

LIBRARY SERVICES DEPARTMENT –SCOPE OF SERVICES

- Services
 - Public computers
 - Technology maintenance; broadband and wi-fi, utility services
 - Public Desk staffed for all open hours
 - Volunteer supervision - 1,711 hours annually for adult, teens, and teen docents
 - Materials ordering, processing, cataloging, shelving
 - Local History reference, preservation, digitization
 - Public Display Case
 - Inter Library Loan
 - Publicity/marketing of programs & services
- Programs
 - 3 weekly storytimes (2 preschool, 1 baby rhyme time – Family Place Library)
 - Weekly Teen Book Club
 - Monthly Adult Book Club
 - Monthly Barks & Books Program
 - Annual Summer Reading Program
 - Parenting Workshop (1- five week session)
 - Annual One Book One City Program
 - Mini-Rose Float Program
 - Outreach to schools and class visits
 - Teen Docents – Training & Tours
 - Titles to Go – Outreach to Stay at Home Seniors
 - Read Campaign
 - Harry Potter Program
 - Art & Essay Contest
 - Library Open House
 - Local Musicians
- Relationships with City and all Committees, Trustees, City Council
 - Library Board of Trustees
 - Friends of the SMPL
 - Sierra Madre Historical Preservation Society - MOU
 - City Council
 - Library Facilities Master Plan Committee
- Miscellaneous Services
 - Bi-monthly Friends Book Sale; Daily Friends Book Cart Sales
 - Quarterly Friends Book Auction/Display
 - Annual Friends Wine Tasting
 - Annual Friends Art Fair
 - Website & document management for the Library Department
 - Public catalog
 - Grant writing/implementation
 - e-reader/mobile device assistance
 - Partnerships with local organizations: Friends, SMHPS, Civic Club, Community Foundation, Rotary Club, Kiwanis Club, SM Volunteer Firefighters Association, Spero Foundation

- Donations to Gift and Memorial account from private entities and trust funds.
- Interlibrary loans, SCLC consortium, Califa relationship
- Collections
 - 72,375 items in collection
 - 7,589 ebooks (access through SCDL consortium)
 - 400+ ebooks (Advantage account – offered for SMPL cardholders)
 - 85 magazine subscriptions
 - 5 newspapers (microfilm)
 - 2,000 California & Rare Books
 - 6 Online database subscriptions
 - 100+ artworks (paintings, drawings, photographs, ceramics, ephemera)
 - 1,500 linear feet: Artifacts in Historical Archives
 - City Documents