

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum
140 S. Glendora Ave

April 19, 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 March 15, 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 Planning for Annual Joint meeting with City Council

President Gomer to wrap up planning for annual State of the Library address to City Council

6.2 Update on security cameras in the Library, Encl., page 19

Weed-Brown to provide update on security cameras inside and outside the library

6.3 Budget 2010/2011, Encl., page 24

Weed-Brown to update the Board on any new developments regarding the 10/11 budget

7. NEW BUSINESS

7.1 Library Goal Planning for FY 10/11, Encl., page 25

Weed-Brown to present Library's draft goals

7.2 Self-Evaluation of Board – Preliminary Discussion, Encl., page 27

President Gomer to lead discussion

7.3 Library Events Calendar, Encl., page 33

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar, Encl., page 34

Plans for future meetings to be discussed

8.2 Board member items

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

9. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION (pursuant to Government Code §54957)

9.1 Closed Session – Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director –Annual Evaluation

10. ADJOURNMENT

SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS

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

4.

Consent Calendar

1

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

March 15, 2010
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:02 p.m. by Vice President Debbie Deal.

Board Members Present: Debbie Deal, Bill Robinett, Helen Storland, Mike Conway

Board Members Absent: Tricia Gomer

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

2. PUBLIC COMMENT PERIOD

The Library Board welcomed the public.

3. ADOPTION OF AGENDA

It was MSC (Robinett/Conway) to approve the Library Board meeting agenda for March 15, 2010. The motion carried 4-0-1 as follows: **AYES: Deal, Robinett, Storland, Conway; NOES: None; ABSENT: Gomer; ABSTAIN: None.**

4. CONSENT CALENDAR

4.1 It was MSC (Conway/Storland) to approve Minutes of the meeting of February 22, 2010. The motion carried 4-0-1 as follows: AYES: Deal, Robinett, Storland, Conway; NOES: None; ABSENT: Gomer; ABSTAIN: None.

5. REPORT OF LIBRARY DIRECTOR

Gail Jebbia, Children's Librarian, was present at the Board meeting to collect the Board's voting forms for the bookmark contest and to answer any questions regarding the contest. Jebbia thanked the Board for taking the time to judge the finalist bookmarks. The Trustees commented how difficult it was to pick from all the wonderful bookmarks.

Weed-Brown reported that in working on next year's budget narrative, it was discovered that, unbeknownst to her, changes had been made to the library's budget commentary for this fiscal year. The Board discussed this issue and voiced its displeasure that the modifications had not been shared with the Library Director before the document was published.

Storland shared a *Thank you* note for her participation in the Read-In at Washington School.

In response to a question from the Board, Weed-Brown provided background information on the subpoena that Baffigo received.

In response to a question from Conway regarding the city copier leases, Weed-Brown replied that the city has not consolidated copier services yet. Departments are currently compiling lists of their needs. It is Weed-Brown's understanding that the city is looking at two different vendors. She added that the library's needs in regards to copiers are somewhat unique in comparison to other city departments due to high public demand/use.

Weed-Brown reminded the Board that last time the city consolidated copier leases, the library was not included. This was due to the library's copiers being covered under another lease which would have been too costly to get out of. By the time the library's lease was nearing its end, library staff had received negative feedback from other city departments about their new machines. After doing extensive research, Library staff recommended signing a lease with a different service. Weed-Brown commented that staff has been very pleased with the quality of the current machines and the customer service.

The Board reviewed and discussed library statistics. Weed-Brown reported that the Library just received a Public Library Foundation State funds check in the amount of \$18,586. This check will be reflected in the statistics reported next month.

Deal and Storland commented on the SAT workshop. Both agreed that it was an excellent workshop with a good turnout and an excellent presenter.

6. UNFINISHED BUSINESS

6.1 Patron Confidentiality Policy Review

Weed-Brown reported that Gomer and she met with the City Manager and the City Attorney to discuss the patron confidentiality policy. She felt that at the end of the meeting, the City Attorney had an understanding of the City Manager's concerns, as well as the Library's concerns. Weed-Brown shared some of the City Manager's concerns about the policy. The Library Board emphasized the importance of patron privacy laws and ALA's ethics code. The City Attorney will amend the policy to address both sides' concerns and then meet with Weed-Brown to discuss the proposed changes. After that Weed-Brown will bring the policy back to the Board for review.

6.2 Update on security cameras in the Library

Deal stated that she and the other Trustees took a look at the security cameras at the Crowell Public Library in San Marino, while attending the CALTAC workshop there. None of the cameras at Crowell Public Library have audio and there are no cameras by the circ desk.

Weed-Brown stated that when she and Gomer met with the City Manager regarding the patron confidentiality policy, the discussion touched on security cameras.

The City Manager felt that the Library's cameras needed to be upgraded. He had not seen the final security cameras proposal at that time. Weed-Brown did voice her appreciation to the City Manager for the possibility of upgrading the Library's existing cameras.

Following discussion, the City Manager agreed to consider eliminating the three cameras inside the Library, as well as eliminating audio on all of the cameras. Weed-Brown stated that no decisions have been made yet regarding storage of the recordings, which are assumed to be retained for 30 days only. Weed-Brown commented that Library staff can visually observe most areas of the Library.

The Board discussed letting the City Manager and the Council know the Board's preference that the existing cameras be replaced, that there be no audio on any Library cameras and that there be no cameras inside the Library proper. Robinett stated that this should address any security issues and save a considerable amount of money. Robinett offered to put a draft motion together for the Board to review at the April Board meeting. Conway asked that a special meeting be called if this project moves forward before the next Board meeting.

Weed-Brown stated that Library staff asked for cameras, without audio, in the Friends Room and Bidwell Forum, as these areas are not regularly monitored by staff.

6.3 Budget 2010/2011

Weed-Brown encouraged the Board members to watch the March 9, 2010 City Council meeting, at which the mid-year review of the budget was presented.

Weed-Brown stated that the department heads were informed of the City Manager's intent to present a balanced budget to the City Council. She commented that the only way to present a balanced budget is for all departments to cut their operating budgets. The severity of the cuts could be reduced by concessions agreed upon by the employee associations and City Administration. The remainder of the \$1.1 million deficit, however, would have to come out of the departments' operating budgets.

6.4 Planning for Annual Joint meeting with City Council

Deal stated that the date for the annual joint meeting has not been confirmed yet.

The Board discussed issues that they would like to address at the joint meeting. They agreed that the presentation at the joint meeting should inform the Council of the many things that are still being achieved, as well as the things not being accomplished at this point due to budget restraints.

The Board agreed to meet on April 16, 2010 at 10 a.m. in the Friends Room to review topics to discuss at the joint meeting. The Board asked that Weed-Brown provide them with information on where procedures had to be modified due to the budget cuts.

7. NEW BUSINESS

7.1 Library Events calendar

The Board reviewed the events calendar. In response to a question from Deal, Weed-Brown replied that the volunteer recognition event is scheduled for April 13, 2010. This event is by invitation only.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Deal stated that next month the Trustees will begin the process of the Board's self-evaluation, as well as the evaluation of the Library Director. Deal provided an overview of the evaluation process for Robinett.

8.2 Board member items

Deal, Storland and Conway agreed that the CALTAC workshop they attended last Saturday was excellent.

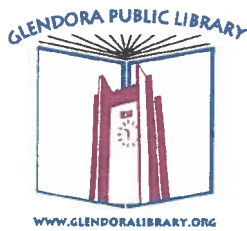
Deal reported that she had a great time at the Community Read-In. She is looking forward to the *Great Trivia Challenge 18* on Saturday, March 27.

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

Respectfully Submitted,
Robin Weed-Brown, Library Director

*The above minutes are subject to the Library Board's additions or corrections and final approval.

5.
Report of
Library
Director



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

5
Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director
CC: City Manager
Date: April 19, 2010
Re: Director's Report

Compared to March, April is a whirlwind of activities! National Library Week, Bookmark Contest reception, Volunteer Recognition event, Earth Day, Friends Foundation quarterly board meeting along with book club discussions, family book-to-movie event and an author visit from George McClements in partnership with The Blue Chair bookstore-Whew!

Our 18th Great Trivia Challenge was a success thanks to our Development Office staff, Chairperson Judi Rudd, the 70+ volunteers that it takes to put this event on, and our community. We broke attendance records, food donations, and net approximately \$10,000. Our winner this year, Fairplex-L.A. County Fair Association, was a first for them. Runner-ups fought hard for the second place title to the very end; American Christian Credit Union ultimately succeeded.

Our annual survey of library users, March 15-20, 2010, went smoothly. Along with the required survey questions (for reporting to state and national agencies), we added questions to further understand why material was not available and their use, or lack of use, of staff assistance (e.g., material was checked out, not owned, did they ask for help from staff). Responses are still being tallied. Once the results are tallied, I will share them with the board.

Our Bookmark Contest Reception was a standing room only event on April 12! Family and friends came to celebrate our young artists. 438 bookmarks were received this year. After reviewing all of them on display, it was clear what a difficult time it was to narrow them down to two winners per class level. Congratulations to Cindy and her staff for another wonderful event!

Our Volunteer Recognition event was held on the afternoon of April 13, 2010. The theme this year: volunteers as band-aids. As Miss Bonnie put it, "Volunteers are the band-aids that keep the library going during this time of fiscal cuts". Desserts were supplied by the Village Eatery; musical entertainment was by Jerry Bergan, formerly of the We 5 band. Volunteers were given a water-proof pouch with, what else? Band-aids along with other first aid supplies. Congratulations to Bonnie for a very special afternoon!

At the city council meeting on April 13, 2010, President Gomer and Trustee Storland accepted a National Library Week proclamation from the city. The board's joint meeting with the city council is scheduled for April 27, 2010, at 6:30 pm, prior to their regular meeting.

I have attached a report "How libraries stack up: 2010". A new policy brief has been released from ALA's Office for Information Technology Policy: "Checking Out the Future: perspectives from the library community on information technology and 21st-century libraries". I have attached the first page; if you are interested in reading all of it, I can supply it in hard copy or PDF.

Next Meeting: May 17, 2010; 7 pm - Bidwell Forum

How libraries stack up: 2010

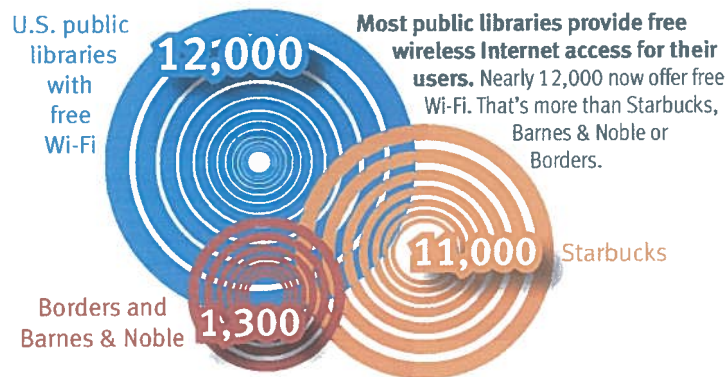
In America, we go to libraries to find jobs, create new careers and help grow our small businesses. We borrow books, journals, music and movies. We learn to use the latest technology. We get the tools and information needed to reenter the workforce. We get our questions answered, engage in civic activities, meet with friends and co-workers and improve our skills at one of the 16,600 U.S. public libraries. Every day, our public libraries deliver millions of dollars in resources and support that meet the critical needs of our communities.



Source: OCLC, 2010, primary research; ALA, 2010, "A Perfect Storm Brewing."

Here are a few of the ways that our public libraries stack up.

Hot spots



Sources: ALA, 2009, "Libraries Connect Communities 3: Public Library Funding & Technology Access Study, 2008–2009"; Starbucks corporate communications; www.borders.com; www.barnesandnobleinc.com.

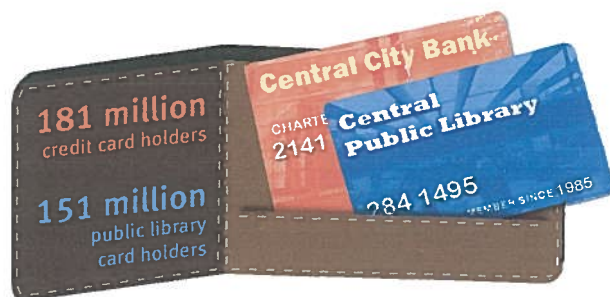
Taking care of business



Source: OCLC, 2010, primary research.

It's in our wallets

Library cards are about as prevalent as credit cards. **Two-thirds of Americans have a library card.** For many young people, the first card in their wallet is a library card.



Sources: ALA, "The State of America's Libraries, 2009"; U.S. Census Bureau, population estimates for those aged 20 and over; *Statistical Abstract of the United States*, 2010.

Getting technical



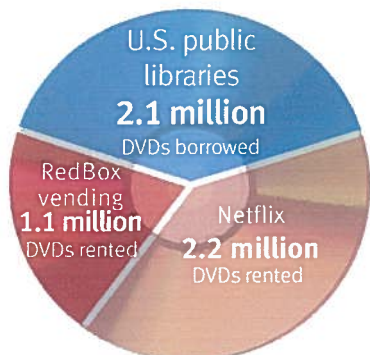
More libraries—5,400—offer technology training classes than there are computer training businesses in the U.S. Every day, 14,700 people attend free library computer classes—a retail value of \$2.2 million. That's \$629 million worth of computer classes annually (based on 286 business days per year).

Sources: ALA, 2009, "Libraries Connect Communities 3: Public Library Funding & Technology Access Study, 2008–2009"; *ReferenceUSA Business and Residential Directory*; OCLC, 2010, primary research; www.geeksquad.com.

How libraries stack up: 2010

Libraries are at the heart of our communities—a resource for people of any age to find what we need to help improve our quality of life.

Movie night

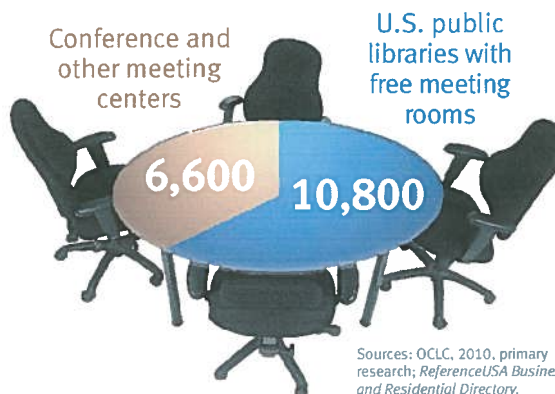


Every day, Americans borrow 2.1 million DVDs from libraries, and we spend over \$22 million for DVD rentals at outlets like Netflix and RedBox vending machines.

Sources: OCLC, 2010, primary research: www.netflix.com/HowItWorks; Stross, Randall, "When the Price Is Right, the Future Can Wait," *New York Times*, July 12, 2009; McBride, Sarah, "Cinema Surpassed DVD Sales in 2009," *Wall Street Journal* online, January 4, 2010.

Let's meet

More public libraries offer free meeting rooms than there are conference centers, convention facilities and auditoriums combined. Every day, 225,000 people use library meeting rooms at a retail value of \$11 million. That's \$3.2 billion annually (based on 286 business days per year).



Sources: OCLC, 2010, primary research; *ReferenceUSA Business and Residential Directory*.

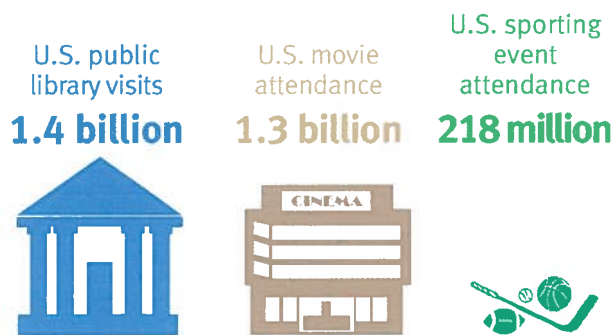
Career assistance when we need it most



Americans turn to libraries when searching for new jobs. Both public libraries and One-stop Career Centers provide career counseling resources, resumé assistance and help in filling out online applications.

Sources: ALA, 2010, "A Perfect Storm Brewing"; U.S. Department of Labor, www.servicelocator.org/.

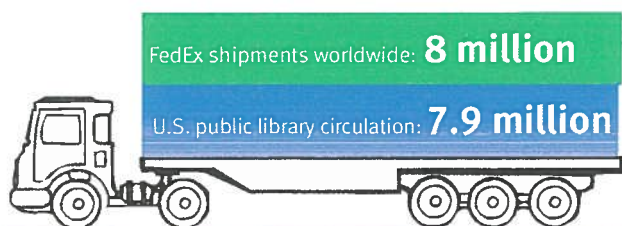
No ticket required



Every year, Americans visit the library more often than we go to the movies and six times more often than we attend live sporting events (includes professional and NCAA football, baseball, basketball and hockey).

Sources: IMLS, 2007, *Public Libraries in the United States: Fiscal Year 2007; Statistical Abstracts of the United States, 2010*; www.mpaa.org/researchStatistics.asp.

On the move



U.S. public libraries circulate as many materials every day as FedEx ships packages worldwide. We enjoy \$82 million of value every day from the materials we check out at libraries.

Sources: IMLS, 2007, *Public Libraries in the United States: Fiscal Year 2007*; FedEx company facts at http://about.fedex.designcdt.com/our_company/company_information/fedex_corporation



OCLC is a nonprofit library cooperative. For more information see: www.oclc.org/reports/stackup/.

Numbers from OCLC's primary research are estimates. OCLC conducted primary research in January 2010 by inviting librarians via a post on various e-mail lists to answer a questionnaire gauging the use of their public libraries for job-seeking, small business support, meeting room usage and other activities. 719 librarians from 23 states participated.

Checking Out the Future

Perspectives from the Library Community on
Information Technology and 21st-Century Libraries



Jennifer C. Hendrix



ALA Office for Information Technology Policy

Policy Brief No. 2, February 2010

Checking Out the Future

Perspectives from the Library Community on Information Technology and 21st-Century Libraries

Jennifer C. Hendrix, OITP Consultant¹

Introduction

“It is not the strongest of the species that survives, nor the most intelligent, but the one most responsive to change.”—Charles Darwin

In the 21st century, the digital revolution shows no signs of slowing. To remain relevant, any institution, including one as established as libraries, must evaluate its place in a world increasingly lived online. The good news is that many library professionals recognize this need and are driving adaptations designed to ensure that libraries remain an integral part of our society’s commitment to education, equity, and access to information.

While some individuals are pessimistic about the future of libraries, many in the community envision future library services that incorporate new philosophies, new technologies, and new spaces to meet the needs of all users more effectively than ever before. These changes go beyond merely incorporating technological advances to include rethinking the very core of what defines a library—the sense of place, of service, and of community that has characterized the modern library for the last century. Some of the questions being debated in this process are listed in Box 1.

The importance of these questions served as a major impetus for the American Library Association’s Office for Information Technology Policy (OITP) to create the Program on America’s Libraries for the 21st Century in 2008.² OITP established a subcommittee of library experts and leaders³ to explore all aspects of the future of American libraries and develop recommendations for the library community and its stakeholders. This publication is one of several policy briefs to be published in 2010 on the revolution in information technology and its implications for the future of libraries. It presents a summary of the literature devoted to the future state of public, academic, school, and other libraries in the face of this revolution.⁴ It tells the story of technology changing the fundamental forms of information; of these new forms changing the way people find, access, and use information; and of the changes in core library missions and services that will result from these new behaviors.

While some individuals are pessimistic about the future of libraries, many in the community envision ... new philosophies, new technologies, and new spaces to meet the needs of all users more effectively than ever before.

¹Jennifer C. Hendrix is a consultant to the American Library Association’s Office for Information Technology Policy (OITP).

²<http://www.ala.org/ala/aboutala/offices/oitp/programs/americaslibs/index.cfm>.

³<http://www.ala.org/ala/aboutala/offices/oitp/people/committeemembers/alsubcommittee.cfm>.

⁴It should be noted that this policy brief focuses on topics highlighted in the literature, and so reflects the views of the library community as articulated therein. Therefore, some important topics on which there is a paucity of publications may not be addressed. The annotated bibliography used as the basis for this policy brief may be found at <http://www.ala.org/oitp>. It is the intention of OITP to update this bibliography over time as new publications are identified.

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Successfully dedicated to family, community

One of the things I love most about being a reporter is finding out what makes people tick. What's important to them? What makes them successful? Happy? Or both?

My radar goes on overdrive when I meet moms who make it work, like Debbie Deal of Glendora. Deal was recently honored by Glendora Unified's PTA for her 25 years of service to that city's children.

Looking over her civic involvement, and seeing her passion for service (she has served and volunteered not only with the many levels of PTA and her church, but also the Red Cross, election boards, sports leagues, Glendora Library, Kiwanis Club and San Gabriel Valley YWCA), I had to ask, "How does she do it?"

Deal said everything she's done comes after her family. She's been married to Stan for 32 years and they have three children, Erin, Kristin and Jordan. The Deals have lived in Glendora for 27 years.

"Whatever I do, Stan is there to help me, and whatever he does, I am there to help him," she said.

Her PTA career, 25 years and counting, including 22 years when

mom's THE WORD



her children were attending school and three after her youngest graduated high school, is a cornerstone.

"I have always thought that our schools are a central part of our community," she said. "I love being an advocate for all our children, teachers and schools."

Deal's own parents were always very involved with the PTA. Her father was president of her elementary, middle and high school PTAs.

"My mom was always the hospital-ity chair and room mom," she said. "I guess volunteering and being a

part of PTA came naturally to me because of my parents' example. And I still feel a commitment to continue supporting our great schools because of the education my children received."

Deal is a founding member of FGUS (Foundation for Glendora Unified Schools), a nonprofit that raises funds to maintain campus security, keep teaching positions and enhance curriculum in local schools. (Check out www.fgus.net.)

"What advice can I give parents about being involved in their child's schools?" she said. "(Only that) being involved in your child's education is the best way to ensure their future success."

Her parenting philosophy is simple: Be yourself.

"I have always taught my children to be honest, caring and a person of integrity," she said. "Be someone your child can always trust. Live and model what you would like your children to grow up to be."

And her myriad volunteer efforts are something her children appreciate, something Deal does to make a difference.

"My family understands that my volunteering is my job, my ministry," she said. "We are a team."

I say that to my own 8- and 5-year-old as I go around picking up dirty socks and Lego bricks in the family room, only my tone is more pleading and/or stressed out. But talking to moms like Debbie Deal, who find ways to raise a family and enrich their communities at the same time, is a salve.

"We can be like that, too," I think, adopting a kinder tone to remind my boys where dirty socks are supposed to go. (And this time, not saying it through gritted teeth.)

But what else, I press her, how do you get through all the hard stuff about parenting and still give of yourself to city, school, church and community?

Deal tells me even after all her civic involvements, she loves to read. And she makes time to hang with Stan and their kids, who are all adults now.

"We play games like cribbage or Scrabble, we watch movies and we laugh — we laugh a lot. We're a pretty silly group."

A-ha!

Columnist Anissa V. Rivera can be reached at the San Gabriel Valley Newspaper Group, 1210 N. Azusa Canyon Road, West Covina, CA 91790

Division Monthly Reports



To: Robin Weed-Brown

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

Date: March 2010

Public Services - Cindy Romero, Janet Stone

Children's

<i>Date</i>	<i>Event/outreach</i>	<i># of participants</i>
3/2/2010	TAB	16
3/2/2010	Community Preschool	27
3/3/2010	Community Preschool	35
3/4/2010	Whitcomb Head Start	36
3/4/2010	Glendora Read-In	145
3/4/2010	District PTA	35
3/18/2010	Youth Author DJ MacHale	50
3/27/2010	Youth Author Visit Gary Schmidt	10
3/30/2010	April TAB meeting	9
	Total number of participants	363

Reading was the name of the game in March. We began the month with our monthly storytime visits to the 4 Community Preschool classes, 2 Whitcomb Headstart classes and the Teen Parents program at Sunflower. Several staff also enjoyed reading to several classes during the GUSD Community Read-in. We rounded out the month with a couple of author visits. In partnership with Blue Chair Children's Books and The Village Book Shop, we hosted author D. J. MacHale in mid-March. MacHale's *Bobby Pendragon* books are very popular with the students. MacHale delighted the audience by reading a portion of his newest book, *Morpheus Road* which is set to be published later in April. Two-time Newbery Honor author Gary Schmidt was at the library later in March, a visit made possible in partnership with Blue Chair and APU. Schmidt also treated listeners with a reading from one of his books. We are looking forward to a visit by picture book author George McClements on April 19th.

Battle of the Books 2010 is now underway. The committee, chaired by Pat Janes, held its first meeting in March to begin preparations. The books are set to be announced to the public on June 14th, the first day of Summer Reading Club.

Youth Services staff has been busy preparing for the upcoming Bookmark Contest Reception as well as a packed Summer Reading Club. We are looking forward to a wonderful summer!

Adult

<i>Date</i>	<i>Event/outreach</i>	<i># of participants</i>
3/8/2010	Coordinating Council	65
3/8/2010	Books Alive Afternoon (<i>The Girl from Botany Bay</i>)	2
3/8/2010	Books Alive Evening (<i>The Girl from Botany Bay</i>)	9
3/12/2010	CVHP Program "Aging Gracefully by Maintaining an Active Lifestyle"	10
3/13/2010	Library tech student interview	1
3/15/2010	Coordinating Council Board	22
3/24/2010	Downloadable books demo for Senior Computer Club	50
3/26/2010	CVHP Program "Reduce Your Risk for Cancer"	6
	Total Number of Participants	165

Along with others in the Southern California Library Cooperative's (SCLC's) Audio Visual Services interest group, Sandy was treated to a private, off-hours tour of the Grammy Museum in Los Angeles. Closer to home, she and Gaetano demonstrated downloadable audiobooks to a crowd of 50 Glendora Seniors Computer Club members at the La Fetra Center. (Sandy and Suzette later became students of this topic themselves, attending the SCLC workshop "The Future of Downloadables.")

Here on our own turf Sandy continued building our relationship with the Glendora Historical Society at their evening meeting. (This unique Library role is getting more attention recently, as Sandy also provided training for staff on the Glendora history materials in our mysterious "vertical file.")

Janet began a stint on an informal "LSTA Grant Advisory Group" of SCLC members, brainstorming how an available Library Services & Technology Act grant might be utilized to fill the gap after around-the-clock AskNow chat service is no longer subsidized. Caroline, Suzette, and Sandy formed a different subcommittee here on site, creating a way for all materials selectors to track the formal requests for purchase (RFPs) we receive.

"Reduce Your Risk for Cancer," the final (rescheduled) program in our Citrus Valley Health Partners series, battled back to success after a delayed presenter arrival. Gaetano and Janet now put that venture behind them and turn their attention toward finding a secure program series for next year.

Suzette participated in a special kind of cataclysm preparedness by attending the “Directions in Metadata with Karen Coyle” webinar. As Suzette explains, “Karen Coyle’s main point is that we need to move away from text data to more data that is actionable and compatible on the web and from machine to machine, rather than machine to human ... The reason I like/need to view these webinars (especially when they are free!), is so that when we do have the earthquake of change (hopefully a bunch of little tremors before the Big One) in cataloging, we will be ready.”

Taking a break from the reorganization of digital photos, Sandy, Janet, and Elke Cathel’s “Library history project” efforts took them into the depths of Elke’s closet (where recently uninventoried photos and certificates were found lurking). Janet also took a break from normal midday activities to check out the services of Recording for the Blind & Dyslexic (RFB&D), which – as it says on their website – “records the textbooks used in schools from coast to coast, in every grade level and every subject area.”

Support Services – Carlos Baffigo

The subpoena for the Jacob and Hunter Frank case was dropped due to a guilty plea by the juvenile brothers.

The Annual Survey was conducted the week of March 15th. Tally and analysis will take place in the next few weeks.

Carlos Baffigo volunteered to read at the annual Community Read-In on March 4th.

Facilities:

New mini blinds were installed in the Study Room for additional privacy.

Systems:

In coordination with IT, a new wireless use policy was implemented with the deployment of a new more capable wifi router. The new router will give users better range and an enhanced connection.

In coordination with Polaris Library Systems, 10,000 bibliographic records were reindexed this month in order to capture new MARC field data.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

<i>Date</i>	<i>Program/Event</i>	<i># of participants</i>
3/2 to 3/29/ 2010	Quilting Class with Sandy Janicki – 4 sessions	64
3/5/2010	Saturday Book sale on main floor	50

3/27/2010	Great Trivia Challenge 18, March 27	434
	Total Number of Participants	548

<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
2/3/2010	Outreach to Teen Parent with Cindy & Chris at Arrow High School	18
2/4/2010	Outreach to Expectant Parents with Miss Bonnie at FPH	On hiatus until August
	Total Number of Participants	18

Another hugely successful Great Trivia Challenge 18 was held on **Saturday, March 27** at the Felix Event Center, Azusa Pacific University. Judi Rudd, committee chair, Debbie Deal, Greg and Judy Gillham, Pat Loukota, Daryl Overlock, Pam Richards, and Lynda Siminske along with many other volunteers made Trivia possible. It was the largest attendance ever - 434 - including members of the 26 teams. Fairplex – LA Fair Association was the winning team. The second place team was America’s Christian Credit Union. Trivia should gross over \$17,000. Expenses have dramatically increased as a result of moving this event to the Felix Event Center. This move was necessary for several reasons: Upper Turner Campus Center was not large enough to hold the growing number of attendees; the need for ADA restrooms became imperative and Upper Turner was built long before ADA restrooms were required; it was difficult for the many seniors who attend Trivia each year to climb the stairs at Upper Turner and the Felix Event Center is on street level. The cost may be much more but the amenities are priceless.

The Friends Foundation donated \$50 Barnes and Noble Booksellers gift cards to each elementary school in the Glendora Unified School District and the Charter Oak Unified School District in honor of the GUSD Annual Read-In on March 4. These 7 elementary schools will be able to purchase new books for their school libraries which allows every student access to the new books.

Glendora Public Library Summary Data for March 2010

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

<u>Service Indicators</u>	This Year March	Last Year March	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	24,482	24,913	-2%	201,626	196,240	3%
I. D. Total Items Loaned	39,039	38,146	2%	332,069	304,019	9%
I. D.4. Electronic Circulation	384	202	90%	2,371	1,581	50%
III. A. Total Requests for Information/Adult Services	2,547	2,522	1%	21,581	20,489	5%
II. A. Total Items Owned	147,831	147,454	0%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	14,869	43,995	-66%	126,779	321,874	-61%
V. A.2. Library Home Page Views *	10,207	38,152	-73%	86,767	278,141	-69%
VI. A. Total Number of Programs	10	10	0%	104	101	3%
VI. E. Number of Literacy Students Active	34	35	-3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	97	151	-36%	1,146	1,094	5%
VI. F.1 Total Number of Volunteer Hours	810	1,122	-28%	8,741	7,830	12%
I. G. Total General Fund Revenue	\$29,196	\$5,349	446%	\$73,400	65,789	12%

These statistics are subject to verification.

5

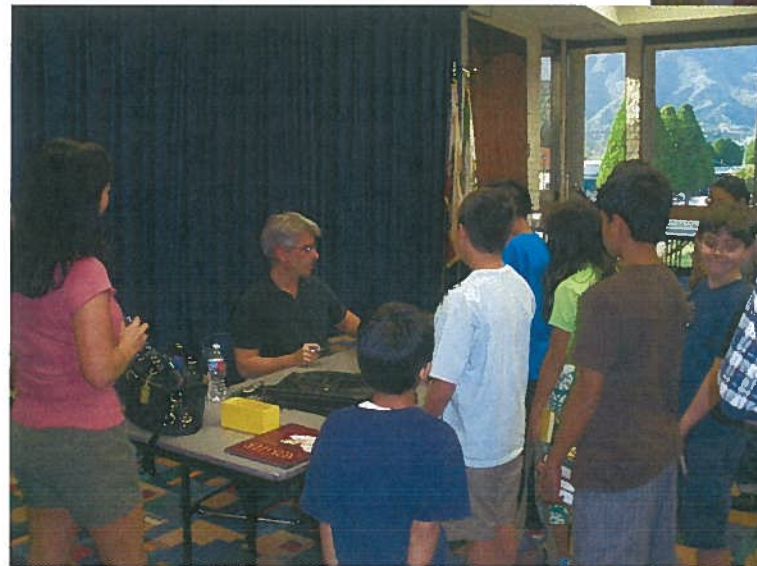
March-April 2010 Events

16



Certificate of Recognition
presented to
Rebecca Simjian
March 2010

Certificate of Recognition
presented to
Caroline Hernandez
March 2010



Author DJ MacHale
March 2010

Health Series
Aging Gracefully
March 2010



Continued...



Author Gary Schmidt
March 2010

Trivia Challenge 18
March 2010
1st place Winner: Fairplex-LA
County Fair Association



Trivia Challenge 18
March 2010
2nd place Winner: America's
Christian Credit Union



Continued...



Bookmark contest reception
April 2010



Library Board Trustee Deal,
Library Board Trustee Storland
and Council member Murabito
presenting awards

Mayor Ken Herman



6.

Unfinished Business



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

19

MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director
Date: April 19, 2010
Re: Agenda Item #6.2: Security Cameras

Attached for your information are four different floor plans related to the security cameras:

1. Original plan (OP) requested by Finance and PD showing all camera locations;
2. OP with 3 cameras deleted, identified by a red X: reference, circulation and Friends Book Loft;
3. OP with 4 cameras deleted, identified by a red X: reference, circulation, Friends Book Loft and Bidwell;
4. OP with 5 cameras deleted, identified by a red X: reference, circulation, Friends Book Loft, Bidwell and Friends Room.

LIBRARY—FIRST FLOOR

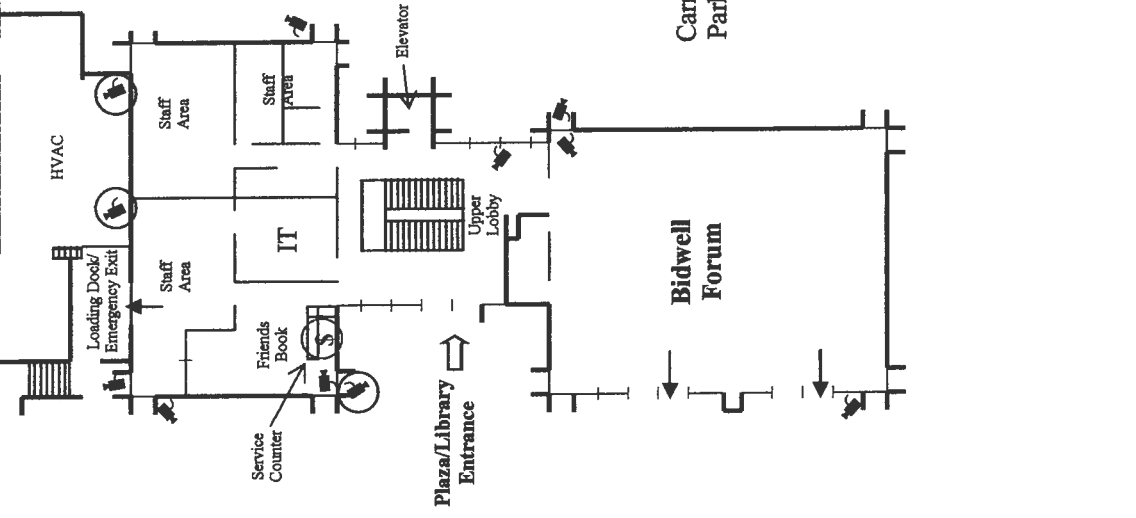
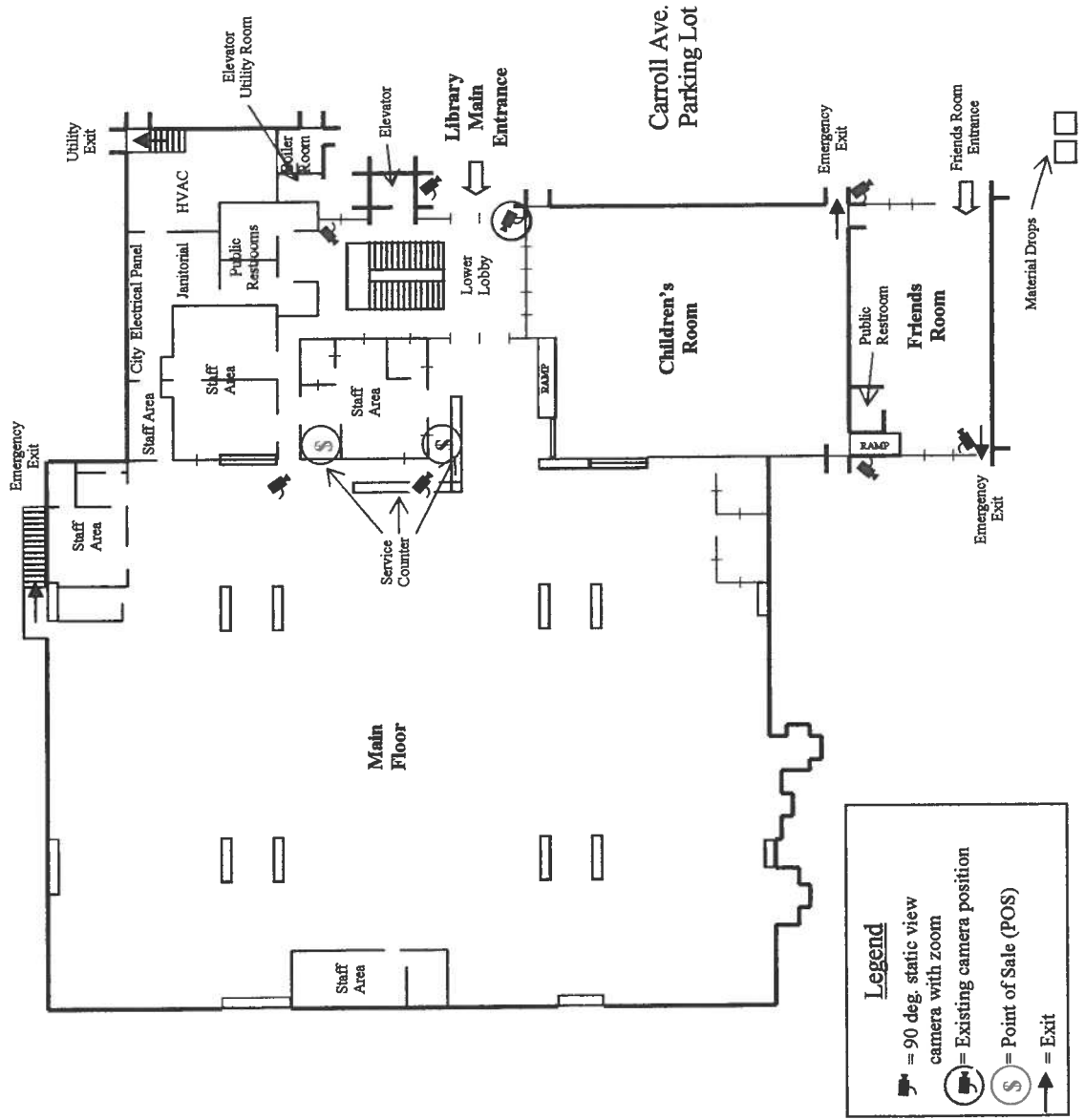
LIBRARY—SECOND FLOOR

Original plan requested by Finance/PD



Parking lot—Vista Bonita

Parking lot—Vista Bonita



Glendora Avenue

Glendora Avenue

Carroll Ave. Parking Lot

Carroll Ave. Parking Lot

Legend

- = 90 deg. static view camera with zoom
- = Existing camera position
- = Point of Sale (POS)
- = Exit

LIBRARY—FIRST FLOOR

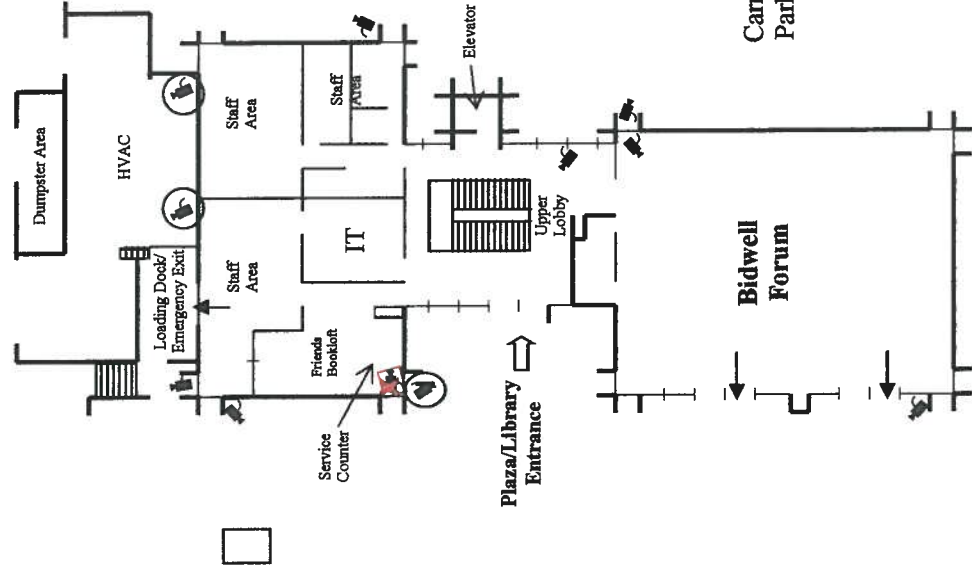
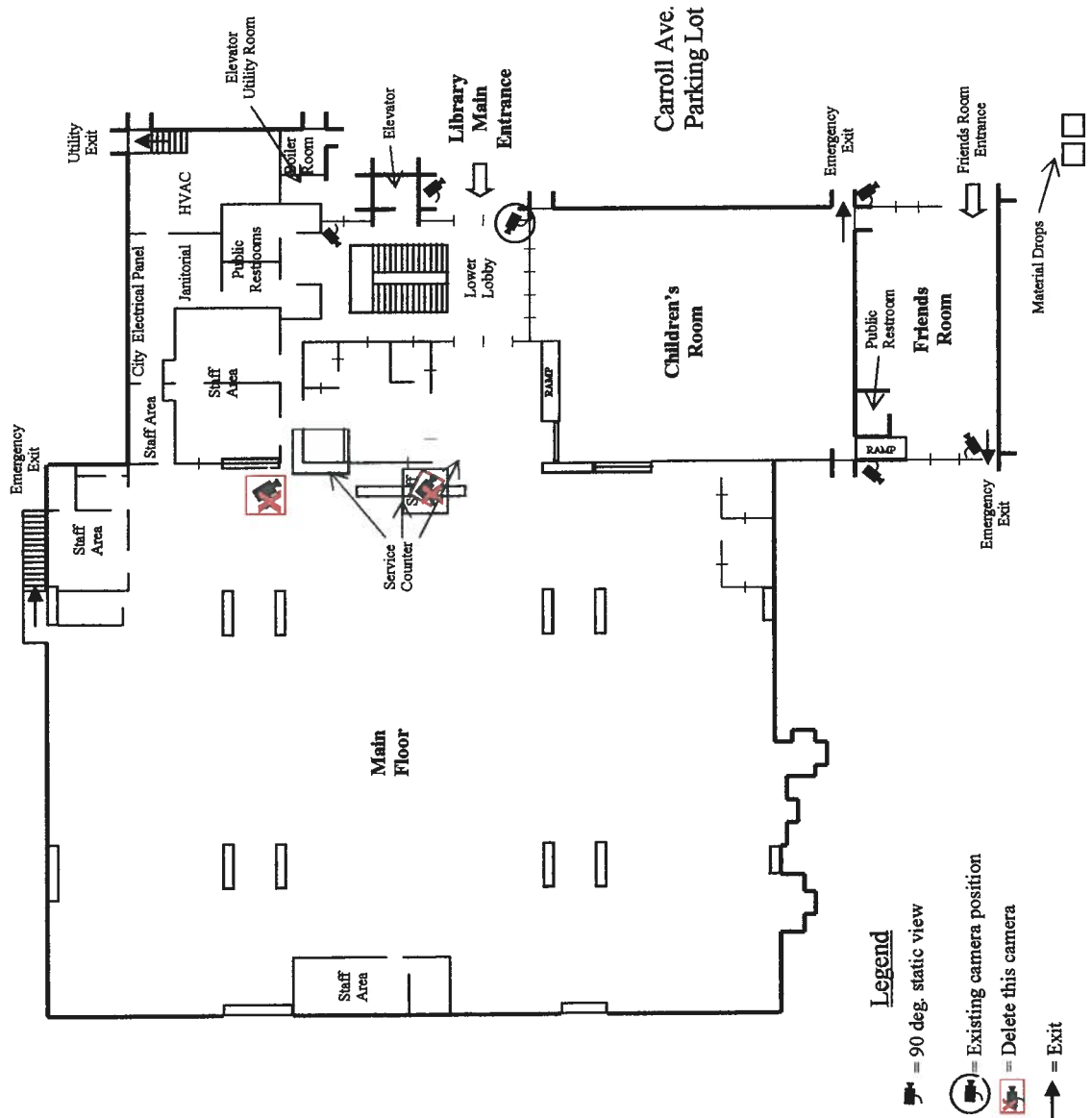
LIBRARY—SECOND FLOOR

#2
3 cameras deleted
No audio on any camera



Parking lot—Vista Bonita

Parking lot—Vista Bonita



- Legend**
- 📷 = 90 deg. static view
 - 📷 = Existing camera position
 - 📷❌ = Delete this camera
 - ➔ = Exit

No audio on any camera in or around library facility

Glendora Avenue

Glendora Avenue

LIBRARY—FIRST FLOOR

LIBRARY—SECOND FLOOR

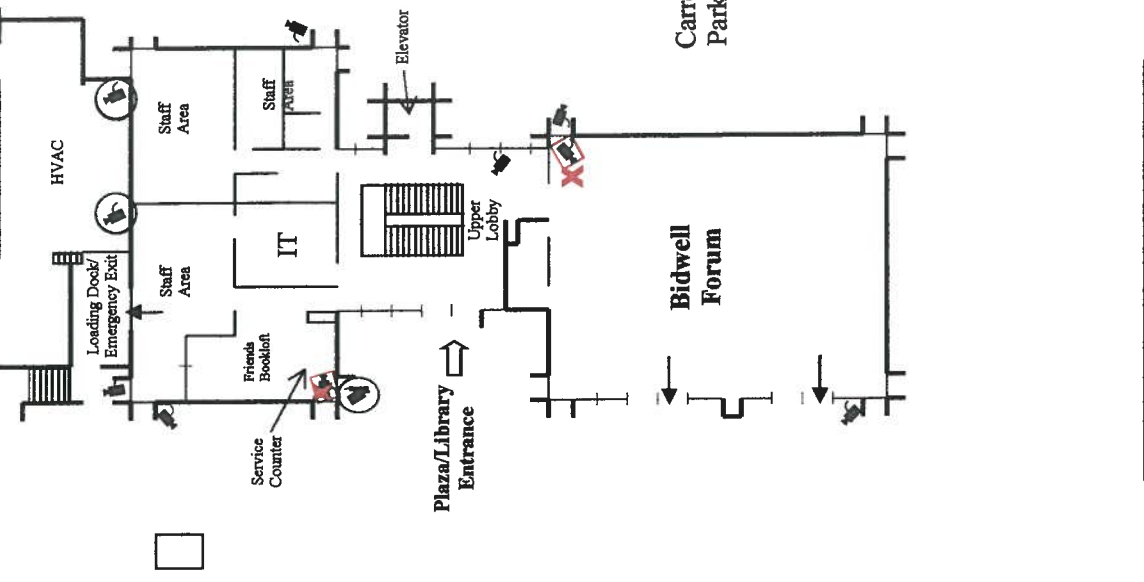
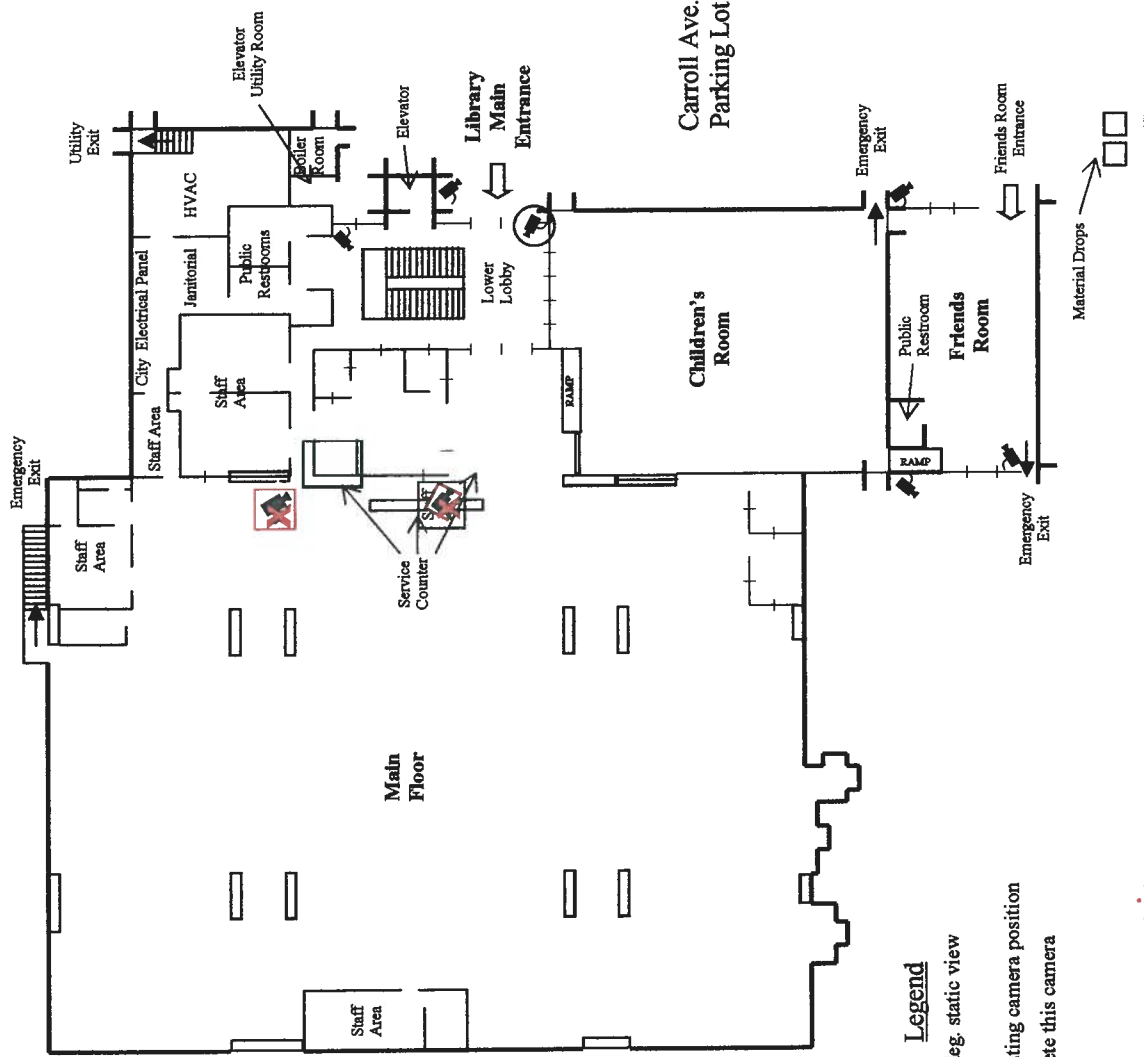
4 cameras deleted
No audio on any camera

43



Parking lot—Vista Bonita

Parking lot—Vista Bonita



- Legend**
- = 90 deg. static view
 - = Existing camera position
 - = Delete this camera
 - = Exit

No audio on any camera in or around library facility

Glendora Avenue

Glendora Avenue

Carroll Ave.
Parking Lot

Carroll Ave.
Parking Lot

Material Drops

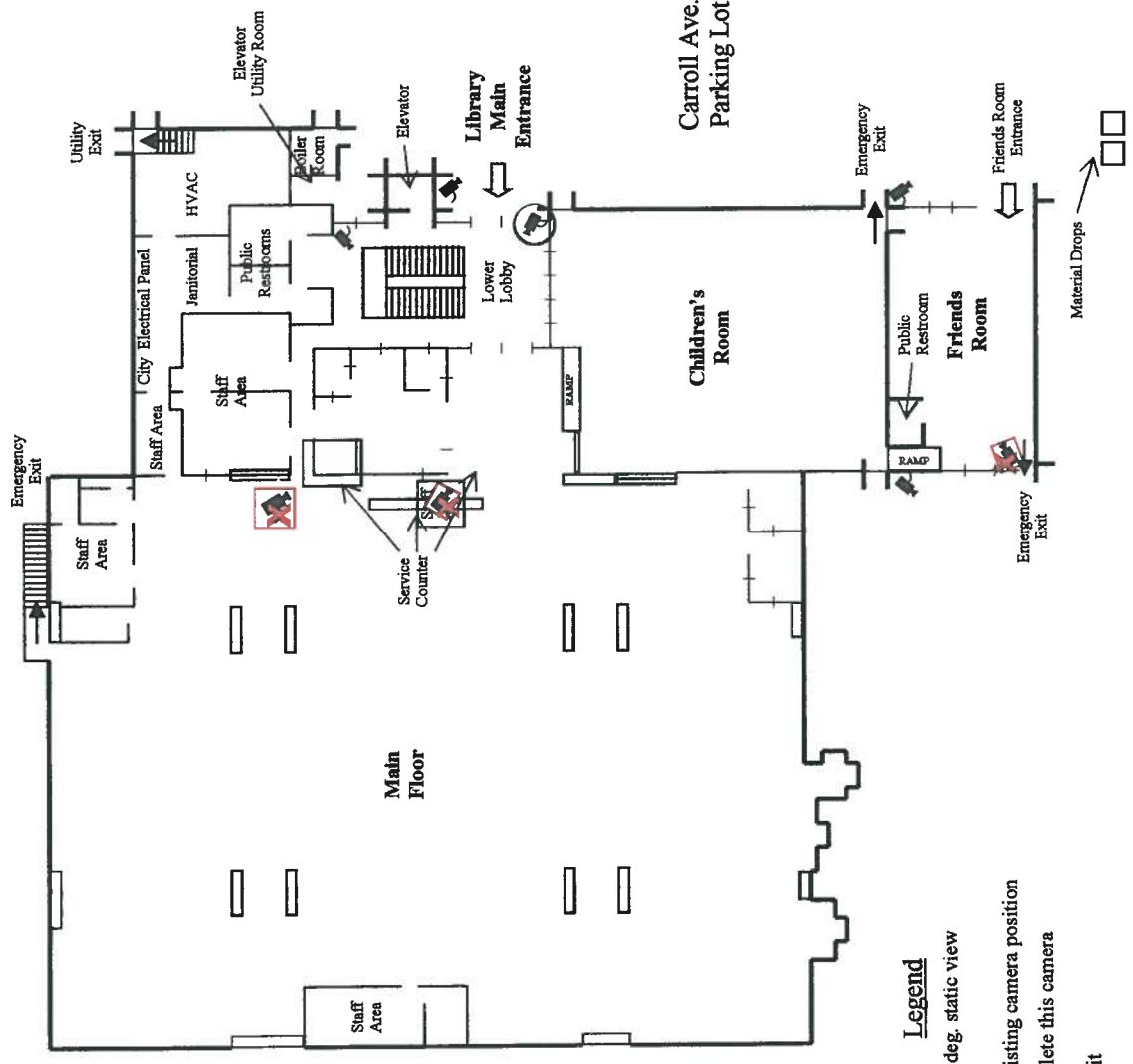
Material Drops

#4

5 cameras deleted
No audio on any camera

LIBRARY—FIRST FLOOR

Parking lot—Vista Bonita



- Legend**
- = 90 deg. static view
 - = Existing camera position
 - = Delete this camera
 - = Exit

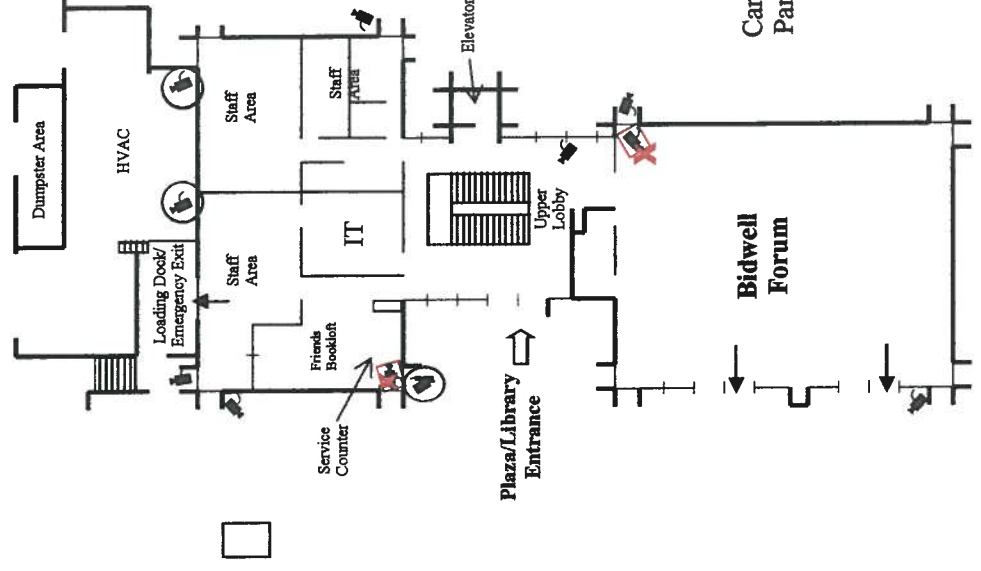
No audio on any camera in or around library facility

Glendora Avenue

LIBRARY—SECOND FLOOR

Parking lot—Vista Bonita

Material Drops



Carroll Ave.
Parking Lot

Bidwell Forum

Glendora Avenue



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Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director
 Date: April 19, 2010
 Re: Agenda Item #6.3: Library Budget for 2010/11

There is an anticipated \$1.1 million shortfall for the city's 10/11 budget. The city manager has indicated that he will submit to the city council a balanced budget. There has not been any specific budget number supplied to me as of yet. Negotiations with city employee groups are underway. It is my understanding that once negotiations are concluded, departments will be given a target number, and any related parameters coming out of the negotiations, for our operating budgets for fiscal year 10/11.

The library management team has been working on possible budget scenarios. Additional reductions will build on the current cutbacks in place this year. There will be an expanded impact on public service.

7.

New

Business



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Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director
Date: April 19, 2010
Re: Agenda Item #7.1: Library Goals, FY10/11

The library management team has drafted goals for fiscal year 10/11. Not knowing what reductions we will be seeing, yet knowing they are coming, has made it challenging to come up with realistic goals. They are listed below for your review, comment and modification.

Administration:

1. Review and evaluate current library staff structure with a view to the future:
 - a. Review staff, classifications, job descriptions
 - b. Evaluate effectiveness of structure
 - c. Findings will be submitted to the Library Board of Trustees by June 2011.
2. Create new volunteer opportunities:
 - a. Identify areas and programs impacted by budget reductions
 - b. Evaluate appropriateness of volunteer support for these areas
 - c. Create job descriptions and recruit for positions.

Youth Services:

1. Identify and label youth chapter books in the historical fiction, animal and sports genres to enable patrons to more easily browse the collection.
 - a. Ensure availability of genre labels, order from supply vendor if necessary.
 - b. Compile a list of genre titles within the library's youth fiction collections utilizing *Best Books for Children*, *Children's Catalog* and *Novelist*.
 - c. Utilizing volunteer support, label the books in each genre.
2. Compare the historical fiction, animal and sports genres in the youth fiction collection to established Library collection development aids, such as *Children's Catalog* and *Best Books for Children*, to identify areas and titles in need of replacement, updating or enhancement. Make use of community donations to accomplish this.
 - a. Compile a list of genre titles within the library's youth fiction collections utilizing *Best Books for Children*, *Children's Catalog* and *Novelist*.
 - b. Compare list of existing title list and collection development aids to identify areas in need.
 - c. Create a list of titles in need of replacement, updating or enhancement.

3. Create a relationship with the incoming GUSD administration to foster library/school cooperation in the current economic climate. This will be accomplished by attending GUSD Council PTA meetings, requesting in-person meetings with new and existing District Administrators and teachers, and providing quarterly information regarding library services to school personnel.
 - a. Schedule meeting with new and existing District personnel to establish a need for cooperation.
 - b. Attend all appropriate District meetings.
 - c. Schedule meetings with each school's staff
 - d. Continue to publish *Educator News* quarterly newsletter to inform school staff of library resources and services.

Adult Services:

1. Create more efficient and effective customer feedback opportunities by implementing online request for materials purchase (RFP) form. By June 2011.
 - a. Adapt pilot Summer Reading Club form to structure and input needs of RFP form; test.
 - b. Establish guidelines for processing submissions.
 - c. Implement.
2. Create more user-friendly access and more a more browse-able collection by implementing a pilot natural-language signage project, identifying cookbook sections on the shelves by genre. By June 2011.
 - a. Confirm functional viability of chosen signage materials.
 - b. Establish evaluative measures for pilot section success.
 - c. Place cookbook signs; monitor results.

Support Services:

1. Create additional electronic communication methods for overdue, holds, and information notification by June 2011.
 - a. Review and evaluate existing methods.
 - b. Establish guidelines for new methods.
 - c. Test and implement new communication methods.
2. Evaluate existing revenue generating opportunities through copy/print services by June 2011.
 - a. Investigate new revenue generating opportunities.



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MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director
Date: April 19, 2010
Re: Agenda Item # 7.2: Self-evaluation of the Board

To assist the library board in their annual self-evaluation the following are attached: a copy of last year's evaluation, this year's goals and the *Role of the Glendora Library Board of Trustees* document.

Glendora Public Library Board of Trustees
Self Evaluation
2008-2009

FILE COPY
Copies sent to
City Council 6-23-09

The Board is a connection between the Library's resources, the Library staff, users of these resources, and the City Council and City administration. As such the Board has a responsibility to advocate for fairness between all parties.

The first priority for the Glendora Library Board of Trustees is to the patrons of the Library, whether the user is a resident of Glendora or comes from miles away. The Board's desire is to make the Glendora Public Library a destination of choice for users of all ages.

Second, the Board looks to the fairness of treatment and working conditions for the Library staff. As Board members we see the importance of staff that is competent and oriented to serving the user. The staff should work together with a sense of community, supporting each other in their daily assignments. The Board's concern extends to fair compensation of Library staff that includes adequate benefits and equality in workload.

Finally, the Board is cognizant of the political and managerial organization of the City. With that in mind, it is important that the Board recognizes its responsibility to the City Council and its relationship with the City Manager and other City Departments.

Based on the above, the Board creates yearly goals and then as a body examines how the Board performed in relation to these goals. These goals are items for which the Board strives above and beyond its normal administrative and policy formulating duties. The yearly goals and evaluations for the 2008-2009 fiscal year are:

Goal #1- Each Board member will attend an average of one Library event per month.

The Board more than met this goal. Besides monthly Board meetings, members found personal satisfaction in attending various Library programs and supporting staff and city residents as the Library met the needs of those that it serves.

Goal#2- Each Board member will attend and/or speak at one outside community group meeting each year, to include the promotion of the "HANDS" project.

The HANDS project was presented to each community service group over the past year. This occurred through Library staff as well as support from the Board members in various groups. Not all Board members were able to be as active in this goal as others. In general, all Board members solicited individuals over the year.

Goal#3- The Board will advocate for fair and equitable compensation for the purpose of recruiting and retention of high quality Library staff.

This goal, advocating for equitable compensation for staff, was not practical as we were facing severe budget cuts. Advocating for staff retention during our State of the Library presentation was as close as we could get.

Approved and adopted this 22nd day of June, 2009

Ayes: 4

City of Glendora
Library Board of Trustees

Noes: 0

Absent: 1

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

By: Michael Conway
Michael Conway, President

Library Board of Trustees Goals and Objectives for FY 2009-2010

Goal:

The Library Board of Trustees will serve as active administrators and visible advocates of the library for the Glendora community.

Objectives:

- Each Board member will support library services and programs through promotion of the library to the community and attendance at events. Feedback gathered from direct interaction with the community will be submitted to the Library Director for use in evaluating current and future library services and programs. (Role(s): 1,2,3)*
- Analyze and evaluate data from the Feb. - Mar. 2009, Library Patron Parking Survey. If appropriate, make recommendations to City Council on ways to consider improving parking for citizens accessing the library. (Role(s): 2)*
- Foster and maintain open communication with both the city management and city council through formal (e.g., annual meeting with City Council) and informal (e.g., one-on-one interaction) means. (Role(s): 8)*
- Monitor library statistics, monthly and quarterly, to assess impacts of reduced budget and hours on the community's ability to access and utilize their library's services and resources. Trends identified will assist in making appropriate administrative decisions when fiscal conditions improve. (Role(s): 1,2,3)*
- Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget. (Role(s): 5)*
- Advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff. (Role(s): 6)*

ROLE OF THE GLENDORA LIBRARY BOARD OF TRUSTEES

Members of the Glendora Library Board of Trustees are appointed by the City Council. As representatives of the community, the board provides strategic leadership and serves as the creative catalyst for developing and implementing the mission, values and vision of the Glendora Public Library. The board ensures that the community’s investment results in library services that are responsive and of the highest quality.

Roles & Responsibilities of the Board of Trustees

Role 1. Sets the mission, values and long term vision of the library

Responsibilities:

- Annually, validates and modifies or ratifies the mission, values and vision as stated in the library’s strategic plan.
- Establishes annual objectives to achieve the mission, values & vision.
- Listens to constituents representing diverse views, including those of complementary community institutions and organizations, and coordinates the library’s mission with that of other organizations to see that they culminate in the desired community outcomes.
- Participates in library programs, professional associations and other activities to keep informed of and evaluate new trends, concepts and ideas to meet the changing needs of the community.

Role 2. Adopts policies which set the direction of the library and result in timely services and programs that meet the needs and expectations of the city’s residents.

Responsibilities:

- Sets criteria upon which to measure the performance of the board’s directives.
- Periodically reviews and correlates policies to the mission, values and vision of the library.

Role 3. Actively promotes library services within the community

Responsibilities

- Serves as advocate for the library before the greater community.
- Networks with other community organizations.
- Cultivates civic and political support for library programs.
- Individual board members attend public events to represent the library.

Role 4. Constantly monitors progress on the board’s long range vision and annual objectives.

Responsibilities:

- Reviews data to evaluate the performance of board set criteria.

Role 5. Reviews the director’s performance in achieving the board’s direction and implementing board policy.

Responsibilities:

- Establishes a process for review
- Annually conducts a formal review.

Role 6. Adopts financial goals and priorities for the library.

Responsibilities:

- Reviews and endorses annual budget recommendations to the City.
- Provides liaison representation to the Friends Foundation.
- Accepts and administers trusts, endowments, bequests and gifts made directly to the library.

Role 7. Orients new board members to the perspectives of the board and the values of the library.

Responsibilities:

- Establishes a mentoring program for new board members with seasoned veterans.
- Provides an overview of the role of the board and how meetings are conducted to new members by the board President.
- Reviews the library’s strategic plan with the new board members by the Vice President

Role 8. Encourages and supports the Library Director and staff as they implement Board policy.

Responsibilities:

- Serves as chief buffer between public sentiment and professional library management
- Serves as chief protector of the library’s neutrality from the political system
- Maintains open-mindedness and sound long-term policy over and above personal conviction.

Dated: _____ **GLENDORA LIBRARY BOARD OF TRUSTEES**

AYES: _____

NOES: _____

ABSENT: _____

ATTEST: _____
Robin Weed-Brown, Library Director

BY: _____
Sylvia Slakey, Board President



Glendora Public Library Events

April 2010

- 01 3:30 p.m. Ravenous Readers; book discussion for grade 3-6; *Shoeless Joe and Me* by Dan Gutman – Friends Room
- 15 3:30 p.m. Family book to movie discussion: *Inkheart* by Cornelia Funke – Friends Room
- 16 10 a.m. Special meeting of the Library Board – Friends Room
- 17 9 a.m. – 3 p.m. Earth Day Festival – Library Plaza
- 17 10:30 a.m. John Abram's Animal Magic! – Bidwell Forum
- 19 7 p.m. Library Board meeting – Bidwell Forum
- 19 7 p.m. Meet Children's author George McClements; in partnership with Blue Chair – Friends Room
- 24 9:30 a.m. Adult tutor training – registration required – Bidwell Forum
- 27 6:30 p.m. Joint meeting of Library Board and City Council – Council Chambers
- 28 5:30 p.m. Novel Idea! *Shanghai Girls* by Lisa See – Friends Room

May 2010

- 01 10 a.m. *Saturday Sale* in the Library
- 01 2 p.m. Presentation by Robert Duke from APU on background and history of the Dead Sea Scrolls as well as the upcoming exhibit at APU – Bidwell Forum
- 04-06/29 6:30 p.m. Quilting with Sandy Janicki – Bidwell Forum
- 10 1 p.m. & 7 p.m. Books Alive! *Jonathan Strange & Mr. Norrell* by Susanna Clarke – main floor
- 13 3:30 p.m. Book Buddies book discussion group; *Soupy Saturdays with the Pain and the Great One* by Judy Blume
- 17 7 p.m. Library Board meeting – Bidwell Forum
- 20 3:30 p.m. *Books & Brownies* Book Discussion for grades 6-12; *Thieves of Ostia* (Roman Mysteries Series 1) by Caroline Lawrence
- 31 Memorial Day – Library closed

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.**

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month – cancelled until August due to swine flu
- Born To Read/Teen Parent Outreach, 1st Thursday of every month at 12:30 p.m. - Arrow High School

Foundation Executive Board Meeting

- May 7, 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