

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

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

**March 21, 2011**  
**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 February 28, 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 **Planning for Annual Joint Meeting with City Council – action, Encl., page 24**  
*President Deal to lead continued discussion to plan for annual State of the Library address*
- 7. NEW BUSINESS**
  - 7.1 **Library Goal Planning for Fiscal Year 11/12 – action, Encl., page 25**  
*President Deal to lead discussion on library goals for 11/12*
  - 7.2 **Library Events Calendar– information, Encl., page 27**  
*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 28**  
*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

February 28, 2011  
5:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 5:02 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; Anne Pankow, Assistant Library Director; Elke Cathel, Administrative Assistant

**2. PUBLIC COMMENT PERIOD**

Judy Nelson, Glendora resident, thanked the Library Board Trustees for their support of the Glendora Library. Nelson added that she is attending all city commission and board meetings to stay informed on what is happening in Glendora.

**3. ADOPTION OF AGENDA**

It was MSC (Conway/Storland) to reorder the Library Board meeting agenda for February 28, 2011 as follows: move 7. NEW BUSINESS ahead of 6. UNFINISHED BUSINESS. The motion carried 5-0-0 as follows: **AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None.**

**4. CONSENT CALENDAR**

It was MSC (Conway/Gomer) to approve item (1) on the consent calendar, minutes of the meeting of January 24, 2011. The motion carried 5-0-0 as follows: **AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None.**

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown reported that Glendora students submitted a total of 381 bookmarks for the Bookmark contest. She reminded the Board that next month they will be asked to judge the finalist bookmarks.

Weed-Brown informed the Board members that the City Clerk's office scheduled Brown Act training for March 30 from 6 p.m. to 7 p.m. The Trustees should receive a letter with more details from the City Clerk's office soon. Gomer commented that she will be out of town.

Weed-Brown stated that at this morning's Department Head meeting departments were asked to submit a status quo budget. If individual line items need to be increased, a

decrease needs to occur in another line item. Weed-Brown commented that this is what she had anticipated.

Weed-Brown discussed the impacts of a status quo materials budget. She acknowledged the current situation in Sacramento, along with other fiscal impacts. Weed-Brown asked the Board whether they felt a memo or policy issue should be submitted to ask for an increase in the library materials budget. The level of the current materials budget is not sufficient to keep the collection current and meet the needs of the citizens of Glendora, which is beginning to show up in library statistics. The Board agreed that it is important to keep the need to restore the materials budget on the radar. It was suggested to request a reasonable sum in light of the city's financial limitations.

In response to a question regarding the timeline for the FY 11/12 budget, Weed-Brown explained that the first deadline is March 11. All line items, full and part-time personnel requests and policy issues are due that day. The other items are due March 18. Weed-Brown commented that although the deadline is tight, it should be manageable.

Questions were expressed regarding the new volunteer positions mentioned in the Director's report. Weed-Brown stated that the volunteer positions were advertised in the *Glendora Report*, and the Library received numerous applications. She added that interviews are currently being conducted to fill the volunteer positions for the Friends Room. This will expand the use of this valuable family space. The initial goal is to have five volunteers a week to monitor the Friends Room. Weed-Brown stated that the ELF Coordinator position has already been filled. She went on to explain the duties of the ELF Coordinator. Weed-Brown pointed out that any volunteers working directly with children will be fingerprinted. Conway commented that this is a great use of outside resources.

In response to a question, Weed-Brown explained that the City Manager has asked all department heads to look at the city's executive performance evaluation form and describe what they believe "meets standards" for their own positions.

Concerns were expressed over city administration accepting the Library Board's evaluation of the Library Director in conjunction with the Department Heads merit pay schedule if the city's executive performance evaluation form is not used. Deal reminded the Board that the Trustees had agreed that the annual evaluation of the Library Director be done by the Library Board. The Board at that time also agreed not to use the city's executive performance evaluation form. Deal stated that the Board did not receive any negative feedback from city administration last year after submitting the evaluation of the Library Director.

Following discussion, the Board agreed to do the annual evaluation of the Library Director at their July Board meeting with the evaluation process to be started in April. The Board members agreed that instead of using the city's executive performance evaluation form, they will attach a cover memo to their evaluation that will indicate the overall rating of the Library Director, which should satisfy the requirements of the merit pay system. The Board members asked to receive a copy of Weed-Brown's "meets standards" document to assist in their evaluation.

Storland commented on the pictures of local author Gary Best in the Board packet. She really appreciated his visit and was very pleased that he donated a copy of his book *Belle of the Brawl* to the Glendora Library. Robinett commented that Best's book is a great book to read. Weed-Brown reminded the Board that Best will be back in May to do a program at the Glendora Library.

In response to a question about EnvisionWare software, Weed-Brown explained that this is reservation and time limit software for the library's public computers.

In response to a question on the reduction of the total number of programs on the Glendora Library Summary Data sheet, Weed-Brown explained that library programs, mostly adult programs, were indeed cut because of limited funding and staff.

## **7. NEW BUSINESS**

### **7.1 Requests from Staff to Friends Foundation**

Weed-Brown reviewed with the Board the procedures for requesting Friends Foundation funding.

Pankow stated that the level of Friends Foundation funding requests from library staff remains the same as last year. Weed-Brown explained that due to current staffing levels, no additional programs or services can be added. In addition, the Friends Foundation is still recovering from the economic recession. The Foundation might also have to cover additional expenses of the Adult Literacy program, depending on what happens in Sacramento. Weed-Brown stated that at this time it is wise not to increase funding requests. The Board reviewed and discussed the requests.

**It was MSC (Robinett/Conway) to approve the requests from staff to the Friends Foundation for FY 11/12 as presented and to forward them to the Friends Foundation. The motion carried 5-0-0 as follows: AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None.**

### **7.2 Planning for Annual Joint Meeting with City Council**

The Board discussed possible dates for the joint meeting with City Council. Weed-Brown provided background information on the annual meeting with City Council.

President Deal reviewed with the Board the content and presentations of prior meetings. Contest suggestions for this year's meeting included a report on the Library's Strategic Plan II: 2011-2015 and the new volunteer positions. Both of these are administrative goals for this fiscal year and it would be appropriate to report on them.

The Board discussed various presentation methods, such as handouts and PowerPoint presentations, and the costs associated with them.

The Board agreed to add this item to the agenda again for next month's Board meeting. Weed-Brown reminded the Board that she will not be at the March Library Board

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meeting as she will be in San Jose at a State Library meeting. Pankow will be attending the Library Board meeting in her place.

7.3 Library Events calendar – information

The Library Board reviewed the events calendar.

**6. UNFINISHED BUSINESS**

6.1 Library Board Staff Appreciation

Deal passed out the proposed menu for the staff appreciation luncheon. The Board discussed the menu. Deal reminded the Board members to be at the Library around 10 a.m. on April 14, 2011 to help set up.

**8. BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar - information

The Library Board reviewed the agenda planning calendar. Deal stated that planning for the annual meeting with City Council will be added to the March Library Board agenda. Weed-Brown stated that there is no need to discuss candidates for Library Board vacancies. She added that instead of goal planning for FY 11/12, the Board will be reviewing the proposed goals, as these need to be submitted in early March, before the March Board meeting. She asked that the Trustees let her know if there is anything they would like to see in the library's goals. Weed-Brown added that she will email the library goals to the Board once they are completed. Deal reminded the Board that next month the Board will also be judging the finalist bookmarks.

8.2 Board member items - information

Storland congratulated Deal for receiving the Citizen of the Year award. It is well deserved. The Board agreed. Deal thanked everyone.

Weed-Brown reminded the Board that Senior Librarian Cindy Romero will be a guest speaker at the Charlotte S. Huck Children's Literature Festival this Friday.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 6:19 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 *R. B. W.*  
CC: City Manager  
Date: March 21, 2011  
Re: Agenda Item # 5: Director's Report

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It is nice to have the campaign season behind us. My staff and I look forward to working with our new council members Nelson and Santoro, and continuing our relationship with Councilman Tessitor.

Last month, the board discussed submitting a budget policy issue regarding the need to replace the funding cuts made to the materials (book) budget. I discussed this further with President Deal and proposed that a memo to the City Manager and Finance Director along with the policy issue would help clarify our intent. I have attached a draft copy of the memo and policy issue for your review and input.

An extension was granted through the end of March for submitting the budget narrative. Due to this extension, I was able to place this item back on the agenda this month for your discussion and comment.

Library budget line items were submitted by the deadline of March 11, 2011. Attached is a copy of the detailed line items for your review. Some funds were moved around, but no increases beyond this year's bottom-line. Changes resulted from an anticipated savings in the copier leases due to a city-wide consolidation of leases and savings in contract services. The savings of \$9,500 was reassigned to: travel, to allow Carlos to attend needed Polaris training in New York; training for attendance by staff at the California Library Association annual conference in Pasadena this November and CALTAC workshop for Trustees; annual increase in Polaris maintenance account; processing supplies; and the materials budget.

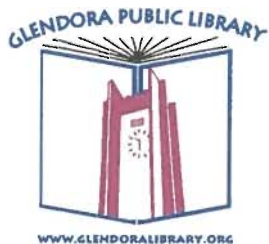
To clarify a discussion from last month, both Helen Storland and Tricia Gomer seats are up for re-appointment this June. Applications can be submitted to the City Clerk at any time. When released, I will inform Helen and Tricia of the deadline for application submission.

Work on the new plan of service continues. We are currently evaluating current services and potential new services for sustainability in this new fiscal environment.

I want to thank Assistant Library Director Anne Pankow for attending this meeting in my absence.

**Next Meeting: April 18, 2011 @ 7:00 p.m. in Bidwell Forum**





Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

Glendora, CA 91741

To: Chris Jeffers, City Manager;  
Josh Betta, Finance Director  
From: Robin Weed-Brown, Library Director  
Cc: Library Board of Trustees  
Date: March 11, 2011  
Re: Library Materials Budget Request

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The library recognizes that all departments are struggling under tremendous fiscal pressures and have had to reduce in painful ways. The library has been, and will continue to be, a responsive partner in helping to meet the financial goals of the city. Library statistics are beginning to reflect the past four years of reductions, however, with lower circulation, longer hold/reserve waiting periods and a backlog of items in need of replacement. Meeting students' needs, with their campus library closures and limited or no materials budgets, has put added pressure on our library's collections.

When library users were asked in a 2009 survey whether the library should maintain hours or materials, they chose to maintain books and materials as their priority (53%), followed by maintaining hours (39%). Honoring their responses, staff and public service hours were reduced, but that alone could not meet target budget numbers. We have reduced the materials budget by 64% over the last four years. The importance of the library materials budget (books, electronic resources, etc.) in creating a literate, informed and successful Glendora community cannot be understated. The library needs new materials to continue to be able to respond to and provide effective services for our citizens, just as robust parks and public spaces need plants, groundcovers and water.

To restore the materials budget to pre-recession levels would require \$226,840; not realistic in these fiscally tight times. The attached policy issue outlines options for consideration over the long term. If any funds do become available, in any size increment, please consider augmenting the library's materials budget.

# 2011-12 BUDGET POLICY ISSUES - DRAFT

DIVISION: Public Services -- Youth Services / Adult Services  
REQUEST TITLE: Public Materials (Books/Tapes/Periodicals, Etc.)

## Request Summary

The Library is requesting the necessary informational materials and electronic resources to fully meet the needs of the Glendora community and schools. These materials and resources include but are not limited to print books, magazines, and newspapers; movies and documentaries; audio books; musical recordings; electronic books, encyclopedias, magazines, newspapers, and directories; and a variety of local historical documents. Also known as the library's "collection," together they serve entertainment and educational interests, customers of all ages, several language communities, and people with visual impairments.

In FY10, the average per-capita materials expenditure for city and district members of the Southern California Library Cooperative was \$5.50. That same year, Glendora's per-capita materials expenditure was \$3.79. Since then, the materials budget has been decreased by another 36%.

At current funding levels, we project that there will be enough new fiction titles to supply only one in three Glendora adults during the course of FY11. Customers placed 421 hold requests on materials in December 2010. Based on a count of notifications sent out, 164 of those requests (39%) still had not been filled by 1 March 2011.

## Recommended Action

The Library understands current fiscal restraints, and wishes to partner with other City departments in sharing the burden of reductions. To restore the materials budget to pre-recession levels would require \$226,840. As an interim measure, the Library recommends that only 11% of that amount be restored to the materials budget in FY12 -- a recovery of \$25,000, for an FY12 materials budget total of \$153,160.

## Alternatives

- Distribute the larger restoration of \$226,840 over 5 years (\$45,368 per year). This would result in an FY12 materials budget total of \$173,528.
- Restore funding at the same rate it has been reduced:
 

FY12	restore \$18,000	materials budget total \$146,160
FY13	restore \$136,090	materials budget total \$282,250
FY14	restore \$72,750	materials budget total \$355,000
- Continue to underserve the reading, entertainment, and informational needs of citizens and library users.

## Implementation

- Receive funds. Evaluate statistics and trends, reassess distribution of funds among material types and service populations. Purchase resources and track fund expenditures. Process resources and make available to public.

## Line Item Cost Detail

Description	Account Number	2011-12
Youth Services Books/Tapes/Periodicals, Etc.	7078 51300	\$32,862



**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

<b>DIVISION 7076</b>	<b>Approved</b>	<b>After cuts</b>	<b>Approved</b>	<b>After cuts</b>	<b>Approved</b>	<b>Approved</b>	<b>Requested</b>	
	<b>FY 07-08</b>	<b>1/8/2008</b>	<b>FY 08-09</b>	<b>1/30/2009</b>	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>	
					<b>w/cuts</b>			
<b>ACCOUNT 51110 OFFICE SUPPLIES</b>								
Board Recognition: plaques, badges, name plate, name sign	100	150	150	150	100	100	100	
First Aid/EOC supplies	180	180	180	180	100	100	100	
General office supplies	4,250	4,000	4,000	2,550	3,000	3,000	2,900	
Copier supplies - Public and Staff-moved to 7077	750	800	1,560	1,560	0	0		
Library Cards (10,000)	4,000	3,000	3,690	3,690	0	0		
Outreach supplies (displays, bulletin boards, posters)	100	0	0	0	0	0		
Rewritable CDs, Thumbdrives	220	0	0	0	0	0		
Staff ID for Library employees	100	0	100	50	0	0		
Staff Recognition/Star Service	1,000	1,000	1,000	500	500	500	500	
<b>TOTAL BUDGET REQUEST</b>	<b>10,700</b>	<b>9,130</b>	<b>10,680</b>	<b>8,680</b>	<b>3,700</b>	<b>3,700</b>	<b>3,600</b>	
<b>ACCOUNT 51400 BUILDING MATERIALS &amp; SUPPLIES</b>								
Book Trucks (2)	550	550	0					
Chairs/stools, desks (public & staff)	5,000	5,000	0					
Bike Rack/Stakeboard holder	600	0	0					
Forum Supplies	1,000	500	0					
OPAC Mounts/tables	1,000	1,000	0					
Miscellaneous building and equipment hardware	1,500	1,500	0					
Outside book return	4,000	5,000	0					
Shelving (general)	5,000	0	0					
Signage	1,000	1,000	0					
Study Tables	5,000	0	0					
Circulation equipment (desensitizer, laser readers, etc)	0	0	7,000		5,000	4,000	4,000	
Forum Equipment & supplies (easels, microphones, cables)	0	0	500		0	0		
Office/public area equipment & supplies (signage, step stools)	0	0	5,500		2,000	2,000	2,000	
Building equipment & supplies (misc)			7,000		5,000	4,000	4,000	
<b>TOTAL BUDGET REQUEST</b>	<b>24,650</b>	<b>14,550</b>	<b>20,000</b>	<b>12,000</b>	<b>12,000</b>	<b>10,000</b>	<b>10,000</b>	
<b>TOTAL REQUESTS THIS PAGE</b>								
	<b>35,350</b>	<b>23,680</b>	<b>30,680</b>	<b>20,680</b>	<b>15,700</b>	<b>13,700</b>	<b>13,600</b>	

**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

	<b>Approved FY 07-08</b>	<b>After cuts 1/8/2008</b>	<b>Approved FY 08-09</b>	<b>After cuts 1/30/09</b>	<b>Approved FY 09-10 w/cuts</b>	<b>Approved FY 10-11</b>	<b>Requested FY 11-12</b>
<b>DIVISION 7076</b>							
<b>ACCOUNT 51550 PHOTOGRAPHIC SUPPLIES &amp; DEVELOPING</b>							
Deleted - account zeroed out since 07/08							
<b>ACCOUNT 51560 OPERATING LEASES-lease tied to usage</b>							
Copy - Print Service	15,000	15,000	18,000	18,000	20,000	19,000	10,000
<b>TOTAL BUDGET REQUEST</b>	<b>15,000</b>	<b>15,000</b>	<b>18,000</b>	<b>18,000</b>	<b>20,000</b>	<b>19,000</b>	<b>10,000</b>
<b>ACCOUNT 55320 PRINTING</b>							
Circulation Hand-out (fees, fines)	1,300	1,300	1,000	750	0	0	
Bookmarks/PR Supplies/How-to handouts	3,000	1,500	1,500	1,500	1,000	1,000	1,000
Lib Information brochures (Gateway to Knowledge, floor plan)	1,000	0	1,000	0	0	0	
Library newsletter	1,800	1,000	800	700	0	0	
Stationery (letterhead, envelopes, business cards)	250	600	1,200	1,150	250	250	250
City Hall Reproduction costs (prev acct #001.7076.642.000)	1,200	200	100	0			
<b>TOTAL BUDGET REQUEST</b>	<b>8,550</b>	<b>4,600</b>	<b>5,600</b>	<b>4,100</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
<b>ACCOUNT 55340 POSTAGE</b>							
FedEx/UPS/Ship for Less	1,200	1,050	400	400	400	400	400
Interlibrary loan - moved to City Hall postage	0	0	0	0	0	0	
Outreach mailings (Board packets, NLW)	0	0	0	0	0	0	
overdue notifications - moved to City Hall postage	0	0	0	0	0	0	
City Hall postage (ILL, overdues,)	4,160	4,000	4,250	3,600	3,600	3,600	3,600
<b>TOTAL BUDGET REQUEST</b>	<b>5,360</b>	<b>5,050</b>	<b>4,650</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>TOTAL REQUESTS THIS PAGE</b>	<b>28,910</b>	<b>24,650</b>	<b>28,250</b>	<b>26,100</b>	<b>25,250</b>	<b>24,250</b>	<b>15,250</b>



**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

	<b>Approved</b>	<b>After cuts</b>	<b>Approved</b>	<b>After cuts</b>	<b>Approved</b>	<b>Approved</b>	<b>Requested</b>
	<b>FY 07-08</b>	<b>1/8/2008</b>	<b>FY 08-09</b>	<b>1/30/09</b>	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>
					<b>w/cuts</b>		
<b>DIVISION 7076</b>							
<b>ACCOUNT 55400 DUES AND MEMBERSHIPS - LIBRARY</b>							
American Library Association	400	400	660	645	665	565	565
California Library Association	920	920	1,080	865	585	485	485
CALTAC (Library Board)	70	70	115	115	115	115	115
Glendora Coordinating Council	40	40	40	80	40	40	40
Polaris User Group	150	150	150	150	150	150	150
Rotary	220	220	220	270	270	270	270
<b>TOTAL BUDGET REQUEST</b>	<b>1,800</b>	<b>1,800</b>	<b>2,265</b>	<b>2,125</b>	<b>1,825</b>	<b>1,625</b>	<b>1,625</b>
<b>ACCOUNT 55510 MEETING EXPENSES</b>							
ALA/CLA/MCLS	200	100	0	0	0	0	
Coffee supplies	200	100	200	200	0	0	
Coordinating Council x \$12	100	100	120	120	0	0	
Library hosted events/workshops	600	600	300	300	300	150	150
Staff development/workshops	250	250	300	300	0	0	
City Safety Committee						150	150
<b>TOTAL BUDGET REQUEST</b>	<b>1,350</b>	<b>1,150</b>	<b>920</b>	<b>920</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>ACCOUNT 55550 TRAVEL</b>							
ALA/PLA/LAMA	1,000	500	0	0	0	0	
California Library Association	1,000	500	0	0	0	0	
Polaris NY	1,200	1,200	1,500	1,372	0	0	2,000
Mileage Reimbursement (MCLS, CLA, misc travel)	560	560	1,000	500	1,000	100	100
MCLS Committees & workshops (prev acct 632)	0	0	0	0	0	0	
<b>TOTAL BUDGET REQUEST</b>	<b>3,760</b>	<b>2,760</b>	<b>2,500</b>	<b>1,872</b>	<b>1,000</b>	<b>100</b>	<b>2,100</b>
<b>TOTAL REQUESTS THIS PAGE</b>	<b>6,910</b>	<b>5,710</b>	<b>5,685</b>	<b>4,917</b>	<b>3,125</b>	<b>2,025</b>	<b>4,025</b>

**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

	<b>Approved</b>	<b>After cuts</b>	<b>Approved</b>	<b>After cuts</b>	<b>Approved</b>	<b>Approved</b>	<b>Requested</b>
	<b>FY 07-08</b>	<b>1/8/2008</b>	<b>FY 08-09</b>	<b>1/30/09</b>	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>
					<b>w/cuts</b>		
<b>DIVISION 7076</b>							
<b>ACCOUNT 55600 TRAINING</b>							
ALA/PLA/LAMA annual conference	400	400	0	0	0	0	
California Library Association Annual Conference	1,100	1,100	0	0	1,100	0	1,100
InfoPeople (\$75 ea)/UCLA (\$50 ea)	400	400	900	900	300	0	
SCLC workshops (10x20)	100	100	100	100	0	0	
Polaris training	2,500	500	2,500	500	0	0	
Technology/management/other	1,100	800	800	800	0	100	100
CALTAC - Lib Board Trustees							100
<b>TOTAL BUDGET REQUEST</b>	<b>5,600</b>	<b>3,300</b>	<b>4,300</b>	<b>2,300</b>	<b>1,400</b>	<b>100</b>	<b>1,300</b>
<b>ACCOUNT 56200.01 GIS POLARIS MAINT CONTRACT</b>							
General catalog, children's catalog & Syndetics	24,480	23,480	20,000	20,000	17,000	17,000	18,000
* normally 5% increase annually							
<b>TOTAL BUDGET REQUEST</b>	<b>24,480</b>	<b>23,480</b>	<b>20,000</b>	<b>20,000</b>	<b>17,000</b>	<b>17,000</b>	<b>18,000</b>
<b>ACCOUNT 59100 OTHER CONTRACT SERVICES</b>							
Califa contract	400	400	400	400	400	400	400
SCLC contract	5,500	5,000	5,000	5,000	5,000	5,000	5,000
OCLC cataloging utility	12,000	10,000	12,000	12,000	6,000	6,000	6,000
Other ( Reservation software, web)	8,000	1,000	3,000	1,380	1,000	400	0
<b>TOTAL BUDGET REQUEST</b>	<b>25,900</b>	<b>16,400</b>	<b>20,400</b>	<b>18,780</b>	<b>12,400</b>	<b>11,800</b>	<b>11,400</b>
<b>TOTAL REQUESTS THIS PAGE</b>	<b>55,980</b>	<b>43,180</b>	<b>44,700</b>	<b>41,080</b>	<b>30,800</b>	<b>28,900</b>	<b>30,700</b>
<b>TOTAL REQUESTS FOR ACCOUNT 7076</b>	<b>127,150</b>	<b>97,220</b>	<b>109,315</b>	<b>92,777</b>	<b>74,875</b>	<b>68,875</b>	<b>63,575</b>

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**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

<b>DIVISION 7076</b>								
	<b>Approved FY 07-08</b>	<b>After cuts 1/8/2008</b>	<b>Approved FY 08-09</b>	<b>After cuts 1/30/2009</b>	<b>Approved FY 09-10 w/cuts</b>	<b>Approved FY 10-11</b>	<b>Requested FY 11-12</b>	
<b>DIVISION 207-7076</b>								
<b>ACCOUNT 51110 OFFICE SUPPLIES</b>								
Literacy Supplies	0	0	1,500	1,500	0			
<b>TOTAL BUDGET REQUEST</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>ACCOUNT 55700 EDUCATIONAL REIMBURSEMENT</b>								
<b>LSTA GRANT REIMBURSEMENT</b>								
Mary Pat Dodson: 4 classes	6,282	6,282	2,094	2,094	4,050			
<b>TOTAL BUDGET REQUEST</b>	<b>6,282</b>	<b>6,282</b>	<b>2,094</b>	<b>2,094</b>	<b>4,050</b>	<b>0</b>	<b>0</b>	

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**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

<b>DIVISION 7077</b>	<b>Approved FY 07-08</b>	<b>After cuts 1/8/2008</b>	<b>Approved FY 08-09</b>	<b>After cuts 1/30/09</b>	<b>Approved FY 09-10 w/cuts</b>	<b>Approved FY 10-11</b>	<b>Requested FY 11-12</b>
<b>ACCOUNT 51200 SPECIAL SUPPLIES</b>							
Cases (for videos, cassettes, cds/cdroms/dvds + sec. cases, hangup bags, etc.)	3,000	3,000	0	0	0	0	
Circulation desk & misc office supplies (ink, golf pencils, receipt printer paper)	1,450	1,450	0	0	0	0	
Polaris supplies (bar code scanners/receipt printer)	400	0	0	0	0	0	
Processing/mending supplies (now includes pre-processing costs, prev paid out of 707951300)	11,600	11,000	0	0	0	0	
Theft detection strips	3,880	3,880	0	0	0	0	
Circulation supplies (golf pencils, receipt printer paper, copy center supplies)	0	0	1,500	1,500	3,800	3,800	3,800
Computer supplies (cleaning supplies, network supplies, software)	0	0	1,500	1,500	1,500	1,500	1,500
Technical processing supplies (cases, detection strips, book jackets)	0	0	17,330	17,330	10,000	8,200	10,870
<b>TOTAL BUDGET REQUEST</b>	<b>20,330</b>	<b>19,330</b>	<b>20,330</b>	<b>20,330</b>	<b>15,300</b>	<b>13,500</b>	<b>16,170</b>
<b>ACCOUNT 55330 MICROFILMING</b> moved to Periodicals 001-7079-51300							
Deleted- account zeroed out since 07/08							
<b>TOTAL REQUESTS FOR ACCOUNT 7077</b>	<b>20,330</b>	<b>19,330</b>	<b>20,330</b>	<b>20,330</b>	<b>15,300</b>	<b>13,500</b>	<b>16,170</b>

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**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

<b>DIVISION 7078</b>	<b>Approved FY 09-10 w/cuts</b>	<b>Approved FY 10-11</b>	<b>Requested FY 11-12</b>
* separated out 7078 again in FY 09-10 per City Manager's request			
<b>ACCOUNT 51200 SPECIAL SUPPLIES - PUBLIC SERVICES</b>			
Children's supplies	2,000	500	750
Young Adult supplies	500	500	250
<b>TOTAL BUDGET REQUEST</b>	<b>2,500</b>	<b>1,000</b>	<b>1,000</b>
<b>ACCOUNT 51300 BOOKS/TAPES/PERIODICALS, ETC YOUTH SERVICES (CHILDREN &amp; YA)</b>			
Fiction	9,766	7,795	8,358
Non-fiction	8,371	7,453	7,453
Reference	5,232	4,625	4,625
Audio-visual	5,232	4,925	4,925
<b>STANDING ORDERS</b>	453	500	500
<b>PERIODICALS</b>	698	0	0
<b>ELECTRONIC DATABASES</b>	13,143	2,200	2,200
<b>TAX</b>			
<b>TOTAL BUDGET REQUEST</b>	<b>42,895</b>	<b>27,498</b>	<b>28,061</b>
<b>TOTAL REQUESTS FOR ACCOUNT 7078</b>	<b>45,395</b>	<b>28,498</b>	<b>29,061</b>

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**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

<b>DIVISION 7079</b>	<b>Approved FY 07-08</b>	<b>After cuts 1/8/2008</b>	<b>Approved FY 08-09</b>	<b>After cuts 1/30/2009</b>	<b>Approved FY 09-10 w/cuts</b>	<b>Approved FY 10-11</b>	<b>Requested FY 11-12</b>
<b>ACCOUNT 51200 SPECIAL SUPPLIES - PUBLIC SERVICES</b>							
Children's supplies -- moved to 7078	2,000	2,000	2,000	2,000			
Young Adult supplies -- moved to 7078	1,000	1,000	1,000	500			
Adult supplies	500	500	500	500	500	250	250
<b>TOTAL BUDGET REQUEST</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,000</b>	<b>500</b>	<b>250</b>	<b>250</b>
<b>ACCOUNT 51300 BOOKS/TAPES/PERIODICALS, ETC</b>							
<b>ADULT SERVICES</b>	7% increase		*=variable % increase				
Fiction	37,600	37,600	30,600	25,250	17,090		10,105
Non-fiction	59,800	59,800	43,400	35,300	24,135		20,929
Reference	14,000	14,000	12,200	6,300	5,232		
Audio-visual	38,500	38,500	37,900	26,600	18,066		17,114
<b>YOUTH SERVICES (CHILDREN &amp; YA) -- moved to 7078</b>							
Fiction	19,000	19,000	19,000	14,248			
Non-fiction	16,200	16,200	17,000	11,689			
Reference	11,000	11,000	11,000	9,824			
Audio-visual	10,000	10,000	10,000	7,515			
<b>STANDING ORDERS</b>	48,150	43,150	49,154	44,049	30,692		29,907.00
<b>PERIODICALS</b>	30,000	23,500	30,000	30,000	20,473		
<b>ELECTRONIC DATABASES</b>	70,750	68,250	76,746	76,793	42,327		24,674.00
<b>TAX</b>							
<b>TOTAL BUDGET REQUEST</b>	<b>355,000</b>	<b>341,000</b>	<b>337,000</b>	<b>287,568</b>	<b>158,015</b>	<b>100,662</b>	<b>102,729</b>
*Each subject area adjusted independently, based on averages of Bowker Annual figures (2007 ed.)					total book budget reduced by \$72,750		
<b>ACCOUNT 55325 BINDING &amp; REPAIR OF LIBRARY MATERIALS</b>							
Binding	900	900	900	900			
Repair	1,500	1,000	1,500	500	1,000	500	500
<b>TOTAL BUDGET REQUEST</b>	<b>2,400</b>	<b>1,900</b>	<b>2,400</b>	<b>1,400</b>	<b>1,000</b>	<b>500</b>	<b>500</b>
<b>TOTAL REQUESTS FOR ACCOUNT 7079</b>	<b>360,900</b>	<b>346,400</b>	<b>342,900</b>	<b>291,968</b>	<b>159,515</b>	<b>101,412</b>	<b>103,479</b>

**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET  
LIBRARY DEPARTMENT**

<b>DIVISION 7079</b>				<b>Approved</b>	<b>After cuts</b>	<b>Approved</b>	<b>After cuts</b>	<b>Approved</b>	<b>Approved</b>	<b>Requested</b>
				<b>FY 07-08</b>	<b>1/8/2008</b>	<b>FY 08-09</b>	<b>1/30/2009</b>	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>
								<b>w/cuts</b>		
TOTAL BOOKS/TAPES/PERIODICALS 7078-7079				355,000	341,000	337,000	287,568	200,910	128,160	130,790
TOTAL REQUESTS FOR ACCOUNT 7078-7079				360,900	346,400	342,900	291,968	204,910	129,910	132,540
TOTAL REQUESTS FOR 7076-7077-7078-7079				508,380	462,950	472,545	405,075	295,085	212,285	212,285
% change from previous FY					-8.936%	2.073%	-14.278%	-27.153%	-28.060%	
						increase over	decrease over	decrease over	decrease over	
					* an	07/08	approved	cuts Jan 09	approved	
					additional	cut budget	08-09 budget		09/10 budget	
					\$4000 was taken			-41.956%	-58.243%	
					in March 08			decrease	decrease	
					book budget			from 07-08	from 07-08	
					total \$ 337,000			<b>total</b>	<b>total</b>	
								approved	approved	
								requests	requests	
								-43.406%	-63.899%	
								decrease	decrease	
								from 07-08	from 07-08	
								total	total	
								book budget	book budget	
								requests	requests	

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# Division Monthly Reports



To: Robin Weed-Brown

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

Date: February 2011

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

**Children's**

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
2/03/11	Council PTA	25
2/04/11	Library Tour-Whitcomb SDC	13
2/08/11	Community Preschool	40
2/09/11	Community Preschool	29
2/23/11	Oak Knoll Virtual Academy Tour	7
2/24/2011	Ravenous Readers book group	4
2/24/11	Whitcomb Preschool	40
2/26/2011	SAT Workshop	75
1/10/11-2/26/11	Bookmark Contest	390
<b>Total Number of Participants</b>		<b>623</b>

The bookmark contest concluded at the end of February yielding 390 entries! The entries represented students grades K-12 who live or attend school in Glendora. Schools represented include: all GUSD schools, Willow and Washington Elementary schools from COUSD, Hope Lutheran and St. Dorothy's. Cindy will be at the Board meeting on Monday to ask for assistance in judging the bookmarks.

The annual SAT workshop for high school students was held on February 26<sup>th</sup>. 75 students attended, consuming 30 pizzas. The students learned techniques and strategies for taking the college entrance exams. Tutoring Solutions, the provider of the workshop, even reviews how many paragraphs should be in the essay portion of the test!

Plans continue for the upcoming Summer Reading Clubs. It is sure to be a fun and exciting reading ride through the past century!

**Adult**

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
2/14/11	Coordinating Council	45
2/23/2011	A Novel Idea - <i>Olive Kitteridge</i> by Elizabeth Strout	12
Total Number of Participants		<b>57</b>

Materials selectors and processors alike continued their search for ways to spend effectively and support San Gabriel Valley businesses, meeting with a local library services vendor. A periodicals- and history-oriented subset of this group also attended an online demo of scanning software, hoping it might be used to digitize local historic newspapers.

Gaetano joined other Library readers as he shared a love of books with Glendora students at the Community Read-In. Later, he shepherded the final installment of our successful presentation sequence, the Los Angeles’ Opera’s series of Opera Talks. The concluding program – focusing on *The Turn of the Screw* – brought total series attendance to 128 (an average of over 30 per program, much higher than the Opera’s self-described standard). Gaetano’s trio of recent appearances concluded with a discussion of M.T. Anderson’s *Feed* at Books Alive!

Janet got an introduction to the up-and-coming generation of library staff, interviewing with an undergrad “Administration of Libraries” student.

Public Services staff, full- and part-time alike, continue their support of the strategic planning process. Whether participating in Thursday meetings, debriefings, and/or synthesis sessions, the result is an interesting view of the Library as both a community service and a workplace. At the City level, Public Services staff also got to hear directly about budget, communications, and other issues when City Manager Chris Jeffers headed the recent employee “town hall” meetings.

**Support Services** – Carlos Baffigo

- The library’s Annual Survey will be conducted March 14 – 19.

**Computer Systems:**

- The Polaris 4.0 upgrade was moved to June due to technical support scheduling conflicts.
- Configuration of EnvisionWare continues. EnvisionWare will replace PCCop as the public pc time-out and session-limit software.
- A purchase order has been submitted to e-Imagedata Corporation for the purchase of a ScanPro microform reader.

**Development & Educational Services** – Anne Pankow

<i>Date</i>	<i>Program/Event</i>	<i># of participants</i>
2/01/2011 to 2/22/2011	Quilting Class with Sandy Janicki – 4 sessions	37
2/04/2011	Donor Recognition – Invitation Only	127
	<b>Total Number of Participants</b>	<b>164</b>

<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
2/02/2011	Outreach to Teen Parent with Cindy & Chris at Arrow High School	22
2/03/2011	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	46
	<b>Total Number of Participants</b>	<b>68</b>

The Quilt Show Opportunity quilt is now displayed behind the Information Desk. Tickets are \$1 each, 6 for \$5 and 25 for \$20 and can be purchased at the Check Out Desk and the Friends Plaza Book Loft. All proceeds support library programs and services.

Donor Recognition on February 4<sup>th</sup> was a lovely event. Two library partners were honored – Apple Graphics and A-1 Event and Party Rentals. Village Eatery catered the event.

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

	This Year February	Last Year February	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
<b><u>Service Indicators</u></b>						
I. E. Total Library Visitors	19,199	16,612	16%	170,613	177,144	-4%
I. D. Total Items Loaned	32,596	34,794	-6%	286,929	293,030	-2%
I. D.4. Electronic Circulation	330	305	8%	3,041	1,987	53%
III. A. Total Requests for Information/Adult Services	2,176	2,247	-3%	18,726	19,034	-2%
II. A. Total Items Owned	143,579	148,305	-3%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	15,506	12,478	24%	118,082	110,974	6%
V. A.2. Library Home Page Views *	10,199	8,869	15%	82,888	76,560	8%
VI. A. Total Number of Programs	6	9	-33%	61	94	-35%
VI. E. Number of Literacy Students Active	33	35	-6%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	128	103	24%	993	1,049	-5%
VI. F.1 Total Number of Volunteer Hours	689	652	6%	6,544	7,931	-17%
I. G. Total General Fund Revenue	\$8,387	\$10,168	-18%	\$44,765	44,204	1%

These statistics are subject to verification.

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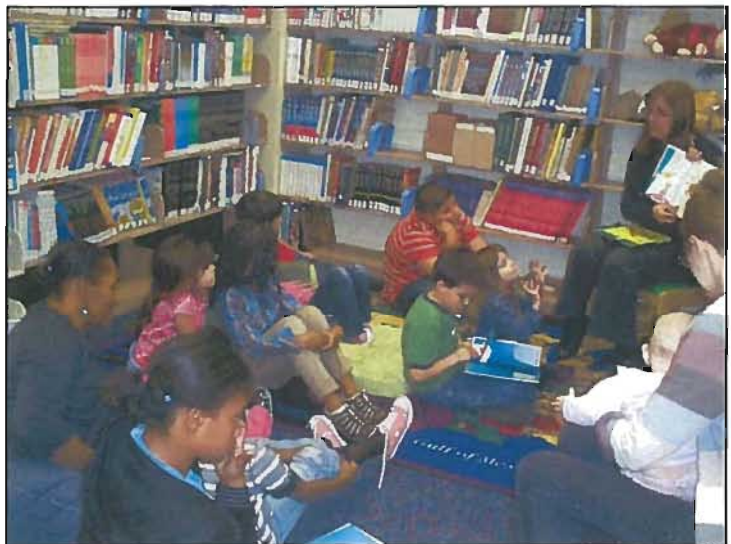


**March 2011 Events**



Dr. Seuss Celebration  
March 2, 2011

Dr. Seuss Celebration  
March 2, 2011



Dr. Seuss Celebration  
March 2, 2011

**March 2011 Events**



Dr. Seuss Celebration  
March 2, 2011

Cindy Romero, Senior Librarian  
Youth Services  
Presenter at Charlotte S. Huck  
Children's Literature Festival  
March 2011



Cindy Romero, Senior Librarian  
Youth Services,  
Presenter at Charlotte S. Huck  
Children's Literature Festival  
March 2011

# **6.**

# **Unfinished Business**



## Glendora Public Library Board of Trustees Agenda Item Report

To: Board of Library Trustees  
From: Robin Weed-Brown, Library Director  
Date: March 21, 2011  
Re: Agenda Item # 6.1: 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.

At last month's meeting a plan to create a written report to give the council was discussed and agreed to. The use of a PowerPoint presentation to facilitate the presentation was also agreed on. Due to the budgeting process I have not yet been able to work on these two items. Once the budget items are submitted, I will begin to work on both of these items.

President Deal is preparing a letter requesting a meeting date with the city council.

# **7.**

# **New**

# **Business**



Glendora Public Library Board of Trustees  
 Agenda Item Report

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director  
 Date: March 21, 2011  
 Re: Agenda Item # 7.1: Library Goal Planning for FY 11-12

Due to an extension on the deadline for submitting library goals to the city manager, I am able to share our proposed goals with the board for review, comment and modification. If there are changes to the draft goals or additional goals the library board wishes to be addressed, please share them with Assistant Director Pankow.

**Administration:**

1. Present the Library's new Plan of Service to the Glendora community for input. Input will be solicited via staff outreach to a minimum of 5 community groups or stakeholders. The plan will also be on the library's website for comment by the community. Evaluate and incorporate feedback as appropriate. Submit final Plan of Service to Library Board of Trustees by June 2012.
2. In partnership with the Woman's Club of Glendora, plan and implement a centennial celebration of the transfer of the library from the Woman's Club to the City of Glendora. May 2012.

**Support Services:**

1. Renovate existing kitchen facilities in Bidwell Forum and Staff-Technical Services areas, by June 2012.
2. In coordination with Public Works Department: assess impacts of proposed location; set up; establish and implement new procedures for the emergency electrical generator system to serve City Hall, Library, and Police buildings. The proposed generators will be located within the library maintained area due to their proximity to electrical power distribution panels housed within the library building, by December 2011.
3. Implement Polaris 4.0 software release and upgrade related hardware for library's integrated automation system. New release includes enhanced bibliographic and item record searching,



database performance, catalog accessibility for mobile devices, and customer notification texting options, in coordination with City's IT Department, by October 2011.

4. In coordination with City's Emergency/Safety Committee, evaluate the Bidwell Forum as an alternate City Emergency Operations Center (EOC) site and create a plan for necessary implementation and upgrades to meet EOC needs, while simultaneously retaining its day-to-day function as a community meeting room, by June 2012.
5. In accordance with the new Library Plan of Service and input from the Glendora community, begin redeployment of Support Services staff as appropriate by June 2012.

### **Youth Services:**

1. Evaluate the effectiveness of newly added adult volunteer opportunities: ELF Coordinator and Friends Room volunteers. Criteria includes: continued use of the Friends Room after storytimes and after school; and success of activities evaluated through observation, child interaction, and feedback from children and caregivers. Volunteer job descriptions will be reviewed and modified as needed. An effectiveness report that includes modifying or expanding existing programs will be submitted to the Library Director by March 2012.
2. Participate in the State Library Summer Reading Outcomes Measures Project. Evaluation includes conducting surveys of summer reading participants and families, and focus groups. Provide a report to the Library Director by August 2011.
3. Investigate the application of the Outcomes Measures Project to evaluate Youth Programming for the following programs: Battle of the Books, Bookmark Contest and Youth Book Discussion groups. Provide a detailed report on the feasibility of using Outcomes Measures for Youth Programming to the Library Director by May 2012.
4. In accordance with the new Library Plan of Service and input from the Glendora community, begin redeployment of Youth Services staff as appropriate by June 2012. In support of informal learning, and of a Library both technologically and socially forward-looking, anticipated emphases include programming and outreach.

### **Adult Services:**

1. To improve convenience for users outside the Library walls and maximize our investment in online resources, utilize website and vendor statistics to identify services appropriate for direct Library home-page access. Redesign Library home page to market these services as appropriate. June 2012.
2. In accordance with the new Library Plan of Service and input from the Glendora community, begin redeployment of Adult Services staff as appropriate by June 2012. In support of informal learning, and of a Library both technologically and socially forward-looking, anticipated emphases include programming/outreach and developing staff-wide technology skills.



## Glendora Public Library Events

### 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 -19 *Sale in the Library*: National Geographic and Glendoran magazines – main floor  
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

### April 2011

- 02-09 *Super 7 Day Sale in the Library* – main floor  
02 6:30 p.m. Great Trivia Challenge 19 – Felix Event Center, APU  
09 9:30 a.m. – 3:30 p.m. Adult Literacy Tutor Training – registration required- Bidwell Forum  
13 6:30 p.m. Bookmark contest reception – **by invitation only** – Bidwell Forum  
16 6 p.m. Glendora Centennial Program movie: *It Happened One Night* – Bidwell Forum  
18 7 p.m. Library Board meeting – Bidwell Forum  
27 5:30 p.m. Novel Idea: Adult book discussion on *The Help* by Kathryn Stockett – Friends Room  
30 9 a.m. – 3 p.m. Earth Day Celebration – Library Plaza  
30 10:30 a.m. John Abram's Live Animal Magic- Bidwell Forum

### Storytimes

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

### Foundation Executive Board Meeting

- April 1, 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**

<b>July 19</b>	Eval: Lib Board; Elect officers; appoint Foundation Liaisons; discuss Library Board Goals; Closed session: Eval: Lib Dir;
<b>August 16</b>	Finalize Library Board Goals FY 10/11; review <i>Role of the Glendora Library Board of Trustees</i> document
<b>September 20</b>	SRC wrap up; Holiday Hours: Thanksgiving & Christmas; review <i>Study Room Procedures</i> ; review <i>Red Alert Procedures</i>
<b>October 18</b>	Review <i>Library Staff Materials Procedures</i>
<b>November 15</b>	Review <i>Request to limit or revoke privileges</i> ; review Admin Policy 4.06-Volunteer Policy; Volunteer goal report
<b>December 13</b>	(moved from December 20) Mid-year review of goals 10-11
<b>January 24</b>	(Adjusted for MLK Day) Staff appreciation;
<b>February 28</b>	(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);
<b>March 21</b>	Candidates for Board vacancies; Bookmark contest judging; goal planning for 11-12;
<b>April 18</b>	Begin process of self-evaluation and evaluation of Lib Dir (include past Board evaluations & the Board's current goals)
<b>May 16</b>	Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session);
<b>June 20</b>	Agenda planning 11-12; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member; Library goals 10-11 wrap-up