

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum
140 S. Glendora Ave

August 17, 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 July 20, 2009, Encl., page 1

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

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

6. UNFINISHED BUSINESS

6.1 Review of City Administrative Policy 4.04: Bylaws of the Library Board of Trustees- action item -Encl., page 27

President Gomer to lead review and discussion of bylaws

6.2 Library Board Goals for FY 2009/2010,- action item -Encl., page 33

President Gomer to lead discussion on establishing board goals for FY 09/10

6.3 Enhancing Communication with City Council- possible action item –Encl., page 37

President Gomer to review ideas to enhance communication between the board and council

7. NEW BUSINESS-None

8. BOARD MEMBER ITEMS

8.1 Library Events Calendar, Encl., page 38

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

8.2 Agenda Planning Calendar, Encl., page 39

Plans for future meetings to be discussed

8.3 Board member items

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

9. ADJOURNMENT

SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS

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

4.

Consent

Calendar

Minutes

CITY OF GLENDORA

LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-Bidwell Forum

July 20, 2009

140 S. Glendora Ave, Glendora CA 91741

7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:13 p.m. by President Mike Conway.

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

Board Members Absent: Bill Robinett

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 (Gomer/Deal) to approve Minutes of meeting of June 22, 2009 with the following correction: under 7.2 it should read “Some of these ideas, such as appointing a Council liaison to the Library Board and scheduling informal quarterly meetings between the Library Board, Council and the Foundation, were shared with City Council at the June 9, 2009 Library Board interviews by Conway.” The motion carried 4-0-1 as follows: AYES: Conway, Gomer, Storland, Deal; NOES: None; ABSENT: Robinett

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown reported that *Night on the Plaza* went very well with about 350 tickets sold for the event. She commended the Development Office for doing a great job. Final numbers will not be available for some time. Preliminary numbers indicate that approximately \$14,000 was taken in at the live auction, approximately \$21,000 at the silent auction and approximately \$4,000 from the opportunity baskets. 46 people agreed to participate in the book club with 15 of these being at the \$500 donation level. The total pledge for the book club is around \$11,000.

Weed-Brown pointed out that this is the last week of Summer Reading Club. She asked the Board members to let Romero know if they can attend the Volunteer Recognition event.

Weed-Brown asked for the Board's input regarding the broadband grant opportunity. Due to the short time frame to respond, Weed-Brown indicated the Glendora Public Library's interest. Weed-Brown assured the Trustees that the Library is in no way committed at this point. She added that many SCLC members had questions, and these questions were forwarded to the person who will control the grant. Weed-Brown stated that all Glendora Library would get at this point is improved band width unless the criteria of the grant change. In response to a question, Weed-Brown replied that Glendora Public Library will not qualify for teleconferencing equipment due to the Library's existing connection being below 20 mbps. The Board agreed to proceed with this opportunity.

The Board reviewed the year-end statistics. Weed-Brown stated that many numbers reflect increased Library usage, even with the Library being closed for several weeks due to the flood. She pointed out the areas that reflect the impacts of the reduced book budget. Weed-Brown commented that electronic circulation is up by 44%. She stated that staff is still having difficulty tracking Library home page views statistics due to the integration with the city's new website. The Board decided to continue tracking the Library home page view statistic, noting the change in the footnotes of the statistics.

In response to a comment from Storland, Weed-Brown stated that management staff will review the material loan periods in 3 months to see if they need to be shortened to

meet public demand. Staff felt that adjusting library hours in June was enough of a change for patrons to adjust to at this time.

Weed-Brown reported that at the end of FY 08/09 invoices were submitted for payment to the Finance Department with the knowledge that the Library would be going over the book budget line item. The Library's overall bottom line was well under budget. Weed-Brown explained that past practices in the city allowed for overages in individual line items as long as the department's bottom line was not exceeded. The Finance Department denied payment of the submitted invoices.

Following discussion, the Board requested Weed-Brown to petition the City manager to have the invoices paid out of FY 08/09.

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Election of new Officers

Conway opened the nominations for President. Deal nominated Tricia Gomer as President. **It was MSC (Deal/Conway) to close nominations and Tricia Gomer was elected President. The motion carried 4-0-1 as follows: AYES: Conway, Deal, Gomer, Storland; NOES: None; ABSENT: Robinett**

Gomer opened the nominations for Vice President. Conway nominated Debbie Deal. **It was MSC (Conway/Storland) to close nominations and Debbie Deal was elected Vice President. The motion carried 4-0-1 as follows: AYES: Conway, Deal, Gomer, Storland; NOES: None; ABSENT: Robinett**

Gomer thanked Conway for serving as President this last year.

7.2 Election of two Friends Foundation Liaisons

Conway nominated Debbie Deal and Helen Storland as Friends Foundation Liaisons. **It was MSC (Conway/Gomer) to approve Deal and Storland as Friends Foundation**

Liaisons. The motion carried 4-0-1 as follows: AYES: Conway, Deal, Gomer, Storland; NOES: None; ABSENT: Robinett

Gomer reminded Deal and Storland that their first meeting will be the Foundation Quarterly Board meeting on October 20 at 7 a.m. in Bidwell Forum.

7.3 Library Board Goals for FY 2009/2010

It was MSC (Conway/Deal) to postpone the discussion of Library Board Goals to the August meeting. The motion carried 4-0-1 as follows: AYES: Conway, Deal, Gomer, Storland; NOES: None; ABSENT: Robinett

7.4 Improving Communication with City Council

Conway reviewed his proposals as presented to the City Council at the Library Board interviews.

It was MSC (Conway/Storland) to postpone the discussion of enhancing communication with City Council to the August meeting. The motion carried 4-0-1 as follows: AYES: Conway, Deal, Gomer, Storland; NOES: None; ABSENT: Robinett

7.5 Review of City Administrative Policy 4.04 – Bylaws of the Library Board of Trustees

Weed-Brown stated that there are some things that need basic updating in the Bylaws, such as changing MCLS to SCLC. In response to a question, Weed-Brown reviewed what the Systems Advisory Board (SAB) position entailed.

Weed-Brown stated that she will make the necessary corrections and bring the Bylaws back next month for the Board for further review and discussion.

7.6 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown commented that August traditionally is a quieter month at the library.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Gomer reminded the Board about the Board Effectiveness Training scheduled for August 14. The Library Board goals for 09/10, the Bylaws and enhancing communication with City Council will be added to the August agenda.

8.2 Board member items

Storland stated that *Night on the Plaza* was very nice and very well organized.

Deal stated that *Night on the Plaza* was very nice. She enjoyed working with the NOP committee. She came to the Library last Saturday to help with crowd control at the Storyteller event. She is working on ELF this summer. She enjoys the relationship with the daycare facilitator. Deal stated that this Library would not be what it is without Weed-Brown.

Conway stated that Weed-Brown is doing a great job. He congratulated Gomer on being Library Board President.

Gomer stated that she is looking forward to serving as President. She did crowd control recently for a Summer Reading Club movie. *Night on the Plaza* was a beautiful evening, as usual.

There being no further business, the meeting adjourned at 9:15 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 *RQW*
 CC: City Manager
 Date: August 17, 2009
 Re: Director's Report

Summer Reading Clubs (SRC) ended on July 25 with a well attended closing celebration of about 300. Monday the 27th we had our annual Youth Volunteer Recognition event with approximately 150 attendees. Thank you to Mike and Marcia Conway, Helen Storland, Mayor Davis, Pro Tem Herman, and City Manager Jeffers for participating in recognizing our young volunteers. Detailed information on numbers can be found in Cindy Romero's department report. She will be making a presentation on the 2009 SRC at the September board meeting.

I chaired the first meeting of the new Southern California Library Cooperative (SCLC) group on July 23 in Buena Park. This mega-group is the consolidation of three systems: Santiago Library System (SLS) comprised of libraries from Orange County; Metropolitan Cooperative Library System (MCLS) and South State System that are comprised of libraries from the Los Angeles and southern Ventura County areas-some 46 libraries, library districts or systems in all. Some attendees chose the 'virtual' route to attend. This was a first attempt by SCLC in addressing the vast territory that makes up this new mega-system in recognition that not all members will be able to make the trip to a meeting in this time of staff and budget cutbacks.

August 12, 2009, was the library's semi-annual blood drive for the American Red Cross (ARC). Turn out was low despite extensive promotion. The ARC is currently struggling to get donations and the library is always happy to help out with this much needed community event.

The library received good news on grants this month. Anne Pankow applied for a grant from Target to help with next year's preschool summer reading club and received \$4,700. Mary Pat Dodson was awarded two grants: one covers her tuition as she continues working towards her master's degree in library science (PLSEP) and one for the adult literacy program (CLLS). Both of Mary Pat's grants are awarded and administered through the State Library.

Anne also attended a grant session put on by the U.S. 2010 Census. She will be applying for funds from them to help offset printing costs for some of our publications, such as our bi-monthly newsletter, by including the census logo on them. We will also be promoting the 2010 census through links on our website and informational flyers in our lobby. Library staff is working hard to identify additional means of funding to offset budget cuts.

Carlos continues to improve directional signage in the library. With fewer staff available to help the public, we hope that this new signage will make it easier to navigate the library facility.

I am working on the annual statistical report for the State Library. It is due in Sacramento by the end of August and we should meet that deadline. A draft copy is attached so that you may review the statistics and ask questions. I made a few notes in anticipation of possible questions you may have. The columns represent FY 07/08 (Previous Year) on the left and FY 08/09 (Current Year) on the right.

The library will be hosting the Foothill Library Consortium here on August 20. This is a multi-type consortium of libraries (public, academic, special) in the foothill areas that meet periodically to share information, advancements and ideas to benefit our patrons.

An upgrade of the library's automation system, Polaris, is scheduled for Monday August. 31. It is hoped that it can be accomplished before our noon opening time.

The management team has been working on how to divide up Elke's many, many, work responsibilities while she is off for three months. Support is not confined to just the management team; it will take all of the library staff to handle the variety of assignments that she does. As usual, all library staff has stepped up to offer help in any way they can. I am so proud to be able to write about their support and thank them all for their willingness to help out.

Surprise! Elke's leave started on August 12, 2009, a few weeks early.

Next Meeting: September 21, 2009, 7 pm - Bidwell Forum

Glendora 2008-09 California Public Library Survey

PREVIOUS YEAR
2007-2008

CURRENT YEAR
2008-2009

Directory Update #1-48

THE FIELDS BELOW ARE FOR CSL USE ONLY

1	LIBRARY_ID	M639	M639
2	FSCS_ID	CA0043	CA0043
3	Short_Name	Glendora	Glendora
4	Name	Glendora Library & Cultural Center	Glendora Library & Cultural Center
Director			
(If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)			
5	Courtesy Title (Ms., Mr., Dr.)	Ms.	Ms.
6	First Name	Robin	Robin
7	Middle Name or Initial (only if used)	E.	E.
8	Last Name	Weed-Brown	Weed-Brown
9	Title	Director	Director
10	Street Address (Only major changes)	140 South Glendora Ave.	140 South Glendora Ave.
11	City	Glendora	Glendora
12	Zip	91741	91741
13	Zip4	3499	3499
14	Mailing Address (repeat street address if same)	140 South Glendora Ave.	140 South Glendora Ave.
15	Mail City	Glendora	Glendora
16	Mail Zip	91741	91741
17	Mail Zip4	3499	3499
18	Public Phone Number-Administration	(626) 852-4891	(626) 852-4891
19	Reference Phone Number	(626) 852-4891	(626) 852-4891
20	FAX	(626) 852-4899	(626) 852-4899
21	TDD for Deaf.	(626) 852-4897	(626) 852-4897
22	Library Director's Email address	rweedbrown@glendoralibrary.org	rweedbrown@glendoralibrary.org
23	Library's Public Email address	library@glendoralibrary.org	library@glendoralibrary.org
24	Library's Web Address	http://www.glendoralibrary.org	http://www.glendoralibrary.org
25	House District(s)	28	28
26	State Senate District(s)	29	29
27	Assembly District(s)	59	59
28	ILL Period: # of Weeks	3	3
29	ILL Photocopy free up to 10 pages?	Y	Y

07/08

08/09

30 Copy fee. ONLY if answer to #29 is No; otherwise, leave blank.

31 Name of person completing this survey. *Robin Weed-Brown* Robin Weed-Brown

32 Email address of person completing this survey. *rweedbrown@glendoralibrary.org* rweedbrown@glendoralibrary.org

THE FIELDS BELOW ARE FOR CSL USE ONLY

33	Size Sq. Miles	<i>19.00</i>	19.00
34	Interlibrary Relationship Code	<i>ME</i>	ME
35	Legal Basis Code	<i>CI</i>	CI
36	Administrative Structure Code	<i>SO</i>	SO
37	FSCS Public Library Definition	<i>Y</i>	Y
38	Geographic Code	<i>CII</i>	CII
39	Legal Service Area Boundary Change	<i>N</i>	N
40	LIBR_TYPE	<i>PHMD</i>	PHMD
41	MSA_NAME	<i>LALA</i>	LALA
42	COUNTY	<i>Los Angeles</i>	Los Angeles
43	CA_NETWORK	<i>IV</i>	IV
44	CLSASYSTEM	<i>MCLS</i>	MCLS
45	TABLE	<i>5</i>	5
46	STATE	<i>CA</i>	CA
47	FISCAL_YR	<i>2007-08</i>	2008-09
48	INST_CODE	<i>P</i>	P

Population and Outlets #201-212

201	Population of the Legal Service Area	<i>52,362</i>	52,474
202	Population of Children under 5 Years	<i>3,257</i>	3,309
203	Population of Children Age 5-14	<i>7,090</i>	7,956
204	Registered Borrowers as of June 30	<i>40,656</i>	44,705
205	Children Borrowers Age 0-14	<i>5,459</i>	5,592
206	Main Library (Enter 1 if there is a main or central library, leave blank if not)	<i>1</i>	1
207	Branches (see instructions)	<i>0</i>	0
208	Stations (Must have staff & separate quarters).	<i>0</i>	0
209	Total Branches + Stations (#207+#208)	<i>0</i>	0
210	Bookmobiles. Vehicle count.	<i>0</i>	0
211	TOT_OUTLET (#206+#207+#208+#210)	<i>1</i>	1

212 TOT_SQFEET 28,700 30,000

Library Staff #251-259

251 Total count of persons employed - full and part time. 38 35

252 ALA Librarians (FTE) who have accredited ALA Masters 8 8

253 FTE Total Librarians (ALA or other) 8.5 8

254 FTE Special Professionals 3.5 2.5

255 FTE Lib. Tech. Assistants 4 4

256 FTE Other 13.20 13.67

257 ALL_SUPPRT (#254+#255+#256) 20.70 20.17

258 TOTAL_STAF (#253+#257) 29.20 28.17

259 FTE Volunteers (Average FTE per week - not hours) 4.62 5.43

Income - for Operational Expenses #301-309

301 Local Government (all sources - see help) \$2,138,995 \$2,086,445

302 State Funds (CLSA, PLF, ELLI, etc.) \$54,081 \$57,691

303 Federal Funds (LSTA or other) \$22,091 \$15,351

H - 304 All Other Operating Income \$160,224 \$205,843

305 Total Operating Income (#301+#302+#303+#304) \$2,375,391 \$2,365,330

THE FIELDS BELOW ARE FOR CSL USE ONLY

306 CLSA_DB

307 CLSA_TBR

308 CA Library Literacy Services

309 PLF ALLOCATION 20,189

Income - for Capital Outlay #310-314

Expensim 07/08

H - 310 Local Government (taxes and allocations - see help) \$462,876 \$0

311 State Funds (CLSA and PLF) \$0 \$0

312 Federal Funds \$0 \$0

H - 313 Other Income \$38,918 \$49,242

Total Capital Outlay Income

314 CAPOUT_INC \$501,794 \$49,242 (#310+#311+#312+#313)

Standard Operating Expenditures #401-411

401 Salaries & Wages Expenditures \$1,070,638 \$1,129,786

07/08

08/09

402	Employee Benefits Expenditures	\$274,393	\$282,260
403	Total Staff Expenditures (#401+#402)	\$1,345,031	\$1,412,046
404	Print Materials Expenditures (except Serials)	\$182,354	\$146,660
405	Print Serial Subscription Expenditures	\$30,000	\$30,000
406	Total Print Materials Expenditures (#404+#405)	\$212,354	\$176,660
407	Electronic Materials Expenditures	\$76,478	\$76,793
AV - 408	Other Materials Expenditures	\$47,900	\$34,115
409	Total Collection Expenditures (#406+#407+#408)	\$336,732	\$287,568
410	All other Operating Expenditures	\$446,714	\$451,032
411	Total Operating Expenditures (#403+#409+#410)	\$2,128,477	\$2,150,646

Capital Expenditures #500

500	Capital Expenditures	\$501,794 (Expansion)	\$49,242 (FF)
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Specific Expenditures #501-504

501	Preservation	\$2,400	\$1,400
502	Expenditure for Children's Materials	\$57,000	\$43,276
503	Adult Literacy Program	\$39,754	\$39,754
504	Payments for Contract Services to another jurisdiction	\$5,400	\$5,400

Collections #601-620

601	Children's Books Added	2,820	1,735
602	Books Children Held as of June 30	31,624	30,495
603	Books Young Adult Held as of June 30	5,353	5,382
604	Books Volumes Added	9,713	6,377
605	Books Titles Added	6,584	5,271
606	Books Total Held as of June 30	114,852	114,563
607	Government Documents in separate collections	0	0
608	Serial Volumes held as of June 30	6,256	6,116
609	Total Print Materials Held (#606+#607+#608)	121,108	120,679
610	Electronic Books	7,175	7,442

07/08

08/09

611	Total Audio Materials	9,499	10,261
612	Total Video Materials	8,163	8,254
613a	Databases - Local	0	17
613b	Databases - State	0	0
613c	Databases - Coops & Other	23	3
613d	Databases - Total (613a+613b+613c)	23	20
614	Number of Current Print Serial Subscriptions	249	249
615	Current Electronic Serial Subscriptions	0	0
616	Number of records in library catalog as of June 30.	148,201	148,072
617	Microfilm (reels)	1,496	1,537
618	Microforms (not microfilm)	4,880	4,995
619	Children's Audio Materials held as of June 30	1,316	1,398
620	Children's Video Materials held as of June 30	2,254	2,284

Library Services, Annual #801-821Floods
both
years

801	Total Public Service Hours	2,709	2,668
802	Library Visits	262,664	277,896
803	Reference Questions (omit directional)	52,793	46,578
804	Circulation of Children's Materials	156,050	166,196
805	Circulation Non-English	1,832	2,195
806	Circulation Non-Book	140,643	163,447
807	Total Circulation	373,908	418,363
808	ILL loans to others	576	496
809	ILL loans received	554	561
810	Pre-School Programs - Number	333	371
811	Pre-School Programs - Attendance	10,302	10,077
812	School Age Programs - Number	287	193
813	School Age Programs - Attendance	16,100	13,553
814	Young Adult Programs - Number	21	27
815	Young Adult Programs - Attendance	502	648
816	Adult Programs - Number	85	62
817	Adult Programs - Attendance	2,199	1,762
818	Children's Programs - Number (#810+#812)	620	564

07/08

08/09

819	Children's Program Attendance (#811+#813)	26,402	23,630
820	Total Programs - Number (#810+#812+#814+#816)	726	653
821	Total Programs - Attendance (#811+#813+#815+#817)	29,103	26,040

Salary Survey #901-918

901	Director (monthly rate) - Begin	7,781	8,014
902	Director (monthly rate) - Final	9,458	9,742
903	Assistant Dir. - Begin	5,140	5,294
904	Assistant Dir. - Final	6,248	6,435
905	Chief Lib. Div. - Begin	4,386	4,517
906	Chief Lib. Div. - Final	5,331	5,491
907	Branch Libn - Begin	N/A	N/A
908	Branch Libn - Final	N/A	N/A
909	Entry Level Librarian - Begin	3,650	3,760
910	Entry Level Librarian - Final	4,437	4,570
911	Journeyman Librarian - Begin	4,015	4,136
912	Journeyman Librarian - Final	4,881	5,027
913	Lib. Tech. Asst. - Begin	2,805	2,890
914	Lib. Tech. Asst. - Final	3,410	3,512
915	Clerk Non-Pro. (see help) - Begin	N/A	N/A
916	Clerk Non-Pro. (see help) - Final	N/A	N/A
917	Mgr. Of Spec. Servic (non-MLS) - Begin	4,232	4,359
918	Mgr. Of Spec. Servic (non-MLS) - Final	5,144	5,298

Electronic Services #857-862

857	Took advantage of CA Teleconnect subsidies during this report year.	No	No
858	Took advantage of federal E-RATE subsidies during this report year.	No	No

Electronic Resources Usage

859	Users of Public Internet Computers (per year)	37,272	36,474
860	Virtual Visits to Library Website	216,641	298,030
861	Does your library use the Radio Frequency Identification (RFID) system for circulation? Y/N	No	No

07/08

08/09

THE FIELDS BELOW ARE FOR CSL USE ONLY

GPTERMS (#27+#40) from
 862 Bookmobiles and Outlets table 15 15
 respectively

Referenda Information #863-870

863 Referenda Election Date
 (MM/DD/YYYY)
 864 Local Agency Authorizing
 Election
 865 Funding Purpose
 866 Type of Tax
 867 Percentage of "Yes" Vote (Ex.:
 66.5)
 868 Vote Requirement to Pass
 869 Vote Outcome
 870 Notes

Mobile Libraries #1-32

If no mobile libraries then leave blank.

THE FIELDS BELOW ARE FOR CSL USE ONLY

1 FSCS_ID
 2 LIBRARY_ID
 3 LIB_CODE
 4 Short_Name
 5 Bookmobile Name:
 6 Street:
 7 City:
 8 Zip:
 9 Zip4:
 10 County:
 11 Phone:
 12 Type:
 13 Make:
 14 Model:
 15 Year:
 16 Chassis Manufacturer:
 17 Length:
 18 Book Capacity in Volumes:
 19 Miles traveled/year:
 20 Number of individual stops on
 route per week:
 21 Total hours per month in public
 service (omit travel time):

- 22 Librarians on vehicle - FTE
 23 Driver/clerks on vehicle - FTE
 24 Support Staff off vehicle - FTE
 25 Total materials circulation per year
 26 Yearly operating and maintenance cost. (fuel, maintenance, repair, labor and parts only)
 27 Number of Internet Terminals - General Public
 28 Has adult or children's programming been conducted from a bookmobile?
 29 Cite example
 30 GEN_NOTES
 31 FISCAL_YR
 32 L_NUM_BM

Library Outlet #1-45

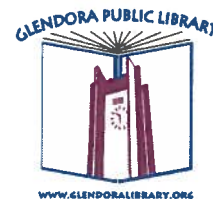
Library Outlet

THE FIELDS BELOW ARE FOR CSL USE ONLY

1	FSCS_ID	CA0043.002
2	LIBRARY_ID	M639
3	LIB_Code	M639.001
4	Short_Name	Glendora
5	Outlet Name:	Glendora Library & Cultural Center
6	Street Address:	140 South Glendora Ave.
7	City:	Glendora
8	ZIP:	91741
9	ZIP+4:	3499
10	Mail Address (repeat if same as street address):	140 South Glendora Ave.
11	Mail City:	Glendora
12	Mail ZIP:	91741
13	Mail ZIP+4:	3499
14	County	Los Angeles
15	FAX:	(626) 852-4899
16	Phone:	(626) 852-4891
17	Type of Outlet:	CE
18	This Facility is Owned by:	CITY - City
19	This Facility is in need of:	N/A
20	State Senate District(s):	29
21	State Assembly District(s):	59

22	U.S. House District(s):	28
23	Population Served By Outlet.	52,474
24	Total Outlet Staff, in FTE.	28.17
25	Hours Open, Weekly.	56
26	Hours Open, Annually.	2,668
27	Total Number of Volumes Held by Outlet.	148,072
28	Total Annual Circulation by Outlet.	418,363
29	Total Outlet Operating Expenditures.	2,150,646
30	Year in which Outlet was Originally Built.	1972
31	Month and Year outlet opened (i.e., 06/2008)	N/A
32	Year in which Outlet was Remodeled.	2009
33	Size of Outlet, in sq. ft.	30,000
34	Number of Reader Seats in Outlet	123
35	Days per week outlet is open to the public.	6
36	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes
37	Housed in separate quarters?	Yes
38	Established schedule of hours for public service?	Yes
39	Degree of Adequacy of this Facility.	8
40	Number of Internet Terminals-- General Public.	15
41	Internet Connection. What is your library's highest connection speed to the Internet?	7) 6.1Mbps - 10Mbps
42	Wi-Fi. Is wireless available at this location? (Y/N)	Yes
43	MSA (Metropolitan Statistical Area) Status:	NC
44	FISCAL_YR CODE	2008-09
45	OUTLET_TYPE_SORT_CODE	

Division Monthly Reports



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

Public Services - Cindy Romero, Janet Stone **Children's**

Date	Event	# of participants
July 1, 2009	YA SRC book to movie "Prince Caspian"	16
July 2, 2009	Juvy SRC Craft	120
July 6, 2009	Family SRC book to movie "Prince Caspian"	25
July 7, 2009	Juvy movie "Cat in the Hat"	100
July 8, 2009	YA SRC Murder Mystery Party	60
July 9, 2009	Juvy SRC Craft	90
July 9, 2009	ELF Parent Workshop	11
July 11, 2009	Juvy SRC Storyteller Program	25
July 13, 2009	Juvy SRC book to movie "Tale of Despereaux"	20
July 14, 2009	Juvy SRC music - Hullabaloo	215
July 15, 2009	YA SRC writing workshop	25
July 16, 2009	Juvy SRC craft	85
July 20, 2009	Juvy book to movie "Stuart Little"	33
July 21, 2009	Juvy movie "Curious George"	90
July 22, 2009	Teen Book discussion "Eternity Code"	5
July 23, 2009	Juvy SRC craft	85
July 25, 2009	Children's End of Summer Party	300
July 27, 2009	Youth Volunteer Recognition	190
Total number of participants		1495

Summer Reading Club came to a successful close with 260 teens, 1364 children and 203 babies, combined with adult SRC for a total of 1980 people registered in SRC this summer! Teens logged over 1,300 hours of reading during the six week time frame, while children read for a combined total of 4,350 hours. Parents shared 1,862 books with their babies as part of the *Little Scribblers* club. There was a marvelous amount of reading taking place in Glendora this summer!

In addition to the reading, children and teens participated in the numerous programs and events that were held throughout the summer. There were 4 book to movie events this summer, *Prince Caspian* for Teens, *Prince Caspian* for Families, *Stuart Little* for grades 1-3

and *The Tale of Despereaux* for grades 3-5. Each was well attended with most participants agreeing that the books are better. The Teen Murder Mystery party held the attention of over 60 teens while a group of TAB members together with a special guest (Anne Pankow as Ivan Spudnick) performed a skit from which the teens had to figure out *Whodunit*. Teens also had their imaginations sparked during a creative writing workshop. Many of our students are on their way to becoming great authors. Children's imaginations were in full gear as they participated in the many Thursday afternoon craft sessions which ranged from masks (we had princesses, warriors, silly faces and an Obama mask) to bright collages. We saw some wonderful creativity this summer.

This summer a total of 118 youth volunteers assisted in the children's room. These volunteers helped with everything from shelving, shelf-reading, helping children report for SRC (the volunteers played a game with each child), preparing craft materials and cleaning the children's room to name just a few activities. We held a Youth Volunteer Recognition on Monday, July 27th. Thank you to Mike Conway and Helen Storland for being on hand to help recognize the efforts of these wonderful volunteers. Mayor David, Mayor Pro Tem Herman, City Manager Chris Jeffers and Friends Foundation member Marcia Conway also joined us in celebrating all the work the volunteers did to make SRC a success.

The Summer Reading Club would not be possible without the help of the entire library. Public Services staff endured long hours on the desks, double staffing both children's and adult reference throughout the summer. This not only includes the standard reference questions but also registering and helping people report for SRC, supervising youth volunteers, and increased readers advisory questions for the numerous children looking for a "great summer read." The circulation staff also handled large crowds of participants wanting to apply for new library cards and check out their reading materials for the week. Thank you to everyone for pitching in to help out and make this a wonderful summer for the people of Glendora!

As summer reading is winding down, preparations for the fall are gearing up. We are beginning a new weekly program, *The Read Aloud Crowd*, on Monday afternoons at 4 pm. Each Monday, Gail or Cindy will be reading aloud from chapter books in the collection. Studies have shown the importance of reading aloud to children even after they have learned to read themselves, and besides, who doesn't love to be read to? Stop by and listen to a story with us. This year's Pirate Day celebration will become a Pirate Week Celebration. Please join us the week on September 14th during regularly scheduled storytimes for Pirate Stories and crafts. If you would like to be a guest reader, please let Cindy know.

Battle preparations are in full swing for this year's *Battle of the Books*. Mark your calendars for Thursday, October 15, 2009 at 6 pm. The committee, chaired by Pat Janes and made up of Friends Foundation members has a full schedule of meetings to prepare. This year teams will be answering questions on *The Looking Glass Wars* by Frank Beddor, *39 Cues: The Maze of Bones* by Rick Riordan and *Treasure Island* by Robert Louis Stevenson. Stop by and check out one of the titles so you too can answer some of the questions!

Adult

Date	Program/Event	# of participants
7/6/2009	Family SRC book to movie: <i>Prince Caspian</i>	25
7/11/2009	Game Day	57
7/13/2009	Books Alive Afternoon <i>Never Let Me Go</i>	4
7/13/2009	Books Alive Evening <i>Never Let me Go</i>	6
7/18/2009	Origami Workshop - adult SRC	17
TOTAL number of participants		109

Adult Summer Reading Club ended its successful run, with 153 registrants completing 342 book reviews.

Sandy made arrangements for us to get a webinar introduction to our newest downloadable audio-book service, MyiLibrary. She also completed her refresher on the 24/7 "chat" reference service, and is now on board as Gaetano's backup (and once-a-month stand-in, to keep up her skills). We help man this cooperative service from 10-12 every Monday morning.

Suzette attended a webinar on "authority control," the combined systems that help standardize and cross-reference the headings that describe library materials.

Janet participated in her first Coordinating Council Board meeting.

And the entire staff pitched in to give their colleagues a break : the shift in budgeted work hours has required sacrifices on everyone's part, making sure that we staff the desks and still have the flexibility to take time off (especially after the flurry of Summer Reading Club). Kudos to a generous team!

Support Services – Carlos Baffigo

Library Aide I Megan Wright, Anna Wooten, and Alexis Mendoza have begun basic training on Circulation procedures.

Yessica Pinedo transferred from Youth Services to Support Services. Welcome back Yessica! ☺

Library Aide II Robin Rios has been trained and will assist Lisa Moskowitz in Periodicals.

On July 23rd, Carlos testified at the East District Court - West Covina for the parole violation hearing of patron Terry McCollum. McCollum was involved in a physical altercation with another patron on February 28, 2009.

Facilities:

More new directional signage was installed in the main entrance area, Children's Room, and exterior. Additionally, new vinyl lettering with the new open hours was installed on the upper and lower lobby automatic doors.

Computer Systems:

An upgrade to Polaris 3.5 has been scheduled for August 31st.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Fundraisers and Events	# of participants
7/11/2009	Saturday Sale on the Library Main Floor	50
7/18/2009	Night on the Plaza <i>Goes South of the Border</i>	360
TOTAL number of participants		410

Date	Community Outreach	# of participants
7/2/2009	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	57
TOTAL number of participants		57

Night on the Plaza was a lovely evening enjoyed by all who attended. The event raised over \$138,000 this year, which includes \$11,475 for the library's book fund and comps. The Friends Foundation will match any amount up to \$40,000. Kitty Garvey and her committee are to be commended for their hard work and dedication to make this event so successful. This is the Friends Foundation's main fundraiser which funds most of the library's programs and services. Thank you for supporting this event.

Mary Pat Dodson, Cindy Romero and Anne Pankow wrote a successful grant in May to the Target Foundation to fund the 2010 Preschool Summer Reading Program for \$4,700. The Friends Foundation received a check in the mail on August 4 for \$4,700. Later that day a congratulatory email was sent informing us that we were awarded the grant. What a great way to begin the new fiscal year!

The new fiscal year brought new challenges to our department – part time staff had reduced hours just as our main fundraiser kicked into high gear. Staff had to work extra hours and understand that they will need to take some days off in the future so that they do not exceed their total budgeted hours for the fiscal year.

Glendora Public Library Summary Data for July 2009

<u>Service Indicators</u>	This Year July	Last Year July	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	29,632	33,610	-12%	29,632	33,610	-12%
I. D. Total Items Loaned	42,803	43,054	-1%	42,803	43,054	-1%
I. D.4. Electronic Circulation	191	203	-6%	191	203	-6%
III. A. Total Requests for Information/Adult Services	2,966	3,087	-4%	2,966	3,087	-4%
II. A. Total Items Owned	148,680	148,651	0%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	14,917	34,360	-57%	14,917	34,360	-57%
V. A.2. Library Home Page Views	10,584	29,284	-64%	10,584	29,284	-64%
VI. A. Total Number of Programs	27	26	4%	27	26	4%
VI. E. Number of Literacy Students Active	34	36	-6%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	125	131	-5%	125	131	-5%
VI. F.1 Total Number of Volunteer Hours	2,815	2,807	0%	2,815	2,807	0%
I. G. Total General Fund Revenue	\$4,775	\$5,167	-8%	\$4,775	5,167	-8%

These statistics are subject to verification.

July- August 2009 Events



Night on the Plaza
July 2009

Night on the Plaza
July 2009



Night on the Plaza
July 2009

Continued...



Night on the Plaza
July 2009

Night on the Plaza
July 2009



Night on the Plaza
July 2009



Night on the Plaza
July 2009

Continued...



Adult SRC
Origami Workshop
July 2009

Children's SRC
Craft
July 2009



Children's SRC
Hullabaloo
July 2009

Continued...



Children's SRC
Craft
July 2009

Summer Reading Club
Volunteer Recognition
July 2009



Summer Reading Club
Volunteer Recognition
July 2009

Continued...



Summer Reading Club
End Party
July 2009

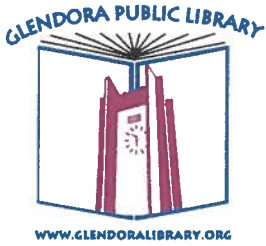
Summer Reading Club
End Party
July 2009



Summer Reading Club
End Party
July 2009

6.

Unfinished 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 *RWB*
 Date: August 17, 2009
 Re: Agenda Item #6.1: City Administrative Policy 4.04: Bylaws of the Board of Library Trustees

The bylaws of the board were last reviewed in September 2005. A copy of the bylaws is attached for your review and comment. The following general updating changes have been made:

Article IV. Meetings

Section 1: location of meetings updated to: "at the Library" (formerly: "in the Library Conference Room");

Article VII. Representation

Section 1:

"The President shall appoint" has been updated pursuant to GMC 2.04.060 to "The mayor with the consent of the city council shall appoint"

"Metropolitan Cooperative Library System" updated to "Southern California Library Cooperative";

"MCLS/SAB" updated to "SCLC/SAB"

28

City of Glendora
Administrative Policy
No. 4.04

Subject: Bylaws of the board of Trustees of the Glendora Public Library

Effective: April 1, 1999, Revised May 21, 2001, Reviewed August 15, 2005,
Reviewed September 19, 2005, Reviewed August 17, 2009

Policy Objective:

The purpose of this policy is to set forth the bylaws governing the establishment and operation of the Board of Trustees of the Glendora Public Library.

Authority:

Section 27360 of the Education Code and Ordinance No. 43 of the City of Glendora.
Library Board of Trustees Meeting Action of March 15, 1999

Assigned Responsibility:

City Council of the City of Glendora, Current Board of Trustees of the Glendora Public Library and Library Director

Procedure:

See Attached.

**BYLAWS
Of the
BOARD OF TRUSTEES OF THE GLENDORA PUBLIC LIBRARY**

ARTICLE I. NAME

This organization shall be called "The Board of Trustees of the Glendora Public Library" existing by virtue of the provisions of Section 27360 of the Education code and Ordinance No. 43 of the City of Glendora, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II. APPOINTMENT OF BOARD MEMBERS

The library shall be managed by a board of library trustees, consisting of five members, to be appointed by the Mayor, with the consent of the City Council. The term of office is three years, and no appointee shall serve more than two full consecutive terms, except that no member appointed to fill a partial term vacancy shall be prohibited from serving two full terms.

ARTICLE III. OFFICERS

Section 1. The officers shall be a President, and a Vice-President elected from among the members at the July meeting of the board. The Secretary may be a member of the board or the Library Director, or other person designated by the board.

Section 2. Officers shall serve a term of one year beginning the July meeting at which they are elected and until their successors are duly elected. Officers shall not serve two consecutive terms in the same office.

Section 3. The President shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, may serve as an ex-officio voting member of all committees and shall generally perform all duties associated with that office.

Section 4. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President, until the President can resume the position or a successor is elected.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 6. If any board member is absent from regular or special meetings for three consecutive meetings without prior notification to the Library Director and approval of

the President, the President shall notify the Mayor of a vacancy and request that a replacement be appointed.

Section 7. Any board member changing residence from Glendora city limits shall immediately submit his or her resignation.

Section 8. In the event of a vacancy that occurs due to resignation or any other reason the President shall so notify the Mayor and request that a replacement be appointed.

ARTICLE IV. Meetings

Section 1. The regular monthly meeting of the board shall be held on the third Monday of each month, at 7:00 p.m. at the Library.

Section 2. Any regular meeting may be adjourned or re-adjourned to a date and hour certain which shall be specified in the order of adjournment and when so adjourned each adjourned meeting shall be a regular meeting for all purposes. If the hour to which a meeting is adjourned is not stated in the order of adjournment, such meeting shall be held at the hour for regular meetings.

Section 3. Business for regular meetings shall include, but not be limited to, the following items.

- a) Call to order
- b) Public Comment
- c) Progress and service report of Library Director
- d) Unfinished business
- e) New business
- f) Board member items
- g) Disposition of minutes of previous regular meeting and any intervening special meeting
- h) Other routine items
- l) Adjournment

Section 4. Special meetings may be called at the direction of the President, or at the request of a majority of all members of the board, for the transaction of business as stated in the call for the meeting, to be held at designated times and places after 24 hours written notice given to the members and to the general public.

Section 5. A quorum for the transaction of business at any meeting shall consist of a majority of all members of the board.

Section 6. An affirmative vote of the majority of all members of the board shall be necessary to approve any action before the board.

Section 7. Notices of all regular meetings shall be distributed to all members and posted for the general public at least 72 hours in advance of the date of the board meeting.

ARTICLE V. LIBRARY DIRECTOR AND STAFF

The board shall advise the City Manager in the selection of a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the board and under its review and direction. The director shall specify the duties of other employees. The Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books and other materials in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. The Director shall submit an annual report for the adoption of the board.

ARTICLE VI. COMMITTEES

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

ARTICLE VII. REPRESENTATION

Section 1. The Mayor with the consent of the City Council shall appoint representatives to the Southern California Library Cooperative System Advisory Board for a two year term. The President shall appoint to the Glendora Public Library Friends Foundation Board and other such bodies as deemed appropriate. Appointees shall serve one-year terms, not to exceed the length of term remaining on the Library Board with the exception of SCLC/SAB appointment.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall be the authority on all questions of parliamentary law unless in conflict with these bylaws or with the laws of the State of California.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting by affirmative vote of majority of all members of the Board, provided that the amendment has been submitted in writing at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

These By-Laws are hereby adopted and shall become effective as of August 17, 2009 pursuant to resolution of the board.

Approved and adopted this 17th August, 2009

Ayes: _____

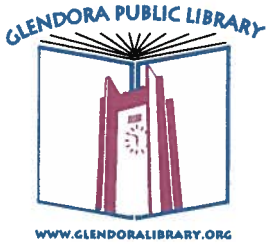
City of Glendora
Library Board of Trustees

Noes: _____

Absent: _____

Attest: _____
Robin Weed-Brown, Library Director

By: _____
Tricia Gomer, President



Glendora Public Library
 (626) 852-4891

140 S. Glendora Ave.
 library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *Robin*
 Date: August 17, 2009
 Re: Agenda item #6.2: Library Board Goals, FY 09 -10

This item was tabled at the July 20, 2009 board meeting and requested it be agendized again for the August meeting.

Annually the Library Board establishes goals for itself in the first few months of the new fiscal year. To assist in that process is a copy of the "Role of the Glendora Library Board of Trustees" document and a copy of FY 08-09's goals.

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: _____ **GLENDORA LIBRARY BOARD OF TRUSTEES**

AYES: _____

NOES: _____

ABSENT: _____

ATTEST: _____
Robin Weed-Brown, Library Director

BY: _____
Sylvia Slakey, Board President

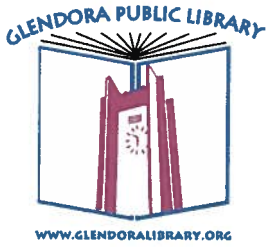
Library Board of Trustees
Goals and Objectives for FY 2008- 2009

Goal:

The Library Trustees will serve as active, visible advocates for the library to the greater community.

Objectives:

- Each Board member will attend an average of one library event per month.
- Each Board member will continue to promote the *Hands* project and other avenues of support for library services and programs.
- The Board will advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff.



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MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *RWB*
 Date: August 17, 2009
 Re: Agenda Item #6.3: Enhancing Communication with City Council

Last month the board postponed a discussion on ways to enhance communication with the city council pending the CALTAC training held on Aug. 14.

7.

New

Business

8.
Board
Member
Items



Glendora Public Library Events

August 2009

- 01 10 a.m. *Saturday Sale* in the Library: Finance & Business books, plus surprises – main floor
14 9 a.m. - 12:30 p.m. CALTAC: Library Board Effectiveness Training – Friends Room
17 7 p.m. Library Board meeting – **Bidwell Forum**
26 5:30 p.m. Novel Idea: *The Guernsey Literary and Potato Peel Pie Society* by Mary Ann Shaffer
– main floor

September 2009

- 05 10 a.m. *Saturday Sale* in the Library: Children's books – main floor
07 Labor Day – Library closed
14-19 Special Pirate Week Storytimes and crafts
14 1 p.m. & 7 p.m. Books Alive! *The Things They Carried* by Tim O'Brien– main floor
16 Glendora Day at the Fair
17 3:30 p.m. *Books n' Brownies*-teen book discussion: *Chasing the Falconers* by Gordon Korman-Friends Room
19 3 p.m. Great Scott Science Program – Bidwell Forum
21 7 p.m. Library Board meeting – **Bidwell Forum**
26 10 a.m. College Admissions and Financial Aid Program for Parents and Students – Friends Room
28 7 p.m. Children's Author visit: Andra Simmons, *What Anna Loves* – Friends Room

Storytimes

- "Time for Tykes" – ages 3 -5 - Tuesday & Wednesday 10:30 a.m.
- "Family PJ Storytime" – ages 3 -5 - **Monday 7 p.m.**
- The third **Monday** 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.
- **"Read Aloud Crowd" – elementary school children – Monday 4 p.m. * new program**

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

- September 11 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- October 20, 2009 @ 7:00 a.m. Library – Bidwell Forum



Glendora Public Library
Board Agenda Planning Calendar
FY 09-10

July 20	Elect officers; appoint Foundation Liaisons; discuss Library Board Goals; ideas for communication with city council: liaison; FF/CC/BLT; distribute Admin Pol. 4.04: library board by-laws
August 14	CALTAC Board Effectiveness Training 9am-Friends Rm
August 17	Finalize Library Board Goals; discussion on by-laws
September 21	SRC wrap up; Friends Foundation Overview by Anne Pankow; Holiday Hours: Thanksgiving & Christmas; distribute parking survey information
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	(Adjusted for MLK Day) Budget FY 09-10; CALTAC workshop attendance (wkshp usually in March); Library Board Award; Staff appreciation;
February 22	(Adjusted for President's Day) Goal planning FY 09-10; Friends Foundation funding staff requests for FY 10-11; begin planning for annual joint meeting with city council
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); Review Admin Policy 4.01 Uses/Regs of the Building
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