

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library – The Friends Room
140 S. Glendora Ave

April 20, 2009
6:00 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 March 16, 2009, Encl., page 1

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

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

6. UNFINISHED BUSINESS

6.1 Methods to use in approaching City Council

President Conway to lead discussion on methods to use

7. NEW BUSINESS

7.1 Budget FY 09/10 Update, Encl., page 28

Weed-Brown to lead update

7.2 Discussion on Administrative Policy 4.01 – Uses and Regulations of Building, Encl., page 31

Conway to lead discussion

7.3 Independence Day Library Closure, Encl., page 40

Weed-Brown to lead discussion

7.4 Self- Evaluation of Board – Preliminary Discussion, Encl., page 41

President Conway to lead discussion

7.5 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. CLOSED SESSION

9.1 Annual Evaluation of Library Director – Preliminary Discussion

10. 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**

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-The Friends Room
140 S. Glendora Ave, Glendora CA 91741

March 16, 2009
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:02 p.m. by President Mike Conway.

Board members Present: Mike Conway, Sylvia Slakey, Tricia Gomer, Helen Storland

Board Members Absent: Debbie Deal

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

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

4.1 **It was MSC (Gomer/Storland) to approve Minutes of meeting of February 23, 2009. The motion carried 4-0-1 as follows: AYES: Conway, Gomer, Slakey, Storland; NOES: None; ABSENT: Deal;**

5. REPORT OF LIBRARY DIRECTOR

Romero was present at the Board meeting to collect the Board's voting forms for the bookmark contest and to answer any questions regarding the contest. She stated that the winners will be announced by the following Wednesday. The bookmark contest reception is scheduled for Wednesday, April 16 at 6:30 p.m. All participants will be invited.

Weed-Brown stated that last month's minutes reflect that staff was scheduled to meet with Deborah Gould. Gould was unable to make the meeting and the One Book-One City idea is temporarily on hold. Weed-Brown will contact Gould again some time in May.

Weed-Brown pointed out that the Highlander and the Community News reported on the "Let's Sing to Glorious Glendora" song that was added to play on the Library's carillon.

Weed-Brown stated that Rev. Johnson agreed to do the garden blessing as part of the dedication of the Children's room expansion. Rev. Hodson will not be able to attend. Weed-Brown stated that she met the young man who collected recyclables in order to purchase a hand. She invited him to be a part of the ribbon cutting ceremony. He is very excited to participate. Weed-Brown sent a follow-up letter to the young man. She also sent a letter to Miles Rosedale regarding the dedication.

In response to a question from Gomer, Weed-Brown explained how Deweyless libraries work. Deweyless libraries are said to be more user friendly because they do not use the Dewey Decimal System. They are set up more like bookstores and use bookstore headings. Weed-Brown told the Board about a branch library of the Maricopa County Library System in Arizona that went Deweyless. Glendora Public Library staff has been looking at the subject listings that bookstores use to evaluate what could be used at the Glendora Library. Many of the things used in a Deweyless library, such as open layout and alternative signage, are already being done here at the Glendora Library.

Conway asked about training for staff on how to diffuse difficult situations with the public. Weed-Brown stated that library staff continuously trains on this subject, as it is a common issue in libraries. Weed-Brown was not aware of any city wide training. Conway suggested that such training be held city-wide, as incidents can happen anywhere. Gomer commented that city departments possibly handle this at the level they feel is appropriate.

6. UNFINISHED BUSINESS

6.1 Flood Damage

Weed-Brown reported that she received copies of the restoration company's estimates. She offered copies to the Board. The restoration company's estimates include a list of equipment used, as well as costs involved. Weed-Brown added that it is her understanding that the city is in discussions with the insurance company regarding the settlement. She reminded the Board that she has the list of Library books that were damaged in the flood. Weed-Brown stated that she asked again for the bacteria and moisture test report, but she has not received anything.

Conway stated that the Board needs assurance that the library environment is safe for staff and patrons. Weed-Brown offered to keep working with Public Works to obtain the reports. Slakey stated that this issue could be brought up at the joint meeting with Council.

The Board discussed different ways of handling the situation and staff's perceived health issues. Gomer felt that a subsequent test should be run since Weed-Brown received complaints. Weed-Brown stated that she will let the appropriate people know that staff voiced concerns regarding health issues.

Conway asked when the joint meeting will be held. Weed-Brown stated that it is on the tentative Council schedule for April 14. Weed-Brown emailed the City Manager to see if it can be moved to April 28. The City Manager has not had a chance to check on this. Weed-Brown might know tomorrow, as dept. heads meeting is scheduled for that day. She will email the Board as soon as she knows.

6.2 Methods to use in approaching City Council

Weed-Brown stated that in preparation for the joint meeting with City Council, she provided basic information on materials, staff and statistics for the Board to review. Weed-Brown reminded the Board that the purpose of the joint meeting is to update the Council on the state of the library.

The Board reviewed and discussed the materials, staff and statistics information. Weed-Brown stated that there has been much talk in various media about the increase in library use in these tough economic times.

Slakey shared a story of a young man who wanted to purchase a book from the bookstore after the store had closed. The Board could share some of these things with the Council to provide a personal side.

The Board agreed that if the joint meeting is scheduled for April 28, final plans can be discussed at the April Library Board meeting. The Board agreed to meet before the joint meeting date if the meeting is scheduled for April 14. In response to a question from Conway, Weed-Brown replied that she would check whether the joint meeting will be recorded.

Gomer reminded the Board that they had talked about gifting opportunities. Storland stated that now would be a good time as a lot of service organizations wait until the end of their fiscal year to do their gifting. Conway stated that the focus of the gifting opportunities should be on books, not building-related items. Slakey suggested releasing general information that the Library's book budget needs help if the list for gifting opportunities is not complete yet. Weed-Brown stated that a budget meeting has been scheduled for April 7 with the City Manager and the Finance Director.

7. NEW BUSINESS

7.1 Review Administrative Policy 4.06 – Glendora Library Volunteer Policy

The Board discussed the policy.

It was MSC (Slakey/Gomer) to approve Administrative Policy 4.06-Glendora Library Volunteer Policy as presented. The motion carried 4-0-1 as follows: AYES: Conway, Gomer, Slakey, Storland; NOES: None; ABSENT: Deal;

7.2 Library Events Calendar

The Board reviewed the events calendar. Conway pointed out the Great Trivia Challenge 17, scheduled for March 28 at 6:30 p.m.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar for April. Weed-Brown reminded the Board that they will receive copies of last year's evaluation and current Board goals at the April meeting. The Board will then discuss the evaluation process and update Storland on it. Drafts may be brought back to the May Board meeting. In June the evaluation of the Library Director and the evaluation of the Board should be finalized. Goal planning is not finalized until the beginning of next fiscal year.

Weed-Brown stated that any information that she might receive regarding the flood will be included in next month's director's report. In response to a question from Gomer, Weed-Brown stated that she has not checked yet how many Library Board applications have been turned in.

8.2 Board Member Items

Slakey stated that Deal asked all Board members to be at her house on Thursday, April 2 at 2 p.m. to continue preparing for the Staff Appreciation Luncheon.

The Board discussed the Staff Appreciation Luncheon and the possibility of doing something different for staff next year.

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.

5.

**Report of
Library
Director**



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

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MEMO

To: Board of Library Trustees

From: Library Director

Robin

CC: City Manager

Date: April 20, 2009

Re: Director's Report

The library continues to be a busy and active place. Of particular note was the Trivia Challenge #17 on March 28. It was held in a new venue, the Felix Event Center at APU. There were lots of challenges to overcome as is often the case when change occurs to an otherwise well-oiled machine, but the volunteers and Development Office staff did a great job. Change also visited the annual Volunteer Recognition event. Usually held at the Glendora Country Club, this year it was held in Bidwell Forum. Those of us that attended both events know that the spirit of those attending was high and both events were very enjoyable.

The Bookmark Contest award party was held on Wed. April 15. Submissions this year topped last year (473 this year, 417 last year) and the decisions for first and second place were difficult to make. It is wonderful to see the artistic skills that Glendora youth demonstrate with this event. The winning bookmarks will be available for the public during the summer reading clubs.

On April 7th the second phase of plants arrived from Monrovia Growers for our water-wise gardens. There are still a handful of plants that will come in over the next several months, but for the most part plants and irrigation are in and ready for the dedication on April 18th.

Cindy Romero was awarded the Glendora Council PTA Very Special Person award in March. It was presented to her by Debbie Deal in Bidwell Forum in front of library staff. The award is to recognize, honor and say thank you to an individual for their service given to schools and students. Congratulations Cindy!

Thank you to Mike Conway for accepting the National Library Week proclamation at the April 14th city council meeting. Thank you to Debbie Deal for promoting the library's dedication to the council and community at that meeting as well.

I would like to thank the Library Board for treating the library staff to lunch on National Library Workers Day, April 14th. It was a delicious lunch and I know that staff really appreciated the time and effort that went in to preparing and serving it. The notes of thanks were also appreciated. Thank you for your support of the library and the library staff!

As will be discussed later in the meeting, the library management team has been struggling with budget cuts. After a 5% mid-year cut last fiscal year (07/08) and a mid-year cut of 3.5% this year (08/09), the library submitted a proposed budget for 09/10 that was flat and in some areas reduced. Unfortunately that was not adequate and the library has been asked to cut an additional \$200,000, approximately 10%, of the submitted budget.

I went to both the Charter Oak High School and the Glendora High School this past month as chairperson for the Rotary Ethics Essay Contest. I gave awards to 6 participants. One essay went on to the district level to compete with other student entrants from all over southern California and southern Nevada.

The library was checked for mildew, mold and other related spores on Monday, March 23, 2009, by Dynamic Environmental Services, LLC. The report states "Types of spores similar and/or approximately similar to those of the outdoor controls & total concentrations lower, which means all samples were within normal range." I have a PDF of

the full report so let me know if you wish a complete printed copy or the PDF. I have attached a copy of the report without the lab details.

In related flood recovery news, I have been assured by the city manager that when the funds from the insurance company are available for the library end panels and materials replacements that I will be informed. As of this writing I have not had any further communication on this.

I have attached a very interesting article from the New York Review of Books, "Google & the Future of Books". I hope you will find it as intriguing as I did.

I attended the Glendora Citizen of the Year event on April 16. Fellow Rotarians Gordon and Diane Norman were honored. I was proud to be able to represent the library after the years of support that they have given us and the community.

I will be in Washington D.C. from May 9-13, 2009, meeting with legislators as part of my role as Vice-Chair for MCLS.

Next Board Meeting: May 18, 2009

QUALITY ASSURANCE QUALITY CONTROL ASSESSMENT REPORT

Glendora Public Library
140 South Glendora Avenue
Glendora, California 91741

Project No.: QAQC-2109

March 24, 2009

Prepared for:

City Of Glendora
116 East Foothill Boulevard
Glendora, California 91741



March 24, 2009

Client: City of Glendora
116 East Foothill Boulevard
Glendora, California 91741

Subject: Quality Assurance Quality Control Assessment
Glendora Public Library – 140 South Glendora Avenue, Glendora, California 91741

Attention: Mr. Jason Roehrborn

Introduction

Dynamic Environmental Services, LLC, (DES) is pleased to present this Quality Assurance Quality Control (QAQC) Report with findings identifying environmental conditions in connection with the property located at 140 South Glendora Avenue, Glendora, California (subject property).

Site Inspection

On March 23, 2009, a DES representative conducted a QAQC microbial inspection, at the subject property, which included a visual assessment for potential mold problems, moisture readings, and the collection of non-viable microbial air samples within the interior building envelope at the subject property.

Collected samples were recorded on a chain of custody and submitted to an American Industrial Hygiene Association "Environmental Microbiology" accredited laboratory. A copy of the laboratory report is included in Appendix A. Investigation findings are discussed in Table 1.

The purpose of the investigation was to determine if the areas tested (interior building envelope) met the following criteria:

1. The areas tested were visually free of excess dust, debris, and visible microbial growth.
2. The distributions of spores in the areas tested were approximately similar to the range found outdoors.
3. The total concentrations of spores in the areas tested were approximately the same as or lower than the range found outdoors.

The object of the investigation was to confirm the areas tested (interior building envelope) were free of excess dust and debris, and visible microbial growth.

3/23/09 QAQC Assessment

Table 1: Observations & Discussion	Samples ⁽¹⁾
Interior Building Envelope —No visible signs of visible microbial growth and/or water damage observed. Moisture content of building materials inspected (drywall & counters) within normal range.	≤15%
Main Entry/Reception Area—Air Sample #1 —Collected from the main entry/reception area. Types of spores similar to those of the outdoor control samples and total concentrations lower.	032309-IA1
Front Offices—Air Sample #2 —Collected from the front offices. Types of spores approximately similar to those of the outdoor control samples and total concentrations lower.	032309-IA2
Back Offices—Air Sample #3 —Collected from the back offices. Types of spores similar to those of the outdoor control samples and total concentrations lower.	032309-IA3
Main Floor—Air Sample #4 —Collected from the center of the main floor. Types of spores similar to those of the outdoor control samples and total concentrations lower.	032309-IA4
Children’s Books Area—Air Sample #5 —Collected from the children’s books area. Types of spores similar to those of the outdoor control samples and total concentrations lower.	032309-IA5
Young Adult/Teen Space Area—Air Sample #6 —Collected from the young adult/teen space area. Types of spores similar to those of the outdoor control samples and total concentrations lower.	032309-IA6
Music CD Area—Air Sample #7 —Collected from the music CD area, at the mystery books. Types of spores similar to those of the outdoor control samples and total concentrations lower.	032309-IA7
Magazine Area—Air Sample #8 —Collected from the center of the magazine area. Types of spores similar to those of the outdoor control samples and total concentrations lower.	032309-IA8
Reference Area—Air Sample #9 —Collected from the front of the reference area. Types of spores similar to those of the outdoor control samples and total concentrations lower.	032309-IA9
Information Desk Area—Air Sample #10 —Collected from the information desk area. Types of spores approximately similar to those of the outdoor control samples and total concentrations lower.	032309-IA10
Exterior—Air Samples —Two samples collected for use as control samples, one from the front courtyard and one from the common walkway.	032309-OA1 032309-OA2
Note: (1) Findings indicative of significant microbial growth/contamination listed in bold print. Listed as “sample #”.	

Conclusions

Based on the results from this investigation, the following conclusions are made:

- 1) Laboratory results reveal no elevated spore concentration within the property’s tested indoor environment (interior building envelope).
- 2) Types and concentrations of spores found indoors throughout the area(s) tested (interior building envelope) were approximately similar and/or lower to those of the outdoor control samples, for all the samples collected at the subject property.

Limitations

Summary reports are generated by Dynamic Environmental Services, LLC at the request of, and for the exclusive use of, the person or entity (client) named on this report. This report applies only to those samples taken at the time, place, and location of the referenced facility and is subject to the limitations and variability associated with the investigation methodology. The limited number of samples only allows for large differences to be observed with any degree of significance.

In addition, the non-viable spore analysis cannot identify spores down to the species level and the viable analysis methodology is subject to the bias of the growth medium. Both of these factors may mask differences in the types of spores found indoors and outdoors.

No accepted quantitative standards currently exist by which to assess the health risks related to mold exposure. Molds have been associated with a variety of health effects and sensitivity varies dramatically from person to person. The most common health effect resulting from mold exposure is hay fever like allergic symptoms. In light of no currently established Threshold Limit Values (TLVs) for the majority of substances of biological origins that are associated with building-related exposures, we follow the guidelines of the American Conference of Governmental Industrial Hygienists (ACGIH). Clearance is defined as air samples collected indoors being quantitatively equal or less than the outdoor samples, and qualitatively similar.

It should be noted that conditions could change as a result of any number of factors, including environmental parameters, fungal growth patterns, and activities in the area. This report was produced following current industry guidelines for the interpretation of microbial sampling and analysis. Interpretation of these parameters is a scientific work in progress and may as such be changed at any time without notice.

This report is not intended to guarantee that the subject property is or is not free from conditions that could pose a threat to human health or safety.

Should you have any questions, need clarifications, or additional microbial information, please contact our office. We thank you for the opportunity to work with you on this project.

Respectfully,
Dynamic Environmental Services, LLC



Gerar Jamal, Environmental Engineer
American Indoor Air Quality Council Certified Microbial Consultant (CMC Cert. No. 0708036)
State of California Department of Occupational Safety and Health Administration (CAC Cert No. 01-3035)
State of California Department of Toxic Substances Control Registered Environmental Assessor (REA I #08328)

Distribution: (1) Addressee

ATTACHEMENTS

Appendix A – Laboratory Reports

Robin Weed-Brown

From: Califa Digital Resources Steering Committee
[DIGITAL_RESOURCES@LISTSERV.CALIFA.ORG] on behalf of Fowler, Brian
[brian.fowler@SJLIBRARY.ORG]
Sent: Wednesday, April 01, 2009 3:51 PM
To: DIGITAL_RESOURCES@LISTSERV.CALIFA.ORG
Subject: Google & the Future of Books - Mentioned at the Califa Digital Resources meeting 4/1/2009

Google & the Future of Books

<http://www.nybooks.com/articles/22281>

This is a lengthy article, but an important one. It is about ebooks--Google books--but it also talks about possible consequences on the entire library collection--print as well as electronic. Many people still consider ebooks to be niche but think for a moment on how most magazine, journal and newspaper articles are now read. --bf

Quotes...

For the last four years, Google has been digitizing millions of books, including many covered by copyright, from the collections of major research libraries, and making the texts searchable online. The authors and publishers objected that digitizing constituted a violation of their copyrights. After lengthy negotiations, the plaintiffs and Google agreed on a settlement, which will have a profound effect on the way books reach readers for the foreseeable future. What will that future be?

...we are allowing a question of public policy--the control of access to information--to be determined by private lawsuit.this is ...a tipping point in the development of what we call the information society. If we get the balance wrong at this moment, private interests may outweigh the public good for the foreseeable future...

...commercial publishers discovered that they could make a fortune by selling subscriptions to the journals. Once a university library subscribed, the students and professors came to expect an uninterrupted flow of issues. The price could be ratcheted up without causing cancellations, because the libraries paid for the subscriptions and the professors did not.

....Free-market advocates may argue that the market will correct itself. If Google charges too much, customers will cancel their subscriptions, and the price will drop. But there is no direct connection between supply and demand in the mechanism for the institutional licenses envisioned by the settlement. Students, faculty, and patrons of public libraries will not pay for the subscriptions. The payment will come from the libraries; and if the libraries fail to find enough money for the subscription renewals, they may arouse ferocious protests from readers who have become accustomed to Google's service. In the face of the protests, the libraries probably will cut back on other services, including the acquisition of books, just as they did when publishers ratcheted up the price of periodicals.

The New York Review of Books

VOLUME 56, NUMBER 2 • FEBRUARY 12, 2009

Google & the Future of Books

By [Robert Darnton](#)

How can we navigate through the information landscape that is only beginning to come into view? The question is more urgent than ever following the recent settlement between Google and the authors and publishers who were suing it for alleged breach of copyright. For the last four years, Google has been digitizing millions of books, including many covered by copyright, from the collections of major research libraries, and making the texts searchable online. The authors and publishers objected that digitizing constituted a violation of their copyrights. After lengthy negotiations, the plaintiffs and Google agreed on a settlement, which will have a profound effect on the way books reach readers for the foreseeable future. What will that future be?

No one knows, because the settlement is so complex that it is difficult to perceive the legal and economic contours in the new lay of the land. But those of us who are responsible for research libraries have a clear view of a common goal: we want to open up our collections and make them available to readers everywhere. How to get there? The only workable tactic may be vigilance: see as far ahead as you can; and while you keep your eye on the road, remember to look in the rearview mirror.

When I look backward, I fix my gaze on the eighteenth century, the Enlightenment, its faith in the power of knowledge, and the world of ideas in which it operated—what the enlightened referred to as the Republic of Letters.

The eighteenth century imagined the Republic of Letters as a realm with no police, no boundaries, and no inequalities other than those determined by talent. Anyone could join it by exercising the two main attributes of citizenship, writing and reading. Writers formulated ideas, and readers judged them. Thanks to the power of the printed word, the judgments spread in widening circles, and the strongest arguments won.

The word also spread by written letters, for the eighteenth century was a great era of epistolary exchange. Read through the correspondence of Voltaire, Rousseau, Franklin, and Jefferson—each filling about fifty volumes—and you can watch the Republic of Letters in operation. All four writers debated all the issues of their day in a steady stream of letters, which crisscrossed Europe and America in a transatlantic information network.

I especially enjoy the exchange of letters between Jefferson and Madison. They discussed everything, notably the American Constitution, which Madison was helping to write in Philadelphia while Jefferson was representing the new republic in Paris. They often wrote about books, for Jefferson loved to haunt the bookshops in the capital of the Republic of Letters, and he frequently bought books for his friend. The purchases included Diderot's *Encyclopédie*, which Jefferson thought that he had got at a bargain price, although he had mistaken a reprint for a first edition.

Two future presidents discussing books through the information network of the Enlightenment—it's a stirring sight. But before this picture of the past fogs over with sentiment, I should add that the Republic of Letters was democratic only in principle. In practice, it was dominated by the wellborn and the rich. Far from being able to live from their pens, most writers had to court patrons, solicit sinecures, lobby for appointments to state-controlled journals, dodge censors, and wangle their way into salons and academies, where reputations were made. While suffering indignities at the hands of their social superiors, they turned on one another. The quarrel between Voltaire and Rousseau illustrates their temper. After reading

Rousseau's *Discourse on the Origins of Inequality* in 1755, Voltaire wrote to him, "I have received, Monsieur, your new book against the human race.... It makes one desire to go down on all fours." Five years later, Rousseau wrote to Voltaire. "Monsieur,...I hate you."

The personal conflicts were compounded by social distinctions. Far from functioning like an egalitarian agora, the Republic of Letters suffered from the same disease that ate through all societies in the eighteenth century: privilege. Privileges were not limited to aristocrats. In France, they applied to everything in the world of letters, including printing and the book trade, which were dominated by exclusive guilds, and the books themselves, which could not appear legally without a royal privilege and a censor's approbation, printed in full in their text.

One way to understand this system is to draw on the sociology of knowledge, notably Pierre Bourdieu's notion of literature as a power field composed of contending positions within the rules of a game that itself is subordinate to the dominating forces of society at large. But one needn't subscribe to Bourdieu's school of sociology in order to acknowledge the connections between literature and power. Seen from the perspective of the players, the realities of literary life contradicted the lofty ideals of the Enlightenment. Despite its principles, the Republic of Letters, as it actually operated, was a closed world, inaccessible to the underprivileged. Yet I want to invoke the Enlightenment in an argument for openness in general and for open access in particular.

If we turn from the eighteenth century to the present, do we see a similar contradiction between principle and practice—right here in the world of research libraries? One of my colleagues is a quiet, diminutive lady, who might call up the notion of Marion the Librarian. When she meets people at parties and identifies herself, they sometimes say condescendingly, "A librarian, how nice. Tell me, what is it like to be a librarian?" She replies, "Essentially, it is all about money and power."

We are back with Pierre Bourdieu. Yet most of us would subscribe to the principles inscribed in prominent places in our public libraries. "Free To All," it says above the main entrance to the Boston Public Library; and in the words of Thomas Jefferson, carved in gold letters on the wall of the Trustees' Room of the New York Public Library: "I look to the diffusion of light and education as the resource most to be relied on for ameliorating the condition promoting the virtue and advancing the happiness of man." We are back with the Enlightenment.

Our republic was founded on faith in the central principle of the eighteenth-century Republic of Letters: the diffusion of light. For Jefferson, enlightenment took place by means of writers and readers, books and libraries—especially libraries, at Monticello, the University of Virginia, and the Library of Congress. This faith is embodied in the United States Constitution. Article 1, Section 8, establishes copyright and patents "for limited times" only and subject to the higher purpose of promoting "the progress of science and useful arts." The Founding Fathers acknowledged authors' rights to a fair return on their intellectual labor, but they put public welfare before private profit.

How to calculate the relative importance of those two values? As the authors of the Constitution knew, copyright was created in Great Britain by the Statute of Anne in 1710 for the purpose of curbing the monopolistic practices of the London Stationers' Company and also, as its title proclaimed, "for the encouragement of learning." At that time, Parliament set the length of copyright at fourteen years, renewable only once. The Stationers attempted to defend their monopoly of publishing and the book trade by arguing for perpetual copyright in a long series of court cases. But they lost in the definitive ruling of *Donaldson v. Becket* in 1774.

When the Americans gathered to draft a constitution thirteen years later, they generally favored the view that had predominated in Britain. Twenty-eight years seemed long enough to protect the interests of authors and publishers. Beyond that limit, the interest of the public should prevail. In 1790, the first copyright act—also dedicated to "the encouragement of learning"—followed British practice by adopting a limit of fourteen years renewable for another fourteen.

How long does copyright extend today? According to the Sonny Bono Copyright Term Extension Act of 1998 (also known as "the Mickey Mouse Protection Act," because Mickey was about to fall into the public domain), it lasts as long as the life of the author plus seventy years. In practice, that normally would mean more than a century. Most books published in the twentieth century have not yet entered the public domain. When it comes to digitization, access to our cultural heritage generally ends on January 1, 1923, the date from which great numbers of books are subject to copyright laws. It will remain there—unless private interests take over the digitizing, package it for consumers, tie the packages up by means of legal deals, and sell them for the profit of the shareholders. As things stand now, for example, Sinclair Lewis's *Babbitt*, published in 1922, is in the public domain, whereas Lewis's *Elmer Gantry*, published in 1927, will not enter the public domain until 2022.^[1]

To descend from the high principles of the Founding Fathers to the practices of the cultural industries today is to leave the realm of Enlightenment for the hurly-burly of corporate capitalism. If we turned the sociology of knowledge onto the present—as Bourdieu himself did—we would see that we live in a world designed by Mickey Mouse, red in tooth and claw.

Does this kind of reality check make the principles of Enlightenment look like a historical fantasy? Let's reconsider the history. As the Enlightenment faded in the early nineteenth century, professionalization set in. You can follow the process by comparing the *Encyclopédie* of Diderot, which organized knowledge into an organic whole dominated by the faculty of reason, with its successor from the end of the eighteenth century, the *Encyclopédie méthodique*, which divided knowledge into fields that we can recognize today: chemistry, physics, history, mathematics, and the rest. In the nineteenth century, those fields turned into professions, certified by Ph.D.s and guarded by professional associations. They metamorphosed into departments of universities, and by the twentieth century they had left their mark on campuses—chemistry housed in this building, physics in that one, history here, mathematics there, and at the center of it all, a library, usually designed to look like a temple of learning.

Along the way, professional journals sprouted throughout the fields, subfields, and sub-subfields. The learned societies produced them, and the libraries bought them. This system worked well for about a hundred years. Then commercial publishers discovered that they could make a fortune by selling subscriptions to the journals. Once a university library subscribed, the students and professors came to expect an uninterrupted flow of issues. The price could be ratcheted up without causing cancellations, because the libraries paid for the subscriptions and the professors did not. Best of all, the professors provided free or nearly free labor. They wrote the articles, refereed submissions, and served on editorial boards, partly to spread knowledge in the Enlightenment fashion, but mainly to advance their own careers.

The result stands out on the acquisitions budget of every research library: the *Journal of Comparative Neurology* now costs \$25,910 for a year's subscription; *Tetrahedron* costs \$17,969 (or \$39,739, if bundled with related publications as a *Tetrahedron* package); the average price of a chemistry journal is \$3,490; and the ripple effects have damaged intellectual life throughout the world of learning. Owing to the skyrocketing cost of serials, libraries that used to spend 50 percent of their acquisitions budget on monographs now spend 25 percent or less. University presses, which depend on sales to libraries, cannot cover their costs by publishing monographs. And young scholars who depend on publishing to advance their careers are now in danger of perishing.

Fortunately, this picture of the hard facts of life in the world of learning is already going out of date. Biologists, chemists, and physicists no longer live in separate worlds; nor do historians, anthropologists, and literary scholars. The old map of the campus no longer corresponds to the activities of the professors and students. It is being redrawn everywhere, and in many places the interdisciplinary designs are turning into structures. The library remains at the heart of things, but it pumps nutrition throughout the university, and often to the farthest reaches of cyberspace, by means of electronic networks.

The eighteenth-century Republic of Letters had been transformed into a professional Republic of Learning, and it is now open to amateurs—amateurs in the best sense of the word, lovers of learning among the

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general citizenry. Openness is operating everywhere, thanks to "open access" repositories of digitized articles available free of charge, the Open Content Alliance, the Open Knowledge Commons, OpenCourseWare, the Internet Archive, and openly amateur enterprises like Wikipedia. The democratization of knowledge now seems to be at our fingertips. We can make the Enlightenment ideal come to life in reality.

At this point, you may suspect that I have swung from one American genre, the jeremiad, to another, Utopian enthusiasm. It might be possible, I suppose, for the two to work together as a dialectic, were it not for the danger of commercialization. When businesses like Google look at libraries, they do not merely see temples of learning. They see potential assets or what they call "content," ready to be mined. Built up over centuries at an enormous expenditure of money and labor, library collections can be digitized en masse at relatively little cost—millions of dollars, certainly, but little compared to the investment that went into them.

Libraries exist to promote a public good: "the encouragement of learning," learning "Free To All." Businesses exist in order to make money for their shareholders—and a good thing, too, for the public good depends on a profitable economy. Yet if we permit the commercialization of the content of our libraries, there is no getting around a fundamental contradiction. To digitize collections and sell the product in ways that fail to guarantee wide access would be to repeat the mistake that was made when publishers exploited the market for scholarly journals, but on a much greater scale, for it would turn the Internet into an instrument for privatizing knowledge that belongs in the public sphere. No invisible hand would intervene to correct the imbalance between the private and the public welfare. Only the public can do that, but who speaks for the public? Not the legislators of the Mickey Mouse Protection Act.

You cannot legislate Enlightenment, but you can set rules of the game to protect the public interest. Libraries represent the public good. They are not businesses, but they must cover their costs. They need a business plan. Think of the old motto of Con Edison when it had to tear up New York's streets in order to get at the infrastructure beneath them: "Dig we must." Libraries say, "Digitize we must." But not on any terms. We must do it in the interest of the public, and that means holding the digitizers responsible to the citizenry.

It would be naive to identify the Internet with the Enlightenment. It has the potential to diffuse knowledge beyond anything imagined by Jefferson; but while it was being constructed, link by hyperlink, commercial interests did not sit idly on the sidelines. They want to control the game, to take it over, to own it. They compete among themselves, of course, but so ferociously that they kill each other off. Their struggle for survival is leading toward an oligopoly; and whoever may win, the victory could mean a defeat for the public good.

Don't get me wrong. I know that businesses must be responsible to shareholders. I believe that authors are entitled to payment for their creative labor and that publishers deserve to make money from the value they add to the texts supplied by authors. I admire the wizardry of hardware, software, search engines, digitization, and algorithmic relevance ranking. I acknowledge the importance of copyright, although I think that Congress got it better in 1790 than in 1998.

But we, too, cannot sit on the sidelines, as if the market forces can be trusted to operate for the public good. We need to get engaged, to mix it up, and to win back the public's rightful domain. When I say "we," I mean we the people, we who created the Constitution and who should make the Enlightenment principles behind it inform the everyday realities of the information society. Yes, we must digitize. But more important, we must democratize. We must open access to our cultural heritage. How? By rewriting the rules of the game, by subordinating private interests to the public good, and by taking inspiration from the early republic in order to create a Digital Republic of Learning.

What provoked these jeremianic- utopian reflections? Google. Four years ago, Google began digitizing books from research libraries, providing full-text searching and making books in the public domain available on the Internet at no cost to the viewer. For example, it is now possible for anyone, anywhere to

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view and download a digital copy of the 1871 first edition of *Middlemarch* that is in the collection of the Bodleian Library at Oxford. Everyone profited, including Google, which collected revenue from some discreet advertising attached to the service, Google Book Search. Google also digitized an ever-increasing number of library books that were protected by copyright in order to provide search services that displayed small snippets of the text. In September and October 2005, a group of authors and publishers brought a class action suit against Google, alleging violation of copyright. Last October 28, after lengthy negotiations, the opposing parties announced agreement on a settlement, which is subject to approval by the US District Court for the Southern District of New York.^[2]

The settlement creates an enterprise known as the Book Rights Registry to represent the interests of the copyright holders. Google will sell access to a gigantic data bank composed primarily of copyrighted, out-of-print books digitized from the research libraries. Colleges, universities, and other organizations will be able to subscribe by paying for an "institutional license" providing access to the data bank. A "public access license" will make this material available to public libraries, where Google will provide free viewing of the digitized books on one computer terminal. And individuals also will be able to access and print out digitized versions of the books by purchasing a "consumer license" from Google, which will cooperate with the registry for the distribution of all the revenue to copyright holders. Google will retain 37 percent, and the registry will distribute 63 percent among the rightsholders.

Meanwhile, Google will continue to make books in the public domain available for users to read, download, and print, free of charge. Of the seven million books that Google reportedly had digitized by November 2008, one million are works in the public domain; one million are in copyright and in print; and five million are in copyright but out of print. It is this last category that will furnish the bulk of the books to be made available through the institutional license.

Many of the in-copyright and in-print books will not be available in the data bank unless the copyright owners opt to include them. They will continue to be sold in the normal fashion as printed books and also could be marketed to individual customers as digitized copies, accessible through the consumer license for downloading and reading, perhaps eventually on e-book readers such as Amazon's Kindle.

After reading the settlement and letting its terms sink in—no easy task, as it runs to 134 pages and 15 appendices of legalese—one is likely to be dumbfounded: here is a proposal that could result in the world's largest library. It would, to be sure, be a digital library, but it could dwarf the Library of Congress and all the national libraries of Europe. Moreover, in pursuing the terms of the settlement with the authors and publishers, Google could also become the world's largest book business—not a chain of stores but an electronic supply service that could out-Amazon Amazon.

An enterprise on such a scale is bound to elicit reactions of the two kinds that I have been discussing: on the one hand, utopian enthusiasm; on the other, jeremiads about the danger of concentrating power to control access to information.

Who could not be moved by the prospect of bringing virtually all the books from America's greatest research libraries within the reach of all Americans, and perhaps eventually to everyone in the world with access to the Internet? Not only will Google's technological wizardry bring books to readers, it will also open up extraordinary opportunities for research, a whole gamut of possibilities from straightforward word searches to complex text mining. Under certain conditions, the participating libraries will be able to use the digitized copies of their books to create replacements for books that have been damaged or lost. Google will engineer the texts in ways to help readers with disabilities.

Unfortunately, Google's commitment to provide free access to its database on one terminal in every public library is hedged with restrictions: readers will not be able to print out any copyrighted text without paying a fee to the copyright holders (though Google has offered to pay them at the outset); and a single terminal will hardly satisfy the demand in large libraries. But Google's generosity will be a boon to the small-town, Carnegie-library readers, who will have access to more books than are currently available in the New York

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Public Library. Google can make the Enlightenment dream come true.

But will it? The eighteenth-century philosophers saw monopoly as a main obstacle to the diffusion of knowledge—not merely monopolies in general, which stifled trade according to Adam Smith and the Physiocrats, but specific monopolies such as the Stationers' Company in London and the booksellers' guild in Paris, which choked off free trade in books.

Google is not a guild, and it did not set out to create a monopoly. On the contrary, it has pursued a laudable goal: promoting access to information. But the class action character of the settlement makes Google invulnerable to competition. Most book authors and publishers who own US copyrights are automatically covered by the settlement. They can opt out of it; but whatever they do, no new digitizing enterprise can get off the ground without winning their assent one by one, a practical impossibility, or without becoming mired down in another class action suit. If approved by the court—a process that could take as much as two years—the settlement will give Google control over the digitizing of virtually all books covered by copyright in the United States.

This outcome was not anticipated at the outset. Looking back over the course of digitization from the 1990s, we now can see that we missed a great opportunity. Action by Congress and the Library of Congress or a grand alliance of research libraries supported by a coalition of foundations could have done the job at a feasible cost and designed it in a manner that would have put the public interest first. By spreading the cost in various ways—a rental based on the amount of use of a database or a budget line in the National Endowment for the Humanities or the Library of Congress—we could have provided authors and publishers with a legitimate income, while maintaining an open access repository or one in which access was based on reasonable fees. We could have created a National Digital Library—the twenty-first-century equivalent of the Library of Alexandria. It is too late now. Not only have we failed to realize that possibility, but, even worse, we are allowing a question of public policy—the control of access to information—to be determined by private lawsuit.

While the public authorities slept, Google took the initiative. It did not seek to settle its affairs in court. It went about its business, scanning books in libraries; and it scanned them so effectively as to arouse the appetite of others for a share in the potential profits. No one should dispute the claim of authors and publishers to income from rights that properly belong to them; nor should anyone presume to pass quick judgment on the contending parties of the lawsuit. The district court judge will pronounce on the validity of the settlement, but that is primarily a matter of dividing profits, not of promoting the public interest.

As an unintended consequence, Google will enjoy what can only be called a monopoly—a monopoly of a new kind, not of railroads or steel but of access to information. Google has no serious competitors. Microsoft dropped its major program to digitize books several months ago, and other enterprises like the Open Knowledge Commons (formerly the Open Content Alliance) and the Internet Archive are minute and ineffective in comparison with Google. Google alone has the wealth to digitize on a massive scale. And having settled with the authors and publishers, it can exploit its financial power from within a protective legal barrier; for the class action suit covers the entire class of authors and publishers. No new entrepreneurs will be able to digitize books within that fenced-off territory, even if they could afford it, because they would have to fight the copyright battles all over again. If the settlement is upheld by the court, only Google will be protected from copyright liability.

Google's record suggests that it will not abuse its double-barreled fiscal-legal power. But what will happen if its current leaders sell the company or retire? The public will discover the answer from the prices that the future Google charges, especially the price of the institutional subscription licenses. The settlement leaves Google free to negotiate deals with each of its clients, although it announces two guiding principles: "(1) the realization of revenue at market rates for each Book and license on behalf of the Rightsholders and (2) the realization of broad access to the Books by the public, including institutions of higher education."

What will happen if Google favors profitability over access? Nothing, if I read the terms of the settlement

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correctly. Only the registry, acting for the copyright holders, has the power to force a change in the subscription prices charged by Google, and there is no reason to expect the registry to object if the prices are too high. Google may choose to be generous in its pricing, and I have reason to hope it may do so; but it could also employ a strategy comparable to the one that proved to be so effective in pushing up the price of scholarly journals: first, entice subscribers with low initial rates, and then, once they are hooked, ratchet up the rates as high as the traffic will bear.

Free-market advocates may argue that the market will correct itself. If Google charges too much, customers will cancel their subscriptions, and the price will drop. But there is no direct connection between supply and demand in the mechanism for the institutional licenses envisioned by the settlement. Students, faculty, and patrons of public libraries will not pay for the subscriptions. The payment will come from the libraries; and if the libraries fail to find enough money for the subscription renewals, they may arouse ferocious protests from readers who have become accustomed to Google's service. In the face of the protests, the libraries probably will cut back on other services, including the acquisition of books, just as they did when publishers ratcheted up the price of periodicals.

No one can predict what will happen. We can only read the terms of the settlement and guess about the future. If Google makes available, at a reasonable price, the combined holdings of all the major US libraries, who would not applaud? Would we not prefer a world in which this immense corpus of digitized books is accessible, even at a high price, to one in which it did not exist?

Perhaps, but the settlement creates a fundamental change in the digital world by consolidating power in the hands of one company. Apart from Wikipedia, Google already controls the means of access to information online for most Americans, whether they want to find out about people, goods, places, or almost anything. In addition to the original "Big Google," we have Google Earth, Google Maps, Google Images, Google Labs, Google Finance, Google Arts, Google Food, Google Sports, Google Health, Google Checkout, Google Alerts, and many more Google enterprises on the way. Now Google Book Search promises to create the largest library and the largest book business that have ever existed.

Whether or not I have understood the settlement correctly, its terms are locked together so tightly that they cannot be pried apart. At this point, neither Google, nor the authors, nor the publishers, nor the district court is likely to modify the settlement substantially. Yet this is also a tipping point in the development of what we call the information society. If we get the balance wrong at this moment, private interests may outweigh the public good for the foreseeable future, and the Enlightenment dream may be as elusive as ever.

Notes

^[1]The Copyright Term Extension Act of 1998 retroactively lengthened copyright by twenty years for books copyrighted after January 1, 1923. Unfortunately, the copyright status of books published in the twentieth century is complicated by legislation that has extended copyright eleven times during the last fifty years. Until a congressional act of 1992, rightsholders had to renew their copyrights. The 1992 act removed that requirement for books published between 1964 and 1977, when, according to the Copyright Act of 1976, their copyrights would last for the author's life plus fifty years. The act of 1998 extended that protection to the author's life plus seventy years. Therefore, all books published after 1963 remain in copyright, and an unknown number—unknown owing to inadequate information about the deaths of authors and the owners of copyright—published between 1923 and 1964 are also protected by copyright. See Paul A. David and Jared Rubin, "Restricting Access to Books on the Internet: Some Unanticipated Effects of U.S. Copyright Legislation," *Review of Economic Research on Copyright Issues*, Vol. 5, No. 1 (2008).

^[2]The full text of the settlement can be found at www.googlebooksettlement.com/agreement.html. For Google's legal notice concerning the settlement, see page 35 of this issue of *The New York Review*.

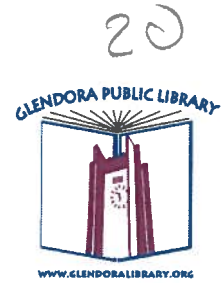
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Letters

March 26, 2009: Edward Mendelson, Google & Books: An Exchange

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Division Monthly Reports



To: Robin Weed-Brown

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

Date: March 2009

Public Services - Cindy Romero, Janet Stone

Children's

Date	Event/Outreach	# of participants
March 3, 2009	TAB meeting	9
March 4, 2009	St. Dorothy's Library Tour	36
March 10, 2009	Community Preschool	30
March 11, 2009	Community Preschool	29
March 14, 2009	Teen Film Production Workshop	6
March 17, 2009	Whitcomb Headstart Storytime	40
March 19, 2009	Books 'n Brownies - Schooled	7
March 23, 2009	GHS Library Tour	1
March 24, 2009	GHS Library Tour	4
March 24, 2009	Options Literacy Outreach	45
March 25, 2009	GHS Library Tour	3
March 26, 2009	GHS Library Tour	1
March 26, 2009	GHS Library Tour	2
Total number of participants		213

A Teen film production workshop was held in honor of teen tech week. The 6 teens who participated had a wonderful time. The movie they created will hopefully be on the Fresh-I website shortly.

Bookmark contest winners were announced shortly after the last board meeting. All participants were invited to the party to be held on April 15th. The party plans are in full swing and the displays almost completed. We look forward to a wonderful evening of art and refreshments.

Gail handled all things tours from a St. Dorothy's Kindergarten tour to several small tours of high school students who needed to meet a government employee and tour a government facility. She gracefully helped the students meet the needs of their assignment with little or no notice.

Summer Reading Club is getting closer. We are wrapping up many of the final details for the programs which will be printed later this month with outreach to begin in May. Volunteer

applications are now available for the summer. We are accepting about 100 volunteers from 10-18 years old. All volunteers are being scheduled an interview time this year. This is a big job, but I am sure that the staff is up to it.

Cindy headed out to Carlsbad mid-March to attend a Read out and Read Early Literacy Summit. The presenters included doctors, librarians, authors and founders of early literacy programs. It was great inspiration for the presentation she made at Options the following Tuesday on childhood literacy. Cindy and Mary Pat provided an encore presentation for the staff during the April all-staff meeting.

A delicious time was had by all at the staff appreciation luncheon. Thank You!

Adult

Date	Program/Event	# of participants
March 9, 2009	<i>Books Alive- The Beautiful Things That Heaven Bears (Morning)</i>	5
March 9, 2009 March 28, 2009	<i>Books Alive- The Beautiful Things That Heaven Bears (Evening)</i>	6
	<i>Copernican Lecture Featuring Bijan Nemati</i>	54
TOTAL number of participants		65

Lots of networking and staff development this month. Suzette and Caroline were among several who attended "Leaders in Libraries: Discover the Leader Within!" Sandy joined the MCLS AV Committee's Tour of the FIDM Library and Museum, and continued her work with the Califa Digital Resources Steering Committee via phone conference. As did the other managers, Janet reviewed the principles of preventing sexual harassment and – on a happier note – celebrated the contributions of our volunteers. Later she sat on an interview panel for Monrovia Public Library. Several people, including Suzette, Gaetano, and Janet, got an introduction to the possibilities of the online VolunteerMatch service; the overall contingent will be evaluating whether it presents opportunities for GPL.

Gaetano, Caroline, Anne, and Janet put their heads together to begin reevaluating the quantities we automatically receive of certain authors' works (known as "author standing orders"). Definitely a good time for cooperative brainwork. Gaetano attended the inaugural meeting of the Email PR Subcommittee, exploring how to reach more of our interested citizens electronically

Gaetano also greeted a great crowd at JPL physicist Dr. Bijan Nemati's lecture, and later treated about 50 Chamber of Commerce inductees to a ReferenceUSA introduction at their new member breakfast.

Adult Services staff collectively had their hearts warmed and stomachs filled at the staff appreciation lunch. Thank you!

Support Services – Carlos Baffigo

Suzette Farmer, Daisy Fregoso, Caroline Hernandez, and Daniela Overlock attended the MCLS Circulation Committee workshop “Leaders in Libraries: Discover the Leaders Within” on March 18th.

Carlos Baffigo participated in the Glendora Community Read-In on March 5th. On March 11th he attended a personnel workshop in Alhambra.

Library Aide II Sujata Israni’s last day in her position was April 3rd. She will remain on on-call status.

Facilities:

Water from an uncapped landscape irrigation line made its way into the Friends Room on April 2nd. Public Works and Community Services crews responded to clear mud that clogged sumps and cap the line. San Gabriel Valley Carpet Care was called to clean the affected area.

Installation of the finishing pieces of shelving to complete the new Children’s Room layout took place on March 19th.

New signage was installed at all public entrances to prevent smoking within 20 feet. Additional “No Skateboarding” signs were installed in several places around the library building.

New bike and skateboard racks were installed in the main entrance of the library.

Air sample testing to detect mold and bacteria resulting from the flood in November 2008 was conducted on March 23rd. Test results came back “normal” on all counts.

Technical Services:

A software upgrade from Polaris 3.3 to 3.4 took place on March 26th. The upgrade was necessary in order to fix a compatibility problem between Polaris and Adobe Reader.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
3/7/09	Coffee n’ Books	50
3/10 – 3/31/09	Quilting with Sandy Janicki	33
3/14/09	Card making craft with Kathy Janicki	17
3/21/09	Author visit – Terri Cheney, <i>Manic: a Memoir</i>	14
3/28/09	Fundraiser: Great Trivia Challenge 17	370
TOTAL number of participants		484

Date	Community Outreach	# of participants
3/4/09	Outreach to Teen Parent with Cindy & Chris at Arrow High School	20
3/5/09	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	60
TOTAL number of participants		80

The Great Trivia Challenge 17 was held on a new day, **Saturday, March 28**, and a new venue, the Felix Event Center on the west campus at Azusa Pacific University. Judi Rudd, committee chair, along with Debbie Deal, Lynda Siminske, Pam Richards, Debbie Schmidt, Greg and Judy Gillham and many other volunteers made this Trivia possible. There were 370 in attendance- including members of the 24 teams. The Village Book Shop was the winning team. The second place team was Team Chamber, sponsored by Athens Service. The event grossed \$16,044.21, better than expected. There are still a few outstanding bills. The net proceeds will be calculated once these bills are received and paid.

All mid-managers attended two trainings in March – Harassment Training and Employees Due Process Rights and the Skelly Law.

Glendora Public Library Summary Data for March 2009

<u>Service Indicators</u>	This Year March	Last Year March	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	24,913	24,875	0%	196,240	192,973	2%
I. D. Total Items Loaned	38,146	34,166	12%	304,019	266,709	14%
I. D.4. Electronic Circulation	202	173	17%	1,581	1,079	47%
III. A. Total Requests for Information/Adult Services	2,522	3,016	-16%	20,489	22,894	-11%
II. A. Total Items Owned	147,454	147,361	0%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	43,995	29,891	47%	321,874	191,544	68%
V. A.2. Library Home Page Views	38,152	23,150	65%	278,141	139,148	100%
VI. A. Total Number of Programs	10	12	-17%	101	87	16%
VI. E. Number of Literacy Students Active	35	39	-10%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	151	142	6%	1,094	944	16%
VI. F.1 Total Number of Volunteer Hours	1,122	1,004	12%	7,830	6,690	17%
I. G. Total General Fund Revenue	\$5,349	\$6,776	-21%	\$65,789	\$67,842	-3%

These statistics are subject to verification.

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March-April 2009 Events



Books n' Brownies book group discussion
March 2009

Cindy Romero received Glendora Council PTA Very Special Person Award
March 2009



Copernican Principal Lecture
March 2009



Library
Water-wise Gardens
April 2009





Bookmark Contest
Reception
April 2009



6.
Unfinished
Business

7.
New
Business

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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: April 20, 2009
Re: Agenda Item #7.1 Budget Reductions

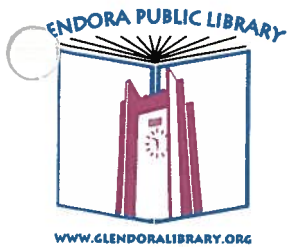
The library has been asked by the city manager to cut an additional \$200,000, or 10%, out of the proposed FY 09/10 budget.

Management has looked at several different scenarios and I will review them with you at the meeting. Attached for your information is a multiple year summary of budget line items that the library directly submits as part of the annual budgeting process.

LINE ITEM JUSTIFICATION WORKSHEET SUMMARY

Account Number	Actual		Actual		Actual		Actual		Actual		Actual		Req		Proposed				
	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY		
Revised 4/14/09	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	09-10	09-10	09-10	09-10	09-10	09-10	09-10	09-10	09-10	09-10	
		*	*	*	*	5% cut*	3.5% cut*	*2.5% reduction										additional cut	
7076																			
51110 office supplies	7,965	5,530	6,300	6,700	10,700	9,130	8,680	6,552	3,700										
51400 bldg materials	18,905	14,100	6,100	12,600	15,600	9,550	12,000	12,000	12,000										
51550 photo supplies	125	0	0	100	100	0	0	0	0										
51560 copier leases	23,182	21,334	22,600	22,600	23,600	15,000	18,000	20,000	20,000										
55320 printing	4,950	4,305	3,705	5,105	6,305	4,600	4,100	3,000	1,250										
55340 postage	3,258	3,258	2,953	3,300	3,300	5,050	4,000	4,000	4,000										
55400 dues memberships	1,653	1,280	1,430	1,720	1,745	1,800	2,125	2,105	1,825										
55510 mtg expenses	2,970	1,350	1,350	1,350	1,350	1,150	920	820	300										
55550 travel	1,300	1,075	2,200	1,575	3,760	2,760	1,872	1,500	1,000										
55550 travel	560	300	560	560	0	0	0	0	0										
55600 training	5,210	5,210	5,220	5,100	5,300	3,300	2,300	3,400	1,400										
56200.01 Polaris	19,350	19,727	20,714	21,745	22,833	23,480	20,000	17,000	17,000										
59100 contract services	37,672	19,053	21,779	25,400	25,900	21,400	18,780	12,400	12,400										
deleted moved to PW	20,775	24,144	24,504	0	0	0	0	0	0										
deleted moved to PW	15,245	15,245	15,245	0	0	0	0	0	0										
TOTAL 7076	163,120	135,911	134,660	107,855	120,493	97,220	92,777	82,777	74,875										
207-7076-55700-grant \$	7,095	6,386	6,405	1,419	2,838	6,282	2,094	4,050											
lib school state lib grant																			
7077																			
51200 div supplies	18,536	11,358	15,673	15,673	18,870	19,330	20,330	20,300	15,300										
55330 microfilming	365	365	365	365	365	0	0	0	0										
TOTAL 7077	18,901	11,723	16,038	16,038	19,235	19,330	20,330	20,300	15,300										
7079																			
51200 div supplies	0	1,000	1,000	3,500	3,500	3,500	3,000	3,000	3,000										
51300 materials budget	170,485	206,644	217,000	303,780	320,645	337,000	287,568	287,968	200,870										
55325 bind/repairs	1,832	2,832	2,350	2,350	2,350	1,900	1,400	1,000	1,000										
TOTAL 7079	172,317	209,476	219,350	306,130	326,495	342,400	291,968	291,968	204,870										

29



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: April 20, 2009
 Re: Agenda Item #7.2: Discussion of Administrative Policy 4.01-Uses and Regulations of the Building

It was asked that library staff look at the use of Bidwell Forum, and now the Friends Room, and provide information on the possibility of charging for use of the facility to increase the library's revenue.

Attached for your review is the policy. Information regarding the usage of Bidwell was not ready due to impact of budgeting demands, but I may have them by the meeting.



City of Glendora
Administrative Policy
No. 4.01

Subject: USES AND REGULATIONS OF BUILDING

Effective: August 11, 1981, Revised February 27, 1989, Revised February 24, 1992,
Revised January 25, 1993, Revised March 21, 1994, Revised May 16, 1994,
Revised May 18, 1998, Reviewed February 26, 2001, Reviewed March 21, 2005,
Reviewed May 16, 2005, Revised June 20, 2005, Revised July 18, 2005, Revised
May 15, 2006, Reviewed June 19, 2006

Policy Objective:

To establish a policy regarding the use of facilities under the control of the library

Authority:

City Council Minute Order August 11, 1981
Library Board of Trustees Minute Order February 27, 1989, Minute Order March 16, 1992,
Minute Order January 25, 1993, Minute Order March 21, 1994, May 16, 1994, Minute Order
May 18, 1998, Minute Order February 26, 2001 and Minute Order March 21, 2005

Assigned Responsibility:

Library Director and staff

Procedures:

See Attached Regulations

CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES

**POLICY FOR COMMUNITY USE OF
LIBRARY MEETING/EVENT FACILITIES**

In order to ensure that groups make the most effective use of the Library facilities (Bidwell Forum, Plaza, meeting rooms), the following regulations have been adopted. Failure to abide by the regulations may result in suspension of meeting privileges. Activities sponsored by the City or Library are not subject to the guidelines of this policy.

I. Eligibility to use the Library Facilities

- A. Non-profit groups such as youth groups, hobbyists, social clubs, and service organizations may use the Library facilities for either public or membership meetings.
- B. Commercial enterprises may rent the Library facilities for private meetings only, such as sales meetings, conferences, and training sessions. These meetings shall not be opened to the public.
- C. All public meetings must be sponsored by non-profit groups.
- D. Library facilities are not available for private parties or receptions.
- E. Children's groups must be supervised by adults.
- F. No advance ticket sales, admissions, donations, collections or other charges may be made for public events held in the Library facilities, except to cover optional refreshment costs and certain non-profit fundraising activities. (Public events may be bumped in the event that the City/Library requires priority use – II.F)

Non-profit groups may hold public fund-raising activities or workshops where an entrance or registration fee is charged, or in which sales of tickets, food, objects, or services are involved.

Public events may not be held to promote purchase of products or services or to solicit paid enrollment in classes or other activities to be held in the future.

- G. Activities or events which take place in the Library facilities during normal library hours shall not disrupt library service.

II. Reserving Library Facilities

- A. A written, signed application is required of all groups each time a meeting is to be held. Application forms are available at the Check-out Desk of the Library.

- B. Reservations will be assigned according to the order in which applications are received. Pre-reservations may be made by telephone but cannot be confirmed until the written, signed application is received. Pre-reservations not followed up in writing within a week will be cancelled. (A copy of the application will be returned to the applicant marked "CONFIRMED" or "NOT AVAILABLE" within 48 hours of receipt.)
- C. Upon approval of the application, fees must be paid 2 weeks in advance of meeting date. (This excludes late charges as stated in Section IV article C item 2 and/or any damage/cleanup fees)
- D. Groups may reserve daytime or evening times in blocks of not more than three meetings. Requests are limited to one meeting per month. At the end of the first meeting, an additional (third) meeting may be scheduled: i.e. groups may maintain three active reservations.
- E. Applicants who cancel meetings/events should notify the Library at once so that the date may be freed for other groups. A fee will be charged if the meeting/event is cancelled less than 72 hours prior to the meeting/event.
- F. Needs of the Library and City may require the Library to refuse reservation requests, cancel or reassign meeting locations. The Library will make every effort to locate an alternate meeting place for those whose meetings are preempted with less than 30 days' advance notice.
- G. Groups reserving Bidwell Forum may also use the Library Plaza area. When using the Plaza, the following **additional** guidelines apply:
1. No food preparation is allowed on the Plaza
 2. Plaza must remain accessible and open to the public at all times
 3. A detailed description of activities and events (purpose of meeting, time of set-up, time of start of the event, time of end of the event, time of tear-down, # of attendees, etc) to be held on the Plaza must be submitted with the application
 4. A detailed set-up plan must be submitted with the application for approval
 5. Any additional equipment use (i.e. generators, portable toilets, portable wash basins, etc) must be specified in detail (type, size, capacity, etc) with the application
 6. All equipment used on the Plaza must be furnished by the applicant, including locating, leasing, transporting, and return of equipment
 7. All applicable event permits, City of Glendora licenses, ABC licenses etc are the responsibility of the applicant. Contact the City's Finance Department at 626.852.4819 for city permits. Copies of all additional permits, licenses, etc,

need to be supplied to the Library 2 weeks before the event unless noted differently in the policy.

III. Miscellaneous Regulations

- A. Profane, loud, or boisterous language or other conduct likely to cause a disturbance is not permitted.
- B. Gambling: (i.e., Bingo, "Las Vegas Night", "Casino Night", raffles, or any other game of chance) and any other illegal activities are not permitted.
- C. All damage to equipment, facilities, or the building must be reported to the Library by the applicant. Applicant may be required to pay for damages.
- D. The serving or use of alcoholic beverages is permitted in the Library meeting/event facilities only under specific regulations (see Section V and City Administrative Policy No. 1.21.)
- E. The City is not responsible for lost or stolen articles. All items not removed at the end of the meeting/event shall be disposed of by the Library in whatever manner the Library deems is appropriate.
- F. Obscene language or materials are not permitted. Language directed to inciting or producing violence or criminal activity and which is likely to incite or produce such violence or activity is not permitted.
- G. Granting of permission to use Library meeting room/event facilities does not imply Library endorsement of content or responsibility for representing all views; nor will the Library accept responsibility for conduct of attendees at events held in the Library meeting/event facilities.
- H. Applicant is responsible for compliance with all applicable health, safety, sanitary and fire regulations, including the maximum occupancy of 195 in Bidwell Forum. Applicant shall be solely responsible for any penalties, fines and charges that may be levied by the Fire Marshall, any other administrative agency or a court of law for any violation
- I. Failure to comply with this policy shall result in revocation of Library meeting room/event facilities privileges.

IV. Charges and Fees - All fees are non-refundable and non-transferable

A. Single Day Usage fees

- 1. Resident Non-profit Groups No charge

(Resident group is defined as a group whose membership is composed of at least 51% City of Glendora residents. Non-profit groups will be asked to submit a copy of their non-profit status certificate or IRS No.)

- 2. Non-Resident Non-profit Group \$50.00 per hour
- 3. Resident Commercial Use \$50.00 per hour
(not open to the general public)
- 4. Non-Resident Commercial Use \$75.00 per hour
(not open to the general public)
- 5. Person on Duty Charge (in addition to other applicable fees for use of room)
 - for meetings that begin during and continue beyond normal library hours. (see Section IV C for definitions) \$20.00 per hour
 - for meetings that begin outside of normal library hours \$50.00
for the first two hours plus
\$20.00 per hour thereafter
- 6. Multiple Day Usage (see Section IV D for definitions)
 - Resident non-profit \$100 per day
 - Resident commercial \$150 per day
 - Non resident non-profit \$150 per day
 - Non resident commercial \$250 per day
- 7. Cancellation Fee \$25.00
(meeting cancelled less than 72 hours prior to the event)
- 8. The full hourly fee will be charged for any increment of an hour.

B. Audio-visual Fees.

All equipment must be requested in advance on the application form.

- 1. Microphone fee \$10.00 per mic
- 2. Video equipment \$10.00 per unit
(VHS/DVD player & TV)
- 3. Overhead Projector \$10.00

C. Person on Duty Charge

- 1. Any group whose meeting will begin outside of normal library hours must arrange in advance for these hours at \$50.00 minimum charge for the first 2 hours plus \$20.00 per

hour thereafter. Example: Meeting begins before 10 a.m., or after the Library closes or on a day the Library is closed.

2. Any group whose meeting will run past the Library closing hour must arrange 2 weeks in advance for additional hours at \$20.00 per hour.

3. Double the hourly rate will be charged in case of late use without advance notice.

D. Multiple Day Usage: Meetings, activities or events which require usage of the Forum extending beyond a single day will be charged for the full Multiple Day Usage Fee for each day or any portion of that day including time set aside to set up or take down.

E. The meeting room and kitchen area, including refrigerator, must be left in the exact condition as found. All food must be removed from the area. Failure to clean up will result in a minimum charge of \$25.00 plus actual cost for labor in excess of 30 minutes and materials. Said costs will be determined at the Library's sole discretion.

V. Additional Provisions Regarding the Serving or Use of Alcoholic Beverages

A. An approved ABC (Alcoholic Beverage Control) license must accompany the GENERAL USE APPLICATION and must be submitted at least 2 weeks prior to the date of use.

B. Alcoholic beverages must be served by the group. Individuals may not bring alcoholic beverages for their own consumption, e.g., "Bring Your Own Bottle (BYOB)" permits are specifically prohibited.

C. Alcoholic beverages may be sold only by a group possessing a current, valid license from the Alcoholic Beverage Control Board.

Alcoholic Beverage Control Department
State of California
3204 N. Rosemead Blvd, Suite 103
El Monte, CA 91731

Phone: (626) 927-1060

In order for a license to be issued, the applicant must have a letter of approval from the City of Glendora.

D. Requesting groups must appoint a security guard acceptable to the Library Director prior to 2 weeks in advance of the meeting. The guard must be at least 21 years of age and may be a member of the organization. The person appointed will meet with the Library Director before the meeting.

E. Among other duties, the security guard is responsible for seeing that persons under the age of 21 are not served, or allowed to serve themselves, alcoholic beverages.

F. Proof of Insurance in compliance with City Administrative Policy No. 1.21 must be received by the Library 2 weeks prior to the event.

VI. If a conflict exists between this policy and a City Ordinance or State Law, the City Ordinance or State Law shall prevail

Approved and adopted this 19 day of June, 2006.
(Supersedes and completely replaces all previous versions of the Policy.)

Ayes: 4

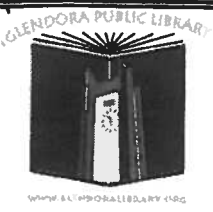
Noes: 0

Absent: 1

City of Glendora
Library Board of Trustees

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

By: James Theel
James Theel, President



LIBRARY FACILITIES APPLICATION

City of Glendora—Public Library

updated May 2006

Organization Name: _____

Organization Address: _____

Contact Person: _____ Phone: _____

Alt Contact Person: _____ Phone: _____

Date of meeting: _____ Purpose of meeting: _____

Use of Forum _____ Plaza _____ Other _____ Estimated number of attendees: _____

Time needed from : _____ to _____ Time meeting will come to order: _____

Charges and Fees—all fees are non-refundable and non-transferable

Single Day Usage (must be paid 2 weeks prior to the meeting except additional charges which may be assessed for damage/cleanup and/or extended use)

Resident Non-profit (resident group must consist of 51% Glendora residents.....No charge

Non-resident non-profit or Residential, commercial.....\$50/hour

Non-resident, commercial.....\$75/hour

Person on Duty Charge (in addition to other applicable fees for use of room)

 Meetings beginning and continuing after normal library hours.....\$20/hour

 Meetings beginning outside normal library hours (first 2 hours).....\$50

 Additional hours\$20/hour

Multiple Day Usage (for each day beyond a single day including time set aside to setup or take down)

Resident Non-profit.....\$100/day

Non-resident non-profit.....\$150/day

Residential, commercial.....\$150/day

Non-resident, commercial.....\$250/day

Non-profit or IRS number: _____

Damage/Cleanup determined at library's sole discretion—minimum \$25

Library Use Only

Group Fees

Equip. Fees

Cleaning Fees

Total Fees

Forum Set Up:

of chairs _____

of tables _____

Set Up:

Auditorium

Other (sketch on back)

Equipment Needed:

Podium Screen Down

\$10 charge on the following:

Podium Mic

Standing Mic.

Wireless Mic.

TV/VCR/DVD

Overhead Projector

City Permits

Music: Yes _____ No _____ Received _____

Outdoor: Yes _____ No _____ Received _____

Other: Yes _____ No _____ Received _____

Will alcoholic beverages be served? _____ Yes _____ No Music? _____ Yes _____ No

Insurance coverage : \$ _____ Security guard assigned? _____

Minimum amounts required: \$500,000 each person, \$500,000 bodily injury, \$100,000 property damage

Must have City Council approval before obtaining a license for sale of alcohol: Approval Yes No

License Yes No

Alcoholic Beverage Control Dept.—State of CA
3204 N. Rosemead Blvd, Suite 103 El Monte, CA 91731 626.927.1060

The undersigned applicant hereby acknowledges having read and understood the Library's Facilities Policy and this application form. The applicant warrants that the proposed meeting is in compliance with the Policy and accepts full responsibility for compliance with all applicable health, safety, sanitary and fire regulations, including the maximum occupancy of 195 set by the Fire Marshall.

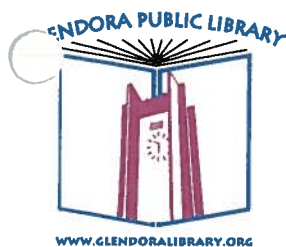
Number of hours needed:

Regular _____ After _____ Unscheduled _____

Reservation Confirmed Not Available

Signature _____

Robin Weed-Brown, Library Director Date _____



Glendora Public Library
(626) 852-4891

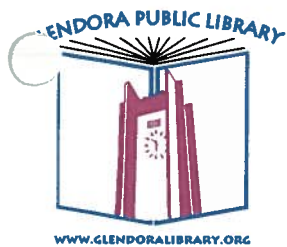
140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director
Date: April 20, 2009
Re: Agenda Item #7.3: Independence Day closure

This year July 4th, Independence Day, falls on a Saturday. The official city holiday will be on Friday July 3 and city hall will be closed that day. To honor the city hall holiday schedule and to allow our staff to celebrate July 4th with their family and friends, I am recommending that the library be closed on both Friday, July 3 and Saturday July 4, 2009.



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: April 20, 2009
 Re: Agenda Item # 7.4: Self-evaluation of the Board

To assist the library board in their annual self-evaluation the following are attached: a copy of last year's evaluation, this year's goals and the *Role of the Glendora Library Board of Trustees* document.



Glendora Public Library Board of Trustees

Self Evaluation

2007 - 2008

The Board is a connection between the library's resources, the library staff, users of these resources and the City Council and city administration. As such the Board has a responsibility to advocate for fairness between all parties.

As residents of the city of Glendora the Board looks first to needed services for users; whether the user is a resident of Glendora or come from miles distant. The Board's desire is to make the Glendora Public Library a destination of choice for users of all ages.

Second the Board looks to fairness of treatment and working conditions for the library staff. As Board members we see the importance of staff that is competent and oriented to serving the user. The staff should work together with a sense of community; supporting each other in their daily assignments. The Board's concern extends to fair compensation of library staff that includes adequate benefits and equality in work load.

Finally the Board is cognizant of the political and managerial organization of the city. With that in mind it is important that the Board recognizes its responsibility to the City Council and the relationship with the City Manager and other city departments.

Based on the above, the Board creates yearly goals and then as a body examines how the Board performed in relation to the goals. These goals are items for which the board strives above and beyond its normal administrative and policy formulating duties. The yearly goals and evaluations for the 2007 - 2008 fiscal year are:

Goal 1 - Each Board member will attend an average of one library event per month.

The Board more than met this goal. Besides monthly board meetings members found personal satisfaction in attending various library programs and supporting staff and city residents as the library meets the needs of those it serves.

Goal 2 - Each Board member will attend and/or speak at one outside community group meeting each year, to include the promotion of the HANDS project.

The HANDS project was presented to each community service group over the year. This occurred though library staff as well as support from Board members in various groups. Not all Board members were able to be as active in this goal as others. In general, all Board members solicited individual donations from groups and individuals over the year.

Goal 3 - The Board will advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff.

Generally the Board feels that they did not fulfill this goal. Various circumstances over the year prohibited an opportunity to promote the needs of the library staff and the perceived lack of fairness of the city pay structure.

The Board in discussing this goal realizes that for the 2008 - 2009 Board term it will develop and pursue a strategy to provide equitable pay for library staff commensurate with their education, training and experience.

Approved and adopted this 16 day of June, 2008

Ayes: 5

City of Glendora
Library Board of Trustees

Noes: 0

Absent: 0

Attest: Robin Weed-Brown

By: James Theel
James Theel, President

Robin Weed-Brown, Library Director

Library Board of Trustees
Goals and Objectives for FY 2008- 2009

Goal:

The Library Trustees will serve as active, visible advocates for the library to the greater community.

Objectives:

- Each Board member will attend an average of one library event per month.
- Each Board member will continue to promote the *Hands* project and other avenues of support for library services and programs.
- The Board will advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff.

ROLE OF THE GLENDORA LIBRARY BOARD OF TRUSTEES

Members of the Glendora library Board of Trustees are appointed by the City Council. As representatives of the community, the board provides strategic leadership and serves as the creative catalyst for developing and implementing the mission, values and vision of the Glendora Public Library. The board ensures that the community's investment results in library services that are responsive and of the highest quality.

Roles & Responsibilities of the Board of Trustees

Role 1. Sets the mission, values and long term vision of the library

Responsibilities:

- Annually, validates and modifies or ratifies the mission, values and vision as stated in the library's strategic plan.
- Establishes annual objectives to achieve the mission, values & vision.
- Listens to constituents representing diverse views, including those of complementary community institutions and organizations, and coordinates the library's mission with that of other organizations to see that they culminate in the desired community outcomes.
- Participates in library programs, professional associations and other activities to keep informed of and evaluate new trends, concepts and ideas to meet the changing needs of the community.

Role 2. Adopts policies which set the direction of the library and result in timely services and programs that meet the needs and expectations of the city's residents.

Responsibilities:

- Sets criteria upon which to measure the performance of the board's directives.
- Periodically reviews and correlates policies to the mission, values and vision of the library.

Role 3. Actively promotes library services within the community

Responsibilities

- Serves as advocate for the library before the greater community.
- Networks with other community organizations.
- Cultivates civic and political support for library programs.
- Individual board members attend public events to represent the library.

Role 4. Constantly monitors progress on the board's long range vision and annual objectives.

Responsibilities:

- Reviews data to evaluate the performance of board set criteria.

Role 5. Reviews the director's performance in achieving the board's direction and implementing board policy.

Responsibilities:

- Establishes a process for review
- Annually conducts a formal review.

Role 6. Adopts financial goals and priorities for the library.

Responsibilities:

- Reviews and endorses annual budget recommendations to the City.
- Provides liaison representation to the Friends Foundation.
- Accepts and administers trusts, endowments, bequests and gifts made directly to the library.

Role 7. Orients new board members to the perspectives of the board and the values of the library.

Responsibilities:

- Establishes a mentoring program for new board members with seasoned veterans.
- Provides an overview of the role of the board and how meetings are conducted to new members by the board President.
- Reviews the library's strategic plan with the new board members by the Vice President

Role 8. Encourages and supports the Library Director and staff as they implement Board policy.

Responsibilities:

- Serves as chief buffer between public sentiment and professional library management
- Serves as chief protector of the library's neutrality from the political system
- Maintains open-mindedness and sound long-term policy over and above personal conviction.

Dated: May 16, 2005 **GLENDORA LIBRARY BOARD OF TRUSTEES**

AYES: 5

NOES: 0

ABSENT: 0

ATTEST: Robin Weed-Brown
Robin Weed-Brown, Library Director

BY: Sylvia Slakey
Sylvia Slakey, Board President



Glendora Public Library Events

April 2009

- 04 10 a.m. *Coffee 'n' Books* in the Library – main floor
04 11 a.m. Learn It & Do It: Fun With Crafts – Registration required – Bidwell Forum
15 6:30 p.m. Bookmark reception contest – Bidwell Forum – **by invitation only**
16 4 p.m. Ravenous Readers-children's book discussion for grade 3 thru 6:*Maniac Magee* by Jerry Spinelli – Friends Room
18 9 a.m. Earth Day Celebration – City Hall & Library Plaza
18 10:30 a.m. Stories with Grandpa Jim – Bidwell Forum
18 11:30 a.m. Children's Friends Room and Water-Wise Demonstration Gardens Dedication and Ribbon Cutting -Bidwell Forum
20 7 p.m. Library Board meeting – **Friends Room**
25 9:30 a.m. Adult Literacy Tutor Training workshop – Registration required – Bidwell Forum
29 7 p.m. A Novel Idea – *Plain Truth* by Jodi Picoult – main floor

May 2009

- 02 10 a.m. *Coffee 'n' Books* in the Library – main floor
07 4 p.m. Book Buddies-children's book discussion for grade 1 thru 3: *Pee Wee's Tale* by Johanna Hurwitz-Friends Room
09 2 p.m. "Better Living through Lifestyle Change: Bridging Diet and Physical Activity" featuring Gina Crome – Bidwell Forum
11 11 a.m. & 7 p.m. Books Alive! *Ghosts of Spain: Travels Through Spain and Its Silent Past* by Giles Tremlett – main floor
14 4 p.m. Parent-Child Book discussion: *The Penderwicks* by Jeanne Birdsall- Friends Room
18 7 p.m. Library Board meeting – Friends Room
21 4 p.m. *Books n' Brownies*-teen book discussion: *Shadow Thieves* by Anne Ursu – Friends Room
23 2 p.m. Water-wise & Wonderful: Learn the secrets behind the Library's new drought-tolerant garden – Bidwell Forum
25 Memorial Day – Library closed

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.

Community Outreach

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

Foundation Executive Board Meeting

- May 1, 2009 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- April 21, 2009 @ 7:00 a.m. Library – Friends Room

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 08- 09

- July 21** Elect officers; appoint Foundation Liaisons; discuss Library Board Goals
- August 18** Finalize Library Board Goals;
- September 15** SRC wrap up; Discuss Holiday Hours-Thanksgiving & Christmas
- October 20** Approve January & February Board meeting dates; review strategic plan; presentation on Readers Advisory services
- November 17** Budget Priorities FY 09-10-initial discussion; presentation of city's re-designed website
- December 15** Mid-year review of goals 08-09; discuss staff appreciation event; presentation of Library History Project; naming of expansion room
- January 26** Budget FY 09-10; Board Award discussion; CALTAC
Monday workshop attendance (wkshp usually in March); review
 (Adjusted for MLK Day) Admin Policy 4.05-Collection Development; discuss staff appreciation event
- February 23** Goal planning FY 09-10; Friends Foundation funding staff
Monday requests for FY 09-10; Dedication ceremony for *Friends Room*
 (Adjusted for President's Day)
- March 16** Candidates for Board vacancies; Bookmark contest judging; goal planning for 09/10; review Admin Policy 4.06-Glendora Library Volunteer Policy
- April 20** Begin process of self-evaluation and evaluation of Lib Dir and assist new members with this process (include past Board evaluations & the Board's current goals)
- May 18** Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session); Library Board award
- June 15** Agenda planning 09-10; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member

Glendora Public Library			
Bidwell Forum			
Usage Statistics			
Notes:	<i>FY '08-09 = July 1, 2008 - March 30, 2009</i>		
Library			
FY	# of Events - Library	Attendance - Library	
07-'08	106	4166	
08-09'	145	4012	
Other City Departments			
FY	# of Events - Other Depts.	Attendance - Other Depts.	
07-'08	71	3642	
08-09'	41	2161	
Community Organizations			
FY	# of Events	Attendance	
07-'08	40	1360	
08-09'	39	1390	
TOTALS			
FY	# of Events	Attendance	
07-'08	217	9168	
08-09'	225	7563	

Bidwell Forum
Statistics - Use by Public Organizations
FY '07-08

Group	Meeting Description	Meetings	Frequency	Expected	Average
ACS - Relay For Life	Blood Drive	1	Eve	50	50
American Red Cross	Orientation	1	Day	70	70
BTSA/GSOD	Service Academy Info Night	1	Day	50	50
Congressman David Dreier	General Meeting	1	Eve	125	125
Foothill Antique Club	General Meeting	6	Eve	235	39
Foothill Hospital Auxiliary	General Meeting	1	Day	60	60
Girl Scouts of America	Gold Award Project	2	Weekend	257	129
Glendora Chamber of Commerce	Business Seminar	3	Day/Eve	155	52
Glendora Council PTA	Orientation	1	Eve	40	40
Glendora Direct	Founder's Day Dinner	1	Day/Eve	80	80
Glendora Historical Society	General Meeting	1	Eve	45	45
GSUD	Retirement	5	Eve	299	60
InfoPeople	Workshop	1	Day	60	60
Inland Empire Branch/International Dyslexia Assn	Info meeting	1	Day/Eve/Weekend	30	30
Interborders Club at GHS	Fundraiser for Doctors W/O Borders	2	Eve	80	40
Kiwanis - Glendora Chapter	Training	1	Weekend	50	50
L.A. Registrar	Pollworker Training	1	Eve	40	40
MCLS	Children's Comm.	4	Day/Eve	400	100
Saratoga Maintenance Corp.	Board of Directors Meeting	1	Day	25	25
SO. Cal Roundup Chapter	Photo Presentation	2	Eve	40	20
Yellow Ribbon Committee	Cookie/Punch Social	1	Weekend	60	60
	Purple Heart Ceremony	1	Weekend	35	35
		1	Day	100	100

40

2386

Bidwell Forum
Statistics - Use by Other City Departments
FY '07-08

Group	Meeting Description	# of Meetings	Frequency	Attendance Expected	Attendance Average
City Council	Presentations/Meeting/Pictures	6	Day/Eve	303	51

City Manager	Gov't. Forum	1	Day	25	25
	Outreach Public Meeting	1	Eve	150	150
	Polluck	1	Day	100	100
	Town Hall Meeting	1	Eve	150	150

Finance	Anger Management Workshop	1	Day	35	35
	Seminar	3	Day	125	42

Glendora Police Department	Area D	9	Day	560	62
	CERT	5	Eve/Weekend	250	50
	Citizens' Academy	1	Eve	100	100
	Code Enforcement	1	Day	30	30
	CPR Training	3	Day/Eve	150	50
	Explorer meeting	2	Eve	45	23
	Officer of the Year	1	Day	70	70
	Police Training	4	Day/Eve	300	75
	Staff meeting	1	Day	24	24
	Testing	2	Day	45	23

Planning & Redevelopment	Community Meeting for Gold Line Project	1	Eve	60	60
	Planning Commission Meeting	3	Eve	175	59

Personnel	City Clerk - Agenda and Demonstration	1	Day	5	5
	City Clerk - Granicus Training	1	Day	40	40
	Deferred Compensation Presentation	1	Day	42	42
	Educational Session	1	Day	60	60
	FSA Presentations	1	Day	22	22
	Flu Shots	1	Day	100	100
	Testing	5	Day/Eve	254	51

FY 07-08-cont. other city dpts

Public Works	Ballot Tabulation	1	Eve	20	20
	Staff meeting/Safety Meeting	6	Day	232	39
	Traffic Commission Meeting	1	Day	30	30
	Training	2	Day	60	30
	Water Commission Meeting	2	Eve	30	15
	Water Division Training	1	Day/Eve	50	50
Total Events =		71		3642	1683

Library	Adult SRC event	1	Day/Eve/Weekend		
	Battle of the Books meeting	2	Day/Eve	22	11
	Children's Events	9	Day/Weekend	731	81
	Children SRC event	13	Day/Eve/Weekend	1498	115
	Children's Storytimes	10	Day/Eve/Weekend	105	11
	Development NOP meetings	10	Day/Eve/Weekend	101	10
	Development - Trivia Committee	1	Day	6	6
	Friends Foundation meeting	6	Day/Eve	105	25
	Foundation events	8	Weekend	327	41
	Library Aide II Interviews	2	Day		
	Library Board Meeting	12	Eve	132	11
	Library Event	7	Day/Eve/Weekend	392	56
	Literacy Conversation Club	2	Day/Eve/Weekend	20	10
	Literacy Tutor Training	3	Weekend	42	14
	Literacy Workshop	1	Weekend	52	52
	Mid-management Association	8	Day	150	19
	SAT workshop	2	Weekend	190	95
	Staff Appreciation	1	Day	35	35
	Staff Party	1	Eve	60	60
	Teen Event	1	Weekend	30	30
	YA SRC event	6	Day/Eve/Weekend	168	28
		106		4166	

**Bidwell Forum
Statistics - Use by Public Organizations
FY '08-09**

Group	Meeting Description	# of Meetings	Frequency	Attendance Expected	Attendance Average
American Cancer Society	Relay for Life	1		50	50
American Red Cross	Blood Drive	2		90	45
BTS/AGSOD	Orientation	2		220	110
Cal State Teach	Informational meeting	3		50	16
East San Gabriel Valley Reading Council	Tea	1		110	110
Foothill Antique Club	General Meeting	5		200	40
Foothill Hospital Auxiliary	General Meeting	1	1st Mon. Mo	125	125
	Troop meeting	1		20	20
	Orientation	1		30	30
	Village Business Committee	3		125	41
	Workshop	1		60	60
Glendora Historical Society	General Meeting	3	4th Mon Mo	210	70
Inland Empire Branch/International Dyslexia Asso	Info meeting	1		50	50
Kiwaniannes - Glendora Chapter	Membership meeting/picnic	1		48	48
L.A. Registrar	Pollworker Training	2		200	100
MCLS	Children's Comm.	1		30	30
Memorial	Audiovisual Com.	1		20	20
Saratoga Maintenance Corp.	Patty Van Zee	1		80	80
SGV-Glendora YMCA Y&G Delegation	Board of Directors Meeting	1		20	20
Toastmaster	Meeting	2		110	55
US Census Bureau	Census testing	2		100	50
Yellow Ribbon Committee	Cookie/Punch Social	1		50	50
YMCA Youth and Gov't.		1		100	100
		1		70	70

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**Bidwell Forum
Statistics - Use by Other City Departments
FY '08-09**

Group	Meeting Description	# of Meetings	Day/Eve	Frequency	Attendance	Attendance
					Expected	Average
City Council	Presentations/Meeting/Pictures	1	Day/Eve	100	100	100

City Manager	Awards Luncheon	1	Day		72	7
	Presentations	1	Eve		100	100

Community Services	Commission meeting	1	Eve		40	40
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Glendora Police Department						
	CERT	11	Eve/Weekend		550	50
	Disaster Training	1	Eve		50	50
	Emergency Services Meeting	1	Eve		50	50
	Explorer meeting	2	Eve		60	30
	Luncheon - Breast Cancer Awareness	1	Day		60	60
	Police Training	4	Day/Eve		194	49
	Testing	1	Day		90	90

Planning & Redevelopment						
	Monrovia Nursery Plan	1	Day		20	20
	Training Workshop - homeless count	2	Day/Eve		160	80
	Workshop	2	Eve		200	100

Personnel						
	FSA Presentations	1	Day		34	34
	Harassment Training	1	Day/Eve		52	52
	Testing	3	Day/Eve		148	49

Public Works	Staff meeting/Safety Meeting	6	Day/Eve		181	30
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TOTALS		41			2161	
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Library	Adult SRC event	1	Day/Even/Weekend		56	56
	Battle of the Books event	1	Day/Even		200	200
	Battle of the Books meeting	4	Day/Even		36	9
	Children SRC event	12	Day/Even/Weekend		970	81
	Children's Storytimes	67	Day/Even/Weekend		1005	15
	Development - Holiday Basket	4	Day/Even		68	17
	Development NOP meetings	3	Day/Even/Weekend		40	13
	Development - Trivia Committee	2	Day		16	8
	Friends Foundation meeting	3	Day/Even		99	33
	Foundation events	23	Day/Even/Weekend		440	19
	Library Board Meeting	6	Even	3rd Mon. of Month	73	12
	Library Event	3	Day/Even/Weekend		180	60
	Literacy Tutor Training	1	Weekend		11	11
	Mid-management Association	8	Day		72	9
	SAT workshop	2	Weekend		550	275
	Teen Event	2	Weekend		71	36
	YA SRC event	3	Day/Even/Weekend		125	42
TOTALS		145			4012	

Community Services Charges for meeting/facility rooms:

Legion Building:

All Rentals Require:

- \$100 non-refundable retainer to book room
- \$300.00 refundable security deposit to book room
- \$125.00 cleaning fee (non-refundable)
- \$10/hr. per staff member (75:1 ratio)

Kitchen: Approximately 150 sq. ft./12 people maximum

Amenities include: Gas stove, refrigerator, freezer, prep table, and sink.

- \$75.00 Flat fee

All rentals require liability insurance, which can be purchased through the City of Glendora.

Pricing

Resident fees

\$100 retainer (non-refundable)
\$225 first hour (2-hour minimum)
\$45 each additional hour

Non-resident fees

\$100 retainer (non-refundable)
\$325 first hour (2-hour minimum)
\$55 each additional hour

Please call Community Services at (626) 914-8228 for business and nonprofit prices or for more

La Fetra Center:

All of our rooms are wheelchair accessible.

Optional Amenities

- Serpentine Buffet
- 2 Tier Buffet/Bar
- Champagne fountain
- Coffee pot/coffee
- P.A. System
- Projection Screen
- Helium tank
- Kitchen

Pricing

Oak/Elm Room

Resident fees
\$125/first hour; \$25 each
additional hour

Non-resident fees
\$175/first hour; \$35 each
additional hour

Sage Room

Resident fees
\$225/first hour; \$55 each
additional hour

Non-resident fees
\$325/first hour; \$55 each
additional hour

All Rentals Require:

- \$300.00 refundable security deposit to book room
- \$125.00 cleaning fee (non-refundable)
- \$10/hr. per staff member (50:1)

Kitchen: Approximately 150 sq. ft./12 people maximum

Amenities include: Gas stove, 2 hot boxes, steam table, refrigerator, freezer, prep table, and sink.

- \$75.00 Flat fee

All rentals require liability insurance, which can be purchased through the City of Glendora.

Scout Hut:

Pricing

<u>Resident fees</u>	<u>Non-resident fees*</u>
2 rooms - \$75 (3-hour maximum)	2 rooms - \$150 (3-hour maximum)
1 room - \$50 ((3-hour maximum)	1 room - \$100 (3-hour maximum)

*\$100 deposit and insurance required for non-residents.

Teen Center

Pricing

Entire Teen Center (excluding the computer lab and the Teen Lounge)

<u>Residents</u>	<u>Non-residents</u>
\$250	\$500

Gymnasium

<u>Residents</u>	<u>Non-residents</u>
\$150	\$250

Game Room

<u>Residents</u>	<u>Non-residents</u>
\$100	\$150

Meeting Rooms (call for pricing on combining rooms)

Residents
\$100

Non-residents
\$150

Security deposit and insurance are required. Please call (626) 914-8228 for more information.