

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

Library Conference Room

**June 20, 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 May 16, 2005- **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*

6. UNFINISHED BUSINESS

6.1 Long-range Strategic Planning

Theel to report on status

6.2 Review of Administrative Policy 4.01- continuing discussion

Slakey to lead discussion

7. NEW BUSINESS

7.1 Trustee Goals for 2005-2006

Slakey to lead discussion

7.2 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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Plans for future meetings to be discussed

8.2 Board member items

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

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director & Board

10. ADJOURNMENT

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library Conference Room
140 Glendora Ave.

May 16, 2005
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:06 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, Development & Educational Services Coordinator; 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 (Jackson/Freeman) to approve Minutes of meeting of April 18, 2005.

REPORT OF LIBRARY DIRECTOR

Weed-Brown stated that she will add a statement to the 04-05 Library goals that the Sutherland "Library Night" event happened in response to prior contact as part of the cards for kids program.

Weed-Brown thanked Elke Cathel and Anne Pankow for carrying on while she was gone. She also thanked the Board for their support of all the Library staff. She is glad to be back.

Pankow reported that several staff members are graduating. Three staff members are leaving in July. The Library has two new pages, Sujata Israni and Mary Ghattas. Pankow has been assured that the money for the HVAC will be encumbered by June 30, 2005. The City Manager has directed Public Works to get the upstairs automatic doors fixed before the end of the fiscal year. The Board members were relieved that the automatic doors will be repaired soon.

Pankow informed the Board that she will move to the Development Office and temporarily fill the position of Development and Educational Services Coordinator once Baffigo is back from vacation. The Development Office has been without a mid-manager for almost one year. Pankow worked with the Friends Foundation during her time as Acting Library Director. One of the first things Pankow will need to do in this new position is start recruitment for a part-time literacy coordinator. Weed-Brown commented that Pankow has watched the Friends Foundation grow and develop. Weed-Brown feels Pankow will not have any difficulties in this position.

The new literacy lab learning software, purchased with State Literacy Grant and CDBG money, will arrive in June. Slakey and Freeman will share the information in regards to this new software with EYE-DAS and others. Weed-Brown said several people will be trained and they will train others. Freeman and Slakey requested to attend the training.

The Board received the "Foundation for Glendora Unified Schools" brochures. Weed-Brown told the Board that the Library received comment cards from the public in regards to Library services they received. She offered them to the Board members for review. Most of the comments were very positive.

There are two new applicants for the Library Board of Trustees, Pam Vernon and Don Fields.

Slakey stated that Freeman, Hodson and she will attend the Human Rights Video Project event. Jackson said he will try to attend. Weed-Brown said that this project has many educational benefits, such as partnering with the school and working with teens. The Board members commented that they were very

impressed with the students' presentations before the Library Board and City Council, as well as with Carolyn Thomas' organizational skills.

UNFINISHED BUSINESS

Long-range Strategic Planning

A letter inviting community leaders to submit names of people to participate in the focus groups is being worked on. Committee members are in the process of obtaining contact lists to send this letter to. The committee is also working on questions to ask the focus groups participants. Weed-Brown stated that it might be helpful to "try out" the questions to see what kinds of responses are given. Meeting places for the focus groups are still being determined. Slakey stated that no specific meeting dates have been set yet. The meetings will probably take place late September or early October. Theel stated that there will be no more than two focus group meetings per week. Pankow asked if the Board members should attend as observers. Freeman and Hodson offered to help in whatever capacity needed. Slakey stated the meetings should not be held at the Library. Staff has been encouraged to think of people for the focus groups. Suzette Farmer explained the status and purpose of the strategic planning committee at the last staff meeting. Weed-Brown thanked everyone for continuing with this process. The next strategic planning meeting is scheduled for May 25, 2005.

NEW BUSINESS

Review the Role of the Glendora Public Library Board of Trustees

The Board reviewed and discussed in detail the eight roles of the Glendora Public Library Board of Trustees. **It was MSC (Theel/Freeman) to reaffirm the Role of the Glendora Public Library Board of Trustees.**

Review of Administrative Policy 4.01

The policy states that the Bidwell Forum can only be reserved for three consecutive months. This limitation was established when city departments moved into Bidwell during City Hall's remodel.

EYE-DAS has requested an exemption. They want to reserve Bidwell Forum on a yearly basis. Transportation is difficult and EYE-DAS feels that people can get to Bidwell easily because everyone is familiar with it. In addition, it is much easier to have meetings in the same location all the time. Allegedly, special preference had been given to EYE-DAS in the 1970s to schedule meetings on a yearly basis, but nothing can be substantiated.

Weed-Brown stated that Bidwell is one of the few free community rooms and she feels that by limiting the reservation it allows more groups to get access. Hodson noted that the policy seems to work, since other groups can adhere to the policy. Jackson felt very strongly that EYE-DAS should be given an exemption. Some discussion ensued on changing the policy to make one day of the week exempt instead of giving exemptions to certain groups. When exempting one day of the week, groups could reserve Bidwell for one year consecutively for that particular day.

The Board discussed the advantages and disadvantages of limiting the reservation to three consecutive months. Jackson suggested changing the three-month limit to six months.

Following more discussion on this topic, the Board felt more information is needed before a final decision could be made. The Board decided to table this discussion until the next Board meeting. Baffigo, who handles Bidwell Forum reservations, will be asked to submit a report and invited to attend the next Board meeting.

The Board also discussed the gambling issue listed under miscellaneous regulations. Weed-Brown said she will check into the gambling regulation.

Create schedule to review Library policies

Slakey said that the Library's Administrative Policies need to be reviewed and updated, if necessary. After reviewing the list of policies, the Board decided to review Administrative Policy 4.01 in June, Administrative Policy 4.07 in July and Administrative Policy 4.04 in August.

Library Events Calendar

The next Board meeting is scheduled for June 20, 2005. The Board discussed the meeting dates for Fiscal Year 2005-2006. The Board meeting scheduled for December 19, 2005 is being moved to December 12, 2005. The meeting in January will be held on Tuesday, January 17, 2006 due to Monday

being Martin Luther King Holiday. The meeting in February 2006 will be held on Tuesday, February 21, 2006 due to February 20 being President's Day.

BOARD MEMBER ITEMS

Agenda Planning Calendar

Nothing was discussed.

Board Member Items

Jackson announced that he and his wife are going to be grandparents. They are considering moving to Carlsbad to be closer to their grandchild. For that reason, he did not reapply for the Library Board Trustee position. He has enjoyed the last few years being a Library Board Trustee.

Hodson noted that Carolyn Thomas carried herself really well as one of the judges at the "Area Four Student Speakers Contest" for the Lion's Club.

Theel said that he appreciated everything John Jackson did. John will be missed. Slakey agreed. Weed-Brown added that without Jackson's expertise, the Library would not be where it is now.

CLOSED SESSION

Personnel & Annual Evaluation of Library Director & Board

The Board went into closed session at 9:15 p.m. and emerged at 9:50 p.m. No reportable action was taken.

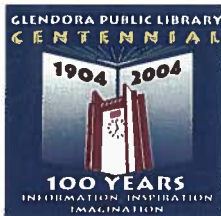
ADJOURNMENT

There being no further business, meeting adjourned at 9:51 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
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Glendora, CA 91741

MEMO

To: Board of Library Trustees

From: Library Director *Rosini*

CC: City Manager

Date: June 20, 2005

Re: Director's Report

Community

The Human Rights Video Project group, lead by Carolyn Thomas, wrapped up the grant with a presentation to the students at Glendora High School on May 18th. The group met for its final meeting and wrap-up on June 14th and were then treated to pizza afterwards.

On May 26th, our System Advisory Board (SAB) representative, Pam Vermons, joined me at the May joint MCLS/SAB meeting in Torrance.

In May, our historical exhibit displayed local church history. Thank you to Library Trustee Doug Hodson for gathering this display together. June exhibit is on Monrovia Nursery.

The Strategic Planning Committee, lead by Library Trustee Jim Theel, continues to meet and move the planning forward. Letters have gone out to local leaders asking for recommendations for participants in their 'subject' areas: school, business, community club, teens, seniors. Dates have been established for 'invitation only' focus group meetings in September 2005, with open community group meetings tentatively scheduled for October.

Kitty Garvey, Friends Foundation Executive Board member, was honored with the Gene Beckwith Humanitarian Service Award by the Glendora Coordinating Council on June 13, 2005. Development office staff attended along with the Library Director.

Summer Reading Club activities have all been planned and t-shirts received and distributed to staff. This year's theme: Super Readers/Super Heroes. Public Service staff went out to the schools to promote this year's clubs. The Friends Foundation generously donated extra money so that books may be given out to the children when they register. Staff has worked hard to line up interesting activities, crafts and guest speakers and it should be a great, great summer!

Staff

The staff has been wonderful in supporting Anne and the management team during my absence. Thank you to all!

Congratulations to Elizabeth Meshry for 25 years of service to the Library! Elizabeth's achievement was celebrated at the June All Staff meeting. Her supervisor Ted Taylor made sure it was celebrated with panache!

Anne Pankow has graciously accepted a temporary assignment as manager for the Development and Educational Services (DES) division. This will give that division the extra support they have been lacking for almost year. It is possible that this assignment may become permanent later in the fall.

Carlos Baffigo will remain as Acting Customer Services and Facilities Manager until a decision is finalized on the DES position.

DES staff and Elke Cathel represented the Library at the YWCA Women of Achievement luncheon on June 3rd. Councilperson Karen Davis was recognized for her spiritual leadership. I was on jury duty and unable to attend.

Carlos Baffigo attended a 2-day workshop on emergency preparedness. He is currently working on updating our library emergency manual.

Four library staff members were recognized for their educational achievements at a graduation party in the board room on June 9th. Cindy Romero earned her MLIS; Jennifer Dunlop and Rebekah Wilson graduated college and are moving to Wisconsin to attend graduate school; and one of our newest staff members, Sujata Israni, graduated High School. No matter where you are in the process, it is hard work and these 4 staff members have earned hearty Congratulations!

Director

I returned to work May 9th.

I had jury duty June 1-6 (it was actually only 4 days of jury service).

I am adjusting to being back at work and reacquainting myself with my office! My neck is doing well and responding to physical therapy.

It is June and that means soon there will be budget meetings scheduled with City Council although nothing has been scheduled as of this writing.

At the June 14, 2005 City Council meeting, Jim Theel and Don Fields were appointed to the Library Board starting July 2005. Congratulations to both!

Information is starting to be released on the next library construction bond act. I have included a 'Fact Sheet' in this packet. I have also signed up for additional email notifications. The website is: <http://yesforlibraries.com/>

Yes! for Libraries



Californians for Literacy and Community Libraries

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Fact Sheet

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2006

In response to this continuing need, the State Legislature has placed a \$600 million statewide library bond on the June, 2006 ballot.

- This bond will provide a 35% local/65% state match in funding for grant recipients.
- Grants will be awarded for a minimum of \$50,000 and a maximum of \$20 million.
- First priority will be given to eligible applications not funded in the 3rd application cycle of Proposition 14. The amount awarded for these first priority projects may not exceed 50% of the \$600 million authorized.
- The remaining \$300 million of funds not awarded for the 3rd application cycle will be awarded on a statewide competitive basis.
- At least \$25 million will be made available for joint use projects with one or more public education institutions (K-12 school district, county office of education, community college district, a campus of California State University or a campus of the University of California).



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Contact:

**Californians for
Literacy and
Community Libraries**
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Contributions to the Committee are not tax deductible. There are no contribution limits. The Committee may accept contributions from individuals, businesses, committees, and other organizations, which should be made payable directly to the Campaign. The Campaign is required to disclose the true source of all contributions. Individuals, businesses and organizations making contributions may incur

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reporting obligations under the state campaign reporting laws. Additional information may be obtained from the Campaign or from the FPPC (www.fppc.ca.gov).

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Division Monthly Reports

Glendora Public Library
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library@ci.glendora.ca.us

To: Robin Weed-Brown – Library Director
From: Carolyn Thomas, Carlos Baffigo, Cindy Romero, Anne Pankow, Ted Taylor
Date: May 2005

Adult Services/Reference

Carolyn Thomas

Summer Reading Clubs begin June 20 – July 30, 2005. Hope to see all of you at some of the events and participating in the Adult Summer Reading Club!

A couple of new ideas have been added to this year's summer reading programs. The programs were promoted at end of the year assemblies at many of the elementary schools, Sandburg Middle School and Foothill Christian. Cindy, Gaetano, and Mary Pat went out to 9 schools to talk to kids grades K-8 about the summer reading clubs. We also purchased a piece of software (thanks to the Friends) called E-vanced Solutions which will help track reading club registrations, reporting and prizes. All public service staff has received training on how to use the software and it is hoped that record keeping will be more efficient. Finally, all summer reading club participants will receive a FREE BOOK when they register for one of the programs – many thanks to the Friends!

Congratulations to Cindy Romero who earned her Master of Library and Information Science from San Jose State University/Fullerton in May!

We tried a pilot storytime outreach to the city's community preschool this spring. Four staff members, Cindy, Mary Pat, Gail Jebbia and myself told stories to children from March 23 through June 7. We provided 16 storytimes to a total of 277 children. The storytimes were very well received by the preschool teachers, Mrs. Wideman and Mrs. Jackson (their evaluations are attached). Staff members had a wonderful time and we will consider if this program will be offered again in the fall.

The Human Rights Video Project Event, held May 18, 2005 at Glendora High School's *Little Theater* was a success with an estimated 75 in attendance. We received a full write-up in the high school newspaper (attached). Library Board members who attended were Doug Hodson, Sylvia Slakey, and Sandra Freeman. Robin Weed-Brown and Anne Pankow also supported this event. School superintendent, Dr. Mannon and school board members Dr. Gomer and Doris Blum also attended. The high school students from Amnesty International and I have one follow-up meeting June 14 to write up the evaluation on this project.

The Friend's Foundation has presented \$26,400 to the library's book fund. Our community is fortunate to receive such generous donations which help keep our collection current and in good condition (as well as having enough copies of Harry Potter and Lemony Snicket!) In addition, the Kiwanis Club donated \$500 to the children's collection and the Foundation matched the amount which means we received \$1000 just to purchase new children's materials.

Circulation and Facilities

Carlos Baffigo

Circulation:

Library Aide Steve Fuentes announced he will be taking a full-time internship position as of June 20th. He will continue working at the Library on an on-call basis. This is a great opportunity for Steve to pursue his career goals and get that most-important 'foot-in-the-door'. We wish him the best of luck!

On-call employee Aimee Beauchemin will be working in Circulation and Support Services through the summer.

Facility:

The upper lobby automatic doors have been approved for replacement by the City Manager. Public Works will be serving as the general contractor for the project.

The Heating, Ventilation and Air Conditioning (HVAC) project is underway. Public Works has set the dates for advertising, walk-thru and bid opening to take place before June 30th. If all goes well, the bid results and staff recommendation should go for City Council approval by the end of June. Work is still expected to commence in the fall.

Children's Services/Youth

Cindy Romero

The month of May was a planning month for the Children's room. We finalized plans for the Summer Reading Club. Volunteer applications were collected. Mary Pat began working on scheduling over 100 young people to assist us with the Summer Reading Club. We also began outreach to the schools to promote Summer Reading Club. In May, we had about 200 people come to the library to hear about the events for the summer. June will be busy with tours, outreach assemblies, and the starting of SRC.

Tumblebooks had a record month in May. We had about 2000 people sign on to the program in the library and from remote locations. Since January when we launched the program, we have had about 8300 uses of the program!

Mary Pat is coordinating a Super Hero display for the children's display case. This will provide a nice connection to the SRC theme, Super Readers-Super Heroes. She has also created a great cartoon strip bulletin board highlighting the Summer Reading Club. Please stop by and see the displays.

Development & Education Services

Anne Pankow

The Development office has a new (and familiar) face – me. I moved into this new area of the library on Monday, May 23. I am excited to work with Bonnie Deering, Chris Cravens and Malla Ramkishun and the members of Friends Foundation. I know I have so much to learn. I am fortunate to have three very patient and understanding teachers. By fall, I must decide whether to continue in this new role permanently or return to my former job of Customer Service and Facilities Manager.

The library is actively recruiting for a part time Literacy Coordinator. The recruitment is running simultaneously with the Library Aide I position and is posted in similar venues. Applications will be received until July 6. This recruitment is running longer than the Library Aide I position because I will be on vacation from June 27 – July 4 and did not want the recruitment to close while I am away.

During the month of May, the Development Office staff was busy preparing for the Night on the Plaza fundraiser on July 16 and finalizing the FY 05/06 Friends Foundation budget which will be presented and approved at the annual meeting on June 21. Community outreach continued with 1 Teen Mom program at Sunflower School and 2 Babies, Books & Bibs programs at Foothill Presbyterian Hospital.

Paul Rohde, the temporary Literacy Coordinator, completed and submitted the application for the California Library Literacy Services (CLLS) grant for fiscal year 2005-2006. This grant helps fund the library's literacy coordinator position and literacy materials. The library depends on this funding source for the literacy program and anticipates receiving at least as much grant funds as was awarded for fiscal year 2004-2005.

Support Services

Ted Taylor

The job announcement for Library Aide 1 has been approved and it has been 'flown' internally on the City of Glendora's web site and job line, as well as being sent to our fellow MCLS libraries, Citrus College and Pasadena City College. Applications will be received until the end of June 2005.

PC Cop uses a patron's library card and password or pin to allow self signups. The wording of the computers and its accompanying instructions have been changed to include the term PIN (Personal Information Number). For all new library cards issued we are using the last 4 digits of the patron's telephone number as their PIN. Since we have a combination of passwords (patron's choice) and now assigned PIN, we updated the wording to include the term PIN.

The elusive OCLC Netlibrary 'Create a Free Account' from home still does not work. Patrons will need to create their Free NetLibrary account within the Library first. I continue to work with both OCLC and Polaris Library Systems in trying to figure out this setting.

More online newspapers are coming to Glendora. When I noticed that the NewsBank vendor was no longer providing access to one of our newspapers, i.e. USA Today, I contacted them and learned that their contract with USA Today was not renewed. We were told that for an additional \$150 we could add nearly 700 more American newspaper titles—such as New York Times, Washington Post, as well as over 90 California newspapers including the San Gabriel Valley Tribune, Pasadena Star News, Inland Valley Daily Bulletin, Orange County Register and many more. The additional newspaper titles will become available by the end of June 2005.

Another enhancement that the full time City of Glendora employees have recently received and are enjoying is new larger 19-inch flat panel computer monitors. This allows for more information to be able to be displayed on the monitor. The monitor can also be used in a landscape as well as a portrait orientation. In addition to the new monitor is a 512 Mb USB Thumb drive. This electronic storage device has no moving parts, and can easily be connect to any USB port—there 2 on the side of the new monitor. We are grateful to the City of Glendora and Matt Jester and Norm Knapp for their assistance in installing the new monitors.

EVALUATION FORM
GLENDDRA PUBLIC LIBRARY
COMMUNITY PRESCHOOL STORY TIMES



DATE: 4/05 Staff Person Carolyn Thomas

Teacher: Garry Wiedmann

Story time Theme: _____

Children's Class: K.I.D.S. Program, Pre-Kindergarten
ATTENDANCE: 20

NOTES: Library story time has been a
wonderfully enriching experience for
all the children in this program. They
children enjoy the change of pace
& the new stories, rhymes & songs.

EVALUATION FORM
GLENDDRA PUBLIC LIBRARY
COMMUNITY PRESCHOOL STORY TIMES



DATE: 4/2 Staff Person _____

Teacher: _____

Story time Theme: Kids Program - Mrs. Jackson
M-T-F

Children's Class: - 80+ children total
ATTENDANCE: _____

NOTES: It has been wonderful! The opportunity to
have exposure to the library and literacy and very
valuable tools for educators - young and old. This
would be great for both young children and
grade schoolers. It makes the library friendlier
and more accessible to the families of Glendora.

TARTAN SHIE

Volume XLIV, no 7

Glendora High School

Rally stresses human rights awareness

Alysha Higgins
copy editor

Do you care about humanity? This was the critical question that was being asked at the Human Rights film viewing event hosted by Amnesty International in the Little Theatre on Wednesday. Most of those who attended the event realized their own answer to the question by the end of the program.

The hour was filled with poignant films, food, prizes and stimulating conversation. Guests were even able to contribute to the human rights effort by signing a women's rights petition with their handprint as they left.



The event was made possible because the Glendora Public Library was one of the 300 libraries to receive a collection of human rights documentaries which were part of The Human Rights Video Project. The project was designed to increase the public's awareness of human rights issues that encourage citizens to effect social change in their communities.

Twelve documentaries were selected by a panel of professionals that address a wide range of national and international issues. Glendora was one of the 50 libraries awarded a grant to promote these videos in collaboration with Amnesty International.

Many choose to turn their heads to problems that do not directly affect them. Because of this reality, the event aimed to send out

the message that there is no better time to make a difference than now.

The event focused on three videos that were presented by members of Amnesty International. The first video, *State of Denial*, presented by Ameena Higgins and Andrea Abuata, examined the failure of the South African government to address the 4.2 million citizens infected with AIDS.

Bombies was another video presented by Jayne Marason and Mark Clayton that documented the effort to remove 90 million cluster bombs from Laos illegally dropped by the US in the Vietnam War. The last video, *Vision Test*, presented by Andrew Foran and Ashley Brutto, portrayed stereotypes, racial and religious prejudices, and other forms of discrimination.

After a rallying speech by Alexa Lameroux, the whole theatre seemed to be inspired to do something, to make a difference. If they could not affect human rights globally, at least they could locally. Prompting change could be as simple as scratching out that derogatory comment on the wall or refusing to shop at Wal-Mart because of the use of sweat shops.

Later guest speaker Frankie Marilyn, from the County of Los Angeles' Commission on Human Relations spoke on promoting tolerance. A stimulating discussion then took place between the audience and Amnesty International.

Hoping to inspire kids to get involved, make a change and stand up, the event was a positive experience. Not only was the audience made aware of these human rights issues, but it was also encouraged to work together to stop unnecessary hate, help the oppressed and needy and simply live together in peace.

The first step people must take is to educate themselves. If any-



State of Denial... Amnesty addresses crisis in Africa.

one missed the event or wants further insight into these issues, they can check out any of the 12 documentaries at the Glendora Library.

The only way to make an impact is to be impacted by something. The Amnesty International event certainly succeeded.

Tardy sweeps lack element of surprise

Arte Kefallinos
copy editor

The dreaded tardy sweeps at Glendora High School were implemented sporadically throughout last year to eradicate tardies and strike fear into truant students' hearts. While many students are caught and given detentions during tardy sweeps, students still question the overall effectiveness of the sweeps.

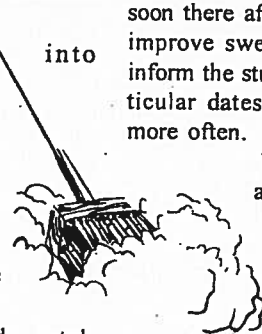
While the sweeps do catch some students, most students are smart enough to listen and find out

when the sweeps are and not be late to class that particular day.

Students arrive to class on time, but most do not carry on that attitude throughout the week; they simply avoid being late on sweep days and resume their truant ways soon thereafter. Obvious ways to improve sweeps would be to inform the student body of the particular dates and to hold sweeps more often.

Whether or not GHS administration will do this is unknown, but until then, few students' attitudes will be reformed, and many will

avoid receiving the two-hour detention



Glendora Public Library Summary Data for May 2005

	Last YR Month	This YR Month	Percent Change	Last YTD	This YTD	Percent Change
<u>SERVICE CONTACTS</u>						
1.7 Hours Open	230	233	2%	2,228	2,460	10%
A. Library Visitors	23,440	22,081	-6%	244,163	248,928	2%
A.2 Visitors per Hour	102	94	-7%	113	105	-7%
C. Community Contacts*	2581	8727	238%	30715	56049	82%
TOTAL SERVICE CONTACTS (A+B+C)	26,021	30,808	18%	274,878	304,977	11%
<u>KEY SERVICE INDICATORS</u>						
1. Total Registered Borrowers	—	—	—	44,957	49,219	9%
1.2 Library Cards Issued	418	340	-19%	3,990	3,794	-5%
2. Items Loaned	31,606	30,476	-4%	340,878	337,603	-1%
2.1 Items Loaned per Hour	138	131	-5%	259	234	-10%
3. Requests for Information	3,996	3,644	-9%	44,543	41,206	-7%
C.5 Presentations, Community & Special Events	1	3	200%	49	42	-14%
C.6 Presentations, Community & Special Events - Attendance	60	137	128%	4,151	1,493	-64%
E. Total Computer Usage	19684	27529	40%	154,301	264,459	71%
4.9 Children Attending Programs	801	757	-5%	7,580	6,738	-11%
E.5 Library Home Page Views	1,841	3,087	68%	19,515	23,997	23% ***
<u>SPECIFIC SERVICE INDICATORS</u>						
<i>(included in above totals)</i>						
A.4, A.6 Total Forum Attendance	405	785	94%	8170	7476	-8%
3.3 Fax, Mail & E-mail Requests for Information	20	19	-5%	156	143	-8%
3.2 Telephone Requests for Information	188	194	3%	2,693	2,223	-17%
3.1.3 Percent of In-Person Questions - Complex Questions	142	120	-15%	1,628	1,528	-6%
4.1 Children's Requests for Information	642	969	51%	8,213	10,070	23%
D.1 Literacy Students Served (Currently Active)	11	19	73%	173	117	-32%
D.2 Literacy Hours Tutored	26	64	146%	380	406	7%
E.2 Internet Users	3104	3307	7%	26,213	34,660	32%
E.3 Electronic Resources Users	1114	3829	244%	10,996	19,626	78%
E.4 Web Links Collection Views	15,419	20,295	32%	116,387	215,515	85%
F.2 Volunteer Hours	423	494	17%	4,239	10,195	140%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$4,632	\$4,754	3%	\$51,778	\$57,364	11%
H.1 Items Owned (snapshot)	—	—	—	137,506	142,370	4%
I.6 Percent of Collection Overdue (snapshot)	4%	5%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	23%	21%	-2%	—	—	—

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

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

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

Library closed November 11, 2004 - Veterans Day, and closed November 25 & 26 for Thanksgiving

Library closed at noon Dec 23, closed Dec 24-26, closed at noon Dec 30, closed Dec 31 due to Holidays

Library closed January 17, 2005 in observance of Martin Luther King Jr. Day

Library closed February 21, 2005 in observance of President's Day

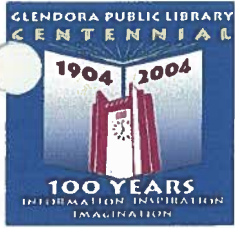
Library closed May 30, 2005 in observance of Memorial Day

* 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.



Glendora Public Library
(626) 852-4891

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

Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director
Date: June 20, 2005
Re: Admin. Policy 4.01 forum use

You may recall we asked the City Attorney to review this policy in relationship to use by religious groups. Attached is a copy of his response.

A new wrinkle has developed to throw into the discussion on multiple month reservations for Bidwell Forum:

This month we received a request from a local community group that wants to reserve the 1st and 3rd Tuesday afternoons of every month for a year. This request brought to light that the 3 month reservation restriction applies only to evening meetings, a point I had overlooked in our previous discussions.



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



Glendora Public Library
 140 S. Glendora Ave., Glendora, CA 91741
 TEL: (626) 852-4891 FAX: (626) 852-4899
 Hours: M-W 10am-9pm Th-Sat 10am-5:30pm
 E-mail: library@cl.glendora.ca.us
 Dial-in catalog: (626) 852-4890

MEETING ROOM USE APPLICATION

City of Glendora - Public Library

Organization Name: SCRIPTIMIST INTERNATIONAL GLENDORA/ARIZONA
 Organization Address: P.O. BOX 1960
 Contact Person: MAUREEN FORD Phone: 626 2219590 ^{cell}
 Alt Contact Person: ROSE WENTZ Phone: 626 9636413
 Date of Meeting: 1st + 3rd TUESDAY OF MONTH Purpose of meeting: MEMBERSHIP MEETINGS
 Time needed from: 11:00AM to: 2:00PM Time meeting will come to order: 12:00 PM

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

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

Library Use Only

Group Fees

Forum Set Up:

of chairs 36
 # of tables _____
 Set Up: Auditorium
 Other (sketch on back)

Equipment Needed

- Podium
- Screen Down
- \$10 charge on the following:
 - Podium Mike
 - Standing Mike
 - Wireless Mike
 - Table Mike
- Overhead Projector
- Slide Projector
- 16mm Projector
- T.V. VCR

Equip. Fees

Will alcoholic beverages be served? Yes No

Insurance coverage: \$ _____ Monitor assigned? _____
 Minimum amounts required: \$500,000 each person, \$500,000 bodily injury, \$100,000 property damage

Must have City Council approval before obtaining a license for sale of alcohol.
 Alcoholic Beverage Control Dept.
 State of California
 9530 Flair Drive
 El Monte, CA 91731 (818) 575-6901

Approval License Yes No
 Yes No

Cleaning Fee

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

Number of hours needed:

Regular After Unscheduled
 Reservation Confirmed Not Available

Total Fee


Signature

Robin Weed-Brown, Library Director

Date

5 CHAIRS
HEAD TABLE

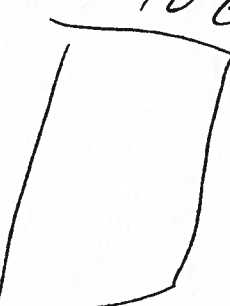
10 chairs



10 chair



10 CHAIR



2005

SEPT 6 + 20

OCT 4 + 18

NOV 1 + 15

DEC 6

2006

JAN 3 + 17

FEB 7 - 21

MAR 7 - 21

APRIL 4 - 18

MAY 2 + 16

JUNE 6

Subject: USES AND REGULATIONS OF BUILDING

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

Policy Objective:

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

Authority:

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

Assigned Responsibility:

Library Director and staff

Procedures:

See Attached Regulations

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

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

I. Eligibility to use the library meeting room

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

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

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

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

II. Reserving the library meeting room

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

- B. Reservations will be assigned according to the order in which applications are received. Pre-reservations may be made by telephone but cannot be confirmed until the written, signed application is received. Pre-reservations not followed up in writing within a week will be cancelled. (A copy of the application will be returned to the applicant marked "CONFIRMED" or "NOT AVAILABLE" within 48 hours of receipt.)
- C. Upon approval of the application, fees must be paid in advance of meeting date. (This excludes late charges as stated in Section IV article C item 2 and/or any damage/cleanup fees)
- D. Groups may reserve 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
<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
(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
for the first two hours plus
\$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 Stakey
Sylvia Stakey, President

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 4th Thursday of every month at 11:40 am at Arrow High School - last meeting May 26 before summer hiatus

Foundation Executive Board Meeting

August 5 @ 7:00 a.m. Library - Main Floor (no meeting in July)

Foundation Quarterly Board Meeting

June 21 @ 7:00 a.m. Azusa Pacific University- President's Dining Room

Handout

**Glendora Public Library
Bidwell Forum Use - Cost/Income Analysis
May '04 - May '05**

Events and Attendance Data

<u>Type</u>	<u># of Events</u>	<u>Attendance</u>
Non-Library	96	5411
Library related	84	2312
Totals =	180	7723

Costs

Staffing

<u>Description</u>	<u># of hrs.</u>	<u>Hourly rate</u>	<u>Cost/event</u>
Scheduling Staff hrs. - Library Aide IV	1	\$ 14.04	\$ 14.04
Set-up Staff hrs. - Library Aide I	1.5	\$ 8.74	\$ 13.11
Tear-down staff hrs. - Library Aide I	1.5	\$ 8.74	\$ 13.11
Janitorial service staff (daily cleaning)	1	\$ 16.00	\$ 16.00

Total Cost/event	\$ 56.26
Total # of events	180
Total annual staffing costs =	\$ 10,126.80

Equipment**

<u>Description</u>	<u>Qty.</u>	<u>Price/unit</u>	<u>Annual Cost</u>
Replacement of equipment - tables	6	\$ 120.00	\$ 720.00
Replacement of equipment - chairs	30	\$ 50.00	\$ 1,500.00
Replacement of equipment - audio/visual			\$ 750.00

Total annual equipment replacement cost =	\$ 2,970.00
--------------------------------------------------	--------------------

Vendor Service

<u>Description</u>	<u>Qty.</u>	<u>Price</u>	<u>Annual cost</u>
Carpet Cleaning (2 times per year)	2	\$ 350.00	\$ 700.00

Total annual vendor service costs =	\$ 700.00
--------------------------------------------	------------------

TOTAL ANNUAL COST =	\$ 13,796.80
----------------------------	---------------------

Income

<u>Description</u>	<u>Annual Income</u>
Room rental fees	\$ 200.00
A/V fees	\$ 120.00
TOTAL ANNUAL INCOME	\$ 320.00

* The Bidwell Forum was closed for the months of August and September 2005 due to Plaza renovation.
** Equipment replacement at a rate of 15% per year due to use and damage.

**Glendora Public Library
Bidwell Forum
Impact Report (rev. 6/10)**

The following is a cost analysis of use by other City departments.

Total # of Forum events *	175
Total # of non-library events	99
# of City sponsored events 5/04 - 5/05	43

Staff	Description	# of hrs.	Rate/hr./event	Cost/event
	Scheduling Staff hrs. - Library Aide IV	1	\$ 14.04	\$ 14.04
	Set-up Staff hrs. - Library Aide I	1	\$ 8.74	\$ 8.74
	Tear-down staff hrs. - Library Aide I	1	\$ 8.74	\$ 8.74
	Cleaning Service	1	\$ 16.00	\$ 16.00

Total Cost/event	\$ 47.52
# of events May '04 - May '05	43

Total annual staff cost = \$ 2,043.36

Equipment (Equipment replacement at a rate of 15% per year due to use and damage.)**

Description	Qty.	Price/unit	Annual Cost
Annual Replacement of equipment - tables	6	\$ 100.00	\$ 600.00
Replacement of equipment - chairs	30	\$ 50.00	\$ 1,500.00

Total annual replacement cost (15%) = \$ 315.00

TOTAL ANNUAL COST (staff and equipment) = \$ 2,358.36

* The Bidwell Forum was closed for the months of August and September 2005 due to Plaza renovation.

** Equipment replacement at a rate of 15% per year due to use and damage.