

SIERRA MADRE PUBLIC LIBRARY

POLICIES

INTERNET AND COMPUTER USE.....	1
COLLECTION DEVELOPMENT.....	7
RULES OF BEHAVIOR	21
DONATIONS AND DONOR RECOGNITION	24
OPERATING POLICIES.....	28
HOURS OF OPERATION	28
PRIVACY CONFIDENTIALITY OF LIBRARY USER INFORMATION	28
USE OF MATERIALS	30
CIRCULATION	30
CHARGES AND FINES.....	31
PURCHASING PROCEDURES	31
LIBRARY DEPARTMENT	31
CHILDREN’S USE OF LIBRARY MATERIAL	32
CHILDREN LEFT AT THE LIBRARY	32
FINES AND FEES (CITY OF SIERRA MADRE FEE SCHEDULE FY 2015-2016).....	34
INFORMATION DISPLAY, EXHIBIT, AND DISTRIBUTION MANAGEMENT	36
EXHIBITS AND DISPLAYS.....	37
BULLETIN BOARDS MANAGEMENT	38
DISTRIBUTION OF CITY AND NON-CITY MATERIALS.....	39
CITY WEB SITE	40
CITY SOCIAL MEDIA	41
WEB SITE PRIVACY.....	44
FORMS	46
LIBRARY CARD REGISTRATION FORM (ADULT)	46
LIBRARY CARD REGISTRATION FORM (UNDER 18)	47
INTERNET AGREEMENT FORM (ADULTS & MINORS)	49
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS	50
REQUEST FOR RECONSIDERATION OF DISPLAY MATERIALS	51
EXHIBITS REQUEST AND RELEASE.....	52
APPENDIX	
LIBRARY ORGANIZATION CHART	APPENDIX 1
MISSION STATEMENT	APPENDIX 2
STATEMENT OF PURPOSE	APPENDIX 3
LIBRARY BILL OF RIGHTS	APPENDIX 4
THE FREEDOM TO READ	APPENDIX 5
BOARD OF TRUSTEES BYLAWS	APPENDIX 6
COOPERATIVE AGREEMENT WITH SCLC.....	APPENDIX 7
FRIENDS OF THE SMPL BYLAWS.....	APPENDIX 8
ACCESS TO LIBRARY RESOURCES AND SERVICES FOR MINORS	APPENDIX 9
SIERRA MADRE HISTORICAL PRESERVATION SOCIETY MEMORANDUM OF UNDERSTANDING	APPENDIX 10

Internet and Computer Use Policy
Sierra Madre Public Library
Date Approved: January 23, 2013
Library Resolution No. 13-001

Purpose: Determine Internet and computer use policy for computer resources held by Sierra Madre Public Library. This policy applies to the use of any Library computer equipment (including library owned equipment located at the Youth Activity Center and The Senior Center), Library networks, wireless access and personal devices while logged onto the Library or City network.

Policy: The Sierra Madre Public Library provides unfiltered public access to the Internet as a means to foster lifelong learning and deliver to the informational, educational, intellectual and recreational needs of the community. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content, currency, or accuracy.

Access to the Library's Internet and computer network is a privilege, not a right. Failure to comply with this Policy and the Library's Rules of Behavior may result in loss of computer and/or Library privileges.

The Library is a public space shared by people of all ages and sensitivities, and privacy cannot be guaranteed. The display of visual materials that are sexually explicit in nature or depict graphic violence is prohibited. Library staff reserves the right to end a computer session when such materials are displayed and enforce the Library's Rules of Behavior.

The Library expressly prohibits the violation of any applicable federal, state or local laws including but not limited to those concerning obscenity, child pornography, sexual exploitation of children, matter harmful to minors, tampering with computer equipment and copyright. Illegal acts will be reported to the Sierra Madre Police Department.

Use of computers and the Internet by minors (persons under 18)

The Library offers Early Literacy computers and unfiltered Internet-accessible computers for minors. Minors must adhere to the Internet and Computer Use Policy.

The parent/guardian of a minor must sign an Internet Agreement Form before Internet access will be granted. Monitoring and restricting Internet use is the responsibility of the parent/guardian. Library staff members do not serve *in loco parentis*.

Public computers are designated as follows:

Children under 11	Children's Room computers only
Children 11 & 12	Any public computer in the Library
Youth 13 – 17, adults	Not permitted on Children's Room computers

Minors bringing Internet-accessible personal devices into the Library are assumed to have parental permission to use the Internet on these devices.

Wireless Access

The Library offers unsecured wireless Internet access for patrons with personal devices. An access password may be obtained in person from staff at the service desk. Wireless users must adhere to the Internet and Computer Use Policy when accessing the Library's network or while on Library premises.

Users are responsible for configuring their own devices. Library staff will not provide technical assistance for wireless devices or assist in making changes to network settings, software and/or hardware configuration. The Library assumes no responsibility for the safety or security of personal equipment, files and information.

Resolution Number 13-001 was duly adopted at a regular meeting of the Sierra Madre Public Library Board of Trustees on January 23, 2013 by the following vote:


AYES: Pete Siberell, Rob Stockly, Gene Goss, Glenn Putnam

NOES: None

ABSENT: Barry Ziff

ATTEST:


Glenn Putnam, Chair


Carolyn Thomas, Director of Library Services

SIERRA MADRE PUBLIC LIBRARY RESOLUTION NO. 13-001

A RESOLUTION OF THE SIERRA MADRE PUBLIC LIBRARY BOARD OF
TRUSTEES ADOPTING THE SIERRA MADRE PUBLIC LIBRARY
INTERNET AND COMPUTER USE POLICY

WHEREAS, at the December 12, 2012, Special Meeting of the Sierra Madre Public Library Board of Trustees, the Trustees approved an updated *Internet and Computer Use Policy*, to guide the library staff in providing comprehensive and consistent public information services; and

WHEREAS, the Sierra Madre Public Library Board of Trustees determined the *Internet and Computer Use Policy* to be consistent with the mission of the Library to foster lifelong learning and deliver services in anticipation of and in response to the informational, educational, intellectual and recreational needs of the community; and

WHEREAS, the Sierra Madre Public Library Board of Trustees, an advisory Library Board for the City of Sierra Madre, wishes to update the *Sierra Madre Public Library Policy Manual* by adopting and incorporating the updated *Internet and Computer Use Policy*, attached hereto as Exhibit "A";

NOW, THEREFORE, BE IT RESOLVED, by the Sierra Madre Public Library Board of Trustees that:

Section 1. *The Internet Policy Statement and Regulations* as approved by the Sierra Madre Public Library Board of Trustees on June 24, 2004, in the *Sierra Madre Public Library Policy Manual* are hereby deleted.

Section 2. *The Internet and Computer Use Policy* as approved by the Sierra Madre Library Board of Trustees on December 12, 2012 shall be incorporated in the *Sierra Madre Public Library Policy Manual*.

APPROVED AND ADOPTED on this 23rd day of January, 2013.

I, the undersigned, hereby certify that the foregoing Resolution Number No. 13-001 was duly adopted at a Special Meeting of the Sierra Madre Public Library Board of Trustees by the following vote:

AYES: Pete Siberell, Rob Stockly, Gene Goss, Glenn Putnam

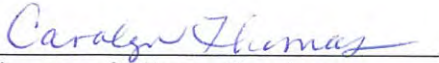
NOES: None

ABSENT: Barry Ziff


Chair

ATTEST:

I, CAROLYN THOMAS, DIRECTOR OF LIBRARY SERVICES, SIERRA MADRE PUBLIC LIBRARY hereby certify that the foregoing Resolution Number No. 13-001 was duly adopted by the Board of Trustees of the Sierra Madre Public Library at a regular meeting held on the 23rd day of January, 2013.



Director of Library Services
Sierra Madre Public Library

RESOLUTION NO. 13-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, SIERRA MADRE PUBLIC LIBRARY INTERNET AND COMPUTER USE POLICY

WHEREAS, at the January 23, 2013, Library Board of Trustees Meeting, the Trustees approved and adopted Library Resolution 13-001, attached hereto as Exhibit "A", updating the *Internet and Computer Use Policy*, and

WHEREAS, at the December 12, 2012, Special Meeting of the Sierra Madre Public Library Board of Trustees, the Trustees approved an updated *Internet and Computer Use Policy*, to guide the library staff in providing comprehensive and consistent public information services; and

WHEREAS, the Sierra Madre Public Library Board of Trustees determined the *Internet and Computer Use Policy* to be consistent with the mission of the Library to foster lifelong learning and deliver services in anticipation of and in response to the informational, educational, intellectual and recreational needs of the community; and

WHEREAS, the Sierra Madre Public Library Board of Trustees, an advisory Library Board for the City of Sierra Madre, wishes to update the *Sierra Madre Public Library Policy Manual* by adopting and incorporating the updated *Internet and Computer Use Policy*, attached hereto as Exhibit "B";

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Sierra Madre as follows:

Section 1. *The Internet Policy Statement and Regulations* as approved by the Sierra Madre Public Library Board of Trustees on June 24, 2004, in the *Sierra Madre Public Library Policy Manual* are hereby deleted.

Section 2. *The Internet and Computer Use Policy Resolution* as approved by the Sierra Madre Library Board of Trustees on January 23, 2013 shall be incorporated in the *Sierra Madre Public Library Policy Manual*.

Section 3. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED and ADOPTED, this 12th day of February 2013.

Mayor

ATTEST:

Nancy Shollenberger, City Clerk

APPROVED AS TO FORM:

Teresa Highsmith, Interim City Attorney

I, NANCY SHOLLENBERGER, CITY CLERK OF THE CITY OF SIERRA MADRE, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 12th day of February 2013 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Nancy Shollenberger, City Clerk

Sierra Madre Public Library Collection Development Policy

June 2014

Purpose

The collection development policy provides guidance for the selection and evaluation of materials which meet the needs of the Sierra Madre community. It defines the scope and standards of the various collections.

The primary responsibility of the Sierra Madre Public Library is to serve the citizens of the City by providing a choice of materials to meet their informational, educational, cultural, and recreational needs, as well as to promote reading and the discovery of new books. Based on space limitations, the aim is to create a high-circulating collection of materials rather than to house books that do not circulate. Materials are selected to aid individuals, groups, organizations and the City to attain practical solutions to daily problems and to enrich the quality of life for all community members.

Community

Sierra Madre is located in Los Angeles County, in the foothills of the San Gabriel Valley. Bordered by Pasadena and Arcadia. Citizens have access to resources in the Southern California Library Cooperative (SCLC), a network of 45 libraries.

The population of Sierra Madre is relatively stable with a current population of 10,973 residents. The median age of our residents is 46.6 years, 19% of the population is under 18, and there is growing population of residents over 65 (17%). The non-English speaking population is small and most residents are English speakers with a slight increase of Spanish language speakers. Overall, residents are affluent and highly educated with more than 57% holding a Bachelor's degree or higher and an average household income of \$85,500. These demographics suggest a community of heavy Library users with high expectations of Library services and collections.

There is one public elementary school and one public middle school, with three private schools in town serving children in grades K-8. There is no public high school, with students attending nearby Pasadena High School or other private schools. Numerous religious denominations are represented. The community has a number of diverse clubs and organizations that are civic, historical, recreational, artistic, religious, and philanthropic. Sierra Madre has two local newspapers, a local radio station and a local public access cable TV station.

Sierra Madre Public Library is a small public Library serving area residents. Built in 1955, the structure was originally designed to hold 50,000 items that could be located on the main floor and the basement. Currently, there are over 70,000 catalogued items in the collection. The shelves are crowded and, with limited space for new materials, weeding of the collection is ongoing. The Library holds a Memorandum of Understanding with the Sierra Madre Historical Society to preserve and provide access to Local History Archives. In addition, the Library houses an Art Collection, Rare Book Collection, and the California Collection.

The Sierra Madre Public Library endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The Library upholds the rights of the individual to secure information, even though the content may be

controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Collection Development

The authority and responsibility for the selection of Library materials rests ultimately with the Library Director. Under his/her direction, selection is delegated to the Library staff. All staff and the public are encouraged to recommend materials for consideration. The policy will be regularly evaluated to provide guidance for maintenance of the collection.

Scope

This policy includes:

- Print materials - including books and periodicals
- Media including CDs, DVDs, audio books and eBooks
- Electronic resources including databases, emerging technologies
- Local history materials
- Art collection
- City documents and DVD records
- Weeding of Materials
- Request for Reconsideration of Materials

Criteria

All materials are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Popular interest
- Patron Request
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Readability
- Treatment of subject
- Reputation of author, publisher, producer or illustrator
- Creative, literary or technical quality
- Critical reviews in a variety of journals
- Format and ease of use
- Cost and availability
- Relationship to existing materials in collection
- Relationship to materials in other area libraries
- Items which have received significant awards or critical acclaim
- The Library does not collect musical scores, software, game ware, technical or scholarly journals, or textbooks.

Adult Collection

Fiction

The Library's collection includes a wide variety of popular contemporary works of fiction representing all genres, and classics. The Library makes every effort to acquire fiction which is representative of the community it serves and which satisfies the diversity of interests and recreational needs of users. Most fiction on bestseller lists is purchased. Genres included are: Mystery, Science Fiction/Fantasy, Popular, Romance, Short Story Collections, Best Sellers and Classics.

Non-Fiction

Materials included in the collection must include at least some of the following qualities: Address contemporary issues; provide self-help information; facilitate completion of school assignments; facilitate continuing education; enhance job-related knowledge and skills; increase knowledge of affairs of the community, the country, and the world; support business, cultural, recreational and civic interests in the community; nourish intellectual, aesthetic, creative and spiritual growth; present different viewpoints on issues; and be of historical and biographical significance. Areas in high demand are Sierra Madre, biographies, travel, gardening, cooking, and information on dogs.

Large Print

The major focus of the Large Print collection is popular fiction, including mysteries and westerns, along with high interest non-fiction such as biographies, history and health-related materials. This collection is of high interest, with many patron requests, and all books circulate often. The space available for Large Print is severely restricted by the amount of space available in the Library.

Foreign Language Materials

The Library maintains a circulating Spanish language collection of 165 fiction and 80 non-fiction books. Materials are available in other languages from other local libraries through Inter Library Loan from SCLC.

Children's Collection

Children's Books include fiction and non-fiction, and reflect popularity and homework requirements. The children's collection includes books for infants through sixth grade and includes: Board Books, Picture Books, Early Readers, Fiction, Non-Fiction, Graphic Novel/Manga, Music CDs, Audio Books, Parenting Books and Reference materials. The fiction collection includes a nearly complete collection of Newbery and Caldecott award-winning books, and books considered "classics."

The non-fiction collection includes circulating encyclopedias, almanacs, paranormal, religion, fairy tales, Civil Rights, language, math, science, technology, art, crafts, sports, poetry, plays, geography, biography, and history. The collection includes special collections of materials on states, California, Southern California, California Missions, and Native American Tribes. Some non-fiction books include DVDs. The Children's collection also contains 110 Spanish non-fiction and 40 Spanish fiction books.

The Library has partnerships with local schools and supports the informational needs of local youth. The Sierra Madre Public Library supplements the school curriculum according to State Department of Education guidelines and Common Core State Standards K - 12. The Library does not acquire textbooks.

Young Adult Collection

The Young Adult collection focuses on fiction, and is geared to the interests of students in grades 6- 12. Young Adult literature addresses school-required reading, and popular authors and titles. The collection includes some classics commonly read in school but is primarily a collection of popular materials. The collection also includes a small graphic novel/manga section. YA non-fiction is inter-filed with adult non-fiction.

Media

Music

The music CD collection consists of popular rock, folk, pop, country, Christian, soundtracks, classical, and world music. The popular music section generally consists of Grammy Award winners and notables with high demand of the current year. An emphasis is placed on popular, high-circulating works by major contemporary and classical composers and musicians.

Audio Book Collection

The audio book collection contains unabridged and some abridged sound recordings of fiction and non-fiction books, drama and some on language instruction. The collection emphasis is on popular/current fiction and non-fiction with high demand. Audio books are currently purchased in Compact Disc format. Audio book downloads will be collected if a demand is indicated or as other technology formats become available.

DVDs

The Library collects DVDs to meet the educational and recreational needs of adults and children. Feature films include classics, such as those named to the National Film Registry, and highly rated current films of broad family appeal or potential cultural, historical, or aesthetic significance. Also included are some popular television series. The Popular Collection is maintained to meet the recreational needs of patrons and offers a wide selection of current DVDs collected under the same general guidelines as other Library materials. The Library will select any current or future format as necessary, which may include downloadable and digital media. Items in the Popular Collection are loaned for a fee. Items in the educational collection are free of charge.

DVDs with a G rating are shelved in the children's DVD section, films with a rating of PG or higher are shelved in Adult Services. R-rated films are rarely collected unless the film has received a significant award, is critically acclaimed, and would be of special interest to patrons. The Library will not purchase material that has received an M.P.A.A. rating of "NC-17" or "X".

Databases

Electronic resources extend the physical boundaries of the Library, enable increased use of Library resources and increase the depth of the collection. Databases may be accessed 24 hours a day with a library card and PIN, through desk-top computers and electronic devices (laptops, tablets, smart phones, etc.). Databases include full-text journals, magazines, newspapers, directories, dictionaries, encyclopedias, abstracts, images, and web sites. Emphasis is on selecting sites created by governmental, educational, and non-profit entities. Selection of databases is based on use, coverage in the print collection, patron demand, education curriculum standards, professional reviews, areas of emphasis in the collection, local areas of interest, and cost.

The Sierra Madre Public Library does not monitor and has no control over the information accessed and is not responsible for the content, accuracy or quality of the information retrieved. The children's computers allow unfiltered Internet access. Responsibility for information accessed by children and adolescents rests with parents and/or legal guardians. See the Internet Users Agreement.

Users need a Library card to access the internet and must agree to the Internet Users Agreement at each login. Databases are used by the Library staff and the public to supplement reference service through remote access.

eBooks

Sierra Madre Public Library provides free 24-hour access to a collection of digital books for users of all ages. Sierra Madre Public Library is part of the Southern California Digital Library which owns a joint collection of e-Books and e-audiobooks made available through Overdrive. The Library also purchases additional copies of popular e-Books available only to patrons with a Sierra Madre Public Library card. The Library's eBook collection includes both fiction and non-fiction. eBooks will be purchased and integrated into the library catalog as future technologies emerge.

Periodical Collection

The Library's newspaper and magazine collection provides current information aimed at meeting the recreational reading needs of the community. A complete list is available at the circulation desk.

Newspapers

The current newspapers are held upstairs in the reading room. The older issues are moved to the basement at the discretion of staff. Back issues of the previous year are stored in the basement for one year. The newspapers are not available for circulation but can be enjoyed in the Library's reading room.

Magazines

Magazines supplement the book collection by providing up-to-date information, covering current topics, and presenting a less in-depth treatment of a subject than is usually found in books. The magazine collection includes basic and popular reading magazines, a selection of business publications, and journals that serve the professional reading needs of the Library staff. The current issue is on display and does not circulate. Previous issues from the

current year may be checked out for 3 weeks. Magazines over a year old are retained in the basement for one additional year.

Reference Collection

The Library maintains a general collection of reference sources used to answer questions and to serve the informational needs of Library users. Reference sources remain in the Library to be available to all patrons. Selection criteria for reference sources are: accuracy, ease-of-use, uniqueness of information, authority, documentation, and indexing. This collection serves the general patron. More in-depth research materials can be found at local academic libraries. The reference collection at the Library contains standard works in areas of general reference, the humanities, social sciences, physical and biological sciences, and technology, history, and area studies.

Art Works

The Sierra Madre Public Library possesses a small non-circulating collection of paintings, sculptures, and art prints. Some of the works are by Sierra Madre artists and are displayed in the library, but display space is limited. The Library does not actively collect or solicit art works. Donations are accepted in accordance with the Library's gift policy. Art materials not on display are stored in the archives room. Once donated to the Library, art works are the property of the City of Sierra Madre.

City government materials for public review

The Library provides Sierra Madre citizens with information on local issues, services and programs. In support of City projects, staff assembles collections of resources for public review on a temporary basis at the Library. The collections cover topics under study by city or citizen task forces or committees. The materials consist of: documents, audio-visual media, and DVD recordings.

City-produced reports, agendas, and minutes of City Council, Boards, Commissions and other local agencies are made available for public review at the Library's circulation desk. Current agendas, minutes, and reports from City Council and other City appointed Boards and Commissions are also available from the City's Website. The Library will endeavor to retain print copies of City Council and Planning Commission Agenda packets for 10 years.

DVD recordings of special interest to the Sierra Madre community are collected under the same general guidelines as other Sierra Madre materials. The collection includes city-produced video recordings of City meetings on a variety of issues. Some of these materials, depending on their long-term informational value, become a permanent part of the Sierra Madre Library collection.

Local History Collection

The Local History collection consists of a rare book collection, a circulating California book collection, local newspapers on microfilm, and the Sierra Madre Historical Archives. Instructions for using these collections are available from staff. Advance appointments are encouraged for research requests.

The Rare Book Collection

This collection consists of donated books of special California interest, particularly old or rare editions or signed copies. These items are designated for in-Library use only. Additions to the collection are limited by the space available. The rare book collection is accessible through the Library catalog.

California Collection

This circulating collection focuses on the history of the State of California and specifically the Los Angeles area, Sierra Madre, and surrounding communities, but also includes books on a wide range of California topics such as art, architecture, geology, travel and natural resources. New material is regularly purchased to keep the collection up to date. The circulating California collection is accessible through the Library catalog.

Local Newspaper Collection

Local newspapers on microfilm are organized by newspaper title and date from 1888 through 2012 and include Sierra Madre Weekly, The View from Sierra Madre, Highlights, Sierra Madre News, and Sierra Madre Vista. The Mountain Views News is available only in print.

The Sierra Madre Historical Archives

On May 27, 1999, the Sierra Madre Historical Preservation Society and the Sierra Madre Public Library entered into an agreement defined by a Memorandum of Understanding (MOU) whereby the archival collection became jointly owned by both institutions. The archival collection consists of historic documents, photographs (prints and negatives), slides, maps, sound recordings, oral histories, moving images, scrapbooks, ledgers, news clippings, books, works of art, and ephemera. The focus of the collection is on Sierra Madre and the nearby San Gabriel Mountains.

The Library does not purchase items for this collection but donations are welcomed. All donations are reviewed before being accepted in accordance with MOU regulations. Current city newsletters, news articles, programs etc. are actively collected to ensure the future of the archives.

A number of factors are considered when reviewing offers to the archival collection:

- Relevance to Sierra Madre history
- Provenance and availability of information about the item
- Duplication of material already included in the collection
- Condition of the item
- Availability of space to store the material securely

Collection Maintenance

The Sierra Madre Public Library uses, *CREW: A Weeding Manual for Modern Libraries 2012*, as the guide for maintaining the collection. This system provides guidance to small and medium-sized public libraries about how to cull outdated and no longer useful materials from their collections. It is the benchmark tool for weeding Library collections.

Weeding

Staff will review the collection annually and issue reports on the number of materials weeded and the number added. Those materials determined to be no longer ~~be~~ of value are withdrawn from the collection.

Library materials are weeded from the collection for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

Basement circulation storage

Materials stored in the basement ~~may~~ include:

- Low-circulating non-fiction, classic fiction used primarily for school assignments, literature and poetry that are essential to maintaining our core collection, less-popular volumes of fiction series, City government documents, and area maps of historical importance.
- Periodicals (newspapers and magazines)
- Historical archives
- Art collection not on display
- Maps

Gifts

The Sierra Madre Public Library accepts gifts of books for the Library's collection that fall within needed categories, as determined by the Library Director and staff. Gift additions must meet the same selection criteria as purchased materials.

Monetary gifts to the Library Gift and Memorial Fund may be made in memory of a person, in honor of a person, or in general to support the Library collections.

Suggestions for Purchase

The Library encourages suggestions for purchase from the community. Suggestions can be made using forms available at the public service desk or on the Library's website

Request for Reconsideration of Library Materials

The Library respects the right of any patron to question the inclusion or exclusion of a title or format in the Library collection. The Library purchases and selects a wide variety of material and does not censor based on one particular point of view. Nor does the Library label material indicating a controversial or questionable stance, as we believe that this practice is contrary to the "free marketplace of ideas" and the intent inherent in the ALA Freedom to Read statement. However, serious consideration is given to patron concerns regarding disputed material and a formal procedure will be followed to ensure the patron's concerns are addressed. The Library Director will review the request and inform the patron of the decision within six weeks and will have final authority in the decision.

SIERRA MADRE PUBLIC LIBRARY

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS (additional pages may be attached)

Title or description of item:

Format: Hardback Paperback Audiobook Music CD DVD Other

Date that you read, listened to, or viewed the material:

Name: _____

Email: _____ Phone Number: _____

Do you represent a group or organization: Yes _____ No _____

If so, what group or organization?

What are your concerns about the item? Please be specific.

What are the redeeming qualities of this item?

What do you suggest the Library do about this matter?

Office Use Only: Attach a copy of the response

Date request received: _____ Reviewed by: _____

Date of response: _____

ALA LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

ALA FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the

constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

LIBRARY RESOLUTION 14-001

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC LIBRARY TO
ADOPT THE SIERRA MADRE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

WHEREAS, a primary responsibility given the Library Board of Trustees is the adoption of policies for the delivery of public Library services to residents in its jurisdiction; and

WHEREAS, according to the California Education Code, Title 1, Division 1, Part 11, Chapter 5, Articles 1-4, Sec. 18919. Rules, regulations and bylaws states, "The Board of Library Trustees may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto", and

WHEREAS, the Library Director and Library Services Manager have developed a collection development policy in keeping with current professional practices; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Sierra Madre Public Library hereby:

- 1. Adopts by Resolution 14-001 The Sierra Madre Public Library Collection Development Policy; and**

APPROVED AND ADOPTED on this 28th day of May 2014 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT



**Rob Stockly, Chair, Sierra Madre Public
Library Board of Trustees**

ATTEST:



I, CAROLYN THOMAS, DIRECTOR OF LIBRARY SERVICES, SIERRA MADRE PUBLIC LIBRARY hereby certify that the foregoing Resolution 14-001 was duly adopted by the Board of Trustees of the Sierra Madre Public Library at a regular meeting held on the 28th day of May 2014.

Sierra Madre Public Library

Rules of Behavior

Service Priorities: Space for residents and visitors to read, study, and engage in activities that support lifelong learning.

Policy Statement: The Sierra Madre Public Library is committed to providing library patrons with an enjoyable, comfortable, and orderly environment in which they may search for information, read, study, and use library materials, programs, and services. The Rules of Behavior shall apply to the interior and exterior of the building, and all grounds controlled and operated by the City of Sierra Madre for the Library (such buildings and grounds are hereafter referred to as the "premises"). The rules apply to all persons entering in or on the premises.

Definitions:

1. Covered containers means bottles with a screw or sip top and cups with sip lids, but excludes canned drinks.
2. Snack foods means those items that are dry, not sticky, and not requiring utensils to eat, such as snack bars, cookies, crackers, chips, and cereals.

Regulations:

Persons entering in or on the premises:

1. Shall be engaged in activities associated with the use of a public library while in the library building. Persons not engaged in reading, studying, or using library materials, programs, or services may be required to leave the building.
2. Shall respect the rights of other persons and shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to harass or annoy that person, by following another person about the library building with the intent to harass or annoy that person, by playing audio equipment so that others can hear it, by singing or talking to others or in monologues, or by behaving in a manner that reasonably can be expected to harass or annoy other persons
3. Shall not interfere with the use of the library by other persons, or interfere with library staff's performance of their duties.
4. Shall not destroy, deface, or illegally remove library materials or property. Library staff may, with probable cause, and as more fully set forth below, detain a person for a reasonable period of time to investigate whether the person violated this rule.
5. May not eat, drink, or smoke in the library building except for non-alcoholic beverages from covered containers, and dry snack food to feed children four years and younger. No food or drink is allowed at any time in the computer or archives rooms or at any computer, printer, copier, scanner or other electronic equipment. Persons are responsible for all replacement costs and fees for library materials or equipment damaged if their drink spills.

6. May not bring animals into the building or leave them unattended on the premises, except persons may bring seeing-eye dogs or other animals into the library building if required for assistance with a disability recognized under the Americans with Disabilities Act or related law or if otherwise required by a treating medical provider. Staff may request proof of such need.
7. Shall not operate roller skates, skateboards or other similar devices in or on the premises.
8. Shall not sell, panhandle, or solicit in the library building or premises.
9. Shall not be permitted to enter the library building without being fully clothed. Fully clothed includes having a shirt or other covering of the upper body and shoes or other footwear.
10. Shall not improperly use library restrooms, including, but not limited to, bathing, shaving, washing hair, and changing clothes.
11. Whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
12. Shall not knowingly and without authorization use, access, disrupt, destroy, manipulate, or alter any library computer, computer system or network, or computer program or data, as more fully set forth in the Sierra Madre Public Library Policy Manual, "Internet Use Policy Statement and Regulations."
13. Shall not leave one or more children under the age of 7 anywhere in or on library premises without supervision. Supervision means a level of presence and attention by an adult that would reasonably indicate to library staff that the child is supervised.
14. Shall not enter areas marked "staff only."

Enforcement:

- a. Any person not abiding by these or other rules and regulations of the library shall generally be given a warning that any continued violation will result in the person being requested to immediately leave the library premises and/or the limitation or revocation of library privileges.
- b. Library staff may determine that, due to the seriousness of the violation or because of similar past violations by the person, a warning is futile or not necessary. In that situation, library staff shall request that the person immediately leave the library premises.
- c. Whenever staff requests that a person leave the library premises, the staff person shall inform the person of the rule or regulation that the person has violated.
- d. Any determination by library staff that a rule or regulation has been violated must be supported either by direct and reasonable observations of staff or by complaints made by other persons that, in the judgment of staff, appear reasonably true.
- e. When in the judgment of library staff sufficient cooperation is not forthcoming from a person who has violated a rule or regulation, staff may contact the Sierra Madre Police Department for assistance in enforcing the rules and regulations.
- f. Whenever library staff has probable cause to believe a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the library premises, staff may do the following:

(1) Staff may detain the person for a reasonable time for the purpose of conducting an investigation in a reasonable manner.

(2) In making the detention, staff may use a reasonable amount of non-deadly force necessary to protect staff and to prevent escape of the detained person or the loss of tangible or intangible property.

(3) Staff may request the detained person to voluntarily surrender the book, item, property, or material. If the person refuses, a limited reasonable search may be conducted by those authorized to make the detention in order to recover the item. Only packages, shopping bags, handbags, or other property in the immediate possession of the person, but not including any clothing worn by the person, may be so searched.

(4) Staff shall immediately contact the Sierra Madre Police Department for assistance.

g. In addition to a request to leave the library premises, violation of the rules and regulations may result in the limiting or revoking of library privileges, civil court action, or criminal prosecution if the conduct constitutes a violation of State law or the Sierra Madre Municipal Code.

h. Only the Director of Library Services may limit or revoke library privileges. The extent of any limitation and the length of time of any limitation or revocation must be supported by good cause. Good cause relates to the number, severity, and nature of the violations of rules and regulations. A particular limitation or revocation may not be effective for more than one calendar year.

i. A person whose library privileges have been limited or revoked may appeal the matter by submitting a completed Library Revocation Appeal form to the Director of Library Services or designee within ten (10) calendar days from the date of the determination letter. The Library Board of Trustees shall hold a hearing on such matter and render a decision, which shall be final.

j. Prior to resumption of library privileges, the person in question must schedule a meeting with the Director of Library Services or designee for a review of the standards of conduct or other rule or regulation violated.

Resolution Number No. 06-003 was duly adopted at a regular meeting of the Library Board of Trustees of the Sierra Madre Public Library and became effective on July 26, 2006.

Donations and Donor Recognition Policy and Regulations

Subject: Donations: Donor Recognition
Service: “Commons” and “Lifelong Learning”
Priority:
Policy: Gifts and bequests whether given to the Library through the Friends of the Sierra Madre
Statement: Library, foundations, corporations or individuals shall be used to support the Library’s mission to augment collections, support services and programs, and provide access.

Definitions: **Donor recognition guidelines** – Regulations to ensure a uniform approach consistent with the best interests of the donors and the needs of the Sierra Madre Public Library.

Collection Development – Reviewing, selecting, and deselecting materials for and from the book, audio-visual, serial, and digital collections. Collection decisions are based on professional reviews, knowledge of the collection, and funding resources.

Gift and Memorial Fund – A City of Sierra Madre dedicated fund for receiving tax deductible gifts and accounting for their use.

Library materials or items – Books, magazines, compact discs, audio and video tapes, databases and other items generally found in contemporary public library collections.

Long Term Pledges – A written commitment by a donor which includes the amount pledged and a schedule for the Library receiving the gift in payments or in total, within three to five years of making the pledge.

Named Spaces and Programs at the Library –

- Dickenson Memorial Walk
- Gift and Memorial Fund
- Jameson Sierra Madre Room
- Mary Tumilty Endowment Fund
- Memorial Garden
- Paula Randall Reading Room
- Sommer Library Scholarship Fund
- Walt Wesley Computer Literacy Center
- Arthur Kirk Library Information System

Sierra Madre Historical Archives – A local history collection jointly owned and maintained by the Sierra Madre Historical Preservation Society and the Sierra Madre Public Library.

Weeding – A collection development activity of deselecting library materials (see also Collection Development).

Regulations:

1. Appreciation and Publicity: All contributions of money will be acknowledged within 5 working days by a printed receipt. Donors of \$100 or more will also receive a personal letter from the Library Director or other appropriate individual and will be listed on the donor section of the City Web Site. Donors of major gifts will receive opportunities for publicity and special recognition and appreciation activities as appropriate.
2. Types of Gifts Accepted and Recognized:
 - a) Cash, readily marketable securities, real estate, and future interests including gifts in trust and life estates;
 - b) Gifts of life insurance will be recognized at cash value until maturity of the policy;
 - c) Gifts of personal property or securities not readily marketable will be recognized at the amount netted from the sale of the property. If the 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;
 - d) Gifts of personal property including books, serials, media, equipment, and items for the Sierra Madre Historical Archives such as photographs, postcards, scrapbooks, etc. will be recognized with a thank you letter;
 - e) All donations must comply with federal and state law, including law regulating the use of donations and conflict of interest law.
3. Comprehensive Donor Recognition Display: Donors previously recognized in the Library and all donors with accumulated contributions/pledges of \$5,000 or more, will be incorporated into a permanent recognition display.
4. Recognition levels on the main donor display will be:
 - a) Philanthropists \$100,000 - and above
 - b) Benefactors \$50,000 - \$99,999
 - c) Patrons \$25,000 - \$49,999
 - d) Sponsors \$10,000 - \$24,999
 - e) Associates \$5,000 - \$9,999
5. Donations of cash to purchase Library materials such as books, media, etc.:
 - a) Will include a book plate placed on the item listing the name(s) of the donor and/or honoree, and in the bibliographic record;
 - b) All materials purchased with donations become the exclusive property of the Sierra Madre Public Library and will not be returned;
 - c) Librarians are responsible to select specific items to be included in the library collection however, suggestions made by donors will be considered in the following order: 1. material type, 2. subject area, 3. specific item.
6. Donations of materials:
 - a) All material donations become the exclusive property of the

- Sierra Madre Public Library and will not be returned;
 - b) Material donations are accepted provided there are no restrictions in perpetuity and may or may not become part of the Library's collection;
 - c) Material donations accepted by the Library are judged on the same basis as purchased materials;
 - d) Material donations not used by the Library or used and later weeded from the collection may be sold to raise funds for Library services and programs, or recycled;
 - e) Appraisals will not be provided by the Library. Donor(s) may make their own arrangements for an appraisal;
 - f) Itemized lists will not be generated by the Library. Donor(s) may make their own arrangements for an itemized list.
7. Donations of historical materials:
- a) 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 City of Sierra Madre and the Sierra Madre Historical Preservation Society;
 - b) Material donations should be relevant to Sierra Madre and local mountain history in accordance with the Collection Development Policy for the Sierra Madre Historical Archives;
 - c) Items are accepted at the discretion of the Associate Librarian in charge of the Historical Archives Collection or the Director of Library Services;
 - d) Archival materials may be sold if materials do not meet collection development priorities. Revenues will be used to preserve, maintain, and develop the archival collection.
8. Memorial Gifts: Individuals in whose memory \$1,000 or more has been given will be recognized in a special memorial area to be determined by the Library Board of Trustees.
9. Matching Gifts: Donors whose gifts are matched by corporations will receive recognition for the total given. The corporation will receive recognition for the cumulative total of its matching portions and its own gifts.
10. Naming of Areas, Equipment, Projects, Endowment Funds, Rooms, and Facilities will recognize donors for a minimum donation of:
- a) \$10,000 – Areas, Projects, or Equipment
 - b) \$50,000 – Permanent Endowment Fund or Room.
 - c) 100% of construction and furnishings costs – Exclusive Naming of new facility approved but unfunded.
 - d) 50% of construction and furnishings costs – Naming of approved new facility with other donors recognized for unfunded; partially funded; fully funded projects.
 - e) 50% of construction and furnishings costs – departments or areas.
11. Conditions for Naming Rights:

- a) Acceptance of terms and conditions made to the Sierra Madre Public Library is subject to the approval of the Library Board of Trustees and City Council.
- b) Unfunded projects must be approved by the Library Board of Trustees and City Council.
- c) Facilities will not be named for: non-donors unless the persons wishing the area so named, fund the project; long-term pledges, unless default on the pledge would create no financial hardship for the Library; planned gifts, until proceeds are received; gifts of property (real or personal) until converted to cash.

Resolution Number No. 05-001 was duly adopted at a regular meeting of the Sierra Madre Public Library Board of Trustees on July 28, 2005 by the following vote:

AYES: Patricia Hall
Eph Konigsberg
Marianne Siberell

NOES:

ABSENT: James Kincaid
Howard Wagner

ATTEST: Cathy Ryne, Acting Director of Library
Services

OPERATING POLICIES

1. Hours of Operation

The Librarian shall determine a schedule of hours of service that serves the total public best, given the Library's resources of money and staff. The Library will follow the City of Sierra Madre holiday schedule, with the exception of Admission Day, Columbus Day and the Friday after Thanksgiving. On the days the Library will remain open and employees will be given compensatory time as applicable. The Library will close at 2:00 p.m. on the both Christmas Eve and New Year's Eve.

2. Privacy Confidentiality of Library User Information

Privacy is essential to the exercise of free speech, free thought, and free association. In libraries, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.

The Sierra Madre Public Library recognizes the need to protect the user's right to privacy regarding questions asked and materials consulted. All records identifying the names of Sierra Madre Public Library users and their related use of the Library and its resources shall be confidential.

Confidentiality of Personal Identifying Information

The personal registration information that the Library collects from users is only for the purpose of maintaining control of library materials and is exempt from public inspection and copying. The following types of personal contact information are collected or submitted to the Library in person or over the web site:

- Name
- Address
- Email address

- Telephone number
- Unique personal identification number (e.g. current driver's license, social security, U.S. passport)
- Date/year of birth (optional)
- Library card number

Confidentiality of Library Records

Staff members and volunteers shall maintain the confidentiality of information about library users, their requests for information and materials, the online sites and resources they access, and their loan transactions. The following types of personal records collected by Library are:

- Materials currently checked out
- Last patron to check out an item
- Overdue materials (until returned)
- Fines paid or waived (kept for 6 months)
- Reference requests (kept until request fulfilled)
- Reserve & interlibrary loan requests (record retention for these items are under review)

Commitment to Privacy

The *Public Records Act*, specifically, *California Government Code Section 6267* mandates confidential treatment of your registration and borrowing records. Library registration and records may be consulted and used by the Library staff in the course of carrying out Library operations, but will not be disclosed to outside individuals or to any private or public entity except upon the request or consent of the library user, or pursuant to subpoena, or other order from a state superior court or federal court of competent jurisdiction, or as otherwise required by law. The Library staff shall resist the issuance or enforcement of any such process, order, or subpoena:

- a. Absent any showing the patron has been given notice of the process, subpoena, or order and until such time as the patron gives written consent to compliance with the process, subpoena, or order, or

- b. Until such time as finding of good cause has been made in a court of competent jurisdiction, except

- i.) Notice to the patron is not required if a Foreign Intelligence Surveillance Act court order or National Security Letter has been received and reviewed by the City Attorney before Library staff complies with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act, commonly known as the USA Patriot Act, enacted on October 26, 2001.

Adopted by the Sierra Madre Public Library Board of Trustees on October 21, 2003.

3. Use of Materials

Under the terms of our agreement with the Metropolitan Cooperative Library System, all persons residing, working, attending school, or paying taxes in a community which is a MCLS member are entitled to free borrowers' cards. Patrons under 18 will be issued children's cards which must be signed by a parent or guardian acknowledging responsibility for materials borrowed. Temporary cards may be issued to non-resident tourists and visitors with a refundable deposit.

4. Circulation

The Librarian shall create and administer circulation procedures which serve the total public best. For example, the Librarian will determine the length of the loan period for various materials considering the community's needs and the library resources. Circulation procedure will be simple and efficient.

5. Charges and fines

In order to assure the prompt return of books and to defray the costs of overdue procedures, overdue fines will be charged on library materials not returned by their due date. Nominal charges will also be applied when special services are offered patrons, such as book reserves. The Librarian will keep a current and accurate record of the schedule of such charges and fines and any changes to this schedule must be approved by the Board of Trustees.

6. Purchasing Procedures

The Librarian, with the help of the City Administrator and the Board of Trustees, will prepare a budget covering all purchases and commitments requiring an expenditure of funds under the control of the Library. This budget will be approved by the Board of Trustees.

Purchases and commitments totaling over \$4,999.99 require a formal bidding process and must be and must be approved by the City Council. Purchases and commitments under \$4,999.99 shall be made on the basis of price, quality, and dependability and after obtaining at least three informal quotations from the most qualified suppliers, all to the extent practicable in the circumstances.

7. Library Department

It is the policy of the Sierra Madre Public Library to provide, to the extent possible, an environment within our library which supports the library patron in his or her search for information and in which to read or study. The extent that support includes such qualities as a building that is well-maintained, reasonably comfortable and barrier-free; staff who are knowledgeable, responsive, and pleasant; programs, services and materials which are relevant to this community; and a general sense of order. In recognition that the library serves a diverse clientele each day, the creation and maintenance of a sense of order obligates the library to establish standards of acceptable patron behavior which staff can

reasonably enforce. The following Standards of Behavior were proposed by Library Administration and approved by the Library Trustees and are to be used by staff as general guidelines in maintaining order within the library.

8. Children's use of library material

On February, 14, 1974, the Board adopted the American Library's Association statement, "Free Access to Libraries for Minors," (see Appendix No. 5). At that same meeting the following policies were adopted:

"A library card issued to a minor is valid only when signed by the minor's parent or legal guardian. This rule applies until the eighteenth birthday of the minor is reached, or until the age of majority is reached through marriage or a court order (California Civil Code, Sections 25 and 204). In signing the library card, the parent or legal guardian agrees to be responsible for materials borrowed on the card."

"The library staff members and the Library Board do not stand in loco parentis in their official positions. Access to library materials, including videos, may be denied a minor only by its parent or legal guardian, who should so inform the minor." (amended by unanimous vote on December 13, 1999, Trustees Oen, Konigsberg, Whitcraft, Neiby, and Quigley)

9. Children left at the library

Occasionally the library has been used in lieu of a day-care facility by parents. Children have been left at the library for long periods of time on a regular basis. This practice requires the librarian's constant and continued attention and interferes with regular operation of the library. When this situation occurs, the librarian shall contact the parents and explain that this is not proper use of the library's resources and request that the parents make other arrangements for the care of the child. Suggestions for local day-care facilities may be made.

When a child under twelve is left at the library after closing time, the librarian shall wait

fifteen minutes for the parent to pick up the child. After that time, if the parent has not arrived the police shall be summoned.

	Current Fee FY 2015-2016	Unit
LIBRARY FEES		
Overdue Fees		
Books and Other Print and Digital Materials	\$0.25 adult & children; Maximum fine \$17	each, up to maximum
DVD	\$2 adult & children; Maximum fine \$32	each, up to maximum
Miscellaneous		
Flash Drive Purchase	\$12	each
Check-Out Materials Without Library Card	\$2	per occasion; three time max
Computer Class Deposit	\$22	deposit; retained if student does not attend
Copy/Print/Scan - Black and White	\$0.20	per side
Copy/Print/Scan - Color	\$3	per side
Interlibrary Loan Request	\$5; Up to 10 requests per year; \$28 for each additional request	per week
Projector or Screen Rental (plus \$25 refundable deposit)	\$17	each
Reserve Item Request	\$1	each request
Visitor Pass for Internet	\$1	each
Copies from archives	\$0.50	per side
DVD rentals		
a) Documentaries and Educational	\$0.00	per week
b) Entertainment DVDs	\$1	per week
Lost or Damaged Materials		
Bar Code Replacement	\$13	each
Container Replacement - Covers, CD, DVD, Tapes	\$19	each
Library Card Replacement	\$13	each
Replacement of Materials Fee		
a) Administrative Processing Fee	\$17	
b) Material Replacement Cost (3)		
i) Adult Collection (3)		
a) Hardcover - Fiction	\$28	each
b) Hardcover - Non-Fiction	\$31	each
c) Hardcover - Reference	\$116	each
d) Paperback - Fiction	\$18	each
e) Paperback, Trade - Fiction	\$20	each
f) Paperback - Non-Fiction	\$20	each
g) Paperback, Trade - Non-Fiction	\$22	each
h) Paperback - Reference	\$59	each
i) DVD	\$24	each
j) CD - Audio Book	\$64	each
k) CD - Music	\$17	each
l) MP3 - Audio Book	\$64	each

	Current Fee FY 2015-2016	Unit
LIBRARY FEES		
ii) Children and Young Adult Collection (3)		
a) Hardcover - Fiction	\$21	each
b) Hardcover - Non-Fiction	\$26	each
c) Hardcover - Reference	\$106	each
d) Paperback - Fiction	\$16	each
e) Paperback - Non-Fiction	\$16	each
f) Paperback - Reference	\$80	each
Archival Fees		
Reproduction Fee - Scanned Digital Image	\$12	each
Archival Use		
a) Books, Catalogues, Periodicals:		
i) For-Profit	\$53	per image
ii) Non-Profit	\$12	per image
b) Film, Video, TV, CD:		
i) For-Profit	\$79	per image
ii) Non-Profit	\$17	per image
c) Slide Show/Display Image		
i) For-Profit	\$27	per image
ii) Non-Profit	\$7	per image
d) Loan Processing (Repositories or Institutions)	\$27	per loan processed
	Current Fee FY 2015-2016	Unit
STAFF HOURLY RATE		
Library Staff - Full-Time	\$90	per hour
Library Staff - Part-Time	\$54	per hour

Exhibit “A”

The City of Sierra Madre Information Display, Exhibit, and Distribution Management Policy and Regulations

Service Priorities: Communication to residents and visitors of public, cultural, and educational information.

Policy Statement: The City of Sierra Madre is dedicated to delivering quality customer services to residents, businesses, and visitors. Therefore, the City upholds the importance of providing distinctive forums to support diverse points of view and always endeavors to be responsive to the changing needs of the community, to preserve its history, and to meet the challenges of the future. Information displays, exhibits and distribution spaces at City of Sierra Madre facilities are intended to support these goals by increasing public awareness and understanding of City services, news, events, programs, activities, and history; providing a forum for elected officials, City management, City departments, and boards and commissions to communicate to residents and visitors; and dedicating space for the City to meet legal posting requirements.

Definitions:

1. **Approved link** means a link requested and approved by the appropriate Department Manager from their Department’s pages or documents within the City Web site to an external Web site or document.
2. **Community event** means a City of Sierra Madre activity, event or program that is sponsored by the City Council, City Department, or an organization that signs the written sponsor contract or agreement with the City for the activity.
3. **Content** means information provided to the webmaster from departments or about City services for display on the Web site.
4. **Criteria review** means the evaluation by staff of materials in all formats to determine if the requirements are met for displaying, exhibiting, posting, and distributing.
5. **Display or exhibit case** means enclosed lockable cases that can hold two and three dimensional items intended for public viewing on City-owned or controlled property.
6. **Display** means a collection of materials organized around a theme, anniversary or event. All displays are nonpublic/closed forums except for those installed in the display case at the Sierra Madre Public Library and interior bulletin board located at the Community Recreation Center.
7. **Display rack** means equipment designed to hold multiple copies of pamphlets, flyers, brochures or newspapers.
8. **Distribution list(s)** means a non/public closed forum for the City to compile personal and identifying information for the purposes of sending electronic or print notifications by mail, delivery or electronic means to customers.
9. **Exhibit** means:
 - a. Materials from the Sierra Madre Historical Archives or on-loan from another library, museum or educational institution organized, described and displayed under the supervision of the Associate Librarian in charge of the Archives or designee.
 - b. Materials from educational or art institution which the City has submitted a proposal to show a comprehensive traveling or loaned exhibit including text panels and artifact labels and instructions for installation provided by the sponsoring institution.
10. **Fundraising events and programs benefiting the City** means those sponsored by the City, a non-profit organization that restricts its donations to the City of Sierra Madre, or a not-for-profit event benefiting the City organization.
11. **Harmful matter** means matter taken as a whole, which to the average person, applying contemporary statewide standards, appeals to primarily the prurient interests, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.
12. **Home page** means the intended beginning page of the City Web site.

13. **Landing Page** means the web page a user arrives at after clicking a department or information link. The content of the landing page must be related to City department services, and/or community information and events.
14. **Limited public forum** for:
 - a. **Displays/exhibits** means those installed at the Sierra Madre Public Library. Exhibits located at the Library are governed by policy and regulations as adopted by a resolution of the Library Board of Trustees.
 - b. **Bulletin board** means the posting space for materials that increase public awareness of non-profit events and opportunities of an educational, cultural, non-partisan political, and fundraising nature that may be submitted by individuals or organizations.
 - i. The interior bulletin board located at the Sierra Madre Public Library and governed by policy and regulations as adopted by a resolution of the Library Board of Trustees.
 - ii. The interior bulletin board located at the Community Recreation Center as governed by this policy
 - c. **Distribution space** means the area(s) inside a City facility used to place multiple copies of materials accessible to the public for them to browse and take. Limited public forum distribution areas:
 - i. City Hall inside the second set of entryway doors on the table, a rotating display rack, and a wall rack;
 - ii. Hart Park House Senior Center in the foyer and office.
 - d. Library beneath the bulletin board.
15. **Link** means an element in a web page or document that moves the user's search to another place in the same web page or document; or to an entirely different Web site, web page or document.
16. **Nonpublic/closed forum** for:
 - a. **Displays/exhibits** means those that are installed on City property, not in the public right of way, and not defined as a limited or open public forum display/exhibit.
 - b. **Bulletin boards** means all bulletin boards not specifically designated as limited or open public forum boards.
 - c. **Distribution lists** means all lists compiled by the City will be limited to the purposes for which they were gathered.
17. **Privacy** means the protection of City records identifying the names and other personal information of City of Sierra Madre users of the e-mail distribution list(s) or the City Web site.
18. **On-line resource** means databases or information services licensed by the City for access by the community.
19. **Regional information** means materials by a city, county, state, federal, non-profit, or for-profit agency or business located within a 20 mile radius from City Hall, 232 W. Sierra Madre Blvd.
20. **Related Page** means the web page a user arrives at after clicking a link from a listing on the right side of a landing page. A related page provides for additional detail that can expand ideas from a landing page to additional pages within the website or offsite to an approved link, especially when the information provider is uncertain whether the idea deserves a full top-leave page.
21. **Sierra Madre Non-profit** means an organization organized under Section 501 of the internal revenue code which conducts meetings or activities within the city and which has a permanent address or status within the city.
22. **Open or public forum** means those places that by tradition have been used by the public at large for the free exchange of ideas.
23. **Webmaster** means the manager of the City Web site as designated by the City Manager.
24. **Web page** means document of the Web site.
25. **Web site** means a collection of interlinked web pages with information and services of the City of Sierra Madre.

Section 1.

Exhibits and Displays Regulations

Subject: Exhibits and Displays

Regulations:

1. Display cases located on City property are for displays and exhibits prepared or organized by City Departments and are therefore closed forums unless otherwise stated in the policy.
2. The display case located at the Library, when not in use by the City, may be used by individuals, non-profit organizations, and other organizations and entities, as follows:
 - a. Priority shall generally be given to applicants from within Sierra Madre.
 - b. Displays will be scheduled according to the needs identified by the City Manager or designee.
 - c. Displays must focus on material that is educational, informational, cultural, or of particular interest to the Sierra Madre community, must be reflective of the purposes of the Library, and must be suitable for young children.
 - d. Displays may not contain “harmful matter” as defined above. Displays should not contain pornographic material.
 - e. Displays may not contain material that is discriminatory or harassing on the basis of race, national origin, ethnicity, religion, marital status, domestic partner status, age, mental or physical disability, sex, or sexual orientation.
 - f. Displays may not contain partisan political information regarding candidates, proposed legislation, issues, or similar matters.
 - g. Displays may not contain religious material that is proselytizing.
 - h. Commercial displays are prohibited.
 - i. Displays of non-profit organizations may relate to membership drives, fundraising events, or the non-profit organization’s mission, as long as the other requirements set forth above are not violated.
3. Displays/exhibits will be prepared and installed under the direction of the Department Manager responsible for the facility where the display will be located.
4. Exhibits may be developed and/or coordinated by staff using materials from the Library, other City Departments, or Sierra Madre Historical Archives collections.
5. Exhibits prepared by a library, museum or educational institution other than the City of Sierra Madre or Sierra Madre Historical Preservation Society as co-owners of the Sierra Madre Historical Archives will be considered if the:
 - a. Institution is from a city, county, state, or federal government department.
 - b. Funding required to cover costs of an exhibit have been appropriated by the City from the City budget, grant or donation.
 - c. City is held harmless if materials are damaged, lost, or stolen anytime during the transit, installation, and exhibit.
 - d. City Manager or designee determines sufficient space is available.
 - e. Installation instructions, labels or text panel, and signage are included with exhibit materials.
6. Exhibits may be created using originals, models, facsimiles, or images.
7. Exhibits will include:
 - a. Sign with exhibit title, curator(s), and parent institution.
 - b. Labels and/or text panels to help the public understand the purpose of the display and the context of the materials.
8. City exhibits and displays may be installed in display cases; tops of shelving units, shelves, counters, and tables; or mounted on the Web site.

Section 2.**Bulletin Boards Management Regulations**

Subject: Bulletin Boards

Regulation:

1. City Department Managers or designees are responsible to assign posting responsibilities to an employee or volunteer.
2. Assigned posting responsibilities will include staff performing the criteria review, posting and removing materials, and maintaining the bulletin boards. Staff will determine in the criteria review that materials do not contain “harmful matter,” and that the requirements for posting materials are in compliance with this policy.
3. Members of the public shall not post materials themselves; they may mail or deliver materials to service desks at City Hall or a City Department for criteria review by staff.
4. Criteria review of materials will be done within the regular workflow of staff and not “on demand.” Frequently, review will occur within 30 days.

5. Priorities for displaying materials are considered when number of submittals of materials exceeds available space. Staff will prioritize the posting of materials by organizations listed in descending order.
 - a. Official City material.
 - b. Non-profit organization that restricts its donations to benefit the City of Sierra Madre.
 - c. Agencies from schools, districts, counties, states, and the federal government that provide services to residents.
6. Materials will be initialed and dated on the front lower right hand corner by the person authorized to perform a criteria review
7. Unrelated materials may not be overlapped or layered when posted.
8. Staff may discard materials not meeting posting criteria, posted by the public without permission, and not posted because of lack of space. The City is not obligated to return materials to the organization or individual who submitted them for posting.

Section 3.

Distribution of City and Non-City Materials Regulations

Subject: Information Distribution

Regulation:

1. The distribution of City and non-City information pertains to single copies of electronic notices or multiple copies of print materials such as pamphlets, flyers, brochures or newspapers, but excludes standard size business cards and commercial advertisements. It may include, but is not limited to, the distribution of information through the City's utility bills.
2. Electronic notices are restricted to;
 - a. those created by or for the City of Sierra Madre
 - b. content publicizing an event held in Sierra Madre, open to the public, of a non-profit nature, sponsored by a Sierra Madre non-profit
3. Distribution list(s) may be compiled using public records, private City records, or by customers volunteering their personal information.
4. Distribution list(s) may include personal and identifying information accessible by City employees/volunteers with a need to know.
5. Personal information will be protected by using available technology and encryption to provide a secure environment and to prevent unauthorized access.
6. Requests to gather personal information for distribution lists will reference the City's website privacy statement.
7. Customers volunteering their personal information do so at their own risk.
8. Print materials must be larger than 2 x 3 ½ inches (standard business card) and smaller than 20 x 30 inches.
9. Print materials and electronic notices are intended to increase public awareness of non-profit events and opportunities of an educational, cultural, non-partisan political, and fundraising nature that may be submitted by individuals or organizations.
10. Priorities for distributing non-City materials are considered when number of submittals of materials exceeds available space. Staff will prioritize the distribution of non-City materials by organizations listed in descending order.
 - a. Non-profit organizations located within the boundaries of the City of Sierra Madre.
 - b. Agencies or departments of schools, special districts, counties, states, and the federal government which provide information for residents.
 - c. Newspapers or magazines that are published in the City or that dedicate a column or space about Sierra Madre in each issue.
 - d. Newspapers that include a focus on the San Gabriel Valley.
 - e. For-profit organization.
11. No more than 100 pieces of any item may be left for distribution, unless the pieces are designated for the City's utility bills.
12. City Department Managers or designees are responsible for assigning an employee or volunteer to review materials to determine compliance with this policy and maintain the space at their facilities.
13. Maintenance responsibilities include reviewing and straightening stacks of literature and discarding out-of-date and non-conforming items.

14. The City reserves the right to discard materials when the remaining quantity is less than 10 items.
15. Non-City materials may be distributed in designated areas only as determined by the Department Manager or their designee at a facility.
16. Members of the public may leave materials themselves, but the City reserves the right to relocate materials to another area.
17. Criteria review of materials will be done within the regular workflow of staff and not “on demand.” Frequently, review will occur within 30 days.
18. Unrelated materials may not be overlapped or layered when stacked or displayed.
19. Staff may discard materials if they are out-of-date, there is inadequate space, or materials do not meet the criteria. The City is not obligated to return materials to the organization or individual who submitted them for distribution.
20. Distribution of materials through the use of the City’s utility bills is also subject to the reimbursement of the City’s additional postal expenses, and any additional time involved in stuffing the bills, by the requesting party.

Section 4.

City Web Site Regulations

Subject: Official Web Site Management

Regulations:

1. The City Web site is a non-public forum.
2. Each department of the City is in charge of developing content for department landing pages and related pages and of assuring the accuracy, quality and timeliness of the content.
 - a. The departmental web page content developer must send a copy of the content to the department director or designee and the web page content must be approved by the department director before its submission to the Webmaster.
 - b. Department directors indicate their approval of content by using their City e-mail address to send content to the Webmaster.
 - c. Departments should regularly review and assure the accuracy and timeliness of the Web site content for each respective department. Each quarter, department manager or designee will review all Web site pages for their sections and submit updates for their content to the Webmaster with a “cc” of their request to the City Manager or immediate supervisor.
 - d. Web site content can be submitted in digital form as a text file (preferred) or in a paper document. The departmental content developer should fulfill the style format as much as possible when developing the content.
 - e. The Webmaster should export a local file of the Web site to Excel quarterly.
 - f. The schedule of documents displayed on the web site follows the City’s adopted record retention schedule.
 - a. The departmental web page content developer – including City employees and non-City employees – is obligated to verify that use licenses, permissions, or contracts for content, programs, and databases are valid and in compliance of copyright laws.
 - b. Image/artwork/writing release form or written agreement must be filled out for any image, art work, writing, or any other intellectual property displayed on the website taken by or of a non-City employee as required by law.
 - c. Intellectual property such as images, writing, and programming developed for the City by a City employee or contract worker are the property of the City and may be used on the website or in other electronic format display.
 - d. The Web site ~~only~~ provides external links to: (1) on-line resources assembled by the Library, (2) on-line registration for the classes and facility reservation provided by the Community Service Department, and (3) online payments for City departments, or (4) approved links.
 - e. External links must provide privacy policies at their web page that identify their specific policies. The City does not take any legal responsibility for the content on external Web sites.
 - f. On-line resources available from the City through vendor licenses or contracts such as access to databases and registration services may require users to authenticate their accounts are valid and in good standing.
 - g. The City Web Site Privacy Statement will be displayed on the Web site: See Attachment 3.

Section 5.

City Social Media Policy

Subject: Social Media

Policy Statement: The City of Sierra Madre strives to increase and broaden community involvement and trust as part of its commitment to delivering excellent customer service. As such, this policy extends the City of Sierra Madre Information Display, Exhibit, and Distribution Management Policy and Regulations to include the use of social media and social network sites to further enhance communications with its constituents by increasing access to timely information through a stronger online presence.

Definitions

Administrator: authorized City official who manages content on a City-related social media website as well as reviews content posted to the site by the public.

Article: Original posting of content to a City of Sierra Madre social media site by a City of Sierra Madre author.

Author: authorized City official who creates and is responsible for posted articles and information on social media sites

Blog: (an abridgment of the term “web log”) website where a blog author can post information on a specific topic targeted to a specific audience. A blog, if commenting is enabled, allows registered members of the public (called blog commenters) to post comments about posts by the blog author.

Comment: response to City social media site content submitted by a commenter.

Commenter: City official or member of the public who posts a comment in response to the content of a particular City-related social media site.

Discussion Forums: online bulletin board that may also be referred to as a discussion group or board, a message board or an online forum. On a forum, a registered user can post a message and receive responses to the message on the bulletin board from other registered users.

Microblogging: form of blogging that allows registered users to post short updates (140 characters or less) about themselves and their activities. Twitter is an example of microblogging.

Moderator: authorized City official who reviews, authorizes and allows content submitted by City of Sierra Madre authors and public commenters to be posted to a City of Sierra Madre social media sites.

Social Media: content created by individuals using accessible and scalable technologies through the Internet. Social media websites focus on creating and fostering online social communities for a specific purpose and connect users from varying locations and interest areas. Examples of social media include Facebook, MySpace, YouTube, Twitter, LinkedIn, blogging, instant messaging, video conferencing, website link sharing, web feeds, etc.

1. Policy

- a. All City of Sierra Madre social media sites shall be (1) approved by the Department Head and the City Manager; (2) published using approved City social networking platform and tools; and (3) administered by the Department Head or their designee. Designees can be any department employee or volunteer designated by the requesting Department Head who has a complete understanding of this policy and has appropriate content and technical experience.
- b. All City of Sierra Madre social networking sites shall adhere to applicable state, federal and local laws, regulations and policies including all Information Technology and Records Management, and other applicable City policies.

- c. Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
 - d. City of Sierra Madre social networking sites are subject to State of California public records laws. Relevant City of Sierra Madre and records retention schedules apply to social networking content. Records required to be maintained pursuant to a relevant records retention schedule shall be maintained for the required retention period in a format that preserves the integrity of the original record and is easily accessible using the approved City platforms and tools.
 - e. All social network sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
 - f. Content submitted for posting that is deemed not suitable for posting by a City of Sierra Madre social networking moderator because it is not topically related to the particular social networking site objective being commented upon, or is deemed prohibited content based on the criteria in Policy Item i of this policy, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting.
 - g. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
 - h. Each City of Sierra Madre social networking site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social network site. Where possible, social networking sites should link back to the official City of Sierra Madre Internet site for forms, documents and other information.
 - i. City of Sierra Madre social networking content and comments containing any of the following forms of content shall not be allowed for posting:
 - i. Comments not topically related to the particular site or blog article being commented upon;
 - ii. Profane language or content;
 - iii. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - iv. Sexual content or links to sexual content;
 - v. Solicitations of commerce;
 - vi. Conduct or encouragement of illegal activity;
 - vii. Information that may tend to compromise the safety or security of the public or public systems;
 - viii. Content that violates a legal ownership interest of any other party; or
 - ix. Comments in support of or opposition to political campaigns or ballot measures.
 - j. All City social networking moderators shall be trained regarding the terms of this City of Sierra Madre policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.
 - k. All social networking sites shall clearly indicate they are maintained by the City of Sierra Madre and shall have the City of Sierra Madre logo, contact information, and “Official” prominently displayed.
 - l. Where appropriate, City IT security policies shall apply to all social networking sites and articles.
 - m. Employees representing the City government via social media outlets must conduct themselves at all times as a representative of the City and in accordance with all human resource policies. See - Employee Guidelines for Participating in Social Networking.
 - n. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.
2. Content
- a. Content on City of Sierra Madre social media sites is limited to those created by or for the City of Sierra Madre;
 - b. Content publicizing an event held in Sierra Madre, open to the public, of a non-profit nature, sponsored by a Sierra Madre non-profit as specified in Section 3 Distribution of City and Non-City Materials Regulations

3. Comments
 - a. Comments submitted by members of the public must be directly related to the content of the articles.
 - b. Submission of comments by members of the public constitutes participation in a limited public forum.
 - c. City of Sierra Madre blog moderators shall allow comments that are topically related to the particular article being commented and thus within the purpose of the limited public forum, with the exception of the prohibited content listed in Policy - General - Section 1 above.
4. Author and Commenter Identification
 - a. All City of Sierra Madre blog authors and public commenters shall be clearly identified. Anonymous blog postings shall not be allowed.
 - b. Public commenters shall use their valid first and last names for all postings.
5. Ownership and Moderation
 - a. The content of each City of Sierra Madre blog shall be owned by and the sole responsibility of the department producing and using the blog.
 - b. Documents and articles submitted to a City of Sierra Madre blog shall be moderated by an authorized and trained blog moderator.
6. Blog Comments & Responses
 - a. All blog articles and comments shall be reviewed and approved by an authorized blog moderator before posting on a City of Sierra Madre blog.
 - b. All blog articles and comments submitted for posting with attached content shall be scanned using antivirus technology prior to posting.
 - c. The linked content of embedded hyperlinks within any City of Sierra Madre blog articles or blog comments submitted for posting shall be evaluated prior to posting. Any posted hyperlinks shall be accompanied by a disclaimer stating that the City of Sierra Madre guarantees neither the authenticity, accuracy, appropriateness nor security of the link, web site or content linked thereto.

City of Sierra Madre Web Site Privacy Statement

The City of Sierra Madre is committed to protecting the privacy of individuals accessing its website or subscribing to its information distribution lists for the purpose of seeking City services and information. It is the City's policy that any personally identifiable information, including a person's name, address, telephone number and e-mail address, provided to the City through its website, shall not be disclosed without the consent of the person to whom it relates, unless the City is required to do so by law or by court order. The City is not liable for inadvertent or legally required disclosure of any identifiable information provided to the City through its website.

RESOLUTION NO. 14-21
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
AMMENDING THE INFORMATION DISPLAY AND DISTRIBUTION MANAGEMENT
POLICY AND REGULATIONS

WHEREAS, at the July 11, 2006 Regular Meeting of the Sierra Madre City Council, the Council reviewed and adopted by Resolution 06-37 the *Information Display, Exhibit and Distribution Management Policy and Regulation*, to guide the posting, displaying and distributing of City and community information in all formats; and

WHEREAS, providing community access to information fosters open communication, public discourse and lifelong learning by providing opportunities for community and government involvement and self-directed education, and continues to be consistent with the role for the City of Sierra Madre; and

WHEREAS, in the past eight years, information dissemination has greatly increased, especially in electronic formats; and

WHEREAS, the policy has been updated with limited updated, clarifying language as well as amended verbiage to allow the City to include “content publicizing an event held in Sierra Madre, open to the public, of a non-profit nature, sponsored by a Sierra Madre non-profit” in electronic notices and through the City’s social media sites;

WHEREAS, the City Council for the City of Sierra Madre wishes to amend the *Information Display, Exhibit and Distribution Management Policy and Regulations*, by adopting the *Information Display, Exhibit and Distribution Management Policy and Regulations* attached hereto as Exhibit “A”.

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. *Information Display, Exhibit and Distribution Management Policy and Regulations* is hereby approved and adopted, with an effective date of March 26, 2014

Passed, Approved and Adopted on the 25th day of March, 2014.

Mayor, City of Sierra Madre, CA

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the City of Sierra Madre City Council on the 25th day of March, 2014 by the Sierra Madre City Council following a roll call vote:

Ayes

Noes

Absent

Abstain

City Clerk, City of Sierra Madre, CA

Sierra Madre Public Library

[illegible]

Number and Street

[illegible][illegible]

--	--

A diagram consisting of two rows of five squares each, arranged in a 2x5 grid. The top row has five squares, and the bottom row has five squares, all of equal size and arranged side-by-side.

M	F
---	---

Number and Street

[illegible][illegible]

--	--

			-				-				
--	--	--	---	--	--	--	---	--	--	--	--

			—				—				
--	--	--	---	--	--	--	---	--	--	--	--

[illegible][illegible]

e-mail address _____ PIN _____

PIN

Create one to access your library account, renew materials and utilize databases.

I assume responsibility for all materials checked out on this card; payment of fines for overdue material; payment for lost or damaged material; reporting a lost card promptly; giving prompt notice of change of address. I understand that I must present the card each time for library services; the library charges a fee for replacement of card; card is not transferable.

Date _____

--	--

--	--

7

--	--

--	--

7

[illegible][illegible][illegible]

--	--

--	--	--	--	--

M	F													/		/		
---	---	--	--	--	--	--	--	--	--	--	--	--	--	---	--	---	--	--

			—				—			
--	--	--	---	--	--	--	---	--	--	--

			—				—			
--	--	--	---	--	--	--	---	--	--	--

[illegible]

--	--

--	--

Additional Information Required for Patrons Under 18

[illegible][illegible][illegible]

--	--

--	--	--	--	--

			-			-				
--	--	--	---	--	--	---	--	--	--	--

			—				—				
--	--	--	---	--	--	--	---	--	--	--	--

[illegible][illegible]

Document _____

PIN _____

Create one to access your library account, renew materials and utilize databases.

PARENT'S/GUARDIAN'S RESPONSIBILITY: I assume responsibility for all materials checked out on this card; payment of fines for overdue material; payment for lost or damaged material; reporting a lost card promptly; giving prompt notice of change of address. I understand that my child must present the card each time for library services; the library charges a fee for replacement of card; card is not transferable.

Date

IDENTIFICATION OF PATRONS

Sierra Madre Public Library is a universal borrowing library. Residents from any area in California may be served here.

All patrons must complete registration forms to obtain library cards.

ACCEPTABLE FORMS OF IDENTIFICATION

- California driver's license
- California state ID
- Out-of-state driver's license or ID
- Student ID card
- Social Security card
- Passport
- Military ID card
- Medicare card

ACCEPTABLE PROOFS OF HOME ADDRESS

- California driver's license with current home address
- California state ID with current home address
- Utility bill
- Personalized check
- U.S. passport
- Envelope delivered by the U.S. Post Office

MINOR PATRONS UNDER THE AGE OF 18

- Must present completed registration form with
 - parent/guardian signature
 - parent/guardian CDL or CID
 - parent/guardian proof of address
- "Student waivers" for children whose parents have not provided proper identification allow students to check out library materials on class visits only.

VISITORS must provide proof of local address at temporary residence.

**Sierra Madre Public Library
Internet Use Guidelines & Policy Agreement Form**

Patrons under 18:

I have read and agree to abide by the Internet Use Guidelines and Internet Policy as stated in the Sierra Madre Public Library Internet Service Publication.

Please print name clearly above

Date

Signature, Minor under 18 years old

Legal Guardian of above minor:

I am the legal guardian of the above minor. I have read the Internet Use Guidelines and Internet Policy as stated in the Sierra Madre Public Library Internet Service Publication, and give permission for the above minor to use the Internet at the Sierra Madre Public Library.

Please print name clearly above

Date

Signature, Parent or Legal Guardian

+++++

Staff Use Only:

Update Patron Registration Record – Computer Field: [Y] or [N]

Completed by (Staff Initials): _____ Date: _____

**Sierra Madre Public Library
Internet Use Guidelines & Policy Agreement Form**

Patrons under 18:

I have read and agree to abide by the Internet Use Guidelines and Internet Policy as stated in the Sierra Madre Public Library Internet Service Publication.

Please print name clearly above

Date

Signature, Minor under 18 years old

Legal Guardian of above minor:

I am the legal guardian of the above minor. I have read the Internet Use Guidelines and Internet Policy as stated in the Sierra Madre Public Library Internet Service Publication, and give permission for the above minor to use the Internet at the Sierra Madre Public Library.

Please print name clearly above

Date

Signature, Parent or Legal Guardian

+++++

Staff Use Only:

Update Patron Registration Record –Computer Field: [Y] or [N]

Completed by (Staff Initials): _____ Date: _____

SIERRA MADRE PUBLIC LIBRARY

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS (additional pages may be attached)

Title or description of item:

Format: Hardback Paperback Audiobook Music CD DVD Other

Date that you read, listened to, or viewed the material:

Name: _____

Email: _____ Phone Number: _____

Do you represent a group or organization: Yes _____ No _____

If so, what group or organization?

What are your concerns about the item? Please be specific.

What are the redeeming qualities of this item?

What do you suggest the Library do about this matter?

Office Use Only: Attach a copy of the response

Date request received: _____ Reviewed by: _____

Date of response: _____

SIERRA MADRE PUBLIC LIBRARY

REQUEST FOR RECONSIDERATION OF DISPLAY MATERIALS (additional pages may be attached)

Title or description of display: _____

Location of display: _____

Date that you viewed the display: _____

Your Name: _____ Phone Number _____

Address: _____

Do you represent a group or organization? _____

If yes, what is its name? _____

What is it about this display that you object to? Please be specific. _____

What are your concerns about the display? _____

Do you see anything good about the display? _____

Do you believe that anyone has the right to tell you and your family what you should be able to view?

Yes _____ No _____

If yes, why? If not, why not?

What do you suggest the Library do about this matter?

Office Use Only

Date request received: _____

Reviewed by: _____ Date: _____

Date of response: _____

Exhibits Request and Release Form

SIERRA MADRE PUBLIC LIBRARY
440 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

The undersigned hereby requests permission to exhibit paintings, photographs, or objects hereinafter described in the City of Sierra Madre. These pictures or objects will be on exhibit from:

_____ to _____. The exhibit will be located in _____ display case.

In consideration of permission to exhibit in said City certain paintings, photographs, or objects generally described or entitled:

the undersigned hereby agrees that the City of Sierra Madre shall have no liability to the undersigned whatsoever arising out of any theft, loss, damage or injury to said exhibit and hereby release the City of Sierra Madre, its officers and employees of and from all claims, demands, damages, actions, and suits in law or equity which the undersigned might have resulting from the placing of said exhibit in said City.

The undersigned agrees to maintain such insurance on said exhibit against such risks as the undersigned shall consider necessary or desirable and agrees that the City of Sierra Madre is not required to insure said exhibit and has no liability with respect to of said exhibit.

The undersigned agrees upon demand from an authorized city official to promptly take and remove said exhibit from said City.

The undersigned understands that said City may remove the display 24 hours after the undersigned has been requested to remove said exhibit or without notice in the case of emergency or violation of the policy as determined solely by the City.

In Witness I have set my hand this _____ day of _____ 20____

Signature

Print Name

Address

Phone Number

Approved:

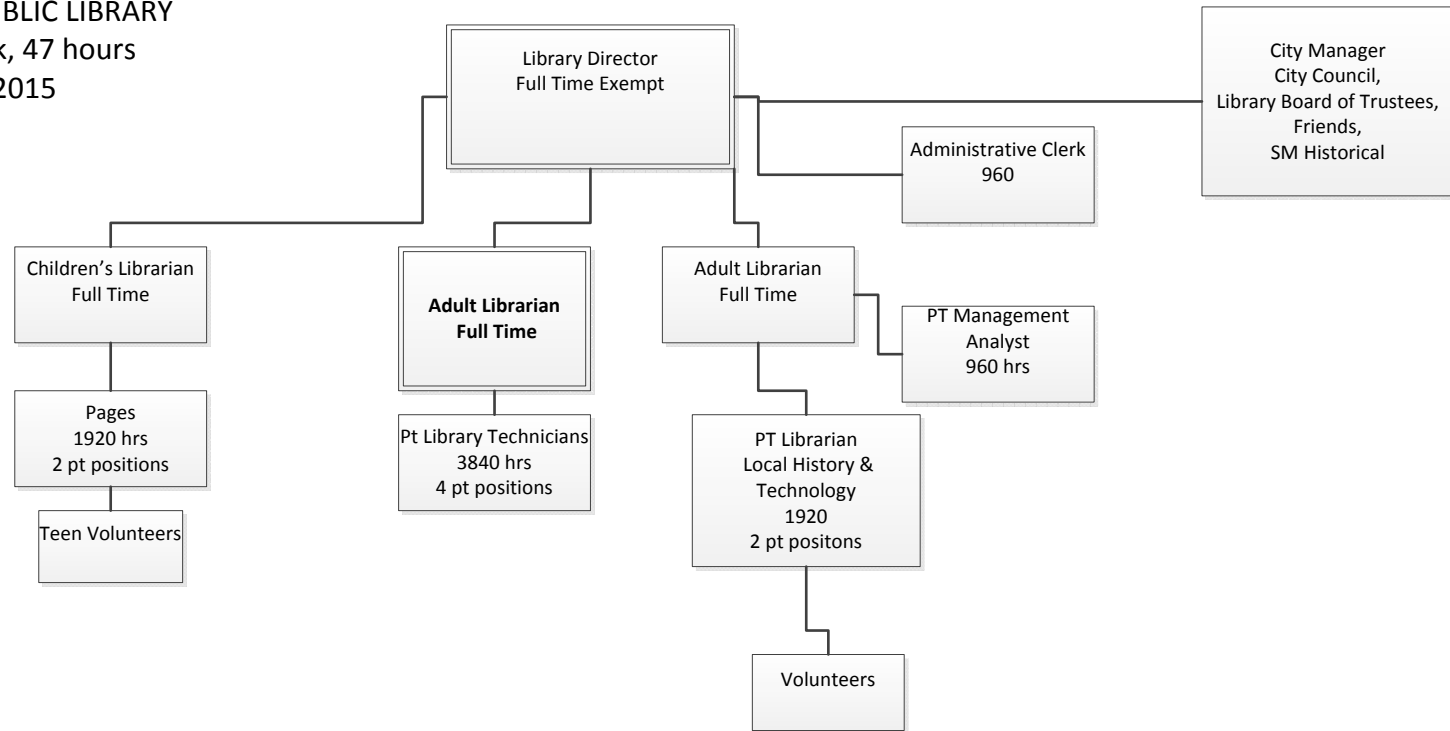
Department Director

APPENDIX 1
LIBRARY ORGANIZATION CHART

SIERRA MADRE PUBLIC LIBRARY

Open 6 days/wk, 47 hours

June 24, 2015



EMPLOYEES

8.6 FTE

4 FTE

1 FT EXEMPT (Director)

3 FT LIBRARIANS (Adult & Children's Librarian)

3.7 PT FTE's

1 PT Management Analyst = 960

1 PT Administrative Clerk = 960

2 PT Associate Librarians @ 960 hrs each = 1920

4 PT Library Technicians @ 960 hrs each = 3840

2 PT Library Pages @ 960 hrs each = 1920

Total pt hours = 9600 hrs/2080 = 4.6 fte

APPENDIX 2

MISSION STATEMENT

SIERRA MADRE PUBLIC LIBRARY

MISSION STATEMENT

The Sierra Madre Public Library is a community library dedicated to providing equal access to information services and programs reflecting diverse points of view, always endeavoring to be responsive to changing needs of the community, to preserving its history, and to meeting the challenges of the future. The library provides a welcoming environment, quality materials and technologies, and professional, dedicated staff.

The Sierra Madre Public Library upholds the public's right to know, and:

Provides collections of both contemporary interest and permanent value reflecting residents' current and ongoing interests and popular culture, in the formats and quantities that meet their needs.

Offers community members opportunities to gather to discuss issues and learn together and to share new experiences in the arts, sciences, and technologies.

Provides the technologies, including new multi-media resources, required to support a growing home-based business clientele and lifelong learners.

Preserves and makes available to researchers materials emphasizing the history of Sierra Madre and environs.

Makes available information, materials, and programs that will increase residents' cultural awareness of the broader community in the San Gabriel Valley and Los Angeles County.

Revised and adopted by the Sierra Madre Public Library Board of Trustees on September 25, 2003

APPENDIX 3
STATEMENT OF PURPOSE

STATEMENT OF PURPOSE

The Sierra Madre Public Library, established in 1910 under the Education Code and other applicable laws of the State of California, is governed by a five-member Board of Library Trustees appointed by the Mayor with the approval of the City Council.

The objectives of the library are as follows:

1. To disseminate information, to contribute to formal education as well as informal self-education, to enhance the pleasurable use of leisure time, and to contribute to the general enrichment of life by selecting, organizing, and making readily accessible to the people of the community materials which shall reflect their widely varying needs, interests, and abilities.
2. To include in the collection printed and other materials which contribute to a wider human understanding by representing and respecting different points of view. To this end, the Sierra Madre Public Library adopts the American Library Association's Library Bill of Rights and Freedom to Read Statement.
3. To extend the usefulness of the library's resources to the people of the community by making those resources known through various endeavors both inside and outside the library, and by providing a pleasant and comfortable environment conducive to the use of library materials.

APPENDIX 4
LIBRARY BILL OF RIGHTS

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961, and January 23, 1980, by the ALA Council.

Information provider:

Unit: Office for Intellectual Freedom

Email: oif@ala.org

Date: August 6, 1997

APPENDIX 5
THE FREEDOM TO READ

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association
Association of American Publishers

Subsequently Endorsed by:

American Association of University Professors
American Booksellers Foundation for Free Expression
American Society of Journalists and Authors
The American Society of Newspaper Editors
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Center for Democracy & Technology
The Children's Book Council
The Electronic Frontier Foundation
Feminists for Free Expression
Freedom to Read Foundation
International Reading Association
The Media Institute
National Coalition Against Censorship
National PTA
Parents, Families and Friends of Lesbians and Gays
People for the American Way
Student Press Law Center
The Thomas Jefferson Center for the Protection of Free Expression

APPENDIX 6
BOARD OF TRUSTEES BYLAWS

BOARD OF TRUSTEES BYLAWS

RELATIONSHIP OF BOARD OF TRUSTEES AND LIBRARIAN

A. General Responsibilities of Trustee:

1. To establish policies of the library.
2. To select and appoint a competent Librarian.
3. To advise in the preparation of an annual budget, approve it, and work to obtain the necessary funds.
4. To provide necessary facilities for maintaining efficient library service, and through the Librarian, supervise and maintain them.
5. To cooperate with other public officials and Boards and to maintain vital public relations.
6. To establish and maintain relationships with other library Boards and with professional organizations in the library field.

B. Policy and Administration:

1. The Board establishes the policy; the Librarian administers the library under these policies.
2. Examples:
 - a) The Board secures the appropriation, based on the budget, which is prepared by the Librarian and approved by the Board: the Librarian makes these expenditures under the budget with Board surveillance.
 - b) The Board sets the salary schedules and staff position; the Librarian assigns hours and duties, and supervises the work.
 - c) The Librarian appoints the staff and has the right to dismiss. The Librarian may call upon the Board in case further judgment is required.
 - d) The Board establishes the Library rules, in consultation with the Librarian; complaints are channeled to the Librarian for action; changes in the rules are made only by the board as a whole.

e) The Board assists the Librarian in setting book selections policy; actual selection of books is made by the Librarian.

C. Duties of the Librarian, Vis a Vis the Board:

1. To carry out the policies and directions of the Board.
2. To attend Board meetings, and make regular reports on problems and progress.
3. To assign duties to the staff, and to supervise them.
4. To interpret the library to the community.

D. The Board and the Staff:

1. All official contacts with the Board members should be through the Librarian.
2. The Board should work to see that salaries and working conditions are in line with comparable positions in the community.
3. Staff members with complaints or grievances which cannot be handled through normal channels within the library are encourage to make official overtures to the Board, and in case of dismissal, may appeal to the Board.
4. Individual consultation with Board members is encouraged, but only the full Board can make policy decisions.

E. Implementation of these standards:

1. By the Board:

- a) It should be clearly recognized that the Board is a policy-making, and not an administrative body.
- b) Administration of policies adopted by the Board, in terms of budget, building, maintenance and use, book selections and library operations fall in the province of the Librarian.
- c) The Board should serve as liaison between the Librarian and the rest of the community.

2. By the Librarian:

- a) The Librarian acts through the Board in the development or changing of library policies.
- b) The Librarian is responsible to the Board for carrying out of policies adopted by the Board.

c) The Librarian is directly responsible to the Board, rather than to any other arm or official of the City government, and requests for action from other branches of the City should be referred to the Board for approval.

Adopted by the Library Board

June 3, 1962.

APPENDIX 7
COOPERATIVE AGREEMENT WITH SCLC

COOPERATIVE UNDERTAKINGS POLICY

The Board of Trustees of the Sierra Madre Library will seek to cooperate with any library, or any other agency, in services, programs, or undertakings of mutual benefit to all parties concerned. Proper legal safeguards and contracts will be required where appropriate, and all such cooperatives will be subject to periodic review.

Under the terms of the Amended Joint Powers Agreement, dated October 1, 1983 (see Appendix 3), the Sierra Madre Public Library will be an active participant in the Metropolitan Cooperative Library system, a cooperative library system in the State of California. Borrowing privileges will be extended to any person holding a valid library card from any the *MCLS library subject to the terms and regulations of the Sierra Madre Public Library.

* Name changed from MCLS to Southern California Library Cooperative (SCLC).



RECEIVED AUG 20 2009

DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
BUSINESS PROGRAMS | SPECIAL FILINGS

1500 11th Street, 2nd floor | Sacramento, CA 95814 | P.O. Box 942877 | Sacramento, CA 94277-0001 | (916) 653-3984 | www.sos.ca.gov

August 18, 2009

Rosario Garza, Executive Director
Southern California Library Cooperative
248 E. Foothill Blvd., Ste. 101
Monrovia, CA 91016

The purpose of this letter is to acknowledge the filing in this office of an Amendment to a Joint Powers Agreement for **Southern California Library Cooperative** pursuant to California Government Code Section 6503.5 or 6503.7. This was filed as of August 13, 2009 and assigned amendment number 1723.

In the future, if additional information concerning this Joint Powers is to be reported to the Secretary of State's Office, amendment forms can be downloaded from our website at www.ss.ca.gov

Sincerely,

Special Filings Unit

Mailed 8/10/09



State of California Secretary of State

AMENDMENT TO A JOINT POWERS AGREEMENT (Government Code Section 6503.5 or 6503.7)

FILE NO. _____

(Office Use Only)

Instructions:

1. Complete and mail to: Secretary of State, P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. Include filing fee of \$1.00.
3. Do not include attachments.

Date of filing initial notice with the Secretary of State: November 21, 1983

File number of initial notice: 680

Name of Joint Powers agreement: Amended Joint Powers Agreement creating as a separate legal entity the Metropolitan Cooperative Library System

Mailing Address: 248 E. Foothill Blvd., Suite 101, Monrovia, CA 91016

Complete one or more boxes below. The agreement has been amended to:

- ☐ Change the parties to the agreement as follows: _____
- ☒ Change the name of the administering agency or entity as follows: Southern California Library Cooperative
- ☐ Change the purpose of the agreement or the powers to be exercised as follows: _____
- ☐ Change the short title of the agreement as follows: _____
- ☐ Make other changes to the agreement as follows: _____

August 10, 2009

Date

Rosario Garza

Signature

Rosario Garza, Executive Director

Typed Name and Title

AMENDED JOINT POWERS AGREEMENT
CREATING AS A SEPARATE LEGAL ENTITY
THE METROPOLITAN COOPERATIVE LIBRARY SYSTEM

This Amended Joint Powers Agreement is entered into by and between each of the public agencies whose names appear on the signature pages of this Amended Agreement. The effective date of this Amended Agreement shall be October 1, 1983 provided that by said date not less than two thirds of the said agencies have executed this Agreement, and if not this Agreement shall be effective January 1, 1984 provided that by said date not less than two thirds of said agencies have executed this Agreement. In any event any of said agencies may become members of the Metropolitan Cooperative Library System pursuant to this Agreement provided they have executed this Agreement by January 1, 1984. Thereafter any public agency may join the System only with the consent of the Administrative Council as provided in Article 13. These agencies and other public agencies that may later become members of the System shall hereafter be referred to as "member agencies".

This Amended Agreement is entered into in consideration of the following matters:

A. On September 29, 1966, the Cities of Pasadena, Monrovia, South Pasadena and Sierra Madre, and the Altadena Library District entered into a Joint Powers Agreement, whereby the San Gabriel Valley Library System was formed in order to

improve library services through closer cooperation and to obtain the benefits provided by the Public Library Services Act of 1963.

B. Each of the other public agencies which is signatory hereto did later and in accordance with the procedure established by said Joint Powers Agreement become a part of the system established thereby.

C. The cooperative library system established by said Agreement has functioned in a manner which carried out the basic objectives of the parties.

D. The parties intend hereby to continue in effect the cooperative library system heretofore established through the procedure of creating a public entity separate from the parties to this Amended Agreement in accordance with Article 1, Chapter 5, Division 7, Title 1 of the California Government Code, and in particular Section 6507 thereof.

E. All of the parties intend that this Amended Joint Powers Agreement shall supersede the Joint Powers Agreement dated September 29, 1966.

NOW THEREFORE, each of the parties signatory hereto does agree as follows:

1. Purpose

The purpose of this Amended Joint Powers Agreement is to provide for the exercise of the common power of each of the agencies hereto to provide public library services. This common power shall be exercised in a manner consistent with and in furtherance of the objectives of the California Library Services Act (Education Code, §§ 18,700 et seq., hereinafter "Library

Services Act") and in such manner that the entity created hereby shall be eligible for any grant funds that may be payable pursuant to said Act and such other laws of a similar nature both state and federal that now exist or that may from time to time be enacted. This instrument shall be construed in a manner consistent with these objectives. The foregoing, however, shall not be deemed to limit the extent of the powers conferred on the public entity created hereby. The system shall possess all the powers, prerogatives and authority necessary to plan, operate and administer a cooperative library system, and those powers necessary to establish, improve and extend library services.

Nothing contained herein shall be deemed to limit the right of member agencies to administer, manage, direct and control their own public libraries and library resources independently, select their own books and other library materials, hire their own personnel, and operate according to the policies and rules established by their own governing bodies, Boards of Trustees, or City Managers.

2. Creation of the Metropolitan Library System as a Separate Public Entity

Pursuant to the provisions of Section 6507 of the California Government Code the Metropolitan Cooperative Library System (heretofore and hereinafter "System") is hereby established as a public entity separate from the parties to this Amended Agreement.

3. Administrative Council as Governing Body; Appointment of Director, Custodian

a. Composition of Administrative Council

The Council created by the Joint Powers Agreement of September 29, 1966 is continued in effect as the Administrative Council and shall henceforth be charged with the responsibility of administering and executing this Amended Agreement. The Administrative Council (heretofore and hereinafter "Council") shall continue to consist of the head librarians of each member agency.

b. Authority of Council

The Council is authorized in accordance with Section 6508 of the Government Code in the name of the System to do any or all of the following in furtherance of the purpose expressed in Article 1 hereof:

- (1) To make and enter into contracts;
- (2) To employ agents and employees;
- (3) To acquire, construct, manage, maintain or operate any building, works or improvements;
- (4) To acquire, hold or dispose of property;
- (5) To incur debts, liabilities or obligations, which debts, liabilities and obligations shall not constitute the debts, liabilities and obligations of any of the member agencies;
- (6) To solicit and receive funds from any source;
- (7) The Council shall have such further powers as are common to the parties hereto and are reasonable and necessary to effectuate the purpose of this Amended Agreement.

The Council shall have general administrative respon-

sibility with respect to the cooperative library system provided for by the Library Services Act, shall adopt a system plan of service, submit annual proposals to the California Library Services Board and otherwise comply with the provisions of the Library Services Act.

c. Council Meetings

(1) The Council shall fix the time and place for its meetings and shall hold at least one annual meeting.

(2) All meetings of the Council shall be open to the public and shall be called, conducted and adjourned according to the provisions of the Ralph M. Brown Act (Government Code Sections 54950, et seq.) as that act may from time to time be amended or as other acts regulating the conduct of public meetings may from time to time provide.

(3) The Council shall elect one of its members Chairperson and he or she shall preside at the meetings. The term of office shall be one year or such other period as the Council may from time to time prescribe. The Council shall adopt by-laws or other rules for conducting its meetings, for the establishment of other offices of the System, and for other business. Any action taken by the Council shall be taken by a majority in attendance provided a quorum exists. A majority of the members of the Council shall constitute a quorum.

d. Director - Custodian of Property

The Council shall appoint a Director under whose direction and control the library system provided for hereby shall be

carried out and who shall have such further duties as the Council may prescribe. The Director shall have charge of, handle and have access to any property of the System and shall file an official bond in the sum of one hundred thousand dollars (\$100,000) or such other amount as may from time to time be prescribed by the Council.

4. Advisory Board

The Advisory Board heretofore established by the parties to the Agreement of September 29, 1966 shall continue in effect, the membership, term and duties thereof to be determined in accordance with the Library Services Act.

5. Manner of Exercising Power

The manner of exercising the common power provided for herein shall be subject to the restrictions upon the manner of exercising such power of the Altadena and Palos Verdes Library Districts, as set forth in Chapter 8, Part 11, Division 1, Title 1 of the Education Code of the State of California.

In the event of the withdrawal of both the Altadena and the Palos Verdes Library Districts from the System the Council shall, or in the event that said Districts' enabling legislation is significantly altered, the Council may select another member of the System in lieu of said Districts, provided that two-thirds of the remaining members of the System have consented thereto. Such consent shall be presumed in the event that any member has failed to object within thirty days of its receipt of written notice of the Council's proposed designation.

6. Implementation of Cooperative Library System

a. The parties to this Amended Agreement shall be deemed members of the System.

b. Member agencies will permit any resident borrower in good standing in one member library to borrow library materials circulated by any other member library according to its rules, without discrimination because of the borrower's place of residence and without payment of a nonresident fee. Material so borrowed from one member library may be returned to another member library without penalty.

c. Member libraries agree to lend circulating books and other materials according to their own rules, on interlibrary loan to other member libraries.

d. The Council shall establish and thereafter maintain a System administrative headquarters.

e. The Council shall establish and thereafter maintain one or more reference and information centers where questions which cannot be answered by member libraries or branches thereof will be referred.

f. Member agencies may coordinate purchases in order to obtain improved discounts from vendors, compile union lists or catalogs of the holdings of member agencies, or initiate and carry out other cooperative projects of benefit to member agencies.

7. Funding

Those assets identified in Exhibit "A" hereto have been acquired by the agencies signatory hereto pursuant to the Joint Powers Agreement of September 29, 1966 and are hereby trans-

ferred to the System subject to such liens and encumbrances as may presently exist with respect thereto.

The System may apply for and receive such grants as may be provided for by the laws of the State of California or the Federal Government. Contributions, payments and advances may be made in the manner provided for in Section 6504 of the Government Code any advances made to the System to be repaid in such manner as may be agreed upon between the Council and the advancing agency. The parties may provide for an exchange of services in accordance with Government Code Section 6506 under such arrangement as may be agreed upon between the Council and the agency whose services are to be utilized.

On or before December 1st of each year the Council shall determine the total contribution that will be required from all member agencies in order to function in the manner prescribed by the Council for the forthcoming fiscal year considering all other anticipated sources of income.

The Council shall determine the share of the total that shall be contributed by each member agency according to a formula which it determines to be fair and equitable. This determination may be based on an equal allocation and/or such factors as population, level of service provided or received, size of materials budget, level of outside grant money received, and other related matters.

Said contribution shall be made in cash unless otherwise provided by the Council and agreed to by the contributing agency. Upon written receipt of such notification each member agency shall

promptly but in no event later than September 1st next, either:

(1) Transmit to the Council its share of the total contribution as determined by the Council;

(2) Advise the Council of its election to withdraw from the System.

If any member fails to contribute or give notice as provided above it shall be deemed to have withdrawn from the System effective September 1st.

In addition the System may borrow money and incur indebtedness in accordance with any authority therefore provided by the laws of the State of California to local agencies including without limitation, Chapter 4, Part 1, Division 2, Title 5 of the Government Code.

8. Treasurer or Depository; and Auditor

a. The Treasurer of the System shall be the Director, who shall have custody of all the money of the System from whatever source.

b. The Council shall appoint one of the officers or employees of the System as Auditor of the System. In the event of the failure of the Council to act, the Director shall be Auditor of the System. The System shall be strictly accountable of all funds and shall report all receipts and disbursements. The Auditor shall contract with a certified public accountant to make an annual audit of the accounts and records of the System.

The audit report prepared by the certified public accountant shall be filed as a public record with each member agency and also with the Auditor of the County of Los Angeles. Said

report shall be unqualified as to its accuracy.

c. The Council may from time to time change the designation of the Treasurer or Auditor.

9. Fiscal Year

The System fiscal year shall be from July 1st through June 30th.

10. Term, Withdrawal, and Termination of Agreement

The term hereof is indefinite and this Amended Joint Powers Agreement shall remain in effect until terminated as hereafter provided.

Any member agency may withdraw as a member but only upon written notice delivered to the Council at least ninety (90) days prior to the commencement of the forth coming fiscal year, stating thereon the date of proposed withdrawal. No party shall be entitled, by virtue of such withdrawal, to receive any payment of money or share of assets of the System except as may be agreed upon by all of the member agencies.

This Amended Joint Powers Agreement shall remain in effect until cancelled by all of the remaining parties or until the withdrawal of all parties except one. In the event of termination of this Amended Agreement the members of the Council remaining at the date of such termination shall continue as the governing board of the System for the purpose of winding up its affairs and during the course of such winding up shall exercise all powers granted by this Amended Agreement as may be necessary or convenient in the accomplishment of its duties. When all affairs of the System have finally been settled then this Joint

Powers Agreement shall terminate and be of no further force or effect.

11. Indemnification and Insurance

The System shall indemnify and hold harmless each member agency, its officers, agents and employees, from all claims, demands or liability arising out of, or encountered in connection with, this Amended Agreement and the activities conducted hereunder, and shall defend them and each of them against any claim, cause of action, or damage resulting therefrom.

The System shall secure and keep in effect during the term of this Amended Agreement the following described insurance with the minimum limits provided.

a. Workers' compensation insurance in compliance with law.

b. Comprehensive general liability insurance naming each member agency as additional insureds with a limit of not less than ten million dollars (\$10,000,000) for each occurrence.

c. Comprehensive automobile liability insurance, including owned, hired, and non-owned automobiles, naming each member agency as additional insureds with a bodily injury or death limit of ten million (\$10,000,000) per occurrence combined single limit.

Certificates of insurance for the insurance required under this article shall be furnished to each agency signatory hereto within 30 days of the effective date of this Amended Agreement. Each policy of insurance shall provide for a 30 day written notice of cancellation, reduction of coverage or nonre-

newal, to each member agency by certified mail return receipt requested.

The Council shall appoint, and continue in effect during the term of this Agreement, an insurance committee consisting of not less than three individuals whose responsibility it shall be to review and report to the Council annually on the adequacy of the System's insurance coverage.

12. Disposition of Property

In the event of the termination of this Amended Agreement any and all property, funds, assets and interests therein of the System shall become the property of and be distributed to such member agencies as are then members of the System in the same proportion as they have contributed to the total funds contributed to the System.

13. Joinder of New Public Agencies

Any public agency which has the power to provide library services may join the System upon the application of their governing bodies and upon the consent of the Council; provided that such agency has agreed to abide by all the terms of this Amended Joint Powers Agreement. The Council shall prescribe the amount of money, if any, that shall be paid by the new public agency as a prerequisite to its becoming a member.

14. Notice

Within 30 days after the effective date hereof notice of this Amended Agreement shall be filed with the office of the Secretary of State as required by section 6503.5 of the Government Code. Within 70 days after the effective date hereof statements

shall be filed with the Secretary of State and with the Clerk of the County of Los Angeles in compliance with Government Code Section 53051.

IN WITNESS WHEREOF the parties have executed this Amended Agreement on the dates set forth below their respective signatures.

ATTEST:

CITY OF ALHAMBRA

Stanley C. Cordero
City Clerk

By *Mike Rubino*

APPROVED:

Stanley J. Pina
City Attorney

9-12-, 1983
(Date)

ATTEST:

ALTADENA LIBRARY DISTRICT

Harriette B. Woolfke
City Clerk
Acting Secretary

By *Katherine Moya*

APPROVED:

Helen S. Porter
County Counsel

Sept 26, 1983
(Date)

ATTEST:

Christine Van Meuron
City Clerk

CITY OF ARCADIA

By

Art Lopez

APPROVED:

Michael H. Miller
City Attorney

August 17, 1983
(Date)

ATTEST:

Charles L. Ali
City Clerk

CITY OF AZUSA

By

Ernest J. Moses

APPROVED:

Chau
City Attorney

July 25, 1983
(Date)

ATTEST:

Jean M. Whypin
City Clerk

CITY OF BEVERLY HILLS

By

Benjamin Norton

APPROVED:

Charles D. Haughton
City Attorney

October 14, 1983
(Date)

ATTEST:

CITY OF BURBANK

Evelyn A. Hedy
City Clerk

By A. P. Lazzarillo

OFFICIAL SEAL

APPROVED:

William B. Rudee
City Attorney



Sept 27, 1983
(Date)

ATTEST:

CITY OF CERRITOS

Carmen A. Thomas
City Clerk

By [Signature]

APPROVED:

Stephanie B. Scher
City Attorney

October 5, 1983
(Date)

ATTEST:

CITY OF COMMERCE

Ruth Albrecht
City Clerk

By [Signature]

APPROVED:

William C. Camm
City Attorney

July 1, 1983
(Date)

ATTEST:

CITY OF COVINA

Mary Ellen Catenis
City Clerk (Deputy)

By

[Signature]

APPROVED:

[Signature]
City Attorney

Sept. 6, 1983
(Date)

ATTEST:

CITY OF DOWNEY

[Signature]
City Clerk

By

[Signature]

APPROVED:

[Signature]
City Attorney

Dec. 16, 1983
(Date)

ATTEST:

CITY OF EL SEGUNDO

Valerie A. Burrows
City Clerk

By

[Signature]

APPROVED:

[Signature]
City Attorney

October 19, 1983
(Date)

ATTEST:

CITY OF GLENDALE

Merle H. Hagemeyer
City Clerk

By

[Signature]

APPROVED:

[Signature]
City Attorney

Sept 22, 1983
(Date)

ATTEST:

CITY OF GLENDORA

[Signature]
City Clerk (Deputy)

By

[Signature]

APPROVED:

Colin Leonard
City Attorney

August 23, 1983
(Date)

ATTEST:

CITY OF LONG BEACH

Shirley Powell
City Clerk

By

[Signature]

APPROVED: as to form:

[Signature]
City Attorney

9/29/, 1983
(Date)

ATTEST:

Linda Warden

City Clerk



CITY OF LOS ANGELES

By ✓ Tom Bradley

APPROVED:

Mark L. Brown
Deputy City Attorney 11-2-83

11-2-83, 1983
(Date)

ATTEST:

Patricia Ostroff
City Clerk

CITY OF MONROVIA

By Paul A. Starn

APPROVED:

Richard Houllo
City Attorney

9-28, 1983
(Date)

ATTEST:

Pauline Y. Lemire
City Clerk

CITY OF MONTEREY PARK

By James L. Lerner

APPROVED:

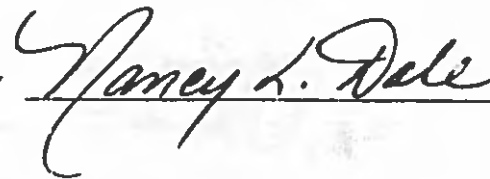
Norm L. Lerner
City Attorney

9/23, 1983
(Date)

ATTEST:


Clerk

PALOS VERDES LIBRARY DISTRICT

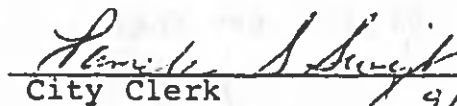
By 

APPROVED:

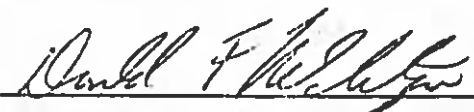

County Counsel

Dec 28, 1983
(Date)


ATTEST:


City Clerk 9/20/83

CITY OF PASADENA

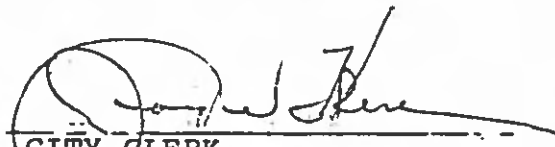
By 

APPROVED:

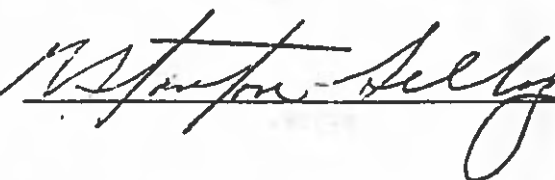

City Attorney Deputy

September 21, 1983
(Date)

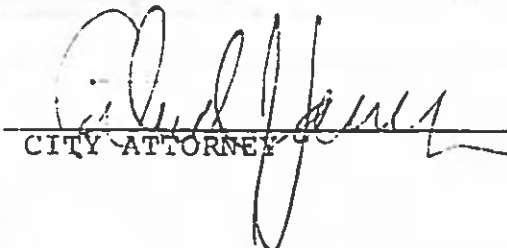
ATTEST:


CITY CLERK

CITY OF POMONA

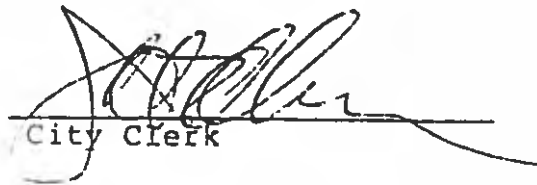
By 

APPROVED:


CITY ATTORNEY

10-10, 1983
(Date)

ATTEST:


City Clerk

CITY OF REDONDO BEACH

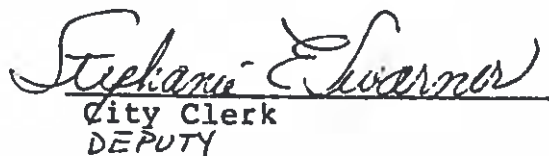
By Barbara J. Doe 8/9/83

APPROVED:

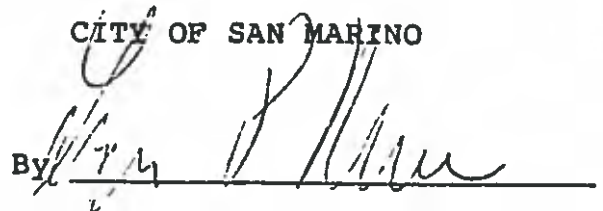

City Attorney

11-2-83, 1983
(Date)

ATTEST:


City Clerk
DEPUTY

CITY OF SAN MARINO

By 

APPROVED:

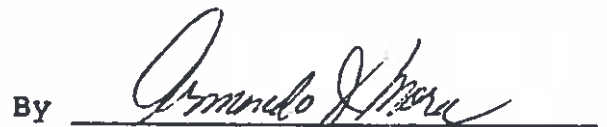

City Attorney

July 20, 1983
(Date)

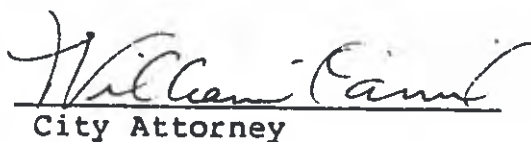
ATTEST:


City Clerk (Deputy)

CITY OF SANTA FE SPRINGS

By 

APPROVED:


City Attorney

7-28, 1983
(Date)

ATTEST:

CITY OF SANTA MONICA

Ann M. Shute
City Clerk

By

[Signature]

APPROVED:

Robert L. Meyer
City Attorney

Nov. 16, 1983
(Date)

ATTEST:

CITY OF SIERRA MADRE

[Signature]
City Clerk

By

Glenn L. Bartolucci

APPROVED:

[Signature]
City Attorney

July 12, 1983
(Date)

ATTEST:

CITY OF SOUTH PASADENA

Paul M. Kress
City Clerk

By

[Signature]

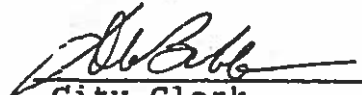
APPROVED:

[Signature]
City Attorney

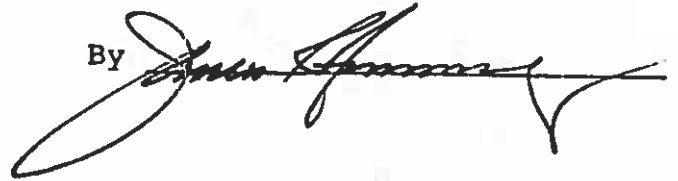
Aug. 29, 1983
(Date)

ATTEST:

CITY OF TORRANCE


City Clerk

By

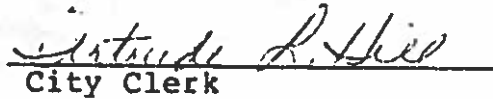


APPROVED:


City Attorney

December 5, 1983
(Date)

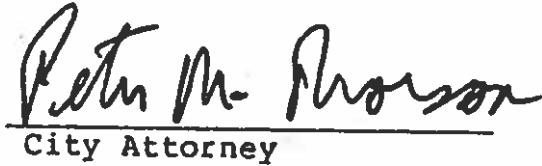
ATTEST:


City Clerk

By



APPROVED:


City Attorney

December 20, 1983
(Date)

APPENDIX 8
FRIENDS OF THE SMPL BYLAWS

FRIENDS OF THE SIERRA MADRE LIBRARY

The Friends of the Sierra Madre Public Library is a library support group with membership open to the general public. According to its Constitution, “The purposes of this organization shall be to increase and supplement the facilities of and the services offered by the Sierra Madre Public Library, to enrich the cultural opportunities available to all residents of Sierra Madre and vicinity, to encourage sustained interest on the part of the public in the literary and educational functions and services of the Public Library and of this organization, to facilitate the improvement and enlargement of the resources and to assist the Public Library in improving and maintaining closer relations with the public.”

On November 4, 1958, the Board adopted the following: The Library Board will loan the Purchase Prize Pictures to public or quasi-public institutions within the City of Sierra Madre for periods of 90 days, such arrangements to be made by the Friends' Exhibit Committee subject to approval by the Library Board.

On November 7, 1961, the Board adopted the following: The Librarian is authorized to act at her discretion with the Art Committee of the Friends in setting up art exhibits.

Amended and Restated Bylaws Of Friends of the Sierra Madre Public Library

A California Corporation

(Adopted October 21, 1976, Amended June 29, 1990, Amended June 18, 1997,
Amended March 19, 2003, Amended April 15, 2009, Amended May 15, 2013,
Amended July 15, 2015)

ARTICLE I

PURPOSE

Section 1. Purpose: The Purpose of the Friends of the Sierra Madre Public Library is to promote community awareness of, support for, and utilization of the high quality programs, services, and facilities of the Sierra Madre Public Library as a life-long center for learning. The Friends accept the obligation to raise funds so that the cost of the efforts, services, and necessary materials needed for optimal operation of the Library can be met.

To achieve this purpose, the Friends of the Sierra Madre Public Library will seek to:

- Provide support for the Sierra Madre Public Library's existing programs and services.
- Support additions to the Library's collections, equipment purchases, and improvements and expansion of facilities.
- Encourage membership, participation, and involvement in the Friends by residents of the community served by the Library.
- Plan and implement fund-raising activities and events.
- Actively seek contributions/endowments/grants from individuals, organizations, foundations, and the public sector.

ARTICLE II

PRINCIPAL OFFICE

Section 1. Location: The principal office of the Corporation is hereby fixed and located at the Sierra Madre Public Library, Sierra Madre, California.

Section 2. Change of Location: The Board of Directors is hereby granted full power and authority to change said principal office from time to time from one location to another in the County of Los Angeles, State of California. No such change shall be considered an amendment of these Bylaws.

ARTICLE III

MEMBERSHIP

Section 1. Authorized Members: The authorized number of members shall be one thousand (1,000). No member may hold more than one membership. Any person shall be eligible for membership and may apply for membership by providing his or her name and address to the Chairperson of the Membership Committee, together with such other information relating to membership as the Committee may reasonably require, and by payment of dues as and when required. As and when requirements for membership have been satisfied, the Chairperson of the Membership Committee shall promptly enter the names of the members on the Membership Record of the Corporation, and no person shall be deemed a member for any purpose unless and until such membership is so recorded.

Section 2. Classes of Membership: There shall be four (4) classes of membership: Individual, Family, Patron and Lifetime.

Section 3. Dues: The Board of Directors is authorized to set the amount of dues payable to each class of membership. Individual, family and patron memberships are due annually, and renewal payments should be received by the last day of the same month in which they were first paid. Lifetime members incur no further dues obligations. No other dues or assessments shall be payable by any member.

Section 4. Voting Members: Each adult member included in any of the classes of membership, which shall be limited to one vote, shall be entitled to cast one vote at any meeting of the general membership of the Corporation. The term "adult member," as used in this section, means any member who is at least eighteen (18) years of age.

Section 5. Termination: Members who are two calendar months delinquent in paying their dues shall lose all privileges of membership on the first day of the next month. Any such member may be reinstated upon payment of annual dues.

ARTICLE IV

MEETING OF MEMBERS

Section 1. Regular and Special Meeting: A regular annual meeting of the general membership for the purpose of electing officers and other directors, as specified in Article V, Section 1, and of conducting such business as may come before the members, shall be held in June of each year, at such place and on such date and at such time as the Board of Directors may specify. Special meetings of the general membership for any purpose may be called by the Board of Directors or by at least percent (10%) of the general membership.

Section 2. Notice of Meetings: Written notice of the time and place of all meetings of the general membership and, to the extent known, the general nature of the business to be conducted at the meeting shall be posted at the Sierra Madre Public Library, published in the Friends of the Sierra Madre Public Library newsletter, and can be mailed or emailed to each member at his/her address listed on the Membership Record of the Corporation. Such written notice need not be the subject of a special mailing, and may be included as a part of any other notice, letter, newsletter or other communication sent to the members.

Section 3. Voting at Meetings: At any meeting of the general membership, all adult voting members shall have equal voting rights and each shall be entitled to cast one vote upon any matter submitted to a vote. In the election of officers and directors of the corporation, each position shall be voted upon as a separate item, unless it shall appear that there shall be only one nominee for each office, in which event they may be voted upon as a group. There shall be no cumulative voting. Voting may be carried on by voice vote, show of hands, ballot or any other appropriate method.

Section 4. Quorum: At any meeting of the general membership, the presence in person of at least ten members having voting power shall constitute a quorum for the transaction of business. There shall be no representation or voting by proxy.

Section 5. Record Date for Voting: Each individual casting a vote must be a member in good standing at least fourteen (14) days prior to the meeting.

ARTICLE V

BOARD OF DIRECTORS

Section 1. Authorized Number; Election: The authorized number of Directors of the Corporation shall be at least ten (10) and not more than twenty (20) and will include the Emeritus position as determined by the Board of Directors. The Board of Directors shall be elected each year at the regular annual meeting of the general membership, or if such meeting is not held for any reason, at any special meeting of the general membership, for such purpose. The Board of Directors shall assume office each year on July 1, or, if not elected by such date, then as promptly thereafter as it shall be elected. The Board of Directors shall consist of those persons elected by the members to the following positions:

- President
- First Vice President: Governance
- Second Vice President: Development
- Treasurer
- Recording Secretary
- Corresponding Secretary
- Directors at Large (13)
- Board Member Emeritus

An individual shall have only one vote regardless of the position(s) held.

There shall be established on the Board of Directors, a position titled Board Member Emeritus with full voting rights. There shall be only one Emeritus position at any given time, and will be designated only to that person who has provided exceptional service as a Board member and who has endeavored to support the ongoing goals and objectives of the Sierra Madre Public Library through the course of many years, either as a professional or volunteer. The Director Emeritus may remain on the Board until she/he chooses to retire.

Section 2. Terms of Office:

- A. Officers and directors may serve no more than six (6) consecutive terms. Any individual will be eligible for reelection to the Board after a separation of a year.
- B. No director may serve more than two (2) consecutive years in the same position. An exception may be granted with Board approval.
- C. Any person who will have served six (6) consecutive terms on the Board but is in line to transition to the office of President will be eligible serve as President for two years.

Section 3. Board Vacancy: Should a vacancy occur, a new member may be appointed by the President for the remainder of the year, with approval of a majority of the Board of Directors.

Section 4. Qualification: Membership in good standing is a prerequisite for qualification as a Director.

Section 5. Regular and Special Meetings: The Board of Directors shall hold at least six (6) regular meetings each calendar year. Such meetings shall be held at such times and places as may be specified by the President.

Special meetings shall be held at any time upon the call of the President or any six (6) members of the Board. If called by the Board, the time and place must be specified and delivered to the President. The time and place of any meeting shall be given to each director at least three (3) days in advance.

Section 6. Quorum: A simple majority of the authorized number of Directors shall constitute a quorum for the transaction of business.

ARTICLE VI

POWERS OF THE BOARD

Section 1. Powers: Subject to the limitation of the Articles of Incorporation and of the General Nonprofit Corporation Law of California on action to be authorized or approved

by the members, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by, the Board of Directors. Without prejudice to these general powers, but subject to the same limitations, it is expressly declared that the Directors shall have the following powers:

- a.) To appoint and remove all agents and employees of the Corporation and to prescribe powers and duties for officers, agents, and employees as may not be inconsistent with law, with the Articles of Incorporation or with these Bylaws.
- b.) To conduct, manage, and control the affairs and business of the Corporation, and to make such rules and regulations as are not inconsistent with law, with the Articles of Incorporation, or with the Bylaws, as they may deem best.
- c.) To adopt, make, and use a corporate seal and to alter the form of the seal from time to time as in their judgment they may deem best, provided the seal shall at all times comply with the provisions of law.

ARTICLE VII

COMMITTEES

Section 1. Executive Committee: This committee shall consist of the officers of the Friends of the Library.

The Executive Committee may take emergency action between Board meetings, subject to ratification by the Board at its next meeting. Any actions taken by the Executive Committee shall be documented in Board Minutes.

Section 2. Nominating Committee:

- A. Shall consist of no fewer than three (3) members. Two members shall be Directors, and one of these shall be First Vice President, Governance.
- B. Shall prepare a slate for Board approval at a Board meeting two (2) months prior to the Annual Meeting.

Section 3. Finance Committee:

- A. Shall be chaired by the Treasurer and shall meet as necessary, but at least three (3) times a year to review budgets, investments, financial policies, tax returns, expenditures and special budget requests.
- B. Shall have at least four (4) members.

Section 4. Standing Committees: Other standing committees shall be created as necessary, upon recommendation of the President, to carry out the duties and obligations of the Board, and will be governed by policies and procedures set by the board. The

President shall be empowered to recommend to the Board the suspension or deletion of any standing committee.

Section 5. Special Committees: The President, with approval of the Board, shall appoint special committees. Such committees have specific tasks and finite terms.

ARTICLE VIII

DUTIES OF OFFICERS AND DIRECTORS

Section 1. President: The President shall be the chief executive officer (CEO) of the Corporation and shall preside at all meetings of the Board of Directors and of the general membership. He/she shall appoint chairpersons of all committees, oversee their functioning and assure that reports are made as required.

Section 2. First Vice President/Governance: The First Vice President shall serve as Parliamentarian, and chair the Nominating and Governance Committees, and shall have all the powers and duties of the President during his/her absence or incapacity.

Section 3. Second Vice President/Development: The Second Vice President shall oversee and promote the growth of donations to The Friends, including but not limited to the Mary Tumilty Endowment Fund and the Partners Program.

Section 4. Corresponding Secretary:

The Corresponding Secretary shall have such duties as the President may designate, including but not limited to mailing/posting notices of meetings of the Board of Directors and the general membership.

Section 5. Recording Secretary: The Recording Secretary shall keep the general records of the Corporation, including minutes of all meetings, and shall record all Committee appointments.

Section 6. Treasurer: The Treasurer shall be responsible for the safekeeping of all funds of the Corporation. He/she shall be the disbursing officer subject to the limitations stated in Article IX of these Bylaws. He/she shall be responsible for the preparation and filing of necessary financial and tax statements.

Section 7. Board of Directors: The Board of Directors shall, in addition to the duties provided in the Articles of Incorporation, have final responsibility for execution of the policies of the Corporation, including the right to overrule or modify the action of any officer or committee. It shall have the power to specify the duties of the officers and to remove the same by two-thirds vote of the Directors present and voting. It shall designate the bank or banks for the deposit of funds of the Corporation and shall cause the books of the Corporation to be audited annually.

Section 8. Compensation: All officers and directors shall serve without salary for the performance of their duties in the ordinary course of the Corporation's business, but the Board of Directors may for time to time in particular instances authorize payment of reasonable compensation to an officer or director for services of a unique nature.

ARTICLE IX

EXPENDITURES, OTHER DISPOSALS AND LOANS

Section 1. Disbursement of Funds: No funds shall be distributed to other organizations or nonprofit corporations, pursuant to our Articles of Incorporation and the laws of the State of California.

Section 2. Emergency Expenditures: Emergency expenditures of funds of the Corporation up to \$500.00 may be made with the written approval of both the President and the Treasurer. Such expenditures must be reviewed by the Board of Directors at its next meeting.

Section 3. Loans: No loans or indebtedness shall be contracted on behalf of the Corporation unless authorized by a two-thirds vote of the Board of Directors.

Section 4. Investments: Investments shall be made by this Corporation pursuant to the laws of the State of California, and upon the advice of the Finance Committee, and with a vote of two-thirds of members attending a meeting with a quorum.

ARTICLE X

MISCELLANEOUS

Section 1. Execution of Documents: The Board of Directors may authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Corporation, and this authority may be general or confined to specific instances; and, unless so authorized by the Board of Directors, no officer, agent, or other person shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or any amount.

Section 2. Inspection of Bylaws: The Corporation shall keep in its principal office the original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by members at all reasonable times during office hours.

Section 3. Indemnification: To the fullest extent provided by law, this Corporation shall indemnify each of its Officers and Directors against any liability incurred for actions taken in fulfillment of duties to the Corporation.

ARTICLE XI

AMENDMENTS TO THE BYLAWS

Section 1. Powers of Directors: The Bylaws may be amended or revised at any meeting of the Board of Directors by a three-quarters vote of those present. A written copy of proposed amendments must be given to each Director at least 30 days in advance of any vote to amend.

Access to Library Resources and Services for Minors

An Interpretation of the *Library Bill of Rights*

(formerly titled "Free Access to Libraries for Minors")

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, games, software, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections because only a court of law can determine whether or not content is constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians

and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Note

1. See *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011): a) Video games qualify for First Amendment protection. Like protected books, plays, and movies, they communicate ideas through familiar literary devices and features distinctive to the medium.. And 'the basic principles of freedom of speech . . . do not vary' with a new and different communication medium."

2. See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; and
July 1, 2014.

[ISBN 8389-7549-6]

APPENDIX 10
SIERRA MADRE HISTORICAL PRESERVATION SOCIETY
MEMORANDUM OF UNDERSTANDING

SIERRA MADRE ARCHIVES JOINT OWNERSHIP MEMORANDUM OF UNDERSTANDING

This understanding is made as of January 22, 2014 by and between the Sierra Madre Historical Preservation Society and the Sierra Madre Public Library acting by and through the City of Sierra Madre on behalf of the Sierra Madre Public Library. The term of this agreement is from the date this agreement is approved by a majority vote of the Sierra Madre Historical Preservation Board of Directors in perpetuity.

1.0 Purposes of the Sierra Madre Public Library, Sierra Madre Historical Preservation Society, and Sierra Madre Archives:

1.1 The Sierra Madre Public Library provides collections and delivers services in anticipation of and in response to the informational, educational, intellectual, and recreational needs of its community. The Library selects, organizes, preserves, and makes accessible books and other materials of contemporary interest and permanent value. The Library upholds the public's right to know by providing people of all ages with access to information and collections which reflect all points of view. The usefulness of the Library's resources is

to be extended to the people of the community by making them known through various endeavors, both inside and outside the library, and by providing a pleasant and comfortable environment conducive to the use of library materials.

1.2 The Sierra Madre Historical Preservation Society collects, preserves and displays documents and objects pertaining to the founding and subsequent development of Sierra Madre: also fosters study and research along historical archaeological, biological and other lines as may concern Sierra Madre and vicinity.

1.3 The Archives is an organized collection of historic documents, photographs, negatives, scrap books, ledgers, clippings, and letters that pertain to the Sierra Madre Community that is preserved for and accessible to researchers, students, and the general public.

2.0 The governance structure for managing the Archives:

2.1 The Sierra Madre Public Library Board of Trustees shall authorize the Director of Library Services to act on behalf of the City of Sierra Madre to develop policies and procedures for managing the Archives.

2.2 Library Staff with training in Local History/Archival materials works under the supervision of the Director of Library Services

2.3 Policies and regulations concerning the archives shall be reviewed and approved by both the Sierra Madre Public Library's Board of Trustees and the Sierra Madre Historical Preservation Society's Board of Directors.

2.4 Policies and regulations that are supported by a majority vote of one Board and not the other may be appealed to the Sierra Madre City Council. The decision of the Sierra Madre City Council shall be final.

2.5 The Sierra Madre Public Library Board of Trustees shall approve budgets and expenditures made for the Archives from the General Fund, Library

Fund, Gift and Memorial Fund, and other funds that are under the jurisdiction of the City of Sierra Madre.

2.6 The Sierra Madre Historical Preservation Society Board of Directors shall approve budgets and expenditures made for the Archives from funds held by their society.

2.7 Revenues from fundraising, donations, grants and other sources shall be used to preserve, maintain, and develop the Archives at the discretion of the Director of Library Services.

3.0 Sierra Madre Public Library Responsibilities:

3.1 The Sierra Madre Public Library shall provide space for the Archives in the Jameson Sierra Madre Room or a comparable space within the existing or future facility without charge to the Sierra Madre Historical Preservation Society.

3.2 The Sierra Madre Public Library shall provide secure access to archival materials.

3.3 The Sierra Madre Public Library shall be the official repository for policies, regulations, fees, procedures, documentation, correspondence, and other business records that pertain to the Archives.

4.0 Sierra Madre Historical Preservation Society Responsibilities:

4.1 The Sierra Madre Historical Preservation Society cedes sole ownership of the Archives it has provided to the Sierra Madre Public Library and enters a joint ownership agreement of that archive material with the Sierra Madre Public Library upon signing this Memorandum of Understanding.

4.2 The Sierra Madre Historical Preservation Society shall maintain a fiscal responsibility with the Sierra Madre Public Library to preserve, maintain, and develop their archived material.

5.0 Copyrights and Obligation:

5.1 Archives owned solely by the Sierra Madre Public Library, and those owned jointly by Sierra Madre Public Library and Sierra Madre Historical Preservation Society shall be uniformly administered with respect to use, storage, cataloging, preservation, conservation, and other functions consistent with established archival policies and procedures.

5.2 Copyright owners of materials acquired for the Archives shall be required to give all copyrights to the Sierra Madre Public Library and Sierra

Madre Historical Preservation Society. Materials may be accepted without copyright upon approval by the Director of Library Services or designee and the President of the Historical Preservation Society or designee.

5.3 Sierra Madre Historical Preservation Society archival materials are to be jointly owned in perpetuity by Sierra Madre Public Library and Sierra Madre Historical Preservation Society.

5.4 Decisions for acceptance or rejection of material for the archives shall be at the discretion of Library Staff with training in Local History/Archival materials, using the Sierra Madre Public Library collection development policy as a guideline. Decisions for transfer or disposal of jointly owned archival material shall be made in consultation with the Sierra Madre Historical Preservation Society, using the Sierra Madre Public Library collection development policy as a guideline.

5.5 Jointly owned archival material determined as not meeting the Sierra Madre Public Library collection development policy and that cannot be returned to the original owner may be donated to another entity or sold after consultation with the Sierra Madre Historical Preservation Society. Any proceeds received from sales of archival material shall be reinvested in the Archives.

5.6 Jointly owned archival materials which are identified as duplicates may be offered for sale or fundraising by the Sierra Madre Historical Preservation Society with proceeds to be reinvested in the Archives.

5.7 Library Staff shall report to both Boards, Sierra Madre Library Trustees and Sierra Madre Historical Preservation Society, on archival acquisitions, disposals, proposed sales, and other archival matters twice a year at each Board's regularly scheduled meetings.

5.8 A Trustee liaison shall be appointed by the Library Board of Trustees to attend Sierra Madre Historical Preservation Society meetings for the purpose of reporting on Trustee matters. The appointed Trustee will also report to the Trustees on the Sierra Madre Historical Preservation Society matters.

6.0 Miscellaneous:

6.1 Except as otherwise limited by California law each party shall be responsible for its tortious act or omissions and those of its officers or employees arising out of, or in any way connected with the performance or obligations of each party under this agreement.

6.2 This agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. No amendment, consent, or waiver of terms of this agreement shall bind either party unless in writing and signed by all parties. Any such amendment, consent, or waiver shall be effective only in the specific instance and for the specific purpose given. The parties, by the signature below of their authorized representatives, acknowledge having read and understood the agreement

and agree to be bound by its terms and conditions.

6.3 Amendments to this agreement may be proposed by majority vote of either Board and upon approval by both Boards shall be submitted to the Sierra Madre City Council for final approval.

APPROVED

For: City of Sierra Madre

Carolyn Thomas 1/22/14
Carolyn Thomas Date
Director of Library Services

For: Sierra Madre Historical Preservation Society

Amy Putnam 1/16/14
Amy Putnam Date
President, SMHPS

RESOLUTION NO. 14-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
ADOPTING THE AMENDED SIERRA MADRE ARCHIVES JOINT OWNERSHIP
MEMORANDUM OF UNDERSTANDING

THE CITY COUNCIL OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, the Sierra Madre Historical Archives, a jointly owned local history collection, was established by the City Council in 1999 with the approval of the *Sierra Madre Archives Joint Ownership Memorandum of Understanding* with the Sierra Madre Historical Preservation Society;

WHEREAS, the *Sierra Madre Archives Joint Ownership Memorandum of Understanding* was revised on April 20, 2000 and amended by Resolution No. 11-62 on July 12, 2011;

WHEREAS, section 6.3 of the 2011 *Sierra Madre Archives Joint Ownership Memorandum of Understanding* states the amendment process as: "Amendments to this agreement may be proposed by majority vote of either Board and upon approval by both Boards shall be submitted to the Sierra Madre City Council for final approval";

WHEREAS, the Sierra Madre Public Library Board of Trustees on January 22, 2014 and the Sierra Madre Historical Preservation Society Board of Directors on January 16, 2014 approved at their respective board meetings amendments to the Memorandum of Understanding as presented in Exhibit "A";


NOW THEREFORE, IT IS RESOLVED that the *Sierra Madre Archives Joint Ownership Memorandum of Understanding* be APPROVED, as presented in "Exhibit a", attached hereto and authorize the Director of Library Services to execute the agreement on behalf of the City.

PASSED, APPROVED and ADOPTED, the 22nd day of April 2014 by the following vote:

AYES:	Mayor, Nancy Walsh, Mayor Pro Tem, John Barabedian, Council Members, John Capoccia, Chris Koerber and Josh Moran
NOES:	None
ABSTAIN:	None
ABSENT:	None


MAYOR

ATTEST:


CITY CLERK