

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

February 20, 2007
7:15 p.m.

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

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

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

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

3. ADOPTION OF AGENDA

Possible motion to revise order of business or other

4. CONSENT CALENDAR

4.1 Minutes of meeting of January 16, 2007- **action item**

5. REPORT OF LIBRARY DIRECTOR

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

6. UNFINISHED BUSINESS

6.1 Library Board Awards

President Slakey to lead review of proposal on community recognition

6.2 Review of Administrative Policy 4.09- Glendora Library Policy on Appropriate Behavior

President Slakey to lead review

7. NEW BUSINESS

7.1 Requests from Staff to Friends Foundation

Library Director to present requests from staff to Friends Foundation for Fiscal Year 2007/2008

7.2 Library Events Calendar

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Plans for future meetings to be discussed

8.2 Board member items

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

9. CLOSED SESSION

Government Code Section 54957: Library Personnel Issue

10. ADJOURNMENT

4.

Consent Calendar

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

January 16, 2007
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:05 p.m. by President Sylvia Slakey.

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

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

It was MSC (Hodson/Gomer) to approve Minutes of meeting of December 18, 2006 with the following corrections. Under Library Director Report, change the sentence "She added that a basic rendering is included in this month's Board packet" to read "She added that a basic floor plan is included in this month's Board packet."

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that the City Manager's official retirement date is July 15, 2007. Weed-Brown added that Council member Kelly requested to have annual meetings with all City Boards and Commissions. She advised the City Manager that the Library Board is ready to meet at any time. Hodson commented that there has not been a joint meeting with the City Council since Library Village.

Weed-Brown, referring to the statistics, pointed out the big increase in the number of Library home page views, which can be attributed to the web page redesign.

Weed-Brown encouraged the Board to attend the Glendora Rotary Oscar Night, where as in the previous year, a Library Volunteer will be honored. Last year's Library honoree was Cathy Hawkins. Both Hodson and Theel stated they would be unable to attend due to prior commitments.

Theel requested additional information on the bookmark contest. Weed-Brown explained that children will be able to create bookmarks based on the theme *Get a clue @ your library*. The bookmarks need to be turned into the library by February 24. Two winners will be chosen from each grade level and the winners will be announced in March. A party will be held for all participants in April. The winning bookmarks will be printed and handed out during Summer Reading Club 2007, as well as being displayed in the library. Weed-Brown stated that staff has been doing extensive outreach to promote this contest.

Weed-Brown pointed out some of this contest's advantages, such as more children being able to win and the program being more cost effective. She added that this contest, which has been successful at other libraries, will also spread the word on the importance of reading more effectively than the Librarian for a Day contest. Theel was interested in comparing the number of submissions for the bookmark contest to past submissions for Librarian for a Day.

Weed-Brown informed the Board that the Blood drive was rescheduled for May 9 due to a staffing shortage at the Red Cross.

Slakey stated that she liked the Public Services portion of the department monthly report. The table in the report provides for a very clean and clear summary. Hodson agreed and added that he would like to see a similar table from the Development Office periodically.

Theel asked about sign-ups for the SAT workshop. Weed-Brown stated that numbers for the SAT workshop in February are not available yet; however past workshops have been well attended. She noted that most teens attend because their parents make them, rather than teens reading the ad.

Conway asked for an update on the leaky roof. Weed-Brown stated that the contractor came out to investigate the leak. Weed-Brown was unable to provide any additional information at this time. She added that Public Works is handling this issue.

In response to a question from Conway, Weed-Brown stated that staff has been trying since December to contact the person responsible for installing the security cameras. She informed the Board that immediately before tonight's Board meeting a suspect was apprehended in the lobby by Glendora Police for tagging the men's restroom.

6. UNFINISHED BUSINESS

6.1 FY 2007/2008 Library Budget Update-children's room expansion

Weed-Brown stated that budget instructions should be distributed some time this week.

Weed-Brown informed the Board that she attended the Friends Foundation Executive committee meeting to discuss the hoped for children's room expansion. The Foundation committee asked for a concise, bullet-point version of the hand-out Weed-

Brown provided to use for exploring the community's interest in the expansion. Weed-Brown handed out the bullet-point information sheet to the Library Board. Library Trustees held discussion on the city's financial status and how it might affect the Library's expansion plans.

Conway suggested taking the money that would be spent on the expansion and using it to hire people to raise the necessary funds to build a new library. Theel pointed out that it would cost more than \$ 6 million to build a new library, as the current building is over 28,000 square feet.

In response to a question from Conway, Weed-Brown and Slakey replied that Bidwell is heavily used by large size and many smaller size groups. Weed-Brown stated that the expansion's secondary use is to provide mid-sized meeting rooms.

Slakey stated that there have been many positive changes this year in the Library, such as the library's new floor plan and the new bookstore. The time is right for the expansion, as the vision, space and opportunity all presented themselves and the community's needs can be addressed now. Conway voiced his support for the expansion, but he cautioned the Board members to also look at the future, as Glendora is still a growing community. Some discussion ensued on the subject of City Hall taking over the library building. Weed-Brown stated that she would gladly work with the city on getting a new library building; however, a new building would need to be at least of equal size. She was unsure of the community support for a new library building.

Theel thanked Weed-Brown for the bullet-point information sheet. He added it is very informative and will work for an architect planning the expansion.

6.2 Library Goal Planning for FY 2007/2008

Slakey reminded the Board that the goal planning list was already reviewed at last month's Board meeting. Weed-Brown pointed out several items, such as the early literacy program "Every Child Ready to Read" starting during Summer Reading Club 2007 and the front entrance overhang not being a safety issue. She added that Baffigo, Pankow and she are scheduled to meet the end of this month to look at requests from staff for Friends Foundation funding.

Following discussion on the listed goals, Hodson and Slakey agreed that no changes or additions are necessary.

7. NEW BUSINESS

7.1 Review of Administrative Policy 4.09 – Glendora Library Policy on Appropriate Behavior

Weed-Brown stated that Administrative Policy 4.09 does not address the issue of animals in the library. After evaluating other libraries' behavior policies, Weed-Brown enhanced the policy to include the issue of animals in the library, as well as other issues that have occurred at the Glendora Library over the last few years. The revised

policy was reviewed with staff at the last All Staff meeting. Staff members were glad to see more explicit guidelines in the policy.

The Board members reviewed policy 4.09 and discussion followed. Hodson commented that only issues that are frequently dealt with should be included in the policy. Discussion ensued on whether the policy should be modified every time an incident occurs that is not covered by the policy. Theel and Conway requested the policy be sent to the City Attorney for review. Theel suggested adding the appeal process for patrons expelled from the library. He also suggested moving the second sentence under section 3 to the beginning of the paragraph. Weed-Brown noted that the old policy was reviewed by the City Attorney. She pointed out that the sections she added were taken from Pasadena Library's behavior policy.

It was MSC (Theel/Conway) to leave bullet points a. through g. in the policy, to add the appeal process to section 3, to move the 2nd sentence under section 3 to the beginning of the paragraph, and to send the policy to the City Attorney for review, after which it will be brought back for Board review.

Weed-Brown stated that Administrative Policy 4.09 will be put on next month's agenda if she has an answer from the City Attorney by then.

7.2 Library Board Awards

Theel, who proposed Library Board awards, stated that the Library Board should honor individuals in the community who have given exceptional service to the library. This would be in addition to the people being honored by the Friends Foundation. He stated that the awards should be done on a yearly basis, and they should be part of the Council's quarterly recognition event. Slakey asked Theel to work on a proposal with defined parameters. She added that this will be put on next month's agenda again.

7.3 Library Events Calendar

The Board reviewed the events calendar. Slakey pointed out the donor recognition scheduled for this Friday at 6:30 p.m. She added that many activities are occurring in February. The next Board meeting is scheduled for Tuesday, February 20. Conway requested that the February Board meeting start at 7:15 p.m., as he has a scheduling conflict. The Board agreed that the Board meeting scheduled for February 20, 2007 will start at 7:15 p.m. Gomer stated that she will be unable to attend February's Board meeting, as she will be out of town. Slakey asked to forward information about poets interested in participating in the poetry reading to her. Hodson stated that the Sunday LA Times has a list of events just like the poetry reading. Slakey stated that Conway and she will be attending the Foundation meeting next Tuesday, January 23.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Slakey reminded the Board members that the February Board meeting will start at 7:15 p.m. Theel will present his Library Board awards proposal. Administrative Policy 4.09

will possibly be on the agenda. Goal planning has already been done, so it will not be on next month's agenda.

8.2 Board Member Items

Nothing to share.

There being no further business, meeting adjourned at 9:09 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

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Glendora, CA 91741

MEMO

To: Board of Library Trustees

From: Library Director *R. Brown*

CC: City Manager

Date: February 20, 2007

Re: Director's Report

Community

The annual Donor Recognition event was well attended on Jan. 19th. The food was great and catered by the new owner of the Village Eatery. Many compliments were given regarding the main floor remodel, shelving improvements and related changes.

We have ordered our first special reading chairs for the library! 2 wing-backed chairs are coming from Demco and will go by the New Books area. This is our 'toe in the water' step and if all goes well we will add more in the new fiscal year, thanks to the Friends Foundation.

February's events for Library Lovers month were a success. Chocolate Fantasy was a tempting afternoon event on the main floor; romantic guitar music filled the air on the 14th; on the 21st will be our annual poetry reading event. The S.A.T. workshop is scheduled for the 24th. It has been moved to the Legion Hall, on the edge of Finkbiner Park, as Bidwell was already booked for a scout event.

New IMac computers for the public replaced the old PCs on Feb. 12. They make the table space seem much more open and less crowded-the change is truly amazing.

Book sales have been amazing in our new book store and at the main floor special sales. Donations have been pouring in and the foundation office will be having 2 special sales a month to keep inventory moving.

At the NOP kickoff meeting this month two exciting items came up. NOP has brought in over \$650,000 for the library and foundation since its inception! Way to go Kitty and her crew! We also discussed some potential fundraising ideas for the children's room expansion. Bonnie had seen an interesting idea at the Denver Art Museum. People had traced their hand and signed the palm and the museum then had them cut out of brushed aluminum and mounted on the walls-at a cost of \$250 per hand. I have sent for a photograph and we also have a copy of the order form for information. One of the NOP committee members mentioned the ceramic tiles that the Rancho Cucamonga Victoria Gardens branch library had used to raise funds. Both are being investigated for our future use.

Emphasizing the need for the Children's room expansion were figures reported by our Youth Services Librarian, Cindy. Her Mother Goose (infants) story times are bringing in a combined number of 100 attendees for the two sessions on Thursday mornings. Ideally, each session should have around 15 participants with approximately 30-35 for both sessions.

We continue to be tagged almost weekly. Police cadets have started visiting the library in the late afternoons. Carlos is working with Rick Young on installing extra cameras and signage.

Staff

The Senior Librarian recruitment has been extended for an additional month. Only 5 applications were received initially and I prefer a larger candidate pool. I am grateful for the help of the Public Services staff in keeping things moving forward while recruiting for a new manager. Everyone has taken on extra responsibilities and that has helped me tremendously while juggling the duties and assignments of that position and my director duties.

We have also started recruiting for on-call (substitute) librarians. We would like to have a pool of librarians to call upon to cover staff shortages, whether for vacations, illness or vacancies.

On the Feb. 13th City Council agenda was a request to upgrade a part time librarian position to a full time position. This position would be primarily support for youth services; however as with all of our librarian staff, adult desk support is also a part of the position. Council voted in favor of the position and the transition will happen in late April. This will allow the librarian to be up to speed by the Summer Reading Clubs.

On Jan. 30th a sudden rain downpour resulted in the library lobby flooding again. Fortunately Carlos, Daniela and Angie were on hand to stem the flow-along with the timely arrival of two public works people who were scheduled for a meeting with Carlos! Carlos was up on the roof clearing drains while others mopped!

Director

The managers and I have been working on both the City budget and requests for the Foundation. Personnel and revenue items have been submitted. We are working on the line items (things like division supplies, postage, book budget, training, etc) which are due at the end of February and capital improvement project (CIP) requests which are due at the beginning of March. One of the CIP items we will be requesting is new carpet to replace the flood-damaged printed carpet on the main floor and the carpet in support services (my former office and board room areas) which was also damaged by floods over the past 5 years. The entry way carpet will have to be patched once the new circulation desk arrives making the current worn carpet look even worse.

In other project news, we were ready to place the order for new study carrels when we found out the shipping cost per carrel! Carlos and I are now considering other options. He had worked with a local craftsperson on a design earlier this year but the costs were a bit high. Once you add in the shipping costs for less expensive pre-made carrels however the price difference lessens. The new combined circulation and reference desk design has been turned over to public works to carry on to completion.

We will soon have a new sign out on Glendora Ave. for the library! As we all discussed during our wayfinding exercises last fall, outside library signage is in need of improvement. We were able to locate a sign that will be illuminated using solar energy at night. It will be 36 inches by 18 inches, a little larger than the real estate signs people put out on their lawns, and held up by two posts. It will go where the current small dented blue library sign at curb-side is now. We have also ordered additional blue library signs we hope to put up on poles in the city parking lots pointing the way to the library. (We have connected with Public Works to be sure we are in compliance with the city.) We see these as steps to answering the ever-present question "where is the library?" so often voiced by new library users once they have found a parking place!

This June the library's copier service lease expires and Carlos, Elke and I have been exploring options. Carlos has come up with a plan to create a copier service center which would combine public and staff needs. We have all heard that service, service, service is the word to focus on. By having a copier service several things will be accomplished. Many of our patrons struggle with copy machines and printers resulting in blank pages or misaligned pages which we must refund after calming down the patron. By having a service center, a staff person will handle the public's copying needs and all computer prints will go to the center as well. This will reduce the need for staff on the floor to be spending their time on copy and print questions. It will also reduce customer frustration! Cash can be collected by the staff person when the items are picked up. At this time, we do not see a need for additional staff to handle this-it can be handled by current staffing levels. We also hope to be able to offer color printing, something we cannot afford with our current configuration. One black and white copy machine would still be out on the main floor for those who prefer to do it themselves. We are still exploring this idea-stay tuned for updates!

Next Board Meeting: March 19, 2007



February 12, 2007

To: myCareerSite Kiosk Provider

Since May 2005 the Los Angeles Newspaper Group (LANG) has had the privilege of providing your patrons access to employment opportunities displayed via the myCareerSite employment kiosk within your facility. We greatly appreciate your assistance throughout this relationship.

Regrettably, LANG has decided to discontinue the service and will be removing the kiosks from all existing locations.

The service will expire February 28, 2007 and Jobview will do its best to insure that the transition is as seamless as possible. A representative from Jobview, Scott Eaton, will be contacting your facility in order to coordinate a convenient removal date.

Should you have questions please feel free to call me at 866-562-8439.

Sincerely,

A handwritten signature in cursive script that reads "Ryan Solberg".

Ryan Solberg, VP/Site Operations
Jobview
866-562-8439
rsolberg@jobview.com



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: Carlos Baffigo, Anne Pankow, Cindy Romero, Sandy Krause, Gaetano Abbondanza

Date: January 2007

Public Services -

January saw very few programs, and a lot of outreach. Sandy led her first book discussion group featuring *Two Old Women* by Velma Wallis. She has received several compliments from the members of the Books Alive group. The bookmark contest is in full swing, with over 80 entries to date. The contest runs through February 24. Watch for the next Board Packet, as we will be asking for some help in judging the winners. Cindy, Deb, and Gaetano visited many of the schools to promote the contest. Storytime attendance had been growing. Our Mother Goose Storytimes on February 8 had almost 100 participants! All of our programming and outreach is listed below.

| Date | Events/Outreach | Participants |
|-----------|-----------------------------------------|--------------|
| 1/7/2007 | Books Alive Book Discussion | 15 |
| 1/9/2007 | Glendora High School PTA | 25 |
| 1/11/2007 | GUSD District PTA Meeting | 25 |
| 1/12/2007 | Williams School | 450 |
| 1/16/2007 | Cullen School (K-5th) | 300 |
| 1/23/2007 | Willow School | 450 |
| 1/24/2007 | Whitcomb Headstart Preschool | 44 |
| 1/27/2007 | La Fetra School (K-5th) | 450 |
| 1/25/2007 | Chamber of Commerce Mixer (approximate) | 40 |
| 1/25/2007 | Total Attendance | 1802 |

Summer Reading Club planning is in full swing. We are meeting several times a month to review the programs, prizes, flyers and outreach for this summer. The Children's theme is *Get a Clue @ your library*, Young Adult theme is *You Never Know*, and the Adult theme is *Summer Sleuthing @ your library*. We have an exciting summer shaping up.

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We have also been busy attending committee meetings, and workshops. Sandy attended the MCLS Reference Services Committee meeting, while Deb attended the Young Adult Committee meeting. Cindy attended a Performer's Showcase to preview performers for Summer Reading Club, and is happy to report that all performers are now in place for this summer. She also attended a workshop sponsored by the MCLS Children's Committee featuring Jim Trelease, the author of *The Read Aloud Handbook*. The staff is looking forward to more training in the upcoming months. Cindy gave a short training at the Monthly Reference meeting highlighting some new Children's Reference sources.

Finally, we began training Suzette Farmer at both the Adult and Children's Information Desks. We are pleased that she has joined the reference staff. We also welcomed Gillian Davis, a new part time on-call librarian who began training this month. Our hope is to create a larger pool of part time on call librarians to help cover staffing shortages, vacations and illness.

Support Services – Carlos Baffigo

Circulation:

Suzette Farmer has begun the transition from Circulation to Reference.

Library Page Mary Ghattas' last day was January 13th. She is off to NYC to pursue her education.

Melanie Lotz was hired as an on-call Library Aide I. She will be helping DES with book sorting and sales.

Facilities:

A fast-moving winter storm rain downpour nearly caused a library closure on January 30th. Some water entered the lower lobby thru the front entrance, but was quickly dried. Public Works staff was on-hand to help and assess the situation.

90% of the library's light diffusers and lamps have been replaced. This has been an on-going project for the last year.

The Circulation/Reference Desk CIP continues to proceed. Library and Public Works staff met to discuss details on Wednesday, January 31st.

Acquisitions, Cataloging, and Processing:

Staff has been busy withdrawing older magnetic tape media (VHS tapes and cassette audio books) and ordering replacements in compact disk formats. Thanks to all who have helped with this project!

Computer Systems/Web Site:

iMacs were ordered and tested successfully. Implementation will occur in early February.

Work on the Copier/Printer Service Counter concept has started with preliminary meetings taking place to evaluate equipment and software.

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Development & Educational Services – Anne Pankow

January is a busy month planning and finalizing the details for all the activities for February, March, April and May. In February, there will be a literacy tutor training, Chocolate Fantasy, Romantic Guitars, Poetic Verse, an SAT workshop and 2 bookstore sales. In March, there will be books ordered and donated to Glendora schools for the Read-In, 2 bookstore sales and a little fundraiser known as the Great Trivia Challenge on **March 23** at Azusa Pacific University. This year will be the 15th Trivia Challenge. April will be the busiest month of all with many exciting events throughout the month in addition to the first annual half price book sale in the bookstore. More details to follow.

The most successful Donor Recognition took place on Friday, January 19. There were over 110 attendees. Mike & Marcia Conway and Art & Sarah Ludwick were recognized for their continued support to the library and the Friends Foundation. Everyone loved the food, specially prepared by Raul from the Village Eatery. Gordon Trask heard so many positive comments on the food that he went to the podium and introduced Don Nolan, the new owner of the Village Eatery, to everyone at the event. It truly was the best Donor Recognition. The food was great. The new main floor plan has opened up the middle of the library to make it comfortable and inviting.

As of 2/14/07, there are 81 teens registered for the SAT workshop. This workshop will be held at the Legion Hall as the Forum was already booked. It will be a good experience to use another city facility. I am sure it will make me appreciate our own Bidwell Forum and never again forget to write it on the Forum schedule before another group books it.

We are fortunate to have a temporary library aide help with the bookstore. Melanie Lotz is an APU student who will be helping until early May. We appreciate all the help we can get. Bonnie has finally found 2 new volunteer sorters, Terry Bollinger and Suzanna Turner, who are doing a great job at keeping the donations at bay.

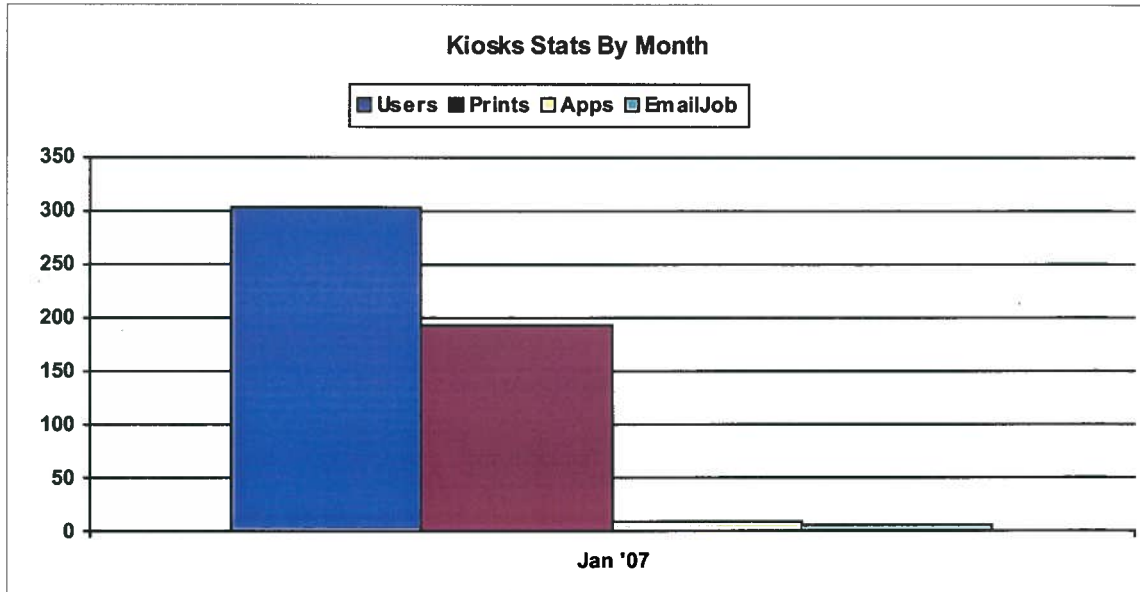


Individual Kiosk Summary

KioskName: **Glendora Public Library**

January 2007

| | <u>Month</u> | <u>YTD</u> |
|----------------------------|--------------|------------|
| TOTAL USERS | 304 | 304 |
| Class. Cat. Touches | 704 | 704 |
| Ad Views | 1,798 | 1,798 |
| Total Applications | 9 | 9 |
| Total Prints | 193 | 193 |
| Emailed Jobs | 6 | 6 |
| Total Page Views | 2,627 | 2,627 |
| Activity Ratio* | .68 | 0.68 |



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



Demographic Report By Kiosk

Kiosk Name: Glendora Public Library

January 2007

| | | <u>Month</u> | <u>Year to Date</u> |
|----------------------------------|----------------------------|--------------|---------------------|
| <u>Age</u> | Under 16 | 0 | 0 |
| | 16 - 18 | 3 | 3 |
| | Over 18 | 6 | 6 |
| | Unknown | 0 | 0 |
| <u>Years Of Education</u> | High School 1 to 2 | 0 | 0 |
| | High School 3 to 4 | 2 | 2 |
| | Graduated/GED | 2 | 2 |
| | Technical School 1 to 2 | 0 | 0 |
| | Technical School over 2 | 0 | 0 |
| | Technical School Graduated | 0 | 0 |
| | College 1 to 2 | 2 | 2 |
| | College 3 to 4 | 2 | 2 |
| | College Graduated | 0 | 0 |
| | College Advanced Degree | 1 | 1 |
| <u>Available To Work</u> | Days | 5 | 5 |
| | Evenings | 3 | 3 |
| | Weekends | 4 | 4 |
| | Part Time | 4 | 4 |
| | Full Time | 6 | 6 |
| | Any Business Hours | 5 | 5 |
| <u>Skills</u> | Accounting | 2 | 2 |
| | Administrative | 2 | 2 |
| | Assembly | 3 | 3 |
| | Automotive | 2 | 2 |
| | Banking | 3 | 3 |
| | Bookkeeping | 3 | 3 |
| | Clerical | 3 | 3 |
| | Computer | 6 | 6 |

| | <u>Month</u> | <u>Year to Date</u> |
|--------------------------------------------|--------------------------------|--------------------------------|
| Customer Service | <input type="text" value="5"/> | <input type="text" value="5"/> |
| Data Entry | <input type="text" value="5"/> | <input type="text" value="5"/> |
| Driver | <input type="text" value="3"/> | <input type="text" value="3"/> |
| Food Service | <input type="text" value="3"/> | <input type="text" value="3"/> |
| Health | <input type="text" value="1"/> | <input type="text" value="1"/> |
| Janitorial | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Management | <input type="text" value="2"/> | <input type="text" value="2"/> |
| Mechanic | <input type="text" value="1"/> | <input type="text" value="1"/> |
| Retail | <input type="text" value="1"/> | <input type="text" value="1"/> |
| Sales | <input type="text" value="1"/> | <input type="text" value="1"/> |
| Security | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Warehouse | <input type="text" value="2"/> | <input type="text" value="2"/> |
| <u>Are you bi-lingual?</u> Yes | <input type="text" value="3"/> | <input type="text" value="3"/> |
| No | <input type="text" value="6"/> | <input type="text" value="6"/> |
| <u>Are you a veteran?</u> Yes | <input type="text" value="0"/> | <input type="text" value="0"/> |
| No | <input type="text" value="9"/> | <input type="text" value="9"/> |
| <u>Do you have employment history?</u> Yes | <input type="text" value="5"/> | <input type="text" value="5"/> |
| No | <input type="text" value="4"/> | <input type="text" value="4"/> |

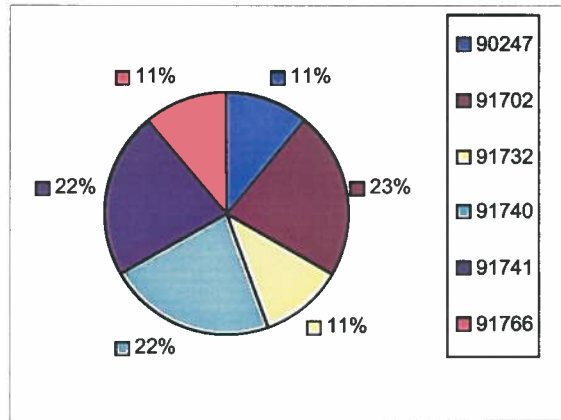


Year to Date Kiosk Applications By Zip Code

KioskName: Glendora Public Library

January 2007

| Zip Code | TotalApps | % | Median Household Income |
|----------|-----------|--------|-------------------------|
| 90247 | 1 | 11.11% | \$40,845 |
| 91702 | 2 | 22.22% | \$49,567 |
| 91732 | 1 | 11.11% | \$38,585 |
| 91740 | 2 | 22.22% | \$62,675 |
| 91741 | 2 | 22.22% | \$78,660 |
| 91766 | 1 | 11.11% | \$47,774 |

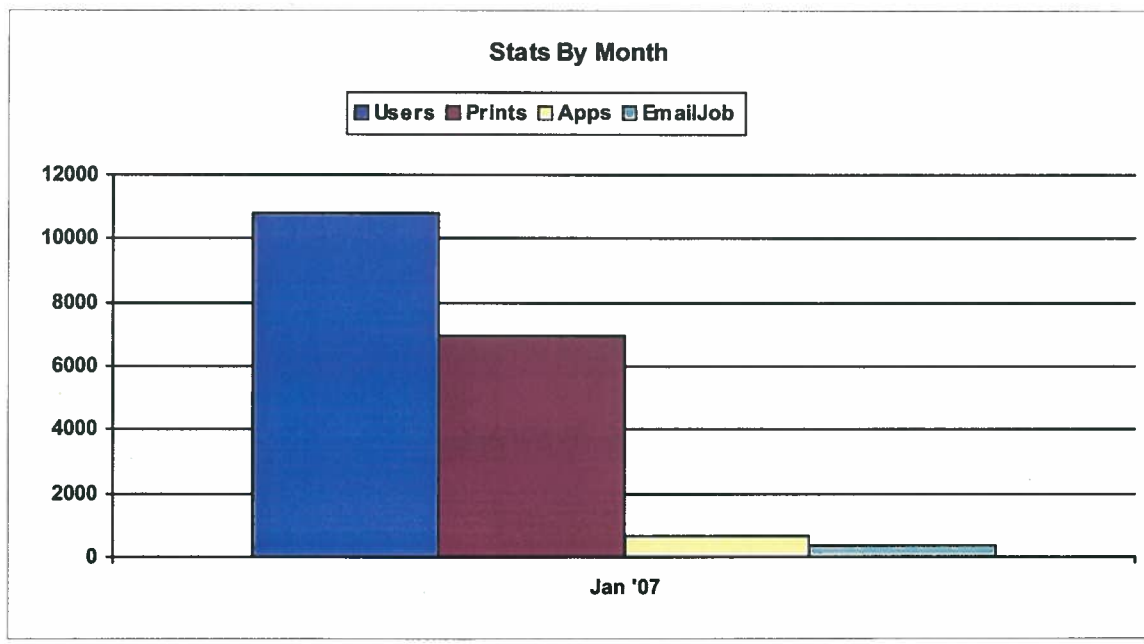




Network Summary

January 2007

| | <u>Month</u> | <u>YTD</u> |
|----------------------------|---------------|---------------|
| Total Users | 10,825 | 10,825 |
| Total Applications | 680 | 680 |
| Total Prints | 6,972 | 6,972 |
| Emailed Jobs | 382 | 382 |
| Class. Cat. Touches | 19,448 | 19,448 |
| Ad Views | 56,749 | 56,749 |
| Total Page Views | 80,343 | 80,343 |
| Activity Ratio* | .74 | 0.74 |



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

Glendora Public Library Summary Data for January 2007

| | This Year January | Last Year January | Percent Change | This Year-to-date | Last Year-to-date | Percent Change |
|----------------------------------------------------|----------------------|----------------------|-------------------|----------------------|----------------------|-------------------|
| <u>Service Indicators</u> | | | | | | |
| I. E. Total Library Visitors | 20,419 | 20,104 | 2% | 154,455 | 154,676 | 0% |
| I. D. Total Items Loaned | 30,548 | 29,242 | 4% | 198,947 | 205,400 | -3% |
| I. D.4. Electronic Circulation | 142 | 0 | | 817 | 0 | |
| III. A. Total Requests for Information | 4,147 | 3,932 | 5% | 28,918 | 28,593 | 1% |
| II. A. Total Items Owned | 151,766 | 144,449 | 5% | ----- | ----- | ----- |
| V. A. Total Web & Electronic Resources & Databases | 14,733 | 9,100 | 62% | 82,299 | 49,880 | 65% |
| V. A.2. Library Home Page Views | 9,541 | 3,569 | 167% | 44,132 | 18,234 | 142% |
| VI. A. Total Number of Programs | 2 | 2 | 0% | 50 | 36 | 39% |
| VI. E. Number of Literacy Students Active | 35 | 18 | 94% | ----- | ----- | ----- |
| VI. E.1. Literacy Hours Tutored | 84 | 42 | 100% | 520 | 330 | 58% |
| VI. F.1 Total Number of Volunteer Hours | 501 | 501 | 0% | 5,193 | 4,583 | 13% |
| I. G. Total General Fund Revenue | \$12,814 | \$26,085 | -51% | \$49,470 | \$59,945 | -17% |

These statistics are subject to verification.

6.
Unfinished
Business

DRAFT

18

Agenda Item # 6.1

Glendora Public Library

Community Service Award

Purpose

The *(Name to be Selected) Community Service Award* is given to focus attention on the often unappreciated efforts of public officials, private citizens and organizations who have supported the Glendora Public Library. The individuals or organizations honored will have supported the library, its programs or staff over a period of time.

The awards are a time where the Glendora Public Library board has an opportunity to recognize outstanding citizens and their service to the library its programs and goals.

The individual or organization selected will be based on their commitment to the community, the Glendora Public Library and the promotion of the library's services and goals to the community. The selection of the individual or organization is based on a continuous time of service and an on-going commitment to the library and community.

Possible Categories

- Citizen Award – A private citizen, including one who serves in an appointive office, board or commission without compensation.
- Public Official Award – An elected or appointed official or department head that in addition to routine service has provided outstanding service or support to the GPL it programs and goals.
- Public Employee Award – A civic servant who as an employee of some public body who in addition to routine service has provided outstanding service or support to the GPL its programs and goals.

Criteria

- Meets the criteria of service or employment as defined in award category.
- May or may not be a resident of Glendora but service must be for the Glendora community and GPL.
- The service must be over an extended time of a minimum of three to five years.
- Each award can be given to an organization for the category involved. An example for the Citizen Award could be the GPL Foundation. Public Official Award to Public Works for the support of the library. Public Employee might be given to Children's staff.

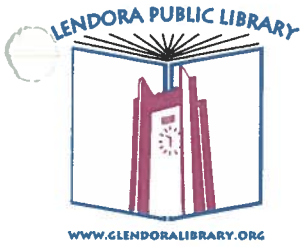
Process

- **Request nominations from:**
 - **Elected officials including city council, Glendora Unified School District Board, Citrus College Board.**
 - **Public at large**
 - **Library Board and other city boards**
 - **Service Clubs**

- **Develop scoring process based on selected criteria**

- **Each member of the GPL Board of Trustees scores and evaluates all nominations**

- **Board makes final selection**



Glendora Public Library
 (626) 852-4891

140 S. Glendora Ave.
 library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *RWB*
 Date: February 20, 2007
 Re: Agenda item # 6.2-Behavior Policy

I have incorporated your comments from last month's meeting. I also had the City Attorney review the changes and he is fine with them.

DRAFT

City of Glendora
Administrative Policy
No. 4.09.

Subject: Glendora Library Policy On Appropriate Library Behavior

Effective: October 1, 1991, Revised March 16, 1992, Revised October 24, 1994,
Revised October 20, 1997, December 11, 2000, reviewed May 19, 2003,
Revised January 16, 2007

Policy Objective:

To establish a policy which: protects the rights of all library patrons to an atmosphere which is conducive to reading, writing, studying, thinking and obtaining information; allows library staff to conduct their work without undue interference; and protects library materials.

Authority:

Board of Trustees of the Glendora Public Library.

Assigned Responsibility:

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

Policy:

1. No disruptive behavior shall be allowed in the library. Disruptive behavior is that which causes actual or imminent interference with another library patrons' ability to use the library in a quiet and orderly atmosphere or interferes with the daily operations and duties of the library staff.

Staff will take appropriate action when patron behavior causes disruption or unreasonable interference in the delivery of services. Staff respects, and will respond to, complaints from patrons, and will exercise professional judgment in taking appropriate action on a case-by-case basis.

Inappropriate behavior includes, but is not limited to the following:

- Creating a disturbance, or harassing other patrons or staff by loud or boisterous talking including on phones or media devices, abusive language, laughing or other noise, yelling, running, pushing, throwing objects, intimidating behavior, misusing the library facilities and furniture, etc;
- Refusal to follow library procedures;
- Abuse of the library's food and drink policy;
- Bringing pets or other animals (except service or seeing eye dogs) into the building or leaving them unattended on library grounds;
- Roller skating, skateboarding, and related activities in the library or bringing a bicycle into the library;
- Not being fully clothed, including shirt and shoes;

- Refusal to relinquish computer equipment or other library resources after scheduled time period for use has expired;
- Enter areas marked "staff only";
- Failure to pay fines or other Library costs when due;
- Selling, panhandling, or soliciting in the library building, on the grounds or in the parking lot;

2. Illegal activities are not permitted, including but not limited to:

- Possession of illegal drugs;
- Being under the influence of alcohol or drugs;
- Possession of unpermitted weapons;
- Destroying, defacing, or illegally removing library materials or property;
- Smoking in the building;
- Gambling;

Use of alcoholic beverages is permitted only under specific regulations (See City Administrative Policy No. 1.21 and 4.01).

3. Depending on the seriousness of the offense, a warning may or may not be given. Library users violating these policies will be required to leave the library for the remainder of the day. Library users repeatedly violating the behavior policy will lose all library and computer privileges for up to six months duration. If the user is a minor, the parent or legal guardian will be notified and informed of the nature of the violation and the resulting consequences. When necessary, the police will be called for assistance. Appeals regarding loss of privileges may be made to the Library Director and Library Board of Trustees.

Approved and adopted this 20th day of February, 2007

Ayes: _____

City of Glendora
Library Board of Trustees

Noes: _____

Absent: _____

Attest: _____
Robin Weed-Brown, Library Director

By: _____
Sylvia Slakey, President

7.
New
Business

Glendora Public Library Friends Foundation
 Proposed Funding Priorities for 2007/2008

The Friends Foundation is a non-profit corporation which partners with the City of Glendora to provide financial and volunteer support which enhance the services of the Glendora Public Library. Basic Library services - staff, collection development, building and equipment maintenance - are provided through city funding. What often is not covered are what many would call the "heart and soul" of library services - cultural events, author visits, youth programs, technological enhancements, adult literacy, community events - programs and services which draw people to the Library as the city's cultural center.

In support of the Library's efforts, the Foundation has established four funding priorities for which fundraising efforts are focused: Community Education Services, Youth Services, Special Projects and Information Technology.

The Library completed a two year strategic planning process. In response to community input, a Four Year Plan of Service was created. The library is in the first year of the Four Year Plan of Service. The budget proposals reflect the needs identified by the community members to improve and enhance library services.

The Library staff submits the following proposals (excluding personnel costs for the Literacy Coordinator and Foundation Office Manager), representing \$122,700 in Library programs and services:

| | |
|--------------------------------------------|-----------------|
| <u>Community Education Services</u> | \$51,400 |
| <u>Youth Services</u> | \$33,300 |
| <u>Special Projects</u> | \$35,000 |
| <u>Information Technology</u> | \$ 3,000 |

As in previous years, grant sources will be pursued to support these programs, but as you know, without Foundation funding many of the programs and materials outlined in these proposals will not otherwise be possible. It is recommended that the Library Board of Trustees approve and submit the following proposals for funding by the Friends Foundation for their 2007/08 budget year.

Respectfully Submitted,



Robin Weed-Brown, Library Director

OVERVIEW:

Programs represented in Community Education Services are an essential part of what make Glendora Public Library vibrant cultural center and draw people here. These programs promote the arts, history, news, music, and engage the community in civic dialogue, making the library experience more powerful and enriching.

PROGRAMS & SERVICES SUMMARY:

- ◆ **Adult Book Club - Books Alive! and A Novel Idea**
Two bi-monthly adult reading and book discussion groups - participants encouraged to share perspectives, opinions and passions about the month's book selection. Funding provides for free books and support for club meetings.
- ◆ **Adult Literacy - GLENDORA Reads!**
Free, one-on-one tutoring for adults who want to improve their reading and writing skills. Funding provides for materials and support for student/tutor teams.
- ◆ **Adult Summer Reading Club**
Reading program designed to encourage an adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, and guest speakers for club participants.
- ◆ **Author Visits**
Presentations and books signings by local and well-known authors. Funding provides for free books, honorariums and event support.
- ◆ **Cultural & Community Events**
Cultural events provided year-round, offering a diverse choice of programs for traditional/non-traditional library users. Free community events throughout the year include, poetry readings, musical performances, guest speakers, library month activities, and seasonal celebrations to name a few. Funding provides for free books, guest speakers/performers, giveaways, printing and event support.
- ◆ **Expectant Parent Education - Babies, Books and Bibs**
Monthly outreach program to expectant parents at local hospitals, promoting the importance of reading from birth throughout a lifetime. Funding provides for free children's books, bibs and outreach materials to approximately 25 families each month at Foothill Presbyterian Hospital.
- ◆ **GUSD & COUSD Read-In**
Library provides children's books to Glendora schools in support of the "Read-ins" sponsored by Glendora Unified School District and Charter Oak Unified School District, to encourage reading and promote library services. Funding provides for free books for each participating classroom.
- ◆ **Holiday Baskets**
Library provides young adult and children's books to be included in the annual food baskets distributed to needy families by the Glendora Coordinating Council. Funding provides for free young adult and children's books included in each basket distributed to more than 200 families representing approximately 300 children.
- ◆ **Headstart Preschool**
Monthly outreach program to two Headstart preschool classes at a local high school, teaching and developing early literacy skills while promoting of love of reading. Funding provides for free children's books delivered on-site to preschool students twice during the school year.

♦ **Teen Mother Education - Born to Read**

Monthly outreach program to teen mothers, promoting the importance of reading and encouraging lifelong literacy in their families. Funding provides for free children's books and materials delivered on-site to approximately 15-20 mothers each month at Arrow Continuation throughout the school year.

♦ **Volunteer Recognition**

Recognition and support of Glendora Public library volunteers who donated more than 6,800 service hours last year and helped raise more than \$220,000. Volunteers provide support in the Friends' Bookstore, Children's Department, adult literacy tutoring, fundraising activities, and other areas of the Library. Funding provides for recognition gifts and events throughout the year.

Projected Costs:

♦ **Full Funding of All Programs & Services**

\$51,400

Projected costs may include expenses for library materials, supplies, printing, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation and Library.

OVERVIEW:

Glendora Public Library has always shown a strong commitment to encouraging literacy and lifelong learning for children and young adults. Programs represented in Youth Services are special services and resources that meet the unique needs of children, from the emerging reader to the young adult. These services help support the efforts of parents and teachers, and establish the Library as a valuable resource.

PROGRAMS & SERVICES SUMMARY:

♦ **Children's Programs & Services**

Reading programs and services provided year-round to introduce children to the Library, support homework needs, and encourage reading as a fun, leisure activity. Funding provides for supplies, reading incentives and program support.

♦ **Special Programs & Services**

Programs and events throughout the year which encourage reading and promote library services to children including, musical performances, guest speakers, library month activities, and seasonal celebrations to name a few. Funding provides for free books, guest speakers/performers, special events, reading incentives, and program support.

♦ **Summer Reading Club - Children**

Reading program designed to encourage a child's enthusiasm for reading during the summer months and establish the Library as a fun, educational resource. Funding provides for free books, special events, reading incentives, guest speakers/performers, and program support.

♦ **Summer Reading Club - Young Adults**

Reading program designed to encourage a young adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, reading incentives and guest speakers for club participants.

♦ **Young Adult Programs & Services**

Programs and events throughout the year which encourage reading as a fun activity, support a young adult's school work and career goals, and encourage lifelong learning. A diverse choice of programs include author visits, guest speakers, library month activities, SAT workshops and teen tech week, to name a few. Funding provides for free books, special events, guest speakers/performers, reading incentives, and event support.

Projected Costs:

♦ **Full Funding of All Programs & Services**

\$33,300

Projected costs may include expenses for library materials, supplies, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation and Library.

OVERVIEW:

Glendora Public Library receives its' funding for basic services from the city's general fund. Proposals represented in Special Projects are for the startup and/or one-time costs of library services and projects which have no other source of funding, many of which have been cut from the library's budget for the past few years. Many of the items included in Special Projects are original to the current facility which is over 35 years old and are desperately in need of replacement.

PROJECTS' SUMMARY:

♦ **Equipment - Patron Study Table Chairs**

These chairs are 13 years old and many are worn and have broken parts. Chairs are heavily used by patrons and are becoming hazardous and uncomfortable. Project has been submitted to City to fund the replacement of chairs. Funding requested from City and Friends Foundation provides for replacement of half of the study table chairs in the library.

♦ **Equipment - Friends Quiet Reading Area Furnishings**

This responds to a long-identified need in the library which was confirmed by the focus groups in 2005. Two large, comfortable chairs were purchased in FY06/07. This type of seating encourages patrons to read in the library and browse the collections. Funding provides for more comfortable seating and small tables placed in several strategic locations in the library.

♦ **Equipment - Carpet Replacement**

Carpet on the main floor has gone through several floods and is worn. This carpet was installed in 2001 and was only expected to last 5-10 years at the most under normal circumstances. Also, with the relocation of the Circulation and Reference Customer Service Desks, the carpet has been patched to cover areas previously not carpeted. Support Services area has also been damaged by flooding and heavy use. Project has been submitted for City funding, and reflects sole source costs. Foundation funding would only be required if City funding not received.

Projected Costs:

♦ **Full Funding of All Projects:**

\$35,000

Projected costs reflect prioritized list of needs identified by community members in the Four Year Plan of Service.

OVERVIEW:

Services represented in Information Technology are essential for the library to keep up with the most current technological advancements. In order to best serve the community, the library must provide the most up-to-date services and features for all ages.

PROJECTS' SUMMARY:

♦ **Equipment - Laptop Computers**

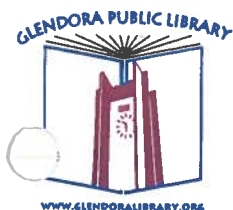
Pilot project would provide two laptop computers for patrons to check out and use in the library. This would allow more patrons to access library resources especially during peak times. By addressing peak computer demand periods in this manner, flexibility in the use of library space stays at a maximum. Funding would provide for the purchase of the two laptop computers with wireless capability, software and extra batteries.

Projected Costs:

♦ **Full Funding of All Projects:**

\$3,500

Projected costs reflect a prioritized need identified by community members from the focus groups conducted in 2005.



Glendora Public Library Events

February 2007

| | |
|----|------------------------------------------------------------------------------------------|
| 03 | 9 a.m. – 3 p.m. Tutor training workshop – Bidwell Forum |
| 03 | 10 a.m. <i>Coffee 'n' Books</i> in the Library – main floor |
| 07 | 3 p.m. <i>Chocolate Fantasy</i> – main floor |
| 07 | 7 p.m. A Novel Idea " <i>The Glass Castle</i> " a memoir by Jeannette Walls– main floor |
| 14 | 2 p.m. – 4 p.m. <i>Romantic Guitars</i> with Michael Ryan and Ken Souderlund- main floor |
| 19 | Library closed- President's Day |
| 20 | 7 p.m. Library Board meeting (Tuesday) – date changed due to holiday |
| 21 | 7 p.m. Poetic Verse – local poets reading their original poetry- main floor |
| 24 | 10 a.m. – 3 p.m. SAT workshop – Legion Hall |

March 2007

| | |
|-------|-------------------------------------------------------------------------------------------------------------|
| 01 | Community Read In |
| 02 | 10 a.m. – 5 p.m. A Seussational Birthday Celebration – Children's room |
| 03 | 10 a.m. <i>Coffee 'n' Books</i> in the Library – main floor |
| 05-10 | Teen Tech week |
| 12 | 7 p.m. Books Alive! " <i>The World is Flat: a Brief History of the 21st Century</i> " by Thomas L. Friedman |
| 19 | 7 p.m. Library Board meeting – Bidwell Forum |
| 23 | 6:30 p.m. Great Trivia Challenge 15 – APU |

Storytimes

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

Community Outreach

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

Foundation Executive Board Meeting

- March 2, 2007 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- April 17, 2007 @ 7:00 a.m. Library - Bidwell Forum

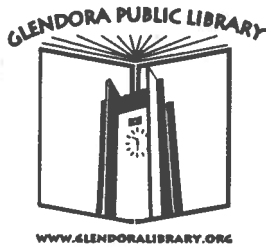
8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 06-07

- July 17:** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 21:** Library Board Goals; MCLS-SAB representative discussion
- September 18:** SRC wraps up; Holiday Hours-Thanksgiving & Christmas;
- October 16:** Election of new VP & FF Liaison
- November 20:** Budget Priorities FY 07-08-initial discussion
(may be minimal if 2 year budget is adopted in 06/07)
- December 18:** Mid-year review of goals 06-07
- January 16:** Budget 07-08
Tuesday
(Adjusted for MLK Day)
- February 20:** Goal planning 07-08; Friends Foundation funding staff
Tuesday requests for 07-08
(Adjusted for President's Day)
- 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 \$;



handouts

Glendora Public Library

Children's Room Expansion 2007-2008

The vision for expanding the Children's room grew out of the strategic planning process that the library had with the citizens of Glendora in 2004-2005. Key priorities that were brought forward from the process included programs and services for children and a comfortable environment in the library. In an open, one floor library as the Glendora Public Library essentially is, these can be conflicting goals.

- Demand for youth activities has seen a steady increase over the past 2 years. The number of programs for the first 6 months of FY 06/07 (144) has increased by 78% over the same time period in FY 04/05 (81). Programming attendance during the same time periods has increased by 75% (FY 06/07: 7,452; FY 04/05: 4,268);
- Children's programs are currently held on the main floor where the exuberant sounds of the children overflow into the rest of the library. It can be disruptive and distracting to other patrons trying to use the library. Expanding the children's room to include a storytime and craft room that can be closed off from the rest of the library is the solution;
- A secondary use of this expansion would be to increase meeting space in the library. The expansion could be divided into two smaller rooms accommodating 30-35 people each and would create better meeting options for mid-sized groups. Access to these rooms would be available from the outside of the building as well as through the children's room;
- The expansion would be approximately 25 x 48, 1,200 square feet, and accommodate 70-75 people. Costs for expansion are estimated at \$368,400 by our city's Public Works department. This includes architectural services and project management fees as well as carpeting and plumbing issues. It does not include furniture, audio visual equipment, storage, the room divider system, new exterior signage, additional outside seating, or contingency costs. With these issues in mind, a realistic estimate for this project is \$500,000.00.

Rough cost estimates for other items - Children's room expansion:

Sound proof, moveable room divider to split room in half \$20,000

Audio visual capabilities: screen, LCD/AV projector, sound/speakers - ceiling mounted \$10,000

Storage for tables, chairs, craft supplies, puppets, related storytime paraphernalia \$20,000

Tables and chairs-both adult and children's sized \$6,000

Small refrigerator and microwave \$300.00

Ability to hang art work (vs. drilling holes in walls) \$2,000

For south side of building by children's and front door area: Paving/pavers and umbrella picnic tables (table with attached seating and umbrella or other shade producing item), lighting, \$ 30,000

New exterior signage & lighting for building \$10,000

Public Works estimates about 5 months to build

| | |
|-------------------|------------------|
| Starting figure: | \$368,400 |
| + 10% contingency | \$ 36,840 |
| + Other items | <u>\$ 98,300</u> |
| Total | \$503,540 |

DRAFT

Glendora Public Library Children's Room Expansion 2007-2008

The vision for expanding the Children's room grew out of the strategic planning process that the library had with the citizens of Glendora in 2004-2005. Key priorities that were brought forward from the process included programs and services for children and a comfortable environment in the library. In an open, one floor library as the Glendora Public Library essentially is, these can be conflicting goals.

Children's story times are held in the Children's room, surrounded by books and media intended to entice kids into exploring the joys of reading and lifelong learning. Story times, by their very nature, tend to produce a lot of noise which then overflows into the rest of the library. Youth craft sessions are often held in the 'homework' area near the children's room on the west side of the main floor. Demand for youth activities has seen a steady increase over the past 2 years. The number of programs for the first 6 months of FY 06/07 (144) has increased by 78% over the same time period in FY 04/05 (81). Programming attendance during the same time periods has increased by 75% (FY 06/07: 7,452; FY 04/05: 4,268). While patrons understand the reason for the noise, it is disruptive and distracting when trying to read, do research or carry on a reference interview. By adding an addition to the Children's room, story times and craft events can be held in proximity to the children's resources without adding decibels to the rest of the library.

The expansion would be approximately 20 x 60, 1,200 square feet, and accommodate 70-75 people. It would be built on the west side of the current Children's room, expanding out towards Glendora Ave. The outside of the expansion will mirror the look of the main library building. Plans include the ability to divide the room in half for more flexibility in scheduling and use. The room would open off of the main children's area with ramps to help those with strollers move easily between the two spaces. It would have a sink, a small refrigerator and microwave, and storage areas to hold story time and craft materials, equipment, and tables and chairs. A unisex restroom would be included, which would be a valuable and timesaving addition when dealing with the very young. Now children must venture out into the main lobby entrance area to access the public restrooms.

A secondary use of this expansion would be to increase meeting space in the library. Currently the meeting spaces in the library include 2 study rooms for up to 6 patrons each, and the Bidwell Forum, which accommodates 200. If you have a group of 20, such as our book discussion groups, they either meet on the main floor, adding to noise concerns, or up in the forum, which consumes large amounts of energy to heat or cool and can make a group feel dwarfed. Scheduling time in Bidwell can also be problematic. This new addition, with its ability to be divided into two smaller rooms accommodating 30-35 people each, would create better meeting options for mid-sized groups. Access to these rooms would be available from the outside of the building as well as through the children's room. Outside access to the rooms would allow for their use during times when the library is closed, similar to Bidwell. The doors into the children's room would be secured to avoid unauthorized access to the library. Meeting rooms of this size are few and far between in Glendora and this would be a welcomed addition to community resources.

Costs for this addition of 1,200 sq. ft are estimated at \$368,400 by our city's Public Works department. This includes architectural services and project management fees as well as carpeting and plumbing issues. It does not include furniture, audio visual equipment, storage, the room divider system or contingency costs. The library would also like to add outside seating, possibly 2 tables with umbrellas on the south side of the building, after construction. It would be there for those waiting to be picked up, taking a break from their studies or a place to meet with others without concern for food or noise restrictions. The library signage that currently graces the west side of the building would also need to be replaced and is not considered in the basic cost estimation. With these issues in mind, a total cost of \$500,000.00 for this project is a realistic estimate.

The library will work with the Friends Foundation on local fundraising and the city's grant service to help with the costs of this project. It is requested that the city council consider allocating the entire amount initially and as other funds come in they can reduce the allocated city funds.

Other items for Children's room expansion:

Sound proof, moveable room divider to be able to split room in half

Audio visual capabilities: screen, projector, sound/speakers-can some of this be ceiling mounted?

Storage (Dave needs to know dimensions, heights, etc.)

Tables and chairs: like forum for adults-

Kids chairs, tables, and/or small rugs

Small refrigerator and microwave

Ability to hang art work

For south side of building by children's and front door area: Paving/pavers and umbrella picnic tables (round with attached seating and umbrella or other shade producing item for over table

(Dave Davies estimates about 5 months to build)