

AGENDA  
**CITY OF GLENDORA**  
**LIBRARY BOARD OF TRUSTEES – Regular meeting**

**Library Bidwell Forum**  
**140 S. Glendora Ave**

**February 22, 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 January 25, 2010, Encl., page 1
- 5. REPORT OF LIBRARY DIRECTOR, Encl., page 5**  
*Written report attached. No action will be taken on any items brought up at this time*
- 6. UNFINISHED BUSINESS**
  - 6.1 Library Board Staff Appreciation  
*Vice President Deal to lead continued discussion on staff appreciation luncheon*
  - 6.2 Budget 2010/2011, Encl., page 20  
*Weed-Brown to update the Board on any new developments regarding the 10/11 budget*
  - 6.3 Update on security cameras in the Library, Encl., page 24  
*Weed-Brown to provide update on security cameras inside and outside the library*
- 7. NEW BUSINESS**
  - 7.1 Patron Confidentiality Policy Review, Encl., page 25  
*Weed-Brown to present updated Patron Confidentiality Policy for Board review and comment*
  - 7.2 Requests from Staff to Friends Foundation, Encl., page 42  
*Weed-Brown to present requests from staff to Friends Foundation for Fiscal Year 10/11*
  - 7.3 Planning for Annual Joint Meeting with City Council  
*President Gomer to lead discussion to plan for annual State of the Library address*
  - 7.4 Library Events Calendar, Encl., page 48  
*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 49  
*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 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 25, 2010  
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, Mike Conway

Board Members Absent: None

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

**2. PUBLIC COMMENT PERIOD**

There was no public comment.

**3. ADOPTION OF AGENDA**

**4. CONSENT CALENDAR**

**4.1 It was MSC (Deal/Robinett) to approve Minutes of meeting of December 21, 2009. The motion carried 4-0-1 as follows: AYES: Gomer, Storland, Deal, Robinett; NOES: None; ABSENT: None; ABSTAIN: Conway.**

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown handed out the complete 11-page library statistics document for the Board to review. She reminded the Board that the library was closed for part of December 2008 due to flooding.

Weed-Brown asked if any Board members are interested in attending the CALTAC workshop on March 13 at the Crowell Public Library in San Marino. Storland, Gomer, Deal and Conway stated their interest. Robinett said he will be out of town.

Weed-Brown handed out invitations for a Read-In held at Washington School. Carol Gilkinson, a teacher working in the Charter Oak School District and a former Library Board Trustee, invited the Board and Weed-Brown to participate. Weed-Brown asked any interested Board members to call the number on the invitation.

Weed-Brown informed the Board that Glendora Library is up-to-date on its national and state reporting responsibilities.

Robinett asked if Weed-Brown received any feedback on the memo she sent regarding the security cameras inside and outside the library. Weed-Brown replied that she had not.

In response to a question from Storland, Weed-Brown replied that the Donor Recognition will be held on February 5. Daughters of the American Revolution Serrano Chapter & Past Regents of Serrano Chapter and Delta Kappa Gamma Society – Delta Nu Chapter will be recognized at this event. Gomer confirmed that she will speak on behalf of the Board at this event.

Gomer thanked Weed-Brown for including the article *A Perfect Storm Brewing: Budget cuts threaten public library services*. She commented how this very interesting article highlights the fact that at a time when people are in most need of library services, libraries are forced to reduce staff or close doors due to budget cuts.

The Board discussed how Glendora Library statistics compare to the data listed in the article on usage of public workstations. Weed-Brown explained that there are several reasons Glendora Library is not experiencing an increase in public computer usage. These include the decrease in open hours, the 90 minute limit on the public computers, as well as the static number of computer workstations. In response to a question from Conway, Weed-Brown replied that there have not been any cuts relating to public computers.

Conway voiced his concern that Weed-Brown was not notified when city staff came into the library to review locations for the proposed security equipment. He asked why a security system is deemed necessary at this time. Weed-Brown replied that this approach is city-wide. She has not had direct conversation with city administration regarding this issue. She confirmed that the PD has always been able to come to the library in time when there was a security need. Weed-Brown said that she will keep the Board informed regarding this issue.

In response to a question from Robinett, Weed-Brown replied that the gingerbread houses craft went well. She explained that the program was handled completely different this year. In the past, the program was held at specific times and dates and the gingerbread houses were made from Graham crackers and decorated with candy. This year the event ran every day for an entire week with paper being used to create and decorate the houses. Parents and siblings were seen participating in the craft. Deal commented that the paper gingerbread houses were very nice.

## **6. UNFINISHED BUSINESS**

### **6.1 Parking Survey Data Discussion**

Weed-Brown reminded the Board that the data collected from the parking survey was distributed at the September 2009 Board meeting. The survey was then scheduled for discussion in November. At the November Board meeting it was requested to delay discussion, so that the data could be reviewed properly.

The Trustees discussed the parking survey data. They agreed that it is helpful to have hard data, as requests for change cannot be made without it. The Board discussed possible solutions. Gomer stated that many of the survey comments were not unexpected.

Following discussion, the Board asked Weed-Brown to craft a summary page for the survey. A brief overview of the results of the parking survey will be presented to the City Council.

Weed-Brown reminded the Board that last year's State of the Library meeting was held in April. The Board agreed to send a request to City Council to ask for a joint meeting on April 27, 2010.

**7. NEW BUSINESS**

**7.1 Budget 2010/2011**

Weed-Brown informed the Board that she has not received any specific feedback from the City Manager regarding the budget. Weed-Brown provided the Board with a chart that illustrates where past cuts were made.

The Board discussed this year's budget and the cuts that had to be made. Weed-Brown pointed out that everybody in the library does more than one job. One person being gone affects coverage in several areas. She commented that the library has lost numerous part-time positions, as well as one full-time position.

Weed-Brown reminded the Board that the library received increases in the book budget several years ago, as the book budget was below average for a library this size. The library also had greater flexibility due to more part-time hours.

Weed-Brown stated that if additional requests for cuts are made, the Library Board will need to give direction on what to eliminate. Robinett asked that this discussion be brought back next month.

**7.2 Library Board Awards**

The Board reviewed the awards information. Gomer suggested the Board give this some thought to see if there is someone who could be nominated.

Gomer stated that if and when the Library Board determines that there is someone they would like to recognize, they will have to think of a venue at that time.

**7.3 Library Board Staff Appreciation**

For Robinett's benefit, the Board elaborated on past staff appreciation luncheons. Storland and Gomer agreed that last year's luncheon was enjoyed by all employees who attended. Weed-Brown verified that National Library Worker's Day is April 13. Deal offered to work on a menu and bring it to the next Board meeting. Robinett stated that it will be great for the Board to meet all the employees.

**8. BOARD MEMBER ITEMS**

**8.1 Library Events Calendar**

The Board reviewed the events calendar.

8.2 Agenda Planning Calendar

Gomer pointed out that the next Board meeting will take place February 22 due to the President's Holiday.

8.3 Board member items

Deal stated that she enjoyed Annette Whistler's farewell. The Board agreed that it was a very nice event, which was also enjoyed by Annette herself. Deal is looking forward to the Donor Recognition and Trivia. Soliciting for Trivia will begin this Friday.

Storland attended a musical last week at the Darling Library Rotunda. It was wonderful. She commented on the many wonderful things available in Glendora.

There being no further business, the meeting adjourned at 9:13 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 *Rosie*

CC: City Manager

Date: February 22, 2010

Re: Director's Report

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The Friends Foundation and Dewey Decimal Quilting Friends' Quilt Show on Jan. 30<sup>th</sup> was a tremendous success. There were lots of new visitors to the library and the quilts were amazing. A lot of hard work and coordination by the Quilting Friends went in to making it such a great day. A special *thank you* goes out to Trustee Storland who personally greeted and thanked show-goers as they purchased tickets in the lower lobby.

I am attaching two articles for your information. One is from the LJ Hotline: *Fundraising in Tough Times*. I found it interesting to note that several of the themes they mention mirror our own foundation's philosophy-making a good library great.

The other article is from the SGV Tribune: *Early education key to crime prevention* written by Sherriff Lee Baca. It points out that research has shown that children that attend a quality preschool are less likely to commit crimes in later years. Our Youth Services staff has focused their efforts on this very point over the last several years. The "Ready to Read by 5" Mother Goose storytimes every week in the library, parenting workshops, outreach to in-home day care centers, storytimes to the Community Services preschool, the Teen Parents program at Charter Oak, Head Start preschool, and a summer reading club for babies (0-18 months).

Library staff bid a sad farewell to Michelle Pasillas on Feb. 8. Michelle has been working part time for the library for six years. She went out with a smile and bang; she received a certificate of appreciation for her customer service from the City Manager just the week before!

Department heads were asked by the City Manager to put together a 'who and how' of partnerships that helped us to save tax-payer dollars. He asked us to focus on pre-vs.-post 2007. A copy of the library's list is attached for your information.

I will be up in the San Luis Obispo area from February 27- March 7 celebrating my parents' 90 and 91<sup>st</sup> birthdays. Anne will be holding down the fort here while I am gone. I can be reached by cell phone however if you need to connect with me.

**Next Meeting: March 15, 2010; 7 pm - Bidwell Forum**



## As Budgets Tighten, Caution Prevails

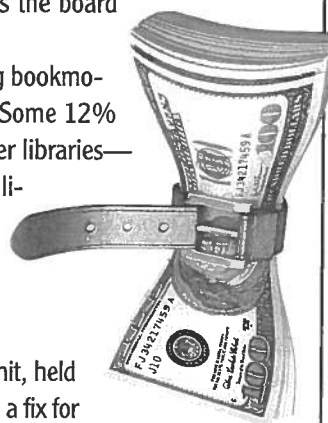
It's no surprise that libraries in *Library Journal's* annual budget survey reported an overall downward trend, with the expected decline in total budgets some 2.6% and the change in materials budgets of 3.5%. Per capita funding is finally nudging down.

While some libraries, notably those in economically healthy areas, are still sailing ahead, the general mood is one of caution and concern. Only 16% of those reporting say they are "very positive, upbeat" about their financial future, while 23% are "very negative, depressed." Notably, 35% of the largest libraries report the latter. More than 40% of libraries have frozen salaries and reduced staff. Thus, not only have materials taken a hit, but open hours have gone down on average of 1.3 hours over the past year, and programming has been scaled back. This occurs, of course, at a time when library use keeps growing.

With more than half of those reporting saying they've cut or eliminated budgets for conferences, travel, and education, that suggests a further squeeze on in-person national and state conferences. That 51% figure actually understates the impact, because a much larger percentage of libraries serving 500,000 or more said they've cut back.

Some 20% of libraries—excluding those serving populations over 500,000—use volunteers to shelve books, while some 16% of libraries across the board deploy volunteers for computer or technical assistance.

Libraries are most likely to cut back on outreach, including bookmobiles and school visits, as cited by 14% of the total sample. Some 12% cited materials and hours. However, more than 21% of larger libraries—serving more than 500,000—are slashing materials; larger libraries are also cutting hours. For the full *LJ* feature article, go to [bit.ly/9hL6R0](http://bit.ly/9hL6R0).



chase additional books and tools but that often publishers haven't produced them in the languages they need.

"When I'm working with students learning English, I can't just have books in Spanish," said Cassandra Barnett, AASL president and the librarian at Fayetteville High School, AR. "I need books in Urdu and three different dialects of Chinese."

While more books are appearing in less common languages, Barnett says that often school librarians don't have the training to know the best choices among these options and must trust the publisher.

Often, school librarians rely on free-choice reading options, where ELL students pick books that appeal to them, to incite them to read and learn English. However, more than half of those surveyed say that none or less than one percent of their school library collections are in non-English languages.

That challenge grows for high school librarians since dual-language learning books are often simplistic and geared toward younger readers, but older students can present a learning conundrum, as they're either very literate in their own language—or not at all.

So Barnett finds that high school librarians can turn to what she calls a "more affordable option," using high-interest but low-level books that may not have a controlled vocabulary but a simpler one. "And these can have a high-interest to teens," she says. Sometimes, the only option is to get these students reading in their own language first, before they move on to English.

## Graphic Novel Wins O'Dell Fiction Award

Matt Phelan's *The Storm in the Barn* (Candlewick) is the winner of the 2010 Scott O'Dell Award for His-

## \* Fundraising in Tough Times? \*

Fundraising, as the attendees found at *LJ's* Directors' Summit, held November 9–10 at Chicago Public Library (CPL), may seem like a fix for the short term. Done right, however, it can do so much more than mitigate current budget woes; it can foster relationships that will anchor the library well into the future.

In the face of budget pressures, some donors can be asked to step up. According to Donna Bero, executive director of the Friends of the San Francisco Public Library, donors "don't want to see what they've already given get squandered." However, by and large, the experts agreed that asking for money to fill a gap in public funding generally isn't the right approach. "People don't want to give to turn on the lights," said Ginnie Cooper, chief librarian of the District of Columbia Public Library. "They want to give to make a good library a great library."

Historically, private dollars have gone toward service enhancements, such as programs, according to Peter Pearson, of the Friends of the Saint Paul Public Library and Library Strategies, the Friends' consulting group. In San Francisco, a close relationship between the library and its Friends has protected the library during recent economic troubles.

Pearson stressed the need to recruit influential community members to the board: "Book lovers want a book group. We need fundraisers who know the value of libraries."

Keynoter Terry Axelrod (*Raising More Money*, Benevon Pubns.) suggested ten principles to follow when fundraising. Among them, recognize that there is plenty of money, even in this economy; focus on lifelong relationships, making giving multiyear; and think about establishing an endowment.

The Directors' Summit 2009, "Successful Fundraising in a Tough Economy," was made possible through partnerships with Chicago Public Library and Library Strategies. It was sponsored by Gale Cengage Learning. For the full *LJ* feature, go to [bit.ly/deyqE2](http://bit.ly/deyqE2).

# Early education key to crime prevention

By Lee Baca and Gary Mangiofico

## GUEST VIEW

**R**ECENT statistics indicate that crime may be on the decline in many communities across California. Above all, it's a testament to the joint efforts of our political leaders and law enforcement agencies working together to improve our quality of life.

However, we cannot rest, but must continue to pursue strategies that will ensure that crime in our communities does not rise.

There are numerous methods that can be employed to deter criminal activity. One of these might surprise you and that is the impact of quality early childhood education.

Research tells us that children who attend a quality preschool program get a better start in life, perform better in school and are more likely to grow up and become productive, taxpaying citizens.

What many people may not know is that there's an additional benefit to a quality preschool education, one that affects us all. Research shows that children who receive a quality early childhood education are less likely to turn to crime later in life. That is an outcome that has major implications for our communities.

Should we invest resources to ensure access to effective and affordable early education programs, especially for children most at risk for school failure and future criminal activity?

The answer is yes, if we wish to produce future generations of produc-

tive citizens, who are disinclined to get in trouble with the law. We simply cannot afford not to invest in early childhood education because the evidence is clear: early education helps reduce crime.

According to an independent survey by Fight Crime: Invest in Kids California, an anti-crime organization, an overwhelming 71 percent of the nation's law enforcement leaders chose the provision of more after-school and educational child care programs — such as preschools — as the most effective strategy for reducing youth violence and crime.

Furthermore, consider Michigan's High/Scope Perry Preschool Program, which served children ages 3 and 4 from low-income families. Children randomly assigned to a control group that did not attend preschool were five times more likely to have become chronic lawbreakers by age 27 than those assigned to attend the preschool program.

Today, about half of 4-year-olds in the county do not attend preschool. Publicly-funded programs like State Preschool and Head Start are available to some, but only the poorest families qualify, and spaces are scarce. There are tens of thousands of children languishing on the county's Centralized Eligibility List for spaces in publicly-funded programs. That's why we believe that if California intends to continue to reduce crime,

additional state and federal money should be found to invest in early education.

Research by the RAND Corporation shows that children with the largest gaps in school readiness and achievement, and those who need early childhood education the most, are least likely to be enrolled in high-quality preschool programs. According to RAND, for every dollar we invest in quality preschool, the public saves \$2.62 in crime prevention, special education needs and other social costs. The message is clear. Quality preschool programs are a wise public investment, and one of our most effective weapons against crime. In fact, it costs about \$49,000 a year to incarcerate a young person. That would cover the annual enrollment of eight to 10 children in a quality preschool. But the number of children enrolled in California preschools remains well below the national average.

There's little doubt that making quality preschool programs available to more children is crucial to an effective, balanced crime-prevention strategy. To not ensure that all of California's children have access to such programs puts every California family at greater risk of crime and violence.

That is why we urge policymakers across California to place increased access to quality preschool high on their agenda.

Lee Baca is the sheriff of Los Angeles County. Gary Mangiofico, Ph.D., is the CEO of Los Angeles Universal Preschool, a non-profit that funds preschool programs for 10,000 4-year-olds.

SGVTRIB 1/27/2010

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## Summary: Efficiencies and Effectiveness Initiatives at the Glendora Public Library

### Partnerships:

- Created new, and expanded existing, partnerships with more than a dozen agencies

### Volunteers:

- Expanded use; now 17% of the library's workforce

### Leveraged Purchasing Discounts and Methods:

- Cooperatives and Consortia
- Vendor discounts
- Renegotiated contracts

### Technology-Going Green:

- Library notifications (overdues, holds, PR) now emailed; fewer mailed
- Library "Newsletter" and "Fines and Fees" handouts only available online (2009-)
- Use of digital photo frames to promote library events and information (2010)
- Hardware and Software purchased to do jobs in-house (2007-)

## Detailed Information

### Partnerships

- Friends Foundation and:
  - Foothill Presbyterian Hospital monthly at Expectant Parent program – Early Literacy Education – "Babies Books and Bibs"
  - Arrow High School –Teen Parenting and Child Literacy Education – "Born to Read" (during school year)
  - Grants for Adult Literacy Program – with State of California Library Literacy Services and Federal CDBG grant
  - Sisters in Crime, Big Box Programming, local businesses, e.g. A & J Cakes with Linda Hermann, to provide adult programs at minimal cost
  - Annual fundraisers that partner with local businesses; funds support library programs and services which benefit entire community
  - Book fund support through "The 500 Club" at Night on the Plaza (community donations of \$500+); Donation Box on main floor of library (2009-)

### New or Expanded Partnerships

- Mini-Fundraisers for additional income (2009-)
- Local businesses (Village Book Store, Blue Chair, Barnes & Noble) to get free author visits (expanded)
- Water-wise garden to improve and upgrade library landscaping; plants and expertise donated by Monrovia Growers; City staff in Water division, Public Works and Community Services for irrigation and maintenance (2008-)
- Glendora Historical Society: Networking and relationship with new curator of museum will prevent overlap in services, improve referrals for our local history researchers (expanded)
- Volunteers
  - Volunteers increased to 17 % of library workforce (2009-)
  - Volunteers support used in all library divisions (2009-)
  - 'Novel Idea' library book group led by volunteers

- Early Learning with Families (ELF) (2007- )
  - Azusa Pacific University's Children's Literature sections to provide outreach storytime to local in-home daycare providers
  - Resource and Referral Network to identify potential daycare providers and to make presentations to daycare providers
  - Local Child Development Specialists to provide parent workshops (recent topics: child development, nutrition, speech and language)
- Foothill Presbyterian Hospital for health awareness programs (2009-)
- Rainbow Nursery – water-wise garden programs (2009-)
- "Mom's Clubs" provides food for children's events (2009-)
- Youth programming funded by Friends Foundation, Foundation also provides volunteers to assist staffing programs
- Community Services (CS):
  - Kids Program-Preschool: storytimes provided by library
  - Easter program: storytimes provided by library
  - Combined Library and CS Santa holiday program into one event (2010)

## Purchasing Discounts

Library consortia/cooperatives: as members receive reduced-fee or free services

- SCLC: Southern California Library Cooperative
  - Training for library staff at low or no cost
  - SCLC delivery system : saves on shipping/postage charges
  - Second-level research service-fewer reference materials needed at GPL; saves staff time
- Califa Consortium
  - Downloadable audio and eBooks from Southern California Digital Library group: consortium rates; interface and selecting consolidated
  - Database purchases at reduced rates via consortium purchasing
  - Children's Early Literacy Stations: educational computers and software in Children's room
- OCLC: (Online Computer Library Center: nonprofit, membership, computer library service & research)
  - Staff time saved: receive electronic catalog book records
  - Research on professional, library and national public trends and technology developments/innovations
  - Access to international resources
- InfoPeople:
  - Free and low-cost training for staff: webinars, online and off-site seminars; staff keeps up on trends and best practices without leaving library (webcasts, online) or minimal travel (within LA basin)
- EBSCO:
  - Vendor aggregates purchases on magazines and periodicals
  - Early submission of titles that garners extra discounts

## Purchasing Efficiencies/ Methods

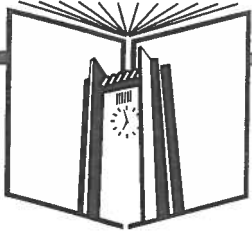
- Printing: Going Green
  - Library notifications (overdues, holds, PR) emailed; fewer printed and mailed
  - Library newsletter and Fines and Fees handouts only available online (2008-)
  - Use of digital photo frames to promote library events and information (2010-)
  - Scanning and emailing of internal documents

- Standing order plans:
  - Delivers latest publications of selected titles and authors automatically, reducing time spent checking on availability and submitting separate orders
- AskNow: 24/7 website chat reference service for our patrons with only 2 hours of staff time a week
- Material Processing:
  - Pre-processing of new library material from vendors to reduce in-house processing time, labor, and supplies
  - In-house CD/DVD repair machine purchased to reduce replacement costs; get materials back on shelves faster; and eliminate sending materials off site for 3-6 months to a service provider (2007-)
- Office Supplies
  - Redefined library procedures to minimize purchasing of library cards (2009-)
  - Staff name tags now done in house by purchase of software program (2007-)
  - Reduced office supplies costs by using Office Depot, piggy-backing on the State contract
  - Use Ship for Less instead of FedEx whenever possible
- Materials (Books, CDs, DVDs, etc) and Databases
  - First Marketplace and Scholastic Books to purchase children's books at 40 – 75% discount for community outreach programs, youth discussion groups and youth summer reading clubs (2009-)
  - Batching orders to minimize invoicing charges (2008-)
  - Re-negotiated contracts with and/or switched database vendors (2007-)
- Professional Development
  - Database vendors: Provide on-site training, webinars
  - Use of consortia, cooperatives and State providers to provide free (webinars, online) and low-cost professional development
  - Reduced attendance at off-site workshops (2008-)
  - Reduced conference attendance (2009-)
  - Reduced California Library Association memberships for professional staff (2009-)
- Meeting expenses:
  - SCLC events no longer hosted by library (2010-)
  - Coordinating Council (GCCC): Library representative (employee) stopped eating lunch at meetings
- Travel: Eliminated travel to New York for Polaris (library integrated computer system) staff training (2009-)
- Contract services:
  - Reduced OCLC costs; eliminated consultants (2008-)
  - Polaris: Renegotiated contract-saved thousands of dollars (2009)

### Getting the Word Out:

- GCCC: Glendora Community Coordinating Council
  - Publicize in community calendar and at meetings; network for new partnership opportunities; piggy-back on community awards program
  - Outreach: presentations to 25-40 community and organization leaders in one place
- Rotary: presentations to 65 community leaders on the library's services and program in one place
- Kiwanis: presentations to 40 community leaders on the library's services and programs in one place
- GUSD: Glendora Unified School District
  - Council PTA: Disseminate library information to all GUSD school PTAs and school district officials in one place
  - Community Read-in partnership with schools

- GUSD Library Committee to help disseminate library information and collect information on school library needs
- COUSD: Charter Oak Unified School District Library Committee to help disseminate library information and collect information on school library needs
- Glendora Community News and other media
  - “Library Happenings” page at no charge
  - Library Director’s *Regards, Robin* column
  - Press releases on library events
- La Fetra Senior Center
  - Computer Club: Staff presentation at meetings – educate 50 or more members of the public at once about online library services
  - Senior fair: Library booth, promotion of services to citizens in single off-site location



INFORMATION, INSPIRATION  
 IMAGINATION

February 8, 2010

Dear Library Volunteer,

Happy 2010! The Library Board and staff are so grateful for the time you generously donate to us. You help us get books shelved, mended and sorted. You help us reach out to in-home day care providers to share the joy of reading. You staff our Friends Plaza Book Loft, and sort and price donated materials. You help out at library events and programs and even help our patrons with the use of the computers. You are amazing! We calculated the time you gave us last year and it represents 15% of our entire library workforce!

As library volunteers you have a special and unique role in our organization. You are often privy to staff conversations or overhear conversations between staff and patrons. You may see or hear confidential information. We ask our volunteers to maintain the confidentiality of these conversations or information that you may be exposed to, the same as we ask our entire library staff to do.

If you hear or learn of something that causes you concern, we ask that you mention it to a library manager (Anne, Carlos, Janet, Cindy or Elke) or I, and we can take it from there. Please do not repeat anything to friends out in the community, even if it involves them. Let us handle that. Rest assured that we will follow up appropriately to resolve any concerns and get back to you if there is a need to.

We know you wouldn't want your privacy jeopardized and that you wish the same for others in our Glendora community. Patron confidentiality is something we take very seriously here at the Glendora Public Library. Thank you for helping us to maintain one of our most precious tenets.

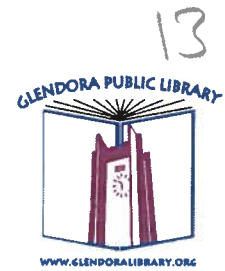
Thank you again for your generous donations of time and dedication to our library. If you have any questions please do not hesitate to connect with someone on our management team. My phone number at the library is (626) 852-4892.

I hope that you have a happy, healthy and prosperous 2010. See you at the library!

Sincerely,

Robin Weed-Brown  
 Library Director

# Division Monthly Reports



To: Robin Weed-Brown

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

Date: January 2010

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

**Children's**

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
1/5/2010	TAB	18
1/5/2010	TAB book group	5
1/5/2010	Community Preschool	27
1/6/2010	Community Preschool	37
1/7/2010	Whitcomb Headstart	40
1/7/2010	District PTA	31
1/8/2010	Bookmark Contest outreach-Stanton	600
1/12/2010	Bookmark Contest outreach- Cullen	600
1/13/2010	Bookmark Contest outreach-Washington	515
1/15/2010	Bookmark Contest outreach-Sutherland	640
1/21/2010	Books 'n Brownies "Dangerous Days of Daniel X"	4
1/25/2010	Marla Frazee Author Visit	50
	<b>Total Number of Participants</b>	<b>2567</b>

Cindy and Gail visited four of the local elementary schools to promote the Bookmark Contest, which began in January and continues through February 27<sup>th</sup>. This year's theme is *Make Waves @ the Glendora Public Library*. As in past years, this is the upcoming Summer Reading Club theme (one more way to promote summer reading club). The winning bookmarks will be printed and handed out during summer reading club. Cindy will be coming to the Board meeting in March to ask for assistance in judging the winning bookmarks – so be prepared! Please mark your calendars: this year's reception for all bookmark contest participants will take place on **Monday, April 12, 2010** at 6:30 p.m. in celebration of National Library Week.

As the bookmark contest is gearing up, so are the preparations for summer reading club. Youth staff is spending much of their time strategizing and planning for the coming programs.

In partnership with Blue Chair Books, Marla Frazee visited the library during a PJ storytime to read several of her stories. Marla had been honored only 1 week prior with her second



Caldecott Honor medal. What great luck to have her visit us! Two youth authors will be visiting us in March. D. J. MacHale, author of the *Pendragon* series, will be here March 18<sup>th</sup> at 3:30 p.m. This visit is in partnership with Blue Chair Books and the Village Book Shop. Two-time Newbery Honor author Gary Schmidt will be visiting the library March 27<sup>th</sup> at 10:30 a.m. This visit is in partnership with Blue Chair Books and APU. Cindy has been in contact with the local middle schools promoting both of these visits.

February 27<sup>th</sup> is shaping up to be a busy day in the children’s room. We will be celebrating Dr. Seuss’ birthday with stories, crafts and refreshments. If you would like to help read, please let Cindy know. February 27<sup>th</sup> is also the day of the SAT workshop for high school students.

**Adult**

<i>Date</i>	<i>Event/outreach</i>	<i># of participants</i>
1/9/2010	Game Day	65
1/11/2010	Books Alive Morning Meeting – <i>The Alchemist</i>	3
1/11/2010	Books Alive Morning Meeting – <i>The Alchemist</i>	7
1/11/2010	Coordinating Council	40
	<b>Total Number of Participants</b>	<b>115</b>

True to its intent to make its meetings more accessible to a geographically diverse membership, the SCLC Reference & Adult Services Interest Group meeting was held on the Web this quarter. Main discussion topic: social networking. While Janet traveled through that part of the ether, Sandy was a virtual participant in a different quadrant, attending a webinar on a new online language-learning product. (We continue to look for ways to fill the gap left by Rosetta Stone’s change in licensing ... Sandy more recently attended another webinar on competitor Mango Languages.) Sandwiched in there, Janet also joined Robin Weed-Brown at an online presentation to learn about “statistical reporting services to the 181 public libraries in California ...” (Among other things, some nice charting features could come in handy.)

Sandy, Gaetano, and Janet joined Youth Services staff for a useful Summer Reading Club re-entry and brainstorming meeting. Flashes of (possible) inspiration included new ways of handling adult incentives and youth statistics. Later, Gaetano and Janet met with Anne Pankow to lay out the programming budget for FY11.

Suzette got a change of pace, joining Lisa Moskowitz and Susan to judge entries in the Dewey Decimal Quilt Show, where prizes were assigned in four categories. Janet also saw a different side of things when she served on Arcadia Public Library’s Librarian I interview panel. (Yes, someone out there is hiring!)

Staff mystery fans and initiates alike were treated to Gaetano’s entertaining and informative session on providing readers’ advisory in this perpetually popular genre. We are confident that Gaetano’s other hard work over in the public programming arena will pay off despite a

recent glitch: the Citrus Valley Health Partners' "Reduce Your Risk for Cancer" session was postponed at the last minute due to a presenter emergency. Stay tuned for the new date.

**Support Services** – Carlos Baffigo

Library Aide III Michelle Pasillas announced her resignation as of February 5<sup>th</sup>. After 6 years, Michelle will pursue her career goals as a graphic designer.

Library Aide II Lisa Moskowitz has been promoted to Library Aide III.

Library Aide I Katherine Pollock has been promoted to Library Aide II.

Michelle Pasillas and Matt Aldrich were recognized on January 14<sup>th</sup> by the City Manager, for 5 years of service.

**Facilities:**

Except for some nagging minor leaks, the library building fared well through the heavy rains in late January. Public Works has been informed of the leaks and solutions are being evaluated.

**Technical Services:**

Public Services and Support Services staff met with a Midwest Tape representative on January 5<sup>th</sup> to discuss material purchases, invoicing, and enhanced services.

**Development & Educational Services** – Anne Pankow

Events and Outreach are listed below.

<i>Date</i>	<i>Program/Event</i>	<i># of participants</i>
1/7/2010	Farewell to Annette Whistler	125
1/9/2010	Saturday Book sale on main floor	50
1/26/2010	Quilting Class with Sandy Janicki	15
1/30/2010	Dewey Decimal Quilt Show	230
Total Number of Participants		<b>420</b>

<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
1/6/2010	Outreach to Teen Parent with Cindy & Chris at Arrow High School	19
	Outreach to Expectant Parents with Miss Bonnie at FPH	On hiatus until flu season is over
Total Number of Participants		<b>19</b>

Friends of Annette Whistler gathered in the Bidwell Forum on January 7 to say good-bye to her and wish her well in her new home in Washington. Annette, with the help of her late husband Wayne, made many beneficial contributions to the Glendora community including the creation of the library's adult literacy program, the Trivia Challenge fundraiser and the

Friends bookstore, and the vision to transition the Friends of the Glendora Library into Glendora Public Library Friends Foundation. Annette will truly be missed.

Bonnie Deering was recognized on January 20 for 35 years of service to the City of Glendora. Immediately following her Wednesday morning storytime, Miss Bonnie was honored by Robin and library staff with flowers. Refreshments were provided and enjoyed by storytime families.

Dewey Decimal Quilt Show, on Saturday, January 30, was a popular and successful event. Over 200 people attended the show. A small handful of dedicated volunteers worked long hours to pull it off. Thank you to Sandy Janicki for leading this committee. Thank you to Suzette Farmer, Susan Nock and Lisa Moskowitz for judging the quilts and selecting the 4 winning quilts. The categories were Best Traditional Pattern, Best Modern Pattern, Most Creative and Most Whimsical. The committee is already planning the next Quilt Show for April or May of 2011.

## Glendora Public Library Summary Data for January 2010

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

<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	20,546	21,007	-2%	160,532	150,101	7%
I. D. Total Items Loaned	37,167	36,631	1%	258,236	230,975	12%
I. D.4. Electronic Circulation	340	202	68%	1,682	1,184	42%
III. A. Total Requests for Information/Adult Services	2,437	2,386	2%	16,787	15,706	7%
II. A. Total Items Owned	148,279	146,779	1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	13,555	39,240	-65%	99,581	241,959	-59%
V. A.2. Library Home Page Views *	9,102	34,585	-74%	67,691	208,459	-68%
VI. A. Total Number of Programs	10	7	43%	85	76	12%
VI. E. Number of Literacy Students Active	32	35	-9%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	98	97	1%	946	833	14%
VI. F.1 Total Number of Volunteer Hours	983	528	86%	7,279	5,854	24%
I. G. Total General Fund Revenue	\$4,269	\$4,592	-7%	\$34,036	38,579	-12%

These statistics are subject to verification.

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18

# January-February 2010 Events



Certificate of Recognition presented to Megan Wright January 2010



Certificate of Recognition presented to Michelle Pasillas January 2010



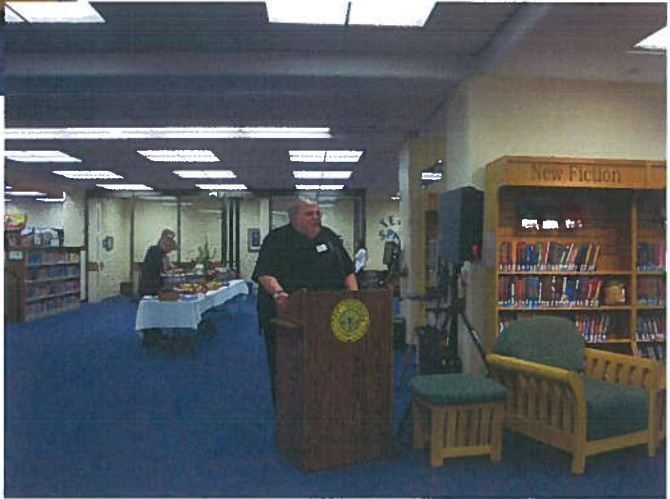
Donor Recognition February 2010





Continued...

Donor Recognition  
February 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: February 22, 2010  
Re: Agenda Item #6.2: Budget 2010/2011

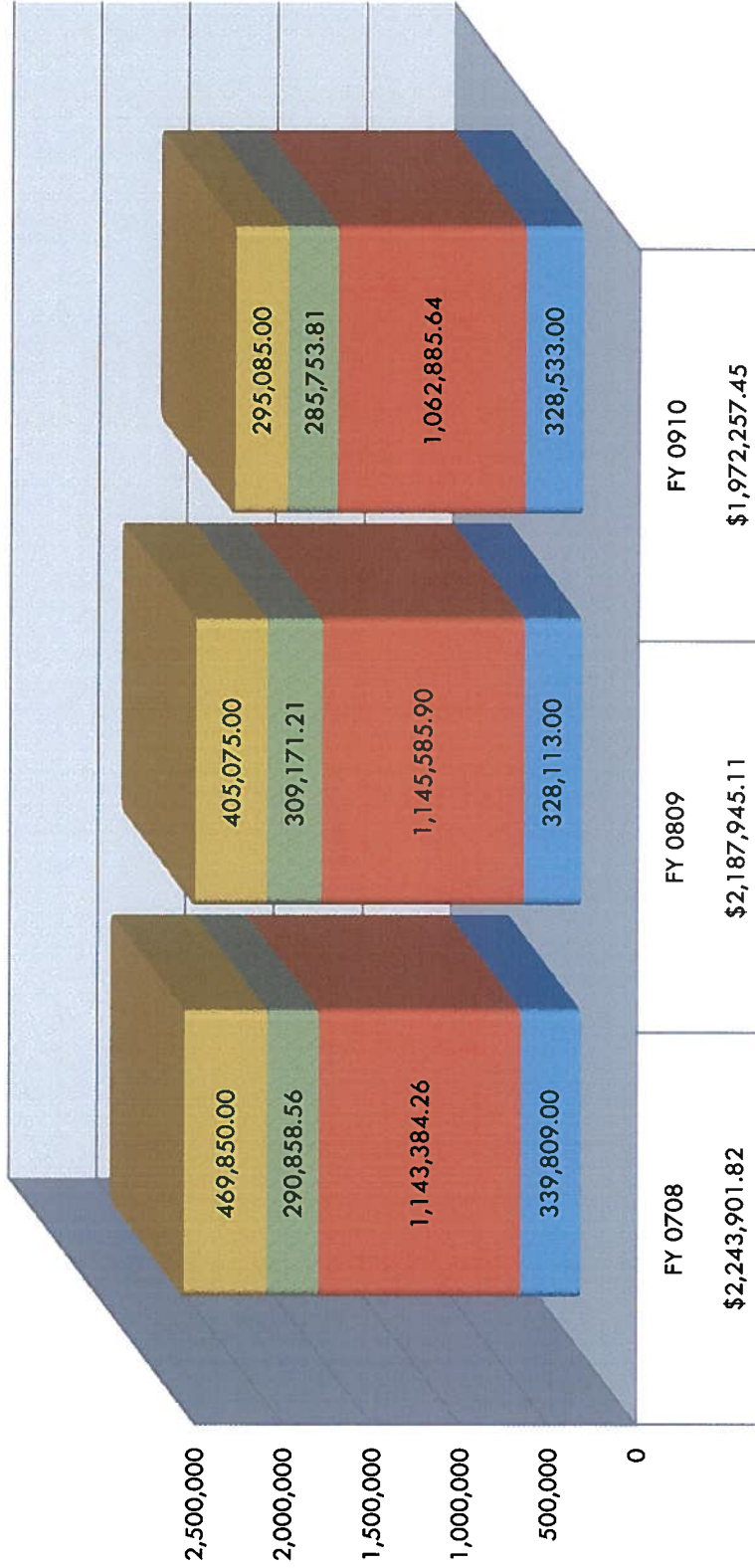
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At this time I do not have any updated information regarding the budget for next fiscal year. The City Council will be given a mid-year budget update at their March 9, 2010 meeting.

I have attached for your information and review, charts and data regarding budget reductions made over the past three years. If further budget reductions are required, it shows where we were three years ago what we have available to work with now.

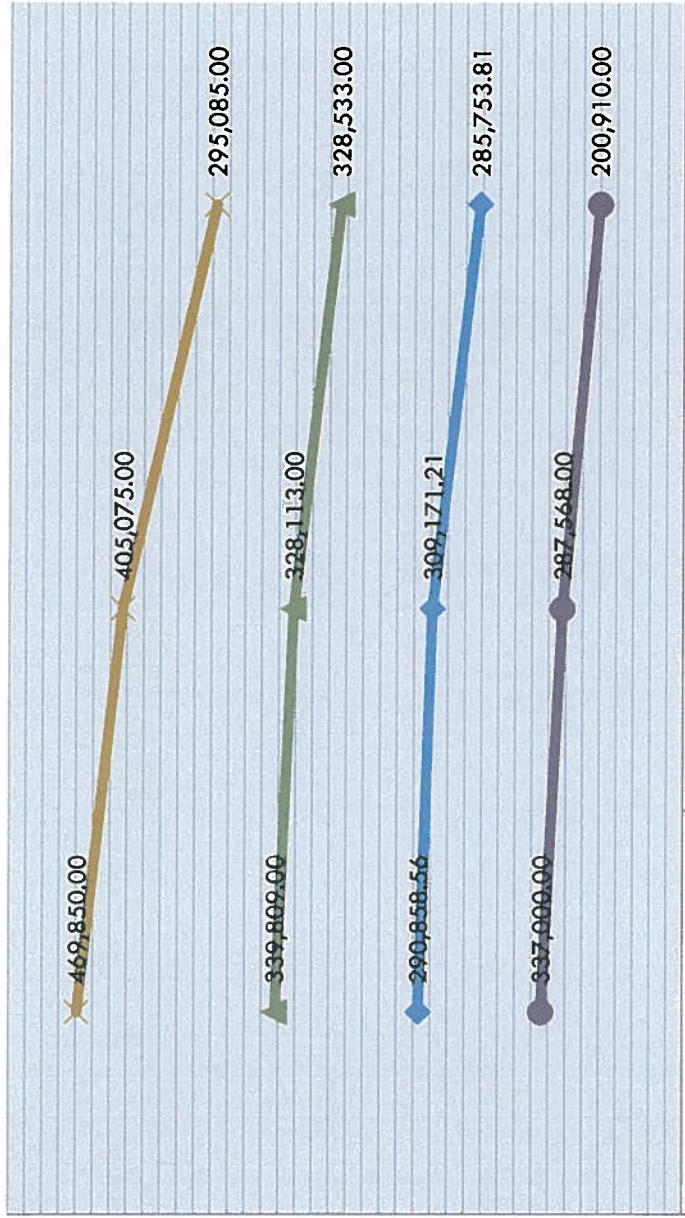


# Library Budget FY 07/08 to FY 09/10



- Overhead: credit card phone line, electric, gas, water, Info Tech charges, Info Tech leases, communication charges, communication leases, liability ins charges, property insurance charges
- salaries: regular time, overtime, part-time, special pays
- benefits: vehicle allowance, retirement, flex benefit, employer paid benefits, workers comp, unemployment insurance
- Lib controlled items: office supplies, building material & supplies, operating leases, printing, postage, dues & memberships, meeting expense, travel expense, training, Polaris, contract services, division supplies, book budget, binding

# Glendora Library Budget FY 07/08 to FY 09/10



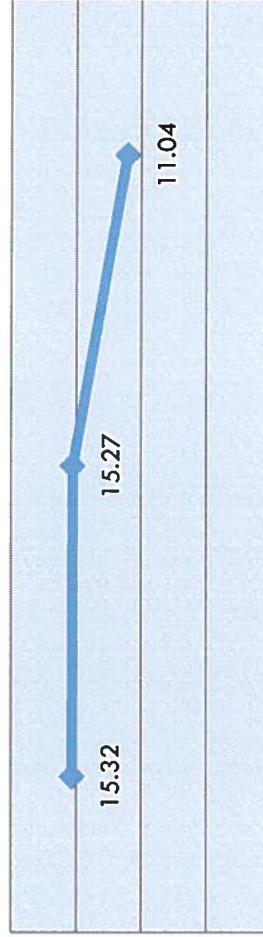
- ✕ Lib controlled line items
- Overhead
- ◆ Benefits
- Materials budget

FY 0708

FY 0809

FY 0910

# Glendora Library Part-Time FTEs



- ◆ PT FTEs

### Overhead:

credit card phone line, electric, gas, water  
 Info Tech charges & leases,  
 communication charges & leases, liability ins charges,  
 property insurance charges

### Salaries:

regular time, overtime, part-time, special pays  
 retirement, flex benefit, employer paid benefits,  
 workers comp, vehicle allowance, unemployment insurance

### Benefits:

retirement, flex benefit, employer paid benefits,  
 workers comp, vehicle allowance, unemployment insurance

### Lib controlled items:

office supplies, building material & supplies,  
 operating leases, printing, postage, dues & memberships,  
 meeting expense, travel expense, training, Polaris,  
 contract services, division supplies, book budget, binding

**FY 07-08: 5% mid year cut from GF based on \$2.4 M**

Account	Amount Cut	Cut To	Summary
<b>Admin &amp; Development-7076</b>			
51110 Office Supplies	\$ 1,570	\$ 9,130	
51400 Bldg. Supplies	\$10,100	\$ 9,550	
55320 Printing	\$ 3,950	\$ 4,600	
55340 Postage	\$ 310	\$ 5,050	
55510 Meeting Expenses	\$ 200	\$ 1,150	
55550 Travel	\$ 1,000	\$ 2,760	
55600 Training	\$ 2,300	\$ 3,300	
56200.01 Polaris	\$ 1,000	\$ 23,480	
59100 Contract Services	\$ 9,500	\$21,400	
<b>Total Mid-Year Cut for 7076</b>			<b>\$ 29,930</b>

**Support Services.-7077**

51200 Division Supplies	\$ 1,000	\$19,330	
<b>Total Mid-Year Cut for 7077</b>			<b>\$ 1,000</b>

**Public Services – 7079**

51300 Materials Budget*	\$18,000	\$337,000	
55325 Binding/Repair	\$ 500		
<b>Total Cut for 7079</b>			<b>\$ 18,500</b>
<b>Total Mid Year Cuts/Line Items</b>			<b>\$ 49,430</b>

**Personnel savings:\*\***

FT Library Technician savings-delay in hiring	\$21,180		
PT Staff Salary Savings (vacant & hrs reduct)	\$30,000		

<b>Personnel savings:</b>			<b>\$ 52,000</b>
<b>Grand Total Reduction</b>			<b>\$101,430</b>

<b>*Materials Budget Cut</b>	From	To
	\$355,000	\$337,000

**\*\*Personnel Savings:**

Part Time:	Amount	Cut To
Hrs Reduction:	31,840 hrs	29,372 hrs
PT FTE Reduction:	15.32 FTE	15.32 FT
PT Staff count: (2 grant funded)	29	29

(On-call staff positions in budget-new this year  
**Full Time:** 1 Lib. Tech. hiring delay; vacant on May 1, 2008  
 Carpet closure Dec '07; Flood in Jan '08; FR groundbrking)

**FY 08-09: 3.5% mid-year cut from GF based on \$2.3M**

Account	Amount Cut	Cut To	Summary
<b>Admin &amp; Development-7076</b>			
51110 Office Supplies	\$ 2,000	\$ 8,680	
51400 Bldg. Supplies	\$ 8,000	\$12,000	
55320 Printing	\$ 1,500	\$ 4,100	
55340 Postage	\$ 650	\$ 4,000	
55400 Dues	\$ 140	\$ 2,125	
55550 Travel	\$ 628	\$ 1,872	
55600 Training	\$ 2,300	\$ 2,300	
59100 Contract Services	\$ 1,620	\$18,780	
<b>Total Mid-Year Cut for 7076</b>			<b>\$16,538</b>

**Public Services-7079**

51200 Special Supplies	\$ 500	\$ 3,000	
55325 Binding	\$ 1,000	\$ 1,400	
51300 Materials Budget*	\$49,432	\$287,432	
<b>Total Cut for 7079</b>			<b>\$50,932</b>
<b>Total Mid-Year Cuts/ Line Items</b>			<b>\$ 67,470</b>

<b>Part Time Savings: Nov. '08 flood: all divisions</b>	<b>\$ 10,000</b>		
<b>3.5 % Reduction</b>			<b>\$ 77,470</b>

<b>Full Time: Library Technician vacancy Frozen</b>			<b>\$ 52,182</b>
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<b>Grand Total Reduction</b>			<b>\$ 129,652</b>
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<b>*Materials Budget:</b>	From	To
	\$337,000	\$287,432

**\*\*Personnel Cuts & Savings:**

Part Time:	Amount	Cut to
Hrs. Reduction:	31,750 hrs	29,372
FTE Reduction:	15.42 FTE	15.27
PT Staff count (2 grant funded)	29	25

(Flood closure mid Nov 08 – mid Dec 08;  
 Friends Room Dedication: printing, signage & postage)

**FY 09-10: 2.5% + \$200K GF July; budget cut to \$1.9 M**

Account	Amount Cut	Cut To	Summary
<b>Admin &amp; Development-7076</b>			
51110 Office Supplies	\$ 4,980	\$ 3,700	
55320 Printing	\$ 2,850	\$ 1,250	
55400 Dues	\$ 300	\$ 1,825	
55510 Meeting Expenses	\$ 620	\$ 300	
55550 Travel	\$ 872	\$ 1,000	
55600 Training	\$ 2,000	\$ 1,400	
56200.01 Polaris	\$ 3,000	\$17,000	
(Renegotiated Polaris contract)			
<b>Total Cuts for 7076</b>			<b>\$ 17,902</b>

**Support Services.-7077**

51200 Division Supplies	\$ 5,000	\$15,300	
<b>Total Cut for 7077</b>			<b>\$ 5,000</b>

**Youth Services - 7078**

51300 Materials Budget*	\$ NA	\$ 42,897	
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**Public Services – 7079**

51300 Materials Budget*	\$ NA	\$158,015	
<b>Total Materials Cut</b>			<b>\$ 86,656</b>
<b>Total cut line items</b>			<b>\$109,558</b>

**Personnel Reductions\*\***

PT staff all divisions			<b>\$ 97,398</b>
FT Library Technician position <i>Eliminated</i>			<b>\$ 50,878</b>

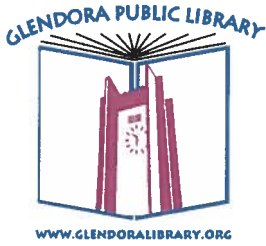
<b>Grand Total Reduction</b>			<b>\$257,834</b>
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<b>*Materials Budget:</b>	From	To
7079 Split into 2 divisions 79 & 78	\$287,432	\$200,912

**\*\*Personnel Cuts:**

Part Time:	Amount	Cut to
Hrs. Reduction:	30,034 hrs	23,204
FTE Reduction:	14.44 FTE	11.04
PT Staff count (2 grant funded)	24	21

(Hours open to public reduced from 55.5 wk to 47.5 (8 hours per week-direct result from PT staff reduction)



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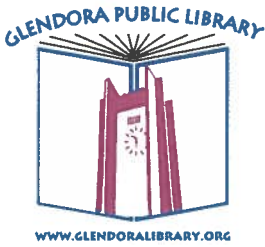
## MEMO

To: Board of Library Trustees  
From: Robin Weed-Brown, Library Director  
Date: February 22, 2010  
Re: Agenda Item #6.3: Security Cameras

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The security camera issue is moving on to the next step: funding. The cost of the cameras is high (initial estimate received was \$46K) so that may impede further progress at this time. If, however, it doesn't impede progress and it continues to move forward, the managers and I have come up with a few suggestions that might help balance the ethics of this situation, reassure staff, hopefully patrons and comply with the city's goal.

**7.**  
**New**  
**Business**



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Glendora, CA 91741

## MEMO

To: Board of Library Trustees  
From: Robin Weed-Brown, Library Director  
Date: February 22, 2010  
Re: Agenda Item # 7.1: Patron Confidentiality Policy Review

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The library currently has a Board approved internal policy on patron confidentiality (3.01). The policy needs to be updated to current State law code section numbers. This opportunity made it possible to add more depth and clarity to the policy as well.

I have attached a draft of the revised policy and a copy of the current policy (3.01).

After review and discussion by the Library Board, and incorporating any changes, additions or modifications, I would recommend that the Board consider submitting it to the City Manager as City Administrative Policy # 4.07.

Library Administrative Policy  
No. 3.01

**DRAFT**

Subject: PATRON CONFIDENTIALITY

Effective: 1997; Revised October 2004; Reviewed October 15, 2007; Revised February 25, 2008; Revised February 22, 2010

Policy Objective:

To establish guidelines for maintaining confidentiality of library borrowers' records.

Authority:

Board of Trustees of the Glendora Public Library

Library Board of Trustees Minute Order 1997

All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Library Director

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned staff

Procedures:

See attached regulations





# PATRON CONFIDENTIALITY POLICY

## Glendora Public Library

### Policy

Patron confidentiality is supported by California State Law; the American Library Association’s (ALA) privacy policies, code of ethics and resolution on the retention of library usage records; and the City of Glendora’s Administrative Policy 4.05, as noted below:

#### 1. California State Law

Library circulation records kept for the purpose of identifying the borrower of items available in libraries are exempted from public disclosure per California Government Code section 6545(j) and the California Public Records Act (CA Government Code section 6250 et seq.).

**Gov’t Code Section 6254(j)** specifically exempts the library circulation records, etc. from the Public Records Act:

“Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on the borrowers.” Gov’t Code Section 6254(j).

**Gov’t Code Section 6267** also requires confidentiality of the library records:

6267 provides: “All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows: (a) By a person acting within the scope of his or her duties within the administration of the library. (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records. (c) By order of the appropriate superior court. As used in this section, the term “registration records” includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term “circulation records” includes any information which identifies the patrons borrowing particular books and other material. This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.”

#### 2. The American Library Association

##### **(ALA) Policy concerning Confidentiality of Personally Identifiable Information about Library Users:**

"In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality



exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.” (*Privacy: An Interpretation of the Library Bill of Rights*).

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted" (*ALA Code of Ethics*), and includes, but is not limited to, database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

The First Amendment's guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The American Library Association reaffirms its opposition to "any use of governmental prerogatives that lead to the intimidation of individuals or groups and discourages them from exercising the right of free expression as guaranteed by the First Amendment to the U.S. Constitution" and "encourages resistance to such abuse of governmental power . . ." (*ALA Policy 53.4*). In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation....

...The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. The American judicial system provides the mechanism for seeking release of such confidential records: a court order, following a showing of *good cause* based on *specific facts*, by a court of competent jurisdiction.

The American Library Association also recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate national security concern. However, there has been no showing of a plausible probability that national security will be compromised by any use made of unclassified information available in libraries. Access to this unclassified information should be handled no differently than access to any other information. Therefore, libraries and librarians have a legal and ethical responsibility to protect the confidentiality of all library users, including foreign nationals.

Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well as assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of origin, age, background, or views. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users.

**ALA Code of Ethics: #3: Privacy**

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

III. *We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.*

### **ALA Resolution on the Retention of Library Usage Records**

The American Library Association urges all libraries to:

- Limit the degree to which personally identifiable information is collected, monitored, disclosed, and distributed; and
- Avoid creating unnecessary records; and
- Limit access to personally identifiable information to staff performing authorized functions; and
- Dispose of library usage records containing personally identifiable information unless they are needed for the efficient and lawful operation of the library, including, but not limited to data-related logs, digital records, vendor-collected data, and system backups; and
- Ensure that the library work with its organization's information technology unit to ensure that library usage records processed or held by the IT unit are treated in accordance with library records policies; and
- Ensure that those records that must be retained are secure; and
- Avoid library practices and procedures that place personally identifiable information on public view; and
- Assure that vendor agreements guarantee library control of all data and records; and
- Conduct an annual privacy audit to ensure that information processing procedures meet privacy requirements by examining how information about library users and employees is collected, stored, shared, used, and destroyed;...

### **3. The Glendora Library's Collection Development Policy (City of Glendora Administrative Policy # 4.05) states:**

This Board believes that while anyone is free to reject for himself material which does not meet with his approval, he cannot exercise this right to restrict others' freedom to read. Notwithstanding, responsibility for the reading, listening and viewing of library materials by children rests with their parents, legal guardians or responsible adult caregiver.... (p 1 #3)

### Implementation Guidelines

1. When a patron comes into the library and presents a valid library card, staff will assume its use is authorized and will give any information requested, such as titles checked out, due dates, fines owing and overdue items. If changes are requested to a patron record, ID, as defined by the Library's Circulation Policy 3.03, is required.
2. When telephoning the library, the patron must provide his or her library card number, name, and birth date (month and day). Additional information may be requested by staff if the identity of the caller is in doubt. If the identity of the caller has been verified satisfactorily, the patron may be provided with the same information as in an "in-person" transaction.
3. If a patron requests information about materials checked out on his/her minor child's library card but does not have the card with him/her, staff can either:
  - a) Print a copy of the book titles and other items on the patron record and mail it to the person named on the card (the print out lists all transactions on the borrowing record).
  - b) With in-person verification of the parent's identity, give the parent information on the number and types of materials charged on his/her child's borrowing record as well as fines and due dates, but not titles of the books, unless items are overdue.
  - c) With the minor's written authorization provide the list of titles and due dates charged to the authorizing minor's card.
4. Except as required for administrative purposes, staff is not to view the borrowing records of any patron including fellow staff members.
5. Staff shall not discuss or disclose the nature or content of staff or patron requests for information except as necessary for the completion of service.

### Law Enforcement Visits

The Library recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides the mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

All library staff, including volunteers, should understand that it is lawful to refer the agent or officer to an administrator in charge of the library (Library Director or designee). While staff at large should be cooperative and responsive in making such referrals, they do not themselves have the authority to comply immediately with the substance of records requests.

Procedures for Law Enforcement Visits

The Library Director or designee will review any and all requests by law enforcement, or any other department, for confidential patron information. Upon review, the Library Director may grant or deny the request in accordance with CA State Law and ALA standards.

If the Library Director or designee is not available, library staff should request identification from the agent or officer requesting the information, along with any related documentation to be forwarded to the Library Director. Library staff does not have the authority to grant or deny a confidential information request.

A court order (subpoena, search warrant) may be required depending on the type and nature of information requested for the release of confidential information.

In the event of a court order, the City Attorney and City Manager offices should be contacted immediately.

Subpoenas should be examined by counsel before information is released.

A search warrant is executable immediately, unlike a subpoena. The agent or officer may begin a search of library records as soon as the Library Director or designee is served with the search warrant. A request may be made to have counsel present.

Without a court order, neither the FBI nor local law enforcement has authority to compel cooperation with an investigation or require answers to questions, other than the name and address of the person speaking to the agent or officer.

Attachments:

- 1. American Library Association's (ALA) Code of Ethics
- 2. ALA: Resolution on the Retention of Library Usage Records
- 3. Glendora Public Library Circulation Policy (Library Administrative policy 3.03)
- 4. Welcome to Glendora Public Library letter
- 5. What Every Parent Should Know About the Glendora Public Library

Approved and adopted this \_\_\_\_\_ day of February 2010.

Ayes: \_\_\_\_\_

City of Glendora

Noes: \_\_\_\_\_

Library Board of Trustees

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Attest: \_\_\_\_\_  
Robin Weed-Brown, Library Director

By: \_\_\_\_\_  
Patricia Gomer, President

# Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.



# Resolution on the Retention of Library Usage Records

WHEREAS, "Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship" (ALA Policy Manual, 53.1.16; [Privacy: An Interpretation of the Library Bill of Rights](#)); and

WHEREAS, Library usage records containing personally identifiable information (PII) are maintained for the sole purpose of effectively managing library resources; and

WHEREAS, The confidentiality of library usage records is protected by law in all fifty states and in the District of Columbia (see <http://www.ala.org/ala/aboutala/offices/oif/ifgroups/stateifcchairs/stateifcinaction/stateprivacy.cfm>); and

WHEREAS, "The government's interest in library use represents a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave" (ALA Policy Manual, 52.4.2; [Confidentiality of Personally Identifiable Information About Library Users](#)); and

WHEREAS, The American Library Association strongly recommends the adoption of policies recognizing "circulation records and other records identifying the names of library users with specific materials to be confidential" (ALA Policy Manual, 52.4; [Confidentiality of Library Records](#)); now, therefore, be it

RESOLVED, That the American Library Association urges all libraries to:

- Limit the degree to which personally identifiable information is collected, monitored, disclosed, and distributed; and
- Avoid creating unnecessary records; and
- Limit access to personally identifiable information to staff performing authorized functions; and
- Dispose of library usage records containing personally identifiable information unless they are needed for the efficient and lawful operation of the library, including, but not limited to data-related logs, digital records, vendor-collected data, and system backups; and
- Ensure that the library work with its organization's information technology unit to ensure that library usage records processed or held by the IT unit are treated in accordance with library records policies; and
- Ensure that those records that must be retained are secure; and
- Avoid library practices and procedures that place personally identifiable information on public view; and
- Assure that vendor agreements guarantee library control of all data and records; and
- Conduct an annual privacy audit to ensure that information processing procedures meet privacy requirements by examining how information about library users and employees is collected, stored, shared, used, and destroyed; and, be it further

RESOLVED, That the American Library Association urges all libraries to adopt or update a privacy policy protecting users' personally identifiable information, communicating to library users how their information is used, and explaining the limited circumstances under which personally identifiable information could be disclosed; and, be it further

RESOLVED, That the American Library Association urges members of the library community to advocate that records retention laws and regulations limit retention of library usage records containing personally identifiable information to the time needed for efficient operation of the library.

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Adopted by the Council of the American Library Association  
Wednesday, June 28, 2006  
New Orleans, Louisiana

Subject: CIRCULATION POLICY

Effective:

September 17, 2007; Revised February 25, 2008; Revised November 17, 2008

Policy Objective:

To establish a policy regarding circulation procedures

Authority:

Board of Trustees of the Glendora Public Library

Library Board of Trustees Minute Order September 17, 2007

All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Library Director

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned staff

Procedures:

See attached regulations



## CIRCULATION POLICY Glendora Public Library

### **Library Card Requirements and Responsibilities:**

Library cards are free. A patron with a valid library card may check out any item in the circulating collections and access the Internet. Information about activity on an account can only be given to the library card owner. Refer to Library Administrative Policy 3.01, Patron Confidentiality, for exceptions.

Patrons are responsible for all materials checked out on their library card and for payment of any fees for materials returned after the due date. Lost and damaged items and all charges totaling \$2.00 or more must be paid in full or borrowing privileges will be suspended until paid. The Glendora Public Library is not responsible for any damage that may occur to personal equipment when using audio visual materials checked out from the library.

To get a library card and establish a library account, photo identification with the person's name and current address in the State of California will need to be presented such as:

- CA DMV driver's license
- CA DMV Identification card
- High School identification card
- Current passport

If a person does not have photo identification or his/her current address is not on it, 2 of the following that do have his/her current information will need to be presented:

- Printed checks
- Car registration
- Mail postmarked within one month
- Rent receipt, escrow documents, utility bills, etc.
- Address in phone book

### **Library Card Requirements, Children:**

Children in the 8<sup>th</sup> grade and under need a parent, legal guardian or responsible adult caregiver's (hereafter, "parent") signature to obtain a library card and establish a library account. Minors in 9<sup>th</sup> grade and above can obtain a library card and establish a library account with appropriate ID.

A child living in a group or foster home may get a library card when verification establishing the responsible party is presented. Examples include:

- ID or verification papers from the group home
- Documentation on letterhead from the group home establishing responsibility
- Court papers

Other reasonable documentation that establishes financial responsibility for the minor will be considered.

### **Out-of-State Library Card requests:**

Visitors from out-of-state requesting a library card will be issued a card if they provide proper photo identification from their home state and proof of local residency such as a hotel/motel bill or apartment agreement. Cards will have a short term expiration date relative to the



documentation provided. Guest passes are available to use the library computers and do not require a library card.

**Modifying Library Account information:**

California State law (CA Government Code section 6250 et seq.) prohibits the disclosure of a patron's library account or circulation record to anyone except the original applicant. Therefore, positive identification is required if changes or inquiries regarding an account are requested by the patron. Refer to Library Administrative Policy 3.01, Patron Confidentiality, for exceptions.

When a child (8<sup>th</sup> grade and under) wishes to modify his/her account, the parent as established in the minor's account with identification and proof of current address must be present. A minor who is attending high school and can show identification may modify his/her account without a parent.

This is in accordance with Library's Administrative Policy 3.01, Patron Confidentiality.

Patrons may review and update their library account online at [www.glendoralibrary.org](http://www.glendoralibrary.org). A library card and password/PIN number are required. PIN numbers are issued with a new library card or upon request when at the library.

**Loan Periods, Renewals and Item Limits:**

Loan periods and renewals may be modified and formats added or deleted by the Library Director as needed. Limits on number of items that can be checked out at one time are established as needed and based on demand or limited number of resources.

Library items circulate for either 3 weeks or 1 week depending on demand and size of collection. Renewals are available on most but not all library materials.

- |                                  |                               |
|----------------------------------|-------------------------------|
| 3 weeks plus one 3 week renewal: | All Books, audio books, music |
| 3 weeks, no renewal              | Playaways                     |
| 7 days plus one 1 week renewal:  | All Videos/DVDs, Software     |

**Not Renewable:** "New Books" under 500 pages, magazines, items with holds, new formats.

**Extended loans** on items that can be renewed are available for out-of-town vacations for up to 6 weeks.

Extended use fees, and other fines and charges related to circulation and library materials are established under Library Administrative Policy 4.02, Library Fines and Fees Schedule.

Approved and adopted this 17<sup>th</sup> day of November, 2008.

Ayes: 5

City of Glendora

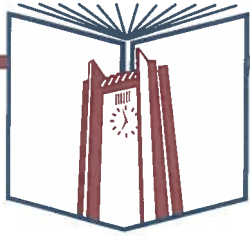
Noes: 0

Library Board of Trustees

Absent: 0

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

By: Michael Conway  
Michael Conway, President



## Welcome to the Glendora Public Library

Dear Parent or Guardian:

We'd like to take this opportunity to acquaint you with the Glendora Public Library.

The public library is an important resource for children and young adults. It can supplement the school media center for homework and research while also providing a wide array of materials for personal and recreational needs. Many of our resources are available from any computer with Internet access at [www.glendoralibrary.org](http://www.glendoralibrary.org).

Your public library also strives to meet the needs of young pre-schoolers and toddlers by providing resources and programs suitable to their age level. As a parent, you too will discover information to help you with the challenges of raising healthy, responsible children.

The library serves all members of the community. We urge you to assist your children in the selection of library materials and computer resources appropriate to their age and your family's values.

Important library policies to aid in your child's enjoyment of the library are in place. Please check with our library staff if you would like to see or review any of the policies. They are also available on our library's website at [www.glendoralibrary.org](http://www.glendoralibrary.org).

We look forward to serving your needs and those of your children. We hope you will visit soon. If you have any questions or suggestions, please feel free to call the library at 626/852-4891 and ask for assistance. Staff will be happy to answer your questions.

Sincerely,

The Glendora Public Library Board of Trustees



## WHAT EVERY PARENT SHOULD KNOW ABOUT THE GLENDORA PUBLIC LIBRARY

### **To get a card**

Library cards are free with identification and proof of current address. Children in the 8th grade and under need a parent's signature to obtain a card. A current borrower's card must be presented in order to check out materials.

### **The Library considers each card a separate account**

If a bill is not paid, the child's card, not yours, will be restricted. If extended use fees exceed \$2.00, additional materials cannot be checked out until the fees are paid. A non-refundable \$10.00 handling fee is charged for any lost or damaged item, plus the cost of the item.

### **The Library is required by California law to respect your privacy and that of your child**

We can only give information about activity on an account to the library card owner. This means the Library may not tell you the titles your child has checked out on his/her card unless the items are overdue. Individuals may view information in their own library record regarding fines, fees, holds and items checked out by accessing the library catalog from home or in the library and using their library card number and personal password.

### **Library policy supports the right of each individual to choose for themselves**

An individual with a library card may check out any item in the collection. Library staff may not tell your child what he/she can or cannot borrow. We encourage you to set your own family rules and talk about them with your child.

### **Safety Practices at the Glendora Library**

For their safety, young children under the age of nine must be accompanied at all times by a responsible adult. Children age 9 and above should be reminded to follow common safety practices. Remind them not to interact with strangers in the library other than library personnel who can be identified by their badges.

### **You are responsible for your child's use of the Internet**

The Internet is available on the public computers in the Library. Anyone with a valid Glendora Public Library card can use the computers. The Library's Internet Acceptable Use Policy is posted on each computer. Anyone violating the policy will be asked to end their time on the public computer and may lose library privileges. The Internet is a great place to explore information and ideas from all over the world. Remember that the Library has no control over the information you might find on the Internet. Just because it is on the Internet does not mean it is true or valuable.

Child appropriate Internet sites are available through the library's website at [www.glendoralibrary.org](http://www.glendoralibrary.org). Library staff can also assist you in evaluating additional sites.



Current Policy

Library Administrative Policy  
No. 3.01

Subject: PATRON CONFIDENTIALITY

Effective: 1997; Revised October 2004; Reviewed October 15, 2007; Revised February 25, 2008

Policy Objective:

To establish staff guidelines for maintaining confidentiality of library borrowers' records

Authority:

Board of Trustees of the Glendora Public Library

Library Board of Trustees Minute Order 1997

All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Library Director

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned staff

Procedures:

See attached regulations



## **PATRON CONFIDENTIALITY POLICY**

### **Glendora Public Library**

#### Policies

**1. California State Law**

Library circulation records kept for the purpose of identifying the borrower of items available in libraries are exempted from public disclosure per California Government Code section 6545(j) and the California Public Records Act (CA Government Code section 6250 et seq.).

**2. Glendora Public Library Code of Values**

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted. (#7)

**3. Glendora Public Library Collection Development Policy**

This Board believes that while anyone is free to reject for himself material which does not meet with his approval, he cannot exercise this right to restrict others' freedom to read. Notwithstanding, responsibility for the reading, listening and viewing of library materials by children rests with their parents, legal guardians or responsible adult caregiver (hereafter, "parent"). (p 4 #3)

#### Implementation Guidelines

1. When a patron comes into the library and presents any valid library card, staff will assume its use is authorized and will give any information requested, such as titles checked out, due dates, fines owing and overdue items. If changes are requested to a patron record, ID is required.
2. When telephoning the library, the patron must provide his or her library card number, name, and birth date (month and day). Additional information may be requested by staff if the identity of the caller is in doubt. When the identity of the caller has been verified satisfactorily, the patron may be provided with the same information as in an "in-person" transaction.
3. If a patron requests information about materials checked out on his/her minor child's library card but does not have the card with him/her, staff can either:
  - a) print a copy of the book titles and other items on the patron record and mail it to the person named on the card (the print out lists all transactions on the borrowing record).
  - b) with in-person verification of the parent's identity, give the parent information on the number and types of materials charged on his/her

child's borrowing record as well as fines and due dates, but not titles of the books, unless items are overdue.

- c) with the minor's written authorization provide the list of titles and due dates charged to the authorizing minor's card.
- 4. Except as required for administrative purposes, staff is not to view the borrowing records of any patron including fellow staff members.
- 5. Staff shall not discuss or disclose the nature or content of staff or patron requests for information except as necessary for the completion of service.

Approved and adopted this 25th day of February, 2008.

Ayes: 5

City of Glendora

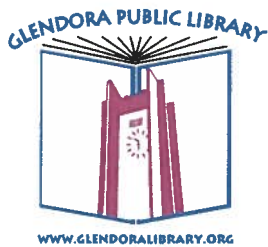
Noes: 0

Library Board of Trustees

Absent: 0

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

By: James Theel  
James Theel, President



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 22, 2010  
 Re: Agenda Item # 7.2: Friends Foundation Requests

Attached are the requests from the Library to the Friends Foundation for FY 10-11. 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.

Your 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 2010-2011

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.

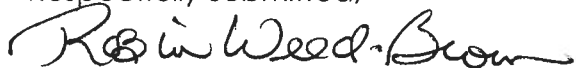
The Library continues to recognize the economic difficulties facing the city, state and nation. Staff reduced funding requests while hoping to maintain the integrity of the core services and programs the Friends Foundation is committed to funding.

The Library staff submits the following proposals (excluding personnel costs for the Literacy Coordinator and Foundation Office Manager), representing \$46,100 in Library programs and services. These proposals reflect a reduction of \$87,175 since fiscal year 2008-2009.

	<u>FY 2010-2011</u>	<u>FY 2009- 2010</u>	<u>FY 2008- 2009</u>
<u>Community Education Services</u>	\$22,325	\$30,450	\$54,125
<u>Youth Services</u>	\$22,775	\$30,280	\$38,150
<u>Special Projects</u>	\$1,000	\$1,000	\$40,000
<u>Information Technology</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,000</u>
<b>Total Requests</b>	<b>\$46,100</b>	<b>\$61,730</b>	<b>\$133,275</b>

As in previous years, grant sources will be pursued to support these programs, but as you know, without Foundation funding most 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 2010-2011 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 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 local bookstore gift certificates to Glendora schools in support of the "Read-In" 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 school library.
- ♦ **Holiday Baskets**  
Library assists in the annual food baskets distributed to needy families by the Glendora Community Coordinating Council. Funding provides for purchase of much needed food items 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 High School 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:**

**\$22,325**

♦ **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.

**Reduced Programs and Services**

- Adult Literacy - \$4,000
- Adult Summer Reading Club - \$3,000
- Cultural & Community Events - \$2,650
- GUSD & COUSD Read-In - \$1,600
- Holiday Baskets - \$1,600
- Volunteer Services - \$7,800
- Eliminated Author Visits - \$5,600
- Eliminated giveaway books for adult book discussions - \$1,900

**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:****\$22,775**♦ **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.

**Reduced Programs & Services:**

- Less performers for SRC - \$2,000
- Eliminated second SAT workshop - \$1,100
- Eliminated Santa visit - \$900
- Eliminated books given out to youth who completed SRC - \$3,000

**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 to 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.

**Reduced Programs & Services:**

- Friends Foundation fulfilled its 3 year commitment to fund a prioritized list of needs identified by community members in the Four Year Plan of Service. Many of the items included in Special Projects were original to the current facility which is over 37 years old and were in desperate need of replacement. No other funding sources were available. - \$40,000



## Glendora Public Library Events

### 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  
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  
13 10 a.m. *Saturday Sale* in the Library  
15 Library closed- President's Day  
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  
27 10 a.m. SAT Workshop – Bidwell Forum - **date change**

### March 2010

- 04 Glendora Unified School District Read-in Day  
06 10 a.m. *Saturday Sale* in the Library  
08 1 p.m. & 7 p.m. Books Alive! *The Girl From Botany Bay* by Carolly Erickson – main floor  
12 2 p.m. *Aging Gracefully*, the last in a lecture series addressing today's health concerns – Bidwell Forum  
15 7 p.m. Library Board meeting – Bidwell Forum  
18 3:30 p.m. Meet author DJ MacHale at Books n' Brownies – Friends Room  
27 10:30 a.m. Meet Children's Author Gary Schmidt – Children's room  
27 6:30 p.m. Great Trivia Challenge 18 – APU Felix Event Center

### 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 April 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

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

### Foundation Quarterly Board Meeting

- April 20, 2010 @ 7:00 a.m. Library – Bidwell Forum

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



**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