

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

**Library Bidwell Forum**

**March 17, 2008**  
**7:00 p.m.**

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

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

**1. CALL MEETING TO ORDER**

**2. PUBLIC COMMENT PERIOD**

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

**3. ADOPTION OF AGENDA**

*Possible motion to revise order of business or other*

**4. CONSENT CALENDAR – action item**

4.1 Minutes of meeting of February 25, 2008, Encl., page 1

**5. REPORT OF LIBRARY DIRECTOR, Encl., page 7**

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

**6. UNFINISHED BUSINESS**

6.1 Library Board Awards

*President Theel to lead continued discussion on community recognition*

**7. NEW BUSINESS**

7.1 ELF Presentation

*Youth Services Librarian to present Early Learning with Families (ELF) information*

7.2 Bookmark Contest Presentation

*Youth Services Librarian Romero to present final bookmarks – President Theel to lead ranking*

7.3 Proposed increases to Library Fees, Encl., page 26

*Weed-Brown to lead discussion on city's request to increase certain library fees*

7.4 Library Goal Planning for Fiscal Year 08/09, Encl, page 35

*President Theel to lead discussion*

7.5 Library Events Calendar, Encl., page 38

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

**8. BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar, Encl., page 39

*Plans for future meetings to be discussed*

8.2 Board member items

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

**9. ADJOURNMENT**

**SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS**

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

**4.**

**Consent  
Calendar**

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

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

February 25, 2008  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:00 p.m. by President Jim Theel.

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

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Cindy Romero, Senior Librarian-Youth Services; Carlos Baffigo, Support Services Manager

**2. PUBLIC COMMENT PERIOD**

There was no public to comment.

**3. ADOPTION OF AGENDA**

There were no changes to the order of the agenda.

**4. CONSENT CALENDAR**

**It was MSC (Deal/Conway) to approve Minutes of meeting of January 28, 2008.**

The Board discussed Library Administrative Policy 3.01 and 3.03.

**It was MSC (Deal/Conway) to approve Library Administrative Policy 3.01 – Patron Confidentiality and Library Administrative Policy 3.03 – Circulation Policy with the recommended changes.**

**5. REPORT OF LIBRARY DIRECTOR**

Romero reported that the library will celebrate Dr. Seuss' birthday this Saturday, March 1, from 10 a.m. to 5 p.m. in the Children's room. She invited any interested Board members to read. Romero asked that Board members let her or Jebbia know if they can come.

Weed-Brown pointed out that Jim Theel's term expires this year. She asked the Board members to think of people from various areas of the community who could be encouraged to apply. Weed-Brown reminded Gomer, whose term will expire in June, to re-apply for the Library Board. Gomer is currently filling an unexpired term.

In response to a question from Conway, Weed-Brown replied that Takahashi's new position is promotional. She added that due to the 5% cut in the library's budget, part-time hours had to be cut. Takahashi's hours were cut, and shortly thereafter she was offered a part-time librarian position at Anaheim Public Library. Romero stated that Takahashi is still in library school, and this job presents a great opportunity. Weed-

Brown reported that a short and long-term plan have been established to deal with the staffing situation in the children's room. Susan Nock, on-call part-time librarian, will fill Takahashi's position temporarily. Weed-Brown explained that the long-term plan includes splitting the part-time Library Aide IV position into two part-time positions, one being a Library Aide V and the other a Library Aide II position. The Aide V position will handle the reference desk and outreach, whereas the Aide II position will handle bulletin boards and preparing crafts. Weed-Brown added that by creating these two positions, a more appropriate level of help will be achieved. She went on to state that this new plan can be implemented without any costs to the city, but it has not been approved yet.

In response to a question from Slakey, Weed-Brown replied that she has not obtained access to the library's security cameras from home yet. Baffigo stated that he continues to work with IT staff to solve the problem. He added that Menke, Maintenance Superintendent, has been able to view the cameras from home for some time.

Slakey commended Lani Exton for his continued financial support of this library. The library is fortunate to have many people like him.

Weed-Brown explained that the reason she proposed moving to a paperless Board packet is not the cost of printing, but rather because it is a more ecologically sound solution. She suggested using a CD, thumb drive or email to deliver the packets. Following discussion on this topic, the Board decided to stay with the current Board packet format.

In response to a question from Weed-Brown, the Board members replied that they do not need a separate binder with the library's policies, as all policies are available on-line.

Theel asked for an update on the budget process. Weed-Brown reviewed for the Board that originally each department was supposed to get a target budget number to work with. Several issues contributed to the decision that the budget process be handled the same as in previous years.

Weed-Brown stated that full-and part-time salary information is due this Friday. She added that she will also submit two Personnel policy issues. The first policy issue addresses the compression of the salary schedule for the Library Aide series due to the minimum wage increase, which raised the Library Pages' hourly wage to \$8. Weed-Brown stated that this policy issue proposes a recommended action and an alternative. The recommended action involves adjusting the salary steps of the entire Library Aide classification. The alternative proposal would allow the library to move all current Pages to the Aide I classification with increased responsibilities. The issue of the salary compression would be temporarily minimized for the city for one year and would defer dealing with the full range of salary issues for the Library Aide series until FY 09/10.

Weed-Brown explained some of the benefits of moving the Pages to the Aide I classification, such as getting additional help on the circulation desk and having more flexibility in work hours. She stated that six Pages could be moved into the Aide I classification for a cost of \$327 for the fiscal year. The question was raised why

Personnel did not deal with the salary impact at the time of the minimum wage increase. Weed-Brown stated that library staff brought this issue to their attention, but was told to bring it up at budget time. Weed-Brown stated that the second policy issue entails changing the Library Aide IV position in the children's room to one Library Aide V and one Library Aide II position. She pointed out that no extra funding is needed to implement this change; overall there is some salary savings.

Weed-Brown stated that line items are due March 7. The Library's line item numbers will be conservative. They will be lower than the numbers submitted for FY 07/08, but higher than the recent cuts. CIPs are due March 14, as are organizational charts, the narrative and revenue projections.

Weed-Brown pointed out that Baffigo is working with Public Works on other CIP issues, such as the leaking boiler and other general maintenance issues. The library will put forward another request for carpet replacement. The estimated cost to replace the staff carpet and the rest of the old carpet on the main floor is \$50,000.

Weed-Brown stated that the expansion should resolve the main floor flooding issues. Baffigo explained that the concrete walkway in the front will need to be torn out to access the sewer line. During this time, the front entrance will not be available. Once the concrete has been removed, the area will be graded and the draining system placed further away from the doors. A two pump system with larger diameter pipes will replace the current pump. Baffigo was unsure whether this will be done at the beginning or at the end of the expansion project as he does not have an exact timeline yet from Public Works. Weed-Brown said that the leaky store front upstairs has been replaced, which takes care of the bookstore flooding. She added that Baffigo will work with Public Works to resolve the roof leak.

Conway expressed his dissatisfaction that the repair of the drainage system is tied to a CIP that has been delayed since January. Baffigo pointed out that the current sump pump works. The problem stems from the small diameter of the drainage pipe going out to the street. Weed-Brown stated that the expansion plans should be on the March 11 Council agenda, which means construction would start in June.

Weed-Brown stated that the lobby almost flooded again during last Wednesday's cloud burst. Baffigo was in the lobby mopping up the water. Conway asked if Public Works crews provided assistance with the clean-up of the lobby. Baffigo stated that Public Works crews are on-call after 3:30 p.m. and it takes about 1 to 1 ½ hours to get help. Conway expressed his disappointment that although a big storm was announced there were no crews on stand-by.

Theel asked for an update on the postponed meeting with IT. Weed-Brown stated that she just received an email tonight from IT asking to meet tomorrow. Theel asked that Weed-Brown let the Board know via email if anything important is decided at this meeting. Weed-Brown recounted to the Board that library staff has been trying to meet with IT for two months.

## **6. UNFINISHED BUSINESS**

### **6.1 Library Board Awards**

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Theel reminded the Board that a decision has not been made yet regarding Library Board awards. The Board reviewed Theel's handout. Theel reiterated that in his opinion the Board should hand out Library Board Awards.

Discussion ensued on the proposed scoring system, possible funding, the frequency of the award presentation and possible recipients. The question was raised whether an official service award is needed, as the Board can honor someone without it. Slakey commented that it seems like all the people supporting the library are covered by other awards or events. Theel replied that in his opinion there are people who have not been honored yet.

Theel reiterated that the Board should do something more permanent than just honor a supporter occasionally. Following discussion on whether this proposal should move forward, it was agreed to bring this item back to the March meeting for further discussion.

## **7. NEW BUSINESS**

### **7.1 Review City Administrative Policy 4.08 – Policy concerning Use of Facilities and Resources by Minors**

The Board reviewed and discussed Administrative Policy 4.08 – Policy concerning Use of Facilities and Resources by Minors. Weed-Brown pointed out the changes in the policy and provided background information on some of the changes.

Weed-Brown stated that the law recognizes that older children have more rights and responsibilities. This is reflected in the library policy in that teenagers 9<sup>th</sup> grade and above can get a library card without a parent. Weed-Brown pointed out that this statement was added for clarification purposes, it is not a change in the policy. If a parent requests to have his or her child's library card revoked, library staff will honor that request and the card will be revoked. A library card can be revoked once in an academic year. Weed-Brown stated that there have been some recent requests from parents to have their children's' library cards revoked mostly due to internet use.

In response to a question from Theel, Weed-Brown replied that due to recent events a written procedure is in place for the process of revoking a child's library card. She added that this process is handled at the management level. Front-line staff is able to address the immediate situation and the management team will follow up with the parent.

**It was MSC (Slakey/Deal) to approve City Administrative Policy 4.08 – Policy concerning Use of Facilities and Resources by Minors with the recommended changes.**

### **7.2 Children's room expansion groundbreaking ceremony**

Weed-Brown asked that the Board think about possible ceremonies or dedication related to the expansion. The Board agreed that a groundbreaking ceremony would be great PR and a fundraising opportunity for the Friends Foundation.

Following discussion, the Board agreed that the Library Board, City Council and some Foundation members should be the participants in the groundbreaking ceremony.

Theel stated that the groundbreaking ceremony should be scheduled about two weeks prior to the start of construction. Baffigo pointed out that construction is scheduled to start June 1. Some suggestions for the ceremony included using the city's gold-plated shovels and placing the hands tree and pictures of the expansion outside during the groundbreaking ceremony.

The Board members decided that a ribbon cutting ceremony should be held at the completion of the expansion. Theel suggested that the bookmark contest winners be the ribbon cutters. In response to a question from Weed-Brown, the Board members replied that they do not need to be included in the further planning process of these events.

**7.3 Requests from Staff to Friends Foundation**

The Board reviewed and discussed the requests. Slakey commended the Foundation for being so supportive of the library. Weed-Brown reminded the Board that this is the final year of a 3-year plan for funding requests to upgrade the interior of the library. Based on anticipated cuts in the library's budget, items such as printing the library's bi-monthly newsletter and funds for the library history project have been added to the Foundation budget.

Weed-Brown stated that library furnishings staff is looking at purchasing include folding chairs for the main floor, new study tables and chairs and wood bookcases for the new book area. Weed-Brown stated that she just received an estimate for wood bookcases, which will give the new books area a bookstore feeling. Additional furnishings to purchase include more comfortable chairs, as well as benches to put inside the "new book" columns for additional seating.

**It was MSC (Slakey/Deal) to approve the requests from staff to the Friends Foundation and to forward them to the Friends Foundation.**

**7.4 Library Events Calendar**

The Board reviewed the events calendar. Deal noted Trivia Challenge scheduled for April 4. She added that a lot of food is being donated for Trivia by existing and new restaurants in town. Deal stated that she will provide a timeline at the next meeting for the Staff Appreciation Luncheon. Gomer and Deal asked if the April Board meeting can be moved to April 28 due to a scheduling conflict.

**It was MSC (Deal/Gomer) to move the April Board meeting to April 28, 2008.**

**8. BOARD MEMBER ITEMS**

**8.1 Agenda Planning Calendar**

The Board reviewed the agenda planning calendar. Weed-Brown pointed out that goal planning was postponed to March.

**8.2 Board Member Items**

Deal stated that she is not able to read at the Glendora Read-In. She is looking forward to Trivia. There will be plenty of food.

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Slakey stated that she enjoyed the Romantic Guitars and Chocolate Fantasy events, game day and the Lynch author visit. She congratulated Miss Bonnie on her 33<sup>rd</sup> anniversary here at the library. Slakey reminded the Board that she will not be at the March meeting.

Gomer stated that she enjoyed the Romantic Guitars and Chocolate Fantasy events.

Conway stated that there are many activities going on. He enjoyed the Chocolate Fantasy event.

Theel stated that he spent the month packing up. He said to expect the unexpected when you retire.

There being no further business, the meeting adjourned at 9:26 p.m.

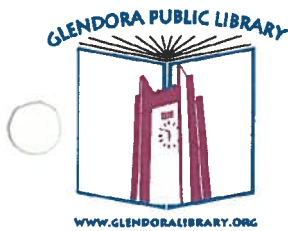
Respectfully Submitted,

Robin Weed-Brown, Library Director

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



**5.**  
**Report of**  
**Library**  
**Director**



Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

7  
Glendora, CA 91741

## MEMO

To: Board of Library Trustees

From: Library Director *R. B. W.*

CC: City Manager

Date: March 17, 2008

Re: Director's Report

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### Community

Annually the library partners with Glendora USD to sponsor the community read-in in March. It ties in with the birthday of Dr. Seuss which is celebrated across America around the same time. This year the GUSD read-in was held on March 5. Charter Oak USD also joined in for this celebration and their read-in was on Friday Feb. 29<sup>th</sup>. In previous years the Friends Foundation (FF) has donated a book to each class in every elementary school, including the two COUSD elementary schools that reside within Glendora's boundaries (Washington and Willow). This year the FF gave a Blue Chair gift certificate for \$10 with an additional 20% discount to each elementary class. Teachers can then pick out a needed book or work together to buy a needed series.

We also had a special Dr. Seuss birthday celebration here at the library. On Saturday March 1, community members dropped in to read to our library kids. Crafts, punch and cookies added to the celebration.

The library's Early Learning with Families (ELF) grant went to the city council to be formally accepted and the funds appropriated on March 11. If all goes well, our expansion specs will be on the March 25 meeting. It is possible it may be delayed to the first meeting in April (8<sup>th</sup>) before the specs go to council.

Our annual Volunteer Recognition luncheon is scheduled for March 25<sup>th</sup> at the Glendora Country Club. I hope those of you who can attend have already sent in your RSVP to Miss Bonnie.

Our events schedule is full and exciting. Author visits (Sue Ann Jaffarian, Ken Jennings, Earlene Fowler), creating your own greeting cards, learning to knit, tutor training and book discussion groups for adults; a MySpace safety seminar, teen electronic scavenger hunt and teen book discussion group; and a plethora of children's events ranging from author visits, to a parent-child book group, and a juggler, to name a few. We keep our community engaged and staff busy!

Trivia Challenge 16 is just around the corner on April 4<sup>th</sup>. We have over 20 trivia teams from the community and our local restaurants have once again been generous with the food. I hope you can be there to join in the fun and support our literacy program.

In our ongoing effort to keep our lobby welcoming and clear of clutter, a new sign holder was purchased. Four programs, events or announcements can be placed in this one holder. Response has been positive. We will be purchasing one more holder when funding becomes available to handle additional library PR. Having so much information in one location (instead of multiple single signs) and in an eye-catching sign holder makes it easier for our patrons to keep informed.

### Staff

The library managers developed and presented a staff training session on "Setting Boundaries with Library Patrons" on March 10 and 14. Staff was required to attend one of the sessions. The focus was on setting appropriate boundaries with all library patrons to ensure good customer service. Shared insights and good discussions by staff made this a successful training. A copy of the handout is attached for your information.

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Management team training included: Elke, Anne and Janet: ICRMA workshop on "How to be an excellent leader"; Cindy and Janet: InfoPeople workshop on "Measuring library costs and benefits"; Elke, Anne and Cindy: "Managing change at work and in your life".

Director

As mentioned above we started out the month with school read-ins. I read at both the Washington Elementary School and the Sellers Elementary School. What a delight it is to read to the school children!

It looks like having a groundbreaking ceremony the week of June 2<sup>nd</sup> would work even if the specs are delayed again until the first council meeting in April. Sylvia is not available that week in June; however she has given her ok to go ahead without her. At our meeting I would like to finalize a date with everyone for that week. If there are any further delays in specs or the bid process we may have to push the date back even further. The later in June we have to go, the more difficult coordinating a groundbreaking ceremony becomes for the library, city and community due to busy schedules.

The 5% cut went to the city council on March 11. At the last minute the library was informed by the Finance Director that an additional \$4,000 had been cut out of the book/materials budget (for a total of \$18,000). The proposed reduction to the library's IT budget line was not accepted requiring the additional cut. I want to thank the materials selectors for their understanding and help in making this additional cut. I hope that our book budget numbers for FY08-09 will go forward so that we do not get any further behind in meeting our community's requests for library materials. Attached are the library's budget line items with the 07/08 numbers, the 5% cut numbers and the proposed 08/09 numbers.

The budget has been submitted for FY 08-09. For the library the only increases submitted were for maintenance contracts that we have no control over and in the book budget line (the online databases have annual increases much like the maintenance contracts). All other areas remained the same or were reduced from the original FY 07-08 library budget. A Capital Project request was submitted for the remainder of the library carpet to be replaced. Two Policy Issues were submitted: the Library Aide series salary compression adjustment and a reallocation of part time hours in the children's room. Once the budget process started the deadlines came very fast. In just 3 weeks the entire budget was submitted. I want to thank the library management team for working so diligently and quickly to meet the fast turnaround time. At some point I will be meeting with the City Manager and Finance Director and reviewing our budget submissions.

I will be out of town, March 20-24, celebrating Easter with my folks. Anne will be in town, as will other members of the management team.

**Next Board Meeting: April 28, 2008\*\*\*Note date change-4<sup>th</sup> Monday in April**

**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

<b>DIVISION 7076</b>									
<b>ACCOUNT 51110 OFFICE SUPPLIES (previously 524)</b>									
Board Recognition: plaques, badges			100	150	150				
First Aid/EOC supplies			180	180	180				
General office supplies			4,250	4,000	4,000				
Copier supplies - Public and Staff			750	800	1,560				
Library Cards (10,000)			4,000	3,000	3,690				
Outreach supplies (displays, bulletin boards, posters)			100	0	0				
Rewritable CDs, Thumbdrives			220	0	0				
Staff ID for Library employees			100	0	100				
Staff Recognition/Star Service			1,000	1,000	1,000				
<b>TOTAL BUDGET REQUEST</b>			<b>10,700</b>	<b>9,130</b>	<b>10,680</b>				
<b>ACCOUNT 51400 BUILDING MATERIALS &amp; SUPPLIES (prev 531)</b>									
Book Trucks (2)			550	550	0				
Chairs/stools, desks (public & staff)			5,000	5,000	0				
Bike Rack/Stakeboard holder			600	0	0				
Forum Supplies			1,000	500	0				
OPAC Mounts/tables			1,000	1,000	0				
Miscellaneous building and equipment hardware			1,500	1,500	0				
Outside book return			4,000	5,000	0				
Shelving (general)			5,000	0	0				
Signage			1,000	1,000	0				
Study Tables			5,000	0	0				
Circulation equipment (book return, book trucks, carts, signage)/new for 08-09			0	0	7,000				
Forum Equipment & supplies (easels, microphones, cables)/new for 08-09			0	0	500				
Office/public area equipment & supplies (tables, chairs, file cabinets)/ new for 08-09			0	0	5,500				
Building equipment & supplies (misc)/new for 08-09					7,000				
<b>TOTAL BUDGET REQUEST</b>			<b>24,650</b>	<b>14,550</b>	<b>20,000</b>				
<b>TOTAL REQUESTS THIS PAGE</b>									
			<b>35,350</b>	<b>23,680</b>	<b>30,680</b>				

**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET**  
**LIBRARY DEPARTMENT**

<b>DIVISION 7076</b>	<b>Approved</b>	cuts	Req
	<b>FY 07-08</b>	<b>1/8/2008</b>	<b>FY 08-09</b>
<b>ACCOUNT 51550 PHOTOGRAPHIC SUPPLIES AND DEVELOPING (prev 542)</b>			
Digital photo paper	0	0	0
<b>TOTAL BUDGET REQUEST</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ACCOUNT 51560 OPERATING LEASES (prev 624)</b>			
Copy - Print Service	15,000	15,000	18,000
<b>TOTAL BUDGET REQUEST</b>	<b>15,000</b>	<b>15,000</b>	<b>18,000</b>
<b>ACCOUNT 55320 PRINTING (prev 643)</b>			
Circulation Hand-out (fees, fines)	1,300	1,300	1,000
Bookmarks/PR Supplies	3,000	1,500	1,500
Lib Information brochures (Gateway to Knowledge, floor plan)	1,000	0	1,000
Library newsletter	1,800	1,000	800
Stationery (letterhead, envelopes, business cards)	250	600	1,200
City Hall Reproduction costs (prev acct #001.7076.642.000)	1,200	200	100
<b>TOTAL BUDGET REQUEST</b>	<b>8,550</b>	<b>4,600</b>	<b>5,600</b>
<b>ACCOUNT 55340 POSTAGE (prev 612)</b>			
FedEx/UPS/Ship for Less	anticipated rate increase May 08 to 42 cents, 2009 43 cents		
Interlibrary loan - moved to City Hall postage	1,200	1,050	400
Outreach mailings (Board packets, NLW)	0	0	0
overdue notifications - moved to City Hall postage	0	0	0
City Hall postage (LL, overdues,)	4,160	4,000	4,250
<b>TOTAL BUDGET REQUEST</b>	<b>5,360</b>	<b>5,050</b>	<b>4,650</b>
<b>TOTAL REQUESTS THIS PAGE</b>			
	<b>28,910</b>	<b>24,650</b>	<b>28,250</b>

**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET**  
**LIBRARY DEPARTMENT**

			cuts						
		Approved							
		FY 07-08	1/8/2008	FY 08-09					
<b>DIVISION 7076</b>									
<b>ACCOUNT 55400 DUES AND MEMBERSHIPS--LIBRARY (prev 692)</b>									
American Library Association		400	400	660					
California Library Association		920	920	1,080					
CALTAC (Library Board)		70	70	115					
Glendora Coordinating Council		40	40	40					
Polaris User Group		150	150	150					
Rotary		220	220	220					
<b>TOTAL BUDGET REQUEST</b>		<b>1,800</b>	<b>1,800</b>	<b>2,265</b>					
<b>ACCOUNT 55510 MEETING EXPENSES (prev 695)</b>									
ALA/CLA/MCLS		200	100	0					
Coffee supplies (cups, napkins, coffee, cream, sugar)		200	100	200					
Coordinating Council x \$12		100	100	120					
Library events/Host		600	600	300					
Staff development/workshops		250	250	300					
<b>TOTAL BUDGET REQUEST</b>		<b>1,350</b>	<b>1,150</b>	<b>920</b>					
<b>ACCOUNT 55550 TRAVEL (prev 631)</b>									
ALA/PLA/LAMA		1,000	500	0					
California Library Association		1,000	500	0					
Polaris NY		1,200	1,200	1,500					
Mileage Reimbursement (MCLS, misc travel)		560	560	1,000					
MCLS Committees & workshops (prev acct 632)		0	0	0					
Local conference & misc travel (prev acct 632)		0	0	0					
<b>TOTAL BUDGET REQUEST</b>		<b>3,760</b>	<b>2,760</b>	<b>2,500</b>					
<b>TOTAL REQUESTS THIS PAGE</b>		<b>6,910</b>	<b>5,710</b>	<b>5,685</b>					

**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

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	<b>Approved FY 07-08</b>	<b>cuts 1/8/2008</b>	<b>Req FY 08-09</b>
<b>DIVISION 7076</b>			
<b>ACCOUNT 55600 TRAINING (prev 617)</b>			
ALA/PLA/LAMA annual conference	400	400	0
California Library Association annual conference	1,100	1,100	0
InfoPeople (\$75 ea)/UCLA (\$50 ea)	400	400	900
Metropolitan Cooperative Library System workshops (10x20)	100	100	100
Polaris Training	2,500	500	2,500
Technology/management/other	1,100	800	800
<b>TOTAL BUDGET REQUEST</b>	<b>5,600</b>	<b>3,300</b>	<b>4,300</b>
<b>ACCOUNT 56200.01 GIS POLARIS MAINT CONTRACT (prev 662.091)</b>			
General catalog, children's catalog & Syndetics	24,480	23,480	20,000
* normally 5% increase annually			
<b>TOTAL BUDGET REQUEST</b>	<b>24,480</b>	<b>23,480</b>	<b>20,000</b>
<b>ACCOUNT 59100 OTHER CONTRACT SERVICES (prev 699)</b>			
Califa contract	400	400	400
Metropolitan Cooperative Lib System contract	5,500	5,000	5,000
OCLC cataloging utility (includes First Search)	12,000	10,000	12,000
Other (consultants, Reservation software, web)	8,000	1,000	6,000
<b>TOTAL BUDGET REQUEST</b>	<b>25,900</b>	<b>16,400</b>	<b>23,400</b>
<b>TOTAL REQUESTS THIS PAGE</b>	<b>55,980</b>	<b>43,180</b>	<b>47,700</b>
<b>TOTAL REQUESTS FOR ACCOUNT 7076</b>	<b>127,150</b>	<b>97,220</b>	<b>112,315</b>

SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT

13

		Approved FY 07-08	cuts 1/8/2008	Req FY 08-09						
<b>DIVISION 7076</b>										
<b>DIVISION 207-7076</b>										
<b>ACCOUNT 51110 OFFICE SUPPLIES</b>										
Literacy Supplies		0	0	1,500						
<b>TOTAL BUDGET REQUEST</b>		<b>0</b>	<b>0</b>	<b>1,500</b>						
<b>ACCOUNT 55700 EDUCATIONAL REIMBURSEMENT (Grant - prev 07-7076-696)</b>										
GRANT REIMBURSEMENT	\$1047/class									
Mary Pat Dodson \$2094 - 2 classes		6,282	6,282	2,094						
<b>TOTAL BUDGET REQUEST</b>		<b>6,282</b>	<b>6,282</b>	<b>2,094</b>						



**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET**  
**LIBRARY DEPARTMENT**

<b>DIVISION 7077</b>		<b>Approved</b>	<b>cuts</b>	<b>Req</b>
		<b>FY 07-08</b>	<b>1/8/2008</b>	<b>FY 08-09</b>
<b>ACCOUNT 51200 SPECIAL SUPPLIES (prev 530)</b>				
Cases (for videos, cassettes, cds/ cdrms/dvds + sec. cases, hangup bags, etc.)				
		3,000	3,000	0
Circulation desk & misc office supplies (ink, golf pencils, receipt printer paper)				
		1,450	1,450	0
Polaris supplies (bar code scanners/receipt printer)				
		400	0	0
Processing & mending supplies (now includes pre-processing costs, prev paid out of 707951300)				
		11,600	11,000	0
Theft detection strips				
		3,880	3,880	0
Circulation supplies (golf pencils, receipt printer paper)/new for 08-09				
		0	0	1,500
Computer supplies (cleaning supplies, network supplies, software)/new for 08-09				
		0	0	1,500
Technical processing supplies (cases, detection strips, book jackets)/new for 08-09				
		0	0	17,330
<b>TOTAL BUDGET REQUEST</b>		<b>20,330</b>	<b>19,330</b>	<b>20,330</b>
<b>ACCOUNT 55330 MICROFILMING (prev 647)</b> moved to Periodicals 001-7079-51300				
* price varies depending on number of pages microfilmed				
Glendora Press (done every year)				
		0	0	0
Glendoran Magazine (done every 3 years)				
		0	0	0
Glendora Community News (done every 3 years)				
		0	0	0
<b>TOTAL BUDGET REQUEST</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REQUESTS FOR ACCOUNT 7077</b>				
		<b>20,330</b>	<b>19,330</b>	<b>20,330</b>

IF

**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

<b>DIVISION 7079</b>	<b>Approved FY 07-08</b>	<b>cuts 1/8/2008</b>	<b>Req FY 08-09</b>				
<b>ACCOUNT 51200 SPECIAL SUPPLIES - PUBLIC SERVICES (prev 530)</b>							
Children's supplies	2,000	2,000	2,000				
Young Adult supplies	1,000	1,000	1,000				
Adult supplies	500	500	500				
<b>TOTAL BUDGET REQUEST</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>				
<b>ACCOUNT 51300 BOOKS/TAPES/PERIODICALS, ETC (prev 527)</b>							
<b>ADULT SERVICES</b>	7% increase			*=variable % increase			
Fiction	37,600	37,600	38,800				
Non-fiction	59,800	59,800	64,700				
Reference	14,000	14,000	15,500				
Audio-visual	38,500	38,500	39,300				
<b>YOUTH SERVICES (CHILDREN &amp; YA)</b>							
Fiction	19,000	19,000	19,000				
Non-fiction	16,200	16,200	16,200				
Reference	11,000	11,000	11,000				
Audio-visual	10,000	10,000	10,000				
<b>STANDING ORDERS</b>	48,150	43,150	48,150				
<b>PERIODICALS</b>	30,000	23,500	30,000				
<b>ELECTRONIC DATABASES (FY 08/09 5% increases x 0-2 yrs)</b>	70,750	68,250	80,700				
<b>TAX</b>							
<b>TOTAL BUDGET REQUEST</b>	<b>355,000</b>	<b>341,000</b>	<b>373,350</b>				
*Each subject area adjusted independently, based on averages of Bowker Annual figures (2007 ed.)							
		337,000	additional \$4,000 cut				
<b>ACCOUNT 55325 BINDING &amp; REPAIR OF LIBRARY MATERIALS (prev 645)</b>							
Binding	900	900	900				
Repair	1,500	1,000	1,500				
<b>TOTAL BUDGET REQUEST</b>	<b>2,400</b>	<b>1,900</b>	<b>2,400</b>				
<b>TOTAL REQUESTS FOR ACCOUNT 7079</b>	<b>360,900</b>	<b>346,400</b>	<b>379,250</b>				
<b>TOTAL REQUESTS FOR 7076-7077-7079</b>	<b>508,380</b>	<b>462,950</b>	<b>511,895</b>				
% change from previous FY		-8.936%	0.691%				change from approved budget 07/08
3/12/2008 3:10 PM							

5

**Expenditure Reductions, Savings & Avoided Costs:**

<u>Department &amp; Division</u>	<u>Item Description</u>	<u>Amount</u>	<u>Type</u>
<b>Administration</b>	Salary Savings from frozen Public Information Officer	74,367	Savings
	Travel/Training	3,000	Reduction
<b>Personnel</b>	Consultants	2,000	Reduction
	Printing	1,000	Reduction
	Contract Services	6,000	Reduction
<b>Finance</b>	Salary Savings	11,610	Savings
	Training/Meeting	6,000	Reduction
<b>Police Department</b>			
Administration	Budget Corrections	25,110	Reduction
Patrol	Salary Savings	485,380	Savings
Traffic	Part-Time Salary Savings	52,000	Savings
Records	Vacant Position Savings	50,810	Savings
<b>Planning &amp; Redevelopment</b>	Salary Savings	90,000	Savings
	Travel/Training	5,000	Reduction
<b>Public Works</b>			
Maintenance Division	Salary Savings	75,000	Savings
Engineering	Salary Savings	12,020	Savings
Administration	Monrovia Nursery Plan Review	11,650	Reduction
	NPDES Consultant	19,740	Reduction
	Traffic Signal Repair & Maintenance	10,000	Reduction
	LA Works Contract	11,500	Reduction
Building Division	Low/Mod to fund 20% of inspector	6,990	Avoided
<b>Library</b>			
Administration	Office Supplies	1,570	Reduction
	Building Materials & Supplies	10,100	Reduction
	Printing	3,950	Reduction
	Postage	310	Reduction
	Meeting Expense	200	Reduction
	Travel	1,000	Reduction
	Training	2,300	Reduction
Circulation	Special Supplies	1,000	Reduction
	Salary Savings	21,180	Savings
	Part-Time Salary Savings	30,000	Savings
Public Services	Books/Tapes/Periodicals	18,000	Reduction
	Binding & Repair	500	Reduction
<b>Community Services</b>			
Administration	Travel/Training	2,000	Reduction
Parks	Reduce Landscaping to Hx Usage Levels	1,500	Reduction
	Salary Savings	57,330	Savings
	Reduce Parks Disposal to Hx Usage Level	1,000	Reduction
Recreation	Salary Savings	11,520	Savings
	Equipment/Supplies	5,100	Reduction
Trees	Repl Trees from Mitigation Account	4,000	Avoided
	Reduce Water Usage	5,000	Reduction
	Reduce Arborist	1,000	Reduction
Human Services	Part-Time Salary Savings	12,000	Savings
Teen Center	Salary Savings	6,200	Savings
	Bldg Maintenance & Repair	1,100	Reduction
	Reduce Counter Staff on Friday	6,590	Reduction
	Miscellaneous	1,000	Reduction
Pompie Park	Salary Savings	12,200	Savings
	Part-Time Salary Savings	30,190	Savings
	Various Accts due to September Opening	7,000	Reduction

**Total Reductions, Savings and Avoided Costs** **\$1,214,017**

<b>Summary by Type of Budget Action:</b>		
Budget Savings	Budget will not be removed from general ledger	\$1,031,807
Budget Reduction	Budget will be removed from general ledger	171,220
Avoided/Transferred Cost	Transfer of cost to another funding source	10,990
		<b>\$1,214,017</b>

# GLENDORA PUBLIC LIBRARY

## *Setting boundaries with library patrons*

March 2008

### What are boundaries?

- ❖ *The American Heritage dictionary of the English language*

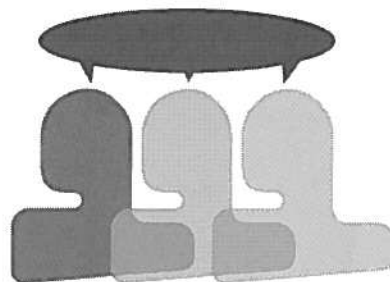
“boundary ... 1. Something that indicates a border or limit ...”

- ❖ *Magill's encyclopedia of social science : psychology*

“... or how information and relationships are defined and limited ...”

### The Four Cornerstones

- ❖ Teamwork
- ❖ Clarity
- ❖ Consistency
- ❖ “The Broken Window Theory”



#### Teamwork: Everyone Speaks with the Same Voice

- A team addresses problems with the same outcome in mind. Have a consensus.
- A team understands all policies.
- A team has an open but respectful communication style.
- A team can question authority, but doesn't sabotage its own hierarchy!

#### Clarity

- Everyone is clear about what is acceptable.
- Be clear about:
  - Rules
  - Norms
  - Standards
- Without internal clarity (inter-team) there can be no clarity with patrons.

#### Consistency

- Policies are reinforced the same way every time.
- Rules that are not always enforced are not rules. They are booby-traps for us and for them. Help your supervisors and managers identify these booby-traps!
- Flexibility, exceptions, and appropriate personal relationships are good. Help your supervisors and managers institutionalize and standardize them.

#### The Broken Window Theory

- Respond quickly, before a problem becomes a pattern.
- Respond quickly, before small problems become large.
- Have a team response.
- Remember, nothing is more fascinating than an irregular reinforcement pattern.

Based on material created by Edmond Otis, MS, MFT, and Edmond Otis & Associates, Inc., for the Infopeople Project [infopeople.org], supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. Any use of this material should credit the author and funding source.

JS 11-Mar-08

The rules

Rule 1: It's Not Personal

- The opposite of “personal” is not “impersonal.” It’s “professional.”
- What makes it personal? Focusing on getting people to “agree” with you.
- What is your goal? Outstanding customer service.

Rule 2: Do offer choices; don't polarize

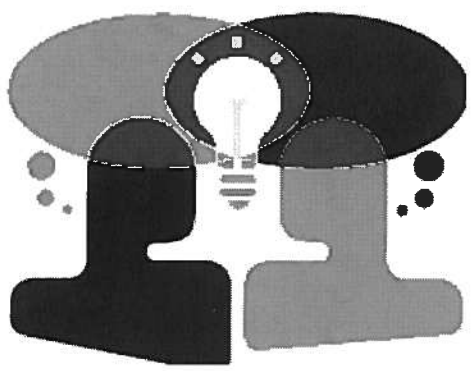
- You and the patron are controlled by the same boundaries
  - Offering choices gives you power
  - Giving ultimatums makes you weak—polarity

Rule 3: Focus on Immediate Behaviors As You Establish Boundaries

- Don't be distracted by plot before addressing behavioral problems

Rule 4: Know What You're Talking About

- Only say what you mean
- Always mean what you say



A few helpful concepts

Nice People Who Are Difficult

- Be honest - it's OK to tell the truth
- Be nice - especially to the nice
- Value the magic of rapport
- Give and expect respect
- Difficult? Try “rebooting” them

Master “the Zen of No”

- How well people respond to boundaries is often determined by how confident and non-defensive we are when we establish them.
- Remember Rule #1.

Remember This Conversational Sequence

- “I understand that this is important to you ...”
- “Let me make sure I understand what you're telling me ...”
- “You're (fill in the emotion) because ...”
- “Is that right?”

# Division Monthly Reports



To: Robin Weed-Brown

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

Date: February 2008

**Public Services** - Cindy Romero, Janet Stone

## **Children's:**

Date	Event	# of participants
February 5, 2008	TAB Meeting	10
February 12, 2008	Community Preschool storytime	25
February 21, 2008	Author Visit, Jason Lethcoe	21
February 23, 2008	SAT workshop	60
Jan-Feb. 23, 2008	Bookmark Contest	471
February 26, 2008	Whitcomb Headstart	40
February 28, 2008	GUSD Library Tech Meeting	10
February 28, 2008	Children's Book Discussion "You Wish" by Jason Lethcoe	13
	<b>TOTAL number of participants</b>	<b>596</b>

Although February may look like a slow month for us, we had nice turnouts at the events we sponsored. The Youth Services division kept very busy planning for upcoming events. The beginning of March alone saw the Dr. Seuss Birthday party, the Myspace Safety seminar, TAB, and the Teen Tech Week party. I would like to thank Sylvia and Tricia for coming out and supporting these events. We are also busy preparing for this year's summer reading clubs.

We had a total of 417 entries for the bookmark contest. You will find your judging packets in your envelopes. I will be attending the meeting in case you have any questions. We are looking to announce the winners on March 19<sup>th</sup>. The reception for all of the participants will be held on April 16<sup>th</sup> at 6:30 pm. We would love for all of you to attend and help us honor the participants. We are working hard on the major art project that will display all of the entries through the summer.

Cindy attended the Glendora Unified School District monthly Library Technician meeting in February. It is always nice to connect with those working in the surrounding libraries. The School Library Technicians are a great help to us in reaching the students. We asked the middle and high school representatives for ideas in reaching their students, as we always have trouble reaching that age group.

Gail was able to attend the MCLS Children’s committee Share Fair this month and get some new craft and program ideas. Cindy attended the Workplace Violence Prevention seminar that the city provided and will be attending the next session, *Managing Change at work*, later this month. Cindy and Janet will also be attending a Library Costs and Benefits later in March.

**Adult:**

Date	Program/Event	# of participants
February 2, 2008	Family Game Night	70
February 6, 2008	Author David K. Lynch - <i>A Field Guide to the San Andreas Fault</i>	25
February 20, 2008	A Novel Idea Book group	9
TOTAL number of participants		104

Gaetano continued our collective exploration of the roles of computer and video games in libraries by attending “Gaming 2.0 – Video Games at your Library.” Adult and Youth Services staff will continue scrutinizing this concept in the coming weeks. Gaetano and Sandy – performing *Nothing* and *Wild About Books*, respectively – joined other staff in the Community Read-in ... and added value with their knowledge of geography and juggling (again, respectively). Sandy continued monitoring the evolution of our online audio book provider OverDrive, keeping an eye on issues as OverDrive separates from Califa and partners with us and other libraries as an independent consortium.

Ever on the lookout for more robust services and lower prices, Cindy and Janet also met with a cofounder of online tutoring program Brainfuse, to help compare and contrast their offerings with those of current Live Homework Help provider Tutor.com. Assessments will continue as we wrangle next year’s budget.

Janet attended Independent Cities Risk Management Authority’s session, “Managers’ & Supervisors’ Guide to Becoming Fabulous... or at Least a Masterpiece!” In house, all of us are preparing, as teachers or students, for upcoming staff training based on InfoPeople’s webcast “Setting boundaries with library patrons.”

Meanwhile, our citizens knew where to find us this month: electronic subscription resource searches were more than a third higher than in each of the last two months, and total requests for information were at their highest since last October.

**Support Services** – Carlos Baffigo

**Facilities:**

Repair of flood-related drywall damage is still pending contractor approval.

A list of Capital Improvement Project (CIP) Fiscal Year '08-'09 budget requests was forwarded to Public Works. Preliminary discussion with PW seemed to indicate that all of the proposed requests would be submitted for approval.

Expansion plans are still in the review process by structural engineer Jeff Coronado and the City of Glendora Public Works department. An updated project schedule will be released once the plans are completed.

**Technology:**

A meeting with IT to discuss budget charge-backs and technology-related responsibilities has been postponed until the middle of March.

Implementation of the LibraryThing catalog enhancement service is underway. A list of 132,000 bibliographic records from the Polaris database was sent to Librarything for processing in late February.

**Development & Educational Services – Anne Pankow**

Events and outreach are listed below.

Date	Program/Event	# of participants
2/2/2008	Coffee n Books	45
2/6/2008	Chocolate Fantasy – Linda Hermann	40
2/9/2008	Altered Books Craft	9
2/13/2008	Romantic Guitars Michael Ryan & Ken Souderlund	100
TOTAL number of participants		194

Date	Community Outreach	# of participants
2/6/2008	Born to Read – Teen Parents	20
2/7/2008	Babies, Books & Bibs – Expectant Parents	57
TOTAL number of participants		77

Staff and volunteers are busy working on the Great Trivia Challenge 16. I hope all of you received your 'Save the Date' postcards. This year it will be in April, on Friday, April 4, at Azusa Pacific University. So far, there are 6 corporate sponsors at \$1,500 each, 24 teams and 13 Masters of Minutiae at \$100 each. Clay Hess, who served as the head judge for Trivia for many years, had to step down as a Trivia judge this year. Keith Hilliard agreed to take his place. Doris Blum and Karen Babineau will also serve as judges again this year. This exciting event is great fun for all ages.

The annual Volunteer Recognition will be held at Glendora Country Club on Tuesday, March 25. This special event is by invitation only. I hope all of you have RSVP'd to attend. This event is being held a little earlier than usual because the Citrus Singers, who are the highlight of the day, will be on tour in April. This is a wonderful way that we thank all of our adult volunteers for their many hours of service to the library.



# Glendora Public Library Summary Data for February 2008

<u>Service Indicators</u>	This Year February	Last Year February	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	19,542	18,683	5%	168,098	173,138	-3%
I. D. Total Items Loaned	31,649	27,122	17%	232,543	226,069	3%
I. D.4. Electronic Circulation	125	131	-5%	906	948	-4%
III. A. Total Requests for Information/Adult Services	2,723	2,431	12%	19,878	21,480	-7%
II. A. Total Items Owned	147,406	151,633	-3%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	28,206	14,314	97%	161,653	96,613	67%
V. A.2. Library Home Page Views	21,794	8,656	152%	115,998	52,788	120%
VI. A. Total Number of Programs	12	7	71%	75	56	34%
VI. E. Number of Literacy Students Active	35	34	3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	111	101	9%	802	621	29%
VI. F.1 Total Number of Volunteer Hours	510	538	-5%	5,686	5,731	-1%
I. G. Total General Fund Revenue	\$29,562	\$36,079	-18%	\$61,066	\$86,016	-29%

These statistics are subject to verification.

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## February and March 2008 Events

Author Jason Lethcoe February 2008

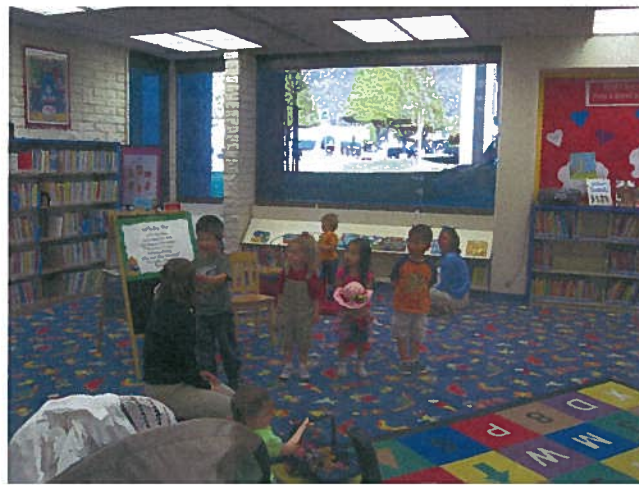


Children's Book Club February 2008

SAT Workshop February 2008



Storytime February 2008



Dr. Seuss Birthday March 2008



### Electronic Scavenger Hunt March 2008

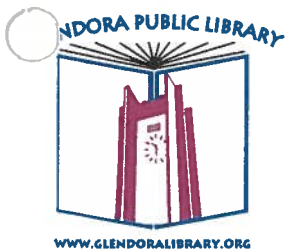


### Card Making Workshop March 2008



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

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



Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

Glendora, CA 91741

# MEMO

To: Board of Library Trustees

From: Robin Weed-Brown, Library Director 

Date: March 17, 2008

Re: Agenda Item 7.3: Proposed increases to library fees

To enhance general fund revenues, the city manager has requested the library to increase the following fees:

Library card replacements: now: \$ 3.00 proposed: \$ 4.00 (33% increase)  
Test Administration: now: \$20.00 proposed: \$26.00 (30% increase)

These proposed increases will be presented to the city council on March 25<sup>th</sup> for adoption. Due to the lead time required on committing city council agenda items, these costs will be automatically included with other city fee increases. If the Board has concerns or does not support these increases, those issues/concerns will be presented at the March 25<sup>th</sup> city council meeting by the Finance Director for council discussion.

Attached for your information are:

- An overview sheet of the library fees and costs
- Updated cost sheets-the cost changes are based solely on increase in staff salaries. No re-evaluation of time or staff level was done.
- Jan. 08 MCLS survey on costs

# OVERVIEW SHEET

33% increase

30% increase

Item No.	Service	Reference	Current Fee	Proposed Fee
S-118	Inter-Library Loan Program		\$1 per item charged to everyone	\$1 per item charged to everyone
S-119	Lost Library Card Processing		\$3 per card	\$4 per card
S-120	Overdue Library Material Processing		Adult: \$.20 p day (\$20 max or cost of item, whichever is less); Children: \$.10 per day (\$10 max or cost of item, whichever is less); Video/Software: \$1 per day; Special Loan: \$1 per day	Adult: \$.20 p day (\$20 max or cost of item, whichever is less); Children: \$.10 per day (\$10 max or cost of item, whichever is less); Video/Software: \$1 per day; Special Loan: \$1 per day
S-121	Lost/Damaged Library Material Processing		\$10 plus replacement costs	\$10 plus replacement costs
S-122	Test Administration		\$20 per test	\$26 per test
S-123	Library Forum Rental		Charge what the market will bear for this facility (community groups do not pay a fee)	Charge what the market will bear for this facility (community groups do not pay a fee)

\*

\*

\* proposed increase



CITY OF GLENDORA  
COST DETAIL WORKSHEET  
FISCAL YEAR 2007-2008

SERVICE INTER-LIBRARY LOAN PROCESSING	REFERENCE NO. S-118
--	------------------------

NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 363
--	--------------------

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
LIBRARY CIRC./SUPPOF LIBRARY TECH.		Borrowed	0.33	\$26.62	363	\$9,663
		TYPE SUBTOTAL	0.33	\$26.62		\$9,663

		TOTALS	0.33	\$26.62		\$9,663
--	--	--------	------	---------	--	---------

*Previous*      ~~\$~~ 19.82      \$7,195

Current cost \$ 1  
new                      \$ 1

NO change

(we would lose St. Lib funding if we increased this cost)

CITY OF GLENDORA  
COST DETAIL WORKSHEET  
FISCAL YEAR 2007-2008

SERVICE LOST LIBRARY CARD PROCESSING	REFERENCE NO. S-119
---	------------------------

NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 1,890
--	----------------------

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
LIBRARY CIRC./SUPPOF	LIBRARY AIDE III - P/T		0.08	\$3.56	1,890	\$6,728
		TYPE SUBTOTAL	0.08	\$3.56		\$6,728

		TOTALS	0.08	\$3.56		\$6,728
--	--	--------	------	--------	--	---------

*Previous*      \$ 3.58      6,766

current \$3  
 proposed \$4  


---

 \$1 increase

CITY OF GLENDORA  
COST DETAIL WORKSHEET  
FISCAL YEAR 2007-2008

SERVICE OVERDUE LIBRARY MATERIAL PROC.				REFERENCE NO. S-120		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2,700		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
LIBRARY CIRC./SUPPOF LIBRARY TECH.		1 Hr/Day - Bills	0.11	\$8.96	2,700	\$24,192
LIBRARY CIRC./SUPPOF LIBRARY TECH.		3.5 H/D-Patron Svc	0.39	\$31.36	2,700	\$84,672
		TYPE SUBTOTAL	0.50	\$40.32		\$108,864
TOTALS			0.50	\$40.32		\$108,864

*previous*

*\$1 30.02*

*\$ 8,054*

*Current*

*20¢ - Adult  
10¢ - Kids  
AV - \$1*

*No change*

CITY OF GLENDORA  
COST DETAIL WORKSHEET  
FISCAL YEAR 2007-2008

SERVICE LOST/DAMAGE LIBRARY MATERIAL PROC.						REFERENCE NO. S-121	
NOTE Unit Costs are an Average of Total Units						TOTAL UNITS 281	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
LIBRARY CIRC./SUPPOF LIBRARY TECH.			1.00	\$80.66	281	\$22,665	
		TYPE SUBTOTAL	1.00	\$80.66		\$22,665	

TOTALS			1.00	\$80.66		\$22,665
--------	--	--	------	---------	--	----------

*previous*      *\$160.06*      *\$16,877*

*Current \$10 + Replacement cost of item*  
      
      
*No change*

CITY OF GLENDORA  
COST DETAIL WORKSHEET  
FISCAL YEAR 2007-2008

SERVICE TEST ADMINISTRATION	REFERENCE NO. S-122
--------------------------------	------------------------

NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 5
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<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
LIBRARY ADULT SERVIC	LIBRARIAN II		0.25	\$26.36	5	\$132
		TYPE SUBTOTAL	0.25	\$26.36		\$132

		TOTALS	0.25	\$26.40		\$132
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*Previous*                      \$ 19.00                      \$95

Current \$20  
 Proposed \$26  


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 \$6 increase  


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CITY OF GLENDORA  
COST DETAIL WORKSHEET  
FISCAL YEAR 2007-2008

SERVICE LIBRARY FORUM RENTAL	REFERENCE NO. S-123
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NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 237
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DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
NON-DEPARTMENTAL		Building Replacement	0.00	\$54.46	237	\$12,907
LIBRARY CIRC./SUPPOF LIBRARY TECH.		25% Of 1	1.75	\$141.19	237	\$33,462
		TYPE SUBTOTAL	1.75	\$195.65		\$46,369

TOTALS			1.75	\$195.65		\$46,369
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*Previous \$ 159.59 \$ 37,823*

No change "Market will be for this facility"  
 MOST use is by non-profit / city = no fee

MCLS Library Fees and fines survey Jan '08

Replace lost library card:

Glendora PL \$ 3.00; Other libs: \$ 3.00 (1); \$2.00(7); \$5.50(1); \$5.00 (2); \$ 4.00(1); \$1.00 (3); don't charge (1)

Daily Overdue charge for materials:

Adult: GPL: \$ .20; Other libs: \$ .20 (10); \$ .25 (6); \$ .15 (2); \$ .35 (1)

Kids: GPL: \$ .10; Other libs: \$ .10(6); \$ .15 (3); \$ .20 (7); \$ .25 (2)

DVD/videos: GPL: \$1/day; Other libs: \$ 1.00 (11); \$1.10(1); \$ 2.50(2); \$ .50 (1); \$ .20(3); \$ .15 (2)

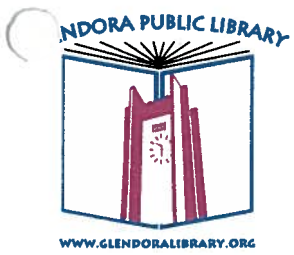
Processing charge for lost materials:

GPL: \$10; Other libs: \$10 (6); \$35 (1) \$15 (2); \$8.00(1); \$8.80(1); \$7.50 (1); \$7 (3); \$5 (4); \$6-books (1); \$10-AV (1); \$3.00-paperbacks/mags(2); \$0 (1)

Test Proctoring:

GPL: \$20/test; Other libs: \$20 (3); \$25(2); \$10 (2); \$50-non-resident (1); don't do test proctoring (10); don't charge (1);

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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 *Robin*  
 Date: March 17, 2007  
 Re: Agenda Item # 7.4: Goals 08/09

The goals submitted for the city's budget document are:

**2008-2009**

- Complete expansion and remodel of children's room-Spring 2009
- Complete new patio seating area outside front of library-Fall 2008
- With Friends Foundation funding: replace worn furniture on main floor; finish improvements to "New Book" area-Spring 2009
- New "Battle of the Books" teen trivia program-Fall 2008
- Expand "Early Learning with Families" grant program: apply for second year funding-Winter 2009
- Library 2.0: promote "LibraryThing" enhancement to catalog; evaluate email newsletter, RSS feeds and online book groups for expanded communication and service to community-Spring 2009
- Library History Project: add depth to library history on website and expand preservation of contemporary library history-Spring 2009

Internal goals for the library are more extensive. A draft of those goals is attached for your review and input.



Goals FY 2008-2009

*DRAFT*

**Goal: The community will be enriched by services that promote the value of learning for life.**

Early Learning with Families (ELF) grant: Apply for 2<sup>nd</sup> year ELF funding if available from the State Library; with additional funding the library will:

- Expand community outreach to local in-home daycare providers;
- Offer additional parent workshops on a variety of topics such as nutrition, health, and literacy; June 2009

TAB Teen Advisory Board: Expand leadership development

- Teen board will take charge of planning and running their meetings with staff as advisory support; September 2008
- TAB will identify, develop and present one new teen program; June 2009

Battle of the Books teen book trivia program:

- Launch new event during Teen Read Week. This program will expand partnerships with the local schools, bring teens and their families into the library and promote the value of reading; October 2008

S.A.T. Workshops:

- Add a practice test session to one of two regularly scheduled workshops. The tests will then be scored by the workshop provider and results and feedback given to the students; Fall 2008 or Spring 2009

**Goal: The community will have a library that is welcoming, safe and accessible and a comfortable environment to read, find information and interact with others.**

Children's room expansion and remodel:

- Complete expansion; Hold ribbon cutting ceremony;
- Fully implement new layout in existing children's room; June 2009

Patio seating area:

- Complete new seating area and purchase outdoor furniture for front of library; Dec. 2008

Friends Foundation funding:

- Replace worn furniture on main floor;
- Finish improvements to "New Book" area; June 2009

Increase browse-ability of library collections:

- Explore the addition of bookstore terminology and signage for more user-friendly access; June 2009

**Goal: The community will have access to a wide array of library resources in formats that meet their reading, enrichment and information needs.**

Website:

- Assess options for more robust web-based events calendar;
- Improve functionality of existing web pages; June 2009

LibraryThing (Library 2.0): Continue implementation process:

- Promote new enhancement; September 2008
- Focus on readers advisory and ratings features as available, to support recreational reading, community interaction, browsing of the collection, and user satisfaction with materials purchased; June 2009

Library history project:

- Organize and preserve items of historical value of the Glendora Public Library in formats that make it easily available to the public, Library staff and City staff; June 2009

**Goal: The community's quality of life will be enhanced by reading services for all ages, innovative outreach and community education, and continuing development of information technology, led by the City's commitment of resources and bolstered by the volunteer and financial support of the Friends Foundation.**

The Development Office and the Friends Foundation will support and fund:

Reading Services:

- Four Summer Reading Clubs for all ages;
- Book discussion groups for children, young adults and adults;

Outreach and Community Education:

- Adult literacy program which offers free, one-to-one tutoring to adults who want to improve their reading and writing skills
- Babies, Books & Bibs – monthly Expectant Parent Education at local hospital
- Ready to Read – monthly outreach to two Head Start preschool classes
- Born to Read – monthly outreach to teen parents at a local continuation high school
- Volunteer opportunities for youth and adults at the library
- Bi-monthly newsletter to promote library programs and services to the community

Fundraising and Grants:

- Annual grants to fund Adult Literacy Program: California Library Literacy Services (CLLS) and Community Development Block Grant (CDBG)
- Apply for other grants when identified such as Wynn Foundation and Staples Foundation
- Annual Friends Foundation fundraisers: Trivia Challenge, Night on the Plaza and Annual Campaign



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## Glendora Public Library Events

### March 2008

- 01 10 a.m. *Coffee 'n' Books* in the Library – main floor  
01 10 a.m. – 5 p.m. Celebrating Dr. Seuss birthday – Children's room  
03-08 Teen Tech week  
03 7 p.m. MySpace Safety seminar – Bidwell Forum  
05 Community Read-In  
06 3:30 p.m. Electronic Scavenger Hunt & Teen Game Party – Teen area  
08 11 a.m. Greeting cards workshop – Bidwell Forum  
10 11 a.m. & 7 p.m. *Books Alive!*- "*American Bloomsbury: Louisa May Alcott, Ralph Waldo Emerson, Margaret Fuller, Nathaniel Hawthorne and Henry David Thoreau: Their Lives, Their Loves, Their Work*" by Susan Cheever – main floor  
15 2 p.m. Meet author Sue Ann Jaffarian – main floor  
17 7 p.m. Library Board meeting – Bidwell Forum  
18 7 p.m. Author Ken Jennings (most winning contestant on *Jeopardy*) will visit the library – Bidwell Forum  
29 11 a.m. Greeting cards workshop – Bidwell Forum

### April 2008

- 04 6:30 p.m. Trivia Challenge 16 – Azusa Pacific University  
12 10 a.m. Plaza Book Loft Annual Sale  
12 2 p.m. Meet nationally known mystery author Earlene Fowler – Bidwell Forum  
14-19 National Library Week  
16 6:30 p.m. Bookmark contest reception – Bidwell Forum – **by invitation only**  
16 7 p.m. Novel Idea! Book discussion – *Distant Land of My Father* by Bo Caldwell- main floor  
17 3:30 p.m. Books & Brownies-teen book discussion-*Lightening Thief* by Rick Riordan-Teen area  
19 10:30 a.m. Meet Juggler David Cousins – Bidwell Forum  
21 7 p.m. Library Board meeting – Bidwell Forum  
24 3:30 p.m. Meet Children's authors Laurie David & Cambria Gordon, authors of *Down to Earth Guide to Global Warming*- collaboration with Blue Chair – Bidwell Forum

### Storytimes

- "Time for Tykes" – ages 3 -5- Tuesday & Wednesday 10:30 a.m.
- "Family PJ Storytime" – ages 3 -5 - Wednesday 7 p.m.
- The third Wednesday of every month is **craft night** after "Family PJ Storytime"
- "Mother Goose Storytime" for infants & toddlers- Thursday 10:30 a.m. & 11:30 a.m.
- **"Family Storytime" – ages 2-5 – Saturday 10:30 a.m. NEW!**

### Community Outreach

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

### Foundation Executive Board Meeting

- April 4, 2008 @ 7:00 a.m. Library – Main Floor

### Foundation Quarterly Board Meeting

- April 15, 2008 @ 7:00 a.m. Library – Bidwell Forum

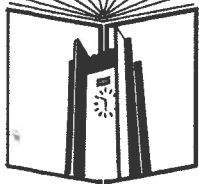
**8.**  
**Board**  
**Member**  
**Items**



**Glendora Public Library**  
**Board Agenda Planning Calendar**  
**FY 07- 08**

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

GLENDORA PUBLIC LIBRARY



WWW.GLENDORALIBRARY.ORG

handout

Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

Glendora, CA 91741

To: Glendora Public Library Board of Trustees

From: Cindy Romero

Date: March 11, 2008

Re: 2008 Bookmark Contest Judging

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We had a wonderful response to the bookmark contest this year. A total of 417 entries were received! These entries represented all grades and schools in Glendora. Many teachers in the area helped to promote the contest and turned in entries for their entire class. 374 elementary school students designed bookmarks based on the theme, "Catch the Reading Bug @ the Glendora Public Library." In addition, 43 middle and high school students designed bookmarks based on the theme, "Metamorphosis @ the Glendora Public Library." The winning bookmarks will be printed and handed out during our summer reading clubs this summer. This is a great way to start advertising our summer programs.

We would like to ask for your help in choosing the winners. I have attached the finalists grouped by grade level. There will be 2 winners for each grade level. Please put the number for your top choice in the area marked first place on each form, and your choice for runner-up in the area marked second place on each form. I will be at the board meeting to collect the judging forms, answer any questions you may have. We will announce the winners on Wednesday March 19.

Look forward to seeing you at the reception honoring all the participants on April 16<sup>th</sup> at 6:30 p.m. We will have all of the entries on display.

Cindy Romero