

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

**Library Conference Room**

**February 28, 2005  
7:00 p.m.**

The public is invited to address the Library Board on all items on the agenda or on any library matter not on the agenda. Comments may be given when any item is scheduled for consideration. Each speaker is requested to limit comments to three minutes. The Board President may limit redundant comments.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Library Secretary at (626) 852-4891. Notification 48 hours prior to the meeting will enable the Library to make reasonable arrangements to ensure accessibility to this meeting.

**1. CALL MEETING TO ORDER**

**2. PUBLIC COMMENT PERIOD**

*Anyone wishing to address any Library matter that is on the agenda or not on the agenda may do so at this time. No action will be taken on items brought up at this time*

**3. ADOPTION OF AGENDA**

*Possible motion to revise order of business or other*

**4. CONSENT CALENDAR**

4.1 Minutes of meeting of January 18, 2005- **action item**

**5. STAFF PRESENTATIONS**

5.1 Human Rights Video Project  
*Carolyn Thomas to present*

5.2. Tumble Books Presentation  
*Cindy Romero & Carolyn Thomas to present*

**6. REPORT OF LIBRARY DIRECTOR**

6.1 *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*

**7. UNFINISHED BUSINESS**

7.1 Review of Administrative Policy 4.01  
*Acting Library Director to report*

7.2 Library Maintenance  
*President Slakey to check status/lead discussion*

7.3 Long-range Strategic Planning  
*Jim Theel to report on status*

7.4 2005/2006 Library Budget  
*Acting Library Director to report*

7.5 Library Trustee Goals  
*President Slakey to lead discussion*

**8. NEW BUSINESS**

8.1 Requests from Staff to Friends Foundation  
*Acting Library Director to report*

8.2 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*

**9. BOARD MEMBER ITEMS**

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

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

**10. ADJOURNMENT**

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

Library Conference Room  
140 Glendora Ave.

January 18, 2005  
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 Sylvia Slakey.

Board members present: John Jackson, Sylvia Slakey, James Theel, Doug Hodson, Sandra Freeman

Board Members Absent: None

Staff present: Robin Weed-Brown, Library Director; Anne Pankow, Customer Service & Facilities Manager; Elke Cathel, Administrative Assistant;

**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/Theel) to approve Minutes of meeting of December 14, 2004.**

**REPORT OF LIBRARY DIRECTOR**

Weed-Brown welcomed Anne Pankow, who will be Acting Library Director during Weed-Brown's absence.

Weed-Brown handed out the "Librarian for a Day" flyer and documents showing how many Glendora children have library cards. Freeman thanked Weed-Brown for providing this information.

Weed-Brown invited questions in regards to the Director's report. Theel voiced concerns about the HVAC replacement not being done until the end of this year. Pankow said that the funds will be encumbered this fiscal year, and the replacement will be done the end of this calendar year. There are several reasons for the delay. The equipment has to be custom built, the project was also directed to another Public Works employee. The Library was not notified that the installation was delayed. Pankow said that only two of the three A/C units on the main library floor are working. The Forum had a new separate A/C unit installed last year. Weed-Brown said she is not pleased with the delay and she voiced her concerns in regards to all library maintenance being handled by Public Works. Jackson suggested Weed-Brown meet with the City Manager once Public Works takes over all maintenance. Weed-Brown said the City Manager instructed her to budget the maintenance issue as a Library issue and if all maintenance is being transferred to Public Works, the money will be also be transferred at that time. Pankow stated that it would be helpful to have a dedicated library maintenance person.

The Board discussed the ongoing leaks in the Library. The City's Emergency Coordinator, John Schmidt, contacted the Library recently to check on the situation. He offered to try and get emergency funds to fix the leaks. Weed-Brown was very pleased that Schmidt offered to help.

The Board discussed in detail the status of the salary equity issue and the compensation study. Short and long term options were discussed. The short term option would be to assess one position. Examining all library positions would be the long term option. Discussion ensued on the process of the salary study and the presentation to the City Manager and City Council. The Board agreed that the Library staff is underpaid. Freeman felt that there is lack of equity throughout the city and the study will confirm this. The Board agreed that it would be more beneficial to focus on the entire Library staff next fiscal year, and review one position this year.

Theel emphasized that any questions that the Board may have during Weed-Brown's absence should go to Pankow. Pankow will contact Weed-Brown if she needs to.

President Slakey commented that the notes on the bottom of the Summary statistics sheet showing library closures are very helpful.

## **UNFINISHED BUSINESS**

### **Adult Literacy Discussion**

Weed-Brown informed the Board that the Library has received \$25,650 in CDBG money and \$14,000 in Literacy money from the State. This money needs to be encumbered by June 30<sup>th</sup>, 2005. CDBG funds require income documentation of the population that is served, unless seniors are being served. Weed-Brown, Pankow, Rohde, Cravens and Maggie Lara met last week to come up with different ideas on how to best expend this money. Several options were discussed, such as a summer outreach program, increasing the number of career & test books, purchasing reading software for the blind/visually impaired and purchasing equipment that reads printed materials to patrons. Rohde has identified six senior home sites where outreach can be done with minimal staff input. These sites will be supplied with books purchased with CDBG funds. Interest forms were handed out at these sites to determine book preferences. Freeman asked if these books would be brand new books. Weed-Brown stated that some large print books could be purchased from the Friends Foundation bookstore. Theel believes that the senior community will appreciate this program. He asked if Library volunteers would be interested in helping. Weed-Brown stated that very little time is needed; the books will just be dropped off at the senior homes. Employees at the senior sites will distribute the books and fill out the forms that Rohde needs. The State Literacy money can only be used for Adult Literacy. Tutor training is scheduled for February. Weed-Brown asked the Board whether the Library should continue to apply for CDBG funds. Weed-Brown said that even if the Library does not receive CDBG money, the Library will still receive State Literacy money. Slakey felt that finding ways to spend money after it has been received is not efficient. Programs should be established before the money is received. Hodson commented that the Development Office needs a manager or Literacy Coordinator in order to continue with the Literacy program. The Board discussed the possibility of a part-time Literacy Coordinator. Weed-Brown felt that there is a need to continue with literacy. She explained that Rohde was contacted by Citrus College, which receives many requests for reading tutoring. Theel asked that Rohde clarify his programs in writing. Weed-Brown stated she already asked Rohde to do so. Hodson was of the opinion that the Library should continue to apply for grant money. The Board discussed this issue. Weed-Brown stated that the Library would need to apply for CDBG money immediately, it could always be returned if not used. The Board talked about some objectives, such as increasing the Library's homebound service and getting portable players to lend to homebound patrons. Pankow said Meals on Wheels could be contacted to broaden the Library's homebound base. Weed-Brown restated to apply for CDBG funds and use these funds to buy books for senior homes and increase the Library's homebound service. The Board concurred.

## **NEW BUSINESS**

### **Strategic Planning**

Weed-Brown said that strategic planning was started back in 2002, but did not move forward. The Board discussed the strategic planning process. Hodson asked how many focus groups there should be. Theel cautioned not to have too many focus groups. He said they should be mixed up, rather than having one group of all the same types. He said the questions are very important. After the Board discussed whether the strategic planning process should start with the Board, or whether it should be moved outside, it was decided to move it outside the Board. Weed-Brown said while she is gone the Board or a subcommittee needs to discuss focus groups, get names and work on questions. The main questions that need to be answered are what services do Glendora citizens want the Library to provide, should library services expand and what specific service areas should the Library excel at? Theel suggested creating a timeline first, and then creating a subcommittee with Library staff, Friends Foundation, one or two Board members and Ed Tronaas as moderator. Slakey expressed her desire to be involved. The Board concluded that there will be 2 Board members (Theel and Slakey), a Friends Foundation member, 2 staff members (Pankow and another staff member) and Ed Tronaas as moderator. Slakey stated she will contact Ed Tronaas and Gordon Trask, President of the Friends Foundation. Theel felt it is important that staff is involved in this process. Weed-Brown said that the subcommittee could start working on establishing focus groups in February. By December the roles should be identified. The subcommittee will discuss whether the focus groups will be mixed. Theel stated that if the interviews will be held in September/October, the results should be available in January 2006. Weed-Brown stressed that this is not a visioning process, but rather to get specific ideas. Slakey said that the subcommittee will meet after Pankow notifies staff. Weed-Brown voiced her hope that non-library users will volunteer for focus groups. Weed-Brown said money might need to be budgeted for FY 05/06 for the strategic planning process. Freeman asked that all Board members be emailed the status of people participating in the subcommittee.

### Library Events Calendar

The Board reviewed the events calendar for January/February 2005. President Slakey reminded the Board members that the next Board meeting is scheduled for Monday, February 28<sup>th</sup>, 2005. She pointed out that Glendora Read-In is scheduled for March 2<sup>nd</sup> and Trivia for March 11<sup>th</sup>, 2005. Weed-Brown mentioned that "Art on the Avenue" is scheduled the same day as Trivia. Slakey suggested Weed-Brown contact Karen Davis to see if she can change the date for "Art on the Avenue."

### BOARD MEMBER ITEMS

#### Agenda Planning Calendar

Weed-Brown summarized that the following will be on next month's Board meeting agenda: requests from staff to Friends Foundation, a budget report, goal status for FY05/06 and long range planning. Pankow will report on the status of Literacy in her Director's report.

Librarian for a Day will be on the March agenda. Carolyn Thomas and the GHS Amnesty International Club will report on the Human Rights Video Project.

#### Board Member Items

President Slakey asked Freeman if she received clarification from GUSD in regards to her and Conway visiting the elementary schools. Freeman reported that GUSD wants a representative at all 6 schools for 5 days during the week of "Glendora Read-In." Following discussion on this top, the Board trustees agreed that the Library is not able to provide 5 volunteers to GUSD for an entire week.

Slakey reminded the Board that a poetry reading is scheduled for February 9<sup>th</sup> at 7 p.m. on the main floor of the Library. Some exciting events are scheduled for February. Slakey wished Weed-Brown the best.

Weed-Brown stated her last day at the Library is February 4<sup>th</sup>, 2005.

### ADJOURNMENT

There being no further business, meeting adjourned at 9:30 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  
CC: City Manager  
Date: February 28, 2005  
Re: Director's Report

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As you all know by now, Robin's surgery went well and she is at home recovering from her surgery. Elke and I have been talking to her regularly on the phone. Each time she sounds a little better and more like herself. Sylvia has been visiting her and may be able to answer questions regarding her recovery. I am hoping by the time you read this report, I will have visited her once and taken all the cards and gifts that have been delivered to the library for her. She is missed very much.

Christine Jones, the Library Aide III, who was hired in November 2004 as clerical support for the Development & Outreach office is expecting her first child the end of March or early April. March 10 is her last day. Robin offered Christine the option of moving to on-call status. This allows the library to call upon her on an as-needed-basis such as for clerical support for specific events like NOP and gives Christine the flexibility to stay home with her newborn and work occasionally as her schedule allows. She understands how much Chris and Bonnie need someone in that position who can work 25 hours a week. She supported our decision to hire someone else on a permanent basis. There were 3 qualified people from the recruitment for the library aide III position last November. Chris, Bonnie and I called the second person on the list and discussed the job with her. Her name is Nandranie Ramkishun although she goes by the nickname of Malla. Malla begins February 28 and we are excited to add her to the Dev. & Outreach staff.

Staff was greeted with a very wet lobby and wet carpet in the hallway and in front of the Circulation Desk on Tuesday, February 22. Carlos Baffigo responded quickly and had the lobby clean and dry by 10:00 am when the library opened. Carlos reported this to Public Works and I reported it to the City Manager.

I discussed the issue of maintenance of the library facility with the City Manager in my first meeting with him as Acting Director. This was the first opportunity I had to speak with him regarding my concerns about on-going and reliable maintenance of the facility. I will continue to report any maintenance issues that arise until decisions are made that will meet the needs of the library facility.

The last budget deadline is February 28 for the regular budget process. The library submitted a policy issue for a part-time maintenance worker primarily to reinforce the library's needs for a dedicated and reliable maintenance worker. I anticipate that once all the numbers submitted by all city departments are added up by the finance director, each department will be required to make some cuts and resubmit revised and lower numbers.

Suzette Farmer, full-time library technician, and part-time library student, volunteered to participate on the Long Range Planning Committee. The first meeting will be on held March 9, at 7:00 pm at the Darling Library, at Azusa Pacific University. Sylvia Slakey and I will be attending an all-day workshop at Cerritos Public Library on March 15 on Strategic and Long Range Planning.

I will be on vacation from March 3 – 7. Robin and the city manager gave me permission to take these days off. My step-daughter graduated from Chapman University in December. Her final requirement is a 6 month internship in music therapy. She will begin her internship on March 7 in Harris, NY. She and I will be flying to Philadelphia on March 3 to visit my younger son who is in the Air Force stationed at McGuire AFB in New Jersey. I promised Doug I would take him to New York City, so the 3 of us will spend 2 very hurried days sight seeing before delivering Samantha safely to Harris.

Thank you all for your support to me as Acting Library Director. I am pleased to announce that I have survived my first 3 weeks and I still keep coming back. I love working here and I do not expect that to change with these new duties and responsibilities. The staff has been very supportive to me and I am thankful every day for this opportunity.



# Charter Oak Unified School District

20240 East Cienega Avenue • Post Office Box 9 • Covina, California 91723

Telephone: (626) 966-8331 • FAX: (626) 967-9580

February 18, 2005

Dear Supporter of Washington School:

I would like to invite you to participate in Washington Elementary School's "Celebration of Reading" on Wednesday, March 2, 2005. On this day, guest readers have been invited to read selected books to our students to celebrate the joy of reading. Our school would be deeply honored if you could participate in this event.

Guest readers will be scheduled between 8:30am and 12:00pm on Wednesday, March 2, 2005. Please call the school office and let us know what time would be good for you to read.

If you are unable to read on this day, please consider joining us for a special Family Literacy Night on Thursday, March 3, 2005 from 5:30-7:30 pm to celebrate Dr. Seuss' Birthday. We would love to have you visit our family reading night!

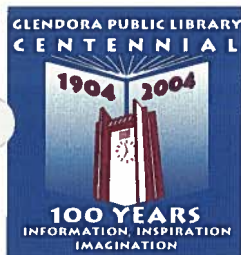
Again, please R.S.V.P. to the school office at (626) 914-2704 and let us know what time would be best for you. Thank you for your support of our "Celebration of Reading".

Sincerely,

Dr. Mary Martinez  
Principal/Washington

## Governing Board

Brian R. Akers • Robert L. Charles • Robert J. Cruz • Alexandra R. Parslow • Joseph M. Probst



# Glendora Public Library

...100 years of information, inspiration & imagination

February 23, 2005

Mr. David Lipson

FILE COPY

Mr. Lipson,

This letter is to document Library staff conversations with you on Tuesday, February 23<sup>rd</sup>, 2005.

You have been informed repeatedly of the Glendora Public Library use policy & procedures regarding library public computers:

- One 90 minute session per person per day.
- Using other people's library card to gain extra time on the computers is not allowed.
- Using library cards owned by other family members is not allowed.

On Tuesday, February 22<sup>nd</sup>, 2005, the Library documented your use of 2 different library cards for a total time of 165 minutes on the public computers.

As a result of using more than 90 minutes by using another person's library card, you will lose your use of public internet computers effective immediately for one month through March 23<sup>rd</sup>, 2005. Your library card has been blocked, preventing public internet use. If no repeated violations occur, your privileges will be restored effective March 24<sup>th</sup>, 2005.

Repeated violations may result in loss of **all** Glendora Public Library privileges.

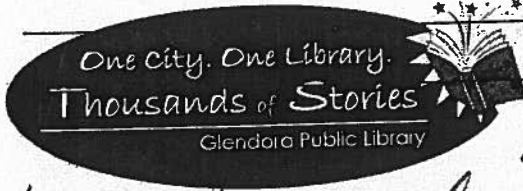
Respectfully,

Robin Weed-Brown  
Library Director  
Glendora Public Library

cc: Board of Library Trustees



We are one library with thousands of stories...tell us yours!



The people who work at the Glendora library are the most friendly and helpful people around. I wish they could train the people in the surrounding cities. I appreciate the attention that you give to high school students. My daughter always wants to go to the library to check out books. We love your bookstore and the free books shelf.

Submitted By: Lindy White

Please return your story to the check-out desk



Maybe it was taking your child to the library for the first time, working through a job change, or just finding a quiet place to read, we want to hear your stories

of how Glendora Public Library has helped you live your best life.

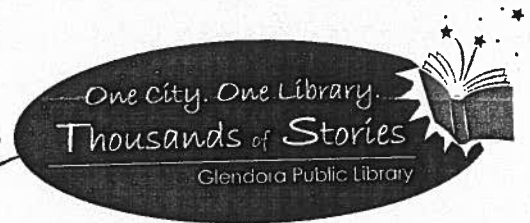
We are one library with thousands of stories... tell us yours!

The music & videos are growing. A great selection of magazines that are wonderful to relax with after a busy day.

[Use other side, if necessary]

Please return in the enclosed envelope.  
Submitted By:

Katherine & Helene Ludwig





Maybe it was taking your child to the library for the first time, working through a job change, or just finding a quiet place to read, we

want to hear your stories of how Glendora Public Library has helped you live your best life.

We are one library with thousands of stories... tell us yours!

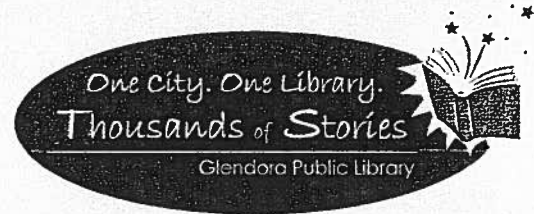


I am making a donation in memory of my son George Gadis, a long time supporter of the library. George passed away last March and had been a frequent patron of the library for over 40 years. I know that he would be very pleased by a donation in his memory. Thank you for your consideration.

*[Use other side, if necessary]*

Please return in the enclosed envelope.  
Submitted By:

Irene Gadis



Maybe it was taking your child to the library for the first time, working through a job change, or just finding a quiet place to read, we want to hear your stories

of how Glendora Public Library has helped you live your best life.

We are one library with thousands of stories... tell us yours!



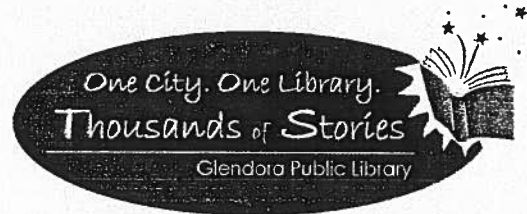
Thank you for providing so much information and services

great job !!

*[Use other side, if necessary]*

Please return in the enclosed envelope.  
Submitted By:

\_\_\_\_\_





Maybe it was taking your child to the library for the first time, working through a job change, or just finding a quiet place to read, we

want to hear your stories of how Glendora Public Library has helped you live your best life.

We are one library with thousands of stories... tell us yours!



Throughout my children's lives, Glendora Public Library has helped us "Live Our Best Life!" From story time in the preschool years to providing research and reference materials through high school, ~~and~~ GPL has been a source of exploration and learning for our family.

[Use other side, if necessary]

Please return in the enclosed envelope.

Submitted By:

*Jeanne Beckman*





Maybe it was taking your child to the library for the first time, working through a job change, or just finding a quiet place to read, we

want to hear your stories of how Glendora Public Library has helped you live your best life.

We are one library with thousands of stories... tell us yours!

When Monrovia Nursery moved to Azusa, Glendora my father forced me to move to the Old Rancho W. Lisa's Slawson's property, I was in the 7th grade and had to leave all my friends. I was a true drama princess. To my surprise in spite of myself I loved Azusa Slawson Jr. High. When the Nursery office moved into our house we moved to Glendora. Once more my friends were gone they went to Azusa High and to the Glendora High. I was saved by the Glendora High. My father, Martin Hays was my great Dad. I read, I think, every book in the library. I couldn't wait to get to college & get out of Glendora and see the world I'd read so much about. Joanne Hays Hummer



Maybe it was taking your child to the library for the first time, working through a job change, or just finding a quiet place to read, we

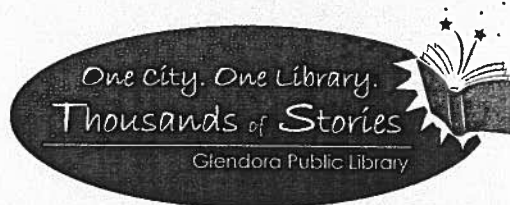
want to hear your stories of how Glendora Public Library has helped you live your best life.

We are one library with thousands of stories... tell us yours!

When our children were growing up they participated in the summer reading programs and used the library regularly.

Please return in the enclosed envelope. Submitted By:

Klee Hupp



[Use other side, if necessary]



Glendora Public Library  
(626) 852-4891

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

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**To:** Anne Pankow – Acting Library Director  
**From:** Carolyn Thomas, Anne Pankow, Cindy Romero, Ted Taylor  
**Date:** January 2005

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**Adult Services/Reference**

*Carolyn Thomas*

Rebecca Simjian has returned to full time status and we are happy to have her back. This year she will be researching how to set up Municipal Library services for our city departments.

Gaetano Abbondanza is now our “virtual librarian”; he answers online reference questions through 24/7. Gaetano logs in for a 2 hour time slot, once a week and answers 4-8 questions per session.

*Books Alive* met January 10 with 14 adults discussing *The Life of Pi* by Yann Martel. Marcia Conway prepared and led the discussion questions which proved stimulating for all in attendance. Our next book is *Snow Country* by Yasunari Kawabata and we will meet on March 14, 2005, at 7pm in the library.

*Librarian for a Day* essay contest is being held this month. Deadline for all essays is Feb 28. We will be asking for your help in choosing the winning essays; copies of the best essays will be in your next board packet. Of course, you are invited to the Librarian for a Day lunch on April 6, 2005 in Bidwell Forum.

*Dr. Seuss Birthday celebration* will be held on March 2, 2005. Stop by the children’s room and see what Mary Pat has planned for the day.

We will be offering outreach story times to the Glendora Community Preschool located in Finkbiner Park, beginning in March. Library staff will be visiting the preschool once a week through June.

The Human Rights Video Project is continuing to take shape. I am working with students from Glendora High School’s Amnesty International Club to promote the project. Students will be speaking to you about some of the videos chronicling human rights abuses worldwide.

Reference staff has been planning events for the spring and summer. During National Library Month in April we will be having a magic show, children’s craft, author visit and a program for teens. On March 26 we are offering young adults a FREE SAT workshop. We have also begun planning for Summer Reading Club 2005. The theme this year is Super Heroes:

- Super Readers = Super Heroes (Children’s Club)
- Unleash Your Power/ Read (Young Adult Club)
- It’s a bird, it’s a plane it’s the adult summer reading club!

Finally, I have attached a report from Tutor.com, our online tutoring service which we offer in the library. The positive responses indicate that this is a valuable service.

### **Circulation and Facilities**

*Carlos Baffigo*

In January, unscheduled absences due to colds and flu took their toll on Circulation Desk staff. Coverage was slim at times, but staff 'held the fort'.

Mary Pat Dodson started training and is now scheduled regularly on the Circulation Desk. She is welcomed relief for a busy desk!

Rain, rain and more rain was the top story in January! Staff was ready with buckets and mops expecting more flooding that thankfully never happened. With the exception of the pesky roof/tower leaks and some new drips in the Circulation office, the building kept dry.

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

*Cindy Romero*

During the month of January, we saw a sharp increase in the numbers of people attending weekly story times. We had 505 people who came to the library to enjoy stories, songs, and finger plays.

The Librarian for a Day essay contest began on February 1 and will continue through February 28. The festivities will take place on April 6. We hope to be seeing some of you there. We will hold a celebration for Dr. Seuss' birthday on March 2 in the Children's Room. Mary Pat has put together a variety of activities for the children, including activity and coloring sheets, cookies, and a drawing for Dr. Seuss books. In honor of National Library week, there will be a craft activity on April 14, and a magician will perform on April 23.

At the end of January, we were able to launch our new online books for children computer program called Tumble Books. Tumble Books is a set of online animated picture books, and games. There are 2 dedicated computers in the Children's Room for use with Tumble Books, and it can also be accessed from home through the library's web page. We have had a wonderful response to the program, and as of February 12, the program had been used 800 times. I have attached flyer with instructions on how to access the program from home.

This month, Mary Pat and Alpha did a great job decorating the bulletin board to celebrate Chinese New Year. One of our young patrons has also loaned us her collection of bells to display in the Children's room. Please stop by and see the wonderful displays available.

### **Development & Education Services**

No report at this time.

### **Support Services**

*Ted Taylor*

It was discovered that the individual spreadsheets used by each of the Collection Development Selectors was updated by Caroline Hernandez when the invoice was received, but then

mistakenly altered when the spreadsheet creator (Ted Taylor) thought that the 'formulas' of the spreadsheet had 'some how' gotten changed.

As a result of this discovery, the Collection Development spreadsheets have been modified to include 2 additional columns--Processing Costs and other for Total Cost. Caroline will put the final cost for each item in the Total Cost column. The misunderstanding has caused the spreadsheets to lack the 'true invoice total cost'. However, we are depending on the Integrated Library System GIS Polaris to accurately track the balance of each of the selector's account.

This year will allow us to discover procedures that will result in a better and more accurate accounting next fiscal year.

On a more positive note, 3 new 'quiet' book trucks were purchased for use in Support Services. This will allow for better handling of materials as they get processed and move downstairs for the inspection by the Library staff and then are shelved the next day.

New barcode scanners have also been purchased. They will replace the worn out scanners that slow down the processing of materials in Support Services.

Lastly, a barcode scanner and a receipt printer have been ordered for the public's use with the Computer Reservation system. This will allow the public to simply scan their library card without having to type ALL 14 digits and it will give them a receipt of WHAT computer at WHAT time when they make a reservation.

This should help simplify the procedure for the public when using our public computers.

**TUTOR.COM REPORT - JANUARY 2005**  
**California State Library (Glendora Public Library) - January, 2005**

**STUDENTS SERVED** 79      **AVERAGE SESSION LENGTH IN MINUTES** 10.4

SUBJECT	CONNECTED SESSIONS
Homework Help En Espanol - Math	2
Homework Help En Espanol Math - Algebra	1
Homework Help English	12
Homework Help English - Essay Writing	4
Homework Help Math - Algebra	6
Homework Help Math - Algebra II	2
Homework Help Math - Elementary (Grades 4-6)	17
Homework Help Math - Trigonometry	3
Homework Help Science - Chemistry	2
Homework Help Science - Earth Science	6
Homework Help Science - Elementary (Grades 4-6)	8
Homework Help Science - Physics	2
Homework Help Social Studies	14

*Eng*  
*math*  
*Doc. Studies*

GRADE LEVEL	CONNECTED SESSIONS
4th	11
5th	9
6th	6
7th	17
8th	15
9th	7
10th	3
11th	6
12th	2
Co - Intro	3

*mostly middle school*



# TUTOR.COM REPORT - JANUARY 2005

QUESTION	RESPONSE	RESPONSE PERCENTAGE
Quality of learning session	Excellent	52.94%
Quality of learning session	Very Good	11.76%
Quality of learning session	Good	5.88%
Quality of learning session	Fair	11.76%
Quality of learning session	Poor	17.65%
Glad program is offered	Yes	82.35%
Helping to be more confident	Yes	75.00%
Helping to complete assignments	Yes	64.71%
Helping to improve grades	Yes	62.50%
Would recommend this service to a friend	Yes	82.35%

*Comments from students*

GRADE LEVEL	STUDENTS COMMENTS
10th	this is like my 4th time and it still helps me I love this program thankyou Patricia P for helping me and fill check out that book ok
12th	My tutor was great. Thank you
5th	Keep up the great service!
8th	It was really great I love it
8th	Thanks alot, one of your tutors helped me out alot, I am going to recommend this to anyone I meet that needs help.
9th	Thank you we young people need online tutors for our homework thank you for everything keep up the good work



Tumble Book Library is a collection of animated talking picture books, puzzles and games.

### To access from home:

Go to the library's home page at:

<http://www.ci.glendora.ca.us/library>

Scroll Down to find the Tumble Book Library Picture

Click on the picture to access the games and stories

### Getting Started:

To access the **animated picture books**, click on the red "story book" balloon.

Choose a title to watch and click on this symbol.



To access **puzzles and games**, click on the green "puzzles and games" balloon.

Choose a game to play and click on this symbol.



To access **foreign language picture books**, Spanish, French and Chinese, click on the pink "language learning" balloon. Choose a book to listen to and click on this symbol.



To access **chapter books**, click on the blue "tumble readers" balloon. Choose a book to read online and click on this symbol.



The story or game will open in a second browser window. When finished, close the window by clicking on the X in the top right hand corner of the screen.



## Glendora Public Library Summary Data for January 2005

	Last YR Month	This YR Month	Percent Change	Last YTD	This YTD	Percent Change
<b><u>SERVICE CONTACTS</u></b>						
I.7 Hours Open	63	222	252%	1,296	1,528	18%
A. Library Visitors	9,448	23,917	153%	144,376	157,158	9%
A.2 Visitors per Hour	147	108	-27%	113	105	-7%
C. Community Contacts*	1152	3759	226%	17541	32277	84%
TOTAL SERVICE CONTACTS (A+B+C)	10,600	27,676	161%	161,917	189,435	17%
<b><u>KEY SERVICE INDICATORS</u></b>						
1. Total Registered Borrowers	—	—	—	43,322	47,757	10%
1.2 Library Cards Issued	191	386	102%	2,196	2,362	8%
2. Items Loaned	13,540	31,293	131%	207,831	209,837	1%
2.1 Items Loaned per Hour	215	141	-34%	259	234	-10%
3. Requests for Information	1,796	5,143	186%	28,319	25,967	-8%
C.5 Presentations, Community & Special Events	5	1	-80%	27	28	4%
C.6 Presentations, Community & Special Events - Attendance	1,142	37	-97%	2,831	707	-75%
E. Total Computer Usage	8367	25704	207%	75,441	157,798	109%
4.9 Children Attending Programs	0	517		4,248	3,659	-14%
E.5 Library Home Page Views	1,844	2,078	13%	11,813	13,232	12% ***
<b><u>SPECIFIC SERVICE INDICATORS</u></b>						
<i>(included in above totals)</i>						
A.4, A.6 Total Forum Attendance	405	380	-6%	4555	4225	-7%
3.3 Fax, Mail & E-mail Requests for Information	7	21	200%	96	49	-49%
3.2 Telephone Requests for Information	474	206	-57%	1,781	1,410	-21%
3.1.3 Percent of In-Person Questions - Complex Questions	87	182	109%	880	941	7%
4.1 Children's Requests for Information	160	1046	554%	5,360	6,032	13%
D.1 Literacy Students Served (Currently Active)	13	8	-38%	121	54	-55%
D.2 Literacy Hours Tutored	17	37	118%	237	195	-18%
E.2 Internet Users	520	3459	565%	14,396	21,132	47%
E.3 Electronic Resources Users	534	701	31%	6,540	6,932	6%
E.4 Web Links Collection Views	7,298	21,465	194%	54,234	135,700	150%
F.2 Volunteer Hours	191	425	123%	2,446	2,889	18%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$1,062	\$5,491	417%	\$28,575	\$35,142	23%
H.1 Items Owned (snapshot)	—	—	—	136,110	140,323	3%
I.6 Percent of Collection Overdue (snapshot)	4%	4%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	10%	22%	12%	—	—	—

**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**

\* 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.**



## MEMORANDUM

**To:** Robin Weed Brown, Library Director

**From:** D. Wayne Leech, City Attorney

**Date:** February 10, 2005

**Re: Library Facility Use/Rent Policy**

I was asked to review the City of Glendora Administrative Policy No. 4.01, Uses and Regulations of the [library]Building and the guidelines on use of the library meeting room to determine if the policy is in compliance with the current legal authority. Based upon my review of the current legal authority, it is my opinion that the City of Glendora Administrative Policy No. 4.01, Uses and Regulations of the [library]Building and the guidelines on use of the library meeting room are in compliance with applicable legal authority.

Time, place and manner restrictions by a public entity must be content neutral; "regulations enacted for the purpose of restraining speech on the basis of its content presumptively violates the First Amendment." City of Renton v. Playtime Theatres, Inc., 475 U. S. 41, 106 S. Ct. 925. As long as the City is offering its facilities for use/rent by the public, the City is not entitled to place time, place and manner restrictions that are content restrictive. The City can however, impose time place and manner restrictions on speech in limited ways, such as fighting words, defamation, obscenity, etc..

The issue presented to the City giving rise to this inquiry dealt with whether the City can allow a religious organization to use/rent public facilities. As long as the City is in the business of offering its facilities for public use/rent, the City should not, in my opinion, attempt to regulate the type of group using the facilities, except to impose reasonable restrictions to prevent/control the use of fighting words, defamatory statements, or obscenity. Preventing a religious group from using/renting City facilities that are otherwise available to the entire public would be a discriminatory practice and violate the religious group's First Amendment rights, which could be actionable against the City. As long as the

religious group is treated equally as other private groups, the City policy should be able to withstand a legal challenge.

Therefore I recommend that the City policy remain as it is presently constituted in the event that the City desires to continue to allow the public to use/rent the City's facilities.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Wayne Leech", with a long horizontal line extending to the right.

D. Wayne Leech  
City Attorney

**Subject:** USES AND REGULATIONS OF BUILDING

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

**Policy Objective:**

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

**Authority:**

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

**Assigned Responsibility:**

Library Director and staff

**Procedures:**

See Attached Regulations

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

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

**I. Eligibility to use the library meeting room**

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

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

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

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

**II. Reserving the library meeting room**

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

- B. Reservations will be assigned according to the order in which applications are received. Pre-reservations may be made by telephone but cannot be confirmed until the written, signed application is received. Pre-reservations not followed up in writing within a week will be cancelled. (A copy of the application will be returned to the applicant marked "CONFIRMED" or "NOT AVAILABLE" within 48 hours of receipt.)
- C. Upon approval of the application, fees must be paid in advance of meeting date. (This excludes late charges as stated in Section IV article C item 2 and/or any damage/cleanup fees)
- D. Groups may reserve evening meeting times (beginning after 6 p.m.) in blocks of not more than three meetings. Requests should be limited to one evening meeting per month. At the end of the first meeting, an additional (third) evening meeting may be scheduled: i.e. groups may maintain three active evening reservations.
- E. Applicants who cancel meetings should notify the library at once so that the date may be freed for other groups. A fee will be charged if the meeting is cancelled less than 72 hours prior to the event.
- F. Emergency needs of the City may require the library to 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.

#### Miscellaneous regulations.

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



- G. Granting of permission to use the meeting room does not imply library endorsement of content or responsibility for representing all views; nor will the library accept responsibility for conduct of attendees at events held in the meeting room.
- H. Applicant is responsible for compliance with all applicable health, safety, sanitary and fire regulations, including without limitation the maximum occupancy of 225. Applicant shall be solely responsible for any penalties, fines and charges that may be levied by the Fire Marshall, any other administrative agency or a court of law for any violation.
- I. Failure to comply with this policy shall result in revocation of meeting room privileges.

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

**A. Single Day Usage fees**

- |  |  |
|--|--|
| 1. Resident Non-profit Groups<br><u>(Resident group is defined as a group whose membership is composed of at least 51% City of Glendora residents. Non-profit groups will be asked to submit a copy of their non-profit status certificate or IRS No.)</u> | No charge  |
| 2. Non-Resident Non-profit Group   | \$50.00 per hour   |
| Resident Commercial Use<br>(not open to the general public)  | \$50.00 per hour   |
| 3. Non-Resident Commercial Use   | \$75.00 per hour   |
| 4. 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<br>for the first two hours plus<br>\$20.00 per hour thereafter |
| 5. 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  |

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

7. 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 mike |
| 2. Projector (16mm, slide overhead)   | \$10.00 per unit |
| 3. Video equipment (1/2 inch VHS or 3/4 inch VCR and one or two 17" monitors) | \$10.00 per unit |

C. Person on Duty Charge

1. Any group whose meeting will run past the library closing hour may arrange in advance for additional hours at \$20.00 per hour.
2. Double the hourly rate will be charged in case of late use without advance notice.
3. Any group whose meeting will begin outside of normal library hours may arrange in advance for these hours at \$50.00 minimum charge for the first 2 hours plus \$20.00 per hour thereafter. Example: Meeting begins before 10 a.m., or after the library closes or on a day the library is closed.

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

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

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

A. Application to serve alcoholic beverages must be accompanied by the GENERAL USE APPLICATION and must be submitted at least 60 days prior to the date of use.

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

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

Alcoholic Beverage Control Department  
State of California  
9530 Flair Drive  
El Monte, CA Phone: (626) 575-6901

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

D. Requesting groups must appoint a security guard acceptable to the Library Director prior to two weeks in advance of the meeting. The guard must be at least 21 years of age and may be a member of the organization. The person appointed will meet with the Library Director before the meeting.

E. Among other duties, the security guard is responsible for seeing that persons under the age of 21 are not served, or allowed to serve themselves, alcoholic beverages.

F. Proof of Insurance in compliance with City Administrative Policy No. 1.21 must be received by the library two weeks prior to the event.

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

Approved and adopted this 26 day of February, 2001.  
(Supersedes and completely replaces all previous versions of the Policy.)

Ayes: 5

City of Glendora  
Library Board of Trustees

Noes: 0

Absent: 0

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

By: Sylvia Slakey  
Sylvia Slakey, President



# MEETING ROOM USE APPLICATION

## City of Glendora - Public Library

Organization Name: \_\_\_\_\_

Organization Address \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Purpose of meeting: \_\_\_\_\_

Time needed from: \_\_\_\_\_ to: \_\_\_\_\_ Time meeting will come to order: \_\_\_\_\_

### Charges and Fees

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

- Resident Non-profit:  
(resident group must consist of 51% Glendora residents) No charge
- Non-resident non-profit or Residential, commercial:.....\$50/hour
- Non-resident commercial.....\$75/hour
- Person on Duty Charge (in addition to other applicable fees for use of room)
  - meetings that begin during and continue after normal library hours.....\$20/hour
  - meetings that begin outside normal library hours (first 2 hours).....\$50
  - (every hour thereafter).....\$20/hour

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

- Resident Non-profit.....\$100/day
- Non-resident non-profit.....\$150/day
- Residential, commercial.....\$150/day
- Non-resident commercial.....\$250/day

Profit or IRS number: \_\_\_\_\_ Damage/Cleanup determined at library's sole discretion. Min \$25

### Library Use Only

Group Fees

Equip. Fees

Cleaning Fee

Total Fee

Forum Set Up:	Equipment Needed
# of chairs _____	Podium <input type="checkbox"/>
# of tables _____	Screen Down <input type="checkbox"/>
Set Up: <input type="checkbox"/> Auditorium	\$10 charge on the following:
<input type="checkbox"/> Other	Podium Mike <input type="checkbox"/>
(sketch on back)	Standing Mike <input type="checkbox"/>
	Wireless Mike <input type="checkbox"/>
	Table Mike <input type="checkbox"/>
	Overhead Projector <input type="checkbox"/>
	Slide Projector <input type="checkbox"/>
	16mm Projector <input type="checkbox"/>
	T.V. <input type="checkbox"/> VCR <input type="checkbox"/>

Will alcoholic beverages be served?  Yes  No

Insurance coverage: \$ \_\_\_\_\_ Monitor assigned? \_\_\_\_\_

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

Must have City Council approval before obtaining a license for sale of alcohol. Approval License  Yes  No

Alcoholic Beverage Control Dept.  Yes  No

State of California

9530 Flair Drive

El Monte, CA 91731 (818) 575-6901

The undersigned applicant hereby acknowledges having read and understood the Library's Meeting Policy and this application form. The applicant warrants that the proposed meeting is in compliance with the Policy and accepts full responsibility for compliance with all applicable health, safety, sanitary and fire regulations, including the maximum occupancy of 225 set by the fire Marshall.

Signature \_\_\_\_\_

Number of hours needed:

Regular      After      Unscheduled

Reservation Confirmed       Not Available

Robin Weed-Brown, Library Director

Date \_\_\_\_\_



## Glendora Public Library Events

### March 2005

2	10 a.m. to 9 p.m. "Celebrating Dr. Seuss Birthday!" – Children's Room
2	Glendora Read In
11	6:30 p.m. "Great Trivia Challenge 13" at APU
14	7 p.m. Books Alive! Discussion Group: <i>Snow Country</i> by Yasunari Kawabata – Main Floor
21	7 p.m. Library Board meeting – Library Board Room
22	3 p.m. "Spring Baskets!"- How to create a pretty basket for spring – Library Main Floor
26	10 a.m. to 3 p.m. "SAT workshop" – Bidwell Forum

### April 2005

6	"Librarian for a Day"
11-16	"Something for Everyone at Your Library" - National Library Week
11-16	Teen Reading Program: Teens report on a book read & receive an incentive all week long
13	12 p.m. Volunteer Recognition – Glendora Country Club, by invitation only
14	1:30 p.m. & 3:30 p.m. "Magical Crafts" – a Children's event – Bidwell Forum
15	Danae Campbell & Jean Patterson, authors of <i>Cooking Outside the Pizza Box, Easy Recipes for Today's College Student</i> will visit the Library, time TBA
18	7 p.m. Library Board meeting – Library Board Room
23	9 a.m. – 10.m. "Garden Party" – Bidwell Forum
23	1:30 p.m. "Animal Magic for Everyone" – a Children's Magic Show – Bidwell Forum

### Ongoing Events

- "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, 4<sup>th</sup> Thursday of every month at 11:40 hours, Arrow High School

### Foundation Executive Board Meeting

March 4th @ 7:00 a.m. Library - Main Floor

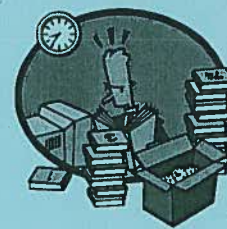
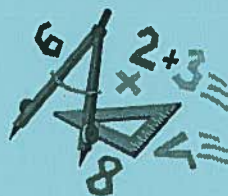
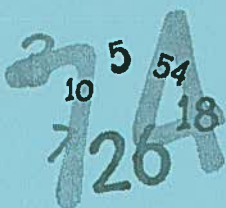
### Foundation Quarterly Board Meeting

April 19th @ 7:00 a.m. Library – Bidwell Forum

# Free SAT Workshop @

*the Glendora Public Library*

Study Tips and Techniques  
(College Prep SAT Workshop)



Saturday, March 26, 2005

10 - 12 Verbal & Essay Portion  
1 - 3 Math & Writing Portion

in the Bidwell Forum

*To register call 626-852-4891*  
*Registration limited to the first 180*  
*participants*

Door Prizes



A community service provided  
by the Glendora Public Library  
Friends Foundation

Handout

Glendora Public Library Friends Foundation  
Proposed Funding Priorities for 2005/06

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

In support of the Library's efforts, the Foundation has established three funding priorities for which fundraising efforts are focused: Community Education Services, Youth Services, and Information Technology. This year the Library would also like to recommend to the Friends the establishment of a new "funding priority", Special Projects, to address startup and/or one-time costs for library services and projects which have no other source of funding. It is with this in mind, that the Library staff submits the following proposals, representing \$69,435 in Library programs and services:

<b><u>Community Education Services</u></b>	<b>\$30,725</b>
<b><u>Youth Services</u></b>	<b>\$25,025</b>
<b><u>Special Projects</u></b>	<b>\$13,685</b>

As in previous years, grant sources will be pursued to support these programs, but as you know, without Foundation funding many of the programs and materials outlined in these proposals will not otherwise be possible. It is recommended that the Library Board of Trustees approve and submit the following proposals for funding by the Friends Foundation for their 2005/06 budget year.

Respectfully Submitted,  
*Anne Pankow*  
Anne Pankow, Acting Library Director

**OVERVIEW:**

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

**PROGRAMS & SERVICES SUMMARY:**

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



♦ **Volunteer Recognition**

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

**Projected Costs:**

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

**\$30,725**

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

**OVERVIEW:**

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

**PROGRAMS & SERVICES SUMMARY:**

- ♦ **Children's Programs & Services**  
Reading programs and services provided year-round to introduce children to the Library, support homework needs, and encourage reading as a fun, leisure activity. Funding provides for supplies, reading incentives and program support.
- ♦ **Special Programs & Services**  
Programs and events throughout the year which encourage reading and promote library services to children including, musical performances, guest speakers, library month activities, and seasonal celebrations to name a few. Funding provides for free books, guest speakers/performers, special events, reading incentives, and program support.
- ♦ **Summer Reading Club - Children**  
Reading program designed to encourage a child's enthusiasm for reading during the summer months and establish the Library as a fun, educational resource. Funding provides for free books, special events, reading incentives, guest speakers/performers, and program support.
- ♦ **Summer Reading Club - Young Adults**  
Reading program designed to encourage a young adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, reading incentives and guest speakers for club participants.
- ♦ **Young Adult Programs & Services**  
Programs and events throughout the year which encourage reading as a fun activity, support a young adult's school work and career goals, and encourage lifelong learning. A diverse choice of programs include author visits, guest speakers, library month activities, and teen read week to name a few. Funding provides for free books, special events, guest speakers/performers, reading incentives, and event support.

**Projected Costs:**

- ♦ **Full Funding of All Programs & Services** **\$25,025**  
Projected costs may include expenses for library materials, supplies, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation and Library.

**OVERVIEW:**

Glendora Public Library receives its' funding for basic services from the city's general fund. The state's budget crisis continues to have a severe impact on city and library funding. Proposals represented in Special Projects are for the startup and/or one-time costs of library services and projects which have no other source of funding, many of which have been cut from the library's budget for the past last few years.

**PROJECTS' SUMMARY:**

- ◆ **Equipment - Book Drop & Cart**  
Current book drop has been in use for more than 25 years and no longer functions properly. Funding provides for the replacement of the specialized equipment from the sole source available.
- ◆ **Equipment - Magazine Shelving**  
Shelving currently in place is original to the building and has been cut from the city's budget for the last three years. Funding provides for replacement of the customized equipment that is patron friendly.
- ◆ **Staff Training & Development - CLA Conference**  
California Library Association is a statewide trade association which supports library professionals and lobbies on behalf of California's public libraries. This year's conference will be held locally and is excellent source of professional development. Funding provides for ten staff members to attend and covers registrations costs only.

**Projected Costs:**

- ◆ **Full Funding of All Projects:** **\$13,685**  
Projects have been submitted for City funding, and reflect established and/or quoted vendor costs. Foundation funding would only be required if City funding not received.

Handout



**Library Associates**

8383 WILSHIRE BLVD, SUITE 355  
BEVERLY HILLS, CA 90211

Ann Pankow  
Customer Service & Facilities Manager  
140 S. Glendora Avenue  
Glendora, CA 91741

February 22, 2005

Dear Ann,

It was a pleasure for Deborah and myself to meet with you and Robin on February 3, regarding the special project regarding salary surveys of public librarians and library support staff.

First of all, we both send our best wishes to Robin and we hope her surgery was successful and she is recuperating nicely. We would like to send her a card. Would you send us the address where she can be reached so we can send our best wishes.

We are in the process of digesting all the information Robin gave us when we visited Glendora Public Library. We understand we need to look at job descriptions, salary schedules and management surveys from communities within commuting distance of Glendora to use as a basis of comparison with the present status of jobs and salaries at Glendora. We plan to obtain this information from current published documents, the Internet and person-to-person direct communications.

It is our understanding that the first deliverable will be a salary survey and comparison within the City of Glendora for positions requiring similar education and experience for departments other than the library. Following that, we will broaden our research and benchmarking to cover other City libraries of a similar size in California. Our primary objective is to provide you with verifiable information to present in order to bring the Glendora Public Library's salaries in line with comparable departments and organizations.

We originally estimated approximately 57 hours at \$85.00 per hour for this report, but both parties acknowledge that the scope of the research and the resulting report may require additional hours. We will organize our time efficiently to maximize the original estimated fees, and report back to you before, or if, we need more time. It is our practice to invoice for 25% of the total estimated fee, and then invoice another 25% when our research is completed. The remaining 50% or \$2422.25 will be invoiced when we deliver our report. If we find our research is requiring more time we will discuss a continuance and/or additional fees before committing ourselves to doing more work.



## Library Associates

We will be communicating with regular status reports and may be asking for additional information if warranted.

If you have any questions you can reach either Deborah or me. I have enclosed my card and I believe you already have one of Deborah's.

Sincerely,

Joanne Schwarz  
Senior Recruiter  
Library Associates

**MEMORANDUM**

To: Library Trustees  
From: Paul Rohde, Literacy Coordinator  
Date: February 25, 2005  
Re: Glendora Library Adult Literacy Program Evolution

Currently the Library is providing and/or enhancing the “literacy” programs under the following umbrellas:

1. Adult Tutor Training.
2. Community “outreach” programs addressing populations underserved or unable to access onsite library services.
3. Developing technology programs/partnerships to enhance tutor/student learning, community outreach and administrative effectiveness.

**Quick Overview:**

**Adult Tutors** - Improve literacy skills of Glendora adults over 17 years of age through one on one tutor support programs. The program especially assists individuals who are low income and at risk older teens who are challenged to complete their educational and work place goals due to inadequate reading, writing, comprehension and basic functional skills. Information delineated below. **(A)**

**“Babies, Books & Bibs”** - Family outreach program instilling family literacy-building skills for new mothers, reaching over 300 families per year. Primary funds; Santa Anita Family Services and Friend’s Foundation.

**Holiday Baskets** - an outreach program providing over 500 books for all ages, distributed to needy families every winter holiday season to promote literacy. Primary funds: Santa Anita Family Services and Friend’s Foundation.

**Summer Reading Roundup 2004 Pilot Project** - a youth outreach program for children K-9 identified by the school district to be at literacy risk. Program reached 146 children in 6 mobile home villages meeting once a week for six weeks to encourage reading and providing over 375 books. Primary funds: GUSD and Wal-Mart literacy grants.

**Enhanced Service** - Home bound services reaching out to senior and disabled populations unable to access library facilities and materials. Information delineated below. **(B)**

**NEW** – Building literacy skills through technology partnerships and development of an onsite computer literacy lab with dedicated software to enhance instructional techniques for tutor/students, independent learners and those requiring “special needs” assistance. Information delineated below. **(C)**

## Expanded Overview

**A. Adult one on one tutoring:** This program has been active in the Library for 13 years and currently has 8 active tutor pairs. Due to the Library's past retrofit and internal obligations, the last tutor workshop was early 2002. During February 2005, 14 new tutors were trained, 2 experienced tutors recruited and 6 (unable to attend due to illness or scheduling difficulties) wish to attend the next workshop. Student availability easily addresses the new tutor base. Literacy is also currently reviewing new assessment tools and technologies to improve the speed and reliability of student placement, prior to expanding the base of trained assessors. Primary funds - CLLS (Central Library literacy grants) and Community Development Block Grants (CDBG).

**B. Homebound Service Outreach:** To reach populations unable to access onsite library services and reading materials while minimizing costs, staff and administrative time. Phase 1 – Establish self managed reading clubs at retirement and assisted care facilities. Literacy will provide reading material's tailored to participant interests, authors, genres and visual needs. All reading materials dedicated to each facility are non-circulated library materials or bookstore inventory purchased through earmarked literacy grant funds. Literacy staff/volunteers will assist facility activity directors in maintaining and developing these homebound services. Currently there are 95 participants (primarily low income or disabled) at 5 participating facilities - Foothill Nursing, Community Convalescent, Eldorado Oaks, Arbor Glenn, and Gladstone Care and Rehabilitation. Phase 2 – Expand community self-managed homebound services in additional retirement housing (Heritage Oaks, etc.) Primary funds - CLLS & CDBG

**C. Technology partnerships and onsite literacy lab:** In the process of establishing a partnership with Citrus College's non-matriculation department to allow library literacy learners access to their free computer labs with dedicated computer and basic skills tutorial software (Plato, Rosetta Stone). To compliment and avoid redundancy, Glendora's literacy lab will concentrate on voice activation and recognition software to enhance learner visual/reading/writing skills. This sophisticated scanning software can create relevant and flexible tools to enhance adult instruction between tutors and students, independent learners and individuals needing disability assisted technology tools currently unavailable in the library. Primary funds - CLLS & CDBG

Handout

Glendora Public Library & Friends Foundation  
Celebrate Love @ the Library with...

# ...Poetic Verse

Moderated by Sylvia Slakey

Featuring the Following Guest Poets:

Jeni Bate  
Eric Blackshaw  
Leah Brown  
Lee Collins  
Bonnie Deering  
Dorothy Fountain  
Jim Lyon  
Albert Lee Moran  
Aire Celeste Norell  
Rick Thielo  
Keith Van Vliet

February 9, 2005  
Glendora Public Library



# Glendora Public Library & Friends Foundation



"No sound falls from  
the morning sky,  
no scowl wrinkles  
the evening pool..."  
Moya Angelou

The Glendora Public Library is proud to present a Poetry Reading sponsored by the Glendora Public Library & Friends Foundation.

The poetry session will be led by a volunteer moderator and will feature guest poets. The poetry readings were developed under the enthusiastic guidance of Library Trustee Sylvia Slakey.

This is one of the many ways your Library encourages an interchange of ideas and promotes lifelong learning using cultural resources that enrich our lives.

For more information on how you can support this and other library services, contact the Library's Development Office at [626] 852-4894.

## Program

### Welcome & Introduction

Sylvia Slakey  
Glendora Library Trustee

### Guest Poets \*

Jim Lyon  
Jeni Bate  
Keith Van Vliet  
Leah Brown  
Eric Blackshaw  
Aire Celeste Norell  
Rick Thielo  
Dorothy Fountain  
Albert Lee Moran  
Lee Collins  
Bonnie Deering

### Closing Remarks

Sylvia Slakey

\* The Glendora Public Library & the Friends Foundation are neither responsible for, nor endorse the content of, the points of view presented.

Ashley at 10 (near 20)

Little girl  
in amber light,  
breaks  
this afternoon,  
streaks  
doorways,  
rascals thru  
this June - July,  
shadow  
blonde,  
a princess  
on,  
dreams her by  
as rhythms-  
lightly-  
holds the hand  
of summer-  
slightly.

James M. Lyon  
June, 2004

*Secrets of a shovel wielder*

*Some of my best friends  
Are buried in my back yard.*

*I put them there myself  
Shovelful by shovelful*

*After taking great care to select  
Their preference for sun or shade*

*Their final resting places  
Should be somewhere they're going to be happy*

*For a long time.*

*I talk to my friends  
And they talk to me in return*

*Often they speak of the poetry  
Of rest and repose. of peace*

*And I know where each one lies  
In their unmarked graves.*

*My husband thinks I'm crazy  
But I know he won't give me flowers*

*Next spring.*

Jeni Bate





## DAYSONG

Today is music everywhere  
choruses sounding in the air  
early morning sparrows and wrens  
flutter about, their voices blend  
to beckon those who treasure life  
before the daily cares and strife.  
The turning earth creates a sound  
that brings the rising sun around  
to dry the dripping night-drenched trees  
now soft and dark as mysteries.  
A lifted gaze reveals a sky  
whose sparkling breadth suggests a sigh.  
It has no voice with which to sing  
but clearly echoes everything.

*Keith Van Fleet*



## TRUTH IS...

There is no Santa Claus, No Easter Bunny, No Pot 'o Gold, no happily ever after...

Truth is that everyone lies, nothings' perfect, there's no Prince Charming, no Snow White...

The truth is that I'm a victim of my own circumstance, that without rhythm you can't dance,

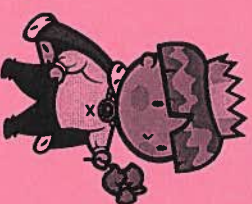
The truth is that there are aliens here on earth...

That there are people out here of worth,

the truth hurts, it sets you free, the truth isn't always what you see but what it's meant to be, that nothing in life is free

The truth is in knowing.

Leah Brown





## Love Unfolds

*Like a budded rose,  
dusted with morning dew,  
blossoming in the sunrise,  
I watched your heart  
open slowly,  
and love unfold.*

Eric Blackshaw  
November, 1999



## Peaceful

We hold each other  
(not as two lost children)  
our arms circling in joy  
smiles becoming kisses  
and kisses curling into grins

without words to contain  
it floats up between us  
without melancholy the moon  
shines pure and light

I see your eyes doing things  
I thought were made up  
your hands trace circles on my skin  
and every nerve, every hair awakens

joy flows in me  
I am completely open  
the fear made peaceful  
by the openness in your eyes

Aire Celeste Norell

ON TURNING EIGHTY  
or  
FRUIT FOR THOUGHT

Some say that turning eighty  
Can really give one fits,  
But here's a recipe for you  
To help remove life's pits.



First, place upon your calendar  
Those all-important dates  
For geriatric counseling for  
Arthritis and prostates.

Next, brune your life of all those things  
That may cause you some grief.  
Don't lift or bend or salt your food  
Or eat a lot of beef.



And when your body does assume  
The shape of one ripe pear,  
Just say you do not care a fig  
When other people stare.



Use apricots for iron when  
Anemia attacks.  
It will make your tired blood perk up  
And help you face the facts.



A hefty dose of pineapple  
Will keep you off the skids  
When you are asked to dole out cash  
For taxes and for kids.

If you follow this prescription  
You'll stay clear of life's deep ruts.  
For life's a bowl of cherries  
If you just avoid the nuts.



## UNEXPECTED GIFT

Horsy rides lassoed with squeals of delight  
Heartfelt hugs given to trees because they needed it  
Innocence and awe reopens mind's eye once closed  
Television's nature channel a must see marvel—  
I opted for a son and was blessed by a daughter

Helping things grow in garden is magic seeping from earth  
Chewing green peppers is a horrid lesson learned  
Joy found in simple pleasure shatters need of excess money  
Unquenchable desire for exploration an ongoing adventure—  
I opted for a son and was blessed by a daughter

Swoons created by boy rock star, a comical show  
Unstoppable chatter develops patience and tolerance  
Belief in the unseen rekindles smoldering faith  
Hands opened wide to give, refreshes life's true meanings—  
I opted for a son and was blessed by a daughter

Front mommy figure to all little children, gives pride  
Continued growth changes punctuated by monthly discomforts  
Steadfast inner glow enhances facial and heart's beauty  
What a son would have brought pales in comparison—  
I opted for a son and was blessed by a daughter

Had a son arrived I would have forgone this surprise gift

Albert Lee Moran  
August, 2003



## Nocturnal Reverie

for Dawn Thielo

The night is awash in moonlight  
I lie awake as if floating in a dream,  
Chagall-like, entranced by some melody  
from a distant violin.

All things are possible in this silver interlude  
between attentiveness and sleep.

I hear a voice, barely audible  
like the gentle wind, *You have chosen wisely,*  
whispered the earth in my ear,

*Rejoice, rejoice in the union you now share  
with the woman you love so dearly.*

Rick Thielo



## Love's Mirror

I love you in love's looking glass,  
not only for how I view you as a gem,  
but for how you've come to see me as first class.  
We're a mutual admiration twosome.

I love you in that mirror of love's silvery decree,  
not only for what I see you've made of yourself,  
but for what reflectively you've made of me.  
On mutual admiration's spell, we do agree.

Lee Collins

## On Turning 90!

*She said, "I'll not have a party,  
For Ninety isn't old!"  
But her family chose to celebrate  
A milestone so bold!*

*With guests and cake and flowers,  
They planned the special day,  
And made you Mother come—  
Not much that you could say!*

*For being Ninety you've seen a lot,  
From Microwaves to cars.  
You've watched the world go round and round,  
You've opened lots of jars!*

*You've seen the Cell Phone, Teflon too,  
Rockets and much more,  
And lots of goodies prepared for you,  
From your Supermarket Store!*

*But Ninety isn't old you say,  
And that we all agree,  
For you are just a kid at heart,  
It's plain for us to see!*

*And so dear mother,  
On this day, a special day for you,  
Happy Birthday once again,  
With Love from me to you!!!*

Bonnie Deering  
September, 2004

Glendora Public Library, Friends Foundation and  
the City of Glendora are neither responsible for,  
nor endorse the content of, the points of view presented.

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\* This program was printed by the Glendora Public Library Friends Foundation