

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library – The Friends Room
140 S. Glendora Ave

June 22, 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 May 18, 2009, Encl., page 1

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

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

6. UNFINISHED BUSINESS

6.1 Annual Self- Evaluation of Library Board

President Conway to lead discussion

7. NEW BUSINESS

7.1 Orientation Plan for new Library Trustee, Encl., page 24

Weed-Brown to lead discussion on orientation plan

7.2 Agenda Planning for 2009/2010, Encl., page 28

President Conway to lead discussion on items to put on next year's agenda

7.3 Library Events Calendar, Encl., page 33

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar, Encl., page 35

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

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

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

May 18, 2009
7:00 p.m.

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

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

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

There was no public comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

4.1 It was MSC (Slakey/Gomer) to approve Minutes of meeting of April 20, 2009 and Minutes of meeting of April 24, 2009. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None

5. REPORT OF LIBRARY DIRECTOR

The Library Board discussed the joint meeting of the Library Board and City Council held on April 28. Conway stated he wished the joint meeting had been longer than 30 minutes.

Conway voiced his appreciation for the accuracy of the Library Board minutes. The minutes reflect the Board's discussions and outcomes, such as asking the Foundation for help during these tough economic times and the Foundation being unable to help the library. The minutes also reflect the reasons why the Board talked about the impact of the cuts at the joint meeting.

Weed-Brown stated that she clarified with the City Manager after the joint meeting that the Board used the information from the submitted budget documents to prepare for the joint meeting.

Weed-Brown stated that Foundation members who watched the archived joint meeting commented that they felt the Library Board represented their sentiments accurately.

Weed-Brown informed the Board of a Blood drive scheduled for Wednesday, August 12 from 12:30 to 6:30 p.m. in Bidwell Forum.

Weed-Brown informed the Board that the Library's Literacy program is now anticipated to receive \$5,822 in CDBG funds. The program was originally recommended to receive \$14,000 in CDBG allocations. After the public hearing, the amount was reduced to \$5,822, as there were many groups asking for CDBG funds. Weed-Brown added that the funds the Literacy Program receives from the State of California depend on how many matching funds are received from other sources, such as CDBG funds. This issue will be on the May 26 Council agenda, as the City Council still needs to vote on this.

Weed-Brown reported that a settlement was reached in early April regarding the library's flood damage. The Library received approximately \$1,100 for books. Accounts have been set up. Weed-Brown advised Senior Librarian Romero to start ordering replacement books. The end panels are to be handled by Public Works.

Weed-Brown stated that the Annual survey was held the beginning of May. The most crucial question on the survey was the question asked of Library patrons to prioritize the importance of maintaining open hours versus maintaining the materials budget. Weed-Brown stated that a selection of comments is included in this month's Board packet. She stated that copies of all comments are available for any interested Board member. She summarized that the majority of comments was very positive. There were some recommendations for improvement. As the budget allows, these things will be addressed. Weed-Brown stated that this kind of feedback is appreciated.

In response to a question on statistics, Weed-Brown replied that due to the new website, library staff is unable to track the library home page usage. Weed-Brown was unsure whether this issue will be able to be resolved at all. The library encountered several problems with the launch of the new website, such as the Polaris system not working properly and patrons not being able to access downloadable books. Weed-Brown commended IT for working so diligently to resolve these issues with Library staff. Many patrons contacted the Library regarding these and other issues related to the transition and staff appreciated the feedback.

6. UNFINISHED BUSINESS

6.1 Discussion on Administrative Police 4.01-Uses and Regulations of Building

Conway reminded the Board that Weed-Brown had been asked to research how it came about that Bidwell rental income was going to the general fund instead of back to the Library. Weed-Brown explained that she was able to get a copy of the authorized City Council minutes from August 11, 1981 that are being referred to in the Administrative Policy. Unfortunately, these minutes do not supply the needed information.

The Board discussed several library revenue streams that could be created if money was kept in the library instead of being forwarded to the general fund. These revenue streams include Bidwell rental income, the fee for lost library cards and the payment for lost items. Weed-Brown stated that currently the money for any lost or damaged item goes back into the general fund rather than going to the Library's material budget. Staff has to decide whether to replace the lost item or buy new items. Conway proposed bringing this topic back for discussion.

6.2 Annual Self-Evaluation of Library Board

Slakey explained that the Board has eight roles that guide it. Annually, the Board also discusses goals. The Board's goals and objectives are drawn from its roles. The annual self-evaluation of the Board is a time for each member to evaluate what they have done during the year. There are no formal guidelines as to how a self-evaluation should be written. All the Board members self-evaluations are turned in to the President, who compiles them into one document.

The Board discussed its role of advocacy, serving under the City Council, as well as supporting the Library, staff and the Library Director.

The Board discussed the donation box placed on the main floor of the library. The idea behind the donation box was to collect additional money and materials through the Friends Foundation to support the Library collections, not to place blame. Deal felt that it is better to let the public know what is happening.

7. NEW BUSINESS

7.1 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out the water-wise program scheduled for May 23. She reminded the Board that the June meeting is scheduled for June 22, which is the 4th Monday.

8. BOARD MEMBER ITEMS

8.1 Presentation

Weed-Brown presented Slakey with a paperweight and thanked her for her many years of dedicated service to the library.

Conway thanked Slakey for her years of service and presented her with a plaque. Gomer stated that she enjoyed serving with Slakey. Slakey thanked the Board.

8.2 Agenda Planning Calendar

The Board reviewed the agenda planning calendar. Weed-Brown stated that a closed session will be added next month for the evaluation of the Library Director.

8.3 Board Member Items

Slakey recollected one of her first Library Board meetings. She stated that since she was appointed to the Board, there have been three Library Directors, three City Managers, many different Council members and many Library Trustees. With all the problems that had to be dealt with, the Library Board was always wonderful. There have been different points of view and big changes. Slakey formed many friendships. She is proud of the staff as she watched many of them get their Library degree. Budget cuts are tough, but the welcoming feeling you get when you walk in the library doors is wonderful. Slakey stated that it has been a great pleasure to be part of this organization that has been so supportive to each other. She will miss it.

Storland stated that Slakey has been a big asset. She appreciates all the help that Slakey gave her.

Conway stated that Slakey will leave a big hole with all her experience, caring and knowledge of this operation.

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director

The Board went into closed session at 8:29 p.m. and emerged at 8:53 p.m. No reportable action was taken.

There being no further business, the meeting adjourned at 8:54 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

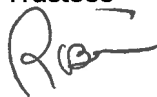


Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director 
CC: City Manager
Date: June 22, 2009
Re: Director's Report

Informational signs on the new hours for the library began going up on Monday June 8. The website was also updated. Staff was coached on how to respond to public inquires. They were also supplied with written general information on how the hours were decided on for consistency when discussing with library patrons. That same week the managers and I met with part-time staff impacted by reductions in their hours and those with unfunded positions as of June 29, 2009.

The city budget discussion and adoption is scheduled for the June 23 city council meeting. There will be a study session at 6:30 p.m. that day with the adoption agendized for the regular meeting that follows. Once the budget is formally adopted we will send out letters to our regular users of Bidwell Forum, including community and service groups, the Chamber of Commerce and local libraries, informing them of our change in hours.

At the June 9, 2009 city council meeting Mike Conway was reappointed and Bill Robinett appointed to the library board. I have attached for your review the orientation process for our new library board member. The dates for the library board meetings for FY 09/10 have been updated and included under agenda item # 7.1 so that you may mark your calendars.

On July 1, 2009 MCLS (Metropolitan Cooperative Library System) will merge with two other library systems, Santiago Library System in Orange County and South State Library System to form the Southern California Library Cooperative (SCLC). This mega-system will include all of the LA and Orange County libraries. MCLS has been administering these other two systems for several years now. The merger will create cost and time savings for our executive director and her staff. Election of officers will occur at the first meeting of this group in July, tentatively scheduled for the 27th. As you know I have been vice president-president elect for MLCS this fiscal year. Normally I would automatically move into the president position, however with the merger of the three systems a new election will need to be held.

I was greatly saddened by the announcement that after 15 years of dedication, Karen Babineau will cease being the owner/publisher of the *Glendora Community News*, effective this July. Subsequently I learned that the paper will resurface in August with a new owner/publisher, Jerry Enis. It is my understanding that Jerry has agreed to continue to print the Library Happenings page, for which I am very grateful.

Along with staff from our Development Office, Anne, Bonnie and Chris, I attended the YWCA Women of Achievement Luncheon on June 5. Two Glendora women were honored, Lynda Siminske and Shelia Garrett Gutierrez. Lynda and Shelia are both library supporters. Lynda is a volunteer and helps with our Trivia Challenge among other things. Shelia is a regular attendee at library fundraisers and fellow Rotarian. Her husband Roger is on our Friends Foundation board and will be Vice President in FY 09/10. He is also on the Night on the Plaza committee. Glendora has a long list of women that have been recognized with this award. Among them is Annette Whistler who helped found our literacy program and foundation, Library Trustee Debbie Deal, Pat Janes who is on our Friends Foundation, library volunteer Jan White, former director Connie Tiffany and community notables Mayor Karen Davis, Doris Blum, Karen Babineau, Esther Snyder, Mary La Fetra and many others. It was an honor to be in a room filled with so many outstanding women and memories.

The Friends Foundation quarterly board meeting was held on June 16. At the meeting they formally adopted their budget for FY 09/10. Their newest board member, Linda Gamborg was welcomed. Kitty Garvey is termed out after serving 9 years (3 terms) and is leaving the Foundation Board this month (but not the Night on the Plaza committee!). She was recognized for her years of service and became, by unanimous vote, an Emeritus Friends Foundation member. Mick Bollinger was thanked as out-going board president. Thom Hill is the in-coming board president.

As the board looks towards the future, there is a library milestone coming up in 2012 that we might want to consider commemorating. On May 1, 1911, the city assumed financial support of the library, which up until that time had been the responsibility of the Glendora Woman's Club. On May 20, 1912, the library officially became a department of the city. In 2012, May 1 falls on a Tuesday and May 20 on a Sunday. I am not suggesting anything on the scale of our 2004 Centennial Celebration, but it would be an opportunity to highlight this milestone in library history. 2012 may seem like it is a long time in the future, but not if we wish to plan some kind of commemoration. Just a thought to "add into the hopper", as the saying goes.

On July 8 at 7 pm in Bidwell Forum the city council will be recognizing Sylvia Slakey for her service as a library trustee. This is one of the council's quarterly recognition events. I checked with Sylvia before she went on vacation and she is planning on being there (she returns from her trip on July 6). If you are available it would be nice if you could mark it on your calendars to attend.

The library board meetings will need to move back to the Bidwell Forum starting in July due to the change in library hours. PJ Story times will be held Monday nights in the Friends Room as it is the only night that will be available for that program. I am sorry. I know we all enjoyed being in the Friends Room; unfortunately it will no longer be an option for us.

I have included a status report on library budget line items through June 16, 2009 and a final report on the library goals for this fiscal year.

Next Board Meeting: July 20, 2009

FY 08/09 Weekly Budget Report June 16, 2009

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
Administration							
17076	41110 REGULAR TIME	244,949.94	9,684.70	228,294.75	0.00	16,655.19	6.80%
17076	41120 OVERTIME	0.00	0.00	0.00	0.00	0.00	
17076	41210 PART TIME (cut from \$55,855.80)	53,855.80	1,710.62	44,018.67	0.00	9,837.13	18.27%
17076	41360 VEHICLE ALLOWANCE	3,600.00	150.00	3,300.00	0.00	300.00	8.33%
17076	42110 RETIREMENT	34,928.68	1,378.31	32,647.24	0.00	2,281.44	6.53%
17076	42290 FLEX BENEFIT	34,729.83	1,463.89	32,013.74	0.00	2,716.09	7.82%
17076	42310 EMPLOYER PAID BENEFITS	6,392.50	233.59	5,351.15	0.00	1,041.35	16.29%
17076	42520 WORKERS COMP	566.09	21.55	515.80	0.00	50.29	8.88%
17076	51110 OFFICE SUPPLIES (cut from \$10,680)	8,680.00	140.00	8,063.64	0.00	616.36	7.10%
17076	51400 BUILDING SUPPL (cut from \$20,000)	12,000.00	608.27	11,013.83	0.00	986.17	8.22%
17076	51550 PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	
17076	51560 OPERATING LEASES	18,000.00	215.44	11,595.51	7,302.21	-897.72	-4.99%
17076	55320 PRINTING (cut from \$5,600)	4,100.00	167.15	2,445.48	0.00	1,654.52	40.35%
17076	55340 POSTAGE (cut from \$4,650)	4,000.00	0.00	1,903.11	0.00	2,096.89	52.42%
17076	55400 DUES (cut from \$2,265)	2,125.00	275.00	1,970.00	0.00	155.00	7.29%
17076	55510 MEETING EXPENSES	920.00	41.75	678.91	0.00	241.09	26.21%
17076	55550 TRAVEL (cut from \$2,500)	1,872.00	0.00	1,376.43	0.00	495.57	26.47%
17076	55600 TRAINING (cut from \$ 4,300)	2,300.00	0.00	1,382.50	0.00	917.50	39.89%
17076	56100 BUILDING REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00	moved to PW
17076	56200 EQUIPMENT REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00	moved to PW
17076	56200.01 EQUIP REP GAYLORD POLARIS	20,000.00	0.00	18,868.79	2,525.55	-1,394.34	-6.97%
17076	57050 PHONE	0.00	36.16	528.83	0.00	-528.83	
	Phone line for credit card machine						
17076	57100 ELECTRIC	62,000.00	0.00	53,957.95	0.00	8,042.05	12.97%
17076	57150 GAS	3,500.00	0.00	3,514.40	0.00	-14.40	-0.41%
17076	57160 WATER	0.00	0.00	-1,276.45	0.00	1,276.45	
	per Anita A. disregard - has to do with Pentamation						
17076	59100 CONTRACT SRVCS (cut from \$20,400)	18,780.00	500.00	17,678.00	0.00	1,102.00	5.87%
17076	59801 DATA PROCESSING CHARGES	140,079.00	0.00	128,405.53	0.00	11,673.47	8.33%
17076	59802 DATA PROCESSING LEASES	14,816.00	0.00	13,581.37	0.00	1,234.63	8.33%
17076	59803 COMMUNICATION CHARGES	29,118.00	0.00	26,691.50	0.00	2,426.50	8.33%
17076	59804 COMMUNICATION LEASES	0.00	0.00	0.00	0.00	0.00	
17076	59807 LIABILITY INS. CHARGES	24,965.00	0.00	22,884.62	0.00	2,080.38	8.33%
17076	59808 PROPERTY INS. CHARGES	53,635.00	0.00	49,165.38	0.00	4,469.62	8.33%
17076	59809 UNEMPLOYMENT INSURANCE	1,398.00	0.00	1,281.50	0.00	116.50	8.33%

FY 08/09 Weekly Budget Report June 16, 2009

Total 7076		801,310.84	721,852.18	9,827.76	69,630.90	8.69%
Account #	Account Title	Budget	Period Expense	YTD Expense	Balance	% Remaining
Circ/Technical Services						
17077	41110 REGULAR TIME	218,444.36	7,998.07	182,099.07	36,345.29	16.64%
17077	41120 OVERTIME	0.00	0.00	0.00	0.00	
17077	41210 PART TIME (cut from \$204,174.25)	199,174.25	6,465.64	161,491.06	37,683.19	18.92%
17077	41330 SPECIAL PAYS	0.00	0.00	0.00	0.00	
17077	42110 RETIREMENT	36,293.69	1,212.63	28,493.63	7,800.06	21.49%
17077	42290 FLEX BENEFIT	52,491.78	1,764.47	38,790.62	13,701.16	26.10%
17077	42310 EMPLOYER PAID BENEFITS	9,599.31	295.30	6,966.21	2,633.10	27.43%
17077	42520 WORKERS COMP	800.84	26.47	646.87	153.97	19.23%
17077	51200 DIVISION SUPPLIES	20,330.00	805.58	18,743.41	1,586.59	7.80%
17077	55330 MICROFILMING	0.00	0.00	0.00	0.00	
Total 7077		537,134.23		437,230.87	99,903.36	18.60%
Public Services						
17079	41110 REGULAR TIME	357,204.23	13,740.95	325,124.41	32,079.82	8.98%
17079	41210 PART TIME (cut from \$74,957.32)	71,957.32	2,531.76	57,849.92	14,107.40	19.61%
17079	42110 RETIREMENT	52,096.12	1,999.74	46,665.63	5,430.49	10.42%
17079	42290 FLEX BENEFIT	64,078.36	2,674.74	58,786.68	5,291.68	8.26%
17079	42310 EMPLOYER PAID BENEFITS	11,377.84	421.36	9,649.58	1,728.26	15.19%
17079	42520 WORKERS COMP	818.17	30.94	723.64	94.53	11.55%
17079	51200 DIV. SUPPLIES (cut from \$3,500)	3,000.00	711.39	2,417.32	582.68	19.42%
17079	51300 BOOKS (cut from \$337,000)	287,568.00	12,366.08	265,718.68	12,722.14	4.42%
17079	55325 BINDING (cut from \$2,400)	1,400.00	8.69	752.37	647.63	46.26%
Total 7079		849,500.04		767,688.23	9,127.18	8.56%
Total 7076/7077/7079		2,187,945.11		1,926,771.28	18,954.94	11.07%
Grants/CDBG/Capital Projects						
2039999	73100 CURB & SIDEWALK REPL	30,350.00	0.00	29,593.83	756.17	
2049999	73010 STREET PAVING PROGRAM	0.00	0.00	0.00	0.00	
2049999	73225 GLADSTONE/WILLOW SIGNAL	175,965.00	0.00	0.00	175,965.00	
2049999	73228 SIERRA MADRE IMPROVEMENTS	0.00	0.00	0.00	0.00	
2049999	73230 TRAFFIC SIGNAL CONSTRUCT	211,967.00	0.00	0.00	211,967.00	
2069999	72510 PARK PLAY EQUIPMENT	57,109.00	0.00	0.00	57,109.00	

8

Some items to mention:

7076 51110 Office supplies: balance will be spent on office supplies and items for the new Trustee

7076 55320 Printing: balance will be spent on bookmarks (already received invoice), "new hours" magnets (\$750), other "new hours" signage and business cards for Kristy

and new Trustee

7076 59100 Contract Services: the costs for PC Cop reservation software (\$1,000) for public computers: they are not charging us for it this year

Glendora Public Library Administration and Development

1. Complete Children's Room expansion: work with Public Works and contractors to assist in completing the project on time and within budget. Plan timely ground-breaking and ribbon-cutting ceremonies for the public and City staff to acknowledge these milestones. The expansion is expected to be completed by spring 2009.

1st Quarter: 60% completed. Ground-breaking ceremony held June 16, 2008; Expansion 60% complete; Ribbon cutting ceremony estimated for winter 2009.

2nd Quarter: 90% completed. The room is awaiting final inspection. The landscaping, which will be a "water-wise" demonstration garden is in process. A team consisting of Steve Patton, Water, Diane Walter, Planning, Jason Roehrborn, Expansion Project Manager and the Library Director have met and come up with a plan. Monrovia Growers is willing to donate the plants. Ribbon cutting ceremony estimated for winter 2009.

3rd Quarter: Completed. Dedication and ribbon-cutting ceremonies for expansion and gardens held on April 18, 2009.

2. Continue with the "Hands Creating the Future" fundraiser creating an avenue for community involvement in the expansion. Money raised will focus on enhancements not covered by City funds to make the area more family-friendly through the purchase of specialized children's furniture, new picture and board books, and additional low shelving.

1st Quarter: The "Hands" fundraising opportunity is on-going. It provides community members and library users the ability to leave their handprint permanently on display in the new Children's Room expansion. Once construction began on the expansion, submission of children's hands began on a slow but steady pace. A marketing banner was placed over the entrance of the library to raise public awareness as well as generate interest. Targeted mailings went out in fall 2008. To date, 68 handprints have been purchased.

2nd Quarter: On-going: Two metal oak tree sculptures and 68 hands were put up on the west wall of the expansion on December 12.

3rd Quarter: Completed. Children's furniture and shelving purchased.

3. Work with the various support groups and interested individuals in raising \$175,000 to help supplement the program and service needs of the Library.

1st Quarter: 73% completed. The eighth annual 'Night on the Plaza' Friends Foundation fundraiser was held on July 19, 2008 which netted \$101,300 to fund library programs, services and outreach to the community. This amount is over \$82,000 less compared to last year's fundraiser. Profits were way down and expenses

were more this year. The next major Friends Foundation fundraiser is the Annual Appeal which will be mailed in October 2008.

2nd Quarter: 75% completed. The Annual Appeal started in October 2008 and has brought in \$12,800 to date. The Friends Plaza Book Loft has raised \$18,240 to date.

3rd Quarter: Trivia Challenge fund-raiser held on March 28, 2009 in new location to accommodate more attendees in a more comfortable environment.

4th Quarter: 91% completed. \$160,000 has been raised. The decrease in funds raised can be attributed to the recession and the community focus on school needs.

4. Increase the number of literacy tutors by 5% to meet the needs of the underserved community of adults with significant reading deficiencies.

1st Quarter: There were no new literacy tutors added to the program this quarter. Each tutor must attend mandatory training to become a qualified literacy tutor. The first tutor training for this fiscal will take place in October 2008. This training is offered 2 – 3 times each fiscal year as the need arises.

2nd Quarter: Completed. Nine new literacy tutors were added to the program this quarter. One of them was matched with a new learner. Each tutor must attend mandatory training to become a qualified literacy tutor. The first tutor training for this fiscal year was held on October 4, 2008. The next tutor training is scheduled for April 25, 2009.

Glendora Public Library Support Services

1. Complete Children's Room expansion in partnership with Public Works and Youth Services. The expansion will provide enclosed, dedicated space for children's programming and events. Noise levels in the Library will be reduced, improving Library use for all patrons. The expansion will also add valuable public meeting room space. Completion by spring 2009.

1st Quarter: 60% completed. Work on the expansion continues. Completion date is tentatively set for November 2008.

2nd Quarter: 90% completed. Completion date is tentatively set for the end of December 2008. Landscaping is still in process.

3rd Quarter: Completed. Dedication and ribbon-cutting ceremonies for expansion and gardens held on April 18, 2009.

2. Remodel existing Children's Room in partnership with Public Works and Youth Services to increase shelving space, provide better accessibility, and create family-friendly interaction areas. Summer 2009.

1st Quarter: 25% completed. A new floor plan for the Children's Room has been developed and approved. New shelving has been ordered and will be installed immediately after the Children's Room is re-carpeted.

2nd Quarter: 90% completed. The new carpet and shelving were installed in December 2008. Final touches will be accomplished through the use of ELF grant funds and Foundation "hands" funds.

3rd Quarter: Completed. Remaining shelving and additional furnishings were installed on March 19, 2009.

3. Complete new patio seating area outside the front of the Library in partnership with Public Works. This will create a comfortable and inviting outside seating area for Library users to read, use their cell phones, or interact with others. Landscaping improvements will create a welcoming main entrance. Spring 2009.

1st Quarter: 25% completed. A rough site plan for the patio area has been developed by PW and Library Support Services Manager. Library and PW staff is working with Community Services staff to plan a "water-wise" landscape garden in the area next to the patio. Additional specifications and detail will be forthcoming in the second quarter.

2nd Quarter: 90% completed. The concrete pad was completed and the patio cover constructed. Lights for the structure still need to be put in place. Library and PW staffs are working with Community Services staff to plan a "water-wise" landscape garden in the area next to the patio.

3rd Quarter: 95% completed. Water-Wise garden is to debut at April 18, 2009 ribbon-cutting ceremonies.

4th Quarter: Completed. Water-wise garden dedicated on April 18, 2009. Additional plants donated by Monrovia Growers were put in pots and placed on patio for added beauty.

4. Begin creation of authority records database in Polaris to enhance catalog searching functionality. This will facilitate patron use of the collections by standardizing author information. 25% of the 125,900 records will be addressed by summer 2009.

1st Quarter: Completed. A preliminary evaluation of the authority record database has been completed by library staff and Polaris Library Systems. The evaluation revealed that the scope and related costs to accomplish this goal in FY 08-09 were prohibitive. This goal will be postponed and a budget request submitted in FY 09-10.

**Glendora Public Library
Public Services**

Youth Program

1. Implement new “Battle of the Books” teen book trivia event that engages teens in positive programming centered on reading. Promotion through local schools and community members increases the visibility of teen programming - by fall 2008.

1st Quarter: 95% completed. The program is scheduled for October 16th. A full complement of 15 teams has signed up to participate. Library staff has been working with a committee comprised of community and Friends Foundation members. Promotion to all local public and private schools included: Librarian visits to classrooms, morning school-wide announcements, and dissemination of flyers, presentations at PTA and at school staff in-service meetings.

2nd Quarter: Completed. The program was held on October 16th. All 15 teams participated. Teams were cheered on by an audience of community and school members. All teams received certificates of participation, metal bookmarks and candy bars commemorating the 2008 event. Winning teams received medals, a gift card, and a “READ” poster with the team’s photo on it for their school library to display.

3rd Quarter: Completed in 2nd quarter. Planning has begun for 2009 “Battle of the Books”

2. Apply for second-year funding for Early Learning with Families (ELF) grant; if received, offer additional parent workshops at the Library on a variety of topics such as nutrition, health, and literacy. Outreach to local in-home daycare providers (identified via the Resource and Referral Network) will also be emphasized in year two. Activities will include a monthly book and educational materials loan program and monthly story times provided by volunteers from local colleges - by winter 2009.

1st Quarter: 50% completed. The grant was awarded; funds have not been released due to the delay in the passing of the State budget. Contacts have been made with local child development specialists to prepare for additional parent workshops. Contacts have been made to identify the local day care providers and recruit volunteers to assist with the program. Materials selection is underway for the monthly materials exchange. A.P.U. and Resource and Referral Network have been contacted for volunteer support.

2nd Quarter: 65% completed. \$9,000.00 was received in early November. Contacts have been made with local child development specialists to prepare for additional parent workshops. A mutual partnership was established with Resource and Referral Network (R&R). Presentations were made at R&R provider meetings. R&R will assist library staff in contacting local in-home daycare providers. A meeting was held with Judy Hutchinson, Director of A.P.U.’s Center for Academic Service-Learning & Research along with two professors to develop the partnership plan for A.P.U.

students to deliver storytimes and materials through the Service Learning program. A large percentage of materials have been selected. Some materials already purchased with ELF funds were lost in the November library flood and need to be replaced.

3rd Quarter: 95% completed. R&R included flyers to their entire January mailing of over 1,000 homes. Ten in-home daycares were identified as candidates for the program. Three Training sessions were held at A.P.U. during the Children's Literature class sessions. Volunteers were identified through the training sessions. In-home visits began in February, 9 homes were visited in February and March with the next session scheduled for April.

4th Quarter: Completed. Regular outreach to in-home daycares by volunteers with staff oversight is on-going.

3. Enhance one of two S.A.T. review workshops by adding a practice test session. The tests will be scored immediately, providing valuable feedback to the students. This will assist Glendora's teens in improving their S.A.T. scores - by fall 2008.

1st Quarter: Completed: Workshops were held Sept. 13th and 20th; 43 teens participated. Participation numbers were lower than expected due to a similar event at Glendora High School on the same day. Contact has been made with the High School Administration to prevent overlapping programs in the future.

2nd Quarter: Completed in 1st quarter.

3rd Quarter: Complete in 1st quarter. Second S.A.T. workshop was held on February 28; 21 teens attended.

4. Complete Children's Room expansion with focus on new floor layout, improved user interactions resulting in enhancements in programs and services - by spring 2009.

1st Quarter: 60% completed. Expected completion date is mid-November. The new layout for the existing Children's Room has been reviewed and updated taking into account the library's focus on Early Learning and family interaction. New shelving has been ordered and is expected to be installed mid-November.

2nd Quarter: 90% completed. The new carpet and shelving were installed in December 2008. Final touches will be accomplished through the use of ELF grant funds and Foundation "hands" funds. The expansion will be home to six storytimes a week when those programs resume in January.

3rd Quarter: Completed. Storytimes began in the Friends Room February 19th. Dedication Ceremony is scheduled for April 18th.

Adult Program

1. Enrich the catalog system with "Library 2.0" features which provide advisory and rating features, helping improve awareness of available options to patrons as they search the collection and assisting staff in materials evaluation based on patron interaction. Pending integration efforts by catalog vendor, this technology upgrade is to be completed by June 2009.

1st Quarter: 60% completed. A new weekly online book club was established in August, 2008. New monthly online and email book/audio lists were offered starting in September, offering direct links into the catalog and opportunities to share or read comments about each title. LibraryThing was reintegrated into the Library's upgraded online catalog of materials by the Support Services Manager, allowing customers to click natural-language descriptions and title/author lists to find similar materials more intuitively.

2nd Quarter: 70% completed. List template was renegotiated in November and December to create seamless integration of third-party pages with the City's new website design.

3rd Quarter: 80% completed. Ninth online/email book list was offered to the public. Administrative access to LibraryThing was established for future customization.

4th Quarter: Completed. Tag clouds, reviews, online book clubs, email reading lists, links to similar titles, and ratings of downloadable recordings are available. The library will continue to monitor and implement "Library 2.0" features as they become available.

2. **Create and expand tutorials and PR on Library resources. Initial focus will be on increasing public awareness of subscription databases and other web resources, improving the community's ability to meet their information needs while at home, work, and school. Ongoing through June 2009.**

1st Quarter: 25% completed. Links were created to take "Databases" page users to vendor-provided search tips, PowerPoint demos, webcasts/video tutorials, and sample searches.

2nd Quarter: 50% completed. Links to take "Databases" page users to vendor-provided search tips, PowerPoint demos, webcasts/video tutorials, and sample searches were transferred successfully into the City's new website layout.

3rd Quarter: 75% completed. Library services were integrated into new website City-wide "I want to" menu. Two future demonstrations of electronic resources were scheduled at local organization/club meetings.

4th Quarter: Completed. Demonstration to the Glendora Chamber of Commerce was made; another to the La Fetra Senior Computer Club has been scheduled. The library will continue to make instructional materials available online as time permits. Subcommittee on electronic PR established spring, 2009. Email 'blasts' to interested patrons on library events and programs are scheduled to begin in FY 09/10.

3. **To help provide better patron feedback on our collection selection and services, expand annual onsite statistical survey to capture data on Library services and gauge interest in new material formats - by May 2009.**

1st Quarter: Pending. Annual survey planning begins in the new calendar year. Possible year-round augmentation of survey data using redesigned web site is slated for exploration after initial migration phases of the site are complete.

2nd Quarter: Pending.

3rd Quarter: Pending. Draft questions to be finalized in April.

4th Quarter: Completed. Survey ran May 4-13, 2009. Public queried on their preferences in responding to budget cuts (maintain hours or books) and library database usage. 53% indicated maintaining the materials (book) budget was their priority; maintaining hours: 39%; both equally important: 7% and left blank: 1%. Homework Help topped the chart as the most important web-based resource, with online newspaper access ranking second.

4. **With Support Services, explore the creation of more user-friendly access and a more browse-able collection through improved signage and other visual and spatial enhancements. A plan to be submitted to the Trustees by June 2009.**

1st Quarter: 25 % completed. Preliminary discussions began regarding pilot project sequence; exploratory mapping is under way between Book Industry Standards and Communications (BISAC) and Dewey Decimal, and between LibraryThing tags and Library of Congress subject headings.

2nd Quarter: 50 % completed. Project sequence now includes assessment of hiring freeze impact on Support Services staffing levels and ability to develop and undertake additional procedures.

3rd Quarter: 100% completed. With representatives of Administration and Youth Services, webinar on "The Deweyless Library" was attended. Project sequence was readjusted in response to hiring freeze impact on Support Services staffing levels and ability to develop and undertake additional procedures. With Support Services, re-entry plan will be outlined, with draft guidelines for needed staffing and funding levels, by January 2010.

5. **Library History Project: with funding from the Friends Foundation, implement plan to organize and preserve items of historical value of the Glendora Public Library in formats that make them easily available to the public, Library staff and City staff. First collection of items to be processed accordingly by June 2009.**

1st Quarter: 20% completed. First material category for preservation/conversion has been identified; accordingly, proposal and rationales are being prepared for Library Director, State standards for digitization are being explored, and possible volunteer roles assessed.

2nd Quarter: 50% completed. State standards for digitization are being explored and evaluated vis-à-vis previous digitization processes, possible volunteer roles are being assessed, and selection procedures are being drafted.

3rd Quarter: 75% completed. Library Board packets back to 2008 are mounted and ready on new City website.

4th Quarter: Completed. Packets available on website, current back through 4th quarter FY07-08. This goal will be on-going.

Division Monthly Reports



To: Robin Weed-Brown
From: Carlos Baffigo, Anne Pankow, Cindy Romero, Janet Stone
Date: May 2009

Public Services - Cindy Romero, Janet Stone
Children's

Date	Event	# of participants
May 5, 2009	TAB	12
May 7, 2009	Book Buddies - PeeWee's Tale	7
May 7, 2009	Charter Oak Lib. Comm Mtg	10
May 7, 2009	District PTA	25
May 12, 2009	Community Preschool	28
May 13, 2009	Community Preschool	33
May 14, 2009	Parent Child Bookgroup "Penderwicks"	4
May 15, 2009	Sutherland SRC outreach	485
May 19, 2009	United Methodist Tour	52
May 19, 2009	Whitcomb Head Start	40
May 20, 2009	United Methodist Tour	21
May 21, 2009	Books 'n Brownies "Shadow Thieves"	6
May 21, 2009	Sandburg Teacher mtg.	25
May 22, 2009	United Methodist Tour	20
May 26, 2009	United Methodist Tour	40
May 27, 2009	La Fetra 2nd grade tour	70
May 27, 2009	Willow SRC outreach	400
May 27, 2009	Mom's Club	30
May 29, 2009	Sellers 2nd grade tour	25
Total number of participants		1333

May started our SRC outreach push. We visited 2 of the local elementary schools with visits scheduled for 3 more in June. We have also begun to host a variety of tours for local elementary and preschool children. Youth Services staff has been practicing their new storytelling techniques and stories for the children we see at the schools and who visit us here at the library. Parents and children alike are looking forward to a wonderful summer reading club. Many of the tour participants had not seen the changes to the children's room and are pleased with the new layout.

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Cindy also has the opportunity to visit with the teachers at Sandburg Middle School, the Charter Oak Library Committee and the Glendora Council PTA to promote SRC. She also decorated a table to the Annual Kiwaniannes Tea in support of Arts at the schools. It was a nice event and an additional venue for the library to discuss ELF.

On the ELF front, the May visits to the local in-home daycares were provided by library volunteers. Thank you to all of the volunteers for making this program a success. The summer visits will be limited as many of the providers are “dark” during the summer. Cindy and Mary Pat met with Nancy Brashear, the Children’s Literature Professor at APU to schedule the training sessions with APU students for the fall to continue the program.

May programming saw all three of the youth book groups. We had involved discussions at all three and are looking forward to the summer sessions many of which include movies.

Cindy was able to pass the gavel at the MCLS Children’s Committee meeting. She will continue to sit on the committee, but will not be the chair for the upcoming year. It was a rewarding 2-year term, but she is happy to focus on the Glendora Library for the upcoming year!

We are all looking forward to an exciting and busy Summer Reading Club. Time to *Be Creative or Express Yourself*.

Adult

Date	Program/Event	# of participants
May 9, 2009	Gina Crome Health Living Program	Rescheduled (0)
May 11, 2009	Books Alive (Morning) <i>Ghosts of Spain</i>	4
May 11, 2009	Books alive (Evening) <i>Ghosts of Spain</i>	2
May 23, 2009	Tips and Tricks for Creating a Water-Wise Garden	28
TOTAL number of participants		34

Janet attended a webinar on an upcoming release of SimplyReports, a tool that lets us pull up statistics on library materials, transactions, and many other elements – and we already may have found new ways of looking at our audio/visual circulation patterns. Suzette also partook of webinar offerings with a different next-generation session called “OPAC 2.010: A Library Odyssey,” giving her a glimpse of other possibilities for integrated library systems and the public’s search tools.

Sandy attended the quarterly MCLS Audio Visual Committee meeting, this time held at Los Angeles Public Library’s Pio Pico Branch. Janet made her own trek a bit later, to the Reference/Adult Services Committee meeting in Alhambra.

Here at home, we have in the past offered training on setting boundaries with patrons, and on dealing with disturbed or possibly violent patrons. This month, most of Public Services staff gathered for guidelines and discussion on how to deal with rational but otherwise challenging customers.

The public turnout was inspiring for "Tips and Tricks for Creating a Water-Wise Garden." As Gaetano reported, "The crowd paid close attention and had many follow-up questions at the conclusion. Diane Oliveras (Rainbow Nursery) and Dianne Walter (Planning Department) were both excellent speakers."

Lots of opportunities for creative thinking this month: Public Services staff provided great ideas during a brainstorming session on staffing issues and considerations vis-à-vis the proposed new Library schedule of open hours. Gaetano, Sandy, Janet, and Anne were able to wrap up some final details of the Friends Foundation budget for Public Services programming, and Sandy shared some new thoughts on handling staff Summer Reading Club incentives appropriately in these tight financial times. Community partner Marcia Conway then joined us to begin envisioning the future of the adult book clubs, sorting out the scheduling and management alternatives and how to present them to the groups for feedback.

And, of course, Summer Reading Club began in earnest!

Support Services – Carlos Baffigo

The annual Direct Loan survey took place the week of May 4th. The survey data will be submitted to the State Library, as required. Additional data will be used to analyze service efficiency and response.

Carlos attended an MCLS Circulation Committee meeting on May 13th. This is his last meeting as Chair of the Circulation Committee.

Facilities:

CIP update: A job walk for the replacement of the lobby storefront glass project took place on May 26th.

Insurance money for the replacement of the flood-damaged end panels is now available. New replacement end panels will be ordered soon.

Technical Services:

Problems with the integration of the new city website and Polaris functionality continued. Polaris reporting services and third party software connections were interrupted. It was able to temporarily fix the problems. A permanent solution will entail the separation of Polaris from the existing server, which is likely to take place for the next Polaris upgrade (3.5) in July.

A new laptop was purchased to assist with inventory. The new system is scheduled for delivery in early June.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
5/2/2009	Coffee n' Books	50
5/5 – 5/26	Quilting with Sandy Janicki	39
TOTAL number of participants		89

Date	Community Outreach	# of participants
5/6/2009	Outreach to Teen Parent with Cindy & Chris at Arrow High School	20
5/7/2009	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	44
TOTAL number of participants		64

Invitations to **Night on the Plaza** were mailed at the end of May to approximately 2,900 households and businesses. As of June 17, there are 90 reservations. The committee is currently soliciting donations for silent and live auction items. They are focusing on fun activities for families and couples. This is the Friends Foundations largest fundraiser. Proceeds from this event fund most of the library's programs and services. I hope to see all of you there. I know you will have a wonderful time!

Glendora Public Library Summary Data for May 2009

<u>Service Indicators</u>	This Year May	Last Year May	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	29,300	21,157	38%	249,313	236,955	5%
I. D. Total Items Loaned	34,618	34,196	1%	374,918	335,775	12%
I. D.4. Electronic Circulation	223	150	49%	2,023	1,380	47%
III. A. Total Requests for Information/Adult Services	2,323	2,835	-18%	25,380	28,805	-12%
II. A. Total Items Owned	147,494	147,988	0%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	5,243	32,954	-84%	331,991	253,893	31%
V. A.2. Library Home Page Views	0	26,556	-100%	278,141	189,224	47%
	10	7	43%	120	102	18%
VI. A. Total Number of Programs	34	34	0%	-----	-----	-----
VI. E. Number of Literacy Students Active	137	156	-12%	1,385	1,254	10%
VI. E.1. Literacy Hours Tutored	532	525	1%	9,031	8,027	13%
VI. F.1 Total Number of Volunteer Hours	\$13,119	\$5,190	153%	\$84,698	\$83,098	2%
I. G. Total General Fund Revenue						

These statistics are subject to verification.

May-June 2009 Events



Presentation to
outgoing Board Member
Sylvia Slakey
May 2009

Water-wide garden program
May 2009



Merit coupon winner
Sandy Krause
June 2009



First Day of Summer
Reading Club
June 15, 2009

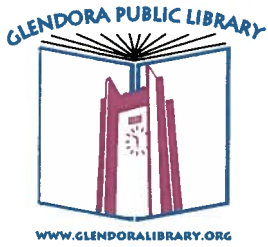
ELF Parent Workshop
June 2009



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: June 22, 2009
 Re: Agenda Item #7.1: Orientation Plans for New Library Trustee

A meeting is scheduled for June 30, 2009 at 10:00a.m. with Bill Robinett to begin his orientation. Attached for your review are pages from the orientation handbook covering the orientation steps, overview of the board and the board meeting dates for FY 09/10.

Four Steps to Welcoming a New Board Member

STEP ONE: *Tour/Introductions*

Before their first meeting, board president, vice president and/or library director gives new board member a tour.

President makes appt to review Handbook p. 3-4: About the Board.

STEP TWO: *First Meeting*

President provides verbal introduction.

Distributes a resume or biography of the new member.

Each board member gives a self introduction.

VP & Director make appts to review Handbook sections.

STEP THREE: *After the Meeting*

Vice President calls the new member the day after the meeting.

Finds out reactions to the meeting.

Discusses ways the new member can be involved.

Makes a personal connection.

STEP FOUR: *After the third meeting*

Vice President to call the new member and meet to discuss.

What would the new member like to learn?

Who would s/he like to meet?

What experiences would s/he like to have?

About the Board

Role, bylaws and goals

Meetings: agenda and participation style

Responsibilities

- Set mission, values, vision
- Adopt policies for service
 - ◆ Review policies
- Actively promote library services to the community
 - ◆ Time expectations
- Adopt financial goals and priorities
 - ◆ City
 - ◆ Friends Foundation
- Encourage and support staff
 - ◆ Review Director's performance
- Participate in annual establishment of Board goals and evaluation of Board

Regular Board Meetings



- ✓ **3rd Monday at 7:00 p.m.**

Monday holidays in January and February require date to be moved to 4th Monday*

- ✓ **Library Bidwell Forum-2nd Floor**

- ✓ **Bring agenda packet**

pick up at library office Thursday p.m. before meetings; you will be called when ready
policy notebook may be kept at library

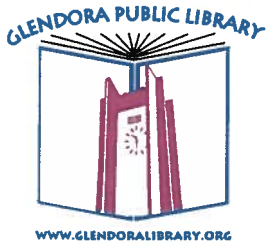
- ✓ **FY 09/10 meetings:**

July 20, 2009; August 17, 2009; September 21, 2009; October 19, 2009; November 16, 2009; December 21, 2009; *January 25, 2010, *February 22, 2010; March 15, 2010; April 19, 2010; May 17, 2010; June 21, 2010

- ✓ **Questions to Elke: 626/852-4895**

or **Robin: 626/852-4892**

(Elke will be on Maternity Leave September-December 2009)



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 (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: June 22, 2009
 Re: Agenda Item #7.2: Agenda Planning for Fiscal Year 09-10

Attached is a draft for FY 09-10 of the Agenda Calendar. Noted on it are annual items and/or presentations planned for at this time. Other items for consideration:

- Planning a "Board Effectiveness Training" session lead by CALTAC staff (I have attached an email and outline regarding the training);
- The parking survey done this past spring was identified as a "fall" discussion item so I tentatively scheduled it for October;
- Planning for annual joint meeting with city council;
- Review of a particular library policy (schedule attached of policies and last review dates);



Glendora Public Library
Board Agenda Planning Calendar
FY 09-10

- July 20** Elect officers; appoint Foundation Liaisons; discuss Library Board Goals;
- August 17** Finalize Library Board Goals;
- September 21** SRC wrap up; Friends Foundation Overview by Anne Pankow; Holiday Hours: Thanksgiving & Christmas;
- October 19** *Parking Survey discussion?*
- November 16** Budget Priorities FY 09-10-initial discussion;
- December 21** Mid-year review of goals 09-10;
- January 25** Budget FY 09-10; CALTAC workshop attendance (wkshp usually in March); Library Board Award;
(Adjusted for MLK Day)
- February 22** Goal planning FY 09-10; Friends Foundation funding staff requests for FY 10-11
(Adjusted for President's Day)
- March 15** Candidates for Board vacancies; Bookmark contest judging; goal planning for 10-11;
- April 19** 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 17** Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session);
- June 21** Agenda planning 10-11; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member; Library goals 09-10 wrap-up

Robin Weed-Brown

From: Jane B. Jones [janejones-pv@juno.com]
Sent: Friday, January 02, 2009 1:32 PM
To: Robin Weed-Brown
Subject: Re: Board effectiveness training

Dear Robin,

Please excuse the tardiness in responding to you, but the holidays were wonderful and very busy for me.

No, the training does not have to be on a Saturday. I will be doing your training and I do not work (i.e., in a daily paying job!), so I could do it during the week. But I definitely recommend that it be in the morning or afternoon because it is three and a half hours and that is just too much for the evening.

There is no definite lead time. At this point, I don't have anything scheduled for July or August. My suggestion is to wait until you get your new trustee and you can determine, preferably, two dates they all can participate and let me know. I will then let you know if I am available both or one of the dates.

If you have any further questions please do not hesitate to let me know. Thank you for your interest in Board Training and requesting such.

Happy New Year to you and your staff,
Jane

On Tue, 16 Dec 2008 10:34:52 -0800 "Robin Weed-Brown" <rweedbrown@ci.glendora.ca.us> writes:

Hi Jane

My board is interested in going through the effectiveness training. They want to wait until after July 1, 2009 to schedule it however as we will have another new member and all former trustees that have gone through this training already will be termed out.

I have two questions at this point:

Must the training be on a Saturday?

How much lead time do you need in scheduling a training session?

Thank you

Robin Weed-Brown
Library Director
Glendora Public Library
626-852-4892

Should have on 12-16-06
re: Leadership & other than SAT

31
after July 1
10/1

Board Effectiveness Training

Is your Library Board as effective as you would like?

Do your commissioners/trustees know their responsibilities?

Does your board work well with your director?

If you answered "no" to any of these questions, and would like to be able to answer "yes" to all of them, you should have **CALTAC's Board Effectiveness Training**.

At no charge to you, a trainer will come to your library and conduct a three and a half hour workshop, not only covering the above mentioned subjects but many more, especially if you have particular needs at your library.

By the end of training participants will be able to:

Articulate the significant role and contribution of volunteer trustees to Library success, including CALTAC's role.

Understand the various Library Board structures in California, and recognize the type on which they serve.

Identify legal obligations of library board members, and know steps to take to reduce personal and Board liability.

List the role and functions of a Library Board, and articulate some success strategies for accomplishing them.

Develop and/or enhance a productive working relationship with their Library Director.

Identify next steps for addressing their own current issues in this area.

For further information and details, please visit <http://www.caltac.org/resources/training.php>. You may reach **Jane Jones** at janejones-pv@juno.com or phone 310-831-3372.

List of Library Policies

Library Administrative Policies

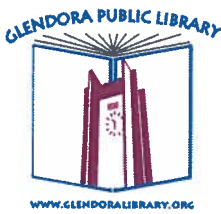
3.01	Patron Confidentiality	revised	February 2008
3.02	Public Area Food & Drink Policy	reviewed	October 2007
3.03	Circulation Policy (parent letter)	revised	November 2008
3.04	Computer Laptop lending policy	approved	September 2007

City Administrative Policies

Admin 4.01 & 1.21:	Uses and Regulations of Building	revised	June 2006
Admin 4.02:	Library Fines and Fees Schedule	revised	April 2008
Admin 4.03:	Glendora Library Display Policy	reviewed	August 2007
Admin 4.04:	Bylaws of the Board of Trustees	reviewed	September 2005
Admin 4.05:	GPL Policy - Collection Development	revised	January 2009
Admin 4.06:	Glendora Library Volunteer Policy	revised	March 2009
Admin 4.08:	Use of Facilities/resources by minors	revised	February 2008
Admin 4.09:	Policy on appropriate library behavior	reviewed	February 2007
Admin 4.13:	Public Use of Internet through the library	reviewed	October 2007

Updated 6/11/2009

C:\Documents and Settings\Robin Weed-Brown\My Documents\Board\policies-procedures\Policy Review List-updated May 2009 without 'deleted'.doc



Glendora Public Library Events

June 2009

- 02- 6/30 6:30 p.m. Quilting with Sandy Janicki –Bidwell Forum (no class June 23)
06 10 a.m. *Coffee 'n' Books* in the Library: cookbooks & travel books on sale – main floor
15 Summer Reading Club Registrations begin
16 6 p.m. ELF: Parent workshop; topic: nutrition – Friends Room
17 3 p.m. Teen SRC Opening Registration Party – Friends Room
20 10:30 a.m. Family Craft of Musical Instruments & Activities – Youth SRC – Bidwell Forum
22 7 p.m. Library Board meeting – Friends Room
23 1:30 p.m. & 3:30 p.m. Wildlife Company Animal Show – Youth SRC - Bidwell Forum
24 3 p.m. Express Your Artistic Side -YA SRC – Bidwell Forum
24 7 p.m. Magic Wayne – Youth SRC – Bidwell Forum
24 7 p.m. Novel Idea: *Dewey: The small-town library cat who touched the world* by Vicki Myron & Bret Witter – main floor
25 1:30 p.m. Youth SRC Craft – Bidwell Forum
30 1:30 p.m. & 3:30 pm Swazzle Puppets Show- Youth SRC – Bidwell Forum

July 2009

- 01 3 p.m. Book to Movie Discussion: *Prince Caspian* by C.S. Lewis – YA SRC – Bidwell Forum
02 1:30 p.m. Youth SRC Craft – Bidwell Forum
03 & 04 Library closed for 4th of July Holiday
06 6 p.m. Family Movie & Book Discussion: *Prince of Caspian* by C.S. Lewis – Bidwell Forum
07 1:30 p.m. & 3:30 p.m. Movie: *The Cat in the Hat* – Youth SRC - Bidwell Forum
08 3 p.m. Murder Mystery Party – YA SRC – Bidwell Forum
09 1:30 p.m. Youth SRC Craft- Bidwell Forum
09 3 pm ELF: Parent workshop; topic: speech & language – Friends Room
11 10 a.m. *Saturday Sale* in the Library: diet & health books, plus surprises – main floor
11 10:30 a.m. Family Storytelling – Bidwell Forum
11 1 p.m. Family Game Day – Bidwell Forum
13 3 p.m. Ravenous Readers-children's book discussion for grade 3 thru 6: *The Tale of Desperaux* by Kate DiCamillo – Bidwell Forum
13 7 p.m. Books Alive! *Never Let Me Go* by Kazuo Ishiguro – main floor
14 1:30 p.m. & 3:30 p.m. Music, Music Everywhere – Youth SRC - Bidwell Forum
15 3 p.m. Creative Writing Workshop – YA SRC – Bidwell Forum
16 1:30 p.m. Youth SRC Craft - Friends Room
18 2 p.m. Origami Workshop – Adult SRC – Friends Room – **Pre-registration required**
18 6:30 p.m. *Night on the Plaza* goes South of the Border – Library Plaza
20 3 p.m. Book Buddies-children's book discussion for grade 1 thru 3: *Stuart Little* by E. B. White – Bidwell Forum
20 7 p.m. Library Board meeting – Friends Room
21 1:30 p.m. and 3:30 p.m. Movie: Curious George – Youth SRC -Bidwell Forum
22 3 p.m. *Books n' Brownies*-teen book discussion: *The Eternity Code* by Eoin Colfer – YA SRC – Bidwell Forum
23 1:30 p.m. Youth SRC Craft – Bidwell Forum
25 1 p.m. End of Summer Party – Bidwell Forum
27 3 pm Youth Volunteer Recognition – Bidwell Forum – **by invitation only**

Storytimes

- "Time for Tykes" – ages 3 -5 - Tuesday & Wednesday 10:30 a.m.
- "Family PJ Storytime" – ages 3 -5 - Wednesday 7 p.m.; **starting June 29 PJ Storytime will move to Monday 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

- July 10, 2009 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- June 16, 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; Dedication ceremony for <i>Friends Room</i>
March 16	Candidates for Board vacancies; Bookmark contest judging; goal planning for 09/10; review Admin Policy 4.06-Glendora Library Volunteer Policy
April 20	Begin process of self-evaluation and evaluation of Lib Dir and assist new members with this process (include past Board evaluations & the Board's current goals)
May 18	Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session); Library Board award
June 15	Agenda planning 09-10; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member