



Sierra Madre Public
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AGENDA

LIBRARY BOARD OF TRUSTEES MEETING
Wednesday, February 26, 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

Patricia Hall

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 January 22 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 \$4,664.28, \$3,586.52, and \$802.26.
- 2. Library Statistics** - Recommendation to receive and file November and December 2019 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Robert A Day Fund

Patricia Hall to present proposal for a Robert A Day Endowment Fund.

2. March Library Board of Trustee Meeting

City Librarian Smart to discuss the cancellation or date change of the March Meeting.

3. Donation Policy

City Librarian to bring forward the draft-in-progress of the Donation Policy for review and discussion by the Board.

4. National Library Week

City Librarian to discuss plans for National Library Week.

5. 2020-2021 Proposed Fee Schedule Changes

City Librarian to bring discuss proposed fee changes for the 2020-21 fiscal year.

6. Friend's Liaison Report

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

7. 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

8. City Librarian Report

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

9. 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 a special meeting in March TBD and their next regular meeting on April 22, 2020 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
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MINUTES

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 were present

OTHERS PRESENT

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

PLEDGE OF ALLEGIANCE

Shannon King

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Majority of the Board voted to approve the minutes from December 5th Special meeting. Trustee Procter moved to approve, Trustee King seconded.

COMMUNITY INPUT

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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** - November and December 2019 Statistical Reports were received and filed.

ACTION ITEMS AND REPORTS

1. 2020 Holiday Schedule

Trustee Procter moved to approve the 2020 holiday schedule. Trustee Hall seconded. All approved.

2. Sommer Scholarship Awards

The Sommer Scholarship awarded Julie Imahara and Doreen Thomas monies to fund their pursuit of Library School. Their requests were granted in full.

3. Donation Policy

City Librarian Smart asked that two members of the Board of Trustees assist with work on revising the Library's Donation Policy, Trustee Chair Ziff and Trustee Hall volunteered.

4. Friend's Liaison Report

Liaison McGuire reported that the Friends of the Library love the new and innovative programs, and discussed the logistics of the book sale if the Library were offsite.

5. Library Foundation Report

Library Foundation and Library Board of Trustees Liaison provides an update on the Library Foundation. A committee has formed to gather signatures and the Library Foundation will be working to assist with the collection of signatures for the citizens' initiative for a new Library Building.

6. City Librarian Report

City Librarian discussed the grants that the Library is working towards, that the OBOC event was 100% sold out after less than a week, and asked that trustees attend the state of the city as well as next week's council meeting. Barry and Shannon will both be leaving the Library Board of Trustees this summer, and we need to start thinking about whom we should be asking to replace them.

7. Trustee Updates

All of the trustees have attended the Friends Holiday Party, as well as several meetings with the Library Foundation, SMHPS, and a variety of library events.

ADJOURNMENT

Meeting was adjourned at 8:17 pm



Check Approval Register

Packet: APPKT04989 - LIB 02/25/20

Check Date: 02/19/2020

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				802.26
APBWEST	Check	443759333865	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	38.30
		447735756958	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	573.51
		456486349657	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	11.24
		486883566867	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	16.62
		599668787966	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	8.75
		847669958388	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	54.95
		853686369649	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	8.54
		868898494756	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	38.27
		948958534957	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	52.08
Report Total:					802.26



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.53100	573.51
	10000.90000.53406	63.32
	Fund 10000 Total:	636.83
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	54.89
	39006.90000.53999	110.54
	Fund 39006 Total:	165.43
	Report Total:	802.26

Chair

Trustee

Trustee

Trustee



Packet: APPKT04976 - LIB 02/11/20
 Vendor Set: 01 - Vendor Set 01

Check Date: 02/05/2020

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>0132</u>	BAKER & TAYLOR, INC.				3,119.57
APBWEST	Check	5015915483	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	275.52
		5015915484	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	11.47
		5015919812	LIB SUPPLIES	39006.90000.53999	63.47
		5015930573	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	279.71
		5015930574	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	14.46
		5015930860	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	18.22
		5015930861	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.50
		5015946934	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	1,318.47
		5015946935	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	65.64
		5015962105	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	9.12
		5015962106	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.50
		5015967033	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	429.02
		5015967034	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	11.83
		5015970047	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	474.48
		5015970048	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	16.65
		H42402930	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	56.86
		H42690850	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	16.41
		H43149530	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.62
		H43149531	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.62
<u>0201</u>	EBCO				108.95
APBWEST	Check	2001552	ANNUAL PERIODICALS (2019-2020)	10000.90000.53501	84.95
		2002052	ANNUAL PERIODICALS (2019-2020)	10000.90000.53501	24.00
<u>0428</u>	GREY HOUSE PUBLISHING				179.50
APBWEST	Check	957748	LIB SUPPLIES	10000.90000.53406	179.50
<u>0786</u>	OFFICE DEPOT, INC				83.98
APBWEST	Check	427000717001	OFFICE SUPPLIES	10000.90000.53100	83.98
<u>1578</u>	PETTY CASH FUND-LIBRARY				94.52
APBWEST	Check	INV026323	DS PROGRAM SUPPLIES	39006.90000.53999	21.78
		INV026324	CS MOVIE NIGHT EVENT	39006.90000.53999	19.81
		INV026325	LG ADULT BOOK CLUB	39006.90000.53999	9.98
		INV026326	DS HOLIDAY EVENT SUPPLIES	39006.90000.53999	6.60
		INV026327	LR TEEN PROGRAMMING	39006.90000.53999	12.26
		INV026328	LR CHILDRENS PROGRAMMING	39006.90000.53999	8.76
		INV026329	KS HOLIDAY SUPPLIES	39006.90000.53999	15.33
Report Total:					3,586.52



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	129.05
	10000.90000.53100	83.98
	10000.90000.53406	2,956.70
	10000.90000.53501	108.95
	Fund 10000 Total:	3,278.68
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	149.85
	39006.90000.53999	157.99
	Fund 39006 Total:	307.84
	Report Total:	3,586.52

Chair

Trustee

Trustee

Trustee



Check Approval Register

Packet: APPKT04961 - LIB 01/28/20
Vendor Set: 01 - Vendor Set 01

Check Date: 01/22/2020

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
0132	BAKER & TAYLOR, INC.				1,555.32
APBWEST	Check	2034946463	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	123.74
		2034996223	OBOC - BOOK CLUB	39006.90000.53999	222.78
		2035003294	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	66.29
		2035003295	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	0.13
		5015860977	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	665.88
		5015860978	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	23.69
		5015880481	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	304.19
		5015880482	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	10.93
		5015886744	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	18.20
		5015886745	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.50
		H41121932	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	25.44
		H42142200	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	15.72
		H42142201	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	49.23
		H42330970	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.60
0786	OFFICE DEPOT, INC				108.96
APBWEST	Check	423478537001	OFFICE SUPPLIES	10000.90000.53100	108.96
VEN01043	OVERDRIVE INC				3,000.00
APBWEST	Check	H-0063509	ANNUAL SUBSCRIPTION: 2020	10000.90000.52200	3,000.00
Report Total:					4,664.28



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	3,039.25
	10000.90000.53100	108.96
	10000.90000.53406	1,036.36
	Fund 10000 Total:	4,184.57
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	256.93
	39006.90000.53999	222.78
	Fund 39006 Total:	479.71
	Report Total:	4,664.28

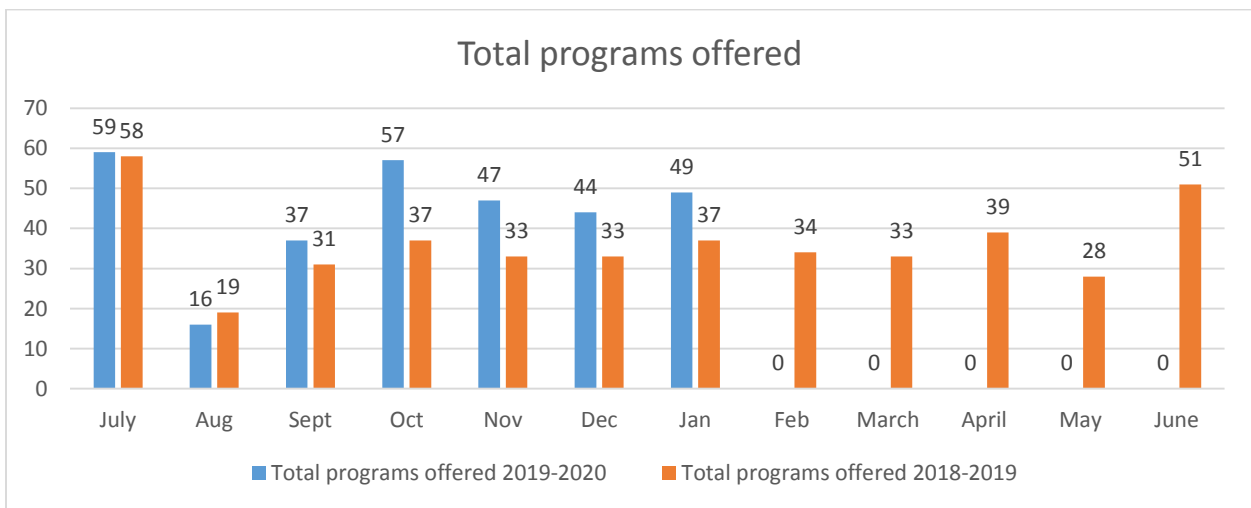
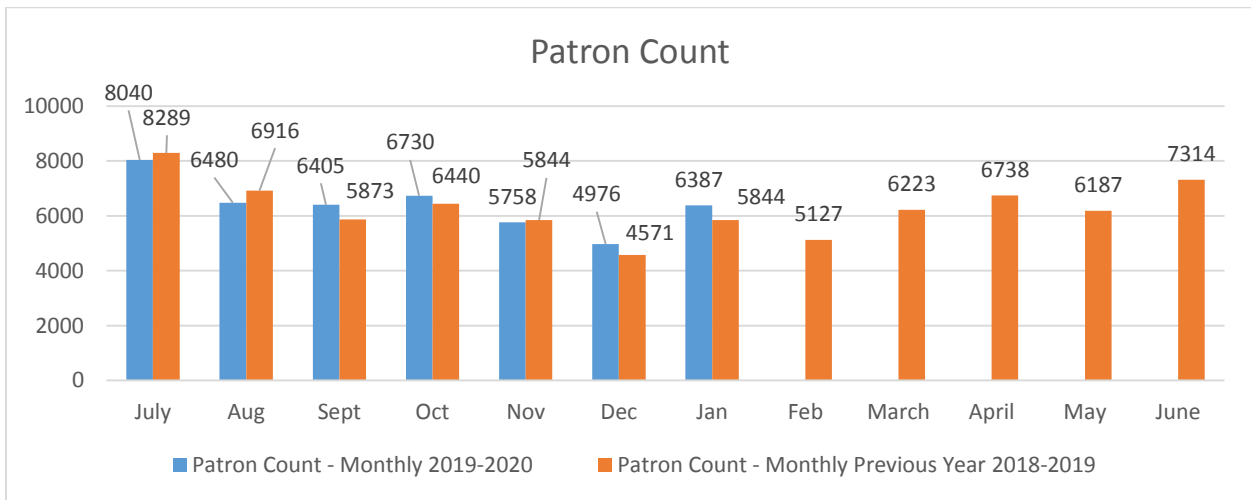
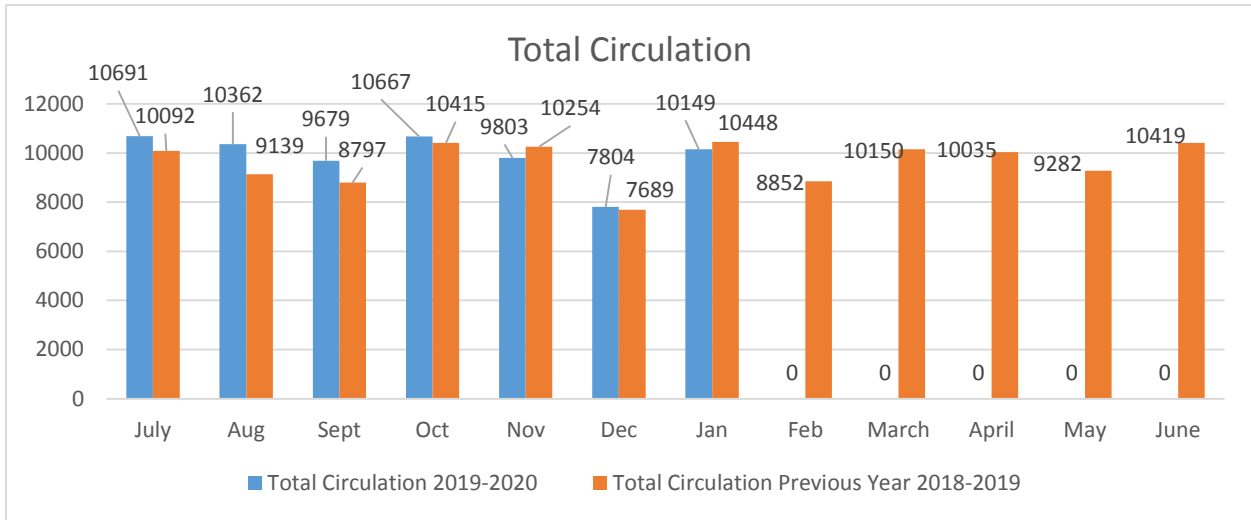
Chair

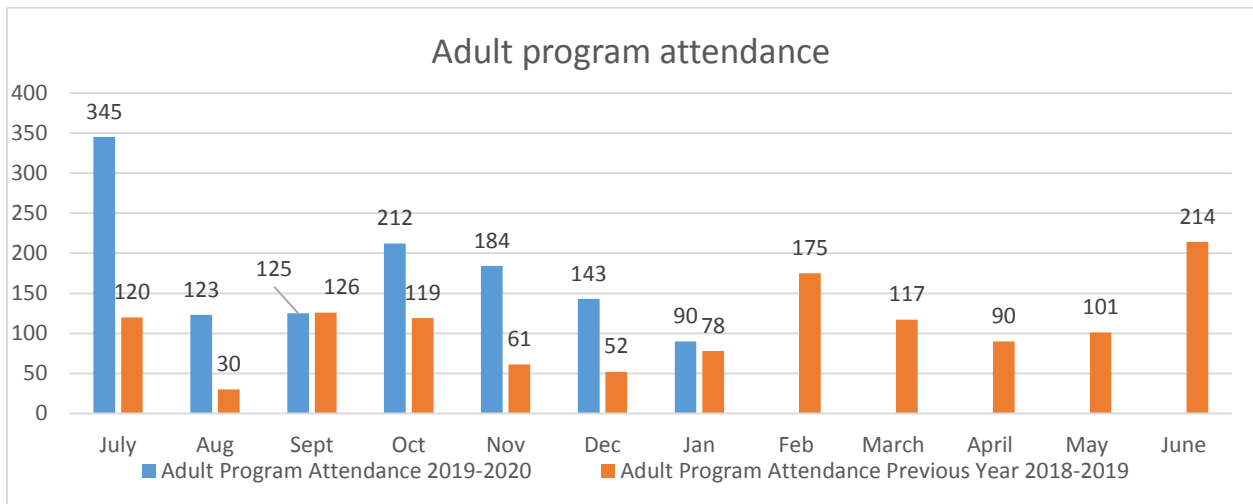
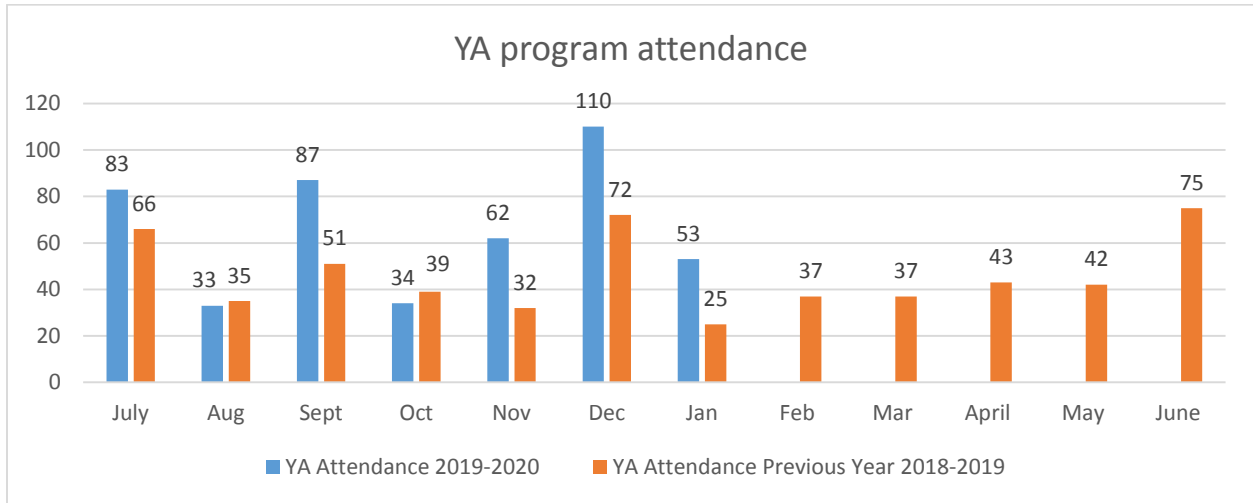
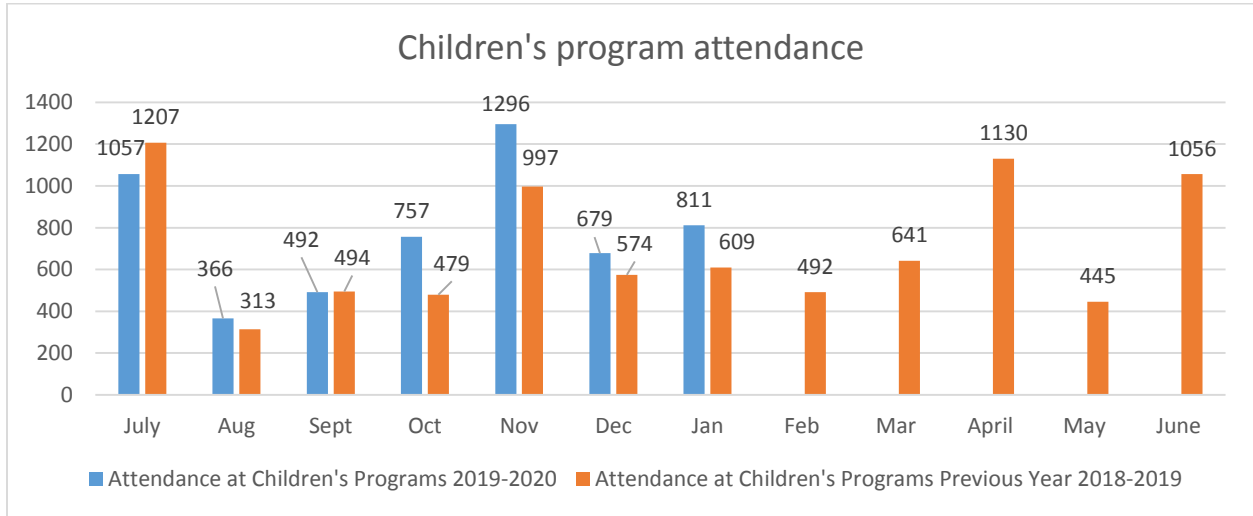
Trustee

Trustee

Trustee

January 2020 Library Statistics





ROBERT A & ROBERT S DAY FUND REPORT

By Trustee Patricia Hall

BACKGROUND

In January of this year, major donations to the library were received from two charitable trusts created by Robert A. Day and Robert S. Day. The Day family resided on Mariposa Avenue for over 75 years and left bequests to four different tax-exempt organizations in Sierra Madre. Combined with previous checks, contributions to the library now total approximately \$750,000. The City has deposited the funds in a savings account.

The checks were payable to the "Trustees of Sierra Madre Public Library." After consultation with the City Attorney, the City Manager has concluded that the Trustees are responsible for determining the use of the funds, subject to review and approval by the City Council.

PERMITTED USES OF FUNDS

The Declaration of Trust conveying the gifts specifically states that:

It is the SETTLOR'S desire, but not a requirement, that upon receipt by a Charitable Organization of a gift hereunder, such Charitable Organization set aside such gift in a fund to be known as the ROBERT A. DAY FUND, from which no more than \$25,000 shall be expended in any one calendar year for the operating expenses or capital expenditures of such organization, until such time as the Fund is completely exhausted.

While it is clear that the donor wished to make annual gifts, the inclusion of the phrase "but not a requirement" is unusual, and grants discretion to the Trustees to exercise their own judgment as to where the money can best be put to use. The City Manager and City Attorney have concurred with this interpretation.

ALTERNATIVES FOR USE OF FUNDS

The preferred alternative in such situations is to carry out the intent of the donor as much as possible. While the trust provided some flexibility, it is clear that the donor wished to make annual contributions to the library above and beyond current funding. The best option for accomplishing this is to place the funds in one of the tax-exempt entities in the City that would invest the funds in such a way as to ensure that the donor's \$25,000 annual bequest is satisfied, or possibly increased, without depleting the principal over time.

As you are aware, the Friends of the Library and the Sierra Madre Library Foundation have been developing a plan for a new library building and are currently pursuing a bond measure for placement on the November ballot to finance the proposed construction.

In the event the bond measure is ultimately successful, there are potentially other options that the Trustees might consider, which include, but are not limited to:

- (1) use all the funds for to defray construction costs, thereby reducing the amount of the bond,
- (2) use the funds to acquire furniture, equipment, etc. for the new building,

(3) allocate the funds for some specific ongoing purpose, such as new programs or purchase of items for the collection, or

The Trustees may also have other options that they would like to explore.

RECOMMENDATIONS

The Sierra Madre Library Foundation Board has met to discuss this situation, and wishes to communicate to the Trustees that it is interested in receiving these funds. As a tax-exempt Section 501(c)(3) organization, the Library Foundation is prepared to establish a restricted endowment fund in the name of Robert A. Day, secure professional financial management assistance, and otherwise take responsibility for managing these funds and making annual distributions to the library. The Library Foundation was organized specifically for this purpose, and believes that it can maximize the public benefit of these gifts over time by providing ongoing supervision.

The Library Foundation is prepared to enter into a Memorandum of Understanding or similar document with the Trustees and /or the City to provide oversight and reporting on the investment and distribution of funds.

As stated above, any recommendation by the Trustees will require review and approval by the City Council.

SIERRA MADRE PUBLIC LIBRARY GIFTS, DONATIONS, & DONOR RECOGNITION POLICY

The Sierra Madre Public Library welcomes donations and gifts that adhere to our mission. The Library accepts a variety of gifts including, but not limited to: books, media, art, archives, monetary donations, and various assets. .

Monetary donations are managed in accordance with the City of Sierra Madre's General Fund and Library Gift and Memorial Fund. Donations are reviewed by the City Manager, City Librarian and the Library Board of Trustees. All donations must comply with federal and state law, including law regulating the use of donations and conflict of interest law.

PHYSICAL DONATIONS

Books and other material donations (including books, media, art, and archival materials) will be evaluated utilizing the same selection criteria as purchased materials, as stated in the Sierra Madre Public Library's Collection Development Policy. Gifts and donations are subject to the following limitations:

- The Library retains unconditional ownership of any gift or donation, which may be utilized, sold or disposed of in the best interests of the Library. Revenue from the sale of donated materials will be added to either the Library Gift and Memorial Fund, or given to the Friends of the Library.
- The Library cannot guarantee an item will be kept in perpetuity and cannot take responsibility for notifying a donor if an item is or is not incorporated into the collection, lost or withdrawn.
- The Library makes the final decision on the acceptability and use of any gift.
- The Library will determine the conditions of displaying, storing, and public access to the materials.
- Appraisals and itemized lists of material donations will not be provided or generated by the Library.
- Receipts for tax purposes are given upon request by donors, and are limited to a general acknowledgment that a gift was received. Assignment of value for income tax and other purposes is the responsibility of the donor.

Donation of Archival Materials

The Sierra Madre Public Library welcomes donations of archival historical materials including books, photographs, recordings and documents, in consultation with the Sierra Madre Historical Preservation Society's President. In addition to adherence to general physical material donation policies, the donation of archival materials shall adhere to the following:

- Material donations become joint property of the Sierra Madre Public Library and the Sierra Madre Historical Preservation Society per the Sierra Madre Archives Memorandum of Understanding between the Sierra Madre Public Library and the Sierra Madre Historical Preservation Society.
- Material donations should be relevant to Sierra Madre and local mountain history in accordance with the Collection Development Policy for the Archives.

How to Donate Physical Materials

It is recommended that donation of physical materials occur during Library hours, and in bags or boxes. Staff may assist as available and at the request of the donor. Donations of archival materials or art should be coordinated with the Librarian in charge of the collection, or the City Librarian.

MONETARY DONATIONS

Donations to the Library supports programming, summer reading, literacy, collection development, and more! The Sierra Madre Public Library welcomes monetary donations of many sorts and types, including, but not limited to:

- Cash, readily marketable securities, real estate, and future interests including gifts in trust and life estates;
- Gifts of life insurance will be recognized at cash value until maturity of the policy; and
- Gifts of personal property or securities not readily marketable will be recognized at the amount netted from the sale of the property. If the Library Board of Trustees selects not to sell personal property or securities for any reason, credit will be given at appraised value when the gift is accompanied by an independent appraisal.

Designation of Monetary Gifts

All cash and monetary gifts for materials, capital programs, or other projects are administered at the discretion of the City Librarian, with the approval of the Library Board of Trustees.

Additionally:

- Donations designated in memory of an individual will be used to purchase book(s) in the requested subject area whenever possible. A special book plate may be placed in the book in memory of the honoree.
- Monetary gifts for unspecified general purposes will be processed and managed in accordance with the City of Sierra Madre's Policies on behalf of the Library, and deposited into the Library's Gift and Memorial account for use in future projects.
- The Library cannot guarantee item(s) purchased using monetary gifts may be kept in perpetuity and cannot take responsibility for notifying a donor if an item is lost or withdrawn.

How to Make a Monetary Gift

- Donate directly to the Sierra Madre Public Library with a cash donation at the front desk, or by writing a check addressed to the "Sierra Madre Public Library Gift and Memorial Fund."
- Contact the City Librarian at 626-355-4672.
- Contact the Friends of the Sierra Madre Library by visiting their website at www.sierramadrelibraryfriends.org/make-a-donation-today/.
- Contact the Sierra Madre Library Foundation by visiting their website at www.sierramadrelibraryfoundation.org.