

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

**Library Bidwell Forum**

**April 16, 2007**  
**7:00 p.m.**

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

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

**1. CALL MEETING TO ORDER**

**2. PUBLIC COMMENT PERIOD**

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

**3. ADOPTION OF AGENDA**

*Possible motion to revise order of business or other*

**4. CONSENT CALENDAR**

4.1 Minutes of meeting of March 19, 2007- **action item**

**5. REPORT OF LIBRARY DIRECTOR**

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

**6. UNFINISHED BUSINESS - NONE**

**7. NEW BUSINESS**

7.1 Discussion Points for joint meeting with City Council

*Library Director to present items for possible discussion with City Council*

7.2 Library Events Calendar

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

**8. BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

*Plans for future meetings to be discussed*

8.2 Board member items

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

**9. ADJOURNMENT**

**4.**

**Consent  
Calendar**

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

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

March 19, 2007  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:04 p.m. by President Sylvia Slakey.

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

Board Members Absent: None

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

**2. PUBLIC COMMENT PERIOD**

There was no public to comment.

**3. ADOPTION OF AGENDA**

It was MSC (Slakey/Hodson) to reorder the agenda and move agenda item 7.1 Bookmark Contest Presentation before agenda item 5.0 Report of Library Director.

**4. CONSENT CALENDAR**

It was MSC (Conway/Hodson) to approve Minutes of meeting of February 20, 2007 with the following correction. Under Unfinished Business strike the sentence "Conway suggested presenting Library Board awards to volunteers with 100+ hours, in addition to them being recognized at the volunteer luncheon."

Weed-Brown stated that a specific date for the joint meeting with City Council has not been set yet. The Water Commission and City Council are scheduled to meet at 6 p.m. on March 27, 2007.

Weed-Brown was unable to provide an update regarding the purchase of additional security cameras for the Library. She stated that Baffigo met once with Rick Young to discuss the library's needs. However, Baffigo has been unsuccessful in reconnecting with Young to continue the discussion. Baffigo has asked John Schmidt, the city's Emergency Services Coordinator, to help move this project along as Schmidt works closely with Young on police related issues. Weed-Brown was unsure why staff is unable to connect with Young.

### 7.1 Bookmark Contest Presentation

Romero announced that 293 entries were received for the bookmark contest compared to 51 entries received last year for the Librarian for a Day contest. The most entries came from 2<sup>nd</sup> grade, followed by 6<sup>th</sup> grade. 51 students from Goddard Middle School participated, which is the highest number of students out of all the participating Glendora schools.

Romero stated that all participants will be invited to the party in Bidwell on April 18<sup>th</sup>, as will the teacher from Goddard who encouraged so many of his students to participate in this contest. The contest winners will receive gift certificates. All the original bookmarks will be mounted and displayed in Bidwell during the party and printed copies of the winning bookmarks will also be available. After the party the printed bookmarks will be stored until Summer Reading Club starts. Romero remarked that the front of the printed bookmarks will feature the children's artwork and the library's information, as well as the children's names and school information will be on the back. Romero collected the Board member's judged bookmarks and added that she will have the tallied results by tomorrow.

Hodson stated that he enjoyed judging the bookmarks, although it was difficult because all the entries were good. Conway agreed. Slakey was very pleased that so many children participated in this contest and she liked the idea of mounting the bookmarks. Romero explained in detail how the bookmarks will be mounted and displayed. She added that all bookmarks will be displayed for approximately three weeks in the display case located in the lobby of the library. An announcement will be put in the library's newsletter, as well as on the library's web site to notify the public that the bookmarks are on display. Romero is also working on getting the winning bookmarks on the library's web site.

Hodson thanked Romero for implementing this new and very successful program. Romero expressed her gratitude to the Friends Foundation for their support.

## 5. REPORT OF LIBRARY DIRECTOR

Conway stated that Mary Pat Dodson's presentation on literacy at the Kiwanis meeting was wonderful. Weed-Brown stated that she also received great feedback from the participants at the Rotary meeting where Dodson gave a presentation.

Weed-Brown explained that due to the low response to the two-month recruitment of the Senior Librarian position, a plan was formed to create two Senior Librarian positions, one for Youth Services and one for Adult Services. Weed-Brown said that it is not uncommon for Youth Services and Adult Services to be separated. She reminded the Board that the library had two Senior Librarian positions until last year.

The City Manager is in support of breaking the position apart, so Weed-Brown prepared the necessary documents for the City Manager to sign off on this proposal. In response to a question from Conway, Weed-Brown replied that the Senior Librarian job announcement was posted at numerous schools; however, the position requires three

years of professional experience, including one year in a lead supervisory capacity. Conway asked whether an interim Senior Librarian could be hired to fill the position temporarily. Weed-Brown stated that there are organizations that handle that; however, filling positions on a temporary basis is mostly done at the Director level.

Weed-Brown stated that having two full-time Senior Librarian positions will strengthen the organization, as well as create additional career steps. The Senior Librarian position is a mid-management position and receives additional benefits, such as paid administrative leave.

Weed-Brown stated that the City Manager has asked her to review the library's organizational structure, since the library has been struggling to retain or hire qualified staff for some time. Weed-Brown asked the mid-management team to evaluate the different positions in their divisions. She pointed out that currently the library only has one paraprofessional level and that additional career steps could result in increased salaries for library staff. Theel commented that many part-time staff members leave the organization for full-time positions with benefits. If the library had more career steps, it would be very beneficial to the staff and the library.

Discussion ensued on the limited workforce pool and what creative ways could be used to attract prospective employees to the City of Glendora with the limited budget available. One idea discussed was the city providing daycare for its employees.

Hodson thanked Anne Pankow and the Development Office for the chart in the Department Monthly Report. It is very nice and easy to understand. Weed-Brown commented that the Friends bookstore is very successful selling rare books and textbooks on eBay. The quality of material being donated has increased and Weed-Brown is researching getting additional storage for the bookstore, as well as hiring additional staff. Hodson voiced concerns regarding staff spending more time processing books to sell on eBay than what is actually earned.

Discussion was held on obituary searches and whether they could be done by a volunteer. Weed-Brown stated that searches are time consuming; however, most public libraries do them. Many libraries index local newspapers, which is a very intensive project. People usually do not do their own obituary searches because most of the information is not available online. Weed-Brown added that obituary searches are a good project for part-time staff because there are no deadlines.

## **6. UNFINISHED BUSINESS**

### **6.1 Library Board Awards**

Weed-Brown asked the Board members if they had any additional thoughts or comments regarding Library Board Awards. Hodson voiced his concerns regarding establishing an annual award. He stated that a Library Trustee award that could be given from time to time, rather than annually, would be a great idea. Conway agreed and said that many times it is difficult to get nominations for awards.

Discussion ensued on whether the Library Board Award should be named after somebody. Slakey voiced concerns that naming the award adds pressure to give it out more often. She stated that if the Board felt there is someone who should be honored, that person could receive recognition without it being an annual award.

The Board agreed to put this item on the January 2008 agenda to discuss any eligible recipients of the Library Board Award. Some discussion ensued on what events would be appropriate to present Library Board Awards at. Theel suggested presenting the award at the volunteer recognition event, have it taped and shown on cable to get the library more exposure.

**It was MSC (Theel/Gomer) to put the Library Board Awards on the January 2008 agenda to discuss eligible recipients who could be recognized at the next volunteer recognition event.**

Weed-Brown cautioned that presenting Library Board Awards at the volunteer recognition event would need to be discussed with the Friends Foundation first, since it is their event. Weed-Brown offered to follow up with the Foundation on this issue. Theel asked to put the item on the January 2008 agenda.

**7. NEW BUSINESS**

**7.2 Discussion of Brown Act**

The Board reviewed the section of the Brown Act pertaining to serial meetings. Slakey cautioned Board members when using and responding to email.

Weed-Brown informed the Board that she has a video on the Brown Act, as well as the updated printed version of the Brown Act if any of the Board members are interested. The video is two hours long and comes with a 25-page booklet. The League of California Cities is also working on updating the User's Guide to the Brown Act, which was last updated in 2000. The library will purchase the update when available.

**7.3 Library Events Calendar**

The Board reviewed the events calendar. Slakey reminded the Board about the Trivia Challenge taking place this Friday. The Trivia t-shirts are very colorful and the give-away bags are color coordinated. Slakey pointed out the next Board meeting scheduled for April 16<sup>th</sup>, the Foundation quarterly meeting scheduled for April 17<sup>th</sup> and the bookmark reception taking place April 18<sup>th</sup>. Weed-Brown pointed out National Library week from April 15<sup>th</sup> to 21<sup>st</sup>.

**8. BOARD MEMBER ITEMS**

**8.1 Agenda Planning Calendar**

Slakey commented that there is nothing listed for April.

## 8.2 Board Member Items

Gomer enjoyed the Community Read-in and the Dr. Seuss birthday party.

Conway enjoyed the Read-In. It was very rewarding. He suggested introducing the Library Board present at the reception after the Read-In. Weed-Brown apologized and stated that she usually does introduce the Library Board attending the event.

Slakey stated that she enjoyed the Read-In and the Dr. Seuss event. Romero and Takahashi did a great job entertaining the children.

Weed-Brown pointed out that Doug Hodson's term expires this year. She asked the Board members to think of people from various areas of the community who could be encouraged to apply. Hodson and Slakey stated that that is how they got involved in the Library Board.

There being no further business, meeting adjourned at 8:27 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

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

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





Glendora Public Library  
(626) 852-4891

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library@glendoralibrary.org

Glendora, CA 91741

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## MEMO

To: Board of Library Trustees  
From: Library Director *Robin*  
CC: City Manager  
Date: April 16, 2007  
Re: Director's Report

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### Community

Springtime events are in full swing at the library. Teen Tech Week, Trivia, volunteer recognition, book discussions for adults and kids, gelato tasting, book sales, Dixieland band, "altered books", Peter Pan, magic shows....!

The Library received a proclamation from our City Council for National Library week at the meeting on April 10, 2007. Sylvia Slakey accepted the proclamation on behalf of the library and board.

### Staff

The Senior Librarian position was split into two positions in hopes of a better application pool. The first position is Youth Services, which recognizes the expansion of the program. Cindy Romero applied and was appointed to that position on April 9, 2007. The second is for Adult Services. This position is still pending.

Gail Jebbia has reached a milestone in her career-her MLS and a full time position in Youth Services. She will begin full time work on April 23<sup>rd</sup>. Congratulations Gail! (Hang in there Suzette-only days to go and you will have your MLS too!)

Caroline Hernandez is continuing to heal after surgery. We hope to have her back with us by the end of April or early May.

As part of National Library Week, April 17<sup>th</sup> is celebrated as National Library Workers Appreciation Day. The theme, "Libraries work because we do" is an important message to send to our library users. Staff will be treated to a pizza lunch that day to show our appreciation for all they do to make GPL one of the best community libraries in the area.

Staff is trying to get some well deserved time away before the crazy summer activities start up! Bonnie Deering is off sailing the seas for most of March-from Rio to Spain and back again. She will be crossing paths with Gaetano Abbondanza who is traveling to Spain from April 13- May 1. Carlos Baffigo took a week off to camp with his family in their new RV from 9-13. Some other staff members will be taking a few days off here and there.

### Director

The 15<sup>th</sup> annual Trivia Challenge was our best attended, 400, and highest grossing, \$22,500, and perhaps funniest one to date. It is too bad that the APU AV team was unsuccessful in capturing it on film-no sound and no ending among other problems. It will not be re-run on cable-a disappointment for the foundation and the corporate sponsors too.

The management team and I watch a legal webcast on April 5<sup>th</sup> that touched on library privacy issues in regards to patron holds, RSS feeds, RFID, public computers and patron online accounts. The good news is we are already practicing many of the recommendations presented.

I attended the Executive Committee meeting of the Foundation in April. We discussed the library funding requests and fund raising.

Starting in July I will be on the Rotary Board of Directors which will require more meetings for me to attend. I went to a training session on Saturday March 31<sup>st</sup>. I understand there will be a second one sometime in May. As a board member, there will be at least one board meeting a month, possibly more, to attend beyond the regular Tuesday lunchtime meetings.

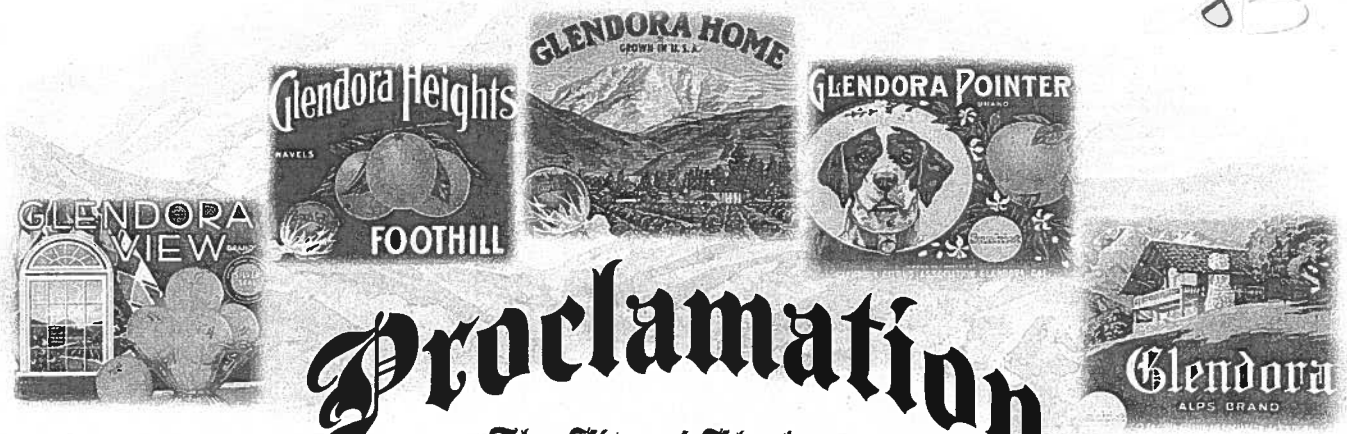
Carlos and Elke are working on their final recommendations for new photocopy machines. Our contract with our current vendor, CMS, Inc., expires June 30<sup>th</sup>. We will then present the recommendations to the City Manager.

I will be taking Friday April 27<sup>th</sup> - May 1 off to travel to Avila Beach. My aunt, 89 years old (I), will be out visiting and I want to take the opportunity to see her. This is likely to be her last trip out here from Massachusetts. Anne will be here and in charge. She will attend the department head meeting for me that Monday.

**Joint meeting with City Council: May 8, 2007, 6 pm in council chambers**

**Next Board Meeting: May 21, 2007**

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# Proclamation

The City of Glendora  
State of California

- WHEREAS,* libraries are part of the American dream – places for opportunity, education, self-help and lifelong learning; and
- WHEREAS,* libraries are a key player in the national discourse on intellectual freedom, equity of access and narrowing the “digital divide;” and
- WHEREAS,* libraries play a vital role in supporting the quality of life in their communities by bringing you a world of knowledge – both in person and online; and
- WHEREAS,* librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in the 21<sup>st</sup> Century; and
- WHEREAS,* the mission of the Glendora Public Library is to enrich the community by connecting people to the world of ideas, information and imagination and to stimulate civic involvement.

*NOW, THEREFORE,* we, the City Council of the City of Glendora, do hereby proclaim the week of April 15 through 21, 2007 as

## “NATIONAL LIBRARY WEEK”

in the City of Glendora and encourage all residents to visit the library this week to take advantage of the wonderful library resources available and thank our librarians and library workers for making information accessible to all who walk through our library’s doors. Come and see why now is the perfect time to come together at your library.

*IN WITNESS WHEREOF,* I have hereunto set my hand and caused the Seal of the City of Glendora to be affixed this 10<sup>th</sup> day of April 2007.

CITY OF GLENDORA

\_\_\_\_\_  
KENNETH G. HERMAN, MAYOR

- Karen Davis, Mayor Pro Tem
- Gary M. Clifford, Councilmember
- Mark E. Kelly, Councilmember
- Doug Tessitor, Councilmember





# 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:** March 2007

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

Teen Tech Week, a new program sponsored by the Young Adult Library Service Association, was celebrated during March. Teens who emailed a book review to the library received a gift certificate. These reviews will be posted online on the teen page. Sandy led a great discussion on *The World is Flat*. Everyone in attendance enjoyed the discussion, and several thanked us for choosing an eye-opening book they would not have otherwise read. In addition to the outreach to the schools for the Glendora Read-in and Teen Tech Week, we had two schools bring their children for tours of the library. All of our programs and outreach are listed below.

Date	Event/Outreach	Participants
March 1, 2007	Glendora Read-in	155
March 2, 2007	Dr. Seuss Party	240
March 5-10, 2007	Teen Tech Week	15
March 6, 2007	Teen Tech Week Live HW Help-Whitcomb	100
March 7, 2007	Teen Tech Week Live HW Help-Goddard	100
March 8, 2007	Teen Tech Week Live HW Help-Sandburg	50
March 12, 2007	Books Alive-The World is Flat	14
March 14, 2007	United Methodist Preschool Library Tour	48
March 30, 2007	Stanton School 1 <sup>st</sup> grade tour	100
	Total Participants	922

Gaetano began filming a short TV commercial with Craig Gil, the cable production technician for the city, to promote and instruct the public on two of our databases, Live Homework Help and Learning Express Library. He has created a patron survey asking which databases patrons would like training on, and how they would like to receive it in order to focus on areas of the most interest.

Gail attended an Infopeople workshop on storytelling. She brought back some great ideas for us to look into for our storytimes. Gail feels that the workshop validated much of what we do in terms of Early Literacy and Kindergarten Readiness. During a Selector's meeting, Suzette gave a report of the weeding workshop that she, Sandy, and Cindy attended in February. Later in the month, Gaetano also

attended the weeding workshop. Carlos gave all the selectors a gift: we are now able to run our own reports from Polaris to aid us in making weeding and collection decisions.

We started training Susan Nock, a new part-time on-call Librarian I. Susan brings many years of public library experience and makes a great addition to our team.

**Support Services** – Carlos Baffigo

Most Support Services staff attended First Aid/CPR training this month. A make-up date will be scheduled for those who could not attend.

***Circulation/Collection Maintenance:***

Library Technician Suzette Farmer' public desk duty has been reassigned from Circulation to Reference. She is expecting to graduate with a MLIS this May.

***Facilities:***

The Public Desk CIP plans were approved by City Council and work will proceed on the bidding process. Installation is planned after July 4<sup>th</sup>.

Copy equipment bids have been received and evaluated. A formal recommendation will be made in mid-April.

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

PT Library Aide III Daisy Fregoso has been doing a great job filling in for Library Technician Caroline Hernandez who is out on medical leave. Thank you for all your help Daisy!

The procedure manual for material processing is being updated.

New magazine covers were received and replaced the old. Take a look!

***Computer Systems/Web Site***

Polaris announced the upcoming release of version 3.3 in late April. An upgrade will be scheduled in the next few months.

A new Polaris report generating interface was introduced. Staff is now able to run their self-serve inventory and purge reports at their individual staff computers.

**Development & Educational Services** – Anne Pankow

Bonnie Deering presented the “Babies, Books & Bibs” program at the maternity tea at Foothill Presbyterian Hospital to 25 expectant parents who benefited from this program.

Christine Cravens presented the Teen Parent program at Arrow High School to 20 teen parents.

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There are currently 34 matched tutoring pairs in the Adult Literacy Program. Mary Pat Dodson, Literacy Coordinator, made two literacy program presentations to both Kiwanis and Rotary service organizations. Sarah Ludwick wrote a special thank you to Bonnie which included a note about the presentation at Kiwanis. She wrote "*Mary did a presentation on the literacy program. She really helped us know the extent of it- literacy and how adults are handicapped by it. Glendora Library can be proud to have taken on this challenge and helped so many become confident in themselves.*"

The Friends Foundation donated 183 books to the Glendora elementary school classrooms in honor of the GUSD Annual Read-In. Both Washington and Willow Elementary Schools in the Charter Oak Unified School District received books.

The Great Trivia Challenge 15 was held **Friday, March 23<sup>rd</sup>** at Azusa Pacific University. Judi Rudd, committee chair, along with Debbie Deal, Lynda Siminske, Pam Richards, Debbie Schmidt and many other volunteers made this Trivia the best ever. Over 400 people attended including members of the 26 teams. Once all monies have been received, the gross will total \$22,477 which is the most money ever raised. This fundraiser would not be so popular or successful without the help of our hardworking Trivia volunteers.

# Glendora Public Library Summary Data for March 2007

<u>Service Indicators</u>	This Year March	Last Year March	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	24,147	24,228	0%	197,285	198,882	-1%
I. D. Total Items Loaned	31,916	33,272	-4%	257,985	256,946	0%
I. D.4. Electronic Circulation	163	0		1,111	0	
III. A. Total Requests for Information	4,338	4,694	-8%	36,931	37,082	0%
II. A. Total Items Owned	151,484	145,484	4%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	18,691	13,619	37%	115,304	71,952	60%
V. A.2. Library Home Page Views	9,705	3,875	150%	62,493	24,881	151%
VI. A. Total Number of Programs	4	7	-43%	61	47	30%
VI. E. Number of Literacy Students Active	34	18	89%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	95	58	64%	716	423	69%
VI. F.1 Total Number of Volunteer Hours	3,086	3,273	-6%	8,817	8,480	4%
I. G. Total General Fund Revenue	\$4,216	\$6,047	-30%	\$88,262	\$75,520	17%

These statistics are subject to verification.

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# **6.**

# **Unfinished Business**



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



Glendora Public Library  
 (626) 852-4891

140 S. Glendora Ave.  
 library@glendoralibrary.org

Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director  
 Date: April 16, 2007  
 Re: Agenda item 7.1: Discussion points for Joint Meeting with City Council

The meeting with the City Council is scheduled for May 8, 2007 at 6 p.m. in council chambers. Attached for your review are:

- The bullet points on the children's room expansion and photographs;
- A list of some of the things that Friends Foundation funding has helped us accomplish
- Talking points for staffing request;

For the discussion on the children's room expansion, the library will have ready for the joint meeting a model of the expansion, photographs of the area that the expansion will be added to for help in visualization and the bullet point document.



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## Glendora Public Library

### Children's Room Expansion 2007-2008

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

- Demand for youth activities has seen a steady increase over the past 2 years. The number of programs for the first 6 months of FY 06/07 (144) has increased by 78% over the same time period in FY 04/05 (81). Programming attendance during the same time periods has increased by 75% (FY 06/07: 7,452; FY 04/05: 4,268);
- Children's programs are currently held on the main floor where the exuberant sounds of the children overflow into the rest of the library. It can be disruptive and distracting to other patrons trying to use the library. Expanding the children's room to include a storytime and craft room that can be closed off from the rest of the library is the solution;
- A secondary use of this expansion would be to increase meeting space in the library. The expansion could be divided into two smaller rooms accommodating 30-35 people each and would create better meeting options for mid-sized groups. Access to these rooms would be available from the outside of the building as well as through the children's room;
- The expansion would be approximately 25 x 48, 1,200 square feet, and accommodate 70-75 people. Costs for expansion are estimated at \$368,400 by our city's Public Works department. This includes architectural services and project management fees as well as carpeting and plumbing issues. It does not include furniture, audio visual equipment, storage, the room divider system, new exterior signage, additional outside seating, or contingency costs. With these issues in mind, a realistic estimate for this project is \$503,540.00.

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

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

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

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

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

Small refrigerator and microwave \$300.00

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

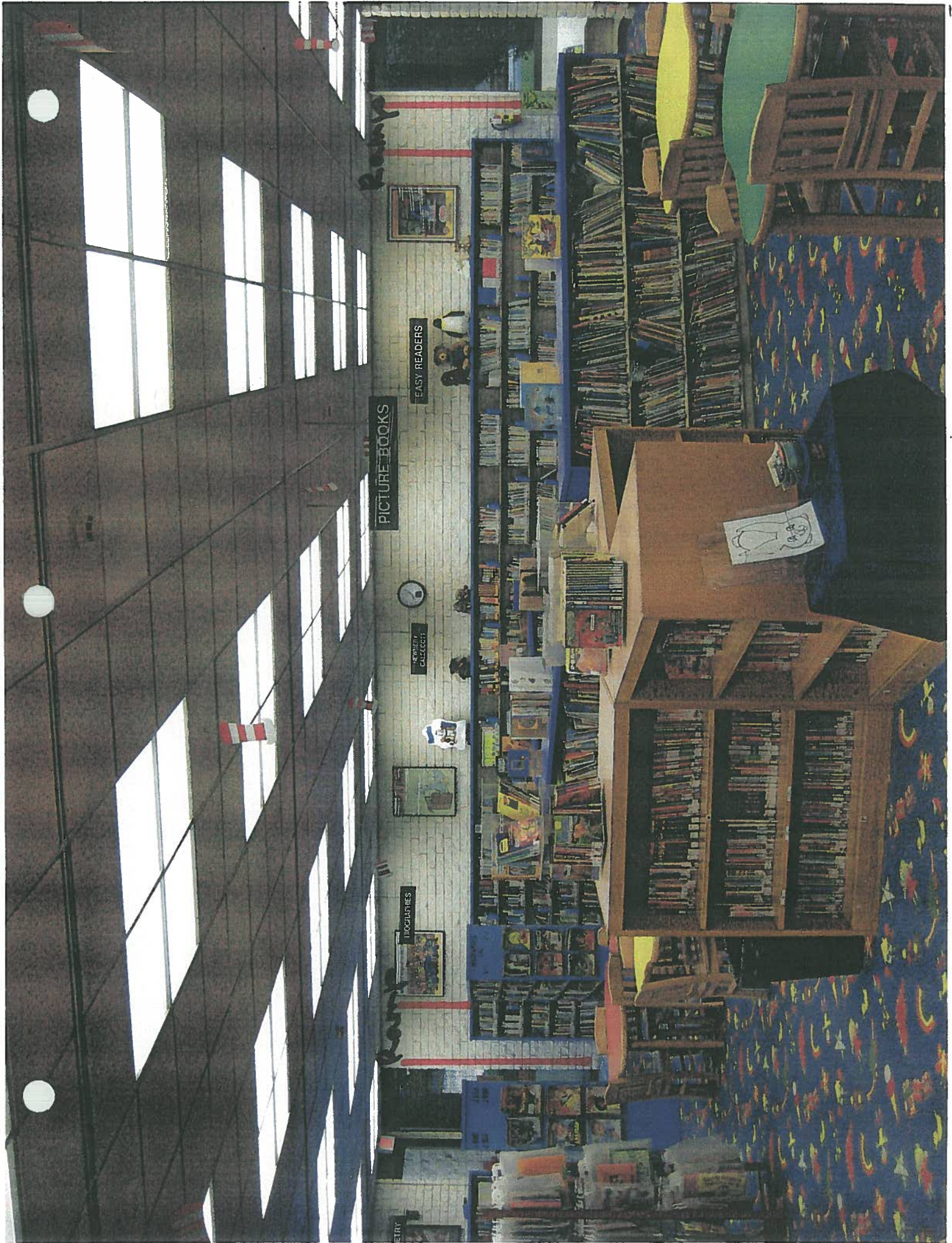
For south side of building by children's and front door area: Paving/pavers and umbrella picnic tables (table with attached seating and umbrella or other shade producing item), lighting, \$ 30,000

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

Public Works estimates about 5 months to build

Starting figure:	\$368,400
+ planning/design	\$ 36,840
+ Other items	<u>\$ 98,300</u>
Total	\$503,540





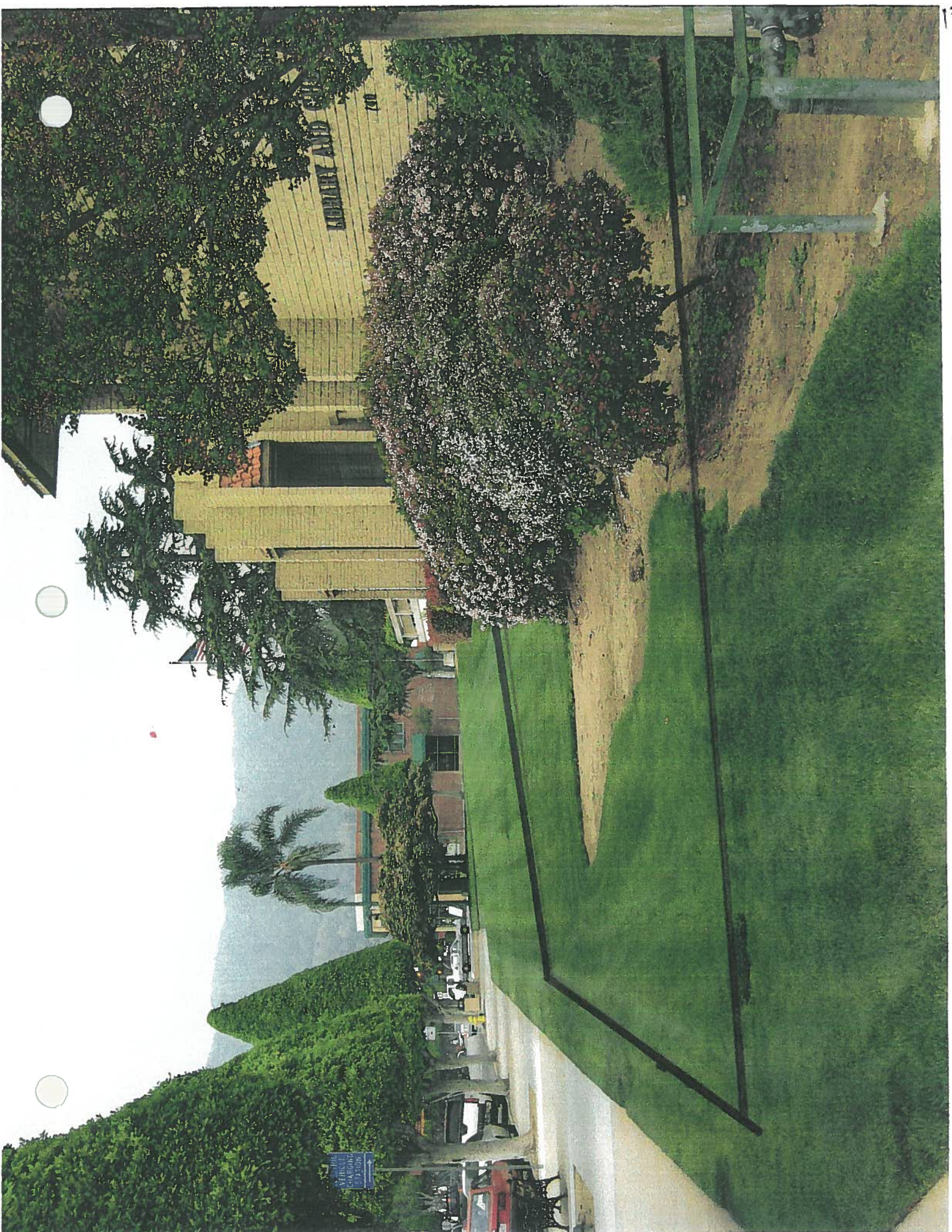
PICTURE BOOKS

EASY READERS

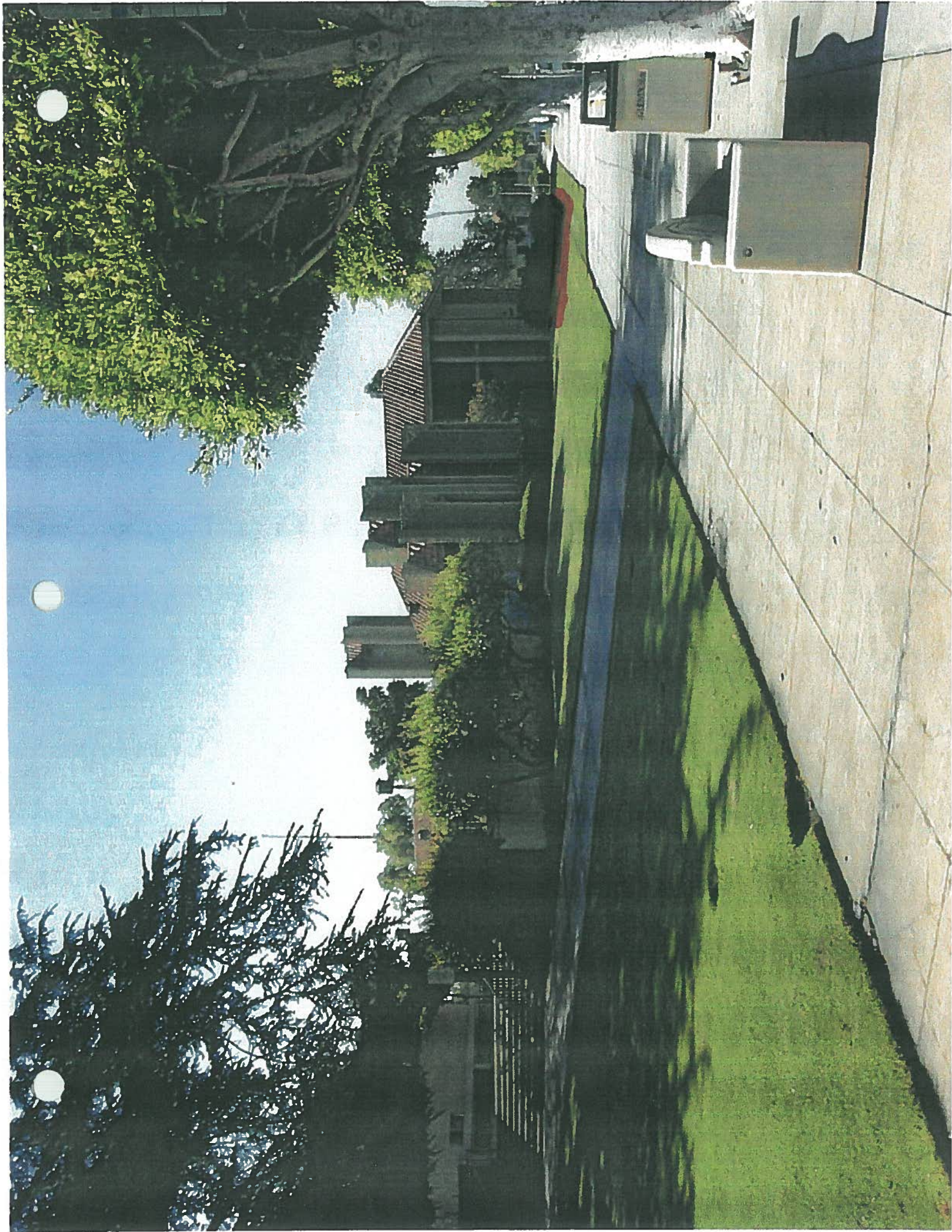
PROPERTY COLLECTION

LITERATURE













CITY OF GLENDORA  
LIBRARY AND CULTURAL CENTER  
1400 W. GARDEN



Hours  
Services





Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

Glendora, CA 91741

## MEMO

To: Board of Library Trustees  
From: Robin Weed-Brown, Library Director  
Date: April 16, 2007  
Re: Friends Foundation Support

The extra funding that the Friends Foundation has given the library over the past 10+ years has allowed us to survive budget cuts, expand programs and establish new services. There are many wonderful examples of what their funding has accomplished. Below is a partial list of what the library was able to accomplish with their support:

- Establish the library and city's first website (library set-up, developed managed, input...)
- Establish the library's first technology center and purchase the public computers
- Establish the CD collection
- Establish the audio book collection
- Summer reading clubs for children, teens and adults
- Programming and events for the public year round
- Volunteer Recognition Luncheon to thank our library volunteers
- Expand the materials (book) budget
- Purchase a business database to support Glendora's small business community
- Establish the adult literacy program and the Great Glendora Trivia Challenge community event
- Establish a book store for community donations
- Outreach to teen moms, children in mobile home parks, seniors in convalescent homes
- Outreach via the hospital to new parents regarding the importance of reading
- Fund library positions (max was 4 positions 1 FT, 3 pt, now 2)
- Recent library remodel of both upstairs and down, including demolition of planter
- Centennial Celebration was all FF money
- Staff recognition events-different on different years: holiday party, staff t-shirts, etc.
- Funded the audio book drop
- Purchase of *e-vanced solutions* software-children's database for SRC tracking and analysis
- Purchase books for the Holiday Basket program
- Purchase books for each Glendora classroom during the Read-In event

**Talking Points: Library Staffing Proposal - Spring 2007**

It is time to recognize the library staff for their accomplishments, proactive leadership and role in the community.

The library has been and continues to be a leader in the city organization and community:

- Created a mission statement, code of values, visioning statement, strategic planning methodology; in place for 20 years;
- Implemented quantifiable goals and output measures for decades; aligned resources and staff to achieve goals (ex: ADA improvements, management, remodel);
- Lead the way in focusing on customer service; staff training, annual customer service survey; focus groups, customer suggestion book for instant feedback;
- Lead in technology: Internet access, established the first library and city website; redesigned library website for improved customer service, public computers with end-user training, electronic and remote services for patrons;
- Established a foundation to assist in funding library needs that has been copied by other groups in and around Glendora;
- Maximized PR avenues to communicate with the public without specialized staff or extra money;
- Extensive outreach services-we go outside of the library and create partnerships and offer services: public and private schools, preschools, day care, hospitals, senior living facilities, businesses, community groups; low income facilities (apartments, mobile home parks)
- Recognizes and supports education: entry level librarians have masters degrees; supports literacy needs in Glendora; the dept. has a staff development philosophy and an established budget 'line item' to support this goal for many years; every year the library has staff working towards higher education degrees primarily funded by outside sources; library is considered an extension of the public education system by State Education Code;

The library has been scrambling now for many years to get and keep qualified staff. We have been working in a 'crisis mode' regarding staffing (one position here, one there as someone starts to jump ship) and would like to move out of that into a proactive mode. The library director had initiated a compensation study for the library prior to city's study in recognition of this situation.

The Board of Library Trustees feels that the library was not given its full due in the City's Classification and Compensation project. The library staff is the lowest paid staff in the city at all levels. It is unclear why the city will not recognize their value.

Library staff employs similar critical thinking skills and services. They:

- Work with a sophisticated database including data entry, database maintenance and troubleshooting, fund tracking, invoices, purchase orders, track grant funds,

customer accounts and account reconciliation, training end users on dept. systems; (Finance);

- Maintain a sophisticated, integrated database system and network (Polaris ILS), electronic databases, and website, maintain and troubleshoot 50 computers, both staff and public; have specialized training needs and applications for both staff and public and a website with all of the maintenance, upgrading, troubleshooting, adding of new information, tracking links, monitoring use, respond to customer problems and questions (IT);
- Plan for the future needs of the community: gather data, feedback, monitor demographics, analyze and interpret data, interact with local, state and national organizations and priorities, (Planning);
- Maintain a city facility that has 1,000 visitors a day, 6 days a week, anticipate and plan for capital needs, (Public Works);
- Offer programming and events for all ages, partner with schools, have special services for seniors, support after-school needs; meeting and event support for the community, seek out grants to fund services (Community Service);
- Interact daily with large numbers of citizens (1000 day/6 days/wk), have specialized network needs, specialized training and skills; are open on nights and weekends; must be able to respond to a variety of situations immediately to ensure citizen and staff safety (Police);
- Offer access to and maintain files of public records for our citizens; offer Notary service (City Clerk);
- Support the economic well-being of the community by supporting small business information needs, help to insure a literate and well informed public and are an asset in attracting quality families and business to Glendora;
- Do extensive PR and outreach to the community through all forms of media (Marketing and Communications);

The Library Director and her management team have put together a plan to improve the organization. It will:

- Create career steps for both professional and paraprofessional staff; this is essential in retaining quality staff;
- Create closer parity with other city departments and recognize the variety of technical and customer service skills that all library staff use daily and the education and training that library staff have;
- Reduce the full-time to part-time ratio to something more manageable, this will reduce turnover and constant recruiting, hiring, training that goes on now; the library has the highest part time to full time ratio: 14 full time to 31 part time (including the director (ft) and regularly scheduled (pt) on-call help)
- Recognize that a part time position working 35 hours a week should be recognized as a full time position and increased appropriately;
- Is sensitive to the fiscal issues in the city;

We hope you will demonstrate your leadership and give the library its due by supporting their plan.



## Glendora Public Library Events

### April 2007

- 06-14 Plaza Book Loft Spring Cleaning book sale  
07 2 p.m. – 3 p.m. Gelato Tasting & demonstration on electronic databases- main floor  
14 11 a.m. *Altered Books* – Bidwell Forum  
16 7 p.m. Library Board meeting – Bidwell Forum  
18 2 p.m. – 4 p.m. Dixieland Band – main floor  
18 7 p.m. Bookmark contest reception – Bidwell Forum – **by invitation only**  
19 3:30 p.m. Children's book discussion "*Peter Pan in Scarlet*" by Geraldine McCaughean–  
Children's room  
21 9:00 a.m. – 4 p.m. Glendora Earth Day Festival  
21 10:30 a.m. Magic With David Skale – Bidwell Forum  
25 7 p.m. A Novel Idea "*My Sister's Keeper*" by Jody Picoult – main floor

### May 2007

- 05 *Coffee 'n' Books* in the Library – main floor  
05 9 a.m. – 3 p.m. Adult Literacy Tutor training workshop – Bidwell Forum  
14 7 p.m. Books Alive! "*Way of the Peaceful Warrior: A Book That Changes Lives*" by Dan  
Millman – main floor  
19 11 a.m. *Altered Books II* – Bidwell Forum  
21 7 p.m. Library Board meeting – Bidwell Forum  
28 Memorial Day – Library closed

### 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

### Foundation Executive Board Meeting

- May 4, 2007 @ 7:00 a.m. Library – Main Floor

### Foundation Quarterly Board Meeting

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

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



**Glendora Public Library**  
**Board Agenda Planning Calendar**  
**FY 06-07**

- July 17:** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 21:** Library Board Goals; MCLS-SAB representative discussion
- September 18:** SRC wraps up; Holiday Hours-Thanksgiving & Christmas;
- October 16:** Election of new VP & FF Liaison
- November 20:** Budget Priorities FY 07-08-initial discussion  
(may be minimal if 2 year budget is adopted in 06/07)
- December 18:** Mid-year review of goals 06-07
- January 16:** Budget 07-08  
*Tuesday*  
(Adjusted for MLK Day)
- February 20:** Goal planning 07-08; Friends Foundation funding staff  
*Tuesday* requests for 07-08  
(Adjusted for President's Day)
- March 19**
- April 16** Discussion Points for joint meeting with City Council
- May 21** Closed session: Self-evaluation of the Board-begin process  
& Evaluation of the Director-begin process
- June 18** Agenda planning 07-08; Closed session: Eval. Lib board; Eval-  
Lib Dir

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