

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

January 16, 2007
7:00 p.m.

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

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

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

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

3. ADOPTION OF AGENDA

Possible motion to revise order of business or other

4. CONSENT CALENDAR

4.1 Minutes of meeting of December 18, 2006- action item

5. REPORT OF LIBRARY DIRECTOR

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

6. UNFINISHED BUSINESS

6.1 FY 2007/2008 Library Budget Update- Children's Room expansion
Library Director to report

6.2 Library Goal Planning for FY 2007/2008

President Slakey to lead discussion

7. NEW BUSINESS

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

President Slakey to lead review to address pets in the library

7.2 Library Board Awards

President Slakey to lead discussion on community recognition

7.3 Library Events Calendar

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Plans for future meetings to be discussed

8.2 Board member items

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

9. ADJOURNMENT

4.
Consent
Calendar

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

December 16, 2006
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:01 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/Theel) to approve Minutes of meeting of October 18, 2006.

5. REPORT OF LIBRARY DIRECTOR

Slakey welcomed new Board member Tricia Gomer. Gomer thanked Slakey and added that she is excited to serve on the Library Board. Tricia Gomer is active in the community and involved with Glendora schools.

Weed-Brown reported that there has been an increase in tagging incidents in the men's restroom. The taggings started before Thanksgiving and have been steadily increasing ever since. Unfortunately, staff has not been able to catch the perpetrators. Adding more security cameras in the lobby and on the Plaza has been suggested, as well as signage informing patrons they are under surveillance. Weed-Brown stated that adding security cameras would aid in monitoring any illegal activity on the Plaza, such as teens skateboarding and jumping off the Plaza railing, and help in identifying possible suspects, as one camera would be installed in the lobby above the men's' restroom door.

Weed-Brown reported that it has been difficult to pinpoint the exact time of tagging incidents. In an effort to identify culprits, staff has to view several hours' worth of security video with limited clarity. In an attempt to narrow the time frame, hourly men's restroom patrols have been initiated. Weed-Brown added that the tagging incidents seem to occur in the afternoon when school is out.

Weed-Brown stated that the damage is usually repairable, as it can be painted over. Conway commented that a lot of tagging is being done by local students, rather than being gang related. Weed-Brown agreed and pointed out that the Police Department believes that the taggings here at the library were done by different people, with only one incident being gang-related. The Board suggested painting the men's restroom with spray paint resistant paint.

Weed-Brown stated that the City Manager has approved the installation of additional security cameras in the library. Following discussion on this topic, the Board gave Weed-Brown the authority to do what she deems necessary, including the installation of additional security cameras and signage.

Weed-Brown stated that unattended children issues have also been on the rise lately. Library Policy 4.08 states that children under the age of 9 must be supervised by an adult or responsible supervisor. She asked if this policy should be added to next month's agenda for the Board to review. Many parents believe that an older sibling is adequate supervision. Weed-Brown elaborated that staff has no concerns when an older sibling actively supervises the younger sibling. However, issues arise when younger siblings are not being supervised by their older siblings, which has been the case lately. Discussion was held on contacting parents and the Police Department regarding unsupervised children. Possible means of notifying parents regarding the policy included running an article in the PTA newsletter and putting up signs at the circ desk regarding Library Policy 4.08. The Board felt it was not necessary to review Administrative Policy 4.08.

Weed-Brown continued her report and stated that the City Manager has been looking at solutions to the city-wide problem of the Internet slow-down. This problem affects library staff's work, as the internet slows down so much in the afternoon that staff is unable to place any orders for materials. It has been confirmed that the slow-down is not caused by city staff usage, but rather by public use.

Games and social networking sites such as *Myspace* can cause the slow-down of the Internet, as they use a lot of bandwidth. The Library's Internet policy states that non-monitored chat rooms, such as *Myspace*, are not allowed in the library. Weed-Brown stated that if the library enforces the policy and blocks *Myspace*, many would be upset and it might prove ineffective, as young adults will find new chat rooms. Weed-Brown did not consider filtering to be an effective solution.

Hodson stated that sites such as *Myspace* have many different uses and can be seen as a place to exchange ideas. He added that the library should not pass judgment on how people are using the library's resources. Some discussion ensued on whether people using the public computers to visit social networking sites is the best use of the library's limited resources. Hodson pointed out that the Library emphasized technology to attract people to the library. He questioned whether it would be beneficial to limit what patrons can do. Weed-Brown added that staff has discussed options to ask for additional funds to purchase laptops that patrons can check out and use in the library.

This would be one way to get additional computers to meet peak demand times. Weed-Brown indicated that staff will await IT's response regarding the slow-down, as she was recently informed that they might have a solution. Weed-Brown added that the Board still needs to review the Internet policy this year to be sure it is up to date.

Slakey reminded Theel, Conway and Gomer that they need to complete the online ethics training by the end of December. Weed-Brown reminded the Board that the next meeting date is Tuesday, January 16, 2007 as the 3rd Monday is Martin Luther King Jr. Day, a city holiday.

In response to a question from Slakey, Weed-Brown stated she does not have any news on the leak in the library. Slakey stated that she is very excited about the success of the Friends bookstore. Theel said that he was pleased to read Weed-Brown's comments regarding increased attendance at Saturday programs. He suggested creating a banner that states "We surprise our library patrons with the unexpected."

Weed-Brown reported that the iMac has been successfully tested. There has been some discussion regarding providing one machine initially for public use. Weed-Brown stated that the iMac's CD Rom drive is on the side of the monitor. To deter patrons from pushing anything inappropriate in the drive slot, it has been suggested to cover the drive and use portable external drives when needed. Theel shared his concerns about the difference in PC's and iMac's graphic interface. Gomer stated that children can use either the iMac or the PC. Weed-Brown pointed out several reasons for switching to iMacs, such as increased space at the tech center, the cleaner look and the overall broader appeal to the public. Initially only the public computers will be replaced.

Conway suggested making the Library Board agenda available to the public earlier than the Thursday before the Board meeting. He expressed concerns about not giving the public enough time to research issues listed on the agenda. Weed-Brown noted that the agenda is available when the Board packet is complete. A certain amount of time is needed to compile the contents of the Board packet; specifically there are some statistics that are reported by third parties and out of staff's control. The agenda could be made available sooner if the Board approves the statistics being handed out at the Board meeting. Hodson felt that agendas are currently being handled satisfactorily. Weed-Brown offered to make inquiries to see if agendas and packets could be available sooner.

Weed-Brown received an estimate from Public Works for the hoped for Children's room addition, which will be approximately 1200 square feet in size and will match the existing building's construction. The estimate is \$365,000, which includes architect and project management fees, but no furnishings. Weed-Brown stated that at this point the furnishings being considered for the addition are banquet tables, plastic chairs, audio visual equipment and a room divider. She added that a basic rendering is included in this month's Board packet.

Weed-Brown provided background information. She explained that it is difficult to contain the noise in the Library during story times and other children's activities, some

of which are held in the Homework center located on the main floor of the Library. Staff has been working to find solutions to reduce the noise level in the library without impacting services. Community members commented on the noise level in the library during the strategic planning process, and patrons comment on it almost on a daily basis. Weed-Brown stated that one solution is to give the children's room its own activity space, which can be closed off from the main library.

Weed-Brown pointed out numerous benefits in having a children's room addition, such as making the library quieter while children can still have their activities, events and craft time, gaining additional storage, as well as smaller-size meeting rooms. Conway expressed concerns regarding the furniture that is planned for this room. He was unsure whether the tables and chairs would be suitable for children. He suggested purchasing furniture more suitable for children. Weed-Brown stated that there has been discussion about building amphitheater like steps in the addition for children to sit on. However, this type of seating would limit the flexibility of the whole space. Theel commented that this addition should not evoke an industrial-type feeling, but rather be warm and comfortable.

Weed-Brown reported that she has already contacted the City of Glendora's grant services to look for possible funding sources. She expressed her hope for partnerships with the City, Foundation and grants to receive funding for this project. Weed-Brown was unsure how much money would be raised through community fundraising. Hodson stated that this project will benefit children, as well as other library patrons, and it should be easy to find support. Weed-Brown stated that in January she will start the dialogue with the Friends Foundation regarding this expansion. The total cost for the expansion is estimated to be around \$500,000 with furniture, storage, audio visual equipment and room divider. Theel asked that Weed-Brown put together a written timeline and program for this expansion, which should explain the plan for this space. Theel asked to have the timeline ready by the next Board meeting.

In response to a question from Slakey regarding general fund revenue on the statistics sheet, Weed-Brown explained that the money received from the State fluctuates every year and is very unpredictable.

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Budget Priorities for FY 2007/2008 – initial discussion

The Board and Weed-Brown reviewed the items to be considered for the budget planning process for FY 2007/2008. Weed-Brown asked the Board to let her know about any priorities for next year's budget planning.

The 3M security equipment, children's room expansion, carpet replacement, comfortable furniture, lighting, study carrels and the T1 line issue were identified as priorities. Weed-Brown stated that funds for the replacement of the study carrels will be requested from the Friends Foundation. Other items discussed were the on-going leak

in the library and the front door overhang, which might be a safety issue. Weed-Brown stated that the street signage and OPACS, which are used to access the library catalog, are important, but not critical. She added that additional funds might be needed for additional security equipment.

Some discussion ensued on laptops for in-library use, in-house printer service and the issue of self check out. Weed-Brown stated that a meeting will be scheduled with IT to discuss options for in-house printer service. She added that funding for in-library use laptops could be requested from the Friends Foundation. Theel expressed concerns regarding maintenance issues for the laptops, the cost of batteries and the possibility of misuse by the public. Conway added that laptops are convenient, but also very expensive.

Weed-Brown pointed out that a copy of department expenses is included in the Board packet for Board members to review. Gomer suggested disseminating more information via email, as this could be a way to save on postage. Weed-Brown stated that the library started email notification for overdues and holds this year. E-mail notification about library events may start soon; there are still a few technical issues to be worked out.

7.2 Mid-Year Review of Goals 2006/2007

Weed-Brown stated that the Library is on track with its goals. A large part of the goals listed in the strategic plan will be accomplished this year. Slakey liked the way the goals are laid out. She added that the staff lounge looks very nice.

7.3 Library Events Calendar

The Board reviewed the events calendar. Slakey reminded the Board that the January Board meeting is scheduled for Tuesday, January 16, 2007. The annual donor recognition is scheduled for January 19, 2007. The Foundation Quarterly Board meeting is scheduled for January 23, 2007, which Mike Conway and Sylvia Slakey will attend.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Weed-Brown stated that goal planning and budget discussion for FY 2007/2008 will be on next month's agenda, as well as a policy disallowing pets in the library. The library currently has no policy that addresses pets in the building. Friends Foundation funding requests might be on January's or February's agenda.

8.2 Board Member Items

Hodson welcomed Tricia Gomer.

Theel attended the quarterly recognition event to recognize Don Fields. He suggested the Library Board do some type of community recognition. Theel was unsure what the criteria should be. Following discussion on this topic, Slakey stated that Library Board

community recognition will be added to next month's agenda. Theel suggested the Library participate in the annual Christmas parade.

Conway welcomed new Trustee Tricia Gomer.

Gomer stated she is glad to be here. She said that Slakey gave her a great tour of the library. Gomer is very impressed with the new book store. She helped at the Gingerbread house event and enjoyed being there. She also attended Carolyn Thomas' going away party.

Slakey stated that she is glad to have the beautiful display case in the lobby available to advertise upcoming events. The donor book is nicely placed inside the library. Marcia Conway's book group is going well. Slakey appreciated the invitation to Carolyn Thomas' good-bye party. The Board wishes Thomas well.

9. CLOSED SESSION

The Board went into closed session at 9:42 p.m. and emerged at 10:00 p.m. No reportable action was taken.

There being no further business, meeting adjourned at 10:00.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 *Robin*
CC: City Manager
Date: January 16, 2007
Re: Director's Report

Community

There has been a lull in activities for a few weeks compared to our normal frenzy. The Gingerbread Houses craft sessions were well attended in December. A new youth event, a bookmark contest, started the first week of January. Staff is out promoting it to schools and PTA's. This replaces *Librarian for a Day*. Students will create and submit bookmarks. Winners will have their bookmarks used during the Summer Reading Clubs this summer. One nice thing about this contest is that more kids will be able to be winners, versus the 4 or so that got recognized for the *Librarian for a Day* contest and it will have a longer impact with the tie-in to SRC. A special party will still be given, no limo though!

Tax forms are out for the public. Gaetano is the lead staff person on this project.

The annual Friends Foundation Donor Recognition event is scheduled for January 19th at 6:30pm. It will be held in the library on the main floor as usual. The FF quarterly board meeting is scheduled for Jan. 23rd here at the library.

The Red Cross blood drive is scheduled for Jan. 31, 2007 in the afternoon up in Bidwell. Sign up can be accomplished via phone, the web or in the library.

A tutor training session for our literacy program will be held on Saturday, Feb.3, 9-3pm in Bidwell.

Staff

Various staff has been off recently: vacation time, jury duty and bouts of illness-typical winter events!

Carolyn Thomas' departure has caused staff and me to shift duties around to cover until her position is filled. I appreciate staff's willingness to pitch in during this time. Recruitment is already underway. Closing date for applications will be Feb. 9.

Staff attended the City Manager's Potluck on Dec. 19th up in Bidwell.

2 Pages have departed for college: Alex and Mary and 2 new Pages are already on board: Ari and Carrie!

As I mentioned above, Cindy, Deb and Gaetano are making the rounds at schools and PTA's this month.

Anne, Carlos and Mary Pat are continuing with the Library Leadership program offered through InfoPeople. They have 3 sessions over the next 2 months.

Management staff attended mandatory training on harassment awareness on Jan 11th.

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Director

We had a great discussion at the January All Staff meeting on youth in the library. The discussions centered on unattended children, teens, and the role of the Public Library in the community.

On Jan 10th I was in Alhambra attending a half day session on disciplinary and harassment investigations. These are put on by the SGV Employment Relations Consortium.

I attended the FF Executive Committee meeting on Jan. 12th. While I normally leave Anne to represent me at these early morning monthly meetings, I wanted to present the Children's Room expansion vision to them.

Next Board Meeting: Tuesday Feb. 20, 2007- Note: Different day due to President's Day Holiday



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,
Date: December 2006

Public Services -

December was a busy month for Children's Programming. Santa came to visit us twice, and children were able to create their own gingerbread houses. Thanks to Trisha Gomer for coming in to assist with many happy children. Anne also helped with crowd control for Stories with Santa. As a special treat, Cindy handed out a book to each child in the Whitcomb Headstart program. Thanks to the Friends Foundation for purchasing these books and making Cindy's monthly story time outreach program even more special. All of this month's programming and outreach is listed below.

Dates	Events/Outreach	Participants
12/5/2006	Business Decision Demo	1
12/12/2006	Tour Oak Knoll Homeschool Group	20
12/13/2006	Whitcomb Headstart Preschool (2 classes)	44
12/5/2006	Stories with Santa	140
12/6/2006	Stories with Santa	180
12/14/2006	Gingerbread House Creations	100
12/16/2006	Gingerbread House Creations	130
	Total participants	615

We have begun planning Summer Reading Club 2007 and held brainstorming sessions with Carolyn before she left. This year's theme is *Get a Clue @ the Glendora Public Library*. With this theme in mind, our National Library Week Bookmark Contest begins on January 8. We will be conducting outreach to the local schools to promote this new program, which is open to children K-12. Plans have also begun for Dr. Seuss' Birthday Party, Teen Tech Week, and National Library Week.

Gaetano reports that tax season is here, and all the forms are on display near the entrance to the library.

Support Services – Carlos Baffigo

Circulation:

On-call Library Aides Jennifer Dunlop and Rebekah Wilson filled in for staff on vacation. Carrie Olvitt and Ariella Jochai were hired as Library Pages. Library Page Alex Seraphin's last day was December 23rd.

Facilities:

Tagging continues to be a problem with more incidents happening in December. Most of the tagging occurred in the men's public restroom and Plaza areas. Police were called for each of the incidents and reports were taken. Regularly scheduled patrols by staff, additional security cameras, and signage will be installed and/or implemented in the affected areas to help deter and identify perpetrators.

A preliminary estimate for the Children's Room expansion project was completed by Public Works Director, Dave Davies. The estimated cost is \$368,400. This estimate is for construction costs only (including architectural and project management fees) and did not include additional costs for furniture, cabinetry, etc. The next step for this project will be to identify possible funding sources.

The roof leak problem solution is pending analysis by a water-proofing contractor.

Acquisitions, Cataloging, and Processing:

This was a good month for 'playing catch-up'. Staff was busy getting the shelves clear and making room for material coming in 2007.

Computer Systems/Web Site:

We are working with IT to explore possible solutions for public computer printing and reservation services. The current service vendor's contract expires in July 2007.

Performance and compatibility tests of the Apple iMac were successful. IT will be ordering the remaining iMacs early in 2007 to replace the public PCs.

Development & Educational Services – Anne Pankow

December was a busy month planning for the Donor Recognition as well as other programs in 2007. Invitations were sent to everyone whose name appears on the Friends Foundation Donor Wall. The event will take place on Friday, January 19 at 6:30 pm on the main floor of the library. It will be catered by Bob Betros, the former owner of Village Eatery. The new layout of the main floor is much more convenient for large events such as the Donor Recognition. I hope that all of you are able to attend this special event.

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The Annual Campaign, which was sent in early December, has gotten a great response from the community. We have received over \$10,000 so far. Our goal is \$25,000. The campaign ends on June 30.

An SAT workshop has been scheduled for Saturday, February 24 from 10 – 3 in the Bidwell Forum. Registration begins Monday, February 5. As usual, pizza will be provided and SAT workbooks will be given to 8 lucky participants. We ask that students register so that we know how many refreshments to purchase. Please spread the word to anyone you know who may benefit from this workshop. This is the second SAT workshop the Friends Foundation is providing this fiscal year. The Foundation board made a commitment to fund 2 workshops beginning this fiscal year.

On a personal note, December was very significant for several of us in the Foundation Office. Chris Cravens became a first-time grandmother on December 22. Her daughter, Amanda, gave birth to a beautiful baby girl, Kaitlyn Grace. Congratulations to Chris! I became a first-time mother-in-law. My older son, Jim, married his college sweetheart of 8 years, Jill, on December 30 at the Santa Barbara Mission. This is a December that Chris and I will remember and treasure always. On the other hand, Bonnie was visiting her sister in Albuquerque when the worst snowstorm hit that area. She will never forget being snowed in and grounded for almost a week. We are glad she made it back safely to California.

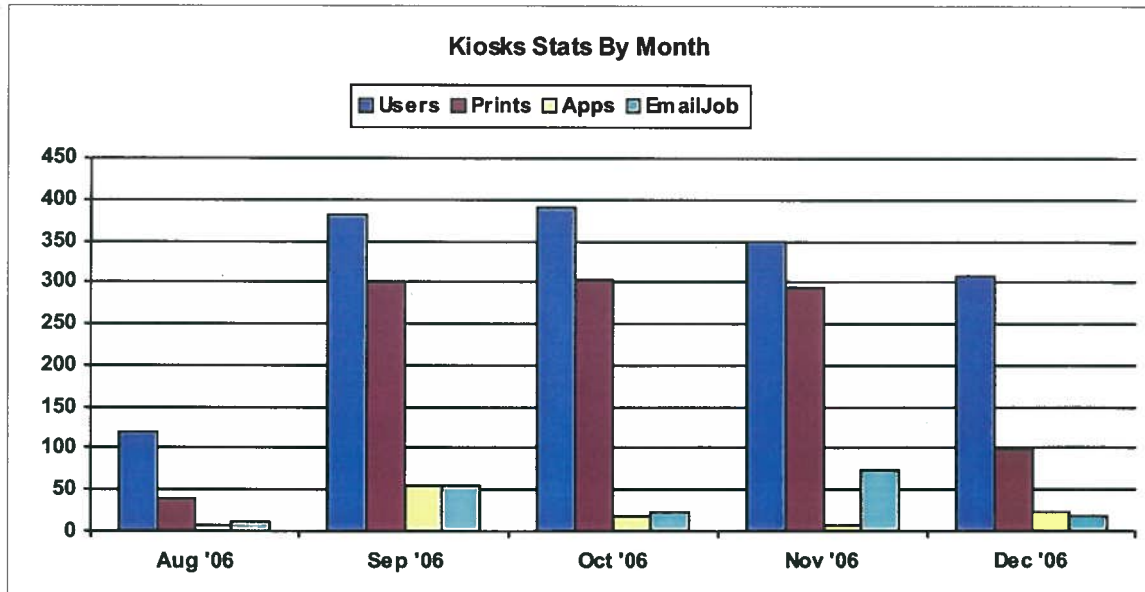


Individual Kiosk Summary

KioskName: **Glendora Public Library**

December 2006

	<u>Month</u>	<u>YTD</u>
TOTAL USERS	308	1,547
Class. Cat. Touches	504	3,697
Ad Views	1,435	11,475
Total Applications	23	109
Total Prints	99	1,037
Emailed Jobs	18	181
Total Page Views	2,110	16,169
Activity Ratio*	.45	0.86



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



Demographic Report By Kiosk

Kiosk Name: **Glendora Public Library**

December 2006

		<u>Month</u>	<u>Year to Date</u>
<u>Age</u>	Under 16	0	2
	16 - 18	2	7
	Over 18	20	98
	Unknown	1	1
<u>Years Of Education</u>	High School 1 to 2	2	4
	High School 3 to 4	0	4
	Graduated/GED	2	36
	Technical School 1 to 2	1	1
	Technical School over 2	0	2
	Technical School Graduated	1	18
	College 1 to 2	1	23
	College 3 to 4	0	1
	College Graduated	15	17
	College Advanced Degree	0	1
<u>Available To Work</u>	Days	19	80
	Evenings	19	82
	Weekends	17	57
	Part Time	17	56
	Full Time	19	83
	Any Business Hours	16	63
<u>Skills</u>	Accounting	0	8
	Administrative	17	32
	Assembly	0	39
	Automotive	1	24
	Banking	1	16
	Bookkeeping	1	20
	Clerical	18	78
	Computer	15	48

	<u>Month</u>	<u>Year to Date</u>
Customer Service	19	86
Data Entry	18	57
Driver	3	10
Food Service	0	6
Health	1	1
Janitorial	0	27
Management	15	40
Mechanic	0	29
Retail	1	13
Sales	16	36
Security	0	3
Warehouse	0	25
<u>Are you bi-lingual?</u>		
Yes	17	38
No	5	69
<u>Are you a veteran?</u>		
Yes	3	5
No	19	102
<u>Do you have employment history?</u>		
Yes	20	94
No	2	13

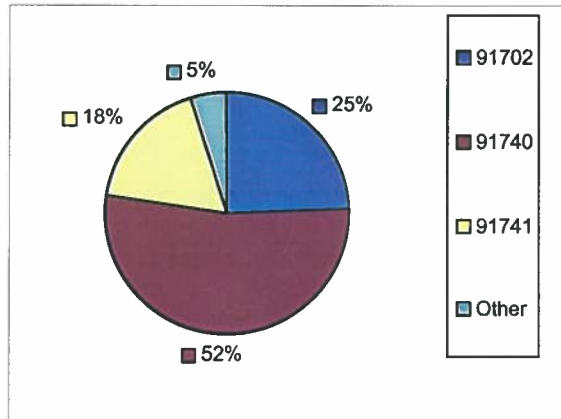


Year to Date Kiosk Applications By Zip Code

KioskName: Glendora Public Library

December 2006

Zip Code	TotalApps	%	Median Household Income
91702	26	24.53%	\$49,567
91740	56	52.83%	\$62,675
91741	19	17.92%	\$78,660
Other	5	4.72%	\$0

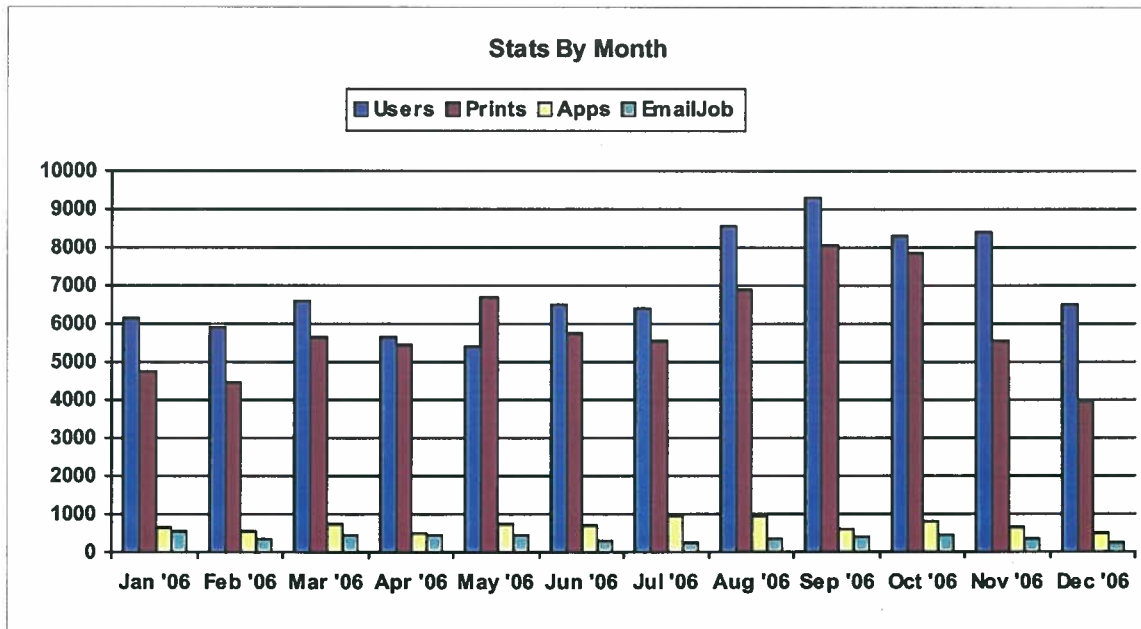




Network Summary

December 2006

	<u>Month</u>	<u>YTD</u>
Total Users	6,515	83,672
Total Applications	492	8,375
Total Prints	3,966	70,574
Emailed Jobs	231	4,587
Class. Cat. Touches	12,534	188,914
Ad Views	33,676	617,172
Total Page Views	48,964	847,742
Activity Ratio*	.72	1.00



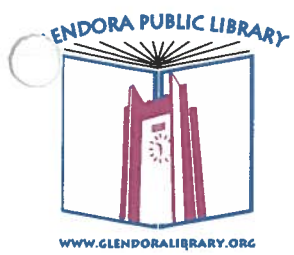
*Activity Ratio measures total Prints/Applications/Emails per User

Glendora Public Library Summary Data for December 2006

<u>Service Indicators</u>	This Year December	Last Year December	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	17,748	18,246	-3%	134,036	134,572	0%
I. D. Total Items Loaned	23,905	22,959	4%	168,399	176,158	-4%
I. D.4. Electronic Circulation	92	0		675	0	
III. A. Total Requests for Information	3,174	3,195	-1%	24,771	24,661	0%
II. A. Total Items Owned	151,890	145,120	5%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	12,906	8,271	56%	67,566	40,780	66%
V. A.2. Library Home Page Views	8,679	2,603	233%	34,591	14,665	136%
VI. A. Total Number of Programs	6	3	100%	48	34	41%
VI. E. Number of Literacy Students Active	30	19	58%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	69	53	30%	436	288	51%
VI. F.1 Total Number of Volunteer Hours	377	450	-16%	6,973	4,082	71%
I. G. Total General Fund Revenue	\$8,072	\$9,959	-19%	\$36,655	\$33,860	8%

These statistics are subject to verification.

6.
**Unfinished
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: January 16, 2007
 Re: Agenda Item # 6.1-Children's Room Expansion

Attached for your information is an information sheet on the Children's room expansion.

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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 25 x 48, 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-

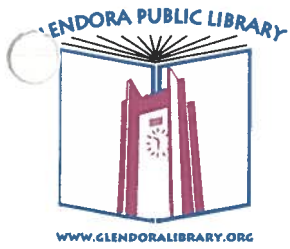
Kids chairs, tables, and/or small rugs

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)



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: January 16, 2007
 Re: Agenda Item # 6.2: Library Goal Planning

Last month I distributed some draft ideas on goals. I have attached it again. If the board has any specific issues that they wished addressed in FY 07/08 this would be the time to let me know!

GPL Goal Planning for FY 2007-2008

From Strategic plan - Listed for 07/08:

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

Tied to budget ideas for 07/08:

- Improve signage: exterior (street/curb; overhang) and interior (remodel)
- Replace main patterned carpet-flood damage and resulting wear
- Replace front entrance overhang and add sign over entrance
- Personnel needs-1 FT Lib. listed in 06/07-07/08 policy requests last year
- In-House printing system vs. current outsourcing(contract expires June 30)
- Laptops for use in library/Plaza wireless access to internet?(FF funding)
- Teen area needs-signage and/or (FF funding)
- Outside seating-tie into children's room expansion?

From Strategic Plan-Listed for 08/09:

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

On-going: are there new facets to consider?

- School outreach
- PR
- Website development
- E-resource development/expansion
- Service Roles:

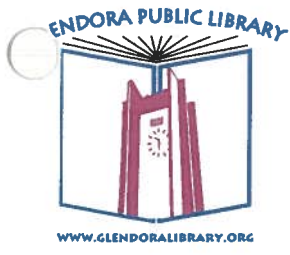
The Glendora Public Library and Cultural Center supports self-directed personal growth and development, lifelong learning, for all ages. This includes:

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

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

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

7.
New
Business



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 library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director
 Date: January 16, 2007
 Re: Agenda Item # 7.1: Policy 4.09: Appropriate Library Behavior

At last month's meeting the issue of dogs and other animals in the library was discussed. The "no dogs" issue was not specifically mentioned in any library policy at the time. I have revised the Administrative Policy on Appropriate Library Behavior to include this issue. I have also added several other items to the policy for your review. Most of the added issues have occurred at one time or another in the past 6 years so it seemed prudent to make all of these changes at once.

The previous policy was vague in what it delineated as inappropriate behavior. In days gone by, staff was able to rely on common sense and a generally understanding clientele when asking patrons to modify behaviors. Unfortunately times have changed and the comment "where does it say that" is a common response when staff tries to keep the library environment from becoming a mad house. With that in mind, I looked at behavior policies from several local libraries, among other resources, to see what is out there on this issue. Pasadena Public Library has a very extensive policy and I have borrowed liberally from their policy to enhance ours.

If you are ok with the recommended changes we will move ahead with your affirmative vote. If there are other changes you would like to see, we will incorporate 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 by loud or boisterous talking including on phones or media devices, laughing or other noise, yelling, running, pushing, throwing objects, misusing the library facilities and furniture, etc;
- 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;
- Not being fully clothed, including shirt and shoes;
- Refusal to follow library procedures;
- Refusal to relinquish computer equipment or other library resources after scheduled time period for use has expired;
- Disturb or harass other patrons or staff by (including, but not limited to):
 - a. loitering in the stacks;
 - b. staring fixedly or leering at patrons or staff, in combination

- c. with other inappropriate behavior;
following or stalking patrons or staff in the library building or the parking lot to strike up a conversation;
 - d. attempting to peer under a patron's or staff member's clothing;
 - e. annoying patrons by talking to them while they are trying to read, study or contemplate;
 - f. abusing or verbally harassing patrons or staff;
 - g. engaging in harassing or intimidating behavior at the entrance to the Library;
- Selling, panhandling, or soliciting in the library building, on the grounds or in the parking lot;
 - Enter areas marked "staff only";
 - Failure to pay fines or other Library costs when due;

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. Library users violating these policies will be required to leave the library for the remainder of the day. Depending on the seriousness of the offense, a warning may or may not be given. 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.

Approved and adopted this 16th day of January, 2007

Ayes: _____

Noes: _____

Absent: _____

City of Glendora
Library Board of Trustees

Attest: _____
Robin Weed-Brown, Library Director

By: _____
Sylvia Slakey, President



Glendora Public Library Events

January 2007

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

February 2007

- 03 9 a.m. – 3 p.m. Tutor training workshop – Bidwell Forum
03 10 a.m. *Coffee 'n' Books* in the Library – main floor
07 3 p.m. *Chocolate Fantasy* – main floor
07 7 p.m. A Novel Idea "*The Glass Castle*" a memoir by Jeannette Walls– main floor
14 2 p.m. – 4 p.m. *Romantic Guitars* 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 – Bidwell Forum

Storytimes

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

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 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

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

Foundation Quarterly Board Meeting

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

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 06-07

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

August 21: Library Board Goals; MCLS-SAB representative discussion

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

October 16: Election of new VP & FF Liaison

November 20: Budget Priorities FY 07-08-initial discussion
(may be minimal if 2 year budget is adopted in 06/07)

December 18: Mid-year review of goals 06-07

January 16: Budget 07-08
Tuesday (Adj. for MLK)

February 20: Goal planning 07-08; Friends Foundation funding staff
Tuesday (Adj. for President's Day) requests for 07-08

March 19

April 16

May 21 Closed session: Self-evaluation of the Board-begin process
& Evaluation of the Director-begin process

June 18 Agenda planning 07-08; Closed session: Eval. Lib board; Eval-
Lib Dir

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