

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

Library Conference Room

**February 21, 2006
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 January 17, 2006- **action item**

5. REPORT OF LIBRARY DIRECTOR

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

6. UNFINISHED BUSINESS

6.1 Strategic Plan Draft Report

Library Director to present draft for Board input

7. NEW BUSINESS

7.1 Meetings with City Council members

President Theel to lead discussion on Council assignments

7.2 Librarian for a Day Essays

President Theel to lead Library Board ranking of essays

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. CLOSED SESSION

9.1 Library Personnel restructuring

10. ADJOURNMENT

4.

Consent Calendar

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

January 17, 2006
7:00 p.m.

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

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

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

It was MSC (Freeman/Slakey) to combine agenda item 7.1 *Review of Vision Statement* with agenda item 6.1 *Strategic Planning Update*.

4. CONSENT CALENDAR

It was MSC (Slakey/Freeman) to approve Minutes of meeting of December 12, 2005.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown stated that the Friends Foundation Quarterly Board meeting was held that morning. Foundation member John Jackson announced the arrival of his grandson. Jackson and his wife will be moving to Carlsbad to be closer to him.

Weed-Brown said that loaning of reference material for short periods of time has been allowed in the past to accommodate patrons. After a recent incident where reference material was not returned until two days later, Weed-Brown decided that only she and Senior Librarian Thomas can approve special loans until further notice.

The City Manager requested that staff get additional bids for the library's web page redesign. Letters for proposals were sent out. So far two companies have contacted Weed-Brown to verify the Library's needs.

Weed-Brown stated that the Brew, Books & Bargains event went well. Marcia Conway provided great support and greeted incoming patrons. The bookstore sale held that day was also successful. This event will take place the first Saturday of every month through the end of this fiscal year.

The Friends Foundation is looking at remodeling the bookstore and has authorized additional funds to do so. The donor books were moved from the lobby display cases and placed on a custom-built cabinet on the Library main floor. Staff is now actively looking for displays and signs have been placed in the display cases.

Weed-Brown stated that the idea was brought forward to disassemble the Centennial Display panels and attach them to the walls throughout the library. The Board liked this suggestion. Hodson added that the Centennial Display was never intended to be a long-term display.

Theel complimented Ted Taylor on the way he provides information in his department monthly report.

Weed-Brown said that there might be openings in other divisions within the Library after the Library Technicians are hired. She felt that this might be the time to re-evaluate staffing needs and will be working with the managers on this opportunity.

Weed-Brown informed the Board that within the last month staff has received two requests from the public to rent the Plaza, which is considered part of the Forum. Weed-Brown pointed out that the Plaza is not mentioned in the Forum policy.

Weed-Brown indicated that the Plaza could be a new revenue source for the Library; however, various issues would need to be addressed, such as modernization of the Forum kitchen, insurance needs and creating a separate Plaza application and checklist. Weed-Brown stated that at this time all requests will be denied because the Library is not able to accommodate them this year.

Weed-Brown asked the Board members if they felt this issue was worth exploring. Following discussion on this subject, the Board decided that it should be explored further. Hodson stated that Community Services uses college students to open and close their rental facilities. He suggested contacting that department to see if the Library could also hire these students. He added that staffing costs would need to be calculated into the total cost to rent the Plaza. Slakey commented that this revenue should be earmarked to benefit the Library. Theel voiced his concern that the groups who had requested to use the Plaza might be upset that their request will be denied.

Theel suggested having one policy for Bidwell and the Plaza. Weed-Brown agreed. She stated that she discussed this issue with the City Manager and that there will be an addendum to the current Bidwell Policy, with all policies applying to the Forum as well as the Plaza. This addendum will be brought back for the Board and City Manager to review.

6. UNFINISHED BUSINESS

6.1 Strategic Planning Update and Review of Vision Statement – combined with 7.1

Weed-Brown informed the Board that staff reviewed the comment sheets at the All Staff meeting on January 5. They acknowledged that PR issues need to be resolved. To improve PR, staff recommended implementing e-mail notification for events, overdues and holds, using a banner to market the Library, and utilizing a marquee. They also suggested visiting specific service groups to highlight Library services based on that group's specific needs. Some other suggestions included removing the planter by the computer area to gain more space, and recreating the new book area by using different shelving and lighting.

Weed-Brown stated that following discussion on the service roles and what the staff wants the Library to be known for, staff decided on Current Topics and Titles and Lifelong Learning as service roles. Staff members felt that a vision statement is no longer needed.

In response to a question from Theel about the vision statement, Weed-Brown explained that the vision statement was created in the 1990s and was used as a tool by the previous director. Weed-Brown stated that the vision statement is out of date and does not lead the Library forward. She recommended updating or deleting it. Slakey liked the Code of Values, but felt that some bullet points need to be re-written to make it consistent. The Board agreed that the Library's mission statement supports the City's mission statement. Slakey commented that the Library makes an effort to be in touch with the community by doing outreach and finding out what the public wants.

Theel commented that the Library needs to reach people in the new housing developments. Slakey suggested giving Library information to realtors to distribute to potential buyers. Weed-Brown added that the Chamber of Commerce has "Welcoming" packages, in which Library information is included. Theel said that the Library is a symbol of a community's well-being, and the Library's success in supporting Glendorans is reflected in the support to the Friends Foundation.

The Board discussed the service roles and how many the Library should have. Weed-Brown pointed out some of the differences between the Lifelong Learning and General Information service roles. She commented that General Information is more reference oriented, and staff would need to develop towards that service role. Slakey said the common denominator is the knowledgeable staff.

Slakey recommended Current Topics and Titles and Lifelong Learning as service roles. She also suggested eliminating the vision statement. Discussion ensued on the difference of the meaning of Lifelong Learning in the academic world versus the Library world. Weed-Brown said that the Lifelong Learning service role could be reworded to clarify its Glendora role.

It was MSC (Slakey/Freeman) to retain the Library mission statement, to delete the Library vision statement and to focus on Lifelong Learning and Current Topics and Titles as the Library's service roles.

6.2 2006/2007 Library Budget Update

Weed-Brown reported that there is no update at this time. As usual the Personnel worksheets will be submitted first. Additional budget processing training on the Pentamation system will be scheduled soon.

Slakey asked about the status of the Classification and Compensation study. Weed-Brown reported that she met with the consultant. She shared her concerns such as losing qualified applicants due to low salary, the Library's high number of part-time staff and constant training due to high turn over with the consultant. She also addressed internal equality. Weed-Brown noted that the consultant has worked with libraries before. She said the study should be done some time in March.

7. NEW BUSINESS

7.1 Review of Vision Statement -moved to 6.1

7.2 Library Events Calendar

The Board reviewed the events calendar. Theel pointed out the Athena reception January 20 at 6:30 p.m. and the author visit on March 4. Trivia is scheduled for March 17. Freeman asked if a date has been set yet for the Volunteer Recognition Luncheon. Weed-Brown said the event will take place in April, and she will confirm the exact date. Weed-Brown informed the Board that Earth Day Celebration will take place April 22 and Night on the Plaza is scheduled for July 15.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Slakey said she would like to continue the personal relationships with the Council members and asked if dates should be set up again to meet with City Council. Weed-Brown commented that it would be beneficial to stay in touch. Theel asked that this be added to next month's agenda.

The Board reviewed the agenda planning calendar. Weed-Brown stated that the goals for 06/07 will be moved to March's meeting. She summarized that setting up meetings with City Council, review of the Strategic Plan and Friends Foundation staff requests will be on next month's agenda. Weed-Brown added that the Bidwell Forum Policy addendum will be on February's or March's agenda.

Freeman pointed out that she will miss the May Board meeting. Theel stated that he will miss the April meeting. Slakey will miss the June meeting.

8.2 Board Member Items

No items reported.

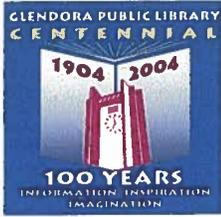
There being no further business, meeting adjourned at 8:57 p.m.

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



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Glendora, CA 91741

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MEMO

To: Board of Library Trustees
From: Library Director *RBN*
CC: City Manager
Date: February 21, 2006
Re: Director's Report

Community

The Athena Reception for our library donors was well attended in January. The Development Office outdid themselves with a wonderful evening of food and fellowship. The highlight of the evening was the special recognition of John and Sharon Jackson, Jack and Connie Watson, White's Funeral Home and Crestwood Communities for their on-going support of the foundation and library.

February, Library Lovers Month as it is known by in Glendora, was kicked off with a presentation by Linda Hermann of *A&J Cake Decorating* called *Chocolate Fantasy*. Wonderful, easy to make chocolate treats were made and then tasted by the audience. On Valentine's Day, library patrons were wooed by the romantic guitar of Michael Ryan in the afternoon and poetry reading in the evening.

New displays will be appearing regularly in the lobby. Currently a wonderful display on the soup bowl project is up - thank you to our 'curator' Steve Slakey for coordinating the displays.

Staff

Full-time staff attended three sessions on emergency preparedness presented by John Schmidt, EOC Coordinator for the city. All library staff also attended a refresher, or new training, on CPR and using the AED (Automatic Electrical Defibrillator) one of which is kept in the circulation office.

Staff held a baby shower for Cindy Romero on Feb. 2. She has about a month and a half to go-if she lasts that long!

The City's social group held a taco lunch for all city staff down at the Teen Center, Feb. 8th.

The mid-managers and I have started meeting weekly again. We had cut back to twice a month, but it was felt that meeting weekly, even if only briefly, was beneficial in keeping everyone up to date. The team is reading a new book, H.I.M.M., High Impact Middle Management, by Lisa Haneberg. This is a wonderfully well-written book and should engender some lively discussions in our March meetings as well as add tools and skills to the management team.

Daniela Overlock and Angie Andino were offered, and accepted, the two new full time Library Technician positions. Their first day in their new positions was Feb. 13. Congratulations!

Many of our full time staff met with the C&C study personnel in February. A report is expected, or hoped for, in March that will go to the city council for review.

Carlos has been working closely with Public Works to keep things on track at the library. Recently the public restrooms were re-painted!

Director

5 RFP's for the redesign of the library's website were received by the deadline of January 26, 5pm. The range in prices was astounding as were seeing all the possibilities for the web site. Staff reviewed the proposals, and then they were run by the city's IT staff for input. The final decision was to go with a local Glendora company, PhD Computing which is right up the street on Meda. We are hoping the redesign may be done by April for National Library Week. The new domain name, Glendoralibrary.org, has been secured for 10 years.

I attended the Rotary Mini-grant presentation at GUSD headquarters. Grants for either \$300 (individual) or \$600 (2 or more teachers) were handed out to teachers at both GUSD and COUSD. These grants allow the teachers to try new and innovative teaching techniques without reaching into their own pockets to fund them.

Anne Pankow, Chris Cravens, Elke Cathel and I attended a workshop on dealing effectively with the news media. Interestingly, the presenter was a former IRS employee! How to respond to media inquires was reviewed at the February All Staff meeting to be sure all employees were up to speed on city and library procedures.

The management team and I have been looking at how library space is being utilized, both for the public and staff. A plan has been drafted to move staff workspaces around and reviewed with the City Manager, Library Board President and Friends Foundation President. I will review the plan at this meeting for additional feedback. We hope to start the staff workspace moves at the end of February with completion by the end of March. Carlos will be off for several weeks in April welcoming the birth of his third child so we hope to get this element done before that happens. Post-summer reading program, the library will start addressing public areas in response to input from the focus and community groups and some exciting changes with the Friends Foundation bookstore. These changes will impact the Library Board meetings – they will be moved to Bidwell.

In closed session we will be discussing changes in library personnel and staffing patterns.

Don't forget to mark your calendars for the March 4th at 2 pm, author visit of Firoozeh Dumas who wrote the popular *Funny in Farsi* book. We are expecting a large crowd. The GUSD PTA is handing out copies of her book to sophomore English class students and encouraging them to attend. This partnership with the PTA and library development office is exciting and one we hope will continue to flourish.

And of course March 17th is our 14th Great Trivia Challenge at APU at 6:30pm. Be there or be square!

Next board meeting: March 20th, 2006.

Division Monthly Reports

Glendora Public Library
(626) 852-4891

140 S. Glendora Ave. Glendora, CA 91741
library@cl.glendora.ca.us

To: Robin Weed-Brown
From: Carolyn Thomas, Carlos Baffigo, Cindy Romero, Gaetano Abbondanza, Anne Pankow, Ted Taylor
Date: January 2006 Report

Adult Services/Reference - Carolyn Thomas

Several new databases were added in fall 2005 with the hopes that patrons would want to access information remotely from their homes or offices. In January alone there were 544 remote access searches for the Gale Databases. Live Homework Help, which also began remote services in the fall, reported 123 remote access logons compared to 115 logons within the library for the month of January. Even with our brand new *Los Angeles Times* database which we began in January, we have 9 remote access logons. Patrons are using our services remotely and as we evaluate new electronic products to add, we ensure that remote access is available.

Gail Jebbia began as a Part Time Librarian I –On Call February 6 and is already planning story times for this week. She has attended a summer reading club workshop already. Deb Takahashi puts on her PJ's for Family PJ Story time and is featured in the front page of the *Glendora Press Highlander* (see "Pajama-rama party" Jan 26, 2006!).

Librarian for a Day essays are in and Library Board members will help judge the winning essays. Librarian for a Day takes place on March 8, 2006.

A Free SAT workshop is being offered by the Friend's on March 11. Lunch will be provided for this all day workshop. Registration begins February 15.

We are beginning budget preparations for FY 06/07 and FY 07/08. Of course prices are increasing in many areas; consider this:

periodical subscriptions FY 05/06 = \$13,715 (same number of subscriptions)

periodical subscriptions FY 06/07 = \$15,087 (same number of subscriptions)

Cindy and I will be evaluating a children's catalog and expect to have a recommendation by the end of March.

Circulation – Carlos Baffigo

Circulation:

Abi Ellis started in her new position as Library Aide II – Periodicals.

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Gail Jebbia left the Circulation Department to pursue her future career goals as a PT Librarian in Reference.

Victoria Sun started as an on-call Library Page.

FY 06-07/07-08 budget preparations are well underway.

Carlos Baffigo attended the MCLS Circulation Committee meeting in El Segundo. The quarterly meeting provides a forum for discussion on current events and issues concerning Circulation services for all MCLS libraries. Topics discussed at the meeting concerned teacher loans and the disruptive patrons issues.

Facility:

Full-time staff were involved in Community Emergency Response Team training (CERT) for disaster preparedness.

All staff attended one of three CPR/AED training sessions offered by John Schmidt, Emergency Services Training Coordinator.

New first aid kits were purchased for all divisions.

Work on the Main Floor air conditioning project will commence on February 21st. Impact to library operations will be limited to one or two days when cooling will not be available.

Public Works and Community Services' Parks Department will begin repairs to the Northwest wall in late February or early March.

Children's Services/Youth - Cindy Romero & Gaetano Abbondanza

Our Librarian for a Day Essay contest just concluded with 53 essays turned in by students in grades 3-8 who live or attend school in Glendora. The contest ran from January 9-February 6. Thank you for taking the time to judge the essays. We are looking forward to seeing many of you at the luncheon on March 8.

Come help us celebrate Dr. Seuss' Birthday on March 2 in the Children's Room. Children and their families can come and enjoy refreshments, crafts, coloring, and a chance drawing for Dr. Seuss books from 10-5 that day. Deborah is creating a wonderful bulletin board as a backdrop for the event.

We will celebrate National Library Week with 2 events. Tony Daniels will delight us with his magic show on April 1. On April 6, children will have the opportunity to draw their own comic book with Cartoon Factory's Big Jim.

Gail Jebbia has started working with us in the Children's Room and will take over for me while I am away. She is an excellent addition to the Children's Staff; I am enjoying the opportunity to work with her.

Young Adult

FREE SAT WORKSHOP OFFERED AT GLENDORA LIBRARY

Great Opportunity at the Glendora Public Library! A FREE SAT workshop is being offered on Saturday, March 11 from 10 am to 3 pm. The workshop will provide tips on how to study for the SAT as well as overviews of the Reading Comprehension, Essay Writing and Mathematics portions of the exam. Free pizza lunch will be provided and an opportunity to win an SAT study guide. Registration begins February 15th, in person or by phone at (626) 852-4891. The SAT workshop will be held at the Glendora Public Library, upstairs in the Bidwell Forum, 140 S. Glendora Ave. This workshop is made possible through the Glendora Public Library Friends Foundation.

For the month of January, the Library employed a total of six young adult volunteers for a total of 35 hours of library service. Volunteers aided the Library in public computer registration and program/internet questions, as well as helping with the design of the young adult bulletin board.

The Science Resource database, which was added last fall, is especially helpful for middle and high school level research. It contains topic overviews, experiments, biographies, multimedia files, articles, and other types of science related information. Like all databases, it can be accessed from within the library or remotely by logging on to http://www.ci.glendora.ca.us/library/web_collection/eresources.html
A library card is required for remote access.

Development & Education Services – Anne Pankow

The Friends hosted the first Brew, Books and Bargains on Saturday, January 7 from 10 am to 12:45 pm. The Friends had a Large Print book sale. Marcia Conway, a Foundation Board member, greeted everyone who entered the library during that time. She is a wonderful ambassador for the library, sharing her enthusiasm with patrons for upcoming programs in the library such as the author event and the SAT workshop. We estimated about 25 – 35 people enjoyed coffee while browsing the book sale.

The Donor Reception was held on Friday, January 20th at 6:30 in the library. It was a huge success, with 123 much appreciated donors in attendance. There were four special presentations that evening to honor two corporate donors and two family donors – Crestwood Corporation, White's Funeral Home, John and Sharon Jackson, and Jack and Connie Watson. This was the first donor reception in two years. Normally this is an annual event. Village Eatery catered the event and the food was delicious.

Wendy Pritzlaff, representing Glendora High School PTA, contacted the Development Office to find ways for the PTA to partner with the library and the Friends Foundation. The result is that the English department has added Firoozeh Dumas' book, *Funny in Farsi*, to the sophomore English curriculum and purchased 200 copies to distribute to students. Students are being encouraged to attend our author visit. If you plan on attending, please arrive early in order to get a good seat. There may be a huge crowd if they can all find a place to park.

On the first Thursday of December, Bonnie Deering conducted one Babies, Books & Bibs program at Foothill Presbyterian Hospital. Thirty two (yes, 32!) pregnant soon-to-be mothers attended along with other family members and friends for a total of 60 who listened to Miss Bonnie's song and story time. Christine Cravens conducted a teen parent program at Arrow High School on the same day and distributed 18 books to teen parents.

Support Services - Ted Taylor

January was a month to plan for the new year 2006.

Staffing: The vacancy of the dedicated Library Aide I position will be filled by two Library Aide 1s reflecting the traditional staffing model of working both behind the scenes in support services and at the circulation desk..

Michelle Pasillas has replaced Abi Ellis as one of the 3 Library Aide I processors. Abi has been promoted to Library Aide II and she now works as one of the Periodicals clerks. Carlos and I are planning on interviewing candidates for the other two Library Aide I positions in February 2006.

Angie Andino and Daniela Overlock also have been promoted and replacements for their 2 positions are in the works. Caroline Hernandez will take over Angie's duties of ordering library books, etc. Other reassignments will be made in the near future as the result of promotion of various staff.

Statistics: Until the vacant positions have been filled, the work output will not be as high as in previous months.

	2006			2005		
	Items Added	Items Withdrawn	Items Mended	Items Added	Items Withdrawn	Items Mended
Jan	776	784	143	669	377	260
Feb				670	379	447
Mar				971	912	376
Apr				858	761	398
May				1,130	510	377
Jun				1,234	161	352
Jul				510	385	631
Aug				563	454	395
Sep				857	562	513
Oct				1,012	877	506
Nov				1,020	1,358	295
Dec				770	674	450
TOTALS	776	784	143	10,264	7,410	5,000
Ave/Month	776	784	143	855	618	417

Another 'view' of our goal – to work smarter, accomplish more – is a weekly tally of the following:

TASK	Jan 2-8	Jan 9-15	Jan 16-22	Jan 23-29	TOTALS
Ordered	4	425	66	217	712
Received	41	151	260	333	785
Added	147	189	167	210	713
Withdrawn	84	349	116	132	681
Mended	23	42	49	29	143

These statistics help the Support Services staff 'see' if we are keeping up with the number of items being received. For each item we receive, we need to add an item (in order to keep up) and we are withdrawing as many items to make room on the shelves downstairs. The number ordered keeps us alert as to what to expect in the near future, while the items mended is the Selector's decision.

Glendora Public Library Summary Data for January 2006

	Last YR Jan	This YR Jan	Percent Change	Last YTD	This YTD	Percent Change
<u>SERVICE CONTACTS</u>						
I.7 Hours Open	222	222	0%	1,528	1,614	6%
A. Library Visitors	23,917	20,104	-16%	157,158	154,676	-2%
A.2 Visitors per Hour	108	90	-16%	—	—	—
C. Community Contacts*	3759	817	-78%	32,277	30,885	-4%
TOTAL SERVICE CONTACTS (A+C)	27,676	20,921	-24%	189,435	185,561	-2%
<u>KEY SERVICE INDICATORS</u>						
1. Total Registered Borrowers	—	—	—	47,757	52,092	9%
1.2 Library Cards Issued	386	305	-21%	2,362	2,133	-10%
2. Items Loaned	31,293	29,242	-7%	209,837	205,400	-2%
2.1 Items Loaned per Hour	141	132	-7%	—	—	—
3. Requests for Information	5,143	3,998	-22%	25,967	29,107	12%
C.5 Presentations, Community & Special Events	1	4	300%	28	19	-32%
C.6 Presentations, Community & Special Events - Attendance	37	238	543%	707	1,135	61%
E. Total Computer Usage	25,704	19,236	-25%	164,144	167,136	2%
4.9 Children Attending Programs	517	672	30%	4,785	6,696	40%
E.5 Library Home Page Views	2,078	3,569	72%	13,232	18,234	38% ***
<u>SPECIFIC SERVICE INDICATORS</u>						
<i>(included in above totals)</i>						
A.4, A.6 Total Forum Attendance	380	830	118%	4,225	6,260	48%
3.3 Fax, Mail & E-mail Requests for Information	21	19	-10%	49	242	394%
3.2 Telephone Requests for Information	206	238	16%	1,410	1,457	3%
3.1.3 Percent of In-Person Questions - Complex Questions	182	220	21%	941	1,424	51%
4.1 Children's Requests for Information	1,046	993	-5%	6,032	7,782	29%
D.1 Literacy Students Served (Currently Active)	8	18	125%	—	—	—
D.2 Literacy Hours Tutored	37	42	14%	195	330	69%
E.2 Internet Users	3,459	3,348	-3%	21,132	23,277	10%
E.3 Electronic Resources Users	701	5,225	645%	6,932	30,663	342%
E.4 Web Links Collection Views	21,465	10,425	-51%	135,700	112,281	-17%
F.2 Volunteer Hours	425	438	3%	2,889	3,636	26%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$6,090	\$4,734	-22%	\$35,742	\$28,578	-20%
H.1 Items Owned (snapshot)	—	—	—	140,323	144,449	3%
I.6 Percent of Collection Overdue (snapshot)	4%	4%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	22%	20%	-2%	—	—	—

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)

Library closed November 11 for Veteran's Day and 24 & 25, 2005 for Thanksgiving

Library closed December 24, 26, 31 due to Holidays

Library closed January 2 and 16 due to Holidays

* New statistical data being collected starting March 2000

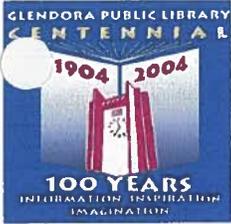
**YTD figures represent annual average visits per hour

***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



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
Date: February 21, 2006
Re: Agenda item 6.1- Strategic Plan Draft

Attached for your review and comment is the draft of the strategic plan for 2006-2010.

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Glendora Public Library and Cultural Center
Plan of Service-draft
2006-2010

DRAFT

Our Mission

The Glendora Public Library enriches the community by connecting people to the world of ideas, information and imagination to support their work, education, personal growth and enjoyment. The library stimulates civic involvement and is a symbol of the community's well-being.

The Planning Process

The Glendora Public Library embarked on a two year strategic planning process in 2004. A committee comprised of community, Friends Foundation and library staff explored current and projected demographics, trends, strengths and weakness of the library and the roles and services of the library.

Focus groups were convened in 2005 representing key segments of the community: teens, seniors, schools/parents, service/business organizations and the faith community. Feedback was gathered on what library services they expected or desired from their public library and how well services were currently being delivered. Open community meetings were held after the focus groups for a broader perspective and to help prioritize responses. Several meetings with the library staff were also conducted to fold in their valuable frontline insights and feedback on community input.

The Library Board of Trustees reviewed and identified key service areas or roles for the library to focus on based on the information and feedback gathered by the committee. The resulting plan of service will guide library services and resource allocations and will be updated annually.

The Findings

Glendorans closely mirrored national priorities for public library services. (Marist Institute for Public Opinion: *The Public Library: A National Survey*, Nov. 2003). These key areas are: programs and services for children, technology, accessibility, a comfortable environment, customer service-oriented and competent staff, good collections in a variety of formats, cultural programs for all ages and outreach into, and partnerships with, the community.

Expanding technological applications will be a major focus in responding to the current and future needs of Glendorans. More resources will be made accessible via the web site and available 24/7/365; promotion of programs and services via e-mail and cable

television to reach a broader audience; staff training in using, promoting, instructing the public in electronic resources will become a priority.

One additional area of focus will be library promotion. Comments were made by the public that the library was the 'best kept secret' in town. Comments by staff indicated some frustration that many of the services and resources identified as desired by the community were already offered at Glendora Public Library. New and innovative techniques will need to be explored to further enhance the library's visibility as well as traditional methods currently in place such as newsletters, press releases, newspaper articles, presentations to community groups and the library's website.

Guiding Concepts for 2006-2010

The Glendora Public Library and Cultural Center supports self-directed personal growth and development, lifelong learning, for all ages. This includes:

- Staff knowledgeable in subjects and topics of interest to the community and able to provide expert assistance in locating materials of all types and formats
- Collections that are easily accessible and organized to encourage browsing
- In-depth collections and resources in areas of special interest to Glendorans
- Access to collections and resources from home, work, school or other venue through the appropriate use of technology
- Programs and resources that encourage and support informal learning from introducing children to the joy of reading to more structured adult literacy services
- Individual and group meeting and/or study areas
- Outreach into, and partnerships with, different segments of the community to promote lifelong learning and library services and resources

The Glendora Public Library and Cultural Center strives to fulfill our community's appetite for current information about popular culture, social trends and recreational experiences through its collections and programming. This includes:

- Staff knowledgeable about popular culture and literature
- Collections that reflect the community's interests and in a variety of formats with enough copies to meet demand
- Programs and exhibits that reflect community interests and stimulate dialogue
- A pleasant environment with warm and friendly staff that facilitates community interaction and browsing of the collections

Goals and Objectives

FY 06/07

Expand virtual/electronic access to library services and resources:

- Launch and Promote new website
- Business database, all databases, promotion and training
- Audio downloads
- Reference e titles

Readers Advisory

- training for staff
- Polaris/Syndetics module purchased/implemented

Restructure programming

- Add second children's sessions where needed
- Transfer Adult and YA programming to DES, except Summer Reading programs

PR and Outreach:

- Channel 3 programs: adult literacy, homebound,
- Expand presentations to community groups
- Implement email option for program notification, holds, and related account management
- Promote bookstore remodel

Facility:

- Plan and begin implementation of main floor layout remodel
- Add shelving
- Begin replacement of study carrels

FY07/08

Online tutorials for patrons

Early literacy program

Book discussion group for kids

Continue internal layout remodel

New copier service-City-wide issue

Continue replacing study carrels

Forum upgrade: projection equipment, storage space, speakers/audio equipment, conferencing equip?

Replace circulation desk-may move to 08/09

Polaris Kid's Catalog module purchased

Subject headings on stack ends-when all shelving in place- may move to 08/09

FY08/09

Begin planning for expanded children's area-story time room

FY09/10

Build children's room expansion

7.
New
Business



Glendora Public Library Events

February 2006

- 04 10 a.m. – 12 p.m. *Brew, Books & Bargains in the Library* - main floor
- 06 "Librarian for a day essay" contest ends 8:30 p.m.
- 08 3 p.m. *Chocolate Fantasy* - main floor
- 14 2 p.m. – 4 p.m. *Romantic Guitars* with Michael Ryan & Ken Souderlund- main floor
- 14 7 p.m. *Poetic Verse* –main floor
- 20 President's Day – Library closed
- 21 7 p.m. Library Board meeting-Library Board Room

March 2006

- 02 Community Read-In
- 02 10 a.m. – 5 p.m. Dr. Seuss Birthday Party celebration- Children's room
- 04 2 p.m. Meet Firoozeh Dumas, author of *"Funny in Farsi"* – Bidwell Forum
- 08 12 p.m. "Librarian for a Day" luncheon – Bidwell Forum
- 11 10 a.m. – 3 p.m. SAT workshop, registration required – Bidwell Forum
- 13 7 p.m. Books Alive! discussion group *Things Fall Apart* by *Chinua Achebe*- main floor
- 17 6:30 p.m. Great Trivia Challenge 14 – Azusa Pacific University
- 20 7 p.m. Library Board meeting – Library Board Room
- 28 7 p.m. "Take a Hike" – Learn about hiking trails in Glendora- main floor

Ongoing Events

- "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, 1st Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 1st Thursday of every month at 12:35 p.m. at Arrow High School

Foundation Executive Board Meeting

March 3, 2006 @ 7:00 a.m. Library - Main Floor

Foundation Quarterly Board Meeting

April 18, 2006 @ 7:00 a.m. Library – Bidwell Forum

8.
Board
Member
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; review of vision statement
(Adjusted for MLK)

February 21: Librarian/day essays; set up meetings with Council
(Adj. for President's Day)

March 20 NLW; Bidwell Addendum-Plaza, Admin Policy 4.01; Friends Foundation funding staff requests for 06-07; Review proposed Web Links Collection Policy

April 17 Goal planning 06-07

May 15 Closed session: begin process of Self-evaluation of the Board & Evaluation of the Director

June 19 Agenda planning 06-07; Closed session: Eval. Lib board; Eval- Lib Dir

Handouts

February 14, 2006

Library Board of Trustees:

The Librarian for a Day Essay Contest has been completed. We would like to ask for your assistance in choosing the winners. We had a total of 53 entries, 21 from 3rd grade, 13 from 4th grade, 14 from 5/6th grade, and 5 from 7/8th grade. Please choose 1 winner from each grade level. Please circle your choice and return this form to Elke at the Library Board Meeting. Thank you for taking the time to help us choose our winners. I look forward to seeing you at the luncheon on March 8.

Thank You,
Cindy Romero

3rd grade

Essay 1
Essay 2

4th grade

Essay 3
Essay 4

5/6th grade

Essay 5
Essay 6

7/8th grade

Essay 7
Essay 8

“Librarian for a Day” Essays

Essay One:

A library card can unlock the door to your imagination by letting you experience stories like mysteries and fairy tales. A library card can also make your dreams come true because it allows you to learn about something new and important to you. It can teach you fairness when you learn about other cultures. It helps you understand why people come from different languages. This is important to help our communities grow by knowing about our neighbors. A library card can entertain you better than television or movies because you can create your own story picture and imagine what the characters look like and how they act. A library card can teach you about all of the different animals and the unusual ones, too! It can teach you about the Solar System and plants, too! I think everyone should use their library card every day!

Essay Two:

Before I got my library card I wanted it so bad. Whenever we went to the library, I forgot about getting one. Finally I got my library card last summer. When I got my library card, if I didn't have a book to read, then the library card of mine was nice bright and shining.

For the next couple of weeks I didn't go. Finally I went in November and got myself a really good Mystery book except I finished it since I stayed at the library so long. I found a new good Christmas book and then checked it out.

Research can also be done. If you don't have a computer or some books on what you are doing research on, if you don't have a library card, where would you look? You would have to go to your friend's house, but they would be doing the research so you need a library card.

Library cards can be used for many things as I mentioned. Library cards can help you get an “A” if you use it for doing research or just if you get tired or bored and have nothing to do you can get a book. You can go through adventures or go find mysteries if you just have a library card to check out books.

Essay Three:

My library card takes me to places full of adventure and excitement. Instead of watching t.v., or playing video games, I read good books. When I read Harry Potter books, my library card turns into the Hogwart's Express to take me to Hogwarts to learn and do magic with Harry and his friends. It can also be the wardrobe that leads me into Narnia to join the battle against the White Witch when I read The Lion, The Witch, and The Wardrobe. When I start reading the Voyages of Doctor Dolittle, my library card is the ship that takes Doctor Dolittle and me to Spidermonkey Island. What amazes me is that I can travel to different places and still be in my room at the same time. That's now my library card changes my world.

Essay Four:

A library card can change my world. I think that a library card change can my world by helping me learn how to read and write. When I grow up I want to be an author. If I go to the library and select a chapter book then I can look for vocabulary words for my stories, ideas or a subject for a book that I can write.

Also, I want to learn how to doodle. If I discover how to draw or sketch then I can to the "Glendora Public Library" and check out a sketching book. Wow! The librarian gave me a library card that changed my world, so now I can check out a book and then I will know how to write and draw books of my own. I can use my library card any time. My library card changed me into an author.

Essay Five:

“How can a library card change your world, you ask me?” I’ll tell you. I do almost everything in Glendora, Azusa, and Covina. I go to the same places, do the same activities, and see the same sites. I get bored occasionally, but I found the cure for that—a library card. It can take you any place you want without crowds or fees. Your library card doesn’t stop there. It can help you in sports, new subjects, and even where to go and how to pack when you take that trip. You can also get movies, DVD’s, and much more! “This is too good to be true,” but it is true. All you have to do is go to your nearest library, get a library card and find the right book. That is how your library card can change your world. Your library card may be free, but to me, it’s priceless.

Essay Six:

If I didn’t have a library card I would die. Why? Because I wouldn’t be able to read some of my favorite books and experience new ones. Every summer I join the Reading Club where I read books, tell the librarian about them, then get a prize. But the real prize is just reading the book.

My library card is worth more than a hundreds of dollars. When the \$1,000 you could only buy a few books, but with a library card, you can have access to a zillion books. Your imagination can take you to amazing places. You can think what you to think, instead of watching TV or playing video games, where you just sit there like a slug.

If you are someone who doesn’t like to read, try these winners: Eragon, Harry Potter, or the Da Vinci Code (you will want to read the good ones over and over again).

I became rich when I got my library card.

Essay Seven:

How can a library card change your world you may ask. With a library card you could take a book home and explore new and exciting things. You could pretend to be how and who you would like to be. For example, you could pretend to be Wendy, Captain Hook, or Peter Pan from the book Peter Pan. One of the most important things your library card could be used for is assisting a student with their homework and helping further their education. I myself use my card all the time to find a little adventure and fantasy, and yes my homework too. So as for changing the world, I do have my library card to stock up on all the ideas I want on what I could do to change the world. After all I would be in the place and that place is my library card.

Essay Eight:

A library card is your ticket for the train whose destination is the land of imagination. It is your fare that allows you to travel to different places and explore new ideas, thoughts, and theories. Having a library card lets you checkout books that can change the way you behave. Any book could influence you, after reading a famous baseball player's biography, you may choose to try out for baseball. After reading Agatha Christie, you may think about human psychology-you may find yourself trying to predict if a person is going to do rock, paper, scissors. Conversely, a book could transform you philosophically, as you realize you have been looking at the glass half-empty and not half-full. In conclusion, in order to be changed by books, you need two things- a mind open to changes and a library card. A library card can change your world by changing you.

Charter Oak Unified School District
Washington Elementary School

Accelerated Reading Program
Glendora Public Library Facility Use Proposal

Purpose:

Promote summer time reading, reduce summer learning loss and provide resources for at risk children to learn

Request:

Washington Elementary School is asking to use the Glendora Public Library literacy lab and computers to serve as a host for our Accelerated Reader (AR) Summer Reading Program. The request is to use the facility on Saturday's during the summer from June 1, 2006 to September 1, 2006. Times of actual use to be determined

Washington Elementary will provide the following

- Funding for the online program (AR Summer Reading Program)
- Volunteers (Proctors) to monitor the AR program

AR Reading Program Benefits¹

- An interactive, kid-friendly website
- Take quizzes on more than 85,000 books
- Monitor reading progress
- Access to fun website
- Create a customized Reading List
- Reduce summer learning loss
- Spend Free time wisely

Benefit to Glendora Public Library

- Encourages reading and literacy
- Increases community awareness
- Identifies Glendora library as first-use library
- Potential to increase new patrons

Promoting life long learners and readers,

Dr. Mary Martinez
Principal

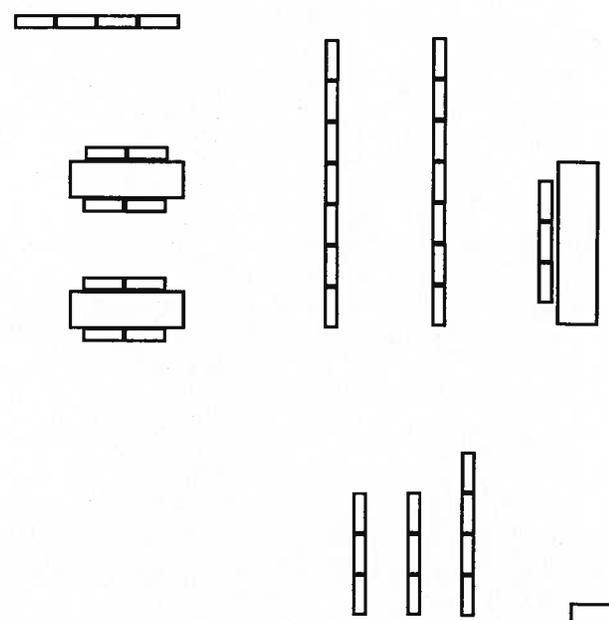
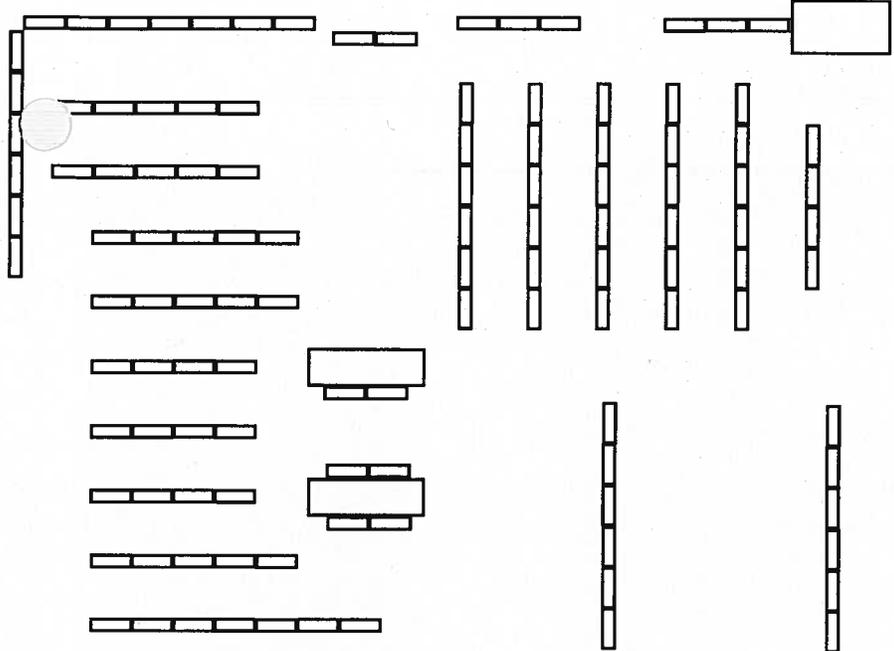
Carol Gilkinson
AR Program Director
Teacher

Don Davis
School Site Council Member
Glendora Resident
Parent

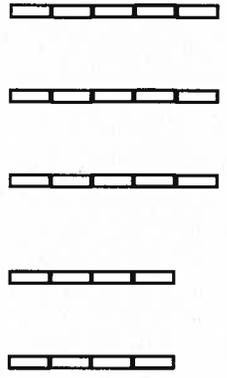
¹ AR Summer Reading Program brochure, Renaissance Learning --- <http://www.arsummer.com>

Current

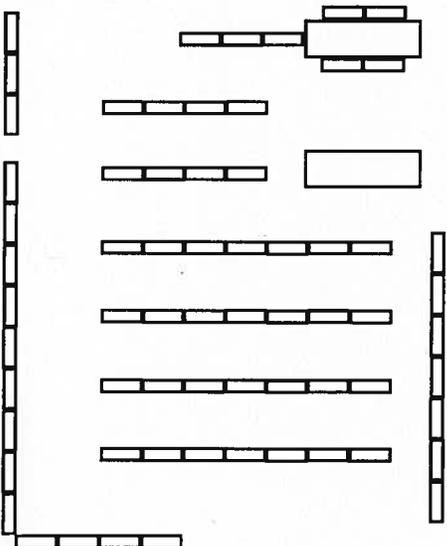
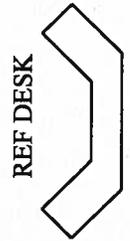
DEVELOPMENT OFFICE



REFERENCE OFFICE



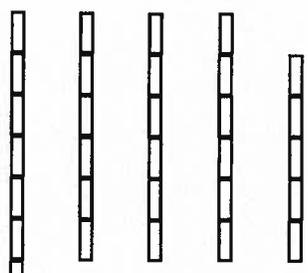
TECH CENTER COMPUTERS



BOOKSTORE

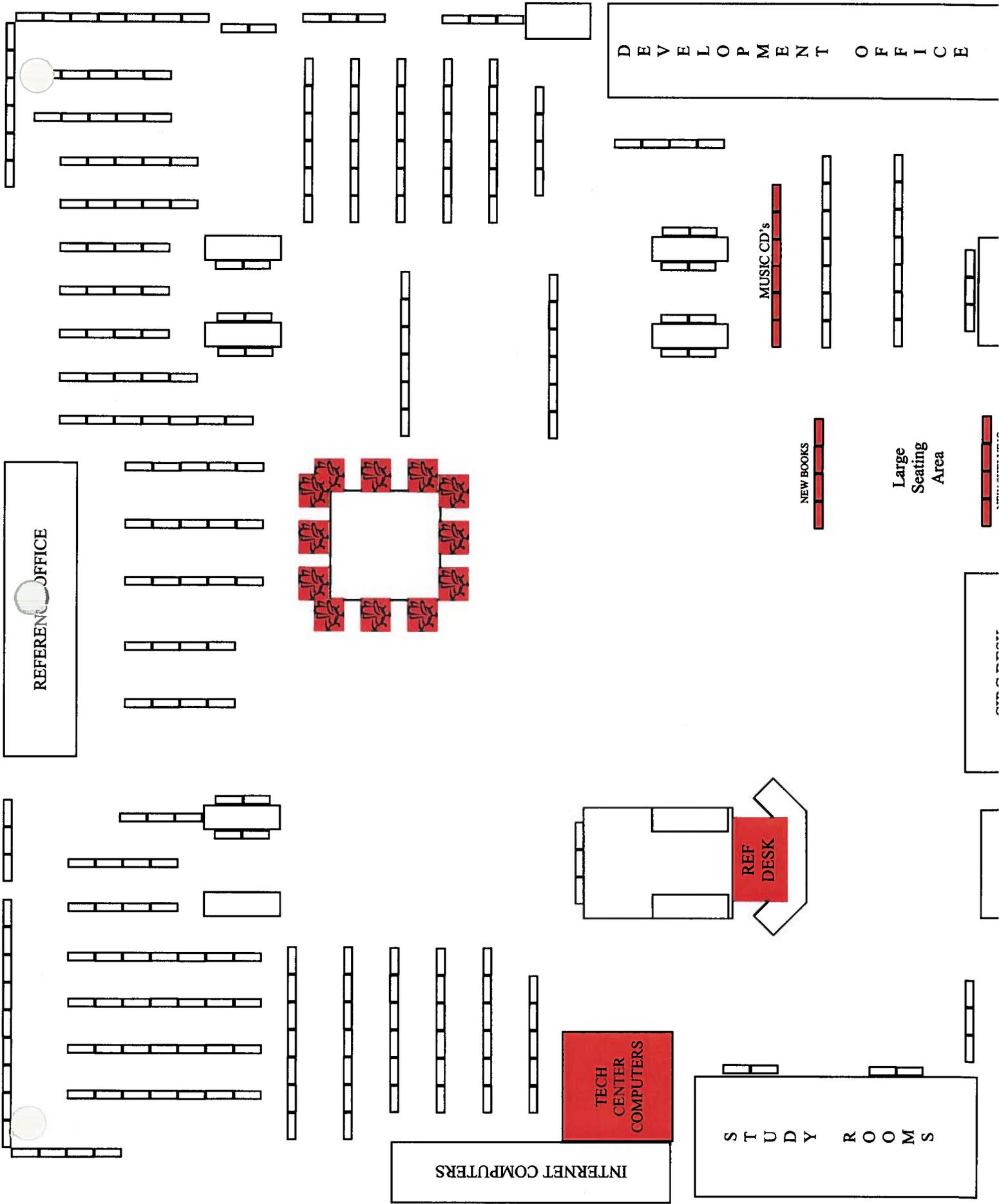
CIRCULAR

INTERNET COMPUTERS



STUDY ROOMS





D E V E L O P M E N T O F F I C E

R E F E R E N C E O F F I C E

MUSIC CD's

NEW BOOKS

Large Seating Area

REF
DESK

TECH
CENTER
COMPUTERS

I N T E R N E T C O M P U T E R S

S T U D Y R O O M S

Glendora Public Library
Division Relocation Plan

Phase I (1 – 2 weeks) – Cost: \$500 - \$1,000 (Painting, carpet cleaning, cabling, etc.)

- Create a through wall opening from Director's Office to Board Room.
- Temporarily move DES into Forum.
- Move RWB & EC into DES Office space.
- Move SS into RWB office & Board Room.
- Move DES into SS space.
- Move Friend's Bookstore into SS space.

Take out extra
Lockers in Staff
Lounge for extra
Storage space
+
Ladies Bathroom
upstairs

Phase II (2 – 3 weeks) – Cost: \$1,500 – 2,000 (Tables, cabling, etc.)

- Move all Public access computers to Homework Center space.

Phase III

- Move Reference Desk closer to library entrance.
- Shelving moves and shifting collections.
- Re-configure tables and chairs.

Things to consider:

- Printer locations
- Use of old magazine shelving
- Use for Tech Center planter – sculpture/art display area, etc.?

- Plugs / electricity needs
- Dave's office space in SS

Lobby

CIRE DESK

CIRE

TECH

TECH

TLL

TED

B

PAGES

8'-0"

16'-0"

SOPE

PERIOD STORAGE

TABLE

ACQ. FILE

REC.

PROC

ADDING

PROC

FILE

COPY CAT.

STORAGE

MEND

PRINTER

20'-0"

Board Room

RWB's office

14'-0"

15'-3"

PLAZA

37'-4"

Lobby

9'-6"

16'-6"

New Bookstore

STAFF DESKS

AP's OFFICE

STORAGE

LOADING DOCK

LEFT

18'-8"

SOFTING

STAFF COUNSEL

17'-9"

