

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

October 15, 2007
7:00 p.m.

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

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

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

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

3. ADOPTION OF AGENDA

Possible motion to revise order of business or other

4. CONSENT CALENDAR

4.1 Minutes of meeting of September 17, 2007- **action item**, Encl., page 1

5. REPORT OF LIBRARY DIRECTOR, Encl., page 6

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 Review Library Administrative Policy 3.02 - Public Area Food and Drink Policy – **action item**, Encl., page 12

President Theel to lead review

7.2 Review Administrative Policy 4.13- Internet Policy – **action item**, Encl., page 15

President Theel to lead review

7.3 Library Board Staff Appreciation Proposal (Trustee Deal)

President Theel to lead discussion

7.4 Library Events Calendar, Encl., page 18

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar, Encl., page 19

Plans for future meetings to be discussed

8.2 Board member items

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

9. ADJOURNMENT

4.

Consent Calendar

1

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

September 17, 2007
7:00 p.m.

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

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

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

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 (Gomer/Slakey) to approve Minutes of meeting of August 20, 2007 with the following corrections. On page 2 under Report of Library Director replace "Theel asked how many credit cards the library relinquished..." to read "Conway asked how many credit cards the library relinquished..." On page 3 replace "Theel said the lobby was looking tidy and clean" with "Theel said the lobby was looking clean."

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown showed the Board a sample of the carpet that will be installed on the main floor. She pointed out that this project is going forward thanks to the Friends Foundation's willingness to step in and fund the majority of the costs after the city backed funding out.

The Board reviewed the drawing of the new lay-out in the Children's room. Weed-Brown stated that Romero and Baffigo visited several libraries to get ideas on design and shelving options. She noted that the changes mostly consist of re-arranging the existing floor space, as well as building new office space for Romero. Materials for the office have already been ordered and it will be completed by October 8. Romero will move into her new office and the other office will be available for the new Senior Librarian who starts that day.

Theel asked how many books the Children's room can hold in this new configuration. Weed-Brown was unsure of the exact number, but she stated that it will be possible to expand the number of books. Gomer liked the new lay-out. She asked if the Children's

service desk will be reused. Weed-Brown replied that initially it will be. She added that Baffigo and Romero are very excited about the new lay-out of the room.

Theel reminded the Board that September 19 is Glendora Day at the Fair.

Weed-Brown informed the Board that one of the agenda items on the September 25 Council agenda is the deletion of the street naming policy. The City Manager felt that this policy was not realistic due to the lack of new streets, as most streets in the new developments will be extensions of existing streets. The Board voiced their disappointment over this policy being deleted.

In response to a question from Theel, Weed-Brown stated that Janet Stone will be starting as new Senior Librarian-Adult Services at the Glendora Library. Stone currently works at Pasadena Library. She has 20 years of experience in public libraries, including a great deal of experience in community outreach and technology. Weed-Brown and the management team are very excited that Stone has decided to join Glendora Public Library, although she will not be receiving a substantial salary increase.

Weed-Brown invited the Board members to a lunch-time welcoming party for Stone scheduled for October 8. She added that Stone is also scheduled to attend the October Board meeting. Theel stated that he will be unable to attend the welcoming party, as he will be in Vancouver, WA. Deal said that she will attend the party. She will be late since Coordinating Council is scheduled for that day.

Weed-Brown stated that a patron purge has been completed and approximately 20,000 inactive patron records were purged. These are records for library cards that have not been used in more than five years. If any of these patrons came to use the library again, a new card would be issued to them at no cost, since it is not considered a replacement card.

Theel requested additional information on which library CIPs are being postponed. Weed-Brown stated that affected library projects include upgrades to the Bidwell's sound system and standardization of shelving ends. She explained that CIPs are being postponed because the City Manager felt that CIP funds need to be available in case of emergencies. Weed-Brown added that water projects are not affected, as they are paid for out of separate funds. She stated that the carpet replacement was originally one of the projects to be postponed. Thanks to the Friends Foundation's support, this project is still moving forward with the Foundation paying \$25,000 for carpet replacement and the City of Glendora paying the difference between that amount and the actual replacement cost.

The question was raised whether to contact City Council regarding these adjustments to an already approved budget. Weed-Brown drew attention to the other library CIPs that are still moving forward, such as the Children's room expansion, the remodel of the front of the library and the carpet replacement. These projects are more significant than the postponed ones, but Weed-Brown was nevertheless disappointed that the library's other CIPs are not moving forward.

Weed-Brown handed out a publication called *California Public Library Organization*. This publication provides a good overview of the California Public Library system, as

3

well as historical background information. Weed-Brown offered to email this publication in PDF format to any interested Board members if they preferred it to the print format.

Weed-Brown circulated a draft of a sign that was requested at last month's Board meeting. This sign will be put in the lobby to inform patrons about the potential library closures due to carpet replacement and the upcoming Children's room expansion. Weed-Brown added that it is somewhat difficult to create a sign without having any specific dates. Gomer liked the sign. She asked that signs are posted in the parking lot once the library is closed due to remodeling. Patrons will know that the library is closed without them having to walk all the way to the building entrance. Other places suggested to advertise the closure were the city's marquee and the bookdrops.

Weed-Brown stated that as much notice as possible will be given to patrons regarding closures. Once dates have been established, the information will be disseminated via cable, the library's website, the city's marquee, and print. Theel commented on the library's proactive approach by displaying the sign and informing patrons of upcoming changes. He added that it takes some time for the word to get out. Weed-Brown stated that once the carpet is ordered, it will take up to 6 weeks to get it. The old carpet will be pulled and solvents will need to be applied to remove the old glue, at which point the library will have to close due to the fumes that will be generated. Weed-Brown elaborated on possible closure dates for carpet replacement, one of them being Thanksgiving week.

5.1 Summer Reading Clubs Wrap Up

Romero reported on the four 2007 Summer Reading Club programs. She provided a summary, which included statistics on participants, programs, volunteers, volunteer hours, as well as photos taken over the course of the summer. Romero stated that a total of 2,536 books were given away this year. 16,997 books were read and days of reading were accomplished by participants.

Some of this year's highlights included the increase in the Adult Summer Reading Club participation and the creation of an Infant Summer Reading Club. Romero elaborated on how Adult Summer Reading Club participation doubled by promoting the Adult Club through the Children's Club. As children signed up for their club, the accompanying adults were informed about the Adult club.

Romero pointed out several issues that need to be addressed next year, such as reworking the teen reading log and game card, redoing the early reading skills order for the infant club and finding other solutions for teen prizes. Romero remarked that this year's teen give-aways were somewhat costly.

Romero stated that another book discussion group might be added next summer, as book clubs are the most popular Adult Summer Reading Program. Cooking and food demonstrations work well, whereas author visits don't do well unless it is a famous author. Some other ideas to implement next year include sending flyers to all schools advertising the Adult Summer Reading Club and renaming the Infant Club. Romero added that Weed-Brown has authorized the creation of a teen advisory club to help design programs and logs that appeal to teens. The teens seem to like hands-on programs the best, such as the ice cream program.

4

Slakey asked how many people attended the mid-morning session of Books Alive. Romero stated that it was a low turn out. She pointed out, however, that this was only the first day and word has not gotten out yet.

Romero stated that next year's focus will be on increasing circulation during the Summer Reading Program. Participation and completion numbers are up, but the circulation numbers do not reflect the same increase.

Romero thanked the Friends Foundation for funding the Summer Reading Program in its entirety. The library is very lucky to have such a supportive Foundation and community. Romero added that give-away books took up more than half of the Summer Reading Club budget this year.

Weed-Brown elaborated on Romero's many outreach efforts to the schools this fall and stated that Romero has implemented numerous new ideas already. Romero emphasized the desire for a partnership with the schools. Slakey stated that Romero has remarkable skills. Gomer and Deal congratulated Romero on a successful program.

6. UNFINISHED BUSINESS

6.1 Library Board Goals for FY 2007/2008

Slakey reminded the Trustees of the Board's roles. She stated that objectives should be measurable. Following discussion on the goals, the Board decided to delete the last proposed goal, and combine the 1st and 5th goal. Discussion ensued on the 3rd goal, holding Board meetings at Council Chambers. It was decided to delete that goal from the list. Conway stated that the issue of holding Board meetings at Council Chambers could be re-visited at a later time. He stated that the purpose of holding meetings at Council chambers is not to get more people to the library, but rather to find ways to partner with the community besides the Foundation. The Board reviewed the 3 proposed goals.

It was MSC (Gomer/Deal) to approve the goals as discussed with the proposed changes.

7. NEW BUSINESS

7.1 Establish Circulation Policy and review changes to Library Fines & Fees Schedule, Administrative Policy 4.02 – action item

The Board reviewed the proposed circulation policy, parent letter and Administrative Policy 4.02. Weed-Brown explained some of the proposed changes and the new loan periods, renewals and item limits. Discussion followed.

It was MSC (Deal/Slakey) to approve the circulation policy, parent letter and the Library Fines & Fees Schedule, Administrative Policy 4.02, as corrected.

7.2 Review of Computer Laptop Lending policy & procedures – action item

The Board reviewed the proposed computer laptop lending policy & procedures. Weed-Brown pointed out that the laptops will be security tagged.

5

It was MSC (Deal/Gomer) to approve the laptop lending policy & procedures as presented.

Deal thanked Weed-Brown for putting these documents together.

7.3 Holiday Hours for 2007 – action item

It was MSC (Conway/Deal) to affirm the holiday hours as follows: the library will close on Wednesday, November 21 at 5 pm for Thanksgiving; the library will close on Monday, December 24, 2007 at noon for Christmas Eve; the library will close on Monday, December 31, 2007 at noon for New Year's Eve.

7.4 Library Events Calendar

The Board reviewed the events calendar.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Gomer stated that she enjoyed all the programs she attended this month.

Deal requested that Library Board staff appreciation be added to next month's agenda. Theel seconded the request.

Slakey reminded the trustees to fill out the volunteer hours when participating in library activities, as well as attending board meetings.

8.2 Board Member Items

There were no comments.

There being no further business, the meeting adjourned at 9:30 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

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

5.

**Report of
Library
Director**



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees

From: Library Director

CC: City Manager

Date: October 15, 2007

Re: Director's Report

Community

We have been busy connecting with our Glendora community-both in and outside of the library this past month.

Our S.A.T. workshop held on Sept. 22nd had 88 attendees. One young woman told staff that this was her 3rd S.A.T. workshop (the other 2 had been fee-based seminars) -and by far the one she had learned the most from. Feedback like that is what makes it all worthwhile!

Cindy has been reaching out to schools in both districts by attending teacher meetings, district meetings, school library staff meetings, as well as PTA's, private schools, and preschools. COUSD's Washington Elementary School had a 'Library Night' on Sept. 18th. Cindy is also working with the Teen Parent program for the next 6 months. Historically, Christine Cravens in our Development Office has handled outreach to the teen parents group. Cindy is using this opportunity to expand the "Every Child Ready to Read" library program.

Another Book Fair has been scheduled for Nov. 17th at the Blue Chair. This will precede the Book Fair scheduled at Barnes and Nobel on Dec. 4th. In both cases, if the Friends Foundation is mentioned when purchases are made, a portion of the sales will go to the library's foundation. Foundation staff, in partnership with the Village Book Shop, welcomed local science fiction author Steven Barnes and his wife in an author visit on Oct. 6th.

Teen Read week runs Oct. 15-20. A teen book group discussion, with teens to come dressed as their favorite book character, will be held on Saturday, 20th. Youth Services staff has resurrected the Teen Advisory Board with an initial meeting held on Oct. 4. About 10 teens attended and will be the core advisory group helping staff to develop library services and programs that will be of interest to our teens.

Our scrapbooking class is filled to and a bit over capacity! Another class has been scheduled for November based on demand.

Of course our traditional October favorite Creepy Cuisine will be coming up later this week and next week and Spooky Stories under the Stars later in October on the 29th.

Don't forget our very interesting program on the Dead Sea Scrolls on Sat. Nov. 3, 2-4 pm in Bidwell.

Staff

Janet Stone joined our staff as our Senior Librarian, Adult Services, on October 8th -Welcome Janet!

A variety of training has been attended: Anne to Sacramento to attend Public Library Director training Sept. 18-20 presented by the State Library, Cindy to mandated harassment training on Sept 19, Carlos to New York for more Polaris training Oct 2-7, and Anne, Cindy and Mary Pat to ELF (Early Learning with Families) grant training in Pasadena for 3 days, Oct 9-11.

7

10 staff members will be attending the California Library Association Conference in Long Beach on various days from Oct. 26-29. We are very fortunate to have the training budget to be able to send staff to this very important learning and networking opportunity.

Anne has also been busy as the Holiday Basket chairperson for the Glendora Coordinating Council. Activity is moving into a fevered pitch in the next few weeks. Hang in there Anne!

Recruitment for the vacant Library Technician position has moved into the interviewing stage; a final decision on the Library Aide II for bookstore support is pending.

The children's room is already starting to change-a new office for our Sr. Librarian, Cindy Romero has been built and the children's service desk moved.

Pam Cameron is retiring on Nov. 16, 2007. Pam has been a dedicated part time library staff member since December 1990! We will miss her and wish her well on her well deserved retirement.

Director

The annual report to the State Library was submitted electronically on Sept. 21. The report is 20 pages of library statistics which gets released in the California Library Statistics publication every year. Copies of the annual publication are available in my office and in the Reference stacks. If anyone is interested in seeing the submitted draft for this year I have a copy in my office.

I attended a wrap up meeting for the Friends Foundation's Night On the Plaza committee on Sept. 25th. It was held at the new Three Forks restaurant in Claremont which is owned by the Friends Foundation President, Mick Bollinger.

At the City Council meeting on Sept. 25th the street naming policy was not deleted, but it was modified. The modification is that annually the Public Works director will notify appropriate foundations if streets will be available for naming within that year. This will avoid having lists of pending requests building up over years when there are not streets available.

At the Oct. 9th City Council meeting the carpet project was awarded to Universal Metro. Carlos will be working with Public Works staff on next steps. Thank you to the Friends Foundation for funding \$25,000 of the \$33,609.20 required for the project. The city will be making up the difference of \$8,609.20.

The City Council has approved a new employee customer service recognition program. We will be looking at the new program and seeing how to tie it into our library's Star Service customer service program which has been in place for 10 years. I believe we will be able to combine them so as to keep our in-house program while supporting the larger city program. If you are interested in the details of the new city program let me know and I can give you a copy of the proposal.

Mary Solty, the city's finance director, is retiring and her last day on the job will be Oct. 19th. I attended her farewell luncheon on Oct. 12th.

Next Board Meeting: November 19, 2007



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: Carlos Baffigo, Anne Pankow, Cindy Romero

Date: September 2007

Public Services - Cindy Romero

September was a busy month for Public Services. School is now in full swing keeping us busy with our outreach efforts, and the Information Desks active with homework and reading questions. We had a very successful Pirate Day Celebrations. Thank you to Jim, Sylvia, Tricia, and Mike for coming to read to the kids. We also appreciated visits from Council members Karen Davis and Mark Kelly and our new City Manager, Chris Jeffers. We also held a Pirate Book Discussion Group for the teens. The SAT workshop was a hit, we ran low on pizza! Gaetano and Sandy began the new year of Books Alive! Gaetano is running a new 11 a.m. session while Sandy continues to lead the 7 p.m. discussion.

We have been visiting many of the local schools, speaking at teacher in-service meetings, and sharing what the library has to offer. Cindy visited the District PTA and Library Technician meetings for Glendora Unified School District, while Deb attended La Fetra's Family Reading Night to promote library services. We also hosted Washington Elementary School's "Family Night at the Library." All of our events and outreach are listed below.

Date	Event/Outreach	# of participants
Sept. 4, 2007	Stanton Teacher Meeting	25
Sept. 5, 2007	SAT workshop flyer (faxed to schools)	3
Sept. 6, 2007	District PTA mtg.	25
Sept. 10, 2007	Willow Teacher Meeting	25
Sept. 13, 2007	flyers dropped off at schools	6
Sept. 15, 2007	Pirate Day	200
Sept. 15, 2007	Teen Pirate Day Book Discussion group	10
Sept. 17, 2007	11am Books Alive! – All the Pretty Horses	2
Sept. 17, 2007	7pm Books Alive! – All the Pretty Horses	10
Sept. 18, 2007	Washington School Family Night	35
Sept. 20, 2007	Goddard Teacher Meeting	25
Sept. 20, 2007	La Fetra Teacher Meeting	25
Sept. 20, 2007	Sandburg Teacher Meeting	25
Sept. 23, 2007	SAT Workshop	88
Sept. 25, 2007	Cullen School Tour 1&4 grades	60

9

Sept. 25, 2007	Whitcomb Headstart Preschool	44
Sept. 26, 2007	Washington Teacher Meeting	30
Sept. 27, 2007	Library Tech Meeting	10
Sept. 27, 2007	La Fetra Family Reading Night	25
	Total number of participants	673

The staff was given refresher training on two more of our databases this month, Proquest and Reference USA. In addition, Cindy, Sandy, and Gaetano attended MCLS committee meetings. Cindy also attended a Library 2.0 for Children's Services Workshop. Cindy will be attending Early Learning for Families training with Mary Pat and Anne in October as part of the grant that she wrote with Mary Pat.

The Children's Room has been a busy place with the construction of the new office. Please stop by and see some of the exciting changes. More are on the way.

We are looking forward to a busy month in October. We are thrilled to welcome our new Senior Librarian of Adult Services, Janet Stone who begins on October 8. Our entire department will be attending the CLA Conference in Long Beach for one or more days (with the exception of George and Susan who will stay here to cover the reference desk). We will be hosting an author visit with Steven Barnes and Tananarive Due on October 6, and celebrating Teen Read Week October 15-20. Teens who email us about their favorite book will receive a prize. We will also be hosting a Book Character Costume Party for the teens. Spooky Stories is scheduled for Monday, October 29, at 7 p.m. Please stop by and help us hand out some goodies.

Support Services – Carlos Baffigo

General:

Melia Chrissanti and Vinay John were hired as Library Pages. Welcome aboard! ☺

Recruitment for the vacant Library Technician position continues. First interviews will be scheduled for late October.

Circulation/Collection Maintenance:

New lending periods, renewal periods, checkout limits, and library card policies took effect this month.

New money counting procedures were implemented due to a change in money handling procedures at the Finance Dept.

Facilities:

Shelving in the Children's Room was moved and the new staff office was built.

A progress set of plans for the Library Expansion CIP was submitted by structural engineer Jeff Coronado for revision. Corrections and comments will be made by Public Works and Library staff and the set returned for further processing.

10

The carpet replacement project was kept alive thanks to a generous contribution from the Friends Foundation.

Acquisitions, Cataloging, Processing, and Periodicals:

A new disk cleaning machine was ordered and received. As a result, the optical media collections (DVDs, CDs, etc.) will be better maintained.

Development & Educational Services – Anne Pankow

September was a busy month for the Development Office staff. Applications were accepted for the Library Aide II recruitment. This is a new part time position which will work with all bookstore volunteers and free up staff time so the rest of the department can concentrate on their assigned jobs. Success brings more work and this new staff person will be very busy. Sixty-four applications were received. Eleven most qualified applicants will be interviewed in October. By November, the new staff person should be hired and begin training. Bookstore profits for 05-06 were about \$19,000. Profits for 06-07, when staff actively became involved in the management of the bookstore, were over \$30,000. Our goal for 07-08 is \$32,000.

Anne Pankow attended a Library Director orientation in Sacramento by State Library staff from October 19 – 21. This orientation takes place every few years and is open to new library directors or other administrative staff who might benefit. It is an opportunity to learn about all the services offered by the State Library and meet the staff. Pankow appreciated this opportunity to attend this orientation, learn more about the State Library and network with staff in other California libraries.

The Glendora Public Library and the Glendora Reads! Adult Literacy program hosted a free workshop on dyslexia. The workshop was offered on Saturday, September 15 in the Bidwell Forum. It included characteristics of dyslexia and what current brain research reveals about learning and teaching techniques for dyslexia. It also included current resources and teaching materials. Presenters from San Diego READS! Adult Literacy program demonstrated activities that simulated what is like to read and write with dyslexia. Teachers and school board members from GUSD attended along with parents in the community. It was an excellent workshop.

Events and outreach are listed below.

Date	Event	Number of participants
9/15/2007	Dyslexia Information Workshop	37
9/29/2007	Adult Literacy Tutor Training	9

Glendora Public Library Summary Data for September 2007

<u>Service Indicators</u>	This Year September	Last Year September	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	21,625	21,787	-1%	69,447	72,614	-4%
I. D. Total Items Loaned	28,208	26,619	6%	91,233	88,073	4%
I. D.4. Electronic Circulation	122	121	1%	310	333	-7%
III. A. Total Requests for Information	2,450	2,854	-14%	7,378	8,463	-13%
II. A. Total Items Owned	147,129	150,492	-2%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	8,506	11,233	-24%	26,362	24,835	6%
V. A.2. Library Home Page Views	3,144	5,839	-46%	9,273	7,198	29%
VI. A. Total Number of Programs	6	4	50%	29	26	12%
VI. E. Number of Literacy Students Active	30	25	20%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	93	96	-4%	263	227	16%
VI. F.1 Total Number of Volunteer Hours	416	597	-30%	3,375	3,583	-6%
I. G. Total General Fund Revenue	\$4,282	\$3,835	12%	\$13,534	\$13,040	4%

These statistics are subject to verification.

6.

Unfinished Business

7.

New

Business

12



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Library Board of Trustees

From: Robin Weed-Brown, Library Director

Date: October 15, 2007

Re: Public Area Food and Drink Policy

Attached for your review is the library's policy regarding food and beverages in the library. This has been an internal policy in place since 1997.

Background

The management team has been reviewing the library's policy book. As a result, reorganization of the contents has been proposed to make it easier to use by staff.

One area of change is to start numbering Library Board approved internal policies. Such policies include the new circulation policy, the new computer laptop lending policy and the patron confidentiality policy. In reviewing other internal documents, management felt it wise to have the library board formally adopt the public area food and drink policy.

Library Administrative Policies differ from the City Administrative Policies for the library. The former focus more on internal administration than a city-wide administrative policy would. As it was explained to me, the guideline to use in evaluating what would qualify for a city administrative policy is to ask the question: is this something another city department might need to know or refer to?

Recommendation

It is recommended that the Library Board review and if appropriate approve the attached public area food and drink policy.

Library Administrative Policy
No. 3.02

Subject: PUBLIC AREA FOOD AND DRINK POLICY

Effective: 1997, Revised October 2004, Reviewed October 15, 2007

Policy Objective:

To establish a policy to cover drinks and food in the public areas of the library

Authority:

Board of Trustees of the Glendora Public Library

Library Board of Trustees Minute Order 1997

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

Assigned Responsibility:

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

Procedures:

See attached regulations



14

PUBLIC AREA FOOD AND DRINK POLICY Glendora Public Library

This policy covers all staff, patrons and volunteers in public areas of the library. This policy does not cover the Bidwell Forum or special events in the library.

Food and drink will be allowed in the library on a limited basis with the following restrictions:

ALLOWED:

Beverages in covered containers (e.g. cans, cups with a top, bottles with sipper tops, bottled water)

Vending machine type snacks (e.g. candy, cookies, crackers, nuts, chips)

NOT ALLOWED:

Open drinks

Alcohol

Ice Cream/yogurt

Restaurant Food (including fast food meals such as hamburgers, fries, salads, tacos, burritos, etc.)

Sandwiches

Anything requiring a utensil such as soup, salads, yogurt

No food or drink is allowed at the computers or computer workstations. Food and drink privileges, use of library rooms, facility, and/or resources may be suspended if policy is abused.

Approved and adopted this 15th day of October, 2007.

Ayes: _____

City of Glendora

Noes: _____

Library Board of Trustees

Absent: _____

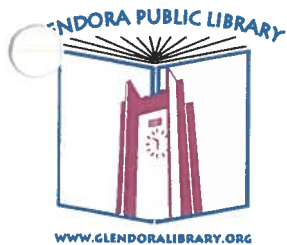
Attest: _____

Robin Weed-Brown, Library Director

By: _____

James Theel, President

15



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: October 15, 2007
Re: Internet Policy (City Admin Policy 4.13)

Attached for your review is the updated Internet policy. The "Acceptable Use Policy Agreement" is currently on every public library computer. The public must 'click' through it to access the Internet. This is a common practice on Internet sites for use agreements. The policy agreement is also posted in the study rooms and at the entrance to the library for wireless users.

Changes to the policy include how to access Internet safety information and the deletion of outdated terminology. The "Acceptable Use Agreement" has been reorganized to put all key elements at the top of the document. Additional information such as session time limits, using only their own library card, internet safety information and illegal file sharing has been added to numbered section.

Recommendation

It is recommended that the Library Board approve the attached updated Internet policy.

Draft revision

City of Glendora
Administrative Policy
No. 4.13

Policy Objective:

To set a policy for public use of the Internet through the library.

Authority:

Library Board of Trustees Minute Action November 25, 1996, January 26, 1998, February 22, 1999, November 15, 1999, December 11, 2000, April 15, 2002, October 20, 2003, October 15, 2007

Assigned Responsibility:

All library personnel

Effective Date: March 1, 1999

Glendora Public Library Internet Access and Use

In keeping with its mission to connect people to the world of ideas, information and imagination, the library offers open access and limited free use of the Internet. Access is granted on a first come first served basis to all library users. Users of this service must agree to abide by the "Internet Acceptable Use Policy." All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Director.

The Glendora Public Library supports the right of all library users to access information and will not deny access to electronic information based solely on age. Parents and legal guardians of children under 18 are responsible for their children's use of the Internet. Parents are encouraged to discuss Internet safety with their children. Library staff is unable to monitor children's use. Unattended children are responsible for their own actions.

Library staff has developed a variety of web pages with recommended links in order to facilitate use of the Internet. Internet safety information is available through the web links collection under "Computers & Internet". The library is not responsible for changes to the content of linked sites or for the content of sources accessed through subsequent links. Library patrons use it at their own risk.

Use of library's Internet access for illegal or criminal purposes or to seek access into unauthorized areas or activities that are intended to interfere with or disrupt other network users, services, staff performing their normal duties or system security is prohibited. Police will be contacted if library users are accessing visual material of a sexually explicit nature that would be legally considered "Harmful Material to Minors" under the California Penal Code (Section 313.3).

Failure to comply with the library's Internet Access and Use Policy and Internet Acceptable Use Policy Agreement will result in the loss of computer privileges. Library employees are authorized to enforce library policies and to take appropriate action should a violation occur.

Approved and adopted this 15th day of October 2007

Ayes: City of Glendora
Library Board of Trustees

Noes:

Absent:

Attest: _____
Robin Weed-Brown, Library Director

By: _____
James Theel, President

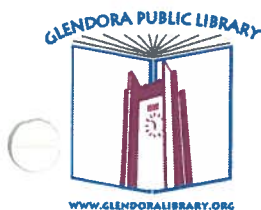
Glendora Public Library
Internet Acceptable Use Policy Agreement

You must read and agree to the terms below before using Glendora Public Library's Internet service. Use of this service constitutes agreement with these policy terms.

Use of this service is a privilege. Failure to comply with these terms will result in the loss of that privilege. Library users willfully violating the policy will lose computer privileges for the remainder of the day. If the nature of the violation threatens the security of the computer system, disrupts other library users, interferes with staff performing their normal duties, appears to be deliberate and/or occurs repeatedly, the violator(s) will lose all library and computer privileges for up to six months, to be determined by the Library Director. Police assistance will be called when necessary and criminal charges will be filed when appropriate. (See also the Library Board's "Policy on Appropriate Library Behavior")

Library users may appeal the loss of privileges to the Board of Trustees in person or in writing. The Board of Trustees shall be the final authority.

1. Use of library computers is limited to one 90 minute session per day, per user. Express Terminals are available for one 20 minute session, per day, per user. A reservation may be required depending on computer availability.
2. Patrons must use their own library card to use a computer. Use of another library patron's card is not allowed and may result in the loss of computer privileges. Guest Passes are available for use on the Express Terminals at the library staff's discretion. Children in 8th grade and below without a registered Glendora library card will not be issued a guest pass for computer use.
3. The library provides guidance and direction to selected useful sites using the library's Web Links Collection web page. Internet safety information is available through the web links collection under "Computers & Internet."
4. Due to the constantly changing nature of the Internet, the library cannot monitor the information that can be accessed through it. Accordingly, the library does not endorse or accept responsibility for its content, nor will the library accept responsibility for the accuracy of any materials accessed through the Internet.
5. The Internet and its available resources may contain material of a controversial or adult nature which some parents will feel is unsuitable for their minor children. Parents and guardians of minor children are responsible for their children's use of the Internet through the Glendora Public Library's connection.
6. The Glendora Public Library does not pre-judge materials and therefore neither censors access to materials nor protects users from information they may find offensive.
7. Library users access the Internet at their own discretion and are responsible for any access points they reach. Displays of visual materials that are sexually explicit in nature are prohibited. The library is not responsible for an individual's violation of these rules regarding materials found and displayed on the Internet.
8. The use of library Internet access for illegal or criminal purposes or to seek access into unauthorized areas or activities that are intended to interfere with or disrupt other network users, services, staff performing their normal duties or system security is prohibited.
9. Use of chat groups other than monitored and web-based chat forums is prohibited.
10. Use of e-mail other than web-based e-mail is prohibited.
11. The library is not responsible for an individual's violation of copyright laws or illegal file sharing.



18

Glendora Public Library Events

October

- 06 10 a.m. *Coffee 'n' Books* in the Library – main floor
06 3 p.m. Local fantasy/sci-fi authors Steven Barnes & Tananarive Due will visit the library – main floor
13 10:30 a.m. – 1 p.m. Scrapbook Workshop – registration required- Bidwell Forum
13-11/24 In-N-Out *Food For Thought* Program
15 7 p.m. Library Board meeting- Bidwell Forum
15-20 Teen Read Week
17 7 p.m. *A Novel Idea* Book discussion- *Snow Flower and the Secret Fan* by Lisa See-main floor
18 & 25 3:30 p.m. Creepy Cuisine for Kids & Teens – main floor
20 2 p.m. Teen Costume Party and Book Discussion - Bidwell Forum
29 7 p.m. Spooky Stories Under the Stars – Bidwell Forum
30 & 31 10:30 a.m. Trick or Treat in the Library

November

- 03 10 a.m. *Coffee 'n' Books* in the Library – main floor
03 2 p.m. – 4 p.m. Discussion of *Dead Sea Scrolls* – Robert Duke, APU Instructor – Bidwell Forum
05 11 a.m. & 7 p.m. Books Alive! *The Spirit Catches You and You Fall down* by Anne Fadiman-main floor
10 10:30 a.m. – 1 p.m. Scrapbook Workshop – registration required- Bidwell Forum
12 Library closed – Veteran's Day
12-17 Children's Book Week
14 2 p.m. – 4 p.m. Fall Open House, Citrus Jazz – main floor
15 3:30 p.m. Book Discussion group *Miraculous Journey of Edward Tulane* by Kate DiCamillo registration required – free book for every child who registers – main floor
19 7 p.m. Library Board meeting – Bidwell Forum
21 Library closes at 5 p.m. – Thanksgiving Holiday
22-23 Library closed- Thanksgiving

Storytimes

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

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 1st Wednesday of every month at 8:30 a.m. at Arrow High School

Foundation Executive Board Meeting

- November 2, 2007 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- October 16, 2007 @ 7:00 a.m. Library – Bidwell Forum

8.

Board

Member

Items



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

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