

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library - Children's Room Expansion
140 S. Glendora Ave

December 15, 2008
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 – action item

4.1 Minutes of meeting of November 17, 2008, Encl., page 1

5. SPECIAL PRESENTATION

5.1 Presentation on Library History Project, Encl., page 5

Senior Librarian Stone to present

6. REPORT OF LIBRARY DIRECTOR, Encl., page 7

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

7. UNFINISHED BUSINESS

7.1 Communication to City Council

Update on communication between City Council and Library Board regarding Library website and establishing regular annual meeting date

8. NEW BUSINESS

8.1 Name for the Expansion room – action item, Encl., page 22

Weed-Brown to lead discussion regarding naming of the expansion room

8.2 Mid-Year Review of Goals for FY 08/09, Encl., page 26

Weed-Brown to lead review

8.3 Discuss Library Board Staff Appreciation Event

President Conway to lead discussion

8.4 Library Events Calendar, Encl., page 32

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

9. BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar, Encl., page 33

Plans for future meetings to be discussed

9.2 Board member items

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

10. ADJOURNMENT

SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS

Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Public Library, 140 S. Glendora Ave, CA; the City Clerk's Office, 116 E. Foothill Blvd, Glendora and the City's website: <http://www.ci.glendora.ca.us>.

4.

Consent Calendar

1

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

November 17, 2008
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 Mike Conway.

Board members Present: Mike Conway, Sylvia Slakey, Debbie Deal, Tricia Gomer, Helen Storland

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Carlos Baffigo, Support Services 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

4.1 **It was MSC (Slakey/Deal) to approve Minutes of meeting of October 20, 2008. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;**

5. SPECIAL PRESENTATION

5.1 Presentation of City's new website

Weed-Brown introduced Baffigo, who joined the meeting to show the Board the city's re-designed website. Baffigo, as well as Senior Librarian Stone, are part of the technology committee that has been working on the re-design. Weed-Brown reminded the Trustees that the site is still a work in progress with many pages not being completed yet. She stated that the process has reached a critical point and it needs to be decided whether the library integrates with the city's site or keeps its separate site. Weed-Brown asked for feedback from the Board regarding the new site. She added that training for the content management system took place last Friday, which five library staff, as well as other city staff, attended.

Baffigo stated that this re-design has been a work in progress for some time. He showed the Board the main page, which has been finalized, as well as various departments' pages. Baffigo explained that IT has been working with Vision Internet to transfer content from the old side and create back pages. He pointed out that the standard header is consistent throughout the site.

The Board discussed the pros and cons of integrating with the city's redesigned site. Further discussion occurred on possible alternative funding sources if the library kept its own site. The Board noted that the library's current website is very dynamic and felt that there is a loss of the current library site's creativity with the incorporation into the city's new site.

Following discussion, the Trustees decided to keep the current library site rather than integrating with the city's re-designed website. They asked library staff to locate alternate funding so that the city's content management system could be utilized to support the library's existing site while making it cross-functional with the new city site.

6. REPORT OF LIBRARY DIRECTOR

Weed-Brown reported that part-time positions are still frozen. The Library was able to fill a vacant Library Aide I position right before the hiring freeze.

Conway commented on a recent article in the *Examiner* regarding the Library's *Battle of the Books* event. Weed-Brown stated that library staff wrote and submitted the article to the *Examiner*. The published article, however, had been altered from what staff had submitted.

Slakey enjoyed the pictures of the Children's room expansion.

Weed-Brown stated that she received the city's economic status report. Revenues are holding through the 2nd quarter city-wide with the city's expenditures being kept down.

7. UNFINISHED BUSINESS

7.1 Parking Issues

Gomer reported that she and Conway met with the City Manager to discuss the Board's concerns and observations. The City Manager stated that there is no employee parking policy at this time. He agreed that employees should not park in the timed parking spots. Jeffers commented that it is difficult to change people's habits. Weed-Brown added that later that day the City Manager sent out an email to all employees reminding them not to park in the timed parking spots.

Conway stated that there was some concern over whether it was appropriate for the Board to discuss the parking issue with the City Manager. To alleviate any concerns, Conway and Gomer contacted the Mayor to make her aware that they were meeting with Jeffers.

Conway voiced his disappointment with the City Manager's response to the Board's concerns. The Board discussed possible next steps regarding the parking situation.

Gomer stressed the importance of obtaining statistics on how the parking situation affects library patrons, which has not been documented before. It was suggested to include questions regarding parking in the next annual survey.

Gomer added that she and Conway also discussed a May joint meeting with the City Manager. She said that the City Manager told them he would take what they had said under advisement.

7.2 Communication to City Council

The Board discussed when the Trustees should be contacting the Council versus the City Manager. Gomer stated that the Board answers to the City Council. Any concerns the Board might have should be discussed with the Council and not the City Manager. Conway offered to contact Mayor Davis about the parking issues and about setting up an annual May meeting.

8. NEW BUSINESS

8.1 Budget Priorities for FY 09/10- initial discussion

Weed-Brown stated that she does not have any news to share regarding the budget planning for next year. She asked the Board to let her know about any priorities or additions for next year's budget planning.

The Board reviewed the list of items to be considered for the budget planning process for FY 2009/2010. Slakey asked for more information regarding the upgrades to the public restrooms. Weed-Brown stated that the public restrooms need to be updated and some of these upgrades, such as faucets and paper towel holders that are motion activated, would be cost-saving to the city.

Items brought up by the Board included the electrical problems in the Forum and upstairs lobby, the pigeons' droppings and the front door overhang. Weed-Brown reminded the Board that the front door overhang will be addressed this fiscal year. Baffigo stated that numerous methods have been implemented to keep the pigeons away. Unfortunately, none of these methods were successful. Weed-Brown added that the front of the library is washed off on a regular basis.

Gomer suggested making the bike racks and public benches a gifting opportunity. Conway requested more information about the self-check out machines. Weed-Brown stated that there might be some staff savings, but libraries that do have self-checkout machines have had to station staff at the machines to assist patrons in using them. There would still be initial set-up costs, annual maintenance contract fees, as well as staff costs for manning the machines.

8.2 Review Library Administrative Policy 3.03 – Circulation Policy

Weed-Brown stated that the current policy limits the number of Playaways that can be checked out. The Library's collection has increased substantially and Weed-Brown recommended removing the limit.

It was MSC (Slakey/Gomer) to approve Library Administrative Policy 3.03 – Circulation Policy with the recommended change. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

8.3 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out the Fall Open House on November 19, which is a very popular program. In response to a question from Deal, Weed-Brown replied that Miss Bonnie usually welcomes attendees to the Fall Open House program.

9. BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar

Weed-Brown stated that Senior Librarian Stone will be attending next month's Board meeting to talk about the Library History Project. She added that the communication to City Council, as well as the planning of the staff appreciation event during National Library Week will be added to next month's agenda.

9.2 Board Member Items

Deal thanked everyone who asked about her daughter Kristen, who lost everything in the recent fire.

Weed-Brown handed out the Library's monthly expenditure report. She asked to Board to let her know at the next Board meeting if they want this report included in the Board packet and if so, how often.

There being no further business, the meeting adjourned at 9:40 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.
Special
Presentation

Library history project – Major steps

Board of Trustees meeting 15 Dec 08

5

List of Currently Produced Material – FY 06/07

- Board packets- monthly
includes minutes, Director's report, department monthly report, photo sheets, yearly agenda planning calendar, library events calendar
- Library goals
- Statistics - monthly
- Year-end statistics report – once a year
- Staff meeting minutes -monthly
- Library newsletter (every other month-Development Office)
- Revenue spreadsheet –updated as \$\$ comes in
- Budget – library line items
- Monthly Expenditure report
- Educator newsletter (from Youth Services) – quarterly
- Youth Services: pathfinders, "if you liked this, try..."
- Adult Services: Books Alive/Novel idea handouts
- Misc Personnel forms, such as Staff emergency roster, org charts, phone list, anniversary dates list, hire list, PAFs, birthday list, employee handbook – as needed
- City/Library Administrative Policies – as they are being reviewed/ revised by the Library Board
- Holiday closure signs for the lobby
- Other signs as needed ("exchange your library card," "out of order" etc)
- Circ desk forms, such as Lib card applications, terms & conditions bookmark, date due bookmark, Gateway to knowledge brochure
- Not sure if Literacy office does some type of newsletter?
- Updated logo (is that material?)
- Board of Trustees handbook
- Manuals, internal docs
- Mission, vision statements
- Annual reports
- Realia (t-shirts, mugs, champagne flutes etc)
- DVDs, videos (trivia, city council/library btd joint meetings)
- Website (highlighted sections added at our February mtg)

Library History Project: Target audiences and purposes

	Target audiences		
	City staff and associates	Library staff and associates	Citizens
Purposes	Displays		
	Internal historical research		
	External historical research		
	Anniversaries/ Celebrations/ Awards		
	Strategic planning		
	Programming ideas		
	Fundraising ideas & support		
	City planning & info needs		
	Communal record (community partnerships, etc.)		
	Administrative lineage		
	Political lineage		
	Social lineage		
	Tracking failures		
	Greater sociological & economic environment		
	Tracking growth, reduction, & status quo		
	Supporting resiliency		
	Collection development		

Library history project – Major steps (continued)

Top priorities are materials that support

- External historical research [projects of citizens, not city/library staff]
- City planning and informational needs
- Documenting the library's administrative lineage
- Tracking periods of library growth, reduction, and status quo
- Saving space
- Preservation of endangered or especially tactile objects

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To: Sandy Krause; 'ecathe@glendora.library.org'
Subject: Library history; profiles of top six material groups

Hi! Just for the record ... (Note that I've made a small adjustment; see #1 below.)

Today we identified the following as the materials we'll focus on first:

- Board packets, and pieces thereof
- Library newsletter
- Statistics (monthly and year-end combined)
- Revenue spreadsheets
- Budget – library line items
- Ledgers

When we meet at 9:00 on Friday 21 March, each of us will have profiled the first three categories (board packets [already done today], library newsletter, and statistics), with regard to the following dimensions. Note that one of these I've parsed out, so that we're not duplicating the fact-finding stuff.

1. Formats we have, and for what years
 - a. Board packets – done
 - b. Library newsletter – Janet
 - c. Statistics – Elke
 - d. Revenue spreadsheets – Elke
 - e. Budget – Elke
 - f. Ledgers – Sandy
2. Legal obligations (what we must keep, what we shouldn't keep)
 - a. Pending availability of City guidelines
3. Ideal retention (paper, electronic, how long)
 - a. everyone
4. Ideal delivery (how will target audience[s] access?)
 - a. everyone
5. Issues (including but not limited to those we need to take to Robin)
 - a. everyone
6. Research we need to do
 - a. everyone

Retention of significant library records

8 October 2008

SUMMARY: The Library has undertaken a project to identify, organize, and preserve items of historical value to the Library in formats that make them easily available to the public, Library staff and City staff. In case any of these items is subject to destruction under the Records Retention Schedule for the City of Glendora, it is recommended that its destruction be suspended.

Numerous categories of Library documents and objects have been assessed vis-à-vis their value in the future. Approximately one dozen distinct purposes for these items were identified. Among them, six purposes were chosen as high priorities (listed here in no particular order):

- General historical research and research in the library field, especially (but not limited to) research conducted by citizens and external specialists. Part of this is the ability to place the Library in its greater sociological and economic environment.
- Internal City planning and informational needs.
- Documenting the Library's administrative lineage. Documenting the organization's political and social lineage was also acknowledged.
- Tracking periods of Library growth, reduction, and status quo.
- Saving space.
- Preserving of endangered or especially tactile objects.

These priorities were used in combination to select the first categories of material to be organized, preserved, and made more accessible.

In case any of these material categories is subject to destruction under the Records Retention Schedule for the City of Glendora, it is recommended that its destruction be suspended.

The material types are:

- Library Board Packets – complete. In addition to the familiarly

6.
Report of
Library
Director



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

7
Glendora, CA 91741

MEMO

To: Board of Library Trustees ,

From: Library Director *Robin*

CC: City Manager

Date: December 15, 2008

Re: Director's Report

This will be a different report although it will have a touch of déjà vu for some of you.

We had a wonderful Fall Open House on Nov. 19th. The Citrus Jazz Band played and light refreshments were served. Library patrons browsed a book sale put on by the Book Loft while others looked over a display commemorating the writings of Tony Hillerman and Michael Crichton, two popular writers that had recently passed.

On Nov. 20th I attended MCLS meetings in Calabasas. Their new library and civic center were wonderful to tour. State-of-the-art electronics, beautiful wooden rooms and a mission style décor worked nicely together within a LEED certified building.

The week of Nov. 24th staff was preparing for: the absence of Carlos Baffigo for a medical procedure, Anne Pankow on vacation, and the upcoming Thanksgiving holiday. I left town on Nov. 25th to be with my family over the holiday.

I was notified by Public Works that the new sump pumps and drain lines had been tested on Monday Nov. 24 and were functioning. Rain started falling in late afternoon on Tuesday Nov. 25. Public Works asked the Police Department to check on the library regularly overnight to watch for flooding. PD did monitor the building every couple of hours. At around 3:30 a.m. on Wednesday I received a phone call from dispatch saying that the building was flooded. I was informed that they had also contacted Carlos and Anne. I was already up in Avila Beach with my folks so I called Anne. She was already putting on her shoes and preparing to head out to the library.

When Anne got to the library around 4:15 a.m. Carlos was already there along with PD and the Fire dept. and Public Work's Paul Sheldon had just arrived. Carlos was scheduled for a medical procedure that morning at 8 a.m. but he was the first library staff person on site and stayed until 7 a.m. when he had to leave to get to the hospital. Water was pouring in through the emergency entrance on the north side of the Children's Room expansion, flowing down the ramp that connects the expansion to the Children's room, flooding the Children's Room and then continuing its path down the stairs and ramp and into the main library. Due to the unusual entrance point from the north side of the building, the flood was not detected by PD until it had already flooded the main floor and was out into the lobby, despite best efforts.

I remained in contact with Carlos and Anne via phone throughout the morning and the rest of the day. Carlos contacted the City Manager to alert him to the situation. Anne started calling library staff to come in and help. The management team was all there by 5 a.m. as were Daisy and Daniela. Almost half of the library staff was on site by 8 a.m. and others continued to arrive throughout the day. The responsiveness of the library staff speaks to their dedication to the library and community. Public Works' on-call and regular shift staff also helped and the Police department responded with trustys' help. Everyone worked quickly to move furniture, books, shelving, equipment and offices out of the flood waters and to dry areas within the library. It was a demonstration of team work across several city departments to save the library.

Ultimately 12,000 gallons of water poured into the library. The January 5, 2008, flood, 10 months earlier, was approximately 1,200 gallons.

The library has been closed ever since this happened. During the closure, full time staff has answered phones, handled the book drops and checked in materials, worked on maintenance issues with the collections, worked on the website, and other duties. Part time staff has not worked their regular schedules since Nov. 25. Juggling the expansion project, implementing the new layout for the main children's room and staying on top of and out of the way of, the clean up process has been challenging!

The main children's room received a fresh coat of paint by PW Dec. 5-8. The new carpet was installed in the children's room and expansion and the dirty carpet re-installed by the contractor by Dec. 8. The new shelving for the main children's room arrived Dec. 9 and installation of the new and old shelving began immediately by our vendor, Yamada. The main carpet was cleaned over night on Dec. 9 and the results were not as hoped. Staff area carpet cleaning is not scheduled until Friday Dec. 11.

We currently project that we will re-open Wednesday Dec. 17, 2008 but this is not a fixed date. Things evolve every day that impact our ability to pull the library back together.

The expansion project continued to move forward during the clean-up process. It was fortunate that the carpet had not yet been laid in the expansion; flood damage to the inside of the room was minor. During the library closure the carpet, handrails, fundraising sculptures were put in place. Water-proofing of the north side exterior was also scheduled.

At the Board's request, I notified the City Manager on Nov. 18 via email of the decision to keep the library's website separate and to seek funding for transitioning to the common content management system. I met with the City Manager on Nov. 21 and he clarified that he preferred the library to integrate with the city's website to minimize costs and duplication. The city's new website was scheduled to go live on Dec. 5th. Library staffed worked like crazy to bring library pages up to par by the deadline during all of the above confusion. The live date was postponed by the City Manager on Dec. 5 and a new date has not been set as of this writing. This gives the library staff time to continue to work on the multitude of library pages that need to be transferred to the city site.

Staff has continued to meet its community outreach schedule: off-site school visits and storytimes, coordinating council, MCLS meetings, committee meetings; I worked at the Senior Holiday Luncheon at La Fetra, met with students at GHS, went to the mural unveiling at Glendora Plumbing and other activities.

The following staff people responded to the call for help the day of the flood: Carlos Baffigo, Anne Pankow, Janet Stone, Cindy Romero, Elke Cathel, Daisy Fregoso, Daniela Overlock, Gail Jebbia, Sujata Israni, Gaetano Abbondanza, Yessica Pinedo, Michelle Pasillas, Robin Rios, Carrie Olvitt, Bonnie Deering, Caroline Hernandez, Carrie Wilson, Rebecca Simjian, Mega Wright, Susan Nock, Leslie Shook, Elizabeth Meshriy, Courtney Sweet, Matt Aldrich and Alexis Mendoza.

Thank you to each and every one that helped that day, helped over the weeks we were closed to keep things moving and helped to get the library back together. They are an amazing staff!

Next Board Meeting: January 26, 2008-PLEASE NOTE THIS IS THE 4TH MONDAY IN JANUARY DUE TO THE MLK, JR., HOLIDAY

Division Monthly Reports

To: Robin Weed-Brown

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

Date: November 2008

Public Services - Cindy Romero, Janet Stone

Children's

Date	Event/outreach	# of participants
Oct-November, 2008	In n Out Food for Thought	503
November 1, 2008	Toastmasters Teen Program	25
November 4, 2008	TAB	18
November 20, 2008	Books 'n Brownies - Double Identity	9
November 5, 2008	Whitcomb Preschool Tour	32
November 5, 2008	GUSD District PTA mtg.	25
November 6, 2008	COUSD Library Committee Mtg.	10
November 10, 2008	Tiger Scout Tour	20
November 12, 2008	Community Preschool-storytime	35
November 18, 2008	Whitcomb Head Start-storytime	46
November 18, 2008	Sandburg Library demonstration	10
November 19, 200	Whitcomb Preschool Tour	40
November 20, 2008	Books 'n Brownies - Double Identity	9
November 21, 2008	Goddard AVID class visit	60
	Total Number of Participants	842

The In n Out Food for Thought program wrapped up this month with 503 children registering to participate. Participants received a hamburger certificate for every 5 books they read. 182 children received all three certificates! What an incentive to read.

The Teen Advisory Board began expressing interest in completing a service project this year. They have applied for a grant from the National Education Association Youth Leaders for Literacy program. If received, the members will produce and film weekly storytimes in March and April to distribute to the local headstart and teen parent programs. Along with the DVDs, the students will pick a book to give to the children that was read on the DVDs. The teens also participated in the Books n Brownies Teen Book Group that discussed *Double Identity* by Margaret Peterson Haddix. All participants signed up for the next book group in January when we will be discussing *Maximum Ride* by James Patterson. We now have a core group of participants for this group.

In addition to our monthly visits to the local community preschool and headstart preschool, both morning and afternoon headstart classes visited the library for a tour this month. It was great to see

most of the parents with the children interacting and reading in the library following the tour (see attached pictures). Cindy also visited the AVID classes at Goddard to promote library resources.

Cindy attended the quarterly MCLS Children's committee meeting where they discussed Collection Development Enhancements such as Playaways and console games. She also attended a Building Leadership Skills: Leading Teams provided by Infopeople. Gail attended *Clap, Shake, Play and Sing Creating Musical Storytimes for Emergent Literacy*. She has already begun to incorporate some of the new techniques into her storytimes delighting the children with music and songs.

Adult

Date	Program/Event	# of participants
November 15, 2008	Writing your Autobiography with Gordon Dyer	32
November 17, 2008	Books Alive, <i>My Ántonia</i> AM Meeting	7
November 17, 2008	Books Alive, <i>My Ántonia</i> PM Meeting	9
TOTAL number of participants		48

True to their exemplary history, Adult Services staff responded valiantly and energetically to the flooding, some arriving before sunrise on Day One and all adjusting their ongoing schedules to be on hand. With terrific teamwork and professionalism, they and Youth Services staff arranged to man the phones, assist with circulation needs, and help move furniture with practically seamless coordination. The kinship they feel with the public has never been more evident, as they yearn to have customers back on the premises.

Also true to form, they chalked up other notable accomplishments in the weeks surrounding the flood.

To broaden the "open house" concept during Citrus Jazz's visit, Reference staff agreed to showcase the collection with a display; Suzette coordinated this effort and, with Sandy's partnership, a striking memorial to Michael Crichton and Tony Hillerman accompanied the refreshments and book sale tables. To offer more effective phone service, we forwarded incoming calls to the back office, and Reference staff took turns handling calls and/or roaming amongst our open house visitors.

The collection as a whole is looking crisp, streamlined, and relevant, as selectors took advantage of our closure to seek out unused or damaged materials and make room for new titles and copies.

Janet and Carlos continued their efforts to lead Elke, George, and Suzette in leveraging the City's new content management system to our customers' best advantage. In parts or as a whole, the team met with the City's IT staff, helped set web site priorities, provided images, liaised with vendors, populated and troubleshot web pages, and tweaked navigation. There's a lot more we can improve, but we should be ready whenever the site is unveiled to the public.

Sandy, Elke, and Janet continued to take steps forward on the "Library history project," drafting guidelines that should help with the exponential growth of our digital photograph files while we maintain focus on other high-priority material types.

Janet felt honored to join forces with old colleagues, speaking to the students of Pasadena City College's LIB 101 class, Introduction to Library Services for Paraprofessionals. Topics included our public services, outreach programs, and reference; library issues; and roles for library technicians and assistants. This was pre-flood (this flood, anyway), so water damage was one subject that did *not* come up for discussion.

Support Services – Carlos Baffigo
Report unavailable due to flood.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
11/1/08	Coffee n' Books	50
11/4/08 – 11/25/08	Quilting with Sandy Janicki – 3 workshops Fall Open House with Citrus Jazz Band & Book Sale	24
11/13/2008		150
11/15/2008	Crocheting with Terry Bollinger	13
11/19/2008	Planned Giving Workshop in partnership with Foothill Presbyterian Hospital/Foothill Foundation	15
TOTAL number of participants		252

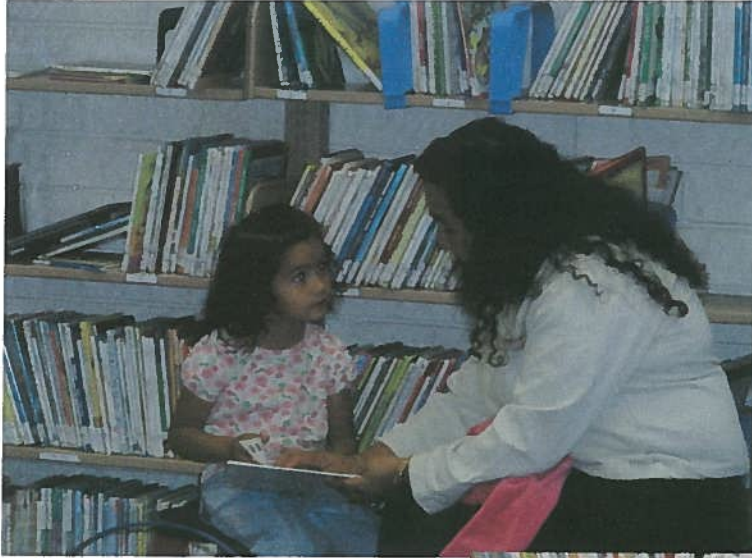
Date	Community Outreach	# of participants
11/6/08	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	55
11/12/08	Outreach to Teen Parent with Cindy & Chris at Arrow High School	28
TOTAL number of participants		83

Quilting with Sandy Janicki was very popular with local quilters – from beginners to experienced quilters. As a result, this 8 week series will be offered again in February and March 2009. Sandy is knowledgeable and a patient teacher. She had 3 novice quilters in her class who are close to finishing their first quilt. Twelve students have already registered for the second series.

The Friends Foundation once again partnered with Foothill Presbyterian Hospital/Foothill Foundation to offer a community workshop on Planned Giving. This second workshop was held in the Forum on Thursday, November 13. Community financial advisors and estate planning attorneys offer these informational seminars to demonstrate how easily anyone can leave a portion of their estate to a favorite charity or non-profit organizations without reducing their loved ones' inheritance. There were 15 people in attendance.

Each year, Malla Ramkishun submits a grant application to the Carl E. Wynn Foundation. The Friends Foundation has been fortunate to be awarded grant money each year since 1996. In the past few years, the Foundation has received either \$2,000 or \$5,000. The Foundation was most fortunate this year to receive a check for \$10,000. Way to go, Malla! This money helps to fund the community outreach programs to the underserved and 'at risk' youth.

Head Start Tour



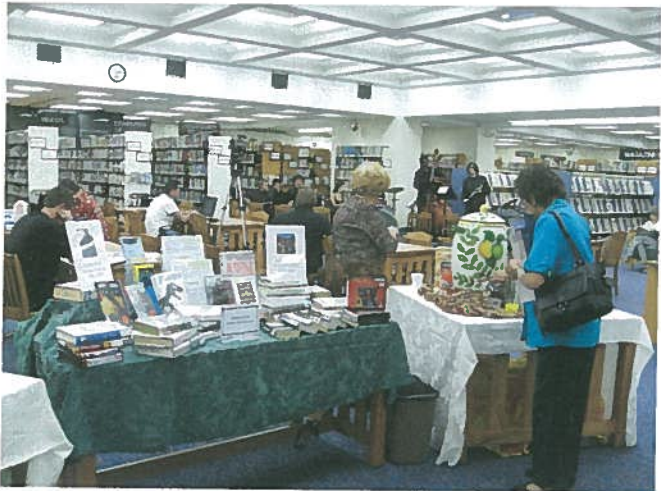
Glendora Public Library Summary Data for November 2008

many statistics are unavailable at this time due to the flood

November and December 2008 Events



**Writers Workshop
November 2008**



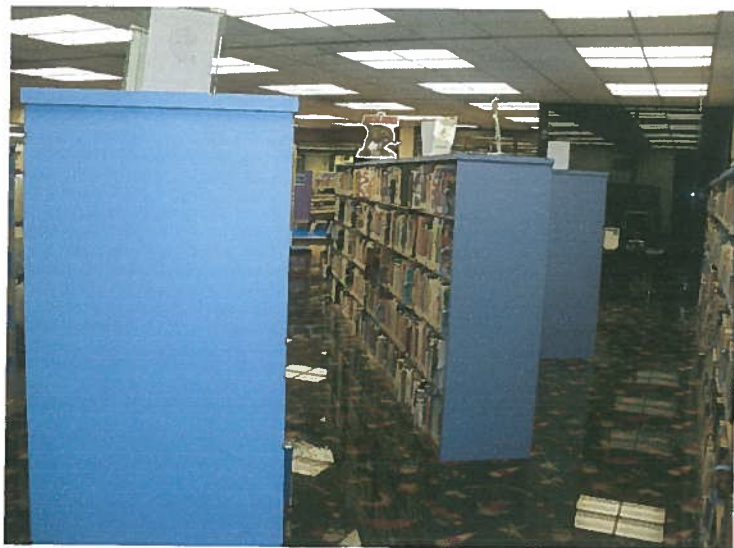
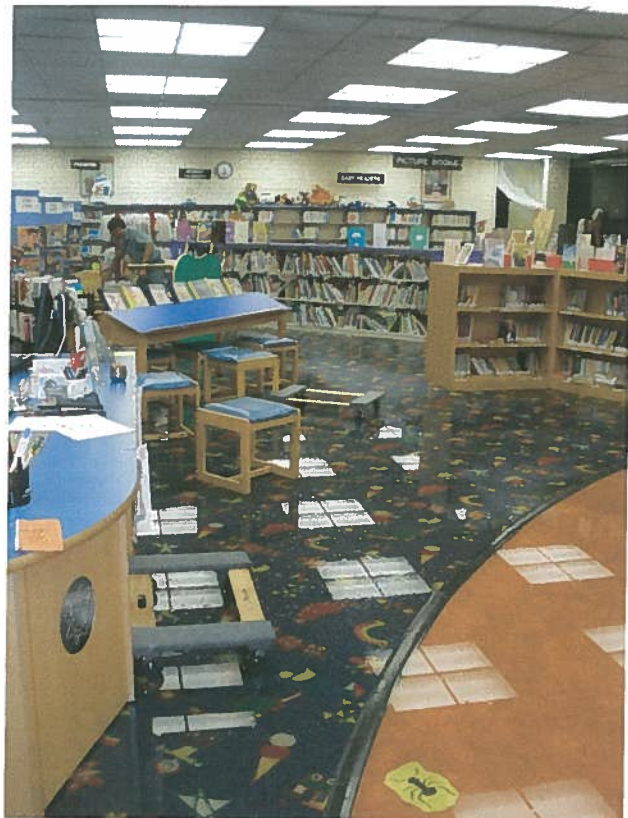
**Fall Open House
November 2008**

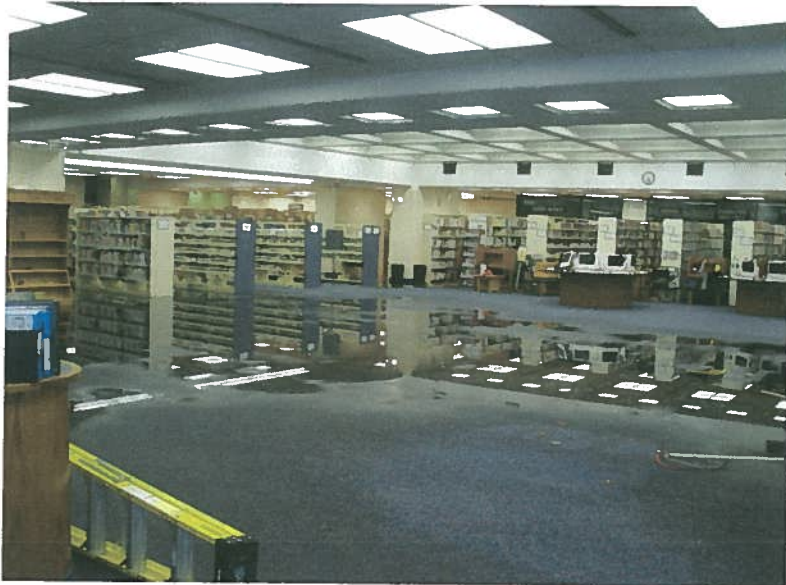


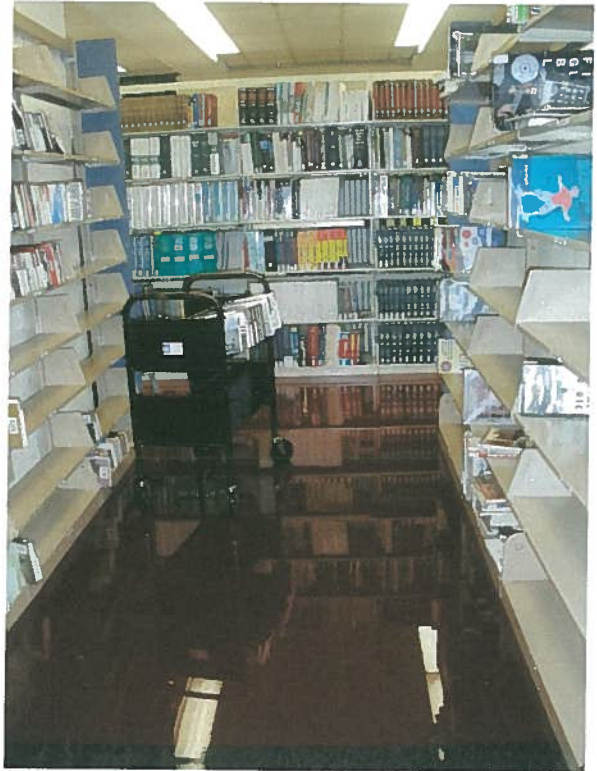
**TAB Meeting
November 2008**



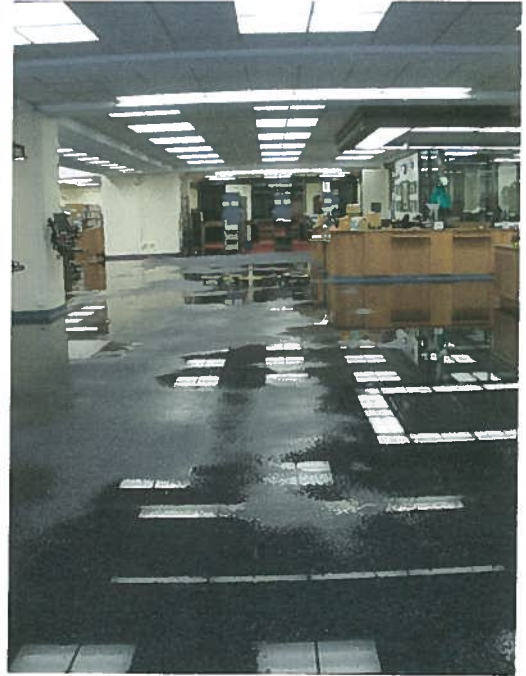
Flood December 2008















12-02-08



12-03-08



12-05-08

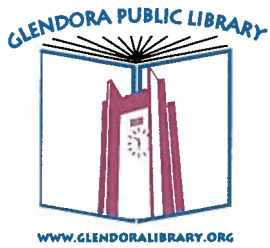


12-10-08

7.

Unfinished Business

8.
New
Business



Glendora Public Library
 (626) 852-4891

140 S. Glendora Ave.
 library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director
 Date: December 15, 2008
 Re: Agenda Item #8.1: Name for expansion room

With the expansion to the children's room nearing completion it is time to consider what we are going to call it. I have reviewed the city's formal policy on naming facilities, policy # 1.36. I have attached a copy of the policy for your review. Based on that policy I do not think that our room falls under the guidelines outlined: it is not the complete facility or major portion of it; it is not a major center of activity. If the board does feel that naming the room falls under policy #1.36, once a name is decide on it would go to the city manager and then on to the city council to vote on it.

One suggestion for consideration for a name is The Friends Room in recognition of the financial and volunteer support of our Friends Foundation and the earlier Friends of the Library group. This would fit the spirit of the city's criteria in the exceptional ways the Friends have contributed to the welfare of the city through support of the library's programs, outreach and through their volunteerism. The foundation has given the library substantial financial support over the 13 years they have been in existence. It recognizes the volunteer support we get from the community. It works nicely with the location of the room. It is, however, only a suggestion; the board may have other ideas they want to consider.



POLICY/PROCEDURE

Naming City Owned Facilities

PURPOSE

To establish a clear, consistent, protocol for the naming of facilities owned by the City of Glendora.

INTRODUCTION

The City Council of the City of Glendora is responsible for naming city-owned lands, buildings, major portions of buildings, major centers of activities, and other facilities.

Any proposal for naming any of the entities listed above must be reviewed by the appropriate Commission, board, and management team before being forwarded by the City Manager's Office to the City Council.

Each proposal for naming a project for an individual shall be governed by the following criteria:

NAMING FOR AN INDIVIDUAL IN RECOGNITION OF A GIFT

- A. No commitment for naming shall be made to a prospective donor of a gift prior to Council approval of the proposed gift and name; however, in order to enhance negotiations with a prospective donor, tentative approval may be obtained from the City Manager.
- B. In reviewing requests for approval of naming a project for a donor or for a person whose name is proposed by a donor, consideration shall be given to:
 - The significance of the proposed gift as it relates to the realization and/or success of the project or to the enhancement of the project's usefulness to the community.
 - The urgency of need for the project or for support funds for the project.
 - The eminence of the individual whose name is proposed.
 - The individual's relationship, if any, to the City of Glendora.

- C. The gift shall be in an amount which will either fund the total cost of the project to be named or provide funding for that portion of the total cost which would not have been available. If a project is funded by several or many private donors, one of whom makes a gift covering a significant portion of the amount needed consideration may be given to naming the project after that donor.

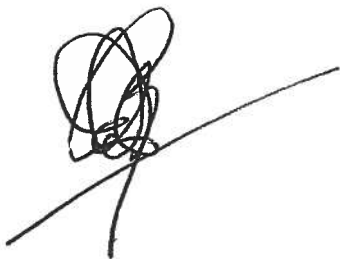
NAMING IN HONOR OF AN INDIVIDUAL WHEN NO GIFT IS INVOLVED

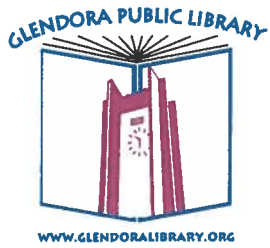
- A. A proposed honoree shall have achieved great distinction in one or more of the following ways:
- While serving the City of Glendora, as an appointed official, demonstrated such high standards and distinction as to have earned an area wide reputation for the individual's representation of city interests and goals;
 - While serving the City of Glendora as an elected official, rendered distinguished service to the City of Glendora warranting recognition of the individual's exceptional contributions to the welfare of the community;
 - Although not having served the City of Glendora as an appointed official or administrator, contributed in truly exceptional ways to the welfare of the city or achieved such unique distinction as to warrant recognition.
- B. If an individual has served the City of Glendora in an appointed or elected official capacity, a proposal shall not be made for naming a project in honor of the individual:
- Prior to or less than one year after leaving office, nor while the individual is still involved with the City in a decision-making capacity; or
 - Within one year after the person's death.

PROCEDURE

- A. Proposals for naming properties or facilities should be submitted to the City Manager after review by the commission or official (e.g., Department Head) responsible for the area in question. Normally, such review will include endorsement by the occupants or potential occupants of a building or facility or by the members of a program or an elected or an appointed body.
- B. For such proposals deemed by the City Manager to have merit based on the above policy, the City Manager shall seek the advice of the management team of the City. That team is composed of all department heads.
- C. If, after review by the team Naming City Properties and Facilities, the proposal is still deemed by the City Manager to have merit, and if the proposal involves naming after an individual, the City manager shall seek the advice of the appropriate commission or advisory board.

- D. If the City Manager's decision is to submit a proposal to the City Council, the proposal should include mention of the diversity of views that have been expressed in the advisory process.
- E. After review of all recommendations by the appropriate commissions, advisory boards, and management team, the City Council will determine the merits of the proposal and by a majority of the five members approve or deny the naming.

A handwritten scribble or signature consisting of several overlapping loops and a long horizontal line extending to the right.



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Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director
Date: December 15, 2008
Re: Agenda Item # 8.2: Mid-year review of goals

Attached is a mid-year update on our goals for your review and comment.

Glendora Public Library Administration and Development

1. Complete Children’s Room expansion: work with Public Works and contractors to assist in completing the project on time and within budget. Plan timely ground-breaking and ribbon-cutting ceremonies for the public and City staff to acknowledge these milestones. The expansion is expected to be completed by spring 2009.

2nd quarter: 90% completed. Ground-breaking ceremony held June 16, 2008; Expansion 60% complete; The room itself is basically complete. The landscaping, which will be a “water- wise” demonstration garden is in process. A team consisting of Steve Patton, Water, Diane Walter, Planning, Jason Roehrborn, Expansion Project Manager and the Library Director have met and come up with a plan. Monrovia Growers is willing to donate the plants. Ribbon cutting ceremony estimated for winter 2009.

2. Continue with the “Hands Creating the Future” fundraiser creating an avenue for community involvement in the expansion. Money raised will focus on enhancements not covered by City funds to make the area more family-friendly through the purchase of specialized children’s furniture, new picture and board books, and additional low shelving.

2nd quarter: The “Hands” fundraising opportunity is on-going. It provides community members and library users the ability to leave their handprint permanently on display in the new Children’s Room expansion. Once construction began on the expansion, submission of children’s hands began on a slow but steady pace. A marketing banner was placed over the entrance of the library to raise public awareness as well as generate interest. Targeted mailings went out in fall 2008. To date, 68 handprints have been purchased. Two trees and the hands are scheduled to go up on the west wall of the expansion December 12.

3. Work with the various support groups and interested individuals in raising \$175,000 to help supplement the program and service needs of the Library.

2nd quarter: 75% completed. The eighth annual ‘Night on the Plaza’ Friends Foundation fundraiser was held on July19, 2008 and netted \$101,300 to fund library programs, services and outreach to the community. This amount is over \$82,000 less compared to last year’s fundraiser. Profits were down and expenses were up this year. The Annual Appeal that started in October 2008 has brought in \$12,800 to date. The Friends Plaza Book Loft has raised \$18,240 to date.

4. Increase the number of literacy tutors by 5% to meet the needs of the underserved community of adults with significant reading deficiencies.

2nd quarter: Completed. Nine new literacy tutors were added to the program this quarter. One of them was matched with a new learner. Each tutor must attend mandatory training to become a qualified literacy tutor. The first tutor training for this fiscal year was held on October 4, 2008. The next tutor training is scheduled for April 25, 2009.

Glendora Public Library Support Services

1. Complete Children's Room expansion in partnership with Public Works and Youth Services. The expansion will provide enclosed, dedicated space for children's programming and events. Noise levels in the Library will be reduced, improving Library use for all patrons. The expansion will also add valuable public meeting room space. Completion by spring 2009.

2nd quarter: 90% completed. Completion date is tentatively set for the end of December 2008. Landscaping is still in process.

2. Remodel existing Children's Room in partnership with Public Works and Youth Services to increase shelving space, provide better accessibility, and create family-friendly interaction areas. Summer 2009.

2nd quarter: 90% completed. The new carpet was laid and shelving installed in December 2008. Final touches will be accomplished use of ELF grant funds and Foundation "hands" funds

3. Complete new patio seating area outside the front of the Library in partnership with Public Works. This will create a comfortable and inviting outside seating area for Library users to read, use their cell phones, or interact with others. Landscaping improvements will create a welcoming main entrance. Spring 2009.

2nd quarter: 90% completed. The patio cover is constructed and concrete pad in place. Library and PW staff is working with Community Services staff to plan a "water-wise" landscape garden in the area next to the patio.

4. Begin creation of authority records database in Polaris to enhance catalog searching functionality. This will facilitate patron use of the collections by standardizing author information. 25% of the 125,900 records will be addressed by summer 2009.

Completed. A preliminary evaluation of the authority record database has been completed by library staff and Polaris Library Systems. The evaluation revealed that the scope and related costs to accomplish this goal in FY 08-09 were prohibitive. This goal will be postponed and a budget request submitted in FY 09-10.

Glendora Public Library Public Services

Youth Program

1. Implement new "Battle of the Books" teen book trivia event that engages teens in positive programming centered on reading. Promotion through local schools and community members increases the visibility of teen programming - by fall 2008.

2nd quarter: Completed. The program was held on October 16th. A full complement of teams, 15, participated. Library staff worked with a committee comprised of community and Friends Foundation members. Promotion to all local public and private schools included: Librarian visits to classrooms, morning school-wide announcements, and dissemination of flyers, presentations at PTA and at school staff in-service meetings. Event was recorded for broadcast on KGLN.

2. Apply for second-year funding for Early Learning with Families (ELF) grant; if received, offer additional parent workshops at the Library on a variety of topics such as nutrition, health, and literacy. Outreach to local in-home daycare providers (identified via the Resource and Referral Network) will also be emphasized in year two. Activities will include a monthly book and educational materials loan program and monthly story times provided by volunteers from local colleges - by winter 2009.

2nd quarter: 65% completed. The grant was awarded; the first round of funds, \$4,500.00, was received in early November. Contacts have been made with local child development specialists to prepare for additional parent workshops. A mutual partnership was established with Resource and Referral Network. We will deliver presentations at several R & R provider meetings. R& R will assist us in contacting local in-home daycare providers. A meeting is on the calendar with Judy Hutchinson, Director of APU's Center for Academic Service-Learning & Research, and two professors to develop the partnership plan for APU students to deliver storytimes and materials through the Service Learning program. A large percentage of materials have been selected. Some materials already purchased with ELF funds were lost in the November flood and need to be replaced.

3. Enhance one of two S.A.T. review workshops by adding a practice test session. The tests will be scored immediately, providing valuable feedback to the students. This will assist Glendora's teens in improving their S.A.T. scores - by fall 2008.

100% completed: Workshops were held Sept. 13th and 20th; 43 teens participated. Participation numbers were lower than expected due to a similar event at Glendora High School on the same day. Contact has been made with the High School Administration to prevent overlapping programs in the future.

4. Complete Children's Room expansion with focus on new floor layout, improved user interactions resulting in enhancements in programs and services - by spring 2009.

2nd quarter: 90% completed. The new carpet was laid and shelving installed in December 2008. Final touches will be accomplished use of ELF grant funds and Foundation "hands"

funds. The expansion will be home to six storytimes a week when those programs resume in January.

Adult Program

1. Enrich the catalog system with "Library 2.0" features which provide advisory and rating features, helping improve awareness of available options to patrons as they search the collection and assisting staff in materials evaluation based on patron interaction. Pending integration efforts by catalog vendor, this technology upgrade is to be completed by June 2009.

2nd quarter: 70 % completed. A new weekly online book club was established in August, 2008. New monthly online and email book/audio lists were offered starting in September, offering direct links into the catalog and opportunities to share or read comments about each title. List template was renegotiated in November and December, to create seamless integration of those third-party pages with the City's new website design. LibraryThing was reintegrated into the Library's upgraded online catalog of materials by the Support Services Manager, allowing customers to click natural-language descriptions and title/author lists to find similar materials more intuitively.

2. Create and expand tutorials and PR on Library resources. Initial focus will be on increasing public awareness of subscription databases and other web resources, improving the community's ability to meet their information needs while at home, work, and school. Ongoing through June 2009.

2nd quarter: 50% completed. Links to take "Databases" page users to vendor-provided search tips, PowerPoint demos, webcasts/video tutorials, and sample searches were transferred successfully into the City's new website layout..

3. To help provide better patron feedback on our collection selection and services, expand annual onsite statistical survey to capture data on Library services and gauge interest in new material formats - by May 2009.

2nd quarter: Pending. Annual survey planning begins in the new calendar year. Possible year-round augmentation of survey data using redesigned web site is slated for exploration after initial migration phases of the site are complete.

4. With Support Services, explore the creation of more user-friendly access and a more browse-able collection through improved signage and other visual and spatial enhancements. A plan to be submitted to the Trustees by June 2009.

2nd quarter: 50 % completed. Preliminary discussions began regarding pilot project sequence; exploratory mapping is under way between Book Industry Standards and Communications (BISAC) and Dewey Decimal, and between LibraryThing tags and Library of Congress subject headings. Project sequence now includes assessment of hiring freeze impact on Support Services staffing levels and ability to develop and undertake additional procedures.

5. **Library History Project:** with funding from the Friends Foundation, implement plan to organize and preserve items of historical value of the Glendora Public Library in formats that make them easily available to the public, Library staff and City staff. First collection of items to be processed accordingly by June 2009.

2nd quarter: 50% completed. First material category for preservation/conversion has been identified. In October, proposal and rationales were presented to and approved by Library Director. State standards for digitization are being explored and evaluated vis-à-vis previous digitization processes, possible volunteer roles are being assessed, and selection procedures are being drafted.

Glendora Public Library Events

December 2008

- 03 10:30 a.m. & 7 p.m. *Stories with Santa* – **cancelled**
 04 4 p.m. "Ravenous Readers" Children's Book discussion for kids grades 3-6: *The Best Christmas Pageant Ever* by Barbara Robinson – **cancelled**
 06 10 a.m. *Coffee 'n' Books* in the Library – **cancelled**
 11 3:30 p.m. Gingerbread House Creations – **cancelled**
 13 10:30 a.m. Gingerbread House Creations – **cancelled**
 15 7 p.m. Library Board meeting – Bidwell Forum
 17 7 p.m. *A Novel Idea: Share Your Favorite Novel* – main floor
 24 Library closes at noon
 25 Library closed – Christmas Holiday
 31 Library closes at noon

January 2009

- 01 Library closed –New Year's Day
 03 10 a.m. *Coffee 'n' Books* in the Library – main floor
 10 11 a.m. Scrapbooking workshop – Bidwell Forum
 12 11 a.m. & 7 p.m. *Books Alive! - Hope in Hell: Inside the World of Doctors Without Borders* by Dan Bortolotti – main floor
 12-2/28 Bookmark contest, grades K-12
 15 4 p.m. Books 'n Brownies: *Angel Experiment* by James Patterson – main floor
 19 Library closed – Martin Luther King Jr., Day
 23 6:30 p.m. Donor Recognition– by invitation only – main floor
 26 7 p.m. Library Board meeting – Bidwell Forum – **date change due to holiday**
 31 1 p.m. Family Game Day – pizza served at 6 p.m. – Bidwell Forum

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.

Community Outreach

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

Foundation Executive Board Meeting

- February 6, 2008 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- January 13, 2009 @ 7:00 a.m. Library – Bidwell Forum

9.
Board
Member
Items

Glendora Public Library
Board Agenda Planning Calendar
FY 08- 09

- July 21** Elect officers; appoint Foundation Liaisons; discuss Library Board Goals
- August 18** Finalize Library Board Goals;
- September 15** SRC wrap up; Discuss Holiday Hours-Thanksgiving & Christmas
- October 20** Approve January & February Board meeting dates; review strategic plan; presentation on Readers Advisory services
- November 17** Budget Priorities FY 09-10-initial discussion; presentation of city's re-designed website
- December 15** Mid-year review of goals 08-09; discuss staff appreciation event; presentation of Library History Project; naming of expansion room
- January 26** Budget FY 09-10; Board Award discussion; CALTAC workshop attendance (wkshp usually in March); review Admin Policy 4.05-Collection Development
Monday
(Adjusted for MLK Day)
- February 23** Goal planning FY 09-10; Friends Foundation funding staff requests for FY 09-10
Monday
(Adjusted for President's Day)
- March 16** Candidates for Board vacancies; Bookmark contest judging; goal planning for 09/10; review Admin Policy 4.06-Glendora Library Volunteer Policy
- April 20** Begin process of self-evaluation and evaluation of Lib Dir and assist new members with this process (include past Board evaluations & the Board's current goals)
- May 18** Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session); Library Board award
- June 15** Agenda planning 09-10; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member