



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES

DATE: JUNE 24, 2019

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: TRUST FUND EXPENDITURES REPORT IN THE AMOUNT OF \$19,447.57

ISSUE:

Accept the trust fund expenditures report in the amount of \$19,447.57 for the purchase of library books, periodicals and other library materials.

RECOMMENDATION:

That the Board of Library Trustees accept the trust fund expenditures report in the total amount of \$19,447.57 for the purchase of library books, periodicals and other library materials.

BACKGROUND:

The Library receives annual funding in various trust fund accounts, and, in accordance with the spending requirements for that specific fund, purchases library materials throughout the year. In accordance with library policy, trust fund purchases are reported to the Library Board of Trustees. Pursuant to the City Charter Section 808 (d), the Board of Library Trustees shall have the power and duty to purchase and acquire books, journals, maps, publications and other supplies peculiar to the needs of the library; however, subject to the limitations of the budget for such purposes. The expenditure and disbursement of funds for such purchases shall be made and approved as elsewhere in the City Charter.

Below is a summary of Trust Fund expenditures for April and May 2019.

Trust Fund Expenditures			
Vendor	Account	Description	Amount
Brodart	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	Books, periodicals and other library materials	\$7,489.56

Cellar Door Bookstore	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	Books, periodicals and other library materials	\$206.60
Midwest Tape	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	Books, periodicals and other library materials	\$5,367.75
Amazon	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	Books, periodicals and other library materials	\$465.88
Bibliotheca	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	Books, periodicals and other library materials	\$4,532.62
Gale/Cengage Learning Center	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	Books, periodicals and other library materials	\$1,385.16
Total			\$19,447.57

FISCAL IMPACT:

The fiscal impact associated with this report is the total expenditure of \$19,447.57 from the Trust Expenditure Account 5145000-450200.

Prepared by: Erin Christmas, Library Director

Certified as to

Availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer

Approved by: Lea Deesing, Assistant City Manager