

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

July 21, 2008
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

Possible motion to revise order of business or other

4. CONSENT CALENDAR – action item

4.1 Minutes of meeting of June 16, 2008, Encl., page 1

5. REPORT OF LIBRARY DIRECTOR, Encl., page 5

Written report attached. No action will be taken on any items brought up at this time

6. UNFINISHED BUSINESS – NONE

7. NEW BUSINESS

7.1 Election of new Officers – action item

Vice President Conway to lead

7.2 Election of two Friends Foundation Liaisons – action item

President to lead

7.3 Library Board Goals for FY 2008/2009, Encl., page 39

President to lead discussion

7.4 Library Events Calendar, Encl., page 41

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar, Encl., page 42

Plans for future meetings to be discussed

8.2 Board member items

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

9. 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; the City Clerk's Office, 116 E. Foothill Blvd, Glendora and the City's website: <http://www.ci.glendora.ca.us>.

4.

Consent Calendar

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

June 16, 2008
5:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 5:01 p.m. by President Jim Theel.

Board members Present: Jim Theel, Mike Conway, Tricia Gomer, Sylvia Slakey, Debbie Deal

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

It was MSC (Conway/Slakey) to approve Minutes of meeting of May 19, 2008. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Theel, Conway, Slakey; NOES: None; ABSENT: None

5. REPORT OF LIBRARY DIRECTOR

Romero handed out Summer Reading Club give-away bags to the Board members. She provided the Board members with information regarding this year's give-aways, as well as details about the four Summer Reading Clubs. Romero pointed out that with the help of TAB (Teen Advisory Board) the Teen Summer Reading Club has been completely re-structured. In response to a question from Slakey, Romero replied that the Teen Summer Reading Club's focus is on middle school age children.

Romero expressed her satisfaction with the turnout on the first day of Summer Reading Club. 38 babies, 358 children and 31 teens signed up on the first day this year compared to 74 babies, 462 children and 78 teens during the first week last year. 108 volunteers have signed up to help in the Children's room during Summer Reading Club.

Romero stated that she and her staff did extensive outreach by visiting all eight elementary schools to promote the library's Summer Reading Clubs. In response to a question, Romero replied that she and her staff have not been invited to the private schools although they do contact them and ask to come. Weed-Brown stated that this is an incredible first day of Summer Reading Clubs. Four staff members have been working the circulation desk all day today and the lines have been long all day. Romero voiced her appreciation for having Library Aide II Yessica Pinedo in the children's room.

Deal informed the Board that Romero received the Glendora Council PTA Children's Advocate award. The Board congratulated Romero.

Weed-Brown stated she was pleased at the turnout for the groundbreaking ceremony. Gomer added that it was a nice mix of all age levels.

Weed-Brown stated that a City Council budget workshop is scheduled for June 24 before the regular Council meeting. The Finance Director will give a presentation at that time. If the workshop goes well, the 08/09 budget will be adopted at the regular City Council meeting at 7 p.m.

Weed-Brown confirmed that the Library Board wants to present the Foundation with both the engraved plaque and a Certificate of Appreciation at *Night on the Plaza*. Deal suggested that all Board members sign the Certificate of Appreciation.

Weed-Brown stated that at the June 10 City Council meeting the Council officially adopted a resolution to restrict parking in the city's public parking areas between 2 a.m. and 5 a.m. unless it is a city-owned vehicle or has a city-issued temporary parking permit. Weed-Brown stated that permits can be issued by department heads if a staff member needs to park in one of these lots overnight. Weed-Brown wanted to make the Board aware of this issue, as many calls were received by city staff this morning. Conway commended City Administration for doing a better job of notifying citizens of upcoming changes.

Gomer thanked Weed-Brown for including the article on ethics in the Board packet. In response to a question, Weed-Brown replied that the AWE computers were purchased through Califa at a discounted price.

Weed-Brown reported that 50 applications were received for the Library Aide I recruitment. She reminded the Board that in the new fiscal year Aide Is will be assigned paging duties as well. The process for the recruitment of the vacant Library Tech position has started. In response to a question from Conway, Weed-Brown replied that wireless printing works at this time.

Theel raised the question whether there will be an increase in the total number of library visitors once the expansion project is completed. Slakey predicted an overall increase in all city programs due to the dire situation of the economy.

Theel appreciated the pictures in this month's Board packet, especially the pictures of the library almost flooding. Weed-Brown stated that the San Gabriel Valley Tribune had been contacted to do an article on the groundbreaking ceremony, but instead they published an article about the library "being dry."

Weed-Brown expressed her excitement that Gail Jebbia is the second city employee to receive a Certificate of Appreciation from the City Manager.

6. UNFINISHED BUSINESS

6.1 Annual Evaluation of the Library Board

Theel handed out the annual evaluation of the Library Board, which included the recommended changes proposed by the Board members. Conway commended Theel for a job well done.

It was MSC (Gomer/Deal) to adopt the Library Board of Trustees self-evaluation. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Theel, Conway, Slakey; NOES: None; ABSENT: None

7. NEW BUSINESS

7.1 Agenda Planning for 2008/2009

The Board reviewed the documents in the Board packet. Slakey suggested postponing the adjustment of the January and February Board meeting dates until it is closer to that time. The Board agreed to discuss the January and February Board meeting dates at the October Board meeting. Slakey suggested reviewing any policy that was last reviewed prior to 2003. It was determined that a total of four policies needs to be reviewed. The Board agreed to review the study room and staff materials policy at the October Board meeting. It was decided to review the volunteer policy in November. Weed-Brown expressed the need to confer with the library management team about the collection policy before committing to a specific review date. She reminded the Board that the planning of the ribbon cutting ceremony for the Children’s Room Expansion also needs to be added to the agenda planning calendar.

Gomer asked the Board to keep in mind that all processes are new for incoming Board members. Following discussion, the Board decided to start the process of the annual self-evaluation and the evaluation of the Library Director in April in order to better assist new Board members in this process. It was recommended to give new Board members examples of previous years’ evaluations, as well as include the current year’s goals for the Board in the Board packet.

Theel stated that almost everything listed in the strategic plan document, which was supposed to guide the library through 2010, has been accomplished already. He suggested discussing new ideas early on in the new fiscal year. The Board decided to review the strategic plan at the August Board meeting.

7.2 Orientation Plan for new Library Trustee

The Board reviewed the four orientation steps for the new Library Trustee and determined that they are sufficient. Weed-Brown stated that the Board Orientation handbook will be updated for the new Board member.

7.3 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out the End of summer party on July 26 and the youth volunteer recognition event on July 28. Night on the Plaza takes place July 19.

8. BOARD MEMBER ITEMS

8.1 Presentation

Conway thanked Jim Theel for his leadership and support during his eight years of service on the Library Board. Theel has been a prominent Library Board member.

Conway presented Jim Theel with a plaque and paperweight. Conway commended Theel for his excellent leadership, for keeping a cool head and refusing to be stampeded. Theel thanked the Board.

8.2 Agenda Planning Calendar

Discussed under 7.1 Agenda Planning for 08/09.

8.3 Board Member Items

Deal enjoyed the groundbreaking ceremony today. She thanked Theel and stated that it was a pleasure to serve on the Board under his presidency. Theel will be missed. Deal was very excited about the Summer Reading Club numbers. These numbers show how wonderful the library is.

Slakey thanked Theel for all his hard work.

Conway stated that it is very difficult to find parking here at the library. The problem is amplified by city employees parking in the front and back parking lots. Conway proposed for the Board to discuss this issue to improve the parking situation. He thanked Theel for all his hard work and stated that Theel is a very remarkable person.

Gomer signed up for the Adult Summer Reading Club. The groundbreaking ceremony was well received. She thanked Theel and wished him and his wife Vicki best of luck. She asked Theel to come back and visit when he is in the area.

Theel stated that this has been an interesting day. This is the ending of an era of his life. It is difficult to believe that it has been six years since he started serving on the Board.

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director

The Board went into closed session at 6:36 p.m. and emerged at 6:43 p.m. It was reported that the Library Director received her annual review by the Library Board. A copy will be sent to the City Manager.

There being no further business, the meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

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

5.

**Report of
Library
Director**



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

5
Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director *Rob*
CC: City Manager
Date: July 21, 2008
Re: Director's Report

Community

The community's response to our summer reading clubs has been phenomenal. Our registration numbers continue to climb and have already surpassed the final numbers from last year (with two weeks still to go!). Cindy and her staff have done a yeoman's job of handling the crowds at the performances where attendance numbers near 800 for one day's event/performance (two shows) are not uncommon. Along with these SRC numbers, the story time attendance numbers are also out of this world. Not too long ago having 25-30 kids at a story time would seem large; now that is considered a small group! Registration numbers as of this writing are: babies: 250; children: 1407; teens: 275 and adults: 212.

Workshops and programs for our youngest library users and their families/caregivers are being presented as part of our ELF grant and "Every Child Ready to Read" program. The new parenting workshops are a joy to watch. Mothers and babies explore the world through educational manipulatives. Staff gives guidance on how to use the manipulatives to their best advantage. Parents/caregivers and their toddlers explore 6 pre-reading skills through the Mother Goose story times. Our regular story times continue through the summer as well, and as noted above, are getting attendance levels as high as 100 for one story time!

Guess our expansion can't get here soon enough! We were happy to see construction begin on June 30th. There are days when the noise is a bit much, but we more than willing to live with it!

On June 27th the Glendora Woman's Club donated \$2500.00 to the library in honor of their centennial. Mike Conway was joined by Rose Myers and Donna Henderson from the club and me to receive the check. The presentation was covered by the SGV Examiner in their July 10-16, 2008 edition. (copy of the article is attached)

Another Family Game Day was held on July 12. We had great attendance (around 100) and went through 25 boxes of pizza! This event is the brainchild of Sandy Krause. It is her third Family Game Day and each time the number of people attending grows and many stay for hours on end. People can play individual brain teasers, board games, group games or even learn to juggle. Some of the games are supplied by the program and some are brought in by participants. Congratulations Sandy on another great program!

Night on the Plaza will just have happened prior to this meeting. Ticket sales have been great with over 375 reservations by July 9. I expect we will have had a full house and a wonderful evening once again! It is nice to have the community coming out to support us even during these rocky economical times.

Our campaign on "going green" is generating a lot of interest and feedback from the public. We are going to be replacing the plastic bags we give out with environmentally friendly canvas bags. The public is very pleased that we are going this route. The green tote bags will sell for \$3 thanks to underwriting by the Friends Foundation. The bags say: Take me back to the Glendora Public Library and Get another book. It has our logo and website address on it as well. The bags have already been delivered, sooner than expected. Although we were initially going to wait until September to start selling them we may decide to begin sooner.

Staff

Starting on June 16th the library management team began a "Morning Briefings" session for staff. Every morning at 9 a.m. all staff that are on site attend a 5-10 minute briefing on the day's events, issues, and activities. With all that was and is going on (summer reading clubs, construction, vacations, programs and events) we felt it was a good way to keep staff informed and up-to-date. The bullet-pointed information is then disseminated via email to all staff and is also available in the shared-access computer files ("library share"). Staff that arrives later in the day is brought up-to-date by the email. I personally found it helpful to read the emails when returning from a brief vacation to get current on what had gone on. We also found that our monthly staff meeting in July was more concise due to the daily flow of information. If the trend continues, our monthly All Staff meetings may be able to take on an expanded role beyond just information exchange, such as including a training component.

We had 86 applications for our full time library technician vacancy! That must be close to a record for us. Carlos is wading through the applications and will set up first-round interviews in the near future.

We have two new Library Aide I's on staff: Leslie Shook and Anna Wooten. They will be replacing two staff members that are leaving us next month, Jill Kinnion and Leah Gasser-Ordaz, who are leaving for school.

Janet Stone and Cindy Romero attended the American Library Association's annual conference in Anaheim the last week of June/first week of July. This conference only makes it out to California every 5-8 years so it was great to be able to have management staff take advantage of the opportunity.

Director

Anne Pankow, Mick Bollinger and I met with their new foundation member, Pam Richards on July 11. We oriented her on the foundation and library ins and outs. Pam is relatively new to Glendora (she moved here 4 years ago from Monrovia), and has jumped into community activities with both feet. She has already served on the Trivia Challenge committee for two years and will be a part of the library's new Teen Battle of the Books event.

It is wonderful to have Tricia Gomer reappointed to the board! It was unfortunate that a decision on who would fill our vacancy couldn't be reached. The appointment process will be on the July 22 city council agenda under "Unfinished Business" so we should have a full board for our August meeting.

We have new furnishings! 4 ottomans that match the new green chairs and one more end table arrived on July 10. The ottomans are in the New Book area for those needing a place to sit while browsing our collections. The area is too tight for full sized chairs so we hope this will be a comfortable solution for our patrons. The end table is back between the two wing-backed chairs in the fiction area for the moment. The new wooden "New Book" shelves arrived July 16. There will be some re-working of the layout in that area in response to the new shelving. We are expecting delivery of the new study tables and chairs by the end of August (shipment is estimated for Aug. 15 from Illinois).

Janet, Carlos and I are on the city's technology committee. Plans are moving ahead for a redesign of the city's website. We are not sure how or what will be the impact to the library's website yet. We would like to make to our site easier to maintain and more flexible for future modifications. We hope the company that has been hired (Vision Internet) can help us with that. A full day meeting is scheduled for July 22 to begin to outline everyone's wish lists.

I have attached for your information the approved budget numbers for FY 08-09 for all library accounts. I have also included a multi-year chart Elke put together comparing the budget line items on the accounts we have direct input/control over. It also shows the percentage of change in the budget year to year on those items only.

For your information the year-end statistics for 2007-2008 for the library are included in this packet. For our newer board members this may be your first review of a full fiscal year's worth of numbers. There are a lot of statistics! Many of these we track for reporting purposes for the State Library's annual report, national statistics reporting on public libraries and for grants we get (e.g. literacy, CDBG). Overall our numbers are up despite being closed for the carpet project in December 2007 and the flood in January 2008. Congratulations to the library staff for a successful, busy and eventful 2007/08 and for handling it all with an exceptional customer service focus!

Don't forget the Youth Volunteer Recognition Party on July 28 at 3 pm in Bidwell Forum. If you haven't already, please let Cindy Romero know if you will be attending the event or not. (852-4813).

Next Board Meeting: August 18, 2008



Rose Myers, Woman's Club Centennial Committee Chair and club historian; President Donna Henderson presents \$2,500 check to Library Director Weed- Brown to celebrate the club's "100 Years of community Service" and Mike Conway, incoming president of the Glendora Library Board of Trustees and former Glendora Mayor.

By Joan Hallidy

The Glendora Woman's Club (GWC) presented a special donation of \$2,500 to the Glendora Public library to celebrate the club's "100 Years of community Service," 1908-2008. Those "100 Years of Community Service" have included many successful service projects sponsored by the GWC, but one of its projects especially stands out - A Library For Glendora.

From the year the club was organized in 1908, its 75 charter members, many from various literary groups and book clubs, were dedicated to establishing a library for Glendora. It was to be promoted as a "strictly public institution devoted exclusively to the public good."

During the next three years, club members proceeded in a very businesslike manner. They established a library committee and a budget, rented rooms to hold the library, hired a librarian, worked to add books available for loan, held fundraisers and book showers. They also made sure all books were carefully numbered and classified in

accordance with the rules of the American Library Association. By 1911, the GWC had established and opened a free public library and reading room for Glendora.

The GWC maintained the library until gifting the library, along with approximately 1,000 books and the operation of the library, to the newly formed City of Glendora in May of 1912. The city officially assumed financial support of the library in City Ordinance No. 43, dated May 20, 1912, documenting the beginning of the Glendora Public Library.

With this official documentation, the historic link between the GWC and the Glendora Public Library was established. Being an important part of the Glendora Library's history as its founding organization, the GWC has maintained and nurtured its historic link to the library through continuing support and involvement, said Club President Donna Henderson.

Donations to the Glendora Public Library, such as the recent one from GWC, help provide many needed services and

programs. Donations to the library help provide funds for the community education, adult and family literacy programs, youth and teen programs, summer reading clubs for children, teens and adults, special projects, information technology, and also funds for materials and programs that wouldn't otherwise be possible.

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Glendora Library

Adopted FY 2009 Budget
By Line Item

SELECTION CRITERIA: ALL
 ACCOUNTING PERIOD: 1/09
 7076 Admin & Development Division

SORTED BY: DIVISION, DEPARTMENT, FUND, FUNCTION, KEY ORG, ACCOUNT, 1ST SUBTOTAL
 TOTALED ON: DIVISION, DEPARTMENT
 PAGE BREAKS ON: DIVISION

FUND - 001 - GENERAL FUND

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
001-7-70-76 41110 LIBRARY ADMIN REGULAR TIME	240,590.94	.00	.00	.00	240,590.94
001-7-70-76 41120 LIBRARY ADMIN OVERTIME	.00	.00	.00	.00	.00
001-7-70-76 41210 LIBRARY ADMIN PART TIME	55,855.80	.00	.00	.00	55,855.80
001-7-70-76 41360 LIBRARY ADMIN VEHICLE ALLOWANCE	2,400.00	.00	.00	.00	2,400.00
001-7-70-76 42110 LIBRARY ADMIN RETIREMENT	34,443.68	.00	.00	.00	34,443.68
001-7-70-76 42290 LIBRARY ADMIN FLEX BENEFIT	34,249.83	.00	.00	.00	34,249.83
001-7-70-76 42310 LIBRARY ADMIN EMPLOYER PAID BENEFIT	6,313.50	.00	.00	.00	6,313.50
001-7-70-76 42520 LIBRARY ADMIN WORKERS COMP	559.09	.00	.00	.00	559.09
001-7-70-76 51110 LIBRARY ADMIN OFFICE SUPPLIES	10,680.00	.00	.00	.00	10,680.00
001-7-70-76 51400 LIBRARY ADMIN BUILDING MATERIAL &	20,000.00	.00	.00	.00	20,000.00
001-7-70-76 51550 LIBRARY ADMIN PHOTOGRAPHIC SUPPLIE	.00	.00	.00	.00	.00
001-7-70-76 51560 LIBRARY ADMIN OPERATING LEASES	18,000.00	.00	.00	.00	18,000.00
001-7-70-76 53200 LIBRARY ADMIN PRINTING / REPRODUCT	5,600.00	.00	.00	.00	5,600.00
001-7-70-76 53340 LIBRARY ADMIN POSTAGE	4,650.00	.00	.00	.00	4,650.00
001-7-70-76 54000 LIBRARY ADMIN DUES & MEMBERSHIPS	2,265.00	.00	.00	.00	2,265.00
001-7-70-76 55100 LIBRARY ADMIN MEETING EXPENSES	920.00	.00	.00	.00	920.00
001-7-70-76 55550 LIBRARY ADMIN TRAVEL EXPENSES	2,500.00	.00	.00	.00	2,500.00
001-7-70-76 55600 LIBRARY ADMIN TRAINING & EDUCATION	4,300.00	.00	.00	.00	4,300.00
001-7-70-76 56100 LIBRARY ADMIN BUILDING REPAIR & MA	.00	.00	.00	.00	.00
001-7-70-76 56200 LIBRARY ADMIN EQUIP REPAIR & M	.00	.00	.00	.00	.00
001-7-70-76 56200.01 LIBRARY ADMIN EQUIP REPAIR & M	20,000.00	.00	.00	.00	20,000.00
001-7-70-76 57100 LIBRARY ADMIN ELECTRIC	62,000.00	.00	.00	.00	62,000.00
001-7-70-76 57150 LIBRARY ADMIN GAS	3,500.00	.00	.00	.00	3,500.00
001-7-70-76 57160 LIBRARY ADMIN WATER	.00	.00	.00	.00	.00
001-7-70-76 59100 LIBRARY ADMIN CONTRACT SERVICES	20,400.00	.00	.00	.00	20,400.00
001-7-70-76 59801 LIBRARY ADMIN DATA PROCESSING CHAR	140,079.00	.00	.00	.00	140,079.00
001-7-70-76 59802 LIBRARY ADMIN DATA PROCESSING LEAS	14,816.00	.00	.00	.00	14,816.00
001-7-70-76 59803 LIBRARY ADMIN COMMUNICATION CHARGE	29,118.00	.00	.00	.00	29,118.00
001-7-70-76 59804 LIBRARY ADMIN COMMUNICATION LEASES	.00	.00	.00	.00	.00
001-7-70-76 59807 LIBRARY ADMIN LIABILITY INS. CHARG	24,965.00	.00	.00	.00	24,965.00
001-7-70-76 59808 LIBRARY ADMIN PROPERTY INS. CHARGE	53,635.00	.00	.00	.00	53,635.00
001-7-70-76 59809 LIBRARY ADMIN UNEMPLOYMENT INSURAN	1,398.00	.00	.00	.00	1,398.00
207-7-70-76 41110 LIBRARY ADMIN REGULAR TIME	.00	.00	.00	.00	.00
207-7-70-76 41210 LIBRARY ADMIN PART TIME	53,229.20	.00	.00	.00	53,229.20
207-7-70-76 42110 LIBRARY ADMIN RETIREMENT	1,996.00	.00	.00	.00	1,996.00
207-7-70-76 42290 LIBRARY ADMIN FLEX BENEFIT	.00	.00	.00	.00	.00
207-7-70-76 42310 LIBRARY ADMIN EMPLOYER PAID BENEFIT	284.93	.00	.00	.00	284.93
207-7-70-76 42510 LIBRARY ADMIN WORKERS COMP	.00	.00	.00	.00	.00
207-7-70-76 42520 LIBRARY ADMIN OFFICE SUPPLIES	101.00	.00	.00	.00	101.00
207-7-70-76 51110 LIBRARY ADMIN EDUCATION REIMBURSEM	1,500.00	.00	.00	.00	1,500.00
207-7-70-76 55700 LIBRARY ADMIN REGULAR TIME	2,094.00	.00	.00	.00	2,094.00
212-7-70-76 41110 LIBRARY ADMIN PART TIME	.00	.00	.00	.00	.00
212-7-70-76 41210 LIBRARY ADMIN RETIREMENT	12,043.72	.00	.00	.00	12,043.72
212-7-70-76 42110 LIBRARY ADMIN RETIREMENT	451.64	.00	.00	.00	451.64

9

SUNGARD PENTAMATION - FINANCIAL MANAGEMENT SYSTEM
DATE: 07/10/08
TIME: 09:32:59

CITY OF GLENDORA
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 67
EXPSTA21

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 1/09
7076 grant: (DBG - Literacy Services)

SORTED BY: DIVISION, DEPARTMENT, FUND, FUNCTION, KEY ORG, ACCOUNT, 1ST SUBTOTAL
TOTALED ON: DIVISION, DEPARTMENT
PAGE BREAKS ON: DIVISION

FUND - 212 - COMMUNITY DEV BLOCK GRANT

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
212-7-70-76 42310 LIBRARY ADMIN EMPLOYER PAID BENEFI	174.63	.00	.00	.00	174.63
212-7-70-76 42520 LIBRARY ADMIN WORKERS COMP	22.88	.00	.00	.00	22.88
TOTAL DEPARTMENT - LIBRARY	885,136.84	.00	.00	.00	885,136.84
TOTAL DIVISION - LIBRARY ADMINISTRATION	885,136.84	.00	.00	.00	885,136.84

SUNGARD PENTAMATION - FINANCIAL MANAGEMENT SYSTEM
 DATE: 07/10/08
 TIME: 09:32:59

CITY OF GLENDORA
 DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 68
 EXPSTA21

7077

Support Services Division (Circ, Tech/Processing)

SELECTION CRITERIA: ALL
 ACCOUNTING PERIOD: 1/09

SORTED BY: DIVISION, DEPARTMENT, FUND, FUNCTION, KEY ORG, ACCOUNT, 1ST SUBTOTAL
 TOTALLED ON: DIVISION, DEPARTMENT
 PAGE BREAKS ON: DIVISION

FUND - 001 - GENERAL FUND

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
001-7-70-77 41110 CIRC/TECHNICAL SVC REGULAR TIME	214,684.36	.00	.00	.00	214,684.36
001-7-70-77 41120 CIRC/TECHNICAL SVC OVERTIME	.00	.00	.00	.00	.00
001-7-70-77 41210 CIRC/TECHNICAL SVC PART TIME	204,174.25	.00	.00	.00	204,174.25
001-7-70-77 41330 CIRC/TECHNICAL SVC SPECIAL PAYS	.00	.00	.00	.00	.00
001-7-70-77 42110 CIRC/TECHNICAL SVC RETIREMENT	35,962.69	.00	.00	.00	35,962.69
001-7-70-77 42290 CIRC/TECHNICAL SVC FLEX BENEFIT	49,851.78	.00	.00	.00	49,851.78
001-7-70-77 42310 CIRC/TECHNICAL SVC EMPLOYER PAID B	9,492.31	.00	.00	.00	9,492.31
001-7-70-77 42520 CIRC/TECHNICAL SVC WORKERS COMP	795.84	.00	.00	.00	795.84
001-7-70-77 51200 CIRC/TECHNICAL SVC DIVISION SUPPLI	20,330.00	.00	1,400.00	.00	18,930.00
001-7-70-77 55330 CIRC/TECHNICAL SVC MICROFILMING	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - LIBRARY	535,291.23	.00	1,400.00	.00	533,891.23
TOTAL DIVISION - CIRCULATION/TECHN SERVICE	535,291.23	.00	1,400.00	.00	533,891.23

LINE ITEM JUSTIFICATION WORKSHEET SUMMARY

Account Number	Approved FY		Approved FY		Approved FY		Approved FY		Cuts FY		Approved FY	
	02-03	03-04	04-05	05-06	06-07	07-08	07-08	07-08	07-08	07-08	08-09	08-09
Revised 07/03/08												
7076												
51110 office supplies	7,965	5,530	6,300	6,700	10,700	10,700	10,700	9,130	10,680	1,550		
51400 building supplies	18,905	14,100	6,100	12,600	15,600	24,650	24,650	14,550	20,000	5,450		
51550 photography supplie	125	0	0	100	100	0	0	0	0	0		
51560 copier leases	23,182	21,334	22,600	22,600	23,600	15,000	15,000	15,000	18,000	3,000		
55320 printing	4,950	4,305	3,705	6,305	6,305	8,550	8,550	4,600	5,600	1,000		
55340 postage	3,258	3,258	2,953	3,300	3,300	5,360	5,360	5,050	4,650	-400		
55400 memberships/dues	1,653	1,280	1,430	1,720	1,745	1,800	1,800	1,800	2,265	465		
55510 meeting expenses	2,970	1,350	1,350	1,350	1,350	1,350	1,350	1,150	920	-230		
55550 travel	1,300	1,075	2,200	1,575	3,760	3,760	3,760	2,760	2,500	-260		
55550 mileage- now in travel	560	300	560	560	0	0	0	0	0	0		
55600 training	5,210	5,210	5,220	5,100	5,300	5,600	5,600	3,300	4,300	1,000		
56200.01 Polaris maintenance	19,350	19,727	20,714	21,745	22,833	24,480	24,480	23,480	20,000	-3,480		
59100 contract services	37,672	19,053	21,779	25,400	25,900	25,900	25,900	16,400	20,400	4,000		
661/56100 deleted moved to PW	20,775	24,144	24,504	0	0	0	0	0	0	0		
662/56200 deleted moved to PW	15,245	15,245	15,245	0	0	0	0	0	0	0		
TOTAL 7076	163,120	135,911	134,660	109,055	120,493	127,150	127,150	97,220	109,315	+12095		
LSTA lib school grant	7,095	6,386	6,405	1,419	2,838	6,282	6,282		2,094			
CDBG-adult literacy	0	4,781	20,869	14,773	13,452	15,000	15,000		12,707			
CLLS-St Lib grant literacy	3826	10,000	14,950	16,140	16,454	17,993	17,993		17,993 estimate			
7077												
51200 circ/processing supplies	18,536	11,358	15,673	15,673	18,870	20,330	20,330	19,330	20,330	1,000		
55330 microforms-in periodicals	365	365	365	365	365	0	0	0	0	0		
TOTAL 7077	18,901	11,723	16,038	16,038	19,235	20,330	20,330	19,330	20,330	+1000		
7079												
51200 Adult/Juvy supplies	0	1,000	1,000	3,500	3,500	3,500	3,500	3,500	3,500	3,500		
51300 materials(book) budget	170,485	206,644	217,000	303,780	320,645	355,000	355,000	337,000	337,000	500		
55325 mending, repair, binding	1,832	2,832	2,350	2,350	2,350	2,400	2,400	1,900	2,400	500		
TOTAL 7079	172,317	209,476	219,350	306,130	326,495	360,900	360,900	338,900	342,900	+500		

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LINE ITEM JUSTIFICATION WORKSHEET SUMMARY

	Approved FY	Approved FY	Approved FY	Approved FY	Approved FY	Approved FY	Approved FY	Cuts FY	Approved FY
	02-03	03-04	04-05	05-06	06-07	07-08	07-08	07-08	08-09
TOTAL REQUESTS									
All Accounts	354,338	357,110	370,048	431,223	466,223	508,380	455,450	472,545	
Percentage change compared to previous FY		0.782%	3.623%	16.532%	8.116%	9.042%		-7.049%	

IF

Year-End Statistics FY 07/08

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
I. General Service Indicators													
A. Registered Borrowers													
FY 07/08	57,453	37,396	37,733	38,047	38,289	38,520	38,849	39,089	39,401	39,774	40,054	40,656	
FY 06/07	54,051	54,292	54,708	54,950	55,175	55,346	55,642	55,877	56,194	56,495	56,780	57,162	
% Chg.	6%	-31%	-31%	-31%	-31%	-30%	-30%	-30%	-30%	-30%	-29%	-29%	
* #3													
*4													
A.1. Percent of Glendora Population Served													
FY 07/08	78%	50%	50%	51%	51%	51%	52%	52%	52%	53%	53%	54%	
FY 06/07	74%	75%	75%	75%	75%	75%	76%	76%	76%	77%	77%	77%	
B. Library Cards Issued													
FY 07/08	291	317	409	381	273	167	283	305	355	341	315	605	4,042
FY 06/07	282	251	337	293	215	173	296	235	310	326	285	382	3,385
% Chg.	3%	26%	21%	30%	27%	-3%	-4%	30%	15%	5%	11%	58%	19%
C. Internet Users/Sign-Ups													
FY 07/08	2,258	3,333	3,138	3,593	3,012	2,355	2,552	3,081	3,263	3,248	3,259	3,402	36,494
FY 06/07	3,833	3,727	3,365	3,488	2,971	3,118	3,290	2,997	3,552	3,231	3,636	3,337	40,545
% Chg.	-41%	-11%	-7%	3%	1%	-24%	-22%	3%	-8%	1%	-10%	2%	-10%
**													
D. Total Items Loaned - All (D.1. + D.2. + D.3. + D.4.)													
FY 07/08	33,305	29,720	28,208	32,059	27,557	21,852	28,193	31,649	34,166	34,870	34,196	38,133	373,908
FY 06/07	32,954	28,500	26,619	28,202	28,219	23,905	30,548	27,122	31,916	30,393	30,934	32,586	351,898
% Chg.	1%	4%	6%	14%	-2%	-9%	-8%	17%	7%	15%	11%	17%	6%
D.1. Total Items Loaned - Adult													
FY 07/08	9,608	9,672	8,577	9,474	8,324	6,883	8,714	9,675	10,417	10,605	10,844	10,887	113,680
FY 06/07	10,609	9,464	8,424	8,611	8,733	7,971	9,409	8,829	10,234	10,445	10,188	9,541	112,458
% Chg.	-9%	2%	2%	10%	-5%	-14%	-7%	10%	2%	2%	6%	14%	1%
D.2. Total Items Loaned - Youth (YA and Childrens)													
FY 07/08	12,395	8,582	9,432	11,112	8,878	5,895	7,167	9,426	10,747	10,927	10,041	13,092	117,694
FY 06/07	12,931	8,883	8,921	10,024	9,667	6,558	9,866	8,835	10,722	10,249	9,876	11,934	118,466
% Chg.	-4%	-3%	6%	11%	-8%	-10%	-27%	7%	0%	7%	2%	10%	-1%
D.3. Total Items Loaned - AV (CDs, DVDs, Videos, Audiobooks)- (D.3.1. + D.3.2.)													
FY 07/08	11,204	11,376	10,077	11,349	10,270	8,936	12,188	12,423	12,829	13,187	13,161	14,005	141,005
FY 06/07	9,294	10,061	9,153	9,419	9,717	9,284	11,131	9,327	10,797	9,578	10,776	11,014	119,551
% Chg.	21%	13%	10%	20%	6%	-4%	9%	33%	19%	38%	22%	27%	18%
D.3.1. Items Loaned - AV - Adult													
FY 07/08	8,106	8,797	7,596	8,398	7,565	6,985	8,415	9,510	9,747	9,968	9,972	10,395	105,454
FY 06/07	6,163	7,425	6,738	7,000	7,122	7,277	8,377	7,227	7,789	7,045	8,110	8,051	88,324
% Chg.	32%	18%	13%	20%	6%	-4%	0%	32%	25%	41%	23%	29%	19%

Year-End Statistics FY 07/08

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
D. 3. 2. Items Loaned - AV - Youth (YA & Childrens)													
FY 07/08	3,098	2,570	2,481	2,951	2,705	1,951	3,770	2,918	3,082	3,219	3,189	3,610	36,530
FY 06/07	3,131	2,636	2,415	2,419	2,595	2,007	2,754	2,100	3,008	2,533	2,666	2,963	31,227
% Chg.	-1%	-2%	3%	22%	4%	-3%	37%	39%	2%	27%	20%	22%	14%
D.4. Electronic Circulation (Overdrive, Netlibrary, CA Missions, Learning Express)													
FY 07/08	98	90	122	124	85	138	124	125	173	151	150	149	1,529
FY 06/07	120	92	121	148	102	92	142	131	163	121	94	97	1,423
% Chg.	-18%	-2%	1%	-16%	-17%	50%	-13%	-5%	6%	25%	60%	54%	7%
D.5. Interlibrary Loaned													
FY 07/08	65	55	47	49	48	41	39	38	57	49	48	40	576
FY 06/07	38	61	60	55	38	26	37	62	50	25	25	36	513
% Chg.	71%	-10%	-22%	-11%	26%	58%	5%	-39%	14%	96%	92%	11%	12%
D.6. Interlibrary Borrowed													
FY 07/08	44	61	71	21	28	26	62	49	37	55	45	45	504
FY 06/07	54	43	43	57	29	42	43	53	59	46	46	33	548
% Chg.	-19%	42%	65%	-46%	-3%	-38%	44%	-8%	-37%	20%	-2%	36%	1%
E. Total Library Visitors (includes E.1., Forum attendance: library and non-library)													
FY 07/08	26,189	21,653	21,625	24,510	20,590	14,549	16,460	19,542	26,375	22,825	21,157	26,709	262,664
FY 06/07	29,328	21,499	21,787	23,486	20,188	17,748	20,419	18,683	24,147	21,777	21,680	24,939	265,681
% Chg.	-11%	1%	-1%	4%	2%	-18%	-5%	5%	3%	5%	-2%	3%	-1%
E.1. Gate Count													
FY 07/08	24,681	21,376	21,164	26,741	19,970	13,827	16,995	18,700	28,914	24,996	19,802	24,930	258,300
FY 06/07	28,099	20,913	21,257	22,275	19,501	16,917	19,954	18,135	23,241	20,918	21,233	24,110	256,553
% Chg.	-12%	2%	0%	7%	2%	-18%	-5%	3%	3%	5%	-7%	4%	-1%
E.2. Study Rooms-Attendance													
FY 07/08	50	39	68	53	38	23	35	50	58	61	64	36	572
FY 06/07	92	60	82	114	88	64	74	94	81	67	71	62	949
% Chg.	-46%	-35%	-23%	-52%	-57%	-64%	-53%	-47%	-28%	-9%	-10%	-42%	-40%
F. Hours Open													
FY 07/08	248	248	260	263	201	174	175	219	241	244	234	233	2,708
FY 06/07	230	252	237	244	211	226	233	222	245	233	241	237	2,809
G. Total General Fund Revenue (G.1+G.2.+G.3)													
FY 07/08	\$4,306	\$4,947	\$4,289	\$4,470	\$4,332	\$5,622	\$5,246	\$2,962	\$6,976	\$9,189	\$5,190	\$11,851	\$94,072
FY 06/07	\$4,875	\$4,329	\$3,835	\$4,509	\$11,035	\$8,072	\$13,282	\$36,079	\$5,016	\$14,338	\$4,497	\$24,389	\$134,257
% Chg.	-12%	14%	12%	-1%	-60%	-28%	-76%	-18%	35%	-36%	15%	-51%	-30%

Year-End Statistics FY 07/08

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
G. 1. Fines/Fees Collected (extended use fees)													
FY 07/08	\$4,151	\$4,194	\$3,567	\$3,614	\$3,807	\$2,791	\$2,670	\$3,560	\$4,491	\$4,525	\$4,519	\$4,825	\$46,714
FY 06/07	\$4,875	\$4,329	\$3,835	\$4,509	\$3,653	\$3,662	\$4,570	\$4,149	\$4,216	\$4,653	\$4,497	\$5,075	\$52,024
% Chg.	-15%	-3%	-7%	-20%	4%	-24%	-42%	-14%	7%	-3%	0%	-5%	-10%
G. 2. Copy Center Fees Collected													
FY 07/08 - started new copy center	\$154	\$753	\$715	\$857	\$625	\$379	\$575	\$596	\$685	\$4,664	\$671	\$779	\$11,452
FY 06/07	\$0	\$0	\$0	\$0	\$0	\$4,040	\$468	\$1,503	\$800	\$0	\$0	\$0	\$6,811
% Chg.						-91%	23%	-60%	-14%				68%
G. 3. CLSA Funds received													
FY 07/08	\$0	\$0	\$0	\$0	\$0	\$2,653	\$0	\$25,406	\$1,601	\$0	\$0	\$6,247	\$35,906
FY 06/07	\$0	\$0	\$0	\$0	\$7,382	\$370	\$8,244	\$30,427	\$0	\$9,685	\$0	\$19,314	\$75,422
% Chg.					-100%	617%	-100%	-17%		-100%		-68%	-52%
II. Collection Development													
A. Total Items Owned (includes e-books etc)													
FY 07/08	146,961	147,125	147,129	147,368	148,395	148,072	148,232	147,406	147,361	147,830	147,988	148,201	
FY 06/07	148,967	149,451	150,492	151,117	152,126	151,890	151,766	151,633	151,484	150,431	146,539	146,366	
% Chg.	-1%	-2%	-2%	-2%	-2%	-3%	-2%	-3%	-3%	-2%	1%	1%	
A. 1. Total Items Owned - Adult													
FY 07/08	90,696	90,845	90,844	90,945	91,591	91,659	91,982	91,147	91,247	91,287	91,479	91,540	
FY 06/07	76,556	86,942	89,800	90,406	93,348	92,987	92,421	92,373	92,315	91,935	90,466	90,373	
% Chg.	18%	4%	1%	1%	-2%	-1%	0%	-1%	-1%	-1%	1%	1%	
A. 2. Total Items Owned - Youth (YA & Childrens)													
FY 07/08	37,273	37,320	37,108	37,136	37,269	37,010	36,786	36,811	36,596	36,708	36,746	37,041	
FY 06/07	36,705	36,849	38,163	38,806	40,041	40,080	40,225	40,029	39,799	39,078	37,179	37,128	
% Chg.	2%	1%	-3%	-4%	-7%	-8%	-9%	-8%	-8%	-6%	-1%	0%	
A. 3. Total Items Owned - AV (A.3.1 + A.3.2)													
FY 07/08	18,623	18,597	18,812	18,930	19,176	19,052	19,021	19,111	19,199	19,511	19,544	19,299	
FY 06/07	16,191	16,496	17,306	17,378	17,979	18,436	18,730	18,828	18,986	19,057	18,531	18,505	
% Chg.	15%	13%	9%	9%	7%	3%	2%	2%	1%	2%	5%	4%	
A. 3. 1. Total Items Owned - AV - Adult													
FY 07/08	15,000	15,091	15,250	15,354	15,507	15,457	15,386	15,471	15,565	15,837	15,760	15,623	
FY 06/07	13,644	13,725	14,276	14,300	14,396	14,706	14,968	15,077	15,238	15,305	14,918	14,903	
% Chg.	10%	10%	7%	7%	8%	5%	3%	3%	2%	3%	6%	5%	

Year-End Statistics FY 07/08

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
A. 3. 2 Total Items Owned - AV - Youth (YA & Childrens)													
FY 07/08	3,623	3,506	3,562	3,576	3,669	3,595	3,635	3,640	3,634	3,674	3,784	3,676	
FY 06/07 *new statistic being tracked starting FY 06/07	2,547	2,771	3,030	3,078	3,583	3,730	3,762	3,751	3,748	3,752	3,613	3,602	
% Chg.	42%	27%	18%	16%	2%	-4%	-3%	-3%	-3%	-2%	5%	2%	
B. Total Titles Added (B.1 + B.2 + B.3)													
FY 07/08	551	925	709	748	454	743	624	756	607	737	779	669	8,302
FY 06/07	713	640	835	1,055	693	850	895	541	740	576	657	679	8,874
% Chg.	-23%	45%	-15%	-29%	-34%	-13%	-30%	40%	-18%	28%	19%	-1%	-6%
B.1. Total Titles Added-Adult													
FY 07/08	218	434	431	336	216	416	311	424	425	401	410	293	4,315
FY 06/07 * new statistic being tracked starting FY 06/07	371	341	447	523	282	451	370	276	389	309	319	317	4,395
% Chg.	-41%	27%	-4%	-36%	-23%	-8%	-16%	54%	9%	30%	29%	-8%	-2%
B. 2 Total Titles Added - Youth (YA & Childrens)													
FY 07/08	267	312	155	235	113	142	178	155	81	155	252	224	2,269
FY 06/07 * new statistic being tracked starting FY 06/07	134	116	209	282	163	273	121	61	131	137	252	199	2,078
% Chg.	99%	169%	-26%	-17%	-31%	-48%	47%	154%	-38%	13%	0%	13%	9%
B.3. Total Titles Added - AV (B.3.1 + B.3.2)													
FY 07/08	66	179	123	177	125	185	135	177	101	181	117	152	1,718
FY 06/07 * new statistic being tracked starting FY 06/07	208	183	179	250	248	126	404	204	220	130	86	163	2,401
% Chg.	-68%	-2%	-31%	-29%	-50%	47%	-67%	-13%	-54%	39%	36%	-7%	-28%
B. 3. 1 Total Titles Added - AV - Adult													
FY 07/08	60	167	90	80	110	134	116	139	97	158	103	134	1,388
FY 06/07 * new statistic being tracked starting FY 06/07	199	156	175	192	190	77	331	136	184	111	77	160	1,988
% Chg.	-70%	7%	-49%	-58%	-42%	74%	-65%	2%	-47%	42%	34%	-16%	-30%

B. 3. 2. Total Titles Added - AV - Youth (YA & Childrens)													
FY 07/08	6	12	33	97	15	51	19	38	4	23	14	18	330
FY 06/07 *new statistic being tracked starting FY 06/07	9	27	4	58	58	49	73	68	36	19	9	3	413
% Chg.	-33%	-56%	725%	67%	-74%	4%	-74%	-44%	-89%	21%	56%	500%	-20%
C. Total Items Added (C.1. + C. 2 + C.3)													
FY 07/08	574	768	690	468	548	480	409	547	594	941	866	584	7,469
FY 06/07	470	670	848	1,143	719	898	971	501	779	589	668	723	8,979
% Chg.	22%	15%	-19%	-59%	-24%	-47%	-58%	9%	-24%	60%	30%	-19%	-17%
C.1. Total Items Added - Adult (Books only)													
FY 07/08	281	301	368	221	268	344	238	343	343	510	442	255	3,914
FY 06/07 * new statistic being tracked starting FY 06/07	391	370	466	616	338	520	428	235	418	327	366	387	4,862
% Chg.	-28%	-19%	-21%	-64%	-21%	-34%	-44%	46%	-18%	56%	21%	-34%	-19%

Year-End Statistics FY 07/08

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
C. 2. Total Items Added - Youth (YA & Childrens- Books only)													
FY 07/08	225	334	214	177	193	79	80	82	106	274	328	240	2,332
FY 06/07 * new statistic being tracked starting FY 06/07	53	131	202	278	140	238	121	61	89	128	161	183	1,785
% Chg.	325%	155%	6%	-36%	38%	-67%	-34%	34%	19%	114%	104%	31%	31%
C.3.Total Items Added - AV (C.3.1. + C.3.2.)													
FY 07/08	68	133	108	70	87	57	91	122	145	157	96	89	1,223
FY 06/07 * new statistic being tracked starting FY 06/07	26	169	180	249	241	140	422	205	272	134	141	153	2,332
% Chg.	162%	-21%	-40%	-72%	-64%	-59%	-78%	-40%	-47%	17%	-32%	-42%	-48%
C. 3. 1 Total Items Added - AV - Adult													
FY 07/08	64	120	85	56	36	33	82	93	138	119	80	83	989
FY 06/07 *new statistic being tracked starting FY 06/07	26	141	175	183	193	77	344	142	231	114	95	147	1,868
% Chg.	146%	-15%	-51%	-69%	-81%	-57%	-76%	-35%	-40%	4%	-16%	-44%	-47%
C. 3. 2 Total Items Added - AV - Youth (YA & Childrens)													
FY 07/08	4	13	23	14	51	24	9	29	7	38	16	6	234
FY 06/07 * new statistic being tracked starting FY 06/07	0	28	5	66	48	63	78	63	41	20	46	6	464
% Chg.		-54%	360%	-79%	6%	-62%	-88%	-54%	-83%	90%	-65%	0%	-50%
D. Total Items Withdrawn (includes periodicals)													
FY 07/08	1,533	2,137	1,006	495	559	957	995	1,541	1,031	696	1,184	758	12,892
FY 06/07	1,646	888	393	682	374	1,234	1,549	1,460	1,434	1,941	1,908	1,548	15,057
% Chg.	-7%	141%	156%	-27%	49%	-22%	-36%	6%	-28%	-64%	-38%	-51%	-14%
E. Total Items Mended/Bound													
FY 07/08	409	339	111	188	158	128	199	175	210	261	245	196	2,619
FY 06/07	273	259	379	355	318	380	537	666	204	20	416	409	4,216
% Chg.	50%	31%	-71%	-47%	-50%	-66%	-63%	-74%	3%	1205%	-41%	-52%	-38%
III. Requests for Information													
A. Total Requests for Information - Adult Services (includes in-person questions [equipment, ready reference, complex], telephone, fax, mail, email questions)													
FY 07/08	2,453	2,475	2,450	2,812	2,737	1,767	2,461	2,723	3,016	3,076	2,835	2,976	31,781
FY 06/07	2,937	2,672	2,854	2,947	2,653	2,282	2,704	2,431	2,786	2,451	2,527	2,575	31,819
% Chg.	-16%	-7%	-14%	-5%	3%	-23%	-9%	12%	8%	25%	12%	16%	0%
IV. Youth Services (K-12)													
A. Requests for Information - Youth Services													
FY 07/08	2,503	1,271	1,534	2,090	1,851	900	1,227	1,482	1,267	1,611	1,455	3,821	21,012
FY 06/07	2,085	800	1,335	1,746	1,568	892	1,443	1,244	1,552	1,401	1,522	1,488	17,076
% Chg.	20%	59%	15%	20%	18%	1%	-15%	19%	-18%	15%	-4%	157%	23%

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Year-End Statistics FY 07/08

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
B. Preschool Tours & Storytimes Offered													
FY 07/08	19	24	24	27	24	16	22	23	25	29	29	23	285
FY 06/07	15	23	21	21	21	18	23	20	22	20	25	20	249
% Chg.	27%	4%	14%	29%	14%	-11%	-4%	15%	14%	45%	16%	15%	14%
B. 1. Preschool Tours & Storytimes - Attendance													
FY 07/08	804	759	904	1028	705	352	657	753	748	928	775	1023	9,436
FY 06/07	549	642	608	793	593	328	625	702	817	673	915	818	8,063
% Chg.	46%	18%	49%	30%	19%	7%	5%	7%	-8%	38%	-15%	25%	17%
C. School Age Tours & Storytimes Offered													
FY 07/08	0	0	2	2	0	0	1	0	1	2	1	3	12
FY 06/07	0	0	1	1	0	1	0	0	1	1	0	4	9
% Chg.			100%	100%	-100%	-100%			0%	100%		-25%	33%
C. 1. School Age Tours & Storytimes - Attendance													
FY 07/08	0	0	95	90	0	0	66	0	20	260	90	193	814
FY 06/07	0	0	65	65	0	20	0	0	100	200	0	323	773
% Chg.			46%	38%	-100%	-100%			-80%	30%		-40%	5%
D. School/Classroom Visits (K-8)													
FY 07/08	0	1	11	1	5	0	80	1	15	5	28	68	215
FY 06/07	0	0	1	2	1	0	4	1	6	0	10	12	37
% Chg.			1000%	-50%	400%	1900%	0%	0%	150%	180%	180%	467%	481%
D. 1. School/Classroom Visits (K-8) - Attendance													
FY 07/08	0	9	224	10	120	0	4,355	10	271	14	1,389	2,120	8,522
FY 06/07	0	0	1	27	20	0	1,550	210	155	0	1,900	2,015	5,878
% Chg.			22300%	-63%	500%	181%	-95%	75%	-27%	5%	-27%	5%	45%
E. School/Classroom Visits (Preschool)													
FY 07/08	0	0	1	6	5	6	5	4	4	8	7	2	48
FY 06/07	0	0	2	0	3	1	2	2	1	2	6	0	19
% Chg.			-50%		67%	500%	150%	100%	300%	300%	17%		153%
E. 1. School/Classroom Visits (Preschool) - Attendance													
FY 07/08	0	0	44	109	85	98	85	65	60	152	128	40	866
FY 06/07	0	0	35	0	66	44	44	72	48	40	124	0	473
% Chg.			26%		29%	123%	93%	-10%	25%	280%	3%		83%

Year-End Statistics FY 07/08

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
V. Electronic Resources													
A. Total Web & Electronic Resources & Databases (A.1+A.2)													
FY 07/08	7,820	9,808	8,313	28,555	29,416	24,131	25,404	28,206	29,891	29,395	32,954	31,826	285,719
FY 06/07	4,195	9,407	11,233	15,439	14,386	12,906	14,733	14,314	18,694	12,903	11,748	7,643	147,601
% Chg.	86%	4%	-26%	85%	104%	87%	72%	97%	60%	128%	181%	316%	94%
A.1 Total Electronic Subscription Resources - Searches (InfoTrac, NewsBank, Facts on File, Tumblebooks, RefUSA, NetLibrary, First Search, Tutor.com) includes in-library use & remote use													
FY 07/08	4,814	6,685	5,169	6,004	7,401	4,464	4,706	6,412	6,741	5,875	6,398	4,409	69,078
FY 06/07	4,195	8,048	5,394	5,454	5,657	4,227	5,192	5,658	8,989	4,298	7,658	4,702	69,472
% Chg.	15%	-17%	-4%	10%	31%	6%	-9%	13%	-25%	37%	-16%	-6%	-1%
A. 2 Library Home Page Views (track for one more year due to redesign of Library Home Page)													
FY 07/08	3,006	3,123	3,144	22,551	22,015	19,667	20,698	21,794	23,150	23,520	26,556	27,417	216,641
FY 06/07	0	1,359	5,839	9,985	8,729	8,679	9,541	8,656	9,705	8,605	4,090	2,941	78,129
% Chg.	*1	130%	-46%	126%	152%	127%	117%	152%	139%	173%	549%	832%	177%
VI. Friends Foundation Statistics													
A. Total Number of Programs - Children, Teen & Adult (A.1 + A.2 + A.3.)													
FY 07/08	21	2	6	12	9	8	5	12	12	8	7	11	113
FY 06/07	21	1	4	8	7	6	2	7	4	8	3	10	81
% Chg.	0%	100%	50%	50%	29%	33%	150%	71%	200%	0%	133%	10%	40%
A. 1. Total Children's programs - Preschool & School													
FY 07/08	15	0	1	5	2	4	1	3	1	3	1	5	41
FY 06/07	14	0	1	3	2	4	0	1	1	3	0	4	33
% Chg.	7%	0%	0%	67%	0%	0%	0%	200%	0%	0%	0%	25%	24%
A. 1.1. Total Children's programs - Preschool & School - Attendance													
FY 07/08	2,310	0	200	364	466	650	23	451	200	430	18	888	6,000
FY 06/07	2,025	0	200	540	472	550	0	290	240	460	0	605	5,382
% Chg.	14%	0%	0%	-33%	-1%	18%	0%	56%	-17%	-7%	0%	47%	11%
A.2. Total Teen programs													
FY 07/08	3	0	2	3	1	1	1	2	3	2	1	2	21
FY 06/07	3	0	1	2	0	0	0	1	1	0	0	2	10
% Chg.	0%	0%	100%	50%	0%	0%	0%	100%	200%	0%	0%	0%	110%
A.2.1. Total Teen programs - Attendance													
FY 07/08	75	0	98	71	10	11	8	70	38	28	10	83	502
FY 06/07	75	0	84	81	0	0	0	66	15	0	0	125	446
% Chg.	0%	0%	17%	-12%	0%	0%	0%	6%	153%	0%	0%	-34%	13%

Year-End Statistics FY 07/08

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
A. 3 Total Adult programs (includes Books Alive, Coffee n' books, Adult volunteer recognition)													
FY 07/08	3	3	3	4	6	3	3	7	8	3	5	4	51
FY 06/07	4	1	2	3	5	2	2	5	2	5	3	4	38
% Chg.	-25%	100%	50%	33%	20%	50%	50%	40%	300%	-40%	67%	0%	34%
A. 3.1. Total Adult programs- Attendance													
FY 07/08	137	44	43	119	291	74	28	208	286	113	102	133	1,665
FY 06/07	175	99	59	60	322	54	50	194	49	222	79	154	1,517
% Chg.	-27%	-56%	-29%	98%	-10%	37%	-44%	54%	500%	-49%	29%	-14%	10%
B. Outreach & Presentations (includes Babies, books & bibs, Teen Parent, Easter Story time at the Park)													
FY 07/08	1	1	2	5	3	2	3	2	4	2	2	5	31
FY 06/07	1	1	2	6	3	2	5	2	7	2	5	9	45
% Chg.	0%	0%	0%	-17%	-33%	0%	-40%	0%	-43%	0%	-60%	-44%	-31%
B.1. Outreach & Presentations - Attendance													
FY 07/08	43	41	43	170	46	54	141	77	148	55	42	377	1,262
FY 06/07	43	39	69	166	124	52	144	49	414	95	150	311	1,656
% Chg.	0%	5%	-30%	2%	-63%	4%	12%	57%	-64%	-42%	-72%	21%	-24%
C. Fundraisers (includes Donor Reception, NOP, Trivia)													
FY 07/08	2	0	0	0	0	0	1	0	0	1	0	0	4
FY 06/07	2	0	1	0	0	0	1	0	1	0	0	0	5
% Chg.	0%	-100%	-100%				0%		-100%				-20%
C.1. Fundraisers - Attendance													
FY 07/08	402	0	0	0	0	0	116	0	0	633	0	0	1,010
FY 06/07	502	0	80	0	0	0	109	0	400	0	0	0	1,091
% Chg.	-6%	-100%	-100%				6%		-100%				-7%
D. Homebound Clients Served													
FY 07/08	3	1	3	6	7	6	4	6	5	6	5	2	56
FY 06/07	7	7	7	7	6	6	7	4	4	4	3	3	65
% Chg.	-57%	-57%	-57%	-14%	17%	0%	-43%	50%	25%	50%	67%	-33%	-14%
E. Number of Literacy Students Active/Current for the month													
FY 07/08	28	30	30	28	26	34	36	35	39	35	34	36	
FY 06/07	26	26	25	29	29	30	35	34	34	34	33	35	
% Chg.	23%	15%	20%	14%	21%	13%	3%	3%	15%	3%	3%	3%	
E.1. Hours Tutored													
FY 07/08	164	67	93	107	105	93	124	111	142	153	156	194	1,448
FY 06/07	63	68	96	64	76	69	84	101	95	98	141	99	1,053
% Chg.	65%	-1%	-4%	67%	38%	34%	47%	9%	49%	57%	11%	96%	37%

Year-End Statistics FY 07/08

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
E. 2. Number of Students Served - Year to Date													
FY 07/08	32	32	32	36	37	39	41	41	46	46	46	48	
FY 06/07	26	26	26	31	32	33	38	38	39	41	43	46	
% Chg.	23%	23%	23%	16%	16%	18%	8%	8%	18%	12%	7%	4%	
E.3. Number of Training/workshops (includes tutor training, conversation club)													
FY 07/08	1	1	1	0	4	6	0	2	4	0	1	2	22
FY 06/07 * new statistic being tracked starting FY 06/07	5	0	1	5	3	0	6	1	1	1	8	3	34
% Chg.	-80%		0%	-100%	33%		-100%	100%	300%	-100%	-88%	-33%	-35%
E.3.1. Number of Training/workshops - attendance													
FY 07/08	1	3	9	0	4	6	0	2	5	0	4	2	36
FY 06/07 *new statistic being tracked starting FY 06/07	5	0	8	5	55	43	6	6	1	2	43	3	134
% Chg.	-80%		13%	-100%	-93%		-100%	-67%	400%	-100%	-91%	-33%	-73%
F. Total Number of Volunteers -Adult/Young Adult/Youth (F.2. + F.3. + F.4.)													
FY 07/08	197	178	178	180	183	184	122	130	189	192	170	270	2,173
FY 06/07	195	178	180	177	167	174	129	158	201	183	182	269	2,193
% Chg.	1%	0%	-1%	2%	10%	6%	-5%	-18%	-6%	5%	-7%	0%	-1%
F. 1 Total Number of Volunteers - hours (F.2.1. + F. 3.1. + F.4.1.)													
FY 07/08	2,530	429	416	515	430	397	460	510	1,004	813	525	1,592	9,619
FY 06/07	2,538	448	597	381	352	377	501	538	957	536	664	1,246	9,134
% Chg.	0%	-4%	-30%	35%	22%	5%	-8%	-5%	5%	52%	-21%	28%	5%
F. 2. Adult Volunteers													
FY 07/08	89	167	163	154	158	159	106	104	161	159	142	164	1,726
FY 06/07	82	165	159	156	150	162	112	139	180	163	164	163	1,795
% Chg.	9%	1%	3%	-1%	5%	-2%	-5%	-25%	-11%	-2%	-13%	1%	-4%
F. 2. 1. Adult Volunteer - Hours													
FY 07/08	1,874	364	332	400	347	314	396	419	873	705	430	1,200	7,653
FY 06/07	1,750	396	468	254	273	306	423	456	850	443	571	903	7,090
% Chg.	7%	-8%	-29%	57%	27%	3%	-6%	-8%	3%	59%	-25%	33%	8%
F. 3. Young Adult Volunteers													
FY 07/08	9	11	10	16	15	13	6	15	17	17	19	10	158
FY 06/07	8	13	10	10	10	5	7	8	10	10	9	13	113
% Chg.	13%	-15%	0%	60%	50%	160%	-14%	88%	70%	70%	111%	-23%	40%

Year-End Statistics FY 07/08

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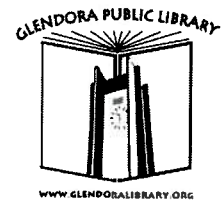
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
F. 3.1. Young Adult Volunteer - Hours													
FY 07/08	58	65	61	72	52	38	32	49	83	65	65	50	690
FY 06/07	55	52	76	73	53	46	45	45	74	64	59	56	698
% Chg.	5%	25%	-20%	-1%	-2%	-17%	-29%	9%	12%	1%	10%	-11%	-1%
F. 4. Youth Volunteers													
FY 07/08	99	0	5	10	10	12	10	11	11	16	9	96	289
FY 06/07	105	0	11	11	7	7	10	11	11	10	9	93	285
% Chg.	-6%		-55%	-9%	43%	71%	0%	0%	0%	60%	0%	3%	1%
F. 4.1. Youth Volunteers - Hours													
FY 07/08	598	0	23	43	32	46	32	42	48	42	30	342	1,277
FY 06/07	734	0	53	54	26	25	34	37	34	30	34	288	1,346
% Chg.	-18%		-58%	-20%	24%	80%	-6%	14%	43%	43%	-12%	19%	-5%
G. Total Public Relations - Cable TV shows and Publications produced (includes library staff and FF) (G.1.+ G.2.)													
FY 07/08	15	26	42	21	42	23	33	33	29	50	41	47	402
FY 06/07	17	17	7	20	20	13	9	26	19	28	42	18	236
% Chg.	-12%	53%	500%	5%	110%	77%	267%	27%	53%	79%	-2%	161%	70%
G.1. Cable TV Shows - Number Produced													
FY 07/08	4	1	3	2	5	1	2	4	3	3	1	2	31
FY 06/07	4	2	0	2	3	3	1	5	2	3	3	3	31
% Chg.	0%	-50%		0%	67%	-67%	100%	-20%	50%	0%	-67%	-33%	0%
G.1.1. Cable TV Shows - Airings													
FY 07/08	28	16	14	14	18	17	13	24	19	26	20	12	221
FY 06/07	14	16	11	13	15	15	16	23	19	23	15	18	198
% Chg.	100%	0%	27%	8%	20%	13%	-19%	4%	0%	13%	33%	-33%	12%
G.2. Publications Produced - Titles (includes flyers, bookmarks, signs, newsletter)													
FY 07/08	11	25	39	19	37	22	31	29	26	47	40	45	371
FY 06/07	13	15	7	18	17	10	8	21	17	25	39	15	205
% Chg.	-15%	67%	457%	6%	118%	120%	288%	38%	53%	88%	3%	200%	81%
G.2.1. Publications Produced - Number Printed													
FY 07/08	681	4,472	10,386	4,517	10,721	14,525	184	8,724	244	5,888	21,435	5,195	86,972
FY 06/07	414	3,949	3,550	3,922	11,622	12,261	3,169	5,682	4,278	8,570	23,949	1,292	82,658
% Chg.	64%	13%	193%	15%	-8%	18%	-94%	54%	-94%	-31%	-10%	302%	5%
see page 11 for Footnotes													

Year-End Statistics FY 07/08

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FOOTNOTES													
* patron purge: approx 20,000 inactive records deleted including inactive accounts for the last 5 years													
** only have 14 computers, possible problems with new system not reporting correctly													
*** no numbers recorded for 3 days while old gates were torn down & new gates installed; 06/07 numbers inflated: many parents w/children were counted twice: when they went in the exit gates to go to Children's room and when they left the library													
**** in 06/07 changed from VHS to DVD format													
*1 number has been dropping consistently for several months; IT researching possible problems													
*2 only 1 study room available - the other is being used to store shelving													
*3 Lib closed Dec 24 to Jan 1 for carpet replacement													
*4 Lib closed Jan 5 to Jan 11 due to flooding													

Division Monthly Reports



To: Robin Weed-Brown

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

Date: June 2008

Public Services - Cindy Romero, Janet Stone

Children's

Date	Event	# of participants
June 3, 2008	Willow SRC Promo	300
June 3, 2008	La Fetra 1 st grade tour	90
June 4, 2008	Williams SRC Promo	450
June 5, 2008	District PTA mtg.	20
June 6, 2008	Sutherland Tour	23
June 6, 2008	La Fetra SRC Promo	400
June 10, 2008	Community Preschool storytime	40
June 10, 2008	Cullen SRC Promo	650
June 10, 2008	La Fetra 2nd grade tour	80
June 11, 2008	Washington SRC Promo	300
	YA SRC Bug Buffet & Bingo	
June 16, 2008	Registration Party	38
June 21, 2008	Juvy SRC Butterfly Mask Craft	75
June 24, 2008	Lizard Wizard Children's SRC	675
June 25, 2008	YA SRC Teen Acrylic Painting	45
June 26, 2008	Parent Workshop	18
June 26, 2008	Juvy SRC Stick Bug Craft	120
	Total number of participants	3342

June began with the majority of our Summer Reading Club outreach, and concluded with the largest summer numbers we have seen. We were able to visit all 8 Glendora elementary schools to promote Summer Reading Club, and hosted class tours where we again promoted SRC. This year's summer numbers have far exceeded last year's registration numbers. We now have 1363 children registered in the club as compared to 1251 at the close of summer reading last year. The teen club has recorded amazing numbers this year, 271 to date as compared to 217 last summer. There are 243 babies registered as compared to 217 last summer.

All of our programs have been well attended. The teen bug buffet and bingo party was attended by 38 teens who were actively engaged in playing a book related bingo game that Gail made. The first children's Lizard Wizard show was attended by 389 children and their parents, while the second was a small showing with 286 people attending.

We currently have 100 children volunteering in the children's room to help the kids register and report, and to help us re-shelve the books that our kids have been enjoying over the summer. The Youth Volunteer Recognition will be held on Monday, July 28, 2008 at 3:00 p.m. in the Bidwell Forum. We hope you will be able to attend.

The new AWE computers were enjoyed by our kids for 129 hours this month. I have attached the weekly sessions report for your review. The first two weeks of SRC increased the usage by 50 hours over May.

We have purchased a couple of new services to expand our online Reader's Services. The Online Book Clubs feature 11 book clubs, which include: fiction, nonfiction, teen, business, romance, good news, science fiction, mystery, horror, audio, and pre-publication. Patrons may register to receive a five minute portion of a book in the email each morning. Every Monday each club begins a new book. Readers who would like to complete the books may come into the library and check them out. We have also purchased an email newsletter service. Interested patrons may register to receive a monthly newsletter highlighting titles in the selected area. There are 21 newsletters available, but we will begin with 3, Adult Fiction, Teen, and Children's. We are hoping to have both of these services available to the public soon.

Even with all that is going on, Cindy managed to get away for a long weekend at the American Library Association's Annual Conference in Anaheim. She attended several Early Literacy sessions, which were topped off by a talk by T. Berry Brazelton who has pioneered the *Touchpoints* philosophy for child development. Cindy also attended several management workshops including one on survey building, marketing the library for children, and influencing people. To top off the weekend, she spent time on the exhibit floor looking for new product ideas for the children's room.

Adult

Date	Program/Event	# of participants
June 18, 2008	Novel Idea Author Visit - <i>Afternoons With Puppy</i> (Dr. Fine)	33
June 21, 2008	Truth about So California and the Disappearing Honey Bee (David Marder)	35
TOTAL number of participants		68

Magic was in the Glendora Public Library this month, literally and figuratively, when Dr. Fine brought his therapy dog of that name to visit with the Novel Idea book group. Lemonade, water and cookies were served at this well attended talk, and D. Gould from the Village Book Shop sold books. Also well attended was David Marder's conversational presentation on honey bees, basically an hour-long dialog with audience members of all ages. He brought a virtual hive, smoker, and bee suit.

Both of these programs were part of the successful (and ongoing!) Adult Summer Reading Club. By the end of June we had registered 192 adults – 17% more than for the entire summer in 2007. And we're still counting!

Most of Adult Services' staff time is spent out with the public these days, but a few things are still being squeezed in behind the scenes. Latest in our long jury duty line is Suzette (who's wrapped that up for another year). And Janet managed to get a couple of days and some weekend time in at the American Library Association conference in Anaheim. That stretch started with a preconference

session on using the balanced scorecard method for strategic planning in libraries, and wound up fantastically with a presentation by *Predictably Irrational* author Dan Ariely. (Read his book for a jaw-dropping look into “the hidden forces that shape our decisions.”) Returning home, City website redesign discussions were kicked off by a Technology Committee conference call with Vision Internet – and the inevitable question- and wish-listing that carries over into the consultation stage. We meet Vision’s staff face to face on 22 July to explore the possibilities for the Library.

Support Services – Carlos Baffigo

Anna Wooten and Leslie Shook were hired as Library Aide I’s.

Sujata Israni is on extended vacation until mid-August.

Circulation

Circulation statistics were off the charts in June! All indicators posted record numbers (see below).

605 new library cards were issued compared to 305 in May and 382 in July of last year. That’s a 98% increase from last month and 58% from July ’07.

37,984 items circulated in June. That’s a 17% increase from last month and 12% from June ’07.

Facilities

Construction on the new library expansion project started on June 30th. Unfortunately, work came to a sudden stop on Thursday, July 3rd when a worker was injured on-site. Construction is to continue on Monday as scheduled.

Technology

Statistics for Laptop Lending Program:

of sessions in June: 77

Total # of patrons with signed agreements: 71

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
6/7/2008	Coffee N’ Books	50
6/14/2008	Knitting with Miss Bonnie	15
	TOTAL number of participants	65

Date	Community Outreach	# of participants
6/4/2008	Teen Parent at Arrow High School	20
6/5/2008	Expectant Parents at FPH	57
	TOTAL number of participants	77

Staff has been very busy working on Night on the Plaza preparations. The closer it gets to the date, the more frantic it becomes. Robin will be giving a preliminary report to you at your Board meeting.

A presentation was made on June 20 to *2008 Police Officer of the Year* Matt Egan and *2008 Public Safety Employee of the Year* Marisol Rilloraza from the Friends Foundation thanking them for their service and commitment to the Glendora community.

Donations from organizations, service clubs and individuals totaling \$975 were given to the Friends Foundation in honor of Mike and Marcia Conway as Citizens of the Year. This money will be used to purchase books for the library's collection. The entire community will benefit from these generous donations. Thank you, Mike and Marcia!

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ELS Workstation Utilization Report

Report Date 7/8/2008

For the Period Beginning 6/1/2008 and Ending 6/30/2008

Institution Glendora Public
Library

All Workstations

Glendora Public Library Weekly Utilization

Date	Student Sessions	Time Spent	Average Session Duration
06/01/2008	69	20:59	0:18
06/08/2008	73	20:13	0:16
06/15/2008	112	40:37	0:21
06/22/2008	94	40:10	0:25
06/29/2008	21	7:03	0:20

Total Uses: 369

Total Time Spent: 129:02

Note, all Times are in Hours : Minutes

Note, Dates represent the first day of a reporting period.

Glendora Public Library Summary Data for June 2008

<u>Service Indicators</u>	This Year June	Last Year June	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	25,709	24,939	3%	262,664	265,681	-1%
I. D. Total Items Loaned	38,133	32,586	17%	373,908	351,898	6%
I. D.4. Electronic Circulation	149	97	54%	1,529	1,423	7%
III. A. Total Requests for Information/Adult Services	2,976	2,575	16%	31,781	31,819	0%
II. A. Total Items Owned	148,201	146,366	1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	31,826	7,643	316%	285,719	147,601	94%
V. A.2. Library Home Page Views	27,417	2,941	832%	216,641	78,129	177%
VI. A. Total Number of Programs	11	10	10%	113	81	40%
VI. E. Number of Literacy Students Active	36	35	3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	194	99	96%	1,448	1,053	37%
VI. F.1 Total Number of Volunteer Hours	1,592	1,246	28%	9,619	9,134	5%
I. G. Total General Fund Revenue	\$11,851	\$24,389	-51%	\$94,072	\$134,257	-30%

These statistics are subject to verification.

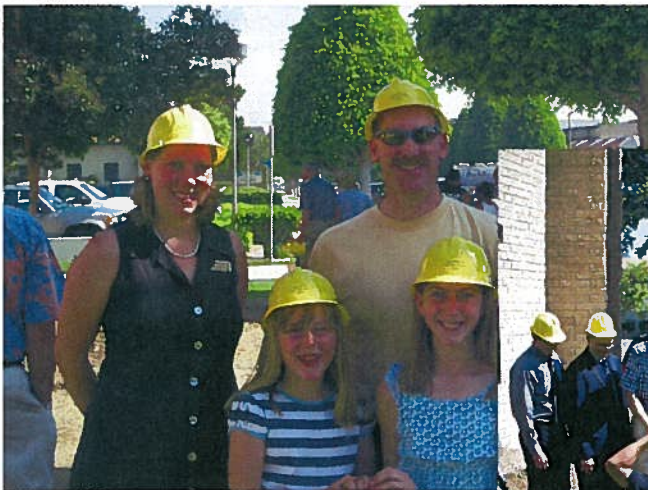
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June and July 2008 Events



Women's Club Donation to the Library June 2008

Groundbreaking Ceremony June 16, 2008



Outgoing Board Member Jim Theel June 2008



First Day of Summer Reading Club June 2008



Summer Reading Club events - June and July 2008



Author visit Dr. Aubrey H. Fine -
Adult SRC June 2008

David Marder, bee expert -Adult
SRC June 2008



Teen SRC Registration Party
June 2008

Summer Reading Club events - June and July 2008



Acrylic Painting –Teen SRC
June 2008

Lizard Wizard Animal Show
- Children's SRC
June 2008



Butterfly mask craft –Children's
SRC
June 2008

Summer Reading Club events - June and July 2008



Stick Bug craft –Children’s SRC
June 2008

Parent Workshop –Baby SRC
June 2008



Game Day–Adult SRC
July 2008

Children's Room Expansion—Construction July 2008



July 7, 2008

July 8, 2008



July 10, 2008



July 11, 2008



July 16, 2008



6.

Unfinished Business

7.

New

Business



Glendora Public Library
 (626) 852-4891

140 S. Glendora Ave.
 library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *RWB*
 Date: July 21, 2008
 Re: Agenda Item #7.3: Library Board Goals for FY 2008-2009

Attached for your information was the board's goal and objectives for this past fiscal year.

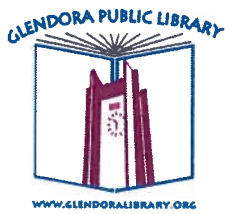
Library Board of Trustees Goals and Objectives for FY 2007- 2008

Goal:

The Library Trustees will serve as active, visible advocates for the library to the greater community.

Objectives:

- Each Board member will attend an average of one library event per month.
- Each Board member will attend and/or speak at one outside community group meeting each year, to include the promotion of the HANDS project.
- The Board will advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff.



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Glendora Public Library Events

July 2008

- 01 1:30 & 3:30 p.m. Movie: *A Bug's Life* - Children's SRC – Bidwell Forum
- 03 1:30 p.m. Bug Catching Chameleon Craft – Children's SRC – Bidwell Forum
- 04 Library closed
- 05 10:30 a.m. Pacific Animal Productions – Children's SRC – Bidwell Forum
- 08 1:30 & 3:30 p.m. The Buster Balloon Show – Children's SRC – Bidwell Forum
- 09 3 p.m. Books n' Brownies: book discussion on *Inkheart*-Teen SRC – Bidwell Forum
- 09 7 p.m. Magic Wayne – Children's SRC – Bidwell Forum
- 10 1:30 p.m. Fuzzy Spiders & Web Craft – Children's SRC – Bidwell Forum
- 12 10 a.m. *Coffee 'n' Books* in the Library: special collections books – main floor
- 12 1 p.m. – 8 p.m. Family Game Night – Adult SRC – Bidwell Forum
- 14 3 p.m. Movie & Book discussion: *Spiderwick Chronicles* – Children's SRC – Bidwell Forum
- 14 11 a.m. & 7 p.m. Books Alive! *Razor's Edge* by Somerset Maugham – Adult SRC – main floor
- 15 1:30 & 3:30 p.m. Swazzle Puppets – Children's SRC – Bidwell Forum
- 16 3 p.m. Ice cream tasting – Teen SRC – Bidwell Forum
- 17 1:30 p.m. Bug Puppet Craft – Children's SRC – main floor
- 19 6:30 p.m. Night on the Plaza
- 21 7 p.m. Library Board meeting – Bidwell Forum
- 22 1:30 & 3:30 p.m. Magic Show: John Abrams – Children's SRC – Bidwell Forum
- 23 3 p.m. Movie & Book discussion: *Eragon* – Teen SRC – Bidwell Forum
- 24 1:30 p.m. Bee Bouquet Craft – Children's SRC – Bidwell Forum
- 26 1 p.m. End of Summer Party – Bidwell Forum

August 2008

- 02 10 a.m. *Coffee 'n' Books* in the Library: Inspirational books, Videos & Magazines – main floor
- 18 7 p.m. Library Board meeting – Bidwell Forum
- 20 7 p.m. A Novel Idea! – *Water for Elephants* by Sarah Gruen – main floor

Storytimes

- "Time for Tykes" – ages 3 -5- Tuesday & Wednesday 10:30 a.m.
- "Family PJ Storytime" – ages 3 -5 - Wednesday 7 p.m.
- The third Wednesday of every month is **craft night** after "Family PJ Storytime"
- "Mother Goose Storytime" for infants & toddlers- Thursday 10:30 a.m. & 11:30 a.m.
- **"Family Storytime" – ages 2-5 – Saturday 10:30 a.m. NEW!**

Community Outreach

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

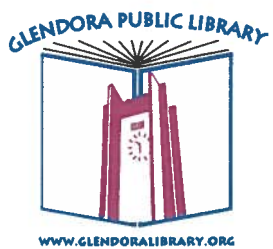
Foundation Executive Board Meeting

- August 1, 2008 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- October 21, 2008 @ 7:00 a.m. Library – Bidwell Forum

8.
Board
Member
Items



Glendora Public Library 140 S. Glendora Ave. Glendora, CA 91741
 (626) 852-4891 library@glendoralibrary.org

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *RB*
 Date: July 21, 2008
 Re: Agenda Item #8.1: Agenda Planning Calendar FY 08-09

Attached for your review is the agenda planning calendar for FY 08-09. Items discussed at last month's meeting were incorporated with a few changes recommended in regards to meeting dates for the policy reviews:

- Due to the delay in appointing the fifth board member, I am recommending that the review of the strategic plan be moved to the October meeting. This would allow the new board member to get oriented before addressing this document.
- The review of the Collection Development Policy is proposed for January.
- The review of the Volunteer Policy is proposed for the March meeting.
- Two items originally identified as policies to be reviewed by the board are in actuality internal procedural memos and not formal policies. They are the study room procedures and staff use of library materials. Due to the fact that they are actually procedural memos and not policies, they have been removed from your review list.



Glendora Public Library
Board Agenda Planning Calendar
FY 08- 09

- July 21** Elect officers; appoint Foundation Liaisons; discuss Library Board Goals
- August 18** Finalize Library Board Goals;
- September 15** SRC wrap up; Discuss Holiday Hours-Thanksgiving & Christmas
- October 20** Approve January & February Board meeting dates; review strategic plan
- November 17** Budget Priorities FY 09-10-initial discussion;
- December 15** Mid-year review of goals 08-09
- January ?** Budget FY 09-10; Board Award discussion; CALTAC
Monday? workshop attendance (wkshp usually in March); review
 (Adjusted for MLK Day) Admin Policy 4.05-Collection Development
- February ?** Goal planning FY 09-10; Friends Foundation funding staff
Monday? requests for FY 09-10
 (Adjusted for President's Day)
- March 16** Candidates for Board vacancies; Bookmark contest judging; goal planning for 09/10; review Admin Policy 4.06-Glendora Library Volunteer Policy
- April 20** Begin process of self-evaluation and evaluation of Lib Dir and assist new members with this process (include past Board evaluations & the Board's current goals)
- May 18** Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session); Library Board award
- June 15** Agenda planning 09-10; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member