

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum
140 S. Glendora Ave

November 15, 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 October 18, 2010
- 5. REPORT OF LIBRARY DIRECTOR – information, Encl., page 4**
Written report attached. No action will be taken on any items brought up at this time
- 6. UNFINISHED BUSINESS - NONE**
- 7. NEW BUSINESS**
 - 7.1 Review of Library Procedure: Request to Limit/Revoke privileges – action, Encl., page 24**
President Deal to lead review of Library procedure. Board to discuss modifications or updates to procedure; Board to vote to approve/accept procedures. These procedures were established in June 2008
 - 7.2 Review of Administrative Policy 4.06-Volunteer Policy and report on volunteer goal – action, Encl., page 31**
President Deal to lead review of Administrative Policy. Board to discuss modifications or updates to policy. Board to vote to approve/accept policy. This policy was last reviewed in March 2009. Weed-Brown to report on volunteer goal. Board to review documents and comment
 - 7.3 Library Events Calendar– information, Encl., page 47**
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 48**
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. 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

October 18, 2010
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:03 p.m. by President Deal.

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

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

As there was no one wishing to speak, the Library Board President closed the public comment period.

3. ADOPTION OF AGENDA

It was MSC (Conway/Gomer) to approve the Library Board meeting agenda for October 18, 2010. The motion carried 5-0-0 as follows: **AYES:** Gomer, Deal, Robinett, Storland, Conway; **NOES:** None; **ABSENT:** None; **ABSTAIN:** None.

4. CONSENT CALENDAR

It was MSC (Conway/Gomer) to approve item (1) on the consent calendar, minutes of the meeting of September 20, 2010, The motion carried 5-0-0 as follows: **AYES:** Deal, Gomer, Robinett, Storland, Conway; **NOES:** None; **ABSENT:** None; **ABSTAIN:** None.

5. REPORT OF LIBRARY DIRECTOR

The Board members commented on the wonderful *Battle of the Books* event. Both teens and parents really enjoyed the event. Robinett shared an experience where he overheard people at a local store talking about attending the *Battle of the Books* event that night.

The Board discussed patron feedback from Snapshot Day and noted how many positive comments were made. Robinett asked about the comment on noise in the library. Weed-Brown stated that this issue is not uncommon in public libraries. The Glendora Library struggles with noise levels, especially in the afternoon after school gets out. But library staff works diligently to control the noise level. Storland added that noise levels are relative and what might seem too loud for one is ok for another.

Deal congratulated the library's merit coupon certificate recipients.

Weed-Brown reported that she is still researching options on the best use of the funds in the library's trust fund. She will report back to the Library Board in November.

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Review of Library Staff Materials Procedures - action

The Board reviewed and discussed the library staff materials policy. Weed-Brown explained that there have not been any issues with library staff abusing their access to library materials.

The Board agreed to change the subject heading to read "Library Staff Materials Procedure" instead of "Library Staff Materials Policy."

It was MSC (Gomer/Storland) to approve the Library Staff materials procedures with the proposed change. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

7.2 Library Events Calendar – information

The Board reviewed the events calendar. Deal reminded Conway and Storland about Tuesday's Friends Foundation quarterly Board meeting.

Weed-Brown pointed out *Spooky Stories* on October 25. She asked that any Board members interested in participating in the event let her, Cindy Romero or Elke Cathel know.

Storland commented that she really enjoyed the *Opera talks* event. It was a wonderful program, very informative and the presenters did a great job. She thanked staff for making such a program available. Weed-Brown added that the first *Opera talks* event was very successful with 32 people attending.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar - information

The Board reviewed the agenda planning calendar. Weed-Brown stated that a review of the library's volunteer policy, as well as a report on the library's volunteer goal will be added to the November agenda.

8.2 Board member items - information

Deal stated that the Battle of the Books event was wonderful. The other Trustees agreed. Deal added that she is happy to help out again with ELF.

Gomer reported that she is happy to start up again with ELF.

9. **ADJOURNMENT**

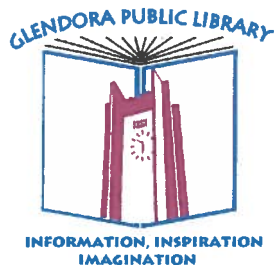
There being no further business, the meeting adjourned at 7:37 p.m.

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 Board of Trustees Agenda Item Report

To: Board of Library Trustees
From: Library Director
CC: City Manager
Date: November 15, 2010
Re: Agenda Item # 5: Director's Report

The library participated in the state-wide "Shake-Out" earthquake preparedness event on October 21, 2010. Anne Pankow, Carlos Baffigo and I joined other department heads and staff at the city's Emergency Operations Center (EOC) in the basement of the PD. There have been a lot of the changes in city personnel in recent years and EOC assignment changes. After the exercise, it was decided to have additional training scheduled to get everybody up to speed. There was a discussion about moving the EOC to Bidwell Forum (more spacious). If this occurs, PD would continue to have a smaller version of the EOC in their facility, as well as the full set up in Bidwell. Carlos is part of a subcommittee addressing emergency preparedness for the city. All departments have been encouraged to send a representative to this group. Carlos has done a great job in updating the library's emergency plan. I will present it to you at a future meeting.

On Monday, October 25, 2010, I joined my fellow department heads, the city manager and city council, at an all day planning session. Out of this came four three-year goals for the city and objectives for the first six months. We all walked out with specific objectives to work on. I am part of a small group assigned to work on the goal: *Provide effective and efficient municipal services*. I have attached a copy of the documents that came out of the session for your information. The full group will gather together again on April 7, 2011, to evaluate progress made on the objectives, and to develop new objectives for the next six months. I have attached a copy of the city's new goals and objectives for your information.

November 3, 2010, Janet Stone and I attended the Foothill Libraries Consortium meeting in Pasadena. This group encompasses libraries of all types located in the San Gabriel Valley, stretching from Pasadena to Pomona. Academic, public and special libraries participate and the regional nature of this meeting keeps us up-to-date on developments in our own backyard. Representatives from: Cal Poly, APU, PCC, City of Hope, Citrus College, Azusa PL, Pasadena PL, and Glendora PL were in attendance. As 'alumni' of the Pasadena Public Library, having the meeting in Pasadena was a special treat for both Janet and me.

Library staff has been exploring how the library can tie into the city's Centennial Celebration. After a meeting of the summer reading club staff, two themes were decided on that fit the celebration. For the children, the theme will be "One Century, Many Stories". This is a twist on the official theme "One World Many Stories." For the teen and adult clubs, the theme will be "100 Years of Novel Destinations", an expansion of the official theme "Novel Destinations." These two themes will be used for the bookmark contest that begins in January as well.

We recently received a report on our savings as members of the Califa Group. The chart is attached. The bottomline is we saved \$77,827 from 6/1/2009-7/30/2010 over retail prices. Of special note is the savings on e-books. For \$3,250 we got \$79,768 in e-book 'materials.' Partnerships payoff!

Cindy Romero has been asked to be a presenter at the Charlotte S. Huck Children's Literature Festival in March 2011. She will be speaking about our ELF program. Congratulations to Cindy for this recognition! I have attached a description of the literature festival and Ms. Huck for your information.

Congratulations to Suzette for reaching the 10 merit coupon level! City Manager Jeffers attended the November All Staff library meeting to acknowledge and reward her "knock-your-socks-off" services.

Next Meeting: December 13, 2010; 7 pm - Bidwell Forum

C I T Y O F G L E N D O R A

STRATEGIC PLANNING RETREAT

25 October 2010 • Transportation Center

**Marilyn Snider, Facilitator – Snider and Associates (510) 531-2904
Gail Tsuboi, Graphic Recorder – Tsuboi Design (925) 376-0161**

MISSION STATEMENT

**The City of Glendora’s mission is to provide the citizens and business community
a full range of effective municipal services while maintaining
our historical sense of community values.**

THREE-YEAR GOALS

2010-2013* not in priority order

- ▶ **Improve internal communication and trust**
- ▶ **Maintain financial health**
- ▶ **Provide effective and efficient municipal services**
- ▶ **Plan for the 2017-2019 sunset of CRA**

C I T Y O F G L E N D O R A

STRATEGIC OBJECTIVES

25 October 2010 through 1 April 2011

THREE-YEAR GOAL: IMPROVE INTERNAL COMMUNICATION AND TRUST						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Feb. 15, 2011	Executive Team [Dep. City Mgr. - lead]	Create, distribute and analyze the results of an employee survey to assess the pulse of the employees and distribute the results to the Executive Team, City Council and employees.				
2. March 15, 2011	City Manager and Deputy City Manager	Develop an ongoing employee communication process (e.g., town hall I meetings, intranet, weekly e-newsletter) in response to employee survey results.				
3. Beginning by April 1, 2011 and quarterly thereafter	City Manager	Hold a town hall meeting for employees to address the issues of concern to employees (e.g., employee survey results, the economy).				

THREE-YEAR GOAL: MAINTAIN FINANCIAL HEALTH

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REARDED	
1. Jan. 1, 2011 and quarterly thereafter	Finance Director	Present to the City Council for discussion a major source of revenue (e.g., sales tax) or expense.				
2. Jan. 15, 2011	Planning and Redevelopment Dir and Finance Dir.	Evaluate the strengths and weaknesses of the city's economic development and make at least two recommendations to the City Council for direction to enhance economic development and business retention.				
3. Feb. 15, 2011 and annually thereafter	Finance Director and City Manager	Present to the City Council a Five-Year Financial Forecast.				
4. Feb. 15, 2011	Finance Dir. and City Manager	Identify the facts and recommend to the City Council for direction potential solutions for addressing the potential gap between expenditures and revenues.				

THREE-YEAR GOAL: PROVIDE EFFECTIVE AND EFFICIENT MUNICIPAL SERVICES

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Dec. 1, 2010	Library Dir. -- lead, City Clerk, Community Services Director, Deputy City Manager	Present to the City Council for action options and costs for conducting a community survey, including funding if needed, and topics to be covered.				
2. Jan. 1, 2011	Community Services Dir., working with the Technology Committee	Evaluate Glendora's current e-government and present a report to the department heads.				
3. Feb. 1, 2011	Deputy City Manager-lead, Public Works Dir., Planning and Redevelopment Director, working with Management Partners	Present to the City Council for action the results and recommendations from the Development Process Review Plan.				

THREE-YEAR GOAL: PLAN FOR THE 2017-2019 SUNSET OF CRA

(Community Redevelopment Agency)

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Dec. 14, 2010 City Council meeting	Planning and Redevelopment Director, with input from the Finance Dir.	Report to the City Council on what CRA is currently doing, what CRA funding is paying for, CRA projects on the horizon and projected future revenue out of the CRA.				
2. Not later than March 8, 2011	Planning and Redevelopment Director	Recommend to the City Council for action how to use remaining funds from RDA Project Area 3 and an affirmation of current policy regarding city-owned property in RDA Project Area 3.				

Cindy Romero will be a guest speaker at this event in March 2011. Her presentation will be about our ELF program.

Charlotte S. Huck Children's Literature Festival



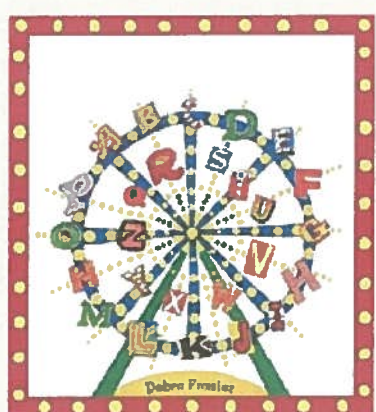
March 4 and 5, 2011

Children's Literature Festival 2011 promises to be an exciting weekend filled with the best of children's books and their creators.

Each year, the festival brings together educators, students, illustrators, authors, librarians, editors, parents, grandparents, and all those interested in children's literatures. Why do people come—and keep coming back? In the words of past participants, it is "a small, intimate conference where you can spend time with the authors and illustrators." "Unrushed." "A unique opportunity to spend time with others who share a passion about children's books."

Featured in 2011 will be award winning authors and illustrators [Andrea Pinkney](#), [Kadir Nelson](#), [Paul Janeczko](#), [Kristine O'Connell George](#), [Debra Frasier](#), [Judy Fradin](#) and [Dennis Fradin](#). Marilyn Carpenter will return to share the best books of the past year.

Literature Festival 2011 will also feature small group presentations by educators, librarians, authors, illustrators, and scholars in the field of children's literature.



"I believe that if you present the right books to children, they will read and enjoy them. So, bringing children and books together really means getting them excited about reading." - Charlotte Huck

Dr. Charlotte S. Huck, 1922-2005



Charlotte Huck, an internationally renowned children's literature expert who was the inspiration for the Charlotte S. Huck Children's Literature Festival, died of melanoma at her home in Redlands on April 7, 2005.

Charlotte grew up in suburban Chicago, attended Wellesley College and earned her undergraduate degree from Northwestern University. Her master's and doctorate were also from Northwestern University.

She began her teaching career in Midwestern elementary schools. Charlotte joined the education faculty of Ohio State University in 1955 where she organized the first course in children's literature at Ohio State, founded the Ohio State Children's Literature Conference, and built a nationally respected program that offers both a master's and doctorate in children's literature.

Her textbook, *Children's Literature in the Elementary School*, is now in its eighth edition. During her career, she served on the Newbery Award Committee, chaired the Caldecott Award Committee, was inducted into the Reading Hall of Fame of the International Reading Association, was an Arbuthnot Lecturer, received several Distinguished Teaching awards, and was elected president of the National Council of Teachers of English.

Upon her retirement, from Ohio State, the Charlotte S. Huck professorship was established, the first endowed professorship in children's literature in the nation.

In "retirement", Charlotte moved to Redlands to live near her nieces Charlotte Burgess and Jean Gaylord. Retirement for Charlotte meant continuing to bring books and children together. She wrote five children's books, was the force behind the evening read aloud program at Smiley Library, the Children's Literature Festival, the annual Family Day at Smiley Library, and a children's literature book discussion group that continues to meet.

CALIFA GROUP SAVINGS

From 6/1/2009 Through 7/30/2010

Retail Califa Savings

ESCONDIDO Total		4,752.63	860.00	3,892.63
	3M CD/DVD HUB MARKER 2/22/10	1,388.79	1,208.25	
	CHECKPOINT EQUIPMENT 10/27/09	14,295.03	12,865.53	
FOLSOM Total		15,683.83	14,073.78	1,610.05
	COUNTING OPINIONS LIBSAT 4/09-3/10	11,052.63	10,500.00	
	COUNTING OPINIONS LIBSAT 4/10-3/11	11,052.63	10,500.00	
	EDITORIAL OCEANO 3/10-2/11	4,791.67	2,875.00	
	MANGO LANGUAGES 7/09-6/10	25,254.49	23,360.40	
	MANGO LANGUAGES 7/10-6/11	25,254.49	23,360.40	
	MORNINGSTAR 6/10-6/11	7,232.63	6,871.00	
	MORNINGSTAR 7/09-6/10	6,889.07	6,544.62	
	INTERNET LIBRARIAN 2009	1,775.00	1,155.00	
FRESNO CO Total		93,302.61	85,166.42	8,136.19
	PROQUEST LAT 1/10-12/10	5,365.50	4,828.95	
FULLERTON Total		5,365.50	4,828.95	536.55
	CONTENT DM SUB 10/11, MAINT 09/10	3,900.00	251.50	
	CONTENT DM SUB 10/11, MAINT 09/10	3,900.00	266.75	
FULLERTON COL Total		7,800.00	518.25	7,281.75
	ACCESS SCIENCE 7/09-6/10	479.84	446.25	
	INTERNET LIBRARIAN 2009	958.00	558.00	
GAVILAN COLLEGE Total		1,437.84	1,004.25	433.59
	CALCAT 7/1/10-6/30/11	935.00	298.22	
	OCLC CALCAT 7/09-6/10	935.00	298.22	
	OCLC WORLDCAT 7/09-6/10	2,100.00	785.39	
	OCLC WORLDCAT 7/10-6/11	2,100.00	785.39	
GENERAL Total		6,070.00	2,167.22	3,902.78
	3M EQPMT 10/27/09	103,457.44	90,007.97	
	3M SELFCHK 4/8/10	28,399.43	24,707.50	
	CONTENT DM SUB 10/11, MAINT 09/10	3,900.00	67.00	
	CONTENT DM SUB 10/11, MAINT 09/10	3,900.00	134.00	
	MANGO LANGUAGES 7/10-6/11	9,996.76	9,247.00	
	PQ HIST LAT 1/10-12/10	13,067.83	11,761.05	
	PROQUEST LAT 1/10-12/10	5,365.50	4,828.95	
GLENDALE Total		168,086.95	140,753.47	27,333.48
	EBSCO NOVELIST 6/1/10-5/31/11	832.58	499.55	
	EBSCO NVLST 6/09-5/10	832.58	499.55	
	LIBRARY THING 1/08-11/09	997.50	897.75	
	LIBRARY THING 1/09-11/10	1,027.83	925.05	
	MVLIBRARY EBKS 2010	79,768.00	3,250.00	

Glendora
Glendora
EBKS
EBSCO NOVELIST 6/1/10-5/31/11
EBSCO NVLST 6/09-5/10
LIBRARY THING 1/08-11/09
LIBRARY THING 1/09-11/10
MVLIBRARY EBKS 2010
EBKS

CALIFA GROUP SAVINGS

From 6/1/2009 Through 7/30/2010

Retain Califa

Savings

LATIMES Access

GLENDORA Total	PROQUEST LAT 1/10-12/10	4,410.00	3,969.00	77,827.60
	3M BOOKCHECK 7/18/09	87,868.50	10,040.90	
	GALE HEALTH DATABASE 7/10-6/10	3,994.17	3,474.93	
	GALE HEALTH REF 8/18/09-6/10	15.05	12.79	
	MANGO LANGUAGES 8/09-7/10	12.53	10.65	
	INTERNET LIBRARIAN 2009	1,578.41	1,460.03	
HARRISON Total	ACCESS SCIENCE 7/09-6/10	2,623.00	1,763.00	1,501.76
	3M SELF CHECK 6/09	8,223.16	6,721.40	
HARTNELL Total	MYLIBRARY EBKS 2009	479.84	446.25	33.59
	MYLIBRARY EBKS 2010	7,991.77	6,952.84	
	NETLIBRARY GENERAL EBOOKS 1/0-12/10	63,460.00	800.00	
HAYWARD PL Total	MANGO LANGUAGES 10/09-9/10	79,768.00	3,250.00	
	OCLE WORLD CAT 7/09-6/10	4,561.00	800.00	
HEMET Total	OCLE WORLD CAT 7/10-6/11	155,780.77	11,802.84	143,977.93
	MANGO LANGUAGES 11/1/10-10/31/11	3,682.95	3,406.73	
HOLOCAUST Total	PROQUEST HQ 1/10-12/10	3,682.95	3,406.73	276.22
	PROQUEST NAT CORE 1/10-12/10	2,100.00	589.05	
	RAND CA STATS 1/1/10-12/31/10	2,100.00	785.39	
HUNTINGTON Total	BRITANNICA ONLN 7/09-6/10	4,200.00	1,374.44	2,825.56
	CONTENT DM SUB 09/10, MAINT 08/09	9,996.57	9,246.83	
	CONTENT DM SUB 10/11/MAINT 09/10	6,200.83	5,580.75	
	EBS CO AUTO REPAIR REFERENCE CENTER 6/09-5/10	16,592.33	14,933.10	
	ENCYCLOPEDIA BRITANICA 7/10-6/11	998.08	848.37	
	GALE DB 7/09-6/10	33,787.82	30,609.05	3,178.77
	GALE PACKAGE 7/10-6/11	3,117.95	2,681.44	
	NVLST 6/09-5/10	3,900.00	50.00	
	NVLST K-8 6/09-5/10	3,900.00	100.00	
	PQ ALE 1/10-12/10	5,351.19	3,745.83	
	PROQUEST LAT 1/10-12/10	3,437.74	2,681.44	
	RAND CA 5/7/09-5/6/10	30,682.91	26,080.47	
INGLEWOOD Total	ACCESS SCIENCE 7/09-6/10	29,455.59	25,037.25	
	3M SELF CHECK 6/09	1,665.17	1,498.65	
	MYLIBRARY EBKS 2009	249.78	224.80	
	MYLIBRARY EBKS 2010	3,692.50	3,323.25	
	NETLIBRARY GENERAL EBOOKS 1/0-12/10	5,365.50	4,828.95	
	RAND CA 5/7/09-5/6/10	589.06	500.70	
	Total	91,407.38	70,752.78	20,654.60

14

Division Monthly Reports



To: Robin Weed-Brown

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

Date: October 2010

Public Services - Cindy Romero, Janet Stone

Children's

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
10/5/2010	TAB	18
10/7/2010	GUSD Council PTA	30
10/12/2010	Community Preschool	35
10/13/2010	Community Preschool	27
10/13/2010	Boy Scout Library Tour	6
10/14/2010	Battle of the Books	245
10/14/2010	Charter Oak Lib Committee Mtg.	8
10/18/2010	Four-Year College Going Culture Mtg.	15
10/21/2010	Grace Lutheran Preschool	108
10/25/2010	Author Visit Laura Wynkoop	25
10/25/2010	Spooky Stories	85
10/28/2010	Whitcomb Headstart Preschool	37
	Total Number of Participants	639

The books were read, the teams had signed up, the questions were ready, the committee and camera man were all in place...lights, camera, action! Our Third Annual *Battle of the Books* program, which took place on Oct. 14th, was a huge success! We had a total of 19 3-members teams compete in the Battle this year. The Battle went 14 nail biting rounds, culminating with our 2 winning teams: winning team was the *Bulldog Battalion*, a team of 6th graders from Washington Elementary School and the 2nd place team was the *Book Freaks*, a team of 8th graders from Goddard Middle School. Joining the teams in the fun this year, there was a standing room only crowd of spectators. It was wonderful to see such support from friends and family! Thank you to all who came to support our students in their reading and competitive endeavors.

Halloween week was full of stories and trick-or-treaters. We began the week with an author visit from a local Glendora author, Laura Wynkoop. She delighted the kids with poems from her book, *An Eyeball in my Garden and other Spine Tingling Poems*. We followed up later that same evening with *Spooky Stories*, a program for our younger readers. City Council members Ken Herman, Karen Davis and Gene Murabito, as well as Library Board Trustee

Helen Storland joined us to read to the children and hand out treats. The children filled the Friends Room with their excitement. During the remaining storytimes of the week, children dressed in the costumes and trick-or-treated through the library.

We held our first Summer Reading Club planning meeting in October – yes it seems early, but we have to start planning early! Our first orders are due later this month. Next year's adult and teen theme will be *100 Years of Novel Destinations @ The Glendora Public Library*. The children's and baby's theme will be *One Century, Many Stories*.

We conducted storytime visits to the Community Services KIDS program, Whitcomb Headstart, Teen Parents, and the ELF program for in-home daycare providers. Rebecca also visited Grace Lutheran Preschool to read storytime during their Community Helpers Week.

Cindy was able to venture out into the community for several meetings this month as well. She visited the GUSD Council PTA meeting as she does monthly to discuss upcoming library events. She also visited the COUSD Library Committee meeting. For the first time, she participated in GUSD's 4-Year College Going Culture committee meeting.

Adult

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
10/2/2010	Opera Talks <i>The Marriage of Figaro</i>	32
10/18/2010	Coordinating Council Board	16
10/19/2010	Library school student interview	1
10/26/2010	Rotary	40
10/28/2010	A Novel Idea – <i>South of Broad</i>	9
	Total Number of Participants	98

Sandy and Gaetano have met at least one civic duty for another year: both have survived jury duty. Meeting those scheduling demands along with the usual holiday requests and recently mandated furloughs is proving challenging. Janet has been doing calculations based on customer counts from September, and she, Cindy, and Gaetano have identified numerous hours during the week where staffing levels at the Information desk will be adjusted. Not only should this provide more consistent levels of service for the public, but it should ease a few of our scheduling restrictions as well. Our terrific staff is hanging in there and we'll tweak as we go, when needed.

Other worthy endeavors that continue demanding attention include:

- Summer Reading Club planning (Gaetano, Sandy, and Janet were part of the 2011 kick-off session);
- InstantLibrarian text/instant-message reference staffing;
- materials weeding (measuring available shelf space and calculating collection size);
- training (Rebecca and Suzette delved into online health information from the National Library of Medicine, while Janet joined the management team to learn more about the "Strategic Reality Check" planning process);

- Novel Idea (book group member Helen Storland led the multi-character *South of Broad* discussion);
- and Coordinating Council general membership and board meetings.

A couple of less frequent opportunities cropped up in the last month, as well. Janet joined Rotary meeting program presenter Robin, covering Adult Services' support of the City's vision statement and touring Youth Services' services to all developing readers. And, again joining Robin, Janet returned to home turf Pasadena for a Foothill Library Consortium meeting, where she shared Adult Services' efforts in the staffing-level and collection-size arenas.

Support Services – Carlos Baffigo

Emergency Preparedness:

- A newly revised and updated Library Emergency Preparedness Manual is under review.

Facilities:

- Excel Fire Alarm System repaired several faulty smoke and heat detectors. The system is now fully operational.
- A bid walk-through was conducted for the replacement of the library's heating boiler. The existing boiler is original to the building (circa 1972) and is showing significant sign of wear.
- Recent rains resulted in several minor leaks in the library and IT. PW was contacted.

Computer Systems:

- IT has approved the purchase of Envisionware time-out and session limit software to replace the existing PCCop software installed on the public internet computers. The new software will have improved functionality and reliability.

Development & Educational Services – Anne Pankow

<i>Date</i>	<i>Program/Event</i>	<i># of participants</i>
10/5-10/26/2010	Quilting with Sandy Janicki	31
	Total Number of Participants	31

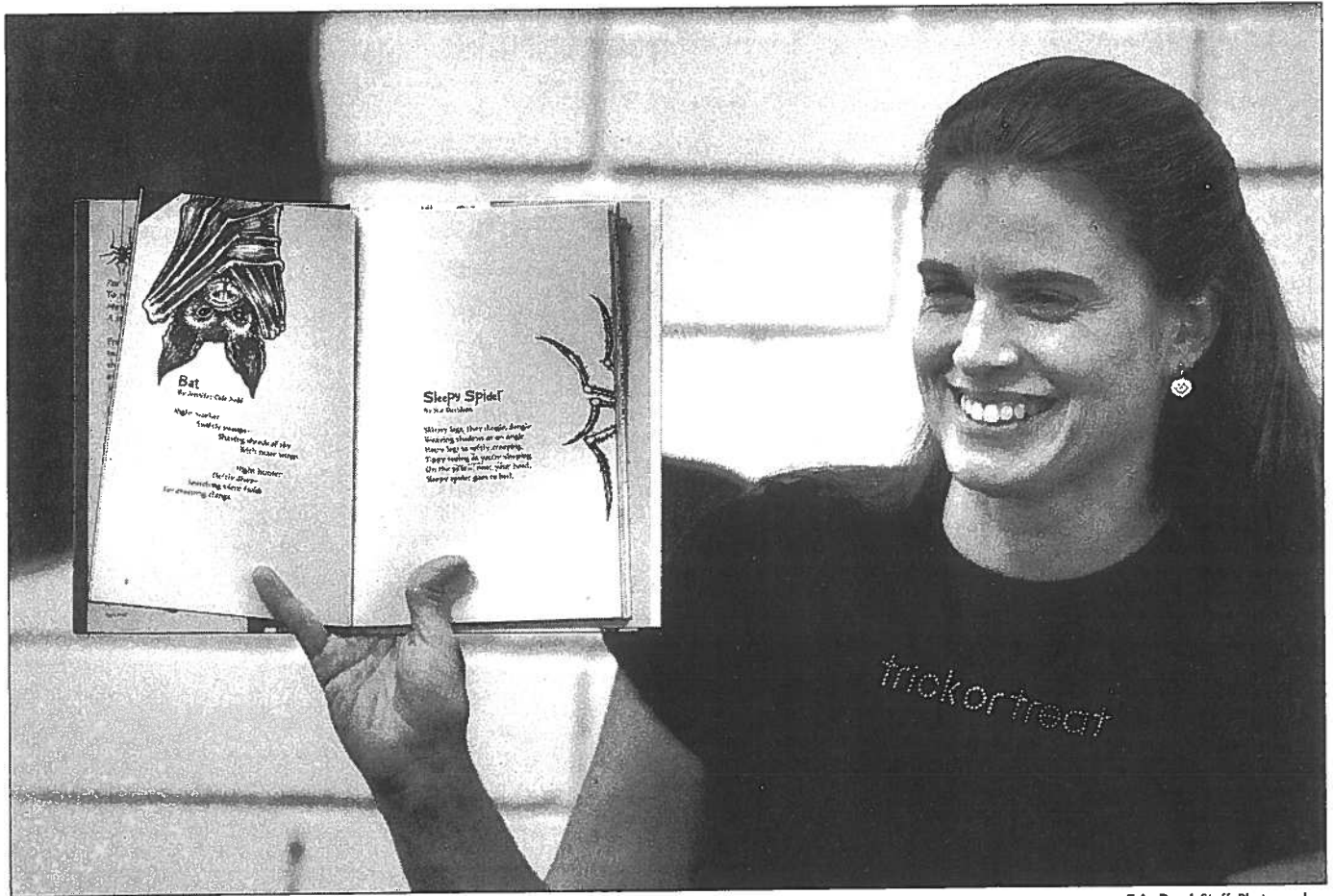
<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
10/6/2010	Outreach to Teen Parent with Cindy & Chris at Arrow High School	12
10/7/2010	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	59
	Total Number of Participants	71

11/3/10

DORA

LATEST UPDATES AND NEWS REPORTS FROM YOUR CITY ONLINE 24/7

'Eyeball' author reads poetry



Eric Reed Staff Photographer

Children's author Laura Wynkoop reads scary poems from her book "An Eyeball in My Garden and Other Spine-Tingling Poems" to children at Glendora Public Library on Oct. 25.

Project to strengthen bridge in Glendora

By Maritza Velazquez and Daniel Tedford
Staff Writers

GLENDORA — Los Angeles County this week began a nearly half-million-dollar project aimed at preventing earthquake damage to a railway bridge, officials said.

Work on the bridge, located

on Route 66 between Loraine and South Lone Hill avenues, is expected to last about 70 days, according to Los Angeles County Department of Public Works Construction Office Engineer Pirouz Bozorgnia.

"It's basically strengthening of steel-based frames and footing, painting structural steel

and fastening bearings," Bozorgnia said. "It's seismic rehabilitation of the bridge."

The bridge accommodates two freight trains per day and is part of the Metro Gold Line, Metrolink officials said.

The project on the Route 66 bridge will shut down one lane on the street in each direction,

Bozorgnia said.

For the first stage of the project, the inside lane in each direction will be closed and for the second half of the project, the outside lanes will be closed, he said.

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daniel.tedford@sgvn.com
626-962-8811, ext. 2718, 2730

Glendora Public Library Summary Data for October 2010

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

<u>Service Indicators</u>	This Year October	Last Year October	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	22,189	24,955	-11%	93,777	104,022	-10%
I. D. Total Items Loaned	37,084	37,186	0%	154,572	154,996	0%
I. D.4. Electronic Circulation	383	255	50%	1,499	846	77%
III. A. Total Requests for Information/Adult Services	2,527	2,197	15%	9,822	10,226	-4%
II. A. Total Items Owned	147,988	149,644	-1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	15,467	14,081	10%	60,342	57,779	4%
V. A.2. Library Home Page Views *	10,832	9,554	13%	43,341	40,904	6%
VI. A. Total Number of Programs	6	10	-40%	38	48	-21%
VI. E. Number of Literacy Students Active	35	37	-5%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	136	139	-2%	506	595	-15%
VI. F.1 Total Number of Volunteer Hours	726	865	-16%	4,118	5,108	-19%
I. G. Total General Fund Revenue	\$5,040	\$7,069	-29%	\$19,184	21,614	-11%

These statistics are subject to verification.

19

October – November 2010 Events



Battle of the Books
October 2010

Battle of the Books
Winning Team: Bulldog Battalion
(middle) with
Chairperson Pat Janes (left) and
Sr. Librarian Cindy Romero (right)
October 2010



Battle of the Books
2nd place team: Book Freaks
(middle) with Chairperson
Pat Janes (left) and Sr. Librarian
Cindy Romero (right)
October 2010

Continued...

Battle of the Books
From left to right: Committee member Linda Gamborg, Judges John Lundstrom, Lani Exton and Marcia Conway
October 2010



Battle of the Books
Teams
October 2010

Spooky Stories
October 2010



Continued...



Spooky Stories
October 2010

Spooky Stories
October 2010



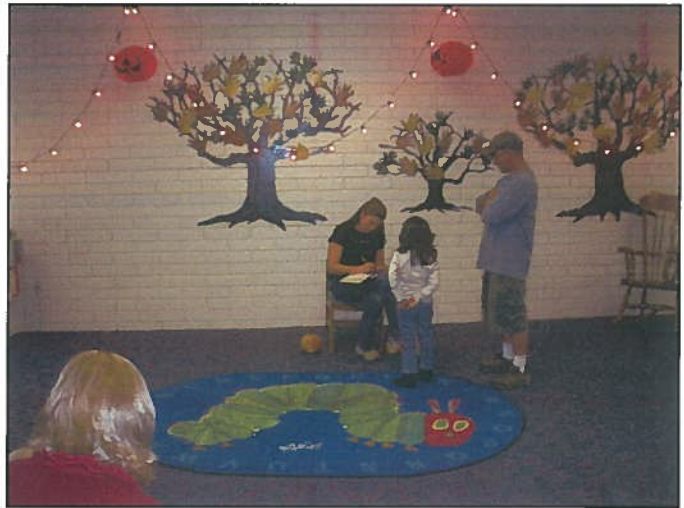
Trick-or-treating at the Library
October 2010

Continued...



Halloween at the Library
October 2010

Visit from Children's author
Laura Wynkoop
October 2010



Suzette Farmer being recognized
by City Manager Chris Jeffers for
10 merit coupons
November 2010

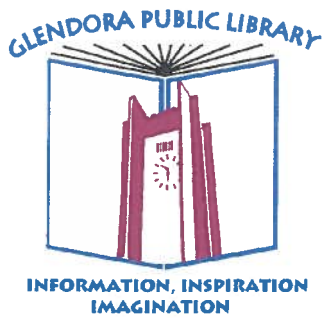
6.

Unfinished Business

7.

New

Business



Glendora Public Library Board of Trustees
 Agenda Item Report

To: Board of Library Trustees

From: Robin Weed-Brown, Library Director *Robin*

Date: November 15, 2010

Re: Agenda Item #7.1: Review of library procedure: Request to Limit/Revoke Privileges

Library staff encourages parents to take an active interest in their child's library activities.

The procedures you are reviewing were written up after a rash of parental requests to revoke, and then reinstate, their child's library card or access to library resources. Parents were using the loss of library access as punishment for their child. When things improved, parents wanted to reinstate library privileges; until the next time the child misbehaved and the request cycle was repeated. This pattern created a lot of confusion and extra work for library staff so procedures were written up for staff to follow.

Recommendation:
 Review procedures, comment.

Requests to limit or revoke privileges:

Procedures for front-line staff

These procedures are to be used when anyone asks to limit profoundly the borrowing privileges or library use of another patron, whether temporarily or permanently. Examples include but aren't limited to:

- Parent or legal guardian (hereafter, "parent") wanting to exclude Internet use from his/her child's privileges;
- Parent wanting to exclude any kinds of written or A/V materials from his/her child's use or borrowing privileges;
- Parent wanting to remove his/her child's borrowing privileges entirely;
- Parent wanting to deny access to the library facility entirely.

For additional information, refer to resources at the end of this procedure.

If a manager is available

1. Refer the request for limitation to the manager immediately.

Sample language:

We appreciate your interest in monitoring your child's use of the library. According to library procedure, any request to limit another person's privileges needs to be handled by a manager. Please let me see if someone's available to help you right away.

2. Brief the manager in private.

Useful details:

Required:

- Names of people involved
- Contact information
- Exact privileges in question

If volunteered by customer during initial discussion:

- Age of child(ren) if involved
- Whether child's library card has been brought in
- Status of account to be limited, including any notes
- Any underlying concerns (experience with certain materials or services [like videos, MySpace], family dynamics [child being grounded], etc.)
- Any other transactions pending (dues to pay, etc.)

If no manager is available

1. Explain that the limiting of someone's privileges is not an everyday procedure, and that a manager will be in touch within two business days.

Sample language:

We're happy to help you with any basic transactions right away. Limiting someone's privileges is not an everyday procedure and needs to be handled by a manager. I'm afraid no one is available at the moment, but if I can have your contact information a manager will be back in touch with you within two business days.

2. Address any other immediate needs that can be handled right away (return claims, fees), etc.
3. Take customer's contact information, and note as many of the "Useful details" (listed above) as are readily available.
4. If immediate action is necessary, place a temporary block on the child's account while waiting for management assistance. Remove the PIN from the account. Let the customer know that this is a temporary measure, pending discussion with and confirmation from the manager.

Include this information when you notify the manger, so s/he can follow up appropriately.

5. If managers' schedules are known, and one will be available soon, bring the contact information and details to him/her as soon as possible, and brief him/her in private.

If managers' schedules are unknown, or no one will be available immediately, email the entire management team with the contact information and details, and mark the message with "High" importance.

Resources

City of Glendora Administrative Policy 4.05 GPL Policy concerning Collection Development

City of Glendora Administrative Policy 4.08 Policy concerning Use of Facilities by Minors

City of Glendora Administrative Policy 4.13 Glendora Public Library Internet Access and Use

Library Administrative Policy 3.03 Circulation with Parent Letter

Requests to Limit or Revoke Privileges:

Procedures for Managers

These procedures are to be used when anyone asks to limit profoundly the borrowing privileges or library use of another patron, whether temporarily or permanently. Examples include but aren't limited to:

- Parent or legal guardian (hereafter, "parent") wanting to exclude Internet use from his/her child's privileges;
- Parent wanting to exclude any kinds of written or A/V materials from his/her child's use or borrowing privileges;
- Parent wanting to remove his/her child's borrowing privileges entirely;
- Parent wanting to deny access to the library facility entirely.

For additional information, refer to resources at the end of this procedure.

By Telephone

If a parent contacts the library by phone requesting that their child's library card privileges be revoked, inform them that any changes to the account must be done in person with a member of the management team. If possible when speaking with the parent, make an appointment to discuss the situation. When the parent comes into the library to discuss the removal of privileges, follow the steps outlined below. If a block has been placed as a temporary measure, confirm with the parent that it is indeed temporary pending their further discussion with a manager.

In person

1. If a manager was unavailable at first and a block has been placed as a temporary measure, you may want to follow up separately (and right away) on that point, confirming that the block is indeed temporary pending further discussion with a manager.

When the manager/parent meeting occurs:

2. Invite the requesting customer to talk with you in a non-public area.
3. Confirm the exact privileges to be limited; confirm the impetus and/or underlying concern.

4. Explain basic policies and philosophies adopted by library; provide print copies as needed.

Useful examples:

An individual with a library card may check out any item in the collection. Library staff may not tell your child what he/she can or cannot borrow. We encourage you to set your own family rules and talk about them with your child ... The Internet is available on the public computers in the Library. Anyone with a valid Glendora Public Library card can use the computers. < "What every Parent should know about the Glendora Public Library" >

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval ... A person's right to use a library should not be denied or abridged because of origin, age, background, or views. < "Library Bill of Rights," in Administrative Policy No. 4.05 "Glendora Library Policy Concerning Collection Development" >

The team member should remind the parents that the library does not want to be involved in the relationship between the parent and the child, nor act as a punishment device.

5. Offer customer other options, tools, or information as available.
6. If no other solution or agreement is found, we may withdraw privileges as follows:
- a. All library-card-related privileges
 - b. Of a child or teen under the age of 18, as requested by a parent
 - c. If no other similar requests have been made regarding the same account in the same school year (considered to start in summer, running July through June)
 - d. When parent has library card for the affected account on hand, or is able to document his/her identity/legal role appropriately
 - e. By taking the following steps:
 - i. creating a "blocking note" in Polaris, stating:

1. Card-related privileges have been revoked

2. Name of parent requesting revocation
 3. Date of revocation
 4. "Do not issue new card/replacement or grant Internet access until patron has reached the age of 18. Ask a manager if you have any questions."
 5. Any other stipulations
 6. Name of manager approving revocation
 7. That note should NOT be deleted; changes should be added instead of overwriting.
- ii. deleting PIN from account
 - iii. following up with the parent by letter.
7. Explain the above parameters to parent, especially the restrictions on repeat requests with one school year.
 8. At present, we do not have satisfactory ways of excluding only the Internet or other specific library materials and services from a patron's privileges, or of preventing use of the library facility itself.
 9. Other requests for restrictions that fall outside of these recognized parameters will need to be discussed with the library management team.
 - a. Explain the complexity of situation to requestor, and arrange to get back in touch with him/her within 10 business days.
 - b. If insisted upon, implement temporary measures and follow up immediately with letter or email confirming that the solution is temporary and that further options will be discussed by library management, etc.

Resources

City of Glendora Administrative Policy 4.05 GPL Policy concerning Collection Development
 City of Glendora Administrative Policy 4.08 Policy concerning Use of Facilities by Minors
 City of Glendora Administrative Policy 4.13 Glendora Public Library Internet Access and Use
 Library Administrative Policy 3.03 Circulation with Parent Letter

Requests to reinstate privileges:

Procedures for front-line staff and managers

1. If a parent wishes to reinstate their child's library card privileges:
 - a. Verify the parent's identity/legal role appropriately
 - b. Explain that privileges may not be revoked for a second time during the current school year (July-June)
 - c. Remove the block on the patron account by:
 - i. Adding a second note in the notes field (do not remove existing note) stating
 1. privileges have been reinstated
 2. Date of reinstatement
 3. Any stipulations or extra information provided
 4. Name of parent requesting reinstatement
 5. Name of manager or staff member assisting
 - ii. Re-assign PIN to account
 - d. Front-line staff should notify manager, who will follow up with parent by letter

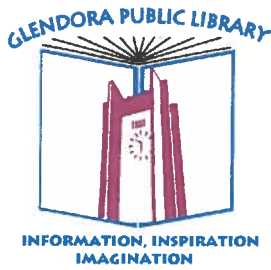
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City of Glendora Administrative Policy 4.08 Policy concerning Use of Facilities by Minors

City of Glendora Administrative Policy 4.13 Glendora Public Library Internet Access and Use

Library Administrative Policy 3.03 Circulation with Parent Letter



Glendora Public Library Board of Trustees
Agenda Item Report

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *Robin*
 Date: Nov. 15, 2010
 Re: Agenda Item # 7.2 Volunteer Goal Report and Library Volunteer Policy #4.06 Review

The following goal was approved by the Library Board and City Manager for FY 2010/11:
 Identify new areas and programs where volunteers may be recruited to assist in filling unmet needs as a result of demand, fiscal restraints, or both. A comprehensive plan with job descriptions and recruitment strategies will be presented for the Library Board to consider during that timeframe. By November 2010.

Progress Report:

The first step in this goal was bringing together what volunteer jobs and procedures are already in place in the library. By division:

Administration and Development:

- Office Support
- Bookstore: service desk, sorter, substitute
- Homebound Service
- Adult Literacy Tutor
- Events and Fundraising

Youth Services:

- Teen Advisory Board (TAB)
- Summer Reading Club: Teen Club Captains
- Summer Reading Club: Youth Volunteer
- Year Round Youth Volunteer
- Early Learning with Families (ELF) Community Adult Volunteer
- ELF College Student Volunteer
- Collection Maintenance Adult Volunteer

Adult Services

- Computer Center Teen Volunteer

Support Services:

- Customer Service
- Collection Maintenance
- Technical Services

23% of the library's workforce (5.4 FTE) was comprised of volunteers in 2009/2010.

Step two included:

- Reviewing, updating and standardizing job descriptions;
- Reviewing and updating procedures and applications;
- Centralizing the material together in one electronic file for ease of access;

Divisions may still maintain, as needed, their own volunteer files, applications and procedures. If changes are made to any document, the primary electronic file will be updated as well.

Step three: Identify new areas and programs

The management team met and identified areas where additional volunteer support would be valuable.

Two opportunities in the Youth Services programs were selected and job descriptions written.

- **ELF Coordinator:** this position would work with the ELF volunteers, contact providers, make calls, keep statistics, monitor content of story boxes for completeness and cleanliness. The use of volunteer help in this capacity will free up staff time to focus on the more professional aspects of this program and other library responsibilities.
- **Friends Room Volunteer:** this position would help at storytimes and staff the Friends Room encouraging them to 'stay and play' at the conclusion of the storytime. This will expand use of this valuable family space and free up staff time. If successful, additional volunteers may be used for 'stay and play' times during non-storytime hours.

Recruitment:

The library has several venues for recruiting volunteers. Recruitment has not been a problem for the library; we usually have more people contact us to volunteer than we can handle. Recruitment for these positions will begin after the holiday season. Potential volunteers can learn about library opportunities via:

- Our participation in the national *VolunteerMatch* program (www.volunteermatch.org)
- Library Website
- In-library promotional pieces
- Placing print copies of the job descriptions at the public service desks, augmenting the information in the current library volunteer brochure, *Volunteers Have Heart*.
- Press release for local papers (e.g. Community News, SGV Examiner, Glendora Report)
- Channel 3 KGLN (if possible)

Attached for your review are the two new volunteer job descriptions and updated policy. Information on the current library volunteer positions that are listed under "step one" will be available at the meeting if you wish to review them (job descriptions, procedures, and supplemental applications).

Recommendation:

Review documents and comment. Review policy and take appropriate action.



**Glendora Public Library
Volunteer Program**

Volunteer Profile: ELF Coordinator

Overview:

ELF (Early Learning with Families) is a program that provides storytime visits and boxes of materials to in-home daycare providers. Under the direction of Youth Services staff, the ELF coordinator will assist library staff with the day to day coordination of the program. Benefits include being an integral part of a newer library program, the opportunity to see growth and development in young children, and the opportunity to mentor college students in working with young children.

Key Responsibilities:

- Contact providers to schedule and confirm storytime visits
- Contact and schedule Adult Volunteers
- Schedule substitute volunteers, as needed
- Maintain provider and volunteer contact record
- Monitor content of ELF boxes for completeness and cleanliness
- Keep statistics for the number of storytimes provided, the number of children reached and the number of all ELF volunteers
- Visit storytimes for monitoring, substituting, etc.

Qualifications:

Adult; 18 years of older; have an interest in reading to and providing services to very young children; have previous experience with young children; have a flexible schedule; be fingerprinted.

Training and Support Provided:

Library staff will provide all necessary training for all ELF Volunteers; training will include: general overview of ELF program and principles, introduction of storytime procedures, introduction into the training that APU student volunteers receive, review of ELF Coordinator responsibilities, review of reporting procedures.

Commitment:

Ability to work up to 2 hours weekly, minimum of 1 year commitment.



**Glendora Public Library
Volunteer Program**

Volunteer Profile: Friends Room Volunteer

Overview:

Under the direction of Youth Services Staff, this position would help at storytimes and monitor the Friends Room, thereby expanding use of this valuable family space. The Friends Room volunteer will have the ability to interact with young children and their families.

Key Responsibilities:

- Assist during a Librarian-lead storytime by:
 - Watching the room for safety while the program is in progress
 - Helping the Librarian in handing out materials like musical instruments or toys
 - Monitoring the door to ensure that children don't leave unattended
 - Assisting with "stroller traffic" in the hallway
- Monitor the Friends Room for safety while a program is not in progress
- Setting up or removing educational manipulatives for activities not related to a program in progress
- Cleaning educational manipulatives and other materials, as needed

Qualifications:

Adult; 18 years old minimum; reliable, personable, friendly; enjoy working with young children and their families; have good balance and coordination; have a love of books and/or enjoyment of reading; be fingerprinted.

Training and Support Provided:

Library staff will provide all necessary training for Children's Room volunteers; training will include: an overview of storytime principles and procedures, review safety procedures, review of Children's Room guidelines.

Commitment:

Ability to work a two (2) hour shift weekly, a minimum of a 3 month commitment is required.

DRAFT

35

City of Glendora
Administrative Policy
No. 4.06

Subject: GLENDORA PUBLIC LIBRARY VOLUNTEER POLICY

Effective: July 1989; Revised January 27, 1992; Revised February 24, 1997; Revised May 19, 2003; Revised March 16, 2009; Revised November 15, 2010

Policy Objective:

To establish procedures for Library volunteers

Authority:

Board of Trustees of the Glendora Public Library

Assigned Responsibility:

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

Policy:

Individuals interested in volunteering are required to submit a volunteer application. An interview will be scheduled to assess the volunteer's skills, interest, and availability. The Glendora Public Library reserves the right to make volunteer appointments based upon the applicant's ability to perform required duties and upon the needs of the library; some applicants may not be placed.

Every effort will be made to match volunteer applicants with duties that best complement their skills and interests. Any volunteer who does not follow volunteer policy and guidelines, or is unable to meet the needs of the library, will be asked to terminate the volunteer relationship.

The Glendora Public Library is a "Drug Free Workplace." A volunteer found to be under the influence of or impaired by an intoxicant while on duty or stand-by for duty, shall be asked to leave his or her post for the day and may be relieved of volunteer duties altogether.

Attachments:

- A: GPL Volunteer Program Overview
- B: *Volunteers have Heart!* Brochure
- C: GPL Volunteer Application
- D: GPL Volunteer Confidentiality Statement
- E: GPL Volunteer Check-in sheet
- F: GPL Volunteer Time sheet

Approved and adopted this 15th day of November, 2010

Ayes: _____

City of Glendora
Library Board of Trustees

Noes: _____

Absent: _____

Attest: _____
Robin Weed-Brown, Library Director

By: _____
Debbie Deal, President



Glendora Public Library
Volunteer Program
Overview

All adult volunteers are processed and coordinated by the Volunteer Coordinator. Youth volunteers, ages 12-18, are processed and coordinated by assigned staff in the Adult/Youth Services divisions. The Library does not generally accept any volunteers who are court referrals/court appointed.

1. Anyone interested in serving as a Library Volunteer should complete the interest form found in the "Volunteers Have Heart" brochure **[attached]**. The completed form should then be turned in to a staff member and submitted to the Volunteer Coordinator. The Volunteer Coordinator will review the completed form and refer the volunteer candidate to the appropriate person for appropriate follow-up and/or scheduled interview.
2. As needed, volunteer candidates will be interviewed by assigned staff. A volunteer application must be completed by each candidate at the time of his or her interview.

The purpose of the interview is to assess the volunteer's skills, interests, and schedule availability. Volunteer acceptance and placement is based on the compatibility of volunteers' skills and the needs of the Library – some applicants may not be placed at the time of their interview. If a candidate is accepted as a Library Volunteer, every effort will be made to match volunteer interests with his or her library assignment.

3. A volunteer's work assignment and schedule are determined by the staff person conducting the interview, and may be changed at any time to meet the needs of the organization. At the discretion of the Volunteer Coordinator or the assigned division, a volunteer may be re-assigned to work on special projects at any time.
4. A volunteer who is unable to work his or her assigned work schedule should contact the Volunteer Coordinator or the supervisor in the appropriate division as soon as possible. Bookstore volunteers should attempt to find a replacement for their assigned shifts and contact the Development Office or Bookstore Manager if they are unable to find someone to work their shifts.
5. Volunteers should sign in and out and record their hours in the volunteer time book located in the Circulation Office. Literacy volunteers must record their hours on forms required by grant guidelines. Youth volunteers sign in and out and record their hours in the volunteer

time book located at the Youth Services desk. Bookstore volunteers will sign in and out and record their hours in the volunteer time book located in the bookstore.

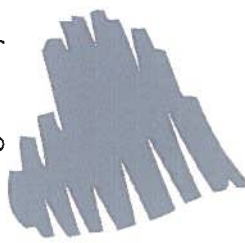
6. While not required, we ask each volunteer to make a three-month commitment to the Library. Changes in work schedule or concerns about work assignment should be referred to the Volunteer Coordinator or Adult/Youth Services divisions as appropriate. Changes in address or telephone number should also be reported.
7. The Library appreciates each volunteer's willingness to help, but asks that they direct patrons to a Library staff member immediately if there is a question from the public beyond directional questions ("Where is....?").
8. The Library is a public service organization, and asks all volunteers to act in a professional, business-like manner. This includes dressing in an appropriate attire for their work assignments and wearing their volunteer badge whenever working in the Library.
9. Jackets, purses and other personal belongings can be kept in the volunteer's assigned work area, if appropriate, or check with a Library staff member. The Library is not responsible for any lost or stolen personal items.
10. The Library does ***not*** cover any volunteer with any form of an insurance policy, including Workers' Compensation. Homebound delivery drivers must be covered under their own private insurance policies. Any injury incurred by a volunteer while conducting their assigned duties must be reported to management immediately.
11. Adult volunteers requesting to work in the Youth Services area or programs may be required to be fingerprinted prior to assignment.
12. All volunteers must read the Glendora Public Library Volunteer Confidentiality Statement and agree to abide by it, upon signing the Statement.
13. Divisions within the Library may have additional procedures that relate to specific volunteer assignments.

You Can Make A Difference!

Thank you for your interest in volunteering your time and talents to your community and to the Glendora Public Library.

Effective volunteer work is a cooperative effort and your decision to support the Library will make a difference in the quality of service we are able to give the Glendora community.

The staff at the Library looks forward to the opportunity of working closely with you!



Bonnie Deering

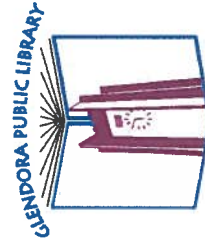
Bonnie Deering
Volunteer Coordinator

Mission Statement

The Glendora Public Library enriches the community by connecting people to the world of ideas, information and imagination to support their work, education, personal growth and enjoyment. The library stimulates civic involvement and is a symbol of the community's well-being.



For More Information:



Glendora Public Library
140 S. Glendora Avenue, Glendora, 91741
[626] 852-4891
www.glendoralibrary.org



Glendora Public Library

If you are interested in becoming a volunteer, please fill out this form and leave it with library staff. The Volunteer Coordinator will contact you to discuss your interest in serving the Glendora Public Library:

Name: _____

Address: _____

City/Zip: _____

Daytime Telephone: _____
()

If under 18, please **X**:

Youth Volunteer, ages 12 - 18

Please **X** areas of interest:

- I want to help where the library has the greatest need
- Friends Plaza Book Loft (adults only)
- Computer Assistance
- Community Programs
- Adult Literacy
- Children's Services (adults)
- Other: _____

Volunteer Opportunities

The library's needs vary from time to time and volunteer placement may change as needed. Specific areas in which we can use your expertise include:



Community Programs

The Library participates in and hosts a variety of community programs and cultural events. Volunteers assist in a variety of ways, ranging from staffing registration or information tables, distribution of surveys/fliers, event greeters, hospitality host/hostess and more.

Adult Literacy

Adult literacy volunteers are trained to work with adult learners and asked to meet with them for 1-1.5 hours each week. Tutoring schedule is based on the individual needs of both the learner and tutor.



Friends Plaza Book Loft

The Friends Foundation operates a used book and gift shop on the main floor of the Library. Bookstore volunteers help sort through donated books, prepare items for sale and staff the Book Shop during open library hours.

Computer Assistance

The Library has more than 15 computers available for use by patrons. You can share your computer expertise by assisting the public with computer related problems.

Volunteer opportunities are not limited to those listed above, but include a wide variety of areas in which we can best use your skills to serve the Glendora community.



Glendora Public Library Volunteer Application

NAME: _____ TODAY'S DATE: _____

ADDRESS: _____ BIRTHDATE: _____

CITY/ZIP: _____ Adult (18 & older) Teen (14 – 18) Youth (10 – 13)

E-MAIL: _____ PHONE: _____

- ◆ I want to help: where the library has the greatest need Friends Plaza Book Loft (adults only)
- Public Computer center Community programs Adult Literacy Children's Services (adults)
- other _____

◆ In case of an emergency, please contact: _____
Relationship: _____ Phone: _____

◆ Present or previous Jobs (Please include any volunteer work): _____

◆ Computers /other equipment experience: _____

◆ Do you speak any other languages? _____

◆ Do you have any physical conditions, which may limit your ability to perform some tasks? If yes, please explain:

◆ It will be necessary to make regular work assignments in or order to set up a schedule. Volunteers are asked to make a minimum commitment of one month.

	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
MORNING							####
AFTERNOON							####
EVENING		####		####	####	####	####

I hereby apply for work as a Volunteer in the Glendora Public Library. I understand that if I am accepted, I will be expected to follow a mutually acceptable work schedule, and to notify my supervisor promptly if I am unable to work as scheduled. I also understand that I will be expected to perform my assigned tasks in a business-like and efficient manner. I have read and agree to follow the Glendora Public Library Volunteer Confidentiality Statement.

DATE: _____ SIGNATURE OF APPLICANT: _____

IF APPLICANT IS UNDER 16 YEARS OF AGE:

School: _____ Grade: _____

I give my consent as a parent/guardian to my child to volunteer his/her services at the Glendora Public Library. My child and I have read the Glendora Library Volunteer Policy and agree to abide by it and his/her assigned schedule.

Date: _____

Parent/Guardian Signature: _____

OFFICE USE ONLY

INTERVIEWER'S NOTES & COMMENTS:



Glendora Public Library Volunteer Confidentiality Statement

The Glendora Public Library supports the Library Bill of Rights with free and confidential access to all materials by patrons.

- Do not release or share information about what materials have been checked out, requested or reviewed except to a cardholder (i.e. someone who has permission to use a card).
- Do not give out names or addresses from registration files to individuals or unauthorized agencies, per state and federal law.
- Do not release information regarding minors, except to parents or legal guardians if they have a library card, a library overdue notice or if the minor is present.
- Do not pass on information overheard from staff member conversations to others. This information must remain in the library.

Volunteer Responsibility

All library employees and volunteers are required to protect each library user's right to privacy. According to California Government Code Section 6254(j), this applies to library circulation records kept for the purpose of identifying the borrower of items available in libraries as well as library materials presented solely for reference & information purposes.

Library circulation records are strictly confidential and are disclosed only to the library cardholder or parent or legal guardian of a minor who is a cardholder, unless a valid subpoena or warrant is presented. If a subpoena or warrant is presented, the Library Director or a Library Manager should be notified immediately.

Volunteers who are granted access to the library's online computer system in the course of their work are asked to strictly maintain the privacy of library customers by not divulging any personal information, including titles and subject matter of materials used or borrowed, to anyone other than library personnel.

Attachment D

Upon completion of reading this statement, a volunteer (age 12 and older) may then sign the Glendora Public Library volunteer application. By signing the application and this statement, they acknowledge that they have read, understand and will comply with this statement.

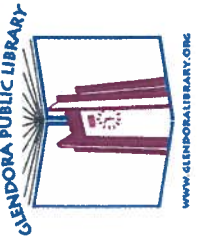
DATE: _____ SIGNATURE OF APPLICANT: _____

IF APPLICANT IS UNDER 16 YEARS OF AGE:

School: _____ **Grade:** _____

I give my consent as a parent/guardian to my child to volunteer his/her services at the Glendora Public Library. My child and I have read the Glendora Public Library Volunteer Confidentiality Statement and agree to abide by it.

Date: _____ **Parent/Guardian Signature:** _____



Glendora Public Library
Volunteer Time Sheet

Name: _____ Phone: _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Year Total		
Jan																																			
Feb																																			
Mar																																			
Apr																																			
May																																			
Jun																																			
Jul																																			
Aug																																			
Sep																																			
Oct																																			
Nov																																			
Dec																																			



Glendora Public Library Events

November 2010

- 04 3:30 p.m. Books n Brownies; Teen book discussion group *Midnight Magic* by Avi –Friends Room
06 10 a.m. *Super 7 Day Sale* in the Library - main floor
08 7 p.m. Books Alive! *Shop Class as Soulcraft* by Matthew Crawford - main floor
11 Library closed – Veterans Day
13 2 p.m. Opera talks: interactive presentation led by members of the LA Opera's Community Educators, featuring *Rigoletto* – Bidwell Forum
15 7 p.m. Library Board meeting – Bidwell Forum
20 In-N-Out *Cover to Cover* (formerly *Food for Thought*) program ends
24 Library closes at 5 p.m.
25 & 26 Library closed – Thanksgiving Holiday

December 2010

- 04-11 10 a.m. *Super 7 Day Sale* in the Library - main floor
04 10:30 a.m. *A Morning with Santa*; in partnership with Community Services – Bidwell Forum and Friends Room
08 5:30 p.m. Novel Idea – Share your favorite book – Friends Room
09 3 p.m. Watch *Polar Express* – Friends Room
13-18 Children's craft week: Gingerbread house craft – Children's room
13 7 p.m. Library Board meeting (**moved from 12/20**) – Bidwell Forum
23-25 Library closed - Christmas Holiday
30-Jan 1 Library closed - New Year Holiday

Storytimes

- *Story Adventures, variety of literature-based programs & activities: ages 5 and up – Monday 4 p.m. NEW*
- Family PJ Storytime: ages 3 -7 - **Monday 7 p.m.**
- Family Craft Night: third **Monday** of each month after Family PJ Storytime
- Time for Tykes: ages 3 - 5 – **Tuesday & Wednesday 10:30 a.m.**
- Mother Goose Storytime: infants & toddlers – **Thursday 10:30 a.m. & 11:30 a.m.**
- Family Storytime: ages 2-5 – **Saturday 10:30 a.m.**

Community Outreach

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

Foundation Executive Board Meeting

- December 3, 2010 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- January 25, 2011 @ 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 FY 10/11; review *Role of the Glendora Library Board of Trustees* document
- September 20** SRC wrap up; Holiday Hours: Thanksgiving & Christmas; review *Study Room Procedures*; review *Red Alert Procedures*
- October 18** Review *Library Staff Materials Procedures*
- November 15** Review *Request to limit or revoke privileges*; review Admin Policy 4.06-Volunteer Policy; Volunteer goal report
- December 13** (moved from 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