

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

Library Conference Room

November 21, 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. PUBLIC COMMENT PERIOD**

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

**3. ADOPTION OF AGENDA**

*Possible motion to revise order of business or other*

**4. CONSENT CALENDAR**

4.1 Minutes of meeting of October 17, 2005- **action item**

**5. REPORT OF LIBRARY DIRECTOR**

5.1 *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*

**6. UNFINISHED BUSINESS**

6.1 Strategic Planning Update

*President Theel to report on status*

**7. NEW BUSINESS**

7.1 Budget Priorities for FY 2006/2007-initial discussion

*Weed-Brown to lead discussion*

7.2 LSTA Grant Opportunity – action item

*Weed-Brown to report*

7.3 Library Events Calendar

*A calendar of library or significant community events that include library staff participation. All or some of other Board members might choose to participate, but 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**

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

**Library Conference Room**

**November 21, 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. PUBLIC COMMENT PERIOD**

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

**3. ADOPTION OF AGENDA**

*Possible motion to revise order of business or other*

**4. CONSENT CALENDAR**

4.1 Minutes of meeting of October 17, 2005- action item

**5. REPORT OF LIBRARY DIRECTOR**

5.1 *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*

**6. UNFINISHED BUSINESS**

6.1 Strategic Planning Update

*President Theel to report on status*

**7. NEW BUSINESS**

7.1 Budget Priorities for FY 2006/2007-initial discussion

*Weed-Brown to lead discussion*

7.2 LSTA Grant Opportunity – action item

*Weed-Brown to report*

7.3 Library Associates Report on salary equity

*Weed-Brown to report*

7.4 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*

**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 Conference Room  
140 S. Glendora Ave, Glendora CA 91741

October 17, 2005  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:02 p.m. by President James Theel.

Board members present: James Theel, Doug Hodson, Don Fields, Sylvia Slakey, Sandra Freeman

Board Members Absent: None

Staff present: Anne Pankow, Development & Educational Services Coordinator; Elke Cathel, Administrative Assistant; Carlos Baffigo, Customer Service & Facilities Manager

**2. PUBLIC COMMENT PERIOD**

Carol Gilkinson, a teacher working for the Charter Oak School District, addressed the Board. She commended the Board for preparing a strategic plan for the Library. Gilkinson explained that she is in the process of writing a LSTA technology grant, which will benefit Charter Oak schools located in Glendora. She requested access to the data collected from the focus groups and community meetings. This data will help her write the grant proposal. Gilkinson said she needs the data by Thanksgiving. Pankow noted that a study session might be conducted with staff, Friends Foundation members and Library Board Trustees to look at the information that was gathered.

**3. ADOPTION OF AGENDA**

There were no changes to the order of the agenda.

**4. CONSENT CALENDAR**

It was **MSC (Hodson/Slakey)** to approve Minutes of meeting of October 17, 2005.

**5.1 REPORT OF LIBRARY DIRECTOR**

Pankow and the Board members congratulated Baffigo on his promotion. Pankow reported that Weed-Brown's doctor appointment is scheduled for next Wednesday. She hopes to be released to come back to work at that time. Pankow pointed out the articles pertaining to the Library in the *Glendora on the Move* newsletter, which is mailed to every household in Glendora. In response to Theel's question, Pankow stated that the library's web address is not listed in the newsletter. She will follow up with Larry Cox, Communications & Marketing Manager, to make sure it is added. Some discussion ensued on the possibility of changing the Library's web address to "Glendoralib.org" and the costs involved.

Pankow said staff is moving ahead with the recruitment for the Library Aide III position, as well as the library technician positions. Baffigo added that he is working on the job description for the technician so a proposal can be presented to the City Manager.

Hodson asked how many funds were raised at the Stein mart Fashion Show. Pankow clarified that the fashion show was not a fundraiser, but rather an effort to attract new patrons. Pankow, in response to a question from Hodson, provided details about the Wynn Foundation grant.

Theel asked for details about the failure of the air conditioning and the data loss on September 11. Baffigo stated that the roof top air conditioning unit that cools part of the building's second story failed. The computer room overheated and two hard drives on two different servers burned out. Two days worth of data, including processing, registrations, holds, check-out and check-in of material was lost. The cause of the unit failure could not be determined. Due to the data loss, staff is unable to verify what library material has not been returned yet.

This roof top air conditioning unit is critical and there have been numerous service calls since the initial failure. Quotes to replace the 20-year old unit are substantial. Baffigo added that the replacement of this unit is not part of the HVAC system project. Some discussion ensued on whether the old unit could be used as a backup to a new unit. Baffigo is scheduled to meet with Public Works tomorrow to discuss the

2  
roof top air conditioning. Theel stated that devices can be purchased that will send a page if there is a computer problem. Baffigo stated that Information Technology staff is checking into options.

In response to a question about today's flooding, Baffigo explained that the lobby flooded due to clogged gutters. The elevator and the inside of the Library were dry. Administrative Assistant Cathel and Senior Librarian Taylor mopped up all the water. The gutters should be cleaned regularly and Baffigo will address this issue at tomorrow's meeting with Public Works.

Slakey asked if there are any new developments in getting a maintenance aide specifically for the library. Baffigo said at this time there is no update. Public Works staff is working on establishing a maintenance schedule and a full-time maintenance worker will be hired. Baffigo reiterated that the library's needs are different from other city departments due to hours of operation and the amount of people coming in the building every day. Baffigo agreed with the Board that getting appropriate maintenance for the library is a substantial and legitimate concern. He feels Public Works needs to have time to establish a system. Some discussion ensued on whether Public Works staff should be invited to attend a Library Board meeting so that the needs of the library can be explained. The Board members concluded to let staff take care of this situation. They asked that they be notified if their help is needed.

## 6. UNFINISHED BUSINESS

### 6.1 Strategic Planning Update

Theel reported that all focus group meetings and one community meeting have taken place. The Board reviewed a hand-out provided by Theel listing the common themes among the five focus groups. These themes were prioritized by the community meeting participants. Theel is looking forward to more participation at the community meeting scheduled for October 22. He suggested doing a survey as the final step in this strategic planning process. The prioritized themes could also be brought back to staff for further discussion. Hodson said staff members are an excellent resource to provide input on what the patrons want.

Slakey said that the community meeting was well advertised and yet participation was low. In her opinion, the low participation can be attributed to Glendorans being pleased with the services the library provides. If there were concerns, people would attend the public meeting. Pankow stated that Weed-Brown reviewed all the video recordings of the focus group meetings. Fields noted that many people are not aware of what the library has to offer.

Slakey asked about the status of the salary report. Pankow stated that Weed-Brown is reviewing it.

## 7. NEW BUSINESS

### 7.1 Holiday Hours for 2005-possible action item

The Board reviewed Weed-Brown's memorandum regarding Holiday hours for 2005. Following discussion on this topic, the Board agreed with Weed-Brown's recommendations. **It was MSC (Freeman/Fields) to affirm the holiday hours as follows: Thanksgiving Eve, Wednesday November 23 the library will close at 5 p.m., Christmas Eve, Saturday December 24 the library will be closed due to Sunday holiday and New Year's Eve, Saturday December 31, the library will be closed due to Sunday holiday.**

### 7.2 Review Patron Confidentially Policy – possible action item

Baffigo explained that this policy, originally signed in 1996, was supposed to become a City Administrative Policy, but it never went through the complete process. Library staff has been following this policy, assuming that it was a City Administrative Policy. Discussion ensued on whether the Patriot Act affects these guidelines. Baffigo pointed out that the Library is following California State Law. Fields asked Baffigo to clarify the procedure if a patron does not return an item. Some discussion ensued on what constitutes library staff and who is authorized to contact patrons with overdue items. Pankow noted that the Library is unable to run a report showing how long overdue items have been overdue. Currently reports only show items overdue. Slakey pointed out that 4% of the collection being overdue is low. **It was MSC (Hodson/Fields) to approve this policy and forward it to the City to make it a City Administrative Policy.**

### 7.3 Library Events Calendar

The Board reviewed the events calendar. Hodson asked how the community meeting is being advertised. Theel pointed out that the information is on the Charter Oak home page, as well as on the Glendora

3  
Unified School District web page. Pankow pointed out the last author visit of the year on November 15, 2005. Tutor training held by Mary Miller, Glendale Literacy Coordinator, is scheduled for November 19, 2005. Hodson is excited about the author visit on November 15.

**8. BOARD MEMBER ITEMS**

**8.1 Agenda Planning Calendar**

The Board reviewed the agenda planning calendar.

**8.2 Board Member Items**

Hodson said that Weed-Brown should not be embarrassed about her current situation. He and the Library Board support her and want her to come back when she is ready. Hodson added that he really enjoyed the puppet display. He thanked Steve Slakey for his work. He also enjoyed the baseball books display. It inspired him to check out a baseball book.

Slakey congratulated Baffigo and Krause. Krause's addition strengthens that department. She and Steve had fun at the Fashion Show and enjoyed the jazz concert. She would like to check into the possibility of changing the library's web address to [Glendoralibrary.com/org](http://Glendoralibrary.com/org). Pankow said she will research it. Slakey stressed that the salary equity report needs to be available at the next meeting.

Freeman stated that the library is very busy on Saturdays.

Pankow reminded everyone to fill out her MAP evaluation.

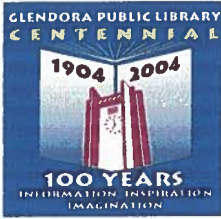
Theel added that he hopes to get a good turn out on Saturday for the community meeting.

There being no further business, meeting adjourned at 8:45 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

140 S. Glendora Ave.  
library@ci.glendora.ca.us

Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
From: Library Director *R. Eric*  
CC: City Manager  
Date: November 21, 2005  
Re: Director's Report

## Community

Fall programming is in high gear. October's Halloween events went very well. I understand the City Council enjoyed their time at Spooky Stories with the children! Creepy Cuisine was at capacity as well.

December 7<sup>th</sup> will be our annual holiday open house. The book store will be having a sale and music will be provided by Ginny Ferrand on harp and Sherry Glab on flute. We are so very fortunate to have these two ladies perform-it isn't often you get to be up close and personal with a harp and their music is so lovely!

December 1<sup>st</sup> is the MCLS joint meeting of the Administrative Council and SAB (System Advisory Board) members. Pat Vernons is our SAB representative and we will be traveling to the Glendale meeting together.

## Staff

We had a wonderful contingent at CLA conference this year: 8 staff and one Trustee attended the 3 day event in Pasadena. I was very pleased that we were able to accommodate so many interested staff, including one last minute participant who was able to use my registration.

Daniela Overlock was promoted to Library Aide II, replacing Sandy Krause who was promoted to Librarian I.

Carolyn, Ted and Carlos have now completed the MAP training. Anne will attend in early December. Once the managers have all gone through the process we will look at how to incorporate MAP aspects into the library.

Mary Pat has begun training staff and tutors on the literacy lab software-a demonstration will be given to the Library Board at the December meeting. Tutor training was held on Nov. 19<sup>th</sup>.

## Director

A big **THANK YOU** goes out to staff for carrying on during my most recent recovery. I will be happy to see 2005 end!

I had an initial conversation with Dave Guzak in IT about getting a library domain name on Sept. 22. Unfortunately the next day was my accident so we haven't had a chance to follow up. His reply: *We already own @glendora.ws if you would like to use that.* However .ws stands for Western Samoa and I do not feel that is appropriate. I will continue to work on this issue.

A reminder that the December board meeting has been moved to Dec 12, 2005 due to the holidays.



5



Speak w  
Web Services Consu  
Let us help you choose a domain  
(877) 731-4451 to

# SEARCH RESULTS

We are sorry but **glendoralibrary.org**, **glendori** **ava**

Log in to your account

## AVAILABLE

Select the domain name(s) you want to register and click **Add to Cart**.

- glendoralibrary.net
- glendoralibrary.org**
- glendoralibrary.biz
- glendoralibrary.info
- glendoralibrary.us
- glendoralibrary.tv
- glendoralibrary.cc

**Add to Cart**

## UNAVAILABLE

Make an offer or view WHOIS records by clicking on the domain name.

**Make Offer** **glendoralibrary.com**

## TRY A NEW SI

TIP: Adjust your d search slightly and try ag

www.

Is your domain name listed above?

*best deal - 10 yrs @ \$15/yr = \$150.00*

*shorter periods: 5 yrs @ \$17.60/yr*

*3 yrs @ 24.67 yr*

*2 yrs @ 35 yr*

*1 yr @ 35 yr*

\*Register.com reminds you of your obligation not to register any names that infringe or violate any trademark intellectual property rights.  
View our Services Agreement



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

Adult Services/Reference *Carolyn Thomas*

Interviews for the vacant Library Aide III Children’s Services position are currently being held. We hope to have a person in place by the beginning of December to help with the December children’s programs.

A great big *thanks* goes to Robin for allowing 8 staff members and one library board member (Sandra Freeman) to attend the California Library Convention held in Pasadena November 5-7. We had the opportunity to hear some terrific authors speak which included Firoozeh Dumas, Alexander McCall-Smith and Robert Crais. In addition, we each attended appropriate workshops and sessions which help keep us current in the profession and aware of new trends in the library field. For example, some of us attended sessions on virtual reference, audio downloadable materials, e-notification and publicity for patrons, early literacy, what’s new with reference sites on the internet, how to start a coffee kart, teen book discussion groups and even planning for next year’s conference (which will be held in Sacramento). There was even a speaker who talked about librarian images in film! This was a valuable and inspirational conference and provided an opportunity for staff to get together off-site and have a good time.

*Books Alive* met Monday, Nov. 14 and members discussed East of Eden by John Steinbeck. The Foundation provided 6 free copies of the next selection Gilead by Marilynne Robinson (there are copies available for check out). The next discussion will take place on Monday, Jan. 9. 2006.

Several events were held in October and all were successful. The Children’s Department offered two sessions of *Creepy Cuisine, Trick-or-treat around the library, and Spooky Stories*. All of the City Council attended, read stories and helped share the love of reading to children. Sylvia Slakey and Jim Theel were on hand that night as well to help pass out treats. Teen Read Week was offered the third week in October. Over 40 teens turned in a book review of a non-fiction title and received a free book. Most of the teen book reviews were turned in by one group of students from Whitcomb High School.

Reference staff is planning to offer training classes to the public beginning Spring 2006. Ideas for the range of training classes could include: “How to Use Electronic Resources at the library”; “How to Use the Library Catalog”; “Basic Computer skills (how to use a mouse, log on, create email account)” and “Student Resources”. More information will be forthcoming in the months ahead.

December events coming up include:

- Stories with Santa: 12/6 at 10:30 am; 12/7 at 7 pm
- Build Your Own Gingerbread House: 12/15 at 3 pm; 12/17 at 10:30 am (Saturday program)
- storytimes will continue throughout December

**Circulation and Facilities**

*Carlos Baffigo*

**Circulation**

Business at the Circulation desk has been steady.

A new bookdrop was installed by Glendora Avenue next to the existing audio/visual drop. Also, a new audio/visual drop was installed in the Vista Bonita parking lot, next to the bookdrop.

**Facility**

Public Works filled the vacancy for a Senior Maintenance Worker assigned to facility maintenance under Paul Sheldon, Facility Operations Supervisor. New hire Luis Cervantes will be the hands-on maintenance worker for facility maintenance and repairs at City Hall and the Library.

A meeting was held on Tuesday, October 18<sup>th</sup> with Public Works to discuss the aging IT rooftop air conditioning unit. It was agreed that the replacement of the unit is a high priority issue. Public Works will explore options for replacement and funding.

Air Ex Air Conditioning has updated the installation date of the air conditioning replacement project to mid-February. Project completion should occur in March.

A new high frequency pigeon repellent system was installed by Public Works in and around the clock tower. Hopefully, this system will drive the pigeons away.

**Children's Services/Young Adult**

*Cindy Romero & Gaetano Abbondanza*

**Children's**

October was a very busy month in the children's room. We had over 700 people attend storytimes through the month. In addition, we held 2 creepy cuisine sessions for elementary school age children that served about 145 people. Spooky Stories Under the Stars was a huge success. All 5 City Council Members attended to read stories with the children. The Little Green Witch and Spiderman made appearances. Thank you to Sylvia Slakey and Jim Theel for their help that night, we had about 135 people attend. During regularly scheduled storytimes the week before Halloween, the children were able to Trick-or-Treat around the library.

We are currently running the In-n-Out Food for Thought program. When children age 4-12 read 5 books, they can receive a certificate for a free hamburger from In-n-Out. We have about 400 children signed up. This program will continue through November 16. The week of November 14 is Children's Book Week. This year's theme is "Imagine." Stop by the children's room for a special treat during the week.

We are beginning to prepare for our December events. Santa will visit us on December 6<sup>th</sup> and 7<sup>th</sup>. On December 15<sup>th</sup> and 17<sup>th</sup>, children will have an opportunity to build their own gingerbread houses.

**Young Adult**

From October 17-22, 2005, the library took part in the annual "teen read week" by offering a reading program for young adults. This year's theme focused on non-fiction books. Students who read a book of their choice, filled out a brief summary/review form, and turned it in were rewarded with a free book (there

were nine titles to choose from). A total of 54 students participated, with many coming from Whitcomb School, which promoted the program to all of its students.

**Development & Education Services**

*Anne Pankow*

Christine Cravens began the new school year at Arrow High School with the Teen Parent program. In the past, it has been called the Teen Mom program. She had one teen dad attend her program, so it has been renamed the Teen Parent program, in the hopes that more fathers will participate. She distributed 15 books to teen parents to encourage reading to their children and begin creating a home library. On the first Thursday of each month from September to June, Christine meets with teen parents at Arrow High School. Bonnie Deering conducted one Babies, Books & Bibs program at Foothill Presbyterian Hospital. Thirteen pregnant soon-to-be mothers attended along with other family members and friends for a total of 26 who listened to Miss Bonnie’s song and story time while she stresses the importance of reading to their child beginning at birth.

On October 5, the library was jazzed up from 2:00 – 4:00 with the Citrus Jazz Band. It is always a lively event, with coffee, punch and cookies available to anyone visiting the library during that time. About 200 people enjoyed the music that afternoon. In addition, the Friends Bookstore began a sale that lasted until Saturday, October 8. It always amazes me how many people look forward to special sales in the hope that they will find some real treasures. There was at least 4 city staff that left the library that afternoon with bags full of books and videos and big smiles on their faces.

Mary Pat Dodson and Anne Pankow took a grant writing workshop on October 14 at the Center for Non-Profit Management in downtown Los Angeles. This workshop gave brief overviews of the grant writing process and how to search for grant sources. Then on October 15, Malla Ramkishun and Anne Pankow took a grant writing workshop at Citrus College. This class was conducted by a professional grant writer and gave greater detail of the components of a grant application. The three of us are new to grant writing and we hope to work together in the future to find sources and write successful grant proposals.

**Support Services**

*Ted Taylor*

Support Services staff is keeping up with the increase in library materials being purchased this fiscal year. Our department is looking for ways to work smarter in order to process more materials than last fiscal year, as well as keep up with the always constant withdrawal of library materials to make room for the new.

We are counting how many items get **ordered** each day, get **received** each day, and get **fully processed** and go downstairs into the collection **each day**. Our goal is to process more items than are received while keeping up with the withdrawals. We have had the same level of staffing as last year, with the exception of some additional part time help from a former employee Aimee Beauchemin, as well as some of the Support Services staff doing triple duty – Angie Andino, Caroline Hernandez, Daniela Overlock, and Suzette Farmer. I appreciate the team spirit and hard work that the Support Services staff has made to make this fiscal year more productive than last year. We will continue to monitor our process and report any staffing needs.

9

Glendora Public Library Summary Data for October 2005

	Last YR Oct.	This YR Oct.	Percent Change	Last YTD	This YTD	Percent Change
<b><u>SERVICE CONTACTS</u></b>						
I.7 Hours Open	196	241	23%	881	955	8%
A. Library Visitors	21,564	24,525	14%	92,671	96,681	4%
A.2 Visitors per Hour	109	101	-7%	—	—	—
C. Community Contacts*	307	18655	5977%	4,222	27,454	550%
TOTAL SERVICE CONTACTS (A+C)	21,871	43,180	97%	96,893	124,135	28%

**KEY SERVICE INDICATORS**

1. Total Registered Borrowers	—	—	—	46,843	51,289	9%
1.2 Library Cards Issued	336	342	2%	1,420	1,348	-5%
2. Items Loaned	28,067	30,100	7%	123,846	125,046	1%
2.1 Items Loaned per Hour	143	125	-13%	—	—	—
3. Requests for Information	3,632	5,751	58%	13,404	18,820	40%
C.5 Presentations, Community & Special Events	1	3	200%	23	8	-65%
C.6 Presentations, Community & Special Events - Attendance	43	264	514%	430	777	81%
E. Total Computer Usage	23,174	26,376	14%	86,367	92,513	7%
4.9 Children Attending Programs	735	1,046	42%	2,675	4,154	55%
E.5 Library Home Page Views	2,072	2,749	33%	7,454	9,349	25% ***

**SPECIFIC SERVICE INDICATORS**

*(included in above totals)*

A.4, A.6 Total Forum Attendance	485	815	68%	2,445	3,715	52%
3.3 Fax, Mail & E-mail Requests for Information	1	76	7500%	17	137	706%
3.2 Telephone Requests for Information	183	234	28%	783	806	3%
3.1.3 Percent of In-Person Questions - Complex Questions	140	310	121%	427	783	83%
4.1 Children's Requests for Information	1,029	1,484	44%	3,223	4,998	55%
D.1 Literacy Students Served (Currently Active)	7	16	129%	—	—	—
D.2 Literacy Hours Tutored	32	41	28%	113	192	70%
E.2 Internet Users	2,856	3,473	22%	12,199	13,417	10%
E.3 Electronic Resources Users	1,135	4,718	316%	3,367	14,067	318%
E.4 Web Links Collection Views	19,078	18,067	-5%	70,596	64,650	-8%
F.2 Volunteer Hours	353	335	-5%	1,772	2,499	41%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$5,033	\$3,930	-22%	\$19,927	\$16,114	-19%
H.1 Items Owned (snapshot)	—	—	—	140,385	145,055	3%
I.6 Percent of Collection Overdue (snapshot)	4%	5%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	20%	21%	1%	—	—	—

**All Story times cancelled July 28 - September 13, 2004 due to Plaza Project**

**No events in the Forum July 28 - September 13, 2004 due to Plaza Project**

**Library closed October 20 -October 25, 2004 due to flooding opened on October 25 at 2 p.m.**

**Library closed November 11, 2004 - Veterans Day, and closed November 25 & 26 for Thanksgiving**

**Library closed at noon Dec 23, closed Dec 24-26, closed at noon Dec 30, closed Dec 31 due to Holidays**

**Library closed January 17, 2005 in observance of Martin Luther King Jr. Day**

**Library closed February 21, 2005 in observance of President's Day**

**Library closed May 30, 2005 in observance of Memorial Day**

**Library closed July 4, 2005 in observance of Independence Day**

**All data lost September 9, 10, 12 due to hard drive failure (unable to renew items Monday, Sept 10-lost revenue-fines-holds)**

\* New statistical data being collected starting March 2000

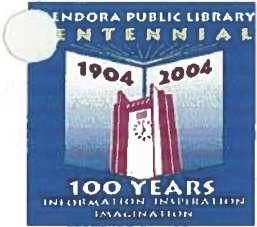
\*\*YTD figures represent annual average visits per hour

\*\*\*City does not default to the Library's Web Links page, consequently numbers are lower and software changes are counting differently

**We are monitoring new system data and these statistics are subject to verification.**

**6.**  
**Unfinished**  
**Business**

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



Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@ci.glendora.ca.us

Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
From: Robin Weed-Brown, Library Director *RWB*  
Date: November 21, 2005  
Re: Agenda item 7.1- Budget Priorities

It won't be long now until we start our annual budgeting process in the City. It usually kicks off in January with deadlines every 2 weeks or so. This year we will have the added joy of working with the new finance software!

If there are any specific needs or issues the Library Board would like to see addressed, this would be a good time to start discussing and prioritizing.





Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@ci.glendora.ca.us

Glendora, CA 91741

## MEMO

To: Board of Library Trustees  
From: Robin Weed-Brown, Library Director *RWB*  
Date: November 21, 2005  
Re: Agenda Item 7.2-LSTA Grant Possibility

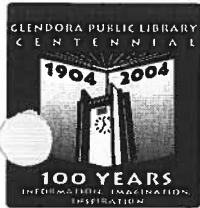
---

Washington Elementary School teacher and former Library Board Trustee Carol Gilkinson would like to partner with the library on a LSTA grant proposal. Due to the nature of the proposal, Carol suggests the library be the lead applicant. Initially a short general concept proposal is submitted, with the current deadline for that being December 9, 2005—a short timeframe! Her ideas are:

- Funding to bring the Accelerated Reading Program to the library. \$6,000.00 This program is used in both school districts to encourage reading. The computer program tests for comprehension, I believe, by the student responding to approximately 5 questions on a computer. With Washington School being slated for renovations this summer, housing the AR program at the public library could potentially bring in many new users from an underserved area.
- Funds for a children's librarian to make weekly visits to Washington, Willow, and the Homeschoolers at Oak Knoll (an underserved area).
- Additionally, Washington could provide training to students and adults regarding the use of the electronic resources available at the library, possibly at their Wednesday *Family Night*.

Carol would be working with the Development Office on this grant if approved by the board to move forward. I do have some concerns regarding the short time frame however Carol has pointed out this initial document is a concept paper, not the full blown grant.

I would appreciate feedback from the board on this and a vote to either accept or decline the offer at this time.



## Glendora Public Library Events

### November 2005

- 05 10:30 a.m. – Scrapbookin' for Fun- Library Main Floor
- 11 Veteran's Day – Library closed
- 14-19 Children's Book week – theme for the week :“Imagine”
- 14 7 p.m. Books Alive! discussion group *East of Eden* by John Steinbeck-Library Main Floor
- 15 7 p.m. Meet author Charles N. Stevens, “*An Innocent at Polebrook: Memoirs of a B17 Bombardier*”- Library Main Floor
- 19 9 a.m. - 4 p.m. Tutor Training – Bidwell Forum
- 21 7 p.m. Library Board meeting – Library Board Room
- 23 Library will close at 5 p.m.
- 24 Thanksgiving Day – Library closed
- 25 Day after Thanksgiving – Library closed

### December 2005

- 6 10:30 a.m. Stories with Santa-Bidwell Forum
- 7 Friends Bookstore Sale
- 7 2 p.m. – 4 p.m. Holiday Open House with flautist Sherry Glab & harpist Ginny Farrand-Library Main Floor
- 7 7 p.m. Stories with Santa-Bidwell Forum
- 15 3 p.m. Gingerbread Houses, kids age 5 thru 12-Bidwell Forum
- 12 **7 p.m. Library Board meeting-Library Board Room (date changed)**
- 17 10:30 a.m. Gingerbread Houses, kids age 5 thru 12-Bidwell Forum
- 24, 26 Christmas Holiday-Library closed
- 31 New Year's Eve Holiday-Library closed

### Ongoing Events - Story times continue throughout December

- "Time for Tykes" for preschoolers - Tuesday & Wednesday 10:30 a.m.
- "Family PJ Story Time" – Wednesday 7 p.m.
- The third Wednesday of every month is **craft night** at "Family PJ Story Time"
- "Mother Goose Story Time" for infants & toddlers- Thursday 10:30 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> Thursday of every month at 12:35 p.m. at Arrow High School

### **Foundation Executive Board Meeting**

December 2, 2005 @ 7:00 a.m. Library - Main Floor

### **Foundation Quarterly Board Meeting**

January 17, 2006 @ 7:00 a.m. Library – Bidwell Forum

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

**AGENDA ITEMS**

**Library Board Agenda Planning Calendar FY 05-06**

- On-going:** Strategic Planning Committee
- July 18:** Review Admin Policy 4.07 & 4.01; Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 15:** Review Admin Policy 4.03-display policy, review Admin Policy 4.04-bylaws
- September 19:** SRC wraps up; Review Admin policy 4.04-Bylaws, Policy 4.03-display policy
- October 17:** Holiday Hours-Thanksgiving & Christmas  
Focus Group update, document on lib card/patron confidentiality
- November 21:** Budget Priorities FY 06-07-initial discussion  
Review Library Associates document on salary equity?  
Community group meetings update/strat planning
- December 12:** Mid-year review of goals 05-06  
*(moved from 19)*
- January 17:** Budget 06-07  
*(Adjusted for MLK)*
- February 21:** Goal planning 06-07; Friends Foundation funding staff requests for 06-07  
*(Adj. for President's Day)*
- March 20** Librarian/day essays; NLW
- April 17**
- May 15** Closed session: Self-evaluation of the Board-begin process & Evaluation of the Director-begin process
- June 19** Agenda planning 06-07; Closed session: Eval. Lib board; Eval-Lib Dir

LSTA Grant

The two page proposal is due in Sacramento on December 9.

Possible Title ---- Librarians and Literacy

Here is the information for the following items on the proposal

1- 6 are informational items about your library.

7. Number of people directly served -- 1,100 students, parents community members.

(There are 900 students in all 3 schools; parents and community members will also benefit from events.)

- 9. Washington School            Dr. Mary Martinez
- Willow School                Dr. Don Frank
- Oak Knoll                      Jon McNeil

10 Goal 1 Equitable access to lifelong learning through the development of children, youth, and family literacy services

    Goal 2 Improve clients' understanding of electronic library resources through training

- 11. Amount    \$21,600
- 400 hrs. childrens librarian services        \$10,000.00
- [10hrs/wk=40 wks (summer support would be youth volunteers)]
- Fees for AR summer Program                 \$ 6,000.00
- Materials-AR books, paper for printer       \$ 2,100.00
- 2 dedicated PC's                                \$ 3,000.00
- 1 networked printer                             \$ 500.00

12 A community-wide needs assessment identified the following needs:  
    Need to encourage early reading; need to do outreach and partner with schools; need to bring services to children; need to reach underserved areas.

13. The community was involved in a series of focus groups (teen, school/parent, business & service, seniors, and faith based groups). These groups identified needs and will be involved in the development of programs to meet these needs. Principals and teachers at the partner schools helped develop the planned program.

14. The children, parents and community members in the south end of Glendora which are currently underserved will benefit. Specifically the children at the schools will receive high quality library services from regularly scheduled visits by a children's librarian. The students will also have access to the Accelerated Reader program at the library during the summer months to improve their literacy skills.

15. A children's librarian will visit the three schools on a weekly basis to develop book clubs, conduct story times, and provide training on how to access electronic resources.

The librarian will also provide support to the school library staff in improving their library's connection to the public library. The Accelerated Reader Summer program will be purchased by the library so that students at the schools can continue to participate in the program that they already use during the school year at their school sites.

16. The project will continue after the project year through the funds provided by a combination of sources which include the Library's Foundation, the School District Foundation, business partnerships, and parent donations. This program will attract funding because of its high impact on improving services to an underserved area and improving literacy at the schools served.