

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum
140 S. Glendora Ave

August 16, 2010
7:00 p.m.

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

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

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

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

3. ADOPTION OF AGENDA – action

Possible motion to revise order or add items to the agenda

4. CONSENT CALENDAR – action, Encl., page 1

4.1 **Minutes** of meeting of July 19, 2010

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

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

6. UNFINISHED BUSINESS

6.1 **Library Board Goals and Objectives for FY 10/11 – action, Encl., page 42**

President Deal to continue discussion on establishing board goals and objectives for FY 10/11. Board to discuss and establish goals and objectives for FY 10/11; Board to vote to approve/accept.

7. NEW BUSINESS

7.1 **Review of the Library Board of Trustees document # 5.1: The Role of the Glendora Library Board of Trustees – action, Encl., page 44**

President Deal to lead review of the established roles of the Library Board of Trustees. Board to discuss modifications or updates to roles; Board to vote to approve/accept roles. These roles were last reviewed by the Board in May 2005

7.2 **Library Events Calendar– information, 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

7.3 **Discussion of use of new city executive evaluation form, Encl., page 48**

President Deal to lead discussion of new city executive evaluation form to be used to evaluate Library Director annually

8. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION (pursuant to Government Code §54957)

8.1 **Closed Session – Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director – Annual Evaluation**

9. BOARD MEMBER ITEMS

9.1 **Agenda Planning Calendar – information, Encl., page 54**

Plans for future meetings in FY 10/11 to be considered and calendared

9.2 **Board member items – information**

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

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

July 19, 2010
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:09 p.m. by President Tricia Gomer.

Board Members Present: Tricia Gomer, Debbie Deal, Bill Robinett, Helen Storland, Mike Conway

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

There was no public comment.

3. ADOPTION OF AGENDA

It was MSC (Deal/Storland) to approve the Library Board meeting agenda for July 19, 2010. The motion carried 5-0-0 as follows: **AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.**

4. CONSENT CALENDAR

It was MSC (Conway/Deal) to approve item (1) on the consent calendar, minutes of the meeting of June 21, 2010, with the following change: **6.2 Review of finalized goals for FY 10/11**, the first sentence should read: "The City Manager has approved the finalized goals as developed by Weed-Brown." The motion carried 4-0-1 as follows: **AYES: Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: Gomer.**

5. REPORT OF LIBRARY DIRECTOR

The Board discussed the draft master fee schedule.

Weed-Brown thanked the Trustees for attending *Night on the Plaza*.

The Board discussed two recent patron requests for evaluation of library resources.

The Board reviewed and discussed the library's year-end statistics (handout 1). Robinett commented that it is more beneficial to get the complete 11-page library statistics document one or two times a year.

2

Gomer thanked staff for providing a 2-sided Board packet, thus saving money and resources.

Robinett shared a recent experience from a new library built in Basalt, a town near Aspen, Colorado.

Conway and Storland commented on the *Novel idea* book group meeting held in June. They agreed that it was a great book group meeting and a good discussion.

Robinett stated that he was in contact with city administration about three weeks ago in an attempt to have Weed-Brown recognized for being appointed chair of SCLC. He was informed that Weed-Brown would be recognized, but he was not given a timeframe. Weed-Brown stated that she had not heard anything yet.

6. UNFINISHED BUSINESS

6.1 Annual Self-Evaluation of Board - action

Gomer thanked the Board members for delaying the Board's self-evaluation for one month. She also thanked Deal for leading last month's Board meeting. Gomer distributed the compiled document for the Board's review.

It was MSC (Deal/Robinett) to approve the Board's self-evaluation as presented by Gomer. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

Following discussion, the Board agreed to send the self-evaluation to City Council.

7. NEW BUSINESS

7.1 Election of New Officers - action

Gomer opened the nominations for President. Conway nominated Debbie Deal as President.

It was MSC (Conway/Gomer) to close nominations and Debbie Deal was elected President. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

Deal opened the nominations for Vice President. Conway nominated Helen Storland as Vice President.

It was MSC (Conway/Gomer) to close nominations and Helen Storland was elected Vice President. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

7.2 Election of two Friends Foundation Liaisons - action

Deal opened the nominations for two Friends Foundation Liaisons. Gomer nominated Michael Conway and Helen Storland as Friends Foundation Liaisons.

It was MSC (Gomer/Robinett) to approve Conway and Storland as Friends Foundation Liaisons. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

7.3 Library Board Goals for FY 10/11 - action

The Board reviewed the roles of the Library Board, as well as the Library Board goals for FY 09/10.

Following discussion, the Board agreed to review the roles of the Library Board at the August Board meeting. Storland commented that something should be added to the roles about the future.

The Board discussed the goals for FY 09/10 and how they came to be. The Trustees discussed the best way to compile the goals for FY 10/11. The Board agreed to review the FY 09/10 goals and continue the discussion at the August Board meeting. Deal summarized that both the goals and the roles will be agendized for the August meeting.

7.4 Library Events calendar - information

The Board reviewed the events calendar. Deal reminded the Board about the Volunteer Recognition event on July 26. She reminded Storland and Conway that their first Friends Foundation meeting is in October.

8. **BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar - information

The Board reviewed the agenda planning calendar. Deal confirmed that the *Role of the Glendora Library Board of Trustees* document will be added to next month's agenda, as will the Library Board of Trustees Goals and Objectives for FY 2010-2011. Following discussion, the Board agreed to move the review of the Red Alert Procedures to September.

8.2 Board member items - information

Gomer stated that she had a great time at *Night on the Plaza*. She thanked the Board members for their support while she was Library Board President.

Deal stated that *Night on the Plaza* was a great event.

Robinett commented that the committee did an excellent job decorating for *Night on the Plaza*. He added that the food was delicious and the food lines worked well this year. The Board agreed.

9. **CLOSED SESSION- PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(pursuant to Government Code §54957)

9.1 Closed Session - Public Employee Performance Evaluation (pursuant to Government Code §54957)

Title: Library Director – Annual Evaluation

4

President Deal read the following closed session title into the record: Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director

President Deal recessed the meeting to closed session at 8:45 p.m.

President Deal reconvened the meeting into open session at 9:30 p.m. Deal reported that the Library Board conducted the annual evaluation of the performance of the Library Director.

There being no further business, the meeting adjourned at 9:31 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

5
Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director *Robin*
CC: City Manager
Date: August 16, 2010
Re: Director's Report

The staff is to be commended for a spectacular summer! Record-breaking summer reading club participation, a fabulous 10th Night on the Plaza, and lots of library patrons, kept them hopping all summer long. The Youth Services staff decided to keep offering movies once a week through August, to help out families who are still looking for free summertime opportunities.

With the winding down of our summer activities, the library has calmed down a bit. Several library staff members are taking this opportunity to enjoy a well-deserved vacation and to catch their breaths before the school year starts up.

Carlos implemented an upgrade to our library's Polaris system the week of July 26. While there are always a few hick-ups here and there, overall it went very smoothly.

The same week, the library celebrated its youth volunteers. This recognition event includes our 100+ summer youth volunteers, year-round youth volunteers, teen computer-help assistants and our Teen Advisory Board (TAB) kids. We appreciate and thank our board, city council and city manager for attending the event and congratulating our community youth. Thank you to Cindy, Gail and Susan for a job well done!

As you are aware, the library has a donation box to help with the reductions in the materials (book) budget. Money has slowly accumulated, and with the donations we have been able to improve targeted areas of the collection, such as the job and career resources. Recently, the library received two substantial donations in the box! Staff has already picked a heavily used area to improve, the car repair section.

Night on the Plaza's Book Club brought in over \$16,000 for materials! The Friends Foundation is also helping us out by paying for specific databases, such as the online tutoring help for our students (Brainfuse); Reference USA, a business database; our e-book service, Overdrive; and the subscription and books related to our "Chapter a Day" email service. We are grateful to our Glendora community for their support.

A few weeks ago, Carlos discovered that there had been a change to our PC Cop license, our public computer reservation system. The service simply stopped working one day, without notice. Carlos contacted the company and was informed that our license had expired. Prior to the creation of our copy center, we had been using this company for all of our printing, copying and

computer reservation system needs. When we changed and went with our copy center and leased the equipment directly, we only continued the PC Cop service. Carlos has repeatedly checked back with the company regarding our license as we planned for each new budget year. We were told there would be no additional fee and stopped budgeting for it. Unfortunately, this new development has resulted in an unplanned-for \$2,150 budget cost for the library this fiscal year. Carlos negotiated with them and got the cost reduced to \$1000 (53% reduction)-great job Carlos! He is working with IT staff to see if they can help out, as there is no cushion in our budget to absorb this extra cost.

Thanks to the Friends Foundation, there is now a sliding glass door between the Friends Room and the Children's Room. A door was included in the original plans, but was nixed when costs exceeded the budget. This completes the vision for that room: to be a flexible environment to address meeting, event, and programming needs.

As happens this time of year, we are losing several part time staff in Support Services as they move on to college and other young adult life adventures. We wish them well! Carlos is working to fill the vacancies as quickly as possible.

It is State Library Report time. I have attached a draft for your review. I needed to finalize library revenue numbers for the report. The good news is that the library exceeded projected revenue for FY 09-10. I have attached a revenue chart for your information. Next month I will share final expenditure numbers after finance has had a chance to input all of the "13th month" numbers. I anticipate that we will be under budget in expenses as well. Also included is a copy of our annual output measures document

The California Education Code chapter that covers municipal libraries is attached to this report. As the board discusses its roles and goals and a new evaluation system for the library director position, I thought it might be helpful to have this information handy.

The city's final budget for FY 10/11 is available. It is on the city's website; and the library has two copies: one in our reference section and one in my office. If you wish your own copy please let me know and I will submit a request to the finance department.

Next Meeting: September 20, 2010; 7 pm - Bidwell Forum

Glendora 2009-10 California Public Library Survey

	<i>PREVIOUS YEAR</i>	<i>CURRENT YEAR</i>
Directory Update #1-47		
THE FIELDS BELOW ARE FOR CSL USE ONLY		
1	LIBRARY_ID	M639
2	FSCS_ID	CA0043
3	Short_Name	Glendora
4	Name	Glendora Library & Cultural Center
Director		
(If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)		
5	Courtesy Title (Ms., Mr., Dr.)	Ms.
6	First Name	Robin
7	Middle Name or Initial (only if used)	E.
8	Last Name	Weed-Brown
9	Title	Director
10	Street Address (Only major changes)	140 South Glendora Ave.
11	City	Glendora
12	Zip	91741
13	Zip4	3499
14	Mailing Address (repeat street address if same)	140 South Glendora Ave.
15	Mail City	Glendora
16	Mail Zip	91741
17	Mail Zip4	3499
18	Public Phone Number-Administration	(626) 852-4891
19	Reference Phone Number	(626) 852-4891
20	FAX	(626) 852-4899
21	TDD for Deaf.	(626) 852-4897
22	Library Director's Email address	rweedbrown@glendoralibrary.org
23	Library's Public Email address	library@glendoralibrary.org
24	Library's Web Address	http://www.glendoralibrary.org
25	House District(s)	28
26	State Senate District(s)	29
27	Assembly District(s)	59
28	ILL Period: # of Weeks	3
29	ILL Photocopy free up to 10	Y

pages?

30 Copy fee. ONLY if answer to #29 is No; otherwise, leave blank.

31 Name of person completing this survey. *Robin Weed-Brown* Robin Weed-Brown

32 Email address of person completing this survey. *rweedbrown@glendoralibrary.org* rweedbrown@glendoralibrary.org

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33	Size Sq. Miles	<i>19.00</i>	19.00
34	Interlibrary Relationship Code	<i>ME</i>	ME
35	Legal Basis Code	<i>CI</i>	CI
36	Administrative Structure Code	<i>SO</i>	SO
37	FSCS Public Library Definition	<i>Y</i>	Y
38	Geographic Code	<i>CII</i>	CII
39	Legal Service Area Boundary Change	<i>N</i>	N
40	LIBR_TYPE	<i>PHMD</i>	PHMD
41	MSA_NAME	<i>LALA</i>	LALA
42	COUNTY	<i>Los Angeles</i>	Los Angeles
43	CLSASYSTEM	<i>MCLS</i>	SCLC
44	TABLE	<i>5</i>	5
45	STATE	<i>CA</i>	CA
46	FISCAL_YR	<i>2008-09</i>	2009-10
47	INST_CODE	<i>P</i>	P

Population and Outlets #201-212

201	Population of the Legal Service Area	<i>52,474</i>	52,830
202	Population of Children under 5 Years	<i>3,309</i>	2,364
203	Population of Children Age 5-14	<i>7,956</i>	7,373
204	Registered Borrowers as of June 30	<i>44,705</i>	40,502
205	Children Borrowers Age 0-14	<i>5,592</i>	5,419
206	Main Library (Enter 1 if there is a main or central library, leave blank if not)	<i>1</i>	1
207	Branches (see instructions)	<i>0</i>	0
208	Stations (Must have staff & separate quarters).	<i>0</i>	0
209	Total Branches + Stations (#207+#208)	<i>0</i>	0
210	Bookmobiles. Vehicle count.	<i>0</i>	0
211	TOT_OUTLET (#206+#207+#208+#210)	<i>1</i>	1

212	TOT_SQFEET	30,000	30,000
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Library Staff #251-259

251	Total count of persons employed - full and part time.	35	33
252	ALA Librarians (FTE) who have accredited ALA Masters	8	7
253	FTE Total Librarians (ALA or other)	8	7
254	FTE Special Professionals	2.5	3.5
255	FTE Lib. Tech. Assistants	4	3
256	FTE Other	13.67	10.38
257	ALL_SUPPRT (#254+#255+#256)	20.17	16.88
258	TOTAL_STAF (#253+#257)	28.17	23.88
259	FTE Volunteers (Average FTE per week - not hours)	5.43	5.54

Income - for Operational Expenses #301-308

301	Local Government (all sources - see help)	\$2,086,445	\$1,933,312
302	State Funds (CLSA, PLF, ELLI, etc.)	\$57,691	\$43,025
303	Federal Funds (LSTA or other)	\$15,351	\$10,599
304	All Other Operating Income	\$205,843	\$93,474
305	Total Operating Income (#301+#302+#303+#304)	\$2,365,330	\$2,080,410

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306	CLSA_TBR		
307	CA Library Literacy Services		
308	PLF ALLOCATION		\$18,585.72

Income - for Capital Outlay #309-313

309	Local Government (taxes and allocations - see help)	\$0	\$0
310	State Funds (CLSA and PLF)	\$0	\$0
311	Federal Funds	\$0	\$0
312	Other Income	\$49,242	\$0
313	Total Capital Outlay Income CAPOUT_INC (#309+#310+#311+#312)	\$49,242	\$0

Standard Operating Expenditures #401-411

401	Salaries & Wages Expenditures	\$1,129,786	\$1,098,015
402	Employee Benefits Expenditures	\$282,260	\$282,317

403	Total Staff Expenditures (#401+#402)	\$1,412,046	\$1,380,332
404	Print Materials Expenditures (except Serials)	\$146,660	\$100,971
405	Print Serial Subscription Expenditures	\$30,000	\$20,473
406	Total Print Materials Expenditures (#404+#405)	\$176,660	\$121,444
407	Electronic Materials Expenditures	\$76,793	\$55,470
408	Other Materials Expenditures	\$34,115	\$23,298
409	Total Collection Expenditures (#406+#407+#408)	\$287,568	\$200,212
410	All other Operating Expenditures	\$451,032	\$418,773
411	Total Operating Expenditures (#403+#409+#410)	\$2,150,646	\$1,999,317

Capital Expenditures #500

500	Capital Expenditures	\$49,242	\$0
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Specific Expenditures #501-504

501	Preservation	\$1,400	\$1,000
502	Expenditure for Children's Materials	\$43,276	\$42,895
503	Adult Literacy Program	\$39,754	\$35,525
504	Payments for Contract Services to another jurisdiction	\$5,400	\$5,400

Collections #601-619

601	Children's Books Added	1,735	1,578
602	Books Children Held as of June 30	30,495	29,977
603	Books Young Adult Held as of June 30	5,382	5,329
604	Book Volumes Added	6,377	5,751
605	Book Titles Added	5,271	4,219
606	Books Total Held as of June 30	114,563	112,692
607	Government Documents in separate collections	0	0
608	Serial Volumes held as of June 30	6,116	5,441
609	Total Print Materials Held (#606+#607+#608)	120,679	118,133
610	Electronic Books	7,442	9,052
611	Total Physical Audio Materials	10,261	10,605

612	Total Online Audio Materials (new category)		3,794
613	Total Physical Video Materials	8,254	8,365
614	Total Online Video Materials (new category)		0
615a	Databases - Local	25	25
615b	Databases - State	1	1
615c	Databases - Coops & Other	0	1
615d	Databases - Total (#615a+#615b+#615c)	26	27
616	Number of Current Print Serial Subscriptions	249	255
617	Number of records in library catalog as of June 30.	148,072	147,393
618	Children's Audio Materials held as of June 30	1,398	1,272
619	Children's Video Materials held as of June 30	2,284	2,172

Library Services, Annual #801-821

801	Total Public Service Hours	2,668	2,467
802	Library Visits	277,896	268,168
803	Reference Questions (omit directional)	46,578	48,206
804	Circulation of Children's Materials	166,196	180,447
805	Circulation Non-English	2,195	2,623
806	Circulation Non-Book	163,447	178,439
807	Total Circulation	418,363	444,523
808	ILL loans to others	496	458
809	ILL loans received	561	606
810	Pre-School Programs - Number	371	427
811	Pre-School Programs - Attendance	10,077	10,036
812	School Age Programs - Number	193	212
813	School Age Programs - Attendance	13,553	9,206
814	Young Adult Programs - Number	27	23
815	Young Adult Programs - Attendance	648	727
816	Adult Programs - Number	62	63
817	Adult Programs - Attendance	1,762	1,993
818	Children's Programs - Number (#810+#812)	564	639
819	Children's Program Attendance (#811+#813)	23,630	19,242
820	Total Programs - Number	653	725

(#810+#812+#814+#816)
 821 Total Programs - Attendance 26,040 21,962
 (#811+#813+#815+#817)

Salary Survey #901-918

901	Director (monthly rate) - Begin	8,014	8,014
902	Director (monthly rate) - Final	9,742	9,742
903	Assistant Dir. - Begin	5,294	5,294
904	Assistant Dir. - Final	6,435	6,435
905	Chief Lib. Div. - Begin	4,517	4,517
906	Chief Lib. Div. - Final	5,491	5,491
907	Branch Libn - Begin	N/A	N/A
908	Branch Libn - Final	N/A	N/A
909	Entry Level Librarian - Begin	3,760	3,760
910	Entry Level Librarian - Final	4,570	4,570
911	Journeyman Librarian - Begin	4,136	4,136
912	Journeyman Librarian - Final	5,027	5,027
913	Lib. Tech. Asst. - Begin	2,890	2,890
914	Lib. Tech. Asst. - Final	3,512	3,512
915	Clerk Non-Pro. (see help) - Begin	N/A	N/A
916	Clerk Non-Pro. (see help) - Final	N/A	N/A
917	Mgr. Of Spec. Servic (non-MLS) - Begin	4,359	4,359
918	Mgr. Of Spec. Servic (non-MLS) - Final	5,298	5,298

Electronic Services #857-862

857	Took advantage of CA Teleconnect subsidies during this report year.	No	No
858	Took advantage of federal E-RATE subsidies during this report year.	No	No

Electronic Resources Usage

859	Users of Public Internet Computers (per year)	36,474	34,170
860	Virtual Visits to Library Website	298,030	116,481

- change in Website tracking protocols

861	Does your library use the Radio Frequency Identification (RFID) system for circulation? Y/N	No	No
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862	GPTERMS (#28+#41) from Bookmobiles and Outlets table	15	15
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- 23 Librarians on vehicle - FTE
- 24 Driver/clerks on vehicle - FTE
- 25 Support Staff off vehicle - FTE
- 26 Total materials circulation per year
- 27 Yearly operating and maintenance cost. (fuel, maintenance, repair, labor and parts only)
- 28 Number of Internet Terminals - General Public
- 29 GEN_NOTES
- 30 FISCAL_YR
- 31 L_NUM_BM

Bookmobile Related Questions

Library Outlet #1-46

Library Outlet

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1	FSCS_ID	CA0043.002	CA0043.002
2	LIBRARY_ID	M639	M639
3	LIB_Code	M639.001	M639.001
4	Short_Name	Glendora	Glendora
5	Outlet Name:	Glendora Library & Cultural Center	Glendora Library & Cultural Center
6	Street Address:	140 South Glendora Ave.	140 South Glendora Ave.
7	City:	Glendora	Glendora
8	ZIP:	91741	91741
9	ZIP+4:	3499	3499
10	Mail Address (repeat if same as street address):	140 South Glendora Ave.	140 South Glendora Ave.
11	Mail City:	Glendora	Glendora
12	Mail ZIP:	91741	91741
13	Mail ZIP+4:	3499	3499
14	County	Los Angeles	Los Angeles
15	FAX:	(626) 852-4899	(626) 852-4899
16	Phone:	(626) 852-4891	(626) 852-4891
17	Type of Outlet:	CE	CE
18	This Facility is Owned by:	CITY - City	CITY - City
19	This Facility is in need of:	N/A	N/A
20	State Senate District(s):	29	29
21	State Assembly District(s):	59	59
22	U.S. House District(s):	28	28
23	Population Served By Outlet.	52,474	52,830
24	Total Outlet Staff, in FTE.	28.17	23.88

25	Hours Open, Weekly.	56	48
26	Hours Open, Annually.	2,668	2,467
27	Weeks Open, Annually.		52
28	Total Number of Volumes Held by Outlet.	148,072	147,393
29	Total Annual Circulation by Outlet.	418,363	444,788
30	Total Outlet Operating Expenditures.	2,150,646	1,999,317
31	Year in which Outlet was Originally Built.	1972	1972
32	Month and Year outlet opened (i.e., 06/2008)	N/A	N/A
33	Year in which Outlet was Remodeled.	2009	2009
34	Size of Outlet, in sq. ft.	30,000	30,000
35	Number of Reader Seats in Outlet	123	123
36	Days per week outlet is open to the public.	6	6
37	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes	Yes
38	Housed in separate quarters?	Yes	Yes
39	Established schedule of hours for public service?	Yes	Yes
40	Degree of Adequacy of this Facility.	8	8
41	Number of Internet Terminals-- General Public.	15	15
42	Internet Connection. What is your library's highest connection speed to the Internet?	7) 6.1Mbps - 10Mbps	7) 6.1Mbps - 10Mbps
43	Wi-Fi. Is wireless available at this location? (Y/N)	Yes	Yes
44	MSA (Metropolitan Statistical Area) Status:	NC	NC
45	FISCAL_YR CODE	2008-09	2009-10
46	OUTLET_TYPE_SORT_CODE		

LIBRARY REVENUE 2009-2010
PROJECTED AND ACTUAL

updated 8/11/2010

California Library Services Act:		Projected 2009-2010	Actual 2009-2010	GRANTS/GIFTS DETAILS		Projected 2009-2010	Actual 2009-2010	
Interlibrary loan @ \$ 5.99			553.57	(1) Grants direct to City:				
Direct Loan @ \$ 1.20			23,884.64			Tuition reimbursement/LST	4,050.00	3,951.00
Public Library Fund			18,586.00			Literacy grant/CLSA	15,000.00	15,784.00
CLSA TOTAL		25,000.00	43,024.21	ELF Grant /LSTA	-----	1,000.00		
Fines/Fees		43,000.00	46,966.00	CDBG funds/Fed	6,644.00	6,644.00		
Library copy center fees		9,000.00	11,056.00	TOTAL DIRECT GRANTS	25,694.00	27,379.00		
Fines/Fees TOTAL		52,000.00	58,022.00	(2) Friends Foundation to City-personnel				
TOTAL GENERAL FUND REVENUE		77,000.00	101,046.21	Dev./Cmty Ed. Salaries	39,111.00	46,722.00		
Grants/Gifts				TOTAL FRIENDS GRANTS	39,111.00	46,722.00		
Itemized below				(3) Other Friends funded projects:				
Direct Grants (1)		25,694.00	27,379.00	Technology-all types	30,280.00	30,280.00		
Friends Grants (2)		39,111.00	46,722.00	Youth Reading Promotion	30,450.00	30,450.00		
Friends projects (3)		61,730.00	86,730.00	Community Education	1,000.00	1,000.00		
Memorials				Special Projects	-----	-----		
Glendora Church Homes Grant			4,540.00	NOP Book Club support	-----	25,000.00		
Other Gifts				TOTAL FRIENDS PROJECTS	61,730.00	86,730.00		
TOTAL GRANTS/GIFTS		126,535.00	165,371.00	TOTAL ALL FRIENDS FUNDS	100,841.00	133,452.00		
TOTAL GENERAL FUND REVENUE & GRANT		203,535.00	266,417.21					

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§ 18870
Note 1

Article 8
TRANSITION

Section 18870. Transition period; duration; controlling law; notice of full implementation.

Article 8 was added by Stats.1998, c. 948 (S.B.409), § 1.

§ 18870. Transition period; duration; controlling law; notice of full implementation

(a) The transition period from the California Library Services Act to the Library of California Act shall begin on the effective date of this chapter.

(b) As new program elements and state funds are phased in to implement this chapter, they will replace and augment the corresponding program elements and funds in the California Library Services Act.

(c) When all program elements of the California Library Services Act have been replaced and augmented under the provisions of this chapter, the California Library Services Act as set forth in Chapter 4 (commencing with Section 18700) is hereby repealed unless a subsequent act of the Legislature continues it in full force and effect. During the transition period this chapter shall control in case of conflicts between this chapter and the California Library Services Act. The state board shall file a written notice with the Secretary of the Senate and the Chief Clerk of the Assembly notifying the Legislature of the fact, and date, of full implementation of this chapter.

(Added by Stats.1998, c. 948 (S.B.409), § 1.)

Cross References

State funds, see Government Code § 16300 et seq.

Notes of Decisions

Cooperative library systems 1

1. Cooperative library systems

Upon replacement of the California Library Services Act cooperative library system pro-

grams, a cooperative library system may continue to operate, with or without state funding, depending upon the particular circumstances present. Ops.Atty.Gen. No. 01-301 (July 11, 2001).

Chapter 5

MUNICIPAL LIBRARIES

Article	Section
1. Establishment	18900
2. Trustees	18910
3. Support of Libraries	18950
4. Government	18960

Chapter 5 was enacted by Stats.1976, c. 1010, § 2, operative April 30, 1977.

§ 18870

Note 1

GENERAL PROVISIONS

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Article 1
ESTABLISHMENT

Section

- 18900. Authority of specified legislative bodies to establish public libraries.
18901. Petition of electors.

Article 1 was enacted by Stats.1976, c. 1010, § 2, operative April 30, 1977.

Cross References

Affiliation of school libraries with city libraries, see Education Code § 18134 et seq.
Annexation by municipality of territory served by county free library, see Education Code § 19114.
Civil service for municipal library employees, see Government Code § 45002.
Contracts to lend books to neighboring areas, see Education Code § 18411.
Contracts with county boards, see Education Code § 19112.

Library References

Library problems. Reports of Assembly Interim Committee on Education, 1955 to 1957, vol. 10, No. 9. Vol. 2 of Appendix to Journal of the Assembly, Reg.Sess., 1957.

§ 18900. Authority of specified legislative bodies to establish public libraries

The common council, board of trustees, or other legislative body of any city in the state may, and upon being requested to do so by one-fourth of the electors of the municipal corporation in the manner provided in this article, shall, by ordinance, establish in and for the municipality a public library if there is none already established therein.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27301 (Stats. 1959, c. 2, p. 1461, § 27301, amended by Stats. 1971, c. 438, p. 880, § 83).
Stats.1901, c. 170, p. 557, § 1, amended by Stats.1909, c. 481, p. 823, § 1.

Educ.C.1943, § 22201 (Stats.1943, c. 71, p. 738).

Library References

Legal Jurisprudences

Cal Jur 3d Muni § 295.

Civil service 2

Employees' status 1

Rental of city space 3

1. Employees' status

Under Educ.C.1959, § 27301 and §§ 27360, 27362, 27368, 27401, 27402, 27453, and 27455 and Gov.C. §§ 45002, 45005, a municipal library, although autonomous as to its internal operations, was not independent of the city and

its employees were city employees. City of Ukiah v. Board of Trustees of Municipal Library of City of Ukiah (App. 3 Dist. 1961) 15 Cal.Rptr. 811, 195 Cal.App.2d 344.

2. Civil service

A library employee was an employee of the city, and subject to its civil service ordinance, by virtue of provision therein that it shall be applicable to all employees of the city, even though the ordinance did not specifically design-

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nate library emplo provided for separat ployees. City of Uk Municipal Library o 1961) 15 Cal.Rptr.

3. Rental of city sp

A city maintaining Stats.1901, p. 557,

§ 18901. Pet

The request r petitions shall b petitions in the electors.

(Stats.1976, c. 101

Derivation: Edu 1959, c. 2, p. 1461, Educ.C.1943, § 2 738).

Electors and voters 359, 2000 et s

Legal Jurisprudenc

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Section

- 18910. Appointm
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18914. Monthly
18915. Special
18916. Quorum
18917. Preside
18918. Record
18919. Rules, r
18920. Adminis
18921. Officers
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18925. Exchang
18926. Incident
18927. Annual

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enate library employees, and Gov.C. § 45002 provided for separate designation of library employees. City of Ukiah v. Board of Trustees of Municipal Library of City of Ukiah (App. 3 Dist. 1961) 15 Cal.Rptr. 811, 195 Cal.App.2d 344.

296, Stats.1909, p. 823, could charge the county which used part of the library to maintain its county free library under County Free Library Act, Stats.1911, p. 80, as amended, for rent for the use of such space, and the county could pay for such space. 4 Ops.Atty.Gen. 343 (1944).

3. Rental of city space

A city maintaining a "Carnegie" library under Stats.1901, p. 557, as amended, Stats.1905, p.

§ 18901. Petition of electors

The request may be by a single petition, or by several petitions. The several petitions shall be substantially in the same form. The single petition, or several petitions in the aggregate, shall have, the signatures of the requisite number of electors.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27302 (Stats. 1959, c. 2, p. 1461, § 27302). Stats.1901, c. 170, p. 558, § 2, amended by Stats.1909, c. 481, p. 824, § 1. Educ.C.1943, § 22202 (Stats.1943, c. 71, p. 738).

Cross References

Electors and voters, see Education Code § 5390; Const. Art. 2, §§ 2, 4; Elections Code §§ 321, 359, 2000 et seq.

Library References

Legal Jurisprudences
Cal Jur 3d Fam Law § 68.

Article 2

TRUSTEES

Section

- 18910. Appointment of board of trustees.
- 18911. Term of office and compensation.
- 18912. Eligibility of men and women.
- 18913. Vacancies.
- 18914. Monthly meetings.
- 18915. Special meetings.
- 18916. Quorum.
- 18917. President.
- 18918. Record of proceedings.
- 18919. Rules, regulations and by-laws.
- 18920. Administration of trusts; receipt, holdings and disposal of property.
- 18921. Officers and employees.
- 18922. Purchase of personal property.
- 18923. Authority to purchase real property, and to erect or rent and equip building.
- 18924. State publications.
- 18925. Exchanging with other libraries; nonresident borrowing.
- 18926. Incidental powers of board.
- 18927. Annual report to legislative body and to State Librarian.

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§ 18901

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Div. 1

Article 2 was enacted by Stats.1976, c. 1010, § 2, operative April 30, 1977.

Cross References

Library districts, trustees, see Education Code § 19420 et seq.

§ 18910. Appointment of board of trustees

The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor, president of the board of trustees, or other executive head of the municipality, with the consent of the legislative body of the municipality.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27351 (Stats. 1959, c. 2, p. 1461, § 27351). Stats.1901, c. 170, p. 558, § 3, amended by Stats.1909, c. 481, p. 824, § 1.

Educ.C.1943, § 22212 (Stats.1943, c. 71, p. 738).

Cross References

Library districts, trustees, see Education Code § 19420 et seq.

Notes of Decisions

Library management and control 1

1. Library management and control

In proceedings to determine the right to manage and control a public library, it appeared that, prior to March 28, 1878, there had been a private voluntary association which had established and maintained in L. a library for the use of its members, and in 1874, Stats.1874, p. 274, an act was passed providing for the establishment of a public library in L., and by its provisions the library was controlled by nine regents,

who were elected by the city council, and on March 28, 1878, the act was repealed by the city charter, and the mayor and council were constituted trustees of the library, and on March 28, 1878, the city council elected a board of regents, and April 6th the board duly organized, and the same day the library association made over to the public library thus organized all the books belonging to the association, this library did not come under Stats.1880, p. 231, which put in the charge of trustees therein provided for all libraries established by authority of that act. *People v. Howard* (1892) 94 Cal. 73, 29 P. 485.

§ 18911. Term of office and compensation

The trustees shall hold office for three years. The members of the first board appointed shall so classify themselves by lot that one of their number shall go out of office at the end of the current fiscal year, two at the end of one year thereafter, and two at the end of two years thereafter.

The legislative body of the municipality may, by ordinance, provide for the compensation of such trustees; provided that the respective compensation for such trustees shall not exceed fifty dollars (\$50) per month.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27352 (Stats. 1959, c. 2, p. 1461, § 27352, amended by Stats. 1974, c. 509, p. 1188, § 1). Educ.C.1943, § 22213 (Stats.1943, c. 71, p. 738).

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Stats.1901, c. 170, p. 558, § 3, amended by Stats.1909, c. 481, p. 824, § 1.

Term of offices for public libraries, §§ 1301 and 1302.

Discharge 1
Extension of term 2

1. Discharge

City council could not discharge library trustees without approval of Friends of the Library of Monterey Park (App. Rptr. 358, 211 Cal.App. 2d 100).

§ 18912. Eligible men and women

(Stats.1976, c. 1010, § 2.)

Derivation: Educ.C. 1959, c. 2, p. 1461, § 27351. Educ.C.1943, § 22212 (Stats.1943, c. 71, p. 738).

§ 18913. Vacancies

Vacancies shall be filled in the same manner as the original trustees. (Stats.1976, c. 1010, § 2.)

Derivation: Educ.C. 1959, c. 2, p. 1461, § 27351. Educ.C.1943, § 22212 (Stats.1943, c. 71, p. 738).

§ 18914. Monthly compensation

Boards of library trustees may fix the compensation of trustees at places as they may determine. (Stats.1976, c. 1010, § 2.)

Derivation: Educ.C. 1959, c. 2, p. 1461, § 27351. Educ.C.1943, § 22212 (Stats.1943, c. 71, p. 738).

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April 30,

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LIBRARIES
Pt. 11

Stats.1901, c. 170, p. 558, § 3, amended by
Stats.1909, c. 481, p. 824, § 1.

Cross References

Term of offices for public officers and employees and continuation thereof, see Government Code §§ 1301 and 1302.

Notes of Decisions

Discharge 1
Extension of term 2

2. Extension of term

1. Discharge

City council could not discharge board of library trustees without cause or hearing. *Friends of the Library of Monterey Park v. City of Monterey Park* (App. 2 Dist. 1989) 259 Cal. Rptr. 358, 211 Cal.App.3d 358.

Trial court's extending terms of incumbent members of board of library trustees by approximate length of time trustees were deprived of their offices by city's unlawful action was a reasonable means of rectifying wrong caused by city and was not an abuse of discretion. *Friends of the Library of Monterey Park v. City of Monterey Park* (App. 2 Dist. 1989) 259 Cal. Rptr. 358, 211 Cal.App.3d 358.

§ 18912. Eligibility of men and women

Men and women are equally eligible to appointment as trustees. (Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27353 (Stats. 1959, c. 2, p. 1461, § 27353). Stats.1901, c. 170, p. 558, § 3, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22214 (Stats.1943, c. 71, p. 738).

§ 18913. Vacancies

Vacancies shall be filled by appointment for the unexpired term in the same manner as the original appointments are made. (Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27354 (Stats. 1959, c. 2, p. 1461, § 27354). Stats.1901, c. 170, p. 558, § 3, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22215 (Stats.1943, c. 71, p. 738).

§ 18914. Monthly meetings

Boards of library trustees shall meet at least once a month at such times and places as they may fix by resolution. (Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27355 (Stats. 1959, c. 2, p. 1461, § 27355). Stats.1901, c. 170, p. 558, § 4, amended by Stats.1905, c. 292, p. 296, § 1; Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22216 (Stats.1943, c. 71, p. 738).

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GENERAL PROVISIONS
Div. 1

§ 18915. Special meetings

Special meetings may be called at any time by three trustees, by written notice served upon each member at least three hours before the time specified for the proposed meeting.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27356 (Stats. 1959, c. 2, p. 1461, § 27356). Stats.1901, c. 170, p. 558, § 4, amended by Stats.1905, c. 292, p. 296, § 1; Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22217 (Stats.1943, c. 71, p. 738).

§ 18916. Quorum

A majority of the board shall constitute a quorum for the transaction of business.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27357 (Stats. 1959, c. 2, p. 1461, § 27357). Stats.1901, c. 170, p. 558, § 4, amended by Stats.1905, c. 292, p. 296, § 1; Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22218 (Stats.1943, c. 71, p. 738).

§ 18917. President

The board shall appoint one of its number president, who shall serve for one year and until his successor is appointed, and in his absence shall select a president pro tem.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27358 (Stats. 1959, c. 2, p. 1462, § 27358). Stats.1901, c. 170, p. 558, § 4, amended by Stats.1905, c. 292, p. 296, § 1; Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22219 (Stats.1943, c. 71, p. 738).

§ 18918. Record of proceedings

The board shall cause a proper record of its proceedings to be kept.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27359 (Stats. 1959, c. 2, p. 1462, § 27359). Stats.1901, c. 170, p. 558, § 4, amended by Stats.1905, c. 292, p. 296, § 1; Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22220 (Stats.1943, c. 71, p. 738).

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§ 18919. Rules, regulations and by-laws

The board of library trustees may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27360 (Stats. 1959, c. 2, p. 1462, § 27360). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22221 (Stats.1943, c. 71, p. 738).

Cross References

Administrative regulations and rulemaking, see Government Code § 11340 et seq.
Violation of rules, regulations or bylaws, penalty, see Education Code § 18960.

§ 18920. Administration of trusts; receipt, holdings and disposal of property

The board of library trustees may administer any trust declared or created for the library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27361 (Stats. 1959, c. 2, p. 1462, § 27361). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22222 (Stats.1943, c. 71, p. 738).

Cross References

Foundations for institutions of arts and sciences, see Education Code § 21140 et seq.

Notes of Decisions

Funds donated to city 1

1. Funds donated to city

Stats.1901, p. 557, c. 170, providing for the establishment of free public libraries and reading rooms, creating a board of trustees, and

prescribing their duties, did not embrace the construction of a library to be erected with funds donated to a city unless the gift by its terms and conditions, either expressly or by proper implication, so provided. Board of Library Trustees of City of Hanford v. Board of Trustees of City of Hanford (App. 1906) 2 Cal. App. 760, 84 P. 227.

§ 18921. Officers and employees

The board of library trustees may prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library; determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees shall hold their offices or positions at the pleasure of the board.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

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Historical and Statutory Notes

Derivation: Educ.C.1959, § 27362 (Stats. 1959, c. 2, p. 1462, § 27362). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22223 (Stats.1943, c. 71, p. 739).

Cross References

Civil service, see Government Code § 45002.

Notes of Decisions

**Civil service 2
Employees' status 1**

1. Employees' status

Under Educ.C.1959, § 27362 and §§ 27301, 27360, 27368, 27401, 27402, 27453, and 27455 and Gov.C. §§ 45002, 45005, a municipal library, although autonomous as to its internal operations, was not independent of the city and its employees were city employees. *City of Ukiah v. Board of Trustees of Municipal Library of City of Ukiah* (App. 3 Dist. 1961) 15 Cal.Rptr. 811, 195 Cal.App.2d 344.

2. Civil service

A library employee was an employee of the city, and subject to its civil service ordinance, by virtue of provision therein that it shall be applicable to all employees of the city, even though the ordinance did not specifically designate library employees, and Gov.C. § 45002 provided for separate designation of library employees. *City of Ukiah v. Board of Trustees of Municipal Library of City of Ukiah* (App. 3 Dist. 1961) 15 Cal.Rptr. 811, 195 Cal.App.2d 344.

§ 18922. Purchase of personal property

The board of library trustees may purchase necessary books, journals, publications, and other personal property.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27363 (Stats. 1959, c. 2, p. 1462, § 27363). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22224 (Stats.1943, c. 71, p. 739).

§ 18923. Authority to purchase real property, and to erect or rent and equip building

The board of library trustees may purchase real property, and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the legislative body of the municipality for the library.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27364 (Stats. 1959, c. 2, p. 1462, § 27364). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 824, § 1.
Educ.C.1943, § 22225 (Stats.1943, c. 71, p. 739).

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§ 18924. State publications

The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27365 (Stats. 1959, c. 2, p. 1462, § 27365, amended by Stats. 1959, c. 1214, p. 3300, § 1). Stats.1901, c. 170, c. 558, § 5, amended by Stats.1909, c. 481, p. 825, § 1.

Educ.C.1943, § 22226 (Stats.1943, c. 71, p. 739).

Cross References

Distribution of state publications, see Government Code §§ 9791, 14900 et seq.

§ 18925. Exchanging with other libraries; nonresident borrowing

The board of library trustees may borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the board may prescribe.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27366 (Stats. 1959, c. 2, p. 1462, § 27366). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 825, § 1.

Educ.C.1943, § 22227 (Stats.1943, c. 71, p. 738).

§ 18926. Incidental powers of board

The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27367 (Stats. 1959, c. 2, p. 1462, § 27367). Stats.1901, c. 170, p. 558, § 5, amended by Stats.1909, c. 481, p. 825, § 1.

Educ.C.1943, § 22228 (Stats.1943, c. 71, p. 739).

§ 18927. Annual report to legislative body and to State Librarian

The board of library trustees, or if there is no board of trustees, then the administrative head of the library shall, on or before August 31st, in each year, report to the legislative body of the municipality and to the State Librarian on the condition of the library, for the year ending the 30th day of June preceding. The reports shall, in addition to other matters deemed expedient by the board of trustees or administrative head of the library, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose the State Librarian may send to the several boards of trustees or

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GENERAL PROVISIONS

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administrative heads of the library instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state. (Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27368 (Stats. 1959, c. 2, p. 1462, § 27368). Stats.1901, c. 170, p. 559, § 6, amended by Stats.1905, c. 292, p. 296, § 2; Stats.1909, c. 481, p. 825, § 1.
Educ.C.1943, § 22229 (Stats.1943, c. 71, p. 739, amended by Stats.1957, c. 2135, p. 3787, § 2).

Cross References

State librarian, see Education Code § 19302 et seq.

Article 3

SUPPORT OF LIBRARIES

Section

- 18950. Repealed.
- 18951. Library fund.
- 18952. Safety, preservation, and application of fund not payable into treasury.
- 18953. Payments from the library fund.

Article 3 was enacted by Stats.1976, c. 1010, § 2, operative April 30, 1977.

§ 18950. Repealed by Stats.1977, c. 309, § 1, eff. July 8, 1977

Historical and Statutory Notes

The repealed section, enacted by Stats.1976, c. 1010, § 2, authorized a municipality to levy a tax for the construction and maintenance of the library and purchasing property therefor. The repealed section was derived from Educ.C.1959, § 27401, enacted by Stats.1959, c. 2, p. 1463, § 27401, amended by Stats.1959, c. 1082, p. 3147, § 1; Stats.1965, c. 1561, p. 3652, § 1; Educ.C.1943, § 22241 (Stats.1943, c. 71, p. 739); Stats.1901, c. 170, p. 559, § 7, amended by Stats.1909, c. 481, p. 825, § 1.

§ 18951. Library fund

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and shall be applied to the purposes authorized in this chapter.

(Stats.1976, c. 1010, § 2, operative April 30, 1977. Amended by Stats.1977, c. 309, § 1.1, eff. July 8, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27402 (Stats. 1959, c. 2, p. 1463, § 27402). Stats.1901, c. 170, p. 559, § 8, amended by Stats.1909, c. 481, p. 825, § 1.
Educ.C.1943, § 22242 (Stats.1943, c. 71, p. 739).

Library References

- States ⇨127.
- Westlaw Topic No. 360.
- C.J.S. States § 228.

LIBRARIES
Pt. 11

§ 18960

§ 18952. Safety, preservation, and application of fund not payable into treasury

If payment into the treasury is inconsistent with the conditions or terms of any gift, devise, or bequest, the board shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest. (Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27403 (Stats. 1959, c. 2, p. 1463, § 27403). Stats.1901, c. 170, p. 559, § 8, amended by Stats.1909, c. 481, p. 825, § 1.
Educ.C.1943, § 22243 (Stats.1943, c. 71, p. 740).

§ 18953. Payments from the library fund

Payments from the fund shall be made upon warrants issued after due audit by, and an order from, the library trustees. The warrants shall be signed by the president and secretary of the board of library trustees. The treasurer of the municipality shall pay such warrants without any further order or warrant from any other authority.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27404 (Stats. 1959, c. 2, p. 1463, § 27404). Stats.1901, c. 170, p. 559, § 8, amended by Stats.1909, c. 481, p. 825, § 1.
Educ.C.1943, § 22244 (Stats.1943, c. 71, p. 740).

Article 4

GOVERNMENT

Section

- 18960. Library free to inhabitants; violation of rules, regulations or by-laws.
- 18961. Contracts with neighboring municipalities or county.
- 18962. Title to property.
- 18963. Application of chapter to prior municipal libraries and libraries governed by city charter.
- 18964. Disestablishment of library.
- 18965. Government of public library services upon consolidation.

Article 4 was enacted by Stats.1976, c. 1010, § 2, operative April 30, 1977.

§ 18960. Library free to inhabitants; violation of rules, regulations or by-laws

Every library established pursuant to this chapter shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations, and bylaws as may be made by boards of library

§ 18960

GENERAL PROVISIONS

Div. 1

trustees. Any person who violates any rule, regulations, or bylaw may be fined or excluded from the privileges of the library.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27451 (Stats. 1959, c. 2, p. 1463, § 27451). Stats.1901, c. 170, p. 559, § 9, amended by Stats.1909, c. 481, p. 825, § 1.

Educ.C.1943, § 22261 (Stats.1943, c. 71, p. 740).

Cross References

Administrative regulations and rulemaking, see Government Code § 11340 et seq.
Rules, regulations and bylaws of board of library trustees, see Education Code § 18919.

Library References

Legal Jurisprudences

Am Jur 2d Municipal Corporations, Counties, and Other Political Subdivisions § 542.

Notes of Decisions

Fees 1

1. Fees

Fees may not be charged to local residents for "library services", defined as the satisfaction

with library materials of the patron's informational needs, by libraries that are organized under §§ 18300 et seq., 18900 et seq., 19100 et seq., 19400 et seq., 19600 et seq., or Gov.C. § 39732. 61 Ops.Atty.Gen. 512, 11-21-78.

§ 18961. Contracts with neighboring municipalities or county

The board of library trustees and the legislative body of any neighboring municipality or the board of supervisors of the county in which the public library is situated, may contract for lending the books of the library to residents of the county or neighboring municipality, upon a reasonable compensation to be paid by the county or neighboring municipality.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27452 (Stats. 1959, c. 2, p. 1463, § 27452). Stats.1901, c. 170, p. 560, § 10, amended by Stats.1909, c. 481, p. 826, § 1.

Educ.C.1943, § 22262 (Stats.1943, c. 71, p. 740).

Cross References

Affiliation with school libraries, see Education Code § 18134 et seq.
Contracts, generally, see Civil Code § 1549 et seq.
Contracts with counties, see Education Code § 19112.

Notes of Decisions

Rental of city space 1

1. Rental of city space

A city maintaining a "Carnegie" library under Stats.1901, p. 557, as amended, Stats.1905, p.

296, Stats.1909, p. 823, could charge the county which used part of the library to maintain its county free library under County Free Library Act, Stats.1911, p. 80, as amended, for rent for the use of such space, and the county could pay for such space. 4 Ops.Atty.Gen. 343 (1944).

§ 18964

LIBRARIES

Pt. 11

§ 18962. Title to property

The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or otherwise designated, vests in the municipality in which the library is situated, and in the name of the municipal corporation may be sued for and defended by action at law or otherwise.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27453 (Stats. 1959, c. 2, p. 1464, § 27453). Stats.1901, c. 170, p. 560, § 11, amended by Stats.1909, c. 481, p. 826, § 1. Educ.C.1943, § 22263 (Stats.1943, c. 71, p. 740).

§ 18963. Application of chapter to prior municipal libraries and libraries governed by city charter

Any municipal library which was established and existed on June 11, 1909, under the provisions of an act entitled "An act to establish free public libraries and reading rooms," approved April 26, 1880,¹ is continued under the provisions of this chapter and shall be considered the same as if established under the provisions of this chapter. This chapter has no application to any library established or governed by a city charter, and any city charter is in no manner affected by this chapter.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

¹ Stats.1880, c. 126, p. 231.

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27454 (Stats. 1959, c. 2, p. 1464, § 27454). Stats.1901, c. 170, p. 560, § 12, amended by Stats.1909, c. 481, p. 826, § 1. Educ.C.1943, § 22264 (Stats.1943, c. 71, p. 740).

§ 18964. Disestablishment of library

Any ordinance establishing a library adopted pursuant to this chapter shall be repealed by the body which adopted it upon being requested to do so by 51 percent of the electors of the municipal corporation, as shown by the great register. Upon the repeal of the ordinance the library is disestablished in the municipal corporation.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27455 (Stats. 1959, c. 2, p. 1464, § 27455). Stats.1901, c. 170, p. 560, § 13, amended by Stats.1909, c. 481, p. 826, § 1. Educ.C.1943, § 22265 (Stats.1943, c. 71, p. 740).

§ 18964

GENERAL PROVISIONS
Div. 1

Library References

Legal Jurisprudences
Cal Jur 3d Muni § 295.

§ 18965. Government of public library services upon consolidation

Whenever the governing bodies of two or more cities or counties consolidate their existing public library services, as a joint exercise of powers under Chapter 5 (commencing with Section 6500), Division 7, Title 1 of the Government Code, and the ownership or management of the cities' and counties' library facilities and other library assets are turned over to a newly formed joint agency, any boards of public library trustees existing prior to the consolidation, may be dissolved by ordinance.

(Stats.1976, c. 1010, § 2, operative April, 30, 1977.)

Historical and Statutory Notes

Derivation: Educ.C.1959, § 27456, added by
Stats.1963, c. 1143, p. 2623, § 1.

Chapter 6

COUNTY FREE LIBRARIES

Article	Section
1. Establishment	19100
2. County Librarian	19140
3. Government	19160

Chapter 6 was enacted by Stats.1976, c. 1010, § 2, operative April 30, 1977.

Cross References

- Board of supervisors, see Government Code §§ 25000, 25003 et seq.
- Construction,
 - Lease and construction, generally, see Government Code § 26150.
 - Repair and construction of buildings only from taxes on property part of county free library system, see Government Code § 25351.
- County free libraries, see Government Code § 26150 et seq.
- County service areas, extended library facilities and services, authority of board of supervisors and funding, see Government Code § 25210.78 et seq.
- County libraries, contracts to provide school library services, see Education Code § 1773.
- Library service at county institutions, see Government Code § 26151.
- Reimbursement for costs mandated by state, inclusion of county free libraries as special districts, see Revenue and Taxation Code § 2216.
- Supervision by state librarian, see Education Code § 19167.

Article 1

ESTABLISHMENT

Section
19100. Power to establish and maintain.

United States
**Census
2010**

IT'S IN OUR HANDS

Thank You

FOR HELPING
TO PAINT THE
**NEW PORTRAIT
OF AMERICA**



THE U.S. CENSUS BUREAU HEREBY RECOGNIZES

Glendora Public Library

as a valued partner and offers appreciation for your support
in raising awareness of and inspiring participation in the 2010 Census.

Your efforts to help achieve a complete and accurate
census count have made a lasting impact on the nation.

Robert M. Groves

Dr. Robert M. Groves
Director, U.S. Census Bureau

3

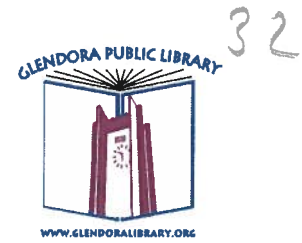
Glendora Public Library Annual Output Measures Survey Results

ANNUAL OUTPUT MEASURES	FY1998-99	FY99-00	FY2000-01	FY01-02	FY02-03	FY03-04**	FY04-05**	FY 05-06	FY 06-07	FY07-08**	FY08-09**	FY 09-10
Browser's Fill Rate	91-97%	90-94%	90-94%	97-100%	93%-97%	90%-94%	94 - 98%	92 - 96%	91 - 95%	91 - 95%	91 - 95%	90 - 92%
Title Fill Rate	76-84%	56-62%	66-72%	55-61%	84%-88%	59%-65%	72 - 76%	64 - 70%	61 - 67%	52 - 58 %	52 - 58 %	56 - 62%
Subject Fill Rate	68-78%	72-76%	69-75%	57-63%	69%-75%	66%-72%	82 - 86%	75 - 79%	64 - 70%	66 - 72%	63 - 69%	63 - 69%
Requests filled in 0-7 days	28%	26%	36%	32%	37%	31%	31%	32%	56%	54%	57%	44%
under 30 days	81%	87%	100%	97%	92%	88%	83%	85%	87%	89%	92%	39%
more than 30 days	19%	13%	0	3%	8%	12%	17%	15%	13%	11%	8%	17%
Circulation per capita	7.10	6.86	7.13	8.39	8.41	7.36	7.16	6.90	6.80	7.15	7.95	8.47
In-library materials use per capita	2.60	2.64	2.63	3.21	3.48	2.79	2.35	1.74	1.90	1.96	1.93	1.36
Library visits per capita	5.71	5.28	5.18	6.22	6.45	5.26	5.30	5.18	5.06	5.00	5.29	5.20
Reference transactions per capita	0.78	0.83	0.77	0.94	1.89	0.95	0.88	0.96	0.93	1.01	0.89	0.92
Reference completion rate	95%	96%	94%	95%	92%	93%	96%	90%	95%	94%	97%	97%
Registrations as percent of population	70%	69%	67%	74%	82%	88%	96%	77%	79%	77%	85%	77%
Circulation per volume	3.37	3.41	3.45	3.58	3.37	2.75	2.60	2.43	2.43	2.53	2.82	3.02
Volumes per capita	2.11	2.01	2.07	2.34	2.49	2.67	2.75	2.85	2.80	2.83	2.82	2.81

Data Elements Summary	FY1998-99	FY99-00	FY2000-01	FY01-02	FY02-03	FY03-04	FY 04-05	FY 05-06	FY 06-07	FY 07-08+	FY 08-09	FY 09-10
Annual circulation	372958	365093	383,802	424,621	425,739	379,524	372,219	358,841	357,040	375,521	417,120	444,788
Annual in-library materials use	136240	140556	141,700	162,552	176,124	143,780	121,992	90,480	99,632	102,804	101,556	71,604
Annual number of library visits	299805	281126	278,515	314,487	326,156	271,242	275,752	269,363	265,681	262,664	277,896	272,890
Annual number of reference transactions	40821	44004	41,241	47,421	60,846	48,758	45,718	49,940	48,889	52,793	46,578	48,206
Annual program attendance (children 0-9)	10353	10646	9,138	10,241	7,206	7,771	8,845	11,646	13,246	15,436	15,787	14,342
Holdings	110620	107102	111,159	118,546	126,223	137,988	142,862	147,943	147,010	148,610	148,070	147,393
Library Registrations	36691	36809	36,070	37,268	41,258	45,443	49,922	53,769	56,412	40,656	44,691	40,502
Population*	52500	53200	53,800	50,600	50,600	51,500	52,000	52,000	52,500	52,500	52,500	52,500

*=State Library Certification/PLF; (Census 2000=49,415)
 **FY 03-04 closed Dec & Jan-retrofit project
 FY04-05 closed July-plaza demo; Oct flood
 FY 07-08 closed Dec -carpet; Jan flood
 FY 08-09 closed Nov-Dec flood
 + Annual purging of patron database implemented

Division Monthly Reports



To: Robin Weed-Brown

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

Date: July 2010

Public Services - Cindy Romero, Janet Stone

Children's

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
07/01/2010	Juvy SRC craft - ponds	90
07/02/2010	McDonald's grand opening	20
07/06/2010	Juvy SRC Great Scott Glad Scientist	380
07/07/2010	Teen SRC Murder Mystery Party	35
07/08/2010	Juvy Craft-Garden Hats	120
07/10/2010	Juvy SRC Magic Show-Magic Wayne	180
07/13/2010	Juvy SRC Animal Show	530
07/14/2010	Juvy craft-rainbow	75
07/17/2010	Family Book Group-Water Horse	21
07/19/2010	Ronald McDonald - Book Time	85
07/20/2010	Juvy SRC storyteller- Rebecca Martin	135
07/21/2010	Teen SRC Ice Cream Party	25
07/22/2010	Juvy SRC craft - under the sea diorama	60
07/24/2010	Juvy SRC End of Summer Party	320
07/26/2010	Youth Volunteer Recognition	160
07/26/2010	Juvy Author Naomi Howland	41
07/27/2010	Movies with Friends	3
Total Number of Participants		2280

Summer Reading Club began and ended with a bang. There were a total of 2090 youth participants: 287 babies, 1487 and 316 teens. These youth read for a combined total of over 11,000 hours!! There were also 85 families that participated in the family reading program, turning in 137 book reviews. Cindy will be attending the September Board meeting with a full report.

We would like to thank Debbie Deal, Helen Storland, Mike Conway and Tricia Gomer from the Library Board for attending the Youth Volunteer Recognition. Mayor Ken Herman, Council members Tessitor and Davis, City Manager Chris Jeffers and Marcia Conway from

the Friends Foundation were also on hand to help recognize the tremendous efforts of our Youth Volunteers. All totaled, there were 103 Youth SRC volunteers logging 1308 hours.

In partnership with Blue Chair Children's Books, the library welcomed Naomi Howland, author of *Princess Says Goodnight* on July 26th during PJ storytime. Attendees listened to the story, asked the author some questions and were able to make tiaras.

We held the inaugural views of *Movies with Friends* on July 27th for a showing of *Harry Potter and the Sorcerer's Stone*. Movies will be held on Tuesday afternoons for the month of August. We are able to show the movies thanks to an Umbrella Movie License purchased by the Friends Foundation.

Now that Summer Reading has slowed down, planning for the fall has begun. Stay tuned for what I am sure will be a fun and exciting fall filled with reading.

Adult

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
7/10/2010	Adult SRC "Amazing World of Deep Sea Diving"	18
7/12/2010	Books Alive Book Discussion - <i>Theory of Clouds</i>	8
	Total Number of Participants	26

Lots of webinars in an otherwise quiet month: Janet joined the rest of the management team at the VitalSmarts webinar "Influencing Employee Engagement." Gaetano continued a sequence of sessions in preparation for the Southern California Library Cooperative's pilot instant-message/chat reference service (joined occasionally by Sandy). Suzette attended the rescheduled ALA TechSource webinar "TechTrends: Annual 2010." And together, Sandy and Susan will sit in on a session about changes to our readers' advisory service NovelList, to pass along their erudition at a later date.

Support Services – Carlos Baffigo

- Part-time Library Aides Megan Wright and Courtney Sweet submitted their resignations effective August 13th and 20th, respectively. Both will devote their 'free time' to their academic endeavors and future career goals. Good luck Megan and Courtney!
- Drew Merryman will start as part-time Library Aide I on Monday, August 9th. Drew has had a long history with the Glendora Library as a regular library user (from the age of 15 months) and as a year-round volunteer, starting at 10 years of age. Drew, welcome to the staff!
- Past library employee Michelle Pasillas is returning as part-time Library Aide II on an on-call basis.

- Congratulations to Daniela and Katherine for reaching their 5 year work anniversaries!

Systems:

- A Polaris software upgrade took place on Monday, July 26th.
- In August, IT will upgrade all staff computers to Microsoft Office 2007 and public computers to Microsoft Office 2010. Staff computers will be upgraded to MS Office 2010 upon the future release of the first MS Office 2010 Service Pack, addressing some Outlook indexing issues.
- Additional Polaris Staff Client and SimplyReports licenses will be purchased in August.

Technical Services:

- In coordination with Public Services, Technical Services staff will start labeling and cataloging all biography material with "92" call numbers as "BIO". "J 92" call numbers will become "J BIO".

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

<i>Date</i>	<i>Program/Event</i>	<i># of participants</i>
7/17/2010	Night on the Plaza...Under the Tuscan Moon 10 th Year	375
	Total Number of Participants	375

<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
	Community Outreach Programs on hiatus for summer	
	Total Number of Participants	

Night on the Plaza... Under the Tuscan Moon was a delightful evening despite the fact that it was the hottest Saturday so far this summer. The event was enjoyed by 375 attendees. Kitty Garvey's fundraising dream for the library has been going strong for 10 years. She and her committee work diligently throughout the year to create an enchanting evening each July. The Library Board of Trustees, the Friends Foundation Board and Library staff extend a heartfelt thank you to Kitty and her committee for their dedicated service to the library. To date, NOP 10 has grossed over \$122,000.

Glendora Public Library Summary Data for July 2010

*starting May 2009 statistics are tracked differently due to new website

<u>Service Indicators</u>	This Year July	Last Year July	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	28,602	29,632	-3%	28,602	29,632	-3%
I. D. Total Items Loaned	43,790	42,803	2%	43,790	42,803	2%
I. D.4. Electronic Circulation	345	191	81%	345	191	81%
III. A. Total Requests for Information/Adult Services	2,728	2,966	-8%	2,728	2,966	-8%
II. A. Total Items Owned	147,633	148,680	-1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	14,615	14,935	-2%	14,615	14,935	-2%
V. A.2. Library Home Page Views *	10,231	10,584	-3%	10,231	10,584	-3%
VI. A. Total Number of Programs	21	27	-22%	21	27	-22%
VI. E. Number of Literacy Students Active	34	34	0%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	128	125	2%	128	125	2%
VI. F.1 Total Number of Volunteer Hours	2,297	2,815	-18%	2,297	2,815	-18%
I. G. Total General Fund Revenue	\$5,082	\$4,775	6%	\$5,082	4,775	6%

These statistics are subject to verification.

July – August 2010 Events



Craft
Children's SRC
July 2010

Thursday Storytime
July 2010



Ronald McDonald visits
Glendora Library
Children's SRC
July 2010



Storyteller Rebecca Martin
Children's SRC
July 2010



Continued...



Craft
Children's SRC
July 2010

Some of our SRC Volunteers
July 2010



Night on the Plaza
July 2010



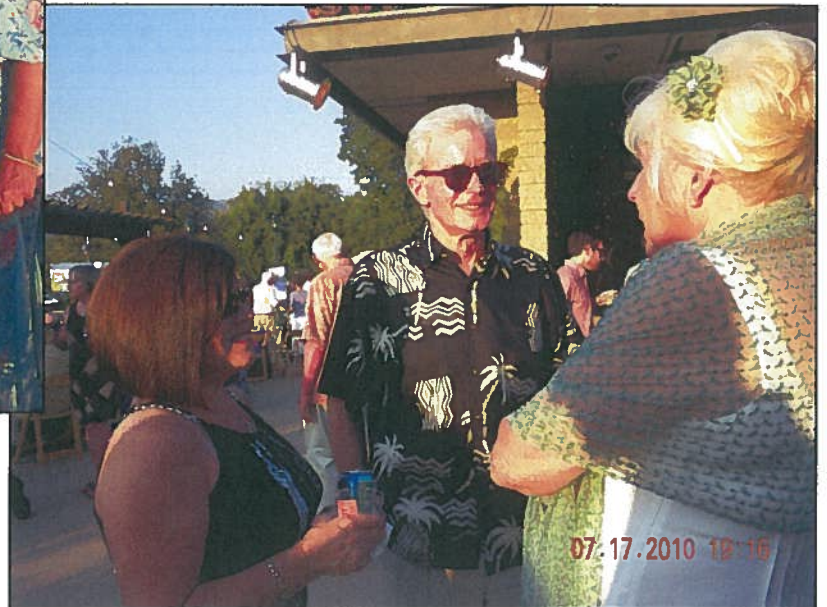
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More NOP....



Continued...

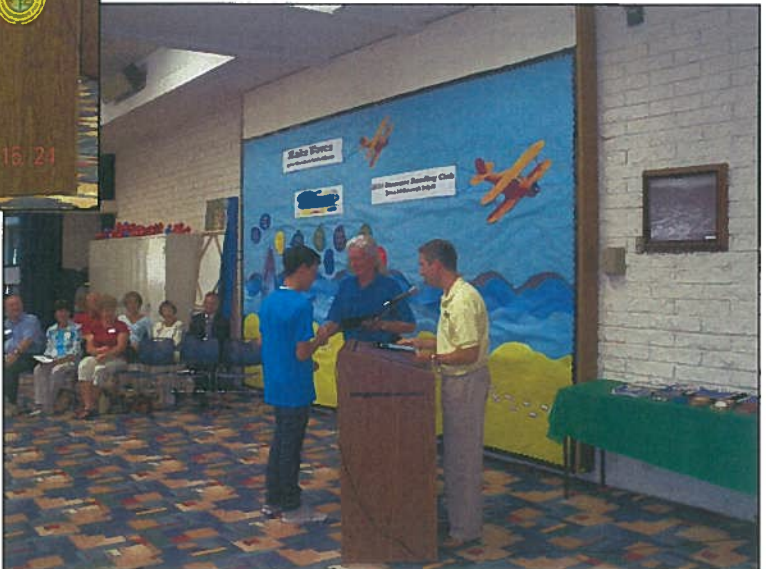
More NOP....



SRC End Party
July 2010



Volunteer Recognition Party
July 2010



6.

Unfinished Business



Glendora Public Library
 (626) 852-4891

140 S. Glendora Ave.
 library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees

From: Robin Weed-Brown, Library Director

Date: August 16, 2010

Re: Agenda item #6.1: Library Board Goals and Objectives for FY 10 -11

President Deal will lead a continuing discussion on the establishment of new goals and objectives for FY 10/11. To assist in that process, a copy of FY 09 -10's goals are attached.

It is recommended that the Library Board establish new goals and objectives for FY 10-11. The board should then vote to approve the goals and objectives.

Library Board of Trustees Goals and Objectives for FY 2009-2010

Goal:

The Library Board of Trustees will serve as active administrators and visible advocates of the library for the Glendora community.

Objectives:

- Each Board member will support library services and programs through promotion of the library to the community and attendance at events. Feedback gathered from direct interaction with the community will be submitted to the Library Director for use in evaluating current and future library services and programs. (Role(s): 1,2,3)*
- Analyze and evaluate data from the Feb. - Mar. 2009, Library Patron Parking Survey. If appropriate, make recommendations to City Council on ways to consider improving parking for citizens accessing the library. (Role(s): 2)*
- Foster and maintain open communication with both the city management and city council through formal (e.g., annual meeting with City Council) and informal (e.g., one-on-one interaction) means. (Role(s): 8)*
- Monitor library statistics, monthly and quarterly, to assess impacts of reduced budget and hours on the community's ability to access and utilize their library's services and resources. Trends identified will assist in making appropriate administrative decisions when fiscal conditions improve. (Role(s): 1,2,3)*
- Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget. (Role(s): 5)*
- Advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff. (Role(s): 6)*

7.

New

Business



Glendora Public Library
 (626) 852-4891

140 S. Glendora Ave.
 library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director
Date: April 28, 2008
Re: Agenda item # 7.1 Review of the Library Board of Trustees Document #5.1: The Role of the Glendora Library Board of Trustees

President Deal to lead a discussion, reviewing and modifying as needed, of the "Role of the Glendora Library Board of Trustees" document. (attached)

It is recommended that the Board discuss and modify the Roles document as needed. Board should then vote to approve the document.

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**

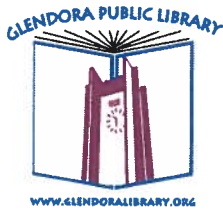
AYES: 5

NOES: 0

ABSENT: 0

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

BY: Sylvia Slakey
Sylvia Slakey, Board President



Glendora Public Library Events

August 2010

- 03 1:30 p.m. Family movie: *The Black Cauldron* – Friends Room
- 07 10 a.m. *Saturday Sale* in the Library – main floor
- 10 1:30 p.m. Family movie: *Matilda* – Friends Room
- 16 7 p.m. Library Board meeting – Bidwell Forum
- 17 1:30 p.m. Family movie: *Bridge to Terabithia* – Friends room
- 24 1:30 p.m. Family movie: *Madeline* – Friends Room
- 25 5:30 p.m. Novel Idea! *Hotel on the Corner of Bitter and Sweet* by Jamie Ford – Friends Room

September 2010

- 04 10 a.m. *Saturday Sale* in the Library – main floor
- 06 Library closed – Labor Day
- 13 7 p.m. Books Alive! *The Sun Also Rises* by Ernest Hemingway – main floor
- 13 7 p.m. Visit by Children’s author Mina Javaherbin, author of *Goal* – Friends Room; **in partnership with Blue Chair**
- 15 Glendora Day at the Fair
- 20 -25 Pirate Week in the Children’s room
- 20 7 p.m. Library Board meeting – Bidwell Forum
- 22 6:30 p.m. Visit by Children’s author Cynthia Dollins, author of *ABC’s of Literacy: Preparing our Children for Lifelong Learning* – Friends Room; **in partnership with Blue Chair**
- 27 7 p.m. Visit by author Candace Ryan, author of *Animal House* – Friends Room; **in partnership with Blue Chair**
- 28 -11/30 6:30 p.m. Quilting class – registration required - Bidwell Forum

Storytimes

- Family PJ Storytime – ages 3 -7 - **Monday 7 p.m.**
- Family Craft Night - third **Monday** of each month after Family PJ Storytime
- Mother Goose Storytime - infants & toddlers – **Thursday 10:30 a.m. & 11:30 a.m.**
- Time for Tykes - ages 3 - 5 – **Tuesday & Wednesday 10:30 a.m.**
- Family Storytime – ages 2-5 – **Saturday 10:30 a.m.**
- Read Aloud Crowd – ages 5 and up – **Monday 4 p.m.**

Community Outreach

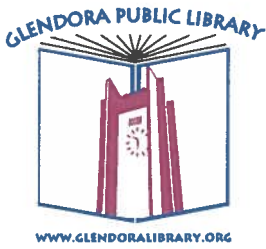
- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month – resumes September 2, 2010
- Born To Read/Teen Parent Outreach, 1st Thursday of every month at 12:30 p.m. - Arrow High School

Foundation Executive Board Meeting

- September 3, 2010 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- October 19, 2010 @ 7:00 a.m. Library – Bidwell Forum



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: August 16, 2010
 Re: Agenda Item # 7.3: City Executive Evaluation form

The library has received a copy of the evaluation form used by the city manager in evaluating other department heads (attached). The library board may wish to adopt this form for the annual evaluation of the library director. The President may wish to establish a subcommittee.

It is recommended that the board discuss the use of this form in relationship to the library director's annual evaluation; if appropriate establish a subcommittee; and update current procedures (attached) to reflect usage of the new form.

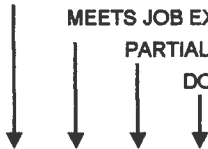
CITY OF GLENDORA EXECUTIVE PERFORMANCE EVALUATION

Employee Name _____
Department: _____
Reviewing Supervisor: _____

Job Title: _____
Unit: _____
Review Period: _____

PART ONE: REVIEW OF PERFORMANCE ELEMENTS

EXCEEDS JOB EXPECTATIONS - Consistent exemplary performance, including in demanding situations or circumstances
MEETS JOB EXPECTATIONS - Competent performance in most situations and circumstances
PARTIALLY MEETS JOB EXPECTATIONS - Shows capability, but in a variable manner. Improvement needed in key areas
DOES NOT MEET JOB EXPECTATIONS - Major or ongoing problems that negatively impact organizational objectives



(COMMENTS, THOUGH OPTIONAL, ARE ENCOURAGED)

COMMUNICATION - Clearly expresses ideas. Readily shares appropriate work-related information.

Written - Uses clear and appropriate language in writing
Oral - Verbally conveys information in a clear and accurate manner in a variety of situations. Where applicable, produces and delivers formal presentations

Comments: _____

JOB KNOWLEDGE - Demonstrates expertise in the functional aspects of the job.

Comments: _____

PRODUCTIVITY - Reflects the accuracy, volume, and timely manner in which work is performed. Also recognizes ability to determine priorities and maximize efficiency.

Accuracy - Consistently produces accurate work
Volume - Consistently produces the designed volume of work based on dept/unit priorities
Timeliness - Consistently produces work in a timely fashion
Self-Management - Sets own priorities, regularly completing work on schedule. Utilizes resources available to maximize efficiency

Comments: _____

CUSTOMER FOCUS - Establishes and maintains good working relationships with both external and internal customers by understanding and responding promptly and courteously to customer needs and expectations.

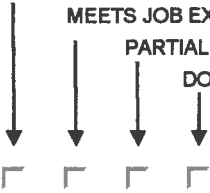
Comments: _____

EXECUTIVE PERFORMANCE EVALUATION

Employee Name _____

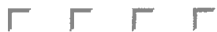
Job Title: _____

- EXCEEDS JOB EXPECTATIONS - Consistently exemplary performance, including in demanding situations or circumstances
- MEETS JOB EXPECTATIONS - Competent performance in most situations and circumstances
- PARTIALLY MEETS JOB EXPECTATIONS - Shows capability, but in a variable manner. Improvement needed in key areas
- DOES NOT MEET JOB EXPECTATIONS - Major or ongoing problems that negatively impact organizational objectives



TECHNOLOGY SKILLS - Proficient use of work-related equipment, tools and technology.

Comments: _____



PROBLEM SOLVING - Reviews facts and data, using sound judgment to arrive at the most effective solution.

Comments: _____



INTERPERSONAL RELATIONS - Builds productive rapport with employees at all levels within and outside the department. Treats others with fairness, dignity and respect.

Comments: _____



TEAMWORK - Works collaboratively with fellow employees and others to achieve identified goals and objectives.

Comments: _____



FLEXIBILITY - Adjusts performance to accommodate changes in departmental direction and processes.

Comments: _____



CREATIVITY/INNOVATION - Explores and suggests new approaches and methods to affect departmental goals and responsibilities.

Comments: _____

EXECUTIVE PERFORMANCE EVALUATION

Employee Name _____

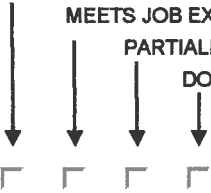
Job Title: _____

EXCEEDS JOB EXPECTATIONS - Consistently exemplary performance, including in demanding situations or circumstances

MEETS JOB EXPECTATIONS - Competent performance in most situations and circumstances

PARTIALLY MEETS JOB EXPECTATIONS - Shows capability, but in a variable manner. Improvement needed in key areas

DOES NOT MEET JOB EXPECTATIONS - Major or ongoing problems that negatively impact organizational objectives



DEPENDABILITY - Consistently adheres to set work schedule.

Comments: _____

SUPERVISORY AND MANAGEMENT ELEMENTS

LEADERSHIP - Creates a culture supportive of staff which fosters individual motivation, high levels of individual and team performance, and quality of service.

Comments: _____

DEVELOPMENT OF STAFF - Develops necessary skills in employees and maximizes existing skills in all employees.

Comments: _____

PERFORMANCE MANAGEMENT - Provides employees with performance standards, expectations, and ongoing feedback regarding progress. Constructively addresses performance problems in accordance with UC collective bargaining and/or personnel policies and procedures.

Comments: _____

RESOURCE MANAGEMENT - Manages assets including technology, equipment, budget and space, where applicable.

Comments: _____

ORGANIZATIONAL CONTRIBUTION - Ensures that supervised employees understand and make an identifiable contribution to the organization's mission and objectives.

Comments: _____

EXECUTIVE PERFORMANCE EVALUATION

Employee Name _____

Job Title: _____

PART TWO: SUMMARY REVIEW OF EMPLOYEE PERFORMANCE

Supervisor describes employee's major assignments and accomplishments, key strengths, performance shortfalls, and other performance elements that characterize the employee's performance during the review period. This description should help determine the overall performance rating.

PART THREE: OVERALL PERFORMANCE RATING

EXCEEDS JOB
EXPECTATION

MEETS JOB
EXPECTATIONS

PARTIALLY MEETS
JOB EXPECTATIONS

DOES NOT MEET
JOB EXPECTATIONS

PART FOUR: GOALS AND FUTURE DIRECTION

Supervisor discusses employee's performance improvement needs and action plan, training recommendations, and future goals and expectations for employee's job performance.

REQUIRED SIGNATURES

Reviewing Supervisor _____

Date _____

Management Reviewer _____

Date _____

I have reviewed this evaluation of my performance and received a copy. My signature indicates neither agreement nor disagreement with this evaluation.

Employee _____

Date _____

Employee Comments

Glendora Public Library Board of Trustees Review of Library Director

The Board shall continuously monitor the Director's performance to develop an annual summary review to be provided to the director solely using the following criteria:

To what extent has the Director fulfilled the "Roles and Responsibilities" of the position in relationship to the Board of Trustees?

Procedures

1. Board members bring individual written comments to the May meeting
2. Adjourn to closed session to hear Board member's comments
3. (Optional) Review/clarify issues or questions with the Director if necessary
4. Prior to June meeting the President shall prepare a draft synthesis of Board comments
5. At the June meeting adjourn to closed session to review the draft synthesis and provide final revisions
6. The Board President shall discuss the draft with the Director
7. Special meeting (optional) for President to report Director's comments to Board and present revisions if appropriate
8. Prior to July meeting the Board President shall prepare a final report and copy it to the City Manager, Board members and Library Director

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 10-11

July 19	Eval: Lib Board; Elect officers; appoint Foundation Liaisons; discuss Library Board Goals; Closed session: Eval: Lib Dir;
August 16	Finalize Library Board Goals FY 10/11; review <i>Role of the Glendora Library Board of Trustees</i> document
September 20	SRC wrap up; Holiday Hours: Thanksgiving & Christmas; review <i>Study Room Procedures</i> ; review <i>Red Alert Procedures</i>
October 18	Review <i>Library Staff Materials Procedures</i>
November 15	Review <i>Request to limit or revoke privileges</i>
December 20	Mid-year review of goals 10-11
January 24	(Adjusted for MLK Day) Budget Priorities FY 11-12-initial discussion; Staff appreciation;
February 28	(Adjusted for President's Day) ; Friends Foundation funding staff requests for FY 11-12; begin planning for annual joint meeting with city council; CALTAC workshop attendance (workshop usually in March);
March 21	Candidates for Board vacancies; Bookmark contest judging; goal planning for 11-12;
April 18	Begin process of self-evaluation and evaluation of Lib Dir (include past Board evaluations & the Board's current goals)
May 16	Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session);
June 20	Agenda planning 11-12; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member; Library goals 10-11 wrap-up