

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library – The Friends Room
140 S. Glendora Ave

February 23, 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 January 26, 2009, Encl., page 1

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

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

6. UNFINISHED BUSINESS

6.1 Library Board Awards, Encl., page 28

President Conway to lead discussion on community recognition

6.2 Flood Damage

President Conway to lead discussion on flood damage incurred by Library

7. NEW BUSINESS

7.1 Requests from Staff to Friends Foundation, Encl., page 30

Library Director to present requests from staff to Friends Foundation for Fiscal Year 09/10

7.2 Methods to use in approaching City Council

Slakey to lead discussion on broadening presentation approaches to advocate for the library

7.3 Planning of the dedication ceremony for the Friends Room, Encl, page 36

President Conway to lead planning

7.4 Library Goal Planning for Fiscal Year 09/10, Encl, page 39

President Conway to lead discussion

7.5 Library Events Calendar, Encl., page 41

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 42

Plans for future meetings to be discussed

8.2 Board member items

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

9. ADJOURNMENT

SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS

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

4.

Consent Calendar

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Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

January 26, 2009
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:01 p.m. by President Mike Conway.

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

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Janet Stone, Senior Librarian Adult Services; Cindy Romero, Senior Librarian Youth Services; Jeff Kugel, Planning Director

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

4.1 **It was MSC (Gomer/Storland) to approve Minutes of meeting of December 15, 2008. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;**

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown welcomed Jeff Kugel, Planning Director for the City of Glendora. She explained that Kugel joined the Board meeting to provide an update on the drought tolerant garden that will be planted around the expansion.

Kugel stated that this project is a joint effort of the Planning Department, Community Services and Public Works. This project provides the opportunity to demonstrate to the community what a drought tolerant landscape can look like. Kugel expressed his hope that this garden will be used as a learning tool. He added that Dianne Walter, Recycling Coordinator and Planning Manager for the City of Glendora, designed the drought tolerant garden. Walter was educated as a landscape architect.

Kugel stated that the plants to be used in the garden were donated by Monrovia Nursery. Conservation grant money will be used to purchase a bench, which will be located on the north side of the expansion. Kugel stated that the goal is to have the garden done by April 18, which is Earth Day. He added that Community Services is currently doing soil testing. The construction phase will start in March. Kugel

commented that the DAR is donating a tree, but he believes that it will not be planted on library grounds.

Kugel reminded the Board that the city has a drought tolerant ordinance. Gomer suggested that the library give tours of the garden at some point. Weed-Brown stated that staff is exploring offering a water-wise program in May. A tour could be part of this program.

Weed-Brown stated that the brochure of the plants used in the drought tolerant garden will be available in PDF format on the library website. Kugel noted that the plants in the garden will be labeled with their proper name. Weed-Brown stated that she, Walter and Rudnyk met and discussed the options regarding the drought tolerant garden. There were some changes to the design based on Rudnyk's expertise. Conway stated that Weed-Brown has done a great job.

Storland asked about other nurseries in town. Weed-Brown explained that Katharine Rudnyk is on the Friends Foundation Board and she offered to donate the plants. Kugel stated that it will be interesting to see what type of impact this garden will have on residents when they look for other options for their yards. The Board and Weed-Brown thanked Kugel for attending the Board meeting.

Weed-Brown stated that the dedication ceremony for the expansion and the water-wise demonstration gardens are part of the Mayor's ceremony on Earth Day, Saturday April 18. Miles Rosedale has asked to speak at the dedication. Once the date has been confirmed with him, the dedication will be publicized with Earth Day, minimizing the amount of separate PR being generated.

Weed-Brown reported that she will be going to Washington, D.C. from May 9 to May 12 as part of MCLS. MCLS pays for the flight, room and most meals. She will be meeting with various legislators and discussing the role of public libraries in supporting their communities.

Weed-Brown has been approached by Deborah Gould from the Village Bookstore to do a "One Book One City" program. Library staff will meet with Gould on February 6 to discuss Gould's ideas. Weed-Brown reminded the Board that the library offered such a program, *Grapes of Wrath*, in 2002 and the turnout was disappointing. *Grapes of Wrath* was a statewide program and many resources were available to the Library. Weed-Brown pointed out that the reduced budget and the Foundation not having any extra funds to support this will impair implementation. She will report back at next month's Board meeting and asked the Board to provide feedback at that time.

Weed-Brown informed the Board that Azusa Library received a grant to help them start a bookmobile service. This bookmobile will be sent to 10 different stops in the city, and will train people at the various sites to give storytimes. Weed-Brown reminded the Board that Glendora had talked about the possibility of a bookmobile some time ago. Romero added that Azusa Library is having trouble budgeting for this even with the grant.

Weed-Brown informed the Board that she emailed the City Manager expressing the Board's preferred joint meeting date of April 28th. The City Manager in his response

stated that the April date is a tentative date. Conway voiced his disappointment with the response and asked if the Board should contact the Council directly. The Board discussed talking points of the joint meeting, such as parking issues. Weed-Brown stated that the Council should be informed about the state of the library and other items the Board chooses to discuss. She said that the joint meeting will take place after the new Council member is on board. Deal added that the joint meeting should take place while Slakey is still on the Library Board.

Discussion ensued regarding the response from the City Manager. Weed-Brown commented that the Council has expressed desire to meet with every Board/commission annually. Slakey suggested the Board write a response to the City Council and Jeffers. The letter should state that the Board hopes that the April 28th date will work out for both parties so the Board can meet its annual obligation and answer any questions the Council might have. The Board asked Weed-Brown to draft a letter to the Council and meet with Conway for review and signature.

Weed-Brown updated the Board on the items that still need to be completed in the expansion. Everything is supposed to be finished this week. Weed-Brown voiced her hope that the library will receive the certificate of occupancy at the end of this week. She added that the internal sliding door for the expansion has not been ordered yet.

Weed-Brown stated that Baffigo is working on estimates for security cameras for inside and outside of the *Friends Room*, as well as alarms for the doors. Weed-Brown was notified that more than likely there will not be any CIP money left. She read the list of items that are still needed for the *Friends Room*. Gomer said that the Board had talked about gifting opportunities, but the word needs to get out. Weed-Brown offered to put together a list of items that could be donated to the Library. This list might work well to present to Coordinating Council and other service organizations. Weed-Brown reminded the Board that the naming of the expansion is on tomorrow's Council agenda.

Slakey commended Romero and Baffigo for doing a wonderful job in the Children's room.

Gomer and Slakey informed Weed-Brown that they are not planning on attending the CALTAC workshop on March 14. Storland was interested, but asked to go with someone. Weed-Brown asked the Board to check their calendars and let her know as soon as possible.

The Board discussed the luncheon held for the city's service award recipients, at which Anne Pankow was presented with the city's first Employee Award of Excellence in Management. Weed-Brown stated that this was the first event of this kind.

6. UNFINISHED BUSINESS

6.1 Library Staff Appreciation

Deal passed out the proposed menu for the staff appreciation luncheon. The Board discussed the menu and approved the choice.

6.2 Flood Damage

Conway asked for an update regarding the Library's flood damage. Weed-Brown stated that she asked to receive a copy of the list of damages that was sent to the insurance company and any documents from the restoration company as requested by the Board. She has not received anything. Weed-Brown reminded the Board that library staff submitted the original list of damages to Public Works. This original list is available for the Board to review.

Conway stated that the damaged carpet is raised in some areas. He voiced concerns about a potential safety hazard. Conway felt that all the damaged items in the library should be replaced by the city and that the city then should negotiate for settlement. He stated that he talked to Council member Herman about the Library's carpet.

The Board discussed sending a letter to Herman to remind him of their discussion and ask for an update. The Board agreed that Weed-Brown and Conway will meet to draft the letter.

7. NEW BUSINESS

7.1 Review Administrative Policy 4.05-Collection Development – action item

Slakey and Storland stressed the importance of the collection development policy. Slakey added that Romero and Stone did a great job updating the policy. The Board discussed the policy.

It was MSC (Slakey/Deal) to approve Administrative Policy 4.05-Collection Development as submitted. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

7.2 Budget FY 09/10

Weed-Brown voiced her concerns about starting the FY 09/10 budget on the mid-year cut level of FY 08/09. She pointed out that this year's salary savings in part-time hours was due to staff not working during the flood. She made it clear in all the documents submitted to Finance that these savings were due to the flood. Weed-Brown added that any additional cuts will have to come out of the book budget.

Weed-Brown stated that if the Library is asked to cut more for the FY 09/10 budget, the Library may have to look at the possibility of closing a day. She reported on the Library's 3.5 % mid-year cut at last week's MCLS meeting. Other systems are looking at cuts for next year, but no other system reported mid-year cuts.

7.3 Library Board Awards

Conway reminded the Board members that the Friends Foundation was the recipient of the first Library Board Award in 2008.

The Board discussed making changes to the Library Board Awards Guidelines. Weed-Brown reminded the Board that these guidelines were never formally adopted.

The Board discussed at which events the Library Board award could be presented. Weed-Brown stated that Night on the Plaza is a Foundation event. Any presentation that the Board might want to make that night would need to be confirmed first with the

Friends Foundation. Weed-Brown proposed creating a sub-committee to which the Board could submit nominations. Slakey asked if this award is worth spending money when the library budget is already cut to the bare minimum.

Following discussion, the Board agreed to continue this discussion at the February Board meeting to give the Board time to think about possible award recipients.

7.4 Carillon song proposal – possible action item

Weed-Brown stated that the song “Let’s Sing to Glorious Glendora,” written by Henry Scott Rubel, can be located in the program for Glendora’s Golden Get-Together held in 1937. Weed-Brown stated that Rubel wrote a play that was performed that day, and the song could have been part of that play.

The Board listened to the song. Weed-Brown stated that in order to play this song, it is likely that the Library’s carillon would need to be upgraded as it currently only plays 15 different musical notes. Weed-Brown stated that Alan Davis, the person who proposed the Glendora song be played on the Library’s carillon, is a Glendora citizen. She was unsure of exact costs that might be involved in this project.

Weed-Brown clarified that the clock tower cleaning is a separate issue from the Carillon song proposal. The clock tower needs to be cleaned as a maintenance issue. She added that the clock tower will probably be cleaned by city staff. The speakers will probably need to be cleaned by the carillon company.

The Board discussed the proposal. Board members voiced their concerns with spending money on upgrading the carillon when the Library’s budget has been cut. Weed-Brown noted that the Library would need to do PR so community members know what is being played. Slakey proposed postponing this proposal until there is money. Weed-Brown stated that Davis has donated his time to find out what needs to be done, but he has not offered any monetary assistance.

The Board discussed getting donations to pay for the upgrade and the staff time involved. The Board discussed the possibility of involving the Historical Society in this project. Gomer stated that this is an exciting possibility, but given the current situation, the Library does not have the funds.

Weed-Brown stated that she will find out the costs involved with this project. She will report back at the February Board meeting.

7.5 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out Family Game Day, which is growing in popularity. She added that the Teen Toastmaster event in February will be the only one. Weed-Brown explained that although originally the plan was to do four Teen Toastmaster events, the official Toastmaster group no longer supports this program. The February event will be held because it has already been advertised.

Weed-Brown pointed out that the February Board meeting will take place on February 23.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

None

8.2 Board Member Items

Weed-Brown informed the Board that the Friends Foundation will be acknowledging each staff person that worked the day of the flood.

Storland commented that the Woman's Club donates a book to the Library whenever a member passes away. The Library provides the Club with information regarding the book being donated. This is just another service the Library provides and it is appreciated.

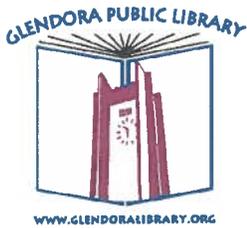
There being no further business, the meeting adjourned at 10:09 p.m.

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

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MEMO

To: Board of Library Trustees

From: Library Director

CC: City Manager

Date: February 23, 2009

Re: Director's Report

Community

Our Library Lovers programs continue to be popular with our community. Michael Ryan's Romantic Guitars, which featured a flute player this year, brought in an estimated 75+ people, a larger than normal turnout. This is a trend we are starting to see in program attendance as the recession is felt more strongly by community members. Due to a drop in donations, the Friends Foundation has had to cut back on funding of some programs for the remainder of this year and into next year.

We received the ok for occupancy for the Friends Room effective Tuesday, February 17, 2009. The room still has some detailing to be finished but the Public Works Director gave us the thumbs up to start using it. Occupancy is set at 113 people.

The first step in the water-wise gardens happened on Friday, Feb. 13 in between the rains. Ice plant was planted in the area by the stairs leading up to the back parking lot. The plants for the other garden areas have for the most part arrived and are being housed at Pompei Park until we are ready for them. The irrigation needs to be put in first and the rains have impacted the timeline for that.

In the bell tower at 10 a.m. each morning the song "Lets Sing to Glorious Glendora" now rings out. Carlos was able to make the CD that community member Alan Davis made of the song work in the carillon without incurring any additional costs. My March column in the *Community News* will be sharing that information with Glendorans.

The library parking survey will run from Feb. 23-March 21. Surveys will be handed out in person at the library and also available on the website. People will be asked to fill out only one survey during this timeframe. The data that will be gathered will move us out of the anecdotal realm and supply more hard information.

Staff

Congratulations to Daniela Overlock, our Star Service Employee of the Year! Daniela received her hard-earned recognition at a gathering of staff and family on January 29. She was recognized 21 times this past year for her outstanding customer service. Congratulations also go out to: Sandy Krause, Librarian II and Caroline Hernandez, Library Technician who tied as first place runner-ups and Daisy Fregoso, Library Technician, our second place runner-up.

At the library's February All Staff meeting, City Manager Chris Jeffers recognized staff for their outstanding customer service. Staff members that had recently received 5 merit coupons include: Janet Stone, Cindy Romero, Michelle Pasillas, Elke Cathel, Anne Pankow, Caroline Hernandez and Daisy Fregoso who all received certificates of appreciation. A certificate and \$25 gift card were given to Daniela Overlock, Gail Jebbia and Rebecca Simjian for getting over 10 merit coupons. Congratulations to all!

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In sad news, Gail Jebbia lost her mother on Friday Feb. 13, 2009. Our hearts go out and our arms go around Gail and her family during this time of loss.

Director

I met with Assemblyman Anthony Adams on Jan. 31, CLA's Day in the District. It was an opportunity to stress the role of public libraries, literacy and push to retain state funding during these tough budget days.

The library's budget proposal for FY 09-10 was submitted on Feb. 20. This starting budget proposal was at the reduced 3.5% level that was submitted in January '09 for the remainder of this fiscal year. We cut an additional \$10,000 out of the administrative accounts (7076) to replace the part time salary savings from the Nov. flood that was in the Jan. budget cut.

I have also included an analysis done by Carlos on the impact of our current staff reductions in Support Services. It looks at both public desk service points and behind-the-scenes activities. You will see that we are currently working with a 25% deficit in the needed number of staffing hours at the basic level. It is to the staff's credit that they have absorbed this deficit and kept their customer service skills and dedication levels so high. It cannot go on with out ultimately paying a price-through illness, stress, resignations, and poor customer service.

At this time I do not know if additional reductions will be required. As you know, many possibilities are being discussed and considered by city council at this time to cover anticipated shortfalls next fiscal year. I may have more up-to-date information by our meeting.

Thank you to President Mike Conway for speaking at the city council meeting on Feb. 10 on behalf of the library.

In celebration of "Read Across America" and Dr. Seuss' birthday, library staff will be reading at different schools throughout Glendora. Charter Oak USD schools celebrate on Feb. 27 and Glendora USD schools on March 5. I will be reading at Washington Elementary on the 27th and am a fill-in if needed at GUSD due to the great turnout that the Read-In gets. The Friends Foundation gives a gift certificate to each school to purchase books that I present at the GUSD reception on the 5th.

The city's new website is estimated to go live in early March.

Next Board Meeting: March 16, 2009

**GLENDORA PUBLIC LIBRARY
SUPPORT SERVICES
STAFFING - HOURS ANALYSIS**

The charts below is an analysis of Library Support Services Division staffing and hour allocations.

Duties (See Notes for details)	Librarian	Library Technician				Library Aide III			Library Aide II						Library Aide I 26 hrs/wk (3)	Library Aide I 19.5 hrs/wk (6)	Staffing Totals ***	Coverage Needed ***
	Website; Catalogin; Ref	Acquisitions; Ref	Overdues; Forum; Facilities; Circ	Receiving; Copy Cataloging; Circ	Collection maint.; ILL; Circulation	Adder; Circ	Copy Center; Circ	Withdrawin; g; Mending; Circ	Period.; Circ	Process.; Circ	Process.; Circ	Process.; Circ	Children's (Hrs/No \$)	On-Call	Collect. Maint.; Circ; Checkin; With drawing	Collection Maint.		
Direct Customer Service - Circ	0	2	16	16	16	12.5	12.5	10.5	11.5	11.5	11.5	11.5	0	7.5	21.75	0	160.75	187.5
Direct Customer Service - Ref	20	12	0	0	0	0	0	0	0	0	0	0	10.5	0	0	0	42.5	
Direct Customer Service - Print/Copies	0	1.5	3.5	3.5	3.5	2.5	5	2.5	2.5	2.5	2.5	2.5	0	0	6	0	38	55.5
Non-Public Service - Dedicated Hours	9.5	17	13	13	13	7.75	5.25	9.75	6.25	6.25	6.25	5.25	3.5	0	36	88.5	240.25	
Communication	4	2	2	2	2	2	2	2	2	2	2	2	2	0	3.75	7.5	39.25	
Special Projects	3	3	3	3	3	2	2	2	2	2	2	2	2	2	6	6	45	
Staff Dev./Training	2	1	1	1	1	1	1	1	0.5	0.5	0.5	0.5	0.5	0.5	1.5	3	16.5	
Unplanned Duties	2	2	2	2	2	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1	0	3	6	30.5	
Mandated Breaks	2.5	2.5	2.5	2.5	2.5	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	0.5	3.75	7.5	34.25	
Earned Vacation	2	2	2	2	2	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	0	4.5	9	35.5	
Accrued Sick	1	1	1	1	1	1	1	1	1	1	1	1	0.75	0	2.25	4.5	19.5	
Operational Totals	46	46	46	46	46	33	33	33	30	30	30	29	23	10.5	88.5	132	702	100%
Budgeted Totals	40	40	40	40	40	28.5	28.5	28.5	26	26	26	25	19.23	8	78	115.38	609.11	87%
Actual Totals	40	40	0	40	40	28.5	28.5	28.5	26	26	26	0	0	0	78	115.38	516.88	74%

w/ yesi 53.11 76%

Notes:

Hours are averages based on a typical work week.
Hours shown do not account for time re-allocations due to frozen recruitments, staff out ill, vacations, etc.
Unfunded and frozen positions are shown in red.
Coverage does not account for time substituted by division manager due to staff illness, vacations, etc.

Communication: Time spent regularly on meeting attendance, checking e-mail, etc.
Special Projects: One-time duties with a beginning and end dates. Examples: shelving and material relocations, building remodels, re-cataloging projects, re-labeling projects, etc.
Unplanned Duties: On-going duties not previously assigned or accounted for in FY budget. Examples: library expansion scheduling, new collections implementation and maintenance, added services in Copy Center, procedural changes (credit card transactions, checkout limits, holds processing, etc.).

Staff Training: Training with new hires, procedural changes, MCLS training, other workshops.

Service Desk Coverage*	Checkin Room Coverage**	Morning Money Count	Service Desk Set-up	Catalog Computer Set-up	Total Coverage Hours
111	61.5	6	6	3	187.5

* 2 persons on desk to meet demand at circulation desk
** Checkin hours include library open hours and prior.
*** Difference in hours between Staffing Totals and Coverage Needed is due to one-person coverages and multi-tasking.

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

DIVISION 7076	Approved FY 07-08	cuts 1/8/2008	Approved FY 08-09	cuts 1/30/2009	Req FY 09-10
ACCOUNT 51110 OFFICE SUPPLIES					
Board Recognition: plaques, badges, name plate, name sign	100	150	150	150	100
First Aid/EOC supplies	180	180	180	180	100
General office supplies	4,250	4,000	4,000	2,550	3,500
Copier supplies - Public and Staff-moved to 7077	750	800	1,560	1,560	0
Library Cards (10,000)	4,000	3,000	3,690	3,690	2,302
Outreach supplies (displays, bulletin boards, posters)	100	0	0	0	
Rewritable CDs, Thumbdrives	220	0	0	0	
Staff ID for Library employees	100	0	100	50	50
Staff Recognition/Star Service	1,000	1,000	1,000	500	500
TOTAL BUDGET REQUEST	10,700	9,130	10,680	8,680	6,552
ACCOUNT 51400 BUILDING MATERIALS & SUPPLIES					
			deleted janitorial supplies/Periodicals shelving		
Book Trucks (2)	550	550	0		
Chairs/stools, desks (public & staff)	5,000	5,000	0		
Bike Rack/Stakeboard holder	600	0	0		
Forum Supplies	1,000	500	0		
OPAC Mounts/tables	1,000	1,000	0		
Miscellaneous building and equipment hardware	1,500	1,500	0		
Outside book return	4,000	5,000	0		
Shelving (general)	5,000	0	0		
Signage	1,000	1,000	0		
Study Tables	5,000	0	0		
Circulation equipment (desensitizer, laser readers, etc)	0	0	7,000		5,000
Forum Equipment & supplies (easels, microphones, cables)	0	0	500		0
Office/public area equipment & supplies (signage, step stools)	0	0	5,500		2,000
Building equipment & supplies (misc)			7,000		5,000
TOTAL BUDGET REQUEST	24,650	14,550	20,000	12,000	12,000
TOTAL REQUESTS THIS PAGE	35,350	23,680	30,680	20,680	18,552

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

		Approved	cuts	Approved	cuts	Req
		FY 07-08	1/8/2008	FY 08-09	1/30/09	FY 09-10
DIVISION 7076						
ACCOUNT 51550 PHOTOGRAPHIC SUPPLIES AND DEVELOPING						
Digital photo paper		0	0	0	0	0
TOTAL BUDGET REQUEST		0	0	0	0	0
ACCOUNT 51560 OPERATING LEASES						
	lease tied to usage					
Copy - Print Service		15,000	15,000	18,000	18,000	20,000
TOTAL BUDGET REQUEST		15,000	15,000	18,000	18,000	20,000
ACCOUNT 55320 PRINTING						
Circulation Hand-out (fees, fines)		1,300	1,300	1,000	750	750
Bookmarks/PR Supplies/How-to handouts		3,000	1,500	1,500	1,500	1,000
Lib Information brochures (Gateway to Knowledge, floor plan)		1,000	0	1,000	0	0
Library newsletter		1,800	1,000	800	700	1,000
Stationery (letterhead, envelopes, business cards)		250	600	1,200	1,150	250
City Hall Reproduction costs (prev acct #001.7076.642.000)		1,200	200	100	0	
TOTAL BUDGET REQUEST		8,550	4,600	5,600	4,100	3,000
ACCOUNT 55340 POSTAGE						
	anticipated rate increase May 09 to 44 cents					
FedEx/UPS/Ship for Less		1,200	1,050	400	400	400
Interlibrary loan - moved to City Hall postage		0	0	0	0	0
Outreach mailings (Board packets, NLW)		0	0	0	0	0
overdue notifications - moved to City Hall postage		0	0	0	0	0
City Hall postage (ILL, overdues,)		4,160	4,000	4,250	3,600	3,600
TOTAL BUDGET REQUEST		5,360	5,050	4,650	4,000	4,000
TOTAL REQUESTS THIS PAGE		28,910	24,650	28,250	26,100	27,000

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

DIVISION 7076	Approved FY 07-08	cuts 1/8/2008	Approved FY 08-09	cuts 1/30/09	Req FY 09-10
ACCOUNT 55400 DUES AND MEMBERSHIPS--LIBRARY					
American Library Association	400	400	660	645	665
California Library Association	920	920	1,080	865	865
CALTAC (Library Board)	70	70	115	115	115
Glendora Coordinating Council	40	40	40	80	40
Polaris User Group	150	150	150	150	150
Rotary	220	220	220	270	270
TOTAL BUDGET REQUEST	1,800	1,800	2,265	2,125	2,105
ACCOUNT 55510 MEETING EXPENSES					
ALA/CLA/MCLS	200	100	0	0	200
Coffee supplies (cups, napkins, coffee, cream, sugar)	200	100	200	200	200
Coordinating Council x \$12	100	100	120	120	120
Library events/Host/workshops	600	600	300	300	300
Staff development/workshops	250	250	300	300	0
TOTAL BUDGET REQUEST	1,350	1,150	920	920	820
ACCOUNT 55550 TRAVEL (prev 631)					
ALA/PLA/LAMA	1,000	500	0	0	0
California Library Association	1,000	500	0	0	0
Polaris NY	1,200	1,200	1,500	1,372	0
Mileage Reimbursement (MCLS, CLA, misc travel)	560	560	1,000	500	1,500
MCLS Committees & workshops (prev acct 632)	0	0	0	0	0
Local conference & misc travel (prev acct 632)	0	0	0	0	0
TOTAL BUDGET REQUEST	3,760	2,760	2,500	1,872	1,500
TOTAL REQUESTS THIS PAGE	6,910	5,710	5,685	4,917	4,425

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

DIVISION 7076	Approved FY 07-08	cuts 1/8/2008	Approved FY 08-09	cuts 1/30/09	Req FY 09-10
ACCOUNT 55600 TRAINING (prev 617)					
ALA/PLA/LAMA annual conference	400	400	0	0	0
California Library Association ann. Conf. @ Pasadena '09	1,100	1,100	0	0	1,100
InfoPeople (\$75 ea)/UCLA (\$50 ea)	400	400	900	900	900
Metropolitan Cooperative Library System workshops (10x20)	100	100	100	100	100
Polaris Training	2,500	500	2,500	500	500
Technology/management/other	1,100	800	800	800	800
TOTAL BUDGET REQUEST	5,600	3,300	4,300	2,300	3,400
ACCOUNT 56200.01 GIS POLARIS MAINT CONTRACT (prev 662.091)					
General catalog, children's catalog & Syndetics * normally 5% increase annually	24,480	23,480	20,000	20000	17,000
TOTAL BUDGET REQUEST	24,480	23,480	20,000	20,000	17,000
ACCOUNT 59100 OTHER CONTRACT SERVICES (prev 699)					
Califa contract	400	400	400	400	400
Metropolitan Cooperative Lib System contract	5,500	5,000	5,000	5,000	5,000
OCLC cataloging utility	12,000	10,000	12,000	12,000	6,000
Other (Reservation software, web)	8,000	1,000	3,000	1,380	1,000
TOTAL BUDGET REQUEST	25,900	16,400	20,400	18,780	12,400
TOTAL REQUESTS THIS PAGE	55,980	43,180	44,700	41,080	32,800
TOTAL REQUESTS FOR ACCOUNT 7076	127,150	97,220	109,315	92,777	82,277

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

DIVISION 7076					
		Approved	cuts	Req	Req
		FY 07-08	1/8/2008	FY 08-09	FY 09-10
DIVISION 207-7076					
ACCOUNT 5110 OFFICE SUPPLIES					
Literacy Supplies		0	0	1,500	0
TOTAL BUDGET REQUEST		0	0	1,500	0
ACCOUNT 55700 EDUCATIONAL REIMBURSEMENT					
LSTA GRANT REIMBURSEMENT					
Mary Pat Dodson: 4 classes		6,282	6,282	2,094	4,050
TOTAL BUDGET REQUEST		6,282	6,282	2,094	4,050

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

DIVISION 7077	Approved FY 07-08	cuts 1/8/2008	Approved FY 08-09	cuts 1/30/2009	Req FY 09-10
ACCOUNT 51200 SPECIAL SUPPLIES					
Cases (for videos, cassettes, cds/cdroms/dvds + sec. cases, hangup bags, etc.)	3,000	3,000	0	0	0
Circulation desk & misc office supplies (ink, golf pencils, receipt printer paper)	1,450	1,450	0	0	0
Polaris supplies (bar code scanners/receipt printer)	400	0	0	0	0
Processing & mending supplies (now includes pre-processing costs, prev paid out of 707951300)	11,600	11,000	0	0	0
Theft detection strips	3,880	3,880	0	0	0
Circulation supplies (golf pencils, receipt printer paper, copy center supplies)	0	0	1,500		3,800
Computer supplies (cleaning supplies, network supplies, software)	0	0	1,500		1,500
Technical processing supplies (cases, detection strips, book jackets)	0	0	17,330		15,000
TOTAL BUDGET REQUEST	20,330	19,330	20,330	0	20,300
ACCOUNT 55330 MICROFILMING moved to Periodicals 001-7079-51300					
* price varies depending on number of pages microfiched					
Glendora Press (done every year)	0	0	0	0	0
Glendoran Magazine (done every 3 years)	0	0	0	0	0
Glendora Community News (done every 3 years)	0	0	0	0	0
TOTAL BUDGET REQUEST	0	0	0	0	0
TOTAL REQUESTS FOR ACCOUNT 7077	20,330	19,330	20,330	0	20,300

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

DIVISION 7079					Approved	cuts	Approved	cuts	Req
					FY 07-08	1/8/2008	FY 08-09	1/30/2009	FY 09-10
ACCOUNT 51200 SPECIAL SUPPLIES - PUBLIC SERVICES									
Children's supplies					2,000	2,000	2,000	2,000	2,000
Young Adult supplies					1,000	1,000	1,000	500	500
Adult supplies					500	500	500	500	500
TOTAL BUDGET REQUEST					3,500	3,500	3,500	3,000	3,000
ACCOUNT 51300 BOOKS/TAPES/PERIODICALS, ETC									
ADULT SERVICES					7% increase		*-variable % increase		
	Fiction				37,600	37,600	30,600	25,250	24,500
	Non-fiction				59,800	59,800	43,400	35,300	34,600
	Reference				14,000	14,000	12,200	6,300	7,500
	Audio-visual				38,500	38,500	37,900	26,600	25,900
YOUTH SERVICES (CHILDREN & YA)									
	Fiction				19,000	19,000	19,000	14,248	14,000
	Non-fiction				16,200	16,200	17,000	11,689	12,000
	Reference				11,000	11,000	11,000	9,824	7,500
	Audio-visual				10,000	10,000	10,000	7,515	7,500
STANDING ORDERS					48,150	43,150	49,154	44,049	45,000
PERIODICALS					30,000	23,500	30,000	30,000	30,000
ELECTRONIC DATABASES (FY 08/09 5% increases x 0-2 yrs)					70,750	68,250	76,746	76,793	79,468
TAX									
TOTAL BUDGET REQUEST					355,000	341,000	337,000	287,568	287,968
*Each subject area adjusted independently, based on averages of Bowker Annual figures (2007 ed.)									
ACCOUNT 55325 BINDING & REPAIR OF LIBRARY MATERIALS									
Binding					900	900	900	900	
Repair					1,500	1,000	1,500	500	1,000
TOTAL BUDGET REQUEST					2,400	1,900	2,400	1,400	1,000
TOTAL REQUESTS FOR ACCOUNT 7079					360,900	346,400	342,900	291,968	291,968
TOTAL REQUESTS FOR 7076-7077-7079					508,380	462,950	472,545	405,045	395,045
	% change from previous FY					-8.936%	-7.049%	-12.508%	-16.401%

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Glendora Public Library has something for everyone! Join the excitement by attending one of these events, proudly presented by the Glendora Public Library and Friends Foundation:

February 3rd - March 31st 6:30 - 8:30 pm / Bidwell Forum

“Quilting Class” - Beginning through advanced students can learn to quilt or improve their skills taught by Sandy Janicki. Class is free. Students must provide their own materials. Please call (626) 852-4872 to register or for more information.

February 4th 3 pm / Main Floor

“Chocolate Fantasy” - Learn to make sweets for your sweetie. Demonstration by Linda Hermann from A & J Cake Decorating.

February 5th 4 pm / Main Floor

“Book Buddies” - A book discussion for children in grades 1st - 3rd will discuss My Father’s Dragon by Ruth Stiles Gannet.

February 7th 10 am / Main Floor

“Coffee N’ Books” - Come to the library and enjoy a cup of coffee while you relax with a book on a Saturday morning and browse the sale tables for this month’s bargains on Paperback Books & Records.

February 11th 2 - 4 pm / Main Floor

“Romantic Guitars” - Enjoy the romance of classical guitars with Michael Ryan and Ken Soderlund, have a cup of coffee and browse the sale tables for bargains on books you love to read.

February 12th 4 pm / Main Floor

“Ravenous Readers” - A book discussion for children in grades 3rd -6th will discuss The Boys Start the War by

Regards, Robin

Customer Service is important at the Glendora Public Library. Every year our library recognizes one staff member who has gone above and beyond in delivering Platinum Customer Service. Staff and community members write notes of commendation throughout the year when they witness or receive excellent customer service from another staff member. These commendations are read out loud at our staff meeting each month and a winner is identified based on the number of commendations received within the month. At the end of the calendar year at our annual staff party the person that has received the most commendations over the past year is honored. Their name goes on a perpetual trophy and they get a special letter of thanks. (Due to the library’s flood and resulting closure, the award party was postponed until January). The following year, when a new winner is identified, the previous winner, who now has to give up the trophy, gets a special plaque commemorating their service award and a star to wear on their lapel.



And our Star Service Winner for 2008 is (drum roll please), Daniela Overlock! Daniela was recognized 21 times in 2008 by her co-workers and by community members for her exceptional customer service. Her ability to remain calm amid crisis, her competence in responding to work challenges and her patience were noted by many. Her platinum Star customer Service skills were front and center while juggling busy service desks, staffing shortages and even library plumbing problems-not to mention floods! Her positive attitude and can-do spirit make Daniela a joy to work with.

We also acknowledge Star Service runner ups: Sandy Krause, Librarian II and Caroline Hernandez, Library Technician tied as first place runner-ups and Daisy Fregoso, Library Technician, is our second place runner-up.

This past year the City of Glendora began a customer service staff recognition program as well. 13 library staff members, including Daniela, Sandy, Daisy and Anne Pankow, Assistant Library Director, were awarded Certificates of Appreciation. Anne was further recognized when she was awarded the City’s first Employee Excellence Award in Management, 2008. Anne has worked for the Glendora for 15 years and is active in the community. She has chaired the GCCC Holiday Baskets Committee, been a team leader in the Relay for Life, and attended many community fundraisers for groups like the YWCA, Foothill Presbyterian Hospital and Glendora Rotary. Anne’s leadership skills are also evident in her role as the Assistant Library Director. Staff turns to her for her common sense approach to problem solving and her willingness to help out during a challenge or crisis. As the Library Director, I can honestly say I couldn’t do it without her!



It is an honor for me to work with such caring and dedicated staff. Every one of them is a Star in my book! Congratulations to all!

Division Monthly Reports



To: Robin Weed-Brown

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

Date: January 2009

Public Services - Cindy Romero, Janet Stone

Children's

Date	Event/outreach	# of participants
various	ELF meetings at in-home daycare	7
January 6, 2009	Bookmark Contest Promo-Washington School	540
January 6, 2009	Bookmark Contest Promo-Cullen School	600
January 6, 2009	TAB	18
January 8, 2009	Bookmark Contest Promo-Willow School	500
January 9, 2009	Bookmark Contest Promo-La Fetra School	700
January 9, 2009	District PTA	25
January 9, 2009	ELF R&R directors meeting	40
January 12, 2009	Coordinating Council	25
January 13, 2009	Community Preschool	30
January 14, 2009	Community Preschool	30
January 15, 2009	Books 'n Brownies - Angel Experiment	8
January 16, 2009	Bookmark Contest Promo-Sutherland School	585
January 20, 2009	Whitcomb Head Start	40
January 20, 2009	TAB Training for Literacy Project	8
January 22, 2009	Library Tour-Activity Day Girls	18
January 22, 2009	GUSD Lib Tech Mtg.	10
January 26, 2009	ELF APU training	90
Total number of participants		3274

Youth Services is off to a flying start at the beginning of 2009. We continued with outreach to the local Headstart and Community Preschools and also read a storytime at the Teen Parent Program at Oak Knoll. Outreach continued with visits to 5 elementary schools promoting the bookmark contest which began on January 12th. The contest will run through February 28th. This year's themes are: *Be Creative @ the Glendora Library* and *Express Yourself @ the Glendora Library*. We look forward to the wonderful artwork of Glendora's youth. I will be asking for help judging the entries at the March meeting. Cindy and Gail visited Sandburg Middle School to present certificates from Assemblyman Adams and

“READ” posters to one of the honorable mention Battle of the Books teams. The winning team came into the library to receive their certificates and posters. Elke did a great job creating the posters for us. Outreach continued this month with Cindy’s visits to the GUSD District PTA and Library Technician meetings.

Gail and Cindy gave a training session for the TAB members interested in working on a Literacy Project this spring. TAB members will be assisting on Dr. Seuss day, reading stories, and filming the stories to distribute to children at the Headstart and Teen Parent programs. We have a second training scheduled for February 17th. Gail has enlisted the help of the TAB members in leading the Books n Brownies Teen Book Group. Two TAB members, Karen Lee and Drew Merryman led the January session featuring *Maximum Ride: The Angel Experiment* by James Patterson. The group was a rousing success. The members have been helping to choose upcoming books.

Gail and Cindy attended a Performer’s Showcase in preparation for this year’s Summer Reading Club. We are pleased that we found the perfect musician; he has a sippy cup song. Cindy also hosted the Children’s Committee meeting in the Bidwell Forum.

Preparations are now in full swing for Summer Reading and next year’s Battle of the Books. The Youth services staff is busy planning for both big events, while finalizing plans for the spring. We look forward to seeing everyone at Dr. Seuss’ Birthday Celebration Saturday, February 28th from 10-5.

Early Learning with Families (ELF) is in full swing. Cindy and Mary Pat ventured to the Resource and Referral Network in Pomona to give a presentation on the program and the library to a group of preschool directors. The team also visited APU to give trainings at 3 Children’s Literature classes. The trainings focused on how to read to young children. Students from the classes will be going to the local in-home daycare to deliver storytimes and boxes of materials that will be exchanged monthly. Cindy and Mary Pat spent much of the month contacting local in-home daycares to arrange for monthly visits. We now have 10 daycares interested in participating in the program.

Adult

Date	Program/Event	# of participants
January 12, 2009	Books Alive - <i>Hope in Hell</i> - AM	7
January 12, 2009	Books Alive - <i>Hope in Hell</i> - PM	9
January 31, 2009	Family Game Day	94
TOTAL number of participants		110

Gaetano and Suzette kicked off the between-Board-meeting interlude by joining Bonnie Deering at Torrance Public Library’s workshop “Baby Boomer Volunteers: Entice, Excite, and Engage.” Among the key ideas, as phrased by Suzette: Baby boomers “want to bring the skills they [have] acquired to ‘make a difference.’” We will continue discussing opportunities that might appeal to this growing and often expert volunteer workforce.

That same week, Janet visited Cerritos Public Library for the quarterly MCLS Reference and Adult Services Committee meeting. The morning's major exchange focused on adult programming; also on the agenda was the committee's spring workshop, to be held in Bidwell Forum. Janet and the rest of the workshop subcommittee met in early February, tentatively planning a session on "Eyeing the Future: Statewide Vision, Local Focus," hoping to slate Acting State Librarian Stacey Aldrich and other local public library administrators as speaker/panelists.

Before January was out, Gaetano made an appearance at La Fetra Center's Information Fair, where he demonstrated Playaways and distributed library newsletters, book group advertisements, game day announcements, and bookmarks to over 100 community members. And rounding out the month was Sandy's ever-popular Family Game Day. As she put it: "Great turn out - 56 adults, 3 teens, 35 kids - 20 pizzas and giant jenga :)" What a terrific way to spend a Saturday during these stressful times!

After multiple postponements, February finally brought Suzette's chance to increase her Connexion knowledge via webinar. As the Online Computer Library Center's (OCLC's) main tool for creating and editing catalog records, Connexion is a key – if backstage – part of making our collection accessible to users.

The "library history project" continued guiding the organic toward the orderly, as event coordinators and digital photographers met to discuss the nascent guidelines for keeping (and weeding) our exploding collection of digital images. The Library's team of fine, concerned minds brought excellent questions and ideas to the table. Finally, Sandy and Rebecca helped bring another aspect of local, current heritage into focus, showing Reference staff how best to navigate the finite but complex universe of Glendora municipal government documents.

All other business aside, we're glad to welcome Gaetano home. Catch this World Traveler to hear about his most recent adventures, amidst the thought-provoking vistas of Egypt and Jordan.

Support Services – Carlos Baffigo

Congratulations to Daniela for being the 2008 Star Service Award recipient. Her hard work this past year along with her willingness to tackle any problems or issues that came her way showed true leadership. Daniela - you earned it! ☺

Daisy and Caroline were runner-ups for the 2008 Star Service Award. Good job ladies!

Circulation:

Carlos attended an MCLS Circulation Committee meeting on January 14th in Santa Monica.

A new bookdrop was installed in the back (Vista Bonita Ave.) parking lot.

Facilities:

Friends Room update: Work on the "punch" list of inspection items continued. The occupancy certificate is pending the completion of the list.

Additional shelving was ordered for the Children's Room to put the finishing touches on the new layout. Shelving is expected to arrive in the middle of March.

Technical Services:

The budget cuts are giving Tech Services staff a chance to catch up on backlog.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
1/3/2009	Coffee N' Books	50
	TOTAL number of participants	50

Date	Community Outreach	# of participants
1/7/2009	Outreach to Teen Parent with Cindy & Chris at Arrow High School	20
1/8/2009	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	53
	TOTAL number of participants	73

The Foundation office has been busy working on Trivia and the Foundation budget for 2009/2010.

Christine Cravens fell after the Foundation Quarterly board meeting on January 13 and broke her wrist. She has been working a reduced schedule. Her cast should be removed at the end of February.

Glendora Public Library Summary Data for January 2009

<u>Service Indicators</u>	This Year January	Last Year January	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	21,007	19,460	8%	150,101	148,556	1%
I. D. Total Items Loaned	36,631	28,193	30%	230,975	200,894	15%
I. D.4. Electronic Circulation	202	124	63%	1,184	781	52%
III. A. Total Requests for Information/Adult Services	2,386	2,461	-3%	15,706	17,155	-8%
II. A. Total Items Owned	146,779	148,232	-1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	39,240	25,404	54%	241,959	133,447	81%
V. A.2. Library Home Page Views	34,585	20,698	67%	208,459	94,204	121%
VI. A. Total Number of Programs	7	5	40%	76	63	21%
VI. E. Number of Literacy Students Active	35	36	-3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	97	124	-22%	833	692	20%
VI. F.1 Total Number of Volunteer Hours	528	460	15%	5,854	5,176	13%
I. G. Total General Fund Revenue	\$4,592	\$3,246	41%	\$39,457	31,503	25%

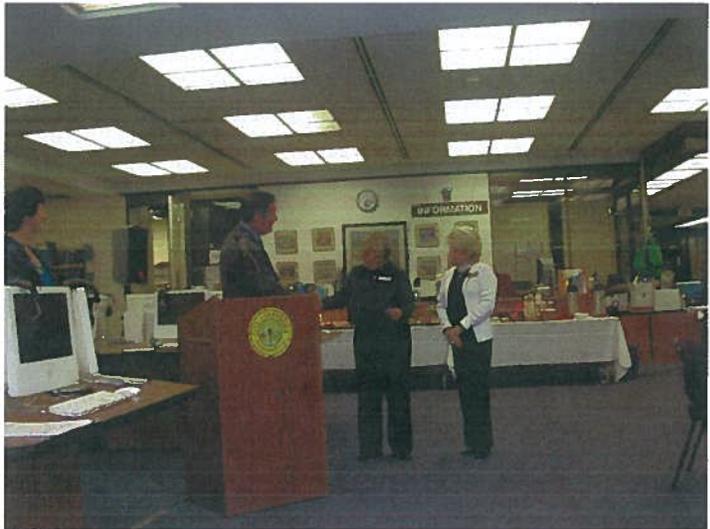
These statistics are subject to verification.

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February 2009 Events



Donor Recognition Event
January 2009





Merit Certificate Recipients
February 2009

More Merit Certificate
recipients
February 2009



Game Day
February 2009





Romantic Guitars
February 2009



Book Buddies
February 2009



6.
**Unfinished
Business**

Glendora Public Library

28

Library Trustee Public Service Award

Purpose

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

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

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

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

Criteria

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

Process

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

Awarding

- The award is given at a Quarterly City Awards Night

Timeline

Month 1 (March to April)

- Ask for nominations to be turned in within one month

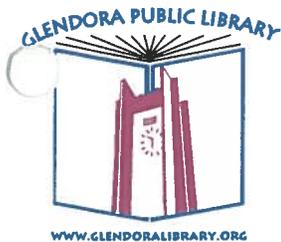
Month 2 (April to May)

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

Quarterly City Award Night

- Award given (June ?)

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: Anne Pankow, Assistant Library Director
Robin Weed-Brown, Library Director
Date: February 23, 2009
Re: Agenda Item # 7.1: Friends Foundation Requests

Attached are the requests from the Library to the Friends Foundation for FY 09-10. Anne has worked with the individual divisions on a very difficult budget year. Reducing program costs required a re-thinking of how to deliver the quality and quantity of programming and events the community has come to expect from us. In some cases programs were dropped entirely.

Anne will be at the meeting to present the requests and answer any questions you may have.

Our approval of the requests is requested to move this on to the Friends quarterly board meeting in April for their consideration.

Glendora Public Library Friends Foundation
Proposed Funding Priorities for 2009-2010

The Friends Foundation is a non-profit corporation which partners with the City of Glendora to provide financial and volunteer support which enhance the services of the Glendora Public Library. Basic Library services - staff, collection development, building and equipment maintenance - are provided through city funding. What often is not covered are what many would call the "heart and soul" of library services - cultural events, book discussions, youth programs, technological enhancements, adult literacy, educational outreach to children and families - programs and services which draw people to the Library as the city's cultural and learning center.

In support of the Library's efforts, the Foundation has established four funding priorities for which fundraising efforts are focused: Community Education Services, Youth Services, Special Projects and Information Technology.

The Library completed a two year strategic planning process. In response to community input, a Four Year Plan of Service was created. The library is in the third year of the Four Year Plan of Service. The budget proposals reflect the needs identified by the community members to improve and enhance library services. The Library recognizes the economic difficulties facing the city, state and nation. Library staff understands the need to reduce spending without compromising the integrity of the core services and programs the Friends Foundation is committed to funding.

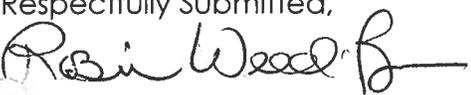
The Library staff submits the following proposals (excluding personnel costs for the Literacy Coordinator and Foundation Office Manager), representing **\$61,730** in Library programs and services. These proposals reflect a reduction of \$71,545 as compared to last year's proposals.

Community Education Services **\$30,450**

Youth Services **\$30,280**

Special Projects **\$1,000**

As in previous years, grant sources will be pursued to support these programs, but as you know, without Foundation funding many of the programs and materials outlined in these proposals will not otherwise be possible. It is recommended that the Library Board of Trustees approve and submit the following proposals for funding by the Friends Foundation for their 2009-2010 budget year.

Respectfully Submitted,

Robin Weed-Brown, Library Director

OVERVIEW:

Programs represented in Community Education Services are an essential part of what make Glendora Public Library vibrant cultural center and draw people here. These programs promote the arts, history, news, music, and engage the community in civic dialogue, making the library experience more powerful and enriching.

PROGRAMS & SERVICES SUMMARY:

- ♦ **Adult Book Club - Books Alive! and A Novel Idea**
Two bi-monthly adult reading and book discussion groups - participants encouraged to share perspectives, opinions and passions about the month's book selection. *Books Alive!* has two groups which meet twice every other month. Funding provides for free books and support for club meetings.
- ♦ **Adult Literacy - GLENDORA Reads!**
Free, one-on-one tutoring for adults who want to improve their reading and writing skills. Funding provides for materials and support for student/tutor teams.
- ♦ **Adult Summer Reading Club**
Reading program designed to encourage an adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, and guest speakers for club participants.
- ♦ **Cultural & Community Events**
Cultural events provided year-round, offering a diverse choice of programs for traditional/non-traditional library users. Free community events throughout the year include, poetry readings, musical performances, guest speakers, library month activities, and seasonal celebrations. Funding provides for free books, guest speakers/performers, giveaways, printing and event support.
- ♦ **Expectant Parent Education - Babies, Books and Bibs**
Monthly outreach program to expectant parents at local hospitals, promoting the importance of reading from birth throughout a lifetime. Funding provides for free children's books, bibs and outreach materials to approximately 25 families each month at Foothill Presbyterian Hospital.
- ♦ **GUSD & COUSD Read-In**
Library provides children's books to Glendora schools in support of the "Read-ins" sponsored by Glendora Unified School District and Charter Oak Unified School District, to encourage reading and promote library services. Funding provides for free books for each participating classroom.
- ♦ **Holiday Baskets**
Library provides young adult and children's books to be included in the annual food baskets distributed to needy families by the Glendora Community Coordinating Council. Funding provides for free young adult and children's books included in each basket distributed to more than 200 families representing approximately 300 children.
- ♦ **Headstart Preschool**
Monthly outreach program to two Headstart preschool classes at a local high school, teaching and developing early literacy skills while promoting of love of reading. Funding provides for free children's books delivered on-site to preschool students twice during the school year.

- ◆ **Teen Parent Education - Born to Read**

Monthly outreach program to teen parents, promoting the importance of reading and encouraging lifelong literacy in their families. Funding provides for free children's books and materials delivered on-site to approximately 20 families each month at Arrow Continuation throughout the school year.

- ◆ **Volunteer Recognition**

Recognition and support of Glendora Public library volunteers who donate more than 6,800 service hours each year and help raise more than \$200,000 annually. Volunteers provide support in the Friends Plaza Book Loft, Children's Department, adult literacy tutoring, fundraising activities, and other areas of the Library.

Projected Costs:**\$30,450**

- ◆ **Full Funding of All Programs & Services**

Projected costs may include expenses for library materials, supplies, printing, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation, the Library and the City of Glendora.

OVERVIEW:

Glendora Public Library has always shown a strong commitment to encouraging literacy and lifelong learning for children and young adults. Programs represented in Youth Services are special services and resources that meet the unique needs of children, from the emerging reader to the young adult. These services help support the efforts of parents and teachers, and establish the Library as a valuable resource in the community.

PROGRAMS & SERVICES SUMMARY:

- ♦ **Children's Programs & Services**

Reading programs and services provided year-round to introduce children to the Library, support homework needs, and encourage reading as a fun, leisure activity. Programs may include musical performances, seasonal celebrations, National Library Month activities and book discussion groups. Funding provides for supplies, reading incentives and program support.

- ♦ **Summer Reading Club - Children**

Reading program designed to encourage a child's enthusiasm for reading during the summer months and establish the Library as a fun, educational resource. Funding provides for free books, special events, reading incentives, guest speakers/performers, and program support.

- ♦ **Summer Reading Club - Young Adults**

Reading program designed to encourage a young adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, reading incentives and guest speakers for club participants.

- ♦ **Young Adult Programs & Services**

Programs and events throughout the year which encourage reading as a fun activity, support a young adult's school work and career goals, and encourage lifelong learning. A diverse choice of programs include author visits, guest speakers, National Library Month activities, SAT workshops and Teen Tech Week. Funding provides for free books, special events, guest speakers/performers, reading incentives, and event support.

Projected Costs:**\$30,280**

- ♦ **Full Funding of All Programs & Services**

Projected costs may include expenses for library materials, supplies, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation and the Library.

OVERVIEW:

Glendora Public Library receives funding for basic services from the city's general fund. Proposals represented in Special Projects are for the startup and/or one-time costs of library services and projects which have no other source of funding, many of which have been cut from the library's budget for the past few years. In order to best serve the community, the library must provide the most up-to-date services and features for all ages as well as offering specialized information and historical materials unique to the Glendora community.

PROJECTS' SUMMARY:

♦ **Library History Project**

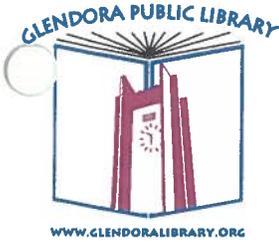
Funding would provide the materials and supplies to begin the process of identifying, organizing, and preserving items of historical value of the Glendora Public Library. The items considered for this project include a variety of materials such as photographs, newspaper articles, board packets and marketing tools. The purpose of this project is capture historical information in formats that make it easily available to the public, Library staff and City staff while preserving the integrity of the information.

Projected Costs:

\$1,000

♦ **Full Funding of All Projects:**

Projected costs may include expenses for supplies, printing, professional services and other related expenses.



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 *Rob*
 Date: February 23, 2009
 Re: Agenda Item # 7.3: The Friends Room Dedication

The dedication of the Friends Room and water-wise gardens is scheduled for April 18, 2009. It will be part of the Mayor's welcoming ceremony at the city's annual Earth Day event. A flyer for this event is included in your packet.

The management team has drafted a dedication plan and to-do list for your review and comment. In addition to the overall plan, there are a couple of specific issues we need your input on: the idea of a ribbon cutting (with Chamber involvement or not) or garden blessing ceremony (might be a nice addition) after the Mayor's ceremony; and having a board member come to public comment at the council meeting right before Earth Day (that would be April 14) to promote the dedication(s).

Thank you.

The Friends Room and Library Gardens Dedication Plan

April 18, 2009, 11:30 a.m.

DRAFT

Dedication ceremony is partnered with the Mayor's Welcome Ceremony at the city's Earth Day Celebration on April 18, 2009 and starts at 11:30 am.

Library portion:

Mayor, hands off

BLT Pres **Mike** Conway speaks (acknowledge city help for room and gardens, and Monrovia G.)

Miles Rosedale, Monrovia Growers speaks

FF person: Acknowledges Hands donors and Conrad Brazzel

Presentation of certificates from politicians (assumption)

Robin announce: (ribbon cut/blessing?), Tours of The Friends Room, Children's Room re-do and docents in gardens; cookies and lemonade; Thank you

To Be Decided by Library Board: Do we want to do any kind of ribbon cutting or garden blessing down by room (main sliding door area?) after mayor's ceremony?

To Do list:

Invitations:

- Create-Elke/Chris and Print Up By:3/13
- To Whalen to label and mail by: Wed Mar 18/ in mail by 23
- Mail To:
 - Hands Donors
 - Conrad
 - Politicians:
 - Anthony Adams
 - Ed Hernandez
 - Bob Huff
 - David Dreier
 - Michael Antonivich
 - City Council
 - Friends Foundation, 2008 NOP cmte, BLT & former BLT
 - Press: Trib, Highlander, Examiner, Community News
 - Chamber of Commerce-email/newsletter options
 - G/CO USD superintendents? School board?
- Have extras for children's room and circ desk
- Send to city departments
- City people involved with projects: Jason R, Dave Davies, Dianne, Halla, Steve Patton, Mike Ventura, Luis (Louie) Cervantes, Russell Cooper

Food:

Cookies, lemonade, water, napkins, cups

Recognition Plaque for Conrad-Anne

Photographers:

Garden Docents:

Get volunteers, prepare handout for them? So far: Carrie Wilson, Suzette maybe, Water person per Steve Patton, Halla maybe, Armstrong Gardens' staff a possibility (per Kathy Rudnyk); Rainbow Nursery people

Website:

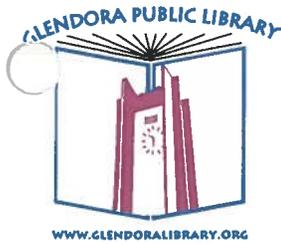
Prepare page w/ plant list, Monrovia brochure, map of garden w/ plants ID'ed

PR:

- Invitation on website, Ch. 3, reader board,
- CR @ PTA meeting
- JS @ Coordinating Council
- R @ Rotary (service clubs that donated will get invite)
- Trivia Challenge-on PowerPoint
- BLT @ Public Comment/ Council Meeting? April 14?
- CofC email or newsletter?-Robin to check on
- MCLS and Foothill libraries via email-Elke

Robin: Contact Dianne Walter re:

- e-versions of plant list and garden drawing
- taping/recording of mayor's ceremony already in place?
- Offering Rainbow Nursery staff docent opportunity to balance Armstrong
- Follow up on Armstrong tent request
- What other Earth Day PR is coming out if any
- Where/when in the mayor's welcoming will the library part fall?



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MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *RWB*
 Date: February 23, 2009
 Re: Agenda Item # 7.4: Library Goal Planning FY 09-10

The library is planning on scaling back on its goals and objectives for FY 09-10 due to budget and staff cutbacks. For the most part this will be a maintenance year.

We are still working on the goals. The city has indicated it wants them by Feb. 27, 2009. What I have attached is a working document only. If there are any specific goals you would like to see included, recommendations for changes, etc., we still have time to make modifications.



FY 2009-2010 Goals-DRAFT

Orient new Library Board Trustee: July '09

Orient new Friends Foundation Board member(s) Summer '09

Evaluate data from parking survey and make recommendations to BLT as appropriate by Fall '09

Continue to look for ways to meet the demands and expectations of the community for public library service under the increasing financial constraints of a reduced budget and reduced staff roster.

Look for ways to redeploy volunteers to support library programs and services

Mentor library managers in the how-to's of implementing a reduced budget and staff roster while maintaining a positive customer service environment. Plan one half day workshop and discuss on-going issues at management team meetings

Work with various support groups, interested individuals, fundraisers, and additional grant opportunities to raise \$130,000 to help supplement the program and service needs of the library; June '10

New website: review usage statistics monthly; modify content and review structure as data and feedback from users are received

The Friends Room: create appropriate forms and procedures for usage for use by staff and public-summer '09; monitor use patterns-June '10

Promote water conservation and water-wise gardening through website and library programs

Explore possibility of offering another One City/One Book event. Meet with local bookstore representatives and consider additional partnerships with local schools, book groups out in the community, library book groups and others as identified



Glendora Public Library Events

February 2009

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

March 2009

- 05 Glendora Read-in
07 10 a.m. *Coffee 'n' Books* in the Library – main floor
16 7 p.m. Library Board meeting – **The Friends Room**
08-14 Teen Tech Week "Press Play @ Your Library"
14 9 a.m. Film Production Workshop for Teens – Bidwell Forum
14 11 a.m. Learn It & Do it: Greeting cards – Registration required – Friends Room
09 11 a.m. & 7 p.m. Books Alive! - *The Beautiful Things That Heaven Bears* by Dinaw Mengestu-main floor
21 3 p.m. Meet Terri Cheney, author of *Manic: a Memoir* – Bidwell Forum
28 2 p.m. Developing Cosmic Self-Esteem: Appreciating Our Place in the Universe with Dr. Bijan Nemati - Bidwell Forum
28 6:30 p.m. Great Trivia Challenge 17 – Felix Event Center, APU, West Campus

Storytimes

- "Time for Tykes" – ages 3 -5- Tuesday & Wednesday 10:30 a.m.
- "Family PJ Storytime" – ages 3 -5 - Wednesday 7 p.m.
- The third Wednesday of every month is **craft night** after "Family PJ Storytime"
- "Mother Goose Storytime" for infants & toddlers- Thursday 10:30 a.m. & 11:30 a.m.
- "Family Storytime" – ages 2-5 – Saturday 10:30 a.m.

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month - FPH
- Born To Read/Teen Parent Outreach, 1st Wednesday of every month at 12:30 p.m. - Arrow High School

Foundation Executive Board Meeting

- March 5, 2009 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

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

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 08- 09

- July 21** Elect officers; appoint Foundation Liaisons; discuss Library Board Goals
- August 18** Finalize Library Board Goals;
- September 15** SRC wrap up; Discuss Holiday Hours-Thanksgiving & Christmas
- October 20** Approve January & February Board meeting dates; review strategic plan; presentation on Readers Advisory services
- November 17** Budget Priorities FY 09-10-initial discussion; presentation of city's re-designed website
- December 15** Mid-year review of goals 08-09; discuss staff appreciation event; presentation of Library History Project; naming of expansion room
- January 26** Budget FY 09-10; Board Award discussion; CALTAC
Monday workshop attendance (wkshp usually in March); review
 (Adjusted for MLK Day) Admin Policy 4.05-Collection Development; discuss staff appreciation event
- February 23** Goal planning FY 09-10; Friends Foundation funding staff
Monday requests for FY 09-10; Dedication ceremony for *Friends Room*
 (Adjusted for President's Day)
- March 16** Candidates for Board vacancies; Bookmark contest judging; goal planning for 09/10; review Admin Policy 4.06-Glendora Library Volunteer Policy
- April 20** Begin process of self-evaluation and evaluation of Lib Dir and assist new members with this process (include past Board evaluations & the Board's current goals)
- May 18** Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session); Library Board award
- June 15** Agenda planning 09-10; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member

Handout

Library Staff Appreciation Luncheon
April 14, 2009

Baked Potato Bar with all the toppings:

Butter
Sour Cream
Whipped Cheese Butter (from Northwoods)
Cheese (grated)
Chili (w/beans only)
Bacon bits
Chives
Salsa (from La Tolteca)
Broccoli
Jalapeño's
Salt and Pepper

Fruit
Dessert (Brownies and Lemon Bars)
Beverages (Water and Hansen's sodas)

*** A thank you card for each staff member**