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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, May 27, 2020

4:00 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

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 February 26, 2020 meeting.

COMMUNITY INPUT – COVID-19 NOTICE

As part of the City of Sierra Madre's COVID-19 transmission mitigation efforts, all City Council, Commission and Board meetings will be conducted virtually until further notice. The Brown Act provides the public with an opportunity to make public comments at any public meeting.

Public comment may be made by e-mail to csmart@cityofsierramadre.com with the subject heading PUBLIC COMMENT by 3:00 pm on May 27th, 2020. Emails will be acknowledged at the Trustee meeting and read into public record with a limit of three minutes per person.

**To watch the meeting live, please access the live Zoom call
by visiting the following link: <http://bit.ly/CSMLibraryZoom>**

For more information, please contact City Librarian, Christine Smart via email at csmart@cityofsierramadre.com or by telephone at (626) 355-7186.

PUBLIC COMMENT

The Trustees will listen to the public on any item on the agenda. In addition, the Trustees will also devote time for public comment on items not on the agenda. Under the Brown Act, Trustees are prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

Each comment read on the record will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate Library Board of Trustee action.

CONSENT CALENDAR

- 1. Library Warrants** - Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$8,794.71, \$5,170.69, \$3,103.67, \$7,311.45, and \$2,633.29.
- 2. Library Statistics** - Recommendation to receive and file Spring Statistical Reports.

ACTION ITEMS AND REPORTS

1. Library Board of Trustees

City Manager Gabriel Engeland to discuss options concerning the Library Board of Trustees' internal organization, authority, and procedures of the Library.

2. City Librarian Report

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

3. Items for Future Agenda

Robert A Day Fund to be discussed at the June 10th meeting, following a discussion or vote on the Library Board of Trustees Charter.

***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 on June 10th at 4:00 pm.
If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 8 hours prior to the meeting.



Sierra Madre Public
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MINUTES

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 were present

OTHERS PRESENT

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

PLEDGE OF ALLEGIANCE

Patricia Hall

APPROVAL OF AGENDA

Trustee King moved to approve the agenda, Trustee Spears seconded, all approved

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from January 22 meeting. Trustee King moved to approve, Trustee Procter seconded.

COMMUNITY INPUT

None

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

Library Foundation Board Member Toni Buckner presented a proposal for the charitable donation made in the name of Robert A Day and Robert S Day to be officially established as an endowment under the responsibility of the Sierra Madre Library Foundation. The Board of Trustees discussed the proposal favorably but chose to wait to vote to move the funds.

2. March Library Board of Trustee Meeting

City Library Smart requested that the March 28th Board of Trustees meeting be cancelled or rescheduled. The meeting was rescheduled from March 16th.

3. Donation Policy

City Librarian Smart discussed the donation policy draft included physical and monetary donations only and that addressing larger gifts would follow. A few minor corrections were identified and updated.

4. National Library Week

The City Librarian discussed several programs happening during national Library Week, including crafts, bookmark contest awards, youth events and chair yoga.

5. 2020-2021 Proposed Fee Schedule Changes

City Librarian proposed minor fee schedule changes of decreasing the cost of a flash drive from \$5 to \$4, adding a \$1 per page/item damaged, and changing the cost of 3D printed items from 20 cents per gram to 10 cents per gram. Trustee Procter made a motion to adopt the changes, and Trustee sears seconded. All approved.

6. Friend's Liaison Report

Liaison McGuire reported that Friends were extremely happy with the OBOC events, changed the name of the Mary Tumilty Fund, and have increased the cost of the wine tasting by \$5 each.

7. Library Foundation Report

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

A. Foundation Committee reported that 19 signature gatherers have been identified and things are moving forward.

B. Trustee Liaison reported that the last meeting mostly discussed the Robert Day Fund.

8. City Librarian Report

The City Librarian reported that an intern had been hired to work on RFID, the library plans to weed 5-8% of the collection in advance of adding RFID technology, that OBOC was fabulous and thanked the Trustees for their help and support, and that we are moving forward with continuing to update policies.

9. Trustee Updates

Trustee spears attended various OBOC events and helped out at Lizzies', Trustee Procter attended Library Foundation meetings, Fr. Boyle event; Trustee King attended bookmark contest meetings, Fr Boyle Event and Community Foundation Event; Trustee Hall attended Fr. Boyle Event, Friends and Foundation meetings; Trustee Ziff attended every OBOC event, assisted with bookmark program and reviewed the donation policy.

***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

Meeting was adjourned at 8:37 pm.



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT05083 - LIB 05/12/20

Check Date: 05/05/2020

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				47.09
APBWEST	Check	457768638893	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	6.56
		874685498835	COVID SAFETY SUPPLIES	10000.09110.53999	15.32
		936447673856	COVID SAFETY SUPPLIES	10000.09110.53999	17.51
		949785565396	COVID SAFETY SUPPLIES	10000.09110.53999	7.70
1379	CALIFA GROUP				6,966.24
APBWEST	Check	3217	CALIFA - CENIC BROADBAND (OCT-DEC 2019)	10000.90000.52200	4,288.74
		3286	COVID TUTORING DURING LIBRARY CLOSURE	39006.09110.52200	2,677.50
1123	COMPRISE TECHNOLOGIES, INC.				1,772.00
APBWEST	Check	2004-1559	ANNUAL RENEWAL SUPPORT 6/4/20-6/4/21	39006.90000.53999	1,772.00
0786	OFFICE DEPOT, INC				9.38
APBWEST	Check	456063061001	OFFICE SUPPLIES	10000.90000.53100	847.92
		460555784001	CM OFFICE SUPPLIES	10000.90000.53100	-847.92
		476419404001	COVID OFFICE SUPPLIES	10000.09110.53999	3.59
		476423884001	COVID OFFICE SUPPLIES	10000.09110.53999	5.79
Report Total:					8,794.71



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.09110.53999	49.91
	10000.90000.52200	4,288.74
	10000.90000.53100	0.00
Fund 10000 Total:		4,338.65
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.09110.52200	2,677.50
	39006.90000.53999	1,778.56
Fund 39006 Total:		4,456.06
Report Total:		8,794.71

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT05065 - LIB 04/28/20

Check Date: 04/21/2020

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				551.78
APBWEST	Check	434736986449	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	22.08
		438394366393	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	25.57
		443736964646	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	47.38
		446555858345	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	49.38
		447563943645	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	12.03
		447784538793	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	18.72
		449744356533	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	21.89
		467536999789	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	10.15
		468493989584	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	15.31
		473683764569	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	6.54
		474539468554	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	13.11
		475935747354	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	9.41
		486469955673	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	19.68
		543354388337	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53406	65.44
		587848898785	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	48.15
		635593395693	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	13.09
		674644747999	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	23.39
		754648843785	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	10.95
		886994935339	LIBRARY BOOKS	39006.90000.53999	19.69
		899758783538	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	85.60
		945478436638	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	14.22
0132	BAKER & TAYLOR, INC.				2,611.05
APBWEST	Check	2035135115	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	91.72
		2035135116	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	0.13
		5016071208	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	54.06
		5016071209	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	13.50
		5016071521	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	394.90
		5016071522	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	17.51
		5016086789	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	1,004.22
		5016086790	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	33.67
		5016087219	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	308.64
		5016087220	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	58.51
		5016089654	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	260.27
		5016089655	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	10.16
		5016102705	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	320.91
		5016102706	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	12.58
		H44485731	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.60
		H44632710	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	5.67
0145	BRODART				400.25
APBWEST	Check	552985	LIBRARY SUPPLIES	10000.90000.53100	93.20
		553493	LIBRARY SUPPLIES	10000.90000.53100	10.52
		553978	LIBRARY SUPPLIES	10000.90000.53100	296.53
0201	EBSCO				56.94
APBWEST	Check	2003212	ANNUAL PERIODICALS (2019-2020)	10000.90000.53501	56.94
0786	OFFICE DEPOT, INC				50.67
APBWEST	Check	457051243001	OFFICE SUPPLIES	10000.90000.53100	50.67
1163	RECORDED BOOKS, LLC				1,500.00
APBWEST	Check	76633686	DIGITAL BOOKS	39006.09110.52200	1,500.00
Report Total:					5,170.69



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	146.06
	10000.90000.53100	525.58
	10000.90000.53406	2,152.77
	10000.90000.53501	56.94
Fund 10000 Total:		2,881.35
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.09110.52200	1,500.00
	39006.90000.53406	545.58
	39006.90000.53999	243.76
Fund 39006 Total:		2,289.34
Report Total:		5,170.69

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT05051 - LIB 04/14/20

Check Date: 04/07/2020

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				511.39
APBWEST	Check	435733388686	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	57.43
		443363397355	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	21.85
		455979735834	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	25.72
		464897938359	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	14.13
		586695367374	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	30.44
		656399764356	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	10.94
		665499448775	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	14.36
		676496684635	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	25.39
		734636757536	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	41.58
		774376695876	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	30.65
		847387974764	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	26.23
		859469396793	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	64.46
		964973877745	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	6.56
		976565976449	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	27.27
		984646634866	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	15.81
		995664944766	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	98.57
0132	BAKER & TAYLOR, INC.				2,203.36
APBWEST	Check	2035115953	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	17.30
		2035115954	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	0.89
		5016039378	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	288.64
		5016039379	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	15.61
		5016050732	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	263.45
		5016050733	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	16.23
		5016051648	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	626.28
		5016051649	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	15.30
		5016055689	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	286.41
		5016055690	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	9.66
		5016066922	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	370.38
		5016066923	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	13.61
		H44314530	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	27.07
		H44471830	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	76.91
		H44471831	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	126.38
		H44471832	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.62
		H44485732	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.62
0598	DEMCO, INC.				337.55
APBWEST	Check	6786102	Library Supplies	10000.90000.53100	337.55
1625	FINDAWAY WORLD LLC.				51.37
APBWEST	Check	316605	COMPUTER SUPPLIES	10000.90000.53103	51.37
Report Total:					3,103.67



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	71.30
	10000.90000.53100	344.11
	10000.90000.53103	51.37
	10000.90000.53406	1,852.46
	Fund 10000 Total:	2,319.24
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	550.19
	39006.90000.53999	234.24
	Fund 39006 Total:	784.43
	Report Total:	3,103.67

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT05027 - LIB 03/24/20

Check Date: 03/18/2020

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.				3,369.50
APBWEST	Check	5015896619	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	632.34
		5015896620	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	29.17
		5015912187	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	453.57
		5015912188	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	14.25
		5016006135	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	556.91
		5016006136	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	20.99
		5016023930	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	291.71
		5016023931	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	12.45
		5016026426	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	1,219.53
		5016026427	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	63.92
		H44012130	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	25.44
		H44012131	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.62
		H44170770	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.60
VEN02967	KAESER & BLAIR INC				3,446.61
APBWEST	Check	00312236	OFFICE SUPPLIES	29005.97000.52200	1,229.61
		91207011	OFFICE SUPPLIES	29005.97000.52200	2,103.39
				39006.90000.53999	113.61
0786	OFFICE DEPOT, INC				495.34
APBWEST	Check	442931408001	OFFICE SUPPLIES	10000.90000.53100	9.73
		443644402001	OFFICE SUPPLIES	10000.90000.53100	379.90
		445033748001	OFFICE SUPPLIES	10000.90000.53100	67.69
		445033748002	OFFICE SUPPLIES	10000.90000.53100	6.85
		445069433001	OFFICE SUPPLIES	10000.90000.53100	10.73
		452952431001	OFFICE SUPPLIES	10000.90000.53100	20.44
Report Total:					7,311.45



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	140.78
	10000.90000.53100	495.34
	10000.90000.53406	3,154.06
	Fund 10000 Total:	3,790.18
29005 - LIBRARY GRANTS		
	29005.97000.52200	3,333.00
	Fund 29005 Total:	3,333.00
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	74.66
	39006.90000.53999	113.61
	Fund 39006 Total:	188.27
	Report Total:	7,311.45

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT05008 - LIB 03/10/20

Check Date: 03/11/2020

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.				2,204.02
APBWEST	Check	5015866463	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	462.01
		5015866464	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	28.81
		5015978508	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	268.62
		5015978509	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	49.51
		5015992195	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	193.75
		5015992196	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	8.24
		5015996600	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	155.51
		5015996601	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.96
		5015999966	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	77.15
		5015999967	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	18.01
		5016000088	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	733.36
		5016000089	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	33.41
		H43505750	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	86.16
		H43759170	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	59.90
		H43759171	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.62
0201	EBSCO				15.00
APBWEST	Check	2002655	ANNUAL PERIODICALS (2019-2020)	10000.90000.53501	15.00
1488	FEDEX OFFICE				82.69
APBWEST	Check	370100020644	OBOC POSTERS	39006.90000.53999	82.69
0218	GAYLORD BROTHERS				281.66
APBWEST	Check	2644290	OFFICE SUPPLIES	39002.90000.53999	281.66
0786	OFFICE DEPOT, INC				49.92
APBWEST	Check	442931662001	OFFICE SUPPLIES	10000.90000.53100	49.92
Report Total:					2,633.29



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	142.94
	10000.90000.53100	49.92
	10000.90000.53406	1,544.63
	10000.90000.53501	15.00
Fund 10000 Total:		1,752.49
39002 - LIBRARY - GIFT AND MEMORIAL		
	39002.90000.53999	281.66
Fund 39002 Total:		281.66
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	516.45
	39006.90000.53999	82.69
Fund 39006 Total:		599.14
Report Total:		2,633.29

Chair

Trustee

Trustee

Trustee

March 2020 COVID-19 Programs

Storytime Videos:

"The Runaway Bunny" with Librarian Leila

Mayor Pro Tem Reads a Story

It's The Bear Storytime with Miss Kim

"Pout-Pout Fish" with Librarian Leila

Storytime with Teacher Susan Andres

"We Are Going on a Bear Hunt" with Librarian Christine

"The Going to Bed Book" with Librarian Leila

Storytime with Teacher Mr. Mulder

"Dog's Colorful Day" with Librarian Leila

Storytime with Teacher Miss Quinn

"Because" by Mo Willems with Librarian Leila

Storytime with Teacher Mrs. Keezer

"The Big Umbrella" with Librarian Leila

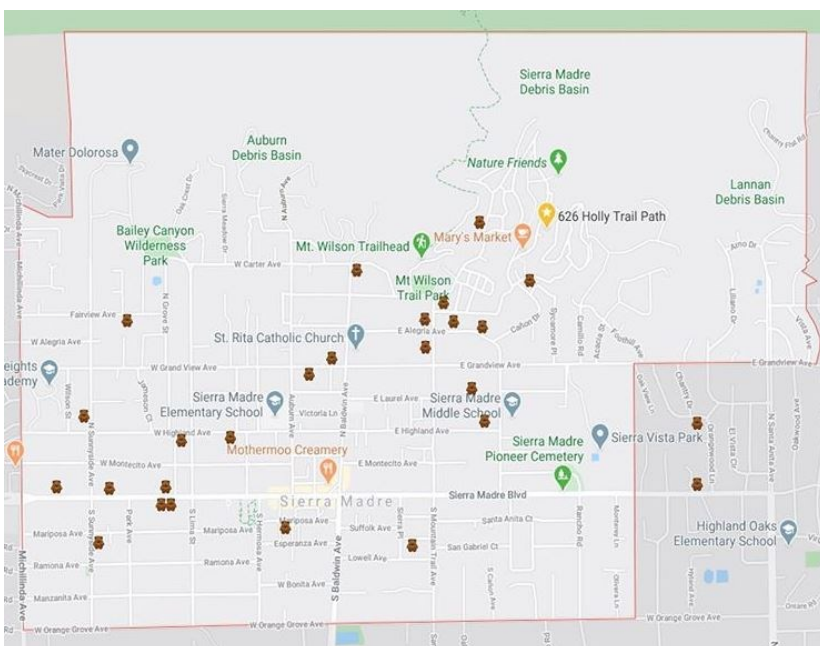
Storytime with Teacher Mrs. Hoffman

"This Little Chick" with Librarian Leila

Storytime with Teacher Courtney Vanis

Storytime with Teacher Ms. Palmer

"Book with No Pictures" with Librarian Christine



Challenges:

Bear Map



Library Board of Trustees

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

SIERRA MADRE PUBLIC LIBRARY AGENDA REPORT

Library Board of Trustees

To: Library Board of Trustees
From: Christine Smart, City Librarian
Gabriel Engeland, City Manager
Date: May 27th, 2020

SUMMARY

The Library Board of Trustees were founded in the early 1900s under a State law which no longer exists. Neither the Trustees nor the City have updated the Sierra Madre Municipal Code since the State law(s) regarding Library Boards of Trustees were changed, amended, and/or eliminated in the 1970s. Currently the City's Municipal Code regarding the powers and duties of the Board of Trustees is in conflict with State law.

RECOMMENDATION

Staff is recommending the Library Board of Trustees take the following actions:

1. Discuss the following options concerning the internal organization, authority, and procedures of the Library.
2. Set future meeting date(s) to hold a discussion on the options presented below and make a formal recommendation to the City Council on how the Library Board of Trustees believes it should operate.
3. Schedule a joint meeting with the City Council to discuss the recommendation or make the recommendation by a vote of the Board of Trustees and forward to the City Council for their consideration.

BACKGROUND

Section 2.16.010 of the Sierra Madre Municipal Code ("SMMC") states the Sierra Madre Public Library was created under an act of the State Legislature to "Provide for the Establishment and Maintenance of Public Libraries within Municipalities," approved March 23, 1901." This provision was likely added to the SMMC over a 100 years ago. SMMC Section 2.16.020 reads, "The powers and duties of the library board of trustees shall be set forth in Division 20, Chapter

3 of the Education entitled “Municipal Libraries,” as presently constituted and as hereafter amended. The Legislature repealed Division 20 of the Education Code sometime in the 1970s and replaced it with Chapter 5 (“Municipal Libraries”) of Part 11 of Division 1 of Title 1 of the Education Code. The reference to the Library Board of Trustees’ authority is outdated.

Many cities have updated their code to reflect the change in State law with regards to operations of their Boards. These changes either continued the establishment as a broad governing authority or transitioned the Boards to an advisory body. The Trustees currently operate as an advisory body.

ANALYSIS

The Board of Trustees has three options regarding its internal organization, authority, and procedures, ranging from full authority over and responsibility for the Library, to functioning solely as an advisory body.

Option 1 – fully autonomous

Transition the Sierra Madre Library to an independent Special District. In this scenario, the Board would operate independently of City Council and hold ultimate authority *and* responsibility over all aspects of running the Library. This would allow the Board autonomous control of the Library, facilities, assets, and staff. Trustees would need to be elected and would be charged with maintenance and operations of the library, including funding, hiring and firing of staff, budgeting, utilities, programming, etc.

Forming a new independent special district library would require the following four legal steps:

1. Initiation by voters, landowners, or local officials;
2. Los Angeles Board of Supervisors review and approval;
3. Public protest hearing; and
4. Election of a three to five member board.

Libraries formed as independent special districts include: the Palo Verde Valley Library District (Riverside County), the Buena Park Library District (Orange County), and the Altadena Library District (Los Angeles County). These districts are responsible for all management aspects of the Library, including Finance, IT, HR, and capital planning. If this is the option the Trustees select, more legal analysis needs to be completed.

Option 2 – semi-autonomous

Amend SMMC to ensure the Library’s procedures and organization are consistent with existing State law. The Board of Trustee’s responsibilities would expand to include the administration of trusts and employees and more stringent annual reporting to the City Council and the State Librarian, among other responsibilities. City Hall would support the Library with an annual apportionment, IT and Human Resources support, but the Board would set and execute their own budget for personnel and other ongoing expenses. Under this model, the City recommends that hiring and firing of personnel remain under the authority of the City Manager, at the direction of City Council. The City Council will be in charge of funding the Library annually and

the Trustees will use the funds on its annual operations, capital obligations, and other expenditures as they see fit.

Option 3 – advisory body

Formalize how the Board of Trustees currently operate, by amending SMMC to reflect the Board of Trustees as an advisory or policy making body only, with ultimate operation of the Library, including personnel and assets, under the control of the City Council. As an advisory body, the Board can still make recommendations to the City Council concerning the Library's operations, but authority ultimately lies within the purview of the City Council.

DISCUSSION

Each of the options outlined in this report are viable ways for the Library to operate. The Mayor has asked that staff lead a discussion with the Board of Trustees to determine which of these options the Board of Trustees feel is in the best interest of the long-term operation of the Sierra Madre Public Library. Though the City Council ultimately can determine which option is adopted and executed, they seek input from the Board of Trustees on which of the options is most appropriate. As a public employee I have worked directly or been exposed to each of the options and I believe any of them can be applied and work well in Sierra Madre.