

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

**Library Conference Room**

**July 18, 2005  
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, DON FIELDS**

**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 20, 2005- **action item**

**6. REPORT OF LIBRARY DIRECTOR**

6.1 *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**

7.1 Final Review of Library Board Evaluation  
*Slakey to lead discussion*

7.2 Long-range Strategic Planning  
*Theel to report on status*

7.3 Approval of Administrative Policy 4.01 – action item  
*President Slakey to lead*

7.4 Approval of 05/06 Trustee Goals – action item  
*President Slakey to lead*

**8. NEW BUSINESS**

8.1 Election of new Officers – action item  
*President Slakey to lead*

8.2 Election of 2 Friends Foundation Liaisons – action item  
*President to lead*

8.3 Review of Administrative Policy 4.07- possible action item  
*President to lead discussion*

**8.4 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, but no action is required*

**9. BOARD MEMBER ITEMS**

9.1 Agenda Planning Calendar  
*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**

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

Library Conference Room  
140 Glendora Ave.

June 20, 2005  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:11 p.m. by President Sylvia Slakey.

Board members present: John Jackson, Sylvia Slakey, James Theel, Doug Hodson, Sandra Freeman

Board Members Absent: None

Staff present: Robin Weed-Brown, Library Director; Carlos Baffigo, Customer Service & Facilities Manager; Elke Cathel, Administrative Assistant;

**PUBLIC COMMENT PERIOD**

There was no public to comment.

**ADOPTION OF AGENDA**

There were no changes to the order of the agenda.

**CONSENT CALENDAR**

It was MSC (Hodson/Jackson) to approve Minutes of meeting of May 16, 2005 with the following corrections. Under Report of Library Director: "There are two new applicants for the Library Board of Trustees, Pam Vermons and Don Fields." "Slakey will share the information in regards to this new software with EYE-DAS and others."

**REPORT OF LIBRARY DIRECTOR**

President Slakey congratulated Theel on his reappointment to the Library Board.

The Board reviewed the fact sheet on the Public Library Construction and Renovation Bond Act of 2006.

Weed-Brown met with Charter Oak Superintendent Norm Kirschenbaum before her surgery. At that time she told him that she was not ready to make a commitment until the Library's strategic planning is done. Weed-Brown went on to say Kirschenbaum has requested to meet again and that a meeting has been scheduled for June 30<sup>th</sup> at 9 a.m. in her office. Both Slakey and Hodson said they will attend the meeting. Theel was interested in attending, but said he might have a scheduling conflict. The Board agreed that the Library will not commit at this time. Since the lack of community input was an issue in the Sunflower application, Hodson felt the Library needs to look at the outcome of the strategic planning.

Weed-Brown informed the Board that the Summer Reading Program started today. It is very busy with many new library cards being issued.

Slakey was informed by the EYE-DAS President that they located another facility and have signed up for 12 months.

Weed-Brown said she called Don Fields, newly appointed Library Board Trustee, and welcomed him. She told him someone will call him in about one week to set up an orientation.

Pankow is settling in her new position, as is Baffigo. City budget meetings have been scheduled for July 7 and 8. Weed-Brown has not seen any draft documents for Public Works to take over all city maintenance. A meeting has been set up with Public Works for July 12. Rohde will be with the Library to the end of the fiscal year. Hodson commented that the Human Rights Video Project was very well done.

Freeman was very pleased that children are getting a free book when registering for the Summer Reading Program. She is also pleased that the upstairs automatic doors will be fixed soon.

Weed-Brown informed the Board that George Waters, who was a Library school intern with us, has started as on-call Librarian today. He writes a column for the Sunday "U-section" of the newspaper.

## UNFINISHED BUSINESS

### Long-range Strategic Planning

A strategic planning meeting took place May 25. Locations, dates and times have been finalized for the focus group meetings. The dates are September 10, September 14, September 21, September 26 and September 28. The next strategic planning meeting is scheduled for July 13. At that time the location and time for the two community meetings will be determined. Hodson commented that the letter that was sent out to community leaders does not have a deadline to respond. Theel stated that at the next meeting the committee should be able to select the names for the focus groups. The questions for the focus groups are done. Weed-Brown said she talked to Larry Cox, Communications & Marketing Manager, and Craig Gill, Cable Production Assistant, to verify the selected dates will work for them.

### Review of Administrative Policy 4.01

Baffigo explained that the reservation restriction is only for evening meetings. Currently a group can reserve three consecutive evening meetings at a time. Baffigo said that since the Library is only open three evenings, everyone has a fair chance to book the Forum.

He went on to explain that the Forum is very heavily used during the day for children's events and other groups, such as the Moms Clubs. The Forum is also used often by other city departments and for City Council meetings. Out of 12 possible nights in May 2005, the Forum was used 5 evenings, which is about average. Baffigo stated that the total number of groups using the Forum has decreased since the Library's closures.

Baffigo has to space events further apart than he used to because he and in-house staff need time to set up the Forum. Set-ups and tear-downs used to be done by trustys. Baffigo stated that Public Works is not able to assist with Forum set-up and/or tear-down due to time and staffing constraints. Staffing is a big issue, the library is short-handed and set-ups and tear-downs take longer. He estimated it takes 500-600+ hours annually in personnel time to handle the forum set-ups, breakdowns, etc.

Baffigo suggested limiting the day time use to one meeting a month per group and limiting reservations to a maximum of six months at a time. The current policy does not cover day time use. Hodson asked if library events always take precedence. Baffigo explained that library events do take precedence, but bumping someone who has a standing application is the last resort. To avoid groups being bumped, Baffigo asks staff to schedule events early.

The Board discussed the Soroptomist application and who has priority to use Bidwell Forum. Soroptomist requested the first and third Tuesday of the month. Baffigo voiced his concern that the children's events and City Council meetings are usually scheduled for Tuesday.

Freeman was not satisfied that groups and other city departments use Bidwell Forum, yet the Library has to do the scheduling, the set-up, tear down and clean it. Hodson asked Baffigo whether the current policy gives Baffigo enough authority to deny a request. Baffigo said that he uses staff availability as a deciding factor to approve or deny requests.

Weed-Brown and Baffigo discussed whether there would be a noticeable increase in the Library's workload if the policy was changed to three months for all meetings. Weed-Brown commented that the current policy does not allow much flexibility for short notice opportunities for library events. Freeman felt that if other city departments request the use of Bidwell, they should set it up. Weed-Brown said she has looked at charging other departments back for the use of Bidwell. The Board reviewed Baffigo's hand-out. Jackson suggested getting a portable wall to create extra meeting rooms. After further discussion, the Board agreed on changes to the policy. Slakey stated that the policy will be brought back next meeting to vote on, then it will be forwarded to City Council for approval.

There is no restriction on using food in the Forum. Baffigo will check on the alcoholic beverage/insurance provision. Weed-Brown stated that she is still waiting for a response from the City Attorney in regards to the gambling issue. The Board stated that they appreciate Baffigo's hard work and dedication to the Library.

## **NEW BUSINESS**

### **Trustee Goals for 2005-2006**

Slakey asked the trustees to start thinking about specific trustee goals for next fiscal year and to look beyond the general goals. The Board agreed that active community involvement should be the primary goal. Weed-Brown suggested adding the strategic planning committee as trustee goal. Slakey summarized that the trustee goals should include the salary issue, strategic planning and on-going interaction with City Council and Friends Foundation. President Slakey will write up the trustee goals and they will be brought back next month for further discussion. Weed-Brown asked whether there is a final statement for the Library Board evaluation. Slakey replied that there is not. Every Board member just handed in their accomplishments. She commended the Board for being so active.

### **Library Events Calendar**

The next Board meeting is scheduled for July 18, 2005. Night on the Plaza is taking place July 16. There are lots of events going on in July.

## **BOARD MEMBER ITEMS**

### **Agenda Planning Calendar**

Nothing was discussed.

### **Board Member Items**

Jackson thanked the Board members for their kindness. He will miss everyone. He stated that serving on the Library Board has been a joy.

Hodson said it was an honor and privilege to serve with Jackson. Jackson is an outstanding individual and has a lot to offer.

President Slakey stated she appreciated everything Jackson has done and it was an honor to serve with him. She presented Jackson with a plaque and two economics books. These books were selected by Carolyn Thomas and will be donated to the Library in Jackson's honor. Jackson commented that both books are excellent choices. Jackson thanked everyone.

## **CLOSED SESSION**

### **Annual Evaluation of Library Director & Board**

The Board went into closed session at 8:59 p.m. and emerged at 9:12 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.

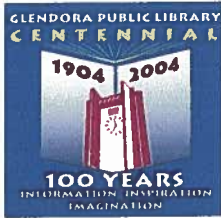
## **ADJOURNMENT**

There being no further business, meeting adjourned at 9:12 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.



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Glendora, CA 91741

## MEMO

To: Board of Library Trustees  
From: Library Director *Robert*  
CC: City Manager  
Date: July 18, 2005  
Re: Director's Report

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### Community

Summer Reading Clubs are at full steam! The current count stands at: children 1139; teens 140; adults 75. All numbers are up and staff must make 'runs' for additional incentives to keep up. The Teen program is thriving under Gaetano's leadership; Cindy's children's programs on Tuesdays and Thursdays have to turn kids away when capacity is met; Rebecca is getting good turn outs at her author events. Staff plans for almost a year in advance for our summer programs and it shows. Carolyn has done a great job in getting all these events and staff coordinated.

Night on the Plaza is also at capacity! 325 reservations and the committee had to redesign the plaza layout to accommodate. A new item will be auctioned off this year- one lucky person will earn the ability to name a future street in Glendora. Thank you to the City Manager for his work on developing the policy and procedures and City Council for approving this creative fund-raising idea in short order.

We are continuing to receive, almost daily, names for our Strategic Planning Focus Groups. The July committee meeting was canceled and rescheduled for Aug. 17<sup>th</sup> at 7p.m. At that time we should be able to assign people to groups and see where we might need to solicit additional names. At the August 'All Staff' meeting, the library staff will be our 'test focus group' and have their chance for input. There will be at least one more opportunity for staff input into the process further down the line.

A Library Web Redesign committee has been formed. Staff will look at changes to the library web pages for look and feel as well as content and organization, with an eye to the end user. Our pages have looked the same for many years and like anything else, needs updating. Ted Taylor, Carolyn Thomas, Anne Pankow, Sandy Krause, Gaetano Abbondanza and Elke Cathel comprise the committee.

Another staff committee is looking at the need for 'Express' computers. Many libraries have established quick use computers to respond to the comment "I only need to check my email". The PCs are limited in time, usually around 15 minutes, to assure quick turnover. Staff will make a recommendation in favor or not after exploring how this works in other libraries, how many Express PCs we need to have, procedures and interfacing with the reservation system if appropriate. This committee is comprised of Ted Taylor, Carlos Baffigo, Carolyn Thomas, Suzette Farmer and George Waters.

### Staff

We are currently working on several staff recruitments: Part-time Literacy Coordinator, 2 - Library Aide I's, Librarian II and on-call Pages. The first two have closed and staff is evaluating and interviewing; the Librarian II closes July 22<sup>nd</sup>.

Sandy Krause has added a few hours a week to her schedule so that she can gain experience working as a librarian on one of our two information desks (children's/adult). She is finishing up her MLIS degree and we are happy to give this opportunity to her.

We are preparing for two internal promotional recruitments - one for the Development Manager (DES) position and one for the Customer Services and Facilities (CS&F) Manager. The DES position opens July 18 and closes July 25<sup>th</sup>. These should be done by mid-August, hopefully sooner, depending on the Personnel office workload.

In response to eventual the transfer of facilities maintenance to Public Works, Carlos has come up with a proposal to restructure CS&F staffing. We are working with City Hall on this and will keep you informed.

As far as the transfer of facilities maintenance goes this is still in a very fluid stage. Carlos and Anne met with John Menke and Paul Sheldon, PW, on July 12<sup>th</sup>. There is not a master plan in place yet. It is clear that one of the dividing lines is janitorial/custodial work vs. maintenance. The Library proposed adding two part time maintenance aides to our staff, 30 hrs/week each, to cover our open hours. If you have made a trip to our public restrooms in the middle of the day, after a summer reading program event, you know that they are simply horrendous! (Carlos is investing the cost to have a mid-day bathroom cleaning from Mr. Scrub and we will move forward once we know that.) The proposed positions were not initially approved; it was felt that janitorial/custodial issues needed to be dealt with in aggregate. Needless to say this will be an ongoing issue for quite awhile.

### Director

We have had a wonderful budget process this year as you are all aware. We received an additional \$75,000.00 for the materials budget and part time hours were restored to the previous year's level. I believe that the Library Board's efforts this last year in connecting with City Council on Library issues are one very big reason for the materials budget increase. It is not often that our efforts produce such a tangible result in such a timely fashion! Thank you, thank you, thank you!

The management staff is participating in free training from InfoPeople via webcasts. We have had two sessions so far. The sessions run for about 50 minutes and then we have an hour for discussion. These sessions cover traditional management issues such as delegation, planning, communicating, time management, effective meetings. Having the opportunity to then immediately discuss these issues on a local level adds a lot of benefit.

The City is now the proud owner of new financial software! The modules will take a year or more to bring online, however we have already started down the path with learning to create and approve purchase orders online reducing time and paperwork-always a good thing! There will surely be some glitches and library staff certainly understands the difficulty in implementing new software programs and will 'go with the flow'. This is a much needed modernization of the finance system and we are all happy to be saying good-bye to the previous program, commonly referred to as The AS400.

It was wonderful to see you all at the City Council Recognition event at which John Jackson's service on the board was acknowledged. You are a wonderfully supportive board, of each other, of library staff and of our community. I know that support came across loud and clear at that meeting!

The meeting with Charter Oak USD Superintendent Norm Kirschenbaum was postponed to July 21<sup>st</sup> at 9am. A last minute department head meeting was called so the June meeting was rescheduled.

The Library will be receiving, via a State Library grant, (LSTA), program, one year's free access to the worldwide OCLC database. This database is used for cataloging library collections. We will be able to find locations for materials we don't have for the public at the reference desk-at no cost to us. We currently have that ability but pay a fee to OCLC for it. We will also be receiving another year's subscription to tutor.com at no cost and this year with expanded access. We will be able to put it on all of our public computers and have off site access as well. Currently is on only 2 computers in the library. These are usually expensive additions to a database subscription and to have the database and the additional access for free is wonderful. This is one of the new approaches for support to California libraries from the State Library. This LSTA money, Federal dollars, are not only going to individual library grants but also to supporting state wide access to electronic resources-this is exactly the help that public libraries need with tight budgets and the soaring cost of electronic resources!

**Stephen L. Slakey**  
1149 E. Steffen St.  
Glendora CA 91741

July 14, 2005

To: Glendora Library Director, Robin Weed-Brown  
Glendora Library Board of Trustees  
Glendora Library Development Office

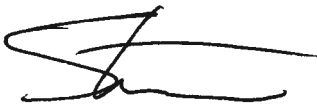
Dear Folks:

For the past year or so I have been assisting with the installation of displays in the Centennial Kiosk located in the center of the Library. I believe it is time to examine what, if anything, should be done with the kiosk. I offer these ideas as a discussion starter.

I inherited a list of people/ideas for displays which have been the backbone of our presentations. In addition, we were approached by the Glendora Rotarians and Monrovia Nursery about exhibiting. All have been accommodated. At this point, to my knowledge, there are no new displays in the offing and, despite our efforts to recruit new exhibits, there does not appear to be a "steady supply" of them.

In past years, the display cases in the lobby have seemed to have proved sufficient for display needs. I would propose that the Friends plaques presently occupying that space be relocated to the wall adjacent to the book store or to the wall abutting the children's area. The kiosk could be reassembled, in a streamlined form, in the Bidwell Forum or at some other site.

Regards,



# Division Monthly Reports

Glendora Public Library  
(626) 852-4891

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library@ci.glendora.ca.us

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**To:** Robin Weed-Brown – Library Director  
**From:** Carolyn Thomas, Carlos Baffigo, Cindy Romero, Gaetano Abbondanza, Anne Pankow, Ted Taylor  
**Date:** June 2005

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## Adult Services/Reference

*Carolyn Thomas*

Our Summer Reading Clubs are in full swing. As of this writing, enrollment in the clubs is:

- ❖ Adults = 74 (almost doubled the registration since last year)
- ❖ Teens = 138 (the highest number to register in my 2 years here)
- ❖ Childrens = 1113 (higher than last year)

This year, thanks to the Friends, we are giving out a free book for each person who registers for one of the clubs. In addition, attendance at all events is high, including good attendance at the adult author events. Staff has worked hard to increase enrollment and attendance including outreach to most of the local elementary and junior high schools; their efforts have paid off!

I'm sure you've heard the good news from City Council. Our 2005-2006 materials budget was increased by \$75,000, so we will have a total of \$303,780 to expend for materials this upcoming year. Also, the Friend's donation of \$26,400 to the materials budget is overwhelmingly generous. Our community is fortunate to have these extra monies with which to work. We plan on adding a new, remote-access database (or two) and investigating audio –download materials. I'll keep you posted on some of the new materials we will be acquiring.

Two state grants have been awarded to our library and other libraries in California. Live Homework Help (Tutor.com) will be extended one more year and will be available with remote access for the first time. Califa and OCLC are offering "FirstSearch" and access to "WorldCat" for free. (we previously had to pay for this service). This catalog connects ALL USERS, including those from home, to FirstSearch and will allow searching for materials in libraries throughout California and the world!

The Librarian II position has received applications and will close on July 22, 2005. Those meeting qualifications will be interviewed, hopefully, in August.

## Circulation and Facilities

*Carlos Baffigo*

Circulation:

The Summer Reading Club is keeping Circulation staff busy issuing library cards to new club members. Children's materials have accounted for most of the items circulated.

On-call Library Page Mary Ghattas was made a permanent employee after former Library Page Dianna Nicosia left for a career in the Army.



## Facility:

The new city-wide maintenance plan takes effect with the adoption of the FY 05-06 budget. I will be working closely with Public Works to ensure all aspects of maintenance and janitorial services are covered.

Progress on the automatic door project continues. Installation is expected in early August.

Air-Ex Air Conditioning was awarded the Heating, Ventilation and Air Conditioning project. They were the only bidders. Equipment will be ordered in the fall and installation will take place in the winter.

## Children's Services/Youth

*Cindy Romero & Gaetano Abbondanza*

### Children's

The Children's Department was very busy during the month of June. We suspended storytimes for the first 2 weeks of the month while we visited Glendora public and private schools. We visited 9 schools during the month to reach approximately 4100 children. The purpose of these visits was to promote the Summer Reading Club. In addition, we had 16 elementary school classes come to visit the library during the month to learn about SRC, Tumble Books, and get a tour of the library.

Summer Reading Club began on June 20 with a bang. About 700 children registered the first week. As of July 12, there are a total of 1125 children registered. On June 27, reporting began. During the first week of reporting, 434 children came to receive their prizes. Comic Magician David Skale visited the library on June 28 and performed to a packed house of about 200 people. On June 30, about 150 people came to create "Thumbprint heroes." We are continuing to have children register for the program, and are looking forward to the end of a successful program July 30.

Mary Pat has been doing an excellent job coordinating our youth volunteers to help us with SRC. We have 108 volunteers that combined for about 350 hours during the month of June. Mary Pat also found a patron wanting to display their Super Heroes collection in our display case to highlight this year's SRC theme, Super Readers-Super Heroes.

### Youth

Halfway through the teen reading program, the library has registered a total of 138 young adults. The amount who report each week ranges from the 50-60. In regards to programming, the library hosted a super hero drawing workshop on June 29<sup>th</sup> and a magician on July 6<sup>th</sup>. Upcoming programs include an acrylic painting workshop, a graphic novel discussion group, a comedic ventriloquist, and a juggler. For the length of the summer reading program, the Glendora Library is pleased to offer extra help to patrons using the public Internet computers, in the form of computer center volunteers. These volunteers are students from Glendora High School. They were recruited by an ad in the school newspaper. Responders were interviewed and attended a morning training session. A total of six students now provide the assistance throughout the week, each working a two-hour shift each week.

## Development & Education Services

*Anne Pankow*

Development office staff and a committee of volunteers have been busy getting ready for the library's largest fundraiser, Night on the Plaza. This year the event will take place on Saturday, July 16, beginning at 6:30 pm. This year's event promises to be the most beautiful and successful so far.

The library had a recruitment for a part time literacy coordinator. The recruitment closed on July 6<sup>th</sup>. The library received 8 applications. Five of the applicants met the qualifications and will be interviewed for the position. Chris Cravens and Anne Pankow will take part in the interview process to select the new literacy coordinator. Once the new literacy coordinator is hired, Chris will have the primary responsibility of training and orienting Anne and the new literacy coordinator. It is expected that the new person will be hired by the end of August.

Paul Rohde, a temporary literacy coordinator, left on June 30 to pursue other employment opportunities. He did a good job continuing the library's literacy program considering he had very little experience working in the literacy field and with a public agency. We wish him much success in his future endeavors.

The literacy lab is in the process of being set up. Most of the software and equipment has been received and installed. Training of staff and tutors will take place once all software has been received and properly installed by the city's Information Technology (IT) staff.

### **Support Services**

*Ted Taylor*

We are wrapping up the previous fiscal year and working to get things prepared for the new fiscal year.

- The City has begun to implement its new Windows based financial software. We look forward to the new functionality of this software, but we realize that with anything new, it will take time to learn and implement.
- As well, within the Library, we are looking forward to using a program that Pete Beck has worked had to design and customize for the Library. This will assist in keeping track of library materials ordered and moneys expended.
- It is with mixed emotions that I report on the departure of one of my staff, Jennifer Dunlop. She along with another Library employee, Rebekah Wilson, will be leaving California, to further their education in Wisconsin. Their last day will be the last week of July 2005. I would like to thank Jennifer for her dedication and hard work. Much success on your new adventure.
- Carlos and I are busy interviewing candidates for the 2 positions of Library Aide I. We hope to have the 9 most qualified applicants interviewed within a week or two. These two positions hopefully will be filled by August 1, 2005
- Aimee Beauchemin & Abi Ellis are busy updating and revising the procedures manual for the processing of library materials. .
- A committee has been formed and is discussing the redesign of the Library's website. With the City of Glendora's redesign of their website and the new look it gives to the Library's website, the committee is discussing how we can proceed to reorganize and update the look and content of our website as well.

**Due to the Night on  
the Plaza Event  
Library Statistics for  
the month of June are  
delayed.**

**They will be handed  
out on Monday at the  
Board meeting.**

ANNUAL EVALUATION OF THE GLENDORA PUBLIC LIBRARY  
BOARD OF TRUSTEES

June 2005

Current Members: Sylvia Slakey (President), Jim Theel (Vice-president),  
Sandra Freeman, Doug Hodson, and John Jackson

The Board of Trustees were very active library advocates this entire year (2004-2005). We evaluated ourselves according to eight roles we have used to define our relationship to the library.

Role 1. Sets the mission, values, and long term vision of the library.

All members participated in Trustee meetings and met with members of the City Council and community at large to discuss library issues. The Trustees continued to pursue the Sunflower project with dedication and enthusiasm. With the loss of that potential site, the Trustees began anew to visit the community to discover/uncover the needs of the city, both in the north and in the south, in regard to library services.

Jim Theel is currently chairing a strategic planning committee and the Board will continue to be deeply involved with this project throughout the next year.

Role 2. Adopts policies which set the direction of the library and result in timely services and programs that meet the needs and expectations of the city's residents.

The Board continually reviews the policies that govern the library and makes changes as warranted. For example, A/V fees were recently researched and compared with other similar facilities and the decision was made that the fees were equitable. The Board also recently discussed the policies for reserving the use of the Bidwell Forum and made changes in the reservation system based upon our current staffing availability and the impact on library programs.

Role 3. Actively promotes library services within the community.

This year the Board approved additional specific objectives. Each Board member met with a city councilperson to communicate current needs of the library. The Board also improved communication and participation with our fundraising group, the Friends Foundation. Board members also attended, and often spoke at, city council meetings to promote library services and current program offerings.

A list of our specific community activities and participation in library events will follow this section on roles.

Role 4. Constantly monitors progress on the Board's long range vision and annual objectives.

The Board discusses our ongoing objectives on a regular basis at our monthly Board meetings. In addition, the strategic planning process will be ongoing, with a series of focus groups, two community meetings, and a survey scheduled over the next six months. The strategic planning committee consists of two Trustees, the president of the Friends Foundation, two library staff members, and a moderator.

Role 5. Reviews the Director's performance in achieving the Board's direction and implementing Board policy.

In May, all members are asked to submit their own evaluations of the Director, using the Roles of the Director in Relationship to the Board. These evaluations are then consolidated by the president, brought back to the Board for discussion and approval in closed session at the June meeting, and then given to the Director – along with an additional copy for the City Manager. This year, the Director was on medical leave for three months and her position was filled by Anne Pankow. Consequently, the Board also did an evaluation of Anne.

Role 6. Adopts financial goals and priorities for the Library.

Each year, the Board discusses and approves the budget. Also, we discuss and prioritize requests for the Friends Foundation. We have long been concerned over the inadequate salaries paid to the staff and have tried to bring attention to their plight and seek remediation. Currently, an outside firm has been hired by the library to compile a report of comparable salaries, both within and outside the city, to establish pay equity for our employees. This report should be available to us to use in the round of budget talks in early 2006.

Role 7. Orients new Board members to the perspectives of the Board and the values of the Library.

We had no new members this year. However, a new member will be joining us in July and we are redoing the orientation packet for new members in anticipation.

Role 8. Encourages and supports the Library Director and staff as they implement Board policy.

We remain steadfast supporters of the Library Director, staff, and volunteers. Frequent attendance at Board meetings of staff as well as mid-managers keeps us in the loop. The Director motivates and encourages us to work within the community and we enjoy a wonderful working relationship on the Board as well.

List of many of the Trustees' library-related activities:

Centennial Committee (including chairperson)  
Sunflower library project  
Night On Plaza (including auctioneer)  
Trivia Challenge (including teams announcer)  
Merida visit  
Revenue raising, including book fund  
Reader at Scary Nights (Spooky Storytime) and annual GUSD Read-In  
Attended CALTAC seminar  
Citizens' Budget Committee  
Summer Outreach Reading Program  
Cards for Kids (library cards)  
Met with Councilmen  
Librarian for a Day  
Party for Miss Bonnie  
Historical items display  
Strategic Planning Committee  
Friends Foundation  
City Council meetings ( gave prayer, spoke)  
Poetry programs  
Gardening programs  
Louis Pompeii Park groundbreaking  
Literacy training  
Workshops on Marketing and on Research Techniques  
Veteran's Day program with poet Bruce Sievers  
Attended Chocolate Fantasy, Spring Baskets, Romantic Guitars, Poetic Verses, Garden  
Party, Gingerbread Houses, author visits (including Elizabeth Pomeroy)

**Subject:** USES AND REGULATIONS OF BUILDING

**Effective:** August 11, 1981, Revised February 27, 1989, Revised February 24, 1992,  
Revised January 25, 1993, Revised March 21, 1994, Revised May 16, 1994,  
Revised May 18, 1998, Reviewed February 26, 2001, Reviewed March 21, 2005,  
Reviewed May 16, 2005, Revised June 20, 2005

**Policy Objective:**

To establish a policy regarding the use of facilities under the control of the library

**Authority:**

City Council Minute Order August 11, 1981  
Library Board of Trustees Minute Order February 27, 1989, Minute Order March 16, 1992,  
Minute Order January 25, 1993, Minute Order March 21, 1994, May 16, 1994, Minute Order  
May 18, 1998, Minute Order February 26, 2001 and Minute Order March 21, 2005

**Assigned Responsibility:**

Library Director and staff

**Procedures:**

See Attached Regulations

**CITY OF GLENDORA  
LIBRARY BOARD OF TRUSTEES  
POLICY FOR COMMUNITY USE OF  
LIBRARY MEETING ROOM**

In order to ensure that groups make the most effective use of the Library meeting room (Bidwell Forum), the following regulations have been adopted. Failure to abide by the regulations may result in suspension of meeting privileges. Activities sponsored by the City or Library are not subject to the guidelines of this policy.

**I. Eligibility to use the library meeting room**

- A. Non-profit groups such as youth groups, hobbyists, social clubs, and service organizations may use the library meeting room for either public or membership meetings.
- B. Commercial enterprises may rent the library meeting room for private meetings only, such as sales meetings, conferences, and training sessions. These meetings shall not be opened to the public.
- C. All public meetings must be sponsored by non-profit groups.
- D. The library meeting room is not available for private parties or receptions.
- E. Children's groups must be supervised by a person 18 years of age or older.
- F. No admissions, donations, collections or other charges may be made for public events held in the library meeting room, except to cover optional refreshment costs and certain non-profit fundraising activities. (The regulation also prohibits advance sale of admission tickets for public events.)

Non-profit groups may hold public fund-raising activities or workshops where an entrance or registration fee is charged, or in which sales of tickets, food, objects, or services are involved.

Public meetings may not be held to promote purchase of products or services or to solicit paid enrollment in classes or other activities to be held in the future.

- G. Activities or events which take place in the meeting room during normal library hours shall not disrupt library service.

**II. Reserving the library meeting room**

- A. A written, signed application is required of all groups each time a meeting is to be held. Application forms are available at the Check-out Desk of the library.



- B. Reservations will be assigned according to the order in which applications are received. Pre-reservations may be made by telephone but cannot be confirmed until the written, signed application is received. Pre-reservations not followed up in writing within a week will be cancelled. (A copy of the application will be returned to the applicant marked "CONFIRMED" or "NOT AVAILABLE" within 48 hours of receipt.)
- C. Upon approval of the application, fees must be paid in advance of meeting date. (This excludes late charges as stated in Section IV article C item 2 and/or any damage/cleanup fees)
- D. Groups may reserve daytime or evening meeting times in blocks of not more than three meetings. Requests are limited to one meeting per month. At the end of the first meeting, an additional (third) meeting may be scheduled: i.e. groups may maintain three active reservations.
- E. Applicants who cancel meetings should notify the library at once so that the date may be freed for other groups. A fee will be charged if the meeting is cancelled less than 72 hours prior to the event.
- F. Needs of the Library and City may require the library to refuse reservation requests, cancel or reassign meeting locations. The library will make every effort to locate an alternate meeting place for those whose meetings are preempted with less than 30 days' advance notice.

iii. Miscellaneous regulations.

- A. Profane, loud, or boisterous language or other conduct likely to cause a disturbance is not permitted.
- B. Gambling: (i.e., Bingo, "Las Vegas Night", "Casino Night", raffles, or any other game of chance) and any other illegal activities are not permitted.
- C. All damage to equipment, facilities, or the building must be reported to the library by the applicant.
- D. The serving or use of alcoholic beverages is permitted in the library meeting room only under specific regulations (see Section V and City Administrative Policy No. 1.21.)
- E. The City is not responsible for lost or stolen articles. All items not removed at the end of the meeting shall be disposed of by the library in whatever manner the library deems is appropriate.
- F. Obscene language or materials are not permitted. Language directed to inciting or producing violence or criminal activity and which is likely to incite or produce such violence or activity is not permitted.

- G. Granting of permission to use the meeting room does not imply library endorsement of content or responsibility for representing all views; nor will the library accept responsibility for conduct of attendees at events held in the meeting room.
- H. Applicant is responsible for compliance with all applicable health, safety, sanitary and fire regulations, including the maximum occupancy of 195. Applicant shall be solely responsible for any penalties, fines and charges that may be levied by the Fire Marshall, any other administrative agency or a court of law for any violation.
- I. Failure to comply with this policy shall result in revocation of meeting room privileges.

**IV. Charges and fees All fees are non-refundable and non-transferable**

**A. Single Day Usage fees**

- |  |  |
|--|--|
| 1. Resident Non-profit Groups<br><u>(Resident group is defined as a group whose membership is composed of at least 51% City of Glendora residents. Non-profit groups will be asked to submit a copy of their non-profit status certificate or IRS No.)</u> | No charge  |
| 2. Non-Resident Non-profit Group   | \$50.00 per hour   |
| 3. Resident Commercial Use<br>(not open to the general public)   | \$50.00 per hour   |
| 4. Non-Resident Commercial Use<br>(not open to the general public)   | \$75.00 per hour   |
| 5. Person on Duty Charge (in addition to other applicable fees for use of room)  |  |
| for meetings that begin during and continue beyond normal library hours. (see Section IV C for definitions)  | \$20.00 per hour   |
| for meetings that begin outside of normal library hours  | \$50.00<br>for the first two hours plus<br>\$20.00 per hour thereafter |
| 6. Multiple Day Usage (see Section IV D for definitions)   |  |
| Resident non-profit  | \$100 per day  |
| Resident commercial  | \$150 per day  |
| Non resident non-profit  | \$150 per day  |
| Non resident commercial  | \$250 per day  |

7. Cancellation Fee \$25.00  
(meeting cancelled less than 72 hours prior to the event)

8. The full hourly fee will be charged for any increment of an hour.

**B. Audio-visual Fees.**

All equipment must be requested in advance on the application form.

1. Microphone fee \$10.00 per mic

2. Video equipment \$10.00 per unit  
(VHS/DVD player & TV)

3. Overhead Projector \$10.00

**C. Person on Duty Charge**

1. Any group whose meeting will run past the library closing hour may arrange in advance for additional hours at \$20.00 per hour.

2. Double the hourly rate will be charged in case of late use without advance notice.

3. Any group whose meeting will begin outside of normal library hours may arrange in advance for these hours at \$50.00 minimum charge for the first 2 hours plus \$20.00 per hour thereafter. Example: Meeting begins before 10 a.m., or after the library closes or on a day the library is closed.

**D. Multiple Day Usage:** Meetings, activities or events which require usage of the Forum extending beyond a single day will be charged for the full Multiple Day Usage Fee for each day or any portion of that day including time set aside to set up or take down.

**E.** The meeting room and kitchen area, including refrigerator, must be left in the exact condition as found. All food must be removed from the area. Failure to clean up will result in a minimum charge of \$25.00 plus actual cost for labor in excess of 30 minutes and materials. Said costs will be determined at the library's sole discretion.

**V. Additional Provisions Regarding the Serving or Use of Alcoholic Beverages.**

**A.** An approved ABC (Alcoholic Beverage Control) license must accompany the GENERAL USE APPLICATION and must be submitted at least 60 days prior to the date of use.

**B.** Alcoholic beverages must be served by the group. Individuals may not bring alcoholic beverages for their own consumption, e.g., "Bring Your Own Bottle (BYOB)" permits are specifically prohibited.

C. Alcoholic beverages may be sold only by a group possessing a current, valid license from the Alcoholic Beverage Control Board.

Alcoholic Beverage Control Department  
State of California  
3204 N. Rosemead Blvd, Suite 103  
El Monte, CA 91731

Phone: (626) 927-1060

In order for a license to be issued, the applicant must have a letter of approval from the City of Glendora.

D. Requesting groups must appoint a security guard acceptable to the Library Director prior to two weeks in advance of the meeting. The guard must be at least 21 years of age and may be a member of the organization. The person appointed will meet with the Library Director before the meeting.

E. Among other duties, the security guard is responsible for seeing that persons under the age of 21 are not served, or allowed to serve themselves, alcoholic beverages.

F. Proof of Insurance in compliance with City Administrative Policy No. 1.21 must be received by the library two weeks prior to the event.

VI. If a conflict exists between this policy and a City Ordinance or State Law, that City Ordinance or State Law shall prevail.

Approved and adopted this 18 day of July, 2005.

(Supersedes and completely replaces all previous versions of the Policy.)

Ayes: \_\_\_\_\_.

City of Glendora  
Library Board of Trustees

Noes: \_\_\_\_\_.

Absent: \_\_\_\_\_.

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

By: \_\_\_\_\_  
Sylvia Slakey, President

## **Library Board of Trustees Goals and Objectives for 2005-2006**

**Goal:** The Library Trustees will serve as active, visible advocates for the library to the greater community.

**Objectives:**

By January 2006, each Board member will meet with at least one member of the Glendora City Council to communicate the value, vision, and needs of the library.

By June 2006, the Board will have participated in meetings and activities to develop closer ties and sharing of information with the Friends Foundation.

By June 2006, each Board member will have attended at least one City Council meeting, sharing current library information and concerns.

**Goal:** The library Trustees will be actively involved in setting the mission, values, and long-term vision of the library.

**Objective:**

By February 2006, the Board will have participated in preparation for, and interpretation of, 5 focus group and 2 community meetings on strategic planning.

**Goal:** The library Trustees will continue the quest for salary equity for library staff as part of the adoption of financial goals and priorities for the library.

**Objective:**

By January 2006, the Board will have reviewed and discussed independent reports on library salaries.

Policy Objective:

To establish a policy for borrowing privileges at the Glendora Public Library.  
Supersedes "Non-Resident use of the Glendora Library"

Authority:

Board of Trustees of the Glendora Public Library

Assigned Responsibility:

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

Effective Date: February 1, 1998 – Incorporates Minute Actions of January 1, 1992, September 20, 1993 and May 15, 1995

Policy:

The Glendora Public Library offers a free borrower's card to those who live, own property, attend a K-12 school or are employed in the City of Glendora. Residents of jurisdictions that are served by members of the Metropolitan Cooperative Library System (MCLS) are also eligible for a free borrower's card. All other non-residents are eligible for a card upon payment of the applicable annual fee. Waivers may be granted as appropriate by Library Director, the volunteer coordinator, literacy coordinator or development coordinator in accordance with participation guidelines of the respective programs.

Requirements and conditions.

1. Valid identification\* and verification of permanent residence address must be provided at registration and when replacing lost cards. Additional proof of employment, school attendance or property ownership in Glendora is required if non-resident applying for fee waiver. An applicant with acceptable identification but without sufficient address verification, adult or child, may submit an application. The card will be mailed to the address supplied by the applicant. Once the card is received, the applicant may borrow materials. A parent or guardian's signature is required on an application of any child in the 8<sup>th</sup> grade and under.
2. Payment of annual non-resident fee not to exceed the then "prevailing rate"\*\*\* of library support per Glendora resident, if California resident.
3. Valid for 12 months from date of issue for non-resident.
4. Becomes inactive if not used for 3 years. Card may be re-instated with valid identification and address verification.
6. Borrowing privileges shall be temporarily suspended when a borrower's delinquent charges reach a total of \$2.00 or when a library item checked out on a borrower's card becomes 28 days overdue. Borrowing privileges shall be re-instated when the accumulated charges are paid in full or the overdue items are returned and all overdue fines are paid in full.

\* Valid identification must be a picture ID and may include but is not limited to the following:

- Current driver's license
- Current California ID
- School picture ID
- Current passport
- Military ID

Address verification may include and is not limited to the following:

- Printed checks
- Current car registration
- Mail delivered within one month
- Property tax bill
- Rental agreement

\*\* The "prevailing rate for library support" is derived from the current operating budget. The board shall review the fee annually.

Approved and adopted this 26<sup>th</sup> day of January, 1998

Ayes: 4

City of Glendora  
Library Board of Trustees

Noes: 0

Absent 1

Attest: Constance J. Tiffany  
Constance J. Tiffany, Library Director

By: Carol Gilkinson  
Carol Gilkinson, Vice-President

City of Glendora  
Administrative Policy  
No. 4.07 (a)

Subject: Refunds for non-resident cards (Addendum)

Effective: July 20, 1998

Policy Objective:

To establish a policy for granting refunds to non-residents who become eligible for free use of the Glendora Library.

Authority:

Board of Trustees of the Glendora Public Library

Policy

The refund shall be \$5.00. No refunds shall be given after 6 months.

Approved and adopted this 20<sup>th</sup> day of July, 1998

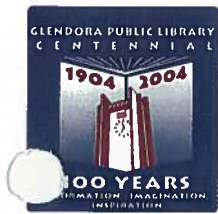
Ayes: City of Glendora  
Library Board of Trustees

Noes:

Absent:

Attest: Constance J. Tiffany By: Carol Gilkinson  
Constance J. Tiffany, Library Director Carol Gilkinson, President





## Glendora Public Library Events

### **July 2005**

- 02 3 p.m. Meet Author Denise Hamilton – Adult SRC – Library Main Floor  
04 Library closed in observance of Independence Day  
05 1:30 p.m. Puppet show “Ricky Raccoon & Recycling Ray” – Children’s SRC – Bidwell Forum  
06 3 p.m. Magic & Illusions – Teen SRC – Bidwell Forum  
07 1:30 p.m. Origami - Children’s SRC, ages 8 and up - Bidwell Forum  
09 1:30 p.m. Super Hero Craft Days – Children’s SRC – Bidwell Forum  
09 3 p.m. Meet Authors Sue Ann Jaffarian, Naomi Hirahara, Julie Anne Swayze – Adult SRC – Library Main Floor  
11 7 p.m. Books Alive! Discussion Group, *Read any Science Fiction Book*– Main Floor  
12 1:30 p.m. “Charlie and the Chocolate Factory” – Children’s SRC – Bidwell Forum  
13 3 p.m. Acrylic Painting – Teen SRC – Bidwell Forum  
14 1:30 p.m. Super Hero Craft Days – Children’s SRC – Bidwell Forum  
14 3 p.m. Graphic Novel Discussion – Teen SRC – Library Main Floor  
16 6:30 p.m. “A Night on the Plaza”  
18 7 p.m. Library Board meeting - Library Board Room  
19 1:30 p.m. “The Adventures of Cat Tastrophe” – Children’s SRC – Bidwell Forum  
20 3 p.m. Ventriloquist Extraordinaire – Teen SRC – Bidwell Forum  
20 7 p.m. Family Storytime and Craft – Children’s Room  
20 7 p.m. Meet Author Shirley Kerins – Adult SRC – Bidwell Forum  
21 1 p.m. Superhero Comic Book – Children’s SRC – Bidwell Forum  
23 1:30 p.m. Super Hero Craft Days – Children’s SRC – Bidwell Forum  
26 1:30 p.m. Lizard Wizard – Children’s SRC – Bidwell Forum  
28 1:30 p.m. Super Hero Craft Days – Children’s SRC – Bidwell Forum  
29 2 p.m. Amazing Juggler – Teen SRC – Bidwell Forum  
30 1:30 p.m. SRC Closing Party

### **August 2005**

- 01 SCR Volunteer Party, 3 p.m. – 4 p.m. – Bidwell Forum

### **Ongoing Events**

- “Time for Tykes” for preschoolers- no storytime in July & August – Tues & Wed 10:30 am
- “Family PJ Story Time” – every Wednesday – 7 pm
- The third Wednesday of every month is **craft night** at “Family PJ Story Time” –
- “Mother Goose Story Time” for infants & toddlers- every Thursday 10:30 am

### **Community Outreach**

- Babies, Books and Bibs/Family Literacy Outreach, 1<sup>st</sup> Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 4<sup>th</sup> Thursday of every month at 11:40 am at Arrow High School - last meeting May 26 before summer hiatus

### **Foundation Executive Board Meeting**

August 5 @ 7:00 a.m. Library - Main Floor (no meeting in July)

### **Foundation Quarterly Board Meeting**

October 18 @ 7:00 a.m. Library – Main Floor