

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

**Library Conference Room**

**July 19, 2004  
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 June 21, 2004- action item

**5. REPORT OF LIBRARY DIRECTOR**

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

5.2 Introduction of Cindy Romero – FILL Intern

**6. UNFINISHED BUSINESS**

6.1 Cards for Kids & Summer Reading Club Outreach - Update  
*Sandra Freeman to report on outreach to children and schools*

6.2 Citizens Budget Committee - Update  
*Sandra Freeman to report*

6.3 Friends Foundation Discussion  
*Trustee Discussion on strengthening the relationship between the Boards and staffing*

**7. NEW BUSINESS**

7.1 Election of Officers & Foundation Liaisons Appointments (2)  
Vice President Slakey to lead - **action item**

7.2 Future Meeting with City Council  
Vice President Slakey to discuss dates to propose to City Council

7.3 Library Board Goals  
Vice President Slakey to lead – Discussion on specific Board goals FY 2004/2005

7.4 Library Events Calendar  
*A calendar of library or significant community events that include library staff participation. All or some of the Board members might choose to participate but no action is required*

**8. BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar  
*Plans for future meetings to be discussed*

8.2 Board member items  
*Announcements only—no action will be taken on any item brought up at this time*

**9. ADJOURNMENT**

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

Library Conference Room  
140 S. Glendora Ave.

June 21, 2004  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:03 p.m. by President John Jackson.

Board members present: Sylvia Slakey, Jim Theel, Sandra Freeman, Doug Hodson

Board members absent: none

Staff present: Robin Weed-Brown, Library Director, Elke Cathel, Library Secretary, Paul Rohde, Literacy Coordinator

**PUBLIC COMMENT PERIOD**

There was no public to comment.

**ADOPTION OF AGENDA**

There were no changes to the order of the agenda.

**CONSENT CALENDAR**

It was MSC (Hodson/Slakey) to approve Minutes of meeting of May 17, 2004.

**REPORT OF LIBRARY DIRECTOR**

Weed-Brown introduced the Library's new Literacy Coordinator, Paul Rohde.

Rohde thanked the Board for the invitation to attend the Board meeting. He explained to the Board his plans to expand the existing programs and create new programs.

He described the summer reading outreach program, which supplements the Summer Reading Club. It is a partnership between the Friends Foundation and the Glendora Unified School District. This pilot program is for children age 3 to 12 who can not be reached in any other way during the summer. One of the objectives is to sign these children up for library cards and get them to come to the Library. This program was originally planned to reach 50 children, but Rohde said they might reach up to 200. A free book will be given to every child. The books that will be given out were purchased at Blue Chair at a discount and any excess books will be returned to them. This program is very well received by the community.

Rohde handed out information on "Partners in Literacy" – a Glendora Unified School District/Glendora Public Library collaboration. He explained the collaboration. Before implementation, the program needs to be marketed, and the tutors need to be trained. This training should take about 8 to 12 hours plus hands on training. Hodson said the program sounded great. Weed-Brown said the Library is glad to have Paul Rohde on board. Hodson stated the summer reading outreach program is a great idea. President Jackson said to keep up the good work.

Weed-Brown reported that Doug Hodson is the Library Board's only appointee.

Theel wanted to know when the air conditioning in the Library would be repaired. Weed-Brown said there was no specific date yet. Theel remarked that the replacement of the air conditioning unit would take some time, since units of this size are usually custom made. Weed-Brown stated that the priority right now is to have air conditioning during the Night on the Plaza. She went on to say that temporary solutions are being reviewed at this time, such as rental air conditioning units for Night on the Plaza.

Weed-Brown informed the Board that a meeting is scheduled with Courts Construction Company to discuss details for the Plaza project. She requested guidance from the Board in regards to closing the Library during the construction project. She stated that at this point she did not know how long the jack hammering would take. Slakey stated that if staff was in any danger, the Library should be closed. Hodson agreed. He said the Library should be closed if the work disturbs the patrons and staff. Freeman agreed and said Weed-Brown should use her best judgment.

The Board discussed in detail the Sunflower grant project, the City Council's position and the Friends Foundation obligations. Theel stated that the Sunflower schedule is off by about one year at this point.

Weed-Brown confirmed with Slakey and Hodson that they will be attending the InfoPeople workshop on July 16<sup>th</sup>, 2004.

Weed-Brown showed the Board members the pin and business card with the Staff Vision Statement that were handed out at the last all staff meeting. She said that pins stating "Attitude is everything" were also ordered. These will be handed out to staff at a later time.

#### Board Meeting Dates FY 04-05

The Board discussed the January and February Board meeting dates for Fiscal Year 2004/2005 due to holidays falling on the Board meeting nights. **It was MSC (Hodson/Slakey) to approve Tuesday, January 18<sup>th</sup>, 2005 and Monday, February 28<sup>th</sup>, 2005 as meeting dates.**

#### UNFINISHED BUSINESS

##### Cards for Kids

Freeman told the Board members she was somewhat disappointed in the number of library cards issued at the open houses at Williams, Stanton and La Fetra schools. She stated Marcia Conway and she were thinking about going to individual classrooms once school starts up again. She still feels Family Night at the Library is very effective. Theel stated that Williams had a book fair at the other end of the campus the night of open house, but he was still happy with the outcome. Hodson said that a lot of people already have library cards. Slakey remarked it is good just to be present. Freeman stated that the library applications for the summer outreach program are color coded.

##### Citizens Budget Committee

Freeman stated that the Citizens Budget Committee is meeting every Thursday now. Last week they were supposed to view three department's presentations, but were only able to view two. Theel wanted to know if there was a common theme in these presentations. Overall, the Committee felt the departments were doing a good job. But there are several areas that need improvement, such as communication and promoting the best person for the job.

##### FY 04-05: Goals

The Board reviewed the Library Goals and Objectives for Fiscal Year 2004/2005. Hodson said he thought they looked ok. Freeman wanted to know the status of the Development Office now that Kathleen Mason is gone. Weed-Brown stated right now everyone was directly reporting to her. She went on to say that she has some restructuring ideas, but they needed to be discussed with the Executive Committee of the Friends Foundation. Freeman asked if Rhode knows about the plans to take Adult Literacy to Glendora businesses. Weed-Brown said yes. Slakey said Rhode seemed to be very energetic and knowledgeable. The Board discussed in detail the possible reasons of Kathleen Mason's leaving and the job position of Library Development and Education Services Coordinator. Weed-Brown said she will talk with staff in the Development Office and the President of the Friends Foundation to discuss different options. In other libraries, the Foundation and Library are completely separate.

#### NEW BUSINESS

##### Friends Foundation Discussion

Slakey felt that as a Board they needed to be more proactive. She thought there should be formal meetings between the Library Board, the Friends Foundation and City Council to establish closer relationships. She suggested an annual joint meeting to get feedback and eliminate lack of communication. In her opinion, there also needs to be more communication between the Board and staff. The Board needs to be visible at City Council meetings. President Jackson suggested a Board trustee attend City Council meetings to heighten awareness and be more visible. Slakey said that salary issues were haunting the Library. Weed-Brown agreed and stated that the Library is in a constant state of training. Slakey said that Weed-Brown needed the Board's support. Hodson remarked that for a formal meeting with the City Council the Library trustees need to be prepared. Slakey said that the Library Board needs to be clear on what it wants to accomplish. President Jackson liked the idea of meeting with City Council and stated it needs to be strategically planned. Slakey stated that the Board members can think about issues that they want to bring to the City Council. Hodson recommended that this issue should be put on next month's agenda and that the Board have a joint planning meeting with the Friends Foundation. Theel reminded the members that the meeting with the Friends Foundation would need to be announced as a special meeting. Freeman stated that the Friends Foundation does not realize how low the library's

salaries are. President Jackson stated that the Foundation is more set on funding programs than on salaries. President Jackson stated that this discussion should be continued at next month's Board meeting.

#### FY 04-05: Agenda Planning

The Board reviewed the draft of the agenda for Fiscal Year 2004/2005. Hodson said a "Joints meeting discussion" should be put on July's agenda to further discuss a joint meeting of the Library Board with the City Council and Friends Foundation. Theel asked whether a Centennial Update should be put on the agenda. Hodson said the plans with Glendora's Mexican sister city Mérida have been moved to next year. Weed-Brown stated that a new appointment to MCLS needs to be discussed at July's Board meeting. After a discussion about the benefits of such an appointment, Hodson asked it be put on July's agenda.

#### Library Events Calendar

The Board reviewed the events calendar for June/July 2004. Weed-Brown stated that the Summer Reading Club numbers are not as high as last year's, but there are no exact numbers yet.

#### BOARD MEMBER ITEMS

##### Board Member Items

Theel said that he enjoyed helping at the open house at Williams School.

Hodson stated he also enjoyed the open house at Williams.

Slakey stated that she misses Kathleen Mason.

Freeman reported that she enjoyed working the open house with Marcia Conway. She is a true delight to work with.

President Jackson agreed.

#### CLOSED SESSION

##### Annual Evaluation of Library Director & Board

The Board went into closed session at 9:07 p.m. and emerged at 9:30 p.m.

#### ADJOURNMENT

There being no further business, meeting adjourned at 9:31 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.



Glendora Public Library  
(626) 852-4891

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

Glendora, CA 91741

## MEMO

To: Board of Library Trustees  
From: Library Director *Rubin*  
CC: City Manager  
Date: July 19, 2004  
Re: Director's Report

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### Community

Summer Reading Clubs for children, teens and adults, are all in full swing. Children have reported on a tremendous number of books and had puppet shows, Native American storyteller, Wild West adventures such as making your own bear claw necklace and lots of other fun activities. Our teens have had workshops on writing poetry, being a playwright as well as painting classes. The adults have had 2 author visits and a "Books Alive" session.

The Youth Volunteer Recognition Party, for the summer reading club volunteers, will be held Tues. July 27 from 3-4pm in Bidwell. Please let me know if any of you are planning to attend.

Of special note is the Summer Reading Club outreach to at risk children in Glendora. Turn out has built weekly and our staff and volunteers have done a great job in working with them.

I was contacted by the Glendora Yellow Ribbon group about putting out more service persons photos. We discussed what limited options they have here in the library for display. The solution was to mat the photos and tape them to the window about the current photos out in the lobby. They indicate that many calls have been received by people that have seen the display in the library and wanting to get their family member's photo out too.

The Plaza project is to begin July 27 and run through mid-September, if all goes well. The library will be closed the 28<sup>th</sup>-31<sup>st</sup>, during the jack-hammering portion of the project. Most staff are taking vacation time, some will be relocated to other departments. Notice is up in the lobby, at each service desk, on the web site and bookmarks announcing the closing are being handed to each person that checks materials out. A copy of the schedule for the project is included in this packet for your information.

Night on the Plaza was a tremendous success- we were sold out with approx 300 in attendance, including 3 city council members, our city manager and our city finance director. Numbers are still coming in however at this time we know the silent auction made over \$12,000. Special thanks to Chris Cravens and Bonnie Deering, and their husbands Tom and Bob, for once again stepping into the fray to ensure a successful event! Thanks also goes out to staff members Anne Pankow, who volunteered her time that night after working all day, and Steve Fuentes and Aimee Beauchemin for their extra help that day & night!

I am including an article from Western City on San Jose's "Green Library". Those of us involved in the Sunflower project hope to make our building and environs 'green' and have discussed this issue quite often. This is just informational.

At the June 29<sup>th</sup> City Council meeting, our materials budget was re-instated to \$217,000.00, which is the base we submitted before cuts were required. This was a wonderful show of support; however our materials budget is still woefully short of where it should be for a city of this size and education. It should be closer to \$300,000.00 but this is a first step and I am grateful that we will be able to meet the community's library needs a bit better than at the \$202,600

level! With the additional funds from the Friends Foundation 500 Book Club we will be able to maintain in most areas of the collection. The periodicals budget is still sustaining a cut, but it much less severe.

Our Japanese sister city, Moka, was here for a visit on July 12<sup>th</sup>. The display cases were moved down from Bidwell so the artifacts could be seen by the delegates. We even got the vase over from City Hall to display. Three citizens of Moka were here with an entourage of 9 along with them. All 12 received a Centennial gift bag with goodies in it like the Centennial mug, a Friends Foundation umbrella and more. Thanks again to Bonnie and Chris who pulled these bags together the same week they were gearing up for Night on the Plaza-they are amazing women!

### Staff

We were all shocked at the resignation of Development and Educational Services Manager Kathleen Mason. Her last day was June 18<sup>th</sup>. Aimee Beauchemin has been working part time in the DES office on NoP issues and supporting the literacy outreach SRC program. Paul Rohde is following through on literacy grants, as well as the outreach program. No movement on replacing Kathleen has happened, pending a meeting with the Foundation President.

All full time staff attended mandatory city training on avoiding the problems of harassment and also on risk management. Supervisors were required to attend a second session on the role of supervisors entitled "Five concurrent themes for success" which also included discussions on performance evaluations and progressive discipline.

Ray Rood continues to meet with me and our management team. He will be spending 2 half days with us, July 14 and 21 in the afternoon. We are following up on the communications workshop with all of the library staff and will create a small staff group to evaluate the suggestions and either implement, reject or come up with better ideas.

By the time I write my next report to you all, Elke Cathel will be on maternity leave! We are busy farming out her jobs during her 3 month absence. In October, Rebecca Simjian will go out on maternity leave until the new year.

Recruitment for our Librarian II position, created with Linda Granicy's departure, is moving forward. Application deadline was July 2<sup>nd</sup> and we hope to have first round interviews on July 26<sup>th</sup>- that was the soonest the Personnel dept. could schedule us for. It will be August before we can do round 2 interviews if needed- it is a long recruitment period and I hope we don't loose anyone in the process.

We received 'unofficial' news that our two staff members attending library school will again receive grant funding from the State Library via LSTA funds, to cover their tuition for FY 04-05. Congratulations Sandy and Suzette!

### Director

I was fortunate to be able to attend Charter Oak USD's farewell reception for Superintendent Dr. John Roach and final school board meeting on behalf of the City. His spirit of cooperation and partnership is one reason the Sunflower Library project has gotten as far as it has. He will be sorely missed!

I also attended the City Council's Quarterly Community Recognition event on June 30<sup>th</sup>. The remaining original members of the Friends Foundation, whose terms were up June 30<sup>th</sup>, were recognized. John Jackson and Pete Beck were the only Foundation people to attend.

I finally got the opportunity to meet one-on-one with our 2 new part time staff members, Gail Jebbia and Mary Pat Dodson. We are fortunate to have them on board with us! Mary Pat will be stepping in to help with board packets and minutes during Elke's maternity leave.

Anne Pankow, Elke Cathel and I attended the Police Department's retirement party at the Legion Hall. It was well attended by city and community. You may remember Elke came to us from PD and so has a special spot for them. Anne has been walking regularly with one of the soon-to-be retirees and of course Judi Haines is near and dear to all of us! It is interesting to note that 2 police officers, John Doan and Virgil Weber had their start with the city as Library Pages!

The Library's HVAC system went kaput last month. The City Manager authorized a temporary solution to get us through the summer and then this fall we will have the entire system replaced. The temporary fix for Bidwell has

turned out to be problematic- a call has had to be made to Air-Ex daily due to equipment failure and unfortunately it was the Bidwell part which then impacted NoP. Anne did get the AC up and working by the last 2 hours on the Friday before NoP, but then had to make another call on Saturday the 10<sup>th</sup> to have them come out because it had stopped working again. There seems to be a problem related to the circuit breakers. Air-Ex continues to work on the problem and I do need to mention that they have been responsive to service requests. The equipment is under warranty so the service calls have not cost us anything, except some frustration!



## San Jose Is Home to the World's First "Green" Library

by J. Lindsey Wolf, Lorraine Oback and Jane Christophersen

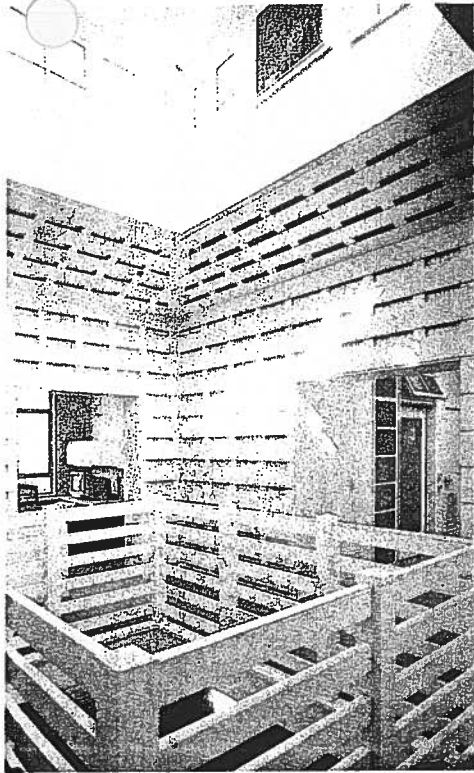


**A**lthough Dr. Seuss's book *Green Eggs and Ham* is a popular children's title, that's not what prompted the City of San Jose to make its new West Valley Branch Library "green." Rather, the building was conceived and constructed as a model of "green" building design, using 30 percent less energy and 50 percent less irrigation water than standard buildings. It also incorporates natural day lighting and a variety of chemical-free fabrics and materials to improve indoor air quality and the comfort of library patrons. What's more, at least 25 percent of the materials used during construction were made from recycled products, such as soda bottles, and 20 percent of the building materials were manufactured locally.

*continued*

J. Lindsey Wolf is public affairs manager for the City of San Jose's Environmental Services Department. Lorraine Oback is marketing communications director for the San Jose Public Library and can be reached at <lorraine.oback@sjlibrary.org>. Jane Christophersen is an associate editor for *Western City*.





The Natural Resources Defense Council  
sum sends fresh air and light throughout  
the building.

But that's all inside. Outside, the preservation of mature redwood trees, a drought-tolerant landscape, and a mix of carefully shaded windows with clerestory windows and skylights signal that this is not a typical library building. And that's what attracted the attention of the U.S. Green Building Council (USGBC), which recently recognized San Jose's West Valley Branch Library as the nation's — and the world's — first green library.

The nation's foremost coalition of leaders from across the building industry, government and other organizations, USGBC is working to promote buildings that are environmentally responsible, profitable, and healthy places to live and work. Half of the projects registered with USGBC are located in California.

### San Jose Invests in Going Green

The West Valley Branch Library is the city's first building to achieve the special USGBC distinction. Approved under the

city council's green building policy, its design and construction represent a successful collaboration between three city departments — Public Works, the library system and Environmental Services.

"We are very proud of this significant investment in green building," said City Council Member Linda J. LeZotte, the council's leading proponent for energy efficiency. "San Jose is taking positive steps toward sustainability. Designing more buildings like West Valley will help the city reduce long-term operating costs while increasing community satisfaction."

### California Cities Lead in Green Building Design

Three Los Angeles-area buildings have recently received a Leadership in Energy and Environmental Design (LEED™) Platinum Certification from the USGBC — the highest possible level of sustainable design. Developed by the USGBC membership and launched in 1999, the LEED Green Building Rating System is a national system for designing, constructing and certifying the world's greenest and best buildings. Eight nations (Canada, Mexico, China, India, Japan, Spain, Italy and the United States) have registered projects with LEED, which is the accepted industry standard for evaluating and certifying green buildings.

Only four projects worldwide have earned the Platinum rating, and three of them are in California.

### Inland Empire Utilities Agency (IEUA) Headquarters, Chino

IEUA was the first to achieve a LEED Platinum certification with a project cost *below* industry standards. It is the only public agency to have earned this LEED distinction.

The headquarters complex is one of the largest public landscapes in Southern California to use California-friendly plants and to have integrated state-of-the-art stormwater management on the property. Planting more than 10,000 native and drought-tolerant trees, shrubs

*continued on page 8*

### Why Build Green?

The built environment has a profound impact on our natural environment, economy, health and productivity. According to the U.S. Green Building Council, buildings in the United States account for:

- 36 percent of total energy use and 65 percent of electricity consumption;
- 30 percent of greenhouse gas emissions;
- 30 percent of raw materials use;
- 30 percent of waste output; and
- 12 percent of potable water consumption.

The advantages of building green are numerous and include:

#### Environmental Benefits

- Enhancing and protecting ecosystems and biodiversity;
- Improving air and water quality;
- Reducing solid waste; and
- Conserving natural resources.

#### Economic Benefits

- Reduced operating costs;
- Enhanced asset value and profits;
- Improved employee productivity and satisfaction; and
- Optimized economic life-cycle performance.

#### Health and Community Benefits

- Improved air, thermal and acoustic environments;
- Enhanced occupant comfort and health;
- Minimized strain on local infrastructure; and
- Contributions to the overall quality of life.

For more information, visit the U.S. Green Building Council website at [www.usgbc.org](http://www.usgbc.org).

and ground cover throughout the site further reduces water consumption.

"Our facility incorporates many of the most innovative and progressive technologies addressing urban sustainability in the workplace — at a price of less than \$160 per square foot for the building envelope and the hardscape and softscape," said IEUA's Project Manager Eliza Jane Whitman. "Our administrative headquarters demonstrates how using recycled building materials and state-of-the-art energy efficiency can create a better environment, save on our electricity bills, conserve water and contribute to the restoration of native landscapes."

#### **Natural Resources Defense Council (NRDC) Office, Santa Monica**

NRDC's Southern California office building reclaims water and generates electricity from sunlight, is built from recycled or recyclable materials, makes the most of natural light and sea breezes to minimize the need for artificial lighting and cooling, and reuses already urbanized property in a part of the city that encourages walking and the use of public transit.

This three-story, clapboard structure, named after NRDC Trustee Robert Redford, reflects its Santa Monica surroundings. Among its more striking features are three multi-level atria with rooftop monitors that diffuse sunlight and send fresh air throughout the building, evoking the feel of a lighthouse.

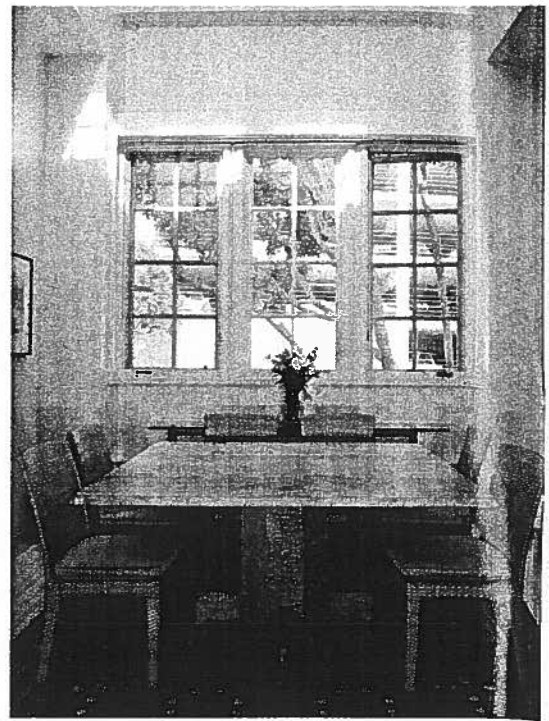
#### **Audubon Center at Debs Park, Los Angeles**

The first project to receive a LEED Platinum Rating, the Audubon Center employs renewable energy sources, water conservation, recycled building materials and native landscaping. The 5,023-square-foot building is the first in the City of Los Angeles to be powered entirely by onsite solar systems. The building also uses significantly less water than a conventional building of its size. More than 25 percent of the building materials were locally harvested, and more than 50 percent of the materials were locally manufactured.

#### **Green Buildings Make Good Sense Financially**

In October 2003, the State of California released an in-depth analysis called *The Costs and Financial Benefits of Green Buildings*. The report presents the most comprehensive study ever done on the cost benefits of green buildings and concludes that the financial upside exceeds the cost by a factor of 10 to 1. This report, available online through the USGBC website at [www.usgbc.org/Docs/News/News477.pdf](http://www.usgbc.org/Docs/News/News477.pdf), concludes that:

The benefits of building green include cost savings from reduced energy, water and waste; lower operations and maintenance costs; and enhanced occupant productivity and health. ... [The] total financial benefits of green buildings are over 10 times the average initial investment required to design and construct a green building. Energy savings alone exceed the average increased cost associated with building green. Additionally, the relatively large impact of productivity and health gains reflects the fact that the direct and indirect cost of employees is far larger than the cost of construction or energy. Consequently, even small changes in productivity and health translate into large financial benefits.



*The NRDC building uses natural materials for furnishings.*

"Green building makes good sense," said Carl Mosher, San Jose's director of environmental services. "In the next 10 years, San Jose will be building up to 30 new libraries and community centers. If we pursue this path, we can reduce operating and maintenance costs by saving energy, water and other natural resources in addition to reusing certain materials." ■

## **BLOCK PEST BIRDS**



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# July 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4 <b>FOURTH OF JULY***</b>	5 <b>LIBRARY CLOSED</b>	6	7 <i>Pam</i>	8 <i>Pam</i>	9 Payday <i>Pam, Gail</i>	10 <i>Pam, Gail</i>
11	12 <i>Pam</i>	13 <i>Pam</i>	14 <i>Pam</i>	15 <i>Pam, Elizabeth</i>	16 Timecards due! <i>Pam, Elizabeth</i>	17 <i>Michelle, Pam, Elizabeth</i>
18	19 <i>Michelle, Pam</i>	20 <i>Michelle, Pam</i>	21 <i>Michelle, Pam</i>	22 <i>Michelle, Pam</i>	23 Payday <i>Michelle, Pam, Sandy</i>	24 <i>Michelle, Pam</i>
25	26 <i>Michelle, Rebekah</i>	27 <i>Rebekah</i>	28 <i>Carolyn, Rebekah</i> <i>L/B closed</i>	29 <i>Carolyn, Rebekah</i>	30 Timecards due! <i>Rebekah</i>	31 <i>Carolyn, Rebekah</i>

# August 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Carolyn	3 Carolyn	4 Carolyn	5 Carolyn	6 Payday Elizabeth Carolyn	7 Elizabeth
8	9 Elizabeth Carolyn, Jennifer	10 Elizabeth Carolyn, Jennifer	11 Elizabeth Carolyn, Jennifer	12 Elizabeth Carolyn, Jennifer Mary Pat	13 Elizabeth Mary Pat, Jennifer	14 Elizabeth Dornel, Jennifer
15	16 Dornel, Jennifer	17 Dornel, Jennifer	18 Dornel, Jennifer	19 Dornel	20 Payday Dornel	21
22	23	24	25	26	27	28
29	30	31				

Construction to replace the leaking Library roof is scheduled to begin on the Plaza starting July 27th and will continue through September.

These improvements will require the Library to close for public and staff health and safety reasons for a short period of time.

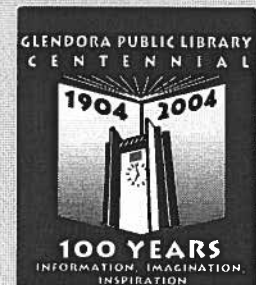
**The Glendora Public Library  
will be closed  
July 28, 2004 to July 31, 2004  
For Roof Demolition**

The Library will reopen  
Monday, August 2, 2004

- ◆ Unexpected closures may occur through September.
- ◆ All story times are cancelled as of July 28th and will start up again September 13th, 2004.
- ◆ The Bidwell Forum will be unavailable until October.
- ◆ The Library's due dates will be modified as appropriate.
- ◆ Check the Library's website for updates:

**[www.ci.glendora.ca.us/library](http://www.ci.glendora.ca.us/library)**

Glendora Public Library  
140 S. Glendora Ave, Glendora, CA 91741  
626/852-4891  
Mon-Wed 10am-9pm Thurs-Sat 10am-5:30pm





**To:** Robin Weed-Brown  
**From:** Carolyn Thomas, Anne Pankow, Dornel Cerro, Ted Taylor  
**Date:** June 2004

Adult Services/Reference

*Carolyn Thomas*

Summer Reading Clubs for children, teens and adults are in full swing. Our library offers an opportunity to continue reading during the summer months as well as offering entertaining programs. Thus far, we have 45 adults signed up, 76 teens and over 850 children. In addition, we offer volunteer opportunities with over 90 children volunteering in the summer reading program and 6 teen volunteers. Our first teen programs were held in June featuring poetry writing workshops; about 10 teens attended each workshop. During July, children's, teens and adult's programs occur weekly.

The Librarian II position was advertised for a month; we received 20 applications (over 10 applicants did not have the Master of Library Science degree) and will be interviewing those who meet the selection criteria at the end of July.

At a recent MCLS meeting I attended, I mentioned that Glendora had a vacancy for a Librarian II position. Several librarians at the meeting said the salary was too low for them to even consider applying. That comment prompted me to review salaries at California libraries. This is what I found: (information from *California Library Statistics 2004*)

<u>City (population 40,000-60,000)</u>	<u>Librarian II – monthly salary range</u>
<i>Cerritos</i>	<i>4,585-5,718 (data from job flyer)</i>
San Bruno	4,385-6187
<i>Monterey Public Library</i>	<i>4,316-5,246 (data from job flyer)</i>
San Rafael	4,119-5,008
<i>Arcadia</i>	<i>3,575-4,466 (entry level salary range)</i>
Murrieta	3,574-4,344
Placentia Dist	3,480-4,452
Lodi	3,476-4,225
<b>Glendora</b>	<b>3,403-4,137</b>
Watsonville	3,280-4,396
Tulare	2,966-3,606

Siskiyou Co 2,632-3,200

Tehama Co 2,413-2,939

When I then compared the salary of the Librarian II position in Glendora with California libraries with smaller populations (20,000-40,000) I again found that Glendora's salary was in the lower range. *Even cities with a smaller population than Glendora offer higher salaries.*

<u>City (population 20,000-40,000)</u>	<u>Librarian II – monthly salary range</u>
Burlingame	4,437-5,392
Benicia	3,997-4,858
Beverly Hills	3,700-4,583
El Centro	3,583-4,479
Coronado	3,425-4,372
<b>Glendora</b>	<b>3,403-4,137</b>
Dixon Dist	3,065-3,726
Paso Robles	3,001-3,813
Coalinga Dist	2,751-2,751
Beaumont Dist	2,652-3,746

At first glance then, it appears that Glendora offers salary at the low end of the scale; in order to stay competitive we will need to continue to review salaries so that we can attract and retain the best librarians possible.

Staff continued training by attending the following:

6/8/04-Carolyn - MCLS reference committee meeting in Azusa – elected secretary of the section for 04/05

6/10/04- All staff – Ray Rood training/GPL

6/17/04-Carolyn-AskNow workshop: continuation of 24/7 the online reference services.

6/23/04-Carolyn, Dornel, Rebecca-city wide harassment training.

### Circulation

*Anne Pankow*

New chairs and stools were purchased for the computers at the Tech Center. Patrons can work at a computer in chairs that are ergonomic and comfortable.

Pages (staff who shelve books and all other returned materials plus many other duties as needed) had their hours reduced from 20 hours to 15 hours per week beginning the week of June 28th. During the

summer, fewer books are checked out in the adult area which means there is less for pages to shelve on the adult side of the library. By October, the number of items checked out usually doubles or triples. Staff is hoping competent volunteers will help to shelve during very busy months to prevent books from piling up on the just-returned-shelves. Pages have many tasks besides shelving – they help patrons with the public copiers, the microform printer/reader and the public FAX machine, deliver and pick up inter-city mail at City Hall, empty both book drops twice a day, open the library in the morning and lock the library up at night, and retrieve newspaper and magazines from storage for patrons.

Staff has been actively informing patrons of the closure at the end of July. Elke Cathel created, yet again, another bookmark with pertinent information regarding the closure from July 28-31 that is being handed to each patron who checks out materials. Signs have been posted at each public service desk and in both lobbies. Ted Taylor updated the library's website with the information.

### **Children's Services/Youth**

*Dornel Cerro*

The Children's Department fielded over 1200 requests for assistance and offered 17 storytimes attended by 620 people. We conducted five elementary and preschool tours for 288 children and teachers.

Registration for the SRC began June 14 and reporting began June 21. The children select from one of three clubs based on their age and preference for counting their reading by number of books or number of hours. As of June 29, over 850 children have enrolled, 408 Lil' Wranglers (ages 3-7) have read over 1200 books, 135 Sidewinders (ages 8-12) have read nearly 450 hours and 113 Nighthawks (ages 8-12) have read 161 books.

We will host a SRC closing party on July 24, 2004 from 2 pm-4 pm and the Volunteer Recognition Party on Tuesday July 27 from 3 pm-4 pm.

Ninety three youth volunteers have contributed 287 hours of service in the children's room.

### **Development & Education Services**

No report for this month.

### **Support Services**

*Ted Taylor*

In Support Services, we have ordered and spent the remaining monies of Fiscal Year 2003-04.

The staff has been busy processing these new items.

We are preparing and planning for new ordering procedures for this fiscal year, 2004-05. Carolyn Thomas will be overseeing the Collection Development process. She will be working with each selector to provide oversight that the goals that we have in place for each subject area do not get overlooked and that we are not just 'reacting' to the requests for purchase that come our way. I am redesigning the way we keep track of each selector's orders, so that it can provide more information with less work.

We are looking forward to upgrading our library's ILS (Integrated Library System) software. The new version 3.1 of GIS Polaris will allow us to begin to track all of our magazines and standing orders in a computerized instead of paper format. For example, instead of relying on someone's memory that we

have not received a magazine issue for a while, soon we will have a computerized system that will notify us if an expected issue is not received. We plan to upgrade our system's software later this summer. Training for the new Serial system is scheduled for Friday, August 13, 2004.

New barcode scanners were purchased for the Circulation Desk. These work more reliably with our new library cards.

## Glendora Public Library Summary Data for June 2004

	Last YR Month	This YR Month	Percent Change	Last YTD	This YTD	Percent Change
<b><u>SERVICE CONTACTS</u></b>						
I.7 Hours Open	233	244	****	2,792	2,472	-11%
A. Library Visitors	28,777	27,079	-6%	326,156	271,242	-17%
A.2 Visitors per Hour	121	111	-9%	1,358	1,327	-2%
C. Community Contacts*	2220	10096	355%	37790	40811	8%
TOTAL SERVICE CONTACTS (A+B+C)	30,997	37,175	20%	363,946	312,053	-14%
<b><u>KEY SERVICE INDICATORS</u></b>						
1. Total Registered Borrowers	—	—	—	41,258	45,443	10%
1.2 Library Cards Issued	431	512	19%	4,779	4,502	-6%
2. Items Loaned	42,840	38,646	-10%	425,739	379,524	-11%
2.1 Items Loaned per Hour	184	158	-14%	153	161	5%
3. Requests for Information	4,334	4,215	-3%	60,846	48,758	-20%
C.5 Presentations, Community & Special Events	3	12	300%	40	61	53%
C.6 Presentations, Community & Special Events - Attendance	102	157	54%	2,329	4,308	85%
E. Total Computer Usage	12491	20170	61%	134,950	164,152	22%
4.9 Children Attending Programs	905	908	0%	11,822	8,488	-28%
E.5 Library Home Page Views	1,586	1,780	12%	18,894	21,295	13% ***
<b><u>SPECIFIC SERVICE INDICATORS</u></b>						
<i>(included in above totals)</i>						
A.4, A.6 Total Forum Attendance	815	500	-39%	18472	8670	-53%
3.3 Fax, Mail & E-mail Requests for Information	11	14	27%	136	170	25%
3.2 Telephone Requests for Information	326	206	-37%	2,629	2,899	10%
3.1.3 Percent of In-Person Questions - Complex Questions	144	95	-34%	3,143	1,723	-45%
4.1 Children's Requests for Information	97	1241	1179%	9,438	9,454	0%
D.1 Literacy Students Served (Currently Active)	22	12	-45%	247	185	-25%
D.2 Literacy Hours Tutored	52	19	-63%	560	399	-29%
E.2 Internet Users	2552	3194	25%	27,716	29,407	6%
E.3 Technology Center Users	894	551	-38%	13,214	11,547	-13%
E.4 Web Links Collection Views	9,005	16,373	82%	93,460	132,760	42%
F.2 Volunteer Hours	554	465	-16%	6,355	4,704	-26%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$4,804	\$7,444	55%	\$55,771	\$61,570	10%
H.1 Items Owned (snapshot)	—	—	—	126,610	137,988	9%
I.6 Percent of Collection Overdue (snapshot)	4%	4%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	34%	28%	-6%	—	—	—

\* 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

\*\*\*\*Library only open for one week in December-safety retrofit

<b>We are monitoring new system data and these stats are subject to verification.</b>
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## **ROLE OF THE GLENDORA LIBRARY BOARD OF TRUSTEES**

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

**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**

**Role 3. Actively promotes library services within the community**

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

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

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

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

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

## LIBRARY GOALS and OBJECTIVES FOR 2004-2005:

### Goal:

- The community will be enriched by services that promote the value of learning for life.

### Objectives:

- Implement the 3 Summer Reading Clubs with estimated participation of 1500 children, 100 adults and 100 teens by June 21, 2004 (*Key Staff: Carolyn Thomas and Public Services staff*)
- Continue the Library's Centennial Celebration events and plan a Grand Finale, all funded by the Friends Foundation -by 9/30/04 (*Key Staff: Trustee Doug Hodson, chair, Centennial committee, Library Director*)
- Continue the expansion of the "Cards for Kids" project, including special "Library Night" for participating schools-Fall and Winter 2004 (*Key Staff: Sandra Freeman, Trustee, Development Office*)
- Survey Library users on services currently available in Library- May 2005 (*Key Staff: Anne Pankow*)
- Expand "Books Alive" adult book discussion group to bi-monthly, in response to demand- begins July 2004; a reading guide will be developed by December 2004. (*Key Staff: Carolyn Thomas*)

### Goal:

- The community will have a library that is welcoming, safe and accessible and a comfortable environment to read, find information and interact with others.

### Objectives:

- Continue to completion, with Public Works, the Plaza/Library roof capital project – by December 30, 2004 if possible (*Key Staff: Anne Pankow, Carlos Baffigo, Public Works staff*)
- Via Friends Foundation funding, add audio visual book-drop(s) to Glendora Ave. and back parking lot if space allows, to protect the AV materials and make returns easier for public- by September 30, 2004 (*Key Staff: Anne Pankow*)
- Plan and implement 3 in-house staff training sessions on customer service, leadership and communication to better serve both internal and external customers- by June 30, 2005 (*Key Staff: Library Management Team*)

### Goal:

- The community will have access to a wide array of library resources in formats that meet their reading, enrichment and information needs.

### Objectives:

- Create promotion package on Library's 'wall-less' services, e.g. e-book collection, 24/7 reference services - by June 30, 2005 (*Key Staff: Ted Taylor, Carolyn Thomas and Public Services staff*)
- Survey library users on collection needs- by October 30, 2004 (*Key Staff: Carolyn Thomas*)

- Digitize library instruction pathfinders and post on web for easy access by citizens- by Dec 30, 2004 (*Key Staff: Ted Taylor, Carolyn Thomas*)
- Upgrade/revamp Library's Web pages- by June 30, 2005 (*Key Staff: Ted Taylor, Carolyn Thomas, Library Director*)

**Goal:**

- The community will be enriched through a respectful partnership between the Friends Foundation and the City that provides volunteer and financial support to enhance library services in the areas of Information Technology, Community Education, and Youth Reading Services. \*

**Objectives:**

- Family Literacy Pilot Program: In partnership with the Glendora USD, take the Summer Reading Club out to low income housing areas to at-risk children in Glendora; Summer 2004 (*Key Staff: DES staff, Sandra Freeman, Trustee*)
- Sunflower Library Project, on-going: (*Key Staff: Library Director, Library Board, Friends Foundation & DES office*)
  - Grant award announced in Fall 2004
  - Expanded fundraising will begin once award is announced. Additional grants will be submitted and a community campaign begun
- Adult Literacy Services:
  - Create computer learning lab for literacy students in partnership with Whitcomb School, GUSD by December 30, 2004 (timing is dependent on completion of Plaza project) (*Key Staff: Paul Rohde and DES office*)
  - A new Literacy Coordinator, hired with CDBG funds, under the direction of the Dev. & Ed. Serv. Manager, will:
    - Re-evaluate and provide additional training and monitoring to the tutors and adult learners- by June 30, 2005 (*Key Staff: Paul Rohde, DES office*)
    - Create, plan and implement a pilot project to take the adult literacy program to selected Glendora businesses- by June 30, 2005 (*Key Staff: DES office*)
- Evaluate library programs and events in consideration of cost, community response and other library needs for most effective use of Friends Foundation funding- by April 30, 2005 (*Key Staff: DES office*)

\* Due to the resignation of the Development and Educational Services Manager and a possible re-structuring of the DES office, these goals may be modified )



## **GLENDORA PUBLIC LIBRARY AND CULTURAL CENTER**

### **The Mission of the Glendora Public Library:**

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

### **The Vision:**

In a friendly, beckoning, stimulating environment, patrons of the Glendora Public Library of the 21<sup>st</sup> century are able to seek and find help in reaching sources of information, inspiration, and enjoyment.

In responding to the needs of all generations of our community, the Library will provide a wide array of services to promote literacy and lifelong learning, utilizing cultural resources and the latest technology to improve and enrich our lives

A focal point for community involvement, the Library will not only provide a place for the interchange of ideas but will reach out to all segments, delivering services and resources beyond the confines of a building. The Glendora Public Library will be a partner with Glendora's hospitals, schools, businesses and service organizations to serve as an indispensable resource center for our entire community.

### **The Organization:**

The Library is comprised of 3 divisions: Administration, which includes Development and Educational Services, volunteers, literacy and library events; Circulation & Support Services, which includes checking materials in and out, handling overdue materials and fines, locating reserved materials and behind-the-scene book ordering, processing and cataloging; and Public Services, which includes reference services for adult, teen & children, story times, programs for all ages, and collection development. Together these three divisions provide the services, resources and programs that support the Library's mission. Approximately 300 volunteers of all ages generously donate their time as tutors, program aides, pages, and in many other support areas, in partnership with library staff.

### **Annually the Library:**

- Checks out 430,000 items
- Answers 60,000 reference questions
- Interacts with 330,000 patrons
- Relies on and trains approximately 300 volunteers
- Selects, orders and processes 13,500 books and audio visual materials
- Offers 220 programs for youth and an additional 172 library programs in Bidwell for all ages

# GLENDORA PUBLIC LIBRARY 2003-2004 PLAN-FINAL

## MISSION

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

## VISION

*In a friendly, beckoning, stimulating environment, patrons of the Glendora Public Library of the 21<sup>st</sup> century are able to seek and find help in reaching sources of information, inspiration, and enjoyment.*

*In responding to the needs of all generations of our community, the library provides a wide array of services to promote literacy and lifelong learning, utilizing cultural resources and the latest technology to improve and enrich our lives.*

*A focal point for community involvement, the library provides a place for the interchange of ideas that reach out to all segments, delivering services and resources beyond the confines of a building. The Glendora Public Library is a partner with Glendora's schools, hospitals, businesses and service organizations to serve as an indispensable resource center for our entire community.*

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## GOALS AND OBJECTIVES

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**GOAL** The community will be enriched by services that promote the value of learning for life.

### Objectives:

1. Library Trustees will work with the Friends Foundation on the promotion of, and on-going support for, the Sunflower joint use library project. Financial commitment for operational costs must be formally adopted by the City Council prior to January 16, 2004, the deadline for the bond application. (Key Staff: Board of Library Trustees)

**Results:** Doug Hodson, Sandra Freeman and Kathleen Mason have been actively promoting the Sunflower project all over Glendora at community meetings. Kathleen has been working with the Foundation on funding needs. The grant was submitted to the State Library on January 15, 2004. We await their response!

2. Implement a year-long Library Centennial celebration beginning January 2004 (Key Staff: Doug Hodson, Chair, Kathleen Mason, Community Relations)

**Results:** Doug Hodson and Kathleen Mason have lead a committee of community volunteers in planning a wonderful year of events. The Birthday Kick-off was on January 24, 2004 with bi-monthly events scheduled through December 2004. A spectacular Centennial History Exhibit was also created.

3. Develop the library's role in Teen and Family Center by utilizing the CDBG money to implement up to 3 different approaches to this new service area: student homework help; family programs; school outreach, by June 30, 2004 (*Key Staff: Linda Granicy, Carolyn Thomas, Dornel Cerro*)

**Results:** There have been many unforeseen challenges to implementing this goal. Ultimately, the limitations created by HUD resulted in an inability to complete this goal for lack of funding and staff. Some funds were able to be redirected to the library's literacy outreach program.

4. Expand on the success of the Adult Reading Club by offering:
  - An ongoing adult reading and discussion group - September 2003;
  - Plan 2 adult programs/speakers targeting October/November 2003 and February/March 2004 time frames

(*Key Staff: Carolyn Thomas, Rebecca Simjian*)

**Results:**

- Four (4) discussions have been held. "Books Alive", the Adult Reading and Discussion Group meets bimonthly and will continue throughout the year. September 2003: To Kill a Mockingbird; November 2003: 1984; January 2004: The Stories of John Cheever; March 2004: The Reader; May 2004: Pasadena;
- Four (4) programs have been presented. The first one in October by "Dark Fiction" author Lisa Scott Price; the second one in November to tie in with the book discussion and put on by the *Voices in the Well* group entitled "Where the Darkness Ends: George Orwell and 1984"; a third program in December on the space program Galileo and the fourth program is "Tea Talk" with Diana Rosen held during National Library Month on April 20, 2004.

**GOAL** The community will have a library that is a welcoming, safe, accessible and comfortable environment to read, study, find information and interact with others.

**Objectives:**

1. Capital Projects as approved by city council:
  - Plaza Project completion by June 30, 2004 (*Key Staff: Anne Pankow, Carlos Baffigo, Public Works*)  
**Results:** ; A retrofit project in December and January for the columns and north wall were accomplished as precursor to the Plaza. The Plaza project will begin end of July 04.
  - HVAC replacement, if re-appropriated, by June 30, 2004(*Key Staff: Anne Pankow, Carlos Baffigo, Public Works staff* - **not re-appropriated for FY03-04**, although necessity, i.e., it stopped working, will require it's replacement in 04-05
  - New Circulation desk, if re-appropriated, by October 30, 2003(*Key Staff: Anne Pankow, Carlos Baffigo*) - **not re-appropriated for FY03-04**
  - Sunflower campus joint use library with Charter Oak USD-application to State Library by January 16, 2004 (*Key Staff: Library Director*)-  
**Results:** Grant submitted to State Library on January 15, 2004.
2. Continue with Emergency Prep training: monthly reviews at All Staff meetings, CPR/1<sup>st</sup> Aid for new staff and those that missed training this year; update emergency plan for dept by June 30, 2004 (*Key Staff: Library Director, Management staff, John Schmidt, EST Coordinator/PD*)

**Status:** Emergency preparedness training is on every monthly All Staff agenda. Refresher CPR/1<sup>st</sup> aid training was held in February and scheduled in later spring for newer staff.

3. Reinstate in-house customer service training program by October 30, 2003 (*Key Staff: Anne Pankow, Ted Taylor, Carolyn Thomas, Kathleen Mason*)

**Results:** Managers began planning for this in August/September. Training was held during the month of December with follow-ups throughout the year. Staff groups on leadership and communication were established as well as a staff vision. On-going training is schedule for FY04-05

4. Implement PC Cop self service module for public signups on library computers by December 30, 2003 (*Key Staff: Ted Taylor, Carlos Baffigo, Carolyn Thomas*)

**Results:** PC Cop self service module has been implemented. Patrons can sign themselves up even over the web from home as well as once in the library using their library card without staff intervention.

**GOAL:** The community will have access to a wide array of library resources that meet their reading, enrichment and information needs.

Objective:

1. By June 30, 2004, expand upon the collection analysis done in Fiscal Year 01-02: update profiles, identify, by Dewey number, areas in need of updating and/or expansion to effectively respond to the community's reading and information needs. (*Key Staff: Carolyn Thomas, Ted Taylor, Materials Selectors*).

**Results:** Additional training on how to run needed Polaris reports was required and accomplished in September. Carolyn and staff have begun working identifying areas of concern and the costs associated with bringing these areas up to par. This will be an on-going goal for several years.

**GOAL:** The community will be enriched through a respectful partnership between the Friends Foundation and the City that provides volunteer and financial support to enhance library services in the areas of Information Technology, Community Education, and Youth Reading Services.

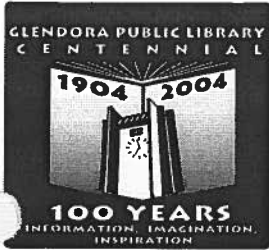
Objectives:

1. The Foundation will work with Library staff and volunteers to reevaluate current programs and outreach efforts, redirecting energies and resources as needed to respond to changing community needs. June 30, 2004 (*Key Staff: Kathleen Mason, Management Team*)

**Results:** Kathleen has worked closely with the staff to evaluate programs and Foundation financing. A new form for programs and funding requests by staff and a new attendee evaluation form have been prepared and put into place. New programs have been planned.

2. The Foundation will collaborate with Library staff to maximize public relations and marketing efforts ensure that all groups of Glendorans will view the Library as their number one information resource and a community cultural center. June 30, 2004 (*Key Staff: Kathleen Mason, Management Team*)

**Results:** A form for all program requests has been put in place that indicates what type, where and when PR and marketing information for programs. Roles for PR and marketing have been clarified between staff. The bi-monthly newsletter has been revamped and the library's web pages improved.



## Glendora Public Library Events

### July 2004

6	2:00 p.m. "How Puppets won the West"--Children's SRC- Bidwell Forum
6	7:00 p.m. Meet Author Dan Strehl-Adult SRC-Bidwell Forum
7	3:00 p.m. Playwrights Workshop-Teen SRC-Bidwell Forum
8	2:00 p.m. Suni Paz, Storyteller--Children's SRC- Bidwell Forum
10	6:30 p.m. Night on the Plaza
12	7:00 p.m. "Books Alive" discussion-any Michael Connelly mystery-Library Main Floor
13	2:00 p.m. "Prairie Flowers"--Children's SRC- Bidwell Forum
13	7:00 p.m. Meet Author John Shannon-Adult SRC-Library Main Floor
14	3:00 p.m. Acrylic Painting-Teen SRC-Bidwell Forum
15	2:00 p.m. Bear Claw Necklace Craft-- Children's SRC- Bidwell Forum
19	7:00 p.m. Library Board meeting, Library Board Room
20	2:00 p.m. Animal Magic Stampede-- Children's SRC-Bidwell Forum
21	3:00 p.m. Television Studio Workshop-Teen SRC-Bidwell Forum
22	2:00 p.m. "Good Boy" movie-- Children's SRC- Bidwell Forum
24	2:00 p.m. Summer Reading Club Closing Party -- Bidwell Forum
24	2:00 p.m. Meet Author Robert Levinson-Adult SRC-Library Main Floor
26	Plaza Project begins -- ongoing through September
27	2:00 p.m. SRC Volunteer Recognition & party

### August 2004

16	7:00 p.m. Library Board meeting, Library Board Room
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### Ongoing Events

**All Story times are cancelled starting July 28<sup>th</sup> due to the Plaza Project-  
Storytime will start up again September 13<sup>th</sup>**

- "Time for Tykes" for preschoolers-Tuesday & Wednesdays 10:30 a.m.
- "Family PJ Story Time" - every Wednesday - 7 pm
- The third Wednesday of every month is **craft night** at "Family PJ Story Time"
- "Mother Goose Story Time" for infants & toddlers- every 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, 2<sup>nd</sup> Thursday of every month during school year, Whitcomb High School

#### Foundation Executive Board Meeting

July 16, 2004 @ 7:00 a.m. Library - Main Floor

#### Foundation Quarterly Board Meeting

October 19, 2004 @ 7:00 a.m. Library -- Bidwell Forum

## Youth Volunteer Recognition Party



The staff of the Glendora Public Library would like to acknowledge your contribution to a successful Summer Reading Program.

Please join us on Tuesday July 27, 2004, 3:00—4:00 p.m.  
in the Bidwell Forum to receive your certificates and enjoy light refreshments.