

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

July 17, 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. INTRODUCTION OF NEW LIBRARY TRUSTEE, MIKE CONWAY

3. 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

4. ADOPTION OF AGENDA

Possible motion to revise order of business or other

5. CONSENT CALENDAR

5.1 Minutes of meeting of June 19, 2006- action item

6. 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

7. UNFINISHED BUSINESS - NONE

8. NEW BUSINESS

8.1 Election of new Officers – action item

President Theel to lead

8.2 Election of two Friends Foundation Liaisons – action item

President to lead

8.3 Election of MCLS-SAB Representative – action item

President to lead

8.4 Library Board Goals for FY 2006/2007

President to lead discussion

8.5 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

9. BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar

Plans for future meetings to be discussed

9.2 Board member items

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

10. ADJOURNMENT

5.
Consent
Calendar

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

June 19, 2006
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:02 p.m. by President James Theel.

Board members Present: Doug Hodson, Don Fields, Sandra Freeman, James Theel

Board Members Absent: Sylvia Slakey

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 (Hodson/Fields) to approve Minutes of meeting of May 15, 2006.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown introduced Pam Vermons. Vermons is the Systems Advisory Board Representative for the Glendora Library.

Weed-Brown handed out the proposed budget for the Board's review and comment. She advised the Board that a budget meeting is scheduled for Tuesday, June 20, 2006 at 6 p.m. Weed-Brown stated that it appears the budget for FY 06/07 is moving forward as proposed. The circulation desk was submitted as a Capital Improvement Project. Weed-Brown was unsure of the status of the personnel policy issues that were submitted.

Weed-Brown reminded the Board that shelving and the Polaris children's catalog were approved for purchase this fiscal year. The children's catalog has already been purchased and is available to the public. Children's Librarian Romero, who will return to work in July, will work on customizing the catalog.

The Board reviewed the proposed main floor plan. Hodson asked for clarification on the need to redesign the circulation desk. Weed-Brown pointed out several problems with the current circulation desk, such as the fact that it is not ergonomic, and that there is no ADA level access. The current desk is designed for the use of drawers and cards, not computers. Weed-Brown added that moving and redesigning the desk will help staff provide even better customer service to Library patrons.

Weed-Brown went on to say that by combining and moving the circulation and reference desks several issues will be addressed. It is an economical use of space, library staff will have a better view of the main floor, and it will also be less confusing for patrons because they only need to go to one desk for assistance. With the move of the circulation desk, the entrance will open up. This is the reason why a new security system is needed. Hodson commented that the current circulation desk appears like a barrier. Theel voiced concerns about having enough space behind the new service desk for people to walk.

Weed-Brown said that removing the entire planter is a possibility. However, this would be a costly project, as the last estimate, obtained several years ago, was \$10,000. It would need to be determined whether the Friends Foundation could assist with this project. Weed-Brown added that the demolition of the planter is not in the current plans.

Weed-Brown stated that there might be some areas without carpeting once shelving has been moved. In response to a question from Freeman, Weed-Brown replied that the community information and agendas will be moved into the lobby. Hodson liked the proposed floor plan and stated that there are some great ideas. He added that it would be nice to get the planter removed.

Weed-Brown highlighted some ideas that the management team discussed during the management retreat, such as obtaining better signage for the front and back parking lot, making the Glendora Public Library name stand out more and putting a sign on the outside façade for people to find the entrance to the library more easily. Another idea discussed was creating a new area to the side of the bike racks by the front entrance of the Library and adding tables, chairs and umbrellas.

Theel asked about the status of the Library's new web page. Weed-Brown replied that the home page has been completed and staff has been working on the inside pages. Weed-Brown commented that this process is taking longer than anticipated, as she had hoped for it to be done in April.

In response to a question from Hodson, Weed-Brown stated that the Classification and Compensation study was approved as submitted by the consultants. She stated that all full-time Library staff received a pay increase. The General Employees bargaining unit accepted the study as submitted. The Mid-managers bargaining unit may still challenge some recommendations. However, at this point the individual employee has to take the initial step if he/she feels that the recommended compensation or classification is inaccurate. Weed-Brown added that Baffigo and Thomas are still the lowest paid mid-managers in the city.

Hodson stated that he was under the impression that the consultants were to go back and review the library's positions. Weed-Brown said that after a phone conversation with the consultant, the consultant went back and looked at some other cities to get better comparisons based on additional duties assumed under the reorganization, and changes were made. Weed-Brown later met with the City Manager regarding the remaining library positions, expressing concern over the small number of cities used that have municipal libraries, which then created a very small data pool to compare to.

The City Manager was going to ask that additional cities be looked at. It was unclear if the additional cities were still going to be looked at after the City Council vote.

Hodson felt strongly that there are several flaws in the Compensation and Classification study as it pertains to Library staff. The comparisons with other cities were inadequate and in some cases inaccurate. Five of the nine cities being used for comparison have county libraries, so the number of cities for possible survey is reduced to four. Sometimes only three or four cities were used for comparison, and Hodson felt that was not enough. He felt the Library was an afterthought in this whole process. He questioned why the City of Glendora would pay for a study to be done and then not have adequate comparison. Weed-Brown commented that in some cases the comparison for Library staff did not even meet the minimum requirements set forth in the study by the consultants. The consultants in their document stated that in order for a median to be statistically valid, there has to be at least three pieces of data for analysis, preferably eight. In Baffigo's and Thomas' case, they only had two pieces of data and some positions used for comparison had little relationship to our positions. Weed-Brown stated that she provided the consultants with additional cities to compare library staff to, but it seems to no avail.

Fields pointed out that according to the study some city staff received large pay increases. Weed-Brown said that she will continue to attempt to connect with the Personnel Director to find out whether the consultants were still going to survey the cities that Weed-Brown had forwarded to the City Manager. Hodson stated that Weed-Brown fought hard for equal pay for Library staff in this Compensation and Classification study.

Theel stated that the SRC brochures and flyers are excellent and the newsletter is full of events.

Weed-Brown pointed out the first Adult Summer Reading Program taking place tonight.

6. UNFINISHED BUSINESS

6.1 Review of Revised Administrative Policy 4.01 – Bidwell Forum

Weed-Brown pointed out that at the last Board meeting section I. E. and F. were reworded for clarity. The Board discussed the gambling issue. Weed-Brown stated that the current Bidwell application was reviewed by the City's Risk Manager and no changes were necessary.

It was MSC (Hodson/Freeman) to approve Administrative Policy 4.01-Bidwell Forum as proposed by staff.

Fields stated that he used Bidwell recently and staff was very helpful.

7. NEW BUSINESS

7.1 Library Events Calendar

The Board reviewed the events calendar. Theel pointed out the next Board meeting on July 17. Night on the Plaza will take place July 15. Weed-Brown stated that the

Friends Foundation Quarterly Board meeting will take place June 20. The Night on the Plaza taping took place today and it went well.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

The Board reviewed the proposed Agenda Planning Calendar for FY 2006/2007. Weed-Brown pointed out that Monday, January 15, 2007 and Monday, February 19, 2007 are holidays; therefore the date of the Board meeting needs to be changed. The Board agreed to move the Board meeting to Tuesday, January 16, 2007, and Tuesday, February 20, 2007.

8.2 Board Member Items

Hodson stated that he met with Mayor Tessitor. Tessitor is very supportive of the Library. He did not comment on the Children's room expansion.

Fields met with Gary Clifford. Fields said Clifford is very supportive of the Library and feels that Library staff should be fairly compensated.

Freeman said that she enjoyed working with the Library trustees and everyone on staff. She served on the Board for five years and it went by fast. She asked the Board to keep her in mind for any future activities that she can help with.

Theel thanked Freeman for all of her hard work. Her insight was invaluable and her enthusiasm is great. Theel asked Weed-Brown about the signs for skateboarders on the Plaza. He stated that there are marks on the Plaza from these skateboarders. Weed-Brown stated that she has been in touch with Public Works and has repeatedly asked for "No skateboarding" signs to be put up. She was told that Public Works has the signs, and they just need to be installed. She will follow up with Public Works tomorrow. Theel suggested having a grand re-opening after the main floor remodel. Freeman added that the main floor will be much more open. Weed-Brown commented that if the new circulation desk is not approved, the current desk could be cut up and the pieces moved to make it work temporarily.

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director and Board

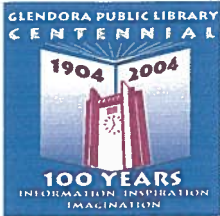
The Board went into closed session at 8:19 p.m. and emerged at 8:35 p.m. It was reported that the Library Director received her annual review by the Library Board. A copy will be sent to the City Manager.

There being no further business, meeting adjourned at 8:35 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.

6.
Report of
Library
Director



Glendora Public Library
(626) 852-4891

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

Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director *Rubin*
CC: City Manager
Date: July 17, 2006
Re: Director's Report

Community

Welcome to our newest board member, Mike Conway! Welcome back to our returning board member, Sylvia Slakey!

Our Summer Reading Clubs are in high gear and experiencing record turn outs to the events and programs. We have approximately 1100 kids, 120 teens and 80 adults participating. The addition of second performances to the children's events has proved to be a smart move. The first event, a magician, had both sessions filled to room capacity. Gail Jebbia and Deb Takashi have done a tremendous job filling in for Cindy Romero during her medical leave. Cindy has returned to part time work as of July 6th and we are all happy to have her back and her timing is great! The extra support during the SRC is always needed. Our adult and teen programs have also had record attendance thanks to the efforts of Sandy Krause and Gaetano Abbondanza.

The library will soon be offering the city council meetings on DVD for the public to borrow. The discs will loan out for 1 week and be housed by the council agenda packets near the Reference desk. We will not be keeping an extensive back file of these as they will still be kept on file at city hall, the primary record keepers for the city.

The library has been working to promote our new Business Decision database to the community. A presentation to the Kiwanis group was done on June 22nd. An article and flyer about the database appears in this month's Chamber of Commerce newsletter-the article is right in the middle of the newsletter so you can't miss it! We also have scheduled a morning session demonstration with the Chamber for their November meeting. (You may recall we did a presentation to that group back in January). We will be making a presentation to the Glendora Rotary group in September. Gaetano Abbondanza is our lead librarian on this project. He has a great PowerPoint presentation and a natural public speaking manner that groups enjoy. He also penned the article in the chamber newsletter.

Work on the new web site continues. A meeting was held with staff from PhD Computing and a few key library staff on July 12th. We are looking at doing a soft opening in the near future while we continue to refine the site.

Night on the Plaza is pending as I write this. We have a record number of reservations-over 400- and sponsorships have also reached a record level. I am sure this will turn out to be a tremendous success. The hard work of the NoP committee, lead by Kitty Garvey, partnered with our hard working Development office staff guarantees it!

The Police Officer of the Year event was held in Bidwell on June 22nd. This year the Friends Foundation presented to each of the two honorees a book to be put in the library's collection in their honor. Anne Pankow and I attended.

The library has been contacted by the American Red Cross and asked to sponsor another blood drive. It will be held on September 20th in Bidwell. I am sure you have all heard the recent press on the low levels of blood available and the library is happy to be able to lend support for this essential program.

The library is reducing the size of our magazine back files. The need for more shelving space, the availability of back files at local colleges and the availability of electronic access have made this change possible. The library will be investigating sending the bound periodicals to libraries damaged in the hurricanes last year to help rebuild their collections.

On a similar note, I must say I am very proud of our library profession. Our annual conference was held in New Orleans in June and it was the first tradeshow to be held in that city after hurricane Katrina. The ripple effect of this conference was felt throughout the city. Hotels, restaurants, taxis, entertainment spots all benefited and this was noted in an article in the *New York Times*. Approximately 900 librarians also spent time while there helping local libraries dig out and rebuild. As a collaborative effort, librarians, vendors, architects and builders got together and completely rebuilt and restocked one of the NOPL branch libraries in an area of the city still struggling to come back. This included Internet access which help the community reconnect with the rest of the world. The reopening was held during the conference and highlighted the value and importance of public libraries to their communities.

Staff

Our two summer returnees, Jennifer and Rebekah, have returned to Wisconsin for their second year of college. It was great to have them back with us and we wish them well as they start their sophomore year.

As mentioned above, Cindy Romero, Children's Librarian, has returned to work part time for July and August. In September she will return to full time status. Welcome back Cindy!

Suzette Farmer was successful in her application for the library school tuition grant program. This will be her final year as she will be attaining her MLIS in spring 2007. Gail Jebbia, who has been filling in as a part time Librarian I in the Children's room during Cindy's leave, will also be finishing up graduate school and attaining her MLIS in spring '07 as well.

Director

The plans for the remodel are moving forward. As we get more into this project ideas are being reexamined and in some cases modified. Carlos and his staff, indeed all of the library staff, are doing a terrific job and are in fact ahead of schedule! Collections have already begun to be shifted. Westerns and Romance collections now fill the shelves formerly filled by back files of periodicals. Young Adult collections are shifting with the non-fiction and reference items being incorporated with the adult collection. A display unit has been ordered for the lobby to move the information brochures to. After further discussion it was decided not to put a bulletin board out in the lobby to post the agendas. We will keep them at the reference desk instead. With them available online and inside the library and 24/7 at the police dept., it seemed redundant to also put them in the lobby. We can then use that space in the lobby to put chairs out for patrons to use instead of sitting on the stairs! Shelving has been ordered with an anticipated arrival of late Sept. or early Oct. Signage is up notifying patrons of the remodeling project and encouraging them to ask for help if they cannot locate something.

We are also reexamining the possibility of demolishing the planter. Carlos is getting bids and if possible the plan would be to demo the planter to allow maximum flexibility in use of the main floor. We still anticipate creating comfortable reading areas; however they won't have to be tied to the planter. The idea of art work for the planter will also be put on hold for the moment. If indeed we can demo the planter then we will want to hold off on the art work/statue and consider it for the children's room expansion.

Carlos and I have had talks about the children's room expansion project. We need to start planning this project starting with getting realistic costs and timelines. Once we have these we can work on next steps such as getting drawings, fund raising, etc. Some of these things will need to be considered for budgeting purposes for 07-08 which begins in January-it is not as far off as it seems!

We will be hosting an MCLS meeting here July 27th. Both the Executive committee, of which I am a member of this fiscal year, and the full council, will meet that day, back to back. The group, approximately 25-30 people, will be going to a local restaurant for lunch, benefiting the community as a whole.

I have attached to this report copies of some of the comments we received during our annual user survey. As usual, 95% of the comments were positive, some are very moving: the grandmother that has been able to establish a

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relationship with her grandson by coming to the library, a high school student stating that they wouldn't have graduated with out the help of our librarians. This year we gathered additional feedback on whether the public would like to see downloadable books and music in the library's collection. I am happy to report that their response was a definite Yes! (70%). Staff is currently reviewing the surveys and once they have finished the surveys will be available for your review if you are interested.

Attached is a copy of the library's goals for this fiscal year.

Next board meeting: August 21, 2006.

May 1, 2006 — May 6, 2006



Annual Library Survey

Please fill out this survey and return it as you leave

We want to know if you find what you are looking for in our library. Please list below what you looked for today. Mark "yes" if you found it and "no" if you did not find it.

Title
If you are looking for a specific book, cassette, CD Rom, music CD, newspaper, video, DVD, or issue of a magazine, please write the title below. Include any reserve material picked up.

Name of work (Example)	Found?	
	Yes	No
• Gone with the Wind		
1		
2. I Came to read my		
3.		
4.		
5.		

Subject or Author
If you are looking for materials or information on a particular subject or a special author today, please note each subject or person below.

Subject or Author (Examples)	Did you find something?	
	Yes	No
• How to repair a toaster		
• Any book by John D. MacDonald		
1		
2. Wn book in place!		
3.		
4.		
5.		

BROWSING? If you were browsing and not looking for anything specific, did you find something of interest? *always*

YES NO

BROWSING OTHER?

_____ Computers _____ Photocopy machine _____ Bookstore

_____ Program: _____ Children _____ Adult

_____ Other: _____

NEW TECHNOLOGY:
The library is considering the purchase of audiobooks and music that can be downloaded to a computer or other electronic device such as an MP3 player. Would you be interested in:

Downloadable books: yes no _____

Downloadable music: yes no _____

COMMENTS


We would appreciate any comments on our service and collections on the back of this survey.

COMMENTS

Our Glendora Library serves the community well! I always know that my children will find books & videos that interest them. They know their questions will be treated tenderly & with a smile. The staff is friendly, familiar and available. There is always plenty of activities for everyone and as a family we take great comfort in knowing you are here for all of us. Thank you!!!!

COMMENTS

I don't know what I would do without the children's room! It's one of the great things my grandson and I can do together. It helps me to develop a close bond with him. We can learn and share, together, in the children's room. I've really noticed both of us growing in many areas of our lives. This place offers us peace and acceptance. This is our 'safe place' and we love to come here. I never thought I would find 'love' at the library. But this is where my grandson and I have found it. It's a crazy thing - but it's real. This place saved us! Thank you so much for the opportunity to share our experience with you,



COMMENTS

I REALLY APPRECIATE THIS LIBRARY FOR:
THE SPACIOUS, WELL LIT, WELL THOUGHT
OUT LAYOUT, AND BASIC KINDNESS OF THE
- ALL THE HELP HERE

THE BOOK SELECTION IS OVERALL ~~VERY~~ EXCELLENT
IE... WHEN YOU GO TO A SHELF - THINGS
ARE USUALLY (YOU CAN COUNT ON) AT LEAST
TWO GOOD BOOKS ON WHAT YOU ARE SEARCHING
FOR. THE BOOKS ON TAPE - A REALLY NICE
COLLECTION - AND ENOUGH IF YOU HAVE
A "HABIT" AND NEED A "FIX".

THE FURNITURE IS NEW AND THE BASIC (SPACIOUS)
ARCHITECTURE AND ART IS TO ME PLEASING.

I LIKE THE DETAILS SUCH AS: COMPUTER USE
EXCELLENT COPIERS (NEW & NOT BROKEN) AND
A DROP BOX & ENOUGH REFERENCE BOOKS.

- I { I HAD TO VISIT MY PARENTS PLACE UP IN
SAN BERNARDINO WHERE LOCAL LIBRARY WAS LIKE
A SHOE BOX OR VEGETABLE CRISPER IN A REFRIGERATOR &
IN COMPARISON & LATE ONE NIGHT FOUND OUT THAT
THIS SHOE BOX LIBRARY HAD NO VIDEO DROP SLOTS.

SO THIS IS TO TELL YOU I TOOK THIS PLACE AND OTHER ~
(THE BASIC RIGHT OF FREEDOMS TO GO TO ANY LIBRARY)
FOR GRANTED.

THIS IS A THANK YOU NOTE FOR ALL
THOSE WHO MAKE (OR WORK AT IT) THIS
LIBRARY...

COMMENTS

One librarian, I am not sure what
her name is, but she is the head
librarian. she was such a great help
and I probably would have failed
if it were not for her and her
unfailing assistance, I would be repeating
the senior year. ~~He~~ I am eternally
gratefull for her help

COMMENTS

I came in today because my children
were excited to come here to do their
homework 😊

COMMENTS

I have been coming to this library since I was in pre-school. Now that I'm in college I'm still coming back. The people that work here truly do want to help and it is such a relief to know I can ask anyone for help for everything and know they'll do it in an instant. I'm always greeted with a smile and I leave being told "Have a good day" Thanks to all who have helped me in the past years! 😊

COMMENTS

Both my wife and I feel that this is one of the best libraries in the immediate area in terms of size, variety of selections, and service from the staff. We patronize this facility often and will continue to do so. Keep up the good work!

COMMENTS

I like to play at the LIBRARY. ^{kate lynn}

Age 6



TYLER
Age 2

COMMENTS

THE STAFF IS EXCELLENT. THE COLLECTION IS DANDY. "IF THEY DON'T HAVE IT THEY'LL GET IT" - SHOULD BE THEIR MOTTO.

2/10/1958

X
X

COMMENTS

OVERALL, THE LIBRARY IS
WELL-RUN & PUTS THE TAXES
TO GOOD USE. GOOD JOB!

COMMENTS

Monday, May 1, 2006

All of you are to be commended for the excellent job you do and for being so helpful with newcomers and visitors.

This is a marvelous public library.

Sincerely,

Marilyn Layton Ellerbe

1723 Catawba St,

Fayetteville, N.C. 28303-4101

My identical twin sister
lives here in
Glendora, CA.

Manette Layton Thomas
1348 Pebble Springs Lane
Glendora, CA

91741-2352

COMMENTS

Let Me Work Here

COMMENTS

The Blendon Library is always inviting. The staff is friendly, courteous, and competent. The "extra" events are certainly a plus and make the Library stand out among others. It is a pleasure to patronize the Blendon Public Library.

COMMENTS

The glendora library has a vast amount of books on almost any topic one could think of! Though it does not have what I initially come for some times, I find that there is something that will catch my attention. I walk 15 minutes every 2-3 weeks to either check out or return a handful of books and audio CDs.

COMMENTS

We have been using your library for 36 years - wonderful service and very accommodating people - best library in San Gabriel Valley - at least!! Thank you

P.S. Special kudos to Jennifer

~~Bob Deo~~ [Redacted]

[Redacted]

COMMENTS

This library has been of great use to me in conducting research & facilitating my daily business requiring the Internet, faxing, copies, & printing. I rate this library a 10 & I have used public libraries all over the U.S. Thank you!

P.S. (I only wish you were also open more evenings, but I know this is a funding issue).

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Glendora Public Library
FY 06-07 Goals

	Timeline	Responsibility	Other City/Div staff needed	Status
Administration				
1. Launch and Promote new website	Summer-Fall 2006	Robin	PR staff-lib & city	
2. Expand cnty presentations	Summer 2006	Robin	lib staff as needed	
3. Move FF bookstore	August-Sept 2006	Anne & staff	Carlos, Luis	
4. Promote Friends Bookstore move	Fall 2006	Anne		
5. Transfer Adult and YA programs to DES	Summer 2006	Anne		
6. Produce Ch. 3 promos on lib serv	Fall 2006	Robin, Anne and PR staff	Craig Gill	
7. Create new planter interior or demo	June 2007	Robin and Lib Staff	FF funding	
Support Services				
1. Implement e-mail notification: programs overdue, holds, etc	Fall 2006	Carlos, Ted, Angie, Daniela	IT, lib PR staff	
2. Main floor remodel: dates are estimates	Begins July 2006	Carlos and staff	John Menke, et al	
a. new circ desk	Aug--Mar 07			
b. begin replacing study carrels	start Sept 06			
c. relocate new books/pop materials	Fall 06			
d. add shelving	Oct-Dec 06			
e. move tech center	Spring 07			
e. create quiet reading areas	Spring 07			
f. relocate reference desk	Mar 07			
g. cnty info to lobby	Fall 2006			
Public Services				
1. Add 2nd sessions for kids programs beginning with SRC	Summer 2006-ongoing	Cindy, Gail, Deb		
2. Train staff on new databases: Overdrive, BusinessDecision, CA. Missions	Begin Summer 2006 complete by Oct 2006	Carolyn/PS staff		
3. Work with Development office on PR for new services/databases	August 2006	Carolyn/PS staff	DES staff	
4. Purchase Reader's Advisory Module	July 2006	Carolyn		
5. Reader's Advisory training for staff	June 2007	Carolyn & PS staff		
6. Promote new services to schools	Sept 2006-June 07	Carolyn & PS staff		

7/12/2006

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

Glendora Public Library
FY 06-07 Goals

7. Customize Kids Cat	December 2006	Cindy		
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7/12/2006

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ow goals & objectives\Goals-Objectives 06-07



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, Gail Jebbia, Gaetano Abbondanza, Anne Pankow, Sandy Krause

Date: June 2006 Report

Adult Services/Reference - Carolyn Thomas

Our Summer Reading Clubs are off to a fantastic start! As of this writing we have 1,167 registered in all three programs with more patrons registering each day. We have had two craft workshops for children and two "filled to capacity" performances by *Magic Wayne*. An opening week registration party was held for teens as well as a Manga Drawing Workshop. Two programs for adults included a cooking demonstration by Trader Joe's and a movie showing "Howl's Moving Castle". Patrons are enjoying their free books from the Friends Foundation, which they receive when they register.

Members of *Books Alive* voted for the reading selections for 2006-2007. Below are the dates and reading selections.

- September 11, 2006: *Bridge of San Luis Rey* by Thornton Wilder
- November 13, 2006: *Slouching Towards Bethlehem: Essays* by Joan Didion
- January 8, 2007: *Two Old Women: An Alaska Legend of Betrayal, Courage and Survival* by Velma Wallis
- March 12, 2007: *The World is Flat: A Brief History of the Twenty-First Century* by Thomas L. Friedman
- May 14, 2007: *Way of the Peaceful Warrior: A Book That Changes Lives* by Dan Millman
- July 9, 2007: *Long Day's Journey Into Night* by Eugene O'Neill

We have added three new databases, all offering remote access.

1. Novelist: reader's advisory for fiction titles; includes book discussion guides
2. LearningExpressLibrary: offers practice tests and ebooks on official exams such as SAT, GED, ASVAB, Firefighter, Police Officer, EMT Basic, Paramedic, U.S. Citizenship, Postal Worker, etc.
3. OverDrive: 544 e-audiobooks for listening and 301 eBooks for reading.

Our Annual Survey was taken in May. Patrons were asked if they would be interested in
downloadable audiobooks: 90 said yes, 48 said no
downloadable music: 86 said yes, 46 said no

OverDrive will have downloadable books and eventually downloadable music. We are responding to patrons' demands by adding these new databases.

Our library has received state grant funds since March 2002 for Tutor.com a live homework help service available online and through remote access. This is the first year that libraries are required to share the cost of the program. We are now paying for in-library access to "Live Homework Help" for \$4001 per fiscal year. Grant funds from the California State Library are paying for remote access for \$5,145 per fiscal year. We are continuing to promote the program as our usage is quite high and we feel it is a valuable service.

Finally, Cindy Romero will be returning from FMLA on July 6, 2006 and will work 20 hours per week through the end of August. At that time, she will resume her full time duties as Children's Librarian.

Adult Reference – Sandy Krause

June 19th marked the first day of the Adult Summer Reading Club, as well as the first program. 46 participants came to the main floor of the library to watch a cooking demonstration and sample three fast and easy summer dishes prepared by staff from Trader Joes in San Dimas. Ten participants took home cook books and a Trader Joes gift card, and one lucky winner received a huge bag of groceries.

The following Monday, June 26th, 30 people attended a showing of the Japanese animated film, *Howl's Moving Castle*. Participants were treated to cold drinks, popcorn and cookies. Most also elected to stay after the two hour film to discuss the film and the book on which the film was based. Ten names were drawn to receive one of two books on great films.

Response cards for both of these events indicated that a good time was had by all, and participants found out about the program in a variety of ways, from mailings to newsletters to word of mouth. Another indication of the success of our outreach is that more than 60 adults signed up for the program in the first two weeks!

Children's Services/Youth - Gail Jebbia & Gaetano Abbondanza

June in the Children's Room

During the first two weeks of June we visited four local elementary schools to promote the Summer Reading Club – another 1,700 students were invited to join us at the library this summer. In addition, we held five library tours, during which 373 elementary school students were familiarized with our facility, books and services (and also invited to participate this summer).

As SRC promotions were finishing up, volunteer orientations were just beginning. Deb did a great job organizing schedules and activities for 113 volunteers. As soon as orientation was completed, registration began. During the first two weeks 980 children signed up to participate in the Children's programs. The children's room is continually buzzing with activity as people continue to register and others come in to report on the books they have read and, of course, check out more books for the next week.

Our first few SRC events were very popular. We had people lining up an hour ahead of time for the magic show. Four hundred people were able to enjoy Magic Wayne’s two shows, but approximately 100 others had to be turned away from each show because we had reached maximum room capacity. SWAZZLE Puppeteers put on a very entertaining show for 145 people. We are looking forward to the July events: A showing of the movie *Homeward Bound*, the wildlife Company bringing the zoo to the library, the John Abrams Animal Magic Show, and the end of summer party with face painting and balloon artistry.

Our SRC crafts have also been very popular. During our “Make Your Own Zoo Animal” craft 122 people had fun making construction paper elephants, lions, giraffes and penguins. At our fishbowl craft 160 people enjoyed filling craft-foam fish bowls with seaweed, shells and sea creatures. The Origami Workshop attracted 140 people who enjoyed learning the art of paper folding. Our July crafts will include making dragon streamer puppets, wild animal masks, and puppy pop-up cards.

Storytimes is continuing throughout the summer. In June we held 17 storytimes with an overall attendance of 611. These summer storytimes are attracting many new attendees. They come in to register or report for SRC and end up staying for the storytime.

We are all looking forward to Cindy’s return to the Children’s room. She is back part-time during July and August -- staff and patrons are all happy to see her return.

“Creature Feature,” the Young Adult Summer Reading Club, kicked off on June 19, and over 100 excited participants had signed up by the end of the week. All participants received a free book of their choice upon registration, as well as literature that explained the rules of the program and how to win incentives. Young adult participants may read as much as they like up to a maximum of two books per week. They report once a week to receive an incentive, as well as earning points that will be tallied at the conclusion of the program for a chance to win the grand prize. This year, 8 lucky grand prize winners will be selected to receive a new MP3 player. These devices are generally popular for downloading music; the specific model in this case also has the ability to download audio books from our new database Overdrive.

On June 21st, the young adult section of the library hosted an opening week registration party. Thirty young adults attended for pizza, trivia, prizes, and drawings. A good time was had by all. On June 28th, 28 young adults attended a Manga drawing workshop upstairs in the Bidwell forum. “Manga” is the word used to describe Japanese style comics/animation. It is very popular with both children and young adults nowadays. Participant learned to create their own drawings; in addition two lucky winners were chosen to receive a free Manga-drawing “how-to” book.

As always, library internet computers are in high demand and our teen computer center volunteers have been a big help. Young adult volunteers also assisted with the teen bulletin board. For the month of June 10 volunteers worked for a total of 43 hours.

Upcoming July young adult events: July 12- Acrylic painting workshop conducted by Painted Moon Graphic Arts; July 19th- Rudy’s Radical Science Show. These events will be held in the Bidwell Forum at 2 p.m. On July 19th, at 7 p.m., the young adult book discussion group will meet on the library’s main floor to discuss “The War of the Worlds” by H.G. Wells. The discussion group will be led by Gaetano Abbondanza and Beth Hollingsworth from the Library Friends

Foundation. There are still spots open for interested teens. If someone is interested, they must join the Young Adult Summer Reading Club (sign up at the reference desk) and ask about the reading group. Once they are signed up, they will receive a complementary copy of "War of the Worlds".

Support Services – Carlos Baffigo

Circulation:

In June, Circulation staff was very busy providing excellent customer service to 'last minute' students checking out materials for end-of-the-year school projects or graduation requirements. Also, new registrations and increased circulation due to the Summer Reading Club kept staff working hard.

Facilities:

Main floor plan: The main floor layout plan was finalized. The plan involves the following:

- Move or shift all Adult and YA library collections to maximize space.
- Create a new main service desk incorporating Reference and Circulation services.
- Create more quiet reading areas.
- Create a new Community Board area in the lobby for better access by the public.
- Relocate and consolidate Public Use computers to one location.
- Purchase and install new shelving.
- Move Friends Bookstore to new location on 2nd floor.

The Main Floor project completion is expected in spring 2007.

Library shelving: As part of the Main Floor plan, new book shelving was ordered. Delivery is expected in October.

Lounge remodel: The staff lounge was remodeled with new furniture, carpet cleaning, and painting.

Main Service desk Policy issue: City Council approved the new Main Services desk Capital Improvement Project (originally known as "Circulation desk CIP"). The project will include a new service desk and security system.

Acquisitions, Cataloging, and Processing:

Busy, busy, busy was the order of business in June. Staff did a terrific job ordering, cataloging and processing the end of the year rush. Great job team!

Computer Systems/Web Site:

Phd Computing submitted the 'first rendition' of the new web site. The web team reviewed the site and identified issues for further discussion and negotiation with Phd. A meeting with Phd will be scheduled for early July to establish next steps for development.

Development & Educational Services – Anne Pankow

Staff is very busy working on two major fundraisers in July, one week apart. Night on the Plaza has kicked into high gear and looks to be the most successful NOP to date with the highest attendance and sponsorship. We are expecting over 400 to attend as compared to 323 people who attended last year. Cinderella at the Candlelight Pavilion is also very labor intensive with the expectation of raising no more than \$5,000. I will recommend to the Executive Committee that we do not have two fundraising events at the same time ever again.

Shelving has been ordered for the new Friends Bookstore. This shelving was able to be bundled with the library's order for a great discount. Unfortunately, the shelving will take three months to manufacture, ship and install. As a result, the bookstore move and grand opening is postponed to October.

Staff is delighted to finally be located in our new beautiful, office. Thank you, Robin, for the new carpet and workstations.

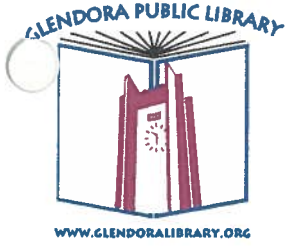
Due to the
Night on the Plaza
Event

Library Statistics
for the month of
June are not
available.

7.

Unfinished Business

8.
New
Business



Glendora Public Library
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Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *RWB*
 Date: July 17, 2006
 Re: Library Board Goals-Agenda Item 8.4

To assist the Library Board in establishing their goals for this fiscal year, the *Roles of the Glendora Library Board of Trustees* document is attached.

ROLE OF THE GLENDORA LIBRARY BOARD OF TRUSTEES

Members of the Glendora library Board of Trustees are appointed by the City Council. As representatives of the community, the board provides strategic leadership and serves as the creative catalyst for developing and implementing the mission, values and vision of the Glendora Public Library. The board ensures that the community's investment results in library services that are responsive and of the highest quality.

Roles & Responsibilities of the Board of Trustees

Role 1. Sets the mission, values and long term vision of the library

Responsibilities:

- Annually, validates and modifies or ratifies the mission, values and vision as stated in the library's strategic plan.
- Establishes annual objectives to achieve the mission, values & vision.
- Listens to constituents representing diverse views, including those of complementary community institutions and organizations, and coordinates the library's mission with that of other organizations to see that they culminate in the desired community outcomes.
- Participates in library programs, professional associations and other activities to keep informed of and evaluate new trends, concepts and ideas to meet the changing needs of the community.

Role 2. Adopts policies which set the direction of the library and result in timely services and programs that meet the needs and expectations of the city's residents.

Responsibilities:

- Sets criteria upon which to measure the performance of the board's directives.
- Periodically reviews and correlates policies to the mission, values and vision of the library.

Role 3. Actively promotes library services within the community

Responsibilities

- Serves as advocate for the library before the greater community.
- Networks with other community organizations.
- Cultivates civic and political support for library programs.
- Individual board members attend public events to represent the library.

Role 4. Constantly monitors progress on the board's long range vision and annual objectives.

Responsibilities:

- Reviews data to evaluate the performance of board set criteria.

Role 5. Reviews the director's performance in achieving the board's direction and implementing board policy.

Responsibilities:

- Establishes a process for review
- Annually conducts a formal review.

Role 6. Adopts financial goals and priorities for the library.

Responsibilities:

- Reviews and endorses annual budget recommendations to the City.
- Provides liaison representation to the Friends Foundation.
- Accepts and administers trusts, endowments, bequests and gifts made directly to the library.

Role 7. Orients new board members to the perspectives of the board and the values of the library.

Responsibilities:

- Establishes a mentoring program for new board members with seasoned veterans.
- Provides an overview of the role of the board and how meetings are conducted to new members by the board President.
- Reviews the library's strategic plan with the new board members by the Vice President

Role 8. Encourages and supports the Library Director and staff as they implement Board policy.

Responsibilities:

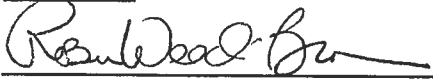
- Serves as chief buffer between public sentiment and professional library management
- Serves as chief protector of the library's neutrality from the political system
- Maintains open-mindedness and sound long-term policy over and above personal conviction.

Dated: June 16, 2003 **GLENDORA LIBRARY BOARD OF TRUSTEES**

AYES: 5

NOES: 0

ABSENT: 0

ATTEST: 
Robin Weed-Brown, Library Director

BY: 
Doug Hodson, Board President



Glendora Public Library Events

July 2006

- 01 10 a.m. – 1 p.m. *Coffee 'n' Books in the Library* – main floor
04 Library closed in observance of Independence Day
06 1:30 p.m. Origami folding workshop, ages preschool to 12 – Children's SRC – Bidwell Forum
08 10:30 a.m. Swazzle Puppeteers, all ages – Children's SRC – Bidwell Forum
10 7 p.m. Books Alive! *Travels with Charley* by John Steinbeck –Adult SRC - Library Main Floor
11 1:30 & 3:30 p.m. Movie *Homeward Bound*, all ages – Children's SRC – Bidwell Forum
12 2 p.m. Acrylic Painting – Teen SRC – Bidwell Forum
13 1:30 p.m. Create a dragon streamer puppet, ages preschool to 12-Children's SRC – Bidwell Forum
15 Night on the Plaza goes Caribbean
17 7 p.m. Library Board meeting- Bidwell Forum
18 1:30 & 3:30 p.m. Live bugs, parrots & monkeys, all ages-Children's SRC – Bidwell Forum
19 2 p.m. Chemical Magic – Teen SRC – Bidwell Forum
19 7 p.m. Teen book discussion group: *War of the Worlds* by H.G. Wells –Teen SRC-Bidwell Forum
20 1:30 p.m. Wild animal mask craft, ages preschool to 12 – Children's SRC – Bidwell Forum
22 2 p.m. Meet the Author Jerrilyn Farmer – Adult SRC – Library Main Floor
23 Cinderella at the Candlelight Pavilion
25 1:30 & 3:30 p.m. Animal Magic Show, all ages – Children's SRC – Bidwell Forum
26 12 p.m. Herb Gardening workshop- Bring a brown bag lunch–Adult SRC – Bidwell Forum
27 1:30 p.m. Puppy pop-up card craft, ages 6 to 12 – Children's SRC – Bidwell Forum
29 1 – 3 p.m. End of summer party, all ages – Bidwell Forum
31 3 p.m. SRC Volunteer Party – Bidwell Forum – by invitation only

August 2006

- 05 10 a.m. – 1 p.m. *Coffee 'n' Books in the Library* – main floor
21 7 p.m. Library Board meeting – Bidwell Forum

Summer Story times

- "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.

Community Outreach

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

Foundation Executive Board Meeting

- September 15, 2006 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- October 17, 2006 @ 7:00 a.m. Library - Bidwell Forum

9.
Board
Member
Items



AGENDA ITEMS

Glendora Public Library Board Agenda Planning Calendar FY 06-07

July 17: Elect officers; Foundation Liaisons appointed; Library Board Goals

August 21:

September 18: SRC wraps up; Holiday Hours-Thanksgiving & Christmas;

October 16:

November 20: Budget Priorities FY 07-08-initial discussion
(may be minimal if 2yr 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 \$;