

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Conference Room

August 15, 2005
7:00 p.m.

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

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

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

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

3. ADOPTION OF AGENDA

Possible motion to revise order of business or other

4. CONSENT CALENDAR

4.1 Minutes of meeting of July 18, 2005- **action item**

5. REPORT OF LIBRARY DIRECTOR

5.1 *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 of Administrative Policy 4.03 – possible action item
Vice President Freeman to lead

7.2 Review of Administrative Policy 4.04- possible action item
Vice President Freeman to lead

7.3 Library Events Calendar

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar
Plans for future meetings to be discussed

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

9. ADJOURNMENT

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library Conference Room
140 Glendora Ave.

July 18, 2005
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:05 p.m. by President Sylvia Slakey.

Board members present: Don Fields, Sylvia Slakey, James Theel, Doug Hodson, Sandra Freeman

Board Members Absent: None

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

2. INTRODUCTION OF NEW LIBRARY TRUSTEE, DON FIELDS

President Slakey introduced new Library Trustee Don Fields and presented him with his name badge. Fields said it is an honor to be appointed to the Library Board. He is retired and wanted to become involved in the community again. He believes the Library is a central part of the community.

3. PUBLIC COMMENT PERIOD

There was no public to comment.

4. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

5. CONSENT CALENDAR

It was **MSC (Hodson/Freeman)** to approve **Minutes of meeting of June 20, 2005.**

6. REPORT OF LIBRARY DIRECTOR

Weed-Brown stated Night on the Plaza was a great success. It is estimated that well over \$100,000 has been raised. Summer Reading Club is moving along with Children's events taking place every Tuesday and Thursday. Event participation is great and people are being turned away due to Bidwell Forum being filled to capacity. Library staff is evaluating whether more performances should be offered next year. Teen Summer Reading Club participation has doubled. The increased turn-out can be attributed to ads that were published in the High School paper instead of distributing flyers and the librarians' outreach to the various schools. Hodson commented that visiting the schools to promote the Summer Reading Club was a wonderful idea. Weed-Brown noted that Carolyn Thomas arranged the desk schedule so that staff would have time to visit the schools. Children's Librarian Romero called the schools to schedule the visits.

Weed-Brown said that the City Manager's budget presentation to the City Council was outstanding. She offered a VHS recording of the presentation to any Board members interested in viewing it.

The mid-day public restroom cleaning started today. It was necessary to add this service due to the high number of patrons who visit the library every day. Weed-Brown stated that Public Works does not have a master maintenance plan in place yet, and a decision had to be made in regards to janitorial services. This was a health issue and needed to be addressed.

Weed-Brown explained to Fields that the plan to consolidate all city maintenance originated from the Citizens Budget Committee. There is no maintenance plan in place at this point, but all of the Library's maintenance money has been transferred to Public Works. Slakey asked about the status of the maintenance aides that the Library had requested. Weed-Brown replied that nothing has been decided. Fields wondered how much time is needed to consolidate city maintenance and get a master maintenance plan. He asked if this is something that the Library Board needs to address with the City Manager. Hodson explained that Weed-Brown is working with the City Manager to take care of the Library's needs. Slakey added that the Board has been concerned about the Library's maintenance and is staying involved.

Weed-Brown and the Board reviewed a letter written by Stephen Slakey in regards to the Centennial display. Several options such as leaving the Centennial display up or partially disassembling it were discussed. Hodson said there are several issues to be addressed. The first issue is the display cases in

the lobby entry; the second issue is the Centennial display and whether it could be moved in some other format. Weed-Brown stated that the DES office should be involved in the discussion about the Centennial display. Hodson said that the Centennial committee understood that the display had a limited life and that it would be up to the library to decide what to do with it later on. He recalls having prior discussions about the Centennial display and where it should go. The Glendora Unified School District had talked about displaying it. Freeman said that donations paid for the Centennial display, so it should be up to the library to decide.

Slakey commented there has not been any interest from the community in displaying personal collections. Weed-Brown cited a staffing shortage and liability issues for not actively seeking displays. Some discussion ensued on what should be displayed in the display cases in the lobby. The Board decided to bring this issue back next month. Slakey stated that the Board will review the display policy at the next Board meeting. Weed-Brown said that she will get input from the DES office before the next Board meeting.

Theel asked if there were any public comments about suspending story time during the Summer Reading program. Weed-Brown said she has not heard of any.

Slakey asked about the selection of the Literacy Coordinator. Weed-Brown explained that the recruitment for the position closed. Five qualified applications were received. Interviews will be scheduled for the first week in August. Weed-Brown explained to Fields the library's partnership with Citrus College in regards to literacy.

Weed-Brown said that Baffigo and Taylor have alternate plans in place to fill the Library Aide I positions, since none of the applicants were qualified.

The Library Development & Educational Services Coordinator position is being advertised internally this week.

Theel asked whether the State Library grant for free access to the OCLC database will continue next year. Weed-Brown did not know. She said that OCLC is a very exciting resource.

7. UNFINISHED BUSINESS

7.1 Final Review of Library Board Evaluation

Slakey explained that she used each Board member's personal evaluation to create the final report. Theel commented that this Board has been very busy. Slakey said that all of the hard work has had excellent results. Council members attending Night on the Plaza commented that they want to continue the dialogue with the Library Board. After some discussion, the Board agreed that this final evaluation of the Library Board be sent to City Council. Freeman noted that her serving on the interview panel for the DES manager position needs to be added to the list. Weed-Brown said that she would send the report to City Council.

7.2 Long-range Strategic Planning

Theel said the next strategic planning meeting is scheduled for August 17. Library staff will try out the questions and give their input at the next All Staff meeting in August. Weed-Brown elaborated that staff will be divided up into two focus groups.

Theel said the dates and locations for the focus group and community meetings have been finalized. Weed-Brown will check the Sunflower location for availability for the southern general meeting in October. The Board discussed whether to get the auditorium or a smaller room for the community meetings. It was decided to reserve the auditorium.

Weed-Brown reiterated that the focus groups are meeting in September and the community meetings will be held in October. Hodson said that outreach needs to be done to make sure people will attend the community meetings. The Board agreed that the Saturday community meeting will be held in southern Glendora. Fields was concerned about separating Glendora into north and south. Hodson explained that it is an attempt to come closer to where people live and to make it convenient for them to come. Freeman added statistics show the further away people live from the library, the less they use it. Theel noted that the library is also looking at the possibility of a branch library. Freeman said nobody knows what the end results of these meetings will be.

Weed-Brown said that she is meeting with Norm Kirschenbaum on August 16 at 9 a.m. Slakey said she will attend, Theel will tentatively attend. Hodson stated that he will not be here for the next Board meeting and neither will Theel.

7.3 Approval of Administrative Policy 4.01

Slakey reminded the Board that this is the policy they reviewed at the last Board meeting. The Board discussed several issues, such as non-profit and profit regulations not being separated, and questioned why no advance sale was allowed. Weed-Brown said she will check with Baffigo. **It was MSC (Hodson/Freeman) to approve Administrative Policy 4.01.**

7.4 Approval of 05/06 Trustee Goals

The Board discussed who would meet with which Council Member to continue the dialogue between the Library Board and City Council. Slakey felt the dialogue with City Council last fiscal year was effective. Theel asked about the status of the salary equity report. Weed-Brown stated it is currently being worked on. It should be completed by this fall. Hodson said this report is one of the things to talk to Council about. Freeman asked whether the interaction with the Friends Foundation would remain the same. Theel said that Gordon Trask, Friends Foundation President, is on the strategic committee. This is a positive connection to the Friends Foundation. **It was MSC (Theel/Freeman) to approve the 2005/2006 trustee goals.**

NEW BUSINESS

8.1 Election of new officers

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

Slakey thanked everyone and said this has been a great Board to work with. Theel said he appreciated all of Slakey's hard work.

8.2 Election of 2 Friends Foundation Liaisons

Slakey and Jackson were last year's Friends Foundation liaisons. Hodson nominated Jim Theel. **It was MSC (Hodson/Freeman) to approve Jim Theel as Friends Foundation liaison.** Hodson nominated Don Fields. **It was MSC (Hodson/Slakey) to approve Don Fields as liaison to the Friends Foundation.**

8.3 Review of Administrative Policy 4.07

Weed-Brown stated that this particular policy has not been reviewed in some time. Hodson suggested rescinding this policy. Theel asked whether a Board policy is needed on how to get a library card. Weed-Brown said operational procedures are currently in place. **It was MSC (Hodson/Slakey) to rescind Administrative Policy 4.07 and 4.07 (a). Passed 5-0**

8.4 Library Events Calendar

The Board reviewed the events calendar. Theel pointed out the Summer Reading Club volunteer party on August 1. Slakey, Freeman, Hodson will attend. Theel will be unable to attend. Weed-Brown added that the Glendora Police Department has been asked to send a police officer, an everyday Super Hero (the theme of the Summer Reading Program), to the party.

Slakey pointed out the Friends Foundation Board meeting dates. She explained that the executive meeting is usually attended by the liaisons if something special needs to be presented to the Friends Foundation.

9 BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar

The Board agreed that two Administrative Polices will be reviewed next month, 4.03 and 4.04. Slakey explained that the City Manager is currently reviewing the Library Board's bylaws. Clarification is needed on some of things written in the bylaws. There will be no strategic planning on next month's agenda due to the meeting not taking place until after the August Board meeting.

9.2 Board Member Items

Slakey was pleased to see all Library Board members, Anne Pankow and the Library Director at the City Council Recognition event honoring John Jackson. It was a very nice evening. Theel added that the City Council recognized that all the Board members attended. Slakey enjoyed the author visits. The turn out for the July 2nd author visit was great. Rebecca Simjian did a great job organizing and presenting the author visit. Slakey had met with Don Fields for an orientation session and to review the Trustee Orientation hand-out, which had been updated by Weed-Brown and Cathel.

Freeman thanked Slakey for her leadership. She welcomed Fields.

Fields is glad to be here. He thanked everyone for letting him be here. He said the Orientation hand-out is very helpful.

Theel welcomed Fields. The coming year will keep the Board busy. He hopes the Board will make some progress on the salary issue.

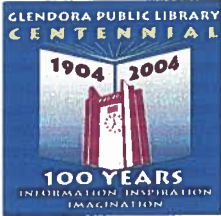
ADJOURNMENT

There being no further business, meeting adjourned at 9:05 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.



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@ci.glendora.ca.us

Glendora, CA 91741

MEMO

To: Board of Library Trustees

From: Library Director *Roni*

CC: City Manager

Date: August 15, 2005

Re: Director's Report

Community

The Summer Reading Clubs wrapped up for 2005 with the Youth Volunteer Recognition event on Aug. 1. Larry Cox, city marketing and communications manager, was on hand to snap photos and interview participants. Look for his article in the next *Glendora on the Move*.

The upstairs doors to the plaza were finally replaced on Aug. 8. The HVAC replacement is not expected to be completed until Jan or later 2006.

We are now having the public restrooms cleaned mid-day as well as after the library closes.

Letters have gone out to individuals inviting them to specific focus group meetings. An article should also be appearing in *Glendora on the Move*.

Library access to the *Los Angeles Times* online for the public may be lost. LAT sold the sole rights to access their newspaper to Proquest, a periodical service similar to InfoTrac. Proquest is asking for an exorbitant amount of money to access, pricing itself out of most public library finances. MCLS stepped in to negotiate with little luck. As of this writing it is unclear what the final outcome will be but it isn't looking good. Attached is a recent letter sent to Proquest.

Staff

As often happens this time of year, we had to say good-bye to staff members leaving us to continue their education. This year we sent Jennifer Dunlop and Rebekah Wilson on their way to graduate school in Wisconsin with a farewell party and our best wishes.

Anne Pankow was officially appointed the Development and Educational Services manager on August 1, 2005. Congratulations Annel!

The resulting vacancy for Customer Services and Facility manager will now be opened for internal promotion.

The Literacy Coordinator interviews were held the first week in August. Mary Pat Dodson was appointed to the position. Mary Pat has been working as a Library Aide III in the Children's room. She has a background in teaching and reading and is very excited about taking on this new challenge. Of course this now means we have an opening in Children's services!

Librarian II interviews are scheduled for the end of August. 15 applications were received of which 8 will be interviewed.

Director

The August All Staff meeting was turned into a staff focus group for strategic planning. Staff broke up into 2 groups and responded to the same questions that we will be asking our public to. It was a great meeting with lots of input and a great session for the committee members to see how things will work with our public groups. This month's Star Service award went to Elke Cathel. Congratulations Elke!

August 16, 2005 at 9:00 a.m. is the meeting with Norm Kirschenbaum, Superintendent of Charter Oak USD. It has been rescheduled several times so I hope this one holds true!

August is a fairly light month for the library. Many staff members take vacation after the summer reading programs are done and before school starts up.

We received notice from the State Library that we will receive our literacy grant. A copy of the letter is attached.

If anyone is interested, I have a copy of the PEW Internet & American Life project's latest report entitled "Teens and Technology: Youth are leading the transition to a fully wired and mobile nation" dated July 27, 2005. Some of the interesting tidbits are:

- Almost 9 out of 10 teens use the internet
- 87% of US teens aged 12-17 use the internet
- 51% go online daily
- 81% play games
- 76% get news online
- 43% have made purchases online
- 31% get health information from the internet
- 13% of American teenagers that do not use the internet are defined by lower levels of income and limited access to technology

The summary of this report is attached.

I am also attaching a few pages from a recent Gates Foundation survey on public libraries and the internet which shows that 98.9% of public libraries offer free internet access. Per Susan Hildreth, California State Librarian, the Gates Foundation is going to be offering grants to replace computers purchased through them in their first grants. Details are still forthcoming and we will be looking at the details of this grant before pursuing. The original computers created networking and other problems which we don't wish to repeat! If however this is not a problem, it will offer the library a way to upgrade public computers and save the city money.

Robin Weed-Brown

From: owner-calix@listproc.sjsu.edu on behalf of Heather Buettner [hbuettner@califa.org]
nt: Tuesday, August 09, 2005 11:07 AM
To: calix@listproc.sjsu.edu
Subject: [CALIX:4255] An Open Letter from Califa to ProQuest and the Tribune Company

Dear Colleagues;

In light of the recent announcement from the Tribune Company and ProQuest, Califa is sending this letter on behalf of our membership. If you have any comments or questions, please feel free to get in touch. Additionally, some relevant addresses are at the very end of the letter, should anyone feel compelled to write their own.

All the best,

Heather Buettner
Califa Southern California Services Coordinator

An Open Letter to Tribune Company
and ProQuest Information and Learning
from The Califa Group

ProQuest Information and Learning's recent announcement that it has obtained exclusive right to distribute the Los Angeles Times to library and education markets coupled with large increases in subscription rates for LA Times places Califa and its member libraries in a very difficult position. Califa is a non-profit cooperative organization composed of 270 public, academic, school and special libraries in the State of California. Our organization seeks to provide its membership with cost-effective, high-quality programs, services and products. By consolidating orders and streamlining the purchase process Califa is able to bring about reduction in the providers cost of sales that, we presume, will translate into discounts for our member libraries. Califa has offered, on behalf of its members, to promote and process purchase orders for ProQuest products. In return we ask that ProQuest cover Califa's cost of overhead and reduce its rates to allow the cooperative to offer p!

roducts at prices less than any library could achieve as a single unit. To warrant such discounts Califa has agreed to graduated rate reductions that are based on the volume of subscriptions.

Public libraries make up the majority of our membership. As in other states nationwide, California's public libraries continue to suffer severe budget cuts at a time when the cost of acquiring library materials continues to rise at a rate that far outdistances the pace of inflation. At the same time we recognize that newspapers across the country are also facing mounting challenges.

In the midst of these financial difficulties our libraries are faced with paying an increase for the Los Angeles Times now being quoted by ProQuest at 50% to 200% greater than that previously paid for this resource. The State Librarian of California, Susan Hildreth, has stated that "this action by ProQuest will severely limit the ability of public libraries and their customers to access this critical publication." The Times is an essential part of the services offered by our member libraries to their patrons and communities. Access to current news at public libraries is often the best, and in rural communities sometimes the only, means by which patrons can gather in-depth information on national and international events.

Our members find themselves in a dilemma where, in order to maintain services, they must choose between reductions in staff and/or operating hours or eliminating valuable resources like the Los Angeles Times. Surely there is common ground where the Tribune, Proquest and our member libraries could reach a mutual understanding. While we recognize that rates may need to increase in the future our libraries cannot absorb the impact of such a dramatic price rise all at one time. Incremental increases over an extended period would allow us to adjust our budgets for the longer term and enable many to retain their subscription to the LA Times.

We invite Proquest or the LA Times to continue its dialog with Califa to formulate alternative strategies to provide the LA Times and other Proquest products to the libraries of California.

Linda Crowe

Executive Director, Califa

copy:

Ron Klausner

President

ProQuest Information and Learning

300 North Zeeb Road

P.O. Box 1346

Ann Arbor, MI 48106-1346

John T. O'Loughlin

Senior Vice President of Marketing, Planning and Development

Los Angeles Times

202 West First Street

Los Angeles, CA 90012

Dennis J. FitzSimmons

Chairman, President and Chief Executive Officer

Tribune Company

5 North Michigan Avenue

Chicago, IL 60611



July 20, 2005

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

Robin Weed-Brown, Library Director
Glendora Public Library
140 S. Glendora Avenue
Glendora, CA 91741-3499

Dear Ms. Weed-Brown:

I am pleased to inform you that your application has been approved and that your California Library Literacy Services program will receive baseline amount for the 2005/06 fiscal year to support the following approved CLLS program component:

- Adult Literacy Service - \$10,000

This is the first "installment" of your total allocation for the 2005/06 fiscal year, and you may claim this amount immediately by signing and mailing the attached claim form to the State Library's budget office.

As you know, this is the third year of implementation of our CLLS funding formula. The three parts of the funding formula reflect our CLLS mission and values:

- A *baseline* amount for each of your approved CLLS program components that reflects the importance of each library having enough funds to provide a minimum level of local literacy staffing and services.
- A *per capita* amount per adult learner served in the previous year, that reflects the fact that Adult Literacy Services are the heart of our service, and are the basis for all other literacy services.
- A *match* on local funds raised and expended for adult literacy services—reflecting a commitment to a continuing State/Local partnership, and to providing an incentive for increased local support for adult literacy.

The second "installment" which is the remainder of your 2005/06 award will be determined by applying the other two parts of the formula – match and per capita – which will be determined once final reports on the 2004/05 fiscal year are submitted to the State Library by the August 15, 2005 deadline.

PLEASE NOTE: Libraries not submitting the final reports by September 15 at the latest, will be eligible to receive baseline amounts ONLY, and no match or per capita dollars. The reason for this is that we must make the final calculations based on the total match and per capita for all programs statewide. We will not hold up funding for all programs because one or two programs report late.

Glendora Public Library

We will initiate the payment process upon receipt of your signed Claim Form (attached). You should receive a check for the above amount within six weeks of submitting your claim form. All of these funds must be expended or encumbered by June 30, 2006.

You will be asked to report electronically twice this fiscal year—once in January, and again after the close of the fiscal year. My staff will provide more details on this process.

The following specific issues or observations are being made about your application:

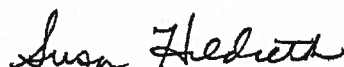
No comments

Should you have additional questions regarding the funding and/or reporting process, please contact:

Carla Lehn at (916) 653-7743 or clehn@library.ca.gov
Valerie Reinke at (951) 786-0455 or vreinke@library.ca.gov or
Cindy Tackett at (916) 653-7172 or ctackett@library.ca.gov

Best wishes in implementing your important library literacy services.

Yours sincerely, .



Susan Hildreth,
State Librarian of California

cc: Literacy Coordinator

Enclosures: Claim Form

PEW / INTERNET

PEW INTERNET & AMERICAN LIFE PROJECT

Teens and Technology

**Youth are leading the transition to a fully
wired and mobile nation**

July 27, 2005

Amanda Lenhart, Senior Research Specialist

Mary Madden, Research Specialist

Paul Hitlin, Research Associate

PEW INTERNET & AMERICAN LIFE PROJECT 1615 L ST., NW – SUITE 700 WASHINGTON, D.C. 20036

202-419-4500 <http://www.pewinternet.org/>

Summary of Findings

Close to nine in ten teens are internet users.

The vast majority of teens in the United States, 87% of those aged 12 to 17, now use the internet. That amounts to about 21 million youth who use the internet, up from roughly 17 million when we surveyed this age cohort in late 2000. Not only has the wired share of the teenage population grown, but teens' use of the internet has intensified. Teenagers now use the internet more often and in a greater variety of ways than they did in 2000. There are now approximately 11 million teens who go online daily, compared to about 7 million in 2000.

- 87% of U.S. teens aged 12-17 use the internet, up from 73% in 2000. By contrast, 66% of adults use the internet, up from 56% in 2000.
- 51% of teenage internet users say they go online on a daily basis, up from 42% in 2000.

At the same time, the scope of teens' online lives has also broadened. One out of every two teens who use the internet lives in a home with a broadband connection. Wired teens are more frequent users of instant messaging. And they are now more likely to play games online, make purchases, get news, and seek health information.

- 81% of teen internet users play games online. That represents about 17 million people and signifies growth of 52% in the number of online gamers since 2000.
- 76% get news online. That represents about 16 million people and signifies growth of 38% in the number of teens getting news online since 2000.
- 43% have made purchases online. That represents about 9 million people and signifies growth of 71% in teen online shoppers since 2000.
- 31% use the internet to get health information. That represents about 6 million people and signifies growth of 47% in the number of teens using the internet this way since 2000.

Still, despite this momentum, 13% of American teenagers — or about 3 million people — still do not use the internet. About half (47%) of teens who say they do not go online have been online before but have since dropped off. Those teens who remain offline are clearly defined by lower levels of income and limited access to technology. They are also disproportionately likely to be African-American. On the opposite end of the spectrum,

This Pew Internet & American Life Project report is based on the findings of a callback telephone survey of a randomly generated sample of youth 12-17 and a parent or guardian. The data was gathered through telephone interviews conducted by Princeton Survey Research Associates between October 26 and November 28, 2004, among a sample of 1,100 parent-child pairs. For results based on the total parent or teen sample, one can say with 95% confidence that the error attributable to sampling and other random effects is +/- 3%. For results based on online teens or online parents, margin of sampling error is +/- 4%. Data cited in the report is also drawn from other Pew Internet Project surveys. For more details on these surveys, please visit the Methodology section on page 42 of this report.

Pew Internet & American Life Project, 1615 L St., NW, Suite 700, Washington, DC 20036
202-419-4500 <http://www.pewinternet.org>

Summary of Findings

nearly all teens in households earning more than \$75,000 per year are online, most of them with high-speed connections.

Teens are technology rich and enveloped by a wired world.

An overwhelming majority of all teenagers, 84%, report owning at least one personal media device: a desktop or laptop computer, a cell phone or a Personal Digital Assistant (PDA). 44% say they have two or more devices, while 12% have three and 2% report having all four of those types of devices. Only 16% of all teens report that they do not have any of these devices at all.

- 83% of all the teenagers we surveyed state that “most” of the people they know use the internet.
- 10% say that “some” of the people they know use the internet.
- Just 6% say that very few of the people they know use the internet.

45% of teens have cell phones and 33% are texting.

Close to half of teens (45%) own a cell phone, and 33% have used a cell phone to send a text message. Texting on cell phones is particularly common among those who already go online frequently and use other internet tools often. Teens who have cell phones are heavy users of online communication tools. One in four cell phone-owning teens have used their phone to connect to the internet.

Email is still a fixture in teens' lives, but IM is preferred.

For many years, email has been the most popular application on the internet—a popular and “sticky” communications feature that keeps users coming back day after day. But email may be at the beginning of a slow decline as online teens begin to express a preference for instant messaging.

The presence of email in teens' lives has persisted, and the number that uses email continues to surpass those who use IM. However, when asked about which modes of communication they use *most often* when communicating with friends, online teens consistently choose IM over email in a wide array of contexts.

Teens who participated in focus groups for this study said that they view email as something you use to talk to “old people,” institutions, or to send complex instructions to large groups. When it comes to casual written conversation, particularly when talking with friends, online instant messaging is the clearly the mode of choice for today's online teens.

Summary of Findings

Instant messaging has become the digital communication backbone of teens' daily lives. About half of instant-messaging teens — or roughly 32% of *all* teens — use IM every single day. As the platforms for instant messaging programs spread to cell phones and handheld devices, teens are starting to take textual communication with them into their busy and increasingly mobile lives. IM is a staple of teens' daily internet diet and is used for a wide array of tasks — to make plans with friends, talk about homework assignments, joke around, check in with parents, and post “away messages” or notices about what they are doing when they are away from their computers.

- 75% of online teens — or about two-thirds of all teenagers — use instant messaging, compared to 42% of online adults.
- 48% of teens who use instant messaging say they exchange IMs at least once every day.

The landline phone lives on.

While teens have a great appetite for new information technologies, the landline telephone remains the most dominant communication medium in teens' everyday life. Overall, when asked about how they prefer to communicate with friends, just 5% of all online teens say they most often choose email to communicate with friends. In comparison, nearly five times as many teens (24%) prefer instant messaging when talking with friends. Nonetheless, the telephone remains the tool of choice for the majority of teens:

- 51% of online teens usually choose the landline telephone when they want to talk with friends.
- 24% said they will most often use instant messaging.
- 12% prefer to call friends on their cell phone.
- 5% use email most often to communicate with friends.
- 3% prefer to use text messages.

Teens share more than words over IM.

IM is a multi-channel space of personal expression for teens. They typically converse in text, but they also share links, photos, music, and video over IM.

- 50% of IM-using teens have included a link to an interesting or funny article or website in an instant message.
- 45% have used IM to send photos or documents.
- 31% have sent music or video files via IM.

IM and text messaging help teens stay in touch with their parents.

Instant messaging and text messaging are not simply used for conversations with other tech-savvy peers. Almost one in three (29%) teens who use IM or text messaging will use it to communicate with their parents.

Face-to-face time still beats phone and screen time for teens.

Even with their great affection for technology, teens still report, on average, spending more time physically with their friends doing social things outside of school than they report interacting with friends through technology. An average youth between ages 12-17 reports spending 10.3 hours a week with friends doing social activities outside of school and about 7.8 hours talking with friends via technology like the telephone, email, IM or text messaging.

Half of families with teens have broadband.

Families with teens, like much of the rest of online America, are evenly divided between households with broadband and households with dial-up. While families with teens are more likely than other Americans to use the internet, they are no more likely than other Americans to have broadband connections.

- 47% of families with teens who have internet connections at home report dial-up access.
- 51% report broadband access of some kind.
- The same proportion of all online Americans who have connections at home report dial up versus broadband access (47% vs. 51%).¹

Eight in ten wired teens play games online.

Aside from having a much higher level of exposure to the internet than adults, teens also exhibit some distinctly different online behaviors from adults.

- When compared to adults, teens are more than twice as likely to play games online; 81% of online teens say they are gamers, compared to 32% of online adults who say this.
- Teens are also more inclined to use the internet to get information about a prospective school; 57% of online teens use the internet to search for a school they might attend, while 45% of online adults do this.

However, their interest in some activities falls in line with that of adults:

¹ Pew Internet & American Life Project Post-Election Tracking Survey, November 2004.

Summary of Findings

- Online teens are just as likely as adult internet users to use email, get news, or seek religious information online.

And other activities continue to be more popular with the “grown-up” crowd:

- 67% of online adults make purchases online compared to 43% of online teens. However, it is important to note that there has been a striking increase in the number of teen shoppers compared to our 2000 survey.
- 44% of online adults seek job information online, compared to 30% of online teens.

Most teens use shared computers at home and growing numbers log on from libraries, school, and other locations.

Though teenagers are prone to log on wherever there is an internet connection—whether at home, at school or at a friend’s house—the vast majority of teens go online most frequently from home. And while one-quarter of wired teens have private access in an area like a bedroom, almost three-quarters use computers located in open family areas that are shared with others in the family.

- 26% of teens who go online from home do so from a private area like a bedroom.
- 73% of home teen users go online from a computer located in an open family area.
- 54% of online teens say they have gone online at the library, up from 36% who reported this in 2000.
- 78% of online teens say they have gone online from school, up from 64% in 2000.

The size of the wired teen population surges at the seventh grade mark.

Going to Junior High seems to be the tipping point when many teens who were not previously online get connected. While about 60% of the 6th graders in our sample reported using the internet, by 7th grade, it jumps to 82% who are online. From there, the percent of users in the teen population for each grade climbs steadily before topping out at 94% for eleventh and twelfth graders. Much of the lag among sixth graders appears to come from boys. Fewer than half (44%) of 6th grade boys report going online, compared to 79% of sixth grade girls.

Older girls are power communicators and information seekers.

Older teenage girls (aged 15-17) have driven the growth in many of the communication and information-seeking categories since our last survey. Older teenage girls have a much higher level of engagement with a wide array of these activities than do either boys of the same age or younger boys and girls (aged 12-14). They are more likely to use email, text messaging, search for information about prospective schools, seek health and religious information, and visit entertainment-related websites.

Digital communication can lead to breaches of personal privacy.

About one in five (21%) online teens say they have sent an email, instant or text message to someone that they meant to be private but which was forwarded on to others by the recipient. Teens who use the internet frequently are more likely to report this type of breach.

- 25% of teens who go online daily have experienced this, compared with 16% of those who go online several times per week and 14% of those who go online less often.

What Teens Do Online	
<i>The percentage of U.S. internet users, aged 12-17, who do the following online</i>	
	Online Teens
Send or read email	89%
Go to websites about movies, TV shows, music groups, or sports stars you are interested in	84
Play online games	81
Go online to get news or information about current events	76
Send or receive instant messages	75
Go online to get information about a college, university, or other school you are thinking about attending	57
Look for news or information about politics and the presidential campaign	55
Buy things online, such as books, clothing, or music	43
Send or receive text messages using a cell phone	38
Look for health, dieting, or physical fitness information online	31
Look for information about a job online	30
Look for religious or spiritual information online	26
Look for information online about a health topic that's hard to talk about, like drug use, sexual health, or depression	22

Source: Pew Internet & American Life Project: Teens and Parents Survey, October-November 2004 survey. Margin of error for teens online is ± 4 percentage points.

Teens and Technology: Summary of Findings at a Glance
Close to nine in ten teens are wired.
Teens are technology rich and enveloped by a wired world.
45% of teens have cell phones and 33% are texting.
Email is still a fixture in teens' lives, but IM is preferred.
Teens share more than words over IM.
Half of families with teens have broadband.
Face-to-face time still beats phone and screen time.
Most teens use shared computers at home and growing numbers log on from libraries, school, and other locations.
The size of the wired teen population surges at the seventh grade mark.
Older girls are power communicators and information seekers.
Source: Lenhart, A. Madden, M., Hitlin, P., <i>Teens and Technology: Youth are Leading the Transition to a Fully Wired and Mobile Nation</i> . Washington, DC: Pew Internet & American Life Project, July 27, 2005.

Gates Foundation 2005 Survey

- 98.9% of public libraries offer free Internet access
- Public libraries provide the only Internet access for the nation's poorest areas
- Nine out of 10 public libraries do not have enough terminals to meet demand
- No more capacity due to funding or physical or network limitations

Connectivity - Key to Convenient and Effective Access to the Internet

- 72 % of urban libraries have high-speed connections 20% of them offer wireless connections
- Only 34% of rural libraries have high-speed connections - challenge for states with extensive rural areas
- 66% of California public libraries have high speed connections as defined by the Gates Survey (769 kbps)

Maintaining Quality Technology Services is a Challenge for Libraries

- 70% of public libraries do not have a plan to upgrade hardware
- 77% do not have a plan to upgrade software
- 96% do not have a plan to upgrade their connection speed

Division Monthly Reports

Glendora Public Library
(626) 852-4891

140 S. Glendora Ave. Glendora, CA 91741
library@ci.glendora.ca.us

To: Robin Weed-Brown – Library Director
From: Carolyn Thomas, Carlos Baffigo, Cindy Romero, Gaetano Abbondanza, Anne Pankow, Ted Taylor
Date: July 2005

Adult Services/Reference

Carolyn Thomas

Summer Reading Clubs ran through July and were a tremendous success. 1,415 participants, Adults, Young Adults and Children, registered for these clubs and all received a free book! Registration in all clubs increased this year with Adults and Young Adults *doubling* participation. Twenty-five programs were offered throughout the summer with the children's programs reaching room capacity many times. The SRC concluded with a party for kids with over 300 in attendance and a Volunteer Recognition honoring the 100 plus volunteers which help make the program run smoothly. We are one of the few libraries which offer an Adult Summer Reading Club; our community is fortunate to have these services and to promote reading to all ages. A full report is being prepared and will be available in September.

There were fifteen candidates for the Librarian II (Reference) position. A panel, including librarians from other libraries, will conduct oral interviews, which are being set up for the last week in August. The position is expected to be filled by September.

Two new services are here with remote access! The California Libraries Catalog, which allows searching collections from all California libraries and many libraries nationally, is available for patrons from our webpage. Ted and I received training on this catalog and public services staff received online training as well. Patrons also have the ability to search for a book through Google and Yahoo; this is an effort to make library resources more visible to internet users.

Live Homework Help, an online tutoring service, connecting students 4th-12th grades, to expert tutors in math, science, social studies and English, is available through remote access. 27 California libraries received funding for Live Homework Help, with only 12 libraries – statewide who received funding to provide remote access. Public Services staff received training on the tutoring service and we are planning to promote this program to the schools through outreach visits, the PTA, news articles and eventually, in-house training sessions.

Thanks to our recent increase in the materials budget, we are reviewing and evaluating our databases available for public use. We hope to add databases in the following areas: biography, literature, science and a children's component. Our newspaper and magazine indexes are also being evaluated as the *Los Angeles Times* is now only carried by one company, Proquest. Expect new technological changes within the month, however, they will provide improved and more comprehensive services.

Books Alive, the adult reading and discussion group, has selected the titles for discussion for the upcoming year. Attached is the reading calendar for the group. Our next book discussion will be September 12, 2005 and we will be reading a biography *Funny in Farsi: A Memoir Growing Up Iranian in America* by Firoozeh Dumas. All book discussions are held at 7 pm on the main floor of the library.

Circulation and Facilities

Carlos Baffigo

Circulation:

Staff vacations, position vacancies and the Summer Reading Club have kept the Circulation department busy. We are working to get vacancies filled as soon as possible.

Katherine Pollock and Alex Seraphin were recently hired to fill library page vacancies. Welcome Katherine and Alex!

Facility:

New periodicals shelving was installed. It replaced original 30-year-old shelving that was worn and needed constant repair. Also, more shelving was installed in the non-fiction book area, alleviating crowded sections. Shifting of the non-fiction collection has begun.

The new upper lobby automatic doors are to be installed in early August.

Air Ex Air Conditioning was awarded the HVAC project. They are waiting for Public Works to issue the purchase order, in order to commence. Once the purchase order is received by Air Ex, equipment will be ordered and installation can be scheduled. Installation should take place by the end of '05, or early '06.

Children's Services/Youth

Cindy Romero & Gaetano Abbondanza

Children's

July was a very busy month for the Children's Room. The Summer Reading Club was at full strength by the beginning of the month. We had a total of 1194 children register for the program with approximately 797 returning to report at least once! All of the participants received a free book for registering thanks to the Friends Foundation. In addition, 235 children who read 25 books or days received an additional free book. We had a program every Tuesday afternoon, a craft session every Thursday afternoon, 2 Saturday craft sessions, and a Wednesday evening craft session. All programs were well attended and appreciated by the patrons.

Mary Pat did an excellent job coordinating over 100 youth volunteers who contributed 945 volunteer hours. She also planned several of our craft sessions which received numerous compliments from the patrons concerning the originality of the crafts. Thank you Mary Pat!

We had 4 youth volunteers, Kara and Kandice Quintana, Drew Merryman, and Meghan Wright, who have contributed over 100 volunteer hours at the library. These youths have been working with us almost weekly for over a year. The volunteers were given a certificate honoring their dedication to the library.

Thank you to Sylvia Slakey, Sandra Freeman, and Doug Hodson for attending our Youth Volunteer Recognition party.

Youth

“Unleash Your Power- Read!” was the comic-hero inspired theme for the 2005 young adult summer reading program, and the participation was inspiring indeed. A total of 142 young adults, ranging from grades six through twelve, registered for the program, a 75% increase from a year ago. Participants earned “chance tickets” based on the total number of books they read and the types of books they chose to read. Seven lucky teens were selected in the grand prize drawings; each of those teens and a friend will be attending a local area theme park or attraction (such as Disneyland, Universal Studios, Aquarium of the Pacific, etc.)

In addition to the reading program itself, a variety of performers and activities were planned specifically for young adults. These events were held on Wednesday afternoons in the Bidwell Forum throughout the length of the program. The activities offered were a comic superhero drawing workshop and an acrylic painting workshop. The performers included a magician, a ventriloquist, and a juggler.

The library recruited volunteers from Glendora High School to assist library patrons in the computer center. The position was advertised in the school newspaper, and seven outstanding young volunteers were eventually hired. The volunteers worked a two-hour shift, once a week, for the length of the program. By the end of the program, these volunteers had logged a total of 114 hours.

Development & Education Services

Anne Pankow

There were two recruitments in July for Development Office positions – a part time Literacy Coordinator and a permanent Development & Educational Services Coordinator. Both positions should be filled in August.

The library received a confirmation letter from the State Library that Glendora Public Library literacy program was awarded \$10,000. This is the baseline amount a library will receive if there is an active literacy program in place. The library should receive the check soon. This will be applied towards the salary for the part time literacy coordinator.

The Friends Foundation annual fundraiser, Night on the Plaza, on Saturday, July 16, was a huge success. It was the largest library fundraiser to date, grossing over \$150,000. The office is still receiving money from sponsors. A more exact figure should be possible by early September. The Friends Foundation pledged to match up to \$15,000 raised for the Book Fund that night. So far, over \$6,000 has been received from donors in support of the Book Fund. Kitty Garvey and her committee worked incredibly hard for months to make this a fabulous and successful event.

The Friends Foundation welcomed two new board members, Judy Rudd and Thom Hill. They replaced Joyce Hughes and Chris Laubach, who completed their full term of 9 years on the Friends Foundation Board. Both new members are library supporters. Judy Rudd is a literacy tutor. Thom Hill is the Master of Ceremonies for all the Trivia Challenges, the annual literacy program fundraiser. Once again, he will MC the fourteenth Trivia Challenge on March 17, 2006.

The Friends Foundation Board will have the same officers for 2005-2006 as it did last year with one addition. Gordon Trask will continue as president, Kitty Garvey will continue as vice president, Arlene Silvers will continue as treasurer, Tom Malcolm will continue as secretary. The office of vice president of

fund development will be shared by two Foundation members. Tristan Pico will continue. Michael Bollinger agreed to share the responsibilities with Tristan.

There was one Babies, Books & Bibs program at Foothill Presbyterian Hospital. Seventeen pregnant soon-to-be mothers attended along with other family members and friends for a total of 43 who listened to Miss Bonnie's song and story time while she stressed the importance of reading to your child beginning at birth.

The next Friends Foundation fundraiser is on September 17 at the Candlelight Pavilion in Claremont. The Candlelight Pavilion is celebrating their 20th Jubilee for two weeks in September. Each night a different organization will receive part of the proceeds from ticket sales. The Development Office staff and the Library Director have already purchased their tickets. Tickets are still available and just waiting to be purchased. It is a great deal – dinner and entertainment for one price.

Support Services

Ted Taylor

The new fiscal year has begun ...

We have begun ordering library books, etc. using the monies from the Friends Foundation.

The budget allocation for the regular book budget was recently released and we can begin processing additional library materials as well.

The two Library Aide I positions are still in the works. Discussion with Robin will occur sometime the week of Aug 8 – 12, 2005.

The Library Web page committee has been meeting. Our next meeting's topic is what to include on the Library's Home page. I look forward to the improvements to the Library's web site that this committee will decide and then offer for Robin's approval.

Two 'new' links have been added to the Library's web site.

- **California Public Library's Catalog** – Search for *any* item in *any* California public library. Thanks to funding from the California State Library, this link has been made available to *all* California public libraries. We were the 2nd MCLS library to post this link on its web site – Beverly Hills Public Library was 1st. This resource became available on July 1, 2005. This link will be added to the California public libraries in the near future.
- **Live Homework Help** available from *home* has been added to our Glendora Public Library's website. This helpful online live tutor assistance is available **everyday from 1 – 10 p.m.** Homework help is available from **grades 4th thru beginning College** in a variety of subjects (**English, Math, Science, Social Studies**). This resource has been available *just* within the Glendora Public Library, but now it is also available from home.

GLENDORA PUBLIC LIBRARY EVENTS 2005

MONTH	PROGRAM	ATTENDANCE	COST	DEPT	CONTACT
Jan. 10, 2005	Books Alive: The Life of Pi	14	0	adult	CT
March 2, 2005	Dr. Seuss' Birthday	145	\$380.00	children's	MD
March 14, 2004	Books Alive: Snow country	14	\$39.27	adult	CT
March 26, 2005	SAT workshop	75	\$904	YA	GA
April 6, 2005	Librarian for a Day	27	\$936.03	children's	CR
April 14, 2005	NLW Magical Craft	55	\$229.19	children's	CR
April 23, 2005	NLW Animal Magic Show (John Abrams A	185	\$275.00	children's	CR
April 11-16, 2005	NLW Teen Read Program	3	\$523.97	YA	GA
April 15, 2005	Cooking Outside the Pizza Box author program	25	\$200.00	adult	RS
May 9, 2005	Books Alive: Absolute Friends	6	\$0.00	adult	CT
June 28, 2005	Children's SRC Magic Show'	200	\$200.00	children's	CR
June 23, 2005	YA SRC Pizza Party	30	\$90.00	YA	GA
June 29, 2005	YA Comic Book Draw Shop	15	\$260.00	YA	GA
June 30, 2005	Children's SRC Craft (Thumbprints)	150	\$51.00	children's	CR
July 2, 2005	ASRC author Program:Denise Hamilton	45	\$490.00	adult	RS
July 5, 2005	Children's SRC Puppet Show	225	\$300.00	children's	CR
July 6, 2005	YA Program- Magician Jay Leslie	50	\$200.00	YA	GA
July 7, 2005	Children's SRC Origami Folding	65	\$200.00	children's	CR
July 8, 2005	Super Hero Costume Craft	90	\$100.00	Children's	MD
July 9, 2005	ASRC author Program:Jaffarian, et al.	35	\$235.00	adult	RS
July 11, 2005	Books Alive: Science Fiction	11	\$0.00	adult	CT
July 12, 2005	Children's SRC Movie-Willy Wonka and th	200	\$271.00	children's	CR
July 13, 2005	YA Club Acrylic Workshop Painted Moon	21	\$215.87	YA	GA
July 14, 2005	Children's SRC Craft (puppets)	130	\$67.00	children's	CR
July 15, 2005	YA Graphic Novel Discussion	4	\$21.00	YA	GA
July 19, 2005	Wonders of Wildlife CSRC Animal Show	210	\$175.00	children's	CR
July 20, 2005	YA Club Joe Gandelman Ventriloquist	25	\$175.00	YA	GA
July 21, 2005	Children's SRC Comic Drawing Workshop	70	\$250.00	Children's	CR
July 23, 2005	Children's SRC Super Hero Power Pack	29	\$50	children's	MD
July 20, 2005	ASRC author program:Shirley Kerins	18	\$390.00	adult	RS
July 26, 2005	Children's SRC Lizard Wizard Show	225	\$175.00	children's	CR
July 28, 2005	Children's SRC Craft Super Slimer Snails	75	\$50.00	children's	MP
July 29, 2005	YA Club David Cousin Juggler	43	\$275	YA	GA
July 30, 2005	Children's SRC End of Summer Party	300	\$590.20	children's	CR
August 1, 2005	Youth Volunteer Recognition Party	75	\$1,271.56	childrens/YA	CR



Glendora Public Library
presents

Books Alive

Adult Reading & Discussion Group
2005/2006 Book Selections

September 12, 2005:

Funny in Farsi: A Memoir Growing Up
Iranian in America
by Firoozeh Dumas

November 14, 2005:

East of Eden
by John Steinbeck

January 9, 2006:

Gilead
by Marilynne Robinson

March 13, 2006:

Things Fall Apart
by Chinua Achebe

May 8, 2006:

The Adventures of Augie March
by Saul Bellow

July 10, 2006:

Travels with Charley: In Search of America
by John Steinbeck

All book discussions will be held at 7 p.m. on the main floor of
the Library, 140 S. Glendora Ave, Glendora, CA 91741.

For more information, contact Carolyn Thomas at (626)852-4891

Supported by the Glendora Public Library Friends
Foundation



Glendora Public Library Summary Data for July 2005

	Last YR July	This YR July	Percent Change	Last YTD	This YTD	Percent Change
<u>SERVICE CONTACTS</u>						
I.7 Hours Open	211	234	11%	211	234	11%
A. Library Visitors	26,207	27,662	6%	26,207	27,662	6%
A.2 Visitors per Hour	117	111	-5%	117	111	-5%
C. Community Contacts*	2569	1086	-58%	2,569	1086	-58%
TOTAL SERVICE CONTACTS (A+B+C)	28,776	28,748	0%	28,776	28,859	0%
<u>KEY SERVICE INDICATORS</u>						
1. Total Registered Borrowers	—	—	—	45,769	50,331	10%
1.2 Library Cards Issued	329	377	15%	329	377	15%
2. Items Loaned	33,594	36,704	9%	33,594	36,704	9%
2.1 Items Loaned per Hour	159	157	-1%	159	157	-1%
3. Requests for Information	3,307	4,245	28%	3,307	4,245	28%
C.5 Presentations, Community & Special Events	20	1	-95%	20	1	-95%
C.6 Presentations, Community & Special Events - Attendance	294	43	-85%	294	43	-85%
E. Total Computer Usage	19045	25379	33%	19,045	25,379	33%
4.9 Children Attending Programs	1528	2034	33%	1,528	2,034	33%
E.5 Library Home Page Views	1,802	2,642	47%	1,802	2,642	47% ***
<u>SPECIFIC SERVICE INDICATORS</u>						
<i>(included in above totals)</i>						
A.4, A.6 Total Forum Attendance	1850	1865	1%	1850	1865	1%
3.3 Fax, Mail & E-mail Requests for Information	6	25	317%	6	25	317%
3.2 Telephone Requests for Information	194	172	-11%	194	172	-11%
3.1.3 Percent of In-Person Questions - Complex Questions	69	122	77%	69	122	77%
4.1 Children's Requests for Information	957	1557	63%	957	1,557	63%
D.1 Literacy Students Served (Currently Active)	11	20	82%	11	20	82%
D.2 Literacy Hours Tutored	25	41	64%	25	41	64%
E.2 Internet Users	2945	3189	8%	2,945	3,189	8%
E.3 Electronic Resources Users	553	3269	491%	553	3,269	491%
E.4 Web Links Collection Views	15,528	18,844	21%	15,528	18,844	21%
F.2 Volunteer Hours	639	1,373	115%	639	1,373	115%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$4,194	\$4,463	6%	\$4,194	\$4,463	6%
H.1 Items Owned (snapshot)	—	—	—	139,151	142,737	3%
I.6 Percent of Collection Overdue (snapshot)	4%	4%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	24%	26%	2%	—	—	—

All Story times cancelled July 28 - September 13, 2004 due to Plaza Project

No events in the Forum July 28 - September 13, 2004 due to Plaza Project

Library closed October 20 -October 25, 2004 due to flooding opened on October 25 at 2 p.m.

Library closed November 11, 2004 - Veterans Day, and closed November 25 & 26 for Thanksgiving

Library closed at noon Dec 23, closed Dec 24-26, closed at noon Dec 30, closed Dec 31 due to Holidays

Library closed January 17, 2005 in observance of Martin Luther King Jr. Day

Library closed February 21, 2005 in observance of President's Day

Library closed May 30, 2005 in observance of Memorial Day

Library closed July 4, 2005 in observance of Independence Day

* New statistical data being collected starting March 2000

**YTD figures represent annual average visits per hour

***City does not default to the Library's Web Links page, consequently numbers are lower and software changes are counting differently

We are monitoring new system data and these statistics are subject to verification.

City of Glendora
Administrative Policy
No. 4.03

Policy Objective:

To establish a policy for groups and individuals seeking to display artwork, photographs, hobby collections, or other non-commercial materials of an informative or aesthetic nature in the Glendora Library.

Authority:

Board of Trustees of the Glendora Public Library

Assigned Responsibility:

Library Director and Staff

Effective Date:

October 1987, Revised June 15, 1992, Revised October 19, 1992, Reviewed July 19, 1999

Policy:

See Attached

City of Glendora Library and Cultural Center
DISPLAY POLICY

In keeping with the Library's role as a cultural as well as an information center, the Glendora Library provides display cases for individuals or non-profit groups to display original art work, photographs, hobby collections, or other non-commercial materials of an informative or aesthetic nature in accordance with guidelines developed by the Library Director.

Granting of permission to display materials does not imply Library endorsement of content or responsibility for representing all points of view; nor will the library accept responsibility for the accuracy of any statements made in such materials. Displays using profane language, sexually explicit items, and materials depicting racial prejudices or graphic violence will not be permitted. Space is not available for displays which attempt to persuade the viewer to take a position on a political or religious issue. All displays must be primarily informational in nature. The identification of the individual, group, or agency responsible for the display must be clearly stated for the public to see.

The Library cannot provide transportation, staff assistance, or supplies for the display. The installation and removal of the display and the care of the display while exhibited are the sole responsibility of the exhibitor. Neither the City of Glendora nor the Glendora Public Library shall incur any liability for either the installation or removal of the display or for protection of the display while it is being exhibited.

Except for library sponsored or co-sponsored activities, the Library will not be responsible or act as an agent for display items for sale. No prices may be posted on any display item.

Photographs taken inside the library or publicity dealing with the display must be cleared with the Library Director or designee in advance, and prior to the installation of the display. The library reserves the right to advertise the display in library-sponsored publicity. Any deviation from the Display Guidelines must be cleared in advance with the Library Director or designee.

Approved and adopted this 19th day of July, 1999

Ayes: 4

City of Glendora
Library Board of Trustees

Noes: 0

Absent: 1

Attest: Constance J. Corcoran
Constance J. Corcoran, Library Director

By: Sylvia Slakey
Sylvia Slakey, Vice-President

DISPLAY GUIDELINES

1. The same persons or group may book the display cases only once in twelve months, and no longer than 18 months in advance. The display may remain up for one month.
2. The exhibitor must be able to provide enough material to cover the allotted space adequately.
3. The exhibitor must submit a completed display application/release form prior to the installation of the display.
4. As a courtesy, the exhibitor will be reminded of the upcoming display two weeks in advance. An appointment will be made at this time for the actual installation.
5. The display must be installed and removed while the Library is closed to the public. The exhibitor must check with staff before removing the display.
6. Exhibitors who must cancel a display are encouraged to notify the Library as soon as possible.
7. Due to unforeseen circumstances, the Library reserves the right to cancel or reschedule a display.
8. The Library reserves the right to cancel any display that does not comply with Display Policies and Guidelines.
9. No display with a dollar value in excess of \$10,000 will be permitted. For purposes of determining the dollar value of the display, the exhibitor must acknowledge on the Application/Release Form the market value of the display and any intrinsic/sentimental value of the display, both of which shall be expressed in dollar figures. The combination of market value and intrinsic/sentimental value shall not exceed the above-stated dollar figure: neither value may be reported as "priceless" but either value may be reported as zero.

For purposes of calculating the dollar value of the display, "market value" shall mean the price for the display which could be obtained on the open market at the time the display is exhibited in the Library. "Intrinsic/sentimental value" shall mean the value of the display which is peculiar to the exhibitor and reflects sentimental characteristics and other characteristics which are intrinsic to the exhibitor.



**City of Glendora
Library & Cultural Center
Display Application/Release Form**

140 S. Glendora Ave.
Glendora, CA 91741
(626) 852-4891
M - W 10 a.m. - 9 p.m.
Th - Sat 10 a.m. - 5:30 p.m.

The undersigned exhibitor acknowledges having read and understood the Display Policy, the Display Guidelines and this Application/Release Form. The exhibitor warrants that the proposed display is in compliance with the Policy and the Guidelines.

The exhibitor also acknowledges that the exhibitor is solely responsible for the installation, exhibition and the removal of the display and that the City of Glendora and the Glendora Public Library shall have no responsibility for the display.

In consideration for the use of the display cases, the exhibitor, on behalf of itself and its officers, employees, servants, agents, heirs and successors hereby agrees to release, hold harmless, defend and indemnify the City of Glendora and the Glendora Public Library Board of Trustees and their officers, employees, servants and agents from any liability, loss, damage, expense, cost, claim or cause of action for injury to, or destruction of the displayed materials and items regardless of whether such injury or destruction directly or indirectly arises from, or is caused by the passive or active negligence, including gross negligence, of the exhibitor, or any of its officers, employees, servants or agents, or of the City of Glendora or the Glendora Public Library Board of Trustees, or any of their officers, employees, servants or agents.

Topic/Type of display

Items on display

_____ from

_____ to

Inclusive dates of display

Estimated "market value" \$ _____

Intrinsic or sentimental value \$ _____

Organization/Individual

Address

_____ City

_____ State

_____ Zip

_____ Exhibitor Signature/Title

_____ Telephone

_____ Date

Approved by Robin Weed-Brown, Library Director

_____ Date

City of Glendora
Administrative Policy
No. 4.04

Subject: Bylaws of the board of Trustees of the Glendora Public Library (Board Policy B.2)

Effective: April 1, 1999, Revised May 21, 2001

Policy Objective:

The purpose of this policy is to set forth the bylaws governing the establishment and operation of the Board of Trustees of the Glendora Public Library.

Authority:

Section 27360 of the Education Code and Ordinance No. 43 of the City of Glendora.
Library Board of Trustees Meeting Action of March 15, 1999

Assigned Responsibility:

City Council of the City of Glendora, Current Board of Trustees of the Glendora Public Library and Library Director

Procedure:

See Attached.

BYLAWS
Of the
BOARD OF TRUSTEES OF THE GLENDORA PUBLIC LIBRARY

ARTICLE I. NAME

This organization shall be called "The Board of Trustees of the Glendora Public Library" existing by virtue of the provisions of Section 27360 of the Education code and Ordinance No. 43 of the City of Glendora, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II. APPOINTMENT OF BOARD MEMBERS

The library shall be managed by a board of library trustees, consisting of five members, to be appointed by the Mayor, with the consent of the City Council. The term of office is three years, and no appointee shall serve more than two full consecutive terms, except that no member appointed to fill a partial term vacancy shall be prohibited from serving two full terms.

ARTICLE III. OFFICERS

Section 1. The officers shall be a President, and a Vice-President elected from among the members at the July meeting of the board. The Secretary may be a member of the board or the Library Director, or other person designated by the board.

Section 2. Officers shall serve a term of one year beginning the July meeting at which they are elected and until their successors are duly elected. Officers shall not serve two consecutive terms in the same office.

Section 3. The President shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, may serve as an ex-officio voting member of all committees and shall generally perform all duties associated with that office.

Section 4. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President, until the President can resume the position or a successor is elected.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 6. If any board member is absent from regular or special meetings for three consecutive meetings without prior notification to the Library Director and approval of the President, the President shall notify the Mayor of a vacancy and request that a replacement be appointed.

Section 7. Any board member changing residence from Glendora city limits shall immediately submit his or her resignation.

Section 8. In the event of a vacancy that occurs due to resignation or any other reason the President shall so notify the Mayor and request that a replacement be appointed.

ARTICLE IV. Meetings

Section 1. The regular monthly meeting of the board shall be held on the third Monday of each month, at 7:00 p.m. in the Library Conference Room.

Section 2. Any regular meeting may be adjourned or re-adjourned to a date and hour certain which shall be specified in the order of adjournment and when so adjourned each adjourned meeting shall be a regular meeting for all purposes. If the hour to which a meeting is adjourned is not stated in the order of adjournment, such meeting shall be held at the hour for regular meetings.

Section 3. Business for regular meetings shall include, but not be limited to, the following items.

- a) Call to order
- b) Public Comment
- c) Progress and service report of Library Director
- d) Unfinished business
- e) New business
- f) Board member items
- g) Disposition of minutes of previous regular meeting and any intervening special meeting
- h) Other routine items
- i) Adjournment

Section 4. Special meetings may be called at the direction of the President, or at the request of a majority of all members of the board, for the transaction of business as stated in the call for the meeting, to be held at designated times and places after 24 hours written notice given to the members and to the general public.

Section 5. A quorum for the transaction of business at any meeting shall consist of a majority of all members of the board.

Section 6. An affirmative vote of the majority of all members of the board shall be necessary to approve any action before the board.

Section 7. Notices of all regular meetings shall be distributed to all members and posted for the general public at least 72 hours in advance of the date of the board meeting.

ARTICLE V. LIBRARY DIRECTOR AND STAFF

The board shall advise the City Manager in the selection of a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the board and under its review and direction. The director shall specify the duties of other employees. The Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books and other materials in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. The Director shall submit an annual report for the adoption of the board.

ARTICLE VI. COMMITTEES

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

ARTICLE VII. REPRESENTATION

Section 1. The President shall appoint representatives to the Metropolitan Cooperative Library System Advisory Board for a two year term. The President shall also appoint to the Glendora Public Library Friends Foundation Board and other such bodies as deemed appropriate. Appointees shall serve one-year terms, not to exceed the length of term remaining on the Library Board with the exception of MCLS/SAB appointment.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall be the authority on all questions of parliamentary law unless in conflict with these bylaws or with the laws of the State of California.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting by affirmative vote of majority of all members of the Board, provided that the amendment has been submitted in writing at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

These By-Laws are hereby adopted and shall become effective as of April 1, 1999 pursuant to resolution of the board.

Approved and adopted this 21 May 2001

Ayes: 3

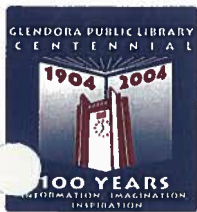
City of Glendora
Library Board of Trustees

Noes: 0

Absent: 2

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

By: Douglas A. Hodson
Douglas A. Hodson, President



Glendora Public Library Events

August 2005

01 SCR Volunteer Party, 3 p.m. – 4 p.m. – Bidwell Forum

September 2005

- 05 Labor Day, Library closed
- 06 **Story time starts up again**
- 10 10 a.m. - 12 p.m. Teen Focus Group meeting - Teen Center
- 12 Books Alive! Discussion Group, *Funny in Farsi: A Memoir Growing Up Iranian in America* by Firoozeh Dumas - Library Main Floor
- 14 7 p.m.- 9 p.m. School/Parent/Adult Focus Group meeting - City Council Chambers
- 17 6 p.m. Candlelight Pavilion fundraiser - Candlelight Pavilion, Claremont
- 19 7 p.m. Library Board meeting - Library Board Room
- 20 2 p.m. Fashion Show presented by SteinMart, La Verne - Library main floor
- 21 7 p.m. - 9 p.m. Business/Service Organizations Focus Group meeting - City Council Chambers
- 26 10 a.m. - 12 p.m. Seniors Focus Group meeting- City Council Chambers
- 28 7 p.m. - 9 p.m. Faith Community Focus Group meeting- United Methodist Church

Ongoing Events

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

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 4th Thursday of every month at 11:40 a.m. at Arrow High School

Foundation Executive Board Meeting

September 9, 2005 @ 7:00 a.m. Library - Main Floor

Foundation Quarterly Board Meeting

October 18 @ 7:00 a.m. Library – Bidwell Forum

AGENDA ITEMS

Library Board Agenda Planning Calendar FY 05-06

- On-going:** Strategic Planning Committee
- July 18:** Review Admin Policy 4.07 & 4.01; Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 15:** Review Admin Policy 4.03
- September 19:** SRC wraps up; doc on lib card/confidentiality
- October 17:** Holiday Hours-Thanksgiving & Christmas
Review of Admin Policy 4.04; Focus Group update
- November 21:** Budget Priorities FY 06-07-initial discussion
Review Library Associates document on salary equity?
Community group meetings update/strat planning
- December 12:** Mid-year review of goals 05-06
(moved from 19)
- January 17:** Budget 06-07
(Adj. for MLK)
- February 21:** Goal planning 06-07; Friends Foundation funding staff
(Adj. for President's Day) requests for 06-07
- March 20** Librarian/day essays; NLW
- April 17**
- May 15** Closed session: Self-evaluation of the Board-begin process
& Evaluation of the Director-begin process
- June 19** Agenda planning 06-07; Closed session: Eval. Lib board; Eval-
Lib Dir