

**AGENDA  
CITY OF GLENDORA  
LIBRARY BOARD OF TRUSTEES – Regular meeting**

**Library Bidwell Forum**

**February 25, 2008  
7:00 p.m.**

The public is invited to address the Library Board on all items on the agenda or on any library matter not on the agenda. Comments may be given when any item is scheduled for consideration. Each speaker is requested to limit comments to three minutes. The Board President may limit redundant comments.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Library Administrative Assistant at (626) 852-4891. Notification 48 hours prior to the meeting will enable the Library to make reasonable arrangements to ensure accessibility to this meeting.

**1. CALL MEETING TO ORDER**

**2. PUBLIC COMMENT PERIOD**

*Anyone wishing to address any Library matter that is on the agenda or not on the agenda may do so at this time. No action will be taken on items brought up at this time*

**3. ADOPTION OF AGENDA**

*Possible motion to revise order of business or other*

**4. CONSENT CALENDAR – action item**

4.1 Minutes of meeting of January 28, 2008, Encl., page 1

4.2 Library Administrative Policy 3.01- Patron Confidentiality, Encl, page 6

4.3 Library Administrative Policy 3.03 - Circulation Policy, Encl, page 10

**5. REPORT OF LIBRARY DIRECTOR, Encl., page 16**

*Written report attached. No action will be taken on any items brought up at this time*

**6. UNFINISHED BUSINESS**

6.1 Library Board Awards

*President Theel to lead continued discussion on community recognition*

**7. NEW BUSINESS**

7.1 Review City Administrative Policy 4.08 – Policy Concerning Use of Facilities and Resources by Minors, Encl, page 31

*President Theel to lead review*

7.2 Children’s room expansion groundbreaking ceremony, Encl., page 39

*President Theel to lead discussion on possible groundbreaking ceremony*

7.3 Requests from Staff to Friends Foundation, Encl., page 40

*Library Director to present requests from staff to Friends Foundation for Fiscal Year 08/09*

7.4 Library Events Calendar, Encl., page 47

*A calendar of library or significant community events that include library staff participation. All or some of other Board members might choose to participate, no action is required*

**8. BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar, Encl., page 48

*Plans for future meetings to be discussed*

8.2 Board member items

*Announcements only—no action will be taken on any item brought up at this time*

**9. ADJOURNMENT**

**SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS**

Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Public Library, 140 S. Glendora Ave, CA; the City Clerk’s Office, 116 E. Foothill Blvd, Glendora and the City’s website: <http://www.ci.glendora.ca.us>.

# **4.**

# **Consent Calendar**

1

Minutes  
**CITY OF GLENDORA**  
**LIBRARY BOARD OF TRUSTEES – Regular Meeting**

Library Bidwell Forum  
140 S. Glendora Ave, Glendora CA 91741

January 28, 2008  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:00 p.m. by President Jim Theel.

Board members Present: Jim Theel, Mike Conway, Sylvia Slakey, Tricia Gomer, Debbie Deal

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant

**2. PUBLIC COMMENT PERIOD**

The Board welcomed Wendy Seifert to the meeting. Seifert thanked the Board and stated that she is involved with many non-profit organizations and was interested in attending a Library Board meeting to see how it is run.

**3. ADOPTION OF AGENDA**

There were no changes to the order of the agenda.

**4. CONSENT CALENDAR**

**It was MSC (Slakey/Deal) to approve Minutes of meeting of December 17, 2007.**

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown stated that Carol Gilkinson, a teacher working in the Charter Oak School District, invited the Board members to participate in a Read-In held at Washington School. Theel confirmed that the Board members received their Glendora Unified School District Read-In forms.

Weed-Brown updated the Board on the expansion timeline. She cautioned them that this timeline is a best-case scenario. The plans for the expansion are scheduled to go before Council on February 26. The bid opening is scheduled for March 21. The Council award of contract is scheduled for April 15 with the building construction to begin on May 1. The construction is estimated to be finished in 60 days. Weed-Brown noted that construction was originally supposed to start January 11. Theel commented that in his opinion construction will take longer than 60 days.

Theel asked for an update on the baseboards that are still missing throughout the library. Weed-Brown replied that staff is working on obtaining bids to replace the missing drywall and baseboards. She pointed out that the storefront windows next to the main entrance have already been replaced.

Conway expressed his dissatisfaction with the on-going problem of the leaky roof. He added that this is a necessary repair, and should not be tied to a Capital Improvement

Project. Conway stressed the importance of protecting the library and the Friends Foundation's investments. He felt that the library is not receiving the needed attention.

Weed-Brown stated that Public Works has established a written plan of action for future emergencies. This plan outlines city department's responsibilities, such as cleaning the drains and sump pumps. It also identifies the Police Department as being responsible for watching over the library, as it has access to the library's security cameras. Weed-Brown offered to email this plan of action to the Board. Weed-Brown added that she and Baffigo are supposed to have access to the security cameras from home, but due to firewall issues this has not been accomplished yet. In response to a question from Conway, Weed-Brown replied that access from home would be just for peace of mind.

Conway commented on the city's reduced revenue stream. He recommended meeting with the Foundation Board to discuss issues and plan for the future. Conway stated that the library needs to ensure that it remains the jewel of the community. The Board discussed the City of Glendora's revenue issues, as well as the issues that Covina Public Library is facing. Slakey cautioned that the Library Board needs to decide on discussion points first before a joint meeting with the Friends Foundation can be scheduled.

Following a brief discussion, the Board determined that expressions of congratulations, condolences etc, should be done individually by each Board member, if they so desire, rather than by the entire Board.

Deal noted that she was very frustrated when she heard about the library flooding. She loves *The Battle of the Books* idea. She commented on Romero's dynamic and interesting presentations at PTA meetings. Romero is full of great ideas and connects well with people.

Theel stated that the article about wired libraries was very interesting. In response to a question from Theel, Weed-Brown replied that Krause will send a thank you card to the Glendora Church Homes once the check is received. She added that Glendora Public Library applies for this grant every year. Slakey stated that Krause did a wonderful presentation on Playaways to the EYE-DAS members. Slakey added that she is grateful to have all these outstanding people work at the library. Deal agreed.

The Board commented on the lower number of library visitors on the December statistics sheet. It was determined that the reduction is due to the closure for carpet replacement.

## **6. UNFINISHED BUSINESS**

### **6.1 Library Board Staff Appreciation**

Deal provided the Board with a handout of the proposed choices for the staff appreciation luncheon. The Board decided on a menu and cost. Theel asked that Deal provide the Board with a printed time schedule of the event. It was determined that set-up will start at 10 a.m. with the luncheon to start at 11:30 a.m. Weed-Brown stated that Cathel will reserve Bidwell Forum for the event. Deal asked that all Board members plan to be at the library that day to help.

**7. NEW BUSINESS**

**7.1 FY 08/09 Budget**

Weed-Brown informed the Board that instructions for the 08/09 budget have not been provided yet. She pointed out the detailed line item sheets included in the Board packet, which show the library's 5% or \$114,142 cut. Weed-Brown stated that these cuts were very difficult to make with this fiscal year being half-way over. She explained that a \$17,000 reduction in the IT charges is included in the cut. Weed-Brown stated that all city departments are struggling with the 5% cut. She reminded the Board that the line item sheets reflect the accounts that the library has direct control over. Theel commented that next year's budget will be tight.

Weed-Brown stated that she was scheduled to meet with the city's IT department and the Interim Finance Director to discuss the internal charges being imposed on the library by the IT department. This meeting was cancelled and as of yet, has not been rescheduled. Weed-Brown noted that every year IT charges seem very high. The Board discussed how much support IT provides to the library. Weed-Brown noted that the level of support is difficult to measure. IT uses some type of program which calculates the charges based on how many service calls are generated from a department, as well as the number of computers in that department. Weed-Brown stated that the library does not generate very many service calls, as staff members make every effort to solve problems themselves first. For comparison purposes, library staff researched outsourcing costs and came up with a significantly lower number than that currently being charged by IT. Weed-Brown added that she forwarded this information to the Interim Finance Director. Slakey asked that Weed-Brown let the Board members know if they need to get involved in this issue.

Theel requested to know if the City Manager talked to Weed-Brown about raising the library's fees. Weed-Brown replied in the negative. She added that the request for a fee survey came from the Finance Director. Weed-Brown stated that the Glendora Library's fees are in line with other libraries.

**7.2 Library Board Awards**

Theel enjoyed reading the article about a benefactor of the Paso Robles library being honored. He noted that the Library Board should recognize library supporters in the community, even if the same people get recognized by other city departments or service organizations. He stated that if the Board decided to present an award, it would not be as elaborate as Community Services' awards.

Discussion ensued on how the Library Board Award would be different from the many awards already in existence, whether it should be given out annually and who should receive it. Conway stated that the Library Board Award should be a special award and not given out every year. Gomer voiced concerns about giving an annual award. She stated that it is very difficult to get people to take the time to nominate someone. Gomer felt that it should be possible for the Board to honor a library supporter if they chose to do so. Slakey questioned the need for an official process, as the Board can honor someone without it.

Theel stated that the Board needs to decide whether or not to have Library Board Awards. If the Board decides to move forward, the next step would be to establish guidelines.

**It was MSC (Deal/Gomer) that the Board of Trustees establish guidelines for a Library Board Award and that Theel present a timeline and guidelines at the next meeting.**

### 7.3 Review of Brown Act

The Board reviewed the Brown Act Summary. Theel cautioned Board members when using and responding to email. He reminded them to be aware of serial meetings. Weed-Brown offered to email the booklet on the Brown Act to any interested Board members.

### 7.4 Library Events Calendar

The Board reviewed the events calendar. Game day is scheduled for February 2. Slakey commented on last year's game day, which was great fun. Chocolate Fantasy is scheduled for February 6. The Senior Information Fair is scheduled for January 31. In response to a question from Theel, Weed-Brown stated that the library has a good turn out for the SAT workshops. Gomer commented that some colleges make SATs optional now.

## 8. BOARD MEMBER ITEMS

### 8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar. Weed-Brown stated that goal planning may be postponed until March. She added that the library's biggest goal for next year will probably be to finish up the children's room expansion. The Friends Foundation requests and Administrative Policy 4.08 will be on next month's agenda.

### 8.2 Board Member Items

Slakey enjoyed the donor recognition event. She thanked staff again for handling the flood problems.

Deal enjoyed the donor recognition event and thanked everyone. She is looking forward to the events in February.

Gomer congratulated Krause for writing the successful Churches Homes grant. She enjoyed the donor reception. Gomer stated that she was here at the library on the day it flooded. She commended Baffigo for being organized and cool under pressure. It was very fortunate that he was early on the scene. Everyone worked hard that Saturday. Gomer stated that she is interested in attending a CALTAC workshop March 15 at the Orange Public Library. Weed-Brown stated that funds are available for Board members to attend if they are interested. Weed-Brown asked that the Board members let her or Cathel know by February 15 if they are interested in attending this workshop.

Conway stated that he gave a speech to the Friends Foundation. The members liked it and some commented that he should send it to the local paper for publication. Conway pointed out several issues mentioned in his speech, such as the lean budget, staff, the library and unequal reciprocity from other departments. He asked the Board members

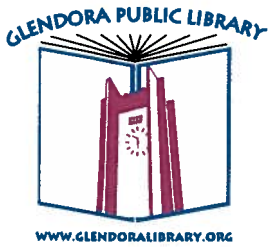
if they had any objections to him sending this to the paper. Gomer stated that the speech was well written. Slakey did not feel that there would be a problem.

There being no further business, the meeting adjourned at 8:59 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

\*The above minutes are subject to the Library Board's additions or corrections and final approval.



Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director *RWB*  
 Date: February 25, 2008  
 Re: Agenda Item 4.2: Patron Confidentiality Policy

The Board reviewed Library Administrative Policy 3.01-Patron Confidentiality at the Oct. 17, 2005 meeting. When reviewing the Minor's policy (4.08) for this board meeting we noticed a need to standardized language across documents for clarity.

In this policy, the change was to paragraph 3 B-Implementation Guidelines. Wording was changed to "verifying parent's identity". This replaced "name and driver's license as shown in the child's record".



Subject: PATRON CONFIDENTIALITY

Effective: 1997; Revised October 2004; Reviewed October 15, 2007; Revised February 25, 2008

Policy Objective:

To establish staff guidelines for maintaining confidentiality of library borrowers' records

Authority:

Board of Trustees of the Glendora Public Library

Library Board of Trustees Minute Order 1997

All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Library Director

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned staff

Procedures:

See attached regulations



## PATRON CONFIDENTIALTY POLICY Glendora Public Library

### Policies

#### 1. **California State Law**

Library circulation records kept for the purpose of identifying the borrower of items available in libraries are exempted from public disclosure per California Government Code section 6545(j) and the California Public Records Act (CA Government Code section 6250 et seq.).

#### 2. **Glendora Public Library Code of Values**

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted. (#7)

#### 3. **Glendora Public Library Collection Development Policy**

This Board believes that while anyone is free to reject for himself material which does not meet with his approval, he cannot exercise this right to restrict others' freedom to read. Notwithstanding, responsibility for the reading, listening and viewing of library materials by children rests with their parents, legal guardians or responsible adult caregiver (hereafter, "parent"). (p 4 #3)

### Implementation Guidelines

1. When a patron comes into the library and presents any valid library card, staff will assume its use is authorized and will give any information requested, such as titles checked out, due dates, fines owing and overdue items. If changes are requested to a patron record, ID is required.
2. When telephoning the library, the patron must provide his or her library card number, name, and birth date (month and day). Additional information may be requested by staff if the identity of the caller is in doubt. When the identity of the caller has been verified satisfactorily, the patron may be provided with the same information as in an "in-person" transaction.
3. If a patron requests information about materials checked out on his/her minor child's library card but does not have the card with him/her, staff can either:
  - a) print a copy of the book titles and other items on the patron record and mail it to the person named on the card (the print out lists all transactions on the borrowing record).
  - b) with in-person **verification of the parent's identity**, give the parent information on the number and types of materials charged on his/her

child's borrowing record as well as fines and due dates, but not titles of the books, unless items are overdue.

- c) with the minor's written authorization provide the list of titles and due dates charged to the authorizing minor's card.
- 4. Except as required for administrative purposes, staff is not to view the borrowing records of any patron including fellow staff members.
- 5. Staff shall not discuss or disclose the nature or content of staff or patron requests for information except as necessary for the completion of service.

Approved and adopted this 25th day of February, 2008.

Ayes: \_\_\_\_\_

City of Glendora

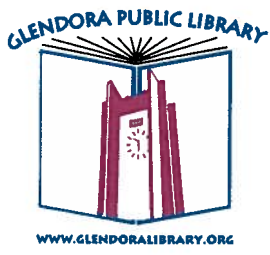
Noes: \_\_\_\_\_

Library Board of Trustees

Absent: \_\_\_\_\_

Attest: \_\_\_\_\_  
Robin Weed-Brown, Library Director

By: \_\_\_\_\_  
Jim Theel, President



Glendora Public Library  
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Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director *RWB*  
 Date: February 25, 2008  
 Re: Agenda Item 4.3: Circulation Policy

The Board reviewed Library Administrative Policy 3.03-Circulation Policy at the Sept. 17, 2007 meeting. When reviewing the Minor's policy (4.08) for this board meeting we noticed a need to standardized language across documents for clarity.

In this policy the changes are:

Paragraph 1: Added wording that referred back to Library Policy 3.01

Under Library Card Requirements: For clarity, put in writing the practice and procedure already in place regarding library cards for minors in 9<sup>th</sup> grade and above.

Under Modifying Library Account: Added wording that referred back to Library Policy 3.01

Subject: CIRCULATION POLICY

Effective: September 17, 2007; Revised February 25, 2008

Policy Objective:

To establish a policy regarding circulation procedures

Authority:

Board of Trustees of the Glendora Public Library

Library Board of Trustees Minute Order September 17, 2007

All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Library Director

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned staff

Procedures:

See attached regulations



## CIRCULATION POLICY Glendora Public Library

### **Library Card Requirements and Responsibilities:**

Library cards are free. A patron with a valid library card may check out any item in the circulating collections and access the Internet. Information about activity on an account can only be given to the library card owner. **Refer to Library Administrative Policy 3.01, Patron Confidentiality, for exceptions.**

Patrons are responsible for all materials checked out on their library card and for payment of any fees for materials returned after the due date. Lost and damaged items and all charges totaling \$2.00 or more must be paid in full or borrowing privileges will be suspended until paid. The Glendora Public Library is not responsible for any damage that may occur to personal equipment when using audio visual materials checked out from the library.

To get a library card and establish a library account, photo identification with the person's name and current address in the State of California will need to be presented such as:

- CA DMV driver's license
- CA DMV Identification card
- High School identification card
- Current passport

If a person do not have photo identification or his/her current address is not on it, 2 of the following that do have his/her current information will need to be presented:

- Printed checks
- Car registration
- Mail post marked within one month
- Rent receipt, escrow documents, utility bills, etc.
- Address in phone book

### **Library Card Requirements, Children:**

Children in the 8<sup>th</sup> grade and under need a parent, legal guardian or responsible adult caregiver's (hereafter, "parent") signature to obtain a library card and establish a library account. **Minors in 9<sup>th</sup> grade and above can obtain a library card and establish a library account with appropriate ID.**

A child living in a group or foster home may get a library card when verification establishing the responsible party is presented. Examples include:

- ID or verification papers from the group home
- Documentation on letterhead from the group home establishing responsibility
- Court papers

Other reasonable documentation that establishes financial responsibility for the minor will be considered.

### **Out-of-State Library Card requests:**

Visitors from out-of-state requesting a library card will be issued a card with proper photo identification from their home state and proof of local residency such as a hotel/motel bill or

apartment agreement. Cards will have a short term expiration date relative to the documentation provided. Guest passes are available to use the library computers and do not require a library card.

**Modifying Library Account information:**

California State law (CA Government Code section 6250 et seq.) prohibits the disclosure of a patron’s library account or circulation record to anyone except the original applicant. Therefore, positive identification is required if changes or inquiries regarding an account are requested by the patron. **Refer to Library Administrative Policy 3.01, Patron Confidentiality, for exceptions.**

When a child (8<sup>th</sup> grade and under) wishes to modify his/her account, the parent as established in the minor’s account with identification and proof of current address must be present. A minor that is attending high school and can show identification may modify his/her account without a parent.

This is in accordance with Library’s Administrative Policy 3.01, Patron Confidentiality.

Patrons may review and update their library account online at [www.glendoralibrary.org](http://www.glendoralibrary.org). A library card and password/PIN number are required. PIN numbers are issued with a new library card or upon request when at the library.

**Loan Periods, Renewals and Item Limits:**

Loan periods and renewals may be modified and formats added or deleted by the Library Director as needed. Limits on number of items that can be checked out at one time are established as needed and based on demand or limited number of resources.

Library items circulate for either 3 weeks or 1 week depending on demand and size of collection. Renewals are available on most but not all library materials.

- |                                  |                               |
|----------------------------------|-------------------------------|
| 3 weeks plus one 3 week renewal: | All Books, audio books, music |
| 3 weeks, no renewal              | Playaways                     |
| 7 days plus one 1 week renewal:  | All Videos/DVDs, Software     |

**Not Renewable:** “New Books” under 500 pages, magazines, items with holds, new formats.

**Limits:** Playaways: 1 title-due to small collection size.

**Extended loans** on items that can be renewed are available for out-of-town vacations for up to 6 weeks.

Extended use fees, and other fines and charges related to circulation and library materials are established under Library Administrative Policy 4.02, Library Fines and Fees Schedule.

Approved and adopted this 25<sup>th</sup> day of February, 2008.

Ayes: \_\_\_\_\_

City of Glendora

Noes: \_\_\_\_\_

Library Board of Trustees

Absent: \_\_\_\_\_

Attest: \_\_\_\_\_  
Robin Weed-Brown, Library Director

By: \_\_\_\_\_  
James Theel, President

## Welcome to the Glendora Public Library

Dear Parent or Guardian:

We'd like to take this opportunity to acquaint you with the Glendora Public Library.

The public library is an important resource for children and young adults. It can supplement the school media center for homework and research while also providing a wide array of materials for personal and recreational needs. Many of our resources are available from any computer with Internet access at [www.glendoralibrary.org](http://www.glendoralibrary.org).

Your public library also strives to meet the needs of young pre-schoolers and toddlers by providing resources and programs suitable to their age level. As a parent, you too will discover information to help you with the challenges of developing healthy, responsible children.

The library serves all members of the community. We urge you to assist your children in the selection of library materials and computer resources appropriate to their age and your family's values.

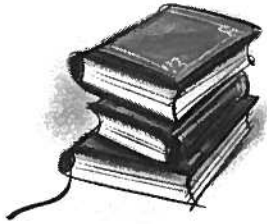
Important library policies to aid in your child's enjoyment of the library are in place. Please check with our library staff if you would like to see or review any of the policies. They are also available on our library's website at [www.glendoralibrary.org](http://www.glendoralibrary.org).

We look forward to serving your needs and those of your children. We hope that you will visit soon. If you have any questions or suggestions, please feel free to call the library at 626/852-4891 and ask for assistance. Staff will be happy to answer your questions.

Sincerely,

The Glendora Public Library Board of Trustees





## WHAT EVERY PARENT SHOULD KNOW ABOUT THE GLENDORA PUBLIC LIBRARY

### **To get a card**

Library cards are free with identification and proof of current address. Children in the 8th grade and under need a parent's signature to obtain a card. A current borrower's card must be presented in order to checkout materials.

### **The Library considers each card a separate account**

If a bill is not paid, the child's card, not yours, will be restricted. If extended use fees exceed \$2.00, additional materials cannot be checked out until the fees are paid. A non-refundable \$10.00 handling fee is charged for any lost or damaged item, plus the cost of the item.

### **The Library is required by California law to respect your privacy and that of your child**

We can only give information about activity on an account to the library card owner. This means the Library may not tell you the titles your child has checked out on his/her card unless the items are overdue. Individuals may view information in their own library record regarding fines, fees, holds and items checked out by accessing the library catalog from home or in the library and using their library card number and personal password.

### **Library policy supports the right of each individual to choose for him/herself**

An individual with a library card may check out any item in the collection. Library staff may not tell your child what he/she can or cannot borrow. We encourage you to set your own family rules and talk about them with your child.

### **Safety Practices at the Glendora Library**

For their safety, young children under the age of nine must be accompanied at all times by a responsible adult. Children age 9 and above should be reminded to follow common safety practices. Remind them not to interact with strangers in the library other than library personnel who can be identified by their badges.

### **You are responsible for your child's use of the Internet**

The Internet is available on the public computers in the Library. Anyone with a valid Glendora Public Library card can use the computers. The Library's Internet Acceptable Use Policy is posted on each computer. Anyone violating the policy will be asked to end their time on the public computer and may lose library privileges. The Internet is a great place to explore information and ideas from all over the world. Remember that the Library has no control over the information you might find on the Internet. Just because it is on the Internet does not mean it is true or valuable.

Child appropriate Internet sites are available through the library's website at [www.glendoralibrary.org](http://www.glendoralibrary.org). Library staff can also assist you in evaluating additional sites.



**5.**  
**Report of**  
**Library**  
**Director**



Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

Glendora, CA 91741

16

## MEMO

To: Board of Library Trustees  
From: Library Director *Rosen*  
CC: City Manager  
Date: February 25, 2008  
Re: Director's Report

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### Community

The library is back on track. We are still waiting on the repair of our walls and baseboards. We have discovered reference books that got damp from the humidity from the flood. They are still useable though.

Our programs and events are now in an ever-building crescendo through the end of July. We had a very successful Donor Recognition event on January 25, 2008. The Rotary, Kiwanis and Kiwaniannes clubs were all recognized for their ongoing support of the library.

Sandy Krause represented the library at the La Fetra Senior Center Fair on January 31, 2008. She highlighted our Playaways, adult book discussion groups and other library events and programs. Overall Sandy felt it was a great opportunity to connect with our community seniors.

In February, our 2<sup>nd</sup> Family Game Day brought in an enthusiastic full house until 8pm! Other events this month included: two author visits, one for adults and one for kids; our ever popular Chocolate Fantasy program; the Altered Books craft, part of the *Learn It and Do It* series; live romantic guitar music for Valentine's Day; and our second S.A.T. workshop this year for our college-bound students. Add in our adult and children's book groups, Teen Advisory Board meetings and you have a very busy library, and library staff!

Congratulations to Mike and Marcia Conway for being our new Citizens of the Year! The library and foundation staffs appreciate their support through their volunteering on our boards, tutoring adults, helping with and attending our programs, coming to our events and connecting with our patrons.

We now have new comfortable chairs and matching end tables on our main floor thanks to the Friends Foundation. They were an immediate hit with our public. We hope to continue to add more chairs if funding becomes available next fiscal year.

We have received a very generous donation from community member and library supporter Lani Exton. He has donated \$5,871.00 to help us convert our audio books on cassette into audio books on compact disc. Lani's financial support for the audio book collection over the past years has allowed us to create the fabulous collection we now have. With his current donation he is helping us to keep up with technology trends in this area and respond to changes in automobile sound systems that have migrated from tapes to CDs.

### Staff

As always, we have had some ups and downs. Matt Aldrich was promoted to Library Aide II; Yessica Pinedo was promoted to Library Aide I; Carrie Olivitt moved from an on-call aide position to Page. Page Ariella Jochai resigned. Deb Takahashi has also submitted her resignation to take a position with Anaheim PL. We wish her well in her new position! We are working on solutions for staffing in the Children's room with Deb's pending departure.

Several training sessions were attended by various staff. Effective training techniques using technology, anger/conflict management, and establishing appropriate boundaries with library patrons were a few of the topics.

Congratulations to Sandy for another successful grant application! Glendora Church Homes awarded us \$4,365.00! These funds will be used to purchase more Playaways.

Sad news: we lost former staff member Patty Van Zee to cancer on Feb 9, 2008. She was our first bookstore volunteer and managed it from 1992-95. She was hired as a Library Aide in 1995 and worked until 2002. Patty received many Star Service awards from staff and notes of appreciation from patrons whose lives she touched. She retired in Dec. 2002. In the years after her retirement, Patty spent most of her time in New York getting extra TLC from her doctor-daughter, a cancer specialist, and from her grandchildren. Patty stayed connected with her library family though, stopping by to say hello and having lunch with staff as recently as last November when she was in town. Patty will be missed. Donation ideas are being explored by staff.

Director

I was on an interview panel for Azusa Library in early February. They were looking for a librarian with strong technology skills. Whenever I go out on one of these I come back to my own library staff more grateful than ever for the great people that work here.

There was a meeting of the newly resurrected Foothill Libraries Consortium this month. This group encompasses all types of libraries in the area-college, public, school and it is an interesting mix. The meeting was held at the University of La Verne.

I attended the Dan Stover Music Scholarship Lunch at Citrus College put on by Rotary. Local high school musicians compete for the chance to win \$5,000 toward tuition or lessons. This year two talented Glendora High School seniors competed. One went forward to the district level competition.

Two new department heads have joined the city: Josh Betta, as Finance Director and Jeff Kugel as Planning and Redevelopment Director. Josh came over from South Pasadena and Jeff from Covina. They were introduced at the Feb. 12 city council meeting.

The budget process has finally started. We received the budget memo on Thursday, Feb. 21. Deadlines are Fridays, Feb. 29, March 7 and March 14. No target numbers for departments were given which is what we had been told would be the case. One policy issue we will be submitting for consideration is the impact caused in salaries for part time staff in the Page and Library Aide series due to the increase in the minimum wage. In one case there is only 6 cents difference in the first step between 2 different classifications and that doesn't adequately address the change in responsibilities. In 5 out of 6 cases the top step of one classification is higher than the first step in the second classification (ex: Library Aide I step 5 is higher than Library Aide II step 1). I know it is a tight year fiscally, but this needs to be addressed.

I read in the *SGV Tribune* on Feb. 15 where La Puente is going paperless for agenda packets. I was wondering if the Library Board would be willing to consider such a move. We could purchase for each board member USB drives, or 'Thumb Drives' as they are generally called, and load the board documents on them (or if preferred we could put them on a compact disc). We would need to purchase laptops to have for the board meetings. In the long run it would save a lot of paper and printing costs. We would still post paper agendas for the public and have one paper agenda packet in the library for the public to review. Staff could read the board packets online instead of routing paper copies as we do now. If the board was interested in trying this, I would budget for the additional laptops and thumb drives for the upcoming fiscal year. Packets could also be disseminated via PDFs to the board if preferred. Elke will soon need to start scanning library packets for retention due to space limitations for paper copies and that adds to my interest in moving in this direction.

Another idea to consider: In the past large binders of library materials were given to Trustees when they joined the board. Previous boards decided that they were too large and encompassed too many documents so the practice was stopped. Keeping them updated was also problematical. I wondered, however, if the board might find it helpful to have a binder of just the library policies. Library policies are available at all times on the library's website however. Keeping the contents current proved difficult with the prior binders, but could be handled by emailing updated policies or by having board members replace policies by using the documents in their packets. If this idea seems helpful, let me know. If you are comfortable having access to the policies via the website, that works too.

I have included an article on an economic value study done for San Francisco PL. I have an electronic version of the study (PDF) if you are interested in seeing the whole study.

18

It was sad to say good-bye to Susan Baux, Executive Assistant to the City Manager on Feb. 1. Susan has been tremendous support to me since my arrival here. Early on she helped with learning the ins and outs of Glendora city hall and more recently was great personal support as well. I miss her and wish her well.

This is a reminder that we will have a board vacancy this next fiscal year when Jim goes off the board. Please start talking with community members you think might be interested in applying. When the application period is announced by the city we don't want to be scrambling at the last minute.

Last minute note: The rains are back the week of Feb 18th. On Wed., Feb. 20<sup>th</sup> there was a late afternoon cloud burst. The sump pump was working but could not keep up with the downpour. Water pooled in front of the library. The streams of water coming off the roof were huge-on each side of the door it poured down off the overhang in 2 streams, each the size of a fire hose. Water did come into the lobby; however staff was able to keep up with mops to keep it from coming in more that a foot or two. Joe Babineau, Glendora Plumbing and Heating, came by to check on the pump. He was worried when the downpour happened that there may be problems. PW was contacted, (no one from that department checked on the library, thank goodness Joe did) and asked to be sure the night staff was aware of the danger if additional cloudbursts occurred. Fortunately the rain subsided overnight. As I write this I understand that 2 substantial storms are expected-one Thursday into Friday and one Saturday into Sunday. Carlos and I are still not able to view the security cameras from home so it is in the hands of other city staff to keep on top of things at the library as outlined in the memo I forwarded to you.

**Next Board Meeting: March 17, 2008**

# La Puente going 'paperless'

**By Tania Chatila**  
Staff Writer

LA PUENTE — The city is going green.

In a 4-1 vote Tuesday, the City Council asked staff to adopt a "paperless" policy that would end the use of paper documents for items such as agendas and reports, unless mandated by law.

Instead documents will be made available electronically, according to city staff.

"This," Mayor Louie Lujan said, "makes sense economically and environmentally."

Lujan said he hoped to have paperless practices in place within 30 days.

"We each get these huge books with all kinds of paper in it," Councilman Dan Holloway said. "When we're done, they

go in recycling or the trash. (Paperless) is sort of the wave of the future."

If adopted, the policy would mean council members and department heads will no longer receive hard copies of staff reports, agendas or other routine communications, unless requested. It would also reduce the number of agenda packets compiled each meeting from 23 to 10, City Manager Carol Cowley said.

"This is much easier," Holloway said. "To have this information on the computer is easier to store, easier to access, easier to sort. And if you need to, you can print out just what you need."

City staff reports and agendas — which can run between 100 to 500 pages long — are

already downloadable through the city's Web site, Cowley said.

As required by law, hard copies of those reports and agendas will still be available to the public in the library, at City Hall or upon request, Lujan said.

Councilwoman Lola Storing, who was the dissenting vote Tuesday, questioned the initiative.

"That means every city council person has to have a computer," she said. "Does that mean we are going to buy everybody computers?"

Lujan said the city already provides laptops to the council, and the initiative will save money.

"This will," Cowley said, "save staff a lot of time."

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(626) 962-8811, Ext. 2109

SGV TR16 2-15-08

# Glendora Library expands

By Maritza Velazquez  
Staff Writer

The library provides a haven for avid readers and seekers of information. But for one local library, it's becoming much more than that.

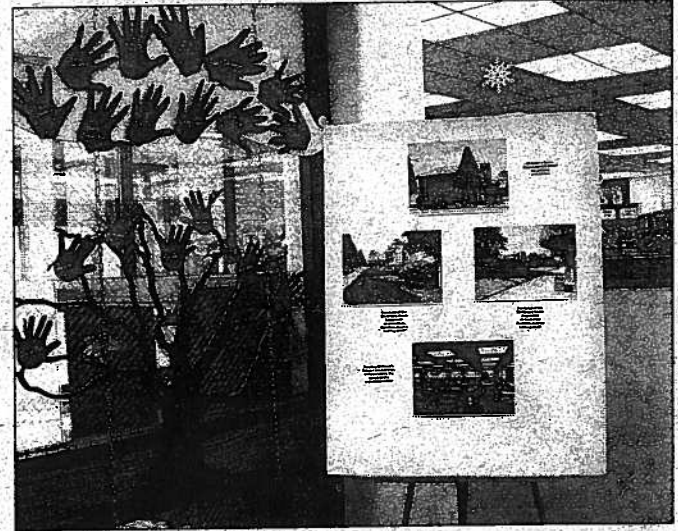
"The goal is to make libraries a center point for families," said Cindy Romero, senior librarian of youth services for the Glendora Public Library. "We want to facilitate the interaction between the parent and the child and really make us a center for information as well as a gathering place for families with young children."

To reach this goal and increase its already extensive children's programming, the library is expanding its 2,400-square-foot children's room.

The plans are now in the making for a 1,200-square-foot room addition. The estimated cost is \$430,000.

The room will serve as an area for children's storytimes, craft sessions and smaller programs. It will also provide a community room for meetings.

According to Romero, children's programming has gone up by about 70 percent in the last couple years. The library needed the extra space because many of the children's and teen's programs are done on the main floor, where people who like to come to the library to read may be disturbed. The new room will provide a private space for their programming.



MARITZA VELAZQUEZ / STAFF

**FOR THE FUTURE:** The "Hands Creating the Future" fund-raiser will serve as a centerpiece for the children's room addition at the Glendora Public Library. It will also fund educational materials for children.

Complete funding for these programs, which include everything from author visits to Stories with Santa, is provided by the Glendora Public Library Friends Foundation. Its main focus is the children.

The foundation is also holding "Hands Creating the Future" fundraiser to raise money for materials for the children's new area.

"The purpose of "Hands Creating the Future" is to provide funding to be able to make changes in the children's room

right now," said Anne Pankow, assistant library director and executive director for the Glendora Public Library Friends Foundation. "We need more appropriate shelving and more educational materials."

People who want to donate to the cause will pay for an outline of their hand with their names written on them, which will be part of a beautiful centerpiece for the room when it is completed.

These materials include toys such as blocks and puzzles, as well as tables and wider seats so that a parent and child can interact and sit comfortably together.

"We want to encourage the importance of play," Romero said. "Really for young kids, their job is to play. That's how they learn."

The children's librarian and Pankow, attended a three-day seminar to learn more about families and how children learn. It was part of the \$5,000 "Early Learning For Families" grant the library received from the state. There, they learned about the importance of play and the importance of family interaction.

According to Romero, a timeline for completion of children's room addition will be available in the next couple of months.

For more information about the "Hands Creating the Future" fundraiser, call the Glendora Public Library Friends Foundation at (626) 852-4872 or email [apankow@glendoralibrary.org](mailto:apankow@glendoralibrary.org).

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Last year over 35,000 people attended Library exhibits and events sponsored by Friends. These included lectures, author readings, films, panel discussion, exhibits, and much, much more.



**Len**  
Book Donation Center  
Volunteer

## PRESS ROOM - PRESS RELEASE

[<< back to press room](#)

**For immediate release**  
**1/30/08**

**Contact:** Contact: Anne Wintroub  
(415) 626-7512 ext. 115,  
[anne.wintroub@friendssfpl.org](mailto:anne.wintroub@friendssfpl.org)

\*\*\*Study and photos available upon request\*\*\*

### **One Dollar In, More than Three Out! New Study Asserts the Economic Value of the San Francisco Public Library System**

***Conducted by Berk and Associates, study shows that for every dollar spent supporting the San Francisco Public Library, city residents see a return of more than three times that amount***

San Francisco, CA--A study released today by the Friends of the San Francisco Public Library describes the diverse contributions and quantifies the substantial value that the San Francisco Public Library provides to San Francisco. Through an examination of an array of library benefits, the study reveals that the SFPL generates an impressive return of \$3.34 for every dollar spent on its operations and services.

"The San Francisco Public Library's contributions to the health and vitality of our city are essential and vast," Mayor Gavin Newsom is quoted in the study. "The library not only perfectly represents the principles of our community; it answers the needs of each and every San Francisco citizen. It is public in the very best sense of the word: of and for all people."

Conducted by Berk and Associates, a Seattle-based research and economic analysis firm, the study entitled, "Providing for Knowledge, Growth and Prosperity: A Benefit Study of the San Francisco Public Library," illustrates how the SFPL has evolved to be a characteristically San Franciscan institution uniquely suited to serve the City and its inhabitants, particularly those most in need.

"The Economic Impact Study confirms that the SFPL is a critical force for San Francisco, uniquely situated to meet the City's needs," said Donna Bero, executive director of Friends. "Our libraries provide benefits that far exceed our investment in them. This study proves that the SFPL, high in demand and use, is a force that improves communities as it does the lives of all its users."

"Libraries provide superb value to our City, and this benefit study gives tangible and concrete examples of how San Francisco libraries are helping build vibrant neighborhoods that contribute to our quality of life," added Luis Herrera, City Librarian. "We are very appreciative of the Friends for undertaking this initiative that has local as well as national implications for raising awareness of the importance of our libraries."

As described in the study, the SFPL most directly benefits the City through education and early literacy, economic and workforce development, strengthening

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communities and enhancing the image and identity of San Francisco and its neighborhoods, and personal learning and recreation.

The study explores the remarkable ways that the SFPL has adapted to the changing demands of its users by broadening its roles, partnering with other organizations, and providing an increasing varied and sophisticated array of materials. Rather than serving as mere repositories of printed material, the SFPL plays many roles:

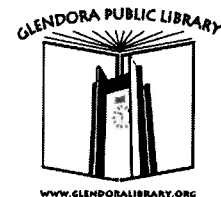
- Lender of books, magazines newspapers, DVDs and video cassettes, CDs and tapes, books on tape and CD, e-books, downloadable audio books, maps, computer files and electronic databases
- Provider of public access computers and wireless computer networks
- Facilitator of connections to needed social services
- Supporter of small and larger businesses, as well as government offices
- Recorder and archiver of history
- Curator of rare and unique special collections
- Host for dynamic cultural and artistic exhibits
- Catalyst for quality of life, neighborhood identity, and economic revitalization

The return on investment figure of as much as \$3.34 for every dollar spent supporting the SFPL was arrived at by examining a small portion of the many benefits that SFPL provides to the San Francisco community. These quantifiable benefits are related to the library's direct services, and include the circulation of library collections and the use of a wide range of library services, including computers, trainings, programming, and other specialized services. The value of most of these services was estimated by determining the market cost of a comparable service or other means of acquiring the same benefit. This market value was then multiplied by the number of uses by SFPL patrons in the 2005-06 fiscal year. The total value of these benefits for the 2005-06 fiscal year ranges from \$87 million to \$207 million.

The actual value of benefits provided by SFPL is a number substantially larger than this conservative value as many of the benefits provided by the library cannot reasonably be quantified, such as improving quality of life and contributing to a civil society and an active and informed citizenry.

*Friends of the San Francisco Public Library is a member-supported, non-profit organization that fundraises, advocates, and provides financial support for the San Francisco Public Library. Over the past five years, Friends has provided over 8 million dollars in support for San Francisco's Main Library and 26 local branches.*

###



# Division + Monthly Reports

To: Robin Weed-Brown

From: Carlos Baffigo, Anne Pankow, Cindy Romero, Janet Stone

Date: January 2008

**Public Services** - Cindy Romero, Janet Stone

## **Children's:**

Date	Event/Outreach	# of participants
January 8, 2008	Bookmark Contest Promotion-Willow	435
January 9, 2008	Bookmark Contest Promotion- Sellers	550
January 10, 2008	George McClements author visit	23
January 10, 2008	District PTA mtg.	30
January 10, 2008	Bookmark Contest Promotion-La Fetra	645
January 10, 2008	Bookmark Contest Promotion-Stanton	510
January 15, 2008	Bookmark Contest Promotion-Washington	490
January 15, 2008	Bookmark Contest Promotion-Williams	435
January 15, 2008	Bookmark Contest Promotion-Cullen	665
January 17, 2008	Book Discussion group Looking Glass Wars	8
January 18, 2008	Bookmark Contest Promotion-Sutherland	585
January 18, 2008	St. Dorothy's School Tour	66
January 28, 2008	Community Preschool storytime	15
January 29, 2008	Community Preschool storytime	30
January 29, 2008	Whitcomb Headstart	40
January 31, 2008	Charter Oak Library Committee Mtg.	10
	<b>Total Participants</b>	<b>4537</b>

Despite being a little soggy this month, the Youth Services staff kept quite busy. While the library was drying out, we visited many of the local schools to promote the bookmark contest. We are getting a great reception to the program again this year. With 3 weeks left to enter, we have over 130 entries. Please wear your judge's hats to next month's meeting, we are going to need help deciding among the outstanding artwork we are seeing.

The Children's Author visit that was scheduled for January 10 was moved to Blue Chair Books, while we were closed, and had a nice turnout with 23 attendees. We are looking forward to a visit from children's author Jason Lethcoe later this month here at the library. The week following the visit, we will be holding a children's book group featuring the first book in the series, "The Misadventures of Benjamin Bartholomew Piff." We held a teen book discussion on "The Looking Glass Wars," by Frank Beddor that was attended by 8 talkative teens. We are getting a nice response to our children's and teen book groups.

Plans continue for the spring events. Dr. Seuss' birthday celebration is scheduled for March 1 in the Children's Room. In celebration of Teen Tech Week, we will be holding a MySpace and Internet safety seminar in the Forum on March 3 at 7 pm. We are excited about offering safety tips to the community. We will also be holding a teen electronic scavenger hunt and party in celebration of Teen Tech Week.

We are also busy gearing up for another exciting Summer Reading Club. Our Teen Advisory Board is helping us shape the teen club this year. Stay tuned for more details.

**Adult:**

Date	Program/Event	# of participants
January 14,2008	Books Alive morning discussion 11AM	8
January 14,2008	Books Alive evening discussion 7pm	9
January 31, 2008	Senior Fair	100
<b>TOTAL Participants</b>		<b>117</b>

Janet traveled to Thousand Oaks for her first MCLS Reference Committee meeting, and took the opportunity to chat a bit with children's circ staff there about their policies. She also had her first in-person introduction to the Library's senior account executive from database vendor Gale.

Joint planning efforts for Summer Reading Club continued, and the search for hot and cool incentives for the adults is under way.

Gaetano viewed an online session on the future of print resources and a demo of upgrades to our *Biography Resource Center*; implemented a short-term statistical survey on technology questions for the Young Adult Volunteers; and plans to attend the City's seminar "Managing Anger & Resolving Conflicts in the Workplace."

And Sandy was the busiest of the gang. She was a smash hit at the La Fetra Senior Information Fair, bringing the Library to an estimated 100 seniors within a couple of hours. Hot on the heels of that success, Sandy (with the aid of Deb) brought in 70 adults, young adults, and children for a day of games (including an estimated 54 square feet of brain teasers and 15 square feet of pizza). A few days later – thanks in part to a write-up in the San Gabriel Valley Tribune -- 25 people turned out (on a Wednesday night, no less) to hear Dr. David K. Lynch, author of *Field Guide to the San Andreas Fault*, speak about tracking the Fault and its appearance. And still Sandy was ready, the next morning, to continue budget discussions with Anne and Janet for next fiscal year's adult service programs. Truly star service from Sandy!

**Support Services – Carlos Baffigo**

Library staff did a tremendous job getting the library ready for the public after the carpet installation and after the flood. I am especially proud of the way all staff helped in any every way possible. It was a true testament of the dedication staff has for this organization. Good job everyone! ☺

**General:**

Library Aide I Matt Aldrich was promoted to Library Aide II. Library Page Yessica Pinedo was promoted to Library I and Library Page Ariella Jochai resigned

**Facilities:**

The flood on January 5<sup>th</sup> resulted in several building related issues that needed to be addressed:

- Establish severe rain preventative maintenance procedures
- Install a high water alarm for the sump system
- Replace leaking storefront glass in lobby areas
- Repair dry wall in flood affected areas
- Install a Knox Box for police emergency entry

These issues are being addressed at the management and department head level in coordination with Public Works and Police.

Replacement storefront glass for the lower and upper lobbies will be installed in February. This project will prevent rain water from entering the lobby areas through the glass system.

Four new lounge chairs and two new side tables were ordered for the main floor. They will be delivered in early February.

Discussions for the renovation and funding of the New Book area are taking place.

**Development & Educational Services – Anne Pankow**

Events and outreach are listed below.

Date	Program/Event	# of participants
January 5, 2008	Coffee 'N Books - Cancelled due to flooding	0
January 12, 2008	Altered Books	11
January 25, 2008	Donor Recognition – annual event by invitation only	116

The annual Donor Recognition took place on Friday, January 25. There were over 116 attendees. Three local service clubs, Rotary Club of Glendora, Kiwanis Club of Glendora and Kiwanis Club of Glendora Kiwaniannes, were honored for their continued support to the library and the Friends Foundation. The food was catered by Village Eatery and was delicious. The new carpet survived the Flood of 2008. Many donors commented favorably on the color – good choice.

On January 20, 2008, 'Miss Bonnie' celebrated 33 years of service to the library and the Glendora community.

## Glendora Public Library Summary Data for January 2008

<u>Service Indicators</u>	This Year January	Last Year January	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	19,460	20,419	-5%	148,556	154,455	-4%
I. D. Total Items Loaned	28,193	30,548	-8%	200,894	198,947	1%
I. D.4. Electronic Circulation	124	142	-13%	781	817	-4%
III. A. Total Requests for Information/Adult Services	2,461	2,704	-9%	17,155	19,049	-10%
II. A. Total Items Owned	148,232	151,766	-2%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	25,404	14,733	72%	133,447	82,299	62%
V. A.2. Library Home Page Views	20,698	9,541	117%	94,204	44,132	113%
VI. A. Total Number of Programs	5	2	150%	63	49	29%
VI. E. Number of Literacy Students Active	36	35	3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	124	84	47%	692	520	33%
VI. F.1 Total Number of Volunteer Hours	460	501	-8%	5,176	5,193	0%
I. G. Total General Fund Revenue	\$3,246	\$13,282	-76%	\$31,503	\$49,938	-37%

26

These statistics are subject to verification.

# January and February 2008 Events

## Front door replacement January 2008



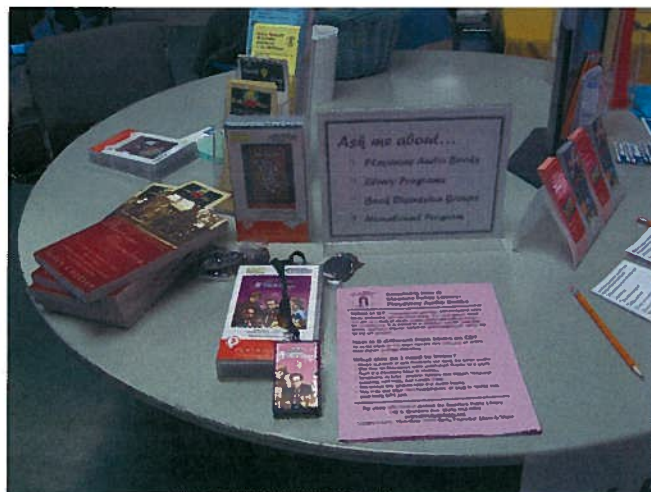
## Donor Recognition January 2008



## New Chairs January 2008



### Senior Fair—La Fetra Center January 2008



### Game Day—February 2008



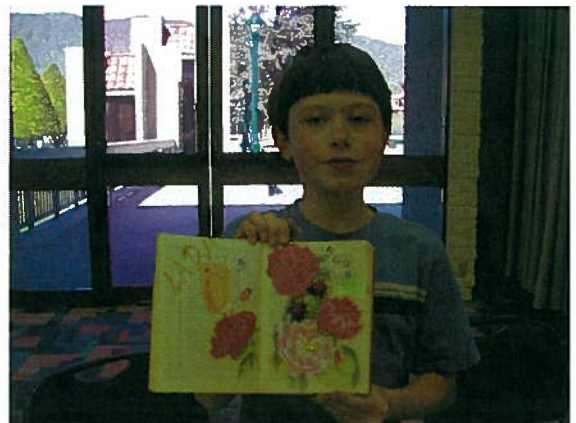
Author visit—David Lynch  
February 2008



Chocolate Fantasy  
February 2008

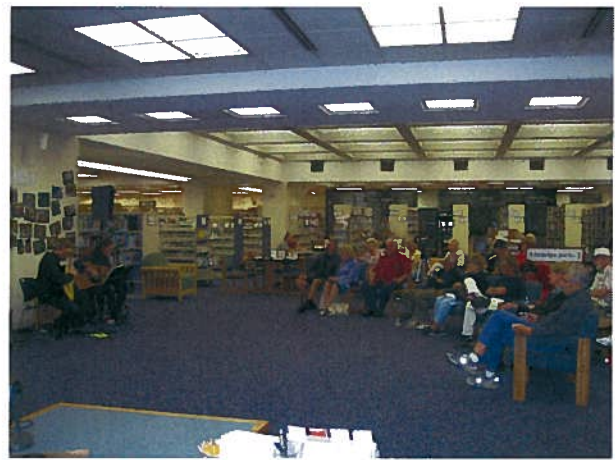


Altered books workshop  
February 2008





Michael Ryan  
February 2008



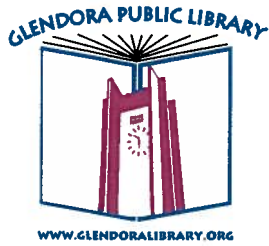
# **6.**

# **Unfinished Business**

# **7.**

# **New**

# **Business**



Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director  
 Date: February 25, 2008  
 Re: Agenda Item 7.1: City Administrative Policy 4.08: Use of facilities and resources by minors

---

As part of the Library Board's ongoing review of library policies, before you is updated policy # 4.08. This policy was last reviewed at the board meeting on Dec. 11, 2000. Changes have been made to bring this policy up-to-date with current practices. Other changes include wording to help staff enforce appropriate library behavior and for consistency across documents.

Changes are:

- Cover Page: Under Assigned Responsibility: added standardized statement "All questions...."
- First paragraph: Last sentence added: "The library strives to be a welcoming, family friendly environment."
- #2: Is all new in response to recent youth behavioral problems
- #3: Now includes wording on minor's in 9<sup>th</sup> grade and above getting library cards for clarity
- #4: Includes added language referring to the library's Collection Development Policy and ALA statements
- #5: Wording mirrors library's "Parent Letter-What Every Parent Should Know" handout
- #6: Added wording referring back to Policy 3.03
- #7: New-stroller parking
- #8: New-mirrors collection development policy by adopting ALA statements: Library Bill of Rights; Free access to libraries for minors statement; and copy of American Values statement because it was referred to in the policy under #4

Cindy Romero, Youth Services Senior Librarian, will also be attending the meeting to assist in responding to any questions the board may have.

City of Glendora  
Administrative Policy  
No. 4.08

Subject: Policy Concerning Use of Facilities and Resources by Minors

Effective: October 1, 1991, Revised October 1994, Revised September 15, 1997,  
December 11, 2000, Revised February 25, 2008

Policy Objective:

To establish a policy to ensure the rights of all library users, regardless of age, to complete and undisturbed use of Glendora Public Library materials and services

Authority:

Board of Trustees of the Glendora Public Library

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned supervisors.  
**All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Director**

Policy:

See Attached Regulations

CITY OF GLENDORA  
LIBRARY BOARD OF TRUSTEES

**POLICY CONCERNING USE OF  
FACILITIES AND RESOURCES BY MINORS**

The Glendora Public Library fulfills its commitment to the future by providing materials and programs that encourage children to become lifelong learners. The Library strives to provide a wide range of high quality services to children and their care providers. **The library strives to be a welcoming, family friendly environment.**

1. The Library requires all children under the age of nine to be accompanied by an adult or responsible supervisor. The Library is not a babysitting or daycare facility. It is the responsibility of parent, legal guardian or responsible adult caregiver (hereafter, "parent") to supervise and ensure the safety, welfare and appropriate behavior of his/her children while in the Library. When staff becomes aware, due to safety, welfare, or behavioral concerns, that a young child has been left unsupervised in the library, every effort will be made to contact the child's parent. If a parent cannot be located within a reasonable time, the Police will be contacted.
2. **The Library requires all minors to adhere to City of Glendora Administrative Policy 4.09, Glendora Library Policy on Appropriate Library Behavior. It is the parent's responsibility to ensure compliance with this policy. Parents will be notified of children who are found violating the policy.**
3. Responsibility for a minor's library account lies with the parent. Children in eighth grade and under must submit the library card application signed by a parent. **Minors in 9<sup>th</sup> grade and above can obtain a library card and establish a library account with appropriate identification.** Proof of address is required. For more information, see Library Administrative Policy 3.03, Circulation Policy.
4. The contents of the entire library are available to all library users, regardless of age. The library selects a wide range of materials to meet the varied interests and tastes of its users as defined in **City of Glendora Administrative Policy 4.05 concerning Collection Development.** Materials may include items that some parents may consider unsuitable for their children. Parents are encouraged to assist their children in making appropriate selections. **The library "affirm[s] 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" (Libraries, An American Value, ALA, 1999).** Access to any library material may be denied to a minor only by his/her parent.
5. **A valid Glendora Public Library card grants access to the Internet.** Parents are responsible for their children's use of the Internet, as stated in **City of Glendora Administrative Policy 4.13.** The Library has no control over the

information a child may find on the Internet. Parents are encouraged to discuss internet safety with their children. Child appropriate sites are available through the library's website at [www.glendoralibrary.org](http://www.glendoralibrary.org).

6. The parent or guardian is responsible for any loss or damage of library materials by a minor according to Section 19911 of the California Education Code. For more information, see Library Administrative Policy 3.03.
7. Stroller parking is provided for all children's events and programs. Families with strollers are requested to utilize these areas to ensure the safety and enjoyment of all participants.
8. As a defender of Intellectual Freedom, this Board adopts and declares that it will adhere to the American Library Association's *Library Bill of Rights*, *Free Access to Libraries for Minors*, and *Libraries, An American Value* statements.

Attachment A: Library Bill of Rights

Attachment B: Free Access to Libraries for Minors

Attachment C: Libraries, An American Value

The Library may adopt additional rules and appropriate age limits to ensure the effectiveness of specific programs. Parents are encouraged to review carefully all published information about library programs.

Approved and adopted this 25th day of February 2008

Ayes:

City of Glendora  
Library Board of Trustees

Noes:

Absent:

Attest: \_\_\_\_\_  
Robin Weed-Brown, Library Director

By: \_\_\_\_\_  
James Theel, President

## 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 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.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.



## Free Access to Libraries for Minors An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the [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 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.

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 in the library. 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.<sup>1</sup> 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 material is not 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. 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 governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have

## Attachment B

access to certain library services, materials, or facilities should so advise their children. 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.

Lack of access to information can be harmful to minors. 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, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup>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 [422 U.S. 205, 214] 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 [Tinker v. Des Moines School Dist.](#), *supra*. Cf. [West Virginia Bd. of Ed. v. Barnette](#), 319 U.S. 624 (1943)."

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Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

## **Libraries: An American Value**

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

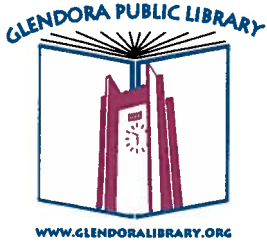
To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- 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;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

**Adopted February 3, 1999, by the  
Council of the American Library Association**



Glendora Public Library  
 (626) 852-4891

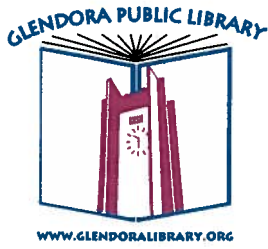
140 S. Glendora Ave.  
 library@glendoralibrary.org

Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director *RWB*  
 Date: February 25, 2008  
 Re: Agenda item 7.2: Children's room expansion-ceremonies

It is requested that the library board discuss possible ceremonies, ground-breaking, dedication, related to the children's room expansion project. If any ceremony is decided on, the library staff will need time to plan for it.



Glendora Public Library  
 (626) 852-4891

140 S. Glendora Ave.  
 library@glendoralibrary.org

Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director *RWB*  
 Date: February 25, 2008  
 Re: Agenda item 7.3: Annual Friends Foundation Funding Requests

Attached for your review and approval are the staffs' requests for funding from the Friends Foundation for FY 08-09. If approved the requests will go to the Foundation's executive board in March and the quarterly board meeting in April.

Glendora Public Library Friends Foundation  
Proposed Funding Priorities for 2008-2009

The Friends Foundation is a non-profit corporation which partners with the City of Glendora to provide financial and volunteer support which enhance the services of the Glendora Public Library. Basic Library services - staff, collection development, building and equipment maintenance - are provided through city funding. What often is not covered are what many would call the "heart and soul" of library services - cultural events, author visits, youth programs, technological enhancements, adult literacy, community events - programs and services which draw people to the Library as the city's cultural center.

In support of the Library's efforts, the Foundation has established four funding priorities for which fundraising efforts are focused: Community Education Services, Youth Services, Special Projects and Information Technology.

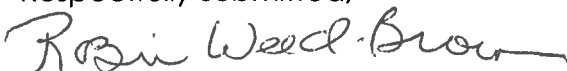
The Library completed a two year strategic planning process. In response to community input, a Four Year Plan of Service was created. The library is in the second year of the Four Year Plan of Service. The budget proposals reflect the needs identified by the community members to improve and enhance library services.

The Library staff submits the following proposals (excluding personnel costs for the Literacy Coordinator and Foundation Office Manager), representing \$133,275 in Library programs and services:

<b><u>Community Education Services</u></b>	<b>\$54,125</b>
<b><u>Youth Services</u></b>	<b>\$38,150</b>
<b><u>Special Projects</u></b>	<b>\$40,000</b>
<b><u>Information Technology</u></b>	<b>\$1,000</b>

As in previous years, grant sources will be pursued to support these programs, but as you know, without Foundation funding many of the programs and materials outlined in these proposals will not otherwise be possible. It is recommended that the Library Board of Trustees approve and submit the following proposals for funding by the Friends Foundation for their 2008/09 budget year.

Respectfully Submitted,



Robin Weed-Brown, Library Director

**OVERVIEW:**

Programs represented in Community Education Services are an essential part of what make Glendora Public Library vibrant cultural center and draw people here. These programs promote the arts, history, news, music, and engage the community in civic dialogue, making the library experience more powerful and enriching.

**PROGRAMS & SERVICES SUMMARY:**

- ♦ **Adult Book Club - Books Alive! and A Novel Idea**  
Two bi-monthly adult reading and book discussion groups - participants encouraged to share perspectives, opinions and passions about the month's book selection. *Books Alive!* has two groups which meet twice every other month. Funding provides for free books and support for club meetings.
- ♦ **Adult Literacy - GLENDORA Reads!**  
Free, one-on-one tutoring for adults who want to improve their reading and writing skills. Funding provides for materials and support for student/tutor teams.
- ♦ **Adult Summer Reading Club**  
Reading program designed to encourage an adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, and guest speakers for club participants.
- ♦ **Author Visits**  
Presentations and books signings by local and well-known authors. Funding provides for free books, honorariums and event support.
- ♦ **Cultural & Community Events**  
Cultural events provided year-round, offering a diverse choice of programs for traditional/non-traditional library users. Free community events throughout the year include, poetry readings, musical performances, guest speakers, library month activities, and seasonal celebrations. Funding provides for free books, guest speakers/performers, giveaways, printing and event support.
- ♦ **Expectant Parent Education - Babies, Books and Bibs**  
Monthly outreach program to expectant parents at local hospitals, promoting the importance of reading from birth throughout a lifetime. Funding provides for free children's books, bibs and outreach materials to approximately 25 families each month at Foothill Presbyterian Hospital.
- ♦ **GUSD & COUSD Read-In**  
Library provides children's books to Glendora schools in support of the "Read-ins" sponsored by Glendora Unified School District and Charter Oak Unified School District, to encourage reading and promote library services. Funding provides for free books for each participating classroom.
- ♦ **Holiday Baskets**  
Library provides young adult and children's books to be included in the annual food baskets distributed to needy families by the Glendora Community Coordinating Council. Funding provides for free young adult and children's books included in each basket distributed to more than 200 families representing approximately 300 children.
- ♦ **Headstart Preschool**  
Monthly outreach program to two Headstart preschool classes at a local high school, teaching and developing early literacy skills while promoting of love of reading. Funding provides for free children's books delivered on-site to preschool students twice during the school year.

♦ **Teen Parent Education - Born to Read**

Monthly outreach program to teen parents, promoting the importance of reading and encouraging lifelong literacy in their families. Funding provides for free children's books and materials delivered on-site to approximately 20 families each month at Arrow Continuation throughout the school year.

♦ **Volunteer Recognition**

Recognition and support of Glendora Public library volunteers who donate more than 6,800 service hours each year and help raise more than \$200,000 annually. Volunteers provide support in the Friends Plaza Book Loft, Children's Department, adult literacy tutoring, fundraising activities, and other areas of the Library. Funding provides for recognition gifts and events throughout the year.

**Projected Costs:**

**\$54,125**

♦ **Full Funding of All Programs & Services**

Projected costs may include expenses for library materials, supplies, printing, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation, the Library and the City of Glendora.



**OVERVIEW:**

Glendora Public Library has always shown a strong commitment to encouraging literacy and lifelong learning for children and young adults. Programs represented in Youth Services are special services and resources that meet the unique needs of children, from the emerging reader to the young adult. These services help support the efforts of parents and teachers, and establish the Library as a valuable resource in the community.

**PROGRAMS & SERVICES SUMMARY:**

- ♦ **Children's Programs & Services**

Reading programs and services provided year-round to introduce children to the Library, support homework needs, and encourage reading as a fun, leisure activity. Funding provides for supplies, reading incentives and program support.

- ♦ **Special Programs & Services**

Programs and events throughout the year which encourage reading and promote library services to children such as musical performances, guest speakers, National Library Month activities, and seasonal celebrations. Funding provides for free books, guest speakers/performers, special events, reading incentives, and program support.

- ♦ **Summer Reading Club - Children**

Reading program designed to encourage a child's enthusiasm for reading during the summer months and establish the Library as a fun, educational resource. Funding provides for free books, special events, reading incentives, guest speakers/performers, and program support.

- ♦ **Summer Reading Club - Young Adults**

Reading program designed to encourage a young adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, reading incentives and guest speakers for club participants.

- ♦ **Young Adult Programs & Services**

Programs and events throughout the year which encourage reading as a fun activity, support a young adult's school work and career goals, and encourage lifelong learning. A diverse choice of programs include author visits, guest speakers, National Library Month activities, SAT workshops and Teen Tech Week. Funding provides for free books, special events, guest speakers/performers, reading incentives, and event support.

**Projected Costs:****\$38,150**

- ♦ **Full Funding of All Programs & Services**

Projected costs may include expenses for library materials, supplies, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation and the Library.

**OVERVIEW:**

Glendora Public Library receives funding for basic services from the city's general fund. Proposals represented in Special Projects are for the startup and/or one-time costs of library services and projects which have no other source of funding, many of which have been cut from the library's budget for the past few years. Many of the items included in Special Projects are original to the current facility which is over 35 years old and are in desperate need of replacement.

**PROJECTS' SUMMARY:**

♦ **Equipment - Library Furnishings**

Funding is requested to continue the replacement of well worn and much needed library furnishings. Itemization of specific furniture items is problematic at this time as the city has delayed the budget process for FY 2008-2009. A new Finance Director has recently been hired. The city's budget process will begin once the new Finance Director has been fully oriented.

The library was required to make budget cuts the second half of this fiscal year. All areas of the library budget were affected. More budget cuts are projected for next fiscal year. Priorities may change as general funding is reduced.

**Projected Costs:**

**\$40,000**

♦ **Full Funding of All Projects:**

Projected costs reflect prioritized list of needs identified by community members in the Four Year Plan of Service. This is the third and final year of funding requests to the Foundation from the library's Four Year Plan of Service.

**OVERVIEW:**

Services represented in Information Technology are essential for the library to keep up with the most current technological advancements and Information services. In order to best serve the community, the library must provide the most up-to-date services and features for all ages as well as offering specialized information and historical materials unique to the Glendora community.

**PROJECTS' SUMMARY:**♦ **Library History Project**

Funding would provide the materials and supplies to begin the process of identifying, organizing, and preserving items of historical value of the Glendora Public Library. The items considered for this project include a variety of materials such as photographs, newspaper articles, board packets and marketing tools. The purpose of this project is capture historical information in formats that make it easily available to the public, Library staff and City staff while preserving the integrity of the information.

**Projected Costs:****\$1,000**♦ **Full Funding of All Projects:**

Projected costs may include expenses for supplies, printing, professional services and other related expenses.



## Glendora Public Library Events

### February 2008

1/14 - 2/23 Bookmark contest, grades K-12

28 3:30 p.m. Children's Book Club: *The Misadventures of Benjamin Bartholomew Piff* – Children's room

### March 2008

01 10 a.m. *Coffee 'n' Books* in the Library – main floor

01 10 a.m. – 5 p.m. Celebrating Dr. Seuss birthday – Children's room

03-08 Teen Tech week

03 7 p.m. MySpace Safety seminar – Bidwell Forum

05 Community Read-In

06 3:30 p.m. Electronic Scavenger Hunt & Teen Game Party – Teen area

08 11 a.m. Greeting cards workshop – Bidwell Forum

10 11 a.m. & 7 p.m. *Books Alive!* – *"American Bloomsbury: Louisa May Alcott, Ralph Waldo Emerson, Margaret Fuller, Nathaniel Hawthorne and Henry David Thoreau: Their Lives, Their Loves, Their Work"* by Susan Cheever – main floor

15 2 p.m. Meet author Sue Ann Jaffarian – main floor

17 7 p.m. Library Board meeting – Bidwell Forum

18 7 p.m. Author Ken Jennings (most winning contestant on *Jeopardy*) will visit the library – Bidwell Forum

29 11 a.m. Greeting cards workshop – Bidwell Forum

### April 2008

04 6:30 p.m. Trivia Challenge 16 – Azusa Pacific University

12 10 a.m. Plaza Book Loft Annual Sale

12 2 p.m. Meet nationally known mystery author Earlene Fowler – Bidwell Forum

14-19 National Library Week

16 6:30 p.m. Bookmark contest reception – Bidwell Forum – **by invitation only**

16 7 p.m. Novel Idea! Book discussion – *Distant Land of My Father* by Bo Caldwell- main floor

17 3:30 p.m. Books & Brownies-teen book discussion-*Lightening Thief* by Rick Riordan-Teen area

19 10:30 a.m. Meet Juggler David Cousins – Bidwell Forum

21 7 p.m. Library Board meeting – Bidwell Forum

24 3:30 p.m. Meet Children's authors Laurie David & Cambria Gordon, authors of *Down to Earth Guide to Global Warming*- collaboration with Blue Chair – Bidwell Forum

### Storytimes

- "Time for Tykes" – ages 3 -5- Tuesday & Wednesday 10:30 a.m.
- "Family PJ Storytime" – ages 3 -5 - Wednesday 7 p.m.
- The third Wednesday of every month is **craft night** after "Family PJ Storytime"
- "Mother Goose Storytime" for infants & toddlers- Thursday 10:30 a.m. & 11:30 a.m.
- **"Family Storytime" – ages 2-5 – Saturday 10:30 a.m. NEW!**

### Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1<sup>st</sup> Thursday of every month, FPH
- Born To Read, 1<sup>st</sup> Wednesday of every month at 12:30 p.m. at Arrow High School

### Foundation Executive Board Meeting

- March 7, 2008 @ 7:00 a.m. Library – Main Floor

### Foundation Quarterly Board Meeting

- April 15, 2008 @ 7:00 a.m. Library – Bidwell Forum

**8.**  
**Board**  
**Member**  
**Items**



**Glendora Public Library**  
**Board Agenda Planning Calendar**  
**FY 07- 08**

- July 16** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 20** Library Board Goals finalized; Review Admin Policy 4.03
- September 17** SRC wrap up; Holiday Hours-Thanksgiving & Christmas; Circ Policy, Laptop Policy
- October 15** Internet Policy Review; Library Board Staff Appreciation; Food Policy
- November 19** Budget Priorities FY 08-09-initial discussion; Library Board Staff Appreciation Proposal
- December 17** Mid-year review of goals 07-08
- January 28** Budget 08-09; Board Award discussion; Review Admin  
*Monday*  
 (Adjusted for MLK Day) Policy 4.08-Policy concerning Use of Facilities and Resources by Minors-*postponed to February*; Library Board Staff Appreciation
- February 25** Goal planning 08-09-*postponed to March*; Friends  
*Monday*  
 (Adjusted for President's Day) Foundation funding staff requests for 08-09; Review Admin Policy 4.08-Policy concerning Use of Facilities and Resources by Minors
- March 17** Candidates for Board vacancies; Bookmark contest judging; possible ELF presentation
- April 21** Candidates for Board vacancies
- May 19** Closed session: Self-evaluation of the Board-begin process & Evaluation of the Director-begin process
- June 16** Agenda planning 08-09; Closed session: Eval. Lib board; Eval- Lib Dir

# Glendora Public Library

handouts

## Library Trustee Public Service Award

### Purpose

The *Library Trustee Public Service Award* will be given to an individual, group of individuals or organization in recognition of their efforts in support of the Glendora Public Library; its goals and mission. The individuals or organization honored will have supported the library over an extended period of time.

The award is a time when the Glendora Public Library Board of Trustees, acting on behalf of the city, has an opportunity to recognize outstanding citizens and organizations for their service to the library.

The individual or organization's selection will be based on commitment to the community, the Glendora Public Library and the promotion of the library's services and goals. The selection is based on continuous time of service and an on-going commitment to the library and community.

The award is not necessarily given yearly, but when there is a recipient worthy of the award. The award will not be given more than once a year.

### Criteria

- The award may go to a city employee, resident of Glendora, a non-resident or organization that supports the goals and mission of the library.
- The support must have occurred over a period of at least three years.

### Process

- Nominations may be requested from:
  - Board of Trustees
  - Elected officials including city council, Glendora Unified School District Board, Citrus College Board
  - City Boards and Commissions
  - Library Staff
  - Public at large
  - Service Clubs
- A Board sub-committee of two members and a library staff person will develop an evaluation process.
- Each member of the GPL Board of Trustees scores and evaluates all nominations.
- The sub-committee tabulates the results and submits the information to the Board for the final selection.

### Awarding

- The award is given at a Quarterly City Awards Night

## Timeline

### Month 1 (March to April)

- Ask for nominations to be turned in within one month

### Month 2 (April to May)

- Nominations submitted to board with evaluation procedure
- Board members will individually evaluate and turn in to the sub-committee for tabulation and finalization of award winner.
- Board reviews information and finalizes selection (May Board Meeting)

### Quarterly City Award Night

- Award given (June ?)



Glendora High School cordially invites you to:

# Our 50<sup>th</sup> Anniversary Hall of Fame Induction Dinner

Monday, April 21, 2008  
Glendora High School Event Center

Tickets available

On a first come, first serve basis beginning

February 21, 2008

G.H.S. Administration Office

\$50 per person

Hors d'oeuvres and Silent Auction begin at 6:00 p.m.

Dinner Program begins at 7:00 p.m.

Live Auction to follow.

Interested in becoming a sponsor for our event?

Contact Jamie Norell @ [jnorell@glendora.k12.ca.us](mailto:jnorell@glendora.k12.ca.us)

.....  
**Red Sponsor - \$5000**

Signage in all locations including name recognition at the Hall of Fame Dinner, golf foursome, website advertisement, (8) person dinner table with V.I.P. seating, a full page ad in the dinner program, and 100 raffle tickets.

**Black Sponsor - \$2500**

Signage at the Hall of Fame dinner, Festival, and picnic, four tickets for dinner, a full page ad in the dinner program, and 50 raffle tickets.

**White Sponsor - \$1000**

Signage at the Hall of Fame dinner, two tickets for dinner, a half page ad in the dinner program, and 25 raffle tickets.  
.....