043106410	Invoice	05/01/2017	Books and Reference		6.52	
10000.90000.53406		BOOKS AND REFERENCE		Books and Reference	6.52	
033997784663	Invoice	04/23/2017	DVD, CD, Media for Library		16.27	
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library	16.27	
060388096334	Invoice	05/05/2017	Office Supplies		13.44	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	13.44	
078993870728	Invoice	05/01/2017	Books and Reference		36.30	
10000.90000.53406		BOOKS AND REFERENCE		Books and Reference	36.30	
079047244897	Invoice	05/01/2017	Books and Reference		6.45	
10000.90000.53406		BOOKS AND REFERENCE		Books and Reference	6.45	
119711060454	Invoice	05/01/2017	Books and Reference		29.75	
10000.90000.53406		BOOKS AND REFERENCE		Books and Reference	29.75	
140885227376	Invoice	05/01/2017	Books and Reference		16.36	
10000.90000.53406		BOOKS AND REFERENCE		Books and Reference	16.36	
209161920252	Invoice	05/01/2017	DVD, CD, Media for Library		19.53	
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library	19.53	
209162722335	Invoice	04/23/2017	DVD, CD, Media for Library		20.21	
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library	20.21	
209163138690	Invoice	04/15/2017	DVD, CD, Media for Library		19.56	
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library	19.56	
209166680239	Invoice	04/28/2017	DVD, CD, Media for Library		19.53	
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library	19.53	
209167776543	Invoice	04/08/2017	DVD, CD, Media for Library		16.30	
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library	16.30	
209168427136	Invoice	04/12/2017	DVD, CD, Media for Library		16.64	
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library	16.64	
209168923254	Invoice	05/08/2017	DVD, CD, Media for Library		32.00	
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library	32.00	
255898033000	Invoice	04/18/2017	Office Supplies		6.43	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	6.43	
287746888744	Invoice	04/09/2017	DVD, CD, Media for Library		16.27	
39006.90000.53406		BOOKS AND REFERENCE		DVD, CD, Media for Library	16.27	
0132	BAKER & TAYLOR, INC.	06/27/2017	Regular	0.00	2,871.13	50462
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4011909108	Invoice	05/17/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA		44.25	
39006.90000.53406		BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..	44.25	
4011909109	Invoice	05/17/2017	Processing Fees		4.68	
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po	4.68	

Check Register

Packet: APPKT03486-LIB 062717

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4011919854	Invoice	05/25/2017	BOOKS AND REFERENCE	0.00	686.10	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		686.10	
4011919855	Invoice	05/25/2017	Processing Fees	0.00	32.27	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po		32.27	
4011920975	Invoice	05/26/2017	BOOKS AND REFERENCE	0.00	478.34	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		478.34	
4011920976	Invoice	05/26/2017	Processing Fees	0.00	26.63	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po		26.63	
4011921260	Invoice	05/26/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	166.33	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		166.33	
4011921261	Invoice	05/26/2017	Processing Fees	0.00	26.93	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po		26.93	
4011922968	Invoice	05/31/2017	BOOKS AND REFERENCE	0.00	828.20	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		828.20	
4011922969	Invoice	05/31/2017	Processing Fees	0.00	35.31	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po		35.31	
4011924975	Invoice	05/30/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	141.71	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		141.71	
4011925804	Invoice	05/30/2017	BOOKS AND REFERENCE	0.00	323.73	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		323.73	
4011925846	Invoice	05/30/2017	BOOKS AND REFERENCE	0.00	49.30	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		49.30	
T58260652	Invoice	05/01/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	9.64	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		9.64	
T59036640	Invoice	05/18/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	9.64	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		9.64	
T59200670	Invoice	05/23/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	8.07	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		8.07	
1123	COMPRISE TECHNOLOGIES, INC.	06/27/2017	Regular	0.00	2,319.00	50463
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV020610	Invoice	05/02/2017	Smart Access Manager (SAM) Renewal- 6/4...	0.00	2,319.00	
10000.90000.52200		CONTRACT SERVICES	Smart Access Manager (SAM...		2,319.00	
VEN02001	ELLEN'S SILKSCREENING	06/27/2017	Regular	0.00	575.83	50464
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
63522	Invoice	05/31/2017	SUMMER READING PRIZES	0.00	575.83	
39006.90000.53999		OTHER PURCHASED SUPPLI...	SUMMER READING PRIZES		575.83	
VEN02207	JanWay Company USA, Inc.	06/27/2017	Regular	0.00	223.00	50465
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
125834	Invoice	05/22/2017	Library Magnets	0.00	223.00	
10000.90000.53100		OFFICE SUPPLIES	Library Magnets		223.00	
0786	OFFICE DEPOT, INC	06/27/2017	Regular	0.00	223.72	50466
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
929075043001	Invoice	05/18/2017	Office Supplies	0.00	214.50	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		214.50	
929075171001	Invoice	05/18/2017	Office Supplies	0.00	6.84	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		6.84	
929088670001	Invoice	05/17/2017	Office Supplies	0.00	2.38	

Check Register

Packet: APPKT03486-LIB 062717

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		2.38	
0325	PASADENA STAR NEWS	06/27/2017	Regular	0.00	257.19	50467
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
900077484-INV02... Invoice		05/18/2017	Pasadena Star News - Periodical Subscription	0.00	257.19	
10000.90000.53501		PERIODICALS		Pasadena Star News - Period...	257.19	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	41	7	0.00	6,853.93
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
	41	7	0.00	6,853.93

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2017	6,853.93
			<u>6,853.93</u>

Chair

Trustee

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Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT03511 - LIB071117(1617)

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	07/11/2017	Regular	0.00	1,219.10	50548
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
001802479169	Invoice	05/18/2017	COMPUTER SUPPLIES		193.20	
39006.90000.53406		BOOKS AND REFERENCE		COMPUTER SUPPLIES	193.20	
099716283398	Invoice	05/27/2018	LIBRARY SUPPLIES		95.59	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	95.59	
099716657799	Invoice	05/27/2017	LIBRARY SUPPLIES		275.03	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	275.03	
10000.90000.531...	Invoice	05/21/2017	COMPUTER SUPPLIES		29.99	
10000.90000.53103		COMPUTER SUPPLIES		COMPUTER SUPPLIES	29.99	
147420391510	Invoice	05/27/2017	LIBRARY SUPPLIES		283.10	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	283.10	
147421689030	Invoice	05/28/2017	LIBRARY SUPPLIES		16.63	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	16.63	
147422537317	Invoice	05/27/2017	LIBRARY SUPPLIES		19.53	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	19.53	
147423450169	Invoice	06/05/2017	LIBRARY SUPPLIES		16.27	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	16.27	
147424222492	Invoice	06/05/2017	LIBRARY SUPPLIES		32.58	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	32.58	
147426257897	Credit Memo	06/03/2017	RETURN ON DVD		-16.27	
39006.90000.53406		BOOKS AND REFERENCE		RETURN ON DVD	-16.27	
163527284511	Invoice	05/17/2017	COMPUTER SUPPLIES		4.99	
10000.90000.53103		COMPUTER SUPPLIES		COMPUTER SUPPLIES	4.99	
209160870272	Credit Memo	04/19/2017	REFUND		-3.48	
39006.90000.53406		BOOKS AND REFERENCE		REFUND	-3.48	
209163040016	Invoice	05/28/2017	LIBRARY SUPPLIES		21.73	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	21.73	
209167924866	Invoice	06/05/2017	LIBRARY SUPPLIES		8.82	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	8.82	
230155795404	Invoice	06/04/2017	LEARNING SUPPLIES		21.73	
39006.90000.53406		BOOKS AND REFERENCE		LEARNING SUPPLIES	21.73	
230157156496	Invoice	05/27/2017	LIBRARY SUPPLIES		117.71	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	117.71	
230157648287	Invoice	05/27/2017	LIBRARY SUPPLIES		107.40	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	107.40	
CM0000329	Credit Memo	05/27/2017	Credit for DVD item		-5.45	
39006.90000.53406		BOOKS AND REFERENCE		Credit for DVD item	-5.45	
0132	BAKER & TAYLOR, INC.	07/11/2017	Regular	0.00	2,824.05	50549
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4011876330	Invoice	04/04/2017	Gift & Memorial - Books and Reference		5.26	
39002.90000.53406		BOOKS AND REFERENCE		Gift & Memorial - Books and...	5.26	
4011885462	Invoice	04/13/2017	Processing Fees		4.57	
10000.90000.52200		CONTRACT SERVICES		Processing Fees - Blanket Po	4.57	

Check Register

Packet: APPKT03511-LIB071117(1617)

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4011885464	Invoice	04/13/2017	Processing Fees	0.00	13.40	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po		13.40	
4011886060	Invoice	04/14/2017	Gift & Memorial - Books and Reference	0.00	14.92	
39002.90000.53406		BOOKS AND REFERENCE	Gift & Memorial - Books and...		14.92	
4011894520	Invoice	04/25/2017	Gift & Memorial - Books and Reference	0.00	21.72	
39002.90000.53406		BOOKS AND REFERENCE	Gift & Memorial - Books and...		21.72	
4011915676	Invoice	05/18/2017	Gift & Memorial - Books and Reference	0.00	45.36	
39002.90000.53406		BOOKS AND REFERENCE	Gift & Memorial - Books and...		45.36	
4011922839	Invoice	05/26/2017	BOOKS AND REFERENCE	0.00	378.52	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		378.52	
4011925820	Invoice	05/30/2017	Gift & Memorial - Books and Reference	0.00	51.35	
39002.90000.53406		BOOKS AND REFERENCE	Gift & Memorial - Books and...		51.35	
4011926499	Invoice	06/06/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	328.72	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		328.72	
4011926500	Invoice	06/06/2017	Processing Fees	0.00	50.15	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po		50.15	
4011926784	Invoice	06/02/2017	BOOKS AND REFERENCE	0.00	566.38	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		566.38	
4011926785	Invoice	06/02/2017	Processing Fees	0.00	21.37	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po		21.37	
4011933597	Invoice	06/09/2017	BOOKS AND REFERENCE	0.00	525.62	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		525.62	
4011933598	Invoice	06/09/2017	Processing Fees	0.00	20.39	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po		20.39	
4011936122	Invoice	06/09/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	136.01	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		136.01	
4011938868	Invoice	06/13/2017	BOOKS AND REFERENCE	0.00	65.61	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		65.61	
4011938931	Invoice	06/19/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	98.18	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		98.18	
4011938932	Invoice	06/19/2017	Processing Fees	0.00	17.89	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po		17.89	
4011941055	Invoice	06/16/2017	BOOKS AND REFERENCE	0.00	238.12	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS AND REFERENCE		238.12	
4011941056	Invoice	06/16/2017	Processing Fees	0.00	10.76	
10000.90000.52200		CONTRACT SERVICES	Processing Fees - Blanket Po		10.76	
B52366280	Invoice	06/07/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	8.14	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		8.14	
T348158CM	Credit Memo	05/22/2017	REFUNDS ON CD ITEMS	0.00	-28.13	
39006.90000.53406		BOOKS AND REFERENCE	REFUNDS ON CD ITEMS		-28.13	
T59503600	Invoice	05/30/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	63.11	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		63.11	
T59503601	Invoice	05/30/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	122.23	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		122.23	
T59503640	Invoice	05/30/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	8.14	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		8.14	
T59849720	Invoice	06/07/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	17.69	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		17.69	
T59935280	Invoice	06/09/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	5.70	
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		5.70	
T60071050	Invoice	06/13/2017	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	12.87	

Check Register

Packet: APPKT03511-LIB071117(1617)

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
39006.90000.53406		BOOKS AND REFERENCE	DVDs, CDs, LP, AUDIOBOOKS..		12.87	
1379	CALIFA GROUP	07/11/2017	Regular	0.00	2,044.46	50550
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9544	Invoice	06/19/2017	EBSCO NOVELIST K8 AND PLUS	0.00	2,044.46	
39006.90000.53406		BOOKS AND REFERENCE	EBSCO NOVELIST K8 AND PL...		2,044.46	
1488	FEDEX OFFICE	07/11/2017	Regular	0.00	195.49	50551
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
370100018951	Invoice	05/10/2017	Library Printing/Posters	0.00	195.49	
39006.90000.53999		OTHER PURCHASED SUPPLI...	Library Printing/Posters		195.49	
0218	GAYLORD BROTHERS	07/11/2017	Regular	0.00	153.76	50552
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV020702	Invoice	06/06/2017	SUPPLIES	0.00	153.76	
39007.90000.53999		OTHER PURCHASED SUPPLI...	SUPPLIES		153.76	
VEN02967	KAESER & BLAIR INC	07/11/2017	Regular	0.00	5,228.76	50553
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
70516284	Invoice	06/20/2017	MT WILSON TRAIL RACE SOUVENIR	0.00	5,228.76	
10000.70000.53999		OTHER PURCHASED SUPPLI...	MT WILSON TRAIL RACE SO...		2,614.38	
39006.90000.53999		OTHER PURCHASED SUPPLI...	MT WILSON TRAIL RACE SO...		2,614.38	
0314	OCLC, INC.	07/11/2017	Regular	0.00	445.33	50554
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000533416	Invoice	05/31/2017	CATALOGING	0.00	445.33	
10000.90000.52200		CONTRACT SERVICES	CATALOGING		445.33	
VEN01733	ORIENTAL TRADING CO	07/11/2017	Regular	0.00	543.35	50555
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
684053164-01	Invoice	05/31/2017	Summer Youth Programming/Supplies	0.00	345.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...	Summer Youth Programmin...		345.00	
684053164-01A	Invoice	05/31/2017	SUPPLIES	0.00	198.35	
39006.90000.53999		OTHER PURCHASED SUPPLI...	SUPPLIES		198.35	
1817	SOUTHERN CALIFORNIA LIBRARY COO	07/11/2017	Regular	0.00	4,578.00	50556
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
40-8679	Invoice	06/27/2017	SCLC & CALIFA CONSORTIUM MEMBRSHIP	0.00	4,578.00	
10000.90000.53409		MEMBERSHIP/DUES/SUBS...	SCLC & CALIFA CONSORTIU...		4,578.00	
0904	VROMAN'S	07/11/2017	Regular	0.00	50.00	50557

Check Register

Packet: APPKT03511-LIB071117(1617)

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	
035638	Invoice	05/04/2017	Adult Reading Challenge - Prizes	0.00	50.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Adult Reading Challenge - Pr...	50.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	55	10	0.00	17,282.30
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
	55	10	0.00	17,282.30

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2017	17,282.30
			<u>17,282.30</u>

Chair

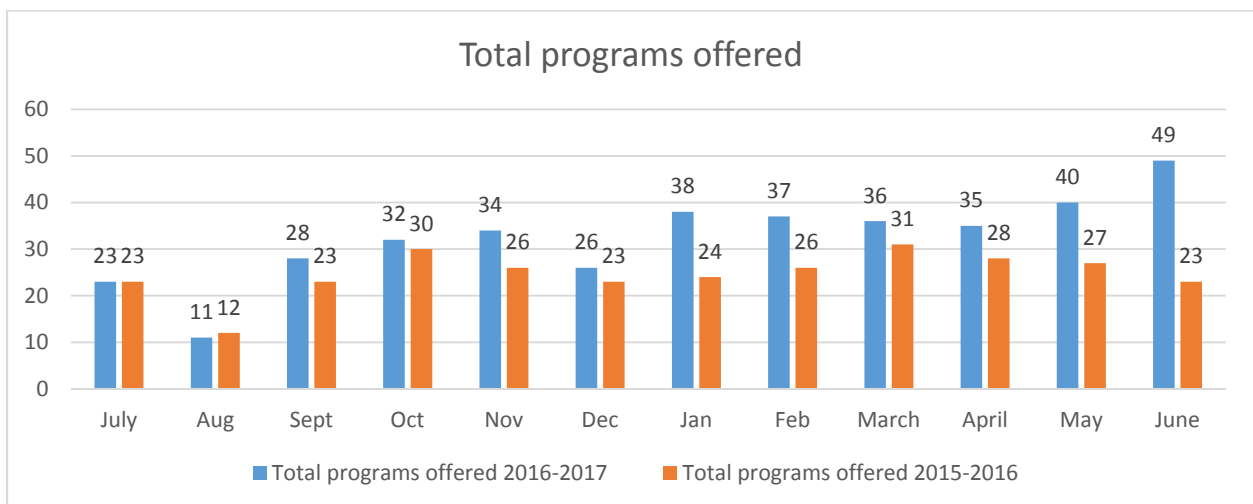
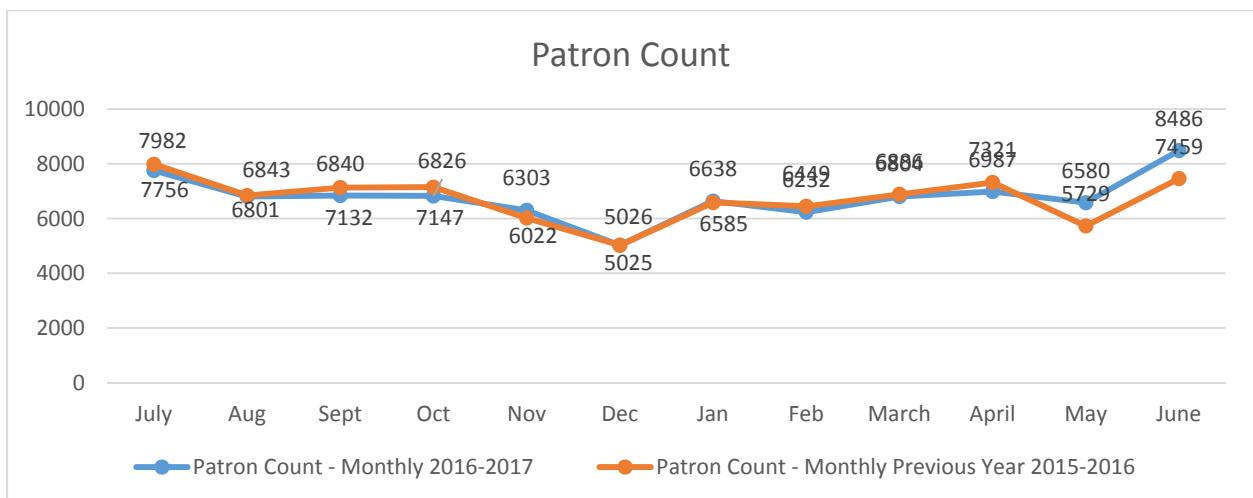
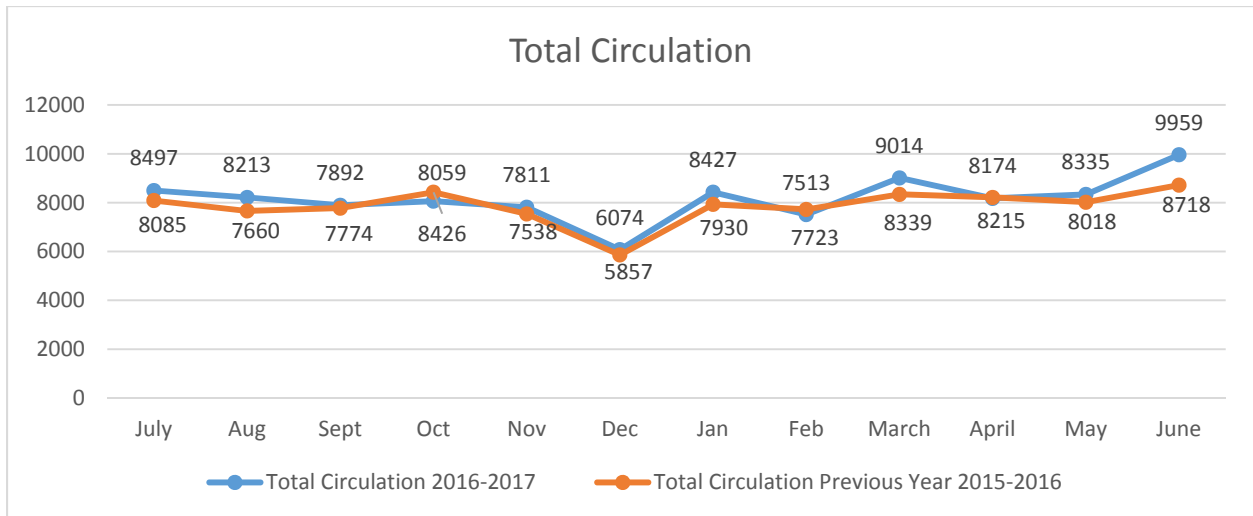
Trustee

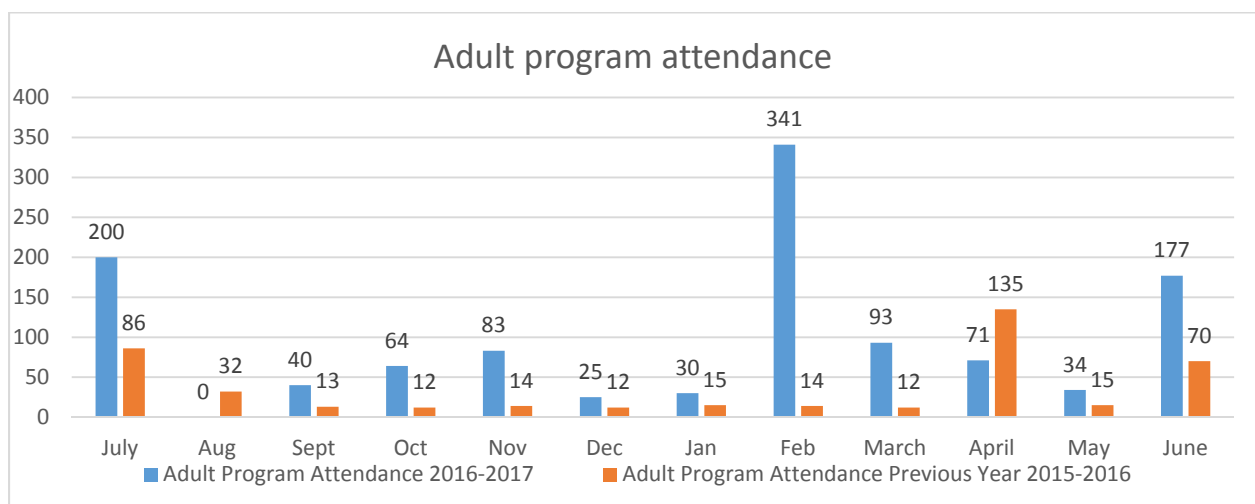
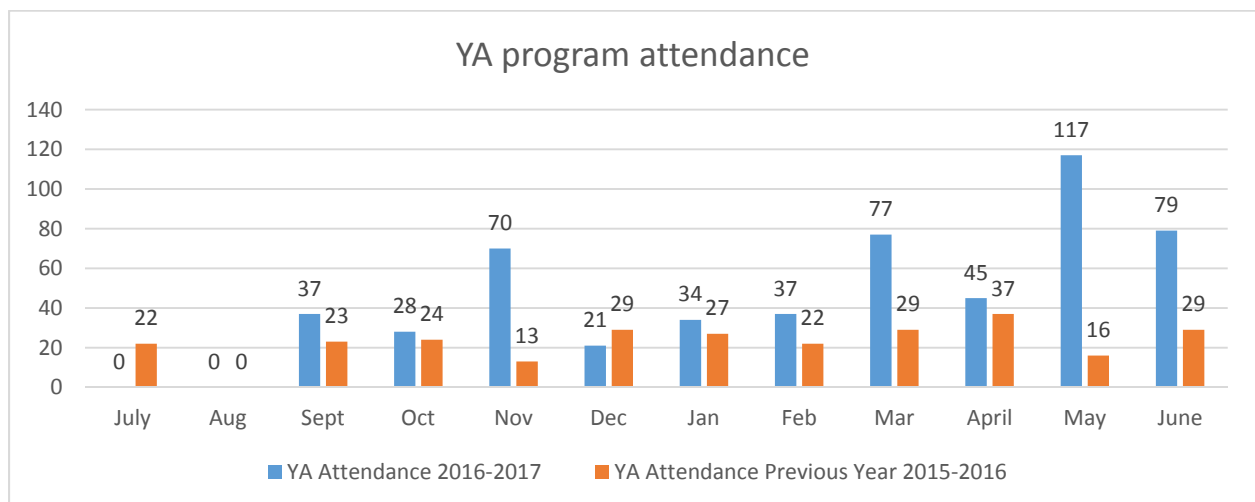
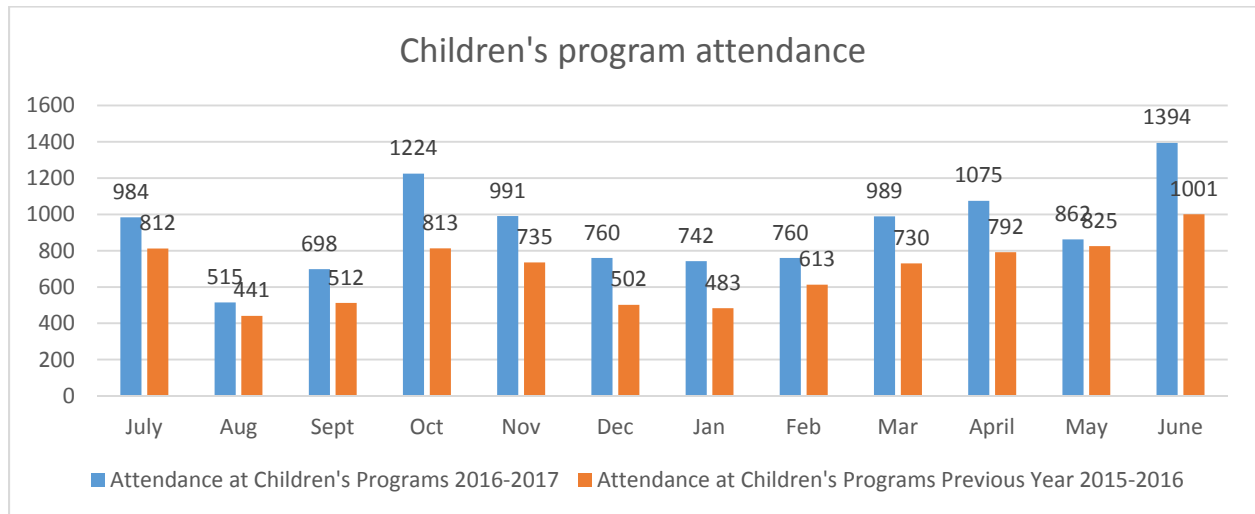
Trustee

Trustee

Trustee

June 2017 Library Statistics







Account Number	Account Name	2017-2018 ADOPTED BUDGET
Fund: 10000 - GENERAL FUND		
Expense		
Program: 90000 - PUBLIC LIBRARY		
ObjectCat: 51 - PERSONNEL SERVICES		
10000.90000.51110	SALARIES - FULL-TIME	367,400.00
10000.90000.51120	WAGES PART-TIME	154,700.00
10000.90000.51202	PERS - EMPLOYER	41,500.00
10000.90000.51204	TERM LIFE INSURANCE	800.00
10000.90000.51206	DEFERRED COMP	2,000.00
10000.90000.51300	HEALTH INSURANCE	55,100.00
10000.90000.51303	DISABILITY INSURANCE	1,400.00
10000.90000.51304	WORKERS COMP. INSURANCE	51,000.00
10000.90000.51400	MEDICARE - EMPLOYER PORTION	8,900.00
10000.90000.51402	STATE UNEMPLOYMENT INS.	4,800.00
Total ObjectCat: 51 - PERSONNEL SERVICES:		687,600.00
ObjectCat: 52 - PURCHASED SERVICES		
10000.90000.52200	CONTRACT SERVICES	30,900.00
10000.90000.52205	EMPLOYEE TRAINING	1,200.00
Total ObjectCat: 52 - PURCHASED SERVICES:		32,100.00
ObjectCat: 53 - PURCHASED MATERIALS		
10000.90000.53100	OFFICE SUPPLIES	8,500.00
10000.90000.53102	PRINTING & DUPLICATION	1,000.00
10000.90000.53103	COMPUTER SUPPLIES	1,500.00
10000.90000.53402	CONFERENCE & MEETING	2,500.00
10000.90000.53406	BOOKS AND REFERENCE	48,000.00
10000.90000.53409	MEMBERSHIP/DUES/SUBSCRIPTION	3,000.00
10000.90000.53501	PERIODICALS	7,100.00
10000.90000.53801	COMPUTER HARDWARE -NONCAPITALIZED	1,500.00
10000.90000.53999	OTHER PURCHASED SUPPLIES	4,500.00
Total ObjectCat: 53 - PURCHASED MATERIALS:		77,600.00
Total Program: 90000 - PUBLIC LIBRARY:		797,300.00
Total Expense:		797,300.00
Total Fund: 10000 - GENERAL FUND:		797,300.00
Fund: 39002 - LIBRARY - GIFT AND MEMORIAL		
Expense		
Program: 90000 - PUBLIC LIBRARY		
ObjectCat: 52 - PURCHASED SERVICES		
39002.90000.52200	CONTRACT SERVICES	23,000.00
Total ObjectCat: 52 - PURCHASED SERVICES:		23,000.00
ObjectCat: 53 - PURCHASED MATERIALS		
39002.90000.53406	BOOKS AND REFERENCE	5,000.00
39002.90000.53801	COMPUTER HARDWARE -NONCAPITALIZED	19,500.00
39002.90000.53999	OTHER PURCHASED SUPPLIES	5,200.00
Total ObjectCat: 53 - PURCHASED MATERIALS:		29,700.00

Budget Listing

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Account Number	Account Name	2017-2018 ADOPTED BUDGET
ObjectCat: 56 - CAPITAL OUTLAY		
39002.90000.56012	COMPUTER SOFTWARE/DATABASES	14,000.00
Total ObjectCat: 56 - CAPITAL OUTLAY:		14,000.00
Total Program: 90000 - PUBLIC LIBRARY:		66,700.00
Total Expense:		66,700.00
Total Fund: 39002 - LIBRARY - GIFT AND MEMORIAL:		66,700.00
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND		
Expense		
Program: 90000 - PUBLIC LIBRARY		
ObjectCat: 53 - PURCHASED MATERIALS		
39006.90000.53406	BOOKS AND REFERENCE	35,000.00
39006.90000.53999	OTHER PURCHASED SUPPLIES	20,000.00
Total ObjectCat: 53 - PURCHASED MATERIALS:		55,000.00
ObjectCat: 56 - CAPITAL OUTLAY		
39006.90000.56002	BUILDING AND BLDG IMPROVEMTS	100,000.00
Total ObjectCat: 56 - CAPITAL OUTLAY:		100,000.00
Total Program: 90000 - PUBLIC LIBRARY:		155,000.00
Total Expense:		155,000.00
Total Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND:		155,000.00
Report Total:		1,019,000.00



City of Sierra Madre Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Jill Schofield, Acting Library Services Manager

DATE: 7/26/2017

SUBJECT: Item 2: Library Committee and Project Appointments

SUMMARY

Since March of 2013, Board members have served as project committee members to several annual library events as well as serving as liaisons to agencies that partner with the Library.

ANALYSIS

Brief overview of project or partner organizations:

The Friends provide a \$55,000 donation to the library annually and it is important to support their meetings and fundraisers.

The Sommer Scholarship meets several times annually and awards funds from the Sommer Scholarship Fund to staff who are pursuing their Library education. Funding through donations.

The Sierra Madre Historical Preservation Society (SMHPS) and the Library jointly own the archive collection through an MOU, and they financially support the library with donations. According to the MOU, a twice yearly update of the collection needs to be presented to the organization.

Read Campaign selects a local resident who promotes reading by advertising their favorite book on a poster. Funding from Friends program budget.

One Book One City selects an author and or theme to encourage all residents to read and talk about one book. A series of events are held and funding is solicited through philanthropic groups.

Art/ Essay/Bookmark Contest invites children in grades K-8 to write or create artwork that fosters their interest in the Library and Sierra Madre. Funding is solicited through philanthropic groups.

Library Open House is held during National Library Week to promote community awareness of library programs and services. Funding is requested from the Friends.

TRUSTEE COMMITTEE OR SPECIAL EVENT	Frequency	When	Program Cost	Approx time commitment	Date program began
Friends Liaison	monthly	3rd Wed.		3 hrs./mtg.	1953
Sommer Scholarship	meet 3x	Fall	Sommer Scholarship	8 hrs.	1991
SMHPS	twice yearly	3rd Thurs.		2 hrs./mtg.	1999
Read Campaign	meet 3x	TBD	\$750-\$825	50 hrs.	2010
One Book One City	meet 4x	Spring	\$1500- \$3,000	80 hrs.	2007
Art/Essay Contest	meet 4x	Spring	\$650-\$750	40 hrs.	2013
Lib Open House	once	April	\$1,000	50 hrs.	October 2014

FINANCIAL REVIEW

No cost

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

Appoint Board members to committees and as liaisons to partner organizations.