

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

**Library Bidwell Forum**

**December 18, 2006**  
**7:00 p.m.**

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

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

**1. CALL MEETING TO ORDER**

**2. PUBLIC COMMENT PERIOD**

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

**3. ADOPTION OF AGENDA**

*Possible motion to revise order of business or other*

**4. CONSENT CALENDAR**

4.1 Minutes of meeting of October 16, 2006- action item

**5. REPORT OF LIBRARY DIRECTOR**

*Written report attached. Additional items may be reported by the Director such as: City, MCLS, State Library and legislative activity. No action will be taken on any items brought up at this time*

**6. UNFINISHED BUSINESS - NONE**

**7. NEW BUSINESS**

7.1 Budget Priorities for FY 2007/2008 - initial discussion  
*Weed-Brown to lead discussion*

7.2 Mid-Year Review of Goals 2006/2007  
*Weed-Brown to lead review*

7.3 Library Events Calendar

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

**8. BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

*Plans for future meetings to be discussed*

8.2 Board member items

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

**9. CLOSED SESSION**

9.1 Government Code Section 54957: Library Personnel Issue

**10. ADJOURNMENT**

**4.**

**Consent  
Calendar**

Minutes  
**CITY OF GLENDORA**  
**LIBRARY BOARD OF TRUSTEES – Regular Meeting**

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

October 16, 2006  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:04 p.m. by President Sylvia Slakey.

Board members Present: Sylvia Slakey, Mike Conway, James Theel, Doug Hodson

Board Members Absent: None

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

**2. PUBLIC COMMENT PERIOD**

There was no public to comment.

**3. ADOPTION OF AGENDA**

There were no changes to the order of the agenda.

**4. CONSENT CALENDAR**

**It was MSC (Theel/Conway) to approve Minutes of meeting of September 18, 2006.**

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown informed the Board that as public officials they are required to attend ethics training by the end of the calendar year as stated in Assembly Bill 1234. Personnel Director Heaton is currently researching possible resources for this training. Staff will attempt to schedule training on site. Weed-Brown stated that if any Board members are unable to attend the scheduled training, other arrangements will be made. Weed-Brown was unsure whether department heads will be required to attend this training.

Weed-Brown informed the Board that City Clerk JoAnn Sharp is retiring the end of this month.

Weed-Brown stated that the main floor remodel is going very well. Baffigo and staff are doing a great job. Weed-Brown stated that the microfilm machine will be moved soon, as it is difficult to use in its current location during the afternoon due to the light coming in through the windows. Theel stated that he had some difficulty finding what he was looking for during his recent visit to the library. Weed-Brown acknowledged that signage has not been placed yet, as staff wanted to make sure items are in their permanent location before putting up signage. She stated that maps will be printed to help patrons once everything is in its place.

Weed-Brown informed the Board about Deborah Takahashi's health issues. Takahashi is currently unable to work on the computer. However, she can still do other work, such as the bulletin boards. Takahashi has more doctors' appointments scheduled.

Weed-Brown noted that the number of hits for the Library's home page has increased. The new @ bookmarks, which promote the new web address, have been taken to Glendora schools, principals and PTAs, as well as being available at the library. They are very popular and staff had to order more already.

Hodson stated that he appreciated the article *Study Results and Findings for Public Libraries and the Internet 2006* that Weed-Brown provided as part of her Director's Report. He felt that the Glendora Public Library is a successfully networked public library. He asked Weed-Brown if she thought there were any areas where improvement needed to take place. Weed-Brown replied that the Glendora Library is very well networked and on schedule for upgrades, which can be attributed to a supportive IT department. Weed-Brown felt that currently there are no areas where improvement is needed. She added that another Express PC might be added at some time in the future.

Weed-Brown reported that the Library's public PCs will be upgraded to new iMac computers once IT staff verifies that the Library's existing applications will operate on the iMac. Weed-Brown pointed out several advantages of switching to iMacs, such as increased space at the tech center, the public's ability to use iPods and the overall broader appeal to the public. Theel voiced concerns about switching to iMacs. He noted that many people do not like to use Macs. Weed-Brown stated that thorough testing is being done by IT staff to verify that the iMacs will work the same as the PCs currently being used.

Theel noted that September statistics are up. He credited the library's more open feeling and better layout for the increase. He added that it will be interesting to watch the statistics over the next few months. Theel raised some concerns about leaving enough space around the public equipment so people can move around easily. He was pleased to notice that the job kiosk was being used when he visited the Library recently. Weed-Brown stated that she has not received any reports yet regarding the usage of the kiosk.

Some discussion ensued regarding the article in Library Hotline about APU donating money to local County libraries. Theel stated that he is trying to find out more detail, but so far to no avail.

Theel suggested moving the logo on the library's bookmarks to the top to make it clear where they came from. Weed-Brown stated that she would forward his suggestion to the appropriate people.

Weed-Brown pointed out that it is Teen Read week. The goal is for teens to explore the library's databases, therefore every teen who asks about the different databases receives a prize.

Weed-Brown stated that the process to fill the vacancy on the Library Board has started.

Theel asked whether more students could have attended the SAT workshop. Weed-Brown pointed out that 102 teens signed up for the workshop and 82 attended.

## 6. UNFINISHED BUSINESS

### 6.1 Posting of Library Board Agendas on Channel 3 – action item

Slakey pointed out that the Library Board agenda is finalized the Thursday before the Board meeting, at which time it can be publicized. In response to a question from Hodson, Weed-Brown replied that the agenda is currently available at the City Clerk's office and the library's web site. In addition, it is also posted on the Library and Police Department bulletin boards. Conway noted that many people do not own a computer. He reiterated that posting the agenda on Channel 3 will increase the library's visibility.

**It was MSC (Hodson/Conway) to direct library staff to post the Library Board agenda on Channel 3.**

## 7. NEW BUSINESS

### 7.1 Election of new Vice President – action item

Slakey stated that Vice President Don Fields resigned his position on the Library Board due to personal reasons. She added that Fields was also a Friends Foundation liaison, as well as the SAB representative.

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

Weed-Brown reported that the October SAB meeting was cancelled due to lack of quorum. She reminded the Board that the Library is not required to have a SAB representative. The System Advisory Board originally played an important role, but the Board is now underfunded and its role diminished. Some discussion ensued on the importance of having a SAB representative. Weed-Brown offered to alert the Library Board about anything of significance on the SAB meeting agendas.

### 7.2 Election of new Friends Foundation Liaison – action item

Slakey stated that a second Friends Foundation Liaison needed to be elected.

Hodson nominated Mike Conway as Friends Foundation Liaison. **It was MSC (Hodson/Theel) to approve Conway as Friends Foundation liaison.**

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7.3 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out the library's 2<sup>nd</sup> book discussion group this Wednesday night which is lead by Marcia Conway. Slakey stated that the ribbon cutting ceremony for the new Friends Foundation bookstore will take place November 28 at 8:30 a.m. This event was omitted from the events calendar. Weed-Brown stated that this date was established after the calendar was printed.

**8. BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

Slakey stated that the initial discussion for budget priorities for Fiscal Year 2007/2008 will be on next month's agenda. She pointed out that the deadline to submit applications for the Library Board position is November 14, 2006. The Board might have information about the new Trustee by the December meeting. Theel reminded the Board that he will not be here for the November Board meeting.

8.2 Board Member Items

Conway commented on the RFID issue. Weed-Brown elaborated on RFID and stated that RFID is not new to libraries. It has several good features, such as simplifying the inventory process, as well as being a time saver for patrons. However, the technology is very expensive at the moment and there are also concerns about the loss of privacy and personal information. Weed-Brown stated that the Glendora Library just purchased a new wireless inventory kit, which makes inventorying the collection much easier.

Conway stated that staff needs to communicate with volunteers to alleviate any safety concerns, as well as any other concerns that the volunteers might have about the new book store. He added that people do not like change and safety is a big concern for many volunteers. Weed-Brown replied that Pankow is very sensitive to these concerns and has addressed them as they have been brought to her attention. To address any safety concerns, the book store will operate from 9:30 a.m. to 5 p.m. and will not be open at night. Weed-Brown stressed that the volunteers will not be left alone. Once the bookstore has established itself, things might change. Weed-Brown pointed out that Pankow has called meetings and sent letters to volunteers, but with minimal response. Hodson stated that there might be opportunities for new volunteers. Weed-Brown stressed the importance of volunteers voicing their concerns to Pankow.

Hodson stated that he visited Victoria and Vancouver in August, where he visited the local library. It was a wonderful experience. He stated that Librarians are very knowledgeable and are universally wonderful people, and libraries are universally wonderful. One library had just finished a children's room expansion, and they were very proud of it. Hodson commented that the expansion looked very nice.

Slakey stated that she brought an article for any interested Board members to read. The Tribune article is called "*L*" for *Library*, which refers to Measure L that voters in Diamond Bar will vote on at the November election. It is very well written and talks

about the value of libraries. Weed-Brown commented that the Mayor from Diamond Bar and representatives from the Friends of the Diamond Bar Library met with her about one year ago. Slakey stated that she read at Pirate's Day and it was a lot of fun. Slakey pointed out that the Friends Foundation is divided into three different committees. One of them is the Program Development Committee, which also encourages Foundation members to attend programs. Marcia Conway has been very active in that committee. Slakey is very excited to have the job kiosk here. She said that staff ordered a gift for Don Fields for his service on the Library Board.

There being no further business, meeting adjourned at 8:10.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

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Glendora, CA 91741

## MEMO

To: Board of Library Trustees  
From: Library Director *RB*  
CC: City Manager  
Date: December, 2006  
Re: Director's Report

### Community

Welcome to our new Trustee, Tricia Gomer!

The holidays have come to our library. Santa visited the first week in December. Turn out was phenomenal for these visits! Creating gingerbread houses was also a hit. This year we added this craft opportunity on Saturday-we are getting good responses to children's events on Saturdays. Staffing can be a bit of a struggle on Saturdays as we must split staff between Fridays and Saturdays and adding an event puts a bit of a strain on covering desks as well as supporting events. Recognizing however that many families have working parents these days which makes week day events difficult to get to, this is a natural extension.

Along with our "@and magnifier bookmarks which we can't seem to keep in stock, we have now put out waterless soap for our patrons. We hope it helps everyone stay healthy as well as clean! Just another element in our efforts to surprise our library patrons with the unexpected!

Our second book group, A Novel Idea, had a good turn out this month and will continue to meet on opposite months to our first book group, Books Alive. It is wonderful to see our community enjoying these discussion groups.

Our remodeling work continues. Carlos has been hard at work designing a new combined circulation and reference desk, built in book drops off of the lobby (no more stand alone bookdrop in the lobby-more space!). Plans for the children's room expansion were submitted to public works for an estimate on costs for budgeting purposes.

Another Red Cross blood drive is scheduled for Jan. 31, 2007 in the afternoon up in Bidwell

### Staff

Our Star Service winner for 2006 is Elizabeth Meshriy! Elizabeth has graced us with her presence for over 25 years and mends materials, works on the circulation desk, trains, keeps us in good spirits and supports many staff events from birthday cards to recycling! She even met her husband here at the library! Congratulations Elizabeth!

We had 363 star service recognitions this past year-a record amount! Caroline Hernandez was our runner up and we had a 3-way tie for third place: Chris Cravens, Alex Seraphin and James Dunlop. Congratulations to all!

Carolyn Thomas submitted her resignation this month. She has accepted a position with Anaheim Public Library as Library Services Manager. She will help in building a new branch library and hiring the staff. Carolyn has made a big impact on our library and we know she will do an equally wonderful job in Anaheim. Her last day in the office will be December 22. Congratulations and Good Luck Carolyn!

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Lisa Moskowitz was promoted to Library Aide II, filling Abi's vacant position. Congratulations Lisa!

Anne Pankow was successful in her grant submission to Chapman Assoc. Funds received will help with outreach through Babies, books and bibs, holiday baskets and other wonderful programs.

Anne, Carlos and Mary Pat are continuing to attend InfoPeople's Leadership series. This multi-session series will keep them busy for almost a year!

We had our annual staff holiday party on Dec. 7<sup>th</sup> up in Bidwell Forum. We had a great turn out with children, parents and friends joining us to celebrate, feast and exchange gifts.

#### Director

The library has been experiencing an increase in tagging in the men's restroom. Increased tagging is an issue that is city-wide and increasing all over the LA basin. It was discussed at the city council meeting on Dec. 12 and I have included the council's agenda item in your packet for your information. We have started doing hourly men's restroom patrols in an attempt to narrow down the timing of this event and to help in identifying the culprits. Additional security cameras are being considered for the lobby and outside areas including the plaza. Signage in those areas notifying customers that they are under surveillance is also under consideration in hopes that some might be deterred if they know they are being taped.

Unsupervised children and disruptive teens have been increasing in the library. The managers will start keeping a log to help spot patterns. On a related issue, one policy issue the board might want to consider is changing the age requirement for the younger child's companion from adult (18+) to a lower age. Many parents assume an older sibling is adequate supervision for a younger child and are surprised to learn otherwise. At this point, if the older sibling is watching the younger child and there are no problems, the library does not push the adult supervision issue. We would still have the behavior policy to fall back on for disruptive children/teens. Policy 4.08, Minors use of the library, states:

The Library requires all children under the age of nine to be accompanied by an adult or responsible supervisor. The Library is not a babysitting or daycare facility. It is the responsibility of parents/guardians to supervise and ensure the safety, welfare and appropriate behavior of their children while in the Library. When staff becomes aware, due to safety, welfare, or behavioral concerns, that a young child has been left unsupervised in the library, every effort will be made to contact the child's parent. If a parent cannot be located within a reasonable time, the Police will be contacted.

I am considering blocking access to the website MySpace.com. Demand for computers, the slowing down of the city's internet and our policy which states using/accessing unmonitored chat groups is prohibited are all factors that I am balancing in considering this issue. While filtering software is an option, it is so problematical that I really prefer not to go down that path if I can avoid it.

As is true for most of us, this has been a busy social month for me. I attended the Pasadena Civic League luncheon, the D.A.R.'s Christmas Tea, the City's social group holiday party (along with Anne, my date! and Elke and her husband) and was Santa's Elf at our annual Rotary Christmas lunch for the seniors at La Fetra.

The last week in December, 26-29<sup>th</sup>, Anne will be off participating in her son's wedding and related events; I will be traveling to Avila to be with my family and Carlos will be in charge of the library.

A reminder that Jim, Mike and Tricia need to complete the ethics online program by the end of this month. If you wish to use a library computer let Elke or I know and we can set something up. When completed, you will need to print out a certificate-please give it to Elke or I and we will be sure it gets to the right person in city hall for their records.

Happy Holidays-stay healthy and safe and I look forward to an exciting 2007!

**Next board meeting: Tues. January 16, 2006. Note different day due to Martin Luther King, Jr. holiday**



# AGENDA ITEM

Page 8

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**TITLE:** Graffiti/Vandalism  
**PROPOSED BY:** Police Chief  
**MEETING DATE:** December 12, 2006

**Discussion Item: Regarding graffiti/vandalism issue in the City of Glendora**

## SUMMARY

The Council at its November 14, 2006 meeting requested a staff report be prepared for discussion regarding graffiti and vandalism issues in the City. All cities in Southern California have experienced a dramatic increase in graffiti during the past year. This is reminiscent of the early 1990s when graffiti tagging crews first became prevalent. The tagging crews of the 1990s caused an increase in graffiti in Glendora; however, this subsided after two years.

Depending upon the city, graffiti can be either gang related or not. Cities with gang populations have also experienced a dramatic increase in graffiti. However, cities without gang populations (such as Glendora) have also experienced a dramatic increase in graffiti by juveniles with no known gang affiliation. Glendora's increase in graffiti is being committed by competing groups of juvenile taggers. They are not gang members, and intelligence indicates they are competing to place their individual or group's name or moniker in as many public views as possible.

Cities do not have the resources to effectively eliminate graffiti. It is a non-violent crime that is time intensive to catch suspects in the act. The Glendora Police Department has increased its efforts to reduce and prosecute graffiti vandalism through proactive and reactive efforts. Due to the regional increase in graffiti, the Los Angeles County Department of Public Works has formed a working group known as Multi Agency Graffiti Intervention Committee (M.A.G.I.C.) to network local agencies regarding graffiti eradication efforts.

Below are statistics regarding graffiti cases reported to the police department in Glendora:

### Graffiti Cases and Arrests

| <u>Year</u>             | <u>Reports</u> | <u>Arrests</u> |
|-------------------------|----------------|----------------|
| 2005                    | 86             | 35             |
| 2006<br>(thru 11/15)    | 247            | 85             |
| Percentage<br>of Change | +287%          | +243%          |

- Arrests for both years include physical arrests for vandalism, possession of graffiti tools, and citations issued to juveniles in lieu of arrests.
- The vast majority of persons arrested were male non-gang affiliated juveniles ranging from 12 years to 17 years of age.

**Community Impact Team (CIT)**

Since being implemented on 9/11/06, the CIT team has done the following in the area of graffiti enforcement:

1. Arrested 8 juveniles for graffiti. Interviewed 3 other juvenile witnesses to gather intelligence.
2. Coordinated with the city crew and cleaned up the wall at 1300 E. Route 66.
3. Set up surveillance at the above location on two separate nights.
4. Attended MAGIC meetings in September, October, and November.
5. Met with West Covina P.D. graffiti team.
6. Spoke to residents on Compromise Line about graffiti problem near railroad tracks.
7. CIT is coordinating with Burlington North Santa Fe and Metrolink to place no trespassing signs at Compromise Line near the railroad tracks. This will make enforcement more effective.
8. Interviewed numerous residents on Scott Place regarding alcohol and graffiti issues. On December 1<sup>st</sup> a neighborhood meeting was held to implement a Neighborhood Watch group and Crime Free Housing Through Environmental Design.

**Typical Penalties Imposed by Juvenile Court**

The District Attorney's Office reported the following as penalties imposed on juveniles arrested and convicted of graffiti vandalism.

Cases that exceed \$400 in damage are filed as a felony. Cases that are less than \$400 in damage are filed as a misdemeanor.

For first time offenders, the court will generally impose:

1. Probation

This can be either formal or informal. The court will require the juvenile to maintain good grades.

2. Community Service

Community service is commonly imposed. For a felony case, it consists of 75 hours. On misdemeanor cases, it consists of 50 hours. Graffiti abatement and roadway clean up are the most common types of community service that are imposed.

3. Restitution.

Restitution will be ordered. According to the probation department, restitution is generally successful when the dollar amount of damage is low. However, in large dollar amount cases, the juvenile will often turn 18 before restitution is completed. In these cases, the court will impose a civil judgment and the victim will need to attempt to collect.

4. Fine.

Felony cases: \$100. Misdemeanor cases: \$50.

The probation department reports that a juvenile will not get off probation until he/she completes these terms. There are definitely some ramifications for a juvenile arrested for graffiti. However, if a juvenile is arrested multiple times, there is no change in the area of restitution, community service, etc. Technically, even on a first arrest, the court could place a


juvenile in a halfway house. However, it will typically take about four or five arrests before the court does this.

It is appropriate for the City Council to discuss this issue and provide staff with direction or actions, if any.

Respectfully submitted,

*Charles R. Montoya*  
Charles R. Montoya  
Chief of Police

Attachments:

|   |            |                  |          |                 |      |
|---|------------|------------------|----------|-----------------|------|
| City Manager<br>Approval:<br><br>_____<br>: Ziegler | Finance    | Fiscal Impact    |          |                 |      |
|   | Approval:  | Existing Budget: |          | :Amended Budget |      |
|   |            | Acct. # _____    | \$ _____ | Acct. # _____   | \$ 0 |
|   |            | Acct. # _____    | _____    | Acct. # _____   | \$ 0 |
|   | Mary Solty | Acct. # _____    | _____    | Acct. # _____   | \$ 0 |

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City of Glendora  
Administrative Policy  
No. 4.08

**Subject:** Glendora Library Policy Concerning Use of Facilities and Resources by Minors

**Effective:** October 1, 1991, Revised October 1994, Revised September 15, 1997,  
December 11, 2000

**Policy Objective:**

To establish a policy to ensure the rights of all library users to complete and undisturbed use of Glendora Public Library materials and services.

**Authority:**

Board of Trustees of the Glendora Public Library.

**Assigned Responsibility:**

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

**Policy:**

The Glendora Public Library fulfills its commitment to the future by providing stimulating materials and programs that encourage young children to become lifelong learners. The Library strives to provide a wide range of high quality services to young children and their care providers.

1. Borrower's card applications for children in eighth grade and under must be returned with the "Statement of Consent and Responsibility" signed by a parent or legal guardian. Proof of address required.
2. The contents of the entire library are available to all library users, regardless of age. Since the majority of library users are adults, the range of materials to meet their varied interests and tastes may include some materials which some parents consider unsuitable for their children. Examples include books and videos providing sex instruction for adults and children, as well as diverse political, religious, and economic viewpoints, motion pictures, some Internet sites or recordings with industry adopted ratings. Parents are encouraged to assist their children in making appropriate selections. Access to any library material may be denied to a minor only by his/her parent or legal guardian.
3. The Library requires all children under the age of nine to be accompanied by an adult or responsible supervisor. The Library is not a babysitting or daycare facility. It is the responsibility of parents/guardians to supervise and ensure the safety, welfare and appropriate behavior of their children while in the Library. When staff become aware, due to safety, welfare, or behavioral concerns, that a young child has been left unsupervised in the library, every effort will be made to contact the child's parent. If a parent cannot be located within a reasonable time, the Police will be contacted.
4. The parent or guardian is responsible for any loss or damage of library materials by a minor according to Section 19911 of the California Education Code.

The Library may adopt additional rules and appropriate age limits to ensure the effectiveness of specific programs. Parents are encouraged to review carefully all published information about library programs.

Approved and adopted this 11 day of December 2000

Ayes: 4

City of Glendora  
Library Board of Trustees

Noes: 0

Absent: 1

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

By: \_\_\_\_\_  
Sylvia Slakey, President

## Glendora Public Library

**INTERNET USE POLICY**

You must read and agree to the terms below before continuing to use this service.

Use of this service is a privilege.

Failure to comply with these terms will result in the loss of that privilege.

Closing this window constitutes agreement with these policy terms.

A complete and unabbreviated policy is available at the Information Desk.  
Please scroll to the bottom of the page to accept policy terms.

1. The library provides guidance and direction to selected useful sites using the library's Web Links Collection web page.
2. Due to the constantly changing nature of the Internet, the library cannot monitor the information that can be accessed through it. Accordingly, the library does not endorse or accept responsibility for its content, nor will the library accept responsibility for the accuracy of any materials accessed through the Internet.
3. The Internet and its available resources may contain material of a controversial or adult nature which some parents will feel is unsuitable for their minor children. **Parents and guardians of minor children are responsible for their children's use of the Internet through the Glendora Public Library's connection.**
4. The Glendora Public Library does not pre-judge materials and therefore neither censors access to materials nor protects users from information they may find offensive.
5. Library users access the Internet at their own discretion and are responsible for any access points they reach. Display of visual materials that are **sexually explicit** in nature are **prohibited**. The library is not responsible for an individual's violation of these rules regarding materials found and displayed on the Internet.
6. The use of library Internet access for **illegal** or **criminal purposes** or to seek access into **unauthorized areas** or activities that are intended to interfere with or **disrupt** other network users, services, staff performance of their normal duties or **system security** is **prohibited**.
7. Use of chat groups other than monitored and web-based chat forums is prohibited.



- 8. Use of **e-mail other than web-based e-mail is prohibited.**
- 9. **Loading** of user's own software is **prohibited.**
- 10. The library is not responsible for an individual's violation of copyright laws regarding materials found on the Internet.
- 11. ***Just one session per person per day. More computers will be available for more people.***  
A **session** will be a maximum of **90 minutes or less. No sharing of unused minutes.**

**Library users willfully violating these policies will lose computer privileges for the remainder of the day.** If the nature of the violation threatens the security of the computer system, disrupts other library users, interferes with staff performance of their normal duties, appears to be deliberate and/or occurs repeatedly, the violator(s) will lose all library and computer privileges for up to six months duration to be determined by the Library Director. Police assistance will be called when necessary and criminal charges will be filed when appropriate. (See also the Library Board's "Policy on Appropriate Library Behavior") Library users may appeal the loss of privileges to the Board of Trustees in person or in writing. The Board of Trustees shall be the final authority.

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May 17, 2006

### ***Internet Filters: A Public Policy Report*** **Highlights**

No sooner was the Internet upon us than anxiety arose over the ease of accessing controversial content. In response, private companies soon developed filtering products.

Filters were highly imprecise from the beginning. The sheer size of the Internet meant that identifying potentially offensive content had to be done mechanically, by matching “key” words and phrases; hence, the blocking of Web sites for “Middlesex County,” or words such as “magna cum laude.” Despite the use of terms such as “artificial intelligence” or “adaptive reasoning technology” to describe their operation, filters still, by necessity, operate through keyword blocking.

Filters also contain dozens of overly broad blocking categories, such as “politics,” “intolerance,” and “alternative lifestyles.” The inevitable result is that large amounts of valuable information are censored for no legitimate reason. *Internet Filters* gives hundreds of examples, among them:

- CYBERSitter blocked a news item on the Amnesty International site after detecting the phrase “least 21.” The offending sentence described “at least 21” people killed or wounded in Indonesia.
- SurfWatch blocked the University of Kansas’s Archie R. Dykes Medical library upon detecting the word “dykes.”
- X-Stop blocked the “Let’s Have an Affair” catering company and searches for *Bastard Out of Carolina* and “The Owl and the Pussy Cat.”
- WebSense blocked a Texas cleanup project under the category of “sex,” and The Shoah Project, a Holocaust remembrance page, under the category of “racism/hate.”
- Cyber Patrol blocked a Knights of Columbus site and a site for aspiring dentists as “adult/sexually explicit.”
- BESS and SurfControl blocked curriculum materials on Populism because they also contained information about National Socialism. Symantec blocked the National Rifle Association and other pro-gun sites while allowing sites associated with gun control organizations.
- BESS blocked a site on fly fishing, a guide to allergies, and a site opposing the death penalty as “pornography.” It also blocked all Google and AltaVista image searches under its category of “pornography.”

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For free copies of the report, write to [neema.trivedi@nyu.edu](mailto:neema.trivedi@nyu.edu). An online version is also available at [www.fepproject.org/policyreports/filters2.pdf](http://www.fepproject.org/policyreports/filters2.pdf).

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FILE COPY

RECEIVED  
DEC 11 2006  
LIBRARY ADMINISTRATION

*forwarded to  
Personnel  
12-11-06*

December 11, 2006

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

Dear Robin,

I have accepted a position as Library Services Manager for Anaheim Public Library. I will be working in the East Hills Branch, a brand new facility. My start date is January 2, 2007. Therefore, I resign from my position as Senior Librarian effective December 30, 2006.

Thank you for your guidance and leadership; I have learned so much during these four years of change. I have bittersweet feelings about leaving Glendora Library as the staff and the community are dear to me.

Again, thank you for the opportunity to work at the Glendora Library.

Sincerely,



Carolyn Thomas

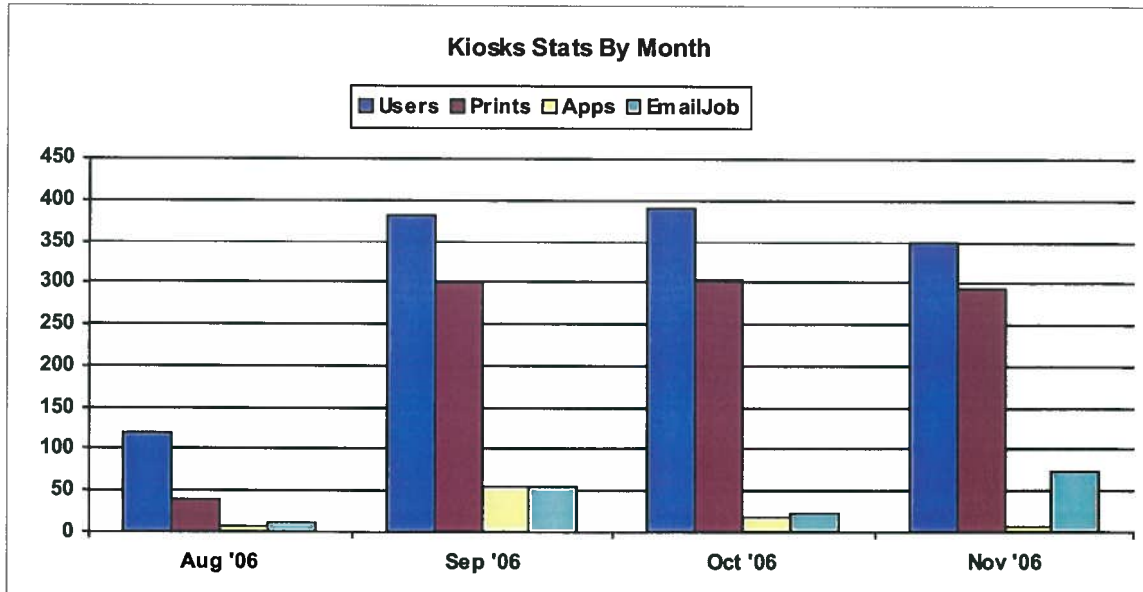


### Individual Kiosk Summary

KioskName: **Glendora Public Library**

**November 2006**

|                           | <u>Month</u> | <u>YTD</u> |
|---------------------------|--------------|------------|
| <b>TOTAL USERS</b>        | 348          | 1,239      |
| <b>Classified Hits</b>    | 889          | 3,193      |
| <b>Ad Views</b>           | 2,844        | 10,040     |
| <b>Total Applications</b> | 6            | 86         |
| <b>Total Prints</b>       | 293          | 938        |
| <b>Emailed Jobs</b>       | 73           | 163        |
| <b>Total Page Views</b>   | 3,885        | 14,059     |
| <b>Activity Ratio*</b>    | 1.07         | 0.96       |



\*Activity Ratio measures total Prints/Applications/Emails per User

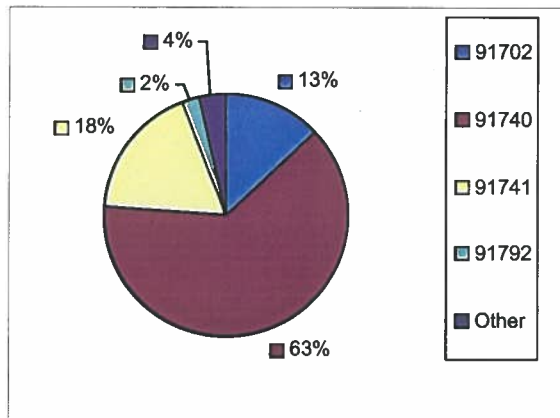


### Year to Date Kiosk Applications By Zip Code

**KioskName: Glendora Public Library**

**November 2006**

| <b>Zip Code</b> | <b>TotalApps</b> | <b>%</b> | <b>Median Household Income</b> |
|-----------------|------------------|----------|--------------------------------|
| 91702           | 11               | 13.10%   | \$49,567                       |
| 91740           | 53               | 63.10%   | \$62,675                       |
| 91741           | 15               | 17.86%   | \$78,660                       |
| 91792           | 2                | 2.38%    | \$63,943                       |
| Other           | 3                | 3.57%    | \$0                            |





Demographic Report By Kiosk

Kiosk Name: Glendora Public Library

November 2006

|                           |                            | <u>Month</u> | <u>Year to Date</u> |
|---------------------------|----------------------------|--------------|---------------------|
| <u>Age</u>                | Under 16                   | 1            | 2                   |
|                           | 16 - 18                    | 0            | 5                   |
|                           | Over 18                    | 5            | 78                  |
|                           | Unknown                    | 0            | 0                   |
| <u>Years Of Education</u> | High School 1 to 2         | 1            | 2                   |
|                           | High School 3 to 4         | 0            | 4                   |
|                           | Graduated/GED              | 1            | 34                  |
|                           | Technical School 1 to 2    | 0            | 0                   |
|                           | Technical School over 2    | 0            | 2                   |
|                           | Technical School Graduated | 0            | 17                  |
|                           | College 1 to 2             | 3            | 22                  |
|                           | College 3 to 4             | 0            | 1                   |
|                           | College Graduated          | 1            | 2                   |
|                           | College Advanced Degree    | 0            | 1                   |
|                           | <u>Available To Work</u>   | Days         | 3                   |
| Evenings                  |                            | 3            | 63                  |
| Weekends                  |                            | 1            | 40                  |
| Part Time                 |                            | 2            | 39                  |
| Full Time                 |                            | 5            | 64                  |
| Any Business Hours        |                            | 4            | 47                  |
| <u>Skills</u>             | Accounting                 | 0            | 8                   |
|                           | Administrative             | 1            | 15                  |
|                           | Assembly                   | 0            | 39                  |
|                           | Automotive                 | 1            | 23                  |
|                           | Banking                    | 1            | 15                  |
|                           | Bookkeeping                | 2            | 19                  |
|                           | Clerical                   | 0            | 60                  |
|                           | Computer                   | 2            | 33                  |

|   | <u>Month</u> | <u>Year to Date</u> |
|---|--------------|---------------------|
| <b>Customer Service</b>                       | 4            | 67                  |
| <b>Data Entry</b>                             | 1            | 39                  |
| <b>Driver</b>                                 | 1            | 7                   |
| <b>Food Service</b>                           | 1            | 6                   |
| <b>Health</b>                                 | 0            | 0                   |
| <b>Janitorial</b>                             | 1            | 27                  |
| <b>Management</b>                             | 1            | 25                  |
| <b>Mechanic</b>                               | 0            | 29                  |
| <b>Retail</b>                                 | 1            | 12                  |
| <b>Sales</b>                                  | 1            | 20                  |
| <b>Security</b>                               | 0            | 3                   |
| <b>Warehouse</b>                              | 1            | 25                  |
| <b><u>Are you bi-lingual?</u></b>             |              |                     |
| Yes   | 5            | 21                  |
| No  | 1            | 64                  |
| <b><u>Are you a veteran?</u></b>              |              |                     |
| Yes   | 1            | 2                   |
| No  | 5            | 83                  |
| <b><u>Do you have employment history?</u></b> |              |                     |
| Yes   | 3            | 74                  |
| No  | 3            | 11                  |



# Division Monthly Reports

140 S. Glendora Ave. Glendora, CA 91741  
Tel 626.852.4891 Fax 626.852.4899  
www.glendoralibrary.org

**To:** Robin Weed-Brown  
**From:** Carolyn Thomas, Carlos Baffigo, Anne Pankow,  
**Date:** November 2006

**Public Services - Carolyn Thomas**

In November, we celebrated Children’s Book Week with a book discussion group just for kids. Cindy led a discussion of *The Lion, the Witch and the Wardrobe* by C. S. Lewis. Our outreach and program events are listed below:

| DATES    | EVENTS/OUTREACH   | PARTICIPANTS |
|----------|---|--------------|
| 11/1/06  | Whitcomb Headstart  | 22           |
| 11/3/06  | Chamber of Commerce Breakfast: <i>Business Decision</i>               | 60           |
| 11/13/06 | Books Alive: <i>Slouching Towards Bethlehem</i>                       | 8            |
| 11/14/06 | Sutherland PTA Meeting  | 20           |
| 11/16/06 | Children’s Bk Discussion: <i>The Lion, the Witch and the Wardrobe</i> | 11           |
| 11/25/06 | In and Out Burger Program   | 461          |
| 11/29/06 | Whitcomb Headstart (10:30 & 12:30 classes)                            | 44           |
|          | <b>TOTAL</b>  | <b>626</b>   |

Public Services Staff has been attending some training sessions. Gaetano attended California Library Association in Sacramento from 11/10 – 11/13. He also went to a workshop on “Managing Multiple Priorities on 11/8. Cindy reports that at the MCLS children’s committee meeting on 11/15, programming ideas for summer reading club were being discussed. She picked up some teen programming ideas at an Infopeople workshop titled “Beyond the Bookshelf – Teen Programming” on 11/20. Sandy went to LAPL for a Legal Workshop sponsored by MCLS on 11/21. All staff received training on Novelist, a Reader’s Advisory database, on 11/16. We appreciate the opportunities to attend these training sessions and the ability to stay informed of current trends.

*Get a clue @ your library* is the theme of the 2007 Summer Reading Club. To help promote the SRC, we are holding a bookmark contest, inviting kids grades K-12 to design and submit a book mark promoting the theme. The contest runs from January 8, 2007 – February 24, 2007. Library Board Members will assist library staff in judging the entries. An awards party, which coincides with National Library Week, will be held for all who entered the contest on Wednesday, April 18, 2007 at 7 p.m. in Bidwell. The Friends Foundation is generously supporting this event.

*Stories with Santa* held on December 5 and 6 were an overwhelming success. Parents and children enjoyed cookies and milk following the stories. Milk cartons were saved for *Gingerbread House Creations*, held the following week on December 14 and 16.



**Support Services** – Carlos Baffigo

***Circulation:***

Library Aide II Abi Ellis resigned in November. Lisa Moskowitz was promoted to fill the vacancy. Congratulations Lisa!

Library Aide I – On-call Jennifer Dunlop came back from Wisconsin to help cover for vacations during the Thanksgiving holiday. She will be back in December to help us with additional coverage during the Christmas/New Year holidays.

Library Aide I – On-call Rebekah Wilson will be back in December to help cover for staff on holiday vacations.

Library Page Alex Seraphin’s last day will be December 23<sup>rd</sup>. He is college bound to UC Berkeley. Good luck Alex!

Library Page Mary Ghattas announced she will be leaving the library in early January. She applied and has been accepted to attend a university in New York. Congratulations Mary!

Recruitment for the page vacancies will take place in December.

***Facilities:***

Graffiti tagging has been the topic of the month. Police Department staff have been alerted to the increased frequency of tagging incidents in and around the library. Reports have been filed, archived security camera footage is being reviewed, and hourly restroom patrols have begun.

The first rains of the season revealed a leak in the library. Public Works approved for the library to contact the general contractor used for the Plaza water-proofing project and discuss the problem. Courts Construction was contacted and will follow-up with a recommendation.

***Acquisitions, Cataloging, and Processing:***

Work continues on new and updated procedures for the implementation of Baker & Taylor’s Title Source 3 software. Thanks to Caroline Hernandez for her efforts on the project.

Processing of new library materials continues at a good and steady pace.

***Computer Systems/Web Site:***

An iMac has been ordered by IT to test for performance and compatibility with our existing public accessible computer system. If testing results are positive, the public computers will be replaced with iMacs.

Development of web pages continues. Thanks to Suzette Farmer for the excellent work on the new pages and updates.

Progress continues with the customization of the Children's catalog. Much of the 'behind the scenes' work will reveal a more functional and user-friendly catalog for kids.

**Development & Educational Services** – Anne Pankow

The first Saturday in November was very busy in the library. The Friends Book Loft held their monthly Coffee N' Books in the library with the sale of cookbooks, which continued into the following week. In the afternoon, the library hosted an author forum in the Bidwell Forum. This event was arranged through Sisters in Crime. We were fortunate to have four delightful and entertaining authors (Joan Blacher, Margaret Dumas, Rita Lakin and Camille Minichino) discuss their personal experiences writing and publishing their mystery books. Afterwards, they answered questions from the 29 attendees and autographed their books. The Friends Foundation partnered with the Village Book Shop to host this event. Deborah Gould of the Village Book Shop had books by these authors available for purchase weeks before the event and sold books during the event. She donated one book from each author which was given to 4 lucky attendees. I hope this is the beginning of successful collaborations with the Foundation and the Village Book Shop.

The Friends Foundation hosted a Fall Open House and another book sale on November 15 from 2pm – 4pm in the library. The Citrus Jazz Ensemble performed during the Open House while many patrons enjoyed delicious treats and browsed the book bargains. A big thank you to all the Check Out staff for collecting most of the money from these sales in the library. The Friends Book Loft receives hundreds of donations weekly. The best way to keep up with these donations is to have at least one massive sale in the library each month. These sales have really boosted the bookstore profits. Even with the library being closed 4 days during November, the bookstore made a total of \$3,862.60 in November. Amazing!

The Friends Foundation Annual Campaign went to the printers and has been put in the mail. I hope all of you have received your envelope. And I hope you had a chance to look carefully on the back of the donation-return envelope. You may see some familiar faces. Chris Cravens gets all the credit for creating a truly special mailing this year. Way to go, Chris!

On November 28<sup>th</sup>, the Friends Plaza Book Loft finally had its Grand Opening and ribbon cutting. The Glendora Chamber of Commerce did the majority of the work while we just had to provide refreshments and smile and say 'Thank you' to the many dignitaries, public officials, Chamber members, Foundation and Library Board members, volunteers and staff who attended this event. Everyone was impressed with the new bookstore.

Glendora Public Library Summary Data for November 2006

| <u>Service Indicators</u>                          | This Year<br>November | Last Year<br>November | Percent<br>Change | This<br>Year-to-date | Last<br>Year-to-date | Percent<br>Change |
|--|-----------------------|-----------------------|-------------------|----------------------|----------------------|-------------------|
| I. E. Total Library Visitors                       | 20,188                | 19,645                | 3%                | 116,288              | 116,326              | 0%                |
| I. D. Total Items Loaned                           | 28,219                | 28,153                | 0%                | 144,494              | 153,199              | -6%               |
| I. D.4. Electronic Circulation                     | 102                   | 0                     |                   | 583                  | 0                    |                   |
| III. A. Total Requests for Information             | 4,221                 | 4,369                 | -3%               | 21,597               | 21,466               | 1%                |
| II. A. Total Items Owned                           | 152,126               | 144,867               | 5%                | -----                | -----                | -----             |
| V. A. Total Web & Electronic Resources & Databases | 14,386                | 8,123                 | 77%               | 54,660               | 32,509               | 68%               |
| V. A.2. Library Home Page Views                    | 8,729                 | 2,713                 | 222%              | 25,912               | 12,062               | 115%              |
| VI. A. Total Number of Programs                    | 7                     | 4                     | 75%               | 41                   | 31                   | 32%               |
| VI. E. Number of Literacy Students Active          | 29                    | 19                    | 53%               | -----                | -----                | -----             |
| VI. E.1. Literacy Hours Tutored                    | 76                    | 43                    | 77%               | 367                  | 235                  | 56%               |
| VI. F.1 Total Number of Volunteer Hours            | 352                   | 355                   | -1%               | 6,596                | 3,632                | 82%               |
| I. G. Total General Fund Revenue                   | \$11,035              | \$4,826               | 129%              | \$28,584             | \$23,901             | 20%               |

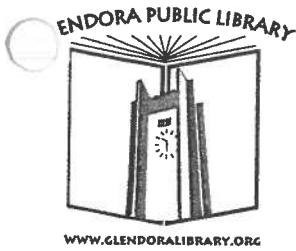
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These statistics are subject to verification.

**6.**  
**Unfinished**  
**Business**

**7.**  
**New**  
**Business**

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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 *RWB*  
Date: ~~Nov. 20, 2006~~ 12-18-06  
Re: Agenda Item 7.1- Budget Discussion

---

I have attached some documents the managers and I are using for discussion purposes to get us started. I have included a brief budget document from this year so you will have everything in one place. More detailed budget numbers are available if need be. A copy of the very-draft children's expansion is also included. We will be discussing goals next month.

GPL: Budget Planning for FY 2007-2008

Items to consider (in no particular order and not all necessarily for next FY):

**Children's room expansion**

Architect drawings, engineering needs,

**Signage**

On Glendora Ave, Vista Bonita, Overhang? Additional inside directional signage needed? Teen area? Promotional Screen for out front (TV/plasma)

**Front door overhang remodel/replace**

Old, ugly, looks like it is falling down, leaky, need sign that says library over door-still need to keep the lighting element enclosed in it

**Comfortable Furniture for main floor-status**

Although budgeted via FF for 06/07, planter demolition may have used funds up-need funding for 07/08? Teen area needs clock

**Carpet replacement-main floor**

Patterned section at minimum-flood and wear and tear

**Laptops for in library use**

Would add flexibility for patrons to use wireless and not tied just to tech center

**In House Printer service**

Consider providing ourselves and keeping revenue instead of paying an outside service: printers inexpensive, would need way to handle payments and manage printing queues

**Forum upgrade**

Projection equipment, storage space, speakers/audio equipment, conferencing equipment, cable connections for taping (Craig)

**T1 line issue-IT**

City demand outstripping current line-IT wants to move library to second T1 line-\$600/mo vs. residential \$50/mo

Outside seating-south side

Round table with umbrella for additional seating outside of library-remove landscaping, add pavers and furniture

Finish study carrel replacement

Need more 3M security equipment?

Self-Check machine(s)?

More OPACs

Funding options:

Friends Foundation:

Up to \$40,000 per last year's discussion for special projects (beyond 3 traditional funding areas: Youth, Tech, Cmty. Ed.)

City budget request

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# Department Expense by Account

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Budget FYE 2006-2007, 2007-2008

|               |         |         | 02-03                    | 03-04   | 04-05   | 05-06   | 05-06   | 06-07   | 07-08   |        |
|---------------|---------|---------|--------------------------|---------|---------|---------|---------|---------|---------|--------|
|               |         |         | Actual                   | Actual  | Actual  | Budget  | Proj.   | Req.    | Req.    |        |
| LIBRARY ADMIN | 0017076 | 55400   | DUES & MEMBERSHIPS       | 695     | 765     | 1,124   | 1,720   | 1,720   | 1,750   | 1,770  |
|               |         | 55510   | MEETING EXPENSES         | 1,914   | 1,257   | 1,138   | 1,350   | 1,350   | 1,350   | 1,350  |
|               |         | 55550   | TRAVEL EXPENSES          | 777     | 1,419   | 2,692   | 2,135   | 2,135   | 3,760   | 3,760  |
|               |         | 55600   | TRAINING & EDUCATION     | 7,151   | 5,170   | 4,781   | 5,100   | 5,100   | 5,300   | 5,600  |
|               |         | 56100   | BUILDING REPAIR & MAINT  | 25,173  | 22,733  | 62,434  | 0       | 427     | 0       | 0      |
|               |         | 56200   | EQUIPMENT REPAIR & MAIN  | 13,904  | 13,198  | 18,734  | 0       | 1,224   | 0       | 0      |
|               |         | 56200.0 | EQUIP REP GAYLORD POLA   | 0       | 0       | 0       | 21,745  | 21,745  | 22,830  | 26,980 |
|               |         | 57100   | ELECTRIC                 | 56,366  | 51,109  | 42,988  | 52,000  | 52,000  | 50,000  | 52,000 |
|               |         | 57150   | GAS                      | 1,287   | 2,027   | 2,565   | 2,500   | 2,500   | 2,500   | 2,500  |
|               |         | 59100   | CONTRACT SERVICES        | 39,134  | 18,889  | 19,664  | 25,400  | 25,400  | 25,900  | 25,900 |
|               |         | 59801   | DATA PROCESSING CHARG    | 80,271  | 51,623  | 106,155 | 75,674  | 72,665  | 148,249 | 0      |
|               |         | 59802   | DATA PROCESSING LEASES   | 0       | 0       | 0       | 0       | 0       | 14,815  | 0      |
|               |         | 59803   | COMMUNICATION CHARGES    | 33,948  | 32,802  | 30,120  | 30,750  | 30,750  | 29,738  | 0      |
|               |         | 59804   | COMMUNICATION LEASES     | 0       | 2,256   | 2,256   | 0       | 0       | 0       | 0      |
|               |         | 59807   | INSURANCE CHARGES        | 43,202  | 126,266 | 53,176  | 50,034  | 50,034  | 50,328  | 0      |
|               |         | 41110   | REGULAR TIME             | 157,044 | 174,050 | 143,369 | 176,711 | 192,330 | 226,558 | 0      |
|               |         | 41210   | PART TIME                | 15,168  | 16,136  | 43,789  | 78,156  | 30,547  | 39,222  | 0      |
|               |         | 41360   | VEHICLE ALLOWANCE        | 2,400   | 2,471   | 2,408   | 2,400   | 2,368   | 2,400   | 0      |
|               |         | 42110   | RETIREMENT               | 23,972  | 12,590  | 12,346  | 24,360  | 24,656  | 30,150  | 0      |
|               |         | 42290   | FLEX BENEFIT             | 19,644  | 23,082  | 16,413  | 23,091  | 27,272  | 31,198  | 0      |
|               |         | 42310   | EMPLOYER PAID BENEFITS   | 4,467   | 4,540   | 4,648   | 5,884   | 4,980   | 6,024   | 0      |
|               |         | 42520   | WORKERS COMP             | 0       | 0       | 798     | 1,545   | 1,402   | 1,530   | 0      |
|               |         | 51110   | OFFICE SUPPLIES          | 7,255   | 6,180   | 5,891   | 6,700   | 6,700   | 10,700  | 7,700  |
|               |         | 51400   | BUILDING MATERIAL & SUPT | 18,802  | 14,265  | 5,926   | 12,600  | 12,600  | 15,600  | 15,000 |
|               |         | 51550   | PHOTOGRAPHIC SUPPLIES    | 3       | 0       | 0       | 100     | 100     | 100     | 100    |
|               |         | 51560   | OPERATING LEASES         | 23,182  | 22,233  | 22,275  | 22,600  | 22,600  | 23,600  | 23,600 |
|               |         | 55320   | PRINTING / REPRODUCTION  | 4,665   | 3,477   | 2,071   | 6,305   | 6,305   | 6,310   | 6,310  |
|               |         | 55340   | POSTAGE                  | 4,470   | 3,086   | 2,996   | 3,300   | 3,300   | 3,300   | 3,300  |
|               |         |         | 584,894                  | 611,624 | 610,758 | 632,160 | 602,210 | 753,213 | 175,870 |        |

|         |       |                        |        |        |        |        |        |        |       |
|---------|-------|------------------------|--------|--------|--------|--------|--------|--------|-------|
| 2077076 | 41110 | REGULAR TIME           | 845    | 2,099  | 1,434  | 0      | 559    | 0      | 0     |
|         | 41210 | PART TIME              | 19,447 | 18,155 | 39,099 | 67,918 | 30,736 | 46,081 | 0     |
|         | 42110 | RETIREMENT             | 763    | 760    | 2,215  | 2,481  | 1,346  | 1,728  | 0     |
|         | 42290 | FLEX BENEFIT           | 0      | 0      | 0      | 0      | 0      | 0      | 0     |
|         | 42310 | EMPLOYER PAID BENEFITS | 0      | 0      | 489    | 959    | 41     | 209    | 0     |
|         | 42520 | WORKERS COMP           | 0      | 0      | 278    | 379    | 204    | 267    | 0     |
|         | 51110 | OFFICE SUPPLIES        | 0      | 449    | 491    | 600    | 600    | 1,000  | 1,000 |
| LSTA -  | 55700 | EDUCATION REIMBURSEME  | 6,020  | 4,515  | 5,741  | 1,419  | 1,419  | 2,840  | 2,840 |
|         |       |                        | 27,075 | 25,978 | 49,747 | 73,756 | 34,906 | 52,125 | 3,840 |

*grants*  
*LITERACY*  
*Office Mang.*

LSTA -

|         |       |              |   |       |        |        |        |   |   |
|---------|-------|--------------|---|-------|--------|--------|--------|---|---|
| 2127076 | 41110 | REGULAR TIME | 0 | 0     | 0      | 0      | 274    | 0 | 0 |
|         | 41210 | PART TIME    | 0 | 4,545 | 20,869 | 11,587 | 13,688 | 0 | 0 |

*CDBG*

*13,952 - all salary*

### Department Expense by Account

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Budget FYE 2006-2007, 2007-2008

|                  |            |       | 02-03                  | 03-04          | 04-05          | 05-06          | 05-06          | 06-07          | 07-08          |                |
|------------------|------------|-------|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Title            |            |       | Actual                 | Actual         | Actual         | Budget         | Proj.          | Req.           | Req.           |                |
| LIBRARY ADMIN... | 2127076... | 42110 | RETIREMENT             | 0              | 170            | 0              | 439            | 524            | 0              | 0              |
|                  |            | 42310 | EMPLOYER PAID BENEFITS | 0              | 66             | 0              | 170            | 202            | 0              | 0              |
|                  |            | 42520 | WORKERS COMP           | 0              | 0              | 0              | 96             | 85             | 0              | 0              |
|                  |            |       |                        | 0              | 4,781          | 20,869         | 12,292         | 14,773         | 0              | 0              |
| <b>Total</b>     |            |       |                        | <b>611,969</b> | <b>642,384</b> | <b>681,374</b> | <b>718,208</b> | <b>651,889</b> | <b>805,338</b> | <b>179,710</b> |

## Department Expense by Account

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Budget FYE 2006-2007, 2007-2008

|                   |         |       | 02-03                  | 03-04          | 04-05          | 05-06          | 05-06          | 06-07          | 07-08         |        |
|-------------------|---------|-------|------------------------|----------------|----------------|----------------|----------------|----------------|---------------|--------|
| Title             |         |       | Actual                 | Actual         | Actual         | Budget         | Proj.          | Req.           | Req.          |        |
| CIRC/TECHNICAL SV | 0017077 | 41110 | REGULAR TIME           | 228,368        | 216,587        | 235,577        | 222,672        | 208,236        | 259,318       | 0      |
|                   |         | 41120 | OVERTIME               | 0              | 0              | 0              | 0              | 30             | 0             | 0      |
|                   |         | 41210 | PART TIME              | 180,912        | 153,671        | 164,312        | 227,175        | 175,140        | 215,675       | 0      |
|                   |         | 41330 | SPECIAL PAYS           | 600            | 618            | 602            | 600            | 169            | 0             | 0      |
|                   |         | 42110 | RETIREMENT             | 22,263         | 20,818         | 23,592         | 34,510         | 29,966         | 41,179        | 0      |
|                   |         | 42290 | FLEX BENEFIT           | 37,749         | 37,232         | 35,086         | 36,226         | 36,658         | 55,507        | 0      |
|                   |         | 42310 | EMPLOYER PAID BENEFITS | 8,602          | 8,528          | 9,109          | 9,936          | 8,359          | 11,225        | 0      |
|                   |         | 42520 | WORKERS COMP           | 0              | 0              | 1,759          | 2,715          | 2,310          | 2,755         | 0      |
|                   |         | 51200 | DIVISION SUPPLIES      | 19,683         | 11,277         | 17,144         | 15,673         | 12,000         | 18,870        | 20,330 |
|                   |         | 55330 | MICROFILMING           | 0              | 141            | 0              | 365            | 100            | 370           | 370    |
|                   |         |       | 498,177                | 448,871        | 487,179        | 549,872        | 472,968        | 604,900        | 20,700        |        |
| <b>Total</b>      |         |       | <b>498,177</b>         | <b>448,871</b> | <b>487,179</b> | <b>549,872</b> | <b>472,968</b> | <b>604,900</b> | <b>20,700</b> |        |

City of Glendora

### Department Expense by Account

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Budget FYE 2006-2007, 2007-2008

| Title                   |               |                        | 02-03<br>Actual | 03-04<br>Actual | 04-05<br>Actual | 05-06<br>Budget | 05-06<br>Proj. | 06-07<br>Req.  | 07-08<br>Req.  |
|-------------------------|---------------|------------------------|-----------------|-----------------|-----------------|-----------------|----------------|----------------|----------------|
| PUBLIC SERVICES         | 0017079 41110 | REGULAR TIME           | 75,150          | 191,078         | 160,055         | 201,394         | 181,034        | 222,806        | 0              |
|                         | 41210         | PART TIME              | 60,297          | 57,179          | 49,163          | 60,336          | 59,873         | 65,371         | 0              |
|                         | 42110         | RETIREMENT             | 7,563           | 15,628          | 13,735          | 25,852          | 23,966         | 31,160         | 0              |
|                         | 42290         | FLEX BENEFIT           | 10,170          | 27,855          | 22,875          | 28,366          | 30,495         | 37,678         | 0              |
|                         | 42310         | EMPLOYER PAID BENEFITS | 2,264           | 6,078           | 5,706           | 6,836           | 6,571          | 7,533          | 0              |
|                         | 42520         | WORKERS COMP           | 0               | 0               | 913             | 1,594           | 1,457          | 1,671          | 0              |
|                         | 51200         | DIVISION SUPPLIES      | 0               | 49              | 1,051           | 3,500           | 2,000          | 3,500          | 3,500          |
| <i>materials Budget</i> | * 51300       | BOOKS/RECORDS/TAPES    | 189,073         | 205,746         | 209,498         | 303,780         | 303,780        | 320,650        | 354,670        |
|                         | 55325         | BINDING                | 693             | 479             | 1,626           | 2,350           | 2,350          | 2,350          | 2,400          |
|                         |               |                        | <b>345,209</b>  | <b>504,092</b>  | <b>464,622</b>  | <b>634,008</b>  | <b>611,527</b> | <b>692,719</b> | <b>360,570</b> |
|                         | 2077079 51200 | DIVISION SUPPLIES      | 0               | 0               | 3,069           | 0               | 2,537          | 0              | 0              |
|                         | 51300         | BOOKS/RECORDS/TAPES    | 0               | 5,988           | 1,737           | 0               | 473            | 0              | 0              |
|                         |               |                        | <b>0</b>        | <b>5,988</b>    | <b>4,806</b>    | <b>0</b>        | <b>3,010</b>   | <b>0</b>       | <b>0</b>       |
| <b>Total</b>            |               |                        | <b>345,209</b>  | <b>510,080</b>  | <b>469,429</b>  | <b>634,008</b>  | <b>614,536</b> | <b>692,719</b> | <b>360,570</b> |

### Department Expense by Account

32

Budget FYE 2006-2007, 2007-2008

|                   |         |       | 02-03                    | 03-04  | 04-05  | 05-06   | 05-06   | 06-07   | 07-08 |   |
|-------------------|---------|-------|--------------------------|--------|--------|---------|---------|---------|-------|---|
| Title             |         |       | Actual                   | Actual | Actual | Budget  | Proj.   | Req.    | Req.  |   |
| LIBRARY- CAP PROJ | 3217099 | 56500 | LANDSCAPING              | 0      | 0      | 0       | 5,000   | 0       | 0     | 0 |
|                   | 71410   |       | CIVIC PLAZA/LIBRARY ROOF | 31,900 | 2,912  | 462,363 | 0       | 0       | 0     | 0 |
|                   | 71420   |       | LIBRARY HVAC             | 0      | 0      | 0       | 643,794 | 643,794 | 0     | 0 |
|                   |         |       |                          | 31,900 | 2,912  | 462,363 | 648,794 | 643,794 | 0     | 0 |
|                   |         |       | <b>Total</b>             | 31,900 | 2,912  | 462,363 | 648,794 | 643,794 | 0     | 0 |

*06/07 Civic desk \$62,000 - includes additional security equip*

### GPL Goal Planning for FY 2007-2008

From 4 year plan:

07/08:

- Create and expand online tutorials on library resources for patrons;
- Implement PLA's "Every Child Ready to Read" early literacy program for children from birth to 5 years;
- Finish replacing study carrels;
- Program notification via e-mail (if not accomplished in 06/07)
- Comfortable furniture – status at end of 06/07

08/09 –move to 07/08:

- Forum upgrade
- Continue to move Children's room expansion forward

Tied to budget ideas for 07/08:

- Improve signage: exterior and interior
- Teen area needs-signage and/or
- Replace main carpet
- Laptops for use in library/Plaza wireless access to internet?
- Replace front entrance overhang
- Outside seating-should this wait until children's room expansion complete?
- Personnel needs

On-going: are there new facets to consider?

- School outreach
- PR – more on channel 3? And/or?
- Website development
- E-resource development/expansion

Service Roles-How to build on/areas to address:

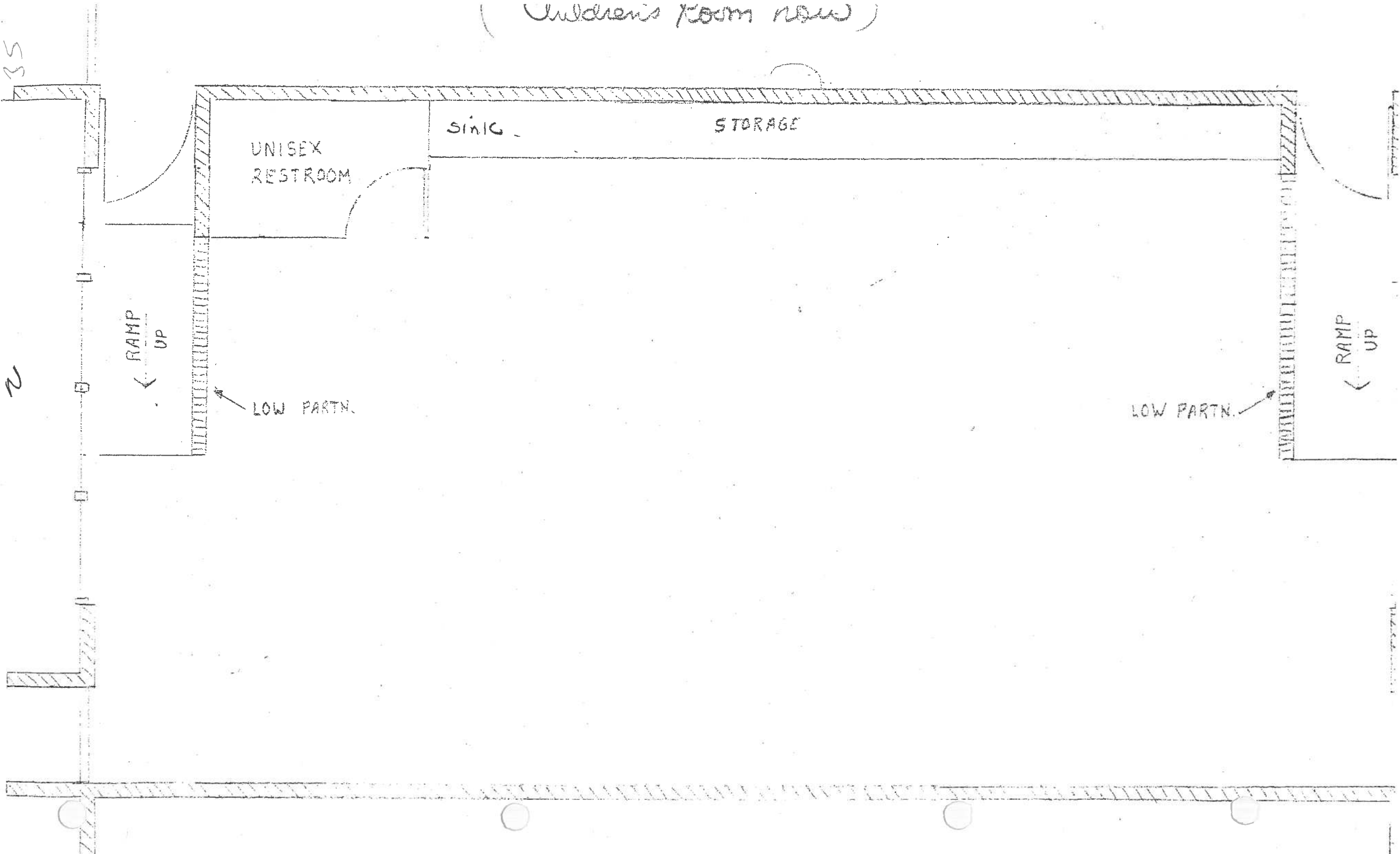
**The Glendora Public Library and Cultural Center supports self-directed personal growth and development, lifelong learning, for all ages. This includes:**

- Staff knowledgeable in subjects and topics of interest to the community and able to provide expert assistance in locating materials of all types and formats;
- Collections that are easily accessible and organized to encourage browsing;
- In-depth collections and resources in areas of special interest to Glendorans;
- Access to collections and resources from home, work, school or other venue through the appropriate use of technology;
- Programs and resources that encourage and support informal learning from introducing children to the joy of reading to more structured adult literacy services;
- Individual and group meeting and/or study areas;
- Outreach into, and partnerships with, different segments of the community to promote lifelong learning and library services and resources.

**The Glendora Public Library and Cultural Center strives to fulfill our community's appetite for current information about popular culture, social trends and recreational experiences through its collections and programming. This includes:**

- Staff knowledgeable about popular culture and literature;
- Collections that reflect the community's interests and in a variety of formats with enough copies to meet demand;
- Programs and exhibits that reflect community interests and stimulate dialogue;
- A pleasant environment with warm and friendly staff that facilitates community interaction and browsing of the collections.

( Children's Room new )



UNISEX  
RESTROOM

SINK

STORAGE

RAMP  
UP

LOW PARTN.

RAMP  
UP

LOW PARTN.

N

S



Glendora Public Library  
FY 06-07 Goals

Item 7.2-Dec 2006 Mtg.

| Mid-Year status report   | Timeline                               | Responsibility              | Other City/Div staff needed                                      | Status                          |
|--|--|-----------------------------|--|---------------------------------|
| <b>Administration</b>  |  |                             |  |                                 |
| 1. Launch and Promote new website  | Summer-Fall 2006                       | Robin                       | PR staff-lib & city  | Sept 06; bkmarks, newsltr       |
| 2. Expand cmty presentations   | Summer 2006                            | Robin                       | lib staff as needed  | Kiwanis, Rotary, PTAs, CoC      |
| 3. Move FF bookstore   | August-Sept 2006                       | Anne & staff                | Carlos, Luis   | completed Sept 06               |
| 4. Promote Friends Bookstore move  | Fall 2006                              | Anne                        |  | Oct-opened; Nov ribbon cut      |
| 5. Transfer Adult and YA programs to DES                                   | Summer 2006                            | Anne                        |  | completed Aug 06                |
| 6. Produce Ch. 3 promos on lib serv  | Fall 2006                              | Robin, Anne and PR staff    | Craig Gill   | delayed/equip probs-            |
| 7. Create new planter interior or demo                                     | June 2007                              | Robin and Lib Staff         | FF funding   | demolished July 31, 2006        |
| <b>Support Services</b>  |  |                             |  |                                 |
| 1. Implement e-mail notification: programs overdue, holds, etc             | Fall 2006                              | Carlos, Ted, Angie, Daniela | IT, lib PR staff   | holds & OD implemented Sept 06; |
| 2. Main floor remodel: dates are estimates                                 | Begins July 2006                       | Carlos and staff            | John Menke, et al  | design done Dec 06              |
| a. new circ desk   | Aug--Mar 07                            |                             |  | in process                      |
| b. begin replacing study carrels   | start Sept 06                          |                             |  | completed Sept 06               |
| c. relocate new books/pop materials  | Fall 06                                |                             |  | completed Oct 06                |
| d. add shelving  | Oct-Dec 06                             |                             |  | completed July 06               |
| e. move tech center  | Spring 07                              |                             |  | pending                         |
| e. create quiet reading areas  | Spring 07                              |                             |  | completed Oct 06                |
| f. relocate reference desk   | Mar 07                                 |                             |  | completed Aug 06                |
| g. cmty info to lobby  | Fall 2006                              |                             |  |                                 |
| <b>Public Services</b>   |  |                             |  |                                 |
| 1. Add 2nd sessions for kids programs beginning with SRC                   | Summer 2006-ongoing                    | Cindy, Gail, Deb            | SRC-done; mother goose 2x, gingerbrd-2x; Saturday sessions added |                                 |
| 2. Train staff on new databases: Overdrive, BusinessDecision, CA. Missions | Begin Summer 2006 complete by Oct 2006 | Carolyn/PS staff            | BD July 06 Novelist Ag 06 OD & missions Sept 06                  | title source 3-Oct 06           |
| 3. Work with Development office on PR for new services/databases           | August 2006                            | Carolyn/PS staff            | DES staff  | R-columns; GA-APU&CC CofC       |
| 4. Purchase Reader's Advisory Module                                       | July 2006                              | Carolyn                     |  | completed July 06               |
| 5. Reader's Advisory training for staff                                    | June 2007                              | Carolyn & PS staff          |  | ref sessions monthly            |
| 6. Promote new services to schools   | Sept 2006-June 07                      | Carolyn & PS staff          | PTA, principals fall 06  |                                 |

12/14/2006

1 of 2

C:\Documents and Settings\Robin Weed-Brown\My Documents\Ann. Strat Plan w goals & objectives\Goals-Objectives 06-07

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Glendora Public Library  
 FY 06-07 Goals

|                       |               |       |            |
|-----------------------|---------------|-------|------------|
| 7. Customize Kids Cat | December 2006 | Cindy | in process |
|-----------------------|---------------|-------|------------|

**Additional accomplishments:**

|   |                     |                      |  |
|---|---------------------|----------------------|--|
| Staff lounge makeover                       | fall/winter 2006/07 | staff cmte and admin | 98% completed-still need PC and connection                       |
| Staff training to maintain new website      | fall 2006           | Carlos               | basic training completed & staff assignments made                |
| kids room expansion planning begun          | fall 2006           | Carlos               | PW & kids staff initial drawing done, PW estimating costs Dec 06 |
| YA area expanded                            | fall 2006           | Carlos               | PS staff done  |
| Customer service training session for staff | Nov-06              | admin                | Essentials of great service Nov 2, 2006-all staff                |
| Copier and printer service transfer         | June, 2007          | Admin                |  |
| Additional book discussion groups           |                     |                      | 2nd Adult group, Oct 06; teen group Oct 06(TRW)                  |



## Glendora Public Library Events

### December 2006

- 02 10 a.m. *Coffee 'n' Books* in the Library – main floor
- 05 10:30 a.m. Stories with Santa – Bidwell Forum
- 06 7 p.m. Stories with Santa – Bidwell Forum
- 06 7 p.m. A Novel Idea! *For One More Day* by Mitch Albom – main floor
- 14 3 p.m. Gingerbread House Creations – Bidwell Forum
- 16 10:30 a.m. Gingerbread House Creations – Bidwell Forum
- 18 7 p.m. Library Board meeting – Bidwell Forum
- 25 Library closed – Christmas Holiday

### January 2007

- 01 Library closed – New Year's Day
- 06 10 a.m. *Coffee 'n' Books* in the Library – main floor
- 08 7 p.m. Books Alive! *Two Old Women: An Alaska Legend of Betrayal, Courage and Survival* by Velma Wallis.
- 08-Feb 24 Bookmark Contest, grades K-12 – Getacue@GlendoraPublicLibrary!
- 15 Library closed - Martin Luther King Jr. Day
- 16 7 p.m. Library Board meeting – **date changed**
- 19 6:30 p.m. Donor Recognition – by invitation only – main floor
- 31 12:30 – 6:30 pm American Red Cross Blood Drive – Bidwell Forum

### Storytimes

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

### Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1<sup>st</sup> Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 1<sup>st</sup> Wednesday of every month at 12:35 p.m. at Arrow High School

### Foundation Executive Board Meeting

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

### Foundation Quarterly Board Meeting

- January 23, 2007 @ 7:00 a.m. Library - Bidwell Forum

**8.**  
**Board**  
**Member**  
**Items**



**Glendora Public Library**  
**Board Agenda Planning Calendar**  
**FY 06-07**

- July 17:** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 21:** Library Board Goals; MCLS-SAB representative discussion
- September 18:** SRC wraps up; Holiday Hours-Thanksgiving & Christmas;
- October 16:** Election of new VP & FF Liaison
- November 20:** Budget Priorities FY 07-08-initial discussion  
(may be minimal if 2 year budget is adopted in 06/07)
- December 18:** Mid-year review of goals 06-07
- January 16:** Budget 07-08  
Tuesday (Adj. for MLK)
- February 20:** Goal planning 07-08; Friends Foundation funding staff  
Tuesday (Adj. for President's Day) requests for 07-08
- March 19**
- April 16**
- May 21** Closed session: Self-evaluation of the Board-begin process  
& Evaluation of the Director-begin process
- June 18** Agenda planning 07-08; Closed session: Eval. Lib board; Eval-  
Lib Dir

*Items to consider for agenda: update internet policy (#4.13); working with FF and CC on children's room expansion plan and \$;*