

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum
140 S. Glendora Ave

February 28, 2011
5:00 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 January 24, 2011

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 Library Board Staff Appreciation, Encl., page 20

President Deal to lead continued discussion on staff appreciation luncheon

7. NEW BUSINESS

7.1 Requests from Staff to Friends Foundation, Encl., page 21

Weed-Brown to present requests from staff to Friends Foundation for Fiscal Year 11/12

7.2 Planning for Annual Joint Meeting with City Council, Encl., page 27

President Deal to lead discussion to plan for annual State of the Library address

7.3 Library Events Calendar– information, Encl., page 28

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 29

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

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

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

January 24, 2011
5:30 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 5:30 p.m. by President Deal.

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

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 (Robinett/Gomer) to approve the Library Board meeting agenda for January 24, 2011. The motion carried 5-0-0 as follows: **AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.**

4. PRESENTATION

Local author Gary A. Best presented a signed copy of his book *Belle of the Brawl* to the Library Board. Best shared how he came to write this book. He commended Adult Librarian Gaetano Abbondanza for all his help. Best stated that Abbondanza is a great representative of the library; although he was “just doing his job,” he did it with grace, style and respect. Best stated how much he appreciates the services the library provides and voiced his hope that the Glendora Library can continue its valuable services in these tough times.

5. CONSENT CALENDAR

It was MSC (Conway/Gomer) to approve item (1) on the consent calendar, minutes of the meeting of December 13, 2010. The motion carried 5-0-0 as follows: **AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.**

6. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that the City Manager has offered for Finance Director Betta to provide information regarding next year’s budget to the Library Board. She added that she will ask Betta to attend the Library Board meeting once the budget process has started.

Weed-Brown recommended purchasing a much needed microform reader/printer using library trust account money. She added that the machine evaluated and researched by staff has the ability to digitize historical documents and newspapers, which could prove useful for Glendora Library. Following discussion, the Board agreed that purchasing a new microform reader would be a wise investment.

Weed-Brown stated that the library's 2006-2010 strategic plan has been completed. At this time it is appropriate to review it and set new goals. The end of the strategic plan also coincides with a Library Administration goal to "*review and evaluate current library structure with a view towards the needs of the community in the next decade.*" This goal was written last year when working on this year's budget.

Weed-Brown explained that the library established focus groups for the 2006-2010 strategic plan to determine the community's priorities and get feedback. A different methodology is being used this time. The process starts with staff having a discussion about their values and why public libraries exist. Current library services, processes, programs, fiscal realities and the current library structure will be assessed after staff has evaluated how decisions are made. Weed-Brown stated that so far two strategic planning meetings have been held with staff. All staff, full and part-time, is encouraged to participate in this process. She added that an additional benefit to this process is improved marketing strategies.

Weed-Brown stated that she will share this process with Deputy City Manager Fischer at a later date. A report will be presented to the Library Board no later than the June meeting. Weed-Brown added that the findings will be shared with the community, hopefully next fiscal year, by attending service club and business group meetings and getting their feedback and input.

Storland commented on the importance of having staff that is cross-trained. The Board agreed. All Glendora Library staff is cross-trained and able to handle many different tasks at the various public services desks.

Deal commented on the many additional accomplishments listed in the outcomes of the plan of service 2006-2010. Robinett commended Weed-Brown on an excellent recap of the accomplishments.

7. UNFINISHED BUSINESS - NONE

8. NEW BUSINESS

8.1 Library Board Staff Appreciation - information

Following discussion, the Board agreed that the staff appreciation luncheon should be held April 14, 2011 from 11:30 to 1:30 p.m. Board members should arrive by 10:30 a.m. to set up. Deal offered to bring a menu to the next Board meeting.

8.2 Change to February Library Board meeting time - action

Deal stated that the February Board meeting is scheduled for February 28th, which is the 4th Monday, due to the 3rd Monday being a holiday. The Board discussed modifying the meeting time on February 28th or changing the meeting date due to a Board member having a scheduling conflict on February 28th.

It was MSC (Robinett/Storland) to modify the meeting time for the February 28, 2011 Library Board meeting from 7 p.m. to 5 p.m. due to a Board member having a scheduling conflict, since the Library Board meeting is being held on the 4th Monday. The motion carried 5-0-0 as follows: AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

8.3 Discussion of Sacramento's proposed cuts to library funding- action

Weed-Brown supplied a handout in addition to the documentation provided in the Board packet, to give the Board additional information regarding Sacramento's proposed cuts to library funding.

Weed-Brown stated that the Governor has proposed to completely eliminate general fund assistance for local libraries. She agreed with the CLA President, who pointed out that "...public libraries have done more than their fair share to assist with the budget deficit over the years by absorbing painful cuts..." Weed-Brown added that by cutting library funding, matching federal funds are also in jeopardy.

The Board reviewed and discussed the information provided. Weed-Brown explained in depth the various funds, such as PLF (Public Library Foundation) and TBR (transaction-based reimbursement), as well as historical financial information for Glendora Library. Weed-Brown stated that Glendora Library averages \$62,000 in CLSA funds, not including literacy money.

The Board discussed the impacts of the Governor's budget proposal for Glendora Library, as well as the impacts on cooperatives that are in jeopardy of losing their funding. Weed-Brown stated that while all library funding is important, if a choice had to be made, the money going to the cooperatives would be the priority, as these could not be funded on a local level.

The Board agreed to send letters to the members of the Senate Budget Subcommittee Number 1 on Education Finance to advocate for library funding. Weed-Brown offered to put together a short sample letter. She reminded the Board that the letters need to be submitted by February 1. Robinett asked that copies of the letters also be forwarded to City Council. The Board and Weed-Brown discussed the points that need to be included in this letter, such as the local impacts of the proposed cuts, not completely eliminating library funding and the importance of keeping cooperative library system money in place.

Weed-Brown added that she will also be asking Friends Foundation members at tomorrow's quarterly meeting to send letters advocating for library funding.

8.4 Library Events calendar – information

The Library Board reviewed the events calendar. Deal reminded Storland and Conway about the quarterly Friends Foundation meeting tomorrow, January 25, 2011 at 7 a.m.

9. **BOARD MEMBER ITEMS**

9.1 Agenda Planning Calendar - information

The Library Board reviewed the agenda planning calendar. Deal reminded the Board that the February Board meeting will take place February 28, 2011 at 5 p.m. On the agenda planning calendar for next month are the Friends Foundation funding requests from staff and the planning process for the annual joint meeting with City Council.

9.2 Board member items - information

Storland stated that she attended the dedication for the Habitat for Humanity House. She commended Council member Tessitor for doing a nice job.

Deal asked to forward her congratulations to Senior Librarian Romero for winning the Management Award of Excellence 2010.

10. **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:30 p.m.

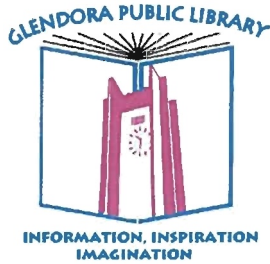
Respectfully Submitted,

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**



5

Glendora Public Library Board of Trustees Agenda Item Report

To: Board of Library Trustees
From: Library Director *Robin*
CC: City Manager
Date: February 28, 2011
Re: Agenda Item # 5: Director's Report

Library staff continues to work diligently on our new plan of service. Two all-staff meetings were held in January and February with three planned for March. An overview of this process and progress to date follows:

In January, staff was introduced to a new process for planning: begin with why our Glendora community supports a public library (what value(s) that represents); then move on to the 'how' and 'what' of our services. We first looked at the library's values and mission; then watched and discussed an interesting video on exploring what our library is 'now' and planning for what 'could be' in relationship to the answer(s) to 'why.' Next we created a list of why public libraries, and Glendora PL in particular, exist, and what value(s) we bring to our community. Out of these discussions, a refined and updated list of values emerged.

In February, staff examined our library values along side of the City of Glendora's vision, purpose, mission, and values statements. Six areas supporting the library's and city's values and missions grew out of this process: continuous learning; physical gathering place; progress/forward-looking: technological and social; service to all Glendorans; balanced community supporting both education and environment; and commitment to past, present and future.

March meetings will continue February's discussions and begin evaluating current and proposing new library services and programs. Staff will utilize statistics, forecasts, trends, and a 'sustainability checklist', as tools in this process. With library use increasing and budgets decreasing, we will need to assess the sustainability of what we offer and how we do things. Realignment and rededication will ultimately mold the development of our new plan of service. I want to commend the staff for their participation and creativity.

Progress is continuing on filling our new volunteer positions, coordinator for the Early Learning with Families (ELF) program and 'Stay and Play' storytime and Friends room support. Cindy

6

has been interviewing interested parties and has filled some of the positions, including the ELF Coordinator. See Cindy Romero's report for more details.

The budgeting process has begun. A timeline for supplying required documents has been provided to department heads with due dates in March. There hasn't been any discussion on target numbers or assumptions to work by however.

The City Manager has asked all Department Heads to propose what a 'meets job expectations/meets standards' is for their position. We are using the 'Executive Performance Evaluation' form that you saw several months ago as the base. (form attached)

The Friends Foundation's Donor Recognition event was very successful. High attendance, new faces and old friends, made for a very enjoyable evening. This year's special recognitions were Apple Graphics and A-1 Party Rentals.

I read at Washington School for their 'read-in' on Feb. 25. I always enjoy my visit to Carol Gilkinson's 3rd grade class. I look forward to reading at Cullen school in March.

March 21-22, I will be in San Jose attending a "Sustainable Libraries" summit for library directors, hosted by the State Library. Lodging and meals will be paid for by the State Library. The library will only need to cover the cost of my plane flight. Because of this meeting, I will miss the re-organization meeting of the city council on the night of March 22. I hope some of you can attend the council meeting that night to represent the library.

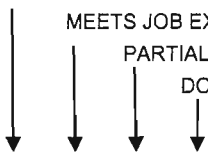
Congratulations to President Debbie Deal and her husband Stan-our new Citizens of the Year!

CITY OF GLENDORA EXECUTIVE PERFORMANCE EVALUATION

Employee Name _____ Job Title: _____
 Department: _____ Unit: _____
 Reviewing Supervisor: _____ Review Period: _____

PART ONE: REVIEW OF PERFORMANCE ELEMENTS

EXCEEDS JOB EXPECTATIONS - Consistent exemplary performance, including in demanding situations or circumstances
 MEETS JOB EXPECTATIONS - Competent performance in most situations and circumstances
 PARTIALLY MEETS JOB EXPECTATIONS - Shows capability, but in a variable manner. Improvement needed in key areas
 DOES NOT MEET JOB EXPECTATIONS - Major or ongoing problems that negatively impact organizational objectives



(COMMENTS, THOUGH OPTIONAL, ARE ENCOURAGED)

COMMUNICATION - Clearly expresses ideas. Readily shares appropriate work-related information.

Written - Uses clear and appropriate language in writing
Oral - Verbally conveys information in a clear and accurate manner in a variety of situations. Where applicable, produces and delivers formal presentations

Comments: _____

JOB KNOWLEDGE - Demonstrates expertise in the functional aspects of the job.

Comments: _____

PRODUCTIVITY - Reflects the accuracy, volume, and timely manner in which work is performed. Also recognizes ability to determine priorities and maximize efficiency.

Accuracy - Consistently produces accurate work
Volume - Consistently produces the designed volume of work based on dept/unit priorities
Timeliness - Consistently produces work in a timely fashion
Self-Management - Sets own priorities, regularly completing work on schedule. Utilizes resources available to maximize efficiency

Comments: _____

CUSTOMER FOCUS - Establishes and maintains good working relationships with both external and internal customers by understanding and responding promptly and courteously to customer needs and expectations.

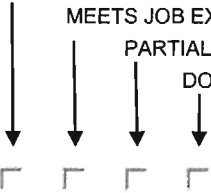
Comments: _____

EXECUTIVE PERFORMANCE EVALUATION

Employee Name _____

Job Title: _____

EXCEEDS JOB EXPECTATIONS - Consistently exemplary performance, including in demanding situations or circumstances
 MEETS JOB EXPECTATIONS - Competent performance in most situations and circumstances
 PARTIALLY MEETS JOB EXPECTATIONS - Shows capability, but in a variable manner. Improvement needed in key areas
 DOES NOT MEET JOB EXPECTATIONS - Major or ongoing problems that negatively impact organizational objectives



TECHNOLOGY SKILLS - Proficient use of work-related equipment, tools and technology.

Comments: _____



PROBLEM SOLVING - Reviews facts and data, using sound judgment to arrive at the most effective solution.

Comments: _____



INTERPERSONAL RELATIONS - Builds productive rapport with employees at all levels within and outside the department. Treats others with fairness, dignity and respect.

Comments: _____



TEAMWORK - Works collaboratively with fellow employees and others to achieve identified goals and objectives.

Comments: _____



FLEXIBILITY - Adjusts performance to accommodate changes in departmental direction and processes.

Comments: _____



CREATIVITY/INNOVATION - Explores and suggests new approaches and methods to affect departmental goals and responsibilities.

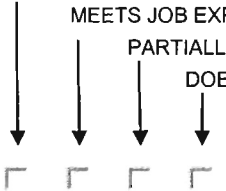
Comments: _____

EXECUTIVE PERFORMANCE EVALUATION

Employee Name _____

Job Title: _____

EXCEEDS JOB EXPECTATIONS - Consistently exemplary performance, including in demanding situations or circumstances
 MEETS JOB EXPECTATIONS - Competent performance in most situations and circumstances
 PARTIALLY MEETS JOB EXPECTATIONS - Shows capability, but in a variable manner. Improvement needed in key areas
 DOES NOT MEET JOB EXPECTATIONS - Major or ongoing problems that negatively impact organizational objectives



DEPENDABILITY - Consistently adheres to set work schedule.

Comments: _____

SUPERVISORY AND MANAGEMENT ELEMENTS

LEADERSHIP - Creates a culture supportive of staff which fosters individual motivation, high levels of individual and team performance, and quality of service.

Comments: _____

DEVELOPMENT OF STAFF - Develops necessary skills in employees and maximizes existing skills in all employees.

Comments: _____

PERFORMANCE MANAGEMENT - Provides employees with performance standards, expectations, and ongoing feedback regarding progress. Constructively addresses performance problems in accordance with UC collective bargaining and/or personnel policies and procedures.

Comments: _____

RESOURCE MANAGEMENT - Manages assets including technology, equipment, budget and space, where applicable.

Comments: _____

ORGANIZATIONAL CONTRIBUTION - Ensures that supervised employees understand and make an identifiable contribution to the organization's mission and objectives.

Comments: _____

EXECUTIVE PERFORMANCE EVALUATION

Employee Name _____ Job Title: _____

PART TWO: SUMMARY REVIEW OF EMPLOYEE PERFORMANCE

Supervisor describes employee's major assignments and accomplishments, key strengths, performance shortfalls, and other performance elements that characterize the employee's performance during the review period. This description should help determine the overall performance rating.

PART THREE: OVERALL PERFORMANCE RATING

EXCEEDS JOB EXPECTATION	MEETS JOB EXPECTATIONS	PARTIALLY MEETS JOB EXPECTATIONS	DOES NOT MEET JOB EXPECTATIONS
┌	┌	┌	┌

PART FOUR: GOALS AND FUTURE DIRECTION

Supervisor discusses employee's performance improvement needs and action plan, training recommendations, and future goals and expectations for employee's job performance.

REQUIRED SIGNATURES

Reviewing Supervisor _____ Date _____

Management Reviewer _____ Date _____

I have reviewed this evaluation of my performance and received a copy. My signature indicates neither agreement nor disagreement with this evaluation.

Employee _____ Date _____

Employee Comments

Division Monthly Reports



To: Robin Weed-Brown

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

Date: January 2011

Public Services - Cindy Romero, Janet Stone

Children's

Date	Event/Outreach	# of participants
1/4/2011	Community Preschool	40
1/5/2011	Community Preschool	29
1/7/2011	Bookmark Contest promo-Stanton	550
1/18/2011	Bookmark contest promo-Cullen	650
1/21/2011	Bookmark Contest promo-Sutherland	650
1/24/2011	Author Visit - Jason Lethcoe	19
1/25/2011	Bookmark Contest promo-Washington	450
1/26/2011	Goddard Scavenger Hunt	75
1/26/011	APU-ELF presentation	30
1/27/2011	Books & Brownies teen book discussion group	2
1/27/2011	Headstart Community Preschool	30
1/27/2011	APU-ELF presentation	55
1/28/2011	Community Volunteer ELF program	4
1/31/2011	Bookmark Contest promo-Willow	500
	Total Number of Participants	3084

The annual Bookmark Contest began in early January. This year's contest theme is *One Century, Many Stores @ the Glendora Public Library*. Gail single-handedly handled the outreach to 5 of the local elementary schools. At some of the schools she visited each class making a brief presentation, while others preferred to have her make a presentation at regularly scheduled assemblies. The final date to turn in submissions is February 26th at 5:00 p.m. We are excited to see the wonderful artwork our students will turn in. Cindy will be at the March Library Board of Trustees meeting for assistance in judging. The reception for all of the participants will be held during National Library Week on Wednesday, April 13th at 6:30 p.m. We would love to see all of you there in support of our children.

In partnership with Blue Chair Children's Books, the library hosted children's author Jason Lethcoe who kept the kids interested with his book *The Misadventures of Benjamin Bartholomew Piff*. Together with Blue Chair, we will be hosting a couple of authors during this year's summer reading club.

Plans have begun in earnest for Summer Reading Club, occupying much of the Youth Services time. We have a full plate of programs and activities scheduled for the kids this summer. The Teen Advisory Board is working monthly on ideas for the Teen Summer Reading Club. This summer's themes are: *One Century, Many Stories @ the Glendora Public Library* for children and babies; *100 Years of Novel Destinations @ the Glendora Public Library* for teens and adults.

Cindy attended a two-day InfoPeople workshop, *Leading From Any Position*. The workshop allowed Cindy to mix with librarians at various levels from a variety of Southern California libraries and discuss community responsiveness, among other topics. There will be a one-day follow-up meeting in early June.

The current rotation of ELF began in January with Cindy and Mary Pat visiting 3 Children's Literature sections at APU, training and recruiting the volunteers that will be conducting the storytimes. Cindy and Mary Pat also held a meeting with the Community Volunteers who accompany the students on their visits to the in-home daycare providers. We are very pleased to announce that Sylvia Slakey has agreed to take on the new volunteer position of *ELF Coordinator!* I am sure Sylvia will do wonderfully.

The Feb/Mar edition of the *Glendora Report* contained an ad for the new Children's Room Storytime Volunteer. We received numerous applications for the new position. We are currently interviewing all interested parties and will then begin setting a schedule to have the Friends Room open to the public after some storytimes and on some afternoons.

Adult

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
1/8/2011	Game Day	105
1/10/11	Coordinating Council	50
1/10/2011	Books Alive – <i>Red Mars</i>	6
1/20/11	La Fetra Center Health Fair	100
1/22/2011	Opera Talks – <i>Il Turco in Italia</i>	47
1/24/11	Coordinating Council Board	19
	Total Number of Participants	327

Behind the scenes:

- Gaetano and Janet met with Anne Pankow to lay out the FY11 Friends Foundation budget regarding Adult Services programming.
- Our dedicated part-timers as well as full-time staff have been welcome participants in the Library-wide "Strategic Plan II 2011-2015" initiative.
- Much food for thought – and discussion -- as results of the City-wide employee survey were presented to cross-departmental staff by Deputy City Manager Brenda Fischer.
- Adult and Youth Services staff prepared for the next computer catalog upgrade by gathering to watch several of the Polaris 4.0 orientation videos.

- At a webinar, Sandy was introduced to a new statistics-gathering interface for one of our online magazine database vendors.
- Sandy, Gaetano, and Janet joined Youth Services staff to report on and further develop SRC plans.

In the library world:

- Sandy and the rest of Southern California Library Cooperative's (SCLC's) dedicated audio/visual interest group charged ahead, gathering in Monterey Park.

On stage:

- Community partner Linda Sansom led *Novel Idea* readers in a discussion of Elizabeth Strout's *Olive Kitteridge*.

Support Services – Carlos Baffigo

Computer Systems:

- The EnvisionWare time-out and session limit software for the public computers has been purchased and is undergoing configuration.
- We have received a new trial-for-purchase digital microfilm machine from e-ImageData Corporation as a possible replacement for the existing machine. Purchase will be considered after staff review.

Facilities:

- An electrical crew from Harik Construction was on-site on several occasions to run a new electrical conduit for the City Hall elevator.

Development & Educational Services – Anne Pankow

<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
	Outreach to Teen Parent with Cindy & Chris at Arrow High School	Did not meet this month
1/6/2011	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	54
	Total Number of Participants	54

The Quilt Show committee met to plan the Dewey Decimal Quilt Show on Saturday, May 14. The committee is working on getting more quilting and sewing vendors for the show. SewNSew Quilt Shop, located in the village, graciously offered to quilt the Opportunity Quilt as a donation to the library. SewNSew did a great job. Look for the Opportunity Quilt on display in the library soon.

The Expectant Parent program at Foothill Presbyterian Hospital resumed in September. The hospital approves this program on a monthly basis. It could be cancelled at anytime. Miss Bonnie checks each month to make sure the program is a 'go.'

Glendora Public Library Summary Data for January 2011
 *starting May 2009 statistics are tracked differently due to new website

<u>Service Indicators</u>	This Year January	Last Year January	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	20,309	20,546	-1%	151,414	160,532	-6%
I. D. Total Items Loaned	34,537	37,167	-7%	254,333	258,236	-2%
I. D.4. Electronic Circulation	515	340	51%	2,711	1,682	61%
III. A. Total Requests for Information/Adult Services	2,446	2,437	0%	16,550	16,787	-1%
II. A. Total Items Owned	146,203	148,279	-1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	14,705	13,393	10%	102,576	98,496	4%
V. A.2. Library Home Page Views *	10,392	9,102	14%	72,689	67,691	7%
VI. A. Total Number of Programs	6	10	-40%	55	85	-35%
VI. E. Number of Literacy Students Active	35	32	9%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	133	98	36%	865	946	-9%
VI. F.1 Total Number of Volunteer Hours	596	983	-39%	5,855	7,279	-20%
I. G. Total General Fund Revenue	\$8,865	\$4,269	108%	\$36,378	34,036	7%

These statistics are subject to verification.

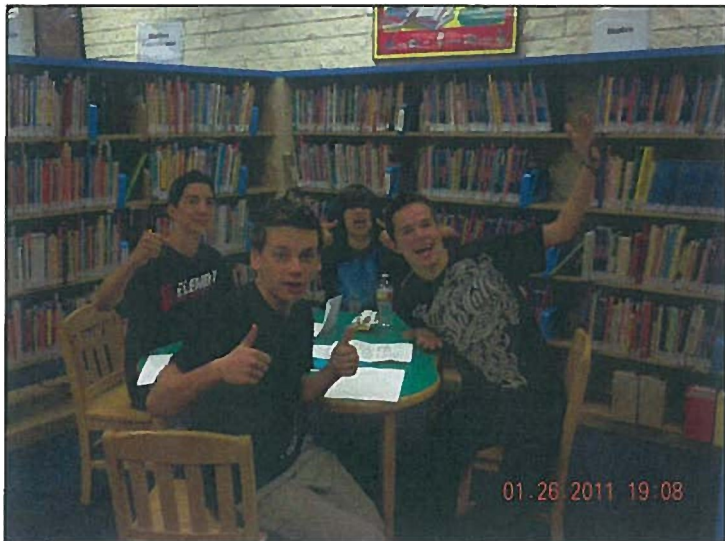
14

January – February 2011 Events



Opera Talk
January 2011

George Waters being recognized
by Library Director Weed-Brown
for 5 years of service to the City
of Glendora
January 2011



Goddard Middle School
Scavenger Hunt
January 2011

Events - Continued...



Local Author Gary A, Best—
donating a signed copy of his
book *Belle of the Brawl*
January 2011

Library Director Weed-Brown
being recognized by Library Staff
January 2011



Suzette Farmer being recognized
at the Annual Star Service Party
January 2011

Events - Continued...



Caroline Hernandez, winner of the Star Service Trophy
January 2011

Cindy Romero being recognized for 15 merit coupons
February 2011



Gaetano Abbondanza being recognized for 15 merit coupons
February 2011

Events - Continued...



Janet Stone being recognized for 15 merit coupons February 2011

Katherine Pollock being recognized for 5 merit coupons February 2011



Matt Aldrich being recognized for 5 merit coupons February 2011

Events - Continued...

Susan Nock being recognized for 10 merit coupons February 2011



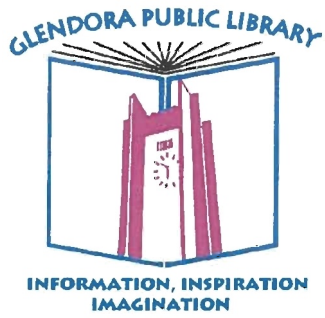
Donor Recognition - special presentation made to A-1 Party Rentals and Apple Graphics for their support February 2011

Donor Recognition Event February 2011



6.

Unfinished Business



Glendora Public Library Board of Trustees
Agenda Item Report

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *RWB*
 Date: February 28, 2011
 Re: Agenda Item # 6.1: Staff Appreciation Luncheon

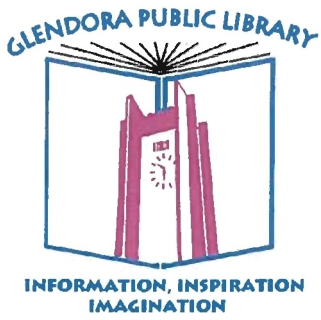
At last month's meeting, Thursday, April 14, 2011, was established as the date for the annual staff appreciation luncheon. The luncheon will be held in Bidwell Forum from 11:30-1:30. Board members will arrive at 10:30 a.m. to set up for the luncheon.

President Deal will update the board on the status of other components.


7.

New

Business



Glendora Public Library Board of Trustees Agenda Item Report

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director 
Date: February 28, 2011
Re: Agenda Item # 7.1: Funding requests from staff to Friends Foundation

Recommendation: Review attached staff requests. Approve them to move forward to the Friends Foundation Board.

Attached are the annual funding requests from library staff to the Friends Foundation. Anne Pankow, Assistant Library Director, will be at the meeting to answer any questions.

**Glendora Public Library Friends Foundation
Proposed Funding Priorities for 2011-2012**

The Friends Foundation is a non-profit corporation which partners with the City of Glendora to provide financial and volunteer support which enhance the services of the Glendora Public Library. Basic Library services, such as staff, collection development, building and equipment maintenance, are provided through city funding. What often is not covered are what many would call the "heart and soul" of library services - cultural events, book discussions, youth programs, technological enhancements, adult literacy, educational outreach to children and families - programs and services which enhance the lives of the Glendora residents and draw them to the Library as the City's cultural and learning center.

In support of the Library's efforts, the Foundation has established four funding priorities for which fundraising efforts are focused: Community Education Services, Youth Services, Special Projects and Information Technology.

The Library recognizes the economic difficulties facing the city, state and nation. Funding requests remain at 2010-2011 levels while hoping to maintain the integrity of the core services and programs the Friends Foundation is committed to funding.

The Library staff submits the following proposals (excluding personnel costs for the Literacy Coordinator and Foundation Office Manager), representing \$46,200 in Library programs and services.

	<u>FY 2011-2012</u>	<u>FY 2010-2011</u>
<i>Community Education Services</i>	<i>\$21,950</i>	<i>\$22,325</i>
<i>Youth Services</i>	<i>\$23,250</i>	<i>\$22,775</i>
<i>Special Projects</i>	<i>\$1,000</i>	<i>\$1,000</i>
<i>Information Technology</i>	<i>\$0</i>	<i>\$0</i>
<i>Total Requests</i>	<i>\$46,200</i>	<i>\$46,100</i>

As in previous years, grant sources will be pursued to support these programs but, as you know, without Foundation funding most of the programs and materials outlined in these proposals will not otherwise be possible. It is recommended that the Library Board of Trustees approve and submit the following proposals for funding by the Friends Foundation for their 2011-2012 budget year.

Respectfully Submitted,



Robin Weed-Brown, Library Director

OVERVIEW:

Programs represented in Community Education Services are an essential part of what make Glendora Public Library vibrant cultural center and draw people here. These programs promote the arts, history, news, music, and engage the community in civic dialogue, making the library experience more powerful and enriching.

PROGRAMS & SERVICES SUMMARY:

- ♦ **Adult Book Club - Books Alive! and A Novel Idea**
Two bi-monthly adult reading and book discussion groups - participants encouraged to share perspectives, opinions and passions about the month's book selection. *Books Alive!* has two groups which meet twice every other month. Funding provides for free books and support for club meetings.
- ♦ **Adult Literacy - Glendora READS!**
Free, one-on-one tutoring for adults who want to improve their reading and writing skills. Funding provides for materials and support for student/tutor teams.
- ♦ **Adult Summer Reading Club**
Reading program designed to encourage an adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, and guest speakers for club participants.
- ♦ **Cultural & Community Events**
Cultural events offering a diverse choice of programs for traditional/non-traditional library users. Free community events throughout the year include, poetry readings, musical performances, guest speakers, library month activities, and seasonal celebrations. Funding provides for free books, guest speakers/performers, giveaways, printing and event support.
- ♦ **Expectant Parent Education - Babies, Books and Bibs**
Monthly outreach program to expectant parents at local hospitals, promoting the importance of reading from birth throughout a lifetime. Funding provides for free children's books, bibs and outreach materials to approximately 25 families each month at Foothill Presbyterian Hospital.
- ♦ **GUSD & COUSD Read-In**
Library provides local bookstore gift certificates to Glendora schools in support of the "Read-In" sponsored by Glendora Unified School District and Charter Oak Unified School District, to encourage reading and promote library services. Funding provides for free books for each participating school library.
- ♦ **Headstart Preschool**
Monthly outreach program to two Headstart preschool classes at a local high school, teaching and developing early literacy skills while promoting of love of reading. Funding provides for free children's books delivered on-site to preschool students twice during the school year.
- ♦ **Teen Parent Education - Born to Read**
Monthly outreach program to teen parents, promoting the importance of reading and encouraging lifelong literacy in their families. Funding provides for free children's books and materials delivered on-site to approximately 20 families each month at Arrow Continuation High School throughout the school year.

- **Volunteer Recognition**
Recognition and support of Glendora Public library volunteers who donate more than 10,000 service hours each year and help raise more than \$200,000 annually. Volunteers provide support in the Friends Plaza Book Loft, Children's Department, adult literacy tutoring, fundraising activities, and other areas of the Library.

Projected Costs: **\$21,950**

- **Full Funding of All Programs & Services**
Projected costs may include expenses for library materials, supplies, printing, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation, the Library and the City of Glendora.

OVERVIEW:

Glendora Public Library has always shown a strong commitment to encouraging literacy and lifelong learning for children and young adults. Programs represented in Youth Services are special services and resources that meet the unique needs of children, from the emerging reader to the young adult. These services help support the efforts of parents and teachers, and establish the Library as a valuable resource in the community.

PROGRAMS & SERVICES SUMMARY:

♦ **Children's Programs & Services**

Reading programs and services provided year-round to introduce children to the Library, support homework needs, and encourage reading as a fun, leisure activity. Programs may include the Bookmark Contest, seasonal celebrations, National Library Month activities and book discussion groups. Funding provides for supplies, reading incentives and program support.

♦ **Summer Reading Club - Children**

Reading program designed to encourage a child's enthusiasm for reading during the summer months and establish the Library as a fun, educational resource. Funding provides for free books, special events, reading incentives, guest speakers/performers, and program support.

♦ **Summer Reading Club - Young Adults**

Reading program designed to encourage a young adult's enthusiasm for reading during the summer months and the exploration of a variety of book genres. Funding provides for free books, special events, reading incentives and guest speakers for club participants.

♦ **Young Adult Programs & Services**

Programs and events throughout the year which encourage reading as a fun activity, support a young adult's school work and career goals, and encourage lifelong learning. A diverse choice of programs include author visits, Battle of the Books, National Library Month activities, SAT workshops and Teen Tech Week. Funding provides for free books, special events, guest speakers/performers, reading incentives, and event support.

Projected Costs:

\$23,250

♦ **Full Funding of All Programs & Services**

Projected costs may include expenses for library materials, supplies, meeting expenses, printing, giveaway books, professional services and other related program expenses. Some programs receive supplemental funding or are completely underwritten by grants administered by the Foundation and the Library.

OVERVIEW:

Glendora Public Library receives funding for basic services from the city's general fund. Proposals represented in Special Projects are for the startup and/or one-time costs of library services and projects which have no other source of funding, many of which have been cut from the library's budget for the past few years. In order to best serve the community, the library must provide the most up-to-date services and features for all ages as well as offering specialized information and historical materials unique to the Glendora community.

PROJECTS' SUMMARY:

♦ **Library History Project**

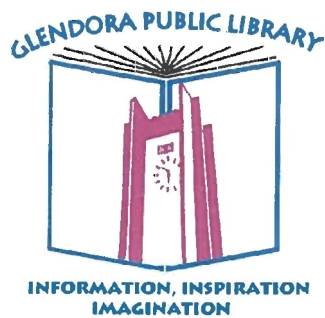
Funding would provide the materials and supplies to begin the process of identifying, organizing, and preserving items of historical value of the Glendora Public Library. The items considered for this project include a variety of materials such as photographs, newspaper articles, board packets and marketing tools. The purpose of this project is to capture historical information in formats that make it easily available to the public, Library staff and City staff while preserving the integrity of the information.

Projected Costs:

\$1,000

♦ **Full Funding of All Projects:**

Projected costs may include expenses for supplies, printing, professional services and other related expenses.



Glendora Public Library Board of Trustees Agenda Item Report

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director *RWB*
Date: February 28, 2011
Re: Agenda Item # 7.2: Planning for annual joint meeting with City Council

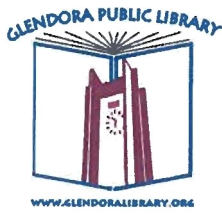
President Deal to lead a discussion on the planning steps for the annual meeting with the city council.

Background:

Annually the Library Board plans for a meeting with the city council. The timing of this year's meeting may be problematical with the seating of a new council in late March. Past meetings have focused on a variety of items from building the children's room expansion to an overall update on the 'state of the library.'

The board may want to consider a presentation on the new plan of service that is currently being worked on. This project is still in the works, with a goal of presenting a plan to the Library Board no later than June, sooner if possible. If the goal is not completed by the annual meeting, the plan could be presented as an update on a major Library activity.

Presenting the expansion of the library's volunteer force, as noted in this month's Director's Report, is another possible topic. Demonstrating the proactive efforts of the library to provide new and continuing programs through the use of volunteers could receive positive reactions from the council.



Glendora Public Library Events

February 2011

- 01 6:30 p.m. Quilting Workshop – thru March 29 – Bidwell Forum
07 *Super 7 Day Sale in the Library* – main floor
21 Presidents Day – Library closed
23 5:30 p.m. Novel Idea - *Olive Kitteridge* by Elizabeth Strout – Friends Room
24 3:30 p.m. Ravenous Readers: book discussion for kids grade 3-6: *The Dragon in the Library* by Kate Klimo – Friends Room
26 Bookmark contest ends
26 10 a.m. SAT workshop – Bidwell Forum
28 **5 p.m.** Library Board meeting (**time and date adjusted**) – Bidwell Forum

March 2011

- 01 6:30 p.m. Quilting Workshop – thru March 29 – Bidwell Forum
02 10 a.m. - 5 p.m. Dr. Seuss Birthday Celebration –Children's room
05 -12 *Super 7 Day Sale in the Library* – main floor
05 2 p.m. Opera talks: interactive presentation led by members of the LA Opera's Community Educators, featuring *Turn of the Screw* – Bidwell Forum
14 7 p.m. Books Alive! *Feed* by M.T. Anderson – main floor
21 7 p.m. Library Board meeting – Bidwell Forum
31 3:30 p.m. Book Buddies; Children's book discussion for children in grade 1 thru 3; *Magicians Boy* by Susan Cooper – Friends Room

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
- Born To Read/Teen Parent Outreach, 1st Wednesday of every month at 12:30 p.m. - Arrow High School

Foundation Executive Board Meeting

- March 4, 2011 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- April 19, 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 <i>Role of the Glendora Library Board of Trustees</i> document
September 20	SRC wrap up; Holiday Hours: Thanksgiving & Christmas; review <i>Study Room Procedures</i> ; review <i>Red Alert Procedures</i>
October 18	Review <i>Library Staff Materials Procedures</i>
November 15	Review <i>Request to limit or revoke privileges</i> ; 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) 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