

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum
140 S. Glendora Ave

November 17, 2008
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 October 20, 2008, Encl., page 1

5. SPECIAL PRESENTATION

5.1 Presentation of City's new website

IT and Library Staff to present the city's re-designed website in its current state

6. REPORT OF LIBRARY DIRECTOR, Encl., page 6

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

7. UNFINISHED BUSINESS

7.1 Parking Issues

Discussion on limited parking available at City Hall, Library and PD for public use

7.2 Communication to City Council

Update on communication between City Council and Library Board regarding Library website and establishing regular annual meeting date

8. NEW BUSINESS

8.1 Budget Priorities for FY 09/10 – initial discussion, Encl., page 27

Weed-Brown to lead discussion

8.2 Review Library Administrative Policy 3.03 – Circulation Policy, Encl., page 29

Weed-Brown to lead review and update of limits section of circulation policy

8.3 Library Events Calendar, Encl., page 33

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

9. BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar, Encl., page 34

Plans for future meetings to be discussed

9.2 Board member items

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

10. ADJOURNMENT

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 Bidwell Forum
140 S. Glendora Ave, Glendora CA 91741

October 20, 2008
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; Cindy Romero, Senior Librarian Youth Services; Janet Stone, Senior Librarian Adult Services

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/Storland) to approve Minutes of meeting of September 15, 2008. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

5. SPECIAL PRESENTATION

5.1 Presentation on new Readers Advisory Services

Weed-Brown introduced Cindy Romero, Senior Librarian Youth Services, and Janet Stone, Senior Librarian Adult Services, who joined this meeting to provide a short demonstration of the library's Readers Advisory services.

Romero elaborated on the online book clubs, a new Readers Advisory service. Online book clubs encompass fiction, non-fiction, romance, mystery, science fiction, audio, business, pre-publication, teen, good news and horror. Every Monday thru Friday morning a 5 minute-read of a book is delivered to participating patrons via email. By the end of the week the patrons will have read enough of the book to know whether they would like to check it out. Patrons can click on the link in the email to go to the library's online catalog to check availability. Romero pointed out some other features of the online book clubs, such as locating 5-minute reads patrons may have missed and listening to the audio via a link in the email. Stone added that these emails are a great outreach tool, as the online book clubs were responsible for sending over 1,700 emails last month.

Book News is the second new Readers Advisory tool available to patrons. With *Book News*, monthly reviews, descriptions, book jackets and commentaries can be emailed to patrons or viewed on the library's website. By clicking on a link, patrons can go directly to the library's catalog and check a title's availability or place a hold. Romero stated that staff verifies that the library owns the featured books prior to *Book News* and online book clubs being sent out. *Book News* and the online book clubs are provided by DearReader.com.

Other Readers Advisory tools available include LibraryThing and NoveList. Stone elaborated on the tag clouds used in LibraryThing and demonstrated some of its features. Weed-Brown added that LibraryThing allows users to participate in the library environment. Romero stated that in NoveList patrons can search for books by their favorite author, in their favorite series, as well as in their favorite genre. Patrons can review lists of "read-alikes," award winners and recommended reads. Romero stated that all of these tools assist readers in finding their next favorite book and different ways to go about it.

The Board thanked Romero and Stone for their presentation.

6. REPORT OF LIBRARY DIRECTOR

Weed-Brown stated that the City of Glendora is participating in a state-wide earthquake drill, which will take place November 13 starting at 10 a.m. City staff is instructed to duck and cover, then evacuate the building and meet at the designated evacuation spots. In discussing the timeline with the City's Emergency Services Coordinator, Weed-Brown stated that Schmidt recommended leaving the library building closed to the public until 10:15 a.m. The Board approved delaying the library's opening from 10 a.m. to 10:15 a.m. on November 13. Weed-Brown stated that signs will be posted for the public. She added that specialized training sessions for staff will take place at the end of this month in preparation for the drill.

Weed-Brown stated that the vacant Library Technician position is still frozen. Library Aide III interviews moved forward, as library staff was told that part-time positions are not affected by this hiring freeze. This will be verified, however, before a job offer is made. It is Weed-Brown's understanding that the hiring freeze applies to all departments.

The Board discussed the hiring freeze, including lost staff time and potential loss of a good candidate due to delays. In response to a question from Conway, Weed-Brown replied that once the hiring freeze is over, staff is ready to make a job offer for the Library Technician position.

Conway commented on the observations noted in Weed-Brown's Director's report regarding parking around city hall.

Conway commented on the Public Information Officer Training recently attended by three of the library's mid-management staff. Weed-Brown stated that in case of an emergency the City Manager's office is the primary PIO with the library being back-up. The library is also back-up to Personnel and Logistics. Weed-Brown elaborated on the city staff's responsibility and procedures in case of an emergency.

Conway commented on the interesting articles attached to Weed-Brown's report.

The Board discussed the possibility and different means of developing stronger partnerships with the school district. Weed-Brown stated that the library has always worked towards a strong partnership with the schools. She cited the Library's quarterly Educator Newsletter, which is distributed to all Glendora public schools, as just one example of the library reaching out to the public schools. Weed-Brown was unsure what else the library could do. Storland stated that the library's participation in the Glendora Read-In helps to strengthen the relationship. Deal suggested distributing the Library newsletter to the PTA Presidents. The library's web site address could also be printed in the school newsletter.

The Board was pleased with the increase in library statistics.

Storland reported that she took the "*State of the Library 2007-2008*" handout to the Woman's Club. It was very well received and people were amazed at how much the library does. Slakey commented that many times talking directly to people is more effective than a mailer or a sign. The Board agreed that library staff is doing an incredible job in publicizing library happenings. Weed-Brown offered to make copies of the "*State of the Library 2007-2008*" handout for any interested Board members.

The Board discussed ways to improve the library's visibility to make the city administration recognize that the library is an important part of this community and needs to be funded accordingly. One suggestion was to start a library advocacy email campaign. Weed-Brown stated that this year's Foundation's budget has already been cut, which will affect library programs.

7. UNFINISHED BUSINESS

7.1 Parking Issues

Conway stated that he and Gomer had agreed to meet with the City Manager to discuss parking around City Hall. Unfortunately, they have not been able to meet with the City Manager yet.

Conway commented that providing good customer service includes providing adequate parking for residents. Slakey pointed out the number of parking spots not available for the public due to them being used by parking enforcement cars, city staff parking their personal vehicles and ride share parking spots. These spots should be made available for citizens. The Board asked that this issue be put back on the agenda next month.

Weed-Brown stated that she continuously reminds library staff not to park in the two main lots. She added that for safety reasons staff members working at night can park their cars in one of the two main lots. Weed-Brown said that they are asked to wait until their dinner hour to move their cars. Weed-Brown was unsure whether there was an official staff parking policy. Gomer stated that there is a huge demand for parking and limited resources.

7.2 Communication to City Council

Conway reminded the Board that two separate letters were sent to City Council from the Library Board. The first addressed the library's website and asked to use 215 funds to re-design it. The second letter was a request to establish an annual meeting between Council and the Library Board on the second Tuesday in May.

Conway stated that he has not received a response from City Council on either letter. Slakey read the response the Board received from the City Manager regarding the library's website. Weed-Brown reminded the Board that during discussions with the Finance Director prior to the letter being sent, the Finance Director suggested using salary savings to pay for the library's website redesign. Discussion followed. The Board agreed to send another letter to Council, as the City Manager's letter does not address the use of 215 funds. The Board also agreed to send another letter to Council regarding the annual meeting. The Board stressed the importance of setting an annual meeting date with City Council. Slakey and Conway agreed to meet with Weed-Brown to draft the responses.

8. NEW BUSINESS

8.1 Approve January & February Board meeting dates

The Board discussed the Library Board meeting dates for January and February.

It was MSC (Deal/Slakey) to move the January and February Board meeting dates to Monday, January 26, 2009 and Monday, February 23, 2009. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

Discussion followed on moving the Library Board meeting to the 4th Monday every January and February due to the holidays.

It was MSC (Deal/Gomer) to move the Board meeting to the 4th Monday in January and February due to the holidays always falling on the 3rd Monday. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

8.2 Review Library's Strategic Plan

Weed-Brown stated that last fiscal year the Board felt the library's strategic plan needed to be reviewed to verify that the library is on track and responding to the needs of the community. She reported that the strategic plan was discussed with library staff, including the management team. Staff felt that the library had responded well to the goals outlined in the plan. To expand the library's progress, staff came up with many interesting ideas on marketing, outreach and use of new technologies. There is a lot of interest in some of the staff to pursue these new ideas. But staff also commented that they needed to be realistic in their expectations on taking on more new projects with increasingly limited resources. Slakey stated that staff is doing a tremendous job. She was amazed at everything that has been accomplished. She cautioned about doing too much and overextending staff.

Weed-Brown asked if the Board had any specific direction to staff on the further implementation of the strategic plan. The Board discussed the strategic plan and felt the library was on track. Conway suggested periodically taking the strategic plan back to the community for input, as it is supposed to be a living document. Weed-Brown reminded the Board about the library's Annual Survey, which staff has discussed putting on the library web site. Storland and Slakey agreed that that would satisfy getting input without adding more work for staff.

Weed-Brown suggested establishing some means in FY 09/10 to communicate with the community regarding the strategic plan. It could be a modified process and not as elaborate as the strategic planning process. Slakey suggested using online methods. Deal suggested notifying the community that the goals in the strategic plan have been met. The accomplishments could be put on the website and mailed to core groups. Conway suggested forwarding the accomplishments to the City Council as well.

Gomer stated that the meeting with the City Council in May would be the perfect time to review the strategic plan.

8.3 Audio recording of Library Board meetings

The Board discussed the City Manager’s instructions to record Library Board meetings. Cathel had reported on these instructions, disseminated via the City Clerk to the city’s Administrative Assistants, at the August 18, 2008 Library Board meeting.

The Board agreed that the Library Board minutes are very detailed. The Library Board complies with the Open Meeting Act and its agendas and minutes are available for viewing on the city’s and the library’s website, as well as in the library, the PD and the bulletin board by Council Chambers.

The Board appreciated the city administration’s offer to use the mobile Granicus system to record its Library Board meetings. At this time, however, the Board decided to continue to hold and document its meetings the way they have been and not use the Granicus audio recording system.

8.4 Library Events Calendar

The Board reviewed the events calendar.

9. BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar

Weed-Brown summarized that the parking issues, as well as communication to City Council will be added to next month’s agenda.

Deal asked for Weed-Brown to confirm the date of Library Appreciation week. She asked that the planning of the staff appreciation event be added to the December Board meeting agenda.

9.2 Board Member Items

Slakey said she was very sorry to hear about the loss of Steve Armstrong. Weed-Brown added that Steve Armstrong was a former staff member, the first Adult Literacy Coordinator and instrumental staff support in creating the Friends Foundation. He went on to work at Corona Public Library. Steve Armstrong passed away Saturday. Weed-Brown stated that she does not have any information regarding his service.

There being no further business, the meeting adjourned at 10:00 p.m. in memory of Steve Armstrong.

Respectfully Submitted,
Robin Weed-Brown, Library Director

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

5.
Special
Presentation

6.
Report of
Library
Director



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

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MEMO

To: Board of Library Trustees

From: Library Director 

CC: City Manager

Date: November 17, 2008

Re: Director's Report

Community

The library continues to be a busy place despite the closing of the front entrance for walkway and drainage repairs. Traditional programs: creepy cuisine, spooky stories under the stars, book groups and trick or treat in the library combined with new programs: Battle of the Books, writer's workshops, Toastmaster's for Teens, quilting and crocheting, to keep the library a community hub of activity.

Anne Pankow, Caroline Hernandez and Gaetano Abbondanza represented the library at the Home Depot's National Energy Conservation event on Nov. 1. The library had materials, a laptop and information on how we could help consumers. Turnout was low and then the rain came so staff packed it all up in early afternoon. Anne did get a thank you note from the organizer of the event; a copy of it is attached.

Copies of two other notes of appreciation are also attached. One note is from a participant in the Battle of the Books and one from a grateful library user who was visiting Glendora from another country. We also got a note of appreciation from our Mayor, Karen Davis, for our book renewal services and email notification when library materials are due.

The expansion project is moving ever closer to completion. The front walk way and entrance to the library were closed off to the public for four weeks, which was a bit longer than originally anticipated. During this time new drains, additional sump pumps and lines were put in place to address the flooding issues of the library. A new concrete walkway was poured. A small patio area was created to the west of the front door and the patio cover built. Handrails are still to be put in place. We got feedback that some community members thought the library was completely closed during this part of the project. We were sorry to hear that as signs, notices on the website and other PR efforts were made to inform the public that we were indeed still open. Our statistics however show continued increases so most of the public still found us!

It appears the shelving for the Children's Room will arrive in early December. At that time staff will coordinate the shelving, carpet and new layout to get these final pieces done as quickly as possible. As a result, there may be a week or so with limited access to the children's collections. Staff will have to mediate access for the public, retrieving materials as requested. We will keep you updated on these plans as they firm up.

Gaetano and Gail made a presentation at the La Fetra Senior Center on Nov. 12. They spoke for an hour to about 70 seniors regarding library resources. Staff covered the library catalog, Novelist, Reference USA and the California Libraries Catalog. They asked Gail and Gaetano to come back in a few months and show them more. Staff brought packets of library literature, including pens and bookstore coupons, and also raffled off library shirts and a green book bag (Thanks for providing us with these items, Anne).

Staff

The full time Library Technician position is still frozen. Part time positions are now frozen in the city as well. Just before the freeze went into effect the library was able to promote Matt Aldrich to a Library Aide III position and bring on Robin Rios as a Library Aide II.

Three more library staff people received Certificates of Appreciation from the City Manager for their "Knock your socks off customer service". Congratulations to Sandy Krause, Daniela Overlock and Gaetano Abbondanza for their accomplishments!

Anne Pankow has been working very hard as chairperson for the G.C.C.C.'s Holiday Basket program. I know she will be relieved when this comes to a close in the next few weeks. She has found it very rewarding; however trying to balance the demands of this project with her full time job has been overwhelming at times. Kudos to Anne for hanging in there and keeping everything, both work and baskets, on track.

Alexis Mendoza, Library Aide I, received the November Tim Crowther Youth Award given by the Coordinating Council. Congratulations Alexis! Carlos Baffigo, Alexis' supervisor, attended the luncheon along with Anne and Janet.

The statewide earthquake disaster drill was held on Nov. 13th. All library staff participated in a 'duck, cover and hold' drill at 9:45 am instead of 10 am. Part of the original drill was to include an evacuation of the building but that was postponed so there was no reason we couldn't hold the "duck and cover" portion of the drill before the library was open. That alleviated the problem of opening up late. In preparation for this statewide event several training sessions were held. Carlos, Janet and Cindy attended "Golden Guardian" training on how to work with the media to get information out during an emergency; library management staff received training on being "Building Wardens" and training on our role in supporting the logistic section of the emergency plan by EOC Coordinator John Schmidt.

Director

The first installment of Elf funds arrived the week of Nov. 10th. Cindy and Mary Pat already had just prepared an order for outreach supplies in anticipation of the funds, so the timing was great.

I would like to commend Dave Davies and his staff for their support during Carlos' unexpected absence in late October. When I contacted Public Works for help in addressing facility support during that time they were there for us 100%. It was great team work and speaks to Dave's leadership in his department that his staff responded without hesitation. Carlos will be out for Thanksgiving week for surgery and we know we will be able to count on Dave and his staff for help during that time.

I will be with my family in San Luis Obispo from Nov. 25-30 celebrating Thanksgiving.

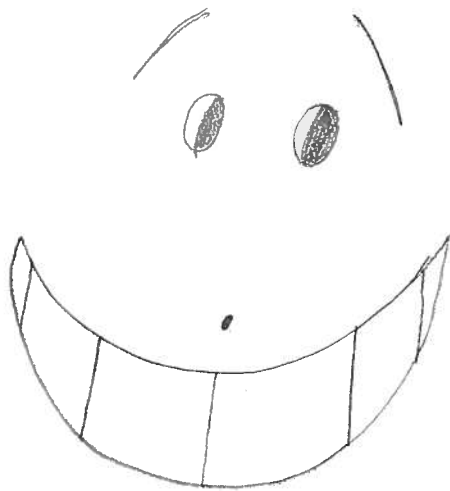
Next Board Meeting: December 15, 2008

11/1/08

Thank you for your
participation in the 11/1/08,
Conservation Event, and for
helping to make the event a
success.

Sincerely,
Rachel Hoffman
ATHS & Stops
at Home Depot 6617

Battle of the Book 2008



Dear Public Library,

Thank-you for the \$50 and the 'shiny' medals. With some of the money I bought my favorite book, Breaking Dawn! I'm reading it for the 1st time. IT RULES! Thank-you ONCE again for everything!

Sincerely,
Brooke

Robin Weed-Brown

From: Ref
Sent: Saturday, November 08, 2008 10:37 AM
To: Andres Delgado
Subject: RE: Hello

Hello Andres,

Thank you so much for your e-mail. We are so glad you enjoyed your time here.

Best regards,

Information Desk - sk

Glendora Public Library
140 S. Glendora Ave.
Glendora, CA 91741

Library hours:
Monday - Wednesday 10am - 9pm
Thursday - Saturday 10am - 5:30pm
Sunday - CLOSED

(626) 852-4891
www.glendoralibrary.org

From: Andres Delgado [mailto:fade32@gmail.com]
Sent: Saturday, November 08, 2008 10:05 AM
To: Library Outside E-Mail
Subject: Hello

HELLO I'M ANDRES DELGADO FROM COLOMBIA I WAS LIVING IN CALIFORNIA FOR A WHILE AND I JUST WANT TO LET YOU KNOW THAT THE GLENDORA LIBRARY IS THE BEST LIBRARY EVER. THE SERVIVES ARE EXCELENT AND I REALLY ENJOYED THE TIME I WAS THERE.

SINCERILY
ANDRES DELGADO

Division Monthly Reports



To: Robin Weed-Brown

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

Date: October 2008

Public Services - Cindy Romero, Janet Stone

Children's

Date	Event/Outreach	# of participants
October 2, 2008	Book Buddies - Frindle	9
October 2, 2008	District PTA	30
October 7, 2008	TAB	18
October 7, 2008	COUSD Library Committee Mtg.	10
October 9, 2008	Ravenous Readers - City of Ember	6
October 14, 2008	Community Preschool-Storytime	26
October 15, 2008	Community Preschool-Storytime	38
October 15, 2008	GUSD Principals Mtg.	12
October 16, 2008	Battle of the Books	200
October 18, 2008	Tiger Scout Tour	15
October 20, 2008	Boy Scout tour	6
October 21, 2008	Whitcomb Head Start-Storytime	40
October 23, 2008	Creepy Cuisine	75
October 23, 2008	COUSD Principals meeting	10
October 29, 2008	Spooky Stories	100
October 30, 2008	Creepy Cuisine	100
Oct.28,29,30,2008	Trick or treat	200
Total Number of Participants		895

October was a busy month for the Youth Services staff. Gail, Susan and Yessica began conducting monthly outreach storytimes at the Community Preschool and Whitcomb Headstart Preschool. Cindy was able to attend Principals Meetings for both Glendora Unified and Charter Oak Unified School Districts to promote library services. Cindy also attended the GUSD District PTA meeting and the COUSD Library Committee meetings. At all outreach events this month, Battle of the Books was promoted. It paid off in attendance at the event.

The first ever Battle of the Books event took place on October 16th in the Bidwell Forum. The event kicked off with 15 teams each reading 3 books, *The Lightning Thief* by Rick Riordan, *No More Dead Dogs* by Gordon Korman and *Montmorency* by Eleanor Updale. The teams were asked trivia

questions based on the books. The winning team was the "Book Battlers" consisting of Sarah Gilkinson and Allie Woodington. A Friends Foundation committee chaired by Pat Janes was responsible for much of the planning. Thank you to the entire Library Board for attending. Also attending were Mayor Davis, City Manager Jeffers, GUSD Superintendent Dr. Catherine Nichols, several school principals, school librarians and parents. We would like to thank the entire community for their support of this event promoting recreational reading for teens.

October also saw the first sessions of the book clubs for the elementary age students. Book Buddies discussed *Frindle* by Andrew Clements and renamed a variety of office supplies. The Ravenous Readers read *The City of Ember* by Jeanne Duprau. Both groups are looking forward to their next sessions. The annual In-n-Out Food for Thought Program kicked off this month. Kids who read 5 books are eligible for a certificate from In-n-Out.

The main floor of the library was converted into a Creepy dining hall as Susan prepared Creepy Cuisine for our kids and teens on 2 Thursdays this month. Susan did an excellent job creating the menus: Gory Gorilla Tonsils and Dragon's Eye Brew anyone? Spooky Stories was a big hit. The closure of the front entrance didn't seem to scare anyone away.

On the training front, the Youth Services staff got together to discuss why we conduct storytime. We discussed the educational and developmental benefits of attending storytime and the importance of parent interaction both during and after storytime. We are looking forward to another session on the elements of a storytime. Staff also participated in the Reference Interview training that Janet conducted.

Adult

Date	Program/Event	# of participants
Oct. 14, 2008	Library Tour (high school government assignment)	2
Oct. 18, 2008	Writing for Wellness with Julie Davy	15
Oct. 22, 2008	Novel Idea - <i>Moloka'i</i>	8
TOTAL number of participants		25

Adult Services staff partnerships seem to be threaded throughout this month's efforts and activities.

Sandy joined with Cindy at the Friends Foundation quarterly meeting to give the annual Summer Reading Club report to the Foundation Board. Later her great planning made for a smooth Novel Idea evening, when Marcia Conway forged ahead solo with the "lively" discussion of *Moloka'i* (and, happily, ailing Sandy's now on the mend). Novel Idea's sister group, Books Alive!, delved into the classics realm, exploring Willa Cather's *My Ántonia*.

Sandy, Elke, and Janet reached an important milestone in the "library history" project, submitting a list of four top-priority material types to approve for retention and to begin mounting online for general access. The first we'll target for organization, preservation, and access are the Library Board packets and their historical counterparts; later we'll continue on to Library newsletters, statistics, and revenue spreadsheets. Robin and Janet are eyeballing possible dates for a short presentation on the project to the Board: stay tuned!

Gaetano and Caroline pitched in with Anne Pankow, all lending their expertise and welcoming customer service skills to the Home Depot Eco Friendly Day. Armed with handouts, topical library

books, and goodies to give away, they braved the drizzly morning as long as possible, making the most of the chance to reach out to adventurous Glendorans.

On another foray into the community, Gaetano and Gail put their heads together to introduce La Fetra Center's computer club to our myriad resources that are accessible from home.

Suzette paired up with Carlos Baffigo to represent Glendora P.L. at the quarterly Automated Services Committee meeting. She also teamed up with Caroline and with Daisy Fregoso, as the three took leading roles in interviewing and assessing our Library Aide III candidates.

Helping out with a recruit a little further afield, Janet sat on an interview panel for Azusa Public Library's Senior Librarian – Technology Services.

Janet and Carlos have also been joining forces – with the City's Information Technology staff – to aid our struggling Internet signup system and establish priorities for features on the new content-management-system-driven web site. With other Library web authors Suzette, George, and Elke, there was a strong contingent at the three-hour content management system training.

In the midst of all this teamwork, we've found time for some other staff development as well. Gaetano attending "one of the more useful classes" he's taken, going online with the Metropolitan Cooperative Library System to learn about music and dance resources on the web. (If you want to track down what music that is in your favorite commercial, Gaetano's your man – and he's shared his new knowledge with the rest of the Reference staff.)

The Great Southern California ShakeOut certainly did spur us toward greater preparedness. Janet joined the other managers for training on the "building warden" role and the "logistics" section of the City's emergency operations structure.

Brainstorming is continuing in earnest for our winter and spring adult programs; ideas being assessed include everything from water-wise gardening to Alzheimer's disease, from job hunting to the possibility of extraterrestrial life. More to come as we narrow down the possibilities ... In the meantime, the writers' workshop series concluded with Gordon Dyer explaining how to "Write Your Own Life Story."

Support Services – Carlos Baffigo

The second round of interviews for the Library Technician recruitment was held on October 7th. Unfortunately, the recruitment was frozen until further notice due to budget concerns.

Matt Aldrich was promoted to Library Aide III. Congratulations Matt!

Robin Rios was hired as Matt's replacement as Library Aide II. Welcome Robin!

Circulation:

Carlos, Daniela and Daisy attended a MCLS Circulation Committee meeting on October 8th.

Facilities:

Expansion update: The library was without water or sewer service on several occasions due to new service hook-ups. Library customers were directed to the Police building and City Hall for water and restrooms.

Demolition of the front entrance area started on October 13th. The area will be closed until mid-November.

Shelving for the Children’s Room remodel was ordered and should arrive in early December.

Carpet for the library expansion will be scheduled for installation once the delivery date for the Children’s Room shelving has been set.

Technical Services:

Carlos and Suzette attended the regional MCLS Automated Services committee meeting in Commerce on October 21st.

Public laptop statistics:

- 28 new users
- 105 sessions

Technology:

Janet and Carlos continue to work with the city-wide Technology Committee on building the new city website. The main page has been developed and conversion of content will be coming soon.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
10/4/08	Coffee n’ Books	50
10/4/08	Literacy Tutor Training	9
10/7/08 – 10/28/08	Quilting with Sandy Janicki – 4 workshops	21
10/10/08	Adult Literacy Learners – Presentation at APU	20
10/18/08	Learn it & Do it: Crocheting with Terry Bollinger	11
10/29/08	At-Risk Child Learners – Presentation at APU	22
TOTAL number of participants		133

Date	Community Outreach	# of participants
10/1/08	Outreach to Teen Parent with Cindy & Chris at Arrow High School	26
10/2/08	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	29
TOTAL number of participants		55

The Annual Appeal was mailed in early October to approximately 3,000 households and businesses which comprise the Foundation’s database. This is one of the Friends Foundation’s major annual fundraisers. The Foundation is hoping to raise \$25,000 from this appeal although donations are \$5,000 less compared to the same time period last year.

Mary Pat Dodson, Literacy Coordinator, made 2 presentations to a freshman class at Azusa Pacific University. Julie Best, Freshman Readiness Coordinator, teaches this mandatory class to freshman who have been identified by APU as low level readers. At the request of the instructor, Mary Pat spoke about adult literacy learners and at-risk child learners. This is the 3rd year that Mary Pat has made presentations to this class.

Congratulations to Alexis Mendoza for receiving the Tim Crowther Youth Award at the November 10 Glendora Community Coordinating Council meeting. She was recognized for her many volunteer contributions in the community.

Glendora Public Library Summary Data for October 2008

<u>Service Indicators</u>	This Year October	Last Year October	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	24,660	24,510	1%	103,579	93,957	10%
I. D. Total Items Loaned	35,428	32,059	11%	146,818	123,292	19%
I. D.4. Electronic Circulation	163	124	31%	704	434	62%
III. A. Total Requests for Information/Adult Services	2,342	2,812	-17%	10,515	10,190	3%
II. A. Total Items Owned	150,038	147,368	2%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	42,725	28,555	50%	143,338	54,496	163%
V. A.2. Library Home Page Views	36,394	22,551	61%	122,776	31,824	286%
VI. A. Total Number of Programs	18	12	50%	56	41	37%
VI. E. Number of Literacy Students Active	35	33	6%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	130	107	21%	523	370	41%
VI. F.1 Total Number of Volunteer Hours	683	515	33%	4,562	3,889	17%
I. G. Total General Fund Revenue	\$4,014	\$4,470	-10%	\$23,729	18,004	32%

These statistics are subject to verification.

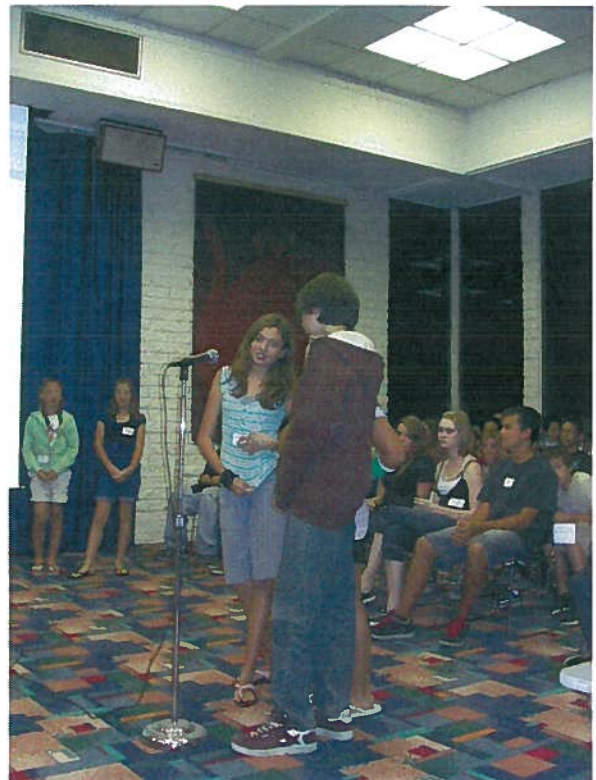
October and November 2008 Events



Writers Workshop -
October 2008



Battle of the Books
October 2008



More Battle of the Books



And.....more Battle of the Books



Toastmaster Event -
November 2008

Halloween Events at the Library - October 2008

Creepy Cuisine



Trick-or-Treat at the Library



Spooky Stories - October 2008



TAB meeting - November 2008



Sandy Krause, Daniela Overlock and Gaetano Abbondanza receiving certificates of recognition - November 2008



Children's Room Expansion—Construction October - November 2008

October 21, 2008



October 24, 2008





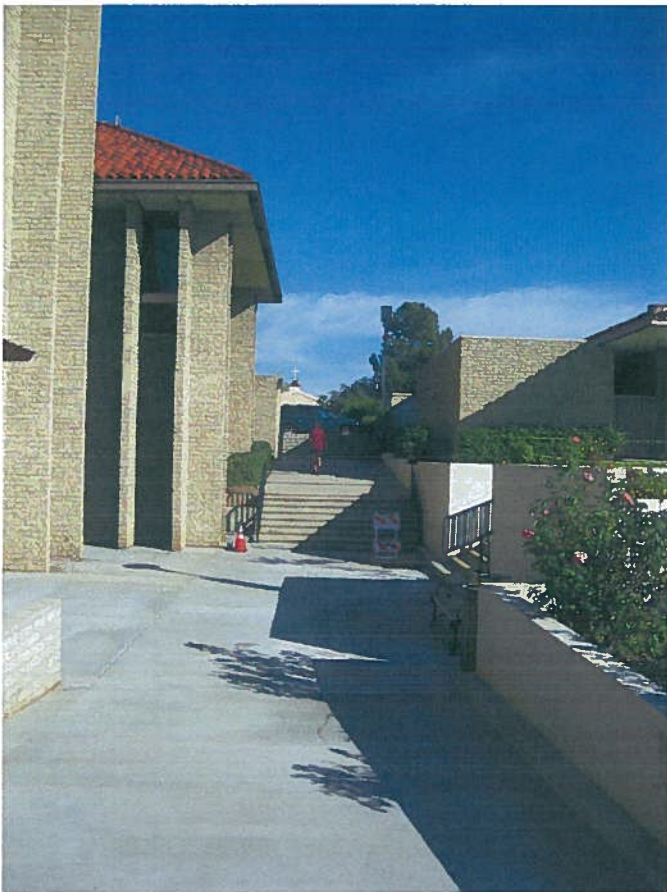
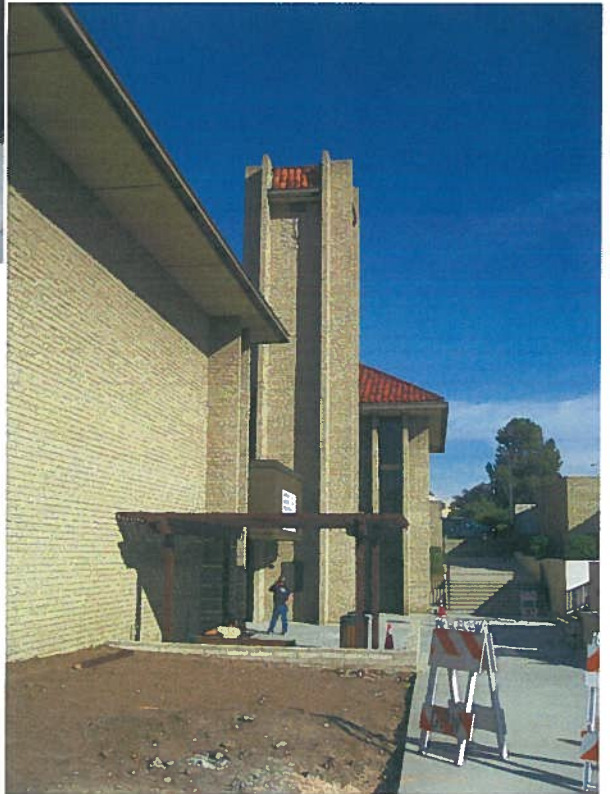
November 3, 2008



November 7, 2008



November 12, 2008



7.

Unfinished Business

8.
New
Business



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *Robin*
 Date: November 17, 2008
 Re: Agenda Item #8.1: Budget Priorities for FY 09/10

The financial outlook for the upcoming fiscal year is in flux and hard to predict. It can be assumed that at best it will be a maintenance year; at worst, cut backs. How severe the cuts might be are unknown at this time.

Overview of budget and related issues

Staff

We are currently in a hiring freeze. One Full time Library Technician position is vacant. Two part time positions are unfunded and the hours deducted from the part time allotment. These three positions are in Support Services and are impacting public service and behind-the-scenes work. Staff has assumed additional duties to compensate and the manager for that division is doing general employee level work to the detriment of his management assignments.

One part time Library Aide II position retained the hours on the balance sheet but is currently funded out of salary savings. This is a key position in the children's room and was originally created through the redistribution of one part time Library Aide IV position's hours into two part time positions for better use of staff and assignment levels (one at the Library Aide V level and one at the Library Aide II level-both assigned to Youth/Children's services). With the increase in youth program attendance and school outreach, funding for this position is essential and should not be based on unknown salary savings.

Materials Budget

The book budget's last increase was in 2006 while prices for databases, periodicals and other resources continue to rise, anywhere from 5-15% annually. You may recall that the City Council made a commitment to increase the materials budget back in 05/06 and to increase it annually to keep up with increasing costs and community demand. Unfortunately this has not happened. Another unknown at this point are the library/city website issues.

Programs and Outreach

The Friends Foundation has historically funded library programs and outreach activities of the library. The Foundation has been severely impacted by the current economics-both in their investments and in their fundraising efforts. A decrease in their operating capital of over \$80,000 has required the library to curtail some programs and events this year that had already been planned. With the cutbacks at the state library, funding for our Adult Literacy program may need to be enhanced by the Foundation.

Library Facilities/Capital/Equipment needs

For the past three years the Friends Foundation has supported capital-level projects in the library. This includes new carpet on part of the main floor, new furniture (study carrels, study desks, chairs, and technology center) and support for the expansion. This three year commitment has now come to an end. We are fortunate and grateful that we have had this extra funding from the Foundation. Philosophically the Foundation does not feel it is their role to support capital needs for the library; that it is the city's responsibility as the city maintains other city facilities. Recognizing our needs and funding these projects has put the library in fairly good shape. City funds this year have created the expansion in the children's area, new front patio, additional shelving. Public Works has addressed other library facility needs such as the roof repair/AC replacement over IT, lobby storefront upstairs, and still pending for this year: replacing the front overhang, replacing the fire alarm panel.

Remaining needs include:

Replacing the remaining carpet on the main floor (red, green and orange (especially poor shape) carpet areas)
 Replacing the carpet in Support Services/Circulation areas damaged by flood and wear and tear
 Forum improvements: upgraded AV equipment for meetings and events, new chairs
 New exterior doors for downstairs lobby
 Replace boiler
 Security cameras (graffiti, vandalism, behavioral issues w/public, emergencies)
 Mismatched end panels for book stacks
 Upgrades to public restrooms

It is too early to tell if there will be any remaining items in regards to the expansion project that will need to be addressed. Such items may include:

Public benches/seating for front patio area
 Lighting/light poles for front walkway
 New bicycle racks
 Skateboard racks

If there are substantial cutbacks in staffing the library may need to consider purchasing self-checkout machines. These are pricey (\$6,000/ea) and include annual maintenance contracts.



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MEMO

To: Board of Library Trustees

From: Robin Weed-Brown, Library Director

Date: November 17, 2008

Re: Agenda Item # 8.2: Library circulation policy (Library Policy #3.03)

The current circulation policy includes a limit on the number of Playaways that can be checked out. Due to the increased size of this collection the limit is no longer necessary. Staff is recommending the elimination of this limit.

The Library Director does have the authority to establish loan limits as outlined in the policy should the need arise in the future.

Subject: CIRCULATION POLICY

Effective:

September 17, 2007; Revised February 25, 2008; Revised November 17, 2008

Policy Objective:

To establish a policy regarding circulation procedures

Authority:

Board of Trustees of the Glendora Public Library

Library Board of Trustees Minute Order September 17, 2007

All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Library Director

Assigned Responsibility:

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

Procedures:

See attached regulations



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CIRCULATION POLICY Glendora Public Library

Library Card Requirements and Responsibilities:

Library cards are free. A patron with a valid library card may check out any item in the circulating collections and access the Internet. Information about activity on an account can only be given to the library card owner. Refer to Library Administrative Policy 3.01, Patron Confidentiality, for exceptions.

Patrons are responsible for all materials checked out on their library card and for payment of any fees for materials returned after the due date. Lost and damaged items and all charges totaling \$2.00 or more must be paid in full or borrowing privileges will be suspended until paid. The Glendora Public Library is not responsible for any damage that may occur to personal equipment when using audio visual materials checked out from the library.

To get a library card and establish a library account, photo identification with the person's name and current address in the State of California will need to be presented such as:

- CA DMV driver's license
- CA DMV Identification card
- High School identification card
- Current passport

If a person does not have photo identification or his/her current address is not on it, 2 of the following that do have his/her current information will need to be presented:

- Printed checks
- Car registration
- Mail postmarked within one month
- Rent receipt, escrow documents, utility bills, etc.
- Address in phone book

Library Card Requirements, Children:

Children in the 8th grade and under need a parent, legal guardian or responsible adult caregiver's (hereafter, "parent") signature to obtain a library card and establish a library account. Minors in 9th grade and above can obtain a library card and establish a library account with appropriate ID.

A child living in a group or foster home may get a library card when verification establishing the responsible party is presented. Examples include:

- ID or verification papers from the group home
- Documentation on letterhead from the group home establishing responsibility
- Court papers

Other reasonable documentation that establishes financial responsibility for the minor will be considered.

Out-of-State Library Card requests:

Visitors from out-of-state requesting a library card will be issued a card if they provide proper photo identification from their home state and proof of local residency such as a hotel/motel bill or apartment agreement. Cards will have a short term expiration date relative to the

documentation provided. Guest passes are available to use the library computers and do not require a library card.

Modifying Library Account information:

California State law (CA Government Code section 6250 et seq.) prohibits the disclosure of a patron's library account or circulation record to anyone except the original applicant. Therefore, positive identification is required if changes or inquiries regarding an account are requested by the patron. Refer to Library Administrative Policy 3.01, Patron Confidentiality, for exceptions.

When a child (8th grade and under) wishes to modify his/her account, the parent as established in the minor's account with identification and proof of current address must be present. A minor who is attending high school and can show identification may modify his/her account without a parent.

This is in accordance with Library's Administrative Policy 3.01, Patron Confidentiality.

Patrons may review and update their library account online at www.glendoralibrary.org. A library card and password/PIN number are required. PIN numbers are issued with a new library card or upon request when at the library.

Loan Periods, Renewals and Item Limits:

Loan periods and renewals may be modified and formats added or deleted by the Library Director as needed. Limits on number of items that can be checked out at one time are established as needed and based on demand or limited number of resources.

Library items circulate for either 3 weeks or 1 week depending on demand and size of collection. Renewals are available on most but not all library materials.

- | | |
|----------------------------------|-------------------------------|
| 3 weeks plus one 3 week renewal: | All Books, audio books, music |
| 3 weeks, no renewal | Playaways |
| 7 days plus one 1 week renewal: | All Videos/DVDs, Software |

Not Renewable: "New Books" under 500 pages, magazines, items with holds, new formats.

Limits: ~~Playaways: 1 title due to small collection size.~~

Extended loans on items that can be renewed are available for out-of-town vacations for up to 6 weeks.

Extended use fees, and other fines and charges related to circulation and library materials are established under Library Administrative Policy 4.02, Library Fines and Fees Schedule.

Approved and adopted this 25th day of February, 2008.

Ayes: _____

City of Glendora

Noes: _____

Library Board of Trustees

Absent: _____

Attest: _____
Robin Weed-Brown, Library Director

By: _____
James Theel, President



Glendora Public Library Events

November 2008

- 01 9 a.m. – 2 p.m. National Energy Conservation Event – Home Depot
- 01 10 a.m. *Coffee 'n' Books* in the Library – main floor
- 01 10 a.m. Toastmaster Teen event – Bidwell Forum
- 04 6:30 p.m. Quilting class – Bidwell Forum
- 11 Veterans Day - Library closed
- 15 11 a.m. Learn It & Do it: Crochet class – Registration required - Bidwell Forum
- 15 2 p.m. Writers Workshop: *Write Your Own Life Story* with Gordon Dyer – main floor
- 17 7 p.m. Library Board meeting – Bidwell Forum
- 17 11 a.m. & 7 p.m. Books Alive! *My Ántonia* by Willa Cather – main floor
- 18 6:30 p.m. Quilting class – Bidwell Forum
- 19 2 p.m. Fall Open House: Citrus Jazz and Book sale – main floor
- 20 4 p.m. Teen Book Discussion group - *Double Identity* by Margaret Peterson Haddix – main floor
- 22 In-N-Out Food for Thought Program ends
- 25 6:30 p.m. Quilting class – Bidwell Forum
- 26 Library closes at 5 p.m. – Thanksgiving Holiday
- 27-28 Library closed - Thanksgiving

December 2008

- 03 10:30 a.m. & 7 p.m. *Stories with Santa* – Bidwell Forum
- 04 4 p.m. "Ravenous Readers" Children's Book discussion for kids grades 3-6: *The Best Christmas Pageant Ever* by Barbara Robinson – main floor
- 06 10 a.m. *Coffee 'n' Books* in the Library – main floor
- 11 3:30 p.m. Gingerbread House Creations – Bidwell Forum
- 13 10:30 a.m. Gingerbread House Creations – Bidwell Forum
- 15 7 p.m. Library Board meeting – Bidwell Forum
- 17 7 p.m. *A Novel Idea: Share Your Favorite Novel* – main floor
- 24 Library closes at noon – in observance of Christmas Holiday
- 25 Library closed – in observance of Christmas Holiday
- 31 Library closes at noon – in observance of New Year's Day

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

- Nov 12, 1-2 pm: Presentation to Glendora Senior Computer Club on electronic library resources available from home – La Fetra Center
- 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

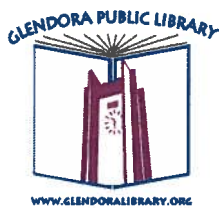
Foundation Executive Board Meeting

- December 5, 2008 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- January 13, 2009 @ 7:00 a.m. Library – Bidwell Forum

9.
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;
- December 15** Mid-year review of goals 08-09; discuss staff appreciation event
- January 26** Budget FY 09-10; Board Award discussion; CALTAC
Monday workshop attendance (wkshp usually in March); review
 (Adjusted for MLK Day) Admin Policy 4.05-Collection Development
- February 23** Goal planning FY 09-10; Friends Foundation funding staff
Monday requests for FY 09-10
 (Adjusted for President's Day)
- 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