



MEETING AGENDA

Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

Wednesday, November 23, 2016
7:00pm

Library Board of Trustees

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

CALL TO ORDER / ROLL CALL	Trustees Hall, King, Procter, Spears, Ziff
PLEDGE OF ALLEGIANCE	Trustee Ziff
APPROVAL OF AGENDA	Majority vote of the Board to proceed with Board business
APPROVAL OF MINUTES	Board Meeting September 28, 2016
COUNCIL LIAISON UPDATE	Update from Council Liaison to Board

COMMUNITY INPUT

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda. The Board welcomes your attendance and participation. When addressing the Board, please begin by providing your name and address for the record. Please keep comments to no more than five minutes to assure an orderly and timely meeting.

Copies of the Agenda are available for your convenience at the rear of the Council Chambers. State legislation (Govt. Code Section 54954.2) limits the Board's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Trustees or staff may briefly respond to statements made or questions posed by the public, or a Trustee or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Trustee or the Board itself may provide a reference to staff to report back to the Board at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

ACTION ITEMS AND REPORTS*

1. Consent Calendar

A. Approval of Library Warrants

Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$4521.49 and \$5408.21

B. Library Statistics September 28, 2016

Recommendation to receive and file October 2016 Statistical Reports

2. **2017 Proposed Holiday Closures** Recommend the Board approve the list of proposed Holiday Closures
3. **Reallocation of CDBG funds** Oral report from Director Baker regarding necessity to reallocate CDBG funding based on LA County proposed ADA project rejection.
Informational item only, no action required.
4. **Library Policies – Donor policies** Report from subcommittee on donation policies
5. **Collections Policy Change** Recommend the Board approve the proposed change to the Collections Development Policy
6. **Change of Meeting Date** Recommend the Board approve rescheduling the regular December Board meeting to December 14th due to the holidays.
- 7 **Trustees’ Updates** Trustees provide oral reports concerning their respective committees, programs, events and outreach since the last Board meeting
8. **Friends’ Update** Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting
9. **Director’s Update** Director provides oral report concerning library services and activities since the last Board meeting

***ACTION ITEMS**

Regardless of a staff recommendation on any agenda item, the Board will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Library Board of Trustees.

NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS

- Statistical Gathering
- Strategic Plan
- Library Facilities Master Plan
- Annual Report to State Library

ADJOURNMENT

The Library Board of Trustees may adjourn to their next meeting on Wednesday, December 28, 2016.

If you require special assistance to participate in this meeting, please call the City Manager’s Office at 626-355-7135 at least 48 hours prior to the meeting.

MEETING MINUTES

**Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, September 28, 2016
7:00pm**

Call to Order

Procter 7:00 p.m.

Members present

Proctor, King, Spears, Hall
Absent - Ziff

Pledge of Allegiance

King

Approval of Agenda

Agenda posted online listed Barry Ziff as vice chair instead of Shannon King.

Action items - Friends chair Janet Emery suggested #5 moved up. Vice chair King moved item 5 up to the first item, Hall seconded, motion was unanimously approved.

Chair Procter read an inspirational quote by author Libba Bray

Approval of Minutes

Board Meeting July 27, 2016 and Special Meeting September 21, 2016

Vice Chair Shannon King recommended corrections in two sets of minutes, July 27 and the Special Meeting on Sept. 21. Trustee Spears moved to approve both sets of minutes as corrected. The motion was seconded by King and unanimously approved.

Council Liaison Updates

No report from Council Liaison to Board from Mayor Pro Tem Arizmendi

COMMUNITY INPUT

Tom Brady spoke about the recommended ADA proposals, recommending that the Board get proposals from three contractors. Director Baker said all city projects go through a bidding process.

ACTION ITEMS AND REPORTS*

1. Consent Calendar A. Approval of [Library Warrants](#)

Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$18,319.55

Trustee King moved that library warrants be paid, Trustee Spears seconded, and the Library Warrants were unanimously approved.

B. Library Statistics [July](#) and [August](#) 2016

Recommendation to receive and file July and August 2016 Statistical Reports

The statistical report was received and filed.

2. [Trustee Project Assignments](#)

Annual Trustee assignments to Library committees and events

Friends Liaison - Trustee Ziff

Trustee Procter backup to Friends Liaison

Sommer Scholarship and Historical Society - Trustee Spears,

READ – Trustees Procter and Hall

OBOC – Trustees Procter and Ziff

Art & Essay Contest – Trustee King

Library Open House – Trustees King and Procter.

3. [Library Policies – Mission](#) Recommendation that the Board adopt the Library Mission Statement and Statement of Purpose

Trustee Procter read the mission statement and objectives. Trustee Hall recommended switching mission and objectives. Original mission is now the objectives and the objectives are now the mission.

Council Liaison Arizmendi suggested adding the word volunteers to staff so the policy now reads - Our helpful staff **and volunteers**.

Trustee King moved that the board adopt revised mission statement and purpose, Trustee Hall seconded, and the motion was unanimously approved.

4. [Library Policies – Donor recognition](#) Presentation showing examples of donor recognition from other library jurisdictions

Director Baker gave a presentation showing examples of donor recognition. Trustee Hall said a major problem is lack of wall space and City Council Liaison Arizmendi suggested use of wall space at City Hall.

Trustee Spears moved to create a subcommittee including Trustees Hall and King, to review and update the donor policy, Trustee King seconded, and the

motion was unanimously approved.

5. **Exterior ADA Improvements**

Recommendation that the Board approve ADA improvements to the north-east parking and entry areas

Director Baker showed a power point presentation of areas that could be upgraded with minimum impact to the building and meet the March 1 deadline. Trustee Hall moved to approve the proposal, Trustee Spears seconded, and the motion was unanimously approved.

6. **Trustees' Updates**

Trustees provide oral reports concerning their respective committees, programs, events and outreach since the last Board meeting.

Trustee Procter spoke to the Civic Club.

Trustee Hall spoke about her work with the Creative Arts Group and other community groups.

Trustee Spears attended the joint Board and Friends meeting reviewing CDBG ADA information. He was unable to attend the Historical Society meeting but reported the Historical Society is putting in storage, the Teen docents come to the Trail Inn on the first Saturday of the month, the SMHPS is offering photos to the Huntington Library, and the Cemetery event is on October 29. Also scheduled are a Pack Station event and post card slide show. They are making progress on an

oral history project and have 163 members.

Trustee King also attended the joint special committee and has been working on the mission statement.

Chair Procter proposed resuming having a trustee attend City Council meetings starting October 25, the fourth Tuesday. Trustee Procter volunteered to attend and speak at that meeting...

- 7. Friends' Update** Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting.

Oct. 7 & 8 is the date of the next Friends Book Sale. The Silent Auction will be in November. Leslie Ziff is the chair of Wine Tasting on Feb 17. Smith asked about art to be displayed in city hall and about date of OBOC.

- 8. Director's Update** Director provides oral report concerning library services and activities since the last Board meeting.

Among Library Programs are: STEAM, robotics, rockets workshops, walk in crafts, adult coloring books, family board game nights, and the adult reading challenge.

Director Baker had a meeting with Library and Community Services staff to share resources and to coordinate activities. We will continue with weekly

meetings with smaller groups.

ADJOURNMENT

Trustee King moved that the Library Board of Trustees adjourn to their next meeting on Wednesday, October 26, 2016, Trustee Spears seconded and the motion passed unanimously. The meeting was adjourned at 8:37 pm.



City of Sierra Madre, CA

Check Register

Packet: APPKT03187 - LIB110816

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1644	AMAZON	11/08/2016	Regular	0.00	441.18	48901
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
012931456718	Invoice	10/03/2016	Library Programs	0.00	7.11	
39006.90000.53999			OTHER PURCHASED SUPPLI...		7.11	
020464944277	Invoice	09/24/2016	Computer Supplies	0.00	22.87	
10000.90000.53103			COMPUTER SUPPLIES		22.87	
080372823632	Invoice	09/23/2016	Office Supplies	0.00	56.93	
10000.90000.53100			OFFICE SUPPLIES		56.93	
138344962141	Invoice	09/23/2016	Computer Supplies	0.00	8.49	
10000.90000.53103			COMPUTER SUPPLIES		8.49	
147401619765	Invoice	10/04/2016	Library Programs	0.00	53.11	
39006.90000.53999			OTHER PURCHASED SUPPLI...		53.11	
147409618649	Invoice	10/03/2016	Library Programs	0.00	9.24	
39006.90000.53999			OTHER PURCHASED SUPPLI...		9.24	
147409794340	Invoice	10/03/2016	Library Programs	0.00	33.25	
39006.90000.53999			OTHER PURCHASED SUPPLI...		33.25	
148903991895	Invoice	09/23/2016	Office Supplies	0.00	8.28	
10000.90000.53100			OFFICE SUPPLIES		8.28	
215851604735	Invoice	10/04/2016	Library Programs	0.00	7.65	
39006.90000.53999			OTHER PURCHASED SUPPLI...		7.65	
215852012529	Invoice	10/04/2016	Library Programs	0.00	20.89	
39006.90000.53999			OTHER PURCHASED SUPPLI...		20.89	
215852635491	Invoice	10/04/2016	Library Programs	0.00	9.95	
39006.90000.53999			OTHER PURCHASED SUPPLI...		9.95	
215853104280	Invoice	10/04/2016	Library Programs	0.00	21.80	
39006.90000.53999			OTHER PURCHASED SUPPLI...		21.80	
215853770387	Invoice	10/04/2016	Library Programs	0.00	18.58	
39006.90000.53999			OTHER PURCHASED SUPPLI...		18.58	
215854338903	Invoice	10/04/2016	Library Programs	0.00	18.24	
39006.90000.53999			OTHER PURCHASED SUPPLI...		18.24	
215854805278	Invoice	10/07/2016	Library Programs	0.00	5.44	
39006.90000.53999			OTHER PURCHASED SUPPLI...		5.44	
215857461492	Invoice	10/04/2016	Library Programs	0.00	8.54	
39006.90000.53999			OTHER PURCHASED SUPPLI...		8.54	
215858159860	Invoice	10/04/2016	Library Programs	0.00	8.54	
39006.90000.53999			OTHER PURCHASED SUPPLI...		8.54	
215858210548	Invoice	10/04/2016	Library Programs	0.00	30.40	
39006.90000.53999			OTHER PURCHASED SUPPLI...		30.40	
234699227808	Invoice	09/24/2016	Library Programs	0.00	73.81	
39006.90000.53999			OTHER PURCHASED SUPPLI...		73.81	
242292932593	Invoice	10/04/2016	Library Programs	0.00	10.28	
39006.90000.53999			OTHER PURCHASED SUPPLI...		10.28	
256032422912	Invoice	10/04/2016	Library Programs	0.00	7.78	
39006.90000.53999			OTHER PURCHASED SUPPLI...		7.78	
0132	BAKER & TAYLOR, INC.	11/08/2016	Regular	0.00	2,784.46	48902

Check Register

Packet: APPKT03187-LIB110816

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4011724291	Invoice	10/04/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	211.94	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		211.94	
4011730970	Invoice	10/12/2016	BOOKS AND REFERENCE	0.00	811.81	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE		811.81	
4011730971	Invoice	10/12/2016	Processing Fees	0.00	43.49	
10000.90000.52200	CONTRACT SERVICES		Processing Fees - Blanket Po		43.49	
4011734210	Invoice	10/14/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	42.34	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		42.34	
4011734211	Invoice	10/14/2016	Processing Fees	0.00	8.95	
10000.90000.52200	CONTRACT SERVICES		Processing Fees - Blanket Po		8.95	
4011734652	Invoice	10/12/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	226.35	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		226.35	
4011738358	Invoice	10/19/2016	BOOKS AND REFERENCE	0.00	514.08	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE		514.08	
4011738359	Invoice	10/19/2016	Processing Fees	0.00	19.10	
10000.90000.52200	CONTRACT SERVICES		Processing Fees - Blanket Po		19.10	
4011739687	Invoice	10/20/2016	BOOKS AND REFERENCE	0.00	738.19	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE		738.19	
4011739688	Invoice	10/20/2016	Processing Fees	0.00	34.30	
10000.90000.52200	CONTRACT SERVICES		Processing Fees - Blanket Po		34.30	
B27388100	Invoice	10/07/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	16.34	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		16.34	
T44759430	Invoice	10/01/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	25.80	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		25.80	
T44862590	Invoice	10/04/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	25.33	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		25.33	
T45022890	Invoice	10/07/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	28.21	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		28.21	
T45159680	Invoice	10/11/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	13.71	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		13.71	
T45159681	Invoice	10/11/2016	DVDs, CDs, LP, AUDIOBOOKS, MEDIA	0.00	24.52	
39006.90000.53406	BOOKS AND REFERENCE		DVDs, CDs, LP, AUDIOBOOKS..		24.52	
1379	CALIFA GROUP	11/08/2016	Regular	0.00	921.85	48903
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
8641	Invoice	06/06/2016	EBSCO Novelist Select	0.00	921.85	
10000.90000.53406	BOOKS AND REFERENCE		EBSCO Novelist Select		921.85	
VEN02745	MATHMANIA ROBOTICS	11/08/2016	Regular	0.00	374.00	48904

Check Register

Packet: APPKT03187-LIB110816

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV019370	Invoice	08/17/2016	Mathmania Robotics Program Performer (St...	0.00	374.00	
39006.90000.53999	OTHER PURCHASED SUPPLI...		Mathmania Robotics Progr...		374.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	39	4	0.00	4,521.49
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	39	4	0.00	4,521.49

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2016	4,521.49
			<u>4,521.49</u>

Chair

Trustee

Trustee

Trustee

Trustee

Sierra Madre Public Library Statistical Report - July 1, 2016 - June 30, 2017

Categories	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	FY 16/17 monthly average	FY 15/16 monthly average
Circulation															
Print Circulation	6725	6553	6496	6805									26579	6645	6271
Non-print Circulation	1772	1660	1396	1254									6082	1521	1586
Audiobooks Circulation	353	340	357	346									1396	349	353
Videos/dvds Circulation**	781	690	539	488									2498	625	682
Music cds Circulation	273	255	200	208									936	234	210
Overdrive	365	375	300	212									1252	313	340
Total Circulation	8497	8213	7892	8059									32661	8165	7857
Patron Count															
Patron Count - Monthly	7756	6801	6840	6826									28223	7056	6715
Interlibrary Loans															
Interlibrary Loans Loaned	4	2	5	4									15	4	3
Interlibrary Loans Borrowed	6	7	7	8									28	7	9
Reserves - SMPL Holds	162	108	226	183									679	170	127
Adult Services															
Circulation Count	3766	3647	3085	3071									13569	3392	3314
Adult Programs	5	0	3	4									12	3	2
Adult Program Attendance	200	0	40	64									304	76	36
Book Discussion Programs	1	1	1	1									4	1	1
Attendance - Book Discussions	20	15	13	20									68	17	13
Use of facilities (Non-departmental) - Meetings, etc.	0	1	0	1									2	1	1
Reference Questions - All Activity	424	416	465	442									1747	437	541

Sierra Madre Public Library Statistical Report - July 1, 2016 - June 30, 2017

Categories	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	TOTAL	FY 16/17 monthly average	FY 15/16 monthly average
Volunteers															
Volunteers - Number of	58	40	28	27									153	38	27
Volunteers Hours- In-house circ & processing	557	156	101	83									897	224	105
Volunteers Hours - archives	12	13	18	18									61	15	15
Young Adult Services															
Circulation Count	370	273	218	202									1063	266	187
YA Program	0	0	4	4									8	2	3
YA Attendance	0	0	37	28									65	16	23
SRC Volunteers - Number of Teens	38	30	0	0									68	17	7
SRC Volunteers - Teen Hours	420	92	0	0									512	128	45
Teen Docents Number of Teens	6	0	1	1									8	2	2
Teen Docents Number of Hours	76	0	2	2									80	20	20
Teen Docent Tours	12	0	1	1									14	4	3
Teen Tours Attendance	50	0	14	6									70	18	20
Children's Services															
Circulation Count	4361	4293	4589	4786									18029	4507	4356
Number for Preschool Age	11	9	11	12									43	11	12
Attendance at Preschool Programs	492	361	365	410									1628	407	390
Number of School Age Programs	7	2	10	12									31	8	8
Attendance at School Age Programs	492	154	333	814									1793	448	298
Categories															
I-branch Services															
Computer Appointments	694	835	564	627									2720	680	694

Sierra Madre Public Library Statistical Report - July 1, 2016 - June 30, 2017

Categories	July	Aug	Sept	Oct	Nov	Dec**	Jan	Feb	March	April	May	June	TOTAL	FY 16/17 monthly average	FY 15/16 monthly average
Databases															
Ancestry.com	6	7	10	9									32	8	9
Master File Magazines	38	42	21	34									135	34	65
Novelist- (sessions)	6551	7196	7291	9617									30655	7664	339
Reference USA - (logins)	23	18	32	10									83	21	18
World Book - (sessions)	7	0	8	3									18	5	5
Days Open															
Public Service Hours Open	25	27	25	25									102	26	25
	193	215	191	196									795	199	193

Summer Reading Program 2016- Total Participants	2014	2015	2016
Adults	58	138	86
Children	482	480	447
Teens	54	70	75
Total	594	688	608

Summer Reading Program 2016-Program Attendance	2014	2015	2016
Adults	96	133	54
Children	771	979	1709
Teens	19	64	38
Total	867	1176	1801

Summer Reading Program 2016-Total Programs	2014	2015	2016
Adults	2	6	1
Children	9	11	17
Teens	1	2	2
Total	12	19	20

ONE BOOK ONE CITY COMPARISON	2011	2012	2013	2014	2015	2016
# of Programs	4	4	4	6	5	5
Attendance	359	157	206	324	235	200

Art & Essay Contest	2013	2014	2015	2016
Participants (Added April 2016 = number of applications received from participating individuals)				223
Attendance (Previously recorded as "Entries". Modified April 2016 to more accurate term "Attendance" = number of attendees at the ceremony)	80	79	80	84



City of Sierra Madre Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Ryan Baker, Director of Library and Community Service

DATE: 11/23/16

SUBJECT: Item 2. 2017 Library Holiday Closures

SUMMARY AND ANALYSIS

The City has set dates for 2017 national holiday closures of City Hall based on their normal Monday through Thursday operations with an additional holiday closure during the week between Christmas and New Year. Library holiday closures generally follow this same dates, however the Library's normal 6-day a week operations do not necessarily correspond directly to holidays on weekends. The Library is requesting the Board review and approve closure of the Library on the dates listed on the attachment.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

STAFF RECOMMENDATION

Recommendation to approve Library Holiday closures as presented in the attachment.

Attachments x1:

List of 2017 Proposed library closure dates

Sierra Madre Public Library **Proposed** Days Closed in 2017

Note: Not all Days Closed are paid Holidays for Full-Time Employees. See second table below for type of holiday as noted in parenthesis.

Day / Date	Holiday
Sunday, January 1, 2017	Closed Sundays
Monday, January 2, 2017	New Year's Holiday
Monday, January 16	Martin Luther King Jr.'s Day
Monday, February 20	Presidents' Day
Monday, May 29	Memorial Day
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Friday, November 10	Veterans Day (observed)
Thursday, November 23	Thanksgiving Holiday
Friday, November 24	Thanksgiving Holiday
Saturday, November 25	Holiday
Sunday, November 26	Closed Sundays
Sunday, December 24	Closed Sundays
Monday, December 25	Holiday
Tuesday, December 26	Holiday
Wednesday, December 27	Holiday
Thursday, December 28	Holiday
Friday, December 29	Holiday
Saturday, December 30	Holiday
Sunday, December 31	Closed Sundays
Monday, January 1, 2018	Holiday

Sierra Madre Public Library **Proposed** Days Closed in 2017

Note: Not all Days Closed are paid Holidays for Full-Time Employees. Type of holiday is noted in parenthesis below.

Day / Date	Holiday (Type of Holiday)
Sunday, January 1, 2017	Closed Sundays
Monday, January 2	New Year's Holiday (City observed)
Monday, January 16	Martin Luther King Jr.'s Day (City Holiday)
Monday, February 20	Presidents' Day (City Holiday)
Monday, May 29	Memorial Day (City Holiday)
Tuesday, July 4	Independence Day (City Holiday)
Monday, September 4	Labor Day (City Holiday)
Monday, October 9	Columbus Day (City Holiday)
Friday, November 10	Veterans Day (observed)
Thursday, November 23	Thanksgiving Holiday (City Holiday)
Friday, November 24	Thanksgiving Holiday (City Holiday)
Saturday, November 25	Holiday (NOT a City Holiday)
Sunday, November 26	Closed Sundays
Sunday, December 24	Closed Sundays
Monday, December 25	Holiday (City Holiday)
Tuesday, December 26	Holiday (City Holiday Pay)
Wednesday, December 27	Holiday (City Holiday Pay)
Thursday, December 28	Holiday (City Holiday Pay)
Friday, December 29	Holiday (City Holiday Pay)
Saturday, December 30	Holiday (City Holiday Pay)
Sunday, December 31	Closed Sundays
Monday, January 1, 2018	Holiday (City Holiday)



City of Sierra Madre Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Ryan Baker, Director of Library and Community Service

DATE: 11/23/16

SUBJECT: Item 5. Collections Development Policy Change

SUMMARY AND ANALYSIS

The Library's Collection Development Policy was adopted by the Board in June of 2014. This policy as written keeps back issues of magazines for two years from the publication date and newspapers for one year from the publication date. Back issues are stored in the Library's basement. Staff analysis of circulation statistics finds no usage of magazine back issues prior to a year from the publication date during the period of FY2015 to present. Staff finds only rare requests for newspapers prior to 60 days from the publication date.

In an effort to better utilize basement storage space, staff recommends amending the Policy to retain magazines for only one year from the publication date and newspapers for only 60 days from the publication date.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

STAFF RECOMMENDATION

Recommendation to approve changes to collection development policy for retention of magazines for one year and newspapers for 60 days from publication date.

Attachments x1:

Collection Development Policy

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.



City of Sierra Madre Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Ryan Baker, Director of Library and Community Service

DATE: 11/23/16

SUBJECT: Item 6. Change to December Regular Meeting Date

SUMMARY AND ANALYSIS

The next regularly scheduled meeting of the Library Board of Trustees falls on December 28th, 2016. This date falls in the middle of the holiday closure period for the City. The Board has the option of rescheduling their next meeting for Wednesday, December 14th, 2016 if desired or to guarantee quorum.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

STAFF RECOMMENDATION

Recommendation to approve rescheduling the December regular meeting to December 14th, 2016.