

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

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

**July 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 – action**
Possible motion to revise order or add items to the agenda
- 4. CONSENT CALENDAR – action, Encl., page 1**
 - 4.1 Minutes of meeting of June 21, 2010**
- 5. REPORT OF LIBRARY DIRECTOR – information, Encl., page 5**
Written report attached. No action will be taken on any items brought up at this time
- 6. UNFINISHED BUSINESS**
 - 6.1 Annual Self-Evaluation of Board – action, Encl., page 19**
President Gomer to lead discussion on Library Board's annual self-evaluation
- 7. NEW BUSINESS**
 - 7.1 Election of New Officers – action, Encl., page 20**
President Gomer to lead election of new Board Officers for FY 10/11
 - 7.2 Election of two Friends Foundation Liaisons- action, Encl., page 21**
President to lead election of two new Friends Foundation Liaisons for FY 10/11
 - 7.3 Library Board Goals for FY 10/11 – action, Encl., page 22**
President to lead discussion on establishing board goals for FY 10/11
 - 7.4 Library Events Calendar– information, Encl., page 26**
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 – information, Encl., page 27**
Plans for future meetings in FY 10/11 to be considered and calendared
 - 8.2 Board member items – information**
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

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

June 21, 2010
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:07 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; Cindy Romero, Senior Librarian-Youth Services; Elke Cathel, Administrative Assistant;

2. PUBLIC COMMENT PERIOD

There was no public comment.

3. ADOPTION OF AGENDA

It was MSC (Robinett/Storland) to approve the Library Board meeting agenda for June 21, 2010. The motion carried 4-0-1 as follows: **AYES: Deal, Robinett, Storland, Conway; NOES: None; ABSENT: Gomer; ABSTAIN: None.**

4. CONSENT CALENDAR

It was MSC (Conway/Storland) to approve item (1) on the consent calendar as presented, minutes of the meeting of May 17, 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

Cindy Romero provided details on the four Summer Reading Clubs, including information about this year's give-aways. She stated that this year all four clubs were once again restructured. Romero handed out give-away bags with samples of this year's prizes. She expressed her satisfaction with the turnout for the start of this year's Summer Reading Club. 157 babies, 972 children and 230 teens are registered this year compared to 134 babies, 911 children and 185 teens last year at this time. Registration is on-going throughout the 6-week program.

Romero pointed out that all children and teens registering for Summer Reading Club receive a free book. Adults registering for the Adult Summer Reading Club do so by either turning in a book review card or completing a book review card online. Romero added that online book review cards are new this year. So far 23 participants have

turned in book reviews for a total of 32 book reviews. 12 of these reviews were completed online, a new option this year.

Romero noted that all of the give-away books were donated by the Friends Foundation. She added that the Foundation received a Target grant last year, which is supplementing this year's Children's Summer Reading Club.

Romero elaborated on the extensive outreach done to promote Summer Reading Club. Weed-Brown commended Romero and her staff for the incredible outreach done every year. This year, Youth Services staff visited public and private schools in Glendora. Free books and Summer Reading Club forms were also sent to all preschools in Glendora.

Weed-Brown pointed out that planning for next year's Summer Reading Club will start in August of this year. It takes careful planning, as the bookmark contest, usually held in January and February, is also tied into the Summer Reading Club with the winning bookmarks being available during Summer Reading Club. Storland commented that people in Glendora should be pleased with the wonderful library programs being offered. The Board commended Romero and her staff for doing a tremendous job.

Romero stated that currently there are approximately 100 Summer Reading Club volunteers. Children can start volunteering once they are 10 years old. Romero reminded the Board about the upcoming volunteer recognition event.

In response to a question from Weed-Brown, the Board members stated that they were fine with printing the Board packet two-sided to save money and resources.

Weed-Brown presented an idea for a community-wide program that she has been thinking about. This program ties into a program offered by ALA (American Library Association). Discussion followed.

Weed-Brown presented Deal with a paperweight to recognize her for completing her first term on the Library Board.

The Board was very pleased that Weed-Brown will be Chair of the Southern California Library Cooperative, which encompasses public libraries in Orange, Los Angeles and Ventura County. The Trustees recognized that this is quite an honor and accomplishment.

Deal thanked staff for the great pictures in the Board packet.

6. UNFINISHED BUSINESS

6.1 Budget 2010/11

Weed-Brown informed the Board that the hours open to the public were reconfigured after staff analyzed use patterns for last fiscal year and this fiscal year. She added that usage statistics revealed that Wednesday nights are busier than Tuesday nights. The

proposed new hours will provide the public with access to the library during peak demand times. The Board discussed the proposed hours.

Weed-Brown and the Board reviewed the proposed line items cuts. Weed-Brown stated that the biggest cut has been made to the book budget. She expressed her hope that money to supplement the book budget will be raised at Night on the Plaza. In response to a question from Conway, Weed-Brown replied that the cuts will definitely have a high impact on the library.

Weed-Brown and the Board reviewed handout #1, which shows the library's 09/10 line items as of this morning. The Library has 6% of its 09/10 budget left. Weed-Brown informed the Board that handout #2 is a selection of pages from the proposed 10/11 budget, which is available online. Weed-Brown offered to lend her copy of the proposed budget to any interested board members.

It was MSC (Robinett/Storland) to accept the budget as presented by staff. The motion carried 4-0-1 as follows: AYES: Deal, Robinett, Storland, Conway; NOES: None; ABSENT: Gomer; ABSTAIN: None.

6.2 Review of finalized goals for FY 10/11

Weed-Brown stated that the City Manager has approved the finalized goals. She reminded the Board members that they have already seen these goals in draft form. Discussion followed.

It was MSC (Storland/Conway) to approve the library's goals for FY 10/11 as presented by staff. The motion carried 4-0-1 as follows: AYES: Deal, Robinett, Storland, Conway; NOES: None; ABSENT: Gomer; ABSTAIN: None.

The Board discussed Weed-Brown's appointment to Chair of SCLC starting in July.

It was MSC (Robinett/Storland) that the Board commend Weed-Brown on receiving the very prestigious appointment for chair of SCLA and for the Board to salute her and acknowledge her in this matter. The motion carried 4-0-1 as follows: AYES: Deal, Robinett, Storland, Conway; NOES: None; ABSENT: Gomer; ABSTAIN: None.

Robinett stated that he will see if it is possible to recognize Weed-Brown for this appointment at the City Council level.

7. NEW BUSINESS

7.1 Outcomes of library's goals for FY 09/10

The Board reviewed the outcomes of this year's library goals. Robinett commended Weed-Brown for well-written goals. Deal stated that the goals are very thorough. They show how much the Library did this year.

7.2 Review of library narrative for FY 10/11

Weed-Brown informed the Board that the document included in the Board packet is the final narrative that was put in the FY 2010/11 budget document. Weed-Brown and the Board reviewed and discussed the document.

7.3 Library Events calendar

The Board reviewed the events calendar. Deal pointed out the Night on the Plaza event on July 17 and the next Board meeting on July 19, 2010.

8. **BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

The Board reviewed the proposed agenda calendar and the list of library policies. Weed-Brown stated that the items currently listed on next year's agenda planning calendar are items that the Board addresses every year. The Board identified procedures to review next fiscal year.

Deal asked the Board members to look over the list of library policies and make recommendations at the next meeting.

8.2 Board member items

Storland stated that she enjoyed the YWCA Awards Luncheon at Cal Poly. It was nice to be there to see Kitty Garvey receive her award. Weed-Brown thanked Storland for attending.

Deal congratulated Kitty Garvey on her YWCA Woman of Achievement award. Deal is looking forward to Night on the Plaza.

There being no further business, the meeting adjourned at 9:20 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: July 19, 2010
Re: Director's Report

Welcome to Fiscal Year 2010-2011, A.K.A., FY11. According to author Arthur C. Clarke, humanity should be traveling to Jupiter by now-hmmm.

Glendorans are busy Making Waves @ our library. The four Summer Reading Clubs (SRC) are busier than ever. We have already surpassed the final participation numbers from last year. Hours read are also breaking records. As of July 10 we had: 266 babies registered, reporting 157 times; 30 teens, reading for a total of 1,695 hours; 1,422 children reading for a total of 4,756 hours and 57 adults turning in 162 book evaluations! Total number of participants: 2046; reading/reporting 6,770 hours/books and still two weeks to go! SRC events are also overflowing. Congratulations to staff for making this another amazing summer for our community!

Public response to the new library hours has been favorable. Patrons are still going through an adjustment period, especially on Tuesday nights when we close at 5pm instead of 7pm., but we will get there!

The 10th Night on the Plaza, *Under the Tuscan Moon*, was held July 17. Despite the economic climate we had a great turn out and a successful evening. Thank you to Kitty Garvey and her Dream Team, which includes our wonderful Development Office staff: Anne, Christine, Bonnie, Malla, Kristy and Mary Pat! What a treat it was to have author Sue Ann Jaffarian attend.

On Saturday, July 10th, I attended, along with Trustee Storland, the United Methodist Women's luncheon. I updated them on current library developments and programs. It was a lovely group and I enjoyed my time with them.

July 15, 2010, Kathy Rudnyk, Friends Foundation and Monrovia Growers, brought a group of professional landscape designers by to look at and learn about our drought tolerant garden. Later, they went down to Gladstone Park to see the City's second drought tolerant garden.

It doesn't happen often, however we do occasionally receive a "Patron's request for evaluation of library resources" form (copy attached). Patrons fill this out when they have a concern about a particular library book, movie, etc. Many times it is related to items in the children's room. A parent feels the book is too advanced for that collection. Often, moving the item to a collection established for older readers such as 'Young Adult' or 'Adult', resolves the concern. In all cases,

staff reviews the material, discusses it with me, and a decision is made based on the criteria outlined in our collection development policy (City Administrative Policy #4.05).

Recently we have received two requests, both for items in the adult collection. One is regarding the biography of music rock star Tommy Lee, from the heavy metal band Motley Crew, titled Tommyland. The other book, written by Meg Cabot, is Ransom My Heart, an adult romance. After researching and reviewing these two titles, staff and I agreed that they were appropriate for our collection.

Letters have been sent out to the patrons explaining our decision. If the patron is not satisfied with the decision, they can come to the Library Board and present their concerns. During my tenure here, patrons have not yet exercised this option, however the possibility still exists.

I hope you can attend the Youth Volunteer Recognition event on July 26th at 3 p.m. in Bidwell Forum. It is a wonderful opportunity to encourage and thank our 130 youth for their participation with SRC, public computers, and the Teen Advisory Board (TAB).

Next Meeting: August 16, 2010; 7 pm - Bidwell Forum

GLENDORA PUBLIC LIBRARY—COLLECTION DEVELOPMENT POLICY

PATRON'S REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Glendora Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. Please fill out this form and return it to the library. The staff will evaluate the material and forward a recommendation to the Library Director.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Resources on which you are commenting:

- | | | | |
|------------------------------------|--|---|--------------------------------|
| <input type="checkbox"/> Books | <input type="checkbox"/> Compact Discs | <input type="checkbox"/> Computer Software | <input type="checkbox"/> Other |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Video & DVD | <input type="checkbox"/> Web Links & Electronic Resources | |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Audio Books | <input type="checkbox"/> Content of Library Program | |

1. Title _____
2. Author/Producer _____
3. What brought this title to your attention? _____

4. Have you seen or heard reviews of this material? _____
5. Please comment on the resource as a whole. _____

6. Please note your specific objections. _____

7. What resource(s) would you suggest to provide additional information on this topic? _____

Please use the back of this form if additional space is needed. Thank you for taking the additional time to complete this form. Your Request for Evaluation will be given careful consideration and a response will be provided.



No other conditions may be imposed relating to any gift either before or after its acceptance by the Library.

RECONSIDERATION OF LIBRARY MATERIALS

Concerns about specific library materials may be brought to the attention of any staff member. The complainant will be given the option of speaking to a supervisor or submitting a written statement (Attachment D). Concerns shall be reviewed by the appropriate selector and a report given to the Library Director. The Director will respond in a timely manner. If the concern is not resolved at this level, the Library Board shall be the final authority.

USE OF LIBRARY MATERIALS

The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of Glendora residents.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

Division Monthly Reports



To: Robin Weed-Brown
From: Carlos Baffigo, Anne Pankow, Cindy Romero, Janet Stone
Date: June 2010

Public Services - Cindy Romero, Janet Stone
Children's

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
6/1/2010	LaFetra Tour Kindergarten 2 classes	65
6/1/2010	GUSD Preschool SRC Outreach-storytime	13
6/1/2010	Preschool Flyer and Rhyme book delivery	6
6/2/2010	Washington School SRC Outreach	500
6/2/2010	La Fetra Tour Kindergarten 3 classes	91
6/3/2010	GUSD District PTA	20
6/7/2010	La Fetra Tour 1st grade 3 classes	86
6/9/2010	La Fetra Tour 1 st grade 2 classes	60
6/15/2010	Juvy SRC movie <i>Cloudy with a Chance of Meatballs</i>	140
6/17/2010	Juvy SRC craft - fingerprints	100
6/18/2010	Hope Lutheran Tour	25
6/19/2010	Juvy SRC craft - fans	70
6/22/2010	Juvy SRC puppet show SWAZZLE	380
6/23/2010	Teen SRC Registration Party	45
6/24/2010	Juvy SRC craft-rainbow fish	100
6/28/2010	Juvy SRC musician Hullabaloo	160
6/29/2010	Juvy SRC movie- <i>Charlotte's Web</i>	75
Total Number of participants		1936

June saw the completion of SRC outreach and the beginning of a huge Summer Reading Club. We welcomed all of the La Fetra Kindergarten and First Grade classes for tours of the library including storytime and a pep talk for summer reading. We also visited Washington Elementary school to promote SRC. Gail was able to visit each classroom to connect with the students. Cindy provided a storytime at the GUSD run preschool, Tiny Tartans.

Thanks to the Early Learning with Families grant that Cindy and Mary Pat were awarded 2 years ago, the library received a delivery of multicultural rhyme books. This year, we were able to deliver these books stuffed with SRC fliers to all of the local preschools in Glendora. This provided us with a unique opportunity to connect with some of the local preschools.

Six volunteer orientation sessions were held to train this year's group of students to help. We have a crew of 100 volunteers working with us this summer. The students are doing a wonderful job of helping the younger children with their reading reports and getting the books back on the shelves. We are looking forward to honoring them at the Youth Volunteer Recognition on July 26th. I hope that you will all be able to attend.

Summer Reading Club has started with a bang. With 2 weeks left to go, there are 266 babies, 1,422 children and 301 teens registered. I am sure this will be our biggest summer yet! Even more impressive than the registration numbers are Glendora's youth's reading numbers. So far, children and teens have reported on more than 6,800 hours of reading!

We have been busy not only with children and teens coming in to register and report, but all of this summer's events have been well attended. We started off the summer programming with 2 showings of *Cloudy with a Chance of Meatballs* and *Charlotte's Web*. Swazzle Puppeteers delighted adults as well as children with *River Otter Circus*. PJ storytime turned into a rockin' good time as we welcomed Hullabaloo for a children's concert. Our Thursday craft programs have filled the Friends Room with a wonderful buzz of creativity and enjoyment. It is brilliant to see what the children can create. We have been able to utilize the Friends Room for the movie showings, the crafts, as well as the children's music concert.

The teen registration party was themed around Rick Riordan's latest book, *The Kane Chronicles: The Red Pyramid*. Riordan does for Egyptian mythology what he did for Greek mythology in the *Percy Jackson and the Olympians* series: teaching readers about mythology without the readers being aware of it. Teens enjoyed some of Carter Kane's favorite snacks, skittles, while they played Red Pyramid Bingo. For those teens who hadn't heard of the book, it was a great introduction to the latest popular work by Riordan. Two lucky teens walked away with copies of the book thanks to the Friends Foundation.

Adult

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
6/14/2010	Coordinating Council	52
6/24/2010	A Novel Idea Book Discussion: <i>Tallgrass</i>	17
6/26/2010	Adult SRC "Game Day"	53
Total Number of Participants		122

Two: Hours per week that we have volunteered to staff the pilot text/instant-message reference service being explored by the Southern California Library Cooperative (SCLC). Gaetano attended the first of several training webinars; pilot program will likely begin near the beginning of autumn (no firm date yet set). These two hours previously were dedicated to the now unsubsidized AskNow ("24/7") service.

Eighteen: Size of the nicely mixed adult-and-child audience for the Adult SRC program "Amazing World of Deep Sea Diving," with Jonathan Blake. Striking visuals were accompanied by some questions from the attendees.

Twenty: The number of pizzas ordered for (and, yes, consumed happily by) the loyal corps of Game Day participants.

One hundred and sixty-two: As of 12 July, the number of books reviews submitted by the Adult Summer Reading Club's 57 registrants.

Two hundred and sixty-six: Page count for the Library's edition of *The Theory of Clouds* – a controversial installment in the Books Alive! discussion sequence. As Sandy described it, "a book many didn't love, but were curious to figure out."

More than one hundred and twenty thousand: According to PBS, the number of Japanese Americans interned during World War II – the episode of American history at the heart of A Novel Idea's *Tallgrass*. The discussion was led by community volunteer Linda Price, with special help from and personal experiences shared by Sab Hori.

Support Services – Carlos Baffigo

Facilities:

Installation of the door separating the Children's Room and Friends Room began on June 28th. Completion is expected in mid-July.

A state mandated load test on the library's elevator will be performed in early July.

Systems:

A Polaris system software upgrade to version 4.6 has been scheduled for July 26th.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

<i>Date</i>	<i>Program/Event</i>	<i># of participants</i>
6/1-6/29/2010	Quilting with Sandy Janicki	41
6/5/2010	Saturday Book sale on main floor	50
6/22/2010	Father Gregory Boyle - Author visit in partnership with Village Book Shop	175
	Total Number of Participants	266

<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
6/8/2010	Azusa/Glendora Teen Adult Education Year-End Reception at Azusa Public Library	90
	Total Number of Participants	90

Robin and I attended a reception at Azusa Public Library for the annual Azusa/Glendora Teen Parent Adult Education Program. The Friends Foundation donated 75 copies each of 2 children's books for a total of 150 books.

The Friends Foundation and the library partnered with the Village Book Shop to host Father Gregory Boyle, founder of Homeboy Industries and author of the book *Tattoos on the Heart*. Father Boyle's book has been on the LA Times Best Seller list for over 13 weeks. It was rewarding to have 175 come from all over to hear him talk about his book and his experiences working with former LA gang members.

Glendora Public Library Summary Data for June 2010
 *starting May 2009 statistics are tracked differently due to new website

<u>Service Indicators</u>	This Year June	Last Year June	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	27,709	28,583	-3%	272,890	277,896	-2%
I. D. Total Items Loaned	43,506	43,445	0%	447,788	418,363	7%
I. D.4. Electronic Circulation	321	172	87%	3,310	2,195	51%
III. A. Total Requests for Information/Adult Services	3,120	2,978	5%	29,301	28,358	3%
II. A. Total Items Owned	147,393	148,072	0%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	14,787	14,358	3%	168,498	356,163	-53%
V. A.2. Library Home Page Views *	10,164	10,075	1%	116,481	298,030	-61%
VI. A. Total Number of Programs	16	13	23%	137	133	3%
VI. E. Number of Literacy Students Active	35	34	3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	136	204	-33%	1,518	1,589	-4%
VI. F.1 Total Number of Volunteer Hours	1,440	1,399	3%	11,517	10,430	10%
I. G. Total General Fund Revenue	\$11,659	\$12,331	-5%	\$101,046	97,029	4%

These statistics are subject to verification.

3

June – July 2010 Events



Swazzle Puppet Show
Children's SRC
June 2010

Craft
Children's SRC
June 2010



PJ Storytime
June 2010

In the Children's room
June 2010





Teen SRC
Registration Party
June 2010



Novel Idea
June 2010



Game Day
June 2010



Continued...

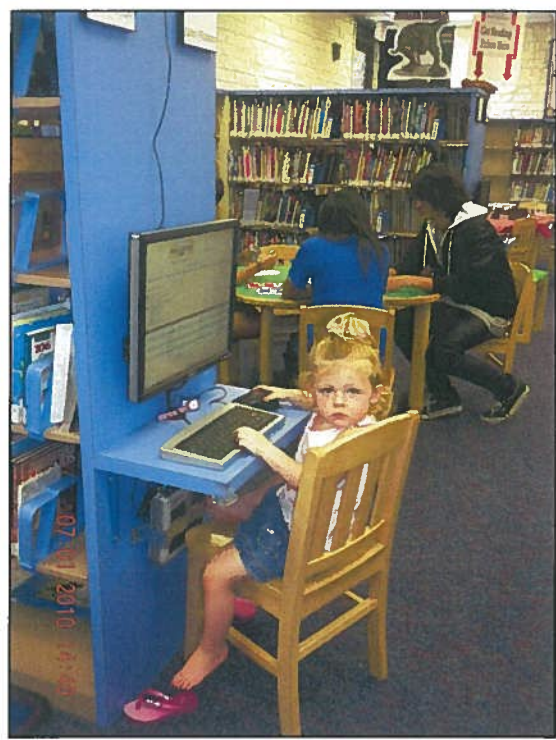


Teen Summer Reading Club
Murder Mystery Party
July 2010



In the Children's room
July 2010

New door to the Friends Room
June 2010



Continued...



In the Children's Room
June 2010

Craft
Children's SRC
June 2010



Craft
Children's SRC
June 2010



Children's Music Concert - Hullabaloo
Children's SRC
June 2010



Continued...



Great Scott, the Glad Scientist
Children's SRC
July 2010



Wildlife Company Animal Show
Children's SRC
July 2010



Magic Wayne
Children's SRC
July 2010

Children's SRC
Weekly Reading Logs
July 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: July 17, 2010
Re: Agenda Item # 6.1: Self-evaluation of the Board

President Gomer to present the board's self-evaluation.

Board to move to approve and to send to the city council.

7.

New

Business



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 library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director
 Date: July 19, 2010
 Re: Agenda Item # 7.1: Election of new officers

Every July the Library Board elects new officers. Current officers are:

President: Patricia Gomer
 Vice President: Debbie Deal

President Gomer will accept nominations for the office of President from the floor. Board will vote and move to appoint the new president.

The new President will then accept nominations for the office of Vice President from the floor. Board will vote and move to appoint the new vice president.



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MEMO

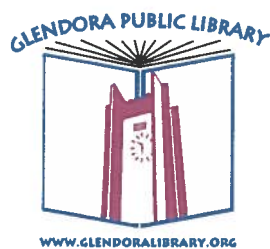
To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director
 Date: July 19, 2010
 Re: Agenda Item # 7.2: Board liaisons to Friends Foundation Board

Every July, the Library Board appoints liaisons to the Friends Foundation Board. Liaisons attend the foundation's quarterly board meetings and report on library related issues. Board members are voting members.

This year Debbie Deal and Helen Storland are the liaisons. Liaisons may serve for two consecutive years only. Debbie has served for two years, Helen for one. Helen is eligible for a second year. The vacancy left by Debbie needs to be filled.

The President will accept nominations for the Friends Foundation liaison positions from the floor. The board will then vote and move to appoint the liaisons.

Library staff will then notify the Foundation staff of the appointments for FY 2010-2011.



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MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director
Date: July 20, 2009
Re: Agenda item #7.3: Library Board Goals, FY 10 -11

Annually the Library Board establishes goals for itself in the first few months of the new fiscal year. To assist in that process, a copy of the "Role of the Glendora Library Board of Trustees" document and a copy of FY 09 -10's goals are attached.

The President will lead the discussion on establishing new goals. The board should create and adopt new goals. If additional time is needed, the President shall direct staff accordingly.

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: May 16, 2005 GLENDORA LIBRARY BOARD OF TRUSTEES

AYES: 5

NOES: 0

ABSENT: 0

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

BY: Sylvia Slakey
Sylvia Slakey, Board 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)*



Glendora Public Library Events

July 2010

- 01 1:30 p.m. Children's SRC craft - Friends Room
03 10 a.m. *Saturday Sale* in the Library
05 Independence Day – Library closed
06 1:30 p.m. & 3:30 p.m. Children's SRC-*Great Scott the Glad Scientist* – Bidwell Forum
07 3 p.m. Teen SRC – Murder Mystery Party in the Library
08 1:30 p.m. Children's SRC craft- Friends Room
10 10:30 a.m. *Family Magic Show* featuring Magic Wayne – Bidwell Forum
10 3 p.m. Adult SRC-*The Amazing World of Deep Sea Diving* with Jonathan Blake – Bidwell Forum
12 1 p.m. & 7 p.m. Books Alive! *The Theory of Clouds* by Stéphane Audeguy – main floor
13 1:30 p.m. & 3:30 p.m. Children's SRC-Wildlife Company Animal Show – Bidwell Forum
15 1:30 p.m. Children's SRC craft – Friends Room
17 1 p.m. Family book to movie featuring *Water Horse* by Dick King-Smith – Friends Room
17 6:30 p.m. *Night on the Plaza under the Tuscan Moon* – Library Plaza
19 7 p.m. Library Board meeting – Bidwell Forum
19 7 p.m. Ronald McDonald visits PJ storytime – Friends Room
20 1:30 p.m. & 3:30 p.m. Family Story teller featuring Rebecca Martin – Friends Room
21 3 p.m. Teen SRC – Ice cream party
22 1:30 p.m. Children's SRC craft- Friends Room
24 1 p.m. End of Summer Party – all are welcome to attend – Bidwell Forum
26 7 p.m. Author Naomi Howland visits the Library – Friends Room

August 2010

- 07 10 a.m. *Saturday Sale* in the Library
16 7 p.m. Library Board meeting – Bidwell Forum
25 5:30 p.m. Novel Idea! *Hotel on the Corner of Bitter and Sweet* by Jamie Ford – Friends Room

Storytimes

- Family PJ Storytime – ages 3 -7 - **Monday 7 p.m.**
- Family Craft Night - third **Monday** of each month after Family PJ Storytime
- Mother Goose Storytime - infants & toddlers – **Thursday 10:30 a.m. & 11:30 a.m.**
- Time for Tykes - ages 3 - 5 – **Tuesday & Wednesday 10:30 a.m.**
- Family Storytime – ages 2-5 – **Saturday 10:30 a.m.**
- Read Aloud Crowd – ages 5 and up – **Monday 4 p.m.**

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month – will resume beginning September 2, 2010
- Born To Read/Teen Parent Outreach, 1st Thursday of every month at 12:30 p.m. - Arrow High School

Foundation Executive Board Meeting

- August 6, 2010 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- October 19, 2010 @ 7:00 a.m. Library – Bidwell Forum

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 10-11

- July 19** Eval: Lib Board; Elect officers; appoint Foundation Liaisons; discuss Library Board Goals; Closed session: Eval: Lib Dir;
- August 16** Finalize Library Board Goals; review *Red Alert Procedures*
- September 20** SRC wrap up; Holiday Hours: Thanksgiving & Christmas; review *Study Room Procedures*
- October 18** Review *Library Staff Materials Procedures*
- November 15** Review *Request to limit or revoke privileges*
- December 20** Mid-year review of goals 10-11;
- January 24** (Adjusted for MLK Day) Budget Priorities FY 11-12-initial discussion; Staff appreciation;
- February 28** (Adjusted for President's Day); Friends Foundation funding staff requests for FY 11-12; begin planning for annual joint meeting with city council; CALTAC workshop attendance (workshop usually in March);
- March 21** Candidates for Board vacancies; Bookmark contest judging; goal planning for 11-12;
- April 18** Begin process of self-evaluation and evaluation of Lib Dir (include past Board evaluations & the Board's current goals)
- May 16** Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session);
- June 20** Agenda planning 11-12; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member; Library goals 10-11 wrap-up