

AGENDA  
CITY OF GLENDORA  
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

July 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. INTRODUCTION OF NEW LIBRARY TRUSTEE, DEBBIE DEAL**

**3. PUBLIC COMMENT PERIOD**

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

**4. ADOPTION OF AGENDA**

*Possible motion to revise order of business or other*

**5. CONSENT CALENDAR**

5.1 Minutes of meeting of June 18, 2007- **action item**, Encl.

**6. REPORT OF LIBRARY DIRECTOR, Encl.**

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

**7. UNFINISHED BUSINESS - NONE**

**8. NEW BUSINESS**

8.1 Election of new Officers – action item

*President Slakey to lead*

8.2 Election of two Friends Foundation Liaisons – action item

*President to lead*

8.3 New Copy Center Pricing – action item, Encl.

*Library Director to present pricing for copying and printing*

8.4 Farmers Market and Impact on Library Facilities – possible action item, Encl.

*Library Director to lead discussion*

8.5 Library Board Goals for FY 2007/2008

*President to lead discussion*

8.6 Library Events Calendar, Encl.

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

**9. BOARD MEMBER ITEMS**

9.1 Agenda Planning Calendar, Encl.

*Plans for future meetings to be discussed*

9.2 Board member items

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

**10. ADJOURNMENT**

**5.**

**Consent  
Calendar**

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

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

June 18, 2007  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:08 p.m. by President Sylvia Slakey.

Board members Present: Sylvia Slakey, Mike Conway, Jim 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 (Theel/Gomer) to approve Minutes of meeting of May 21, 2007.**

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown updated the Board on the progress of the hands fundraiser for the Children's room expansion. She showed the Board a draft of the brochure that will be used in this fundraiser. The brochure is called "Hands creating the Future." This brochure will be available at Night on the Plaza, as will some aluminum staff hands for people to view. If the staff hands are finished and returned to the Library before Night on the Plaza, Weed-Brown offered to email the Board so they can look at them.

Weed-Brown stated that Conrad Brazzel, a local artist, will create the hands out of brushed aluminum. The person's signature will be laser engraved across the palm of the aluminum hand. The cost is \$55 for a child's hand in jade green, \$75 for a teen hand in copper and \$250 for an adult hand in bronze. Weed-Brown added that for \$500 you can purchase any size hand in gold. In response to a question from Hodson, Weed-Brown stated that at this point there is no time limit on the fundraiser.

Weed-Brown indicated that the artist will create a metal oak tree to be placed in the expansion and the children's hands will be the leaves on the tree. The teen and adult hands will be placed above the tree in a wave-like pattern, which will make it easier to add additional layers of hands as the fundraiser continues. Weed-Brown pointed out that Brazzel is donating his labor for the hands project. Staff is currently researching ways to recognize Brazzel for his generosity. One suggestion was to place a plaque

with his information by the metal oak tree in the expansion. Weed-Brown added that Brazzel's information will be displayed at Night on the Plaza.

Weed-Brown stated that if the City Council approves the Children's room expansion, the money raised will be used to purchase additional items needed in the expansion. Gomer commented that the aluminum hands are a nice way to honor people. She asked if this fundraiser will continue into the far future. Weed-Brown was unsure as this depends on several issues, such as the Council's funding level, the public response to this fundraiser and the artist's willingness to continue over an extended period of time. Weed-Brown added that the costs for materials and engraving are based on doing large batches of hands. Gomer commented that this is a great idea.

Weed-Brown stated that Brazzel also donated one of his art pieces to be auctioned off at Night on the Plaza. Weed-Brown offered to email Brazzel's website address, [rjunkdrawer.com](http://rjunkdrawer.com), to the Board members.

Weed-Brown stated that an extra copy of the League of California Cities' new brochure, "Guide to the Brown Act" is available for any interested Board members.

The City Manager's retirement party is scheduled for June 29. RSVPs are requested to the Administration Office by this Friday.

Weed-Brown stated that she included copies of the two applications for the Library Board vacancy in the Board packet. The applicant interviews are scheduled for June 26 from 6 to 7 p.m. before the regular Council meeting.

Weed-Brown drew attention to the library's preliminary budget included in the Board packet. The Board reviewed and discussed the Capital Improvement Projects pertaining to the Library. Weed-Brown stated that Council might have some questions about the carpet replacement in the Library. Conway commented that the carpet should be paid for by the city and not the Foundation.

Weed-Brown stated that the preliminary budget will be discussed on June 26 from 5 to 6 p.m. She asked that any available Board members attend to either talk about the Children's room expansion or to be in the audience. Staff has also encouraged story time moms to attend the budget meeting and speak during public comment in support of the Children's room expansion. Weed-Brown noted that she also asked the Foundation about having a representative present at the budget meeting who can make decisions if needed.

Some discussion ensued on the importance of Weed-Brown being informed about PR issues. Weed-Brown added that publicity needs to be appropriately cleared before being distributed.

Weed-Brown stated that the taping for Night on the Plaza was done at Time Warner. Kitty Garvey and Pat Janes interviewed three sponsors, as well as Pankow and Weed-Brown.

Slakey asked for any available Board members to attend the City Council Budget meeting scheduled for June 26 at 5 p.m. In response to a question from Hodson, Weed-Brown stated that the library's organizational chart in the preliminary budget is not current. This chart was submitted at the beginning of the year and numerous changes have occurred since then.

#### 5.1 Staff Presentations

Cindy Romero handed out Summer Reading Club give-away bags to the Board members. She stated that this year's theme for all Summer Reading Clubs is "Get a Clue @ Your Library." She provided the Board members with details regarding this year's give-aways, as well as Summer Reading Club details and guidelines. Romero also showed the Board the handouts for the new baby club. She pointed out that the baby club's focus is on teaching reading readiness rather than reading.

Romero stated that this year's Summer Reading Club registration numbers for each program have already exceeded last year's. She was very pleased with the turnout on the first day of registration. This year's Adult Summer Reading Club registration is already at 75 compared to 80 total for last year. Sandy Krause attributed the increase to many library staff having already signed up, as well as Romero promoting the Adult Summer Reading Club to parents registering their children. Romero stated that this year 46 teens are already signed up compared to 23 last year. The Children's Club has over 300 sign-ups compared to 203 last year. Romero added that the baby club, which is new this year, already has 30 babies signed up.

Romero elaborated on the Library's partnerships with local businesses, such as Village Books Store and Blue Chair, during Summer Reading Club. Gomer expressed the desire to work with local businesses. Weed-Brown added that the Friends Foundation works with many local businesses. She pointed out that author Earlene Fowler is scheduled to visit the Library next year.

Krause informed the Board about the Library's newest audio books called playaways. Playaways became available for patrons today. Krause handed out playaways for the Board members to try. She explained that each playaway holds one single book. They are very easy to operate and have instructions inside the box. One battery is provided in the unit and an additional battery is included in the box. Krause added that the ear phones are for single person use, and they will be given to patrons to keep and use over and over.

Krause pointed out several advantages, such as playaways containing one book in a single device, a computer not being required to download the book and the cost being significantly lower when compared to audio books. Audio books can cost more than \$100, whereas playaways range from \$40 to \$60, depending on the title. Krause added that playaways are book drop safe, smaller to store and they can also be played in the car. Weed-Brown stated that there are many titles to choose from. Krause stated that she is available to do presentations on playaways.

Slakey thanked Romero and Krause for their presentation. Gomer added that the playaways are very exciting.

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6. **UNFINISHED BUSINESS - NONE**

7. **NEW BUSINESS**

7.1 **Agenda Planning for 2007/2008**

The Board reviewed the proposed Agenda Planning Calendar for FY 2007/2008. Slakey stated that there might be some changes to the calendar as the year progresses. Weed-Brown pointed out that Monday, January 21, 2008 and Monday, February 18, 2008 are holidays; therefore the date of the Board meeting needs to be changed. The Board agreed to move the Board meeting to Monday, January 28, 2008 and Monday, February 25, 2008.

Slakey reminded the Board to start thinking of Board goals for next fiscal year. She added that if the Children's room expansion is approved, there will be changes to the agenda.

7.2 **Library Events Calendar**

The Board reviewed the events calendar. Slakey pointed out the many events taking place at the Library. Conway stated that this shows that the expansion is a necessity, not a convenience. Slakey pointed out that the Library is closed for the 4<sup>th</sup> of July and that the next Board meeting is scheduled for July 16. Weed-Brown provided the Board with an update on ticket sales for *Seussical the Musical*.

8. **BOARD MEMBER ITEMS**

8.1 **Presentation**

Slakey thanked Doug Hodson for his steady leadership and support of the library staff during his eight years of service on the Library Board. She presented Hodson with a plaque and paperweight. Hodson thanked the Board. Conway stated that Hodson adds tremendous value to this community. Gomer added that Hodson encouraged her to get involved with the Library Board. Weed-Brown thanked Doug Hodson for all his support.

8.2 **Board Member Items**

Hodson stated that his involvement on the Board started with former Trustee Connie Fisher. He has never regretted applying for the vacancy on the Board. Hodson has worked with three City Managers and three Library Directors during his eight years on the Board. He stated that the Library's luncheon for retiring City Manager Eric Ziegler was great. He thanked Weed-Brown and the library staff for putting it together.

Conway stated that the luncheon for the City Manager was very nice. Slakey added that it had a personal connection since his family was there.

9. **CLOSED SESSION**

9.1 **Annual Evaluation of Library Director and Board**

The Board went into closed session at 8:51 p.m. and emerged at 8:54 p.m. It was reported that the Library Director received her annual review by the Library Board. A copy will be sent to the City Manager.

There being no further business, meeting adjourned at 8:56 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

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

**6.**  
**Report of**  
**Library**  
**Director**





Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

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Glendora, CA 91741

## MEMO

To: Board of Library Trustees

From: Library Director *Robin*

CC: City Manager

Date: July 16, 2007

Re: Director's Report

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### Community

Welcome to our newest Trustee, Debbie Deal!

Our 4 Summer Reading Club numbers continue to break records! Our newest club, for babies and their parents, has 187 participants as of this writing; Adults 156 (last year 79); Teens 202 (last year 131) and kids 1184 (last year 1162). Library staff is doing a great job of handling the larger numbers and have to keep ordering more books! Attendance at all of our summer club events has also been impressive. A full report on the clubs will be given to the Board at the September meeting.

Our new brochure for our *Hands Creating the Future* fundraiser is now available. A copy is included in your packet. If you wish more, they are available in our Development office and in the library lobby. Kudos to Chris Cravens for putting this together so quickly, while juggling Night on the Plaza demands at the same time!

Night on the Plaza is only a few nights away on July 14<sup>th</sup> as I write this. I am sure it will be (or was!) a fabulous event! Anne and her staff always go above and beyond to make this a terrific success. *Seussical the Musical* will be the following weekend, July 22, at the Candlelight Pavilion. Part of the proceeds from the musical will go to the Friends Foundation in support of our library. Then the Development Office staff will take a well-deserved break!!

Our new copy center for the public is up and running. We are only offering black and white prints and copies at the moment. Color copies and prints will be offered once the Board has approved the pricing structure which is on this agenda under New Business.

### Staff

Our Senior Librarian position recruitment closed July 13<sup>th</sup>, our third attempt. As of this writing only 2 applications have been received and only one of the two has a library degree. I worked on two possible applicants but neither was willing to take a salary reduction for the position. One person is currently a Librarian II in another SGV city library and is making more than our Senior Librarian position!

Daisy Fregoso is our new Library Technician. Daisy has been working for us as a Library Aide III in Technical Services. She has filled the position that was vacated when Suzette Farmer was promoted to Librarian. Congratulations Daisy!

Jennifer Dunlop was appointed to the Library Aide III position in charge of the new Copy Center. Jennifer has worked for us for several years, most recently in an on-call status while away achieving her master's degree. Congratulations Jennifer!

We have a new Page, Leah Gasser. Welcome Leah!

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Anne Pankow will be in charge of the Glendora Coordinating Council's Holiday Basket program this year. The library has traditionally supported this program with collection baskets for food donations and taking applications from families in need. The Friends Foundation donates books for the children and teens to go into the baskets. Anne commented that it is great to have Debbie Deal on the library board as she is the former chair of the Holiday Baskets so she can get help and advice from Debbie!

Cindy Romero and Mary Pat Dodson, along with help from Anne, wrote a successful preliminary mini-grant for ELF (Early Learning for Families) funds from the State Library. They will attend training in October in Pasadena and then submit a final version of their grant. The mini-grant amounts are \$5,000.00. A copy of the notification email and a description of the program are attached.

#### Director

Lots of main floor changes have already started and it is only mid-July. Our new service desk is in place. We also have our new study carrels and copy machines! Carlos, IT staff and library staff have been working to get everything in working order. New chairs for the study carrels are on order.

It is a great start to this new fiscal year with lots more to be achieved. Public Works will have their CIP schedule done around July 20<sup>th</sup> so we will have a sense of the timelines for our other library projects for this year soon. Our children's room expansion, new carpet, new book stack end panels, new front patio area and overhang, new equipment for Bidwell Forum-it will be a busy year! Attached is a copy of all of our goals.

For your information, I have included a letter from the State Librarian, Susan Hildreth on the reimbursement rates for interlibrary loans and direct loans. Of course with the state budget still in limbo, this may change.

Tying in with a recent report in the SGV Tribune of increased tagging in Glendora, the library was tagged again in the men's restroom on July 11.

We got an exciting offer from Robert R. Duke, PhD, who is an Assistant Professor, Undergraduate Religion and Philosophy, at Azusa Pacific University and a Glendora resident. He has offered to tie into the international Dead Sea Scrolls exhibit at the San Diego Natural History Museum (which runs until December) by offering to give a lecture at our library on the Scrolls. He indicated that his studies in the Middle East and his dissertation at UCLA were centered on the Scrolls, so this would be an exciting opportunity. We will be connecting with Dr. Duke to get this lecture scheduled for the fall once our Summer Reading Clubs and fund raiser events calm down!

I am looking forward to working with our new City Manager, Chris Jeffers. His record in Monterey Park with their municipal library is impressive and I will work to build a successful partnership with him here in Glendora.

**Next Board Meeting: August 20, 2007**

**Robin Weed-Brown**

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**From:** Flint, Suzanne [sflint@library.ca.gov]  
**Sent:** Friday, June 29, 2007 1:37 PM  
**To:** nmessineo@downeyca.org; jamos@eldoradolibrary.org; Robin Weed-Brown; duquette@kerncountylibrary.org; lassenlibrary@citlink.net; fholmes@lapl.org; cstarr@co.marin.ca.us; vmaginnis@cityofmissionviejo.org; bmichael@monocoe.k12.ca.us; buiburto@ci.monterey.ca.us; jevans@ci.ontario.ca.us; Barbara.Roberts@palmssprings-ca.gov; kgould@pvlid.org; Deborah.Clark@cityofrc.us; NLJohnson@receo.org; dbish@roseville.ca.us; ekieczykowski@lib.sbcounty.gov; Atatar@sandiego.gov; natalie.rencher@ci.stockton.ca.us; rparker@co.sutter.ca.us; katy.curl@yolocounty.org  
**Cc:** Andersen, Thomas; Maginnity, Gerald; Berger, Christopher; Judy Klikun  
**Subject:** ELF Acceptance Notification

Greetings,

Congratulations! I'm writing to notify you that each of your library ELF Mini-Grant applications have now been reviewed, and all applying libraries have been selected to attend this year's ELF training institute in Pasadena on October 9-11, 2007. In addition, we anticipate funding your library's mini-grant contingent upon completion of this ELF training and development of an implementation plan at that training. Your official acceptance to the training and intent to award letter will be sent shortly from the State Librarian. We look forward to working with you over the coming year and supporting your efforts to serve families with very young children.

Regards, Suzanne

Suzanne Flint, Library Programs Consultant  
Library Development Services  
California State Library  
P.O. Box 942837  
Sacramento, CA 94237-0001  
Phone: 916-651-9796  
FAX: 916-653-8443



## Early Learning with Families (ELF) Initiative

### Vision

Position libraries as community learning centers that offer families and their young children stimulating opportunities for play and early learning. Design and implement innovative library services that reflect current research and best practices related to child development and engaging babies, toddlers, preschoolers, their parents, and childcare providers. Deliver these services primarily through the power of parental connection and modeling. Create places for families that inspire early learning through stimulating surroundings, relevant resources, and opportunities for experimentation and play. Offer a wide range of resources that reflect the needs and interests of the families and children involved. Integrate community organizations and their expertise into early learning programming, events and resources. Implement policies and procedures that accommodate the needs of families with very young children. Transform libraries into family centered early learning environments in which families and their youngest children are introduced to the magic of the written word, the joys of storytelling, the wonder of books, and the value of language through the realm of play and the power of parents as teachers. Although the specifics of ELF libraries may vary greatly all share the following common components:

- ❖ Family friendly space and policies
- ❖ Family focused and developmentally appropriate programming
- ❖ Resources and services that meet the needs of the whole child
- ❖ Children's Services and Literacy Services partnerships
- ❖ Community outreach and collaborations
- ❖ Outcomes driven results and evolution

### Goals

- ❖ Increase usage of library services by families and childcare providers with infants, toddlers and preschoolers.
- ❖ Increase community awareness of the library as an early childhood development and parenting resource.
- ❖ Increase childcare providers' and parents' confidence in supporting young children's early development, learning and literacy skills.
- ❖ Increase supportive parental and caregiver behaviors that promote early learning and literacy skills.

**Contact:** Suzanne Flint, ELF Library Programs Consultant, CA State Library  
Phone: 916-651-9796 Email: [sflint@library.ca.gov](mailto:sflint@library.ca.gov)  
Judy Klikun, ELF Project Coordinator, North Bay Cooperative Library System  
Phone: 916-446-6378 Email: [jklikun@sbcglobal.net](mailto:jklikun@sbcglobal.net)

**Early Learning with Families (ELF) @ Your Library**  
USING CHILD DEVELOPMENT KNOWLEDGE TO ENRICH LIBRARY SERVICES

**Program Characteristics**

Although the specifics of ELF libraries may vary greatly, they share the following common characteristics:

1. Enhanced programs and services reflect child development concepts, and are targeted to families with children from birth to 5 years of age.
2. Programs and services acknowledge the needs of the WHOLE child, including development of cognitive (language and literacy), social, emotional, and physical skills.
3. Programs are designed to provide opportunities for parent-supported, child-directed exploration and play.
4. Programs employ a facilitative, rather than instructive, approach to learning among families, parents, and childcare providers.
5. Parents' expertise as their children's first teacher is recognized and nurtured.
6. Comfortable family-friendly spaces are provided which convey a welcoming atmosphere, with dedicated resources for parents and young children that are accessible and engaging, and programming that is convenient and compelling.
7. Policies are reviewed and revised to better accommodate the needs of families with very young children.
8. Children's Services work collaboratively with Literacy Services, and other library departments, to implement and deliver ELF programming.
9. Community partnerships are sought and formed in order to involve, utilize and highlight the expertise of area organizations and agencies.
10. Innovative outreach strategies are used to engage families with young children, particularly those who do not typically use the library.
11. Services are delivered not only at the library but also at community locations where families frequent.
12. Families enjoy participating in ELF programs and utilize the library more frequently.

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## **Early Learning with Families (ELF) @ Your Library**

USING CHILD DEVELOPMENT KNOWLEDGE TO ENRICH LIBRARY SERVICES

### **Mini- Grant Guidelines 2007/08**

1. Although the State Library would ideally like to assist all interested libraries with the Early Learning with Families (ELF) initiative, a limited amount of funding is available, which restricts the number of libraries (up to 20) that will be selected for funding.
2. Libraries that are new to the concepts of early learning and have yet to restructure their Children's Services accordingly are invited to apply.
3. Libraries selected to participate in this initiative agree to:
  - Commit to undertaking ELF as a collaborative venture between Children's Services and Library Literacy Services or a community literacy agency (where no Library Literacy program exists).
  - Commit to sending three library representatives to a two-and-a-half-day training session scheduled for October 2-4, 2007. Training attendees will include a representative from Children's Services, Literacy Services, and Library Administration. All training and travel costs will be at no expense to the participating library.
  - Commit to implementing at least one aspect of an early learning model as presented at the ELF training. This may include, but is not limited to: programming, collections and resources, community collaborations, policies and procedures and/ or library environments. Evidence-based research and early learning concepts as well as ELF philosophy, values and promising practices should serve as the framework for any implementation plan undertaken. (See the *Program Characteristics* document below).
  - Develop an implementation plan and budget as part of the ELF training. Implementation plans will be formally submitted to the State Library shortly after the training for final review and award of funds. Each library's final implementation plan will be funded, up to a maximum of \$5,000.
  - Identify outreach strategies to engage families of young children as participants in this initiative, including current library users as well as underserved populations (e.g., low-income families, teen parents, non-English speakers) who may not currently use the library.
  - Comply with all LSTA and State Library reporting requirements, including the completion of both narrative and financial reports due on January 31, April 30 and July 31, 2008.
4. Eligible applications will be evaluated and scored as follows:
  - Community demographics and need (20 maximum points)
  - Envisioned library impact of ELF (20 maximum points)
  - Children's Services and Literacy Services collaboration (20 maximum points)
  - Community partnerships and outreach ideas (20 maximum points)
  - Library capacity (20 maximum points)
5. The mini-grant application form is available on the California State Library website at [http://www.library.ca.gov/html/lsta\\_app\\_07\\_08.cfm](http://www.library.ca.gov/html/lsta_app_07_08.cfm)
6. A completed application packet consists of an original application (signed in blue ink), plus 5 copies, and a signed CIPA Form A [http://www.library.ca.gov/assets/acrobat/lsta/CIPA\\_A.doc](http://www.library.ca.gov/assets/acrobat/lsta/CIPA_A.doc) Applications must be received at the State Library no later than **4:00pm on June 4, 2007** at the address indicated on the application form.
7. If you have further questions, please contact Suzanne Flint at 916-651-9796 or [sflint@library.ca.gov](mailto:sflint@library.ca.gov)

**Glendora Public Library  
Goals 2007-2008**

Jun-07	Timeline-by:	Responsibility	Other City/Div staff needed	Status
<b>Administration</b>				
1. kids/mtg room expansion project	fundraising July 07	management/FF	PW	
2. Laptop pilot project	Fall 07	management		
3. Hire and train new Sr. Lib	recruitment summer 07	"		
4. library signage-inside and outside	June-08	"		
5. Explore for possible implementation RSS feeds for program announcements	June-08	"	IT	
6. Historical Exhibit panels up	Winter 07	"	Luis-PW	
<b>Support Services</b>				
1. Main floor remodel continues:		Carlos and staff	John Menke, et al	
a. new circ desk/ref desk install	July-07			
b. purchase study carrel chairs	July-07			
c. check in room	Summer 07			
d. circ office reconfiguration	Summer 07			
e. copy center implementation	Summer 07			
f. lobby improvements	Spring 08	Management		
2. Purchase and install Bidwell AV	Spring 08	Carlos and management	Luis/PW	
3. Work with PW on library projects	June-08	"	PW	
<b>Public Services</b>				
1. Implement PLAs "Every Child" program	Summer 07	Cindy/Youth Sv. Staff		
2. create and expand tutorials and PR on library resources	June-07	Sr. Lib and PS staff		
3. Explore Library 2.0 elements for possible implementation in 08/09	Spring 08	Cindy, Management staff	all library staff	
4. Learn basic circ procedures	Fall 07	Cindy and PS staff	SS staff	

7/11/2007

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C:\Documents and Settings\Robin Weed-Brown\My Documents\Ann. Strat Plan w goals & objectives\Goals-Objectives 07-08

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LIBRARY  
OF  
CALIFORNIA



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1849

To: Public Library Directors  
Non-Public Library Interlibrary Loan Participants  
CLSA System Directors

cc: Library of California Board Members

From: Susan Hildreth, Chief Executive Officer,  
Library of California Board

A handwritten signature in cursive script that reads "Susan Hildreth".

Date: May 1, 2007

Subject: 2007/08 California Library Services Act (CLSA) Reimbursement  
Rates

At its April 18, 2007 meeting, the Library of California (LoC) Board adopted Interlibrary Loan (ILL) and Direct Loan reimbursement rates for the 2007/08 fiscal year based on the results of the annual cost studies that were completed in April 2007. The Department of Finance has concurred with the Board-adopted rates and approved ILL reimbursement at \$5.29 per eligible transaction and \$.97 for each net imbalance Direct Loan transaction.

The Governor's proposed (January) budget for the Transaction Based Reimbursement (TBR) Program is identical to the current year, \$18,616,000. It is more than likely that the TBR budget will fall short of reimbursing all participants at the approved rates. Therefore, the LoC Board will consider at its August meeting withholding a percentage from each quarterly reimbursement payment and, after determining the full cost of the ILL and Direct Loan programs for 2007/08, pay the full amount remaining due to each participating library if sufficient funds remain in the 2007/08 TBR appropriation, or prorate the final payment equitably if insufficient funds remain in the appropriation.

If you have any questions, please contact Sandy Habbestad at (916) 653-7532 or by email at [shabbestad@library.ca.gov](mailto:shabbestad@library.ca.gov).





# Division Monthly Reports

140 S. Glendora Ave. Glendora, CA 91741  
Tel 626.852.4891 Fax 626.852.4899  
www.glendoralibrary.org

**To:** Robin Weed-Brown

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

**Date:** June 2007

**Public Services** - Cindy Romero, Sandy Krause, Gaetano Abbondanza

The Public Services staff continued our outreach to the schools during the beginning of June promoting our Summer Reading Clubs. While we promoted the Children's Clubs, we promoted the Adult Club to parents. Sandy was also able to conduct some outreach to local businesses promoting the Adult Club. Rebecca visited the Senior Center Barbeque at Finkbiner Park to talk about our new playaways.

We have had a wonderful start to our Summer Reading Clubs. Our numbers this year have exceeded last year's numbers for each program. The Adult Club now has over 150 people registered with about 65 people turning in their first book review card. The Teen Club has over 200 people, while the Children's Club has over 1160 kids registered. The Baby Club is in its first year, and has over 180 infants and toddlers registered. Our Mother Goose storytimes have had over 110 people attending both Thursday morning sessions. In addition to registration, our programs are enjoying good attendance numbers. We have all of our outreach and programs for June listed below.

Date	Event/Outreach	# of participants
June 1, 2007	Williams School (1 assembly)	450
June 1, 2007	Stanton School (3 assemblies)	600
June 4, 2007	Library tour for La Fetra (K&1st grades)	100
June 5, 2007	Washington School (assembly + class visits)	440
June 6, 2007	Library Tour for La Fetra (1st grade 3 classes)	70
June 6, 2007	Sandburg Middle School (assembly)	25
June 8, 2007	Sutherland School (2 assemblies)	500
June 11, 2007	Coordinating Council	35
June 12, 2007	Library Tour for La Fetra (K & 2 1st grade classes)	63
June 12, 2007	Community Services	1
June 12, 2007	La Fetra Senior Center	1
June 12, 2007	Chamber of Commerce	1
June 12, 2007	Village Bookshop	1
June 12, 2007	Book Bin	1

June 13, 2007	Library Tour for La Fetra (2nd grade)	90
June 20, 2007	Harry Potter Registration Party- Teen SRC	90
June 20, 2007	A novel Idea - Memory Keepers Daughter- Adult SRC	14
June 23, 2007	Sugar Cube Pyramid Craft- Children's SRC	125
June 26, 2007	Magic Wayne- Children's SRC	350
June 26, 2007	Author Visit - Patricia Smiley- Adult SRC	8
June 27, 2007	Acrylic Painting Workshop- Teen SRC	35
June 28, 2007	Code and Cipher book craft- Children's SRC	130
June 29, 2007	Senior BBQ	200
June 30, 2007	Game and Puzzle night- Adult SRC	84
Total Number of Participants		3414

As you all know, playaways are now available for checkout. They have circulated over 25 times in the last 3 weeks. We will be conducting more awareness outreach in early Fall for this great new format.

Cindy and Mary Pat Dodson got together to write an LSTA Grant for the California State Library. The grant focuses on Early Learning for Families, and is a collaboration between Children's Services and Literacy Services. We received notification last week that we have received the grant. Cindy, Mary Pat, and Anne will attend a training session during October that is provided for by the grant. We are very excited to be expanding our Early Literacy programs.

#### **Support Services** – Carlos Baffigo

The recruitment for Library Technician I – Copy Cataloger/Receiver closed June 15<sup>th</sup>. Daisy Fregoso was the applicant chosen to fill the position starting July 16<sup>th</sup>.

Suzette Farmer started in her new position as Librarian I on June 4<sup>th</sup>.

Jennifer Dunlop was promoted to Library Aide III for the Copy Center. Congratulations Jennifer!

Leah Gasser-Ordaz was hired as a Library Page in June. Welcome Leah!

On-call Library Aide I Rebekah Wilson resigned in June.

#### ***Circulation/Collection Maintenance:***

The new 3M security system shipment arrived. Installation will occur on July 10<sup>th</sup>.

The new Check-in Room will be operational the week of July 9<sup>th</sup>. A new counter and book return was installed and is ready for operation.

#### ***Facilities:***

Preparations took place for the installation of the new public service desk. Work will start July 6<sup>th</sup>.

Air-Ex continued to repair and rework the main air conditioning system. Work is expected to be completed in early July.

New study carrels will be delivered the week of July 9<sup>th</sup>.

***Acquisitions, Cataloging, Processing, and Periodicals:***

The 2006-2007 FY budget ended without any major hitches thanks to great work by Caroline Hernandez and Daisy Fregoso.

The free newspapers were removed from the lobby and relocated to the Periodicals shelving.

***Computer Systems/Web Site:***

Installation of the new CMS software is to take place on July 11<sup>th</sup>.

The new Xerox copy machines arrived and will be installed the week of July 9<sup>th</sup>.

New network drops in the new Copy Center were installed the last week in June.

**Development & Educational Services – Anne Pankow**

Staff was busy working on the library’s major fundraiser, Night on the Plaza, which will take place on Saturday, July 14, 2007. As usual, the frenzy of activity kicks into high gear the closer we get to the event. The office is full of opportunity baskets and auction items. New reservations arrive daily. It looks to be another exciting event. The library is fortunate to have a group of dedicated and energetic community members who believe in the value of their local public library.

The Friends Plaza Book Loft is a phenomenal success. Income generated for fiscal year 2006-07 far exceeded our wildest dreams. Previously, the most the bookstore had earned was \$19,000. It earned over \$32,000 in it first year in its new location. We are grateful for all of the wonderful donations of books, videos, music CDs, DVDs and magazines which stock our bookstore. All proceeds from the bookstore support library programs and services such as the popular Summer Reading Programs.

The Adult Literacy Program ended the fiscal year with a bang. It served the most learners ever in one year – 45. Mary Pat Dodson, the literacy coordinator, has done an excellent job of reaching out to the community in finding new learners and recruiting and training new tutors.

# Glendora Public Library Summary Data for June 2007

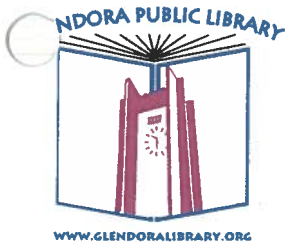
<u>Service Indicators</u>	This Year June	Last Year June	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	24,939	25,822	-3%	265,681	270,110	-2%
I. D. Total Items Loaned	32,586	32,335	1%	351,898	349,365	1%
I. D.4. Electronic Circulation	97	0		1,423	0	
III. A. Total Requests for Information	4,063	4,017	1%	48,895	48,914	0%
II. A. Total Items Owned	146,366	147,943	-1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	7,643	4,777	60%	147,601	96,619	53%
V. A.2. Library Home Page Views	2,941	0		78,129	30,545	156%
VI. A. Total Number of Programs	10	8	25%	82	62	32%
VI. E. Number of Literacy Students Active	35	25	40%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	99	57	73%	1,053	607	74%
VI. F.1 Total Number of Volunteer Hours	778	1,444	-46%	10,795	10,974	-2%
I. G. Total General Fund Revenue	\$15,880	\$16,286	-2%	\$122,977	\$112,563	9%

These statistics are subject to verification.

**7.**  
**Unfinished  
Business**

**8.**  
**New**  
**Business**

18



Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director *RWB*  
 Date: July 16, 2007  
 Re: Agenda item 8.3: Copy Center Costs

Costs for the new library copy center need to be established and approved by the Library Board. Although we have discussed costs for services, the Board needs to officially adopt a cost schedule and add it to Library Administrative Policy 4.02: Library Fines and Fees Schedule (attached). Below are staff recommendations:

Costs for current and continuing services:

**Black and White photocopies and computer prints: \$ .10 per page**  
 Prices for these services have been \$ .10 when using a vend/copy card and \$ .15 when using cash under the previous service provider.

**Fax Service: \$ 1.00 per page.**  
 There is no change in this cost. The library has been offering this service for the same cost for several years.

New Services:

**Scanning Services: \$ 1.00 per page**  
 This is a specialized service requiring more staff interaction. Staff sees this as similar to the fax service.

**Color computer prints: \$ .25 per page**

**Color photocopies: \$ .75 per page**  
 In establishing these color costs, staff factored in the costs for the color toner, maintenance costs, increased price for the color copy machine itself and costs that other local businesses are charging. (Chart below)

Business Name	Color	B&W
Mail Boxes, Etc. – Glendora	\$ .99	\$ .10
One Stop Mail Center – Glendora	--	.10
Quality Instant Printing -Glendora	.99	.05 (self-serve); .08 (full service)
Street Printworks-Glendora	.80	.09
Staples-Glendora	.49	.06
PostNet –San Dimas	.49	.06

Note: Most businesses have discounts based on large quantities.

Subject: LIBRARY FINES AND FEES SCHEDULE

Effective: July 1, 1996, revised February 23, 1998, revised June 19, 2000, revised March 17, 2003; revised July 16, 2007

Policy Objective:

To set a fines and fees schedule for overdue, damaged or lost library materials.

Authority:

City Council Minute Order July 25, 1978 revised by Budget Policy Issue No. 6 FY ending June 30, 1988, Council adopted Resolution No. 03-1 on January 14, 2003 and minutes of the board of Trustees of the Glendora Public Library meetings 8/24/87, 11/9/87, 1/27/92, 1/22/96, 2/23/98 and 12/16/02

Assigned Responsibility:

All Library Personnel

Overdues:

1. Books, Magazines, Pamphlets, Tape Cassettes, Compact Discs & Playaways:
  - Adult – \$ .20 per day, \$20.00 maximum, or cost of material (whichever is less).
  - Children’s - \$ .10 per day, \$10.00 maximum, or cost of material (whichever is less).
2. Videos, DVDs and Software:
  - \$1.00 per day, \$50.00 maximum, or cost of material (whichever is less)
3. Encyclopedias and other 7-day items
  - \$ .20 per day, \$20.00 maximum or cost of material (whichever is less)
4. Special Loan (Reference, City documents)
  - \$1.00 per hour or fraction of hour, or cost of material (whichever is less)
5. Miscellaneous Charges:
  - Non-resident borrower’s card - \$0 per household per year  
(See also Administrative Policy 4.07)
  - Forgotten Library Card - \$ .50 to verify card on file
  - Lost Library Card - \$3.00 replacement fee
  - Reserve a Book - no fee for search
  - Interlibrary Loan - \$1.00 search fee per requested item
  - Administrating/proctoring tests - \$20.00

When a borrower’s accumulated charges reach a total of \$2.00, all charges must be paid in full before more items may be checked out.

A borrower must return all overdue materials before more items may be checked out.

Charges for overdue, lost or damaged materials that are borrowed through Interlibrary Loan or the State Library are those charged by the lender.



6. Damaged Materials:

Minimum charge is \$2.00. Maximum charge is replacement cost of the item (plus processing fee).

7. Lost Materials:

Replacement charge for lost items is the cost of the item plus the processing fee.

Receipts are given for all lost material payments. If the item is found and returned, the maximum fine (plus \$10.00 handling fee) is deducted from the payment amount and the borrower is refunded the balance. When a refund is given, the receipt book is marked "REFUNDED". The borrower will receive a refund in the mail from the Finance Department.

Receipts are also given for payment for materials that are completely damaged and must be withdrawn from the collection. Complete information is filled in on the receipt and damaged is noted with the price of the item paid for by the borrower. The item is then stamped with the "withdrawn" stamp and given to the borrower if wanted.

All records of "lost and paid" or "damaged and paid" transactions are given to the overdues clerk.

Lost Audiovisual components:	box	\$2.00
	bag	\$1.00

8. Other fees and charges

Processing fee for books, videos, software, compact discs, audio tapes & **playaways**: \$10.00

Processing fee for magazines and pamphlets: \$2.00

Battery covers for Playaways:	\$ 1.00
Battery for Playaways:	\$ 1.00
Box for Playaways:	\$10.00
Lanyard for Playaways:	\$ 1.00

Photocopies, Microfilm printouts

& Computer printer: \$ .10 per page ~~with a vend card~~ / ~~15¢ per page cash~~

Other public printers: \$ .10 per page ~~with a vend card~~

Fax: \$1.00 per page

**Scanning: \$1.00 per page**

**Color computer prints: \$ .25 per page**

**Color photocopies: \$ .75 per page**

See also Administrative Policy 4.01 on use of library meeting room.

Approved and adopted this 16 day of July, 2007

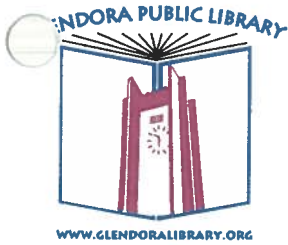
Ayes: City of Glendora  
Library Board of Trustees

Noes:

Absent:

Attest: \_\_\_\_\_  
Robin Weed-Brown, Library Director

By: \_\_\_\_\_  
President



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# MEMO

To: Board of Library Trustees

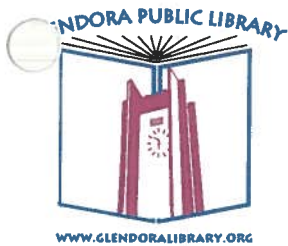
From: Robin Weed-Brown, Library Director

Date: July 16, 2007

Re: Agenda Item 8.4: Farmer's Market and Library

The new Farmer's Market is located out in front of the library on Glendora Ave. The street will be closed off between Carroll and Foothill from 3 p.m. on, which impacts the library. In addition, the city council is considering using the library's restrooms for the market's attendees. Council is also considering this market as a year around event. Library staff has concerns about these issues. I wrote a memo to Eric to get in writing my concerns before he leaves his position. This memo is attached.

I wanted the Board to be aware of this development and have the opportunity to discuss it and provide additional direction to the library staff.



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# MEMO

To: Eric Ziegler, City Manager

From: Robin Weed-Brown, Library Director

✓ CC: Library Board of Trustees

Date: July 11, 2007

Re: Farmer's Market Impact on the Library Facility

While the long-term impacts of the Farmers Market are yet to be proven, I want to get the library's concerns regarding the Farmer's Market on record as discussions continue over the next 90 days.

**Parking:** Parking is always an issue for library patrons and we regularly receive complaints about it. When Glendora Ave. is closed off at 3 p.m. for the Farmers Market it adds more frustration for library patrons. The loss of the street parking adds pressure to the remaining parking options. The PD/Library lot has only one entrance/exit on Carroll Ave. when Glendora Ave. is closed and it causes problems for access to the library and police station by the community. When the lot is full, patrons can enter the lot but have to back up to exit, while other cars continue to try and enter and are then caught in the same dilemma. There is not enough room in the lot to turn around when other cars are also backed up in the lot. The portable toilets that now take up several of the spaces in that lot add to the confusion and potential problems. City Hall's back lot, off of Vista Bonita, is available; however, it is often filled by city staff cars, limiting the public's ability to use it. Police staff often uses the PD/Library lot as well.

**Library Usage:** Thursday afternoons are very busy at the library during the summer and especially during school year. If the market continues after school starts up, problems may escalate.

**Trash:** The first night of the market created additional trash around the library exterior even with a small turnout. The plaza, the front of the library, and the back parking lot had more trash, inside and outside of the trash receptacles and bins, than normal. If the market increases in popularity, additional trash clean up by city staff will need to be scheduled.

**Library Bathrooms and Lobby Area:** Library restrooms will be available for use until the library closes at 5:30 p.m. If the council wants to reopen the lobby for use of the library restrooms once the library is closed, there are several issues that will need to be addressed, some of which I know you are already aware of.

**Vandalism:** the library has suffered from increased vandalism over the past 9 months. You have generously supported additional security cameras to help. It is important to note that this vandalism has occurred while staff has tried to monitor the lobby and bathrooms. Vandalism has occurred in the bathrooms, on the stairway and on the plaza. I am also concerned that we now have community displays in the lobby display cases and the potential for damage to them also needs to be considered.

**Security Guards:** It is my recommendation that if this goes forward a minimum of 2 guards be in place at all times. The public, especially youths, will use any opportunity to sneak upstairs, and if one guard is pulled off to resolve an issue, in the bathroom, outside or upstairs, someone needs to be in place in the lobby to monitor ongoing activity. The city's IT division, Bidwell, Friends Bookstore, staff lounge and supply closet are all on the second floor and need to be secure and protected as well as the bathrooms and lower lobby.

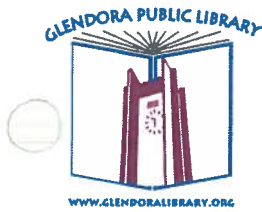
In addition, these guards will need to be willing to monitor supplies in the bathrooms and unplug the toilets. The public is notorious for flushing the wrong thing down our public toilets and the guards would have to deal with that. The toilets cannot be allowed to continue to run or remain plugged up throughout the night. Library staff regularly deals with these problems as a part of their daily duties. I doubt security guards would normally consider this a part of their duties.

**Cleaning and Maintaining the Library Bathrooms:** The bathrooms would need to be scheduled for an additional cleaning by the cleaning service (United Maintenance Services) on Friday mornings before the library opened. Over 1,000 people use the library every day we are open and keeping the bathrooms clean and neat takes a lot of effort on our part. Cleaning up after the Farmer's Market people should not be expected of library staff.

Additional supplies for the bathrooms will also need to be factored in: more toilet paper, paper seat covers, paper towels and soap.

While on the surface it may seem a simple process to open the lobby restrooms for the Farmer's Market attendees, once all of these issues have been factored in, staying with the portable toilets may ultimately be more cost effective and ensure the security of the library building.

Ultimately a location like Finkbiner Park and/or the streets by or around the Transportation Center may want to be considered for the Farmer's Market. It has bathrooms, places for kids to play, is family friendly, wouldn't negatively impact other business and services and the streets are not main arteries for the city.



## Glendora Public Library Events

### July 2007

- 03 1:30 & 3:30 p.m. Enjoy the movie "The Great Mouse Detective"-Children SRC-Bidwell Forum  
04 Library closed in observance of Independence Day  
05 1:30 p.m. Fingerprint Creation Craft (all ages)-Children SRC-Bidwell Forum  
07 10 a.m. *Coffee 'n Books* in the Library – main floor  
07 10:30 a.m. *The Buster Balloon Show*- Children's SRC-Bidwell Forum  
09 7 p.m. Books Alive!- "*Long Day's Journey Into Night*" by Eugene O'Neill-Adult SRC-main floor  
10 1:30 & 3:30 p.m. Swazzle Puppets-Children SCR-Bidwell Forum  
11 3 p.m. Murder Mystery Game –Teen SRC – Bidwell Forum  
12 1:30 p.m. – 3:30 p.m. Paper Bag Puppet Craft (all ages)-Children SRC – teen area, main floor  
14 6:30 p.m. Night on the Plaza  
16 7 p.m. Library Board meeting – Bidwell Forum  
17 1:30 & 3:30 p.m. John Abrams' Animal Magic-Children SRC- Bidwell Forum  
19 1:30 p.m. Fossil Dinosaur Hunt Craft (all ages)-Children SRC- Bidwell Forum  
21 2 p.m. Watch the movie "Alex Rider Operation Stormbreaker" followed by a discussion of the book "Stormbreaker" by Anthony Horowitz-Teen SRC – Bidwell Forum  
22 11 a.m. *Seussical the Musical* at the Candlelight Pavilion  
23 7 p.m. Visit by Storyteller Steven Henegar "Urban Legends: Truth & Lies from a Friend to a Friend"- Adult SRC-main floor  
24 1:30 & 3:30 p.m. Pacific Animal Productions-Children SRC- Bidwell Forum  
25 3 p.m. Ice Cream Tasting – Teen SRC – Bidwell Forum  
26 1:30 p.m. Aerodynamic Crafts (ages 5 to 12)-Children SRC-Bidwell Forum  
28 1 p.m. SRC Closing Party – Bidwell Forum  
30 3 p.m. SRC Volunteer Party – Bidwell Forum – by invitation only

### August 2007

- 04 10 a.m. *Coffee 'n' Books* in the Library – main floor  
15 7 p.m. *A Novel Idea – "A Thousand Splendid Suns"* by Khaled Hosseini - main floor  
20 7 p.m. Library Board meeting – Bidwell Forum

### Read To Me Club – Toddler Summer Reading Club 2007

Toddler Summer Reading Club is for children Birth through 3 years of age. During the Mother Goose Storytimes, reading behaviors that emphasize the importance of reading to the very young will be modeled for parents/ caregivers and children. Each week one early literacy skill will be highlighted and practiced. Children will receive one prize each week they participate. The summer goal is 25 books.

### 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, 1<sup>st</sup> Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 1<sup>st</sup> Wednesday of every month at 12:35 p.m. at Arrow High School –on summer hiatus

## **Glendora Public Library Events - Page 2**

### **Foundation Executive Board Meeting**

- No meeting in August

### **Foundation Quarterly Board Meeting**

- October 16, 2007 @ 7:00 a.m. Library – Main Floor

**9.**  
**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
- September 17** SRC wraps up; Holiday Hours-Thanksgiving & Christmas
- October 15** Internet Policy Review
- November 19** Budget Priorities FY 07-08-initial discussion
- December 17** Mid-year review of goals 07-08
- January 28** Budget 08-09; Board Award discussion  
*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