

**AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting**

Library Bidwell Forum

**May 19, 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 April 28, 2008, Encl., page 1

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

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

6. UNFINISHED BUSINESS

6.1 Annual Evaluation of the Library Board

President Theel to lead

6.2 Library Board Awards

President Theel to report on outcome of committee meeting on community recognition

7. NEW BUSINESS

7.1 Groundbreaking ceremony for Children's room expansion, Encl., page 19

President Theel to lead planning of the groundbreaking ceremony in June

7.2 Library Events Calendar, Encl., page 20

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar, Encl., page 21

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. CLOSED SESSION

9.1 Annual Evaluation of Library Director

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**

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

April 28, 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 Jim Theel.

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

Board Members Absent: Debbie Deal

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

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

It was MSC (Conway/Gomer) to approve Minutes of meeting of March 17, 2008 with the following corrections:

8.1 Agenda Planning calendar

The sentence should read: "Theel pointed out that the April Board meeting was moved to the 4th Monday."

7.3 Proposed increases to Library Fees

The sentence should read:" It was MSC (Gomer/Deal) to accept the proposed increases to library fees. The motion carried 3-1-1 as follows: AYES: Gomer, Deal, Theel; NOES: Conway; ABSENT: Slakey.

It was MSC (Conway/Gomer) to approve the revised Administrative Policy 4.02 – Library Fines & Fees (policy vote took place at March 17, 2008 meeting).

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown presented the Library Board with a Thank you card from the staff for the Library Worker's Day luncheon on April 15. She informed the Board that Carlos Baffigo is the first city employee to be recognized as part of the city's new employee recognition program. The City Manager presented Baffigo with a Certificate of Appreciation for providing outstanding service on behalf of the city. Weed-Brown showed the Board a copy of the certificate.

Weed-Brown informed the Board that the Finance Director has invited all department heads to attend a technology committee meeting this Friday. She explained the reasons and purposes of this committee as outlined by the Finance Director. Weed-Brown has asked Baffigo to accompany her to this meeting. Discussion ensued as to why this committee is being established now. Weed-Brown stated that the City of

Glendora had technology committees in the past. The last tech committee was active before Weed-Brown's employment with the City of Glendora.

Weed-Brown informed the Board that the Glendora Farmer's Market will start May 1. It will again be located on Glendora Avenue in front of the library. The library's restrooms will be open to the public with a Police Cadet monitoring the library lobby. Weed-Brown assured the Board that the book drops on Glendora Avenue will be locked on Thursday afternoons to prevent any damage to the book drops or returned library material. Weed-Brown said that she notified the involved parties of possible conflicts once construction on the children's room expansion begins. However, no other location could be agreed upon. The Board raised concerns about the possibility of additional costs to the library due to increased use of restroom paper supplies during the Farmer's Market.

In response to a question, Weed-Brown explained that CIPs are usually addressed at the end of the budget process and that is why the library's CIP has not been addressed yet.

Slakey reminded the Board members to record their volunteer hours in the book located in the circulation office.

The Board and Weed-Brown discussed the article on video games in libraries. Weed-Brown pointed out that this year's annual survey includes questions about computer and video games. Staff is researching the possibility of circulating games and is trying to determine where patrons' interests lie. Weed-Brown explained that having games available could bring in certain age groups that otherwise would not visit the library.

In response to a question from Theel, Weed-Brown explained that thin clients are like "dumb terminals" and are to be used for library catalog access only. Thin clients will replace the PCs currently being used for public catalog access.

Weed-Brown informed the Board that LibraryThing might not be a viable option, as there are unresolved issues between LibraryThing and Polaris, the Glendora Library's integrated library system. She explained that many times integrated library systems will partner with others to enhance their product. But if they determine that they can offer the same enhancement, they will do so on their own instead of partnering. Weed-Brown noted that other library systems do not have issues with LibraryThing. Unfortunately, staff has no control over what Polaris will support. Weed-Brown stated that if LibraryThing does not work out, staff will research other options.

The Board reviewed the usage report for the Early Learning computer stations. Theel asked why the report indicates very little usage at the beginning of the month. Weed-Brown explained that the computers were not available to the public yet. The usage at the beginning of the month is from staff setting up and testing the programs. Weed-Brown stated that these computer stations are great. They have fantastic programs for children.

Gomer asked if the library's laptops are available yet for public use. Weed-Brown stated that they were scheduled to be available by the end of this month. She will verify with Baffigo when they will be available.

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6. **UNFINISHED BUSINESS NONE**

7. **NEW BUSINESS**

7.1 **Self-Evaluation of Board – Preliminary Discussion**

The Board members reviewed the 2007 annual evaluation of the Library Board, as well as the roles of the Board. Theel reminded the Board that every Board member needs to turn in his or her self-evaluation as part of the Board's self-evaluation. He will then compile the information. Discussion ensued regarding the document format of the Board's self-evaluation. Slakey pointed out that there is no set document format. The President, who is usually the one to type the annual evaluation, decides on the format. Theel was unsure whether he will be able to attend the June Board meeting.

Slakey explained that last year Board members handed in two documents, their self-evaluation and their evaluation of the Library Director. The Board discussed how the Library Board's established goals for 07/08 relate to the self-evaluation of the Board. Weed-Brown stated that Cathel will email the established Board goals to the Trustees to aid them in their self-evaluation. The Board reviewed and discussed the Library Director's job description, as well as the role of the Library Director in relationship to the Board.

Theel asked the Board members to turn in their self-evaluations and the evaluations of the Library Director at the May meeting. It was decided that no closed session is needed for the evaluation of the Board. A closed session will be added, however, to the May agenda for the annual evaluation of the Library Director.

7.2 **Library Events Calendar**

The Board reviewed the events calendar. Theel pointed out the May 14th visit from Barry Goldwater Jr. Slakey commented on tutor training scheduled for May 17 and asked if information about this training was sent to the Finance Director, who had expressed an interest in becoming a tutor. Weed-Brown affirmed that the information was forwarded to him. She confirmed that the Foundation quarterly Board meeting will be held at the Village Eatery.

8. **BOARD MEMBER ITEMS**

8.1 **Agenda Planning Calendar**

Weed-Brown asked if the Board wanted to discuss the groundbreaking ceremony for the Children's room expansion at the May Board meeting. She added that the Public Works Director estimates the award of the bid to be on the June 10th Council meeting. The Board agreed that the discussion of the groundbreaking ceremony should be added to the May agenda. Weed-Brown suggested several possible dates for the ceremony. Slakey stated that she will be gone June 3 to 10. Weed-Brown confirmed that the groundbreaking ceremony will be added to the May meeting, that the Board's annual evaluation will not be in closed session and that the Library Director's evaluation will be in closed session.

Weed-Brown confirmed that the deadline to turn in applications for the Library Board is May 1. So far a total of 4 applications has been received.

8.2 Board Member Items

Gomer informed the Board that she turned in her application for the Library Board. She said there is a possibility that she will be late for the next Board meeting.

Slakey complimented staff on a well-organized bookmark contest reception. The audience was very attentive and polite. Serving food outside was a great idea. There are many great things happening at the library. Slakey complimented Theel on the speech he gave when accepting the National Library Week proclamation.

Conway concurred that Theel was remarkable that night. Conway stated that library staff did a fantastic job getting books for the Citizen of the Year event. It was a great night.

Theel apologized for missing the Citizen of the Year event. He commended Deal for the staff luncheon. It was very enjoyable and Theel and his wife had a great time. The bookmark contest reception was very special. Parents were very interested and you could see this was important to them. Slakey added that Romero did a great job starting this contest. Gomer said it was smart to do the refreshments outside and give everyone time to mingle and look at the bookmarks.

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director – Preliminary Discussion

No closed session was held.

There being no further business, the meeting adjourned at 8:36 p.m.

Respectfully Submitted,
Robin Weed-Brown, Library Director

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

5.
Report of
Library
Director



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director *Robin*
CC: City Manager
Date: May 19, 2008
Re: Director's Report

Community

Our annual output measures survey ran May 5-10. Every year we hand out surveys to patrons as they come into the library. This survey process began in FY 1996-97 and has continued every year since then. I have included a historical chart for your information. The information gathered measures our user's success in finding specific titles or subjects and in finding something of interest when browsing our collections (among other statistics). The feedback we have gathered has been very helpful over the years. It is reported annually to state and national library statistics recorders. Our patrons also have the opportunity to share any comments with us on the form and many of them do. I haven't seen the responses yet, but preliminary feedback from staff indicates there were many positive comments about the physical changes we have made and fewer complaints about the noise levels. It takes several weeks for staff to compile and tabulate the responses and I will bring you more specific information when the process is complete.

Senator Barry Goldwater, Jr. came to the library on May 14 to promote his new book, Pure Goldwater. It was exciting to have such a well known figure (and family) here at the library.

There are two Glendorans with library connections being honored at the YWCA's Women of Achievement ceremony on June 6: Annette Whistler and Doris Blum. Anne Pankow, Bonnie Deering, Chris Cravens and I will be attending the luncheon. Tickets can be purchased until June 1. I have information, as does Debbie Deal who is a member of the YWCA's Board of Directors and the Event Planning Committee (Debbie do you ever sleep?!), if anyone is interested.

In the next few weeks our "New Books" area will be getting a facelift. Wooden bookshelves with canopy lighting and display shelving will be installed on the inside of one pillar where the new fiction books are now and on the outer side of the pillar that the new chairs now back up to. A mobile shelving unit will also make its debut at the same time. This enhanced shelving will market our collection better and make it easier for our public to see all the wonderful titles that we get in. New seating stools are on order for that area too, making it more browser-friendly. Additional changes to the New Books and main floor areas will come in the new fiscal year courtesy of the Friends Foundation if they approve our budget requests this June.

The laptops for use in the library were made available starting this month. Usage by the public was immediate and remains steady with minimal PR (there is only one sign out promoting their availability). No problems have been encountered so far. Patrons have returned them on time and in tact. IT staff has come up with a way to allow wireless printing in the library that should be in place momentarily if not already. Currently laptop patrons have to save their documents to a USB (thumb) drive and staff makes prints from the drive. The new program allows any laptop user with wireless to send a document directly to the library's copy center for printing. Thank You to our city's IT staff for figuring this all out for us.

Staff

Carlos Baffigo received the first Certificate of Appreciation from the City for providing "Knock Your Socks Off" Service. The City Manager personally presented the certificate to Carlos in front of a gathering of library staff. The certificates are awarded once an employee has earned 5 Merit Coupons. Congratulations Carlos!

May 1st was a special day for us as we celebrated Miss Bonnie's birthday. First she attended the monthly All Staff meeting where she was treated to our wonderful singing voices and we heard about her trip down the Amazon. At lunch time she fulfilled a longtime wish by taking a ride on a Harley motorcycle courtesy of JB Cathel. Photos and video captured the event for posterity!

We have started the recruitment process for our vacant Library Technician position.

Janet Stone was our representative at the Foothill Library Consortium meeting on May 6 at Azusa PL.

Gail Jebbia, Youth Services librarian, became a proud grandmother on May 7, at 8:30 p.m., to James Gregory Jebbia Quezada, 7 pounds, 6 ounces, 19 1/4 inches long-Congratulations Gail! Pictures of the proud Grandma and James are available upon request!

The vacant Library Aide II position recruitment closed on May 9. 30 applications were received in just two weeks. Cindy is hoping to have this position filled quickly and to have the person trained by the start of the summer reading clubs.

Anne Pankow will be off May 16-26. She is taking a well-deserved trip to London with her daughter.

Director

Josh Betta, Finance Director, has reconstituted the city's Technology Committee. The group is comprised of staff from various departments that use a variety of software programs. One of the goals is to help set/recommend a direction for technology and its use and development in the city. A redesign of the city's website is in the cards and should be moving ahead fairly soon. The library's website should benefit from it as well. The ability to pay fines and fees with credit cards should also be in place in the next several months. It is nice to see the city moving forward on the technology front. I hope that eventually we will be able to allow our public access to the city's GIS database as they do in other cities and libraries. Carlos Baffigo and Janet Stone are accompanying me to these meetings, sharing their valuable insights and experiences with the group.

I was in Newport Beach, my old stomping grounds, on May 8th. I was asked to be on their interview panel for a new library director. I worked at NBPL for 9 years (and grew up in Newport) so have a good feel for the community and library. One candidate was from Telluride CO, another from Shaker Heights, OH and the remaining candidates were from the southern CA area. It was an interesting day and I was glad to have been able to participate in it. (Yes, they did ask me if I was interested and I said, no, I am happy in Glendora!).

A budget meeting on capital projects was called at the last minute for May 8th. Anne went in my place as I was already committed to Newport Beach's interview panel. On the plus side several projects submitted by Public Works on behalf of the library were approved. They are: replacing the library's fire alarm panel (\$13,500); rain gutter/entrance overhang repair (\$8,000); Library/IT roof repair (\$18,000) and roof AC unit replacement (\$44,000)-these two projects need to be accomplished together; replacing the leaky upstairs storefront windows in the lobby that face the PD parking lot (\$7,000). The library's request for the remaining carpet to be replaced (including the staff work area carpet that was under water in January) was denied. Other library projects that were denied include: replacement of lower lobby automatic entrance doors which are constantly breaking down and upgrading the library security camera system. You may recall that the former city manager did approve the camera upgrade and included money for it in either the PD or Pompei Park budgets. However we cannot identify a paper trail, only a verbal trail, and the money is gone.

I will be out of the office from May 22-30 on vacation in Maui. The library will be in the very capable hands of my management team.

Next Board Meeting: June 16, 2008

Budget update: May 13th I was informed of a change in our budget for next fiscal year. The materials budget was reduced back down to this year's cut level: \$337,000 (vs. submitted: \$376,350). A vacant Lib Aide II position has also been unfunded.

**Glendora Public Library
Annual Output Measures Survey Results**

ANNUAL OUTPUT MEASURES	FY1996-97	FY1997-98	FY1998-99	FY1999-00	FY2000-01	FY2001-02	FY02-03	FY03-04**	FY 04-05	FY 05-06	FY 06-07
Browser's Fill Rate	90-96%	91-97%	91-97%	90-94%	90-94%	97-100%	93%-97%	90%-94%	94 - 98%	92 - 96%	91 - 95%
Title Fill Rate	61-69%	76-84%	76-84%	56-62%	66-72%	55-61%	84%-88%	59%-65%	72 - 76%	64 - 70%	61 - 67%
Subject Fill Rate	68-76%	69-77%	68-78%	72-76%	69-75%	57-63%	69%-75%	66%-72%	82 - 86%	75 - 79%	64 - 70%
Requests filled in 0-7 days	25%	35%	28%	26%	36%	32%	37%	31%	31%	32%	56%
under 30 days	75%	77%	81%	87%	100%	97%	92%	88%	83%	85%	87%
more than 30 days	25%	23%	19%	13%	0	3%	8%	12%	17%	15%	13%
Circulation per capita	7.50	7.20	7.10	6.86	7.13	8.39	8.41	7.36	7.16	6.90	6.80
In-library materials use per capita	2.43	2.62	2.60	2.64	2.63	3.21	3.48	2.79	2.35	1.74	1.90
Library visits per capita	5.99	5.69	5.71	5.28	5.18	6.22	6.45	5.26	5.30	5.18	5.06
Reference transactions per capita	0.65	0.86	0.78	0.83	0.77	0.94	1.89	0.95	0.88	0.96	0.93
Reference completion rate	90%	88%	95%	96%	94%	95%	92%	93%	96%	90%	95%
Registrations as percent of population	76%	70%	70%	69%	67%	74%	82%	88%	96%	77%	79%
Circulation per volume	3.38	3.32	3.37	3.41	3.45	3.58	3.37	2.75	2.60	2.43	2.43
Volumes per capita	2.22	2.17	2.11	2.01	2.07	2.34	2.49	2.67	2.75	2.85	2.80

Data Elements Summary	FY1996-97	FY1997-98	FY1998-99	FY1999-00	FY2000-01	FY2001-02	FY02-03	FY03-04	FY 04-05	FY 05-06	FY 06-07
Annual circulation	375494	373716	372958	365093	383,802	424,621	425,739	379,524	372,219	358,841	357,040
Annual in-library materials use	105976	135928	136240	140556	141,700	162,552	176,124	143,780	121,992	90,480	99,632
Annual number of library visits	297011	295502	299805	281126	278,515	314,487	326,156	271,242	275,752	269,363	265,681
Annual number of reference transactions	42338	44411	40821	44004	41,241	47,421	60,846	48,758	45,718	49,940	48,895
Annual program attendance (children 0-9)	10287	11866	10353	10646	9,138	10,241	7,206	7,771	8,845	11,646	13,246
Holdings	112589	112518	110620	107102	111,159	118,546	126,223	137,988	142,862	147,943	147,010
Library Registrations	37048	36085	36691	36809	36,070	37,268	41,258	45,443	49,922	53,769	56,412
Population*	50500	51900	52500	53200	53,800	50,600	50,600	51,500	52,000	52,000	52,500

*=State Library Certification/PLF; Census 2000=49,415

**FY 03-04 closed Dec & Jan-retrofit project

Capital Projects

REQUESTED FOR FY 2008-2009

Description	TDA/Bikeway (Fund 203)	Park & Rec Fac (Fund 206)	Prop C (Fund 211)	CDBG (Fund 212)	Prop 1B	Capital Projects (Fund 321)	Project Area #2 (Fund 382)	Water Fund (Fund 530)	CRA #1 381	Commnction Fund 547	Vehicles Fund 549	Total for Project FY 08- 09
AVAILABLE Revenue												
Capital Improvements												
Police												
Police Facility Flooring Removal and Replace												-
Communications Survey						-				30,000		30,000
												-
Total Police		-	-			-		-	-	30,000	-	30,000
Community Services												
Replacement of Roof at Glendora Museum												-
Picnic Cabana at Finkbiner Park												-
New Play Equipment at Gladstone Park		57,109										57,109
Park Play Equipment Modification-2 Parks												-
Replacement Gazebos at Sandburg School Park		59,049										59,049
Park Facilities Painting		5,500										5,500
Total Community Services		121,658	-		-	-	-	-	-			121,658
Water												
Replace Gladstone Main, Vly Ctr to Grand								1,500,000				1,500,000
Small Water Main Replacement								2,000,000				2,000,000
Well Rehabilitation Program								215,000				215,000
Replace W-2E								650,000				650,000
Total Water		-	-		-	-		4,365,000	-			4,365,000

Description	TDA/Bikeway (Fund 203)	Park & Rec Fac (Fund 206)	Prop C (Fund 211)	CDBG (Fund 212)	Prop 1B	Capital Projects (Fund 321)	Project Area #2 (Fund 382)	Water Fund (Fund 530)	CRA #1 381	Commnction Fund 547	Vehicles Fund 549	Total for Project FY 08- 09
Library												
Carpet Replacement						51,284						51,284
Total Library		-	-		-	51,284		-	-			51,284
Public Works												
Library Boiler Replacement						50,000						50,000
Library Fire Alarm Panel						13,500						13,500
Library Lower Lobby Automatic Doors						12,000						12,000
Library Carpet Replacement-Office Areas						15,000						15,000
Library Rain Gutter Repair						8,000						8,000
Library Roof Replacement						18,000						18,000
Library Security Camera System						25,000						25,000
Library Lobby Storefront Glass						7,000						7,000
Library/Information Tech Rooftop A/C						44,000						44,000
PD Lobby, Records Div. & Training Room Carpet						6,000						6,000
Alley Project-"T" Alley Bennett/Vermont						300,000						300,000
Curb & Sidewalk Replacement Program	30,350					69,650						100,000
Foothill Blvd. Grinder Overlay Project			530,000									530,000
Upgrade of Fuel Dispensers/Storage Tanks											90,000	90,000
Gladstone Street Grinder Overlay Project					740,700				806,300			1,547,000
Glendora Avenue Grinder Overlay Project			554,760									554,760
Grinder Overlay Project					150,000							150,000
Inspection/Repairs for Misc. Transfer Drains						60,000						60,000
Slurry Seal Project						150,000						150,000
Route 66/Glenwood Traffic Signal Install.						300,000						300,000
Vista Bonita Reconstruction Project					800,000							800,000
City Hall Accessibility Improvements												-
Accessible Boardwalk Trail at So. Hills Pk.						255,705						255,705
Accessibility Improvements (PW/Planning)												-
Renovation to Rear Exit of City Hall												-
Total Public Works	30,350	-	1,084,760		1,690,700	1,333,855		-	-			4,139,665

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Description	TDA/Bikeway (Fund 203)	Park & Rec Fac (Fund 206)	Prop C (Fund 211)	CDBG (Fund 212)	Prop 1B	Capital Projects (Fund 321)	Project Area #2 (Fund 382)	Water Fund (Fund 530)	CRA #1 381	Commnction Fund 547	Vehicles Fund 549	Total for Project FY 08- 09
Planning												
Village Way Finding Signage Project							10,000					10,000
Freeway Directional Sign									300,000			300,000
ADA Elevator - City Hall				123,279								123,279
ADA Doors - Legion Building				10,800								10,800
ADA Doors - Youth Center				10,800								10,800
Automated Pedestrian Buttons				40,000								40,000
ADA - City Hall Rear Entrance				63,050								63,050
ADA - City Hall PW & Planning				11,075								11,075
ADA - City Hall 1st & 2nd Floor				84,950								84,950
Total Planning		-	-	343,954	-	-	10,000	-	-			653,954
Total Requested Capital Projects	30,350	121,658	1,084,760	343,954	1,690,700	1,385,139	10,000	4,365,000	300,000			9,631,561

Approved By City Council
Approved By City Manager
???????

9,361,561

9,331,561

30,000

10

Division Monthly Reports



To: Robin Weed-Brown

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

Date: April 2008

Public Services - Cindy Romero, Janet Stone

Children's

Date	Event/outreach	# of participants
April 1, 2008	TAB	10
April 2, 2008	Whitcomb Headstart storytime	40
April 14, 2008	meeting with Dr. Andrew @ GUSD	1
April 16, 2008	Bookmark Contest Reception	180
April 17, 2008	Books n Brownies book group	18
April 19, 2008	Juggler David Cousin-NLW	205
April 21, 2008	Sellers School Scavenger Hunt	150
April 22, 2008	Sutherland School Scavenger Hunt	110
April 22, 2008	Community Preschool storytime	35
April 23, 2008	Community Preschool storytime	37
April 24, 2008	Cambria Gordon author visit	25
April 29, 2008	Whitcomb Headstart storytime	40
April 29, 2008	Battle of Books promotions with schools	3
April 29, 2008	United Methodist Preschool Tour	41
April 30, 2008	United Methodist Preschool Tour	44
	Total number of participants	

Celebrations for National Library Week began with the Bookmark Contest Reception. Many participants and their families came to see all of the wonderful artwork done by Glendora's youth. Thank you to all who came to help honor the winners. The bookmark contest entries will remain on display in the children's room through Summer Reading Club. In conjunction with the Earth Day celebration, the library hosted Juggler David Cousin to a packed Bidwell Forum. David delighted the crowd with a variety of juggling tricks and jokes along the way. The teen book group *Books 'n Brownies* met to discuss *The Lightning Thief* by Rick Riordan. Eighteen teens participated in a wonderful discussion. The book is one of the selections for the upcoming "Battle of the Books" program. We are hoping that many of the teens who participated in the book group will form teams to compete in October. We also hosted author Cambria Gordon. Cambria Gordon co-wrote *The Down to Earth Guide to Global Warming*. The program was co-sponsored with Blue Chair books.

Cindy had the opportunity to sit down with Assistant Superintendent Eric Andrew last month to discuss upcoming library programs and the relationship between the school district and the library. We look forward to a growing relationship with his office and the local schools. She also visited the middle and high schools to promote "Battle of the Books" and donate copies of each book to the school libraries. We were excited to host scavenger hunts at the library for Sellers and Sutherland Schools during "Turn off the TV week." Families were able to come and enjoy a fun, television free night at the library.

Cindy was able to attend a Train the Trainer workshop at KCET for the ELF program. She and Mary Pat are working hard to purchase ELF materials this year. They are planning parent workshops during the Summer Reading Club. Second year funding applications are due the end of May. Please stop by the children's room for a tour of the new materials that are available.

The new AWE Early Learning Stations continue to be a popular item with our children. The children logged 290 sessions for 90 hours throughout the month. I have attached the monthly report for your review.

Adult

Date	Program/Event	# of participants
April 16, 2008	Novel Idea Discussion - Distant Land of My Father	11
TOTAL number of participants		11

Gaetano's earlier attendance of a *Books & Authors* webinar kicked off Public Service staff's side-by-side comparison of online readers advisory services. Results favor our current *NoveList* service, citing its useful listings of book series and its lower cost. Next on the horizon: comparing packages of literary criticism and student resources from EBSCO and Gale.

Janet got to attend the first two sessions of the cross-departmental Technology Committee, where projects current and future – such as our interest in interactive book-rating and review features – are being inventoried, a first step toward greater citywide coordination and cooperation. With Anne Pankow, Janet will also be starting to attend Coordinating Council meetings, and with Cindy Romero she'll attend a City Hall presentation about a new media outreach tool.

That's what's happening behind the scenes, so what's out there on the public front this month? Poison-tipped arrows, piranhas, whitewater rapids, starvation, drowning, and murder, of course. Via Millard's *River of Doubt*, our Books Alive! group will share Teddy Roosevelt's experiences on a treacherous tributary of the Amazon – while staying comfortably seated on the library's main floor.

Support Services – Carlos Baffigo

Alexis Mendoza started her new position as Library Page.

On-call employee James Dunlop started on April 24th to fill-in for Support Services staff out on vacation. He will be with us until June 14th.

Recruitment for the vacant Library Technician position will begin soon.

A couple of staff position changes were made in Technical Services in an effort to maximize efficiency and provide better service. The reassignments were as follows:

- Jennifer Dunlop – from Copy Center/Circulation to Technical Services – Adder
- Michelle Pasillas – from Technical Services – Adder to Copy Center/Circulation

Circulation

Annual Survey preparations are being made. Daniela Overlock is heading the project.

Emergency Preparedness and Training

CPR/AED Certification Training has been scheduled for May 1st, 5th, 12th, 19th – 20th. All staff will be required to attend. First Aid Certification Training will be scheduled in the next few months.

Facilities

The Library Expansion project is moving along. Bid packets are available at the City Clerk's office and a job walk has been scheduled for May 13th.

Technology

The Laptop Lending pilot project got underway. Two laptops are now available for 1 hour of use, on a first come, first serve basis.

IT sponsored an assessment meeting to begin a cooperative and coordinated discussion on technology-related projects and goals. Robin, Janet and Carlos were in attendance.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
4/4/2008	Great Trivia Challenge 19 – Monrovia Growers was the winning team	422
4/12/2008	Author visit – Earlene Fowler, the author of the Benni Harper mystery series	52
TOTAL number of participants		474

Date	Community Outreach	# of participants
4/2/2008	Teen Parent at Arrow High School	20
4/2/2008	Expectant Parents at FPH	35
TOTAL number of participants		55

ELS Workstation Utilization Report

14

Report Date 5/13/2008

For the Period Beginning 4/1/2008 and Ending 4/30/2008

Institution Glendora Public
Library

All Workstations

Glendora Public Library Daily Utilization

Date	Student Sessions	Time Spent	Average Session Duration
04/01/2008	14	2:50	0:12
04/02/2008	23	6:52	0:17
04/03/2008	12	4:20	0:21
04/04/2008	8	1:44	0:13
04/05/2008	10	4:06	0:24
04/06/2008	0	0:00	0:00
04/07/2008	9	1:21	0:09
04/08/2008	18	3:57	0:13
04/09/2008	8	3:34	0:26
04/10/2008	5	3:38	0:43
04/11/2008	14	3:49	0:16
04/12/2008	13	4:13	0:19
04/13/2008	0	0:00	0:00
04/14/2008	5	3:55	0:47
04/15/2008	12	5:30	0:27
04/16/2008	14	5:52	0:25
04/17/2008	13	4:39	0:21
04/18/2008	7	1:49	0:15
04/19/2008	19	5:18	0:16
04/20/2008	0	0:00	0:00
04/21/2008	14	4:20	0:18
04/22/2008	19	4:17	0:13
04/23/2008	12	3:58	0:19
04/24/2008	12	3:54	0:19
04/25/2008	6	1:47	0:17
04/26/2008	10	1:05	0:06
04/27/2008	0	0:00	0:00
04/28/2008	6	0:37	0:06
04/29/2008	4	1:56	0:29
04/30/2008	3	1:21	0:27

Total Uses: 290

Total Time Spent: 91:42

Note, all Times are in Hours : Minutes

Note, Dates represent the first day of a reporting period.

Glendora Public Library Summary Data for April 2008

<u>Service Indicators</u>	This Year April	Last Year April	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	22,825	21,777	5%	215,798	219,062	-1%
I. D. Total Items Loaned	34,870	30,393	15%	301,579	288,378	5%
I. D.4. Electronic Circulation	151	121	25%	1,230	1,232	0%
III. A. Total Requests for Information/Adult Services	3,076	2,451	25%	25,970	26,717	-3%
II. A. Total Items Owned	147,830	150,431	-2%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	29,395	12,903	128%	220,939	128,210	72%
V. A.2. Library Home Page Views	23,520	8,605	173%	162,668	71,098	129%
VI. A. Total Number of Programs	8	8	0%	95	68	40%
VI. E. Number of Literacy Students Active	35	34	3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	153	98	57%	1,097	814	35%
VI. F.1 Total Number of Volunteer Hours	613	536	14%	7,302	7,224	1%
I. G. Total General Fund Revenue	\$5,327	\$14,338	-63%	\$73,169	\$105,371	-31%

These statistics are subject to verification.

5

April and May 2008 Events

Carlos received the first Certificate of Appreciation April 2008



Children's author Cambria Gordon
April 2008



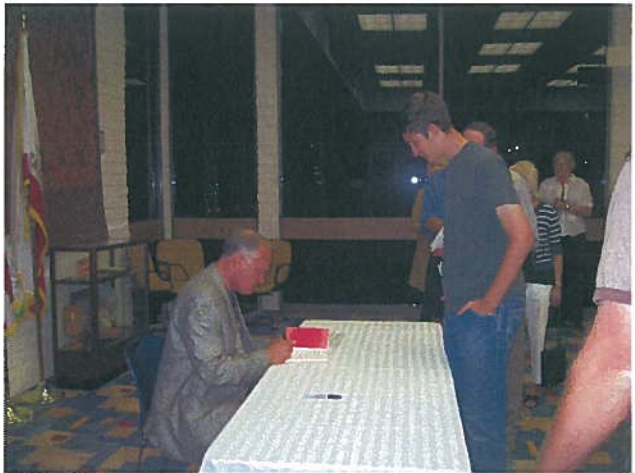
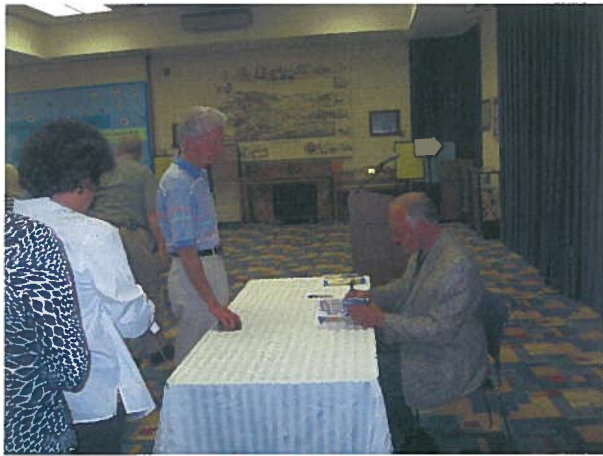
Miss Bonnie's birthday May 2008



Knitting with Miss Bonnie May 2008



Barry Goldwater Jr. May 2008



6.
**Unfinished
Business**

7.

New

Business



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director
Date: May 19, 2008
Re: Agenda Item #7.1 Library Groundbreaking Ceremony

To facilitate the discussion on the groundbreaking ceremony for the Children's room expansion here are some points to consider:

Date and time of event: based on the memo from Carlos which stated the approximate timeline as:

- May 23rd – Bid opening
- June 10th – City Council award of bid
- July 14th – Construction starts (90 day construction time allowed)

Possible groundbreaking dates could be:

- Monday June 16th: this is a BLT meeting date and the start of the summer reading clubs
- Tuesday June 17th: that morning is the Foundation Board's final meeting for the year and also a story time morning

Other dates we could consider (some of the management team wouldn't be able to participate due to conflicts)

- Wednesday June 18th: that evening is a family craft story time
- Monday June 23; 24 (is a City Council meeting and would be the other date the council would award the bid if not on the 10th)
- The following week, June 30th ends with the July 4th holiday so that may have some impact to consider.

Thursdays are now Farmers Market days and might be too much to work around with closed streets and parking issues.

Participants: Library Board, City Council, Foundation participation? Others?

Program contents:

Who speaks: BLT pres; Mayor; and/or:
Shovel/dirt turning and photo op

Do we want refreshments (cookies and punch) or just go with the show and that is it

Other thoughts and ideas?



20

Glendora Public Library Events

May 2008

- 03 10 a.m. *Coffee 'n' Books* in the Library; Parenting & self help books – main floor
10 11 a.m. *Learn It & Do It: Basic Knitting with Miss Bonnie*; registration required- Bidwell Forum
12-17 Children's Book Week
12 11 a.m. & 7 p.m. Books Alive! *River of Doubt: Theodore Roosevelt's Darkest Journey* by Candice Millard – main floor
14 7 p.m. Author visit: Barry Goldwater Jr. – Bidwell Forum
15 3:30 p.m. *Parent - Child Book Club*; registration required- main floor
17 9:30 a.m. – 3:30 p.m. Tutor training; registration required – Bidwell Forum
19 7 p.m. Library Board meeting – Bidwell Forum
26 Memorial Day – Library closed

June 2008

- 07 10 a.m. *Coffee 'n' Books* in the Library: travel & foreign language books, young adult books & magazines – main floor
14 11 a.m. *Learn It & Do It: Basic Knitting with Miss Bonnie*; registration required-Bidwell Forum
16 Summer Reading Club Registration begins! The four clubs are:
Baby Bugs – Toddler SRC
Catch the Reading Bug @ the Glendora Library – Children's SRC
Metamorphosis @ the Glendora Library – Teen SRC
The Buzz @ your library – Adult SRC
16 7 p.m. Library Board meeting – Bidwell Forum
18 3 p.m. Bug Buffet & Bingo Teen SRC Registration party – Bidwell Forum
18 7 p.m. Novel Idea! & Author Visit – *Afternoons with Puppy* by Aubrey H. Fine & Cynthia J. Eisen-Adult SRC - main floor
21 10:30 a.m. Butterfly mask craft & parade-Children's SRC – Bidwell Forum
21 2 p.m. Visit by David Marder: The Truth about Southern California and the Disappearing Honey Bee -Adult SRC - main floor
23 Summer Reading Club Reporting begins!
24 1:30 & 3:30 p.m. Lizard Wizard Animal Show-Children's SRC – Bidwell Forum
25 3 p.m. Acrylic Painting presented by *Painted Moon Graphic Art* – Teen SRC - Bidwell Forum
26 1:30 & 2:30 p.m. Stick Bug Craft-Children's SRC – 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. NEW!**

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. at Arrow High School

Foundation Executive Board Meeting

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

Foundation Quarterly Board Meeting

- June 17, 2008 @ 7:00 a.m. Village Eatery

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 07- 08

- July 16** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 20** Library Board Goals finalized; Review Admin Policy 4.03
- September 17** SRC wrap up; Holiday Hours-Thanksgiving & Christmas; Circ Policy, Laptop Policy
- October 15** Internet Policy Review; Library Board Staff Appreciation; Food Policy
- November 19** Budget Priorities FY 08-09-initial discussion; Library Board Staff Appreciation Proposal
- December 17** Mid-year review of goals 07-08
- January 28** Budget 08-09; Board Award discussion; Review Admin
Monday
 (Adjusted for MLK Day) Policy 4.08-Policy concerning Use of Facilities and Resources by Minors-*postponed to February*; Library Board Staff Appreciation
- February 25** Goal planning 08-09-*postponed to March*; Friends
Monday
 (Adjusted for President's Day) Foundation funding staff requests for 08-09; Review Admin Policy 4.08-Policy concerning Use of Facilities and Resources by Minors
- March 17** Candidates for Board vacancies; Bookmark contest judging; possible ELF presentation
- April 28** Candidates for Board vacancies
 (date changed to 4th Monday in April due to scheduling conflicts)
- May 19** Closed session: Self-evaluation of the Board-begin process & Evaluation of the Director-begin process –*started in April*; groundbreaking ceremony discussion for children's room expansion
- June 16** Agenda planning 08-09; Closed session: Eval. Lib board; Eval- Lib Dir

handout 3

**Glendora Public Library
Board of Trustees
Library Service Award
2008**

**Presented to
The Friends Foundation
For Your Steadfast Commitment
To the Library
And the
Citizens of Glendora**

Certificate of Appreciation

Presented to

The Glendora Public Library Friends Foundation

For your steadfast dedication and support of the GPL and the citizens of Glendora

**And for your tireless commitment to connecting the community to the world of ideas
through information and imagination**