

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

Library Bidwell Forum

June 19, 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 May 15, 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 Review of Revised Administrative Policy 4.01 – Bidwell Forum

*President Theel to lead discussion on revised Library meeting/event facilities Policy to address Plaza*

**7. NEW BUSINESS**

7.1 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 Annual Evaluation of Library Director and Board

**10. ADJOURNMENT**

# **4.**

# **Consent Calendar**

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

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

May 15, 2006  
7:00 p.m.

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

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

Board Members Absent: Sandra Freeman

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

**2. PUBLIC COMMENT PERIOD**

There was no public to comment.

**3. ADOPTION OF AGENDA**

There were no changes to the order of the agenda.

**4. CONSENT CALENDAR**

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

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown stated that she has not received any additional reports of the Library's men's restroom being vandalized. There also have been no further reports of skateboarders using the Plaza, which usually occurs when the skate park is closed due to rain. Weed-Brown informed the Board that there is no news on the Classification and Compensation study.

To avoid any problems with scheduling next year's Trivia Challenge, Theel suggested reserving the room at APU and any needed AV equipment as soon as a date has been set. Weed-Brown stated she will forward that information to Pankow.

Weed-Brown advised the Board that Sandra Freeman did not re-apply for a position on the Library Board. Slakey commended Freeman for being an excellent representative of the Library during her five years of service on the Library Board.

Weed-Brown reported that it appears that the budget for FY 06/07 will be approved as proposed. Due to the availability of additional funds this fiscal year, the City Manager reviewed all proposed policy issues for FY 06/07 and FY 07/08. The Library received approval for immediate purchases, such as the purchase of the Polaris wireless inventory kit, the purchase of the Polaris children's catalog, as well as \$20,000 for needed shelving. The policy issues for additional staffing requests will go before City Council for review and approval.

Weed-Brown asked the Library Board to rate two photos for the Library's new web page. Hodson stated that the picture on the web page should be updated periodically. Weed-Brown agreed. She added that she will forward the preferred picture to the web page designer. After reviewing the revised Library logo, all Board members commented positively.

Weed-Brown stated that due to the re-organization of staff working areas, some staff members are unable to monitor circulation desk activity to see if additional help is needed. The possibility of purchasing a web cam, which would be pointed at the circ desk, was discussed by staff. At the same time, the City Manager informed Weed-Brown that other city departments are in the process of installing interior security cameras. He indicated that if the Library is interested in getting interior security cameras, this would be the time to get them.

Weed-Brown pointed out that outside security cameras will be installed in the near future as part of a Homeland Security grant. These cameras will be monitored by the Glendora Police Department. She asked the Board members if they wanted security cameras inside the building and whether all activity should then be recorded, saved and stored, and for how long. Weed-Brown pointed out that there would

not be any library staff available to evaluate the recorded information. Fields stated that a common timeframe to store such information is 90 days.

Discussion ensued on the security cameras not solving the circulation desk issue and the possibility of using the bell to alert staff that additional help is needed. Hodson stated that the Glendora Police Department did not include interior security cameras for the Library in their Homeland Security grant application, which means that the Library should not need them. Weed-Brown deemed security cameras excessive, with theft and incidents at the Library few and far in between. Theel suggested using a TV camera rather than a web cam. Weed-Brown stated she will research this issue further and also follow up with staff on the possibility of using the existing bell system.

Hodson suggested eliminating some dated information on the statistics sheet. Weed-Brown agreed and added that she and Cathel are working on a new layout for the statistics. The entire form will be re-worked and streamlined.

## **6. UNFINISHED BUSINESS**

### **6.1 Review of Revised Administrative Policy 4.01 – Bidwell Forum**

Weed-Brown pointed out that the memo attached to the draft policy highlights the changes.

Some discussion ensued on raffles, gambling and how these issues affect profit versus non-profit groups. Hodson questioned why activities that are illegal need to be listed in the policy as not being permitted. The Board members agreed that subsection B under Miscellaneous Regulations should be re-worded to avoid confusion. Weed-Brown stated that she will contact the City Attorney to verify whether casino nights are legal for non-profit fundraising activities and whether illegal activities need to be listed in the policy as not being permitted.

Following discussion on the topic of how many children one adult can legally supervise, Hodson suggested rewording the sentence to state that children must be supervised by adults. Weed-Brown stated that she will check with the City's Risk Manager on any limitations.

In response to a question from Slakey, Weed-Brown replied that for consistency's sake, the maximum number of occupancy on the Plaza is 195, the same as Bidwell. Any requests that might lead to a higher number of occupancy on the Plaza can be discussed on a case by case basis. The maximum load for the Plaza is 750 people. Weed-Brown stated that the yearly revenue from Bidwell is about \$2000 as it is mostly used by non-profit community groups.

Weed-Brown stated that she will be working on bringing the policy back next month with the revisions and the reviewed application.

## **7. NEW BUSINESS**

### **7.1 Self-Evaluation of Board – Preliminary Discussion**

Theel asked if every Board member had an opportunity to meet with their assigned City Council member. Hodson stated he made an appointment, but they have not met yet. Slakey said that she met with Karen Davis. Theel collected Fields' and Slakey's evaluation. Hodson stated that he will email his evaluation to Theel. Theel said he will contact Freeman about her self-evaluation

### **7.2 Evaluation of Library Director – Preliminary Discussion**

Fields commended Weed-Brown for her remarkable accomplishments and her great enthusiasm. He added that the Library staff is doing an excellent job, and it takes a great leader to lead a great staff. Weed-Brown thanked Fields. Theel stated that he will forward documents to the Board members for comment by June 12.

### **7.3 Use of Public Computers**

Recently a physically challenged patron requested immediate access to the Library's only ADA accessible station, which at the time was being used by a patron who was unwilling to end his computer session early. The disabled patron, feeling that the Library was not making reasonable accommodations, demanded a letter from the City Attorney regarding this issue, as well as a change in Library policy.

To resolve this issue, Weed-Brown suggested implementing a procedure where patrons can sign up to use the ADA accessible computer station, but if the need arises, they will need to move from that station within 20 minutes after being notified. Weed-Brown went on to say that by the end of the 20 minutes, one

of the Express PCs will be available and patrons can be moved there and given the time they have left on the computer. Weed-Brown researched this issue with the City Attorney and he felt providing access within 20 to 30 minutes is a reasonable accommodation.

The City Manager recommended that the Library Board review this issue and establish an Administrative Policy. Weed-Brown pointed out that new furniture will be purchased by the end of this summer and all computer tables will then be ADA height. Hodson stated that by the time the policy is drafted, written and approved, the tech center will have moved and ADA furniture will be in place. Some discussion ensued on whether an Administrative policy is needed and how to respond to the patron. Weed-Brown suggested addressing this issue when reviewing the Internet policy. Weed-Brown will follow up with the City Manager to see if a policy is needed in light of the Library getting new ADA height furniture.

7.4 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out that Night on the Plaza is scheduled for July 15.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar and determined that a closed session needs to be put on the June agenda. Weed-Brown stated that she will draft a new agenda planning calendar for the next fiscal year. She added that the Internet policy needs to be reviewed and updated, since it was reviewed last in April of 2002.

Hodson stated that he will not be able to attend the July and August Board meeting. Slakey said she will be gone in the month of June. She re-applied for a position on the Library Board and if re-appointed by City Council, she will be back in July. Theel observed that the election for President and Vice President will take place in July.

8.2 Board Member Items

Slakey attended the recognition party for Gary Clifford. She talked to Karen Davis and provided her with a copy of the Library's Strategic Plan. Slakey was given a private tour of the Los Angeles Public Library, which was wonderful. She was allowed to handle some rare books.

Theel stated that he visited the public library in Dingle, Ireland, which is a county library. He said it looks a library in the USA. He also saw the Book of Kells in Ireland.

Weed-Brown stated that the Friends Foundation is looking into the possibility of selling books on e-bay.

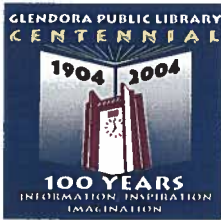
There being no further business, meeting adjourned at 8:52 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

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

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



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Glendora, CA 91741

## MEMO

To: Board of Library Trustees  
From: Library Director  
CC: City Manager  
Date: June 19, 2006  
Re: Director's Report

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### Community

Summer Reading Club sign ups have begun. Once again we have an adult, teen and children's program with lots of fun for all ages and interests. Sandy has lined up some fun events for the adults too.

Library Board appointments will be made at the last meeting of the City Council in June. As of this writing no one has submitted an application for the SAB position so that may need to fall to a board member next year.

The Development Office is in high gear as Night on the Plaza and the Cinderella/Candlelight Pavilion fund raisers loom on the horizon. NOP taping which will be airing on Adelphia cable will be scheduled the week of June 19th. Cinderella made a special appearance at the Wed. June 14<sup>th</sup> storytime with Miss Bonnie.

The Daughters of the American Revolution, Serrano Chapter, donated an interesting book called, Rosie's Daughters to the library at their May 23<sup>rd</sup> meeting which I attended. Building on the *Rosie the Riveter* WW II posters, it chronicles DAR "Rosies" and their contributions.

The YWCA Women of Achievement luncheon was held on June 2<sup>nd</sup>. Debbie Deal was honored for her volunteerism. Anne Pankow and I attended the event in support of Debbie.

We are beginning to promote our new business database, *BusinessDecisions*. A flyer has been created and an article written for the Chamber of Commerce newsletter. Gaetano Abbondanza will be demonstrating it at the Friends Foundation quarterly board meeting in June. This fall we will do a more focused PR push by attending community group meetings and any other group that we can get our foot in the door with!

Staff is being trained on our new downloadable music and books on June 22. This is an exciting venture and we are hoping that by being available in time for summer travel it will attract an audience quickly. Additional PR is in the works as well.

Anne Pankow has been appointed to the Glendora Coordinating Council as one of their Directors. Sandy Krause and I attended her installation luncheon on June 12. Sandy also took the opportunity to plug our SRC programs. At the same meeting, Dorothy Fountain was recognized for her community efforts with the Gene Beckwith Humanitarian Award, a well deserved recognition!

### Staff

The Development Office was finally able to move out of the staff lounge and into their new office space around June 7<sup>th</sup>. It was a long haul and I deeply appreciate their patience! If you haven't had a moment to stop in to their new work space, do so. The bookstore is scheduled to be moved in August. The bookstore area is still under construction.

Jennifer Dunlop and Rebekah Wilson have returned to us for the summer. They spent their first year in college in Wisconsin and are full of interesting anecdotes. Jennifer mused that she never had heard so much talk about the weather until her year in Wisconsin!

Cindy Romero is expected to return to us part time in July and August, and return to full time status this fall.

June 15<sup>th</sup> a Staff Appreciation BBQ was held in our newly emptied staff lounge. Our new tables and chairs were set up and they worked great in the space. This was library management's chance to say thank you to the staff for their hard work this fiscal year. Bam Bam's supplied wonderful BBQ beef and chicken and with additional salad, watermelon, chips and ice cream, we managed to fill everyone up!

All full time staff attended another round of emergency training in May. This training is required by the federal government if the city wishes to access funding for special homeland grants or disaster recovery dollars.

Carlos had a successful trip to NY for Polaris training. With his improved knowledge of the system we should now be able to use it to its full extent.

The City Council passed the salary recommendations for full time staff as put forth by the consultant at their June 13<sup>th</sup> meeting. Anne Pankow was promoted to Assistant Library Director as part of that process. Carlos officially became Support Services Manager, recognizing his new responsibilities with support services staff and Polaris. Carolyn Thomas has taken on additional responsibilities in tracking collection development funds and cataloging. Congratulations to all!

#### Director

I attended the Public Library Directors Forum in San Diego in May. It was a very worthwhile conference, and I don't say that often! Focusing on keeping public libraries vital and responsive was a key message. It tied in nicely with the many new goals that are on our FY 06/07 list. We heard from an interesting speaker whose job is to go to retailers and observe user patterns and how the establishment promotes itself. I was able to share those ideas with staff with almost immediate payoff. When I mentioned some of these ideas at our monthly All Staff meeting, replacing the circulation desk came up as an essential piece of the puzzle. I then took the request to the City Manager who allowed me to submit the circulation desk as a CIP request for FY 06/07. We will know by the end of June whether that will go forward or not. If it isn't funded, we have a back up plan, but I hope we won't need it!

The mid-managers and I were off site for a day of planning and team building on June 9<sup>th</sup>. We discussed the main floor layout in relationship to what had been learned by observing our library environment. New signage, a combined circulation and reference desk, and many other exciting ideas were generated. It was then shared with staff as part of the monthly reference meeting, with non-reference staff also attending to share their ideas as well as hear the new ones.

The managers and I also spent time discussing a book called HIMM-High Impact Middle Management. We will continue to discuss ideas in the book at our weekly meetings to continue building on this first step with our ultimate goal being a more effective leadership team for the library and community.

I attended the retirement party for Bernie of "Martha's Candy" at the Chamber of Commerce on June 6th. She has been a wonderful supporter of the library and our summer reading programs with coupons for the children. On behalf of the library I picked up a flower arrangement for her and expressed our gratitude for her support and good wishes for a happy retirement.

New carpet was put down in the administration office. This was necessary as once the built-ins were removed and areas that had not been previously carpeted became visible. Unfortunately we didn't have any extra pieces of the carpet that was already in there so we purchased new carpet. A soundproof wall between the literacy lab and director's office was installed by Luis from Public Works.





## Division Monthly Reports

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**To:** Robin Weed-Brown

**From:** Carolyn Thomas, Carlos Baffigo, Gail Jebbia, Gaetano Abbondanza, Anne Pankow, Sandy Krause

**Date:** May 2006 Report

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### Adult Services/Reference - Carolyn Thomas

Summer Reading Club plans have finalized and all brochures are available. Staff has done a remarkable job of outreach to the community to promote our programs. Gail has organized over 20 assemblies and school tours for the Children's program; Gaetano brought materials to both middle schools and PTA for the Teen program; Sandy distributed SRC flyers at local book stores, Coordinating Council and other local clubs for the Adult program. All who sign up for any club receive a free book, thanks to the Friends Foundation. The programs are as follows:

<i>Basking in Books</i>	Adult Summer Reading Club
<i>Creature Feature @Your Library</i>	Teen Summer Reading Club
<i>Paws, Claws, Scales and Tales</i>	Children's Summer Reading Club

New at the library!!! We now have a Children's Catalog. This is an easier way for children to search our public catalog both in the library and from home. Overdrive, a subscription service for audio book downloads and some ebooks is being added to our database services and can be accessed remotely.

Reference staff has been working on the webpage redesign. We've been updating and editing our web links and other web pages including databases and reference services information pages. This should be up and running by mid-summer and will be a big improvement.

Did you know we offer exam proctoring and local obituary searches? We proctor about 2 exams a month but during this time of the year there can be more; not many libraries offer this service and while we charge \$20, patrons are grateful that this is available to them. Reference staff performs an average of 10 obituary searches a month; email, phone and written requests are received. This is a free service we provide.

Cindy Romero is out on CAFRA leave. Both Cindy and her son, Richie, are doing well. We miss Cindy and her talents; she left great SRC plans for Gail and Deb, who are doing a fine job in the children's room.

Books Alive will be reading *Travels with Charley: In Search of America* by John Steinbeck on July 10 at 7 p.m. A book selection committee meeting was held on May 22 and title suggestions for next year were compiled. Attached is the list sent to Book club attendees; they will vote for their top 6 choices which will be announced on July 10. Another opportunity to join a book club will be offered on Wed. Oct 18, 2006 at 7 p.m. The new club, named "Bookies Inc" will be reading *The Curious Incident of the Dog in the Night* by Mark Haddon.

**Adult Reference** – Sandy Krause

During the beginning of June, I will be promoting the Adult Summer Reading Club Program to service clubs, city departments, local bookstores, the Glendora Chamber of Commerce, and to patrons who participated in the club during the past two years. Last year we had 80 enroll and 17 participants complete the program. Please refer to the ivory colored flyer for more information about the reading club and special events.

Anne Pankow and I attended two training sessions in May to learn about "Stress Free Adult Programming" and how to find authors to speak in our library. We learned that we are already providing more adult programs than most libraries, but we gained some new ideas and resources to consider.

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

Lots of Summer Reading Club planning, preparation and promotion occurred during the month of May. We finalized activities, crafts and events, printed flyers and brochures, and collected scores of volunteer applications. Planning training sessions, schedules and activities for over 90 volunteers has kept Deb very busy. We began outreach to local elementary schools, promoting our SRC program at two elementary school assemblies and one open house. At these events approximately 1,250 children were invited to participate in SRC activities. Four more school assemblies are scheduled during the first two weeks in June; this means an additional 1,700 children will be invited to the library for summer reading fun. In addition, all the local elementary schools will receive SRC flyers that will go home with the children. Deb's SRC bulletin board has also helped generate interest in what is sure to be a fun-filled summer of reading and activities.

We were able to provide library tours for three school groups this month. A total of 110 preschoolers and second graders became more familiar with our library and the types of books, activities and services libraries offer. Five more tours are scheduled during the first two weeks of June, with an anticipated attendance of over 300 children.

Story times continue to be enjoyed by preschoolers and their caregivers. This month there were 19 story times with a total attendance of 716. The cable channel filmed twice. Miss Bonnie's story time attendance shows that her program continues to be a favorite activity for many families. One Wednesday morning she entertained a group of 71 people. Because of the high interest shown by our patrons, story times will continue to be held throughout the summer.

Summer Reading Club begins this month! The theme for the Young Adult Program is "Creature Feature". The program is targeted to middle and high school students, although in the past there

have also been college students as well as upper elementary school students who have joined. The summer reading program encourages participants to read literature of their choice and earn incentives. Once again, all students who sign up will receive a free book. In addition, three of the five weekly prizes will be free books. I am also excited to announce this year's grand prize. Eight lucky students will win an MP3 player. These devices are very popular among young people. Although they are normally associated with music, they can also be used to download audio books. The fantastic prizes and programs that the library offers to its young adult patrons are made possible by the hard work of the Library Friends Foundation.

June will be a transitional month for computer center volunteers. Students finish school in the middle of the month, so there will be a shift in availability to include daytime hours. Some schedules will be shifted; in addition there should be a new group that is interested as well. For the month of May, the library used 7 young adult volunteers for a total of 53 hours.

### **Support Services – Carlos Baffigo**

#### **Circulation:**

The library's Annual Survey was conducted May 1<sup>st</sup> through May 6<sup>th</sup>. The Annual Survey provides a snapshot of library use data for the purpose of reporting statistics on services and forecasting future trends.

A new cash/check tending system using the Polaris automation system was installed at the Circulation desk. This new system eliminates the need for a conventional cash register by accounting for daily transaction and creating reports through the existing computer automation system.

New library cards were designed and ordered from Vanguard ID Systems. The new design incorporates the new library logo and offers a handy key tag.

The library purchased a new library inventory kit from Polaris Library Systems. The kit includes a computer tablet, inventory software and a wireless scanner to make the inventory process much more user friendly.

#### **Facilities:**

The Director's office was re-carpeted on Wednesday, May 17th. Come take a look!

The light diffuser replacement project continues on track. The Children's Room was the latest area to receive the enhancement. Take a look and you'll 'see the light'!

#### **Acquisitions, Cataloging, and Processing:**

The month of May marks the beginning of a very busy period before the end of the fiscal year. Acquisitions, Cataloging and Processing have been working hard to quickly get the new materials on the shelves. Great job everyone!

### **Computer Systems/Web Site:**

The library purchased the Polaris Children's PowerPAC. It is an easy to use, graphics based catalog interface for children.

The Polaris version 3.2 upgrade was installed successfully on May 22nd. Polaris version 3.2 fixed some on-going issues in version 3.1 and included some enhancements for better workflow.

A large portion of content for the library's new web site was submitted to PhD Computing the last week in May. Another batch of content will be submitted in early June.

Carlos Baffigo attended Polaris System Administration training in Syracuse, New York from May 31<sup>st</sup> through June 3<sup>rd</sup>.

### **Development & Educational Services – Anne Pankow**

The "Night on the Plaza" invitations have been mailed. Hopefully, each of you has received your invitation. Committee members are busy gathering special items for the silent and live auctions. The goal this year is \$175,000. See all of you there on July 15. The Friends Book Store is selling tickets for three NOP opportunity baskets on display – "Take me out to the Ballgame", "Fun in the Sun", and "Music on the Go."

The Foundation Office Staff has moved to our new location. Please stop by to say "Hello." Staff is busy creating the layout of the bookstore and planning a Grand Opening in September or October. There will be special events throughout that week to help draw people upstairs to our new location. More information will follow.

The Cinderella committee - Beth Hollingsworth, Terry Bollinger and Judi Rudd – is busy working on the Foundation's newest fundraiser at the Candlelight Pavilion. Chris Cravens has created a charming invitation which will be in the mail soon. Cinderella came to storytime on Wednesday, June 14, to read a special story at Miss Bonnie's weekly storytime. The storytime children and parents were thrilled to meet her. Thank you to Mick Bollinger for making this possible. But where was Prince Charming?

There are currently 23 matched tutoring pairs in the Adult Literacy Program. Students served year to date is 34. Mary Pat Dodson trained 8 new literacy tutors on May 6. The Adult Literacy Program is steadily growing. The number of tutoring pairs has almost doubled in one year. The library is very fortunate to have such a passionate and proactive literacy coordinator. Mary Pat has been busy completing the application for the State Literacy grant for 2006-07. It is due to the State in June.

Coffee 'N Books, which began the first Saturday in January, has become a popular monthly event. The Friends sold magazines for 10 cents each on the first Saturday in May and raised over \$150 that day. The monthly sale has increased revenue for the Friends Book Store. Originally Coffee 'N Books was going to end in June. It has proven so successful that it will continue indefinitely.

Born to Read, our Teen Parent program at Arrow High School was presented by Chris Cravens to 8 teen parents the first Thursday in April. There are 20 teen parents enrolled in the program. Books

were distributed to all 20 teen parents. This outreach program goes on hiatus during the months of July – September.

Babies, Books and Bibs, presented to expectant parents by Bonnie Deering at Foothill Presbyterian Hospital the first Thursday evening each month, presented 18 library information gift bags to families.

Anne Pankow is the library representative to the Glendora Community Coordinating Council (GCCC). She will serve on the GCCC Board next year as a director.

## Glendora Public Library Summary Data for May 2006

	Last YR May	This YR May	Percent Change	Last YTD	This YTD	Percent Change
<b><u>SERVICE CONTACTS</u></b>						
I.7 Hours Open	233	244	5%	2,460	2,535	3%
A. Library Visitors	22,081	23,135	5%	248,928	244,288	-2%
A.2 Visitors per Hour	94	94	0%	—	—	—
C. Community Contacts	8727	24495	181%	56,049	66,105	18%
TOTAL SERVICE CONTACTS (A+C)	30,808	47,630	55%	304,977	310,393	2%
<b><u>KEY SERVICE INDICATORS</u></b>						
1. Total Registered Borrowers	—	—	—	49,219	53,352	8%
1.2 Library Cards Issued	340	310	-9%	3,794	3,298	-13%
2. Items Loaned	30,476	30,496	0%	337,603	317,030	-6%
2.1 Items Loaned per Hour	131	125	-4%	—	—	—
3. Requests for Information	3,644	3,987	9%	41,206	45,831	11%
C.5 Presentations, Community & Special Events	3	3	0%	42	39	-7%
C.6 Presentations, Community & Special Events - Attendance	137	93	-32%	1,493	2,394	60%
E. Total Computer Usage	27,529	16,086	-42%	270,805	240,446	-11%
4.9 Children Attending Programs	757	826	9%	7,864	9,837	25%
E.5 Library Home Page Views	3,087	2,358	-24%	23,997	30,545	27% ***
<b><u>SPECIFIC SERVICE INDICATORS</u></b>						
<i>(included in above totals)</i>						
A.4, A.6 Total Forum Attendance	785	1373	75%	7,476	10,350	38%
3.3 Fax, Mail & E-mail Requests for Information	19	72	279%	143	492	244%
3.2 Telephone Requests for Information	194	205	6%	2,223	2,280	3%
3.1.3 Percent of In-Person Questions - Complex Questions	120	214	78%	1,528	2,338	53%
4.1 Children's Requests for Information	969	1,012	4%	10,070	11,795	17%
D.1 Literacy Students Served (Currently Active)	19	23	21%	—	—	—
D.2 Literacy Hours Tutored	64	76	19%	406	550	35%
E.2 Internet Users	3,307	3,128	-5%	34,660	36,235	5%
E.3 Electronic Resources Users	3,829	6,587	72%	19,626	59,696	204%
E.4 Web Links Collection Views	20,295	6,172	-70%	215,515	142,914	-34%
F.2 Volunteer Hours	494	457	-7%	10,195	8,236	-19%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$5,903	\$4,678	-21%	\$59,570	\$54,161	-9%
H.1 Items Owned (snapshot)	—	—	—	142,370	147,557	4%
I.6 Percent of Collection Overdue (snapshot)	5%	5%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	21%	21%	-1%	—	—	—

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

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

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

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

*Library closed at noon Dec 23, closed Dec 24-26,*

*Library 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 Sept 9, 10, 12 2005 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 2005 due to Holidays*

*Library closed January 2 and 16 2006 due to Holidays*

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

*Library closed May 29, 2006 in observance of Memorial Day*

**\*\*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**

**These statistics are subject to verification.**

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

CITY OF GLENDORA  
LIBRARY BOARD OF TRUSTEES

**DRAFT**

**POLICY FOR COMMUNITY USE OF  
LIBRARY MEETING/EVENT FACILITIES**

In order to ensure that groups make the most effective use of the Library facilities (Bidwell Forum, Plaza, meeting rooms), 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 Facilities**

- A. Non-profit groups such as youth groups, hobbyists, social clubs, and service organizations may use the Library facilities for either public or membership meetings.
- B. Commercial enterprises may rent the Library facilities 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. Library facilities are not available for private parties or receptions.
- E. Children's groups must be supervised by adults.
- F. No advance ticket sales, admissions, donations, collections or other charges may be made for public events held in the Library facilities, except to cover optional refreshment costs and certain non-profit fundraising activities. (Public events may be bumped in the event that the City/Library requires priority use – II.F)

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 events 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 Library facilities during normal library hours shall not disrupt library service.

**II. Reserving Library Facilities**

- 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 2 weeks 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 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/events should notify the Library at once so that the date may be freed for other groups. A fee will be charged if the meeting/event is cancelled less than 72 hours prior to the meeting/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.
- G. Groups reserving Bidwell Forum may also use the Library Plaza area. When using the Plaza, the following **additional** guidelines apply:
1. No food preparation is allowed on the Plaza
  2. Plaza must remain accessible and open to the public at all times
  3. 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
  4. A detailed set-up plan must be submitted with the application for approval
  5. 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
  6. All equipment used on the Plaza must be furnished by the applicant, including locating, leasing, transporting, and return of equipment
  7. 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.

### **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. Applicant may be required to pay for damages.
- D. The serving or use of alcoholic beverages is permitted in the Library meeting/event facilities 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/event 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 Library meeting room/event facilities 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 Library meeting/event facilities.
- H. Applicant is responsible for compliance with all applicable health, safety, sanitary and fire regulations, including the maximum occupancy of 195 in Bidwell Forum. 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 Library meeting room/event facilities privileges.

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

#### **A. Single Day Usage fees**

- 1. Resident Non-profit Groups

No charge

(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.)

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 (meeting cancelled less than 72 hours prior to the event) \$25.00
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 (VHS/DVD player & TV) \$10.00 per unit
3. Overhead Projector \$10.00

**C. Person on Duty Charge**

1. Any group whose meeting will begin outside of normal library hours must 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.

2. Any group whose meeting will run past the Library closing hour must arrange 2 weeks in advance for additional hours at \$20.00 per hour.
  3. Double the hourly rate will be charged in case of late use without advance notice.
- 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 2 weeks 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 2 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 2 weeks prior to the event.

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

Approved and adopted this \_\_\_ day of, 2006.

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

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

City of Glendora  
Library Board of Trustees

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

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

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

By: \_\_\_\_\_.  
James Theel, President



# LIBRARY FACILITIES APPLICATION

City of Glendora—Public Library

updated May 2006

Organization Name: \_\_\_\_\_  
 Organization Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Alt Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Date of meeting: \_\_\_\_\_ Purpose of meeting: \_\_\_\_\_  
 Use of Forum \_\_\_\_\_ Plaza \_\_\_\_\_ Other \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_  
 Time needed from : \_\_\_\_\_ to \_\_\_\_\_ Time meeting will come to order: \_\_\_\_\_

**Charges and Fees—all fees are non-refundable and non-transferable**

Single Day Usage (must be paid 2 weeks prior to the meeting except additional charges which may be assessed for damage/cleanup and/or extended use)

- 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 beginning and continuing after normal library hours.....\$20/hour
  - Meetings beginning outside normal library hours (first 2 hours).....\$50
  - Additional hours .....\$20/hour

Multiple Day Usage (for each day beyond a single day including time set aside to setup 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—minimum \$25

**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.
- TV/VCR/DVD
- Overhead Projector

**City Permits**

- Music: Yes \_\_\_\_\_ No \_\_\_\_\_ Received \_\_\_\_\_
- Outdoor: Yes \_\_\_\_\_ No \_\_\_\_\_ Received \_\_\_\_\_
- Other: Yes \_\_\_\_\_ No \_\_\_\_\_ Received \_\_\_\_\_

**Library Use Only**

Group Fees

Equip. Fees

Cleaning Fees

Total Fees

Will alcoholic beverages be served? \_\_\_\_\_ Yes \_\_\_\_\_ No Music? \_\_\_\_\_ Yes \_\_\_\_\_ No

Insurance coverage : \$ \_\_\_\_\_ Security guard 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 CA  
 3204 N. Rosemead Blvd, Suite 103 El Monte, CA 91731

626.927.1060

The undersigned applicant hereby acknowledges having read and understood the Library's Facilities 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 \_\_\_\_\_

- Reservation Confirmed  Not Available

Signature \_\_\_\_\_

Robin Weed-Brown, Library Director

Date \_\_\_\_\_

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



## Glendora Public Library Events

### **June 2006**

- 03 10 a.m. – 1 p.m. *Coffee 'n' Books in the Library* – main floor  
19 Children, Teen and Adult Summer Reading Club Registration begins  
19 7 p.m. Library Board meeting- Bidwell Forum  
19 7 p.m. Cooking demonstration by Trader Joe's –Adult SRC – main floor  
21 2 p.m. Teen Summer Reading Club Registration party – Young Adult area  
24 10:30 a.m. "Make your own zoo animal craft" - ages preschool to 12-Children SRC- Bidwell Forum  
26 Reporting for all Summer Reading Clubs begins  
26 6 p.m. "Book to Movie"- watch "*Howl's Moving Castle*," discussion follows- Adult SRC – Bidwell Forum  
27 1:30 & 3:30 p.m. Magic show with *Magic Wayne* , all ages– Children SRC – Bidwell Forum  
28 2 p.m. Manga (Japanese style) drawing workshop – Teen SRC – Bidwell Forum  
29 1:30 p.m. Fishbowl craft, ages preschool to 12 – Children SRC – Bidwell Forum

### **July 2006**

- 01 10 a.m. – 1 p.m. *Coffee 'n' Books in the Library* – main floor  
04 Library closed in observance of Independence Day  
06 1:30 p.m. Origami folding workshop, ages preschool to 12 – Children's SRC – Bidwell Forum  
08 10:30 a.m. Swazzle Puppeteers, all ages – Children's SRC – Bidwell Forum  
10 7 p.m. Books Alive! *Travels with Charley* by John Steinbeck –Adult SRC - Library Main Floor  
11 1:30 & 3:30 p.m. Movie *Homeward Bound*, all ages – Children's SRC – Bidwell Forum  
12 2 p.m. Acrylic Painting – Teen SRC – Bidwell Forum  
13 1:30 p.m. Create a dragon streamer puppet, ages preschool to 12-Children's SRC – Bidwell Forum  
15 Night on the Plaza goes Caribbean  
17 7 p.m. Library Board meeting- Bidwell Forum  
18 1:30 & 3:30 p.m. Live bugs, parrots & monkeys, all ages-Children's SRC – Bidwell Forum  
19 2 p.m. Chemical Magic – Teen SRC – Bidwell Forum  
19 7 p.m. Teen book discussion group: *War of the Worlds* by H.G. Wells –Teen SRC-Bidwell Forum  
20 1:30 p.m. Wild animal mask craft, ages preschool to 12 – Children's SRC – Bidwell Forum  
22 2 p.m. Meet the Author Jerrilyn Farmer – Adult SRC – Library Main Floor  
23 Cinderella at the Candlelight Pavilion  
25 1:30 & 3:30 p.m. Animal Magic Show, all ages – Children's SRC – Bidwell Forum  
26 12 p.m. Herb Gardening workshop- Bring a brown bag lunch–Adult SRC – Bidwell Forum  
27 1:30 p.m. Puppy pop-up card craft, ages 6 to 12 – Children's SRC – Bidwell Forum  
29 1 – 3 p.m. End of summer party, all ages – Bidwell Forum

### **Summer Story times**

- "Time for Tykes" – ages 3 -5- Tuesday & Wednesday 10:30 a.m.
- "Family PJ Story Time" – ages 3 -5 - Wednesday 7 p.m.
- The third Wednesday of every month is **craft night** after "Family PJ Story Time"
- "Mother Goose Story Time" for infants & toddlers- Thursday 10:30 a.m.



## **Community Outreach**

- Babies, Books and Bibs/Family Literacy Outreach, 1<sup>st</sup> Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 1<sup>st</sup> Thursday of every month at 12:35 p.m. at Arrow High School –on summer hiatus

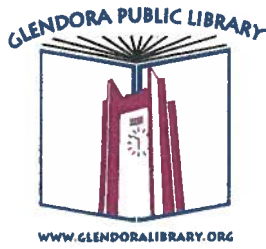
## **Foundation Executive Board Meeting**

- July 7, 2006 @ 7:00 a.m. Library – Main Floor

## **Foundation Quarterly Board Meeting**

- June 20, 2006 @ 7:00 a.m. Azusa Pacific University

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



## Glendora Public Library Board of Trustees Agenda Planning Calendar FY 06-07

**July 17:** Elect officers; Foundation Liaisons appointed; Library Board Goals

**August 21:**

**September 18:** SRC wraps up; Holiday Hours-Thanksgiving & Christmas;

**October 16:**

**November 20:** Budget Priorities FY 07-08-initial discussion

**December 18:** Mid-year review of goals 06-07

**January 15-holiday:** Budget 07-08(Adj. for MLK to...)

**February 19-holiday:** Goal planning 07-08; Friends Foundation funding staff  
(Adj. for President's Day to...) requests for 07-08

**March 19**

**April 16**

**May 21** Closed session: Self-evaluation of the Board-begin process  
& Evaluation of the Director-begin process

**June 18** Agenda planning 07-08; Closed session: Eval. Lib board; Eval.  
Lib Dir

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