

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

September 17, 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 August 20, 2007- action item, Encl., page 1

5. REPORT OF LIBRARY DIRECTOR, Encl., page 4

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

5.1 Summer Reading Clubs Wrap Up, Encl., page 9

Senior Librarian Cindy Romero to present

6. UNFINISHED BUSINESS

6.1 Library Board Goals for FY 2007/2008, Encl., page 13

President Theel to lead discussion on finalizing Library Board goals

7. NEW BUSINESS

7.1 Establish Circulation Policy and review changes to Library Fines & Fees Schedule,

Administrative Policy 4.02 – action item, Encl., page 14

President Theel to lead

7.2 Review of Computer Laptop Lending policy & procedures – action item, Encl., page 28

President Theel to lead review of the policy & procedures for this pilot project

7.3 Holiday Hours for 2007 – action item, Encl., page 32

Board to discuss and affirm holiday hours for 2007

7.4 Library Events Calendar, Encl., page 33

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 34

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

August 20, 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

Board Members Absent: Debbie Deal

Staff Present: Robin Weed-Brown, Library Director;
Christine Cravens, Foundation Office Manager;

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 July 16, 2007.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown said that Elke Cathel is on vacation and Christine Cravens offered to take minutes at this meeting.

Theel feels adding a Saturday storytime is a great idea. It meets the needs of working parents. Theel questioned the timeline of 60 days to build the new addition. Weed-Brown said that is the timeline that Public Works outlined. Work is already underway on the specs portion of the project.

Weed-Brown said that the Senior Librarian position had progressed to the background check stage. Once the candidate has cleared that phase, a conditional employment offer can be made. She will then go for a pre-employment physical. If all goes well, the anticipated starting date is October 8.

Gomer asked why someone would be willing to take a cut in pay to work here. Weed-Brown explained that she and this person had a good working relationship before in another library system. Her present job had taken a different direction and the timing was right for a change. She likes the idea of working in a smaller library with more public and staff interaction. The flexibility of the benefits package in Glendora helped to offset the salary cut.

Weed-Brown informed the Board that the filling of the second Senior Librarian position presents a crunch with office space. Cindy Romero, Senior Librarian, Youth Services, is currently using the only Senior Librarian office and it is too small to fit two staff members. A new office is in the works and will be located in the Children's area. Having

staff space in the children's area will be beneficial in monitoring and responding to the fluid dynamics of that room. Our new Senior Librarian will then be able to move into the Reference Office and be with her staff.

Baffigo & Romero have been taking field trips to other libraries to gather ideas for the future of the Children's room regarding room lay-out and shelving options. As part of the overall expansion project new carpet will be laid in the Children's Room and the addition. Discussion followed regarding the children's room storage and size of the current service desk in that area.

Discussion was held regarding the new carpet to be installed in the main area of the library. Theel said it might be a good idea to post a sign saying that the library may be closed at some point in the future for the laying of the new carpeting and during the construction of the addition. Weed-Brown said she would have a sign made.

Theel asked how many credit cards the library relinquished at the city manager's request to cut back. Weed-Brown said that six cards were returned; all of the managers kept theirs as well as a key backup person for each division/service area.

Conway inquired as to why the monthly statistics for July showed that the number of library visitors were down. Weed-Brown explained it had to do with the installation of the new security gate system which houses the people-counter. It was down for a period of time during the installation of the new service desk. She is working with staff to determine how to keep an accurate tally with the new in/out gates we have. Conway also asked what the general fund revenue number represented. Weed-Brown said it was the money received from fines, the copy center and extended-use fees as well any money received from the state.

Conway said he observed the Police Cadet who was monitoring the library lobby during the street fair and was impressed with the way he was handling things.

6. UNFINISHED BUSINESS

6.1 Library Board Goals for FY 2007/2008

Slakey felt that each goal should have a measurable objective. She also had some suggestions on other goals to add.

Discussion ensued regarding the draft goals and possible additional goals. The following objective was deleted: The Board will support staff to complete all Capital Improvements Projects that are in process.

Theel suggested that they rewrite the draft goals as discussed, to include the additional ones suggested by Slakey and table the vote until next month when all board members would be present.

It was MSC (Conway/Slakey) to table the Library Board Goals until the September 17th meeting.

7. NEW BUSINESS

7.1 Revision of Administrative Policy 4.03 – Library Display Policy – action item

Theel said the lobby was looking tidy and clean. All of the newspapers now have a nice display inside the library and are all still available to the public.

Discussion followed regarding the moving of the newspapers to inside the library. Slakey noted that the second line of the Display Policy needed the addition of the word 'of' to read: Library Board of Trustees.

It was MSC (Slakey/Conway) to accept the Revision of Administrative Policy 4.03 – Library Display Policy.

Weed-Brown will post the complete policy in the lobby.

7.2 Library Events Calendar

The Board reviewed the events calendar. Theel and Gomer volunteered to read at the Pirate's Day Celebration on September 15. Theel thought Chris Jeffers, City Manager, would also be interested in reading.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Theel stated that the following items should be put on the September 17 agenda:

- 1. Finalizing the Library Board Goals
- 2. Issues regarding library cards and the circulation policy

8.2 Board Member Items

There were no comments.

There being no further business, the meeting adjourned at 9:10 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.
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Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director *Rosie*
CC: City Manager
Date: September 17, 2007
Re: Director's Report

Community

Fall is upon us and our activities are in full swing. Pirate's Day, Saturday story times, S.A.T. workshop, dyslexia workshop, tutor training, author visits, additional book discussion groups, scrap-booking, something for everyone!

The library was well represented in the youth issue of the *Glendoran* magazine. It warms our hearts when the library shows up in the consciousness of our youth when talking about their favorite things about Glendora. A staff member was also mentioned in one of the articles, Deb Takahashi, our youth services aide.

Cindy Romero has been busy with fall outreach to the schools and their parent groups. She has come up with a great quarterly newsletter for our educators that will highlight appropriate services and programs. She has also put together a handout of our school appropriate resources, emphasizing our electronic resources that are accessible remotely. A Washington School night at the library is scheduled for Sept. 18th.

Don't forget Glendora Day at the County Fair on Sept. 19th.

Staff

We officially have a new Adult Services Senior Librarian-Janet Stone! Janet comes to us from Pasadena Public Library and has 20 years of experience in public libraries. She has a strong background in library technology as well. She will be starting on Oct. 8th. A lunch-time welcoming party will be held in the staff lounge on Oct. 8, 12-1:30 (more or less). You are all invited to attend and meet Janet if you are available. I will also have her come to the October Board meeting.

Public Services staff has been busy learning new databases and getting updates on changes to on-going resources. In some cases staff did the training, other providers send a person and one session was done via a webcast; training venues for the 21st century! Thank you to Cindy and Sandy for getting this training scheduled.

Anne Pankow will be traveling to Sacramento to attend State Library sponsored training Sept. 19-21. This training is set up for new library directors, or in our case, our Assistant Library Director. She will learn about state programs and opportunities and how the State Library is there to support us. It is worthwhile training and I am glad she is able to take time out of her busy schedule to go.

Oct. 9-11, Anne, Cindy and Mary Pat will be attending training in Pasadena for our E.L.F. grant. This training is also funded by the State Library. Their days will be full from breakfast to bedtime and so our ladies will be staying overnight in Pasadena to be able to get the most benefit out of the training and networking. The State Library covers costs associated with this training and the Director training mentioned above (travel, hotel, food).

We have several recruitments going on at the moment. The Library Technician position closed Aug. 31 and a total of 37 applications were received. Carlos is in the process of evaluating them and will then set up interviews. The Library

Aide II recruitment for bookstore support closes (closed) Sept. 14. As of this writing 48 applications have been received. Anne will handle the evaluations and interviewing. We have a new on-call Library Aide II, Carrie Olvitt.

Director

As Carlos mentions in his report, approximately 20,000 inactive patron records were purged from our library database. These cards had not been used in 5 or more years. This is a standard procedure to keep our database up-to-date. Those patrons can still use the library if they apply for a new library card, at not cost (it is not considered a replacement card). As a result there is a drop in the library statistics under Registered Borrowers.

Our new city manager has taken a closer look at previously approved capital projects city-wide. His concern is to be sure there is money available in the capital fund account to respond to a disaster or emergency if one should occur. As I mentioned in previous budget discussions, most of that fund was committed to projects this fiscal year. He will be making recommendations to the city council on revising the total number of projects to be completed this year. At this time, the library's expansion project and front improvement projects are going forward. With the help of the Friends Foundation, the carpet project will also proceed. Other library capital projects may be postponed.

I attended a meeting of the Foothill Libraries Consortium on Aug. 29th at the Azusa Pacific University Library. This group has been on hiatus for many years. One of our former staff members, Evelyn Yee, who now works at APU, worked with Paul Grey to get the group active again. This group encompasses all types of libraries-academic, public, special, in the area. It is always helpful to network with colleagues.

I attended the 9/11 ceremony held at the City Hall flagpole. It was a very nice event, lead by Rev. Davis.

I will be away for a few days at the end of Sept. attending my parent's 65th wedding anniversary. Anne will be here and in charge. I would also like to share that I am a Great Auntie once again, and quite proud of that fact! Genevieve Marie Devlin joined our family on Aug. 23, 2007. I will have to wait until Christmas to see her as they live in Denver.

And I am ever so grateful that Elke is back from her vacation!

Next Board Meeting: October 15, 2007



Division Monthly Reports

140 S. Glendora Ave. Glendora, CA 91741
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To: Robin Weed-Brown
From: Carlos Baffigo, Anne Pankow, Cindy Romero
Date: August 2007

Public Services - Cindy Romero

	Event	Number of participants
8/15/2007	A Novel Idea	14
8/21/2007	PTA newsletter email	9
	Total number of participants	21

August was a month full of planning for Public Services. With Summer Reading Club now over, we were able to focus our attention on the fall. Sandy and Gaetano are working to prepare Books Alive for September. Gaetano will start the second session on September 17th at 11:00 am. Gail and Deb have been hard at work planning our Pirate Day celebration for children and teens on the 15th. We are excited to have a separate party for the teens. Saturday, September 22 will be the first SAT workshop of the year. We have also been busy arranging our Fall outreach to the schools.

We are also planning the October events. October 15-20 is Teen Read Week. Teens can email us the answer to this question for a prize, "If the library was burning, which book would you save and why?" We will be holding a book character costume party on the 20th for the teens. We are also planning Spooky Stories and Creepy Cuisine. Creepy Cuisine will be for children and teens this year.

We have had staff refresher training on two of our databases, WorldBook Online Reference Center and Business Decisions, and are looking forward to some training on Reference USA and Proquest. Sandy attended a Califa e-book steering committee meeting in August. Several of our staff members will be attending MCLS committee meetings during September, and Cindy will be attending a workshop on Library 2.0 for Children's Services.

Support Services – Carlos Baffigo

General:

Library Page Leah Gasser-Ordaz will be leaving us to fulfill her education goals at UCLA. Good Luck Leah!

Recruitment for the Library Technician vacancy ended in August and selection of a candidate is underway.

Carrie Olvitt was promoted to Library Aide II – On Call. Congratulations Carrie!

Circulation/Collection Maintenance:

The major system purge of inactive patron records took place in August. Approximately 20,000 records were deleted due to inactivity for more than five years.

New circulation procedures were implemented as a result of the new material processing procedures.

Facilities:

15 new chairs funded by the Friend’s Foundation were received. The chairs will replace existing chairs that are torn, stained and broken.

The carpet replacement project is on-hold and awaiting review by Public Works.

A new floor plan for the Children’s Room was completed. The new layout will increase visibility into the expansion and provide a new fresh look to the Children’s Room.

Acquisitions, Cataloging, Processing, and Periodicals:

New processing procedures have been implemented to standardize procedures, increase efficiency and reduce costs.

Computer Systems/Web Site:

Polaris version 3.3 has been installed on the training server.

Development & Educational Services – Anne Pankow

Foundation Office staff was busy in August finishing up all that needs to be done when a major fundraiser is over. Bills were sent out as well as ‘thank you’ letters. We have not received all the money that was promised for NOP. Next month we should be able to report what NOP grossed and netted.

The bookstore had a half-price sale from August 13 -31. It was very successful. August is traditionally a very slow month and the bookstore did great business, better than expected.

Glendora Public Library Summary Data for August 2007

<u>Service Indicators</u>	This Year August	Last Year August	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	21,633	21,499	1%	47,822	50,827	-6%
I. D. Total Items Loaned	29,720	28,500	4%	63,025	61,454	3%
I. D.4. Electronic Circulation	90	92	-2%	188	212	-11%
III. A. Total Requests for Information	2,475	2,672	-7%	4,928	5,609	-12%
II. A. Total Items Owned	147,125	149,451	-2%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	9,941	9,407	6%	17,856	13,602	31%
V. A.2. Library Home Page Views	3,123	1,359	130%	6,129	1,359	351%
VI. A. Total Number of Programs	2	1	100%	23	22	5%
VI. E. Number of Literacy Students Active	30	26	15%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	67	68	-1%	171	131	30%
VI. F.1 Total Number of Volunteer Hours	429	448	-4%	2,959	2,986	-1%
I. G. Total General Fund Revenue	\$4,947	\$4,329	14%	\$9,252	9,205	1%

These statistics are subject to verification.

**Summer Reading Club 2007
Program Summary
August 2007**

The Glendora Public Library and Friends Foundation offered 4 Summer Reading Clubs in 2007 from Monday June 18-Saturday July 28 for children and adults of all ages.

- Adult Club: Summer Sleuthing @ Your Library
- Teen Club: YNK @ Your Library
- Children's Club: Get a Clue @ Your Library
- Infant and Toddler Club: Read to Me (new club this year)

We presented a total of 24 programs and had 1864 registered participants. Each of the registered participants received a free book just for signing up. In addition, those who met their reading goals were given an additional book as a final prize. We had 120 youth and teen volunteers who worked a total of 1213 hours and helped make the programs run smoothly. All of our clubs showed increased participation this year, and with the addition of an infant and toddler program, overall participation was up by 35%.

We offered 24 programs to the community, with 3256 participants overall. Children's programs had 2 showings. These programs included:

- 2 book adult book discussion groups
- 1 adult author visit
- 1 family game night
- 1 storyteller program for adults
- Teen Harry Potter Registration Party
- Acrylic Painting Workshop
- Murder Mystery Game
- Teen Book Discussion and Movie
- Teen ice cream making party
- Weekly craft programs for children
- Puppet, magic, balloon, and animal shows
- Children's Movie
- End of the Summer Reading Club Party
- Volunteer Recognition
- Weekly storytimes for children and families

In addition to offering incentives and programs for reading, the community was given the opportunity to read, tell us about their books, write reviews, and explore the library as lifelong learners.

Advertising/Outreach

Summer Reading Club season began early this year. A bookmark contest, held during January/February with an awards reception in April, highlighted this year's theme; Get a Clue @ Glendora Public Library. All entries were on display in the Children's room from May through July. The winning bookmarks were printed and given out during Summer Reading Club.

Library Staff spent much of May and June visiting local elementary and middle schools to promote the Summer Reading Club. In addition, several school groups arranged tours of the library just before school ended, giving us the opportunity to tell them about all of the Summer Reading Clubs. We also visited local Mom's Clubs groups, Coordinating Council, La Fetra Senior Center, and other area organizations to advertise our summer activities.

We distributed flyers to all students in GUSD elementary and middle schools, as well as to the private schools in the area. The flyers were redesigned this year in order to fit on large, cardstock postcards. The goal was to make them stand out from the other flyers in children's backpacks. The Friends Foundation's postcards and the Library newsletter also provided information about Summer Events.

Costs

Total costs for SRC 2007 were \$28,297.61. Of this amount, more than half was spent in purchasing books to give away as registration and other incentives. Overall costs were higher than last year, but costs per participant were lower for each program.

Summary

Through the support of the Friends Foundation, each of the 1823 participants in this year's Summer Reading Club received a free book. In addition, the 554 people who reached their reading goals for the summer received an additional free book. Books were also used as 2 of the weekly incentives for the Teen Club. Library patrons were pleased to receive these free books as incentives, as we promoted and encouraged reading as a daily habit.

Summer Reading Club participation increased for all clubs this summer. The Adult club had 164 people register, more than double last year! The

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Teen Club had an amazing 216 teens register. We encouraged all those going into 6th grade to participate in the Teen Club as it is geared for them. The Children's Club had 1268 children register. The infant and toddler club had 216 babies registered. All of these patrons received a free book for signing up. In addition to registration numbers increasing, the number of participants who reached their reading goals also increased. We had a lot of reading going on in Glendora this summer.

Program attendance also increased over the summer. Children's programs were at capacity most of the summer, while teen attendance was 60% over last year. This summer, the Adult Club offered two popular book discussion groups, which will continue to meet throughout the year. The most well attended adult program was a drop in family game night. Families were invited to come and play their favorite board games, and were challenged with several tables full of brain teasers and puzzles.

In addition, we launched a new club to round out our Summer Reading Club offerings. The new club was aimed at infants and toddlers ages 0 through 3. The program was designed to encourage parents and caregivers to begin and continue reading to the very young. Each week, during our Mother Goose Storytime for infants and toddlers, we highlighted and demonstrated 1 of 6 Early Literacy Skills. These storytimes reached record attendance numbers during the summer, 105 people at the last storytime of the summer. At registration, each participant received a free book and a brochure on Early Literacy. In addition to weekly incentives, parents also received a bookmark detailing the week's Early Literacy Skill to practice at home. The program is modeled after the American Library Association's Every Child Ready to Read program. Implementing ECRR is part of the Library wide goals from 2007/2008.

Our Summer Volunteer Program continues to attract scores of enthusiastic helpers. We had 120 volunteers who assisted us with a variety of tasks. The children's club volunteers helped with registering kids, listening to reports, re-shelving in the children's room, preparing craft items, helping at craft programs, and keeping the children's room in order. We have other volunteers, primarily teens, who help us in the Computer Center. These volunteers assist patrons with reserving computers, printing their documents, and other basic computer skills, allowing the reference staff to concentrate on other questions. All volunteers were invited to a recognition party where they received a gift certificate from the Friends Foundation for a local bookstore.

Overall, we had an excellent Summer Reading Club. The entire library staff deserves the credit for making the summer such a success. We are

very lucky to have the support of the community and especially the Friends Foundation.

6.
**Unfinished
Business**

Library Board of Trustees Goals and Objectives for FY 2007- 2008

Goal:

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

Objectives:

- The Board will actively be involved in the Library's Children's room expansion through promoting the sale of "Hands Creating the Future".
- The Board will advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff.
- The Board will strive to make the Library more visible in the community, for example by having Board meetings at the Council Chambers.
- Each Board member will attend an average of one library event per month.
- Each Board member will attend and/or speak at one outside community group meeting each year.
- The Board will obtain a closer relationship with the library staff by attending at least one staff meeting per year.

7.
New
Business



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14

MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director *RWB*
Date: September 17, 2007
Re: Agenda Item # 7.1: Circulation Policy and Fines and Fees Schedule changes

Background:

The library has never had a formal circulation policy. Procedures were established and noted on handouts, but never formally adopted by the Library Board. In creating this document, I pulled from several library items which I have included in your packet as information and background: the current circulation handout, the Library Board's Patron Confidentiality Policy and Patron Confidentiality staff information sheet.

In a discussion with the management team on circulation procedures we looked at what possible barriers there could be that needed to be re-evaluated. Several suggestions were brought up by the team and reviewed at the September All Staff meeting. Staff was enthusiastic about the proposed changes.

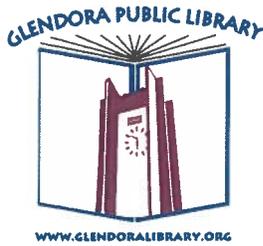
The first suggestion was to simplify loan periods, broaden what can be renewed and reduce limits. Attached are our recommendations for modifying the loan periods, renewal options and limits, along with information on what our current procedures are. We have also made it easier for children to get library cards by including responsible caregivers as able to sign a child up for a library card. The "Parent Letter" has also been updated and is included in this packet.

The second suggestion was to eliminate the 50 cent library card verification ('look-up') fee. What we feel is important in the larger picture is that the patron have a library account, which is established when they first get a library card, not that they are carrying around a particular piece of plastic. Youth are regularly impacted by this-they often forget their card and do not have, or do not want to pay, the 50 cents-the very target group we are working so hard to entice. It creates ill will with all library patrons. This is a simple procedure that staff is willing to do without charging for it. Reference to the verification fee would be eliminated from library promotional materials and Administrative Policy # 4.02 if the Board approves removal of the charge.

An additional area of discussion was regarding collection development. Our strategic plan states: "Collections that reflect the community's interests and in a variety of formats with enough copies to meet demand". Suggestions such as lowering the ratio of copies to holds, adding magazines to supplement areas with fewer book publications but with high community interest and creating new circulation reports for enhanced statistical information were all put forth. We are looking forward to our new Senior Librarian's arrival to assist us in working with these ideas and to see what additional ideas she has.

Recommendation:

It is recommended that the Library Board approve the Circulation Policy. It is recommended that the Board approve the changes in the Library Fines and Fees Schedule (Admin Policy #4.02) which would eliminate the 50 cent library card verification fee.



GLENDDORA PUBLIC LIBRARY Circulation Policy

15
DRAFT

Effective: September 17, 2007

Authority:

Board of the Trustees of the Glendora Public Library

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

Library Card Requirements and Responsibilities:

Library cards are free to all residents of California. A patron with a valid library card may check out any item in the circulating collections and access the Internet. Information about activity on an account can only be given to the library card owner.

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

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

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

If they do not have photo identification or their current address is not on it, 2 of the following that does have their current information will need to be presented:

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

Library Card Requirements, Children:

Children in the 8th grade and under need a parent, legal guardian or responsible caregiver's signature to obtain a library card and establish a library account.

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

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

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

Out-of-State Library Card requests:

Visitors from out-of-state requesting a library card will be issued a card with proper photo identification from their home state and proof of local residency such as a hotel/motel bill or apartment agreement. Cards will have a short term expiration date relative to the documentation provided. Guest passes are available to use the library computers and do not require a library card.

Modifying Library Account information:

California State law (CA Government Code section 6250 et seq.) prohibits the disclosure of a patron's library account or circulation record to anyone except the original applicant. Therefore, positive identification is required if changes or inquiries regarding an account are requested by the patron.

When a child (8th grade and under) wishes to modify their record, the responsible adult as established in the minor's account with identification and proof of current address must be present in order to make changes on the minor's account. A minor that is attending high school and can show identification may modify their account without a parent.

This is in accordance with the Library's Patron Confidentially Policy.

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

Loan Periods, Renewals and Item Limits:

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

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

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

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

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

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

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

Approved and adopted this 17th day of September, 2007.

Ayes: _____

City of Glendora

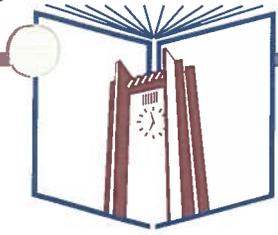
Noes: _____

Library Board of Trustees

Absent: _____

Attest: _____
Robin Weed-Brown, Library Director

By: _____
Jim Theel, President



INFORMATION, INSPIRATION
IMAGINATION

Welcome to the Glendora Public Library

Dear Parent or Guardian:

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

The public library is an important resource for children and young adults. It can supplement the school media center for homework and research while also providing a wide array of materials for personal and recreational needs. Many of our resources are available from any computer with Internet access at www.glendoralibrary.org. Your public library also strives to meet the needs of young pre-schoolers and toddlers by providing resources and programs suitable to their age level. As a parent, you too will discover information to help you with the challenges of developing healthy, responsible children.

Because the library serves all members of the community, we urge you to assist your children in the selection of library materials and computer resources appropriate to their age and your family's values. For their safety, young children under the age of nine must be accompanied at all times by a responsible adult. Children age 9 and above should be reminded to follow common safety practices, especially not to interact with strangers in the library other than library personnel who can be identified by their badges. Important library policies to aid in your child's enjoyment of the library are in place. Please check with our library staff if you would like to see or review any of the policies. They are also available on our library's website at www.glendoralibrary.org.

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

Sincerely,

The Glendora Public Library Board of Trustees



WHAT EVERY PARENT SHOULD KNOW ABOUT THE GLENDORA PUBLIC LIBRARY

To get a card

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

The Library considers each card a separate account

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

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

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

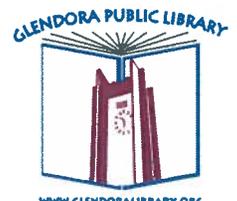
Library policy supports the right of each individual to choose for him/herself

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

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

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

Child appropriate Internet sites are available through the library's website at www.glendoralibrary.org. Library staff can also assist you in evaluating additional sites.



Subject: LIBRARY FINES AND FEES SCHEDULE

Effective: July 1, 1996, revised February 23, 1998, revised June 19, 2000, revised March 17, 2003; revised July 16, 2007; September 17, 2007

Policy Objective:

To set a fines and fees schedule for overdue, damaged or lost library materials.

Authority:

City Council Minute Order July 25, 1978 revised by Budget Policy Issue No. 6 FY ending June 30, 1988, Council adopted Resolution No. 03-1 on January 14, 2003 and minutes of the board of Trustees of the Glendora Public Library meetings 8/24/87, 11/9/87, 1/27/92, 1/22/96, 2/23/98 and 12/16/02

Assigned Responsibility:

All Library Personnel

Overdues:

1. Books, Magazines, Pamphlets, Tape Cassettes, Compact Discs & Playaways:

Adult – \$.20 per day, \$20.00 maximum, or cost of material (whichever is less).
Children's - \$.10 per day, \$10.00 maximum, or cost of material (whichever is less).

2. Videos, DVDs and Software:

\$1.00 per day, \$50.00 maximum, or cost of material (whichever is less)

3. Encyclopedias and other 7-day items

\$.20 per day, \$20.00 maximum or cost of material (whichever is less)

4. Special Loan (Reference, City documents)

\$1.00 per hour or fraction of hour, or cost of material (whichever is less)

5. Miscellaneous Charges:

Non-resident borrower's card	- \$0 per household per year (See also Administrative Policy 4.07)
Lost Library Card	- \$3.00 replacement fee
Reserve a Book	- no fee for search
Interlibrary Loan	- \$1.00 search fee per requested item
Administrating/proctoring tests	- \$20.00

When a borrower's accumulated charges reach a total of \$2.00, all charges must be paid in full before more items may be checked out.

A borrower must return all overdue materials before more items may be checked out.

Charges for overdue, lost or damaged materials that are borrowed through Interlibrary Loan or the State Library are those charged by the lender.

Current Loan Period and Renewals

3 weeks plus one 3 week renewal:	Books & adult audio books
7 days plus one 1 week renewal:	Adult videos/DVDs
7 days:	Career & Test books, encyclopedias and software

Not renewable:

New books under 500 pages, magazines, music CDs, Career & Test books, software, encyclopedias, children's videos/DVDs, and items with holds

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

Limits:

Magazines: 10 / 5 per title; audio books, music CDs, videos/DVDs, software: 5 titles each; encyclopedias: 2 titles, Playaways: 1 title



Pending: New Loan Periods and Renewals-effective Sept. 18, 2007

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

Not Renewable:

New books under 500 pages, magazines, items with holds, new formats

Limits:

Playaways: 1 title-due to small collection size

Extended loans on items that can be renewed are available for out-of-town vacations for up to 6 weeks- no change



The Library documents that follow were used to create the new circulation policy:

Yellow Circulation Handout
Patron Confidentiality Policy
Staff Patron Confidentiality information sheet

If the policy is approved, the yellow circulation handout will be updated

23

Glendora Public Library



The Best
Bargain
In Town!

*Information, knowledge
& library cards
are still free at the
Glendora Public
Library.*

*But patrons who forget
to return books on time
& lose or damage
library materials,
will be charged a fee.*

Extended Use & Other Fees

- Adult material extended use .20/day
- Children's material extended use .10/day
- VHS/DVDs/Software extended use \$ 1.00/day
- Library Card Replacement \$ 3.00
- Lost/Damaged Library Materials Processing \$10.00
- Interlibrary Loan \$ 1.00
- Test Administration (proctored) \$20.00
- Check out material/computer use without a card .50/day
- Fax & Scanning \$ 1.00/page
- B & W copies/prints .10/page
- Color computer prints .25/page
- Color photocopies .75/page

Most of these fees can be avoided by returning library materials on time and in the same condition they were received.

Maximum Fees

- Children's materials \$10
- Adult materials \$20
- Videos, DVD's and software \$50 or cost of material whichever is less

For information about items you have checked out, contact the library at [626/852-4891](tel:6268524891) during regular library hours or access your personal library account online @

www.glendoralibrary.org

You must have your library card number and a password/PIN number. You may get your password/PIN number at the library.

By providing free access to a variety of library services, the Glendora Public Library is still the best bargain in town for you and your entire family!

Borrowing Materials ❖ Terms & Conditions

Patrons are responsible for all materials checked out on their library card and payment of any fees for materials returned overdue.

Lost and damaged items and all charges totaling \$2.00 or more must be paid in full or borrowing privileges will be revoked.

Glendora Public Library is not responsible for any damage that may occur to personal equipment when using any audio visual materials checked out from the Library.

Library Cards

Cards are free with identification and proof of current address. Children in the 8th grade and under need a parent's signature to obtain a card. A valid library card must be presented in order to check out materials. **A 50 cent fee will be charged if your library card is not present at the time of check out.**

❖ Loan Period & Renewal

- *3 weeks plus one 3 week renewal: books & audio books*
- *3 weeks, non-renewable: playaways*
- *7 days plus one 1 week renewal: adult videos/ DVDs*
- *7 days, non-renewable: Career & Test books, encyclopedias and software*
- *Not renewable: new books under 500 pages, magazines, music CDs and children's videos/ DVDs, items with holds*

Extended loans on items that can be renewed are available for out-of-town vacations for up to 6 weeks. Books may be renewed by telephone at **626/852-4891** or online at **www.glendoralibrary.org**.

❖ Limits

- *Magazines: 5 per title/10 total*
- *Audio books, music CDs, videos/DVDs, software: 5 titles each*
- *Encyclopedias: 2 titles*
- *Playaways: 1 title*

❖
Books and Audio Visual material may be returned in the drops located on Glendora Avenue and in the parking lot on Vista Bonita.



Glendora Public Library
140 S. Glendora Avenue, Glendora CA 91741
626/852-4891-Fax 626/852-4899
Mon-Wed 10am-9pm/Thurs-Sat 10am-5:30pm



Glendora Public Library

Subject: PATRON CONFIDENTIALITY

Policy Objective

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

Assigned Responsibility

All Library Personnel

Policies

1. **California State Law-**
Library circulation records kept for the purpose of identifying the borrower of items available in libraries are exempted from public disclosure per California Government Code section 6545(j) and the California Public Records Act (CA Government Code section 6250 et seq.).
2. **Glendora Public Library Code of Values**
We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted. (#7)
3. **Glendora Public Library Collection Development Policy**
This Board believes that while anyone is free to reject for himself material which does not meet with his approval, he cannot exercise this right to restrict others' freedom to read. Notwithstanding, responsibility for the reading, listening and viewing of library materials by children rests with their parents or legal guardians. (p 4 #3)

Implementation Guidelines

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

a) print a copy of the book titles and other items on the patron record and mail it to the person named on the card (the print out lists all transactions on the borrowing record).

b) with in-person verification of the parent's name and driver's license number as shown in the child's record, give the parent information on the number and types of materials charged on their child's borrowing record as well as fines and due dates, **but not titles of the books, unless items are overdue.**

or c) with the minor's written authorization provide the list of titles and due dates charged to the authorizing minor's card.

- 4. Except as required for administrative purposes, staff are not to view the borrowing records of any patron including fellow staff members.
- 5. Staff shall not discuss or disclose the nature or content of staff or patron requests for information except as necessary for the completion of service.

Approved and adopted this 17th day of October, 2005.

Ayes: _____
 Noes: _____
 Absent: _____

City of Glendora
 Library Board of Trustees

Attest: _____ By: _____
 Robin Weed-Brown, Library Director Jim Theel, President

GLENDORA PUBLIC LIBRARY
PATRON CONFIDENTIALITY/RECORD ACCESS
UPDATE - CIRCULATION
August 2005

California State law (CA Government Code section 6250 et seq.) prohibits the disclosure of a patron's library account or circulation record to anyone except the original applicant. Therefore, positive identification is required if changes or inquiries regarding an account are requested by the patron. The procedures below are to be followed whenever changes or inquiries are requested.

In-person transactions

Library staff must request proper identification prior to making inquiries or changes (PIN/Password, expiration date, address, phone number, etc.) to a patron's record. Proper identification is current identification with the person's picture such as:

DMV driver's license
DMV Identification card
School identification card
Current passport

If the patron requests an address change and the current address is not shown on the identification, other proof of the current residence address is required. The following are examples of items that may have the person's current residence address:

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

In the case of a minor, a parent with identification and proof of current address must be present in order to make changes on the minor's account; unless the minor attends high school and can show identification and proof of address.

Note: The standardized format for PIN/Passwords is the last four digits of the telephone number on the patron's record. All changes to the PIN/Password must reflect this format.

Telephone transactions

If the patron calls the library requesting account information, but has not received an automated call from the library:

A patron must provide his or her library card number, name and birth date (month and day) to make any inquiries on their account. Additional information may be requested to positively identify the caller. When the identity of the caller has been verified satisfactorily, the patron may be provided with the same information as an "in-person inquiry."

If the patron calls the library requesting account information and has received an automated call for overdue items:

After having performed an account search by telephone number, library staff must identify the caller and can only provide information for their account and/or their children's accounts on the overdue materials, the number of materials, and/or the due date. Library staff can not provide information to the caller that pertains to other adults, except to confirm the name of other adult's account that has overdue materials.

Frequently asked questions (FAQs):

Can a minor be given a replacement card without the parent? Unless the minor is a high school student and can provide identification and proof of address, they can not get a replacement card without the parent with identification present.

What type of information can we give to a parent who does not have the minor's library card and wants to get details on borrowed materials? Library staff can only give the number and type of items borrowed, but can not give titles. Only when the items become overdue can staff provide title information for those items which are overdue.

What age is a 'minor' technically? A minor is anyone under the age of 18. A minor can get a library card without a parent if they are a high school student and can show identification and proof of address.

Can a minor be issued a temporary card without a parent? A minor can get a temporary card without a parent. The minor must provide identification or be questioned about details on their account to ensure positive identification. The fifty cent fee still applies.

Can minor checkout materials without a parent? A minor can checkout materials without a parent. The minor must provide identification or be questioned about details on their account to ensure positive identification. The fifty cent fee still applies.

Can a minor get a PIN/Password? A minor can be told the PIN/Password is the last four digits of their phone number on file, but library staff can not volunteer those numbers. If an inquiry or change of telephone number (PIN) is requested, a parent or guardian with identification must be present, unless the minor is in high school and can provide identification and proof of address.

How can an adult get a PIN/Password? An adult can be told the PIN/Password is the last four digits of their phone number on file, but library staff can not volunteer those numbers. The patron must show proper identification and proof of current address to request an inquiry or change in telephone number, PIN/Password or any other information.

If you have any questions regarding confidentiality or access to patron records, please ask a supervisor.



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

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director
 Date: September 17, 2007
 Re: Agenda Item 7.2: Computer Laptop Lending Policy and Procedures

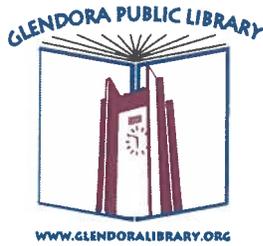
A pilot project for lending computer laptops for use in the library was approved by the Library Board (funding request to the FF and annual goals) and the Friends Foundation (funding request) in the spring of 2007. The purpose of this pilot project is to maximize the number of computers available for use during our busy periods without adding dedicated workstations that take up valuable floor space. In addition, adult patrons that wish to work on a computer with one or more additional persons will be able to do so at a table, which will reduce crowding at the Technology Center. Many libraries in across the U.S. are now using this model to expand access and add flexibility in utilizing their electronic resources.

Key elements of this pilot project are:

- As a pilot project, this service will be available only to adults, 18 years or older;
- A separate form will be signed by patrons that notes identification verification has occurred and includes a signed agreement clause regarding the costs for both the steep overdue fines and replacement costs; a notation will be added to their library account indicating that they have signed a *Borrower Responsibility Agreement*;
- One 1 hour session per day, with a 15 minute grace period per patron; this shorter time frame (Technology Center users receive 1 ½ hours per day) reflects the limited number of laptops available and the average time usage of patrons at the Technology Center;
- Laptops will be checked out at the Copy Service Center window;
- The laptops will have security devices that will set off the library alarm if they attempt to leave the building.

Attached for your review, comment and adoption are the policy, procedures and agreement form. Once approved, the library will work with the City's IT staff to purchase the laptops and make the available to library patrons as quickly as possible.





GLENDORA PUBLIC LIBRARY Computer Laptop Lending - Pilot Project Policy and Procedures

29
DRAFT

Effective: September 17, 2007

Policy Objective:

Laptop computers are available for public use within the library. The Library's policy for loaning laptop computers is designed to balance the equitable public use of these resources and the need for practical safeguards to protect these costly assets. All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Director.

Authority:

Board of the Trustees of the Glendora Public Library.

Assigned Responsibility:

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

Policy:

General Borrower Requirements:

Adult patrons, age 18 and up, wishing to check out a laptop must have a valid Glendora Public Library card which is free of any system blocks. Laptops are not available to loan to patrons under the age of 18. Additional identification may be requested for verification. Qualifying patrons must have a signed Borrower Responsibility Agreement on file with the library prior to their initial checkout. The Borrower Responsibility Agreement outlines the borrower's responsibilities under the laptop lending program.

Once the Borrower Responsibility Agreement has been received by the library the patron's account will be updated with a special code which will allow them to borrow a laptop.

Lending Policy:

Laptops will be made available for in-house use only. Patrons will not be allowed to remove the laptops from the building.

Patrons assume full responsibility for the condition and security of the laptop while it is on loan to them and become fully liable for any loss or damage while it is in their possession. Laptops will prominently display an on-screen notice reminding patrons of their responsibility and warning them to never leave the laptop unattended.

Laptops cannot be reserved in advance and will be made available on a first come first served basis.

Each laptop will have a unique barcode tied to the library's database to facilitate tracking.

The loan period will be set at 1 hour with a 15 minute grace period.

Laptops are not renewable. Patrons may check out a laptop for one session each day.

The laptops have been configured to automatically refresh themselves between each use. Therefore any work completed and stored on a laptop at the end of a session will be completely erased at the time the laptop is returned. Patrons are encouraged to save their work periodically to a compatible removable media of their choice.

Overdue and Lost Computer Laptop Policy:

Patrons must return laptops to the Copy Service Center when they are finished using them or when the loan period has expired.

There will be a 15 minute grace period after the 1 hour loan period before overdue fines are assessed.

Laptops that have not been returned within 1 hour and 15 minutes from the original checkout will immediately be assessed a \$10 overdue fine. Overdue fines will continue to accumulate at a rate of \$10 per hour up to a maximum of \$250 until the laptop is returned.

Any laptop that has not been checked in via the Polaris system by the close of business will be considered "Lost" and a billing notice will be issued with a replacement cost of \$1,500 and a processing fee of \$10.

Patrons with a laptop charge on their account will immediately have all privileges suspended until the laptop has been returned or payment has been received by the library.

All patron accounts with a lost laptop that have not been settled within 30 days of the original due date will be turned over to the City Attorney's office for processing.

Procedures:

TO CHECK OUT A LAPTOP:

- Customers must sign a Borrower Responsibility Agreement and have a valid Glendora Public Library card in order to receive laptop lending privileges.
- Laptops are checked out for one hour and may only be used within the library.

SECURITY ISSUES:

- Laptops should never be left unattended.
- It is illegal for users to physically or electronically modify library computer equipment, or to tamper with hardware or software (California Penal Code, Section 502 et. seq.)
- User created files are permanently removed from the laptop each time it is rebooted.

RETURNING A LAPTOP:

- Return the laptop promptly to the library's Copy Service Center.
- If the laptop is returned late, patrons will be charged \$10 per hour up to a max of \$250.
- Laptops must be returned in the same condition as they were received.
- If the laptop is damaged, lost, or stolen the patron agrees to pay the \$1,500 replacement cost of the laptop and a \$10 processing fee.
- Delinquent accounts will be turned over to the City Attorney for processing.

Approved and adopted this 17th day of September, 2007

Ayes: _____

City of Glendora
Library Board of Trustees

Noes: _____

Absent: _____

Attest: _____
Robin Weed-Brown, Library Director

By: _____
Jim Theel, President



DRAFT

Patron Barcode: 2 3008 _____ 31

Date: _____

Computer Laptop Lending Procedures And Borrower Responsibility Agreement

CHECKING OUT A LAPTOP

- Customers must sign this agreement and have a valid Glendora Public Library card in order to receive laptop lending privileges. Additional identification may be requested for verification.
- Laptops are checked out for one hour and may only be used within the library.

SECURITY ISSUES

- Laptops should never be left unattended.
- It is illegal for users to physically or electronically modify library computer equipment, or to tamper with hardware or software (California Penal Code, Section 502 et. seq.)
- User created files are permanently removed from the laptop each time it is rebooted.

RETURNING A LAPTOP

- Return the laptop promptly to the library's Copy Service Center.
- If the laptop is returned late, patrons will be charged \$10 per hour up to a max of \$250.
- Laptops must be returned in the same condition as they were received.
- If the laptop is damaged, lost, or stolen the patron agrees to pay the \$1,500 replacement cost of the laptop and a \$10 processing fee.
- Delinquent accounts will be turned over to the City Attorney for processing.

BORROWER RESPONSIBILITY AGREEMENT

I agree to comply with all of the rules and procedures of the Glendora Public Library's laptop lending program. I will return the equipment in the same condition it was in when I checked it out. If the equipment is damaged, lost, or stolen, I agree to pay the \$1,500 replacement cost and \$10 processing fee. Patrons under the age of 18 must have this form signed by a parent or guardian in the presence of a library staff member.

BORROWER

Name: _____

I.D. Verified

Library Card Verified

Signature: _____

Date: _____

Staff initials and date: _____



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees

From: Robin Weed-Brown, Library Director *Robin*

Date: September 17, 2007

Re: Agenda Item # 7.3: Holiday Hours for 2007: Thanksgiving and Christmas

Recommendation

It is recommended that the Library Trustees affirm the following closing times for the library during the upcoming 2007 holiday season:

- Thanksgiving Eve, November 21, close at 5:00 p.m.
- Christmas Eve, Monday, December 24, close at 12 noon
- New Year's Eve, Monday, December 31, close at 12 noon

Background

The MOU for mid-managers and general employees grants them four (4) hours off on both Christmas and New Years Eve.

Thanksgiving "eve", the Wednesday before Thanksgiving is historically a quiet night in the library. Closing early on that day allows staff time to be with their families with minimal impact on customer service.

Approved and adopted this 17th day of September, 2007

Ayes: _____

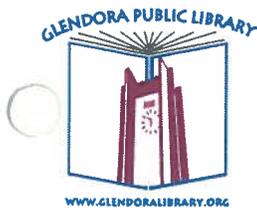
City of Glendora
Library Board of Trustees

Noes: _____

Absent: _____

Attest: _____
Robin Weed-Brown, Library Director

By: _____
Jim Theel, President



Glendora Public Library Events

September 2007

- 03 Labor Day – Library closed
08 10 a.m. *Coffee 'n' Books* in the Library - main floor
08 **10:30 a.m. New Saturday storytime – Family storytime ages 2-5**
15 10 a.m. - 1 p.m. Adult Literacy - Dyslexia Workshop – Bidwell Forum
15 10 a.m. - 5 p.m. Pirates Day Celebration – Children's room
15 2 p.m. Teen Pirate Book Party – Young Adult area
17 7 p.m. Library Board meeting – Bidwell Forum
17 **11 a.m. & 7 p.m. Books Alive – "All The Pretty Horses" by Cormac McCarthy – main floor**
19 Glendora Day at the LA County Fair
22 10 a.m. – 3 p.m. SAT workshop – Bidwell Forum
29 9:30 – 3 p.m. Tutor training – Bidwell Forum

October

- 06 10 a.m. *Coffee 'n' Books* in the Library – main floor
06 3 p.m. 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

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

- October 5, 2007 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- October 16, 2007 @ 7:00 a.m. Library – Main Floor

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
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