

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

Library Bidwell Forum

**May 15, 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 April 17, 2006- **action item**

5. REPORT OF LIBRARY DIRECTOR

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

6. UNFINISHED BUSINESS

6.1 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 Self-Evaluation of Board – Preliminary Discussion

President Theel to lead discussion

7.2 Evaluation of Library Director – Preliminary Discussion

President Theel to lead discussion

7.3 Use of Public Computers

Weed-Brown to lead discussion about prioritizing access – initial discussion

7.4 Library Events Calendar

A calendar of library or significant community events that include library staff participation. All or some of other Board members might choose to participate, no action is required

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Plans for future meetings to be discussed

8.2 Board member items

Announcements only—no action will be taken on any item brought up at this time

9. ADJOURNMENT

4.

**Consent
Calendar**

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

April 17, 2006
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:00 p.m. by Vice President Sandra Freeman.

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

Board Members Absent: James Theel

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/Fields)** to approve Minutes of meeting of March 20, 2006.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that staff is in the process of ordering key-chain size library cards. She went on to say that the City Manager authorized overspending in the Building and Supplies account to help with relocation issues. Weed-Brown reported that the Conversation Club is lead by volunteer Sharon Dannels. It is currently only open to active learners of the Literacy Program, with five people being enrolled. The Conversation Club may become available to the general public at a later time. Weed-Brown confirmed that the strategic plan will be mailed to participants with a thank you note. In response to a question from Slakey, Weed-Brown stated that there is no news on the Classification & Compensation study. Job classifications were reviewed by staff during the first week of April and then returned to Personnel to be sent back to the consultants. The study was scheduled to be completed some time in March.

Weed-Brown announced that the Friends Foundation Quarterly Board meeting was postponed until May 2. The meeting was rescheduled due to concerns over a possible Brown Act violation. It was determined that there were no violations. Members had already been contacted, so the rescheduled date remained.

Weed-Brown handed out copies of the complete strategic plan, including cover and back page, for the Board's review and comments. She explained that the goals are printed on a separate sheet so they can be updated every year as they change, and be inserted into the strategic plan. Weed-Brown had originally met with the City's Public Information Officer Larry Cox to set up getting the document printed using one of Cox's printing companies. The recommended company had a backlog of printing jobs and Weed-Brown felt the printing and distribution process would take too long. She completed the layout of the strategic plan and the document will be sent to a local printer. Slakey commended Weed-Brown for doing an excellent job in creating a clean and informative hand-out. She made some recommendations, such as changing the color of the paper that the insert was printed on.

Hodson asked if the Centennial logo printed on the strategic plan is the one currently being used on all library documents. Weed-Brown confirmed this and added that staff is working on an updated version. In this version, the box around the book and the word "Centennial" are eliminated. Hodson voiced his concern that the use of the year "2004" suggests the logo is outdated. He recommended eliminating the years completely. Weed-Brown pointed out that the book in the logo will look empty without the years and Hodson agreed. The Board reviewed the updated version of the logo. Some discussion ensued on the design elements of the updated logo. Board members had several suggestions, such as updating the logo every year to reflect the current year, using "21st Century" instead of "1904" and "2004," using "now" instead of "2004" and completely redesigning the logo. Weed-Brown pointed out the amount of time it takes to redesign a logo. She suggested the possibility of contracting with a graphic designer, since currently there is not one on staff. Freeman recommended looking at previous versions of the logo to get

additional ideas. She asked how many people are involved in the process of updating the logo. Weed-Brown responded that currently only she, Pankow, Cravens and Cathel are involved. Weed-Brown asked the Board members to think about other options for the logo and let her know if they have any ideas.

Weed-Brown showed the Board the latest revision of the library's new web page. She pointed out that there will be no need to scroll to view the entire web page, as it will fit on the computer screen. The web site's colors were chosen to compliment the colors of the library logo. The Route 66 sign will be used as the watermark, which ties in with the City's efforts to promote Route 66. Staff training on maintenance of the web page is scheduled for May 5. This will prepare staff for the responsibility of maintaining the site properly by updating pictures and text as needed.

Weed-Brown showed the Board the tentative floor plan of the new Development office and bookstore. She explained that the Development office point of entry and exit will be the main door, which will be changed to a clear glass door. The loading dock is available for staff to enter or leave the building. The carpet and desks have been ordered. Weed-Brown stated that Public Works will do a walk-through of the Foundation office next Tuesday to see if there are any issues that need to be addressed. Once the Development office is moved, the staff lounge can be completed. The Library purchased tables, chairs and three ottomans for the staff lounge. The layout of the furniture in the lounge will need to be reviewed before anything else is purchased.

Weed-Brown reported that Baffigo is back full-time. Cindy Romero's baby is doing better. Deborah Takahashi was promoted to Library Aide IV. Weed-Brown explained that the Aide IV position represents more accurately the level of work and responsibility this position is required to handle. Daisy Fregoso is the new Library Aide III replacing Angie Andino. The other vacant positions will not be filled until the Library's needs have been evaluated.

Weed-Brown stated that there is no news on the budget. Richard Cantwell, Public Works Director, officially announced his retirement. A retirement party has been planned for April 28. Freeman commented that she was delighted to read that Luis Cervantes, the Facilities maintenance worker, is doing a wonderful job. The Board members expressed their appreciation.

Freeman suggested placing security cameras outside the men's restroom to deter any future vandalism inside the restroom. Weed-Brown provided further details about the escalating vandalism, such as the time of day it occurs. Several police reports have been filed and Cathel has been taking pictures of the vandalized restroom. Staff has been working on identifying suspects. Fields cautioned that the suspects have to be caught in the act of vandalizing the restroom.

Weed-Brown confirmed that there are still problems with the electric door leading to the Plaza. When it rains, the door stops working. Furthermore, it leaks upstairs by the door and drips downstairs in the Circ office.

Weed-Brown stated that skateboarders are a re-occurring problem. When it rains, the skate park is closed, and the teens come to the Plaza to ride their skateboards. Currently there is only one "no skateboarding" sign posted, and it faces the back parking lot. Weed-Brown has contacted Public Works to get more signs placed on the Plaza. The police have also been notified of heightened activity of skateboarders on the Plaza.

Weed-Brown received a letter from the Public Library Foundation asking to lobby Sacramento for better support of the Public Library Foundation. She asked Board members to let her know if they want staff to take action on this.

The Board will start the process of self-evaluation and evaluation of the Library Director in May. In preparation for this, Weed-Brown reviewed the current Library Board goals. She highlighted two goals that have not been accomplished yet. The first goal that still needs to be completed is Board members meeting with City Council by January 2006 and the second one is attending City Council meetings by June 2006. Weed-Brown asked what kind of documentation the Board needs in preparation for the Library Director's evaluation. The Board members asked for the Library Director's highlights and major accomplishments. Fields asked to get a copy of last year's Director evaluation. Slakey explained to Fields last year's process of the self-evaluation of the Board. She stated that the Board members put together lists of their accomplishments and turned them over to the Board President. He in turn compiled them and they were brought back to the Board for review and discussion. Weed-Brown stated that she will include last year's evaluation in next month's Board packet.

Slakey asked about the status of the updated City Council discussion points list. Weed-Brown replied that she emailed the revised list to the Board members shortly after the March Board meeting. Slakey said she did not receive it, and Weed-Brown offered to provide her with a copy. Slakey confirmed with the other Board members that appointments with the Council members will be scheduled before the May Board meeting. In response to a question from Hodson, Weed-Brown replied that the Classification and Compensation study has not been completed yet and she does not have any news on the status. She added that some job classifications might be consolidated. The consultants met with some of the staff that requested to be interviewed, as well as with staff with single job classifications, such as the Development and Educational Services Coordinator and the Customer Service and Facilities Manager.

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Review of Media Procedures

Weed-Brown pointed out that the media procedure is a procedure rather than a policy. Initially she was going to create a policy. After further evaluation and because there is a city policy in place, she decided that creating a procedure is the more practical way to go. Weed-Brown added that this procedure is for the Board's review and asked for comments. Freeman was pleased. Weed-Brown added that this procedure was reviewed at that All-Staff meeting in April.

7.2 Library Events Calendar

The Board reviewed the events calendar. Slakey pointed out that the Earth Day Festival and Relay For Life are scheduled on the same day, which is Saturday April 22. Weed-Brown stated that 25 teams are registered for Relay For Life, which is the highest number to date. Weed-Brown remarked that the attendance for the Earth Day Festival might be positively impacted, as people will already be out to attend Relay For Life.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

8.2 Board Member Items

Hodson stated that the event at the Country Club was very nice and commended everybody for doing a great job.

Slakey agreed. She is thankful for John Jackson's generosity towards the Library. She reminded Freeman to fill out her application to re-apply for the Library Board.

Freeman enjoyed the Volunteer Luncheon, the dessert was excellent, and the Citrus Singers were great. Everyone worked very hard to put this event together.

Fields stated he also enjoyed the Volunteer Luncheon. He sat next to George and Janet Thompson.

There being no further business, meeting adjourned at 8:24 p.m.

Respectfully Submitted,
Robin Weed-Brown, Library Director

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

5.

**Report of
Library
Director**



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Glendora, CA 91741

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MEMO

To: Board of Library Trustees

From: Library Director *Rub*

CC: City Manager

Date: May 15, 2006

Re: Director's Report

Community

Our city Earth Day celebration held on the Plaza and in Bidwell, was well attended despite the inclement weather. Thanks to Anne Pankow for working with Dianne Walter in Planning and co-coordinating the event.

The Library's team, Relay Readers, for the Relay for Life event, was small but mighty! The 24 hour event was running the same weekend as the Earth Day celebration. Anne was also the team captain for this event, going back and forth between library and Citrus College on Saturday as well as staffing the library's relay 'camp'. Thank you Anne! Next year we will be creating just one city-wide team and combining our library team with the city's.

The 14th Annual Great Trivia Challenge has netted approximately \$17,000.00 making this the most successful Challenge yet. A new trivia committee brought new changes which were noted and appreciated by staff and attendees.

The Friends Foundation has been busy. They voted at the May quarterly board meeting to support the library's funding requests which means an exciting year of remodeling for the library. The new executive committee will be: President Gordon Trask, VP Pat Janes, VP of Fund Development Michael Bollinger, Treasurer Kathleen Garvey and Secretary Judi Rudd. Lani Exton, Tom Malcolm, Brian Brusnahan and Nancy Gorey will be leaving the board. New board members will be: Terry Bollinger, Keith Hilliard, John Lundstrom and Jan White. Gordon and I will be meeting with the new members before the June Foundation meeting.

In case you weren't aware, the Farmers Market is back in Glendora as of May 6. This time around it is being held on Saturday evenings. It is being run by the same company that handles the Monrovia market and is not a volunteer run operation as before. There is hope it will stay vital with the added support and attract the community back to this family oriented event.

There is a very interesting display in the lobby of matchstick art. If you haven't had a opportunity to take a look, please do. A Memorial Day display is being put up by Sylvia Shorey Barton in the lobby cases as well.

I attended the Arbor Day event at the DAR headquarters April 25th. I will also be attending an event there in June where a book will be donated by them to the library.

Staff

Five staff members attended Front Page training on May 5th here in Bidwell. Front Page is the software program that will be used to maintain and update the web site. The site's home page is almost complete. I will attach a copy of the current status. We are in discussion on the photo to use on the home page-so I will be looking for your input/vote!

Carlos Baffigo will be traveling to New York on May 30th for a week of systems administrator training on Polaris. With the staff reorganization, this training became essential.

Ted Taylor will return to his previous Librarian II status on May 22nd. He will share his time between reference and technology support.

May 22nd will also be the day we upgrade the Polaris software to version 3.2. The changes will be noted more by staff than the public, although some additional searching features should offer more options for searching the catalog. With the company based in New York, we are hoping that most of the upgrade will be completed before opening on that Monday, although staff will be prepared in case the system needs to be down longer than anticipated. Matt Jester and Dave Guzak are coordinating the upgrade with Polaris.

Congratulations to the Development office, Mary Pat Dodson and Anne for a successful CDBG application. They receive \$13,452 in support for the adult literacy program.

The Development office move has proved to be a longer process than anticipated. Their patience, as they work in a very small space, while accomplishing great deeds, is commendable. Walls will be going up and carpet within the next 2-3 weeks. We hope to have them in their new digs by early June.

Full time staff will be participating in new (and yes, more) emergency training in May. This is federally mandated training and being coordinated through the EOC and John Schmidt. We even have to take, and pass, a test! NIMS, National Incident Management System training, is required training for all full time staff in order to be able to obtain federal funding for security grants, recovery and mitigation funds.

Director

I was saddened to learn that Sandra Freeman would not be re-applying for the library board. Her participation has made a great impact in outreach to the schools and with her insights into meeting the needs of Glendora. She will be missed; however I am hoping she will still grace us with her presence at library events in the future as her schedule permits!

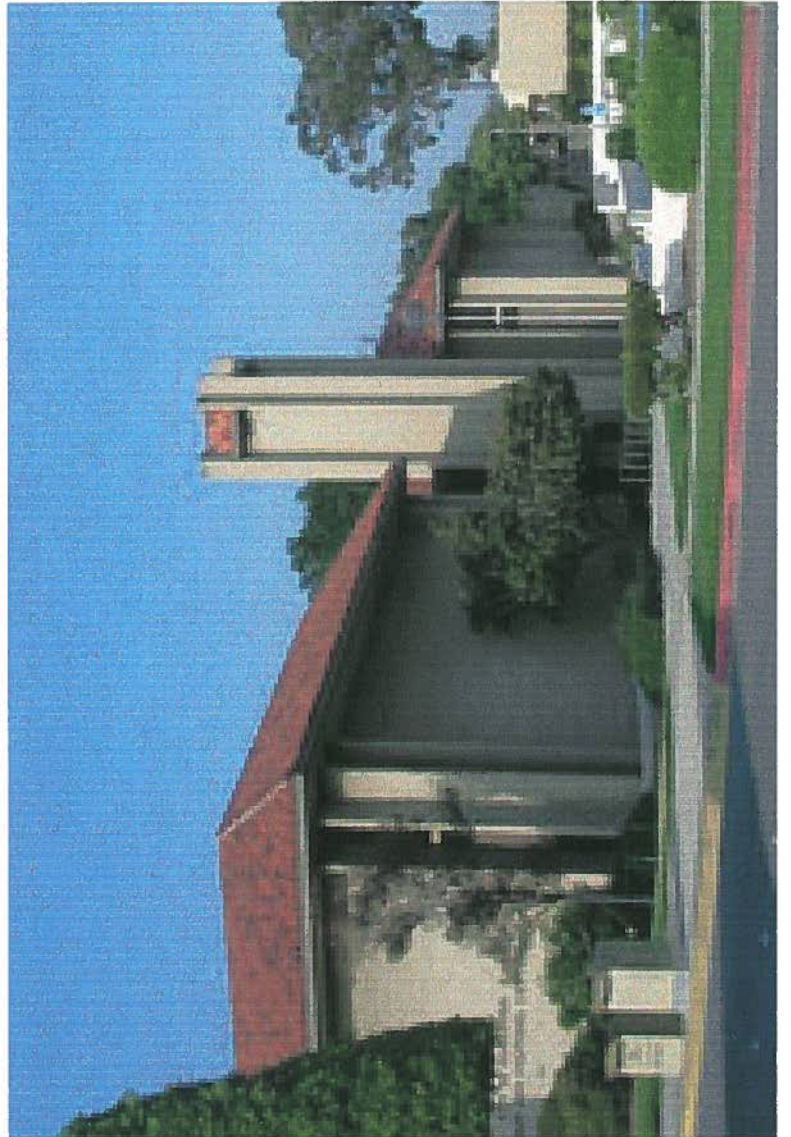
The city has signed up with a new grant service, Randall Funding & Development, Inc, in Emeryville, CA. This is more than just a database of available grants as we have had with eCivis. They will also write grants, for a fee of \$800.00 per grant. Anne and I have met with their representative, John Izzo, and shared information on library needs. With this level of cost, we will only be using them for major new grants and not for any on-going or reoccurring grant applications we already work with.

Work in the administration office has begun and should be done by the end of the month. A sound proof wall is being created between my work area and the literacy lab thanks to Luis and new carpet for the office. Several carpet patches have created quite a patchwork in the office space. To improve the look of the area it was decided to put in new carpet instead of continuing to patch.

I will be in San Diego, May 17-19 attending the State Library's Public Library Director's forum. Elke will have my contact information if you need to get in touch with me for any reason.

May 25th is the joint MCLS/SAB meeting in Burbank. Pam Vermons, our System Advisory Board representative, will be joining me for this semi-annual event.

Next board meeting: June 19, 2006.





Division Monthly Reports

140 S. Glendora Ave. Glendora, CA 91741
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To: Robin Weed-Brown

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

Date: April 2006 Report

Adult Services/Reference - Carolyn Thomas

National Library Week was celebrated April 3-8 in our library. National Library Week Bookmarks were available for all patrons. The Children's Department held two programs: a magic show on April 1 and a program on how to draw cartoons held on April 6. The Young Adult Department handed out two pamphlets from the American Library Association: *Outstanding Books for the College Bound and Lifelong Learners*; *Best of the Best Books for Young Adults*.

Remote access to our electronic resources continues to be high with over 2000 remote searches on the Gale Databases, alone! We will be adding a new remote-access electronic resource by mid-June called *OverDrive*, which features MP3 downloads of audiobooks and some ebooks. We are continuing to look for valuable resources to serve our patrons 24/7!

Summer Reading Club plans are now finalized and brochures are set to be distributed by the beginning of June. Summer Reading Club will run from June 19 – July 29, 2006. The programs are:

- *Paws, Claws, Scales and Tales* - Children
- *Creature Feature @ Your Library* - Young Adults
- *Basking in Books* - Adults

Books Alive meets two more times this fiscal year:

May 8, 2006: *The Adventures of Augie March* by Saul Bellow

July 10, 2006: *Travels with Charley: In Search of America* by John Steinbeck

A book selection committee meeting will be held Monday, May 22 at 7 pm, main floor, for all who are interested in making title recommendations for next year's reading list. I am also investigating the possibility of starting an additional Adult Reading and Discussion Group, to be held on Wednesday nights and led by group members. The reading group is popular and growing!

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Circulation – Carlos Baffigo

Circulation:

The Annual Survey will commence Monday, May 1st and end Saturday, May 6th. This survey gives the library a snapshot of key indicators of usage.

Circulation staff Angie Andino, Daniela Overlock and Carlos Baffigo attended a workshop called “Verbal Judo” on April 27th. It coached public service staff on how to deal with difficult customer situations by using simple, but effective communication techniques.

Customer Service and Facilities Manager Carlos Baffigo will attend Polaris training May 30th – June 2nd in Syracuse, New York.

The city’s IT department has been busy ordering and installing new flat panel computer monitors for staff and public areas. Take a look!

Facility:

Public Works has started work on sound-proofing the Library Director’s office. They should be finished by mid-May.

Quotes have been submitted for the installation of new carpeting in the Library Director’s office. Work should start in mid-May.

The landscape project east of the building is still pending.

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

April in the Children’s Room:

April began with a celebration of National Library Month. On April 1, Tony Daniels entertained 90 people with a magic show that included live animals and lots of laughs. On April 6, Jim Gilbert showed 52 people how to express their artistic talent by drawing cartoons. Every person went home with a booklet of their own creations.

We also participated in a fun-filled outreach event: An Easter Egg Hunt and Storytime at Gladstone Park. Thirty people joined Deborah Takahashi as she read Spring and Easter stories as part of the City’s Easter festivities.

During April 535 people attended our 16 regularly scheduled storytimes and Miss Bonnie’s storytime was filmed four times for the local cable channel.

One group of Girl Scouts requested a tour of the library, at which 10 people learned how books in the library are organized.

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This month the Children's Display Case highlights a beautiful marble collection presented by Harrison, Cameron and Estelle Smith. Many visitors have enjoyed viewing the several vases filled with colorful globes that stand among streams of marbles underneath.

We promoted National Poetry Week with a display featuring a variety of poetry books. Many patrons enjoyed a poem or two while they browsed and many more checked out the books to take home and savor.

Summer Reading Club Volunteer Applications continue to come in. We are actively encouraging young people, age 10 and older, to come help us this summer.

We have had more turn over in our computer center with three young adult volunteers leaving due to other obligations. Three new students were recruited within the last couple of weeks. One of these students was Jay Wang, an outstanding young man who was honored at the Coordinating Council luncheon by several service organizations and government representatives. For the month of April, seven volunteers provided a total of 45 hours of service.

Development & Educational Services – Anne Pankow

- Born to Read, our Teen Parent program at Arrow High School was presented to 7 teen parents the first Thursday in April. There are 20 teen parents enrolled in the program. Books were distributed to all 20 teen parents.
- Babies, Books and Bibs, presented to expectant parents at Foothill Presbyterian Hospital the first Thursday evening each month, presented 20 library information gift bags to families.
- On April 4, the Friends Foundation hosted the annual Volunteer Recognition at Glendora Country Club. The Citrus Singers entertained 87 volunteers. This event is made possible through the sponsorship of John and Sharon Jackson. Volunteers rave about the event and look forward to attending every year.
- Coffee 'N Books, on the first Saturday of each month, continues to be successful. At least 57 cups of coffee were consumed while patrons browsed the monthly Friends Book Store sale. This monthly sale is becoming popular and has become the most profitable day of the month for the Friends Book Store.
- The Night on the Plaza committee has met twice and has already received several corporate and business sponsorships and auction items. 'Save the Date' postcards were sent to 3,600 addresses. The Friends Book Store will display three opportunity items for Night on the Plaza- 'Take me out to the Ballgame', 'Fun in the Sun' and 'Music on the Go'. All patrons have a chance to win one of these items by purchasing tickets at the Book Store.
- Foundation Staff continues to work in the Staff Lounge. We can hardly wait to move to our new office. Anne Pankow is working with Public Works staff to design and construct walls to create two separate and distinct areas, the Foundation Office and the Friends Book Store and storage area. Construction is scheduled to begin May 22. Staff anticipates moving the week of June 5.

Support Services - Ted Taylor

Support Services is working hard to order, receive, and process the remaining items for this fiscal year.

The statistics for the month of April 2006 appear below.

	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	919	204	175	971	912	376
Apr	995	488	346	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	3,430	1,950	1,018	10,264	7,410	5,000
Ave/Month	857	487	254	855	618	417

TASK	4/3-8	4/10-15	4/17-22	4/24-29	TOTALS
Ordered	124	330	157	5	636
Received	93	122	184	282	681
Added	280	105	152	155	692
Withdrawn	0	0	192	145	337
Mended	81	123	124	18	346

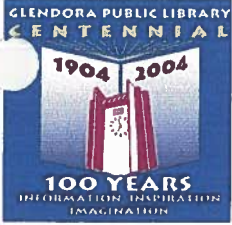
Glendora Public Library Summary Data for April 2006

	Last YR April	This YR April	Percent Change	Last YTD	This YTD	Percent Change
<u>SERVICE CONTACTS</u>						
I.7 Hours Open	237	230	-3%	2,227	2,291	3%
A. Library Visitors	21,232	22,271	5%	226,847	221,153	-3%
A.2 Visitors per Hour	88	97	10%	—	—	—
C. Community Contacts*	4991	3817	-24%	47,322	41,610	-12%
TOTAL SERVICE CONTACTS (A+C)	26,223	26,088	-1%	274,169	262,763	-4%
<u>KEY SERVICE INDICATORS</u>						
1. Total Registered Borrowers	—	—	—	48,958	53,016	8%
1.2 Library Cards Issued	382	279	-27%	3,454	2,988	-13%
2. Items Loaned	32,707	29,588	-10%	307,127	286,534	-7%
2.1 Items Loaned per Hour	138	129	-7%	—	—	—
3. Requests for Information	3,884	4,034	4%	37,562	41,844	11%
C.5 Presentations, Community & Special Events	3	4	33%	39	36	-8%
C.6 Presentations, Community & Special Events - Attendance	112	145	29%	1,356	2,301	70%
E. Total Computer Usage	27,879	19,714	-29%	243,276	224,360	-8%
4.9 Children Attending Programs	916	687	-25%	7,107	9,011	27%
E.5 Library Home Page Views	3,087	3,306	7%	20,910	28,187	35% ***
<u>SPECIFIC SERVICE INDICATORS</u>						
<i>(included in above totals)</i>						
A.4, A.6 Total Forum Attendance	825	995	21%	6,691	8,977	34%
3.3 Fax, Mail & E-mail Requests for Information	15	69	360%	124	420	239%
3.2 Telephone Requests for Information	219	188	-14%	2,029	2,075	2%
3.1.3 Percent of In-Person Questions - Complex Questions	120	219	83%	1,408	2,124	51%
4.1 Children's Requests for Information	968	864	-11%	9,101	10,783	18%
D.1 Literacy Students Served (Currently Active)	18	22	22%	—	—	—
D.2 Literacy Hours Tutored	62	51	-18%	342	474	39%
E.2 Internet Users	3,193	3,482	9%	31,353	33,107	6%
E.3 Electronic Resources Users	4,259	7,232	70%	15,797	53,109	236%
E.4 Web Links Collection Views	20,295	8,792	-57%	195,220	136,742	-30%
F.2 Volunteer Hours	445	431	-3%	9,701	7,779	-20%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$6,270	\$5,175	-17%	\$53,667	\$48,325	-10%
H.1 Items Owned (snapshot)	—	—	—	141,032	146,056	4%
I.6 Percent of Collection Overdue (snapshot)	4%	5%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	23%	20%	-3%	—	—	—

*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
(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: May 15, 2006

Re: Bidwell/Plaza policy draft

Attached is a first pass at a revised policy on use of library meeting and event facilities. It is just a first pass.

Here are a few highlights:

- Policy name changed to: Policy for Community Use of Library Meeting/Event Facilities
- Changed phrase "meeting room" to library facilities throughout doc. Adds flexibility was my thought on this.
- Fees paid 2 weeks in advance as well as all required permits
- Plaza was added in under section II, item G-this way all Bidwell requirement apply and here are a few extras that go along with use of the plaza- it is tied to Bidwell use, therefore is still available to community groups but tied to the -could get bumped issue
- Limit on attendance is initially based on Bidwell's maximum since the two are now tied together
- Application is being modified to include things like which room they are interested in using, estimated number of attendees, etc.; we are having Debbie St. George review it for insurance amounts and risk management wording. It is not yet complete at this juncture.

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DRAFT

CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES

**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 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 facilities, except to cover optional refreshment costs and certain non-profit fundraising activities. (The regulation also prohibits advance sale of admission tickets for public events 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 \$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 (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

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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

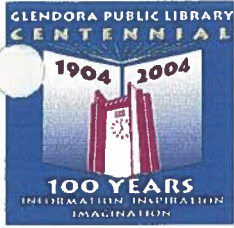
Signature _____

Robin Weed-Brown, Library Director

Date _____

7.
New
Business

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Glendora Public Library
(626) 852-4891

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

Glendora, CA 91741

MEMO

To: Library Board of Trustees
From: Robin Weed-Brown, Library Director *RWB*
Date: May 15, 2006
Re: Annual Evaluation of the Library Board

Attached is a copy of the roles of the library board and last year's evaluation for your convenience as you begin your annual evaluation process.

ROLE OF THE GLENDORA LIBRARY BOARD OF TRUSTEES

Members of the Glendora library Board of Trustees are appointed by the City Council. As representatives of the community, the board provides strategic leadership and serves as the creative catalyst for developing and implementing the mission, values and vision of the Glendora Public Library. The board ensures that the community's investment results in library services that are responsive and of the highest quality.

Roles & Responsibilities of the Board of Trustees

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

Responsibilities:

- Annually, validates and modifies or ratifies the mission, values and vision as stated in the library's strategic plan.
- Establishes annual objectives to achieve the mission, values & vision.
- Listens to constituents representing diverse views, including those of complementary community institutions and organizations, and coordinates the library's mission with that of other organizations to see that they culminate in the desired community outcomes.
- Participates in library programs, professional associations and other activities to keep informed of and evaluate new trends, concepts and ideas to meet the changing needs of the community.

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

Responsibilities:

- Sets criteria upon which to measure the performance of the board's directives.
- Periodically reviews and correlates policies to the mission, values and vision of the library.

Role 3. Actively promotes library services within the community

Responsibilities

- Serves as advocate for the library before the greater community.
- Networks with other community organizations.
- Cultivates civic and political support for library programs.
- Individual board members attend public events to represent the library.

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

Responsibilities:

- Reviews data to evaluate the performance of board set criteria.

Role 5. Reviews the director's performance in achieving the board's direction and implementing board policy.

Responsibilities:

- Establishes a process for review
- Annually conducts a formal review.

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

Responsibilities:

- Reviews and endorses annual budget recommendations to the City.
- Provides liaison representation to the Friends Foundation.
- Accepts and administers trusts, endowments, bequests and gifts made directly to the library.

Role 7. Orients new board members to the perspectives of the board and the values of the library.

Responsibilities:

- Establishes a mentoring program for new board members with seasoned veterans.
- Provides an overview of the role of the board and how meetings are conducted to new members by the board President.
- Reviews the library's strategic plan with the new board members by the Vice President

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

Responsibilities:

- Serves as chief buffer between public sentiment and professional library management
- Serves as chief protector of the library's neutrality from the political system
- Maintains open-mindedness and sound long-term policy over and above personal conviction.

Dated: May 16, 2005 GLENDORA LIBRARY BOARD OF TRUSTEES

AYES: 5

NOES: 0

ABSENT: 0

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

BY: Sylvia Slakey
Sylvia Slakey, Board President

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ANNUAL EVALUATION OF THE GLENDORA PUBLIC LIBRARY
BOARD OF TRUSTEES

June 2005

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

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

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

All members participated in Trustee meetings and met with members of the City Council and community at large to discuss library issues. The Trustees continued to pursue the Sunflower project with dedication and enthusiasm. With the loss of that potential site, the Trustees began anew to visit the community to discover/uncover the needs of the city, both in the north and in the south, in regard to library services. Jim Theel is currently chairing a strategic planning committee and the Board will continue to be deeply involved with this project throughout the next year.

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

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

Role 3. Actively promotes library services within the community.

This year the Board approved additional specific objectives. Each Board member met with a city councilperson to communicate current needs of the library. The Board also improved communication and participation with our fundraising group, the Friends Foundation. Board members also attended, and often spoke at, city council meetings to promote library services and current program offerings. A list of our specific community activities and participation in library events will follow this section on roles.

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

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

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

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

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

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

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

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

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

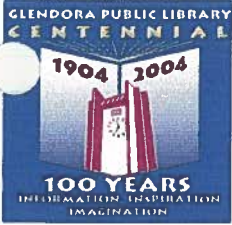
We remain steadfast supporters of the Library Director, staff, and volunteers. Frequent attendance at Board meetings of staff as well as mid-managers keeps us in the loop. The Director motivates and encourages us to work within the community and we enjoy a wonderful working relationship on the Board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

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

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

*Sandra's participation in interview panel
for DES management -*

- in Role area



Glendora Public Library
(626) 852-4891

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

Glendora, CA 91741

MEMO

To: Library Board of Trustees
From: Robin Weed-Brown, Library Director *Robin*
Date: May 15, 2006
Re: Annual Evaluation of Library Director for FY 05-06

Attached for your information as you prepare for my annual evaluation are:

- Role of the Library Director doc
- Self-evaluation form-this form is submitted by all library staff members prior to their evaluations; it is slightly modified for my evaluation;
- Copy of the annual goals for the library-one in an excel spreadsheet and a copy from the budget document with a status report as of May 5, 2006.

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**ROLE OF THE LIBRARY DIRECTOR IN RELATIONSHIP TO THE GLENDORA LIBRARY
BOARD OF TRUSTEES**

The Library Director is appointed by the City Manager to manage and direct the staff and operations of the Glendora Public Library. The Director provides the professional leadership for the library and in partnership with the Library Board of Trustees, implements the mission, values and vision and establishes the policies and priorities which determine library direction. As the board's chief executive officer, the Director is their liaison to the staff, the City administration, other involved governmental agencies and the library profession.

Roles & Responsibilities of the Library Director in Relationship to the Board:

Role 1. Provides the board of Trustees with information for effective planning and to make sound decisions

Responsibilities:

- Produces data that enables the board to evaluate library services and programs
- Presents a range of value alternatives and implications for options within the range
- Develops policy options and implications; proposes alternatives and recommendations
- Actively investigates and reports on societal and professional changes that impact the library
- Suggests, tests and recommends new ways to enhance services.
- Presents information in a clear and concise form

Role 2. Implements board policy and reports the implications to the board

Responsibilities:

- Ensures board policies are carried out; actively develops methods to support the board's direction most effectively
- Manages and develops resources to support the board's direction most effectively
- Supports the will of the board majority. Monitors information requests by board members or committees, and if such requests, in the Director's judgment, require a material amount of staff time, defers them to the full board for a decision.
- Informs the board in a timely manner if the Director deems it necessary to violate a board policy.
- Accepts contributions only for purposes that materially support board – approved goals

Role 3. Acts as liaison between the board, City government and administration, the Friends Foundation and other civic and professional organizations

Responsibilities

- Keeps the board informed of relevant issues and trends
- Represents the respective opinions and needs among all concerned parties
- Authorizes the use of the library's identity by the Friends Foundation or any other organization to raise funds for purposes that materially support board – approved goals
- Informs the board of all contributions received in a timely manner.

Role 4. Acts as secretary to the Board

Responsibilities:

- Prepares agendas and supporting documentation for board meetings
- Records the business at regular and special meetings of the board
- Prepares the minutes of board meetings for board review and distributes as approved.

Dated: October 15, 2001 GLENDORA LIBRARY BOARD OF TRUSTEES

AYES: 5

NOES: 0

ABSENT: 0

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

BY: Doug Hodson
Doug Hodson, President

Glendora Public Library Self Evaluation Form

NAME: Robin Weed-Brown JOB TITLE: Library Director DATE: May 15, 2006

A. Describe your major job responsibilities:

My job has several parts to it:

- I run the Glendora Public Library, ensuring quality service and programs for the community; I lead and mentor the staff and am responsible for the day to day activities of the library and all the details that come with that; I am a library advocate
- I am responsible as a library director to participate in programs, activities of the State Library and local library system, MCLS; I submit an annual report to the State Library on GPL services & annual national report
- I am a Department Head, and all that it entails, for the City, including attendance a city council meetings, dept. head meetings, participant in emergency operations, responding to requests from the City Manager and the 5 member City Council and community; I report directly to the City Manager
- I report to the Board of Library Trustees. I have 4 major roles outlined in the document "Role of the Library Director in Relationship to the Glendora Library Board of Trustees;
- I work closely and in partnership with the Glendora Public Library Friends Foundation and their Executive Board to identify library and community needs that the FF can support the through additional funding.
- In my roles as Lib. Dir and Dept. Head, I am active in the community as a member of Rotary and through presentations and attendance at community events and meetings;

B. Describe your accomplishments since your last evaluation. *Projects completed, unusual problems resolved, new ideas/suggestions which were implemented, improvements in performance, goals met, classes/training sessions attended, or any other item which you felt contributed to your growth and development on the job.*

Completed, or nearing completion, of established annual goals for library; (copy attached) including library strategic plan for FY 06-10;

Re-design of library's web site and new library URL www.glendoralibrary.org ; staff trained to maintain web site;

Relocated staff work areas for better communication, work flow and supervision;

Increased staff training and involvement with professional library associations: 11 staff to CA. Lib. Assn. conf; Carolyn Thomas to Public Lib. Assn. conf; Management Monday training sessions for managers; MAP training for managers; manager's professional development through targeted readings such as High Impact Mid Management; Whale Done; articles; staff participation in on-and-off site training opportunities; active involvement of staff with MCLS committees

Supervised 4 mid-managers: Anne Pankow became manager of Development office and acting library director in my absence; Carlos Baffigo promoted to CS&F manager; reorganization of library staff when one mid-manager requested reassignment; creation of Assistant Library Director position; wrote new job descriptions for Public Services Manager, Support Services Manager and Assistant Library Director incorporating new assignments with loss of the one mid-manager position due to reassignment;

Added 2 full time Library Technician positions to library roster;

Successful budget process-\$75,000.00 added to materials budget;

Expanded emergency training for staff with city's Emergency Services Coordinator; CPR and First Aide training/re-training for all library staff

Completed commissioned salary survey comparing not only library to library jobs but library to other city depts.; worked closely with city's classification and compensation study to increase parity for library staff;

Increased variety of library events; most events had improved attendance;

Welcomed 2 new babies into the library family! Temporary restructuring of staff to accommodate staff off on Family and Medical Leave;

Represented the library and city at various meetings and events around Glendora: Chamber, DAR, Soroptimist, Coordinating Council, Sup. Antonivich, GUSD, COUSD, Rotary, Relay for Life, Friends Foundation monthly and quarterly, city council meetings and events, etc.

Successfully negotiated transfer of maintenance to Public Works and improved relations between depts.;

Opened up library's lobby display cases for community displays by authorizing new location for Friends Foundation recognition panels and bronze book;

Cleaned up and refreshed staff lounge for more inviting environment;

HVAC project *finally* completed;

Increased library exposure via *Glendora on the Move* articles;

Public Library Directors Forum in San Diego (State Library);

Added more staff recognition/appreciation events and re-vamped monthly Star Service award;

C. Briefly describe your feelings about your job for this past year. Could include what you like best or least about your job, what you have learned and what were your greatest challenges.

Finally being able to move some of my ideas forward, such as the web page redesign, relocation of support services staff, strategic plan, as opposed to winding up projects from BR (Before Robin), has been rewarding;

Completing the strategic plan was a great feeling! I feel we have an exciting, community-oriented focus for the next few years and am looking forward to the main floor changes lined up for next fiscal year;

Personnel issues have been a challenge this year. On the other hand, what year hasn't been filled with personnel challenges?!

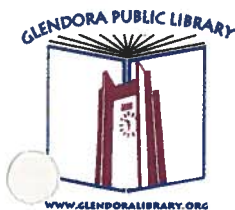
And then there was surviving two surgeries in one calendar year, the loss of two family members, jury duty.....I am extremely grateful for the level of support from both staff, library board, city manager, city council and the community.

Library FY 05-06 Goals

	Timeline	Responsibility	Other City/Div staff needed	Status
Administration				
Create and publish a 3-5 year plan of service for library	Complete by 6/30/2006	Lib. Dir, BLT and sub-cmte		completed
Update Library Emergency procedure manual	Complete by 3/30/2006	Lib. Dir, Admin Assist CS&F manager	consult with John Schmidt, EOC	completed; on-going as city modifies procedures
Prepare library staff salary equity document to submit for 06/07 budget	Complete by 12/30/2005	Lib Dir		completed-Lib Assoc Rept City C&C study pending
Customer Service & Facilities				
Purchase and install new book drop and new AV drop in back lot	Complete by 2/28/2006	CS&F manager		completed
Facilitate lib maintenance transfer to public works	Complete by 6/30/2006	CS&F manager & assistant	Public Works-John Menke	completed
Update Circ Procedures manual	Complete by 6/30/2006	CS&F manager and staff	Sr. Lib SS re Polaris procedures	75% complete
Support Services				
Implement periodicals module	Complete by 6/30/2006	Sr. Lib-SS, periodicals aides	(print) (microforms)	Phase 1 - 100% complete Phase 2 done by 6/30/06
Establish SS procedures manual	Complete by 6/30/2006	Sr. Lib-SS, and staff		75% complete
Public Services				
Investigate and evaluate kid's catalog and prepare recommendation for purchase in FY 06/07	Complete by 3/30/2006	Sr. Lib- PS and staff	Sr Lib-SS-Polaris issues	purchase request submitted in city and foundation budget
Revise and expand Ref manual	Complete by 6/30/2006	Sr. Lib-PS		complete

GOALS for FY 2005/2006:

- **Create and publish a 3-5 year plan of service for the Library.**
- **Implement the magazine and serials module in the Library's integrated systems program, Polaris. This will save staff time, processing costs and maintenance of these materials.**
- **Investigate and evaluate electronic Children's Catalogs available to facilitate youth access to library resources, with recommendation for purchase in FY 06/07.**
- **Plan and implement a variety of adult, teen and children's programs, activities and services, to continue its more than 100 years of connecting Glendorans to the world of information, inspiration and imagination.**



Glendora Public Library Events

May 2006

- 06 9 a.m. -3 p.m. Tutor training – Bidwell Forum
- 06 10 a.m. – 1 p.m. *Coffee 'n' Books 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
- 22 6 p.m. Books Alive! Committee meeting – main floor

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 Summer Reading Club 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

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, 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

- June 2, 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

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 (already completed); review media procedure
- May 15** Preliminary discussion: begin process of Self-evaluation of the Board & Evaluation of the Director; Bidwell Addendum-Plaza, Admin Policy 4.01
- June 19** Agenda planning 06-07; Closed session: Eval. Lib board; Eval-Lib Dir