

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES –Regular meeting

The Library Board of Trustees
meeting of
November 20, 2006
has been cancelled
due to
lack of a quorum.

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

November 20, 2006
7:00 p.m.

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Library Secretary 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**
 - 4.1 Minutes of meeting of October 16, 2006- **action item**
5. **REPORT OF LIBRARY DIRECTOR**
Written report attached. Additional items may be reported by the Director such as: City, MCLS, State Library and legislative activity. No action will be taken on any items brought up at this time
6. **UNFINISHED BUSINESS - NONE**
7. **NEW BUSINESS**
 - 7.1 Budget Priorities for FY 2007/2008 - initial discussion
Weed-Brown to lead discussion
 - 7.2 Library Events Calendar
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
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 *Government Code Section 54957: Library Personnel Issue*
10. **ADJOURNMENT**

4.

**Consent
Calendar**

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

October 16, 2006
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:04 p.m. by President Sylvia Slakey.

Board members Present: Sylvia Slakey, Mike Conway, James Theel, Doug Hodson

Board Members Absent: None

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

It was MSC (Theel/Conway) to approve Minutes of meeting of September 18, 2006.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that as public officials they are required to attend ethics training by the end of the calendar year as stated in Assembly Bill 1234. Personnel Director Heaton is currently researching possible resources for this training. Staff will attempt to schedule training on site. Weed-Brown stated that if any Board members are unable to attend the scheduled training, other arrangements will be made. Weed-Brown was unsure whether department heads will be required to attend this training.

Weed-Brown informed the Board that City Clerk JoAnn Sharp is retiring the end of this month.

Weed-Brown stated that the main floor remodel is going very well. Baffigo and staff are doing a great job. Weed-Brown stated that the microfilm machine will be moved soon, as it is difficult to use in its current location during the afternoon due to the light coming in through the windows. Theel stated that he had some difficulty finding what he was looking for during his recent visit to the library. Weed-Brown acknowledged that signage has not been placed yet, as staff wanted to make sure items are in their permanent location before putting up signage. She stated that maps will be printed to help patrons once everything is in its place.

Weed-Brown informed the Board about Deborah Takahashi's health issues. Takahashi is currently unable to work on the computer. However, she can still do other work, such as the bulletin boards. Takahashi has more doctors' appointments scheduled.

Weed-Brown noted that the number of hits for the Library's home page has increased. The new @ bookmarks, which promote the new web address, have been taken to Glendora schools, principals and PTAs, as well as being available at the library. They are very popular and staff had to order more already.

Hodson stated that he appreciated the article *Study Results and Findings for Public Libraries and the Internet 2006* that Weed-Brown provided as part of her Director's Report. He felt that the Glendora Public Library is a successfully networked public library. He asked Weed-Brown if she thought there were any areas where improvement needed to take place. Weed-Brown replied that the Glendora Library is very well networked and on schedule for upgrades, which can be attributed to a supportive IT department. Weed-Brown felt that currently there are no areas where improvement is needed. She added that another Express PC might be added at some time in the future.

Weed-Brown reported that the Library's public PCs will be upgraded to new iMac computers once IT staff verifies that the Library's existing applications will operate on the iMac. Weed-Brown pointed out several advantages of switching to iMacs, such as increased space at the tech center, the public's ability to use iPods and the overall broader appeal to the public. Theel voiced concerns about switching to iMacs. He noted that many people do not like to use Macs. Weed-Brown stated that thorough testing is being done by IT staff to verify that the iMacs will work the same as the PCs currently being used.

Theel noted that September statistics are up. He credited the library's more open feeling and better layout for the increase. He added that it will be interesting to watch the statistics over the next few months. Theel raised some concerns about leaving enough space around the public equipment so people can move around easily. He was pleased to notice that the job kiosk was being used when he visited the Library recently. Weed-Brown stated that she has not received any reports yet regarding the usage of the kiosk.

Some discussion ensued regarding the article in Library Hotline about APU donating money to local County libraries. Theel stated that he is trying to find out more detail, but so far to no avail.

Theel suggested moving the logo on the library's bookmarks to the top to make it clear where they came from. Weed-Brown stated that she would forward his suggestion to the appropriate people.

Weed-Brown pointed out that it is Teen Read week. The goal is for teens to explore the library's databases, therefore every teen who asks about the different databases receives a prize.

Weed-Brown stated that the process to fill the vacancy on the Library Board has started.

Theel asked whether more students could have attended the SAT workshop. Weed-Brown pointed out that 102 teens signed up for the workshop and 82 attended.

6. UNFINISHED BUSINESS

6.1 Posting of Library Board Agendas on Channel 3 – action item

Slakey pointed out that the Library Board agenda is finalized the Thursday before the Board meeting, at which time it can be publicized. In response to a question from Hodson, Weed-Brown replied that the agenda is currently available at the City Clerk’s office and the library’s web site. In addition, it is also posted on the Library and Police Department bulletin boards. Conway noted that many people do not own a computer. He reiterated that posting the agenda on Channel 3 will increase the library’s visibility.

It was MSC (Hodson/Conway) to direct library staff to post the Library Board agenda on Channel 3.

7. NEW BUSINESS

7.1 Election of new Vice President – action item

Slakey stated that Vice President Don Fields resigned his position on the Library Board due to personal reasons. She added that Fields was also a Friends Foundation liaison, as well as the SAB representative.

Slakey opened the nominations for Vice President. Slakey nominated Jim Theel. **It was MSC (Slakey/Hodson) to close nominations and Jim Theel was elected Vice President.**

Weed-Brown reported that the October SAB meeting was cancelled due to lack of quorum. She reminded the Board that the Library is not required to have a SAB representative. The System Advisory Board originally played an important role, but the Board is now underfunded and its role diminished. Some discussion ensued on the importance of having a SAB representative. Weed-Brown offered to alert the Library Board about anything of significance on the SAB meeting agendas.

7.2 Election of new Friends Foundation Liaison – action item

Slakey stated that a second Friends Foundation Liaison needed to be elected.

Hodson nominated Mike Conway as Friends Foundation Liaison. **It was MSC (Hodson/Theel) to approve Conway as Friends Foundation liaison.**

7.3 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out the library’s 2nd book discussion group this Wednesday night which is lead by Marcia Conway. Slakey stated that the ribbon cutting ceremony for the new Friends Foundation bookstore will

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take place November 28 at 8:30 a.m. This event was omitted from the events calendar. Weed-Brown stated that this date was established after the calendar was printed.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Slakey stated that the initial discussion for budget priorities for Fiscal Year 2007/2008 will be on next month's agenda. She pointed out that the deadline to submit applications for the Library Board position is November 14, 2006. The Board might have information about the new Trustee by the December meeting. Theel reminded the Board that he will not be here for the November Board meeting.

8.2 Board Member Items

Conway commented on the RFID issue. Weed-Brown elaborated on RFID and stated that RFID is not new to libraries. It has several good features, such as simplifying the inventory process, as well as being a time saver for patrons. However, the technology is very expensive at the moment and there are also concerns about the loss of privacy and personal information. Weed-Brown stated that the Glendora Library just purchased a new wireless inventory kit, which makes inventorying the collection much easier.

Conway stated that staff needs to communicate with volunteers to alleviate any safety concerns, as well as any other concerns that the volunteers might have about the new book store. He added that people do not like change and safety is a big concern for many volunteers. Weed-Brown replied that Pankow is very sensitive to these concerns and has addressed them as they have been brought to her attention. To address any safety concerns, the book store will operate from 9:30 a.m. to 5 p.m. and will not be open at night. Weed-Brown stressed that the volunteers will not be left alone. Once the bookstore has established itself, things might change. Weed-Brown pointed out that Pankow has called meetings and sent letters to volunteers, but with minimal response. Hodson stated that there might be opportunities for new volunteers. Weed-Brown stressed the importance of volunteers voicing their concerns to Pankow.

Hodson stated that he visited Victoria and Vancouver in August, where he visited the local library. It was a wonderful experience. He stated that Librarians are very knowledgeable and are universally wonderful people, and libraries are universally wonderful. One library had just finished a children's room expansion, and they were very proud of it. Hodson commented that the expansion looked very nice.

Slakey stated that she brought an article for any interested Board members to read. The Tribune article is called "*L*" for *Library*, which refers to Measure L that voters in Diamond Bar will vote on at the November election. It is very well written and talks about the value of libraries. Weed-Brown commented that the Mayor from Diamond Bar and representatives from the Friends of the Diamond Bar Library met with her about one year ago. Slakey stated that she read at Pirate's Day and it was a lot of fun. Slakey pointed out that the Friends Foundation is divided into three different committees. One of them is the Program Development Committee, which also encourages Foundation members to attend programs. Marcia Conway has been very active in that committee. Slakey is very excited to have the job kiosk here. She said that staff ordered a gift for Don Fields for his service on the Library Board.

There being no further business, meeting adjourned at 8:10.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

MEMO

To: Board of Library Trustees
From: Library Director *RB*
CC: City Manager
Date: November 20, 2006
Re: Director's Report

Community

The library is well into holiday events. October was filled with Creepy Cuisines, Spooky Stories and trick or treating for the children. Teen Read Week, with its theme 'Get Active @ Your Library' had young adults exploring our databases and attending a Lemony Snicket party. A second book discussion group, A Novel Idea, lead by Marcia Conway, had its inaugural meeting on Oct. 18th. The group has decided to continue to meet on Wednesdays with its next meeting on Dec. 6th. We even had a workshop on creating your own holiday cards to get people in the mood.

October also saw the reopening of the Friends bookstore, now called the Friends Plaza Book Loft, in its new location on the second floor. Sales have been brisk with most days breaking previous sales records. A formal ribbon cutting ceremony with the Chamber of Commerce for the book loft will be held on Nov. 28th at 8:30 am. The Friends Foundation is also continuing its first Saturday of the month "Coffee N' Books" event when patrons can relax with a cup of coffee, browse for book bargains and enjoy some pleasant conversation. Each month a different theme is promoted for the book sales, which were cookbooks in October and children's books in November.

On November 3rd the library hosted the Chamber of Commerce breakfast meeting in Bidwell Forum. Gaetano Abbondanza demonstrated the business database Business Decision to a very interested audience of approximately 60 local business people. On Nov. 4th we hosted 4 mystery authors from Sisters in Crime. Nov. 13th was the meeting of our original book discussion group, Books Alive. Nov. 15th was our Holiday Open House with live music from the Citrus Jazz Ensemble, with patrons enjoying cookies, coffee and punch.

As the remodeling continues, a new Teen area has been created. Low comfortable chairs and tables nestled between the classic paperbacks and science fiction books give them a place to 'hang'. The area also includes the Live Homework Help tutoring computers, homework center tables and study rooms. A few study carrels will also be moved to a section nearby for those who wish a more private environment. A nifty sign denoting the area is in the works.

Thanks to the Friends Foundation, we have been building and enhancing our jazz CD collection, so if names like Cannonball Adderley, Art Blakey and the Jazz Messengers, Horace Silver, Charles Mingus, Jaco Pastorius, Mulligan and Monk get your toes to tapping, we can give you a break from all of those holiday songs you have been listening to since mid October!

Staff

Abi Ellis, who began as a volunteer at the library and moved into paid positions starting in 1999, has resigned her current position as a Library Aide II, effective Nov. 17th. Abi will be moving to the Central California Coast area and we wish her luck in her new adventure!

Staff received a customer service refresher training session on Nov. 2. We want to keep our halos shining in the community and are proud of our reputation for delivering consistent high quality service to our patrons and fellow staff.

Staff was also trained in a new collection development tool, Title Source 3, in October and in our new reader's advisory database, Novelist, in early November.

Management staff watched 2 webcasts on communication skills: Crucial Conversations and Crucial Confrontations in November. These sessions were based on best selling books by the same titles.

Director

On November 14 at 5pm the application period closed for our Library Board vacancy. There were two applications. It will be on the City Council agenda for Nov 28th.

The City's electronic reader board is up and functioning. I have already submitted library items to be posted. This will now be added to our regular monthly PR process for getting information out.

I have attached a letter from Antonovich to our Mayor, which I was copied on, and my response to the Mayor regarding library cards for foster children.

The library is now receiving regular statistical reports on the job kiosk. I have included all of the stats we receive, however the board may be interested in only seeing the first page on a regular basis, or perhaps only on an occasional or 'request only' basis. Please let me know your preference.

The library is now receiving 20 copies of the Charter Oak School District's newspaper, "School News". Copies are placed out in the lobby for interested patrons to pick up. Library managers are also given a copy.

The city is looking into internet access. With increasing use, the greatest majority is by the public, the response times are slowing down considerably. It may be necessary to break off the library and possibly community services from the shared T1 line with city hall to resolve this. PD already has it's own T1 line. I will keep you informed as things develop.

I will be going up to Avila Beach to be with my family from Nov. 21-26. Anne Pankow will be here and in charge during my absence.

Next board meeting: December 18, 2006.



Glendora Chamber of Commerce

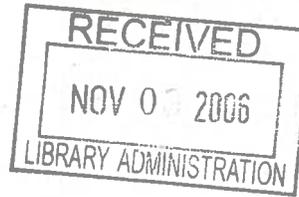
131 East Foothill Blvd., Glendora, CA 91741

Phone 626.963.4128

Fax 626.914.4822

info@glendora-chamber.org

www.glendora-chamber.org



OFFICERS

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Ma Mazal
Grand Florist

Tony Miller
Glendora Dodge

Elaina Ouellette
The Village Goldsmith

Daryl Overlock
American Home Source

Glen Pine
Hawg Heaven

Harvey Warren
HarDi Enterprises, Inc.

Stan Young
Bam Bam Bar-B-Que

November 7, 2006

Robin Weed Brown
Glendora Library Director
140 S. Glendora Ave.
Glendora, CA 91741

Dear Robin,

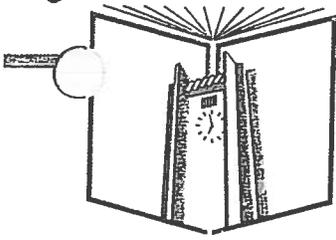
On behalf of the staff and the entire Chamber membership, I would like to extend a sincere thank you to the Glendora Library for hosting our November New Member Breakfast. Quite a few of our new members were attending a breakfast for the first time and we thank you for helping us make it a great networking opportunity for them. Your staff did an incredible job on the food, and overall were very accommodating. Plus, the information provided by Gaetano Abbondanza about "Business Decision" was most informative and interesting. What a fantastic program available to Glendora Business Owners. And all it takes to access all that great information is a library card!

Again, thank you for your hospitality and generosity. Everyone who attended had a very enjoyable time.

Sincerely,

Kathy Hodge
Director of Operations

Enclosure

INFORMATION, INSPIRATION
IMAGINATION

October 18, 2006

Dear Mayor Tessitor,

I was copied on a letter sent to you from Supervisor Antonovich on the topic of public library cards for foster children. The Glendora Public Library already has a procedure in place for assisting foster children in obtaining a library card.

Both the county library system and GPL require the same documentation to get a card for the foster child. Proof of the address of the caregiver/guardian/agency home, and secondly any document from the Dept. of Children and Family Services identifying the formal agreement between the DCFS and the adult which all legitimate arrangements have. The library does retain copies of these documents.

While standard overdue fines are still attached to the cards, we have not had any problems with materials being returned late or payment of fines. If an issue were to come up, the Support Services Manager would bring this to my attention and we would work to negotiate a reasonable accommodation for the child.

We have issued approximately 10 -15 cards to foster children, mostly between the ages of 12 -16.

At this time, it is unclear that creating a third tier library card with no fines, or 'no fault' as Supervisor Antonovich referred to it, would make a difference. We have not turned anyone away to date that has had the proper identification.

If you feel this is something that you wish the library to pursue, I can bring it up with the Library Board of Trustees for discussion. The Board was involved in the original discussion several years ago regarding foster children's access to the library when the county implemented their program. The Board regularly reviews all library policies for currency and makes modifications as needed.

I applaud Supervisor Antonovich's push to improve foster children's access to libraries. To inspire a love of reading and lifelong learning in all children and adults results in a more literate and informed citizenry which benefits us all.

I would be happy to discuss this with you if you wish at your convenience.

Thank you for your on-going support of the Glendora Public Library.

Sincerely,

Robin Weed-Brown

cc: Eric Ziegler, City Manager



Board of Supervisors County of Los Angeles

October 13, 2006

MICHAEL D. ANTONOVICH
MAYOR

Hon. Doug Tessitor
Mayor, City of Glendora
116 East Foothill Boulevard
Glendora, CA 91741

Dear Mayor Tessitor:

The most important tools that any child can have to support their future educational success is their own library card. I hope that you will join the initiative to enable foster children living in your communities to receive a *no-fault* library card, which exempts their foster caregivers from having to pay fines for overdue materials.

There are more than 25,000 foster children in out-of-home care in Los Angeles County. These children face many challenges in their young lives, and must overcome many obstacles to achieve educational success. I hope that you will be able to assist those foster children in your community to become a part of your library family.

We have found that many foster caregivers are reluctant to get library cards for the children that they care for. They are worried that if they sign their foster child up for a card, they will be charged fines for overdue materials or fees for lost items even after that child leaves their care.

In 2002, the County of Los Angeles Public Library in collaboration with the Los Angeles County Department of Children and Family Services developed a *no-fault* library card program to enable foster caregivers to allow the children in their care to sign-up for a library card and check out materials which would not be subject to any fines or fees. Since the program started, more than 1,000 children are participating in the program county-wide. In Fiscal Year 2005-06, the County Library reported a loss of less than \$5,000 in fines overdue or lost materials. The Los Angeles County Department of Children and Family Services accepts responsibility to compensate for those losses.

In the coming year, the City of Los Angeles Public Library is planning to institute a fine-free program for foster children. Last year, Riverside and San Bernardino County Libraries also launched similar programs.

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Hon. Doug Tessitor
October 13, 2006
Page 2

I would like to request that you consider instituting such a library program in your own city. My goal is to be able to notify foster caregivers that a no-fault library card is available for the children in their care from any library or library branch throughout Los Angeles County.

Attached is a copy of a document explaining the County of Los Angeles Public Library Program. You may contact County Librarian Margaret Donnellan Todd at (562) 940-8400 or MDTodd@colapl.org for more information and assistance in setting up your own program.

Sincerely,



Michael D. Antonovich
Mayor, Los Angeles County

MDA:lgh

c: Robin Weed-Brown, Librarian
Glendora Public Library

WELCOME TO THE LIBRARY!

COUNTY OF LOS ANGELES PUBLIC LIBRARY

LIBRARY CARDS FOR FOSTER CHILDREN INFORMATION SHEET

Foster care givers may sign their foster children up for library cards which will not be charged overdue fees for library materials not returned on time. This program is available at County of Los Angeles Public Library branches only.

Who is eligible?

Children and young adults age 17 and under who are identified as participants in the DCFS Los Angeles County, Out-of-Home Care (OHC) system.

Licensed foster parents, group home staff members, or relative caregiver, may apply for the card.

How do I get my foster child a card?

- Bring your foster child with you to the library.
- Present one of the following to identify yourself:
 - a. Driver's license
 - b. Bill imprinted with the current address sent through the mail within the last 60 days
 - c. Current car registration
 - d. Any document that was sent through mail imprinted with your name and address within the last 60 days
 - e. The library can also offer to send you a post card at the library's expense and when you return with it at the library, it could be used as identification.

AND

- One of the following DCFS documents:
 - a. Agency Foster Parents' Placement Agreement
 - b. Relative Caregiver's Declaration and Agreement
 - c. Agency Group Home Agreement

If your foster child changes placement, the child may use his/her library card at any County of Los Angeles Public Library and no fees will be charged.

DCFS is the responsible agency. They have determined that children receiving their library card under this program will not be eligible to borrow videos or DVDs. The children will have filtered Internet access.

Contact your local County Library for more information.



For ADA accommodation, call Monday-Friday
(562) 940-8462 (voice) or (562) 940-8477 (TTY)

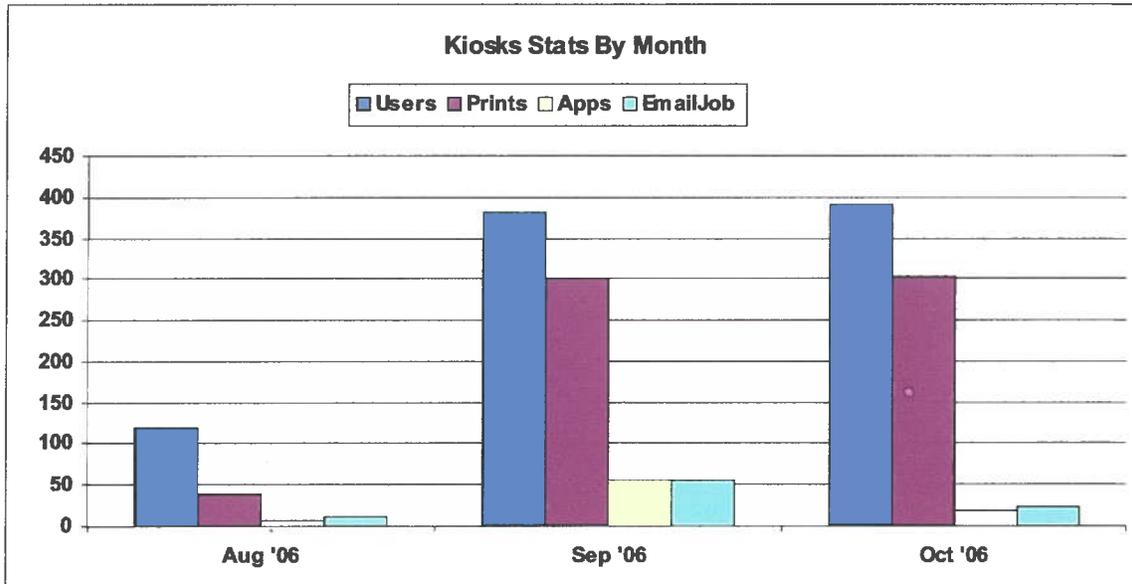


Individual Kiosk Summary

KioskName: **Glendora Public Library**

October 2006

	<u>Month</u>	<u>YTD</u>
TOTAL USERS	390	891
Classified Hits	1,019	2,304
Ad Views	3,374	7,196
Total Applications	18	80
Total Prints	304	645
Emailed Jobs	24	90
Total Page Views	4,641	10,174
Activity Ratio*	.89	0.91



*Activity Ratio measures total Prints/Applications/Emails per User

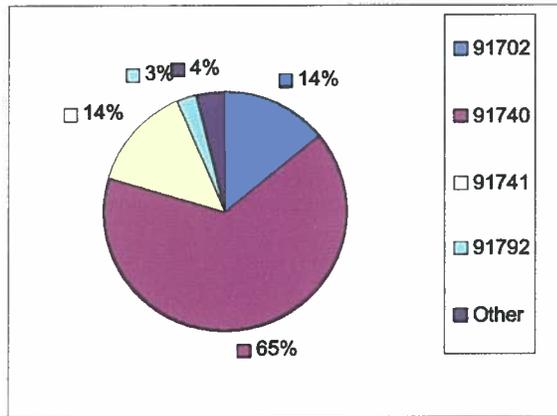


Year to Date Kiosk Applications By Zip Code

KioskName: Glendora Public Library

October 2006

Zip Code	TotalApps	%	Median Household Income
91702	11	14.10%	\$49,567
91740	51	65.38%	\$62,675
91741	11	14.10%	\$78,660
91792	2	2.56%	\$63,943
Other	3	3.85%	\$0





Demographic Report By Kiosk

Kiosk Name: Glendora Public Library

October 2006

		<u>Month</u>	<u>Year to Date</u>
<u>Age</u>	Under 16	0	1
	16 - 18	2	5
	Over 18	16	73
	Unknown	0	0
<u>Years Of Education</u>	High School 1 to 2	0	1
	High School 3 to 4	1	4
	Graduated/GED	11	33
	Technical School 1 to 2	0	0
	Technical School over 2	1	2
	Technical School Graduated	0	17
	College 1 to 2	4	19
	College 3 to 4	0	1
	College Graduated	0	1
	College Advanced Degree	1	1
<u>Available To Work</u>	Days	17	58
	Evenings	13	60
	Weekends	13	39
	Part Time	14	37
	Full Time	8	59
	Any Business Hours	13	43
<u>Skills</u>	Accounting	1	8
	Administrative	2	14
	Assembly	4	39
	Automotive	1	22
	Banking	1	14
	Bookkeeping	1	17
	Clerical	10	60
	Computer	10	31

	<u>Month</u>	<u>Year to Date</u>
Customer Service	14	63
Data Entry	8	38
Driver	1	6
Food Service	3	5
Health	0	0
Janitorial	3	26
Management	1	24
Mechanic	0	29
Retail	5	11
Sales	13	19
Security	0	3
Warehouse	1	24
<u>Are you bi-lingual?</u> Yes	7	16
No	11	63
<u>Are you a veteran?</u> Yes	1	1
No	17	78
<u>Do you have employment history?</u> Yes	16	71
No	2	8



Division Monthly Reports

140 S. Glendora Ave. Glendora, CA 91741
Tel 626.852.4891 Fax 626.852.4899
www.glendoralibrary.org

To: Robin Weed-Brown

From: Carolyn Thomas, Carlos Baffigo, Cindy Romero, Gaetano Abbondanza, Anne Pankow,
Sandy Krause

Date: October 2006

Public Services - Carolyn Thomas

Take a look at our October events listed below! We had seven events with 631 in attendance. Spooky Stories was a great success with all five city council members reading to the children. Thanks to Robin, Anne and Sylvia who were on hand to pass out treats. Marcia Conway's new book Group, "A Novel Idea" had ten in attendance and participants elected to hold another book discussion on December 6, 2006 at 7 pm. Special thanks to Cindy and Deb who created a lot of enthusiasm for our young patrons. Our Friends Foundation generously supports all these wonderful programs.

October 18, 2006	A Novel Idea	10
Oct. 19, 2006	Creepy Cuisine	60
Oct. 15-21, 2006	Teen Read Week	41
Oct. 21, 2006	TRW Snicket Party	40
Oct. 24-26, 2006	Trick or Treat in the Library	270
Oct. 25, 2006	Spooky Stories	110
Oct. 26, 2006	Creepy Cuisine	100
	TOTAL	631

Deb's work schedule has been modified due to some health issues. She will be working 20 hours per week rather than 35 hours per week. Rebecca will pitch in to do Wednesday night "Family PJ Storytime" through December. Gail is now delivering Tuesday morning "Time for Tykes" Storytime while Cindy takes on the second Mother Goose Storytime which is already averaging 20 participants.

Cindy and Gaetano have been promoting the library and our services to local schools by visiting with the Sandburg and Goddard Principals, attending a District and Glendora High School PTA, as well as providing an article on library resources for the GHS PTA newsletter. Cindy is now providing a monthly storytime to the Headstart program held at Whitcomb. Gaetano attended a recent Rotary Club meeting where he presented a nice PowerPoint of our new Business Decision database.

All selectors received training on the new Title Source 3 ordering databases on 10/26 from a representative from Baker and Taylor. Carolyn is a member of an e-book steering committee with Califa and recently attended a meeting in Pasadena. It is through this consortium of libraries that we have purchased Tumblebooks, Overdrive, and California Missions and are receiving discounts on other database purchases.

Children's Book Week will be celebrated 11/13 – 11/18. Children grades 3-6 are invited to sign up for a book discussion of *The Lion, the Witch, and the Wardrobe* by C. S. Lewis and will receive a free book. The discussion will be held on 11/16/06 at 3:30.

Books Alive will be reading and discussing: *Slouching Towards Bethlehem: Essays* by Joan Didion on 11/13/06 at 7 pm.

Adult Reference – Sandy Krause and Gaetano Abbondanza

We began the month with lots citizens anxious to know the results of the local ballot Measure A vote. The Measure was soundly defeated and the vote count remains accessible on the city website.

October was also a month spend re-discovering the shifting and moving collections. Staff was busy showing teens and others how to use our great electronic resources. Another sign that schools are in full swing was three requests for test proctoring this month. One of our rotating book displays featured fall holiday magazines and seasonal books including pumpkin carving, scary stories and the World Series. Our second display included materials and voter registration forms for the November elections.

Finally, Sandy Krause and Cindy Romero attended the Friends Foundation meeting to give a PowerPoint presentation highlighting the Summer Reading Club programs.

Youth Services - Cindy Romero & Gaetano Abbondanza

October was a very busy month for the Youth Services Department. In addition to regular storytimes, we held several special events. 160 people came to two sessions of Creepy Cuisine to make Bug Juice and Fried Worm Sandwiches. All five of our City Council Members came to read some Spooky Stories to a crowd of 110 people. Thank You Sylvia for coming to help us hand out all of the goodies. Robin and Anne were on hand to help with crowd control and to hand out the trick-or-treat bags. The children who came to the regular storytimes the week before Halloween were able to come in costume and were able to trick-or-treat around the library after the stories.

The In-n-Out Food for Thought program began in October and will continue until Thanksgiving weekend. Children who read 5 books can receive a certificate for a free hamburger or cheeseburger. Children are able to receive 3 certificates. We have a good number of students signed up for the program.

November 13-18 is Children's Book Week. We will be holding a Children's Book Discussion Group featuring *The Chronicles of Narnia: The Lion, the Witch, and the Wardrobe* by C. S. Lewis on Thursday, November 16 at 3:30 p.m. Every student who registers receives a free copy of the book. So far, we have 8 students signed up.

Teen Read Week was October 16-21. During the week, students who asked about our databases received gift certificates and free books. We had 41 students learn about our resources. Reference staff gave brief instruction sessions to the interested students. We also held a party to celebrate the release of the final installment of *The Series of Unfortunate Events*. We had 40 students participate in a trivia challenge and receive free books. During the party, we asked the students to complete a brief

survey regarding Young Adult Services and the types of programs and books that they would like to see.

We are planning the December events. We will have Stories with Santa on December 5 & 6. Gingerbread House Creations will be on Dec. 14 & 16. We have also begun planning for the new bookmark contest that will be held January and February. Please watch for more information as it becomes available. We have also begun to plan SRC 2007. The children's theme for the year is *Get a Clue @ your library* and the teen's theme is *You Never Know*.

For the month of October, the library used ten computer center volunteers who logged a total of 73 hours aiding the general public in making computer reservations, printing, and trouble-shooting Internet and/or computer issues. These volunteers are also regularly used for arranging newly returned books into book carts so that they are ready for shelving. These young people are a terrific asset to the library.

On October 10, Gaetano attended the monthly Glendora High School PTA meeting. He disseminated information regarding services and databases available from the Glendora Library that are useful for students as well as speaking about the new library website and upcoming events of interest to students, such as teen read week.

One of the resources that Gaetano spoke about is Live Homework Help. This is a database in which students from grades 4 through 12 (and even early college) can connect with a qualified tutor to receive live, real-time help in math, science, social studies and English. The library has two computers dedicated specifically for this service; in addition this database can be accessed from outside the library by going to the library's website: <http://www.glendoralibrary.org> and clicking on the "teens" tab. This service is available seven days a week between the hours of 1 and 10 pm. Spanish speakers will also find help in the same subject areas from Sundays to Thursdays between the hours of 1 and 7 pm.

Support Services – Carlos Baffigo

Circulation:

Library Aide Abi Ellis submitted her resignation and announced her last day will be November 16th. Abi started as an employee of the library in April 1999. We wish her the best!

Facilities:

The staff lounge remodel was finished thanks to the efforts of Sandy, Suzette and Elizabeth. It looks great!

The last shelving moves were done to complete the collection relocation part of the main floor reorganization.

A designated teen sitting area has been created as a result of the shelving relocations.

The preliminary floor plan for the Children's Room expansion has been submitted to Public Works for a cost estimate. Once the estimate is complete, work can begin on funding.

Acquisitions, Cataloging, and Processing:

Ordering has begun on Baker & Taylor's Title Source 3 ordering software.

Computer Systems/Web Site:

Work continues on the development of new back pages for the web site.

Suzette, Malla and Elke have been trained on MS FrontPage and will be responsible for maintaining the new web site. Ted Taylor will continue to update the library's web calendar.

Development & Educational Services – Anne Pankow

The Friends Plaza Book Loft opened to the public on Monday, October 23. Many customers and volunteers love the new bookstore. One volunteer said that the new bookstore is “more organized and brighter than the one downstairs”. This comment was made by a volunteer who did not want the bookstore to move upstairs. Now he is happy to be working in the new location. He made more money on his shift on his first day in the new location than he had ever made downstairs. In fact, the first week the bookstore opened it made a record \$768, which is so much more than the bookstore has made in several years (except when there is a special sale). It is delightful to walk through the Friends Plaza Book Loft several times daily – I just love it!

Coffee N' Books on Saturday, October 4th offered craft & holiday books for sale. These special sales help boost the bookstore profits and help reduce the massive amount of donated books we have accumulated. We welcome all donations. I encourage all of you to do your spring cleaning early and bring in your unwanted books to our donation table.

A Holiday Card workshop was held on Saturday, October 21 by one of our library patrons, Kathy Janicki. She donated her time to demonstrate to 10 people how to make handmade holiday cards. Kathy spent about 2 hours helping the attendees to create 3 lovely holiday cards to take home for their personal use. We try to offer a variety of activities and programs to appeal to our patrons and the community.

Bonnie Deering had 40 expectant mothers at the Babies, Books & Bibs on the first Thursday of the month at Foothill Presbyterian Hospital. Born to Read, our Teen Parent program at Arrow High School was presented by Chris Cravens to 9 teen parents. There are 20 teen parents enrolled in the program. These teen parents love the board books given to them by the Friends Foundation. It is a wonderful way for these young families to begin their own personal library and begin reading to their infants.

Glendora Public Library Summary Data for October 2006

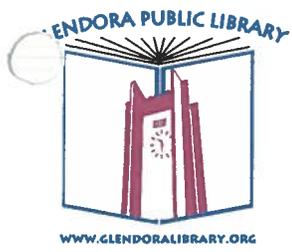
	This Year October	Last Year October	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	23,486	24,525	-4%	96,100	96,681	-1%
I. D. Total Items Loaned	28,202	30,100	-6%	116,275	125,046	-7%
I. D.4. Electronic Circulation	148	0		481	0	
III. A. Total Requests for Information	4,693	5,108	-8%	17,376	17,097	2%
II. A. Total Items Owned	151,117	145,055	4%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	8,221	7,585	8%	33,056	24,386	36%
V. A.2. Library Home Page Views	2,767	2,749	1%	9,965	9,349	7%
VI. A. Total Number of Programs	8	4	100%	34	27	26%
VI. E. Number of Literacy Students Active	29	16	81%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	64	41	56%	291	192	52%
VI. F.1 Total Number of Volunteer Hours	2,662	395	575%	6,245	3,277	91%
I. G. Total General Fund Revenue	\$4,509	\$4,777	-6%	\$17,549	\$19,074	-8%

These statistics are subject to verification.

6.
Unfinished
Business

7. New Business

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Glendora Public Library 140 S. Glendora Ave. Glendora, CA 91741
(626) 852-4891 library@glendoralibrary.org

MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director *RWB*
Date: Nov. 20, 2006
Re: Agenda Item 7.1- Budget Discussion

I have attached some documents the managers and I are using for discussion purposes to get us started. I have included a brief budget document from this year so you will have everything in one place. More detailed budget numbers are available if need be. A copy of the very-draft children's expansion is also included. We will be discussing goals next month.

GPL: Budget Planning for FY 2007-2008

Items to consider (in no particular order and not all necessarily for next FY):

Children's room expansion

Architect drawings, engineering needs,

Signage

On Glendora Ave, Vista Bonita, Overhang? Additional inside directional signage needed? Teen area?

Promotional Screen for out front (TV/plasma)

Front door overhang remodel/replace

Old, ugly, looks like it is falling down, leaky, need sign that says library over door-still need to keep the lighting element enclosed in it

Comfortable Furniture for main floor-status

Although budgeted via FF for 06/07, planter demolition may have used funds up-need funding for 07/08? Teen area needs clock

Carpet replacement-main floor

Patterned section at minimum-flood and wear and tear

Laptops for in library use

Would add flexibility for patrons to use wireless and not tied just to tech center

In House Printer service

Consider providing ourselves and keeping revenue instead of paying an outside service: printers inexpensive, would need way to handle payments and manage printing queues

Forum upgrade

Projection equipment, storage space, speakers/audio equipment, conferencing equipment, cable connections for taping (Craig)

T1 line issue-IT

City demand outstripping current line-IT wants to move library to second T1 line-\$600/mo vs. residential \$50/mo

Outside seating-south side

Round table with umbrella for additional seating outside of library-remove landscaping, add pavers and furniture

Finish study carrel replacement

Need more 3M security equipment?

Self-Check machine(s)?

More OPACs

Funding options:

Friends Foundation:

Up to \$40,000 per last year's discussion for special projects (beyond 3 traditional funding areas: Youth, Tech, Cmty. Ed.)

City budget request

GPL Goal Planning for FY 2007-2008

From 4 year plan:

07/08:

- Create and expand online tutorials on library resources for patrons;
- Implement PLA's "Every Child Ready to Read" early literacy program for children from birth to 5 years;
- Finish replacing study carrels;
- Program notification via e-mail (if not accomplished in 06/07)
- Comfortable furniture – status at end of 06/07

08/09 –move to 07/08:

- Forum upgrade
- Continue to move Children's room expansion forward

Tied to budget ideas for 07/08:

- Improve signage: exterior and interior
- Teen area needs-signage and/or
- Replace main carpet
- Laptops for use in library/Plaza wireless access to internet?
- Replace front entrance overhang
- Outside seating-should this wait until children's room expansion complete?
- Personnel needs

On-going: are there new facets to consider?

- School outreach
- PR – more on channel 3? And/or?
- Website development
- E-resource development/expansion

Service Roles-How to build on/areas to address:

The Glendora Public Library and Cultural Center supports self-directed personal growth and development, lifelong learning, for all ages. This includes:

- Staff knowledgeable in subjects and topics of interest to the community and able to provide expert assistance in locating materials of all types and formats;
- Collections that are easily accessible and organized to encourage browsing;
- In-depth collections and resources in areas of special interest to Glendorans;
- Access to collections and resources from home, work, school or other venue through the appropriate use of technology;
- Programs and resources that encourage and support informal learning from introducing children to the joy of reading to more structured adult literacy services;
- Individual and group meeting and/or study areas;
- Outreach into, and partnerships with, different segments of the community to promote lifelong learning and library services and resources.

The Glendora Public Library and Cultural Center strives to fulfill our community's appetite for current information about popular culture, social trends and recreational experiences through its collections and programming. This includes:

- Staff knowledgeable about popular culture and literature;
- Collections that reflect the community's interests and in a variety of formats with enough copies to meet demand;
- Programs and exhibits that reflect community interests and stimulate dialogue;
- A pleasant environment with warm and friendly staff that facilitates community interaction and browsing of the collections.

Department Expense by Account

Budget FYE 2006-2007, 2007-2008

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		Title	02-03 Actual	03-04 Actual	04-05 Actual	05-06 Budget	05-06 Proj.	06-07 Req.	07-08 Req.
LIBRARY ADMIN	0017076	55400 DUES & MEMBERSHIPS	695	765	1,124	1,720	1,720	1,750	1,770
		55510 MEETING EXPENSES	1,914	1,257	1,138	1,350	1,350	1,350	1,350
		55550 TRAVEL EXPENSES	777	1,419	2,692	2,135	2,135	3,760	3,760
		55600 TRAINING & EDUCATION	7,151	5,170	4,781	5,100	5,100	5,300	5,600
		56100 BUILDING REPAIR & MAINT	25,173	22,733	62,434	0	427	0	0
		56200 EQUIPMENT REPAIR & MAIN	13,904	13,198	18,734	0	1,224	0	0
		56200.0 EQUIP REP GAYLORD POLA	0	0	0	21,745	21,745	22,830	26,980
		57100 ELECTRIC	56,366	51,109	42,988	52,000	52,000	50,000	52,000
		57150 GAS	1,287	2,027	2,565	2,500	2,500	2,500	2,500
		59100 CONTRACT SERVICES	39,134	18,889	19,664	25,400	25,400	25,900	25,900
		59801 DATA PROCESSING CHARG	80,271	51,623	106,155	75,674	72,665	148,249	0
		59802 DATA PROCESSING LEASES	0	0	0	0	0	14,815	0
		59803 COMMUNICATION CHARGES	33,948	32,802	30,120	30,750	30,750	29,738	0
		59804 COMMUNICATION LEASES	0	2,256	2,256	0	0	0	0
		59807 INSURANCE CHARGES	43,202	126,266	53,176	50,034	50,034	50,328	0
		41110 REGULAR TIME	157,044	174,050	143,369	176,711	192,330	226,558	0
		41210 PART TIME	15,168	16,136	43,789	78,156	30,547	39,222	0
		41360 VEHICLE ALLOWANCE	2,400	2,471	2,408	2,400	2,368	2,400	0
		42110 RETIREMENT	23,972	12,590	12,346	24,360	24,656	30,150	0
		42290 FLEX BENEFIT	19,644	23,082	16,413	23,091	27,272	31,198	0
		42310 EMPLOYER PAID BENEFITS	4,467	4,540	4,648	5,884	4,980	6,024	0
		42520 WORKERS COMP	0	0	798	1,545	1,402	1,530	0
		51110 OFFICE SUPPLIES	7,255	6,180	5,891	6,700	6,700	10,700	7,700
		51400 BUILDING MATERIAL & SUPP	18,802	14,265	5,926	12,600	12,600	15,600	15,000
		51550 PHOTOGRAPHIC SUPPLIES	3	0	0	100	100	100	100
		51560 OPERATING LEASES	23,182	22,233	22,275	22,600	22,600	23,600	23,600
		55320 PRINTING / REPRODUCTION	4,665	3,477	2,071	6,305	6,305	6,310	6,310
		55340 POSTAGE	4,470	3,086	2,996	3,300	3,300	3,300	3,300
			584,894	611,624	610,758	632,160	602,210	753,213	175,870

	2077076	41110 REGULAR TIME	845	2,099	1,434	0	559	0	0
		41210 PART TIME	19,447	18,155	39,099	67,918	30,736	46,081	0
		42110 RETIREMENT	763	760	2,215	2,481	1,346	1,728	0
		42290 FLEX BENEFIT	0	0	0	0	0	0	0
		42310 EMPLOYER PAID BENEFITS	0	0	489	959	41	209	0
		42520 WORKERS COMP	0	0	278	379	204	267	0
		51110 OFFICE SUPPLIES	0	449	491	600	600	1,000	1,000
	LSTA -	55700 EDUCATION REIMBURSEME	6,020	4,515	5,741	1,419	1,419	2,840	2,840
			27,075	25,978	49,747	73,756	34,906	52,125	3,840

grants
LITERACY
FF
Office Mang.

LSTA -

	2127076	41110 REGULAR TIME	0	0	0	0	274	0	0
		41210 PART TIME	0	4,545	20,869	11,587	13,688	0	0

CDBG

13,452 = all salary

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Department Expense by Account

Budget FYE 2006-2007, 2007-2008

		Title		02-03	03-04	04-05	05-06	05-06	06-07	07-08
				Actual	Actual	Actual	Budget	Proj.	Req.	Req.
LIBRARY ADMIN...	2127076...	42110	RETIREMENT	0	170	0	439	524	0	0
		42310	EMPLOYER PAID BENEFITS	0	66	0	170	202	0	0
		42520	WORKERS COMP	0	0	0	96	85	0	0
				0	4,781	20,869	12,292	14,773	0	0
Total				611,969	642,384	681,374	718,208	651,889	805,338	179,710

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Department Expense by Account

Budget FYE 2006-2007, 2007-2008

			02-03	03-04	04-05	05-06	05-06	06-07	07-08	
			Actual	Actual	Actual	Budget	Proj.	Req.	Req.	
CIRC/TECHNICAL SV	0017077	41110	REGULAR TIME	228,368	216,587	235,577	222,672	208,236	259,318	0
		41120	OVERTIME	0	0	0	0	30	0	0
		41210	PART TIME	180,912	153,671	164,312	227,175	175,140	215,675	0
		41330	SPECIAL PAYS	600	618	602	600	169	0	0
		42110	RETIREMENT	22,263	20,818	23,592	34,510	29,966	41,179	0
		42290	FLEX BENEFIT	37,749	37,232	35,086	36,226	36,658	55,507	0
		42310	EMPLOYER PAID BENEFITS	8,602	8,528	9,109	9,936	8,359	11,225	0
		42520	WORKERS COMP	0	0	1,759	2,715	2,310	2,755	0
		51200	DIVISION SUPPLIES	19,683	11,277	17,144	15,673	12,000	18,870	20,330
		55330	MICROFILMING	0	141	0	365	100	370	370
			498,177	448,871	487,179	549,872	472,968	604,900	20,700	
Total			498,177	448,871	487,179	549,872	472,968	604,900	20,700	

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Department Expense by Account

Budget FYE 2006-2007, 2007-2008

			02-03	03-04	04-05	05-06	05-06	06-07	07-08	
Title			Actual	Actual	Actual	Budget	Proj.	Req.	Req.	
PUBLIC SERVICES	0017079	41110	REGULAR TIME	75,150	191,078	160,055	201,394	181,034	222,806	0
		41210	PART TIME	60,297	57,179	49,163	60,336	59,873	65,371	0
		42110	RETIREMENT	7,563	15,628	13,735	25,852	23,966	31,160	0
		42290	FLEX BENEFIT	10,170	27,855	22,875	28,366	30,495	37,678	0
		42310	EMPLOYER PAID BENEFITS	2,264	6,078	5,706	6,836	6,571	7,533	0
		42520	WORKERS COMP	0	0	913	1,594	1,457	1,671	0
		51200	DIVISION SUPPLIES	0	49	1,051	3,500	2,000	3,500	3,500
<i>materiels Budget</i>	*	51300	BOOKS/RECORDS/TAPES	189,073	205,746	209,498	303,780	303,780	320,650	354,670
		55325	BINDING	693	479	1,626	2,350	2,350	2,350	2,400
			345,209	504,092	464,622	634,008	611,527	692,719	360,570	
	2077079	51200	DIVISION SUPPLIES	0	0	3,069	0	2,537	0	0
		51300	BOOKS/RECORDS/TAPES	0	5,988	1,737	0	473	0	0
			0	5,988	4,806	0	3,010	0	0	
Total			345,209	510,080	469,429	634,008	614,536	692,719	360,570	

Department Expense by Account

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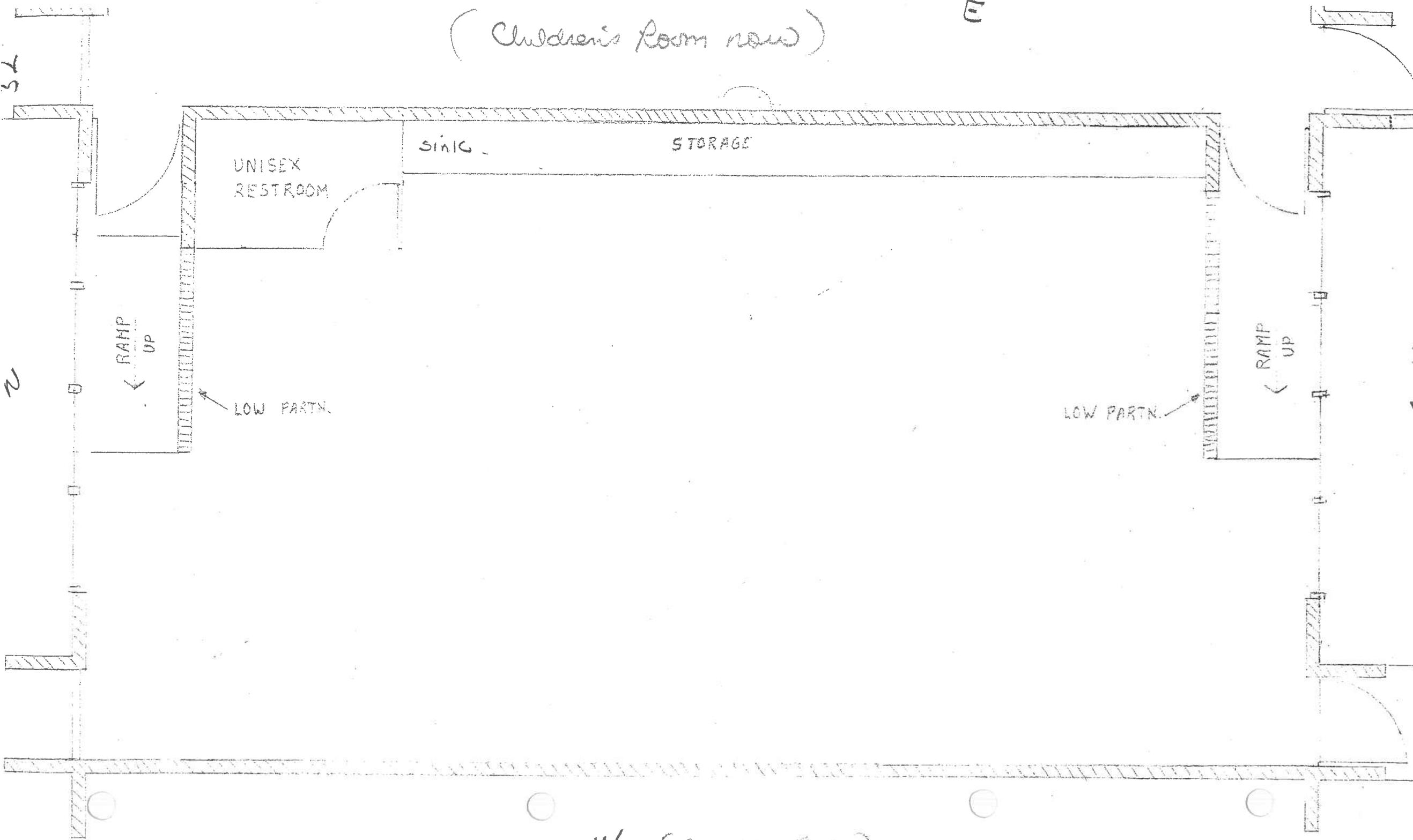
Budget FYE 2006-2007, 2007-2008

			02-03	03-04	04-05	05-06	05-06	06-07	07-08
Title			Actual	Actual	Actual	Budget	Proj.	Req.	Req.
LIBRARY- CAP PROJ	3217099	56500	LANDSCAPING	0	0	0	5,000	0	0
		71410	CIVIC PLAZA/LIBRARY ROOF	31,900	2,912	462,363	0	0	0
		71420	LIBRARY HVAC	0	0	0	643,794	643,794	0
				31,900	2,912	462,363	648,794	643,794	0
Total				31,900	2,912	462,363	648,794	643,794	0

06/07 Circ desk \$62,000 - includes additional security equip

(Children's Room now)

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Glendora Public Library Events

November 2006

- 04 10 a.m. *Coffee 'n' Books* in the Library – main floor
04 2 p.m. *Sisters in Crime* – author presentations & books signings – Bidwell Forum
Authors: Joan Blacher, Margaret Dumas, Rita Lakin, Camille Minichino
10-11 Library closed – Veterans Day
13 7 p.m. Books Alive! *Slouching Towards Bethlehem: Essays* by Joan Didion
main floor
13-18 Children's Book Week
15 2 p.m. – 4 p.m. Holiday Open House & Book Sale -Jazz in the Library – main floor
16 3:30 p.m. book discussion group *The Lion, the Witch and the Wardrobe* by C.S. Lewis-
registration required – free book for every child who registers – YA area/main floor
20 7 p.m. Library Board meeting – Bidwell Forum
22 Library closes at 5 pm – Thanksgiving holiday
23-24 Library closed – Thanksgiving holiday
28 8:30 a.m. Friends Plaza Book Loft Grand Opening-Ribbon Cutting Ceremony

December 2006

- 02 10 a.m. *Coffee 'n' Books* in the Library – main floor
05 10:30 a.m. Stories with Santa – Bidwell Forum
06 7 p.m. Stories with Santa – Bidwell Forum
06 7 p.m. A Novel Idea! *For One More Day* by Mitch Albom – main floor
14 3 p.m. Gingerbread House Creations – Bidwell Forum
16 10:30 a.m. Gingerbread House Creations – Bidwell Forum
18 7 p.m. Library Board meeting – Bidwell Forum
25 Library closed – Christmas Holiday

Storytimes

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

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 1st Wednesday of every month at 12:35 p.m. at Arrow High School

Foundation Executive Board Meeting

- December 1, 2006 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- January 23, 2007 @ 7:00 a.m. Library - Bidwell Forum

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 06-07

July 17: Elect officers; Foundation Liaisons appointed; Library Board Goals

August 21: Library Board Goals; MCLS-SAB representative discussion

September 18: SRC wraps up; Holiday Hours-Thanksgiving & Christmas;

October 16: Election of new VP & FF Liaison

November 20: Budget Priorities FY 07-08-initial discussion
(may be minimal if 2 year budget is adopted in 06/07)

December 18: Mid-year review of goals 06-07

January 16: Budget 07-08
Tuesday (Adj. for MLK)

February 20: Goal planning 07-08; Friends Foundation funding staff
Tuesday (Adj. for President's Day) requests for 07-08

March 19

April 16

May 21 Closed session: Self-evaluation of the Board-begin process
& Evaluation of the Director-begin process

June 18 Agenda planning 07-08; Closed session: Eval. Lib board; Eval-
Lib Dir

Items to consider for agenda: update internet policy (#4.13); working with FF and CC on children's room expansion plan and \$;