

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

April 28, 2008
7:00 p.m.

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

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

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

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

3. ADOPTION OF AGENDA

Possible motion to revise order of business or other

4. CONSENT CALENDAR – action item

4.1 Minutes of meeting of March 17, 2008, Encl., page 1

4.2 Administrative Policy 4.02 – Library Fines & Fees, Encl., page 5

Policy reflects the new fees adopted at the March 17, 2008 Library Board meeting

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

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

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Self- Evaluation of Board – Preliminary Discussion, Encl., page 24

President Theel to lead discussion

7.2 Library Events Calendar, Encl., page 29

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 30

Plans for future meetings to be discussed

8.2 Board member items

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

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director – Preliminary Discussion

10. ADJOURNMENT

SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS

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

4.
Consent
Calendar

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Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library Bidwell Forum
140 S. Glendora Ave, Glendora CA 91741

March 17, 2008
7:00 p.m.

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

Board members Present: Jim Theel, Mike Conway, Tricia Gomer, Debbie Deal

Board Members Absent: Sylvia Slakey

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Cindy Romero, Senior Librarian-Youth 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

It was MSC (Conway/Deal) to approve Minutes of meeting of February 25, 2008.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown asked the Board members to offer Library Board applications to Glendorans interested in applying for the Library Board. She added that applications are also available on the city's website.

Weed-Brown informed the Board that the specs for the Children's room expansion will be on the Council agenda in April, which means that the groundbreaking date previously discussed will not work. Conway voiced concerns about the delay of the project. Weed-Brown stated that several issues contributed to the delay, such as the drawings taking longer than anticipated, necessary changes to the original design and Public Works dealing with many projects at one time. She explained that in order to connect the restroom in the expansion to the sewer line, the concrete in the front will have to be torn out. It will be at that time that improvements to the drainage system will be implemented to hopefully prevent any further flooding.

In response to a question from Theel, Weed-Brown replied that the library was instructed to submit a regular budget for FY 08/09. Weed-Brown pointed out that the library's 08/09 budget requests fell between the original amounts requested for FY 07/08 and the recent cuts. She explained that some of the library's line items were consolidated to establish general categories. This gives the library more flexibility while still showing how the money is being spent. Individual budget meetings with the City Manager and department heads will be set up within the next couple of weeks.

Conway expressed his displeasure with the current book budget being cut without Weed-Brown’s consent. Weed-Brown stated that she discussed this issue with the Finance Director. He offered to take the additionally requested cuts out of a different account. Weed-Brown pointed out that there was no other account to cut \$4,000 from.

Weed-Brown stated that the management team did a wonderful job presenting the “Setting Boundaries with Library Patrons” workshops. She expressed her appreciation for the management team in keeping up with staff training while also working on budget issues. Weed-Brown said that some staff members have already provided feedback and the management team is looking into these suggestions.

Theel commented on the increase in the electronic databases statistics, as well as the number of items checked out. He stated that the city serves many functions, such as providing recreational and cultural opportunities, as well as safety. Conway stated that he recently attended a CALTAC workshop which demonstrated how libraries help the community by bringing in people for library events. These people shop local stores and dine in local restaurants. Weed-Brown added that she wrote about the value of the library in one of her recent Community News articles. She asked Conway to share any ideas that he might have. Gomer stated that one has to look for opportunities to show how the library contributes to the health of the community.

6. UNFINISHED BUSINESS

6.1 Library Board Awards

Theel stated that the Friends Foundation has not been recognized yet. The Board agreed that the library is very lucky to have such a supportive Foundation. Theel suggested the Library Board thank the Foundation and the people who started it. Other suggestions for recognition included the MC for Night on the Plaza and Trivia organizers.

Weed-Brown stated that most of the founding members are not on the Foundation Board anymore. She suggested the Board honor the Foundation in general and then highlight individual accomplishments. Discussion followed on the high cost of purchasing an award plaque and Weed-Brown suggested doing a proclamation instead.

Discussion ensued on when the award could be presented. Suggestions included the City Council quarterly recognition event, as well as Night on the Plaza.

It was MSC (Conway/Deal) to create a committee consisting of two Board members and the Library Director to work out the details of the award to be presented to the Foundation at the Night on the Plaza event.

Weed-Brown stated that she will alert Pankow to make time available at Night on the Plaza for the presentation of the award.

Following discussion, it was decided that Deal and Theel would be participating on the committee.

7. NEW BUSINESS

7.1 ELF Presentation

Romero gave a presentation on the Early Learning with Families program. Weed-Brown stated that the Library received \$5,000 in grant funds to start the ELF program. This money will initially be spent on materials. If second year funding becomes available, it will be spent on doing more outreach. If funding does not come through, different options will need to be looked at. Weed-Brown stated that the library's statistics show that the library is on the right track. Romero stated that the Foundation has always supported early reading. She added that the library wants to focus on the very young and show how important it is to start early in life.

In response to a question, Romero replied that several fathers attend storytime with their children on Thursdays and Saturdays. She stated that the library has not had any events for just children and fathers. Gomer stated that many times there has to be a special event for dads to participate, such as a father-daughter tea.

7.2 Bookmark Contest Presentation

Romero collected the Board's voting sheets. She stated that the winners will be announced on Wednesday. Their names will be listed on the website, and displayed on posters in the children's room. In response to a question from Gomer, Romero replied that the reception will be similar to last year's. Romero pointed out that the bookmarks will be displayed in a different manner, as the library received over 100 more entries than last year. Theel confirmed that the party is scheduled for April 16. Deal stated that due to a scheduling conflict she will not be able to attend.

7.3 Proposed increases to Library Fees

Weed-Brown explained that the proposal to increase library fees was put forward by the Finance department. She reminded the Board that the last city-wide fee study was done in 2002. Weed-Brown stated that the library is not intended to be a fee-based service and has always been very minimal in charges. The library could lose state funding if patrons were being charged for certain services.

Weed-Brown explained that this proposed cost increase is based on increased personnel costs. She was not opposed to raising both of these fees. Weed-Brown added, however, that \$4 for a replacement card seems somewhat high compared to what other libraries charge.

Conway voiced his disappointment that the city is looking to increase the revenue stream by increasing the library card replacement fee. It is an insignificant amount of revenue. Weed-Brown pointed out that the city is reviewing all fees. Conway did not have any objections to increasing the test proctoring fee. He felt however, that increasing the library replacement card fee is against the library's philosophy. The goal of the library card is to encourage people to come in to the library and read.

Conway moved to accept the increase in the test proctoring fee, but to leave the library card replacement fee as is. The motion died due to lack of a second.

Discussion was held on the library card replacement fee. Concerns that were brought up included sending the wrong message by approving this increase and possible consequences if the Library Board did not approve the increase. Conway felt that the

Board needs to speak up when City Administration makes decisions about matters pertaining to the library without consulting the Board.

It was MSC (Gomer/Deal) to accept the proposed increases to library fees.

7.4 Library Goal Planning for Fiscal Year 08/09

Weed-Brown stated that the goals in the Board packet are the goals submitted as part of the 08/09 budget. She noted that there are many internal goals as well. These goals will also be forwarded to the City Manager. Discussion was held on the goals.

Weed-Brown stated that the goal's format for publication is still being decided. Some discussion ensued on the items that the Foundation will support and fund, as these are dependant on how much money can be raised. Weed-Brown stated that the goals listed for the Development office and the Foundation are regularly funded items.

It was MSC (Deal/Gomer) to accept these goals in concept.

Weed-Brown asked that the Board let her know if they feel anything is missing.

7.5 Library Events Calendar

The Board reviewed the events calendar. It was noted that Trivia is scheduled for April 4. The Volunteer Recognition Luncheon will be held March 25 at noon at the Glendora Country Club. Weed-Brown reminded the Board that Ken Jennings will be visiting the Library tomorrow night. It was confirmed that all Board members are attending the Volunteer Recognition Luncheon.

Deal provided a timeline to prepare for the Staff Appreciation Luncheon. Final details for the luncheon were discussed.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar. Theel pointed out that the April Board meeting was moved to the 4th Monday. In response to a question from Weed-Brown, Theel replied to move the Board's and the Director's evaluation process to April.

8.2 Board Member Items

Conway stated that the keynote speakers at the CALTAC workshop were good.

Deal stated that many of the new restaurants in town donated food for the Trivia Challenge.

Gomer stated that she enjoyed the many library events offered this last month. She was thankful for being able to attend the CALTAC workshop.

There being no further business, the meeting adjourned at 9:31 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.

City of Glendora
 Administrative Policy
 No. 4.02

Subject: LIBRARY FINES AND FEES SCHEDULE

Effective: July 1, 1996, revised February 23, 1998, revised June 19, 2000, revised March 17, 2003; revised July 16, 2007; revised September 17, 2007, revised April 28, 2008

Policy Objective:

To set a fines and fees schedule for overdue, damaged or lost library materials.

Authority:

City Council Minute Order July 25, 1978 revised by Budget Policy Issue No. 6 FY ending June 30, 1988, Council adopted Resolution No. 03-1 on January 14, 2003 and minutes of the board of Trustees of the Glendora Public Library meetings 8/24/87, 11/9/87, 1/27/92, 1/22/96, 2/23/98 and 12/16/02

Assigned Responsibility:

All Library Personnel

Overdues:

1. Books, Magazines, Pamphlets, Tape Cassettes, Compact Discs & Playaways:
 - Adult – \$.20 per day, \$20.00 maximum, or cost of material (whichever is less).
 - Children's - \$.10 per day, \$10.00 maximum, or cost of material (whichever is less).
2. Videos, DVDs and Software:
 - \$1.00 per day, \$50.00 maximum, or cost of material (whichever is less)
3. Encyclopedias and other 7-day items
 - \$.20 per day, \$20.00 maximum or cost of material (whichever is less)
4. Special Loan (Reference, City documents)
 - \$1.00 per hour or fraction of hour, or cost of material (whichever is less)
5. Miscellaneous Charges:
 - Non-resident borrower's card - no fee
(See also Administrative Policy 4.07)
 - Lost Library Card - \$4.00 replacement fee
 - Reserve a Book - no fee for search
 - Interlibrary Loan - \$1.00 search fee per requested item
 - Administrating/proctoring tests - \$26.00

When a borrower's accumulated charges reach a total of \$2.00, all charges must be paid in full before more items may be checked out.

A borrower must return all overdue materials before more items may be checked out.

Charges for overdue, lost or damaged materials that are borrowed through Interlibrary Loan or the State Library are those charged by the lender.

5.
Report of
Library
Director

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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: April 28, 2008
 Re: Director's Report

Community

The library continues to be a hub of activity. I appreciate the Library Board's attendance at so many of our events and celebrations.

We thanked our volunteers with a lovely luncheon courtesy of the Friends Foundation at the Glendora Country Club on March 25th. Approximately 80 volunteers were treated to a wonderful meal and the beautiful tones of the Citrus Singers. Thank you to Bonnie Deering for organizing the event.

There were 3 author visits: Ken Jennings, Jeopardy winner and trivia master; Earlene Fowler, mystery writer; and children's authors Laurie David and Cambria Gordon on global warming. The children's author event was in partnership with the Blue Chair Children's Bookstore. We also had a children's book discussion group and the bimonthly adult book club group A Novel Idea.

Our 16th annual Trivia Challenge on April 4 broke records: with an attendance of over 420; in food consumption (nothing was left over this year!) and in the length of the runoff between the final 2 teams. It took 10 rounds to come up with a winner! The hot contest was between Monrovia Growers and Gangi Development with Monrovia taking first place. Our business and community clubs stepped up once again with their support through teams, sponsorships and donations. We are so very fortunate to have such tremendous support.

National Library Week (NLW), or month here in Glendora, merged with Earth Day celebrations this year. President Theel shared several moving comments at the City Council meeting on April 8th when he accepted the National Library Week proclamation for the library. Our Bookmark Contest party was attended by about 400 children, parents, grandparents, our city council and library board. Cindy Romeo and her staff came up with an innovative way to display our 400+ bookmarks so that all attending could see not only their special bookmark but all the other creative entries as well. Culminating NLW activities was the city's Earth Day celebration on April 19th. The library had a juggler performance that morning and the event was attended by over 230 kids and their families. At the conclusion of the show they all funneled out onto the plaza to learn about recycling, trails, worms, and all things earthy.

The Citizen of the Year (CoTY) event was also held during NLW which was quite fitting considering the honorees were our own Mike and Marcia Conway. The Conways very generously included the library in their celebration through donations of books and funds. A representation of our library card and books from the Friends Book Loft were a part of the table decorations as well. We are very fortunate to have them as a part of our library family. New books were donated by Barnes & Noble, The Blue Chair Children's bookstore and The Village Book Shop in honor of the Conways. Gift plates with CoTY attendees names signed on them will be placed inside each book as a lasting memory.

I am happy to share that our children's room expansion specs went before the city council on April 22 and were approved. They will now go out to bid for 30 days. It may be possible to have a ground-breaking ceremony in late June if the city council

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awards the bid at their June 10th meeting, which is the current anticipated schedule per Public Works. Registration for our summer reading clubs (SRC) starts the week of June 16th so there may be an opportunity for a ground-breaking ceremony tie-in with a SRC program or event if things continue to move forward on this new schedule. School will be out which will add flexibility in scheduling the event so that children can attend.

Staff

National Library Workers Day is also a part of National Library Week-a day when appreciation is shown to library staff for their dedication and community involvement. This year a special luncheon was personally prepared and presented by our wonderful library board to the library staff. Handwritten notes of thanks for each staff member were an extra special touch. Staff deeply appreciated the recognition by the board and your daily support and guidance in all we strive to achieve.

Elke Cathel was recognized on Administrative Professional Day, Wed. April 23, for all that she does for us every day. Thank you Elke!

Jury Duty has hit the library staff-seems like every couple of weeks someone is being tagged for service. Staff has been good about stepping up to cover extra hours on the public service desk to fill in the holes.

Director

The review of the library's proposed FY 2008-09 budget was held on April 15th with the city manager and finance director. For the most part the library budget was accepted as submitted. Increases to our materials (book) budget went forward which will help off-set the cuts earlier this year. Staff works to connect with publishers, vendors and distributors before estimating materials costs for the next year, however some price increases are not learned of until the next bill arrives. By the time the budget meeting was held, additional materials increases had been identified. Funds were transferred from the proposed contract services line to cover these last minute increases in the materials budget. Our policy issues were supported and will move forward. Our capital improvement request for replacement of the remaining old carpet in the staff area that was flooded in January and the remaining old carpet on the main floor will be addressed later. Elke attended the meeting with me. This was my first budget meeting with City Manager Chris Jeffers and Josh Betta, the new Finance Director. Time was spent explaining costs and services and how the library works which was appropriate and expected. I appreciated their interest and thoroughness.

Some discussion on internal service charges took place as well. Mr. Betta will be working on clarifying costs for areas such as Information Technology (IT) and other internal charges for all city departments which will be helpful.

At the Friends Foundation quarterly board meeting on April 15 Anne Pankow presented their FY 08-09 proposed budget. It included \$38,150 for youth programs and services including the summer reading clubs, book groups, and special programs throughout the year, from Creepy Cuisine to Teen Tech Week. In the third and final year of Special Projects funding, a \$40,000 request was submitted to replace the worn and breaking tables and chairs on the main floor, on-going improvement to the New Book area and additional comfortable seating. In the adult services area, \$54,125 in funds supporting the adult literacy program, the adult summer reading club, author visits, musical performances, National Library month events as well as outreach to expectant parents, books for the GCCC holiday baskets and community Read-In were presented. The Foundation will meet again in June to vote on the proposed budget. It is truly amazing the way Glendorans support their public library!

The Farmers Market will start up again on May 1 and run through August 28, 2008. As it was done last year, the street fair will be held on Glendora Ave. in front of the library. The library's lobby restrooms will be made available to the public after normal library hours. PD has been asked to supply a cadet for security purposes. It will be interesting to see how this all works out once construction starts on the expansion project. I did bring that issue up at Department Heads and later with Jim Henderson separately. Apparently no other location could be agreed upon.

Next Board Meeting: May 19, 2008

Los Angeles Times

You don't have to be in the air

<http://www.latimes.com/technology/la-me-libraries17apr17,1,7236882,full.story>
From the Los Angeles Times

In some L.A. County libraries, video games -- and noise -- are welcome

About half of the public facilities now reach out to youths with video game nights. Some return on nongaming nights to read books.

By Alex Pham

Los Angeles Times Staff Writer

April 17, 2008

Once a month, the San Fernando Library's librarians trade their reading glasses for video-game controllers and invite children to come crank up the volume.

Elias Ponce and about a dozen teenagers shuffle past the stacks of books to the youth section and play "Guitar Hero," a game that lets them pretend they're in a rock band.

"It makes the library a fun place," said Ponce, a 13-year-old eighth-grader who says he now goes to the library every day even when there are no games.

Libraries are turning to video games to connect with teenagers who have outgrown story time. Almost a quarter of libraries surveyed last year by Syracuse University's School of Information Studies had put on video game events.

About half of Los Angeles County's 88 public libraries hold gaming events at least once a month. Administrators credit the practice with helping boost teenage attendance by about 50% since the county started a pilot program two years ago.

The American Library Assn. is giving games its stamp of approval this year. The group designated Friday the first National Gaming @ Your Library Day.

"It lets teens be more comfortable with the library and become familiar with librarians," San Fernando librarian Lydia Harlan said. "And it's what kids are into these days."

That doesn't mean libraries will turn into arcades, said Loriene Roy, the association's president and a professor in the University of Texas at Austin's School of Information. Roy said libraries established themselves as places for both education and entertainment more than a century ago when they created controversy by beginning to lend fiction books.

Now libraries circulate all manner of items other than books, including music albums, tools, toys, cake pans, even animals.

"Libraries are about providing public access to resources, in whatever format," she said. "It goes

back to what people want."

Video games are as much in demand as any other form of entertainment, drawing in almost \$40 billion in annual sales worldwide. That's more than the recorded music industry and about equal to movie box office revenue. In the United States, two out of three household heads play computer or video games, according to the industry's trade group, the Entertainment Software Assn.

Playing games is the Internet's most popular leisure activity -- more than watching videos and visiting social networking sites such as MySpace, according to technology research firm Parks Associates.

Video game publishers are thankful for the publicity.

"It's a great way to sample our games, and we have found that experiencing our games as a trial often leads to a purchase," said Holly Rockwood, spokeswoman for Electronic Arts Inc., the world's largest video game software company.

For public libraries, games are part of a broader effort to reach out to teenagers.

"Libraries have wonderful children's programs and programs for adults," said Penny Markey, coordinator of youth services for the County of Los Angeles Public Library. "But when it comes to programs serving teens, the numbers drop off. Games help us bridge that gap.

"It's a changing world. Teens are the next adults, the next taxpayers. And the library needs to be seen as an important and relevant resource for them."

Circulation had been declining at the Laguna Hills Technology Branch Library, but it began to edge upward after the facility started holding online game events every Friday night six months ago.

Branch manager Sheila Stone said she wasn't sure that there was a direct correlation, but she noted that the librarians recommend books to the visiting game-players. "So there may be a relationship," she said.

A 2007 survey of 400 U.S. libraries by Syracuse's School of Information Studies found that three-quarters of those who took part in game events returned for other services.

Heather Gordon does. Since trying out "Wii Sports" a few months ago at the Pine Valley Library, about 45 miles east of San Diego, the 9-year-old has returned every Friday to take part in the library's other craft and science activities. She also has borrowed a few books.

"I think I'll check out a book about dragons," Heather said last Friday after trying her hand at playing billiards on the Nintendo Wii console.

Her mother, Deborah Gordon, doesn't object to her daughter playing video games at the library.

"I want the library to be a place my daughter loves to go," said Gordon, an education specialist.

Although most libraries that offer games think of them as entertainment, some see them as educational.

"It's a form of media literacy," said Eli Neiburger, associate director of information technology and

product development at the Ann Arbor District Library in Michigan, which became one of the first libraries in the country to offer video games when it began holding tournaments in 2004.

"You can't play video games if you can't read. But it's more than just text," Neiburger said. "It's about decoding meaning from symbols and the ability to understand complex systems of abstraction."

Heather learned some of that by shooting virtual pool in the community room of her small library. She fumbled with a wireless controller the size of a large candy bar as eight other children helped her figure out how to best position the cue ball on the 6-foot projector screen.

"Oh, I see," she said, swiftly executing a poking motion with the controller and neatly pocketing a green ball.

"Nice!" one child said.

Game events are not always so polite, particularly among teenage boys.

"There will be some trash talking," Neiburger said. "You just have to be prepared to let boys be boys."

The music thumping in the background and cheering from the audience aren't quiet, either. But neither are story time and other activities offered by libraries, Roy said.

"People ask me, 'Isn't it supposed to be quiet in a library?' " she said. "Libraries are creating social commons for people to interact with each other."

Some librarians have wondered whether their peers were resorting to stunts to attract young patrons. They have debated whether video games belong in libraries.

"Why do we have to lure kids into the library with candy?" Steven M. Cohen wrote in January on his blog, LibraryStuff.net. "Shouldn't good literature be good enough?"

Cohen, a senior librarian at Law Library Management Inc., declined to be interviewed for this story.

Others believe games are a legitimate media no different from DVDs or the classic board games that many libraries have offered for decades.

"Libraries are about content, whether it's in a book or in a DVD or on the Internet," said Jenny Levine, an Internet specialist at the American Library Assn. "We don't discriminate on the container or form that it's in. If chess is OK, then why not video games?"

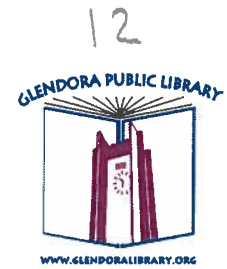
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Division Monthly Reports



To: Robin Weed-Brown

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

Date: March 2008

Public Services - Cindy Romero, Janet Stone

Children's:

Date	Event	# of participants
March 1, 2008	Dr. Seuss' Birthday	200
March 3, 2008	MySpace & Internet Safety Seminar	17
March 4, 2008	TAB	10
March 5, 2008	Glendora Read-In	270
March 6, 2008	Internet Scavenger Hunt & Game Day	11
March 11, 2008	Community Preschool storytime	30
March 12, 2008	Community Preschool storytime	30
March 13, 2008	Royal Oak Librarian meeting	1
March 14, 2008	High School SDC Tour	20
March 22, 2008	Easter Stories	20
	Total number of participants	609

We began the month celebrating Teen Tech Week. "Teen Tech Week is a national initiative sponsored by the Young Adult Library Services Association and is aimed at teens, their parents, educators and other concerned adults. The purpose of the initiative is to ensure that teens are competent and ethical users of technologies." We began the celebration with a MySpace and Internet Safety Seminar. Detective Campbell with the Glendora Police Department joined Gail and Cindy in providing the seminar to the community. We also held an electronic scavenger hunt and game party for the teens. The scavenger hunt showed off our new "Teen Page" on the website that George has been creating.

We are busy preparing for our upcoming spring and summer programs. Members of the Friends Foundation formed a committee to help prepare for the new "Battle of the Books" program. We decided on the titles that the trivia questions will be based on, *The Lightning Thief* by Rick Riordan, *Montmorency* by Eleanor Updale, and *No More Dead Dogs* by Gordon Korman. We are looking forward to an exciting new event in October. We are looking forward to a teen and a parent/child book group this spring. The teens will be discussing *The Lightning Thief* in April. We are experimenting with a parent/child group in May to celebrate Children's Book Week. The pairs will be reading Michael Buckley's *Fairy-Tale Detectives*. Summer reading clubs plans are winding up with outreach beginning in May.

The Early Learning with Families grant money has been received, and Mary Pat and I have been working on spending it. We have begun to supply the Children's Room with educational toys and

manipulatives. We have also installed new Early Learning computer stations. In 2 weeks, the computers were used for 44 hours by our young patrons! I have attached a copy of the report that shows the usage of these stations. Please stop by and see the wonderful new materials we have available.

Susan has been doing a great job with her new duties in the Youth Services section. She has jumped right in with all of the preparations for upcoming events and outreach, and providing our PJ storytime and crafts. Gail has been stretching her display skills in preparation for the upcoming Bookmark Contest reception. Great job to both!

Adult:

Date	Program/Event	# of participants
3/10/2008	Books Alive AM discussion - American Bloomsbury	4
3/10/2008	Books Alive PM discussion - American Bloomsbury	12
TOTAL number of participants		16

This is tax season, National Library Week season, Earth Day season, and – evidently – civic duty season: Sandy, Rebecca, Janet, Suzette, and Gaetano have all been called for jury service in March, April, or May. In the meantime, our requests for information in Adult Services were about 11% more numerous in March than in February, and we're getting ready for the Novel Idea discussion of Bo Caldwell's *Distant Land of My Father*.

Behind the scenes, Suzette plumped up our Ken Jennings collection -- additions probably welcome to fans of the Great Trivia Challenge as well. She also trekked over to Azusa for the regional 2008 OCLC Western Members Meeting. Janet got to join in several rounds of applause: first for the library's dedicated and essential volunteer corps at the Volunteer Recognition celebration; next at the invigorating and suspenseful Great Trivia Challenge (even better in person than on DVD); and later at the Citizen of the Year fete. Sandy and Janet both heard "How To Get What You Want" in the MCLS workshop on "Techniques and Tools for Everyday Negotiating" – applicable to database vendors as well as "requesting or allocating resources, prioritizing workload and projects, or purchasing a new product or service." Gaetano logged in for a webinar marketing a new online readers' advisory database. And one and all had a refreshing and truly celebratory time at the staff appreciation luncheon!

Support Services – Carlos Baffigo

Carlos assisted in planning and organizing the annual MCLS Circulation Workshop which took place on March 12th at the Glendale Public Library. This year's workshop titled *Library Security: Keep Your Collection from Going AWOL* included library and retail security techniques, as well as security product demonstrations. It was an informative workshop with 50 attendees, representing over 30 libraries.

All staff participated in the in-house customer service training sessions in March.

Circulation:

Thanks to Sandy Krause, in-house check-in procedures for Reference material started in March. All in-house use of Reference material will be processed by Public Services staff through Polaris to compile statistical usage data.

Facilities:

Plans on the Library Expansion project are progressing. Meetings with Structural Engineer Jeff Coronado and Public Works Director Dave Davies brought about some necessary changes to the original design of the expansion in order to meet ADA requirements and optimize general access.

Technology:

A laptop for staff use has been permanently assigned to the library. The library has been on a long-term laptop lending program through IT, but has never had a laptop for staff use permanently assigned.

Work has commenced with IT to integrate thin client catalog computers. Thin clients provide a wireless computer interface in a very small package ideal for use as public accessible PCs.

Implementation of LibraryThing is still pending. Tests on integration are being conducted by Polaris.

The Laptop Lending pilot project is slated to begin on April 28th or sooner if possible. Final processing and configuration details are being conducted.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
3/1/2008	Coffee N' Books	50
3/8/2008	Craft workshop – Card Making 1 - Kathy Janicki	17
3/15/2008	Author Visit – Sue Ann Jaffarian – mystery author	20
3/18/2008	Author Visit – Ken Jennings – offered through MCLS	90
3/25/2008	Volunteer Recognition – Annual Event	78
3/29/2008	Craft workshop – Card Making 2 – Kathy Janicki	23
TOTAL number of participants		278

Date	Community Outreach	# of participants
3/5/2008	Born to Read – Teen Parents	20
3/6/2008	Babies, Books & Bibs – Expectant Parents	48
TOTAL number of participants		68

The Adult Literacy Program currently has 39 active tutoring pairs.

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ELS Workstation Utilization Report

Report Date 4/1/2008

For the Period Beginning 3/1/2008 and Ending 4/1/2008

Institution Glendora Public
Library

All Workstations

Glendora Public Library Daily Utilization

Date	Student Sessions	Time Spent	Average Session Duration
03/01/2008	1	0:30	0:30
03/02/2008	0	0:00	0:00
03/03/2008	2	0:32	0:16
03/04/2008	1	0:01	0:01
03/05/2008	0	0:00	0:00
03/06/2008	0	0:00	0:00
03/07/2008	0	0:00	0:00
03/08/2008	0	0:00	0:00
03/09/2008	0	0:00	0:00
03/10/2008	0	0:00	0:00
03/11/2008	0	0:00	0:00
03/12/2008	0	0:00	0:00
03/13/2008	0	0:00	0:00
03/14/2008	0	0:00	0:00
03/15/2008	0	0:00	0:00
03/16/2008	0	0:00	0:00
03/17/2008	6	1:30	0:15
03/18/2008	20	3:49	0:11
03/19/2008	9	2:22	0:15
03/20/2008	13	3:07	0:14
03/21/2008	12	4:19	0:21
03/22/2008	10	2:39	0:15
03/23/2008	0	0:00	0:00
03/24/2008	14	5:02	0:21
03/25/2008	16	6:50	0:25
03/26/2008	9	3:27	0:23
03/27/2008	9	2:00	0:13
03/28/2008	4	0:44	0:11
03/29/2008	9	3:16	0:21
03/30/2008	0	0:00	0:00
03/31/2008	10	2:35	0:15
04/01/2008	0	0:00	0:00

Total Uses: 145

Total Time Spent: 43:43

Note, all Times are in Hours : Minutes

Note, Dates represent the first day of a reporting period.

ELS Workstation Utilization Report

16

Report Date 4/1/2008

For the Period Beginning 3/1/2008 and Ending 4/1/2008

Institution Glendora Public
Library

All Workstations

Glendora Public Library Monthly Utilization

Date	Student Sessions	Time Spent	Average Session Duration
03/01/2008	145	42:43	0:17
04/01/2008	0	0:00	0:00

Total Uses: 145

Total Time Spent: 43:43

Note, all Times are in Hours : Minutes

Note, Dates represent the first day of a reporting period.

GLENDORA PUBLIC LIBRARY

EDUCATOR NEWS

17
Spring/Summer 2008

The mission of the Glendora Public Library is to connect students and teachers to information that supports their education, personal growth, and enjoyment. We enjoy working with the schools and teachers to reach this goal. This newsletter highlights some of the resources we have to offer your students and families.

The library promotes lifelong learning and reading enjoyment through a variety of materials and programming for all ages. We are beginning to offer programs for families with children under 5, while we continue to develop our programs for elementary students, teens, and adults. We will be launching a new program in the fall for students in middle and high school. "Battle of the Books" will be a team trivia contest based on "The Lightning Thief" by Rick Riordan, "No More Dead Dogs" by Gordon Korman, and "Montmorcency" by Eleanor Updale. We look forward to an exciting new annual event.

Featured Resources

Live Homework Help

Academic help for students in grades 4-12 in Math, English, Social Studies, & Science. Help is available from any internet connected computer from 1:00 p.m.—10:00 p.m. Students are connected in real time to a trained tutor that can assist them through online chat.

Novelist

Help to find "read-alike" books, book discussion guides, annotated book lists by category, genre or theme, book talks, and ways to include picture books in your lessons.

Featured Programs— For more information on Library Programs, please contact the library at (626) 852-4891 or visit www.glendoralibrary.org.

Books n' Brownies Teen Book Group April 17, 2008 3:30 p.m.

Book discussion group featuring "The Lightning Thief" by Rick Riordan.

Children's Author Visit April 24, 2008 3:30 p.m.

"Down to Earth Guide to Global Warming" authors, Laurie David and Cambria Gordon visit the library.

Parent Child Book Group May 15, 2008 3:30 p.m.

Book discussion group for parents and children featuring "The Fairy Tale Detectives" by Michael Buckley.

Summer Reading Club June 16-July 26, 2008

Children of all ages receive incentives to continue reading over the summer, while enjoying author visits, book discussions, crafts, and other activities.

Author Visit June 18, 2008 7:00 p.m.

Aubrey Fine, author of "Afternoons with Puppy" will visit the library to begin the adult summer reading club.

Books n' Brownies Teen Book Group July 9, 2008 3:00 p.m.

Book discussion group featuring "Inkheart" by Cornelia Funke

Children's Book Group July 14, 2008 3:00 p.m.

Children's book and movie discussion featuring "Spiderwick Chronicles" by Holly Black.

Books Alive! Book Group July 14, 2008 11:00 a.m. & 7:00 p.m.

Adult book discussion group featuring "The Razor's Edge" by Somerset Maugham.

Teen Book Group July 23, 2008 3:00 p.m.

Teen book and movie discussion featuring "Eragon" by Christopher Paolini.

Did you know?

Summer Reading Club

The Glendora Public Library offers summer reading clubs for readers of all ages. The adult program features book discussion groups, author visits, and other programming. For more information, contact the library at (626) 852-4891.

The library is available for class tours. We love to have classes visit us to learn about the library and our programs and events. Reserve your spot now before the end of the school year. Contact the Youth Services Department at (626) 852-4813 or youthservices@glendoralibrary.org.

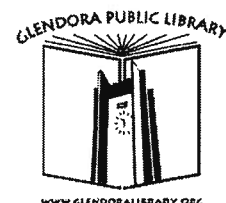
Glendora Public Library

140 S. Glendora Ave.

Glendora, CA 91741

(626) 852-4891

www.glendoralibrary.org



Glendora Public Library Summary Data for March 2008

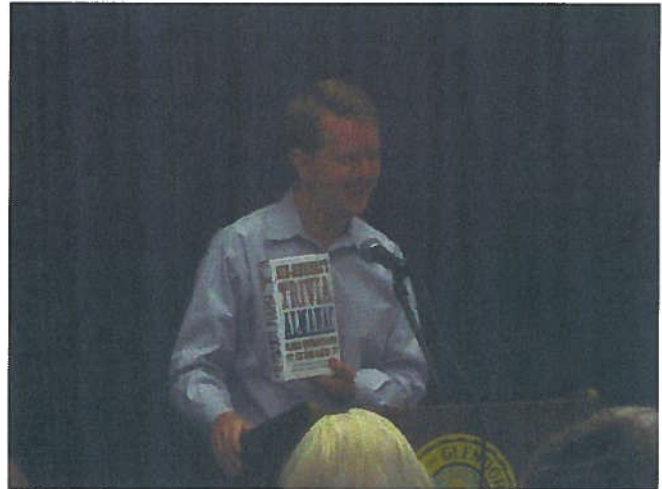
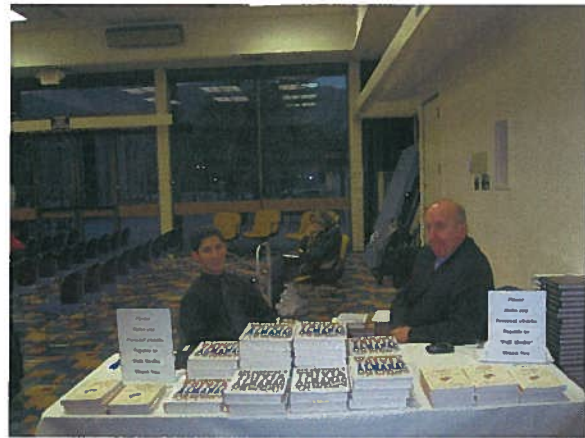
<u>Service Indicators</u>	This Year March	Last Year March	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	24,875	24,147	3%	192,973	197,285	-2%
I. D. Total Items Loaned	34,166	31,916	7%	266,709	257,985	3%
I. D.4. Electronic Circulation	173	163	6%	1,079	1,111	-3%
III. A. Total Requests for Information/Adult Services	3,016	2,786	8%	22,894	24,266	-6%
II. A. Total Items Owned	147,361	151,484	-3%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	29,891	18,694	60%	191,544	115,307	66%
V. A.2. Library Home Page Views	23,150	9,705	139%	139,148	62,493	123%
VI. A. Total Number of Programs	12	4	200%	87	60	45%
VI. E. Number of Literacy Students Active	39	34	15%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	142	95	49%	944	716	32%
VI. F.1 Total Number of Volunteer Hours	1,004	3,086	-67%	6,690	8,817	-24%
I. G. Total General Fund Revenue	\$6,776	\$5,016	35%	\$67,842	\$91,033	-25%

These statistics are subject to verification.

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March and April 2008 Events

Author Ken Jennings March 2008



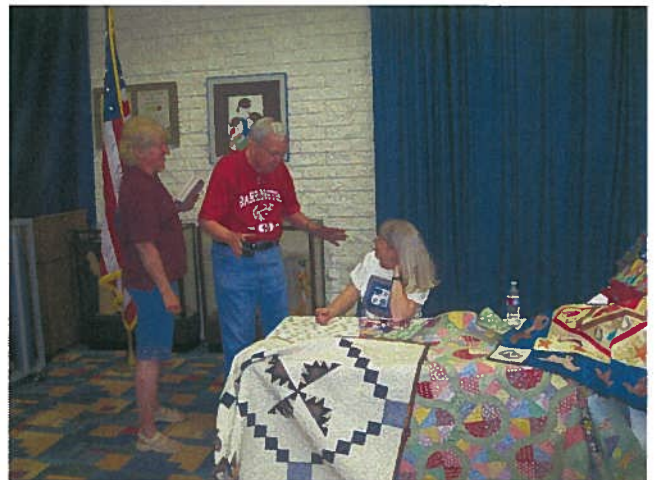
National Library Week Proclamation
April 2008
President Theel and Council Member
Herman



Trivia Challenge 16 April 2008



Author Earlene Fowler April 2008



Early Learning with Families- Toys April 2008



Staff Appreciation Luncheon April 2008





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: April 28, 2008
Re: Agenda item # 7.1 Self-evaluation of the Board

To assist in your preliminary discussion, attached are the following documents:

- Role of the Glendora Library Board of Trustees
- 2006-2007 Annual Evaluation of the Library Board of Trustees

ROLE OF THE GLENDORA LIBRARY BOARD OF TRUSTEES

Members of the Glendora library Board of Trustees are appointed by the City Council. As representatives of the community, the board provides strategic leadership and serves as the creative catalyst for developing and implementing the mission, values and vision of the Glendora Public Library. The board ensures that the community's investment results in library services that are responsive and of the highest quality.

Roles & Responsibilities of the Board of Trustees

Role 1. Sets the mission, values and long term vision of the library

Responsibilities:

- Annually, validates and modifies or ratifies the mission, values and vision as stated in the library's strategic plan.
- Establishes annual objectives to achieve the mission, values & vision.
- Listens to constituents representing diverse views, including those of complementary community institutions and organizations, and coordinates the library's mission with that of other organizations to see that they culminate in the desired community outcomes.
- Participates in library programs, professional associations and other activities to keep informed of and evaluate new trends, concepts and ideas to meet the changing needs of the community.

Role 2. Adopts policies which set the direction of the library and result in timely services and programs that meet the needs and expectations of the city's residents.

Responsibilities:

- Sets criteria upon which to measure the performance of the board's directives.
- Periodically reviews and correlates policies to the mission, values and vision of the library.

Role 3. Actively promotes library services within the community

Responsibilities

- Serves as advocate for the library before the greater community.
- Networks with other community organizations.
- Cultivates civic and political support for library programs.
- Individual board members attend public events to represent the library.

Role 4. Constantly monitors progress on the board's long range vision and annual objectives.

Responsibilities:

- Reviews data to evaluate the performance of board set criteria.

Role 5. Reviews the director's performance in achieving the board's direction and implementing board policy.

Responsibilities:

- Establishes a process for review
- Annually conducts a formal review.

Role 6. Adopts financial goals and priorities for the library.

Responsibilities:

- Reviews and endorses annual budget recommendations to the City.
- Provides liaison representation to the Friends Foundation.
- Accepts and administers trusts, endowments, bequests and gifts made directly to the library.

Role 7. Orients new board members to the perspectives of the board and the values of the library.

Responsibilities:

- Establishes a mentoring program for new board members with seasoned veterans.
- Provides an overview of the role of the board and how meetings are conducted to new members by the board President.
- Reviews the library's strategic plan with the new board members by the Vice President

Role 8. Encourages and supports the Library Director and staff as they implement Board policy.

Responsibilities:

- Serves as chief buffer between public sentiment and professional library management
- Serves as chief protector of the library's neutrality from the political system
- Maintains open-mindedness and sound long-term policy over and above personal conviction.

Dated: May 16, 2005 GLENDORA LIBRARY BOARD OF TRUSTEES

AYES: 5

NOES: 0

ABSENT: 0

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

BY: Sylvia Slakey
Sylvia Slakey, Board President

**ANNUAL EVALUATION OF THE
GLENDDORA PUBLIC LIBRARY
BOARD OF TRUSTEES**

June 2007

The Library Board of Trustees continues to provide both leadership and support for library services as we meet our roles and responsibilities. Listening to the concerns of both constituents and staff, we do our best to ensure the library meets its mission, value, and vision goals.

The Board continues to review, evaluate, and modify policies which set the direction of the library. This year, these have included the policy for use of the Bidwell Forum and a library Behavior Policy.

The Board promotes library services within the community. We attended community functions, addressed City Council meetings, and placed our monthly agenda on channel 3. We met with the City Council to discuss concerns, including the need for an expansion of the children's room. We also submitted a letter to the editor of various local newspapers refuting erroneous statements made by the developer NJD.

The Board establishes its own annual goals. This year we voted to continue to improve communication with the other library partners (staff, Friends Foundation, City Council) and to keep current with library trends, including watching Infopeople webcasts and taking a state ethics training course. We periodically review our objectives and conduct a formal review of the Library Director's performance each June.

The Board reviews the annual budget recommendations to the City and members are currently actively endorsing a plan for an expansion of the children's room. We also have two representatives on the Friends Foundation Board, including the Trustees Board President.

This year we added two new Board members, including one mid-year. Both members received orientation sessions and on-going mentoring.

The Board remains very supportive and encouraging of the Library Director and staff as well as volunteers. We are proud to be partners in such a worthwhile endeavor.

List of many Trustee library-related activities:

Trivia
Night on the Plaza
Council meetings
Friends Foundation meetings

Donor recognition evening
 Glendora Read-In
 Pirates' Day readers
 Poetry program
 Volunteer luncheon
 Bookmark contest
 State ethics training
 Dr. Seuss Day reader
 Gingerbread House creations
 Summer reading volunteer thank you
 Attended Chocolate Fantasy, Romantic Guitars, Dixieland Band, A Novel Idea, Sisters-
 In-Crime, Citrus Jazz, Spooky Stories, Holiday Card Workshop, and the Farewell for
 Carolyn Thomas.

Approved 5 Ayes
 0 Noes
 - Absent

Sylvia Slakey

Sylvia Slakey, President
 Glendora Public Library Board of Trustees

June 18, 2007

Date



Glendora Public Library Events

April 2008

- 04 6:30 p.m. Trivia Challenge 16 – Azusa Pacific University
12 10 a.m. *Coffee 'n' Books* in the Library; Health, diet & exercise books - main floor
12 2 p.m. Meet nationally known mystery author Earlene Fowler – Bidwell Forum
14-19 National Library Week
16 6:30 p.m. Bookmark contest reception –Bidwell Forum – **by invitation only**
16 7 p.m. Novel Idea! Book discussion – *Distant Land of My Father* by Bo Caldwell- main floor
17 3:30 p.m. Books & Brownies-teen book discussion-*Lightening Thief* by Rick Riordan-Teen area
19 10:30 a.m. Meet Juggler David Cousin – Bidwell Forum
24 3:30 p.m. Meet Children's authors Laurie David & Cambria Gordon, authors of *Down to Earth Guide to Global Warming*- collaboration with Blue Chair – Bidwell Forum
28 7 p.m. Library Board meeting – Bidwell Forum – **date changed!**

May 2008

- 03 10 a.m. *Coffee 'n' Books* in the Library; Parenting & self help books – main floor
10 11 a.m. *Learn It & Do It: Basic Knitting with Miss Bonnie*; registration required- Bidwell Forum
12-17 Children's Book Week
12 11 a.m. & 7 p.m. Books Alive! *River of Doubt: Theodore Roosevelt's Darkest Journey* by Candice Millard – main floor
14 7 p.m. Author visit: Barry Goldwater Jr. – Bidwell Forum
15 3:30 p.m. *Parent - Child Book Club*; registration required- main floor
17 9:30 a.m. – 3:30 p.m. Tutor training; registration required – Bidwell Forum
19 7 p.m. Library Board meeting – Bidwell Forum
26 Memorial Day – Library closed

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. NEW!**

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. at Arrow High School

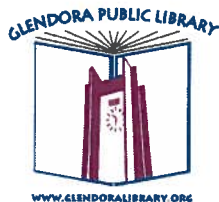
Foundation Executive Board Meeting

- May 2, 2008 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- June 17, 2008 @ 7:00 a.m. Village Eatery

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 07- 08

- July 16** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 20** Library Board Goals finalized; Review Admin Policy 4.03
- September 17** SRC wrap up; Holiday Hours-Thanksgiving & Christmas; Circ Policy, Laptop Policy
- October 15** Internet Policy Review; Library Board Staff Appreciation; Food Policy
- November 19** Budget Priorities FY 08-09-initial discussion; Library Board Staff Appreciation Proposal
- December 17** Mid-year review of goals 07-08
- January 28** Budget 08-09; Board Award discussion; Review Admin
Monday Policy 4.08-Policy concerning Use of Facilities and
 (Adjusted for MLK Day) Resources by Minors-*postponed to February*; Library Board Staff Appreciation
- February 25** Goal planning 08-09-*postponed to March*; Friends
Monday Foundation funding staff requests for 08-09; Review Admin
 (Adjusted for President's Day) Policy 4.08-Policy concerning Use of Facilities and Resources by Minors
- March 17** Candidates for Board vacancies; Bookmark contest judging; possible ELF presentation
- April 28** Candidates for Board vacancies
 (date changed to 4th Monday in April due to scheduling conflicts)
- May 19** Closed session: Self-evaluation of the Board-begin process & Evaluation of the Director-begin process -*moved to April*
- June 16** Agenda planning 08-09; Closed session: Eval. Lib board; Eval- Lib Dir

CITY OF GLENDORA LIBRARY DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general administrative direction, plans, organizes, and directs the operations and activities of the City's library system including Public Services, Support Services, Library Friends Foundation, literacy programs, volunteer programs, grant development and administration, and related functions and services; participates in the development of and implements policies related to Library services and operations; provides staff support to the Library Board of Trustees and Glendora Public Library Friends Foundation; reviews and assists in addressing general City concerns as a member of the City's executive management team; performs related duties as required.

CLASS CHARACTERISTICS

Employees in Executive Management classes report to the City Manager and are responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The Library Director also receives guidance from and responds to issues raised by the Library Board of Trustees and acts as liaison to the Glendora Public Library Friends Foundation. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City that at times may not have a direct impact on area of specialization.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Plans, directs, and coordinates Library services and operations including Public Services, Support Services, Library Friends Foundation, literacy programs, volunteer programs, grant development and administration, and related functions and services. (a d e g h i j k l m)
2. Participates in strategic planning and goal setting; analyzes operational and service demands and develops comprehensive plans to satisfy needs for department services; establishes, monitors, and brings to completion Library goals in coordination with City. (a b c d f g j k l m o q)

3. Conducts surveys, evaluates statistics, confers with staff and library patrons, and studies reports on better ways of meeting existing needs. (a b c d g h i j k l m o q)
4. Organizes new programs and Library service units for more effective library service to the public; originates and implements organization and staffing patterns to effectively address operational needs; develops, maintains, and evaluates efficient and effective operation techniques within a highly visible, service-oriented municipal government department. (a b c d f g h i j k l m o)
5. Prepares and administers the annual departmental budget; participates in discussions regarding the most effective utilization of available City funds and setting of priorities; estimates and maintains budgetary controls. (a b d g h j m n p)
6. Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action. (a d e g l k o)
7. Supervises and reviews the preparation of bibliographies, reading lists, and technical articles for publication. (a b d e g h i j k l m n o)
8. Contributes professional publications to journals and monographs. (a b i)
9. Supervises and participates in materials selection and purchase; reviews acquisition and cataloging; sets policies for catalog as needed. (a b d g h i j k l m n o)
10. Meets with various professional, civic, and community groups and organizations to explain and tailor the services offered by the City Library. (a c d f g i j k l m o q)
11. Takes an active part in professional conferences and meetings. (a b c f i q)
12. Coordinates activities of the library with those of other City departments; markets services to targeted populations; coordinates community information and referral services with other agencies; applies appropriate communications technologies, including computers, to services and procedures. (a c d f g i j k l m o q)
13. Promotes and plays a lead role in activities designed to enhance library services/collection through volunteers. (a b c d f g i k m q)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.

- c. Establish and maintain effective relationships with the community at large, the City Council, the Library Board of Trustees, the Glendora Public Library Friends Foundation, and other public officials.
- d. Plan, direct and coordinate City library services and manage a department.
- e. Select, train, supervise, and evaluate employees.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Perform professional library work.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Participate in strategic planning and goal setting; develop comprehensive plans to meet future City needs/services.
- m. Visualize library needs on a broad overall basis.
- n. Plan and enforce a balanced budget.
- o. Develop new policies impacting department operations/procedures.
- p. Interpret financial statements and cost accounting reports.
- q. Represent the City in a variety of meetings and committees; make extensive community contacts.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Master's degree in Library Science or Library and Information Science from an ALA accredited program and five years of progressively responsible professional library experience including three years of supervisory or administrative experience.

Knowledge and Skill Levels

Extensive knowledge of library organization, planning, administration, and management; professional library principles, methods, materials, and practices including knowledge of cutting edge technology and related trends and their application to a library setting. Considerable knowledge of municipal organization, administration, budgeting, and cost accounting; modern principles and practices of management, personnel administration, staffing and supervision; public relations and customer service techniques; pertinent state and federal laws, ordinances, rules and regulations as they apply to library, municipal government, and foundations; principles and practices of public speaking. Basic knowledge of facility use and maintenance for effective utilization of facility to ensure a safe, comfortable, and responsible environment. Considerable skill in facilitating and participating in group processes to develop strategies, identify needs, and implement plans. Skill to create, use, and apply statistical output measures. Knowledge of resource development and fund-raising practices preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

**ROLE OF THE LIBRARY DIRECTOR IN RELATIONSHIP TO THE GLENDORA LIBRARY
BOARD OF TRUSTEES**

The Library Director is appointed by the City Manager to manage and direct the staff and operations of the Glendora Public Library. The Director provides the professional leadership for the library and in partnership with the Library Board of Trustees, implements the mission, values and vision and establishes the policies and priorities which determine library direction. As the board's chief executive officer, the Director is their liaison to the staff, the City administration, other involved governmental agencies and the library profession.

Roles & Responsibilities of the Library Director in Relationship to the Board:

Role 1. Provides the board of Trustees with information for effective planning and to make sound decisions

Responsibilities:

- Produces data that enables the board to evaluate library services and programs
- Presents a range of value alternatives and implications for options within the range
- Develops policy options and implications; proposes alternatives and recommendations
- Actively investigates and reports on societal and professional changes that impact the library
- Suggests, tests and recommends new ways to enhance services.
- Presents information in a clear and concise form

Role 2. Implements board policy and reports the implications to the board

Responsibilities:

- Ensures board policies are carried out; actively develops methods to support the board's direction most effectively
- Manages and develops resources to support the board's direction most effectively
- Supports the will of the board majority. Monitors information requests by board members or committees, and if such requests, in the Director's judgment, require a material amount of staff time, defers them to the full board for a decision.
- Informs the board in a timely manner if the Director deems it necessary to violate a board policy.
- Accepts contributions only for purposes that materially support board – approved goals

Role 3. Acts as liaison between the board, City government and administration, the Friends Foundation and other civic and professional organizations

Responsibilities

- Keeps the board informed of relevant issues and trends
- Represents the respective opinions and needs among all concerned parties
- Authorizes the use of the library's identity by the Friends Foundation or any other organization to raise funds for purposes that materially support board – approved goals
- Informs the board of all contributions received in a timely manner.

Role 4. Acts as secretary to the Board

Responsibilities:

- Prepares agendas and supporting documentation for board meetings
- Records the business at regular and special meetings of the board
- Prepares the minutes of board meetings for board review and distributes as approved.

Dated: _____ **GLENDORA LIBRARY BOARD OF TRUSTEES**

AYES: _____

NOES: _____

ABSENT: _____

ATTEST: _____
Robin Weed-Brown, Library Director

BY: _____
Doug Hodson, President

Glendora Public Library
Goals 2007-2008

Apr-08	Timeline-by:	Responsibility	Other City/Div staff needed	Status
Administration				
1. kids/mtg room expansion project	fundraising July 07	Management/FF	PW	"hands" fundraiser in process; construction delayed to Summer 08
2. Laptop pilot project	Fall 07	Management		procedures approved BLT Sept;laptops delivered Jan 08; completed Spring 08
3. Hire and train new Sr. Lib	recruitment summer 07	"		completed: hired Oct 07
4. library signage-inside and outside	June-08	"		outside signage added; inside pending remodel
5. Explore for possible implementation RSS feeds for program announcements	June-08	"	IT staff	Polaris can handle;
6. Historical Exhibit panels up	Winter 07	"	Luis-PW	part of remodel; may wait until 08/09
Support Services				
1. Main floor remodel continues:		Carlos and staff	John Menke, et al	
a. new circ desk/ref desk install	July-07	"		completed
b. purchase study carrel chairs	July-07	Carlos and FF		completed
c. check in room	Summer 07	Carlos and staff		completed
d. circ office reconfiguration	Summer 07	"		completed
e. copy center implementation	Summer 07	"		completed
f. lobby improvements	Spring 08	Management		completed
2. Purchase and install Bidwell AV	Spring 08	Carlos and management	Luis/PW	CIP canceled
3. Work with PW on library projects	June-08	"	PW	Carpet installed Dec 07;

4/22/2008

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**Glendora Public Library
Goals 2007-2008**

Public Services				
1. Implement PLAs"Every Child" program	Summer 07	Cindy/Youth Sv. Staff	SRC implementation 07; teen parent program fall 07, mothergoose ST	
2. create and expand tutorials and PR on library resources	June-08	Janet and PS staff	Internet safety; tax resources; teen web page created; children's	web resources; other priorities identified; goal will continue through FY 09/10
3. Explore Library 2.0 elements for possible implementation in 08/09	Spring 08	Cindy & Janet -leads; Management team	all library staff	staff attending workshops, webinars, etc.; exploring internal uses;
4. Learn basic circ procedures	Fall 07	Sr. Libs. and PS staff	Carlos, SS staff	completed

Additional Library accomplishments:

Early Learning with Families(ELF) grant Initial grant rec'd-Summer 07; training rec'd Fall 07; implementation Winter 08

New Saturday story time session for families Sept. 07

Additional Books Alive! book discussion morning session Sept. 07

Comty outreach: Holiday basket chairperson Anne Pankow chairperson of Glendora Coord. Council's Holiday Basket program Fall 07

Teen Advisory Board re-established Oct. 07

Purchase of additional comfy chairs 6 chairs, 2 end tables ordered Fall 07; Delivered Jan 08

Early learning computer stations stations evaluated Fall 07; 2 stations ordered for children's room; available for public, Winter 08

staff development Oct. 07-12 staff members to CLA conf in Long Beach; setting boundaries' all staff, in house Mar 08

Comty outreach: 2 book fairs with local bookstores Blue Chair-Nov 07; Barnes & Noble Dec. 07

In response to patron requests, trenching and more electrical outlets added Sept. 07-outlets added to north wall; Dec. 07-trenching for main floor area outlets

Polaris Upgrade Dec. 2007

Library Policies Updated 6 policies; 3 new: Display policy-Aug 07; Circulation policy & Laptop computer policy and procedures-Sept 07; Internet policy & Public area food/drink Oct 07; Minor's policy & Patron confidentiality Feb 08; Fees and Fines Sept. 07 & April 08; reorganized and streamlined policy manual

Survived the library flood of Jan 2008!