

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

November 19, 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 Administrative Assistant at (626) 852-4891. Notification 48 hours prior to the meeting will enable the Library to make reasonable arrangements to ensure accessibility to this meeting.

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

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

3. ADOPTION OF AGENDA

Possible motion to revise order of business or other

4. CONSENT CALENDAR

4.1 Minutes of meeting of October 15, 2007- **action item**, Encl., page 1

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

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 Staff Appreciation Proposal (Trustee Deal), Encl., page 14
President Theel to lead discussion

7. NEW BUSINESS

7.1 Budget Priorities for Fiscal Year 08/09 – initial discussion, Encl., page 15
Weed-Brown to lead

7.2 Carpet Replacement Impact on library hours – action item, Encl., page 18
President Theel to lead discussion

7.3 Library Events Calendar, Encl., page 20

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar, Encl., page 21
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

October 15, 2007
7:00 p.m.

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

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

Board Members Absent: None

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

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 (Conway/Deal)** to approve Minutes of meeting of September 17, 2007.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown introduced Janet Stone, the new Senior Librarian-Adult Services. Stone stated she was excited to work at the Glendora Public Library. She provided the Board with information on her various professional experiences. When asked what the most important thing was that she learned in her career, Stone replied it was the fact that all patrons are at the library to improve something about their lives.

Stone asked the Board to share what they felt she should know about the Glendora Library. Conway mentioned several issues, such as salary disparity, the library's importance being overlooked in comparison to other city departments and the difficulty of obtaining things that the library needs. Conway added that this library is a wonderful place with a great director, staff and volunteers.

Theel elaborated on the strong support from the community, its citizens and the school districts. Participation in children's programs is tremendous. Theel commended Weed-Brown for moving the library forward. He added that this is a very positive time for the library with great growth, an excellent staff and a tremendously supportive Friends Foundation.

Deal talked about the support from the community and the Friends Foundation and stated that Stone will enjoy working with a great staff. Deal encouraged Stone to attend the next Coordinating Council meeting.

Slakey stated that staff members have been able to grow, learn new skills and interact beyond their normal boundaries because of staff shortages. She added that everyone at the library works hand in hand to get things accomplished. Slakey said that she regarded all staff as professional staff.

Gomer felt that the library's location is vital. The library is in the center of town and is a gathering place for the community. Gomer added that current developments will present great opportunities for the library.

Weed-Brown pointed out that the modification to the CIP budget is on the agenda for the October 23 Council meeting. It is listed under consent calendar and consists of two parts, the adoption of the modified CIP budget and the recommendation to fund the downtown antique lighting.

Weed-Brown informed the Board that City Council has approved a new city-wide employee recognition program. She explained that this program consists of three programs, the merit coupon program, the employee award of excellence program and the exceptional service adjustment. This program has not started yet. Discussion ensued on how this new program can be used in combination with the Library's existing Star Service program. Weed-Brown invited any interested Board members to view the new recognition program agenda item.

In response to a question from Theel, Weed-Brown replied that the Foundation office will handle PR for the book fairs. Theel suggested placing signs in the lobby promoting these events. Weed-Brown stated that Romero is scheduled to do a story time at Barnes and Noble on December 4. Deal suggested wrapping gifts as another way to raise funds.

Deal requested more information on the library's carpet replacement project. Weed-Brown stated that the carpet replacement, a Capital Improvement Project, was originally approved by City Council. As the city's funding priorities changed, the project was in jeopardy of being cancelled. In addition, estimates came in higher than the \$25,000 originally anticipated. The Friends Foundation stepped forward and funded the majority of the project. The Foundation funded \$25,000 with the City of Glendora funding the remainder balance of \$8,609. Weed-Brown reminded the Board that the three Capital Improvement Projects that were approved for the library were the Children's' room expansion, the remodel of the outside front of the library and the carpet replacement, the last project moving forward thanks to the Foundation. She added that the upgrade to the Bidwell sound system, also a CIP project, is being postponed.

Weed-Brown informed the Board that at last week's City Council meeting she thanked the Foundation for supporting the library with \$25,000 of the \$33,609 required and she thanked the city for funding the remainder. Weed-Brown stated that the Council seemed unaware of the Foundation's support for the carpet project.

In response to a question from Theel, Weed-Brown replied that Foundation funds are available to purchase additional comfortable furniture for the main floor. She added that she is currently awaiting a quote for new chairs and end tables. Staff is currently evaluating possible placement of the new chairs. Theel pointed out that one of the new wing back chairs seems to be broken. Weed-Brown said she will forward that information to the appropriate staff member.

Theel commented on the large number of patrons in the library last Saturday. He said it seems very busy every time he visits. Theel was unsure why the library's attendance numbers don't reflect that. Weed-Brown stated that attendance numbers are stable, with program attendance and electronic access statistics increasing. She added that circulation numbers increased as soon as the new circulation policy was implemented. Weed-Brown expressed her hope that the new copy center, with its new services, will draw in more people. Theel suggested the possibility that the number of patrons in the building is already at the maximum and that is why the number of visitors remains stable.

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Review Library Administrative Policy 3.02 – Public Area Food and Drink Policy – action item

Weed-Brown informed the Board that this policy has been in place for some time and it needs to be officially approved by the Board. Discussion ensued.

It was MSC (Deal/Slakey) to approve Library Administrative Policy 3.02 – Public Area Food and Drink Policy.

7.2 Review Administrative Policy 4.13 – Internet Policy – action item

Weed-Brown outlined some of the changes in the proposed policy. She explained that when patrons log on to the public computers, the Internet Acceptable Use Policy Agreement appears on the screen. In order to get to the internet, patrons have to click through it. By clicking through the agreement, they accept the terms and conditions. Patrons are not relieved of their responsibility to follow the policy if they chose not to read the agreement. Weed-Brown added that this Use Policy Agreement is available in print and is displayed within the library and the study rooms. In response to a question, Weed-Brown confirmed that the City of Glendora has an employee internet policy.

Discussion was held on the responsibility of patrons who let other patrons use their card to gain computer access. Theel felt that patrons who allow others to use their library card should be penalized. The Board discussed the library's responsibilities if patrons violate copyright laws. Conway asked if the City Attorney had any comments regarding this policy. Weed-Brown stated that the City Attorney reviewed this policy in 2003. She did not resubmit the policy for review, as she did not change any of the terms on the use policy agreement. Theel asked that the word networks be added to user agreement item number eight.

It was MSC (Deal/Gomer) to approve Administrative Policy 4.13 – Internet policy with the proposed change.

7.3 Library Board Staff Appreciation Proposal

Deal stated that any kind of staff appreciation would need to be funded by the individual Board members. Weed-Brown suggested the Board tie their appreciation event in with the annual Fiscal Year-End party organized by the management team. The Board discussed whether a Library Board staff appreciation event is still needed now that the city has started a city-wide recognition program.

Gomer suggested doing something during National Library Week in April. Weed-Brown pointed out that National Library Workers Day falls on Tuesday of that week. She added that the management team has done some type of party for that event in the past.

Conway liked the idea of having a staff appreciation event. He suggested Deal submit a proposal for next month's meeting. Following discussion, the Board agreed to do some type of staff appreciation event on National Library Worker's Day. Deal will bring back a proposal next month. Weed-Brown stated that Cathel will forward the information regarding next year's National Library Week and Library Worker's Day to Deal.

7.4 Library Events Calendar

The Board reviewed the events calendar. Deal stated that she will attend the Creepy Cuisine event and is looking forward to it. Weed-Brown pointed out the Dead Sea Scrolls lecture on November 3. She added that scrapbooking workshops are filled beyond capacity. Another workshop has been added in November.

8. **BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

Weed-Brown stated that the initial discussion for FY 08/09 budget priorities will be on next month's agenda, as will be Deal's staff recognition proposal. She added that pending policies that need to be reviewed will be brought back in January.

Slakey asked about the status of the Hands Fundraiser. Weed-Brown stated that the Development Office is planning on doing a mailer advertising the Hands as the Christmas gift of the season. Slakey stated that comments have been made to her that \$250 per hand is too high. Weed-Brown stated that she will share this comment with the Development Office.

8.2 Board Member Items

Slakey enjoyed the author visit, it was very interesting. She enjoyed meeting Janet Stone at the luncheon last week.

Theel stated that the Dead Sea scrolls are on display in San Diego. They are very interesting to see.

Conway suggested putting up a sign in the lobby one week before the Board meeting informing patrons of the upcoming Board meeting.

There being no further business, the meeting adjourned at 8:33 p.m.

Respectfully Submitted,
Robin Weed-Brown, Library Director

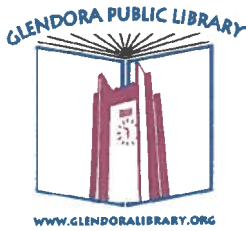
*The above minutes are subject to the Library Board's additions or corrections and final approval.

5.

Report of

Library

Director



Glendora Public Library
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5
Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director *Rob*
CC: City Manager
Date: November 19, 2007
Re: Director's Report

Community

Our fall events have been plentiful! Teen Read Week, A Novel Idea book discussion, Creepy Cuisine, Halloween events, scrapbook workshops, a lecture on the Dead Sea Scrolls and live jazz-something for every age and interest! We were particularly pleased with the turnout for Dr. Duke's lecture on the Dead Sea Scrolls with approximately 100 people in attendance.

Cindy Romero and I spoke at the Kiwanis meeting on Oct. 25 held at the Glendora County Club. New services and improvements at the library were presented. Cindy spoke about the 2007 Summer Reading Clubs. Attached to this report is the Kiwanis Knews article about our visit. A similar presentation will be made to the Glendora Rotary Club on Nov. 27. We always enjoy connecting with our community groups. Cindy also made a great presentation to the Friends Foundation quarterly board meeting in October on the 2007 SRC.

Our Youth Services division has come up with a new idea to keep our teens busy (and hopefully out of trouble) in the afternoons. Board games and brain teaser puzzles have been purchased and placed in the teen area for them to use. Our Teen Advisory Board made suggestions on what to buy such as chess, checkers, and Scrabble and they are available in the teen area. They have also started a "riddle of the week" board.

Staff

Pam Cameron has announced her retirement effective Nov. 16th. Pam began working part time at the library on Dec. 3, 1990-17 years ago! We have been fortunate to have Pam as a part of our library family and we will miss her greatly. We wish her happiness and relaxation on this new life adventure.

Welcome to Kris Batcheller, our new Library Aide II. Kris is working with the volunteers to keep the bookstore running smoothly; all of the donations sorted, priced and on the shelves and other bookstore related needs.

Carlos held first interviews for our vacant full time Library Technician position on Nov. 1st. Second interviews were held on Nov. 8. Reference checks are in process. Carlos is also advertising for 2 Library Aide II processor positions. Carlos got tagged for jury duty as well the week of Nov. 12th.

We had 10 staff members attend CLA's annual conference in Long Beach over the weekend of Oct. 26-29. It is only held in So. CA every other year and it was great to be able to send staff when held locally.

Director

We have identified a style for new comfy chairs for the library and are deciding on a fabric. If you would like to see the chair design and fabric samples let us know.

6

Elke has contacted the makers of the wing-backed chairs and we have already received a replacement chair. Thank you Mr. President for pointing out the one wing-backed chair with a spring problem to us last month so we could take care of it.

At CLA I attended a very interesting all-day program on Friday. The first half of the day was a presentation by Brian Grubb from the Ritz-Carlton Leadership Institute. His talk focused on the legendary customer service ethos at the Ritz-Carlton and how they achieve that. I got several great ideas that the management team will be exploring for customer service training ideas for our staff. The second half of the day was a presentation by Stephen Abram, VP of Innovation at Sirsi Dynix. His focus was on technology and related platforms and 7 new 'landscapes' created by them. One phrase that stuck with me from his presentation was that libraries should be tracking transformational not transactional experiences. Stay tuned!

Don't forget the Barnes and Nobel book fair on Dec. 4th. Mention the Glendora Library when making your purchases and part of the proceeds will go to the Friends Foundation.

Thank you Anne for stepping in and taking over for me while I am away taking care of my sister's recovery from surgery.

Next Board Meeting: December 17, 2007



KIWANIS KNEWS

Meetings Thursdays 7am at the Glendora Country Club

October 26, 2007

Glendora Library Director, Robin Weed-Brown and Senior Librarian for Youth Services, Cindy Romero were guest speakers at the Thursday morning Kiwanis breakfast. They thanked Kiwanis for their support of the Library, and Robin caught them up on current happenings at the Glendora Public Library.

Approximately 1000 people visit the Library daily, 6 days a week. A new copy center offers color copying, faxing, and scanning. Laptops can be checked out and used in the library via its wifi service. Saturday story times for families have been added along with a new outreach program "Every Child Ready to Read."

Physical improvements in process include a combined check-out and reference desk, new study carrels and chairs, and new carpet due this fall. Two major projects in the works are: the scheduled expansion of the children's area that will include extra meeting rooms for the community as well as more space for children's programs and events, and an improvement of the exterior front entrance to the library.

Cindy Romero enthusiastically spoke about the very successful 2007 Summer Reading Clubs.

There were four clubs with a total of 2000 participants ranging in age from



Cindy Romero, Hal Workman, Robin Weed Brown

birth to 100. Each of the four clubs, (children, teens, adults, and a new club for babies and their parents) presented a free book to each participant, thanks to the Glendora Library Friends Foundation. As readers completed their goals, they received another free book, for a total of 2500 books! Cindy noted that 13,881 days of reading were accomplished by the participants over the six week program. There were 107 children and 13 teens who contributed 1213 hours of volunteer service to facilitate these programs.

Kiwanis is proud of the extraordinary efforts and accomplishments of the Glendora Public Library. Thank you, Robin and Cindy for your caring and leadership.

Article written by Halloween Ghost Writer Mike Conway.

(now we have to have 2 pages!) Thanks Mike

COMING EVENTS

(print your newsletter, cut out this column, and stick it on your refrigerator as a reminder)

Oct. 31st. Halloween in the park

Nov. 22nd. Happy Thanksgiving (club dark)

Nov 30th. Christmas Luncheon Glendora Country Club
Noon. (11:55 a. m.)

We need to know from club members what Kiwanis items they are storing that should go into the storage unit. Tony has a filing cabinet which he will let us use and I heard that possibly Pam has one that she is also making available. Perhaps we might consider cataloging and storing some of our historical documents that the Glendora Historical Society doesn't have room for or interest in...? Diane Norman thinks that she and Gordy have some shelving that we can use in the unit. If not, we can buy some inexpensive modular plastic shelving.

Contact either Dick Paulus or Terry Damron to make arrangements to get items moved into storage.



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, Janet Stone

Date: October 2007

Public Services - Cindy Romero, Janet Stone

Children's:

October was a busy month as predicted. We hosted 2 sessions of Creepy Cuisine for children and teens on the main floor. The participants were able to enjoy Bloody Monster Toes, Bat Grog, Earthworm Pudding, and other suitably yummy concoctions. Deb did an excellent job designing the menu. The library became a trick-or-treat site for our weekly storytimes, and we had a nice time at our Spooky Stories event. Thank you to Sylvia Slakey and Mike and Marcia Conway for participating and reading at the last minute. Signups began for the Children's Book Week book discussion group in October. So far, we have 44 children signed up for the program. Each of these children received a free copy of the book, *The Miraculous Journey of Edward Tulane*, by Kate DiCamillo. Gail and Cindy will be leading parallel discussions. We have also begun planning next year's summer reading club.

We had our first meeting with the new Teen Advisory Board in October, and have already had our second the beginning of November. The teens that come bring great ideas and energy that we hope will help us shape our teen programs. Gail is serving as the President for the inaugural year, and will hopefully turn it over to the teens next year while serving as the advisor. Our teens enjoyed a Book Character Costume Party, and emailed us what book they would save if the library was burning. The responses ranged from *The Bible* to *A Child Called It*.

Our outreach efforts continued in October. Gail and Deb have begun to make monthly visits to the preschool run by Community Services to offer storytimes in addition to Cindy's visits to the local Head Start program. Cindy has also been reading to the "Born to Read" Teen Parent group using the Every Child Ready to Read materials.

Cindy attended Early Learning for Families training as provided by the LSTA grant with Anne and Mary Pat. We are looking forward to implementing the initial phase of the grant, making the library an even more friendly environment for families with young children. Cindy, Deb, and Gail attended the Annual California Library Association's conference in Long Beach in October. We participated in sessions such as MySpace, Summer Reading Club, Gaming in the Library, and Customer Service Touchpoints. We brought back some new ideas while also confirming that we are on the right track. Gail and Cindy also attended an Infopeople workshop, *Using Social Software with Teens*. We are looking at ways to incorporate the latest technology into our services.

Date	Event	# of participants
October 8, 2007	Community Preschool storytime	35
October 9, 2007	Community Preschool storytime	30
October 15-20, 2007	Teen Read Week email activity	51
October 16, 2007	Oak Knoll Homeschool Tour	20
October 16, 2007	Whitcomb Teacher Meet.	10
October 18, 2007	Creepy Cuisine #1	80
October 20, 2007	Teen Costume/Book Talk Party	10
October 25, 2007	Creepy Cuisine #2	100
October 25,30&31, 2007	Trick or Treat in the Library	149
October 29, 2007	Spooky Stories	35
October 30, 2007	Whitcomb Headstart	44
October 31, 2007	Washington Elementary School Storytime	70
	Total participants	634

Adult:

The time is not the only thing changing this season: Adult Services has joined the rest of the Library in starting Janet’s orientation and incorporation into the team. Inspiring discussions and discoveries were bolstered by California Library Association’s annual conference, attended by Gaetano, Suzette, Sandy, Rebecca, and Janet. Sessions attended ranged from the practical (“Create Great Customer Service Using the ‘Best Practices’ Model”) to the visionary (“Blueprint for the Future: 20/20 Foresight”).

Amidst CLA’s inspiration, service to the public continued – and even broke new ground. The usual participants in *A Novel Idea* joined forces with another book group, creating a large forum for discussion of *Snow Flower and the Secret Fan*. Even larger was the turnout for Dr. Robert Duke’s lecture on the Dead Sea Scrolls, for which Sandy unflinchingly deployed more and more chairs until all 100 attendees had seats. Two days later, she and Gaetano picked right up again with their new dual sessions of Books Alive!

Date	Event/Outreach	# of participants
October 8, 2007	Eye-Das Meeting	70
October 17, 2007	A Novel Idea Book group	19

Behind the scenes, Adult Services staff has been busy getting acquainted with the newest upgrades to our current computer catalog and related systems, expected to be up and running this fall. And, as Sandy put it, it seems to be free trial “season” for subscription databases, so we have some interesting resources lined up for the old test drive and evaluation.

Support Services – Carlos Baffigo

General:

Interviews for the vacant Library Technician position took place on November 1st. Eleven candidates were invited, nine were interviewed. Second interviews will take place in early November for the top ranked candidates.

Library Aide II Pam Cameron officially submitted her resignation and announced her retirement. We wish her the best in this new chapter of her life.

Recruitment for two Library Aide II positions will begin November 5th.

Circulation/Collection Maintenance:

Circulation counts have been on the rise as a result of the new limit and renewal policies. Patrons are taking advantage of virtually no limits and the ability to renew most materials. Also, many positive comments have been received about the new library card policy.

Facilities:

Carpet replacement has been tentatively scheduled for the week of December 24th to Jan 1st.

In addition to the carpet improvements, the library is looking into the possibility of adding more electrical outlets on the main floor. Outlets are in high demand due to the increased use of laptops, PDA's, etc.

The Library Expansion project schedule has been delayed several weeks due to necessary revisions to the drawing submitted by the structural engineer. A new schedule for the project will be submitted by PW as soon as it is available.

Acquisitions, Cataloging, Processing, and Periodicals:

Daisy Fregoso will attend in-depth OCLC cataloging training in early November.

Computer Systems/Web Site:

The Polaris 3.3 upgrade has been tentatively scheduled for December 10th. Staff should anticipate for the system to be down for most of the day on that date while the upgrade takes place.

Carlos Baffigo attended the Polaris Users Group meeting in Syracuse, NY October 3rd through October 6th. Many new ideas and services were shared by fellow Polaris ILS libraries.

Development & Educational Services – Anne Pankow

We welcomed our newest employee, Kristy Batcheller. She will be managing the Friends Plaza Book Loft.

A "Hands Creating the Future" holiday mailer is being created and is expected to be mailed by the end of November.

Events and outreach are listed below.

Date	Event	Number of participants
10/3/2007	Born to Read – Teen Parents	20
10/4/2007	Babies, Books & Bibs	39
10/6/2007	Meet the Authors: Steven Barnes & Tananarive Due	19
10/13/2007	Scrapbook Workshop	26

Glendora Public Library Summary Data for October 2007

<u>Service Indicators</u>	This Year October	Last Year October	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	24,510	23,486	4%	93,957	96,100	-2%
I. D. Total Items Loaned	32,059	28,202	14%	123,292	116,275	6%
I. D.4. Electronic Circulation	124	148	-16%	434	481	-10%
III. A. Total Requests for Information/Adult Services	2,812	2,947	-5%	10,190	11,410	-11%
II. A. Total Items Owned	147,368	151,117	-2%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	28,381	15,439	84%	54,743	40,274	36%
V. A.2. Library Home Page Views	22,551	9,985	126%	31,824	17,183	85%
VI. A. Total Number of Programs	12	8	50%	41	34	21%
VI. E. Number of Literacy Students Active	33	29	14%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	107	64	67%	370	291	27%
VI. F.1 Total Number of Volunteer Hours	515	381	35%	3,889	3,964	-2%
I. G. Total General Fund Revenue	\$4,470	\$4,509	-1%	\$18,004	\$17,549	3%

These statistics are subject to verification.

October and November 2007 Events

Creepy Cuisine



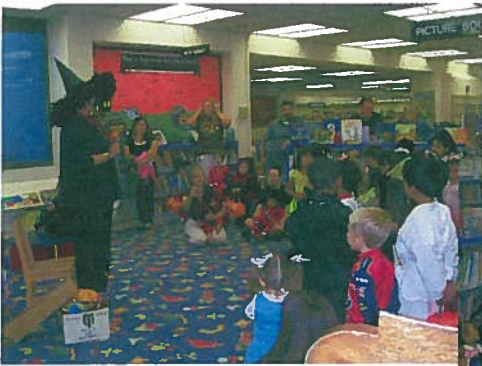
Spooky Stories



Library Staff



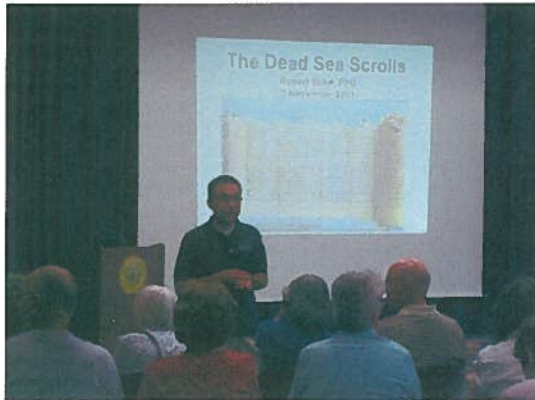
Halloween



Scrapbook Workshops
Oct & Nov



Dead Sea Scrolls Lecture Nov. 3, 2007



Fall Open House
Nov 14, 2007



6.
**Unfinished
Business**

National Library Week
April 13-19, 2008

National Library Workers Day
April 15, 2008
(Join the Circle of Knowledge @ your Library)

Here are some ideas for us to consider:

- 1. Thank you cards and a token gift
- 2. Thank you cards, token gift and dessert
- 3. Thank you cards and dessert
- 4. Thank you cards and lunch
- 5. Thank you cards, token gift and lunch

Who will make this happen:

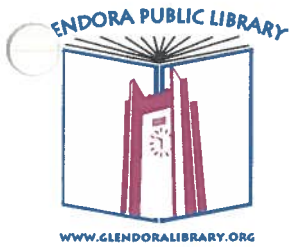
- 1. Board of Trustees only
- 2. Board of Trustees and ask Foundation

There are currently 39 employees
13 full-time
26 part-time

Debbie Deal

7.
New
Business

15



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Library Board of Trustees
From: Robin Weed-Brown, Library Director *Robin*
Date: November 19, 2007
Re: Agenda Item #7.1-Budget Priorities for FY 08-09

Library staff is looking for input from the Library Board on items, issues, concerns, that you would like addressed in the library budget for FY 2008-2009.

No specific information has been distributed by the City Manager on this process. There are some indications that the budgeting process will be handled differently than in the past. There are also indications that there may be some fiscal restraints as sales tax numbers have been lower than expected in recent months. You may recall a 2 year budget was submitted last year. That preliminary 2008 O&M budget for the library basically holds up well for us. We may move some numbers around to increase funding for PR needs. Budget documents are attached.

Needs that staff has identified are:

1. Replace microform reader/printer. The one we have does not work well and is complicated for the public to use;
2. New study tables for the main floor: the current tables take up an inordinate amount of room. Studies have shown that even though a table is large enough for 4 people, only 2 will sit at it at one time. The library would like to look for space-saving tables that would increase seating options for patrons. Along with this would be replacing the study table chairs as they are worn and breaking;
3. Replacing the mismatched book stacks ends (CIP for this year that was rescinded);
4. Improvements to the Forum: New AV equipment (which was submitted as a CIP for this year and rescinded); new chairs for the Forum would be nice-the current ones are not comfortable to sit in for any length of time;
5. Replacing the entrance overhang: it is not clear at this point if this overhang will be addressed this year or not with the budget cutbacks that were implemented in October. If it is not, this needs to be brought forward again;
6. Projects that were library related but submitted by Public Works include replacing the library rooftop AC and related roof repairs; paint exterior trim and paneling of building. We will discuss with PW if these will be resubmitted for this next year;
7. New exterior outer doors. They work poorly, are often broken, off track, do not close properly;
8. New Fire Panel and detectors-in constant repair now;
9. Teen area furniture and rug;
10. Replace carpet in Support Services staff area. This was originally part of this year's carpet project. It was decided to use that money to increase the public area that could be re-carpeted instead;
11. Finish replacing the rest of the library's carpet;
12. Clean bird waste off of clock tower face;
13. Build storage area under stairs in lobby to store tax forms, lobby display handouts (bus schedules, pamphlets, etc.);
14. Replace boiler (15-20 years old);
15. More electrical outlets.

Library Expense by Account

			03-04 Actual	04-05 Actual	05-06 Actual	06-07 Amended Budget	06-07 Projected Actual	07-08 Adopted Budget	08-09 Plan
0017076	41110	REGULAR TIME	174,050	143,369	196,834	226,558	234,387	240,825	248,048
	41210	PART TIME	16,136	43,789	31,783	39,222	35,958	41,618	42,646
	41360	VEHICLE ALLOWANCE	2,471	2,408	2,421	2,400	2,438	2,400	2,400
	42110	RETIREMENT	12,590	12,346	25,524	30,150	39,576	31,916	32,324
	42290	FLEX BENEFIT	23,082	16,413	28,420	31,198	32,763	34,096	34,096
	42310	EMPLOYER PAID BENEFITS	4,540	4,648	5,125	6,204	5,672	6,491	6,627
	42520	WORKERS COMP	0	798	1,402	1,530	1,562	504	518
	51110	OFFICE SUPPLIES	6,180	5,891	7,197	10,700	10,700	10,700	10,700
	51400	BUILDING MATERIAL & SUPPL	14,265	5,926	24,191	40,501	40,390	24,650	20,050
	51550	PHOTOGRAPHIC SUPPLIES	0	0	78	100	0	0	0
	51560	OPERATING LEASES	22,233	22,275	22,275	23,600	23,600	15,000	15,000
	55320	PRINTING / REPRODUCTION	3,477	2,071	4,149	6,310	7,500	8,550	9,800
	55340	POSTAGE	3,086	2,996	2,514	3,300	4,800	5,360	5,450
	55400	DUES & MEMBERSHIPS	765	1,124	1,170	1,750	1,750	1,800	1,800
	55510	MEETING EXPENSES	1,257	1,138	1,532	1,350	1,350	1,350	1,350
	55550	TRAVEL EXPENSES	1,419	2,692	3,491	3,760	3,760	3,760	3,780
	55600	TRAINING & EDUCATION	5,170	4,781	5,966	5,300	5,300	5,600	5,600
	56100	BUILDING REPAIR & MAINT	22,733	62,434	427	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	13,198	18,734	1,895	0	0	0	0
	56200.01	EQUIP REP GAYLORD POLARIS	20,033	21,304	10,048	22,830	24,870	24,480	25,700
	57100	ELECTRIC	51,109	42,988	60,356	50,000	55,000	61,000	61,000
	57150	GAS	2,027	2,565	2,999	2,500	2,500	3,000	3,000
	57160	WATER	0	0	0	0	0	926	1,065
	59100	CONTRACT SERVICES	18,889	19,664	21,754	27,907	25,900	25,900	25,900
	59801	DATA PROCESSING CHARGES	51,623	106,155	110,171	148,249	100,000	132,959	186,859
	59802	DATA PROCESSING LEASES	0	0	0	14,815	14,820	14,816	14,816
	59803	COMMUNICATION CHARGES	32,802	30,120	29,239	29,738	29,740	29,738	29,738
	59804	COMMUNICATION LEASES	2,256	2,256	0	0	0	0	0
	59807	LIABILITY INS. CHARGES	126,266	53,176	50,549	50,328	50,330	32,050	33,172
	59808	PROPERTY INS. CHARGES	0	0	0	0	0	65,320	67,280
LIBRARY ADMIN Total			631,657	632,062	651,513	780,300	754,666	824,809	888,701

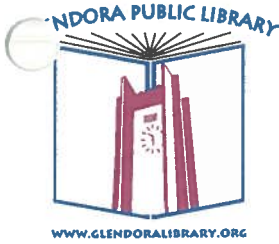
0017077	41110	REGULAR TIME	216,587	235,577	213,974	202,424	218,541	218,012	228,379
	41120	OVERTIME	0	0	23	0	0	0	0
	41210	PART TIME	153,671	164,312	171,394	187,992	158,491	241,888	249,288
	41330	SPECIAL PAYS	618	602	130	0	0	0	0
	42110	RETIREMENT	20,818	23,592	30,933	32,880	39,437	36,802	37,896
	42290	FLEX BENEFIT	37,232	35,086	40,460	46,507	47,531	49,800	49,800
	42310	EMPLOYER PAID BENEFITS	8,528	9,109	8,559	9,256	8,423	10,020	10,338
	42520	WORKERS COMP	0	1,759	2,314	2,264	2,327	828	860
	51200	DIVISION SUPPLIES	11,277	17,198	24,914	18,870	23,000	20,330	20,330
	55330	MICROFILMING	141	0	0	370	0	0	0

Library Expense by Account

Budget FYE 2008

			03-04 Actual	04-05 Actual	05-06 Actual	06-07 Amended Budget	06-07 Projected Actual	07-08 Adopted Budget	08-09 Plan
CIRC/TECHNICAL SVC Total			448,871	487,233	492,700	500,564	497,749	577,680	596,890
0017079	41110	REGULAR TIME	191,078	160,055	185,943	279,699	263,531	331,818	352,823
	41210	PART TIME	57,179	49,163	67,038	119,557	82,521	69,223	71,898
	42110	RETIREMENT	15,628	13,735	25,090	40,453	45,133	45,762	47,832
	42290	FLEX BENEFIT	27,855	22,875	31,380	46,678	44,069	60,919	61,189
	42310	EMPLOYER PAID BENEFITS	6,078	5,706	6,720	10,235	8,522	10,599	11,059
	42520	WORKERS COMP	0	913	1,500	2,316	1,988	722	764
	51200	DIVISION SUPPLIES	49	1,051	2,985	3,500	3,500	3,500	3,500
	51300	BOOKS/RECORDS/TAPES	205,746	209,498	303,026	351,328	320,650	355,000	380,000
	55325	BINDING	479	1,626	3,016	2,350	2,350	2,400	2,400
PUBLIC SERVICES Total			504,092	464,622	626,698	856,116	772,263	879,943	931,467
Library General Fund Total			1,584,620	1,583,918	1,770,911	2,136,979	2,024,678	2,282,432	2,417,058

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Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Library Board of Trustees
 From: Robin Weed-Brown, Library Director *Robin Weed-Brown*
 Date: November 19, 2007
 Re: Agenda Item # 7.2-Library Carpet Replacement

The library is ready to set a date for the carpet replacement project. The carpet squares will be delivered Dec. 10th. The prevailing thought by the management team is to schedule the project during the week between Christmas and New Year's to minimize impact for our patrons. Schools will be on break so students would not be impacted. No extra programs or events are scheduled for that time period. Many families are out of town or busy with family events in town. While information is still being gathered I have outlined below possible implementation scenarios for your consideration. I would like the Board to officially endorse and adopt an implementation schedule so staff can start planning and getting the word out to the community. There may be some combinations of the options outlined below, or alternatives we haven't considered as the discussion ensues:

Closing for the Installation:

We have discussed at previous board meetings the possibility of closing for the project for public safety reasons. We have discussed this project with the City's Risk Manager and she recommends closing the library. The carpet project is estimated at 2-3 days. Staff is also hoping to add in trenching and wiring for additional electrical outlets as part of this project. We are not able to meet the current electrical needs of our public effectively with the explosion of personal electronic devices. It would be a logical time to do this with the carpet pulled up. If closing to the public is acceptable to the Board, possible scenarios are:

Close to the public Monday Dec. 24-Jan 1:

From a staff perspective, this is the optimal choice. This comes to nine calendar days, but only 37.5 public service hours due to the holiday schedule:

- Monday(s) (Christmas and New Year's Eves) we are closing at noon, so only 2 public hours would be cut for each day.
- Tuesday(s) we are closed for Christmas/New Year's.
- The remaining days, Wed-Sat., are when the carpet project would be in full swing.

This schedule would give staff adequate time to dismantle/assemble and move/replace collections and shelving on each end of the project.

Close to the public Monday Dec. 24-Friday Dec. 28, reopening on Saturday to the public.

cannot anticipate at this time how many of the services would be available by Saturday. If the carpeting is still being finished up on Friday, computers, collections and seating will not be in place for the public by Saturday.

If we do close, due dates will be extended and hold lists frozen until we are open again. With our new 'no limits' policy on checking items out, patrons can stock up on library materials to hold them over!

Staying open to the public during replacement:

It may be possible to schedule the work to happen during the evening hours when we are closed. We are checking on this possibility. Being open during the day however will not be business as usual if this is the path chosen. There will be major impacts to services and collections for the public:

Approximately 15 adult seats (out of 90, excluding the computer stations) would be available for the public to sit in. These would be the study carrels around the north and east sides of the building. The tables and chairs in the middle of the library, by the magazines and in the homework/teen areas will have to be moved and will be unavailable. (It is possible seating and collections in the children's room could be impacted as we relocate/store impacted library items).

There would be no public computers available. The Technology Center and Homework Center computers and tables will have to be dismantled and stored along with the tech center chairs. We estimate they will be out of commission for approximately a week: a day to dismantle and store, 2-3 days for the carpet installation and another day to reassemble the Tech Center and Homework Center computers.

Certain parts of the library's collection would have to be relocated and other areas will be impacted with dislocated furniture. Ultimately some of the collections will be unavailable to the public: the New Books, CDs, Adult Fiction, and YA Fiction are what we anticipate at this point. Some parts of the children's collection may be impacted as we look for places to put displaced items. Just FYI, last year during this holiday week, our 10 top circulation collections were, in order: DVDs, (720) Adult Fic. (657), Adult n-Fic. (557), Children's Print (451), CDs (373), Audio books (248), Picture Books (234), Children's video (111), Adult videos (10), New children's books (94).

The public self-service photocopy machine would be unavailable. The copy center would be open.

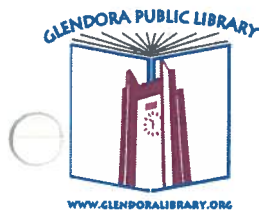
Story times for Wednesday and Thursday would most likely be relocated to the Forum for the safety and well-being of the children. Last year attendance for story times were: Tues.12/26: no one; Wed.12/27: 26(day)/12(evening); Thursday 12/28 (Mother Goose, 2 sessions) 21/6.

Staff would need to start moving things, tables, chairs, computers, collections, shelving, on Saturday, Dec. 22, in order to be prepared for installation on time.

Hours: We may want to consider closing at 5:30 pm on Wed. Dec.26th instead of 9 p.m. to facilitate the installation. If that occurs, the hours open to the public that holiday week would be: Monday, Christmas Eve, 12/24: 10-12; Tuesday, Christmas: closed; Wed-Sat. 10-5:30. It is anticipated that one staff member, most likely Carlos, would have to work every evening that the installers are here. We may be able to 'share' that with Public Works staff, we are not sure yet.

Signs would be created and placed in the lobby informing the public of the situation, hazards (fumes, etc) and what services, collections, etc. would not be available. Information would also be posted on our website and city cable channel 3. Press releases would be sent out.

Which ever scenario is ultimately decided on, staff will work to inform our community via signage, website, channel 3, handouts at the public service desks and press releases.



Glendora Public Library Events

November

- 03 10 a.m. *Coffee 'n' Books* in the Library – main floor
 03 2 p.m. – 4 p.m. Discussion of *Dead Sea Scrolls* – Robert Duke, APU Instructor – Bidwell Forum
 05 11 a.m. & 7 p.m. Books Alive! *The Spirit Catches You and You Fall down* by Anne Fadiman-
 main floor
 10 10:30 a.m. – 1 p.m. Scrapbook Workshop – registration required- Bidwell Forum
 12 Library closed – Veteran's Day
 12-17 Children's Book Week
 14 2 p.m. – 4 p.m. Fall Open House, Citrus Jazz – main floor
 15 3:30 p.m. Book Discussion group *Miraculous Journey of Edward Tulane* by Kate DiCamillo
 registration required – free book for every child who registers – main floor
 17 10 a.m. – 6 p.m. Book Fair at Blue Chair
 19 7 p.m. Library Board meeting – Bidwell Forum
 21 Library closes at 5 p.m. – Thanksgiving Holiday
 22-23 Library closed- Thanksgiving

December

- 01 10 a.m. *Coffee 'n' Books* in the Library, sale on Decorating and Gardening books – main floor
 04 All Day Book Fair at Barnes & Noble
 06 3:30 p.m. Gingerbread House Creations, ages 5- 12 – Bidwell Forum
 08 10:30 a.m. Gingerbread House Creations, ages 5-12 – Bidwell Forum
 11 10:30 a.m. Stories with Santa – Bidwell Forum
 12 7 p.m. Stories with Santa – Bidwell Forum
 17 7 p.m. Library Board meeting – Bidwell Forum
 19 7 p.m. A Novel Idea! – main floor
 24 Library closed at noon – in observance of Christmas Holiday
 25 Library closed – in observance of Christmas Holiday
 31 Library closed at noon – in observance of New Year's Day

Storytimes

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

Community Outreach

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

Foundation Executive Board Meeting

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

Foundation Quarterly Board Meeting

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

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 07- 08

- July 16** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 20** Library Board Goals finalized; Review Admin Policy 4.03
- September 17** SRC wrap up; Holiday Hours-Thanksgiving & Christmas; Circ Policy, Laptop Policy
- October 15** Internet Policy Review; Library Board Staff Appreciation; Food Policy
- November 19** Budget Priorities FY 08-09-initial discussion; Library Board Staff Appreciation Proposal
- December 17** Mid-year review of goals 07-08
- January 28** Budget 08-09; Board Award discussion; Review Admin Policy 4.08-Policy concerning Use of Facilities and Resources by Minors
Monday
(Adjusted for MLK Day)
- February 25** Goal planning 08-09; Friends Foundation funding staff requests for 08-09
Monday
(Adjusted for President's Day)
- March 17** Candidates for Board vacancies
- April 21** Candidates for Board vacancies
- May 19** Closed session: Self-evaluation of the Board-begin process & Evaluation of the Director-begin process
- June 16** Agenda planning 08-09; Closed session: Eval. Lib board; Eval- Lib Dir