

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library – The Friends Room
140 S. Glendora Ave

March 16, 2009
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 Administrative Assistant 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 – action item

4.1 Minutes of meeting of February 23, 2009, Encl., page 1

5. REPORT OF LIBRARY DIRECTOR, Encl., page 7

Written report attached. No action will be taken on any items brought up at this time

6. UNFINISHED BUSINESS

6.1 Flood Damage

President Conway to lead discussion on flood damage incurred by Library

6.2 Methods to use in approaching City Council

President Conway to lead discussion on methods to use

7. NEW BUSINESS

7.1 Review Administrative Policy 4.06-Glendora Library Volunteer Policy-possible action item, Encl., page 15

Weed-Brown to lead review of City Administrative Policy 4.06

7.2 Library Events Calendar, Encl., page 20

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar, Encl., page 21

Plans for future meetings to be discussed

8.2 Board member items

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

9. ADJOURNMENT

SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS

Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Public Library, 140 S. Glendora Ave, CA; the City Clerk's Office, 116 E. Foothill Blvd, Glendora and the City's website: <http://www.ci.glendora.ca.us>.

4.

**Consent
Calendar**

1

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-The Friends Room
140 S. Glendora Ave, Glendora CA 91741

February 23, 2009
7:00 p.m.

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

Board members Present: Mike Conway, Sylvia Slakey, Debbie Deal, Tricia Gomer, Helen Storland

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Anne Pankow, Assistant Library Director

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

4.1 It was MSC (Gomer/Deal) to approve Minutes of meeting of January 26, 2009. The motion carried 5-0-0 as follows: **AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;**

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that the parking survey started today. It will run for one month. The survey can be taken in the library as well as online on the library's website. Patrons are advised to complete the survey only once. Weed-Brown reported that the response has been positive. Gomer liked the questions on the survey and felt they would provide helpful feedback.

Weed-Brown stated that at this morning's department head meeting the Personnel Director asked her to remind the Board that during new employee orientation new employees are encouraged to park in the Vista Bonita parking lot.

The Board reviewed and discussed the line items included in the Board packet. Weed-Brown noted that every year city departments are asked to make additional cuts on top of previous year's cuts. Weed-Brown informed the Board that after viewing the pie charts presented at a City Council meeting on the Finance and Police departments, she created a pie chart to show what percentage of the Library's budget is Personnel costs. According to charts presented at the February 24 Council meeting, Finance has 60% of its budget in Personnel. The Library actually has 65% of its budget in Personnel. Deal

commended Library staff for doing an excellent job on such a tight budget. Weed-Brown stated that next year will be difficult.

Weed-Brown stated that the Support Services staffing hours analysis chart included in the Board packet reflects current cuts. Support Services is currently down one full-time position and two part-time positions and staffing levels are already below where they should be. The Board discussed staffing levels in other departments.

Weed-Brown stated that it is possible that more cuts will have to be made in FY 09/10. She pointed out the possibility of more patrons not being able to get the items they want and the new bookshelves being empty if further reductions in the book budget are required. Some of the book funds are already depleted for this fiscal year and there are still four months to go, reflecting the approximately \$68,000 lost from that budget line since July 2007. If additional requests for cuts are made, the Library Board might need to prioritize what is most important: the book budget, staffing or keeping library hours.

In response to a question from Gomer, Weed-Brown replied that magazine subscriptions were cut in 2003 and never reinstated. She stated that staff evaluates the Library's periodicals every year as they come up for renewal. The Library does receive a discount to purchase magazines. Weed-Brown noted that Senior Librarian Stone is currently doing a detailed analysis of cost-per-use for the Library's databases. Some databases might be cancelled based on this research. Gomer stated that people might just have to deal with the fact that the library has less books, magazines and databases available.

Weed-Brown stated that Council member Herman came by the Library today to look at the carpet. She showed Herman some badly stained areas. Weed-Brown acknowledged that it is difficult to see the stains with furniture on the carpet.

Weed-Brown reported that she attended Dr. Antoine Sayegh's business' 10th anniversary party last week-end at which Dr. Sayegh promoted the Library and Trivia Challenge.

Weed-Brown noted that the Library's carillon now plays "Let's Sing to Glorious Glendora." She commended Baffigo for working on this project and finding a solution without incurring any costs.

6. UNFINISHED BUSINESS

6.1 Library Board Awards

The Board discussed possible award recipients as well as events where the award could be presented. Conway felt that Night on the Plaza would be the perfect event to present the Library Board Award. Deal stated that the Board would need to confirm with the Foundation first before presenting an award at Night on the Plaza.

Weed-Brown pointed out that there would be costs involved with doing the presentation at Night on the Plaza, such as the ticket for the person receiving the award and the cost of the plaque. Weed-Brown noted that last year's plaque was purchased out of the Library's office supplies budget. Staff did budget for an award this year, but that cost had to be cut in January to meet the 3.5% cut.

Discussion followed on whether to continue with Library Board awards. It was noted that there are already many established ways to recognize people in this community. Slakey was unsure whether spending money on a plaque is wise when the library might run out of book budget money.

It was MSC (Gomer/Slakey) not to give an award this year and review Library Board Awards again early next year. If at that time the Board wants to honor someone it will approach the Foundation to ask if Night on the Plaza can be used for the presentation. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

6.2 Flood Damage

Weed-Brown stated that she has not been able to get any copies of the list of damages that was sent to the insurance company or any documents regarding tests that the restoration company did in the library. Conway voiced his frustration that Weed-Brown has asked for this documentation, but yet nothing has been received.

Conway reminded the Board that after Council member Herman looked at the library carpet with the City manager, Conway received a letter from Herman. Conway believed that the cost of installing new carpet would have been less than what it cost to repair the blue carpet. Conway said that based on the response from Herman, he does not see any reason to continue asking for replacement of the damaged blue carpet.

Conway proposed that the Board send a letter to city administration asking for copies of the reports from the restoration company. The Board needs to know what areas the restoration company tested for bacteria, mold and moisture. Weed-Brown verified that in the letter the Board would ask for copies of reports and where tests were done as the Board is concerned about the safety of the public and staff. Gomer added that the Board is asking for documentation in case questions come up from patrons or staff. Slakey voiced concerns about staff working in an environment that has not been tested.

It was MSC (Deal/Slakey) that the Board write a letter asking for a copy of the list of damages that was sent to the insurance company and any documents from the restoration company. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

7. NEW BUSINESS

7.1 Requests from Staff to Friends Foundation

The Board reviewed and discussed the requests. Pankow clarified that this proposal indeed reflects a reduction of \$71,545 compared to last year's requests.

Pankow pointed out that the Library is currently in the third and final year of the Foundation's promise to provide up to \$40,000 to the library for special needs, which last year included such items as study carols. Donations are down considerably and this year's Night on the Plaza raised \$81,000 less than the previous year.

Reductions to the current Foundation budget have been implemented, such as moving the Volunteer Recognition Luncheon from the Country Club to Bidwell Forum. The

event is tentatively scheduled for April 1 with delightful desserts being offered, instead of a full lunch. Pankow added that she was unsure on the entertainment, as the Citrus Singers declined to sing in the Forum.

Another area where cuts have been implemented is the Glendora Read-In. In past years the Foundation was able to provide a book to each class room. This year the Foundation will give each Principal a \$50 gift certificate to Barnes and Noble to purchase books for the school library. Items cut for next year include the 2010 Donor Recognition event. Pankow stressed that the Foundation wants to maintain Summer Reading Clubs and other core programs.

Deal commented on Holiday Baskets and the books the Foundation usually gives to include in the food baskets. She stated that the priority for Holiday Baskets is food. If the books have to be cut, bookmarks and library card applications could still be included in the food baskets. Deal commented that cuts are being made everywhere.

Pankow anticipated that Trivia will bring in less money this year, as there are less sponsors. There are currently 25 teams. Deal stated that the loss of Rainbird's support has a big impact on many things. Pankow stated that if the Foundation gets less money than expected, more cuts will have to be made to the Foundation budget.

Storland suggested contacting the Developer of the Lyons Homes as they seem to want to be involved with the community.

It was MSC (Deal/Slakey) to approve the requests from staff to the Friends Foundation for FY 09/10 and to forward them to the Friends Foundation. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

7.2 Methods to use in approaching City Council

The Board discussed methods to use in approaching City Council to increase awareness of the importance of the Library. In the past the Library Board had discussed other methods, including Board members attending Council meetings. Slakey stated that many needs are being met at the library, especially in tough times like these. Methods discussed included various means of sharing testimonies from patrons. The Board stressed that this would not be used to ask for more money for the library, but rather just to show patrons' appreciation for what the Library has to offer.

The Board decided to continue this discussion at the March meeting.

7.3 Planning of the dedication ceremony for the Friends room

Weed-Brown stated that the dedication of the Friends Room will be tied into the city's Earth Day festivities. The Board and Weed-Brown reviewed the timeline for the dedication. Weed-Brown pointed out that the Mayor's Welcome speech is scheduled for 11:30 a.m. The DAR will be next with the Library to follow. Following discussion, the Board decided that after the Mayor, President Conway will speak, then Miles Rosedale and then a Foundation member. Weed-Brown stated that she will check with the Foundation on who will speak.

Weed-Brown asked the Board members whether they wanted a formal ribbon-cutting. Following discussion, the Board decided to do a ribbon-cutting near the Friends room after the Welcome Ceremony in Bidwell, as well as raffling off some plants from Monrovia Gardens and one or two books. Slakey proposed a garden blessing performed by either Doug Hodson or Luff Johnson. Both are former Library Board Trustees. The Board decided to do the garden blessing right before the ribbon cutting.

Weed-Brown reiterated that at the end of the Welcome Ceremony, she will invite everyone to join staff and the Board downstairs for the garden blessing, official ribbon-cutting, tours of the garden and room, as well as refreshments. Staff will be available in the Friends Room and the Children's room to provide tours. Garden docents will also be available. Weed-Brown believed that some staff from Armstrong Gardens will help with the tours of the gardens. Library staff will take pictures.

Weed-Brown told the Board of a child who loves the Glendora Public Library very much. This child wanted to buy a *Hand*, but his family was unable to purchase one. In order to come up with the funds, the boy collected bottles, cans and newspaper. Weed-Brown suggested inviting the child to be a part of the ribbon cutting ceremony and the Board agreed.

In response to a question from Weed-Brown, the Board identified additional people to send invitations to. Weed-Brown asked the Board to let her know if there is anyone else that comes to mind later on that the Board would like to see invited.

Weed-Brown stated that staff will get a website page set up with information on the water-wise demonstration gardens. Staff is currently working on making the Monrovia Gardens brochure user-friendly, as the original brochure takes about 19 minutes to download. Weed-Brown was unsure whether the map of the gardens will be available on the website, as the layout was hand drawn. She stated that staff is currently working on invitations.

Deal agreed to attend the April 14th Council meeting to invite the Council and the public to come to the Earth Day dedication of the Children's Friends Room and the water-wise demonstration gardens.

7.4 Library Goal Planning for Fiscal Year 09/10

Weed-Brown stated that it is unknown if there will be additional budget cuts. With that in mind, she tried to keep next year's goals realistic. The Board reviewed, discussed and revised the goals. The Board decided that the parking survey goal should be a Board goal and not a staff goal.

Weed-Brown stated that the meeting between Gould and library staff to discuss the *One city-One book* idea has not taken place yet. It is now scheduled for March 4. Weed-Brown stated that she discussed the *One city-One book* idea with the management team and it would be difficult to organize such an event before next fiscal year.

The Board approved the goals.

7.5 Library Events Calendar

The Board reviewed the events calendar. Conway pointed out the many events in February. Romantic Guitars received a standing ovation. Conway pointed out the Glendora Read-In scheduled for March 5. The next Library Board meeting is scheduled for March 16. Weed-Brown reminded the Board that there will be two available positions on the Library Board this year, one a re-appointment and one a full vacancy.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Weed-Brown confirmed that methods to use for promotion to the City Council will be on next month's agenda. There will be no goal planning for next month. Flood damage will be added next month if reports are received.

Deal asked when applications for the Library Board can be turned in. Weed-Brown encouraged applications be turned in by the end of April as the deadline date announcement in recent years has had a short window.

8.2 Board Member Items

Deal handed out the updated staff appreciation luncheon menu. The Board discussed the start time of the luncheon. The Board agreed to discuss additional details regarding the luncheon at the March Board meeting.

There being no further business, the meeting adjourned at 10:00 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

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

5.
Report of
Library
Director



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

7
Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director
CC: City Manager
Date: March 16, 2009
Re: Director's Report

S.A.T. workshop, Dr. Seuss' Birthday, Read Across America, and the Glendora Read-In have kept things active at the library and with library staff.

Response from the in-home day care providers to the Early Learning with Families (ELF) outreach program has been rewarding. One provider contacted Mary Pat and shared: "I don't have the words to express how grateful I am. These are the school kids of tomorrow. It was just perfect and the children got so much out of it." Cindy and Mary Pat are refining the processes as they go and are doing a great job with this new program.

The progress continues on the water-wise garden. There were a few delays due to rain and the need to prepare Pompei Park for opening day but otherwise, things are looking good for our dedication on April 18th.

Don't forget the Trivia Challenge on March 28th. Tickets are available in the Friends Book Loft and at the circulation desk. It will be in a new location and on a new day all of which is noted on the tickets.

Volunteer Recognition this year will be on April 1. Due to financial impacts, the event will not be at the country club but held in Bidwell Forum. It will not be a luncheon, however "delightful desserts" as Anne says, will be served.

The managers attended a workshop on the Skelly process and public employee discipline procedures on March 11.

The management team watched a webinar on creating a "Deweyless" library. It is an interesting concept. Many of the points discussed, alternative signage, an open library layout, we are already involved with.

All of the budget documents required have been submitted. The final pieces, the revenue projections, narrative and goals and organization chart were all due on Feb. 27. We had some additional scrambling regarding this year's budget when it was realized that there would not be enough fund balance in the expansion CIP to pay for the children's shelving as first anticipated. Public Works was able to come up with some funds to help and the Friends Foundation redirected money from other projects to cover the balance. If this had not occurred the library would have had to take the funds out of the book budget. The result would have been cessation of all book and materials ordering until July 2009. We are grateful that the Foundation was willing to step in when they are also struggling with the economic earthquakes that are shaking America.

The carpet in the entranceway of the library was finally replaced on Tuesday March 3. In other flood news, there should be some small amounts of money for book and stack end replacements coming from the insurance company. Details on when and how to access those funds are still being worked out.

We had an incident in the library on Feb. 28th with one patron punching out another patron. Police were called and they took the aggressor away. Due to the violent nature of this incident the patron's use and access to the library have been suspended for one year.

Next Board Meeting: April 20, 2009

Division Monthly Reports



To: Robin Weed-Brown

From: Carlos Baffigo, Anne Pankow, Cindy Romero, Janet Stone

Date: February 2009

Public Services - Cindy Romero, Janet Stone

Children's

Date	Event/Outreach	# of participants
	Bookmark contest	475
	ELF Daycare Storytimes	79
February 3, 2009	TAB	15
February 5, 2009	COUSD Lib Committee Mtg.	10
February 5, 2009	GUSD District PTA mtg.	25
February 6, 2009	Book Buddies - My Father's Dragon	14
February 7, 2009	Toastmasters Teen Program	8
February 10, 2009	Community Preschool	30
February 11, 2009	Community Preschool	30
February 12, 2009	Ravenous Readers - Boys Start the War	6
February 17, 2009	TAB training	4
February 17, 2009	Whitcomb Head Start	40
February 25, 2009	Library Tour-Girl Scout	10
February 28, 2009	SAT workshop	21
February 28, 2009	Dr. Seuss day	165
	Total Number of Participants	853

The Friends Room was officially opened this month with the first storytimes held on February 19th to a packed house. It is truly wonderful to have this new space to explore literacy with our youngest customers.

The Book Buddies and Ravenous Readers book groups met in February to discuss *My Father's Dragon* and *The Boys Start the War* respectively. This is a wonderful time for the children to come and discuss the books they have been reading.

Unfortunately, the Teen Toastmasters program had a very low turnout. The SAT workshop turnout was lower than previous sessions, but the students who attended received some personalized support from the tutor.

The bookmark contest concluded in February with a total of 475 entries. Second, third and fourth grades had the largest turnout this year. Thank you in advance for helping judge these wonderful entries. I know it will be a tough job.

In honor of Dr. Seuss' 105th birthday, we held a day-long celebration in the Children's room. We were able to read stories in the new Friends Room, create wonderful Seuss inspired crafts and of course enjoy some birthday refreshments. A great time was had by all who attended. Several of the TAB members filmed the storytimes for a DVD that will be given to the local Head Start and Teen Parent Programs as part of a literacy project for TAB. The members met with Gail and Cindy several times in the last months to prepare and train for the project.

February saw our first visits to the local in-home daycare facilities as part of the ELF program. Student volunteers from APU visited 9 daycares and provided a storytime and activity program. The volunteers delivered the first materials box that the providers will have to use for the month. When we return in March, the volunteers will exchange the boxes for a different themed box and provide storytime. I would like to extend a very special thank you to Sylvia, Tricia and Debbie for helping get the first month off the ground. This is proving to be an exciting program!

Outreach continued with Cindy's visits to the GUSD Council PTA meeting and COUSD Library Committee meeting. Youth Services staff continues to provide monthly storytimes to the Community Services Preschool, Head Start Preschool and Teen Parent Program.

Adult

Date	Program/Event	# of participants
February, 22, 2009	Novel Idea - <i>Maltese Falcon</i> by Dashiell Hammett	7
	TOTAL number of participants	7

Books Alive! continues to draw devoted regulars, though rumor has it the group is competing with *Dancing With the Stars*. (So much for the market saturation of the DVR.) Meanwhile, Novel Idea patriots made up for lost time by discussing not only *The Maltese Falcon* but their favorite reads (as had been scheduled in December).

Also making up for lost time was Gaetano, who met with a new Foothill Presbyterian Hospital contact to continue the discussion of a health-related programming partnership. Gaetano later joined many other glowing performers at the Glendora Read-In.

As book ordering slows – and as we look forward to our second full year with our current collection development assignments – selectors gathered to begin exploring untapped ways of ensuring consistent subject coverage. Typical of many things Library, this is a work in progress. As collection developers spend successive years with their areas, resources that outline fields of study, list important works, and make connections within genres will help us not only be responsive, but anticipate (within our scope) learning needs, cultural expectations, and exploration.

Also a work in progress is our exploration of the roles of Dewey, Book Industry Standards and Communications (BISAC), and other methods of organizing our shelves. As part of that pursuit, Cindy and Janet joined Robin and Elke for a webinar on the “Deweyless Library.” Confirmed were our initial beliefs that there are several levels of signage detail involved, which could possibly be implemented in stages; and that, at its most detailed, our own solution would probably involve the best elements of multiple models (rather than scrapping Dewey altogether!). No firm conclusions yet – stay tuned as we continue to assess what can be done with current staffing and resource levels.

More paths in the realm of materials organization were ventured down by Sandy and Janet, who with Elke discovered ways of making our exploding collection of digital photos searchable by title, subject, key words, and more. Yet to come are guidelines for structuring and assigning these elements, but at least the tools are available to us.

Sandy's doing some other trailblazing, across different territory: Not only is she our consortium's liaison to digital book vendor OverDrive, but she is actively participating in the configuration of our new complementary (and competing) service, MyiLibrary. Look for the MyiLibrary addition to our offerings between now and the end of the fiscal year.

Behind the scenes, chalk one up in the “may we never need this” category. Cindy and Janet joined the other mid managers Carlos, Elke and Anne, at “Employee Due Process Rights and Skelly: A Guide to Implementing Public Employee Discipline.” It's good to have the very informative workbook on hand – and we hope it gathers dust happily in its file.

Support Services – Carlos Baffigo

Carlos attended the City's monthly Safety Committee meeting on February 6th. City-wide safety issues were discussed along with risk management prevention techniques.

On February 9th, Carlos attended a planning meeting for the annual MCLS Circulation Committee Workshop taking place on March 18th at the Buena Vista Branch Library in Burbank. This year's topic will be “Leaders in Libraries: Discover the Leader Within!” and will focus on developing leadership skills among non-supervisory staff. The guest speaker will be David Bendekovic, Vice-President of Polaris Library Systems and Program Director of the Leadership Institute at Syracuse University, New York.

Circulation:

Library Aide II, Leslie Shook started Circulation desk training.

Facilities:

Relocation of the library's water main backflow valve caused water to be shut off to the building on February 19th. Public Works – Water personnel performed the relocation work.

The grey library entrance carpet is scheduled to be replaced on Tuesday, March 3rd.

The Water Wise garden is taking shape. Irrigation valves and water lines have been ordered. Installation is pending the relocation of the water main backflow valve.

Technical Services:

In-coming orders slowed as a result of the budget adjustments allowing for Technical Services staff to play catch-up on backlog.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
2-3-09 to 2-24-09	Quilting with Sandy Janicki	32
2-4-2009	Chocolate Fantasy with Linda Hermann of A & J Cake Decorating	30
2-7-2009	Coffee N' Books	50
2-11-2009	Romantic Guitars	100
2-14-2009	Altered Books with Lisa Moskowitz	11
TOTAL number of participants		223

Date	Community Outreach	# of participants
2-4-2009	Outreach to Teen Parent with Cindy & Chris at Arrow High School	20
2-5-2009	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	38
TOTAL number of participants		58

Mary Pat Dodson has been actively collaborating with Cindy Romero to implement the ELF grant to provide storytimes to in-home daycares in Glendora. Mary Pat and Cindy trained the APU students who are providing the monthly storytimes as well as identified and trained adult volunteers who accompany the students to the daycare providers.

Staff is very busy preparing for the Great Trivia Challenge 17. Tickets are on sale in the library at the Circulation Desk and in the Friends Plaza Book Loft. So far, there are 24 teams. We are excited (and nervous) about the new venue. Thank you to the Library Board for your support of this fun event. See you there on Saturday, March 28th!

Christine Cravens' wrist is healing. Her cast was removed on Friday, March 6. She is undergoing physical therapy for her wrist and hopes to recover full use of it within a few months.

Anne Pankow received a message from Bonnie Stelzer, Director of Community Relations of the Delray Beach Public Library in Delray Beach, Florida on Tuesday, March 10 asking for information on our *Hands Creating the Future* project. The brochure was emailed to her along with pictures of the trees and hands in the Friends Room. Anne will call her on Monday to answer any questions she may have as well as ask how she heard of the *Hands* fundraiser.

Glendora Public Library Summary Data for February 2009

<u>Service Indicators</u>	This Year February	Last Year February	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	21,226	19,542	9%	171,327	168,098	2%
I. D. Total Items Loaned	34,898	31,649	10%	265,873	232,543	14%
I. D.4. Electronic Circulation	195	125	56%	1,379	906	52%
III. A. Total Requests for Information/Adult Services	2,261	2,723	-17%	17,967	19,878	-10%
II. A. Total Items Owned	146,996	147,406	0%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	35,920	28,206	27%	277,879	161,653	72%
V. A.2. Library Home Page Views	31,530	21,794	45%	239,989	115,998	107%
VI. A. Total Number of Programs	15	12	25%	91	75	21%
VI. E. Number of Literacy Students Active	35	35	0%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	111	111	0%	944	802	18%
VI. F.1 Total Number of Volunteer Hours	855	510	68%	6,709	5,686	18%
I. G. Total General Fund Revenue	\$21,862	\$29,562	-26%	\$60,441	\$61,066	-1%

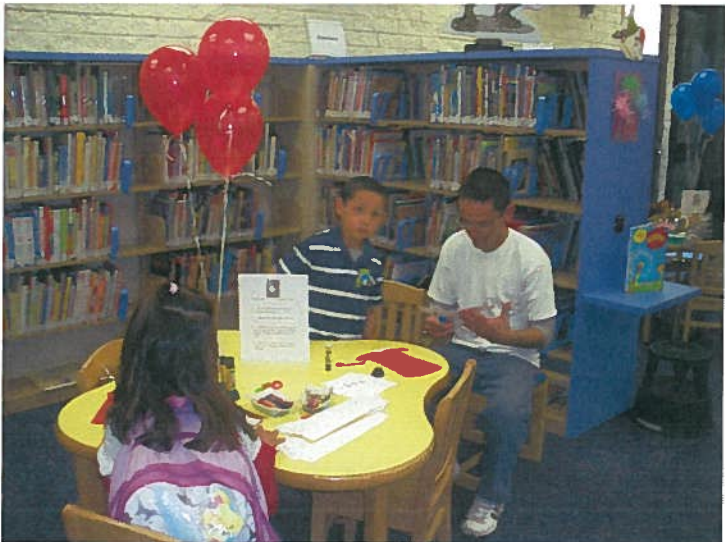
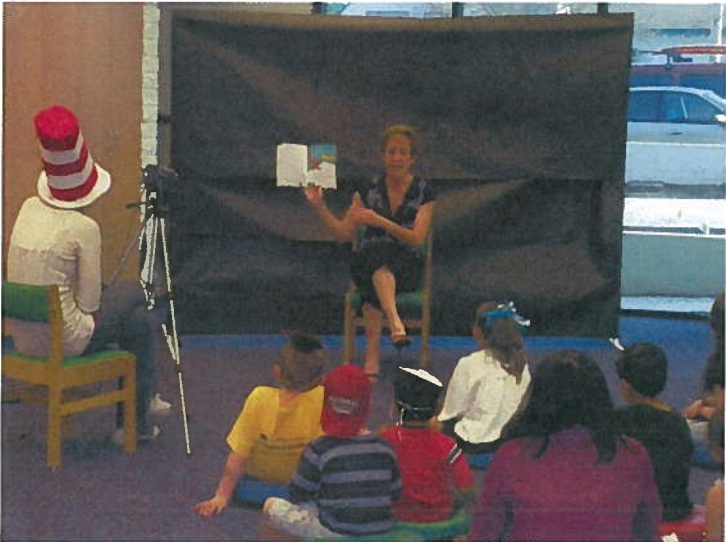
These statistics are subject to verification.

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February/March 2009 Events



SAT Workshop
February 2009



Dr. Seuss Celebration
February 2009

Fun in the Children's Room
February 2009





First Storytime in the
Friends Room
February 2009



PJ Storytime
February 2009



6.

Unfinished Business

7.

New

Business

City of Glendora
Administrative Policy
No. 4.06

Subject: GLENDORA PUBLIC LIBRARY VOLUNTEER POLICY

Effective: July 1989, Revised January 27, 1992, Revised February 24, 1997, Revised May 19, 2003,
Revised March 16, 2009

Policy Objective:

To establish procedures for Library volunteers.

Authority:

Board of Trustees of the Glendora Public Library

Assigned Responsibility:

Board of Trustees of the Glendora Public Library and Library Director and assigned staff.

Policy:

Individuals interested in volunteering are required to submit a volunteer application. An interview will be scheduled to assess the volunteer’s skills, interest, and availability. The Glendora Public Library reserves the right to make volunteer appointments based upon the applicant’s ability to perform required duties and upon the needs of the library; some applicants may not be placed.

Every effort will be made to match volunteer applicants with duties that best complement their skills and interests. Any volunteer who does not follow volunteer policy and guidelines, or is unable to meet the needs of the library, will be asked to terminate the volunteer relationship.

The Glendora Public Library is a “Drug Free Workplace.” A volunteer found to be under the influence of or impaired by an intoxicant while on duty or stand-by for duty, shall be asked to leave his or her post for the day and may be relieved of volunteer duties altogether.

Approved and adopted this 16th day of March, 2009

Ayes: _____

City of Glendora
Library Board of Trustees

Noes: _____

Absent: _____

Attest: _____
Robin Weed-Brown, Library Director

By: _____
Michael Conway, President

Procedure

All adult volunteers are processed and coordinated by the Volunteer Coordinator. Youth volunteers, ages 12-18, are processed and coordinated by assigned staff in the Public Services division. The Library does not generally accept any volunteers who are court referrals/court appointed.

1. Anyone interested in serving as a Library Volunteer should complete the interest form found in the "Volunteers Have Heart" brochure **[see attached]**. The completed form should then be turned in to a staff member and submitted to the Volunteer Coordinator. The Volunteer Coordinator will review the completed form and refer the volunteer candidate to the appropriate person for appropriate follow-up and/or scheduled interview.
2. As needed, volunteer candidates will be interviewed by assigned staff. A volunteer application must be completed by each candidate at the time of his or her interview.

The purpose of the interview is to assess the volunteer's skills, interests, and schedule availability. Volunteer acceptance and placement is based on the compatibility of volunteers' skills and the needs of the Library – some applicants may not be placed at the time of their interview. If a candidate is accepted as a Library Volunteer, every effort will be made to match volunteer interests with his or her library assignment.

3. A volunteer's work assignment and schedule are determined by the staff person conducting the interview, and may be changed at any time to meet the needs of the organization. At the discretion of the Volunteer Coordinator or the assigned division, a volunteer may be re-assigned to work on special projects at any time.
4. A volunteer who is unable to work his or her assigned work schedule should contact the Volunteer Coordinator or the supervisor in the appropriate division as soon as possible. Bookstore volunteers should attempt to find a replacement for their assigned shifts and contact the Development Office if they are unable to find someone to work their shifts.
5. Volunteers should sign in and out and record their hours in the volunteer time book located in the Circulation Office. Literacy volunteers must record their hours on forms required by grant guidelines. Youth volunteers sign in and out and record their hours in the volunteer time book located at the Youth Services desk. Bookstore volunteers will sign in and out and record their hours in the volunteer time book located in the bookstore.
6. While not required, we ask each volunteer to make a three-month commitment to the Library. Changes in work schedule or concerns about work assignment should be referred to the Volunteer Coordinator or Public Services division as appropriate. Changes in address or telephone number should also be reported.

7. The Library appreciates each volunteer's willingness to help, but asks that they direct patrons to a Library staff member immediately if there is a question from the public beyond directional questions ("Where is....?").
8. The Library is a public service organization, and asks all volunteers to act in a professional, business-like manner. This includes dressing in an appropriate attire for their work assignments and wearing their volunteer badge whenever working in the Library.
9. Jackets, purses and other personal belongings can be kept in the volunteer's assigned work area, if appropriate, or check with a Library staff member. The Library is not responsible for any lost or stolen personal items.
10. The Library does not cover any volunteer with any form of an insurance policy, including Workers' Compensation. Homebound delivery drivers must be covered under their own private insurance policies. Any injury incurred by a volunteer while conducting their assigned duties must be reported to management immediately.
11. Adult volunteers requesting to work in the Youth Services area or programs will be required to be fingerprinted prior to assignment.

If you are interested in becoming a volunteer, please fill out this form and leave it with library staff. The Volunteer Coordinator will contact you to discuss your interest in serving the Glendora Public Library:

Name: _____
Address: _____
City/Zip: _____
Daytime Telephone: _____
() _____



If under 18, please **X**:

Youth Volunteer, ages 12 - 18

Please **X** areas of interest:

- I want to help where the library has the greatest need
- Friends Plaza Book Loft (adults only)
- Computer Assistance
- Community Programs
- Adult Literacy
- Other: _____

Volunteer Opportunities

The library's needs vary from time to time and volunteer placement may change as needed. Specific areas in which we can use your expertise include:



Community Programs

The Library participates in and hosts a variety of community programs and cultural events. Volunteers assist in a variety of ways, ranging from staffing registration or information tables, distribution of surveys/fliers, event greeters, hospitality host/hostess and more.

Adult Literacy

Adult literacy volunteers are trained to work with adult learners and asked to meet with them for 1-1.5 hours each week. Tutoring schedule is based on the individual needs of both the learner and tutor.



Friends Plaza Book Loft

The Friends Foundation operates a used book and gift shop on the main floor of the Library. Bookstore volunteers help sort through donated books, prepare items for sale and staff the Book Shop during open library hours.

Computer Assistance

The Library has more than 15 computers available for use by patrons. You can share your computer expertise by assisting the public with computer related problems.

Volunteer opportunities are not limited to those listed above, but include a wide variety of areas in which we can best use your skills to serve the Glendora community.



You Can Make A Difference!

Thank you for your interest in volunteering your time and talents to your community and to the Glendora Public Library.

Effective volunteer work is a cooperative effort and your decision to support the Library will make a difference in the quality of service we are able to give the Glendora community.

The staff at the Library looks forward to the opportunity of working closely with you!



Bonnie Deering

Bonnie Deering
Volunteer Coordinator

Mission Statement



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



Volunteers
have
Heart!!

For More Information:



Glendora Public Library
140 S. Glendora Avenue, Glendora, 91741
[626] 852-4891
www.glendoralibrary.org



Glendora Public Library



Glendora Public Library Events

March 2009

- 05 Glendora Read-in
07 10 a.m. *Coffee 'n' Books* in the Library – main floor
08-14 Teen Tech Week "Press Play @ Your Library"
09 11 a.m. & 7 p.m. Books Alive! - *The Beautiful Things That Heaven Bears* by Dinaw Mengestu-main floor
14 9 a.m. Film Production Workshop for Teens – Bidwell Forum
14 11 a.m. Learn It & Do It: Greeting cards – Registration required – Friends Room
16 7 p.m. Library Board meeting – **Friends Room**
19 4 p.m. Books 'n Brownies: *Schooled* by Gordon Korman – Friends Room
21 3 p.m. Meet Terri Cheney, author of *Manic: a Memoir* – Bidwell Forum
28 2 p.m. Developing Cosmic Self-Esteem: Appreciating Our Place in the Universe with Dr. Bijan Nemati - Bidwell Forum
28 6:30 p.m. Great Trivia Challenge 17 – Felix Event Center, APU, West Campus

April 2009

- 04 10 a.m. *Coffee 'n' Books* in the Library – main floor
04 11 a.m. Learn It & Do It: Fun With Crafts – Registration required – Bidwell Forum
16 4 p.m. Ravenous Readers-children's book discussion for grade 3 thru 6-*Maniac Magee* by Jerry Spinelli
18 9 a.m. Earth Day Celebration – City Hall & Library Plaza
18 10:30 a.m. Stories with Grandpa Jim – Bidwell Forum
18 11:30 a.m. Children's Friends Room and Water-Wise Demonstration Gardens Dedication and Ribbon Cutting -Bidwell Forum
20 7 p.m. Library Board meeting – **Friends Room**
25 9:30 a.m. Adult Literacy Tutor Training workshop – Registration required – Bidwell Forum
29 7 p.m. A Novel Idea – *Plain Truth* by Jodi Picoult – main floor

Storytimes

- "Time for Tykes" – ages 3 -5- Tuesday & Wednesday 10:30 a.m.
- "Family PJ Storytime" – ages 3 -5 - Wednesday 7 p.m.
- The third Wednesday of every month is **craft night** after "Family PJ Storytime"
- "Mother Goose Storytime" for infants & toddlers- Thursday 10:30 a.m. & 11:30 a.m.
- "Family Storytime" – ages 2-5 – Saturday 10:30 a.m.

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month - FPH
- Born To Read/Teen Parent Outreach, 1st Wednesday of every month at 12:30 p.m. - Arrow High School

Foundation Executive Board Meeting

- April 3, 2009 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- April 21, 2009 @ 7:00 a.m. Library – Friends Room

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 08-09

July 21	Elect officers; appoint Foundation Liaisons; discuss Library Board Goals
August 18	Finalize Library Board Goals;
September 15	SRC wrap up; Discuss Holiday Hours-Thanksgiving & Christmas
October 20	Approve January & February Board meeting dates; review strategic plan; presentation on Readers Advisory services
November 17	Budget Priorities FY 09-10-initial discussion; presentation of city's re-designed website
December 15	Mid-year review of goals 08-09; discuss staff appreciation event; presentation of Library History Project; naming of expansion room
January 26 <i>Monday</i> (Adjusted for MLK Day)	Budget FY 09-10; Board Award discussion; CALTAC workshop attendance (wkshp usually in March); review Admin Policy 4.05-Collection Development; discuss staff appreciation event
February 23 <i>Monday</i> (Adjusted for President's Day)	Goal planning FY 09-10; Friends Foundation funding staff requests for FY 09-10; Dedication ceremony for <i>Friends Room</i>
March 16	Candidates for Board vacancies; Bookmark contest judging; goal planning for 09/10; review Admin Policy 4.06-Glendora Library Volunteer Policy
April 20	Begin process of self-evaluation and evaluation of Lib Dir and assist new members with this process (include past Board evaluations & the Board's current goals)
May 18	Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session); Library Board award
June 15	Agenda planning 09-10; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member