

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

Library Bidwell Forum

**March 20, 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 February 21, 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 Report – action item**
Library Director to present report for final comment and approval
 - 6.2 **Library Remodel – action item**
President Theel to lead discussion on approval of conceptual plan
 - 6.3 **City Council Discussion Points**
Library Director to present items for possible discussion with City Council
7. **NEW BUSINESS**
 - 7.1 **Review of Proposed Addendum to Administrative Policy 4.01 – Bidwell Forum**
President Theel to lead discussion on addendum to Bidwell Policy to address Plaza
 - 7.2 **Requests from Staff to Friends Foundation**
Library Director to present requests from staff to Friends Foundation for Fiscal Year 2006/2007
 - 7.3 **Review of Proposed Web Links Collection Policy**
President Theel to lead discussion on proposed web links collection policy
 - 7.4 **Report on CALTAC Workshop – “Making the case for libraries”**
Theel and Hodson to report on workshop
 - 7.5 **Library Events Calendar**
A calendar of library or significant community events that include library staff participation. All or some of other Board members might choose to participate, no action is required
8. **BOARD MEMBER ITEMS**
 - 8.1 **Agenda Planning Calendar**
Plans for future meetings to be discussed
 - 8.2 **Board member items**
Announcements only—no action will be taken on any item brought up at this time
9. **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

February 21, 2006
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:01 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

Carol Gilkinson, a teacher working for the Charter Oak School District, addressed the Board. Gilkinson asked to use the Library as a testing site for the Accelerated Reader Summer Reading Program, which runs from June 1, 2006 to September 1, 2006. Volunteers will be prepared to handle students from the various schools. They will also monitor the testing process, so there will be no impact to library staff. Laptops utilizing WI-FI will be provided and used to administer the tests. Renaissance Learning will handle all advertising. Gilkinson was unsure as to what time of day the testing would take place at the Library. She pointed out the numerous benefits to the Library, such as introducing students to the library, increasing access to underserved areas and partnering with a school. Gilkinson provided the Board with background information on the Accelerated Reading Program.

The Board reviewed the hand out provided by Gilkinson. Gilkinson explained the need for a site that is accessible on Saturdays. Additional sites and times will be available for children to take tests, such as Family Reading Night at Washington Elementary School. Gilkinson said there is a wide range of books available to take tests on. The Library will not be responsible for providing any books. Books may be obtained from the school libraries. Over 100,000 tests covering K-12 will be available. Gilkinson said that schools normally have between 5,000 and 8,000 tests.

Gilkinson stated testing teaches children that they are accountable for what they are reading. As a result, they have better literacy skills and comprehensive skills. Motivation to take the tests includes pride and rewards, such as t-shirts. Some teachers also make this process part of the grade.

Weed-Brown noted that students might participate in the Summer Reading Program once they are at the Library taking the test. Slakey asked that the Board formalize its support of the Accelerated Reader Summer Reading Program at the next Board meeting. Theel stated that this will be great outreach to the underserved area of Glendora. Weed-Brown and the Board thanked Gilkinson for attending the Board meeting.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

It was MSC (Fields/Slakey) to approve Minutes of meeting of January 17, 2006.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that the decision has been made to contract with PhD Computing for the Library's web page redesign. Weed-Brown brought the RFP for the Board to review. She stated that the City's IT department met with PhD Computing. Reference checks were done and all contacted clients had positive responses. Some have had on-going relationships with PhD for five or more years. Weed-Brown sent the agreement to the City Manager and the City Attorney for review.

There are additional steps to complete once the contract has been reviewed by the City Manager and City Attorney, such as requesting a purchase order and a check. It will take approximately four to six weeks to create the new web page. Weed-Brown added that the new web page will be promoted. Theel suggested counting the views of the new web page.

Staff will choose the categories for the web page and is not required to stay with the City template. Staff will also be responsible for the maintenance. Although the possibility to outsource maintenance exists, Weed-Brown felt that Library staff can manage with the help of the IT department. She added that several staff members have voiced their interest to be trained on web site maintenance. She hopes to have someone in place within the next year. Weed-Brown added that the IT department researched calendar programs for the Library and said they can purchase one at a reasonable price.

Theel asked about the Library procedure currently in place on how to handle the news media effectively. Weed-Brown explained that the library policy ties into the City's policy. Any calls from the media are to be referred to her. If it is simply a question about confirming an event, it can be referred to a manager. She added that the policy was reviewed at the All Staff meeting in February.

Theel asked whether the circulation desk remodel will be added back into the budget for Fiscal Year 06/07. Weed-Brown replied that the remodel has been moved to 2008/2009. Weed-Brown pointed out that this project has not moved forward in the city's budgeting process the last couple of years.

Theel asked about vacancies in the Library due to internal promotions. Weed-Brown replied that currently one Library Aide II and one Aide III position are vacant. Two Library Aide I positions that had been vacant have been filled via internal promotions. Due to these promotions, there are now two vacant page positions. The flyers for the Aide II and III position recruitment have been approved, so recruitment will begin shortly.

Theel pointed out that the First Aid kits need to be kept current. He asked about the Library's databases. Weed-Brown stated that staff is looking at different databases, such as Readers Advisory. The contract for the database Business Decisions is also currently being processed. Weed-Brown informed the Board that Baffigo is looking at purchasing keychain-sized library cards.

6. UNFINISHED BUSINESS

6.1 Strategic Plan Draft Report

Hodson commented that the strategic plan is short and concise. Freeman and Slakey agreed. The Board members recommended some minor changes, such as listing the Library Board of Trustees as part of the committee exploring strengths and weaknesses of the Library. Weed-Brown suggested posting the final strategic plan on the Library's new web page. She announced that Larry Cox, the City's Public Information Officer, wants to write an article on the Library's strategic plan.

The Board discussed the goals for 2006/2007 and Theel voiced his concern that there might be too many goals listed. Weed-Brown commented that preparation for many of these goals is already being worked on, such as email notification, which is currently in the testing stage. Theel asked if the Library is going to offer classes on how to use databases. Weed-Brown stated that the Friends Foundation is planning to offer some classes this fall. She added that the training will be on library resources, not basic computer skills. Weed-Brown stated that Baffigo is scheduled to meet with Dave Davies, Deputy Public Works Director, next week about getting general ideas and pricing on the children's room expansion.

The Board and Weed-Brown reviewed the proposed internal layout of the public areas of the Library. Weed-Brown pointed out the changes, such as the reference desk at the current location of the Friends bookstore, the tech center computers located next to the study rooms, the new quiet reading area in the location of the old tech center and the updated new book area. The reference desk will be closer to the children's area and able to provide additional support for children's. This shift will help contain the noise to the front of the Library and address comments from the Library's focus groups.

The Friends Foundation bookstore and DES office will be relocated into Support Services. The donation drop off will be moved to the loading dock behind the Library. Weed-Brown suggested using the planter at the tech center to display some type of art. The community information will be moved into the lobby to make it more visible.

The Board reviewed the draft for the proposed move of staff workspaces. Weed-Brown explained that the DES office will temporarily move into the staff lounge. The Literacy lab will stay on the main floor. Weed-Brown and Cathel will move into the old DES office. Once a door has been constructed to connect the Board room and Weed-Brown's old office, Support Services will move into that space. Lastly, DES will move into what used to be Support Services once it has been renovated. The bookstore will move after the Summer Reading Program is over, approximately August 2006.

The Friends Foundation Vice President was very excited about these changes. She suggested asking the Friends Foundation for funding to modernize the outdated staff lounge. Weed-Brown stated that a committee is in place and working on a proposal. The staff move will be done before April. Baffigo will be gone for several weeks the beginning of April.

Weed-Brown stated that the shelves from the bookstore can be used for ready-reference. Another possibility could be to add more work space. Theel commented that the proposed internal layout for the main floor fits into the strategic plan. Several items, such as comfortable reading areas and the reference desk being more visible had been mentioned at the focus group meetings. Weed-Brown stated that additional shelving will be added on the main floor. She felt the timing was right to make these changes. The Friends Foundation was planning on remodeling the bookstore. Comments made in the focus groups will be addressed and support services staff will feel more integrated. Most of the move will be fairly inexpensive because items will be reused.

Theel commented that this will make staff and patrons feel better. Freeman stated that the floor plan is much more open. Theel felt this is a good plan. Freeman acknowledged Weed-Brown's willingness to give up her office.

7. NEW BUSINESS

7.1 Meetings with City Council members

Theel said it is valuable to continue the personal relationships with City Council members. He offered to meet with Council member Kelly. Fields offered to meet with Mayor Clifford. Freeman will meet with Council member Herman. Slakey will meet with Council member Davis and Hodson with Council member Tessitor. Hodson asked how soon these meetings should be scheduled. Weed-Brown felt that April would be appropriate, since it is National Library week/month. She stated that the Board members can take the strategic plan for possible discussion and the Classification and Compensation study, if completed. Hodson asked that items for possible discussion with City Council be on next month's agenda.

7.2 Librarian for a Day Essays

Freeman, Slakey, Theel and Fields said they would be attending the luncheon. Hodson is unable to attend. He asked if the Council members were invited. Weed-Brown said yes.

7.3 Library Events Calendar

The Board reviewed the events calendar. Theel pointed out the author visit on March 4.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar. Weed-Brown summarized that staff requests to the Friends Foundation, City Council meeting points, and the Bidwell addendum to address the Plaza will be on next month's agenda. Gilkinson's Accelerated Reader Summer Reading Program will also be added to the agenda for formal support.

8.2 Board Member Items

Freeman enjoyed the Athena reception. The romantic guitars and poetry reading at the Library were great events. She attended the *Brew, Books & Bargains* event and stayed with Marcia Conway. Freeman stated Conway is remarkable at engaging people.

Hodson stated that the donor reception was well attended and nicely done.

Slakey said the donor reception was great. She enjoyed the Chocolate Fantasy program. The presenter is a great speaker. Slakey pointed out that some city employees attended, which was great. The poetry reading went very well. Some new poets participated and one of them is the daughter of one of her previous participants.

Theel stated he had fun at the donor reception. He asked about the City Council quarterly recognition event. Weed-Brown stated that Deborah Takahashi will be recognized as new City employee at tomorrow's event.

4

9. **CLOSED SESSION**

9.1 Library Personnel restructuring

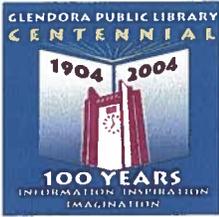
The Board went into closed session at 9:14 p.m. and emerged at 9:43 p.m. No reportable action was taken.

There being no further business, meeting adjourned at 9:43 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 *Reza*
CC: City Manager
Date: March 20, 2006
Re: Director's Report

Community

The library partners with the Glendora USD on the annual Glendora Read-In. This year we had staff and Library Trustees participating and it was a great event as always. The Friends Foundation donated books to the schools and Anne Pankow represented the library at the reception.

Firoozeh Dumas, author of *Funny in Farsi* visited the library on March 4th. It was a wonderful talk and the event was attended by approximately 180 people of all ages.

March 8th was our annual "Librarian for a Day" event. Four winners were picked up by limousine, driven to the library where they were welcomed by Library Trustees and City Council members. After reading their essays to the audience, winners and their family members were treated to lunch thanks to the Friends Foundation. The children then toured the library, had a scavenger hunt, checked out a book and learned how to process a book. They were returned to their parents around 2 pm.

The Conversation Club was re-established with its first meeting held on March 13th. On hiatus for several years, a literacy volunteer stepped forward and offered to run the program. It gives community members interested in honing their English speaking skills a chance to get together and practice in a casual setting. Congratulations to Mary Pat Dodson, Literacy Coordinator, for getting this up and running again. They will continue to meet the second and fourth Monday nights at 7pm.

The 14th annual Great Trivia Challenge was held at Azusa Pacific University on March 17th. 26 teams vied for the opportunity to be Number 1. This Friends Foundation literacy fund-raiser is always well attended and a great community gathering. Congratulations to a new Trivia committee for putting on this event in style!

If the main floor of the library looks a bit empty, it is because of the hard work of Bob Deering, Steve Slakey and Tom Cravens who took down the Centennial exhibit. Plans include placing the panels of photographs around the library for continued enjoyment by the community at a later date.

In support of the local Relay for Life event in Glendora, Anne Pankow is putting together a library team, Relay Readers. The event takes place April 22-23. We still need participants so if a board member would like to sign up or has family, friends, neighbors, looking to get involved the library would love to have them or you, on our library team!

Staff

Starting in late February and continuing on through March (and beyond!) the library embarked on relocating staff work areas. Only the Reference staff stayed put! The Development Office (DES) moved upstairs, Elke and I moved into the former DES office and Support Services moved down into the Director's office and Board room. Carlos Baffigo and team members Steve Fuentes, Angie Andino and Daniela Overlock have done a tremendous job in a very short time and are to be congratulated! All staff pitched in to help in some way. While the fine-tuning of the move (storage issues for example) will take a few more months, the big push will be done by the end of March.

Cindy Romero, Children's Librarian, had her baby a month early and delivered on March 5. A healthy baby boy, Richard (Richie) Romero, is our newest library family member. Congratulations to Cindy and Ron!

Gail Jebbia will be working as a part time librarian in the Children's room along with Deb Takahashi, to cover during Cindy's absence. She bravely stepped forward to run the Librarian for a Day event that was scheduled just 3 days after Richie's arrival! Thank you to Gail and Deb!

Richie is soon to be joined by a new Baffigo family member on March 31st! Carlos will be taking 2-3 weeks off starting March 31st to be at home with his newly enlarged family.

Steve Fuentes will also be leaving us on March 31st. Steve has been apart of our library family for many years. He will be leaving us to pursue his new career in civil engineering after completing his degree at Cal Poly Pomona this spring. We wish him well in this new life adventure and remind him that once a part of the library family, always a part of it and to come visit us!

Ted Taylor will also be taking about 10 days off at the end of March to stay home and help his wife recover from surgery.

Carolyn Thomas is attending the Public Library Conference in Boston, March 23-25. This conference comes around only every two years and this will be Carolyn's first attendance at PLA. Sessions are targeted specifically to public libraries, unlike the Ca. Lib. Assn. conference or Am. Lib. Assn. conference that address all types of libraries-public, special and academic.

We have three library staff members applying for tuition grants from the State Library to attend library school in 06/07: Suzette Farmer, Gail Jebbia, both currently enrolled in library school and anticipating completion of their MLIS degrees in 2007, and Mary Pat Dodson, just starting on the path to her MLIS degree!

Mary Pat and Anne worked on a successful CDBG application. At the March 14th city council meeting not only was their grant request approved but increased by the council to \$13,452! These funds go to support the literacy program. Way to go Mary Pat and Anne!

Malla Ramkishun in the DES office wrote and submitted a new grant request to the Starbuck's California Giving Program for non-profit foundations that service children. The request was for \$30,000.00-keep your fingers crossed! We will know the success of this application at the end of June.

Director

The HVAC project is continuing and expected to be completed by March 31st.

The management team and I have been working on budgets-both city and foundation. Talk about confusing!

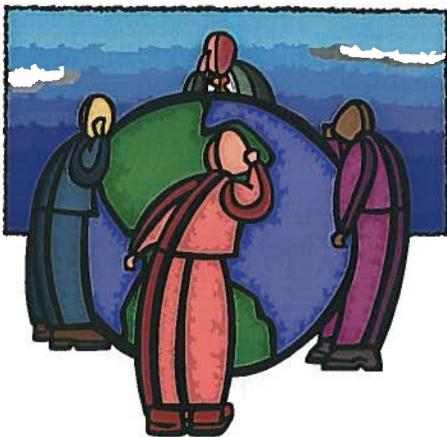
Next board meeting: April 17, 2006.

Conversation Club

Monday, March 13 in the Bidwell Forum

Monday, March 27 in the Bidwell Forum

The Club meets on 2nd & 4th Mondays.



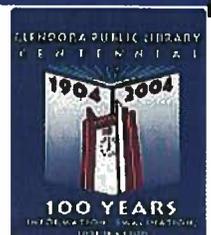
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7:00 to 8:00 P.M.
at the library

Glendora Public Library
140 S. Glendora Avenue
Glendora, California



Division Monthly Reports

Glendora Public Library 140 S. Glendora Ave. Glendora, CA 91741
(626) 852-4891 library@ci.glendora.ca.us

To: Robin Weed-Brown

From: Carolyn Thomas, Carlos Baffigo, Gail Jebbia, Gaetano Abbondanza, Anne Pankow, Ted Taylor

Date: February 2006 Report

Adult Services/Reference - Carolyn Thomas

Cindy and husband Ron Romero had their baby March 5, 2006. His name is Richard Allen Romero; mother and baby are home and doing well.

March 2 we celebrated Dr. Seuss's birthday (he would have been 102) and participated in the Community Read-in. Almost 300 participants enjoyed cupcakes and crafts as well as the opportunity to win a free book or cupcakes! On the same day, the following staff members read to local elementary schools: Sandy, Gaetano, Cindy, Ted, Daniela, Mary Pat (and husband Scott), Anne, and Carolyn. Library Board of Trustees representing the library were Sylvia Slakey, Doug Hodson, Jim Theel (and wife Vicky).

Librarian for a Day was celebrated March 8 in Bidwell Forum. 4 essay contest winners rode around Glendora in a limousine before enjoying a catered meal from Spaghetti Eddie's. Their families, library staff, Councilmen Ken Herman and Mark Kelly and Library Board of Trustees Sandra Freeman and Jim Theel were on hand to help celebrate. Marcia Conway representing the Friends Foundation was also in attendance. Following the meal, Emily, Erin, George and Chessa found out what it's like working in a library; they went on a scavenger hunt, worked at the circulation desk and processed a book. Many thanks to Gail Jebbia who stepped in at the last minute, due to Cindy's baby, to help execute the day's events.

I will be attending the Public Library Association meeting in Boston from March 22-24. There are a number of programs I am hoping to attend including "Every Child Ready to Read @ your library", developing a technology plan, reader's advisory, and several sessions on collection development.

Circulation - Carlos Baffigo

Circulation:

Library Aide III Angie Andino and Library Aide II Daniela Overlock were promoted to fulltime Library Technicians for Circulation as of February 13th. Welcome aboard Angie and Daniela!

Recruitment for the vacant Library Aide II and Library Aide III positions left by Angie Andino and Daniela Overlock will commence in March.

Library Pages Sujata Israni and Alpha Liu were promoted to fill Library Aide I vacancies. Sujata will have dual responsibilities in Support Services and Circulation, while Alpha will have a dedicated role as a processor in Support Services.

Library Aide IV Steve Fuentes has announced that he will be leaving the Library at the end of March to pursue other career goals. Steve has been with the Library for over 10 years. We wish him the best with his future endeavors. Good luck Steve!

Facility:

The HVAC main unit replacement project started on February 21st, with a completion target date of March 31st. Also, Public Works and Air-Ex Air Conditioning will be working on a solution for the two roof top units above IT and the Lounge.

The office relocation project is well underway.

Repairs were made to fix the leak on the northwest wall.

Children's Services/Youth - Gail Jebbia & Gaetano Abbondanza

The most recent, and most important, occurrence in the Children's Room was the arrival of Richard Romero, born Sunday, March 5, 2006 to the proud parents, Cindy and Ron Romero. Welcome to our newest library patron!

In our display case we featured some of the accomplishments of six year old Evelyn Jagsch. She shared some of the many County Fair awards and ribbons won during the last three years.

By the end of the month Deborah Takahashi had cheered up the children's room with decorations for an all-day birthday party for Dr. Seuss scheduled for March 2. Anyone who walked into the room knew that a party was in the works and all were invited to join in a fun-filled day of crafts, cupcakes and Dr. Seuss books. We had 278 participants at this event sponsored by the Friends. Twenty lucky winners received a Dr. Seuss book and 12 hungry winners received a dozen cupcakes. The day was a great success.

Librarian for a Day was held Wednesday, March 8 in Bidwell Forum. The following essay contest winners were:

Emily Bennett, grade 3 - Sutherland Elementary
George Geng, grade 4 - Washington Elementary
Erin McCarthy, grade 5 - Home School
Chessa Sanders, grade 7 - Sandburg Middle School.

Twenty-seven people attended the luncheon honoring our contest winners. We were privileged to include among our guests: City Council members Ken Herman and Mark Kelly; Library Board members Sandra Freeman and Jim Theel; and Friends Foundation representative Marcia Conway.

Young Adult

Six young adult volunteers provided 30 hours of service aiding in public computer registration and program/internet questions, as well as helping with the design of the young adult bulletin board. Any young adults interested in volunteering can pick up a young adult volunteer application from the library in person. Computer Center volunteers usually work once a week, for two hours, on a three month rotation.

82 students attend the SAT workshop held Saturday, March 11th, 2006, 10 a.m.-3 p.m. in Bidwell Forum. Lunch was provided. Five SAT test preparation study guides were given away as door prizes. This workshop is sponsored by the Glendora Public Library Friend's Foundation.

I am continuing to highlight some of the databases available through remote access. This month I'd like to tell you about *Opposing Viewpoints* which is a database for students conducting research on pro/con issues such as abortion, affirmative action, illegal immigration, separation of church and state, etc. The topics are listed alphabetically and contain full text essays and information from printed scholarly sources that will aid students when books on their subject are all checked out.

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 Foundation Office staff is now working out of a very cozy and very crowded workspace. We are enjoying the view from the upper floor. It's great to have a window. And the sounds of the jack hammer and drills add to the ambience. Plus we enjoy the many different aromas of lunches as we share workspace in the Staff Lounge.

"Brew, Books and a Bargain" on the first Saturday of each month continues to bring people into the library and increase the sales at the Friends Bookstore. Marcia Conway again greeted patrons as they entered the library and shared upcoming library programs. The special Friends sale on the first Saturday was, of course, romance books.

February is the month of romance and a celebration of Library Lovers. We love to show our appreciation to our patrons and the community by offering several programs that have the words 'chocolate', 'guitar' or 'poetry' in the title. On February 8, forty patrons were treated to "Chocolate Fantasy" in the library. Linda Hermann, from A & J Cakes and Candy Supplies, presented a delightful and delicious program full of chocolate wonders and edible treats. On February 14, approximately 150 patrons celebrated Valentine's Day by listening to Michael Ryan and Ken Soderlund, two talented guitarists, play beautiful, romantic music during the afternoon in the library. This is a popular annual event each February. During the same evening, we offered another popular annual event, "Poetic Verse", facilitated by our very own Sylvia Slakey. Twenty five patrons came to listen to Miss Bonnie and other creative writers read their original poetry. How romantic is that!

On the first Thursday of the month, Bonnie Deering conducted one Babies, Books & Bibs program at Foothill Presbyterian Hospital. Twenty three pregnant soon-to-be mothers attended along with other family members and friends for a total of 44 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.

The library will be participating in the Relay for Life at Citrus College on April 22. Anne Pankow is the team captain of the library's team, the Relay Readers. This annual fundraiser for cancer research and education takes place over a 24 hour period. The relay begins at 9:00 am on Saturday, April 22 with the Survivors' Lap and ends at 9:00 am on Sunday, April 23. Theoretically, each team should have a team member on the track for the entire 24 hours. There are still many openings if you know anyone who would like to participate. Many of us are asking family members and friends to join our team. Time slots are divided into one hour increments.

Support Services - Ted Taylor

Support Services is now located on the 1st floor. The move occurred the week of March 6-11, 2006. The work flow in Support Services helped determine the location of the staff in the 2 offices downstairs. The staff involved in ordering, receiving, and cataloging are located in the former Library Director's office. The staff involved in processing the newly received library materials are now located in the former Library Board room.

The applications for the Library Aide 2 and Library Aide 3 have been received. The deadline was Monday, March 6, 2006. Carlos and I will begin evaluating the 2 groups of applications and schedule interviews later in the month of March 2006.

The staff has been trying to continue to get the work done as best as possible despite the disruptions due to the move. The statistics for the month of February appear below.

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

	2006			2005		
	Items	Items	Items	Items	Items	Items
	Added	Withdrawn	Mended	Added	Withdrawn	Mended
Jan	776	784	143	669	377	260
Feb	740	474	354	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	1516	1258	497	10,264	7,410	5,000
Ave/Month	758	629	249	855	618	417

TASK	1/30-2/4	2/6-11	2/13-18	2/20-25	2/27-3/4	TOTALS
Ordered	41	51	486	102	232	912
Received	255	119	85	260	386	1105
Added	285	144	202	143	496	1270
Withdrawn	205	50	115	207	0	577
Mended	81	63	92	80	66	382

Glendora Public Library Summary Data for February 2006

	Last YR Feb	This YR Feb	Percent Change	Last YTD	This YTD	Percent Change
<u>SERVICE CONTACTS</u>						
I.7 Hours Open	211	200	-5%	1,739	1,814	4%
A. Library Visitors	20,397	19,978	-2%	177,555	174,654	-2%
A.2 Visitors per Hour	96	100	4%	—	—	—
C. Community Contacts*	4151	2881	-31%	36,428	33,766	-7%
TOTAL SERVICE CONTACTS (A+C)	24,548	22,859	-7%	213,983	208,420	-3%
<u>KEY SERVICE INDICATORS</u>						
1. Total Registered Borrowers	—	—	—	48,179	52,391	9%
1.2 Library Cards Issued	366	289	-21%	2,728	2,422	-11%
2. Items Loaned	30,695	18,274	-40%	240,532	223,674	-7%
2.1 Items Loaned per Hour	145	91	-37%	—	—	—
3. Requests for Information	3,710	3,912	5%	29,677	33,019	11%
C.5 Presentations, Community & Special Events	5	6	20%	33	25	-24%
C.6 Presentations, Community & Special Events - Attendance	181	329	82%	888	1,464	65%
E. Total Computer Usage	22,404	15,348	-31%	186,548	182,552	-2%
4.9 Children Attending Programs	520	623	20%	5,305	7,319	38%
E.5 Library Home Page Views	2,259	2,772	23%	15,491	21,006	36% ***
<u>SPECIFIC SERVICE INDICATORS</u>						
<i>(included in above totals)</i>						
A.4, A.6 Total Forum Attendance	660	960	45%	4,885	7,220	48%
3.3 Fax, Mail & E-mail Requests for Information	33	41	24%	82	283	245%
3.2 Telephone Requests for Information	193	205	6%	1,603	1,662	4%
3.1.3 Percent of In-Person Questions - Complex Questions	151	203	34%	1,092	1,627	49%
4.1 Children's Requests for Information	1,063	1,064	0%	7,095	8,846	25%
D.1 Literacy Students Served (Currently Active)	8	19	138%	—	—	—
D.2 Literacy Hours Tutored	40	35	-13%	235	365	55%
E.2 Internet Users	3,163	2,771	-12%	24,295	26,048	7%
E.3 Electronic Resources Users	990	5,521	458%	7,922	36,252	358%
E.4 Web Links Collection Views	18,088	6,896	-62%	153,788	119,177	-23%
F.2 Volunteer Hours	477	558	17%	3,365	4,194	25%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$5,379	\$4,123	-23%	\$41,121	\$32,702	-20%
H.1 Items Owned (snapshot)	—	—	—	140,624	145,113	3%
I.6 Percent of Collection Overdue (snapshot)	4%	5%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	22%	13%	-9%	—	—	—

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

Library closed February 20, 2006 In observance of President's Day

* 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 and Cultural Center
Plan of Service
2006-2010

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 members of the community, Friends Foundation, Library Trustees and library staff explored current and projected demographics, trends, strengths and weaknesses of the library as well as 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. After the conclusion of the focus group meetings, two open community meetings were held to gain 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 provide feedback on the community's input.

The Library Board of Trustees reviewed and identified key service areas and roles for the library to focus on based upon the information and feedback gathered by the strategic planning committee. The plan resulting from this wide and varied input will guide library services and resource allocations and it is intended that the plan will be reviewed and updated annually.

The Findings

It was found that Glendorans closely mirrored national priorities for public library services. (Marist Institute for Public Opinion: *The Public Library: A National Survey*, Nov. 2003). The priorities identified by the citizens of Glendora 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.

The expanding of 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 website making them available to Glendorans from home, office or school at any time of the day or night. Staff training in using, promoting and instructing the public in electronic resources will become a priority.

An additional area will be promotion of the library and its services. Comments were made by the public that the library was the 'best kept secret' in town. Many of the services and resources identified as desired by the community are currently offered at the library. New and innovative techniques will be explored to further enhance the library's visibility which will include the use

of e-mail and cable television. In concert with these innovative techniques, the utilization of traditional methods that are currently in place will continue to be used 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 library website and URL (web address)
www.glendoralibrary.org Summer 2006
- Train staff on new databases available for public; Summer 2006
- Begin promotion to and training for public targeting key user groups based on database content (e.g.: *BusinessDecisions* database promoted to business community; *California Missions* database to students) Fall 2006
- Purchase and promote Audio downloads, books and/or music, Fall 2006
- Purchase and promote Reference e titles (reference materials in electronic form) Winter 2007

Readers Advisory

- Expand training for staff to increase skills August 2006
- Readers Advisory module purchased and incorporated into the library's web-based catalog assisting the public in what to read next based on genre, subject, author, etc., of the last read; e.g., "If you liked Harry Potter try..." Fall 2006

Restructure programming

- Add second children's sessions where needed beginning with Summer Reading Club programs in summer 2006
- Transfer Adult and Young Adult programming to Development and Educational Services staff, (except Summer Reading and Books Alive! programs) beginning July 2006

PR and Outreach:

- Channel 3 cable programs produced to promote programs and services to community beginning with adult literacy and homebound services Winter 2007
- Expand presentations to community groups on library services and programs-Fall 2006
- Implement e-mail option for library patrons for holds, and related account management and to expand promotion of library programs Summer 2006
- Promote Friends Bookstore remodel and relocation Summer 2006

Facility:

- Begin implementation of main floor layout remodel to respond to community input gathered in strategic planning process August 2006
 - Move tech center to west side of building and consolidate with other computers and breakdown current tech center
 - Relocated Reference desk to former bookstore area
 - Create quiet, comfortable reading area for public surrounding planter, former tech center and turn planter into focal point-sculpture/art work, water element, etc.
- Add shelving to relieve congestion and accommodate remodel Winter 2007
- Begin replacement of 20 study carrels that are 35 years old, worn and splintered Winter 2007

FY07/08

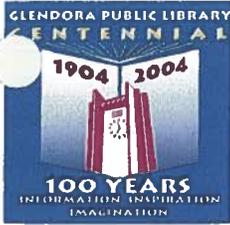
- Create, expand, online tutorials on library resources for patrons
- Implement Public Library Association's "Every Child Ready to Read" early literacy program for children from birth to 5 years
- Purchase and implement Polaris (library's web-based catalog) Kid's Catalog module
- Plan and implement one book discussion group for youth to gauge interest/demand
- New copier service-City-wide issue
- Continue internal layout remodel
 - Move community bulletin board and related agency pamphlet to lobby
 - Turn former bulletin board area into bookstore-like New Books area-improved lighting, face-out shelving, chairs
- Continue replacing study carrels
- Continue to add shelving and relocate materials as needed to accommodate remodel

FY08/09

- Begin planning for expanded children's area-story time room to respond to community input, accommodate increased usage and reduce noise on main floor
- Replace circulation desk and security system to respond to ADA and ergonomic issues
- Forum upgrade: projection equipment, storage space, speakers/audio equipment, conferencing equip replaced/upgraded
- Improve subject headings on stack ends to facilitate independent use of library when all additional shelving is in place

FY09/10

- Build children's room expansion



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: March 20, 2006
Re: Talking points with city council

Attach are a couple of items for review: a draft of talking points, policy issues and foundation requests. At our discussion I will want to know if more is wanted in: items to discuss, details and/or backup information.

Talking Points- Library Board with City Council-Spring 2006-draft 3/16/06

Here are some initial thoughts- additions, deletions, more info?

Strategic Plan (you should have the plan with you and a copy to give to councilperson)

- 2 years in the making;
- Focus groups and community meetings
- Remodel of main floor in response
- Expansion of children's room-long term

Friends Foundation remodel help

- FF is considering up to a possible \$40,000/year for 3 years-see attachment-some shared costs with city

Policy issues/budget-minimal really;

- Overall the library's budget only 8.4% increase 06/07 and 7% for 07/08; magazines alone increase 5-15% annually; electronic databases 10-33% annually
- Additional shelving-a basic library need; library budgets small amounts annually but need more-2nd year may not need full request-
- Approve reorg or need extra librarian II
 - Manager asked to be removed of management duties
- Staff requests are for: on-calls, substitutes; addition of part time class -library aide V; one reclass in 07 to keep trained employee with new MLS degree by then
- Wireless inventory manager kit would be a big step forward in helping to keep collection inventory up to date

Library Reorganization and Salaries/C&C study

Reorganization based on:

- Mid-manager request; when Culver figured out the difference, including benefits, was only a 3% drop!! Why keep the headaches? (Additional salary point)
- Two supervisors for one set of staff is confusing and hard to monitor scheduling needs;
- Need for assistant director-DES highly interactive with community, exec dir for FF, succession planning

Budget issues City and FF 06-07 and beyond

City Policy Issues

06-07:

Personnel:

- On call librarian pool
- Increase in on call hours for Aides & Pages
- Lib Aide V- Literacy Coord
- Shelving
- Polaris wireless inventory kit
- Library Reorg-backup/just in case we need more formal action

07-08

- Reclass of Lib Tech to Lib 1-web librarian
- Shelving
- Kids catalog –back up in case FF doesn't cover
- Wireless barcode scanner and inventory kit –back up if deferred from 06/07

FF:

06-07

Tech center – furniture	\$ 7,700
Quiet reading area	\$ 7,300- includes \$1,000 extra for lighting
Bronze statue	\$ 5,000 (ex: boy on globe\$3000.00 + tax, s/h)
Staff / Meeting Rm	\$ 4,000 (\$9000 total w/ \$5,000 from City)
Study carrels 10	<u>\$ 13,000</u>
	\$ 37,000
Kids cat-tech request	<u>\$ 3,000</u>
	\$ 40,000

07-08

New book area	\$ 11,000
Lobby display items	\$ 2,000
Forum	\$ 7,300 (\$12,300 total w/ \$5,000 from city)
Study carrels 10	<u>\$ 13,000</u> (don't need carrels for OPACs so less than 10 in 2 nd yr?)
	\$ 33,300 (less if need fewer carrels)

08-09

Children's rm expansion	\$200,000-300,000 depending on \$150.sq ft vs. \$225 sq ft/ 1250*-1500 sq ft; estimate per Dave Davies, PW and Carlos Baffigo
Circ desk	\$ 42,000.00 match/share costs between FF, City and CDBG?
Security equip@ circ dsk	\$ 23,550 needs upgrading/replacement-share costs with city?
½ Furniture replacement	\$ 21,000-could delay or handle incrementally via annual city budget

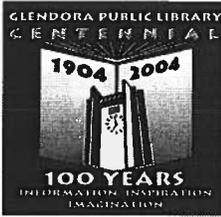
09/10

Children's rm expansion	\$200,000-300,000 depending on \$150.sq ft vs. \$225 sq ft/ 1250-1500 sq ft total
½ Furniture replacement	\$21,000-could delay or handle incrementally via annual city budget

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: Library Director
Date: March 16, 2006
Re: Preliminary Discussion of Bidwell addendum - Plaza

Here are the points that have already identified. We will work on integrating plaza use within the regular facility use policy (4.01-and change title of policy to make better sense) so it is clear that all points apply whether forum, plaza, or any other meeting room that might be used. Some of these points may be redundant once combined with established policy

- I. No food preparation is allowed on the Plaza.
- II. Plaza must remain accessible and open to the public at all times.
- III. A detailed description of activities and events (purpose of meeting, time of set-up, time of start of the event, time of end of the event, time of tear-down, # of attendees, etc.) to be held on the Plaza must be submitted with the application. (redundant?)
- IV. A detailed set-up plan must be submitted with the application for approval. (redundant?)
- V. Any additional equipment use (i.e. generators, portable toilets, portable wash basins, etc.) must be specified in detail (type, size, capacity, etc.) with the application.
- VI. All equipment used on the Plaza must be furnished by the applicant, including locating, leasing, transporting, and return of equipment.
- VII. All applicable event permits, City of Glendora licenses, ABC licenses etc are the responsibility of the applicant. Contact the City's Finance Department at 626.852.4819 for city permits. Copies of all additional permits, licenses, etc. need to be supplied to the Library 2 weeks before the event unless noted differently in the policy. (Parts of this are in the policy but make clearer)

Below are some areas that need to be addressed, reviewed, before moving forward with the re-working of the policy. Other issues may occur to you and we would like to hear them so they can be included.

Do we want to charge an additional fee to use the Plaza?

- This might be a way to mitigate some of the issues below such as use of library restrooms and related supplies, etc.
- Damage caused by users
- Other fees at appropriate levels?

We need to look at the different timeframes on submissions and consider standardization if possible; ex: 60days in advance for alcohol, some items due 2 weeks in advance, others just say 'in advance'

Will we require groups to get portable toilets to supplement the Library's facilities?

- A staff person will be required to be at any after-hours event, so our facilities would be available no matter what. Will our facilities be enough to handle whatever group is renting the Plaza? Impact on supplies is an issue. Or should we require portable toilets if the group is larger?
- With the increased traffic, will we charge a minimum cleaning fee (to clean kitchen, toilets?) no matter what (like Charter Oak charged us when renting the Sunflower auditorium)?

Will we have an additional charge for electricity?

- If there is a big group and lights are needed at night, there will be higher electricity costs. And with energy costs continuously rising, can the Library absorb these costs or pass them on? Or have them supply a generator?

Will we allow advance sale of tickets?

- The Bidwell Policy prohibits advance sale of admission tickets for public events due to the possibility of being bumped for a city or library need. If looking at the NoP as an example of how the plaza might be used, and that mirrors the type of requests we have been getting, advanced ticket sales are a must.

What will the maximum occupancy be?

- In researching this issue with Public Works, they indicated up to 1,000 people and be ok with the 'load' issue. That seems high so maybe 500, 750? NoP is around 300 attendees. What would a reasonable number be?

Other thoughts/issues:

Subject: USES AND REGULATIONS OF BUILDING

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

Policy Objective:

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

Authority:

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

Assigned Responsibility:

Library Director and staff

Procedures:

See Attached Regulations

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

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

I. Eligibility to use the library meeting room

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

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

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

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

II. Reserving the library meeting room

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

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

III. Miscellaneous regulations.

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

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

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

A. Single Day Usage fees

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

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

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

B. Audio-visual Fees.

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

1. Microphone fee \$10.00 per mic

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

3. Overhead Projector \$10.00

C. Person on Duty Charge

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

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

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

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

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

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

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

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

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

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

Phone: (626) 927-1060

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

- D. Requesting groups must appoint a security guard acceptable to the Library Director prior to two weeks in advance of the meeting. The guard must be at least 21 years of age and may be a member of the organization. The person appointed will meet with the Library Director before the meeting.
- E. Among other duties, the security guard is responsible for seeing that persons under the age of 21 are not served, or allowed to serve themselves, alcoholic beverages.
- F. Proof of Insurance in compliance with City Administrative Policy No. 1.21 must be received by the library two weeks prior to the event.
- VI. If a conflict exists between this policy and a City Ordinance or State Law, that City Ordinance or State Law shall prevail.

Approved and adopted this 18 day of July, 2005.

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

Ayes: 5

Noes: 0

Absent: _____

City of Glendora
Library Board of Trustees

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

By: Sylvia Slakey
Sylvia Slakey, President



MEETING ROOM USE APPLICATION

City of Glendora - Public Library updated July 2005

Organization Name: _____

Organization Address _____

Contact Person: _____ Phone: _____

Alt Contact Person: _____ Phone: _____

Date of Meeting: _____ Purpose of meeting: _____

Time needed from: _____ to: _____ Time meeting will come to order: _____

Charges and Fees

Single Day Usage (must be paid 1 week prior to the meeting except additional charges which may be assessed for damage/cleanup and/or extended use) **all fees are non-refundable and non-transferable**

Library Use Only

Resident Non-profit: (resident group must consist of 51% Glendora residents) No charge

Non-resident non-profit or Residential, commercial:.....\$50/hour

Non-resident commercial.....\$75/hour

Person on Duty Charge (in addition to other applicable fees for use of room)

meetings that begin during and continue after normal library hours.....\$20/hour

meetings that begin outside normal library hours (first 2 hours).....\$50

(every hour thereafter).....\$20/hour

Multiple Day Usage (for each day beyond a single day including time set aside to set up or take down)

Resident Non-profit.....\$100/day

Non-resident non-profit.....\$150/day

Residential, commercial.....\$150/day

Non-resident commercial.....\$250/day

Non-profit or IRS number: _____ Damage/Cleanup determined at library's sole discretion. Min \$25

Group Fees

Forum Set Up:

of chairs _____

of tables _____

Set Up: Auditorium

Other

(sketch on back)

Equipment Needed

Podium

Screen Down

\$10 charge on the following:

Podium Mic.

Standing Mic.

Wireless Mic.

Overhead Projector

TV/VCR/DVD

Equip. Fees

Will alcoholic beverages be served? Yes No

Insurance coverage: \$ _____ Monitor assigned? _____

Minimum amounts required: \$500,000 each person, \$500,000 bodily injury, \$100,000 property damage

Must have City Council approval before obtaining a license for sale of alcohol.

Approval Yes No

License Yes No

Alcoholic Beverage Control Dept.

State of California

3204 N. Rosemead Blvd, Suite 103

El Monte, CA 91731

(626) 927-1060

Cleaning Fee

The undersigned applicant hereby acknowledges having read and understood the Library's Meeting Policy and this application form. The applicant warrants that the proposed meeting is in compliance with the Policy and accepts full responsibility for compliance with all applicable health, safety, sanitary and fire regulations, including the maximum occupancy of 195 set by the fire Marshall.

Number of hours needed:

Regular

After

Unscheduled

Total Fee

Reservation Confirmed

Not Available

Signature

Robin Weed-Brown, Library Director

Date

Subject:

~~INSURANCE COVERAGE FOR COMMUNITY~~
ACTIVITIES

Effective Date: December 26, 1985

Policy Objective:

The purpose of this policy is to define insurance liability requirements for community sponsored activities and to establish proper procedure in meeting said requirement. Activities sponsored by the City do not fall within the guidelines of this policy.

Authority:

City Council (memo dated September 2, 1985; Insurance Coverage for Community Activities).

Assigned Responsibility:

It shall be the responsibility of the respective department head to ensure that all general liability and insurance coverage requirements for all community activities/events have been met ten (10) days prior to the initial date of the event.

Procedures:

- I. For all activities ~~not held~~ within City operated buildings, ~~regardless of whether~~ alcoholic beverages are served:
 1. Activity sponsor must provide certification of liability insurance in which the City of Glendora is named as an additional insured.
 2. Thirty (30) days prior notification of cancellation must be submitted with an "endeavor to" wording clause deleted.
 3. Liquor liability coverage obtained when applicable.
 4. Coverage shall be included to the minimum requirements of:

Three million dollars (\$3,000,000) combined single limit for bodily injury and property damage per occurrence; or

~~Three million dollars (\$3,000,000) combined single limit for bodily injury and property damage per occurrence; or~~

Exceptions: Upon approval of the responsible department head, exceptions may be made for activities such as art exhibits which, in the judgement of the department head, represent insignificant additional liability.

II. For activities where ~~alcoholic beverages are served~~ and the activity is conducted wholly within City operated buildings:

1. Activity sponsor must provide certification of liability insurance in which the City of Glendora is named as an additional insured.
2. Thirty (30) days prior notification of cancellation must be submitted with an "endeavor to" wording clause deleted.
3. Coverage shall be included to the minimum requirements of:

~~\$500,000 each~~
~~for~~
~~property damage~~

III. For activities where alcoholic beverages are not served and the activity is conducted wholly within City operated buildings:

1. Special insurance is not required.

Glendora Public Library Friends Foundation
Proposed Funding Priorities for 2006/2007

The Friends Foundation is a non-profit corporation which partners with the City of Glendora to provide financial and volunteer support which enhance the services of the Glendora Public Library. Basic Library services - staff, collection development, building and equipment maintenance - are provided through city funding. What often is not covered are what many would call the "heart and soul" of library services - cultural events, author visits, youth programs, technological enhancements, adult literacy, community events - programs and services which draw people to the Library as the city's cultural center.

In support of the Library's efforts, the Foundation has established four funding priorities for which fundraising efforts are focused: Community Education Services, Youth Services, Information Technology, and Special Projects.

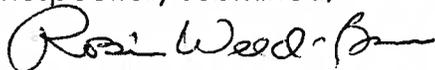
The Library has concluded its two year strategic planning process. In response to community input, a Four Year Plan of Service was created. The budget proposals reflect the needs identified by the community members to improve and enhance library services.

The Library staff submits the following proposals (excluding personnel costs for the Literacy Coordinator and Foundation Office Manager), representing \$120,075 in Library programs and services:

<u>Community Education Services</u>	\$46,775
<u>Youth Services</u>	\$33,300
<u>Information Technology</u>	\$ 3,000
<u>Special Projects</u>	\$37,000

As in previous years, grant sources will be pursued to support these programs, but as you know, without Foundation funding many of the programs and materials outlined in these proposals will not otherwise be possible. It is recommended that the Library Board of Trustees approve and submit the following proposals for funding by the Friends Foundation for their 2006/07 budget year.

Respectfully Submitted,



Robin Weed-Brown, Library Director

OVERVIEW:

Services represented in Information Technology are essential for the library to keep up with the most current technological advancements. In order to best serve the community, the library must provide the most up-to-date services and features for all ages.

PROJECTS' SUMMARY:

♦ **Equipment - Children's Online Catalog Module**

A Children's online catalog would allow for broad subject categories to be customized by staff to reflect high use subject areas by Glendora children. Customization would make it simpler to use and more graphically appealing to children. Funding would provide for the purchase of the module and the required one year maintenance contract.

Projected Costs:

♦ **Full Funding of All Projects:**

\$3,000

Project has been submitted for City funding, and reflects sole source costs. Foundation funding would only be required if City funding not received.

OVERVIEW:

Programs represented in Community Education Services are an essential part of what make Glendora Public Library vibrant cultural center and draw people here. These programs promote the arts, history, news, music, and engage the community in civic dialogue, making the library experience more powerful and enriching.

PROGRAMS & SERVICES SUMMARY:

- ♦ **Adult Book Club - Books Alive!**
Bi-monthly adult reading and book discussion group - participants encouraged to share perspectives, opinions and passions about the month's book selection. Funding provides for free books and support for club meetings.
- ♦ **Adult Literacy - Glendora Reads**
Free, one-on-one tutoring for adults who want to improve their reading and writing skills. Funding provides for materials and support for student/tutor teams
- ♦ **Adult Summer Reading Club**
Reading program designed to encourage an adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, and guest speakers for club participants.
- ♦ **Author Visits**
Presentations and books signings by local and well-known authors. Funding provides for free books, honorariums and event support.
- ♦ **Cultural & Community Events**
Cultural events provided year-round, offering a diverse choice of programs for traditional/non-traditional library users. Free community events throughout the year include, poetry readings, musical performances, guest speakers, library month activities, and seasonal celebrations to name a few. Funding provides for free books, guest speakers/performers, giveaways, printing and event support.
- ♦ **Expectant Parent Education - Babies, Books and Bibs**
Monthly outreach program to expectant parents at local hospitals, promoting the importance of reading from birth throughout a lifetime. Funding provides for free children's books, bibs and outreach materials to approximately 25 families each month at Foothill Presbyterian Hospital.
- ♦ **GUSD & COUSD Read-In**
Library provides children's books to Glendora schools in support of the "Read-ins" sponsored by Glendora Unified School District and Charter Oak Unified School District, to encourage reading and promote library services. Funding provides for free books for each participating classroom.
- ♦ **Holiday Baskets**
Library provides young adult and children's books to be included in the annual food baskets distributed to needy families by the Glendora Coordinating Council. Funding provides for free young adult and children's books included in each basket distributed to more than 200 families representing approximately 300 children.
- ♦ **Teen Mother Education - Born to Read**
Monthly outreach program to teen mothers, promoting the importance of reading and encouraging lifelong literacy in their families. Funding provides for free children's books and materials delivered on-site to approximately 15 mothers each month at Arrow Continuation throughout the school year.

♦ **Volunteer Recognition**

Recognition and support of Glendora Public library volunteers who donated more than 6,900 service hours last year and helped raise more than \$184,000. Volunteers provide support in the Friends' Bookstore, Children's Department, adult literacy tutoring, fundraising activities, and other areas of the Library. Funding provides for recognition gifts and events throughout the year.

Projected Costs:

♦ **Full Funding of All Programs & Services**

\$46,775

Projected costs may include expenses for library materials, supplies, printing, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation and Library.

OVERVIEW:

Glendora Public Library has always shown a strong commitment to encouraging literacy and lifelong learning for children and young adults. Programs represented in Youth Services are special services and resources that meet the unique needs of children, from the emerging reader to the young adult. These services help support the efforts of parents and teachers, and establish the Library as a valuable resource.

PROGRAMS & SERVICES SUMMARY:

♦ **Children's Programs & Services**

Reading programs and services provided year-round to introduce children to the Library, support homework needs, and encourage reading as a fun, leisure activity. Funding provides for supplies, reading incentives and program support.

♦ **Special Programs & Services**

Programs and events throughout the year which encourage reading and promote library services to children including, musical performances, guest speakers, library month activities, and seasonal celebrations to name a few. Funding provides for free books, guest speakers/performers, special events, reading incentives, and program support.

♦ **Summer Reading Club - Children**

Reading program designed to encourage a child's enthusiasm for reading during the summer months and establish the Library as a fun, educational resource. Funding provides for free books, special events, reading incentives, guest speakers/performers, and program support.

♦ **Summer Reading Club - Young Adults**

Reading program designed to encourage a young adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, reading incentives and guest speakers for club participants.

♦ **Young Adult Programs & Services**

Programs and events throughout the year which encourage reading as a fun activity, support a young adult's school work and career goals, and encourage lifelong learning. A diverse choice of programs include author visits, guest speakers, library month activities, and teen read week to name a few. Funding provides for free books, special events, guest speakers/performers, reading incentives, and event support.

Projected Costs:

♦ **Full Funding of All Programs & Services**

\$33,300

Projected costs may include expenses for library materials, supplies, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation and Library.

OVERVIEW:

Glendora Public Library receives its' funding for basic services from the city's general fund. Proposals represented in Special Projects are for the startup and/or one-time costs of library services and projects which have no other source of funding, many of which have been cut from the library's budget for the past last few years. Many of the items included in Special Projects are original to the current facility which is over 34 years old and are desperately in need of replacement.

PROJECTS' SUMMARY:

♦ **Equipment - Technology Center Workstations**

Current Technology computers are located in two different areas of the library which is confusing to patrons and challenging for staff to provide service as needed. A new centralized Technology Center would be created with all computers in one location which is more convenient and accessible to patrons. Funding provides for the replacement of the specialized, ergonomic equipment that is patron friendly.

♦ **Equipment - Friends Quiet Reading Area Furnishings**

This responds to a long-identified need in the library which was confirmed by the focus groups in 2005. With the relocation of the Technology Center, the former Tech Center area, built on an immovable planter, makes a great location. Funding provides for comfortable seating and end tables with reading lamps placed around the planter.

♦ **Equipment - Staff/Conference Room Furnishings**

Staff lounge furniture currently in use is original to the building or used furniture from other libraries and staff members. Due to reorganization of library departments, staff has lost an important small meeting room. New furnishings would provide for a much-needed meeting area and a staff lounge. Funding provides for new meeting/eating tables, chairs, reading chairs and lamps.

♦ **Equipment - Patron Study Carrels**

Current study carrels are original to the building and have needed to be replaced for more than five years. Funding requested will replace half of the study carrels in the library. Currently study carrels offer the only quiet study area in the library. Funding provides for ten new study carrels.

♦ **Artwork - Bronze Statue in Planter within Friends Quiet Reading Area**

The Planter (currently the Tech Center) will become a focal point with the creation of the Friends Quiet Reading Area and needs something to make it appealing. Currently there is a large lava rock in the center of the planter. One idea would be to place a piece of art in the center of the planter. An example would be a nice bronze statue relating to libraries. Other examples of statues are attached. Another possibility would be to add some type of water element-something that relaxes and calms but doesn't cause any hazard for our younger patrons; plants would have to be fake, silk or, as real ones don't survive, unless we added grow lights to the ceiling.

Projected Costs:

♦ **Full Funding of All Projects:**

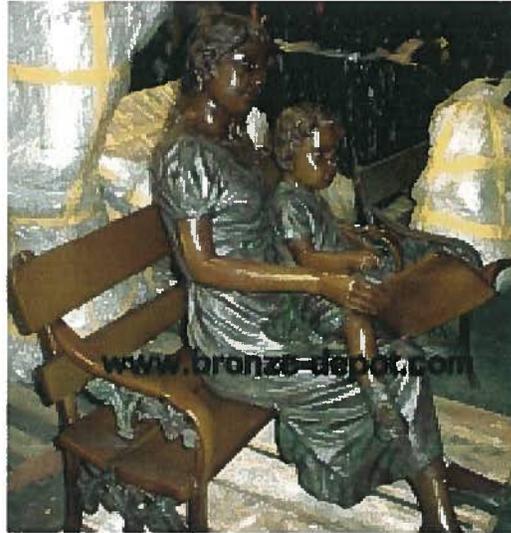
\$37,000

Projected costs reflect prioritized list of needs identified in the Four Year Plan of Service as requested by the Executive Committee of the Friends Foundation.



www.bronze-depot.com

Boy reading on globe
35 L x 32 D x 52 H—\$ 2995



Mother reading to child statue
48 L x 31 D x 60 H—\$ 3295



Girl & Boy reading on bench statue
43 L x 30 D x 47 H—\$ 1995



Girl & Boy reading on bench
48 L x 31 D x 39 H—\$ 2595

Planter 8' x 8'
96" x 96"



Lying Boy reading statue
45 L x 21 D x 19 H— \$ 1295



2 kids reading statue
78 L x 58 H—\$ 3795



Man reading statue
35 L x 29 D x 46 H—\$ 1795
Chair
23 L x 19 D x 43 H—\$ 995

**Web Links Collection
Collection Development Profile
March 15, 2006**

Description:

Access to selected Internet websites is provided through the Glendora Public Library Home Page. The home page highlights the library and its services as well as websites arranged by subject categories. Providing selected web sites to the public is in response to the guiding concepts of the library which supports self-directed personal growth for all ages and at the same time responds to the demand for current information about popular culture, social trends and resources of interest to local residents.

Influencing factors:

Websites enable the library to provide information which compliment, enhance and sometimes duplicate the current print collection and to provide remote access to information beyond traditional library hours of operation. Accuracy, quality, currency and ease-of-use are deciding factors in the selection of websites. Access to electronic resources such as subscription databases and other online resources such as Live Homework Help and AskNow (online reference service) will also be available through the Web Links Collection.

Selection Plan:

The goal is to provide a highly selective list of quality, current, websites which are evaluated on a regular basis to ensure usefulness. Selectors in each Dewey subject area will be responsible for the review and recommendation of websites. Professional resources such as *Library Journal*, *Booklist*, *School Library Journal* and general interest magazines and newspapers have regular articles featuring best Internet resources. Since other Internet subject directories such as Librarian's Index to the Internet, Google and Yahoo provide extensive subject directories, this web links collection will focus on providing a sampling of sites of interest to the community.

Guidelines for the selection and maintenance of the Web Links Collection include the following:

- websites should have a positive review or recommendation; when no review is available the following criteria can be followed:

- websites should be maintained by responsible institutions and organizations; websites of a commercial nature will be continuously reviewed and evaluated for appropriateness and value to the library
- material should be current, timely and have contact information
- when dealing with controversial topics, sites with differing points of view should be provided
- websites should be examined and evaluated regularly for quality, currency and validity of content
- subject categories may include but are not limited to:
local Glendora information; Tax, California Libraries Catalog, Biography & History, Reader's Advisory, Business, Career, Consumer, Education, Health Computers, Science, Kids Page, Teens and Electronic Resources

Retention and Weeding:

Assigned selectors will evaluate each website before inclusion into the weblinks collection. Websites will be reviewed monthly according to the assigned selector's schedule to ensure working websites. As links become inactive or out-of-date, they will be removed from the weblinks collection. Final decision for website recommendations will be made by the Senior Librarian.

Development Plan:

In order to maintain a *highly selective* list of websites, selectors will need to continually review and evaluate sites on a monthly basis.



Glendora Public Library Events

March 2006

- 02 Community Read-In
02 10 a.m. – 5 p.m. Dr. Seuss Birthday Party celebration- Children's room
04 10 a.m. to 12 p.m. *Brew, Books & Bargains in the Library*- main floor
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 – Bidwell Forum
28 7 p.m. "Take a Hike" – Learn about hiking trails in and around Glendora- Library main floor

April 2006

- 01 10: 30 a.m. *Reading is Magic* : Magician Tony Daniels - Bidwell Forum
01 10 a.m. – 12 p.m. *Brew, Books & Bargains in the Library* – main floor
03-08 National Library Week
04 12 p.m. Volunteer Recognition Luncheon, Glendora Country Club-by invitation only
06 3 p.m. – 4 p.m. Cartoon Drawing workshop hosted by Big Jim Gilbert – Bidwell Forum
17 7 p.m. Library Board meeting – Bidwell Forum
22 City of Glendora Earth Day Festival – Library Plaza and Bidwell Forum

May 2006

- 06 9 a.m. -3 p.m. Tutor training – Bidwell Forum
06 10 a.m. – 12 p.m. *Brew, Books & Bargains in the Library* – main floor
08 7 p.m. Books Alive! discussion group *The Adventures of Augie March* by Saul Bellow- main floor
15 7 p.m. Library Board meeting – Bidwell Forum

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

April 7, 2006 @ 7:00 a.m. Library - Main Floor
May 5, 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

3/15/2006

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

Internet/Web/Electronic Collections
Collection Development Profile
March 15, 2006
Revised 3/20/06-RWB

Description:

The Glendora Public Library website directs users to reliable informational resources and electronic databases and collections on the Internet. This enables the library to provide information which compliments, enhances and sometimes parallels the current print collection. Remote access to this information creates an Internet Branch, available 24/7, for maximum flexibility in responding to our patrons' needs. Accuracy, quality, currency and ease-of-use are deciding factors in the selection of websites.

The Library's website leads to other fully developed and specialized subject sites that aim at comprehensive topical coverage, and does not attempt to parallel them in breadth. Although a particular emphasis is made on selecting sites created by governmental, educational, and non-profit entities, links are also made to sites created by for-profit organizations when they meet selection criteria and informational needs.

Providing selected websites to the public is in response to the guiding concepts of the library which supports self-directed personal growth for all ages and at the same time responds to the demand for current information about popular culture, social trends and resources of interest to local residents.

Selection Plan:

The goal is to provide a highly selective list of quality, current, websites which are evaluated on a regular basis to ensure usefulness. Selectors in each Dewey subject area will be responsible for the review, recommendation and ongoing evaluation and monitoring of websites. Professional resources such as *Library Journal*, *Booklist*, *School Library Journal* and general interest magazines and newspapers have regular articles featuring best Internet resources. Since other Internet subject extensive subject directories, this web collection will focus on providing a sampling of sites of interest to the community.

Criteria for the selection and maintenance of the Web Collection include authority, coverage, accuracy, relevance, quality of information, organization (ease of use), currency, and the following guidelines:

- Websites should have a positive review or recommendation; when no review is available the following criteria can be followed:

- Websites should be maintained by responsible institutions and organizations;
- Material should be current, timely and have contact information
- Websites of a commercial nature will be continuously reviewed and evaluated for appropriateness and value to the library.
- When dealing with controversial topics, sites with differing points of view should be provided
- Websites should be examined and evaluated regularly for quality, currency and validity of content. Links to sites will be deleted or removed when they are outdated or superseded by newly identified sites
- Subject categories may include but are not limited to:
local Glendora information; Tax, California Libraries Catalog, Biography & History, Reader's Advisory, Business, Career, Consumer, Education, HealthComputers, Science, Kids Page, Teens and Electronic Resources

Retention and Weeding:

Assigned selectors will evaluate each website before inclusion into the weblinks collection. Websites will be reviewed periodically according to the assigned selector's schedule to ensure working websites. As links become inactive, or out-of-date, or no longer meet library criteria and guidelines they will be removed from the web collection. Final decision on website recommendations for inclusion in the library's collection will be made by the Senior Librarian under the guidance of the Library Director.