

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library – Bidwell Forum
140 S. Glendora Ave

January 26, 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 December 15, 2008, Encl., page 1

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

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

6. UNFINISHED BUSINESS

6.1 Library Staff Appreciation

Trustee Deal to present ideas

6.2 Flood Damage

President Conway to lead discussion on flood damage incurred by Library

7. NEW BUSINESS

7.1 Review Administrative Policy 4.05-Collection Development – action item, Encl., page 20

Weed-Brown to lead review and updates of collection development policy

7.2 Budget FY 09/10, Encl., page 43

Weed-Brown to lead discussion

7.3 Library Board Awards, Encl., page 51

President Conway to lead discussion on community recognition

7.4 Carillon song proposal, possible action item, Encl., page 54

Weed-Brown to inform Board of Carillon song proposal

7.5 Library Events Calendar, Encl., page 59

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 60

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

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library main floor
140 S. Glendora Ave, Glendora CA 91741

December 15, 2008
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:06 p.m. by President 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; 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 (Slakey/Deal) to approve Minutes of meeting of November 17, 2008 with the following corrections:

6. Report of Library Director

The sentence should read: Revenues are holding through the beginning of the 2nd quarter city-wide with the city's expenditures being kept down.

9.2 Board Member Items

The sentence should read: Deal thanked everyone who asked about her daughter Kristin, who lost everything in the recent fire.

9.2 Board Member Items

The sentence should read: She asked the Board to let her know at the next Board meeting if they want this report included in the Board packet and if so, how often.

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 Library History Project

Stone provided background information on this project, stating that it started with the issue of the growing number of library digital photographs. This discussion expanded to other areas and a committee, comprising of Stone, Sandy Krause and Elke Cathel, was formed.

The committee's goals included organizing and preserving the most important library materials and making them accessible to the public. The committee inventoried all library materials and discussed their purposes and priorities. After lengthy discussion, a list of priorities was created and the top priorities were identified. The committee's findings were forwarded to Weed-Brown for review. The Board packet was identified as top priority, and the committee will start working on the current board packets and work backwards to include older materials. Stone pointed out that the current Board packets are saved in PDF format. The committee is currently researching a different format that is not proprietary to one software company.

Some guidelines have been drafted to deal with the digital photographs to keep the number of photos under control until the committee can address them. Gomer asked if older materials will be scanned. Stone replied they will be, but it needs to be determined whether this will be done by staff or volunteers. She added that Krause has been working on guidelines for volunteer recruitment. Stone commented that once library materials are available on the web, people will be able to look at all kinds of different library information from all over the world. Weed-Brown informed the Board that \$1000 was budgeted in the Friends Foundation budget for this project.

6. REPORT OF LIBRARY DIRECTOR

Weed-Brown asked the Board how often they would like to review the library's monthly budget report. Conway asked that the report be emailed to him every month. The other Board members asked to receive it quarterly.

Gomer commented that integrating the library's website with the city's site was against the Board's recommendation. Weed-Brown stated that there had been a misunderstanding as the City Manager had wanted the library to integrate all along. Weed-Brown reported that the launch date of the new site was postponed by the City Manager as he wants changes made to each department's web pages. The City Manager is planning to meet with each department head and discuss this. Weed-Brown stated that the library is now maintaining two websites, its current one and the city's new site. Conway voiced his disappointment. He stated that a lot of staff time, as well as Board time, went into this. The library's current website is effective and targets library users.

Gomer was excited to read about the grant that the Friends Foundation received from the Carl E. Wynn Foundation. She asked Weed-Brown to let Ramkishun know how pleased the Board is. In response to a question from Gomer, Weed-Brown replied that teen moms and adult literacy will be funded by this grant. She offered to get more detailed information from Pankow regarding additional programs being funded by this grant.

In response to a question from Conway, Weed-Brown replied that the restoration company checked the library after the flood to verify it was dry. They also performed a 72 hour test to check the moisture level in the concrete. Conway asked if the library will receive a report certifying that the building is mold-free. Weed-Brown was unsure, but she stated that she will ask for copies of any documents the city receives.

Weed-Brown reported that the Public Works Director is putting together a list of the damages from the flood which will be forwarded to the Finance Director. The Finance

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Director will send the list to the designated insurance company asking for settlement on the damages. At this point Weed-Brown did not know the name of the insurance company that will be handling the claim. Conway asked if Weed-Brown will be able to review the list of damages before it is forwarded to the Finance Director. Weed-Brown was unsure whether she will be able to view it beforehand, but she will ask for a copy.

Conway felt that all the damaged items in the library should be replaced by the city and that the city then should negotiate with the contractor for settlement. Weed-Brown stated that the construction company has assumed responsibility and, as she understood it, all bills are being forwarded directly to the construction company to be paid.

Gomer asked about the library's carpet. Weed-Brown stated that Dave Davies, Public Works Director, has seen the blue carpet on the main floor. The carpet, including staff carpet, will be added to the list of damaged items. Weed-Brown cautioned that the insurance company will consider wear and tear before the flood versus damage from the flood when looking at what should be replaced. Conway stated that the blue carpet on the main floor is less than one year old and should be replaced at this point.

The Board viewed a slideshow of the flood pictures.

The Board discussed the causes of the library's previous floods. Conway asked that the Board go on record that this is unacceptable and that the library's carpet should be replaced. Weed-Brown stated that she is thankful for such a dedicated staff.

7. UNFINISHED BUSINESS

7.1 Communication to City Council

Weed-Brown stated that she received an email from the City Manager in which he indicated that he has tentatively scheduled a joint meeting with the City Council in April. This would be a special joint meeting, probably held before the regular City Council meeting. Weed-Brown was unsure which April Council meeting it will be. The Board agreed that they preferred the 28th.

Conway stated that he will contact the Mayor regarding the parking issues around City Hall.

8. NEW BUSINESS

8.1 Name for the Expansion room – action item

Weed-Brown stated that she was unsure whether the expansion fell under the guidelines of City Administrative Policy 1.36, which states that any name proposal has to be forwarded to the City Manager and then to City Council. Weed-Brown inquired with the City Manager, who was unsure but said that the expansion should be treated as if it fell under the policy.

The Board liked Weed-Brown's proposal, *The Friends Room*. It is a nod to the Foundation, ties into the community and volunteers, and is friendly and positive.

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It was MSC (Deal/Gomer) to call the Children's' room expansion the Friends Room and to forward this recommendation to the City Manager. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

Weed-Brown stated that she will let the City Manager know about the Board's selection. She added that if this has to go before Council, it will probably be some time in January. Weed-Brown said she will let the Board know when this item is on the Council agenda.

8.2 Mid-Year Review of Goals for FY 08/09

Weed-Brown stated that the library's goals are on track. Updated goals are submitted to the Finance Director on a quarterly basis. The next update will be forwarded to him in January.

Weed-Brown stated that some goals might not be accomplished this year due to the hiring freeze. Deal voiced her amazement with Weed-Brown and the library staff. Staff stays on track with goals and objectives, even while dealing with a flood.

The Board discussed the decrease in income from Night on the Plaza. Weed-Brown pointed out several reasons for the decrease, such as the economic situation, the timing of the GUSD fundraiser and not being able to auction off street names. Weed-Brown explained that the street naming policy was rewritten under the current City Manager. The Public Works Director now has to verify each year if street names are available to be auctioned to avoid a potential back log of names waiting on streets.

8.3 Discuss Library Board Staff Appreciation Event

Weed-Brown verified that National Library Worker's Day is April 14. Last year the Board organized a lunch. Deal suggested doing either brunch or lunch this year. Following discussion it was decided to do lunch. Deal stated that she will bring three lunch ideas to the January Board meeting.

8.4 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out that all events are cancelled thru December. CALTAC is putting on a spring workshop on March 14. Gomer and Conway attended last year and it was a very good workshop. Weed-Brown reminded the Board that the Library pays for Board members to attend. She stated that a tentative agenda for the spring workshop will probably be mailed out in January.

The Board discussed having someone from CALTAC come to the Glendora Library to train the Library Board on board effectiveness. Weed-Brown offered to contact CALTAC to get more information. Slakey suggested doing the training after the new Board member starts in July. The Board discussed its status as an administrative Board.

9. BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar

Weed-Brown stated that the staff appreciation menu will be added to the January agenda. Also on the agenda will be the 09/10 budget, the Board award discussion, as well as reviewing Admin Policy 4.05. Another issue to be discussed is the CALTAC

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workshop attendance. Weed-Brown reminded the Board that January's Board meeting is scheduled for January 26 due to the holiday.

9.2 Board Member Items

None

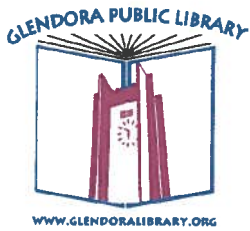
There being no further business, the meeting adjourned at 8:38 p.m.

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

Glendora, CA 91741

MEMO

To: Board of Library Trustees

From: Library Director 

CC: City Manager

Date: January 26, 2009

Re: Director's Report

Community

We are still waiting on the ok for the occupancy of the expansion. Final inspection of the room resulted in several details that have to be resolved before occupancy can occur. In the meantime, story times are being held in the 'homework' area of the library. The water-wise demonstration garden is moving forward too. A meeting was held with Kathy Rudnick (Monrovia Growers) and Dianne Walter (planning) to pick out water-wise plants. It was an exciting milestone and occurred on Wed. Jan 21. A PDF of the booklet of the plants will be available on our website in the near future. Our request for naming the expansion is on the City Council's Jan. 27th agenda.

The children's bookmark contest started January 12 and runs through Feb. 28. I know we all look forward to seeing what our local artists come up with this year!

Family Game Day ended January on a happy note. This event continues to grow in popularity. We have our 'regular' February favorites lined up for programs: Chocolate Fantasy with Linda Hermann, Romantic Guitars with Michael Ryan and new favorites with our quilting and altered books classes. Our book discussion groups for all ages are also going strong.

Cindy and Mary Pat continued their community outreach for the ELF (Early Learning with Families) grant. Their meeting with the Referral Network had immediate results. Within days, 6 Glendora home daycare providers contacted the library wishing to participate and the number keeps increasing. The deadline on the grant has been extended to the end of Aug '09 due to the delay in the releasing of funds by the State.

Debbie Deal and I attended the Friends Foundation quarterly board meeting on Jan. 13th. I shared with them the slideshow of photos from the flood that were shown to you last month. They were very generous in their praise for staff and all that they had done to save the library. They are considering ways to demonstrate their gratitude to staff.

Staff

In my last board report I listed the staff members that had responded to the call for help on the day of the flood, Nov. 26, 2008. The list was not complete so I want to make amends and record the full list of staff that helped out that day:

The following staff people responded to the call for help the day of the flood (listed more or less in order of appearance on the scene): Carlos Baffigo, Anne Pankow, Janet Stone, Cindy Romero, Elke Cathel, Daisy Fregoso, Daniela Overlock, Gail Jebbia, Sujata Israni, Gaetano Abbondanza, Yessica Pinedo, Suzette Farmer, Michelle Pasillas, Robin Rios, Carrie Olvitt, Bonnie Deering, Caroline Hernandez, Carrie Wilson, Rebecca Simjian, Mega Wright, Susan Nock, Leslie Shook, Elizabeth Meshriy, Courtney Sweet, Matt Aldrich and Alexis Mendoza.

The management team met with Josh Betta, Chris Jeffers, Dave Guzak and Matt Jester to discuss the library's pages on the new city website on Wed. Jan. 14th. There is still much to do however the library is in good shape thanks to the efforts of our web team: Janet, Carlos, Suzette, George and Elke.

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It was a proud moment for the library when Anne Pankow was recognized by the city for her leadership. Anne was awarded the Employee Award of Excellence in Management on Jan 15. Anne was one of three city employees recognized (public safety and general employees were the other two categories). It was a great way to kick off Anne's 16th year of city employment! Attached is a memo from the city manager announcing the award winners.

On a sad note, the staff learned of the passing of former staff member Dawn Truex. Dawn worked part time for the library from Sept of 1980 (hired under director John Jolly!) through Dec. 31, 2002. After her retirement Dawn often stopped by the library to say hello. Her service was held Jan. 21st at Oakdale Memorial Park. She will be missed.

Director

I do not have any update yet on the insurance settlement for the flood. I can, however, report that Polaris, our integrated library system (ILS) provider, donated \$250.00 to the library to help replace damaged children's books and materials. A copy of the note they sent with the check is attached.

At my meeting with Dianne and Kathy regarding the landscaping and gardens around the expansion we discussed timelines. While it will only take a couple of days to get the plants once they are ordered, there are other variables that are less predictable. Irrigation needs to be installed, the soil amended and non-plant items ordered. The work needs to be coordinated with Halla in Community Services-her staff will be doing the planting and installation work. It is also hoped that there will be some rainy days coming up too! With all of this in mind, one idea for a date for the dedication of the room and gardens could be Earth Day, April 18th. There is a day of special events planned already for the plaza and library and the theme of the water-wise garden would tie in nicely. If you approve, then I will establish this as the date for the dedication and plan from there.

I connected with CALTAC regarding their Board Effectiveness Training program. The training runs 3 ½ hours and can be held on a Saturday if preferred. They do not recommend an evening session. They do not need much lead time to schedule training. Once we have our new trustee on board next fiscal year we can revisit this and look at scheduling options.

I have heard from 2 trustees regarding the CALTAC workshop in Torrance on Saturday, March 14. The workshop runs from 9am-12:45pm. Please let Eike or I know if you are interested and we will send in the registration and fees.

Trustee Gomer asked how the Wynn Foundation grant is used by the Friends Foundation. Anne Pankow reports the following: *The Wynn grant is an unrestricted grant. The funds are used for community outreach programs such as teen parents, expectant parents, and adult literacy. When creating the foundation budget each year, income such as the Wynn grant is projected and included in the budget. The expectation is that the Foundation's income equals the Foundation's expenses.*

It is not too early to start thinking about people to contact regarding our upcoming trustee vacancy when we say good-bye to Sylvia Slakey. If you know of a dynamic, energetic someone that might be interested in serving on our board, talk us up to them! I would be happy to follow through with them as well. It seems like a long time off, but May will be upon us in a flash! Applications can be submitted at anytime and will be kept on file in the city clerk's office.

Next Board Meeting: February 23, 2008-PLEASE NOTE THIS IS THE 4TH MONDAY IN FEBRUARY DUE TO THE PRESIDENTS DAY HOLIDAY



Memo

January 16, 2009

To: All Employees:

From: Chris Jeffers, City Manager

I am pleased to announce to you the awardees for the Employee of the Year for 2008. I want to thank those individuals who submitted nominations of their peers. In total we had 11 nominees submitted, and I know the Selection Committee had a difficult time as you can tell from the excerpts taken from the nomination papers themselves describing our awardees.

The City Council and I want to thank all of you for an outstanding effort this past year. We certainly look forward to celebrating the service awards and Employee of the Year awards this year. For more information about the program, please feel free to call my office at extension #201.



Management Employee – Anne Pankow, Assistant Library Director

Excerpts from the nomination paper – “Although her tenure has been as a manager, her positions have continued to change and grow over time reflecting Anne’s dedication and professional development. She serves community beyond her just being an employee. As the director for the Glendora Community Coordinating Council and Chairperson of their Holiday Baskets Committee this year they have assisted needy families with food, grocery cards and books for the children at Thanksgiving time. Anne can often be found out in the community supporting other groups at their special events such as the Relay for Life, Foothill Hospital Auxiliary’s Scholarship luncheon, YWCA’s Women of Achievement or Rotary Oscar Night Fundraiser. Anne wrote and was awarded 5 grants totaling \$43,000 during this past year. Every year Anne spearheads two major fundraisers for the library and foundation-Night on the Plaza and the Great Glendora Trivia Challenge. These events are no small undertaking working with community volunteer committee members and following up on hundreds of details for each event. Anne has been recognized by staff and the community for her customer service and leadership. She was a runner up in the library’s Star Service Award and has received numerous Merit Coupons. The staff looks to Anne for her common sense problem solving and willingness to help when facing a challenge. Anne is a credit to the library and city for which we are lucky to have her level of dedication and commitment.”

Public Safety Employee – Police Lt. Joseph Ward

Excerpt from the nomination paper – “Lt. Ward is serious about the work he does without taking himself too seriously. He is committed to the Officers he supervises and works with. Although he is the man in charge, he never makes you feel as though you are simply a subordinate. Lt. Ward’s tenacity and lack of fear of confrontation within the District Attorney’s Office has earned our agency a “tough, we won’t take no for an answer” reputation. Lt. Ward does not hesitate to make calls and follow through to the Head DA if necessary to ensure a dangerous person doesn’t see the light of day for a long time. Lt Ward has proven on numerous occasions he is not simply an 8-5 employee but rather a proven team player who is just as willing to enter a front door alongside his team. Lt. Ward is quiet, dignified, reserved and is very approachable both on a personal and professional level. This organization and the community as a whole can rest assured their interests, safety and personal well-being are being tended with a personal vested interest in providing and maintaining an excellent City and Community partnership.”

General Employee - Charles Michael Hunter, Senior Park Maintenance Worker

Excerpt from the nomination paper – “When I think of Glendora and what it’s all about I think of Charles Hunter. He lives, eats and breathes Glendora; and trust me when I say that he has the spirit of Glendora. Cities need people like this who actually care for their jobs and who are passionate about their work and what impact it displays to the public and how we are perceived as city employees. Mike takes a personal interest in his fellow workers welfare and speaks to them whenever possible to praise them for their hard work or to encourage them if he feels that they didn’t quite get it right and could have done better. Bottom line, Mike Hunter’s job and duties are not pretty at times but we need people like this who are willing to roll their sleeves up and get it done. His duties are performed on a daily basis and often taken for granted and sometimes abused and not worth mentioning but I do know that when I come to work tomorrow that he is out there going about his business like usual. He gets my vote for the award of excellence.”

Glendora reopens library following flooding issues

By Daniel Tedford
Staff Writer

GLENDORA — Two flooding issues at the Glendora Public Library have been corrected, according to the contractor charged with the construction.

The library is now reopened, but story time events have been canceled until the new year. The library was recently flooded after a drainage pipe clogged following heavy rain.

The irony was the library was already under construction to correct a design flaw that caused the building to flood during heavy rain.

A subcontractor working on the issue, hired by WF Construction, allowed some drainage pipes to be clogged which caused the most recent flooding, according to city officials.

The cost of the damage to library was about \$100,000, according to WF Construction's Estimating Division Manager John Brunjes. Insurance for the subcontractor paid for the damages while the subcontractor fixed the issues.

WF Construction was given a nearly \$400,000 contract earlier this year to build an expansion on the children's portion

of the library. Included in that contract was the project to correct the flooding problem in the library.

WF Construction's subcontractor bore responsibility for the recent flooding, but WF believes they did everything within their power to prevent the flooding. Tests on the drainage system were conducted just before the flooding, but the heavy rain swept materials into the system and caused the damage, Brunjes said.

Despite the mishap, Brunjes

said their company has a good relationship with the city and will continue to work with them.

daniel.tedford@sgvn.com
(626) 962-8811, Ext. 2730

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Robin,

So sorry to hear about the
flooding. Even worse having it twice.

I'm glad Polaris could help in
a small way. Please pass our best
wishes on to the staff

Bill & everyone at Polaris.

Division Monthly Reports



To: Robin Weed-Brown

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

Date: December 2008

Public Services - Cindy Romero, Janet Stone

Children's

Amid the flood recovery, Youth Services kept the scheduled outreach storytimes to the local Headstart and community preschools. Gail took out books for each child in the local Headstart class courtesy of the Friends Foundation. We give each child in the class a book twice a year.

While the collection was in storage in the Forum, Gail and Cindy were able to weed old and outdated materials. The collection in the "new" children's room really sparkles.

We would like to thank the entire staff for their help in moving the children's collection and helping to make the children's room such an inviting family area.

The Bookmark contest is in full swing. Students in grades K-5 will be designing bookmarks based on the theme "Be Creative @ the Glendora Library," while students in grades 6-12 will be creating bookmarks based on the theme "Express Yourself @ the Glendora Library." We will be asking for your help in judging the entries in March.

Adult

Among the flood casualties in December was the Novel Idea "Share Your Favorite Novel" discussion, scheduled for Wednesday 17 – our eventual day of reopening. Undaunted, the planning for winter and spring adult programming continued. Topics being pursued include health, water-wise gardening, and the scientific search for habitable planets outside our solar system. We'll share more as these and/or other ideas come to fruition. And, as January turned the corner, Books Alive! marched along without missing a beat, bringing *Hope in Hell: Inside the World of Doctors Without Borders* to the discussion circle.

Sandy took several further steps along one of our bumpier roads: trying to provide iPod-compatible downloadable audio books for our customers. Among other adventures, she attended a webinar about Ingram's new product in this tricky territory. The next day Sandy attended a Califa meeting where her shared quest was discussed among Califa's member libraries. Many of these same folks will join Sandy as she hosts this quarter's MCLS Audio-Visual Services Committee meeting here in Bidwell Forum.

In a discussion along different lines, Sandy joined with "history project" cohorts Elke and Janet. Their current task is to assess what software we have already available for converting Library Board packets to a format approved for long-term electronic preservation.

Assessment of the new web site continues. In their departmental meeting with Chris Jeffers, Josh Betta, Dave Guzak, and Matt Jester, the management team (minus traffic-bound Carlos) raked in several useful ideas and lots of encouragement. Matt continues his mission to enhance the Library site's graphics, and has created two more unique banners that sport photos of Library doings and happenings.

Taking looming budget cuts in stride, the Reference staff continued its quest for self improvement. Sitting rapt at a pre-opening training session, they learned from presenter Gaetano about aspects of science fiction literature ranging from Space Opera to Sandal Punk.

Outside the workplace, one of our own began his career volunteering for the Tournament of Roses Association. On his web site, George described New Year's locale as "surely ... his most interesting yet."

Support Services – Carlos Baffigo

Carlos was out on medical leave for part of the month.

Library staff did an outstanding job in getting the library and the Children's Room back in order after the flood. Thank you all! ☺

Circulation:

Circulation was slow due to the flood closure. It was a good time for staff to catch up on unfinished business and get the library back in order.

Facilities:

Expansion Update – Final inspection on the expansion is set to take place on Thursday, January 8th.

The new Children's room shelving was received and installed according to the new floor layout. So far, comments from the public have been positive.

Technical Services:

Technical Services staff was able to make significant progress in withdrawing weeded material while the library was closed. Unfortunately, all other areas (ordering, receiving, cataloging, and processing) had to deal with the backlog as a result of the closure.

Technology:

The set-up for the wireless-networked Children's catalogs is complete. Installation will take place in January.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
12/2/2008	Quilting with Sandy Janicki	13
	Everything else cancelled due to flood	
	TOTAL number of participants	13

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Date	Community Outreach	# of participants
12/3/2008	Outreach to Teen Parent with Cindy & Chris at Arrow High School	20
12/04/2008	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	43
TOTAL number of participants		63

Due to the flood, most of the programs were cancelled in December. Staff took time off for the holidays and the Foundation office was fairly quiet.

Kristy Batcheller, Plaza Book Loft manager, had an opportunity to evaluate many books to list for sale on Amazon. A library patron made special arrangements to purchase books during the library closure. He purchased 500 books at \$1 each.

Invitations were printed for the annual Donor Recognition and mailed in early January. Three service organizations will be recognized: the Glendora Woman's Club, Glendora Lions Club and Soroptimist International of Azusa/Glendora.

Glendora Public Library Summary Data for December 2008

<u>Service Indicators</u>	This Year December	Last Year December	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	7,170	14,549	-51%	129,094	129,096	0%
I. D. Total Items Loaned	16,905	21,852	-23%	194,344	172,701	13%
I. D.4. Electronic Circulation	117	138	-15%	982	657	49%
III. A. Total Requests for Information/Adult Services	950	1,767	-46%	13,320	14,694	-9%
II. A. Total Items Owned	147,180	148,072	-1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	21,403	24,131	-11%	202,719	108,043	88%
V. A.2. Library Home Page Views	19,063	19,667	-3%	173,874	73,506	137%
VI. A. Total Number of Programs	1	8	-88%	69	58	19%
VI. E. Number of Literacy Students Active	34	34	0%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	112	93	21%	737	568	30%
VI. F.1 Total Number of Volunteer Hours	335	397	-16%	5,327	4,716	13%
I. G. Total General Fund Revenue	\$7,269	\$5,822	25%	\$34,865	28,258	23%

These statistics are subject to verification.

December and January 2009 Events



Certificate presentation to
Battle of the Books Team
Ram
January 2009

Books n' Brownies
January 2009



Anne Pankow—winner of the
Employee Award of
Excellence in Management
January 2009



Anne Pankow received certificate for 15 years of service to the City of Glendora
January 2009



Updated Children's room
January 2009





Hands Trees in the expansion

Dawn Truex
Library Employee from
September 1980 to
Dec 31, 2002



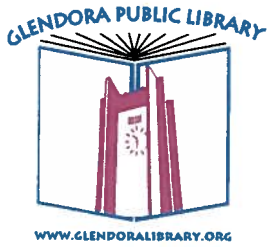
6.

Unfinished Business

7.

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 
 Date: January 26, 2009
 Re: Agenda Item # 7.1: Collection Development Policy (Admin. Policy 4.05)

The Library Board systematically reviews all library policies. The library's Collection Development Policy (City Administrative Policy 4.05) was last reviewed and revised on March 18, 2002.

Senior Librarians Stone and Romero have revised elements in Attachment C, mostly pertaining to statistics and terminology that had become outdated. No other changes to the policy have been made.

After reviewing the policy, any additional changes or modifications the board wishes to make can be incorporated and brought back next month.

City of Glendora
Administrative Policy
No. 4.05

Subject: Glendora Library Policy Concerning Collection Development

Effective: Adopted April 20, 1998, Revised March 18, 2002, Revised January 26, 2009

Policy Objective:

To establish a policy of collection development that serves to guide staff in the selection of materials; to inform the public about the principles upon which selections are made; and to defend intellectual freedom

Authority:

Board of Trustees of the Glendora Public Library.

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned supervisors.

Policy:

The library connects people to the world of information through materials owned by the library, inter-library borrowing of materials owned by other libraries, use of the resources provided through the Metropolitan Cooperative Library System Reference center, and access to the Internet.

The Glendora Library Board of Trustees, recognizing the varied tastes, interests, backgrounds and abilities of the public served, declares as a matter of Materials Selection Policy that:

1. Library material selection is and shall be vested in the Library Director, and under the Librarian's direction, such members of the staff who are qualified by reason of education, training and experience. Any library materials so selected shall be held to be selected by the Board.
2. The Library strives to select materials to represent all sides of an issue so that the library user can select for oneself items judged to be useful and of interest. It is not the Board's purpose to espouse moral, religious or political points of view or to censor materials that some find objectionable.
3. This Board supports that while anyone is free to reject for oneself material that does not meet with an individuals' approval, one person cannot exercise this right to restrict others' freedom to read. Notwithstanding, responsibility for the reading, listening and viewing of library materials by children rests with their parents or legal guardians.
4. This Board defends the principles of the freedom to read and declares that whenever censorship is involved no library materials shall be removed from the Library save under the orders of a court of competent jurisdiction.

- 5. The Library welcomes expressions of opinion by patrons, but will be governed by the Collection Development Policy in making additions to or deleting items from the collection.
- 6. As a defender of intellectual freedom, this Board adopts and declares that it will adhere to and support:
 - a. The Library Bill of Rights, and
 - b. The Freedom to Read Statement adopted by the American Library Association, both of which are made a part hereof.

Attachments:

- A: Library Bill of Rights
- B: Freedom to Read Statement
- C: Definitions and Procedures
- D: Patrons Request for Evaluation of Library Resources

Approved and adopted this 26th day of January 2009

Ayes: _____

City of Glendora
Library Board of Trustees

Noes: _____

Absent: _____

Attest: _____
Robin Weed-Brown, Library Director

By: _____
Michael Conway, President

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Amended February 2, 1961, and January 23, 1980
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now, as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers

and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition, new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are

affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply

important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers

Subsequently Endorsed by:

- American Booksellers Association
- American Booksellers Foundation for Free Expression
- American Civil Liberties Union
- American Federation of Teachers AFL-CIO
- Anti-Defamation League of B'nai B'rith
- Association of American University Presses
- Children's Book Council
- Freedom to Read Foundation
- International Reading Association
- Thomas Jefferson Center for the Protection of Free Expression
- National Association of College Stores
- National Council of Teachers of English
- PEN American Center
- People for the American Way
- Periodical and Book Association of America
- Sexuality Information and Education Council of the United States
- Society of Professional Journalists
- Women's National Book Association
- The YWCA of the USA.

American Library Association
For questions or comments, contact the Webmaster.
www.ala.org/alaorg/oif/freeread.html
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Last modified 03/31/98 09:12:05

GLENDORA PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY: Definitions and Procedures (01/09)

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.

COMMUNITY OF GLENDORA

The library serves the city of Glendora; a quiet residential community located approximately 21 miles northeast of Los Angeles and bounded by the cities of Azusa to the west, Covina to the south and San Dimas to the east as well as unincorporated portions of Los Angeles County. Glendora is approximately 19 square miles with a population of 50,331 per 2005-2007 American Community Survey 3-year Estimates.

The 2005-2007 Estimate gives the following ethnic breakdown for the city of Glendora:

- 1. White: 76.3%
- 2. Asian: 9.5%
- 3. African-Americans: 2.9%
- 4. other race: 13.5%

People of Hispanic origin make up 25% of the total Glendora population.

English is the predominant language with 75.3% of Glendora residents speaking only English. A total of 8.6% of the population speaks English less than "very well."

Language	Percentage of population, 5 years and over
Spanish	14.3%
Speak English less than "very well"	4.7%
Other Indo-European languages	2.6%
Speak English less than "very well"	0.5%
Asian and Pacific Islander languages	5.0%
Speak English less than "very well"	2.0%
Other languages	2.9%
Speak English less than "very well"	1.3%

Source: Selected Social Characteristics in the United States: 2005-2007

Data Set: 2005-2007 American Community Survey 3-Year Estimates
Survey: American Community Survey

Glendora is primarily a bedroom community with no major industry and a small-business, retail, service economy. The median income is \$72,414. Residents aged from 35-54 years old account for the largest age group. Seniors, age 62 and older account for 17.8% of the population while children age 18 and younger account for 25% of the total population. Residents are proud of the small-town atmosphere, the downtown “village”, the historic houses, and the town’s motto of “Pride of the Foothills.”

Purpose of the Collection Development Policy

The Collection Development Policy serves to guide staff in the selection and evaluation of materials which anticipate and meet the needs of Glendora; to inform the public about the principles upon which selections are made; and to defend intellectual freedom.

The library connects people to the world of information through materials owned by the library, inter-library borrowing of materials owned by other libraries, use of the resources provided through the Metropolitan Cooperative Library System Reference Center, and access to the Internet;

The Glendora Library Board of Trustees, recognizing the varied tastes, interests, backgrounds and abilities of the public served, declares as a matter of Materials Selection Policy that:

1. Library material selection is and shall be vested in the Library Director, and, under the Librarian’s direction, such members of the staff who are qualified by reason of education, training and experience. Any library material so selected shall be held to be selected by the Board.
2. The Library strives to select materials to represent all sides of an issue so that the library user can select for oneself items judged to be useful and of interest. It is not the Board’s purpose to espouse moral, religious or political points of view or to censor materials that some find objectionable.
3. This Board supports that while anyone is free to reject for oneself material that does not meet with an individual’s approval, one person cannot exercise this right to restrict others’ freedom to read. Notwithstanding, responsibility for the reading, listening and viewing of library materials by children rests with their parents, legal guardians, or responsible caregivers.
4. This Board defends the principles of the freedom to read and declares that whenever censorship is involved no library material shall be removed from the Library save under the orders of a court of competent jurisdiction.

5. The Library welcomes expressions of opinion by patrons, but will be governed by the Collection Development Policy in making additions to or deleting items from the collection.

DEFINITIONS

“Censorship” as broadly defined means suppression of ideas or information that certain persons, whether as individuals, groups or in official capacity, find objectionable or dangerous.

“Classic” refers to a work that has withstood the test of time as an item of recurring or continuing interest.

The word “material” has the widest possible meaning; it may include books (hardbound and paperbound), pamphlets, maps, magazines and journals, comic books, newspapers, manuscripts, films, sound recordings, video recordings, computer software, electronic resources, and other forms of information and expression.

“Selection” refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection. It does not refer to guidance in assisting a library user.

“Weeding” is another term used to describe the selection decision of whether or not to retain an item already in the collection.

OBJECTIVES OF SELECTION

The Glendora Public Library provides materials for City residents that fulfill their curiosity, further learning, inform and offer enjoyment. The Library strives to have a broad, general collection that meets the daily needs of the majority of residents.

The primary objective of selection shall be to enrich community life by providing current and classic reading, listening, viewing, **and interactive** resources for all ages. The Library will always be guided by a sense of responsibility to both present and future in adding materials that will enrich the collections and maintain an overall balance. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

The widest possible variety of subjects and views are included in the collection. Selection is based on the merit of a work in relation to the needs and interests of the community. Critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand and current holdings must also be considered.

Treatments of varying complexity of subjects or works are sought to meet the needs of all residents, regardless of their social or physical status or level of intellectual achievement.

The collection shall be well balanced with current and retrospective materials in various formats and levels of comprehension.

The Library strives to provide materials of recognized worth, giving users an appreciation of the varied trends in thought and expression.

Materials will be provided to represent diverse opinions on controversial issues, giving users an opportunity to develop their critical sense, and to arrive at intelligent, though opposite, conclusions.

WEEDING

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. The library endorses the concept of recycling printed materials and tries to use or dispose of unneeded materials in a manner which fosters this concept.

Titles are withdrawn from the collection through systematic weeding by selectors. Materials withdrawn due to loss or damage may be replaced by the same or similar work if there is still a demand. Systematic weeding is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Subject areas should be reassessed at least every two years, though some areas may require more frequent review.

PRIORITIES

1. The top priority for collection development is for high-demand, high-interest materials. The collection includes current and popular materials with sufficient duplication to meet demand. A substantial percentage of the collection has been published within the past five years.
2. The collection emphasizes informational materials to support individual, business, government and community interests. There is also an emphasis on supporting special reading needs and coordinating access to local human services and information.
3. The collection has a wide range of circulating subject materials relevant to the interests of life-long learning.

4. The collection has a variety of materials and formats for children and for adults working with them. To encourage life-long reading habits, materials are selected which are considered to be of value and interest to children from infancy through pre-adulthood. These materials are not shelved by age groupings. The library attempts to make all its resources available to users of all ages with emphasis on information need, interest and ability rather than chronological age.
5. Under the library's current priorities, the collection includes materials to supplement, not duplicate, what is available in local elementary and secondary school and community college libraries. Resources include reference materials, periodicals, and indexing services. Textbooks and curriculum-related materials for these programs are provided only where the materials also serve the general public.
6. Duplication of nearby specialized reference and research materials is avoided unless convenience and frequency of use make it mandatory. In order to provide access to materials beyond the scope of our collection development policy, the Library utilizes interlibrary loan and consortium services. Photocopies are supplied in lieu of periodicals and original reference materials.
7. The Library attempts to provide current technologies to meet information needs and represent popular culture. Works most representative of current significance and permanent value are considered for multi-type formats whenever appropriate. Choice of format is based on ease of use, availability of equipment to library users, special needs of library users and suitability of the medium to the content and cost.
8. Except for local history and documents, coverage of certain enduring and significant subjects, and some classic works belonging to the canon of world cultural literacy, all parts of the collection must be used regularly in order to be retained in the collection.

DUTIES OF STAFF

All staff members selecting library materials shall keep the objectives and selection criteria in mind, while applying their knowledge and experience in making decisions. Performance evaluations of selection staff include an assessment of the degree to which their collections adhere to these criteria and meet the needs of residents.

SELECTION CRITERIA

General Selection Criteria

No item in a library collection can be indisputably accepted or rejected by any given guideline or standard. Certain basic principles, however, can be applied as guidelines.

In selecting any item for addition or retention, staff shall take into consideration a combination of qualitative and quantitative values:

1. The degree and accomplishment of purpose
2. Authority and competency of the author, composer, etc.
3. Comprehensiveness in breadth and scope
4. Sincerity and fundamental objectivity
5. Clarity and accuracy of presentation
6. Ease of use.
7. Appropriateness to the interests and skills of the intended users.
8. Relation to existing collections
9. Relative importance in comparison with other materials on the subject
10. Importance as a record of the times for present and future use.
11. Projected use by and interest among Glendora residents
12. Opinions expressed by competent reviewers in industry-recognized journals; reviewers on other library staffs; and subject experts
13. Responsiveness to demand.
14. Relative cost.
15. Security of investment, including but not limited to resilience of format and stability of content.
16. Impact on available space.

Objective data is used to allocate funds to purchase subjects and formats in accordance with community needs. These include monitoring library use statistics, annual surveys of user interests, and satisfaction rates.

The library encourages suggestions and comments about the collection. They are important in helping to decide what to acquire. The general public and all staff members are encouraged to recommend items for consideration.

GIFTS

Acceptance of any gift materials is contingent on their meeting the above criteria for selection.

The Library welcomes gifts of books and other library materials or money to buy such materials, but reserves the right to use and dispose of gift materials as seems appropriate for current needs. They may be added to the collection if needed, exchanged with or given to other libraries and non-profit institutions, sold at library booksales with proceeds used to support library programs and services, recycled, or discarded if not usable for any of the preceding purposes.

Books or other library materials accepted for the collection which were given as special gifts or as memorials shall carry a special gift plate identifying the donor and/or the person in whose memory the gift is made, if the donor requests. The library is under no obligation, however, to replace these gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or of no further value to the library.

No other conditions may be imposed relating to any gift either before or after its acceptance by the Library.

RECONSIDERATION OF LIBRARY MATERIALS

Concerns about specific library materials may be brought to the attention of any staff member. The complainant will be given the option of speaking to a supervisor or submitting a written statement (Attachment D). Concerns shall be reviewed by the appropriate selector and a report given to the Library Director. The Director will respond in a timely manner. If the concern is not resolved at this level, the Library Board shall be the final authority.

USE OF LIBRARY MATERIALS

The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of Glendora residents.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

GLENDORA PUBLIC LIBRARY—COLLECTION DEVELOPMENT POLICY

PATRON'S REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Glendora Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. Please fill out this form and return it to the library. The staff will evaluate the material and forward a recommendation to the Library Director.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Resources on which you are commenting:

- | | | | |
|------------------------------------|--|---|--------------------------------|
| <input type="checkbox"/> Books | <input type="checkbox"/> Compact Discs | <input type="checkbox"/> Computer Software | <input type="checkbox"/> Other |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Video & DVD | <input type="checkbox"/> Web Links & Electronic Resources | |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Audio Books | <input type="checkbox"/> Content of Library Program | |

1. Title _____

2. Author/Producer _____

3. What brought this title to your attention? _____

4. Have you seen or heard reviews of this material? _____

5. Please comment on the resource as a whole. _____

6. Please note your specific objections. _____

7. What resource(s) would you suggest to provide additional information on this topic?

Please use the back of this form if additional space is needed. Thank you for taking the additional time to complete this form. Your Request for Evaluation will be given careful consideration and a response will be provided.



GLENDORA PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY: Definitions and Procedures (03/02)

"The libraries of America are and must ever remain the homes of free, enquiring minds,"
President Dwight D. Eisenhower, June 24, 1953 (letter to the American Library Association)

*"If librarians select materials well, they will provide materials that please many people
and materials that disturb many"*

Gary Strong, California State Librarian, 1991 (letter in response to a complaint to the Governor)

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The 2000 census gives the following ethnic breakdown for the city of Glendora:

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2. Hispanic:	21.7%
3. Asian:	6.2%
4. African-Americans:	1.4%
5. other race:	2.8%

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“Weeding” is another term used to describe the selection decision of whether or not to retain an item already in the collection.

OBJECTIVES OF SELECTION

The Glendora Public Library provides materials for City residents that fulfill their curiosity, further learning, inform and offer enjoyment. The Library strives to have a broad, general collection that meets the daily needs of the majority of residents.

The primary objective of selection shall be to enrich community life by providing current and classic reading, listening and viewing resources for all ages. The Library will always be guided by a sense of responsibility to both present and future in adding materials that will enrich the collections and maintain an overall balance. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

The widest possible variety of subjects and views are included in the collection. Selection is based on the merit of a work in relation to the needs and interests of the community. Critical judgement is used to select those items best suited to fill these needs. Cost, space, usefulness, demand and current holdings must also be considered.

Treatments of varying complexity of subjects or works are sought to meet the needs of all residents, regardless of their social or physical status or level of intellectual achievement.

The collection shall be well balanced with current and retrospective materials in various formats and levels of comprehension.

The Library strives to provide materials of recognized worth, giving users an appreciation of the varied trends in thought and expression.

Materials will be provided to represent diverse opinions on controversial issues, giving users an opportunity to develop their critical sense, and to arrive at intelligent, though opposite conclusions.

WEEDING

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. The library endorses the concept of recycling printed materials and tries to use or dispose of unneeded materials in a manner which fosters this concept.

Titles are withdrawn from the collection through systematic weeding by selectors. Materials withdrawn due to loss or damage may be replaced by the same or similar work if there is still a demand. Systematic weeding is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Subject areas should be reassessed at least every two years, though some areas may require more frequent review.

PRIORITIES

1. The top priority for collection development is for high-demand, high-interest materials. The collection includes current and popular materials with sufficient duplication to meet demand. A substantial percentage of the collection has been published within the past five years.
2. The collection emphasizes informational materials to support individual, business, government and community interests. There is also an emphasis on supporting special reading needs and coordinating access to local human services and information.
3. The collection has a wide range of circulating subject materials relevant to the interests of life-long learning.

4. The collection has a variety of materials and formats for young children and for adults working with them, including picture books, videocassettes, read-along books with cassettes, sound recordings and computer software. Popular titles are available in multiple copies. Materials are selected which are considered to be of value and interest to children from pre-reader through pre-adulthood. These materials are not always shelved by age groupings. The library attempts to make all its resources available to users of all ages with emphasis on need, interest and ability rather than chronological age.

5. Under the library's current priorities, the collection includes materials to supplement, not duplicate, what is available in local elementary and secondary school and community college libraries. Resources include reference materials, periodicals, and indexing services. Textbooks and curriculum-related materials for these programs are provided only where the materials also serve the general public.

6. Duplication of nearby specialized reference and research materials is avoided unless convenience and frequency of use make it mandatory. In order to provide access to materials beyond the scope of our collection development policy, the Library is a member of the Metropolitan Cooperative Library System (MCLS) and the OCLC interlibrary loan network, an international bibliographic database, for print materials. Photocopies are supplied in lieu of periodicals and reference.

7. The Library attempts to provide current technologies to meet information needs and represent popular culture. Works most representative of current significance and permanent value are considered for multi-type formats whenever appropriate. Choice of format is based on ease of use, availability of equipment to library users, special needs of library users and suitability of the medium to the content and cost.

8. Except for local history and documents, all parts of the collection must be used regularly in order to be retained in the collection.

DUTIES OF STAFF

All staff members selecting library materials shall keep the objectives and selection criteria in mind, while applying their knowledge and experience in making decisions. Performance evaluations of selection staff include an assessment of the degree to which their collections adhere to these criteria and meet the needs of residents.

SELECTION CRITERIA

General Selection Criteria

No item in a library collection can be indisputably accepted or rejected by any given guideline or standard. Certain basic principles, however, can be applied as guidelines.

In selecting any item for addition or retention, staff shall take into consideration:

1. The degree and accomplishment of purpose
2. Authority and competency of the author, composer, etc.
3. Comprehensiveness in breadth and scope
4. Sincerity and fundamental objectivity
5. Clarity and accuracy of presentation
6. Appropriateness to the interests and skills of the intended users.
7. Relation to existing collections
8. Relative importance in comparison with other materials on the subject
9. Importance as a record of the times for present and future use.
10. Projected use by Glendora residents
11. Opinions expressed by competent reviewers in industry-recognized journals; reviewers on other library staffs; and subject experts

Objective data is used to allocate funds to purchase subjects and formats in accordance with community needs. These include monitoring library use statistics, annual surveys of user interests, and satisfaction rates.

The library encourages suggestions and comments about the collection. They are important in helping to decide what to acquire. The general public and all staff members are encouraged to recommend items for consideration.

GIFTS

Acceptance of any gift materials is contingent on their meeting the above criteria for selection.

The Library welcomes gifts of books and other library materials or money to buy such materials, but reserves the right to use and dispose of gift materials as seems appropriate for current needs. They may be added to the collection if needed, exchanged with or given to other libraries and non-profit institutions, sold at library booksales with proceeds used to buy new library materials, or discarded if not usable for any of the preceding purposes.

Books or other library materials accepted for the collection which were given as special gifts or as memorials shall carry a special gift plate identifying the donor and/or the person in whose memory the gift is made, if the donor requests. The library is under no obligation, however, to replace these gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or of no further value to the library.

No other conditions may be imposed relating to any gift either before or after its acceptance by the Library.

RECONSIDERATION OF LIBRARY MATERIALS

Concerns about specific library materials may be brought to the attention of any staff member. The complainant will be given the option of speaking to a supervisor or submitting a written statement (Attachment D). Concerns shall be reviewed by the appropriate selector and a report given to the Library Director. The Director will respond in a timely manner. If the concern is not resolved at this level, the Library Board shall be the final authority.

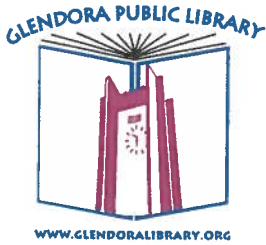
USE OF LIBRARY MATERIALS

The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of Glendora residents.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.



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Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *RWB*
 Date: January 26, 2009
 Re: Agenda Item # 7.2: Budget for FY 09/10

FY 08/09 budget update: At the Jan. 12, 2009, weekly department head meeting we were instructed to cut 3.5% off of our current year general fund budget. This cut is in addition to any salary savings from current frozen positions.

For the library the numbers work out to this:

Frozen Library Position:	\$ 52,000.00
Additional Cuts Totaling:	\$ 77,470.00
Total Reduction:	\$129,470.00

I have attached a spreadsheet detailing the cuts. In summary:

General Line Items:	\$18,038.00
Part Time Salary Savings:	\$10,000.00 (savings come from the Nov. flood closure for 3 weeks)
Books/Materials:	\$49,432.00

The hit to the materials budget is especially devastating this late in the fiscal year. An emphasis on keeping current with bestsellers and high profile titles will consume the majority of what little money is left.

FY09/10: I do not have any figures yet to work with from the city. Indications are that the starting budget number will be equal to or less than the new reduced budget number for FY 08/09. If additional cuts are required the library may be looking at reducing hours or closing a day. Part time staff salary savings this year were due to the closure from the November flood, not a lessening of need. A library without new books is not a public library, it is an archive. We have worked hard to bring the library up to the community standards outlined in our strategic planning process and it will be difficult to watch that slip during these economic times.

In years past, the Friends Foundation has been able to fill-in many funding gaps during city revenue shortfalls. At this juncture however, their investments have taken a huge hit in the stock markets and donations are down. We cannot rely on them to do other than support basic traditional areas such as the children's summer reading club and even that will be scaled back. Grants that support programs like our Adult Literacy Program have also been scaled back. The Friends Foundation is committed to supporting that program and other library programs that reach out to the less fortunate, which in most years are covered by grants, further straining their resources.

LIBRARY BUDGET CUTS
JANUARY 2009

1/21/2009

Division & Account #	adopted budget	proposed \$ cut	new \$ amount
7076			
51110 SUPPLIES	\$10,680.00	\$2,000.00	\$8,680.00
51400 BLDG SUPPLIES	\$20,000.00	\$8,000.00	\$12,000.00
55320 PRINTING	\$5,600.00	\$1,500.00	\$4,100.00
55340 POSTAGE	\$4,650.00	\$650.00	\$4,000.00
55400 DUES	\$2,265.00	\$140.00	\$2,125.00
55550 TRAVEL	\$2,500.00	\$628.00	\$1,872.00
55600 TRAINING	\$4,300.00	\$2,000.00	\$2,300.00
59100 CONTRACT SERV	\$20,400.00	\$1,620.00	\$18,780.00
41210 PART TIME SAVINGS	\$55,855.80	\$2,000.00	\$53,855.80 Nov flood
7077			
41210 PART TIME SAVINGS	\$204,174.25	\$5,000.00	\$199,174.25 Nov flood
7079			
51200 SPECIAL SUPPLIES	\$3,500.00	\$500.00	\$3,000.00
55325 BINDING	\$2,400.00	\$1,000.00	\$1,400.00
41210 PART TIME SAVINGS	74,957.32	\$3,000.00	\$71,957.32 Nov flood
	TOTAL:	\$28,038.00	
	NEED:	\$77,470.00	
51300 BOOKS ETC	\$337,000.00	\$49,432.00	\$287,432.00

**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET
LIBRARY DEPARTMENT**

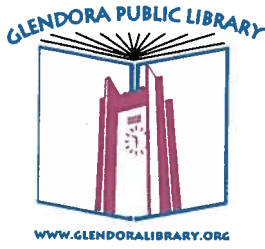
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	Approved	cuts	Req	cut to	amount
	FY 07-08	1/8/2008	FY 08-09	cut to	amount
DIVISION 7076					
ACCOUNT 55600 TRAINING (prev 617)					
ALA/PLA/LAMA annual conference	400	400	0	0	0
California Library Association annual conference	1,100	1,100	0	0	0
InfoPeople (\$75 ea)/UCLA (\$50 ea)	400	400	900	900	0
Metropolitan Cooperative Library System workshops (10x20)	100	100	100	100	0
Polaris Training	2,500	500	2,500	500	2,000
Technology/management/other	1,100	800	800	800	0
TOTAL BUDGET REQUEST	5,600	3,300	4,300	2,300	2,000
ACCOUNT 56200.01 GIS POLARIS MAINT CONTRACT (prev 662.091)					
General catalog, children's catalog & Syndetics	24,480	23,480	20,000	20000	0
* normally 5% increase annually					
TOTAL BUDGET REQUEST	24,480	23,480	20,000	20,000	0
ACCOUNT 59100 OTHER CONTRACT SERVICES (prev 699)					
Califa contract	400	400	400	400	0
Metropolitan Cooperative Lib System contract	5,500	5,000	5,000	5,000	0
OCLC cataloging utility (includes First Search)	12,000	10,000	12,000	12,000	0
Other (consultants, Reservation software, web)	8,000	1,000	3,000	1,380	1,620
TOTAL BUDGET REQUEST	25,900	16,400	20,400	18,780	1,620
TOTAL REQUESTS THIS PAGE	55,980	43,180	44,700		3620
					total div cuts:
	127,150	97,220	109,315		16,538

**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET
LIBRARY DEPARTMENT**

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DIVISION 7079	Approved FY 07-08	cuts 1/8/2008	Approved FY 08-09	cut to amount cut
REVISED Apr 08: took out old account numbers; moved \$3,000 from contract services to book budget				
ACCOUNT 51200 SPECIAL SUPPLIES - PUBLIC SERVICES				
Children's supplies	2,000	2,000	2,000	2,000 0
Young Adult supplies	1,000	1,000	1,000	500 500
Adult supplies	500	500	500	500 0
TOTAL BUDGET REQUEST	3,500	3,500	3,500	3,000 500
ACCOUNT 51300 BOOKS/TAPES/PERIODICALS, ETC				
ADULT SERVICES	7% increase	*=variable % increase	\$287,568.00	\$49,432.00
Fiction	37,600	37,600	30,600	
Non-fiction	59,800	59,800	43,400	
Reference	14,000	14,000	12,200	
Audio-visual	38,500	38,500	37,900	
YOUTH SERVICES (CHILDREN & YA)				
Fiction	19,000	19,000	19,000	
Non-fiction	16,200	16,200	17,000	
Reference	11,000	11,000	11,000	
Audio-visual	10,000	10,000	10,000	
STANDING ORDERS	48,150	43,150	49,154	
PERIODICALS	30,000	23,500	30,000	
ELECTRONIC DATABASES (FY 08/09 5% increases x 0-2 yrs)	70,750	68,250	76,746	05/13/08 book budget was cut to \$337,000
TAX				
TOTAL BUDGET REQUEST	355,000	341,000	337,000	337,000 additional \$4,000 cut were frozen
*Each subject area adjusted independently, based on averages of Bowker Annual figures (2007 ed.)				
** cost has increased since budget submitted				
ACCOUNT 55325 BINDING & REPAIR OF LIBRARY MATERIALS				
Binding	900	900	900	900 0
Repair	1,500	1,000	1,500	500 1,000
TOTAL BUDGET REQUEST	2,400	1,900	2,400	1,400 1,000
TOTAL REQUESTS FOR ACCOUNT 7079	360,900	346,400	342,900	cut this div \$50,932
1/21/2009 4:00 PM				




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MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director 
 Date: January 26, 2009
 Re: Agenda Item # 7.3: Library Board Awards

Last year the library board created the Library Trustee Public Service Award. I have attached the award guidelines for your review. The first award went to recognize the Friends Foundation and was given to them at last year's Night on the Plaza.

It is not mandatory to give out an award every year. If there is someone or organization that the board wishes to recognize however, we need to begin the process as outlined in the attachment.

Glendora Public Library

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Library Trustee Public Service Award

Purpose

The *Library Trustee Public Service Award* will be given to an individual, group of individuals or organization in recognition of their efforts in support of the Glendora Public Library; its goals and mission. The individuals or organization honored will have supported the library over an extended period of time.

The award is a time when the Glendora Public Library Board of Trustees, acting on behalf of the city, has an opportunity to recognize outstanding citizens and organizations for their service to the library.

The individual or organization's selection will be based on commitment to the community, the Glendora Public Library and the promotion of the library's services and goals. The selection is based on continuous time of service and an on-going commitment to the library and community.

The award is not necessarily given yearly, but when there is a recipient worthy of the award. The award will not be given more than once a year.

Criteria

- The award may go to a city employee, resident of Glendora, a non-resident or organization that supports the goals and mission of the library.
- The support must have occurred over a period of at least three years.

Process

- Nominations may be requested from:
 - Board of Trustees
 - Elected officials including city council, Glendora Unified School District Board, Citrus College Board
 - City Boards and Commissions
 - Library Staff
 - Public at large
 - Service Clubs
- A Board sub-committee of two members and a library staff person will develop an evaluation process.
- Each member of the GPL Board of Trustees scores and evaluates all nominations.
- The sub-committee tabulates the results and submits the information to the Board for the final selection.

Awarding

- The award is given at a Quarterly City Awards Night

Timeline

Month 1 (March to April)

- Ask for nominations to be turned in within one month

Month 2 (April to May)

- Nominations submitted to board with evaluation procedure
- Board members will individually evaluate and turn in to the sub-committee for tabulation and finalization of award winner.
- Board reviews information and finalizes selection (May Board Meeting)

Quarterly City Award Night

- Award given (June ?)



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 library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *RWB*
 Date: January 26, 2009
 Re: Agenda Item #7.4: Carillon song proposal

I was approached recently by community member Alan Davis. He wrote up a proposal to have a city anthem or song, "Let Us Sing to Glorious Glendora", played on the library's carillon. He created a demo CD of the song in two versions.

Our carillon is at a 'basic' level: it only plays 15 different musical notes currently. In order for it to play this song it would need to be upgraded. Mr. Davis contacted the manufacturer and they are willing to upgrade our carillon and create the appropriate format of the song to use, at, of course, an undisclosed cost. Mr. Davis is willing to work further with the company, find out costs and we could proceed from there.

I will add at this point, that Carlos and I have discussed the bell tower in regards to maintenance. The speakers, to our knowledge, have never been cleaned since their installation in 1995. Carlos would like to have the speakers cleaned up, the interior of the tower cleaned up (both are well doused in pigeon waste) and then screened off to keep the birds out. This is a needed maintenance issue no doubt. Carlos believes that the costs will be reasonable, with city staff doing the cleaning and screening of the tower (which can be accessed by a stairway inside the tower) and the speakers being cleaned by the carillon folks.

I have attached his proposal and the musical score and will bring his CD to play for you at the meeting.

A PROPOSAL TO THE CITY OF GLENDORA
FOR A CITY ANTHEM OR SONG BEING PLAYED ON THE LIBRARY CARILLON

January 12, 2009

Would it boost civic pride in Glendora if, at the start or end of each day, the library carillon (bell tower) was to play the city's tune "Let's Sing To Glorious Glendora"? Our community has a wonderful image and would daily playing of this song add to that image?

I obtained from the Glendora Library a copy of the original written music and on CD prepared, with digital carillon sound, a city anthem and a city song for you to hear. The original instrumental is also included using saxophone and piano.

I am a Music Conservatory graduate of the University of the Pacific, who studied music composition, arranging, and learned to play musical instruments.

Recently, I made contact with the library's carillon manufacturer Maas Rowe in Escondido, California to receive technical information as to how "Let's Sing To Glorious Glendora" could be arranged and installed into the carillon. At this time I have two possible ways:

1. For the city anthem, with your permission, I could study the carillon's operating manual and familiarize myself with its functions. Then I would use the carillon's console to input the music. I will contact Maas Rowe's technical staff if I have any questions. I will donate my time and services for this.
2. For the city song, Maas Rowe would need to manufacture a custom carillon CD for you. The musical staff there would have to see the music and charge the city for the making of the CD. I can send them a printed copy of the musical arrangement when needed.

Thank, you, for your time with this proposal.

Sincerely,



Alan K. Davis, a Glendora Citizen

(626) 337-3004

OCT 04 2000

Glendora's golden
get-together, May 29, 1937

56

GLENDORA'S GOLDEN GET-TOGETHER

MAY 29, 1937

Sponsored By the Glendora Chamber of Commerce



LOOKING UP MICHIGAN AVENUE, THE MAIN THOROUGHFARE OF GLENDORA—A MODERN CALIFORNIA CITY OF 1937

COMMITTEE IN CHARGE OF CELEBRATION

GEORGE E. BAXTER, General Chairman

E. B. CHAMBERS, Parade

WESLEY V. SMITH, Contests

MRS. H. S. RISER, }
MRS. JAMES LEE } Barbecue

REV. H. S. RUBEL }
MRS. W. V. SMITH } Historical Play

HERBERT E. JACK, Finance

ROSS DANA, Publicity

LEE T. BASHORE, Concessions

MRS. C. B. SHOEMAKER, Music

FRANK TETER, Prizes

RALPH P. GRANT, Traffic

MRS. E. H. HANNINGTON, Ushers

GEORGE WIDMANN, Program Sales

CHAS. F. GORDON, Reception

"Let's Sing To Glorious Glendora."

March Tempo

Words & Music by, Henry Scott Rubel.

Let's sing To Glo-ri-ous Glen-dor-a The Foot hills Fondest pride.

Nest-led 'neath The moun-tains That rise on ev-ry side.

Chorus.

Let's sing To Glo-ri-ous Glen-dor-a And let our prais-es ring, To a

place That's blessed with hap-pi-ness, let us sing, sing, Sing Lets sing To, sing, Sing.

R.T.

Words to Glendora's Golden Get-together Song

"LET'S SING TO GLORIOUS GLENDORA"

1

Let's sing to
Glorious Glendora,
The Foothills' fondest pride.
Nestled 'neath the mountains
That rise on ev'ry side.

CHORUS:

Let's sing to Glorious Glendora, and let our
praises ring
To a place that's blessed with happiness, let
us sing, Sing, SING!

2

Let's sing to
Glorious Glendora,
Where I would live and die.
Where trees in bloom waft their perfume
Beneath an azure sky.

CHORUS

3

Let's sing to
Glorious Glendora,
The spot that heaven endowed.
Where the snow-capped mountains
Caress the coral cloud.

CHORUS

4

Let's sing to
Glorious Glendora,
Where gold shines in the trees
If you search for sunshine, health and joy
Glendora has all these.

CHORUS



Glendora Public Library Events

January 2009

- 01 Library closed –New Year's Day
03 10 a.m. *Coffee 'n' Books* in the Library – main floor
10 11 a.m. Scrapbooking workshop – Bidwell Forum
12 11 a.m. & 7 p.m. Books Alive! - *Hope in Hell: Inside the World of Doctors Without Borders* by Dan Bortolotti – main floor
12-2/28 Bookmark contest, grades K-12
15 4 p.m. Books 'n Brownies: *Angel Experiment* by James Patterson – main floor
19 Library closed – Martin Luther King Jr., Day
23 6:30 p.m. Donor Recognition– by invitation only – main floor
26 7 p.m. Library Board meeting – Bidwell Forum – **date change due to holiday**
31 1 p.m. Family Game Day – pizza served at 5 p.m. – Bidwell Forum

February 2009

- 02-3/31 6:30 p.m. Quilting Class with Sandy Janicki, no class March 3 - Bidwell Forum
04 3 p.m. *Chocolate Fantasy*, Linda Hermann, owner of A & J Cake Decorating – main floor
05 4 p.m. Book Buddies -children's book discussion for grade 1 thru 3-*My Father's Dragon* by Ruth Stiles Gannett-Children's room
07 10 a.m. *Coffee 'n' Books* in the Library – main floor
07 10 a.m. Teen Toastmasters – Bidwell Forum
11 2 p.m. – 4 p.m. Romantic Guitars with Michael Ryan and Ken Souderlund – main floor
12 4 p.m. Ravenous Readers-children's book discussion for grade 3 thru 6-*The Boys Start the War* by Phyllis Reynolds Naylor – Children's room
14 11 a.m. Altered Books Workshop – Bidwell Forum – registration required
16 Library closed- President's Day
23 7 p.m. Library Board meeting – Bidwell Forum – **date change due to holiday**
25 7 p.m. A Novel Idea – *The Maltese Falcon* by Dashiell Hammett – main floor
28 10 a.m. – 3 p.m. SAT workshop – Bidwell Forum – registration required
28 10 a.m. Seussational Birthday Celebration – Children's room

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

- February 6, 2008 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- April 21, 2009 @ 7:00 a.m. Library – Bidwell Forum

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
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