

AGENDA  
CITY OF GLENDORA  
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum  
140 S. Glendora Ave

January 25, 2010  
7:00 p.m.

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

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

**1. CALL MEETING TO ORDER**

**2. PUBLIC COMMENT PERIOD**

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

**3. ADOPTION OF AGENDA**

*Possible motion to revise order of business or other*

**4. CONSENT CALENDAR – action item**

4.1 Minutes of meeting of December 21, 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 Parking Survey Data Discussion, Encl., page 31

*President Gomer to lead continued discussion on data gathered from library patrons February 23 to March 23, 2009*

**7. NEW BUSINESS**

7.1 Budget 2010/2011, Encl., page 32

*Weed-Brown to lead discussion*

7.2 Library Board Awards, Encl. page 35

*President Gomer to lead discussion on community recognition*

7.3 Library Board Staff Appreciation, Encl., page 38

*President Gomer to lead discussion on recognizing staff on National Library Worker's Day*

**8. BOARD MEMBER ITEMS**

8.1 Library Events Calendar, Encl., page 39

*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 40

*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 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

December 21, 2009  
7:00 p.m.

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

Board members Present: Debbie Deal, Tricia Gomer, Bill Robinett, Helen Storland

Board Members Absent: Mike Conway

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

**2. PUBLIC COMMENT PERIOD**

There was no public comment.

**3. ADOPTION OF AGENDA**

Gomer asked that the agenda be revised to add an item under New Business that came to light after the Library Board agenda had already been distributed and posted. The item to be added under New Business is 7.2 Patron confidentiality and Security cameras in the library.

**It was MSC (Deal/Storland) to adopt the agenda as revised. The motion carried 4-0-1 as follows: AYES: Gomer, Storland, Deal, Robinett; NOES: None; ABSENT: Conway.**

**4. CONSENT CALENDAR**

**4.1 It was MSC (Deal/Storland) to approve Minutes of meeting of November 16, 2009. The motion carried 4-0-1 as follows: AYES: Gomer, Storland, Deal, Robinett; NOES: None; ABSENT: Conway.**

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown informed the Board that a farewell party is being planned for Annette Whistler. The party is scheduled for January 7 from 5:30 p.m. to 7:30 p.m. in Bidwell Forum. Weed-Brown expressed her hope that all Board members would be able to attend.

Weed-Brown reported that the library is on track with its budget. She estimated that the library will spend the majority of its budgeted money. Weed-Brown informed the Board that materials ordering will be put on hold thru the end of December. This will help staff reconcile Polaris' year-to-date balances for the book budget with Pentamation, the Finance Department's software and avoid overages at the end of the fiscal year.

Weed-Brown and the Board reviewed the library statistics. Weed-Brown pointed out that the circulation numbers have increased despite the library being open fewer hours. She added that the number of programs have decreased due to the budget cuts by the City and the Friends Foundation.

Storland stated that she was happy to see another program on the Dead Sea Scrolls. Weed-Brown responded that the last program held on the Dead Sea Scrolls had an exceptional turnout. She stated that the library is looking at doing this program in the spring around the time that APU will be exhibiting their newly acquired fragments of the scrolls.

In response to a question from Gomer, Weed-Brown explained that the vacant Library Aide II position was filled. 15 interviews were held. A Library Aide I was promoted to the position. Two of the candidates that were in the top 4 will be contacted to see if they are interested in applying for the Aide I position.

Gomer asked for clarification regarding the incident in which a fire alarm pull-station was vandalized. Weed-Brown stated that the public was not evacuated as there was no fire. Library staff was unable to silence the alarm because of the way the pull-station was broken. Patrons left, however, because of the noise of the fire alarm and the strobe lights. Robinett asked if the persons who vandalized the pull-station were apprehended. Weed-Brown replied that a police report was filed and pictures from the security cameras have been obtained and forwarded to the Police Department. The alleged suspects have not been seen back in the library since this incident occurred. Weed-Brown added that this incident occurred the night of the Christmas Stroll. Weed-Brown contacted Public Works (PW) Maintenance Superintendent Menke. He was able to come to the library once he was done coordinating PW duties related to the stroll. Weed-Brown expressed her appreciation for Menke's response and help.

**6. UNFINISHED BUSINESS- NONE**

**7. NEW BUSINESS**

**7.1 Mid-Year Review of Goals for FY 09/10 and review of new Performance Measures – action item**

Weed-Brown asked if the Board had any questions regarding the attached goals.

In response to a question from Robinett, Weed-Brown stated that these goals and objectives are forwarded to the Finance Director. It is her understanding that they are ultimately shared with City Council by the City Manager.

Robinett voiced concerns regarding the appropriateness of the goals being sent to the Finance Director instead of directly to the City Manager. In addition, he voiced concerns regarding the current format of the goals. Weed-Brown explained the process of how the current goals were written.

The Board and Weed-Brown reviewed the performance measures document. Weed-Brown stated that most of the performance measures being presented to the board for

approval are already being collected for state and federal reporting purposes. She added that the performance measures that cross library divisions were placed under Administration.

Weed-Brown explained that to come up with performance measures, departments were instructed to identify measures that would be of interest to the public and relate to cost centers. Performance measures should also represent areas that would help the City Council understand where additional city funds may need to be distributed, once they become available again.

Gomer stated that with the book budget being cut, less copies of materials are available, which will be used more, which then need to be replaced sooner. Weed-Brown stated that the selector for the subject area determines whether an item should be mended or replaced based on the library's collection development policy.

Robinett commented that the audio books collection seems to be growing. Weed-Brown stated that in prior years, generous benefactors have donated substantial amounts of money to be spent specifically on this part of the collection along with grants. The library currently has audio books in tape and CD format. Weed-Brown added that AV is a very popular part of the library's collection.

Weed-Brown stated that the performance measures were forwarded to the Finance Department for review and input prior to the Board meeting. Weed-Brown stated that before the performance measures can officially be submitted to the Finance Department, the Library Board needs to approve them. Concerns regarding the role of Finance in evaluating the library's submissions instead of the City Manager were again expressed by the Board.

**It was MSC (Robinett/Storland) to approve the performance measures with the recommended changes. The motion carried 4-0-1 as follows: AYES: Gomer, Storland, Deal, Robinett; NOES: None; ABSENT: Conway.**

7.2 Patron confidentiality and security cameras in the library

Weed-Brown informed the Board that a group of city staff, consisting of PD and Finance personnel, recently came to the library to evaluate where security cameras with audio could be placed inside and outside the library. Weed-Brown had not been informed of this project or visit prior to group's arrival at the library. Weed-Brown shared her concerns regarding patron privacy with the group of city staff. She was told that the security cameras would be for the protection of the employees. She was also informed that the placement of additional security cameras was being looked at city-wide, not just in the library. Library staff was asked to provide current and additional locations that would qualify for placement of security cameras based on certain criteria, such as points-of-sale and any place where there is interaction between staff and the public.

Weed-Brown explained to the Board that there is no timeline for this project that she is aware of. A list is being created of how many cameras are needed and where they should be placed. Once bid quotes have been received for the project, prioritization and funding options will be explored.

Weed-Brown stated that there are currently surveillance cameras outside the library and in the lobby which have been in need of an upgrade for years. Placing cameras inside the library proper, however, violates the American Library Association (ALA) Code of Ethics and it may also violate California Government Code 6267. Under Government Code 6267, the California Public Records Act, library records are confidential. Weed-Brown provided the Board with the library's Patron Confidentiality Policy, as well as Government Code 6267. Weed-Brown also provided the Board with information from the ALA website about electronic surveillance cameras in the library and patron privacy. Weed-Brown stated that if security cameras in the library proper cannot be avoided, the library would want to maintain control over the retention and use of the tapes to protect library standards.

Following discussion, the Board directed Weed-Brown to submit the requested information regarding the placement of the security cameras to the city staff handling this. Part of the information submitted should include a letter which briefly outlines the law under which public libraries are protected. This letter should also be sent to the City Attorney for his information.

## **8. BOARD MEMBER ITEMS**

### **8.1 Library Events Calendar**

The Board reviewed the events calendar. As Library Board representatives to the Foundation, Deal and Storland will be attending the Foundation quarterly Board meeting on January 12, 2010.

### **8.2 Agenda Planning Calendar**

Weed-Brown reminded the Board that the January Board meeting will be held on January 25 due to the Martin Luther King Jr. Holiday. This year's CALTAC workshop will be held in San Marino. The library will pay for any interested Board members to attend. The parking study discussion will be on the January Board meeting agenda.

### **8.3 Board member items**

Deal stated that she liked the gingerbread houses craft. She is looking forward to the quilt show in January. She wished everyone Happy Holidays.

Bill Robinett wished everyone Happy Holidays.

Helen Storland wished everyone Happy Holidays.

Tricia Gomer stated that she went to the CVHP Health Program "Cognitive Maintenance: Use It or Loose It." The presenter was very good. She wished everyone a Happy New Year.

Weed-Brown stated that she will be leaving town on Wednesday. She will not be back until the New Year.

There being no further business, the meeting adjourned at 9:25 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**





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Glendora, CA 91741

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## MEMO

To: Board of Library Trustees

From: Library Director *Robin*

CC: City Manager

Date: January 25, 2010

Re: Director's Report

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Welcome to 2010 (or "2K10", I heard a radio announcer say). January finds the library back in high gear: Family Game day, bookmark contest kickoff, Star Service award dinner, book clubs, quilt show mini-fundraiser and health programs. Planning for the summer reading clubs and battle of the books are already well under way.

The library, foundation and community said farewell to Annette Whistler on January 7, 2010. Annette and her late husband Wayne were instrumental in establishing the library's foundation, literacy program, bookstore and fundraisers. Annette is moving to Washington to be closer to her family.

The second mini-fundraiser by the Friends Foundation is a Quilt Show. It is scheduled for January 30. Tickets are on sale for \$5.00. There is also an opportunity to win a quilt. These mini-fundraisers are in response to a drop in donations to the foundation and the city manager's suggestion to seek new ways to bring in donations.

For 13 years (1997), the library has been recognizing staff for exceptional customer service. Two years ago the city implemented a merit coupon program. At our monthly "All Staff" meeting, I read the star service commendations and merit coupons that staff has received over the previous month. Once a year, the staff member that has received the most recognition over the past year is awarded the Star Service award. Their name is engraved on a perpetual trophy and they receive a letter of commendation, pin and a plaque. Two runner ups are also recognized. This year the award went to Daisy Fregoso. Congratulations Daisy!!

Key library staff members met with Community Services staff to discuss programming. Topics included were how to work together to make staff and resources stretch further and cross support of departmental programs. It was a good first step and additional meetings will work on the details. I think our departments will learn valuable information from each other.

The quarterly board meeting of the Friends Foundation was held on January 12, 2010. They approved an agreement between the foundation and city pertaining to the reimbursements to payroll for staff funded by the foundation. The foundation is also sending out an RFP for a new investment advisor. Both of these items were recommended by their auditing firm, Vavrinek, Trine, Day & Co. This upcoming year the foundation will have two openings on their board. Their nominating committee will make recommendations for those positions at their April 20 meeting.

I hope you will be able to attend the Donor Recognition event on February 5, 6:30 pm, on the main floor of the library.

I have not heard any further information regarding the security camera project. I did send a memo to the appropriate parties as requested by the Board along with the required camera location information. A copy of the memo is attached.

The CALTAC workshop is scheduled for March 12 in San Marino. If any Trustees are interested in attending, I need to know fairly soon in order to get a registration check cut and mailed by the deadline. A copy of the agenda is attached.

I have included a copy of a newly released report, "A Perfect Storm Brewing: Budget cuts threaten public library services at a time of increased demand" a *Public Library Funding & Technology Access Study*. I hope you find it enlightening and useful. This study was funded by the Bill and Melinda Gates Foundation and the American Library Association (ALA). From the report:

"Initial findings from the study suggest a "perfect storm" of growing community demand for library resources converging with budget cuts closing library doors and reducing the staff available to assist library patrons....

In the grip of one of the most severe recessions since the Great Depression, more Americans are turning to their libraries not only for free access to books, magazines, CDs and DVDs, but also for a lifeline to technology training and online resources for employment, continuing education and government resources. In January 2009, over 25 million Americans reported using their public library more than 20 times in the last year....

America's public libraries are first responders in a time of economic uncertainty and are, and should continue to be, part of both national and community-level responses to supporting employment and economic development efforts."

**Next Meeting: February 22, 2010; 7 pm - Bidwell Forum Note: this is the 4<sup>th</sup> Monday of the month due to the Presidents Day Holiday on the 3<sup>rd</sup> Monday**

Feb 2010-*Community News* Column

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. Community members, city and library staff writes notes of commendation throughout the year when they receive or witness excellent customer service. These commendations are read out loud at our staff meeting each month and recognition given to the top library employee. At the beginning of the new calendar year, the person that has received the highest number of commendations over the past year is honored at a staff gathering. Their name goes on a perpetual trophy and they get a special letter of thanks. The following year, when a new recipient is identified, the previous year's recipient, who now has to pass on the trophy, gets a special plaque commemorating their service award and a star to wear on their lapel.



Glendora Public Library's 13<sup>th</sup> annual "Star Service" recipient for 2009 is (drum roll please), Library Technician **Daisy Fregoso**! Daisy started working part time for the library in 2006 and went full time in 2007. She was a Star Service runner up in both 2007 and 2008.

Daisy was recognized 14 times by the community and her co-workers for her outstanding service accomplishments. Here are *a few* of the ways that Daisy shone this past year:

- She was identified by library customers several times for providing excellent customer service;
- For her sensitive support in assisting a new literacy learner in locating materials and making him feel comfortable;
- For re-arranging her schedule and coming in to work to cover for staff absences;
- She exhibited grace under pressure and "held it all together" with a skeleton crew when staff illness struck;
- When she helped a patron with scanning, downloading, arranging and whatever else necessary to process his job application;
- For finding entertaining ways to raise funds to support library staff;

I would also like to acknowledge Star Service runner ups Sandy Krause, Librarian II and Michelle Pasillas, Library Aide III.

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!



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## MEMO

To: Rob Castro, Josh Betta  
From: Robin Weed-Brown  
CC: Wayne Leech  
Date: December 22, 2009  
Re: Library Security Cameras

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As requested, attached is a drawing indicating where security cameras currently are and additional camera placement could go, based on your supplied criteria.

I am pleased at the prospect of upgrading our exterior and lobby cameras. They have been in need of an upgrade for several years.

Because public libraries have their own protections under State law (Ca Government Code: California Public Records Act: sections 6254(J); 6267), data protection, retention, destruction, access, and informing the public are all issues that will need to be addressed.

Placing today's sophisticated high-resolution surveillance equipment at points of sale means recording patron reading and viewing habits in ways that are as revealing as the written circulation records libraries routinely protect. If the proposed audio components are recording all the time, private and confidential conversations between community individuals will also be captured. According to the American Library Association, any records kept may be subject to FOIA requests from the public.

Library management is available to help document ramifications and discuss options as this project proceeds.

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**Robin Weed-Brown**

**From:** Robin Weed-Brown  
**Sent:** Tuesday, December 22, 2009 5:01 PM  
**To:** Rob Castro (rcastro@glendorapd.org); Josh Betta  
**Cc:** Matthew R. Jester; 'laleman@glendorapd.org'  
**Subject:** FW: Library building floor plan with security camera positions  
**Attachments:** Building - floor layout security camera locations.jpg; security cameras memo to city.doc

Attached are the floor layout and a memo regarding the security cameras. I will also send in hard copy  
 Robin

**From:** Carlos Baffigo  
**Sent:** Friday, December 18, 2009 11:15 AM  
**To:** Robin Weed-Brown  
**Subject:** re: Library building floor plan with security camera positions

Robin,

As requested, I have attached a floor plan showing the proposed security camera positions and angles. The new camera positions enable us to monitor traffic in:

- areas that are accessible by the public, yet normally unstaffed
- exit points
- points of sale
- where vandalism or theft has taken place, in the past

All proposed camera positions have a minimum 90 degree field of vision and motion detection. Interior cameras are high resolution for enhanced face recognition and exterior cameras are day/night.

Here is a summary:

	# of cameras	# of existing camera positions	# of Points of Sale (POS)	Interior cameras - High Resolution	Exterior cameras - Day/Night
1st Floor	8	1	2	5	3
2nd Floor	11	3	1	3	8

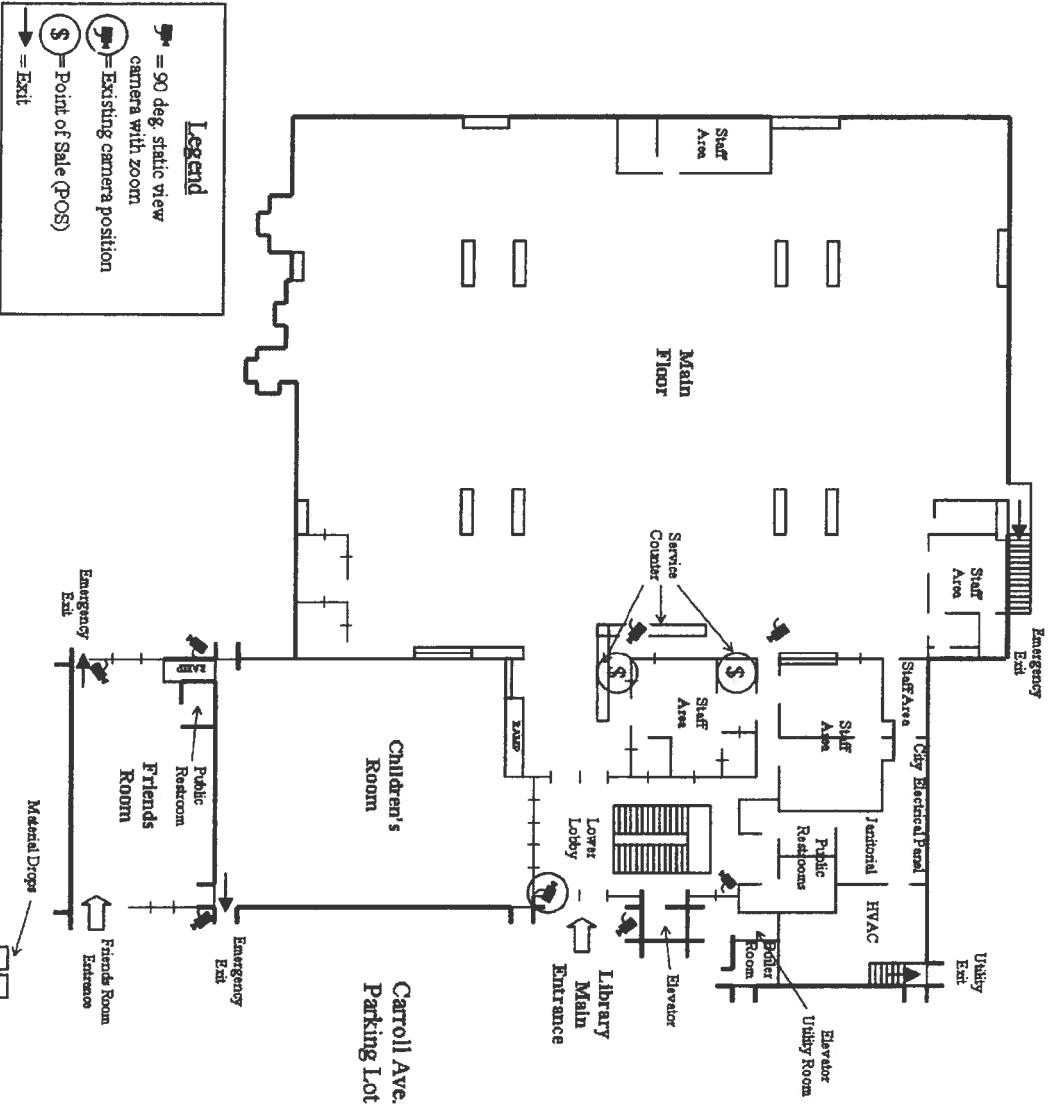
Carlos

Carlos Baffigo  
 Support Services Manager  
 Glendora Public Library  
 140 S. Glendora Ave.  
 Glendora, CA 91741  
 626-852-4827 - phone  
 626-852-4899 - fax

1/6/2010

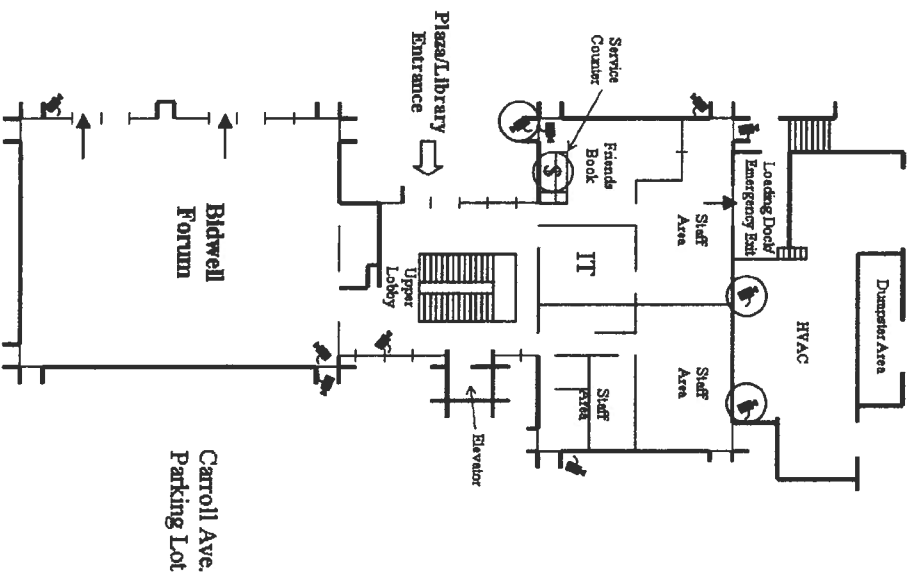
# LIBRARY—FIRST FLOOR

Parking lot—Vista Bonita



# LIBRARY—SECOND FLOOR

Parking lot—Vista Bonita



Glendora Avenue

Glendora Avenue

Welcome All FRIENDS and FOUNDATION Members to CALTAC Workshops

**2010 CALTAC Workshop in Library Leadership**  
*Telling Your Library's Compelling Stories*

**PANELS: Libraries Down the Road: Sharing Success !**

*DARRYL MOORE, Berkeley City Council* |  
*ANNE GRODIN, former Lafayette Mayor* |  
*and community volunteer* |  
*JEWELLE GOMEZ, San Francisco PL* |  
*Commission President*

*GREG ZEROVNIK, Marketing & PR*  
*Coordinator, San Bernardino Co. PL*  
*CINDY CHAN, San Marino PL*  
*Foundation, Development Director*  
*MONROVIA Public Library Board Member*

*And -- Greetings from the State Librarian*

**Saturday, February 27, 2010 : Berkeley Public Library**

**Saturday, March 13, 2010 : Crowell Public Library, City of San Marino**

**PROGRAM**

**9:00 Registration**

**9:15 Welcome:** *Richard K. Moore, CALTAC President*  
*Berkeley Mayor / San Marino Mayor*  
*Berkeley Librarian / San Marino Library Division Manager*

**9:30 Highlights from Sacramento and the California State Library -- Stacey Aldrich**

**9:45 Panel Discussion of local success stories**

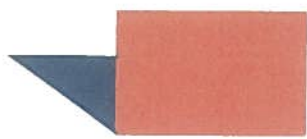
**11:00 Break**

**11:15 -12:15 Break out groups – discuss how we can get more involved with supporting our libraries and how we plan for success**

**12:15-12:45 Groups report – conclusions and wrap up**

**12:45 Adjournment**





# A Perfect Storm Brewing:

## Budget cuts threaten public library services at time of increased demand

In a world where knowledge is power, libraries help make everyone more powerful. With more than 16,600 locations serving people of all ages in communities of all sizes, America’s public libraries have a wide reach and a vital mission to connect people with the resources they need to thrive.

**25 million Americans reported using their public library more than 20 times in the last year.**

In the grip of one of the most severe recessions since the Great Depression, more Americans are turning to their libraries not only for free access to books, magazines, CDs and DVDs, but also for a lifeline to technology training and online resources for employment, continuing education and government resources. In January 2009, over 25 million Americans reported using their public library more than 20 times in the last year, up from 20.3

million Americans in 2006. It is likely this trend continued or increased through the remainder of 2009.

This level of use and reliance on public libraries was recently confirmed by new research conducted by the American Library Association (ALA) and the Center for Library and Information Innovation (CLII) at the University of Maryland. Initial findings from the study suggest a “perfect storm” of growing community demand for library resources converging with budget cuts closing library doors and reducing the staff available to assist library patrons. The study finds:

- More people are relying on public libraries for technology use, particularly to find employment and connect to online government services;
- The vast majority of public libraries support job seeking with specialized electronic resources, software and personal assistance from library staff;
- A majority of states report cuts in state funding to public libraries and to the state library agencies that support libraries and statewide library programs;
- The top challenge affecting public libraries’ ability to help job seekers is a lack of adequate staff to effectively help patrons with their job-seeking needs; and
- Almost 15 percent of public libraries report operating hours decreased over the past fiscal year.



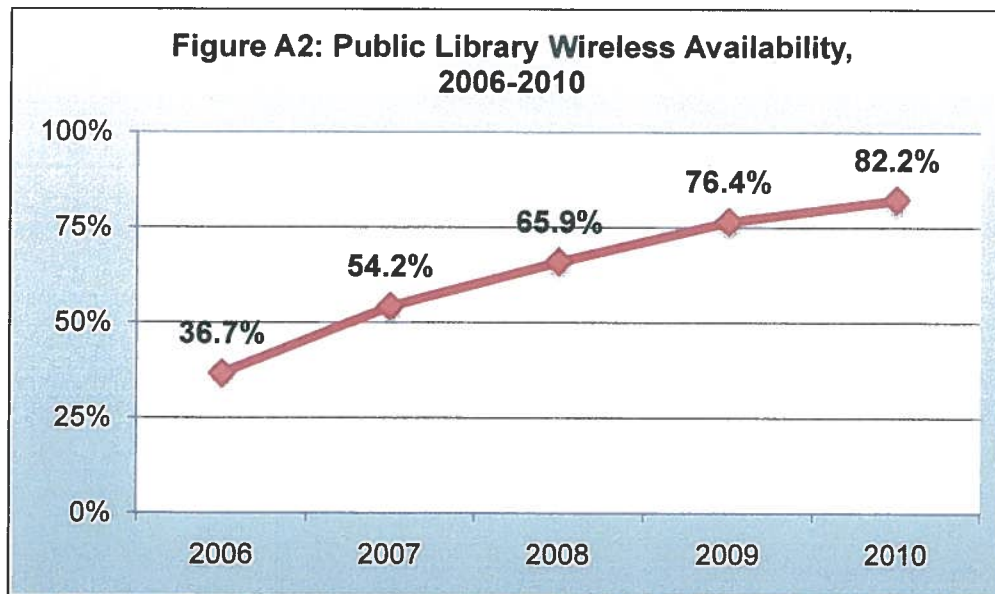
## Library Technology Use Jumps

America’s public libraries serve as community technology hubs for millions of people every day. Two-thirds of libraries report they provide the only free access to computers and the Internet in their communities. In 2009, libraries also overwhelmingly reported an increase in usage of public library computers over the previous fiscal year. More than three-quarters of all public libraries reported increased computer use (Figure A1).

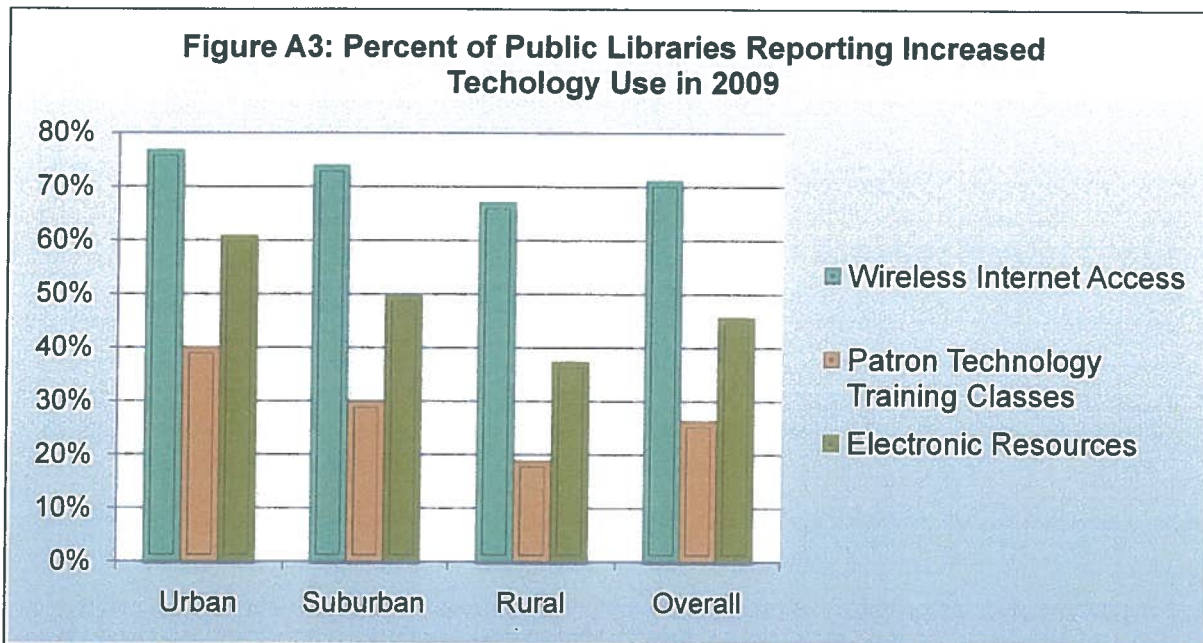
Figure A1: Use of Public Internet Workstations, by Metropolitan Status				
Use of Workstations	Metropolitan Status			
	Urban	Suburban	Rural	Overall
Use of workstations increased since last fiscal year	79.0% (n=2,114)	77.6% (n=4,203)	73.2% (n=5,527)	75.7% (n=11,844)
Use of workstations decreased since last fiscal year	2.8% (n=75)	3.5% (n=191)	2.9% (n=216)	3.1% (n=482)
Use of workstations have stayed the same since last fiscal year	16.8% (n=450)	18.1% (n=980)	23.1% (n=1,744)	20.3% (n=3,174)
Weighted missing values, n=336				

For example, the Appleton (WI) Public Library reports its public computer use is up as much as 52 percent over 2008. “It really took a jump as the recession hit us,” said Library Director Terry Dawson, as reported in the December 12 *Post-Crescent* newspaper. “It’s something we’re seeing on a national level with more employers requiring electronic applications to apply for a job. With this economy, more people are losing their high-speed Internet subscriptions, and they are relying on the library now.”

Seventy-one percent of public library survey respondents report they’ve also witnessed increased use of the library’s wireless Internet access. More than 82 percent of public libraries currently offer wireless access, up from 76 percent last year (Figure A2).



Similarly, close to half (45.6 percent) of all public libraries reported increased use of their electronic resources (which encompass a range of Internet-based services, including jobs databases, online test preparation services, investment tools, reference sources and downloadable books and audio) and more than one-quarter reported increased use of patron technology training classes.



In all cases, urban libraries reported the greatest surge in patron demand for technology services: 77 percent reported increased wireless use; 61 percent reported increased use of electronic resources; and 40 percent reported increased use of patron technology classes. Urban libraries also were the most likely to report their hours of service had decreased since the last fiscal year – illustrating the “perfect storm” that many public libraries and their communities are facing in FY2010 with increased demand for services and fewer resources available to meet those demands (Figure A3).

### Job Seeking Takes Center Stage

With more businesses – including a majority of America’s leading retailers – requiring applicants to apply online, job-seeking resources are among the most critical and most in demand among the technology resources available in U.S. public libraries.

A vast majority of public libraries help patrons complete online job applications (67 percent); provide access to job databases and other online resources (88 percent) and civil service exam materials (75 percent); and offer software or other resources (69 percent) to help patrons create resumes and other employment materials. Forty-two percent of urban libraries report offering

classes related to job seeking, and about 27 percent collaborate with outside agencies or individuals to help patrons complete online job applications (Figure A4).

Bethany Pisanchyn of Clarks Summit (PA) is one of many people who recently turned to the library when she was looking for work as a music teacher. “Over last summer, I found myself at the Abington Community Library for many hours a day, four to five days a week. One may ask what would cause me to do something like that, and I would quickly respond, ‘finding a job.’” Pisanchyn applied to over 70 different schools using library computers after her home computer stopped working, and she was unable to afford replacing it.

*“Over last summer, I found myself at the Abington Community Library for many hours a day, 4-5 days a week. One may ask what would cause me to do something like that, and I would quickly respond, ‘finding a job.’” - Bethany Pisanchyn of Clarks Summit, Penn.*

**Figure A4: Job Seeking Services of the Public Library Outlets, by Metropolitan Status**

Job Seeking Roles and Services	Metropolitan Status			Overall
	Urban	Suburban	Rural	
The library provides access to jobs databases and other job opportunity resources	89.3% (n=2,336)	91.6% (n=4,717)	85.3% (n=6,068)	88.2% (n=13,121)
The library provides access to civil service exam materials	85.7% (n=2,240)	78.9% (n=4,063)	68.0% (n=4,840)	74.9% (n=11,144)
The library offers software and other resources to help patrons create resumes and other employment materials	81.2% (n=2,124)	68.7% (n=3,535)	64.5% (n=4,591)	68.9% (n=10,251)
The library helps patrons complete online job applications	67.4% (n=1,762)	63.8% (n=3,287)	69.4% (n=4,937)	67.1% (n=9,986)
The library offers classes (either by librarians or others working with the library) on job seeking strategies, interview tips, etc.	42.0% (n=1,099)	30.7% (n=1,583)	13.6% (n=969)	24.5% (n=3,650)
The library collaborates with outside agencies or individuals to help patrons complete online job applications	32.9% (n=860)	20.6% (n=1,062)	22.3% (n=1,586)	23.6% (n=3,507)
The library collaborates with outside agencies or individuals to help patrons develop business plans and other materials to start businesses	26.5% (n=694)	13.2% (n=680)	10.5% (n=745)	14.2% (n=2,119)
The library helps patrons develop business plans and other materials to start businesses	22.1% (n=578)	14.0% (n=719)	9.5% (n=675)	13.3% (n=1,972)
Other	4.7% (n=123)	3.0% (n=152)	3.2% (n=228)	3.4% (n=504)
Will not total 100%, as categories are not mutually exclusive Weighted missing values, n=1,099				

“The library was able to offer me a wealth of valuable resources that are not only free, but also extremely helpful in my job search. The library offered me up-to-date computers with fast Internet service and printing capabilities. I also was given valuable advice and assistance from the friendly library staff. One of the staff members actually informed me of the resource that ultimately led me to finding a job in my field. There are many people in the library like me who are in there all the time and need the services. I even built a curriculum for my new teaching job using library materials.”

*“The numbers of people that need services are larger than our capacity,” said Davidson Works (N.C. county workforce development board) Executive Director Nancy Borrell.*

With 16,604 public library buildings nationwide, the impact public library staff and services can have in meeting the needs faced by unemployed and underemployed people is significant. With public computers, Internet, Wi-fi, electronic resources, technology training and staff to help support and guide users to job information, libraries are well-positioned to support employment and economic development – particularly in collaboration with other community and government agencies, including Department of Labor ONESTOP centers and other workforce development agencies.

“The numbers of people that need services are larger than our capacity,” said Davidson Works (N.C. county workforce development board) Executive Director Nancy Borrell. “The library (Davidson County Public Library) is a natural partner – they are located in all corners of the county and have the space, computers and trained library staff we need. We’re reaching areas of the county we’ve never been able to reach before.”

## E-Government Role Expands

As many government agencies eliminate print forms and even close satellite offices, U.S. public libraries are on the front lines of connecting people with essential government resources. Continuing a trend begun with the 2006-2007 survey, libraries report an increased range of e-government services for patrons. There was a 23 percent jump in libraries reporting they provide assistance to patrons applying for or accessing e-government services. Almost 79 percent of libraries report this is the case, compared with 54 percent last year (Figure A5).

“For anyone without a computer, you’re really out of luck without the library,” said Elsie Werdin, who spent almost two weeks on the telephone trying to get the information she needed to enroll herself and her husband in a Medicare plan that would cover her husband’s expensive medications. With assistance from the Pasco County Library System (FL) e-government librarian, she was able to complete an online Medicare enrollment form in less than 30 minutes. The Pasco library provided e-government services to more than 9,100 people from October 2008 to March 31, 2009, up 177 percent over the same period one year ago.

Two-thirds of public libraries provide assistance to patrons completing government forms; and one in five public libraries is partnering with other agencies to provide e-government services, up from 13.4 percent one year ago.

“People come in every day to apply for unemployment. They could also go to the unemployment office, but the lines are long there, and there is no one to help them navigate,” said an Indiana public library director. “The library’s hours also are more conducive since they can look for work all day, then come to the library at night.”

**Figure A5: E-Government Roles and Services of the Public Library Outlets, by Metropolitan Status**

E-Government roles and services	Metropolitan Status			Overall
	Urban	Suburban	Rural	
Staff provide as needed assistance to patrons for understanding how to access and use e-government Web sites	91.2% (n=2,300)	88.8% (n=4,317)	87.9% (n=5,918)	88.8% (n=12,535)
Staff provide assistance to patrons applying for or accessing e-government services	75.9% (n=1,913)	78.6% (n=3,820)	79.9% (n=5,383)	78.7% (n=11,116)
Staff provide assistance to patrons for completing government forms	71.4% (n=1,800)	65.2% (n=3,168)	65.1% (n=4,386)	66.3% (n=9,354)
Staff provide assistance to patrons for understanding government programs and services	45.6% (n=1,149)	45.6% (n=2,215)	40.7% (n=2,742)	43.3% (n=6,106)
The library is partnering with government agencies, non-profit organizations, and others to provide e-government services	26.4% (n=666)	21.2% (n=1,030)	17.8% (n=1,201)	20.5% (n=2,898)
The library has at least one staff member with significant knowledge and skills in provision of e-government services	31.5% (n=794)	16.2% (n=789)	15.4% (n=1035)	18.5% (n=2,618)
The library developed guides, tip sheets, or other tools to help patrons use e-government websites and services	23.3% (n=588)	18.7% (n=907)	14.2% (n=957)	17.4% (n=2,452)
The library offers training classes regarding the use of government Web sites, understanding government programs, and completing electronic forms	22.9% (n=578)	7.3% (n=357)	4.8% (n=321)	8.9% (n=1,256)
The library is working with government agencies (local, state, or federal) to help agencies improve their websites and/or e-government services	11.0% (n=277)	8.2% (n=398)	6.0% (n=405)	7.7% (n=1,080)
The library offered translation services for forms and services in other languages	11.1% (n=279)	6.6% (n=321)	4.2% (n=280)	6.2% (n=880)
Other	4.8% (n=121)	3.3% (n=159)	4.4% (n=298)	4.1% (n=578)

## Library Funding Under Threat

At the same time demand for critical services has climbed, many state and local libraries are facing growing funding challenges. Among the more complex challenges are state library’s reallocation of financial support of public libraries from state sources to already stretched federal sources, or the disappearance of support altogether. As part of the *Public Library Funding & Technology Access Study*, the ALA surveyed the 51 Chief Officers of State Library Agencies (50 states and the District of Columbia) in November 2009.

Twenty-four states reported cuts in state funding for public libraries between FY2009 and FY2010. Of these, nearly half indicated the cuts were greater than 11 percent – almost four times the number that reported this was the case in the previous fiscal year. Also:

- Seven states and the District of Columbia do not provide state funding;
- Eleven states reported there had been no change between FY2009 and FY2010;
- Three states reported an increase in funding; and
- One state had not yet begun FY2010.

For many states, FY2010 cuts come on top of state funding cuts made between FY2008 and FY2009. In January 2009, 41 percent of responding states reported declining state funding for public libraries. Georgia, for instance, saw state funding reductions greater than 7 percent each year for the past three fiscal years.

Cuts at the state level frequently were compounded by cuts at the local level and cuts in the state library agency budget. When considering current local funding to public libraries, a majority of state libraries reported decreases in the five-to-ten percent range. Seventeen states (37 percent) reported they believed a majority of libraries in their states had received cuts in funding in FY2010, compared with FY2009.

**Twenty-four states reported cuts in state funding for public libraries between FY2009 and FY2010. Of these, nearly half indicated the cuts were greater than 11 percent. Seven states and the District of Columbia do not provide state funding.**

Washoe County (NV) Public Library, for instance, has lost nearly 40 percent of its operating budget over the past two fiscal years. At the same time the county is reporting declines in property and sales taxes, the Nevada State Library and Archives reports state funding declines greater than 11 percent in both of the last two fiscal years. As a result, Washoe County Public Library has cut its operating hours 25 percent, and staffing is down 30 percent.

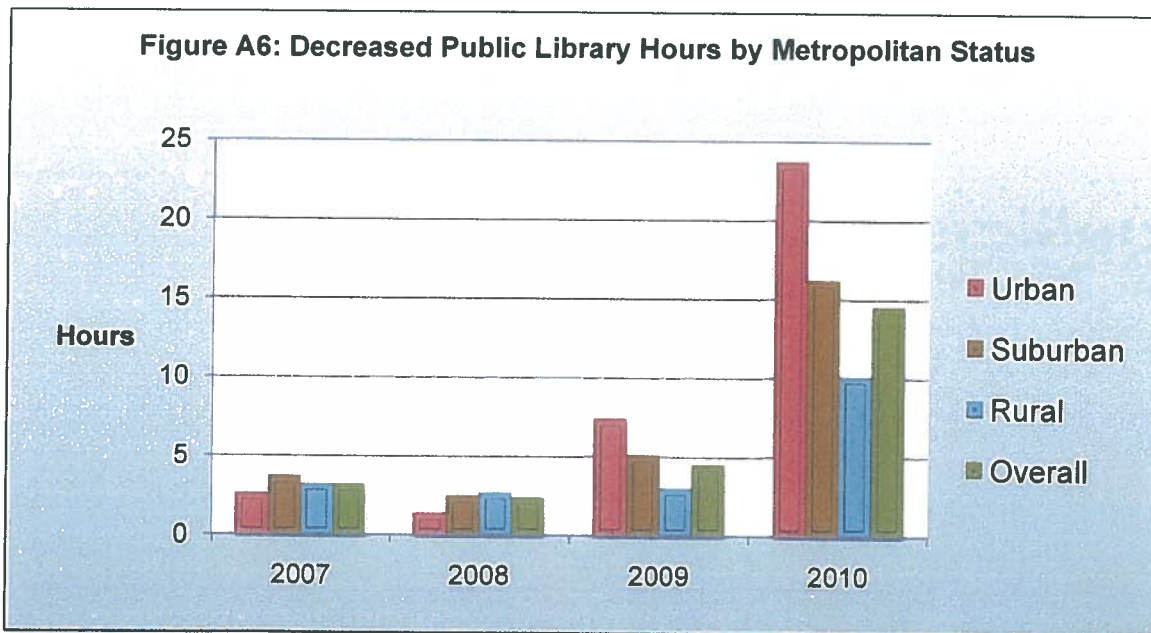
Nearly three-quarters of state library agencies reported their budgets had been reduced, decreasing their ability to support public libraries in their states, including lost staff to provide consultation and continuing education; reduced state expenditures for library collections, subscriptions, databases and new or replacement equipment; eliminated reciprocal borrowing and more. This is consistent with a separate survey conducted by the Chief Officers of State Library Agencies (COSLA), which found that 77 percent (31 of 40 respondents) of state library agencies experienced a budget cut in the current fiscal year.

The South Carolina State Library’s budget, for instance, has been reduced 37 percent since fiscal year 2008. State aid to public libraries has been reduced from \$2.25 per capita in FY08 to \$1.32 in FY10. The reduction to state aid in FY10 was offset by (one-time) American Recovery and Reinvestment Act (ARRA) funds in the amount of \$0.42 per capita. State Library agency staff positions are down 23 percent. “With staff numbers decreasing, programs may have to be curtailed or eliminated,” according to state library staff.

### Fewer Hours, Staff to Meet Demand

Thirteen states (28 percent) reported they were aware of public library closures in their states the past 12 months. Twelve states reported closures of five or fewer libraries; and one state (Indiana) reported more than five closures in the past year.

The 2009 national survey of public libraries also found a significant increase in the number of libraries reporting a decrease in the hours they are available to serve their communities. Nearly one-quarter of urban libraries and 14.5 percent of all libraries (up from 4.5 percent last year) report operating hours have decreased since the previous fiscal year. Nationally, this translates to lost hours at more than 2,400 public library branches, and the trend is likely to continue in 2010 unless funding is restored or new funds identified (Figure A6).



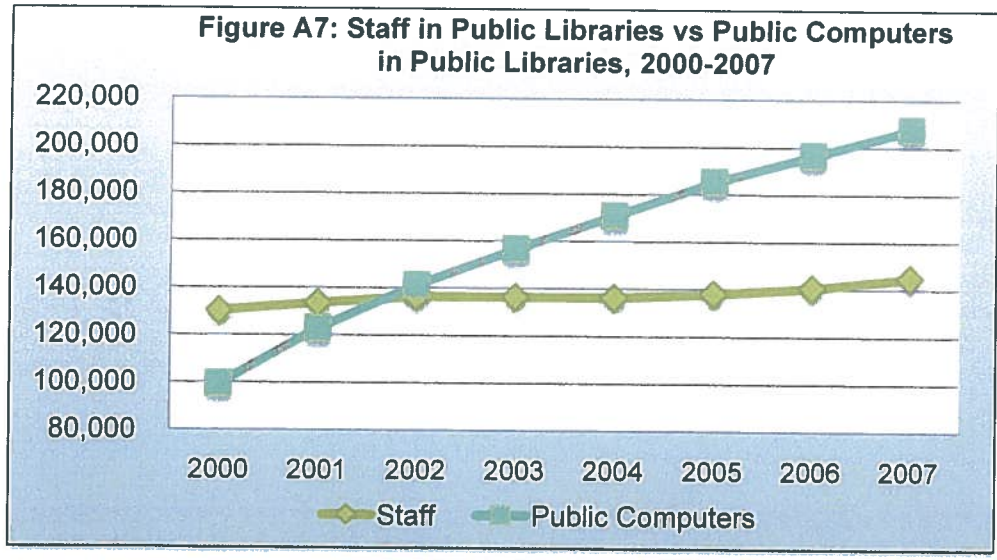
Decreased funding also is impacting staffing levels at many public libraries at a time when patron demand is vastly increasing. The number one challenge affecting libraries' ability to help job seekers is a lack of adequate staff to effectively help patrons with their job-seeking needs.

**Nearly one-quarter of urban libraries report operating hours have decreased since the previous fiscal year. The trend is likely to continue in 2010 unless funding is restored or new funds identified.**

Almost 60 percent of libraries strongly agreed or agreed with the statement that the library does not have enough staff to help patrons. About 52 percent agreed or strongly agreed that library staff does not have the necessary skills to meet patron demand; and about 36 percent agreed or strongly agreed the library has too few public computers to meet demand.

In 2008, 90 percent of libraries provided formal technology training classes or one-on-one assistance to library patrons using public Internet computers. Budget cuts at Broward County (FL) Library System, however, included 12 instructors that previously taught technology classes. The library system has lost 28 percent of its funding and one-third of its staff positions over the past three years, while circulation has increased 27 percent over the same period.

Along with a 90 percent increase in the number of computers available in U.S. public libraries between 2000 and 2007 (Figure A7), Americans visit their public libraries 1.4 billion times and check out almost 2.2 billion items each year according to the most recent data from the Institute of Museum and Library Services.



Institute of Museum and Library Services, <http://harvester.census.gov/imls/index.asp>



“(When budget cutting), I try to select areas where it would do the least harm,” said Sierra Vista (AZ) Public Library Director David Gunckel. “But I’m really at the point now where none of my choices are painless. Service is going to deteriorate in some way.” With a hiring freeze in place, the library already has lost 70 staff hours per week compared with one year ago, and the director expects longer lines, fewer new materials, putting off computer replacements beyond five years and reducing operating hours.

## Looking to the Future

America’s public libraries are first responders in a time of economic uncertainty and are, and should continue to be, part of both national and community-level responses to supporting employment and economic development efforts.

Some libraries and their communities already have been selected to benefit from one-time federal stimulus funding (ARRA).

- The Arizona State Library, Archives and Public Records, for instance, received a \$1.3 million grant to enhance public computing facilities in more than 80 public libraries throughout the state. More than 1,000 computers will be added in a state where more than 90 percent of public libraries reported they do not have enough public computers to meet demand some or all of the time.
- The city of Boston will use stimulus funding to expand computer and Internet capacity at the Boston Public Library and its 26 branches.

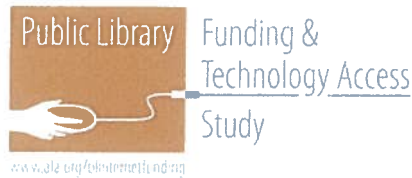
State libraries also are teaming with other state agencies to cost-effectively train librarians to assist newly unemployed residents.

- In North Carolina, which has had one of the highest unemployment rates in the country, the State Library collaborated with the Employment Security Commission and the Department of Commerce to train librarians, create an online job search toolkit and expand job-related library collections.
- The Tennessee State Library & Archives purchased resume software for 100 libraries in the state; awarded six Library Service Technology Act (LSTA) grants to create job-training centers in public libraries in collaboration with local agencies, such as adult education centers and career centers; and partnered with the Tennessee Department of Labor and Workforce Development to provide training for library staff, “Our local communities are hurting. One county was devastated – with 27 percent unemployment. Public libraries are stepping up to the plate and becoming anchors of the community – offering services many people don’t have available at home,” said Assistant State Librarian for Planning and Development Jane Pinkston.

Community, government agency and library collaborations are one of many keys to aiding American families in weathering this economic storm. Together, they have the opportunity to:

- Increase awareness of the 21<sup>st</sup> Century services and resources available in U.S. public libraries;
- Ensure sustained funding and staffing for public libraries;
- Improve coordination and implementation of e-government and economic development activities at all levels of government; and
- Recognize public libraries as an anchor institution that connects all Americans to the Internet, technology training and assistance, trained staff and rich electronic and print collections.

Libraries are part of the solution for Americans struggling to regain their footing in uncertain economic times. Keeping library doors open with sufficient staffing is vital to ensuring that every person has equal access to essential employment, continuing education and government resources.

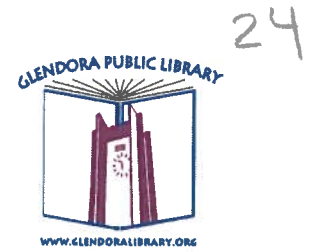


ALA Office for Research & Statistics, 800.545.2433  
50 East Huron Street  
Chicago, Illinois 60611.2795

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The *Public Library Funding & Technology Access Study*, funded by the ALA and the Bill & Melinda Gates Foundation, provides the most current national information available on public library funding and technology use and services. This brief report presents selected preliminary findings from the 2009-2010 study's public library and state library agency surveys. The 2009-2010 public library survey was available for completion between September 7, 2009 and November 13, 2009. The survey produced 7,393 responses, for a response rate of 82.4 percent response rate. Forty-five states and the District of Columbia responded to the state library agency survey in November 2009, for a total response rate of 90 percent. For more information on the study, please visit [www.ala.org/plinternetfunding](http://www.ala.org/plinternetfunding).

# Division Monthly Reports



To: Robin Weed-Brown

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

Date: December 2009

## **Public Services** - Cindy Romero, Janet Stone

### **Children's**

Date	Event/Outreach	# of participants
12/1/09	TAB	16
12/1/09	Community Preschool	28
12/2/09	Community Preschool	25
12/3/09	Ravenous Readers "Chasing Vermeer"	7
12/3/09	Whitcomb Headstart	38
12/7/2009	Polar Express Movie	25
12/7/09	Cub Scout Tour	26
12/8/09	Willow Family Night	45
12/10/09	Polar Express Movie	50
12/14-12/19/09	Gingerbread house craft week	260
	<b>TOTAL number of participants</b>	<b>520</b>

In response to budget concerns, several of the December events were changed. This year, we made gingerbread houses out of paper during the week of December 14<sup>th</sup>. The children and parents spent time together making their paper creations. The craft was available at any time during the week allowing all families who came to the library to participate. In addition, we showed the movie, *The Polar Express* and read the book in the Friends Room. The movie showings were accompanied by milk and homemade cookies provided by the Moms Club of Glendora, East. This was a wonderful addition to the program that promoted family time and reading.

Gail led a fascinating discussion of *Chasing Vermeer* by Blue Balliett. Seven students participated and went on a mystery hunt through the works of Vermeer as the characters in the book did.

Children were treated to a visit by Mrs. Claus during storytime the week before Christmas. Mayor Karen Davis generously offered to come and read during storytime.

The children's room was the place to tour in December. We played host to Willow school for a scavenger hunt and demonstration of Brainfuse Online tutoring. We also hosted a Cub Scout pack in search of one of their patches.

The annual bookmark contest began on January 11<sup>th</sup> and will continue through February 27<sup>th</sup>. Please look to your packet on March as Cindy will be asking for assistance in judging the entries. The reception for all of the participants will be held on Monday, April, 12, 2010 in the Bidwell Forum. Please mark your calendars.

### **Adult**

Date	Event/outreach	# of participants
12/4/09	Cognitive Maintenance: Use is or Lose it.	9
12/9/09	A Novel Idea Book Group	7
12/14/09	Coordinating Council	31
	TOTAL number of participants	47

The second installment of the health series presented in partnership with Citrus Valley Health Partners, took place on December 4<sup>th</sup>. Participants learned the ins and outs of Cognitive Maintenance. *A Novel Idea* members got together in December for an enthralling discussion of their favorite books.

The selectors met in December and were treated to a demonstration by Carlos, Daisy and Daniela on making bulk changes to item records in Polaris as well as a few other Polaris tricks of the trade.

### **Support Services** – Carlos Baffigo

The anticipated holiday season slowdown gave staff an opportunity to catch-up on projects postponed through the year. Also, it was a good opportunity for staff to take much deserved vacations.

Library Aide I staff received additional training on Circulation and Technical Processing procedures.

Library Aide I Leslie Shook was promoted to Library Aide II. Congratulations Leslie!

Daisy Fregoso will be on maternity leave starting in early March until June.

### **Facilities:**

A clogged sewer drain caused sewage to flood the men's and women's public restrooms earlier this month. A roter service was called and the sewer lines were cleared.

A cracked window was replaced in the Children's Room.

### **Technical Services:**

In coordination with Public Services, a moratorium on material ordering took place during the month of December. The stoppage gave staff the chance to receive outstanding orders,

process invoices, and reconcile the Library's internal accounting with the City's Pentamotion accounting system in order to minimize end-of-the-fiscal-year discrepancies.

Staff met with an Ebsconet representative on December 15<sup>th</sup> to discuss periodical ordering and delivery issues.

### **Development & Educational Services** – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
12/1/09	Quilting Class with Sandy Janicki	16
12/5/09	Saturday Book sale on main floor	50
	<b>TOTAL number of participants</b>	<b>66</b>

Date	Community Outreach	# of participants
12/3/09	Outreach to Teen Parent with Cindy & Chris at Arrow High School	18
	Outreach to Expectant Parents with Miss Bonnie at FPH	On hiatus until flu season is over
	<b>TOTAL number of participants</b>	<b>18</b>

December is traditionally a quiet month for this department. There is minimal staffing as employees traditionally take vacation time to spend the holidays with their families and friends. Although December is "uneventful", much planning takes place for the upcoming events in the New Year. Once January arrives, the frenzy of activity begins.

Two upcoming events to mark on your calendars:

Dewey Decimal Quilt Show, Saturday, January 30, 10am – 4pm in the Forum

Donor Recognition, Friday, February 5, begins at 6:30 pm on the main floor of the library – bring your appetite!

Glendora Public Library Summary Data for December 2009

\*starting May 2009 statistics are tracked differently due to new website

<u>Service Indicators</u>	This Year December	Last Year December	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	18,209	7,170	154%	139,986	129,094	8%
I. D. Total Items Loaned	31,134	16,905	84%	221,069	194,344	14%
I. D.4. Electronic Circulation	261	117	123%	1,342	982	37%
III. A. Total Requests for Information/Adult Services	2,014	950	112%	14,350	13,320	8%
II. A. Total Items Owned	148,767	147,180	1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	12,171	21,403	-43%	86,026	202,719	-58%
V. A.2. Library Home Page Views *	8,263	19,063	-57%	58,589	173,874	-66%
VI. A. Total Number of Programs	16	1	1500%	75	69	9%
VI. E. Number of Literacy Students Active	34	34	0%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	106	112	-6%	848	737	15%
VI. F.1 Total Number of Volunteer Hours	610	335	82%	6,297	5,327	18%
I. G. Total General Fund Revenue	\$3,720	\$7,269	-49%	\$29,766	33,987	-12%

These statistics are subject to verification.

**December-January 2010 Events**



Gingerbread Houses  
Craft  
December 2009

Annette Whistler Farewell  
January 2010



Continued...

Annette Whistler Farewell  
January 2010





Continued...

Game Day  
January 2010



Miss Bonnie celebrating 35  
years of service to the City  
of Glendora  
January 2010



# **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  
 Date: January 25, 2010  
 Re: Agenda Item #6.1: Parking Survey Data Discussion

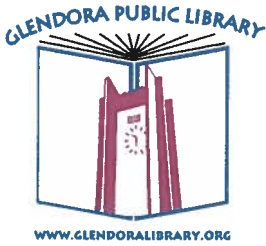
At the November 2009 board meeting the parking survey discussion was rescheduled to the January 2010 meeting to allow for additional time to review the information.

The board received the data from the Feb-Mar 2009 library parking survey at the September 28, 2009 meeting. Comments and suggestions made by our patrons were included on the detailed excel chart spreadsheet. Due to the length of the file it was not duplicated again for this packet. If you need a copy please contact Elke or myself before the meeting and we will run off a copy.

# **7.**

# **New**

# **Business**



Glendora Public Library  
 (626) 852-4891

140 S. Glendora Ave.  
 library@glendoralibrary.org

Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director  
 Date: January 25, 2010  
 Re: Agenda Item #7.1: Budget 2010/2011

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The budget news for the city is not bright for next fiscal year. The city manager as informed department heads to prepare for another lean year. Specifics on how lean have not yet been shared.

I have attached a chart showing library budget line items for several years. There may be a few hundred dollars here or there I could still cut but other than that it will be grim if the library is required to cut more. We would be looking at layoffs, closing more hours and additional cuts in the materials (book) budget.

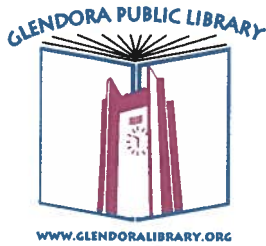
Any insights, recommendations or directions would be appreciated.

LINE ITEM JUSTIFICATION WORKSHEET SUMMARY

Account Number	Actual										Req	Approved
	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY		
Revised 4/14/09	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	09-10	09-10		
	*	*	*	*	*	5% cut*	3.5% cut*	*2.5% reduction				additional cut
<b>7076</b>												
51110 office supplies	7,965	5,530	6,300	6,700	10,700	9,130	8,680	6,552	6,552	3,700		
51400 bldg materials	18,905	14,100	6,100	12,600	15,600	9,550	12,000	12,000	12,000	12,000		
51550 photo supplies	125	0	0	100	100	0	0	0	0	0		
51560 copier leases	23,182	21,334	22,600	22,600	23,600	15,000	18,000	20,000	20,000	20,000		
55320 printing	4,950	4,305	3,705	5,105	6,305	4,600	4,100	3,000	3,000	1,250		
55340 postage	3,258	3,258	2,953	3,300	3,300	5,050	4,000	4,000	4,000	4,000		
55400 dues membershps	1,653	1,280	1,430	1,720	1,745	1,800	2,125	2,105	2,105	1,825		
55510 mtg expenses	2,970	1,350	1,350	1,350	1,350	1,150	920	820	820	300		
55550 travel	1,300	1,075	2,200	1,575	3,760	2,760	1,872	1,500	1,500	1,000		
55550 travel	560	300	560	560	0	0	0	0	0	0		
55600 training	5,210	5,210	5,220	5,100	5,300	3,300	2,300	3,400	3,400	1,400		
56200.01 Polaris	19,350	19,727	20,714	21,745	22,833	23,480	20,000	17,000	17,000	17,000		
59100 contract services	37,672	19,053	21,779	25,400	25,900	21,400	18,780	12,400	12,400	12,400		
deleted moved to PW	20,775	24,144	24,504	0	0	0	0	0	0	0		
deleted moved to PW	15,245	15,245	15,245	0	0	0	0	0	0	0		
<b>TOTAL 7076</b>	<b>163,120</b>	<b>135,911</b>	<b>134,660</b>	<b>107,855</b>	<b>120,493</b>	<b>97,220</b>	<b>92,777</b>	<b>82,777</b>	<b>82,777</b>	<b>74,875</b>		
207-7076-55700-grant \$	7,095	6,386	6,405	1,419	2,838	6,282	2,094	4,050	4,050			
lib school state lib grant												
<b>7077</b>												
51200 div supplies	18,536	11,358	15,673	15,673	18,870	19,330	20,330	20,300	20,300	15,300		
55330 microfilming	365	365	365	365	365	0	0	0	0	0		
<b>TOTAL 7077</b>	<b>18,901</b>	<b>11,723</b>	<b>16,038</b>	<b>16,038</b>	<b>19,235</b>	<b>19,330</b>	<b>20,330</b>	<b>20,300</b>	<b>20,300</b>	<b>15,300</b>		
<b>7078 (created FY 09/10)</b>												
51200 div supplies										2,500		
51300 materials budget										42,895		
<b>TOTAL 7078</b>										<b>45,395</b>		

33





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 (626) 852-4891

140 S. Glendora Ave.  
 library@glendoralibrary.org

Glendora, CA 91741

# MEMO

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director  
 Date: January 26, 2009  
 Re: Agenda Item # 7.2: Library Board Awards

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In 2008 the library board created the Library Trustee Public Service Award. I have attached the award guidelines for your review. The first award went to recognize the Friends Foundation and was given to them at the 2008 Night on the Plaza.

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



# Glendora Public Library

## 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

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### Month 1 (March to April)

- Ask for nominations to be turned in within one month

### Month 2 (April to May)

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

### Quarterly City Award Night

- Award given (June?)

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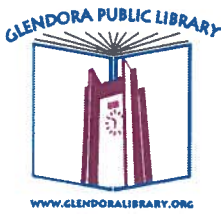
## MEMO

To: Board of Library Trustees  
From: Robin Weed-Brown, Library Director  
Date: January 25, 2010  
Re: Agenda Item #7.3: Staff appreciation

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National Library Worker's Day (LWD) falls during National Library Week (NLW), April 11-17. This year LWD is Tuesday, April 13.

**8.**  
**Board**  
**Member**  
**Items**



## Glendora Public Library Events

### January 2010

- 01 **Library closed - New Year's Day**  
09 10 a.m. *Saturday Sale* in the Library  
09 1 p.m. – 8 p.m. Family Game Day; pizza will be served at 5 p.m. – Bidwell Forum  
11 Bookmark contest grades K-12 begins  
11 1 p.m. and 7 p.m. Books Alive! *The Alchemist* by Paulo Coelho – main floor  
18 Library closed – Martin Luther King, Jr. Holiday  
21 3:30 p.m. *Books 'n Brownies* Book discussion; *Dangerous Days of Daniel X* by James Patterson- Friends Room  
25 7 p.m. Visit from Children's Author Marla Frazee – Friends Room  
25 7 p.m. Library Board Meeting – Bidwell Forum – **date change due to holiday**  
30 10 a.m. – 4 p.m. Quilt Show – Bidwell Forum

### February 2010

- 02-3/30 6:30 p.m. Quilting class – registration required – Bidwell Forum  
04 3:30 p.m. Ravenous Readers-book discussion group grades 3-6; *Fourth Grade Rats* by Jerry Spinelli – Friends Room  
06 10 a.m. *Saturday Sale* in the Library  
11 3:30 p.m. Book Buddies-book discussion group grades K-3; *The Chocolate Touch* by Patrick Skene Catling – Friends Room  
12 2 p.m. *Reduce Your Risk of Cancer*, third in a lecture series addressing today's health concerns- Bidwell Forum  
15 Library closed- President's Day  
20 10 a.m. free SAT Workshop – registration required – Bidwell Forum  
22 7 p.m. Library Board meeting – Bidwell Forum – **date change due to holiday**  
24 5:30 p.m. Novel Idea! *Eat, Pray, Love* by Elizabeth Gilbert – main floor  
27 Bookmark contest ends  
27 10 a.m. – 5 p.m. Dr. Seuss Birthday celebration – Children's 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, 1<sup>st</sup> Thursday of every month – cancelled until further notice due to swine flu
- Born To Read/Teen Parent Outreach, 1<sup>st</sup> Thursday of every month at 12:30 p.m. - Arrow High School

### Foundation Executive Board Meeting

- February 5, 2010 @ 7:00 a.m. Library – Main Floor

### Foundation Quarterly Board Meeting

- April 20, 2010 @ 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 improved communication with city council: liaison; FF/CC/BLT; distribute Admin Pol. 4.04: library board by-laws
- August 14** **CALTAC Board Effectiveness Training 9am in Friends Room**
- August 17** Finalize Library Board Goals; discussion on by-laws
- September 28** Finalize Board Goals; Holiday Hours: Thanksgiving & Christmas; distribute parking survey information
- October 19** Canceled due to lack of quorum
- November 16** SRC wrap up; Friends Foundation Overview by Anne Pankow; Parking Survey discussion; Budget Priorities FY10-11 initial discussion; Policy 4.02: Library Fines and Fees Schedule review
- December 21** Mid-year review of goals 09-10
- January 25** (Adjusted for MLK Day) Budget FY10-11; CALTAC workshop attendance (wkshp usually in March); Library Board Award; Staff appreciation; Parking Survey discussion
- February 22** (Adjusted for President's Day) Goal planning FY10-11; 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