

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum

July 20, 2009
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

Possible motion to revise order of business or other

4. CONSENT CALENDAR – action item

4.1 Minutes of meeting of June 22, 2009, 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

President Conway to lead

7.2 Election of two Friends Foundation Liaisons – action item

President to lead

7.3 Library Board Goals for FY 2009/2010, possible action item -Encl., page 37

President to lead discussion on establishing board goals for FY 09/10

7.4 Improving Communication with City Council- possible action item - Encl., page 42

Trustee Conway to review ideas to improve communication between the board and council originally shared with city council at the June 9, 2009 library board interviews

7.5 Review of City Administrative Policy 4.04: Bylaws of the Library Board of Trustees- possible action item -Encl., page 45

President to lead review and discussion of bylaws

7.6 Library Events Calendar, Encl., page 50

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 51

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-The Friends Room
140 S. Glendora Ave, Glendora CA 91741

June 22, 2009
7:00 p.m.

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

Board members Present: Mike Conway, Tricia Gomer, Helen Storland, Debbie Deal,

Board Members Absent: Sylvia Slakey

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

2. PUBLIC COMMENT PERIOD

There was no public comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

4.1 **It was MSC (Deal/Storland) to approve Minutes of meeting of May 18, 2009. The motion carried 4-0-1 as follows: AYES: Conway, Gomer, Storland, Deal; NOES: None; ABSENT: Slakey**

5. REPORT OF LIBRARY DIRECTOR

Senior Librarian Cindy Romero handed out Summer Reading Club give-away bags to the Board members. She provided details about the four Summer Reading Clubs, including information regarding this year's give-aways. Romero stated that currently there are 104 adults, 185 teens, 911 children and 134 babies registered for a total of 1334 participants. Registrations are on-going, but due to a software issue Romero was unable to get the most current numbers for the Board meeting. Romero stated that staff is reminding patrons of the reduced library hours starting on June 29.

Romero stated that all children will receive a free book when they sign up for the Summer Reading Club. Unfortunately, due to the current budget situation, the children will not get a free book when they complete the program. Romero pointed out some new events in this year's Children's club, such as the family book group. Families are invited to read the book, then watch the movie and discuss the differences between the book and the movie.

Romero informed the Board that last week's Teen Summer Reading Club registration party was very successful with 50 teens participating.

Romero said that the Adult Summer Reading Club had the most significant changes due to the current budget situation. Adults will neither receive a free book when they

sign up nor when they finish the program. Every time adults fill out a review card for a book they read they will receive a raffle ticket. Adults can have a maximum of 10 tickets in the drawing.

Romero informed the Board that the book titles for the Battle of the Books event have been released. The three chosen titles are part of the teen summer reading club giveaway books. One team has already signed up for the event.

Romero reported an increase in the number of parents bringing their children to the library looking for volunteer opportunities during the summer. In past years the Library's limit was 100 volunteers. Currently there are 120 Summer Reading Club volunteers. Weed-Brown pointed out that Romero will be losing a part-time Library Aide II position in the new fiscal year. This means there will be one less person to help supervise the volunteers.

Weed-Brown informed the Board that the preliminary budget for FY 09/10 has been released. Frozen positions throughout the city were eliminated, including the frozen Library Tech position. The Personnel Director position is being eliminated and a new position called the Deputy City Manager/Administrative Services is being created. The Library's cuts total \$248,236, which includes the savings from the Library Tech position.

Weed-Brown reminded the Board that the Library's new hours go into effect next week. She added that Library managers are unsure if there will be enough staff to cover all the service points every day. All evening events will be concentrated on Monday nights with this new schedule, as Monday night is the only night the Library will be open until 9 p.m. Management will evaluate the situation in three months.

In response to a question from Conway, Weed-Brown explained that the other two systems that merged with MCLS (Metropolitan Cooperative Library System) to create the Southern California Library Cooperative (SCLC) were the Santiago Library System (Orange County Libraries) and South State Library System (LA County, Pasadena, Inglewood and Palmdale). Approval from the State Library was required and received for the merger. Issues being looked at due to this merger include electronic conferencing rather than members having to travel long distances.

The Board reviewed and discussed the weekly budget report. Weed-Brown informed the Board that a budget workshop will take place tomorrow starting at 6:30 p.m. in Council Chambers. The budget may be approved afterwards at the regular City Council meeting.

The Board reviewed the Library's goals and updates. Deal thanked Weed-Brown for providing the updates on a quarterly basis. She added that many goals were ahead of schedule.

The Board reviewed the statistics. Weed-Brown informed the Board that staff is still working on finding a solution to track library home page views.

Weed-Brown presented Mike Conway with a paperweight for serving his first term on the Library Board.

6. UNFINISHED BUSINESS

6.1 Annual Self-Evaluation of Library Board

The Board reviewed its self-evaluation compiled by President Conway.

It was MSC (Deal/Gomer) to adopt the Library Board of Trustees self-evaluation. The motion carried 4-0-1 as follows: AYES: Conway, Gomer, Storland, Deal; NOES: None; ABSENT: Slakey

7. NEW BUSINESS

7.1 Orientation Plan for new Library Trustee

Conway reported that he and Weed-Brown will be meeting with new Library Board Trustee Bill Robinett on June 30 at 10 a.m. Weed-Brown stated that a folder has been prepared for Robinett. It includes orientation material, the Library's organizational chart, the roster of Foundation members, as well as copies of city and library policies.

The Board reviewed the four steps to welcoming a new Board member. Weed-Brown stated that Robinett is very excited to be on the Library Board. He is looking forward to getting involved.

7.2 Agenda Planning for 2009/2010

Weed-Brown reminded the Board about the free Board Effectiveness Training offered by CALTAC. The Board had discussed this some time ago and decided to wait until the new Trustee came on board. Weed-Brown contacted CALTAC recently and was told the training will take about 3 ½ hours. The Board voiced their continued interest for this training, especially since there is no cost. The Board discussed possible training dates. Weed-Brown stated that she will check with Robinett to see what date will work for him. After that she will contact CALTAC to check on their availability.

The Board reviewed the proposed agenda planning calendar for FY 09/10. The Board agreed to discuss Administrative Policy 4.04 - Bylaws of the Board of Trustees, as well as Administrative Policy 4.01 – Uses and Regulations of Building in FY 09/10. It was decided to start discussing policy 4.04 in July. Policy 4.01 will be added to the May agenda. The parking survey will be added to the September agenda.

The Board agreed to review ideas to improve communication between the Library Board and the City Council at the July meeting. Some of these ideas, such as appointing a Council liaison to the Library Board and scheduling regular meetings between the Library Board, Council and the Foundation, were shared with City Council at the June 9, 2009 Library Board interviews by Conway.

The discussion and planning of the annual joint meeting of the City Council and the Library Board will be added to the February agenda. The Board agreed to start discussion regarding National Library Workers Day in January 2010.

Weed-Brown stated that the completed agenda planning calendar will be available in next months' Board packet for review.

Storland commented that she will not be here for the August 17 Board meeting.

7.3 Library Events Calendar

The Board reviewed the events calendar. In response to a question from Gomer, Weed-Brown replied that invitations to the Youth Volunteer Recognition event will be mailed out. Weed-Brown pointed out the Summer Reading Club end party on July 25.

8. **BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar under item 7.2

8.2 Board member items

Deal stated that she is looking forward to Night on the Plaza. She signed up for the Adult Summer Reading Club.

Weed-Brown stated that La Fetra Senior Center's fundraiser will take place the same night as Night on the Plaza, which is what happened last year. Weed-Brown stated that the date for the Night on the Plaza event is finalized one year prior to the event and it is unfortunate that they are conflicting again this year. She informed the Board that La Shawn Butler is the new director for Community Services.

Gomer stated that Slakey will be honored at the quarterly City Council recognition event at 7 p.m. on July 8 in Bidwell Forum. Stan Deal will be honored at the same event.

9. **CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(pursuant to Government Code §54957)

9.1 Closed Session - Public Employee Performance Evaluation (pursuant to Government Code §54957)

Title: Library Director

President Conway read the following closed session title into the record: Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director

President Conway recessed the meeting to closed session at 8:47 p.m.

President Conway reconvened the meeting into open session at 8: 58 p.m. Conway reported that the Library Board conducted the evaluation of the performance of the Library Director.

There being no further business, the meeting adjourned at 8:59 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

Glendora, CA 91741

5

MEMO

To: Board of Library Trustees
From: Library Director *Robin*
CC: City Manager
Date: July 20, 2009
Re: Director's Report

Welcome to our new trustee, Bill Robinett! Mike and I met with Bill on June 30 to review library board materials, library policies and to tour the library.

It has been a busy summer. It is hard to believe that we are entering the final week of the Summer Reading Clubs (SRC). As anticipated, participation numbers have been high. At the end of the second week, registrations were close to 2,000! We ran out of the bookmark contest winners' bookmarks in the first week. Fortunately we still had funds available in the printing budget for a second run. At one of the children's program in June, over 700 kids showed up—thank goodness we had two sessions planned and were able to respond to the demand. July 25th marks the end with the SRC closing party. The recognition event for the youth volunteers is scheduled for Monday July 27 at 3 pm in Bidwell. Please let Cindy or I know if you plan to be there if you haven't already.

The change in open hours for the library was effected on June 29, 2009. It has been challenging to implement the hours and staffing cutbacks during one of our busiest times with summer reading clubs and our biggest fundraiser, Night on the Plaza happening. It hasn't seemed to slow people down. Within minutes of opening at noon on Mondays, every computer, chair, study carrel and table is occupied. For the most part our patrons are understanding of the changes and appreciate that we are still open 6 days a week. There was a nice article in the *Highlander* announcing our schedule change on July 2, 2009 (copy attached). We have magnets and bookmarks with the new hours on them that are being handed out.

On July 8, former Library Board Trustee Sylvia Slakey was recognized by the city council for her 10 years of service on the library board.

Night on the Plaza is scheduled for July 17. Ticket sales are only slightly lower than last year for which we are grateful (approx 357 vs. 400). It will take awhile to get tallies on revenues; I may have some preliminary numbers by tonight's meeting.

Staff is preparing for the pending three month departure of Elke beginning at the end of August/early September. We will do our best to fill in while she is away. She stubbornly refuses to have a videophone installed in her home or take home a laptop while she is off!

SCLS (formerly MCLS) is considering an application for 'stimulus money' for broadband access for libraries. Attached is a copy of an email explaining the proposal. I have discussed it with our city IT staff. I indicated to Rosario, the Executive Director of SCLC, that we were interested in participating. It isn't a commitment but that does hold a place for us. When I first read the proposal I had hoped we would qualify for parts 1 and 2 however with our connection below the threshold of 20 mbps (we are at 7) we would only be able to go for the expanded broadband access. I would appreciate your feedback on the proposal.

In the July/August *Glendora Magazine*, a question was posed by community activist Penny Paulus: "What is the single most important thing that you believe makes Glendora stand out from other communities?" Many answers were given and reported, however one stands out for me. Michelle Pasillas' response was....the library! I have included a copy of the article for you.

You may notice that additional signage has been going up in the library over the past month. Some of it is replacing paper signs that we had up temporarily; other is directional in nature. Carlos has been working with local Glendora company, MW Designs, that has been very responsive, both in quality and speed.

A reminder for you that we have two board meetings in August: on the 14th we will be joining CALTAC trainer Jane Jones for Board Effectiveness Training; our regular meeting will be held on Aug. 17.

Next Meetings:

Special Meeting: Aug. 14, 2009, 9 am-12:30pm: CALTAC Board Effectiveness Training – Friends Room

Regular Board Meeting: Aug. 17, 2009, 7 pm - Bidwell Forum

Robin Weed-Brown

From: Rosario Garza [rgarza@mcls.org]
Sent: Thursday, June 25, 2009 12:37 PM
To: Albert Tovar; Ann Dallavalle; Barbara Lockwood; Barbara Murray; Barbara Pearson; Barbara Wolfe; Carmen Hernandez; Carol Stone; Carolyn L Garner-Reagan; Chan Harris; Cleary, Cindy; Cynthia Cowell; Dan Golden; Debra Brighton; Don Buckley; Evelyn Fullmore; Glenda Williams; Greg Mullen; Greg Shapton; Helen Fried; Hilary Keith; Jan Sanders; Jean Scully; Jeanette Contreras; Kathy Gould; Kris Morita; Louise Mazerov; Margaret Todd; Maureen Gebelein; Melinda Steep; Michael Falkow; Monica Greening; Nancy Hunt-Coffey; Nancy Messineo; Nancy Quelland; patricias@ci.irwindale.ca.us; Paula Weiner; Paymaneh Maghsoudi; Robin Weed-Brown; Roger Possner; Sharon Cohen; Steve Brogden; Steve Fjeldsted; Toni Buckner; Valerie Maginnis; Yolanda Moreno; Dennis Tucker; Jeri Takeda; leinstadter@co.amador.ca.us; mhoekstra@co.calaveras.ca.us; Nancy Martinez; Pamela Sloan; vanessac@scfl.lib.ca.us; Verna Cabral-King
Cc: 'Rosario Garza'
Subject: Possible broadband grant

As many of you are aware, a group of us are working on putting together a grant proposal to try to expand broadband/networking/telecom/etc., availability in California libraries. This proposal is for the "stimulus package" money that is being made available through BTOP (Broadband Technology Opportunities Program, see also <http://www.ntia.doc.gov/broadbandgrants>)

The working group has put together a prospectus for your review and response. PLEASE respond directly to me by 7/7/2009. Thanks! Prospectus follows:

Prospectus for and call for participation in California library connectivity project

Libraries need very high-speed connectivity: In order to provide the level of public Internet access needed by California residents, libraries should have high speed connectivity of between 20 and 100 mbps, depending on the size of the library and the nature of the applications. This level of connectivity will support the rapid increase in public demand for web-based resources caused by the current economic difficulties addressed by the federal stimulus program.

Proposal to improve California library connectivity: A statewide partnership of California library systems and megasystems is preparing a proposal for a project to obtain federal stimulus funds to expand high speed library Internet connectivity and public access in California libraries. (Public access as defined in this project includes both wired and wireless connections, as wireless service is often the best solution for quickly expanding the number of public access connections.) This proposal will be coordinated closely and partnered with another proposal being put together by CENIC, California's statewide education and research network, to connect libraries in unserved and underserved areas of the state with high speed service and to incorporate a set of network-based collaborative and educational tools that would serve the much of the library and educational community.

The library partnership proposal will consist of three main components:

1. Procuring and installing several leading edge Internet applications, principally collaborative tools such as web-based video conferencing and educational and training applications for libraries. Video conferencing tools under consideration include widely distributed desktop PC based applications, room-size units, and a demonstration installation of Cisco's Telepresence. Educational and training applications may include the development of eportfolios, deployment of mobile labs, implementation of virtualization tools (aka "sandboxes") for projects, licensing or creation of original video content, and acquisition of portable public access devices like netbooks. Resources will be chosen to promote public access, support economic recovery and jobs, and showcase important public uses of very high-speed connectivity.

2. Support and training for librarians offering these leading edge services in their libraries, including training librarians to train the public in areas such as digital literacy, entrepreneurship, and job-related technology applications.

3. Assisting libraries that currently do not have adequate connectivity to provide advanced services and are not part of the CENIC proposal to obtain high-speed connections, preferably where available with a fiber connection.

Inviting Participation: We are inquiring about the interest of libraries to participate in this effort. For libraries that already have sufficient connectivity to support these new services, participation would be focused on items 1 and 2, applications and support. Those who wish to participate but lack adequate high-speed connectivity will be considered for item 3, improved connectivity. At this stage, we are only soliciting interest in participation. As the proposal preparation process advances, we will be filling in details and costs, and will then be looking for firm commitments to join in the project.

Requirements: Participation will require serious commitments. If successful, the proposed grant would provide support for 80% of the costs for these efforts. The other 20% can come from any source other than Federal funds (such as E-rate.) Although the partnership will be soliciting outside sources for some of the 20% match, it is possible that the participants will need to contribute some resources. In addition, the projects proposed will likely require some commitment staff time, space, or other resources. Finally, after the two-year project is completed, we anticipate that most of the participating libraries will need to continue offering these advanced services and provide the bandwidth necessary to support them.

Interest: At this time we are trying to determine which libraries are interested in participating in the project if the proposal is funded. Please answer the following questions.

Name of Library: GLENDORA PUBLIC LIBRARY

Yes, my library would be interested in participating in the project

If yes, does your library have sufficient connectivity as defined by 20 and 100mbps depending on size: Yes No (Glendora PL only has 7.1MB connection)

No, thanks. We are not interested at this time.

Please email this to rgarza@mcls.org by Tuesday July 7.

Rosario Garza, M.L.S., M.B.A.
Executive Director
MCLS
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A Penny for Your Thoughts...

By Penny Paulus

Dick and I moved to Glendora on April Fool's Day in 1963. We fell in love with our community and raised 5 daughters and 11 grandchildren here, going to the Glendora schools, which are among the best in California. We are blessed to have our family close and enjoy their company regularly.

I had the opportunity to ask some of our citizen's this question.

"What is the single most important thing that you believe makes Glendora stand out from other communities?"

PAT RASMUSSEN: I think the thing that makes our city special is that people genuinely care about the town. So many people living in the suburbs don't know their city council, or their superintendent of schools because either their community is extremely large, or they just don't care about city government and town pride. I think residents living in Glendora want to be involved. I can see that in the numbers of people in PTA, in service organizations, and in youth sports. People come forward to volunteer, they help when help is needed, and they have great civic pride about living in Glendora. My husband, Dale and I have raised our family here, bought three Glendora homes, and feel so fortunate to have found this community. We've lived here 35 years and it's been wonderful

GARY ANDREWS: From someone who has grown up in Glendora, and my Mother before me, I have seen Glendora evolve into a thriving city still maintaining it's small town charm. One of Mom & Dad's proudest moments was being named Co-Citizens of the Year in 1986.

The single most important thing, which makes Glendora stand out from other communities, is its people and their dedication to the successful growth & charm of the city.

JOHN LUNDSTROM: Volunteerism! Glendora is so fortunate to have so many civic-minded citizens who care about and love our community, and who give so much of their time making it what it is.

TERRY DAMRON: I am always amazed at how much community pride there is in Glendora and how willing people are to volunteer their time to benefit others.

PAM VERMONS: Community Service! The thing that impresses me most is the amount of Glendoran's that are actively involved in Glendora Community Service. It was recently brought to my attention how great Glendora is that people not only support their church, service club, or group but also attend and support projects of other groups. Makes one proud!

LINDA HERMANN: When I am out and about during the day for business, somewhere between San Bernardino and Los Angeles, when I get off the 210 and venture north in Glendora

I not only know that I am home but I feel that I am home and now in safe territory and draw a long breath of contentment.

DEBBIE DEAL: Glendora isn't just a community; Glendora is a HOME TOWN where you find true friendship and fellowship. Glendora really is the Norman Rockwell of Southern California.

WES MENARD: I think Glendora stands out from most other communities because of the nearby mountains and small town atmosphere.

DAVE CULP and JUDI RUDD: I believe it is the people, the great mountain views, and the many volunteers.

KATHY HODGE: It is the pride that our citizens have in our town.

LYNDA SIMINSKE: Glendora is full of wonderful people, always lending a hand and volunteering to make our community "the Place to be". We are fortunate to have great schools and a City Council that cares.

AUDREY McAFEE: In Glendora, everyone is a friend...it is HOME...

MICHELLE PASILLAS: Glendora is a special community because its library does an excellent job at cultivating community spirit. It offers a large diverse collection of materials and a wide selection of programs, such as book discussions, special lectures, author visits, summer reading clubs, and craft classes. Having worked there for over five years, it makes me proud to work at a place that cares about its people making connections to others, their community and the world....❖



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Glendora Library modifies hours

Belt-tightening is not something my family takes lightly. We looked at the cable bill, phone and grocery bill, debated the merits of extracurriculars for the boys, eat out much less and think once, twice and three times about buying most things. (I drew the line at foregoing ice cream. It's summer, after all.)

But I admire anyone, like my husband, who makes budget cuts studiously and carefully.

That said, Glendora's library has new hours of operation, arrived upon after much evaluation.

The new hours are: noon to 9 p.m. Mondays; 10 a.m. to 7 p.m. Tuesdays and Wednesdays; 10 a.m. to 5:30 p.m. Thursdays; noon to 5:30 p.m. Fridays; and 10 a.m. to 5:30 p.m. Saturdays. The library will be closed on Sundays.

Staff said modifying library hours was a hard decision, and one they evaluated closely. To come up with the new library hours, staff evaluated the needs of library users, trying to accommodate everyone — children, seniors, students and working adults. They looked at statistics relating to when books were being checked out, computer usage, reference usage, book groups and essential programs.

Instead of closing for a full day, a few hours were cut from several days in order to maintain the six days a week the library will be open. The reduction in hours is tied to a reduction in part-time and full-time library staff.

For more information, visit the library's Web site at www.glendoralibrary.org for information on summer programs at the library and changes to programs and events impacted by the modification in hours.

The Glendora Public Library wants to thank the community for their understanding in this situation. If anyone has any questions regarding the new library hours, please feel free to call the library at (626) 852-4891 and ask to speak to a manager.

CONCERT TIME

The Kiwanis Club of Glendora is now the proud sponsor of "Concerts in the Park" kicking off at 6 p.m. Sunday, July 12, at the Bandshell at Finkbiner Park, 160 N. Wabash Ave.

The service club recently presented a \$5,000 check to LaShawn Butler, direc-



Photo courtesy of Dave Culp

The Kiwanis Club of Glendora presented a \$5,000 check to the City Council and LaShawn Butler, director of community services, second from left, for the Concerts in the Park series. The Kiwanians are the series sponsor. From left to right are, Tony Miller, Kiwanis member; LaShawn Butler; Gene Murabito, Kiwanis and City Councilman; Councilman Gary Clifford, Mayor Karen Davis; Councilman Doug Tessitor; Ken Herman, Kiwanian and mayor pro-tem; Daryl Overlock, president of the Glendora Kiwanis Club; and Kiwanians Gregg Gillham, Rob Castro and Judy Gillham.



Anissa V. Rivera

tor of community services, and the City Council. Present for the event were Mayor Karen Davis and councilmen Gary Clifford, Doug Tessitor, Gene Murabito and Mayor Pro Tem Ken Herman.

Herman and Murabito, by the way, are proud members of the Kiwanis Club too.

Representing the service club were President Daryl Overlock; Tony Miller;

Gregg Gillham, Rob Castro and Judy Gillham.

Concerts in the Park begin at 6 p.m. Sunday, July 12, with "The Answer" band taking the stage. The free concerts will continue each Sunday evening at 6 p.m. for seven consecutive weeks.

The lineup includes Stone Soul on July 19; Disco Diva on July 26; Elvis tribute on Aug. 2; The Wiseguys on Aug. 9; All-American Wranglers on Aug. 16 and Cold Duck on Aug. 23.

All seating is on the grass, so bring a blanket or beach chair.

For more information, call (626) 914-2357.

And the Kiwanians aren't hanging up their party hats yet. They have another very special treat for the community coming up on Saturday, Aug. 29, with Flashback to the '50s car and motorcycle show. It's one of the biggest end-of-summer events around, so plan on attending.

For more information, visit www.flashbackinfo.org.

Please turn to COLUMN / Page 4

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Year-End Statistics FY 08/09

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
I. General Service Indicators													
A. Registered Borrowers													
FY 08/09	41,047	41,430	41,780	42,107	42,387	42,441	42,954	43,209	43,594	43,899	44,179	44,705	
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	
% Chg.	-29%	11%	11%	11%	11%	10%	11%	11%	11%	10%	10%	10%	
	*				*3		*4						
A.1. Percent of Glendora Population Served													
FY 08/09	54%	55%	55%	55%	56%	56%	56%	57%	57%	57%	58%	58%	
FY 07/08	78%	50%	50%	51%	51%	51%	52%	52%	52%	53%	53%	54%	
B. Library Cards Issued													
FY 08/09	394	382	367	299	276	98	342	335	359	372	350	518	4,092
FY 07/08	291	317	409	381	273	167	283	305	355	341	315	605	4,042
% Chg.	35%	21%	-10%	-22%	1%	-41%	21%	10%	1%	9%	11%	-14%	1%
C. Internet Users/Sign-Ups													
FY 08/09	3,775	3,406	3,263	3,404	2,346	1,181	2,952	2,848	3,540	3,258	3,163	3,338	36,474
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
% Chg.	67%	2%	4%	-5%	-22%	-50%	16%	-8%	8%	0%	-3%	-2%	0%
**													
D. Total Items Loaned - All (D.1. + D.2. + D.3.+ D.4.)													
FY 08/09	43,054	34,840	33,496	35,428	30,621	16,905	36,631	34,898	38,146	36,281	34,618	43,445	418,363
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
% Chg.	29%	17%	19%	11%	11%	-23%	30%	10%	12%	4%	1%	14%	12%
D.1. Total Items Loaned - Adult													
FY 08/09	12,061	11,086	9,857	10,101	8,622	5,438	10,720	10,276	11,763	11,594	11,252	11,996	124,766
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
% Chg.	26%	15%	15%	7%	4%	-21%	23%	6%	13%	9%	4%	10%	10%
D. 2. Total Items Loaned - Youth (YA and Childrens)													
FY 08/09	15,147	10,059	10,472	11,573	10,133	4,384	10,819	10,210	11,329	10,469	10,502	15,053	130,150
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
% Chg.	22%	17%	11%	4%	14%	-26%	51%	8%	5%	-4%	5%	15%	11%
D.3. Total Items Loaned - AV (CDs, DVDs, Videos, Audiobooks)- (D.3.1. + D. 3.2)													
FY 08/09	15,643	13,506	13,018	13,591	11,705	6,966	14,890	14,217	14,852	13,999	12,641	16,224	161,252
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
% Chg.	40%	19%	29%	20%	14%	-22%	22%	14%	16%	6%	-4%	16%	14%
D.3. 1. Items Loaned - AV - Adult													
FY 08/09	11,789	10,613	10,354	10,715	9,014	5,565	11,900	11,037	11,622	10,630	9,785	12,182	125,206
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
% Chg.	45%	21%	36%	28%	19%	-20%	41%	16%	19%	7%	-2%	17%	19%

Year-End Statistics FY 08/09

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
D. 3. 2. Items Loaned - AV -Youth (YA & Childrens)													
FY 08/09	3,854	2,893	2,664	2,876	2,691	1,401	2,990	3,180	3,230	3,369	2,856	4,042	36,046
FY 07/08	3,098	2,579	2,481	2,951	2,705	1,951	3,773	2,913	3,082	3,219	3,189	3,610	35,551
% Chg.	24%	12%	7%	-3%	-1%	-28%	-21%	9%	5%	5%	-10%	12%	1%
D.4. Electronic Circulation (Overdrive, Netlibrary, CA Missions, Learning Express)													
FY 08/09	203	189	149	163	161	117	202	195	202	219	223	172	2,195
FY 07/08	98	90	122	124	85	138	124	125	173	151	150	149	1,529
% Chg.	107%	110%	22%	31%	89%	-15%	63%	56%	17%	45%	49%	15%	44%
D.5. Interlibrary Loaned													
FY 08/09	41	35	51	44	35	9	58	41	61	36	36	50	497
FY 07/08	65	55	47	49	48	41	39	38	57	49	48	40	576
% Chg.	-37%	-36%	9%	-10%	-27%	-78%	49%	8%	7%	-27%	-25%	25%	-14%
D.6. Interlibrary Borrowed													
FY 08/09	39	77	48	49	27	15	67	38	59	35	50	57	561
FY 07/08	44	61	71	31	28	26	62	49	37	55	45	45	554
% Chg.	-11%	26%	-32%	58%	-4%	-42%	8%	-22%	59%	-36%	11%	27%	1%
E. Total Library Visitors (includes E.1., Forum attendance: library and non-library)													
FY 08/09	33,610	22,657	22,652	24,660	18,345	7,170	21,007	21,226	24,913	23,773	29,300	28,583	277,896
FY 07/08	26,189	21,633	21,625	24,510	20,590	14,549	19,460	19,542	24,875	22,825	21,157	25,709	262,664
% Chg.	28%	5%	5%	1%	-11%	-51%	8%	9%	0%	4%	38%	11%	6%
E.1. Gate Count													
FY 08/09	32,248	22,171	21,928	23,700	17,796	7,170	20,998	20,396	24,233	22,664	28,787	27,733	269,824
FY 07/08	24,831	21,376	21,164	23,731	19,970	13,827	18,993	18,700	23,914	21,996	19,802	24,996	253,300
% Chg.	30%	4%	4%	0%	-11%	-48%	11%	9%	1%	3%	45%	11%	7%
E.2. Study Rooms-Attendance													
FY 08/09	73	32	67	61	30	9	52	40	56	59	71	79	629
FY 07/08	50	39	63	55	38	23	35	50	58	61	64	36	572
% Chg.	46%	-18%	6%	11%	-21%	-61%	49%	-20%	-3%	-3%	11%	119%	10%
F. Hours Open													
FY 08/09	244	237	233	248	200	115	226	211	244	241	226	244	2,668
FY 07/08	248	248	230	255	211	174	174	219	241	244	234	233	2,709
G. Total General Fund Revenue (G.1+G2.+G3)													
FY 08/09	\$5,167	\$5,232	\$8,437	\$4,014	\$3,867	\$7,269	\$4,592	\$21,862	\$5,349	\$5,789	\$13,119	\$12,331	\$97,029
FY 07/08	\$4,305	\$4,947	\$4,282	\$4,470	\$4,432	\$5,822	\$3,246	\$29,562	\$6,776	\$10,067	\$5,190	\$11,851	\$94,950
% Chg.	20%	6%	97%	-10%	-13%	25%	41%	-26%	-21%	-42%	153%	4%	2%

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Year-End Statistics FY 08/09

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
G. 1. Fines/Fees Collected (extended use fees)													
FY 08/09	\$4,430	\$4,239	\$3,680	\$3,144	\$3,376	\$1,117	\$3,877	\$3,200	\$4,202	\$4,856	\$4,473	\$4,842	\$45,436
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
% Chg.	7%	1%	3%	-13%	-11%	-60%	45%	-10%	-6%	7%	-1%	0%	-3%
G. 2. Copy Center Fees Collected													
FY 08/09	\$738	\$812	\$749	\$870	\$490	\$182	\$716	\$834	\$1,045	\$933	\$1,188	\$941	\$9,497
FY 07/08 - started new copy center	\$154	\$753	\$715	\$857	\$625	\$379	\$575	\$596	\$685	\$5,542	\$671	\$779	\$12,330
% Chg.	380%	8%	5%	2%	-21%	-52%	24%	40%	53%	-83%	77%	21%	-23%
G. 3. CLSA Funds received													
FY 08/09	\$0	\$181	\$4,008	\$0	\$0	\$5,970	\$0	\$17,828	\$102	\$0	\$7,459	\$6,548	\$42,095
FY 07/08	\$0	\$0	\$0	\$0	\$0	\$2,653	\$0	\$25,406	\$1,601	\$0	\$0	\$6,247	\$35,906
% Chg.						125%		-30%	-94%			5%	17%
II. Collection Development													
A. Total Items Owned (includes e-books etc)													
FY 08/09	148,651	149,658	149,851	150,038	147,345	147,180	146,779	146,996	147,454	147,586	147,494	148,072	
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	
% Chg.	1%	2%	2%	2%	-1%	-1%	-1%	0%	0%	0%	0%	0%	
A.1. Total Items Owned -Adult													
FY 08/09	91,880	92,404	92,500	92,817	91,891	91,820	91,784	91,981	92,104	92,261	92,035	92,264	
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	
% Chg.	1%	2%	2%	2%	0%	0%	0%	1%	1%	1%	1%	1%	
A. 2. Total Items Owned - Youth (YA & Childrens)													
FY 08/09	37,117	37,353	37,463	37,307	36,041	35,964	36,055	35,928	36,017	35,968	35,967	36,125	
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	
% Chg.	0%	0%	1%	0%	-3%	-3%	-2%	-2%	-2%	-2%	-2%	-2%	
A.3. Total Items Owned - AV (A.3.1 + A. 3.2)													
FY 08/09	19,332	19,582	19,566	19,589	19,090	19,073	18,612	18,761	19,007	19,147	19,165	19,355	
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	
% Chg.	4%	5%	4%	3%	0%	0%	-2%	-2%	-1%	-2%	-2%	0%	
A. 3. 1. Total Items Owned - AV -Adult													
FY 08/09	15,664	15,843	15,786	15,780	15,242	15,220	14,869	15,023	15,240	15,366	15,387	15,549	
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	
% Chg.	4%	5%	4%	3%	-2%	-2%	-3%	-3%	-2%	-3%	-2%	0%	

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Year-End Statistics FY 08/09

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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 08/09	3,668	3,739	3,780	3,809	3,848	3,853	3,743	3,738	3,767	3,781	3,778	3,806	
FY 07/08 new statistic tracked starting FY 06/07	3,623	3,506	3,562	3,576	3,669	3,595	3,635	3,640	3,634	3,674	3,784	3,676	
% Chg.	1%	7%	6%	7%	5%	7%	3%	3%	4%	3%	0%	4%	
B. Total Titles Added (B.1 + B.2. + B.3)													
FY 08/09	595	567	872	546	538	230	847	547	687	443	314	410	6,596
FY 07/08	551	925	709	748	454	743	624	756	607	737	779	669	8,302
% Chg.	8%	-39%	23%	-27%	19%	-69%	36%	-28%	13%	-40%	-60%	-39%	-21%
B.1. Total Titles Added-Adult													
FY 08/09	311	335	499	300	253	135	443	209	298	206	169	242	3,400
FY 07/08 new statistic tracked starting FY 06/07	218	434	431	336	216	416	311	424	425	401	410	293	4,315
% Chg.	43%	-23%	16%	-11%	17%	-68%	42%	-51%	-30%	-49%	-59%	-17%	-21%
B. 2 Total Titles Added - Youth (YA & Childrens)													
FY 08/09	162	124	161	128	148	31	227	135	202	84	67	108	1,577
FY 07/08 new statistic tracked starting FY 06/07	267	312	155	235	113	142	178	155	81	155	252	224	2,269
% Chg.	-39%	-60%	4%	-46%	31%	-78%	28%	-13%	149%	-46%	-73%	-52%	-30%
B.3. Total Titles Added - AV (B.3.1 + B.3.2)													
FY 08/09	122	108	212	118	137	64	177	203	187	153	78	60	1,619
FY 07/08 new statistic tracked starting FY 06/07	66	179	123	177	125	185	135	177	101	181	117	152	1,718
% Chg.	85%	-40%	72%	-33%	10%	-65%	31%	15%	85%	-15%	-33%	-61%	-6%
B. 3. 1 Total Titles Added - AV - Adult													
FY 08/09	115	89	190	89	114	38	127	178	121	141	76	58	1,336
FY 07/08 new statistic tracked starting FY 06/07	60	167	90	80	110	134	116	139	97	158	103	134	1,388
% Chg.	92%	-47%	111%	11%	4%	-72%	9%	28%	25%	-11%	-26%	-57%	-4%

B. 3. 2. Total Titles Added - AV - Youth (YA & Childrens)													
FY 08/09	7	19	22	29	23	26	50	25	66	12	2	2	283
FY 07/08 new statistic tracked starting FY 06/07	6	12	33	97	15	51	19	38	4	23	14	18	330
% Chg.	17%	58%	-33%	-70%	53%	-49%	163%	-34%	1550%	-48%	-86%	-89%	-14%
C. Total Items Added (C.1. + C. 2 + C.3)													
FY 08/09	375	755	390	399	452	95	365	405	561	445	354	444	5,040
FY 07/08	1,260	1,082	974	808	935	735	644	672	805	1,040	944	1,037	10,936
% Chg.	-70%	-30%	-60%	-51%	-52%	-87%	-43%	-40%	-30%	-57%	-63%	-57%	-54%
C.1. Total Items Added - Adult (Books only)													
FY 08/09	132	425	257	226	204	41	143	182	214	223	201	165	2,413
FY 07/08 new statistic tracked starting FY 06/07	732	504	537	453	562	469	410	462	509	576	484	598	6,296
% Chg.	-82%	-16%	-52%	-50%	-64%	-91%	-65%	-61%	-58%	-61%	-58%	-72%	-62%

Year-End Statistics FY 08/09

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
C. 2. Total Items Added - Youth (YA & Childrens- Books only)													
FY 08/09	172	167	75	84	179	34	171	73	173	103	123	170	1,524
FY 07/08 new statistic tracked starting FY 06/07	460	445	329	285	286	209	143	88	151	307	364	350	3,417
% Chg.	-63%	-62%	-77%	-71%	-37%	-84%	20%	-17%	15%	-66%	-66%	-51%	-55%
C.3. Total Items Added - AV (C.3.1. + C.3.2.)													
FY 08/09	71	163	58	89	69	20	51	150	174	119	30	109	1,103
FY 07/08 new statistic tracked starting FY 06/07	68	133	108	70	87	57	91	122	145	157	96	89	1,223
% Chg.	4%	23%	-46%	27%	-21%	-65%	-44%	23%	20%	-24%	-69%	22%	-10%
C. 3. 1 Total Items Added - AV - Adult													
FY 08/09	65	144	57	70	39	20	40	149	151	103	26	108	972
FY 07/08 new statistic tracked starting FY 06/07	64	120	85	56	36	33	82	93	138	119	80	83	989
% Chg.	2%	20%	-33%	25%	8%	-39%	-51%	60%	9%	-13%	-68%	30%	-2%
C. 3. 2 Total Items Added - AV - Youth (YA & Childrens)													
FY 08/09	6	19	1	19	30	0	11	1	23	16	4	1	131
FY 07/08 new statistic tracked starting FY 06/07	4	13	23	14	51	24	9	29	7	38	16	6	234
% Chg.	50%	46%	-96%	36%	-41%	-100%	22%	-97%	229%	-58%	-75%	-83%	-44%
D. Total Items Withdrawn (includes periodicals)													
FY 08/09	471	529	971	627	1,115	2,115	1,314	536	338	610	541	499	9,666
FY 07/08	1,533	2,137	1,006	495	559	957	995	1,541	1,031	696	1,184	758	12,892
% Chg.	-69%	-75%	-3%	27%	99%	121%	32%	-65%	-67%	-12%	-54%	-34%	-25%
E. Total Items Mended/Bound													
FY 08/09	164	200	114	245	118	198	229	219	299	171	260	203	2,420
FY 07/08	409	339	111	188	158	128	199	175	210	261	245	196	2,619
% Chg.	-60%	-41%	3%	30%	-25%	55%	15%	25%	42%	-34%	6%	4%	-8%
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 08/09	3,087	2,623	2,463	2,342	1,855	950	2,386	2,261	2,522	2,568	2,323	2,978	28,358
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
% Chg.	26%	6%	1%	-17%	-32%	-46%	-3%	-17%	-16%	-17%	-18%	0%	-11%
IV. Youth Services (K-12)													
A. Requests for Information - Youth Services													
FY 08/09	3,014	1,087	1,277	1,712	1,581	475	1,284	1,145	1,273	1,373	1,072	2,927	18,220
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
% Chg.	20%	-14%	-17%	-18%	-15%	-47%	5%	-23%	0%	-15%	-26%	-23%	-13%

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Year-End Statistics FY 08/09

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
B. Preschool Tours & Storytimes Offered													
FY 08/09	27	25	25	28	20	0	25	25	25	28	29	26	283
FY 07/08	19	24	24	27	24	16	22	23	25	29	29	23	285
% Chg.	42%	4%	4%	4%	-17%	-100%	14%	9%	0%	-3%	0%	13%	-1%
B. 1. Preschool Tours & Storytimes - Attendance													
FY 08/09	1,018	755	775	993	576	0	634	843	843	878	854	812	8,981
FY 07/08	804	759	904	1028	705	352	657	753	748	928	775	1023	9,436
% Chg.	27%	-1%	-14%	-3%	-18%	-100%	-4%	12%	13%	-5%	10%	-21%	-5%
C. School Age Tours & Storytimes Offered													
FY 08/09	0	0	1	2	1	0	1	1	6	1	3	6	22
FY 07/08	0	0	2	2	0	0	1	0	1	2	1	3	12
% Chg.			-50%	0%			0%		500%	-50%	200%	100%	83%
C. 1. School Age Tours & Storytimes - Attendance													
FY 08/09	0	0	80	21	20	0	18	10	46	130	96	336	757
FY 07/08	0	0	95	90	0	0	66	0	20	260	90	193	814
% Chg.			-16%	-77%			-73%		130%	-50%	7%	74%	-7%
D. School/Classroom Visits (K-8)													
FY 08/09	0	1	12	4	5	0	53	0	4	0	4	45	128
FY 07/08	0	1	11	1	5	0	80	1	15	5	28	68	215
% Chg.		0%	9%	300%	0%		-34%	-100%	-73%	-100%	-86%	-34%	-40%
D. 1. School/Classroom Visits (K-8) - Attendance													
FY 08/09	0	30	283	62	105	0	2,925	0	80	0	885	1,640	6,010
FY 07/08	0	9	224	10	120	0	4,355	10	271	14	1,389	2,120	8,522
% Chg.		233%	26%	520%	-13%		-33%	-100%	-70%	-100%	-36%	-23%	-29%
E. School/Classroom Visits (Preschool)													
FY 08/09	0	0	0	6	4	6	6	15	15	14	14	7	87
FY 07/08	0	0	1	6	5	6	5	4	4	8	7	2	48
% Chg.			-100%	0%	-20%	0%	20%	275%	275%	75%	100%	250%	81%
E. 1. School/Classroom Visits (Preschool) - Attendance													
FY 08/09	0	0	0	104	81	100	100	179	158	158	161	45	1,086
FY 07/08	0	0	44	109	85	98	85	65	60	152	128	40	866
% Chg.			-100%	-5%	-5%	2%	18%	175%	163%	4%	26%	13%	25%

Year-End Statistics FY 08/09

	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 08/09	34,360	30,267	35,986	42,725	37,978	21,403	39,240	35,920	43,995	4,874	15,057	14,358	356,163
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
% Chg.	339%	209%	333%	50%	29%	-11%	54%	27%	47%	-83%	-54%	-55%	25%
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 08/09	5,076	4,297	4,858	6,331	5,943	2,340	4,655	4,390	5,843	4,874	5,243	4,283	58,133
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
% Chg.	5%	-36%	-6%	5%	-20%	-48%	-1%	-32%	-13%	-17%	-18%	-3%	-16%
A. 2 Library Home Page Views (track for one more year due to redesign of Library Home Page)													
FY 08/09	29,284	25,970	31,128	36,394	32,035	19,063	34,585	31,530	38,152	0	9,814	10,075	298,030
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
% Chg.	874%	732%	890%	61%	46%	-3%	67%	45%	65%	-100%	-63%	-63%	38%
	*1									*6			
VI. Friends Foundation Statistics													
A. Total Number of Programs - Children, Teen & Adult (A.1 + A.2 + A.3.)													
FY 08/09	26	2	10	18	12	1	7	15	10	9	10	13	133
FY 07/08	21	2	6	12	9	8	5	12	12	8	7	11	113
% Chg.	24%	0%	67%	50%	33%	-88%	40%	25%	-17%	13%	43%	18%	18%
A. 1. Total Children's programs - Preschool & School													
FY 08/09	18	0	2	6	1	0	0	4	0	3	2	8	44
FY 07/08	15	0	1	5	2	4	1	3	1	3	1	5	41
% Chg.	20%		100%	20%	-50%	-100%	-100%	33%	-100%	0%	100%	60%	7%
A. 1.1. Total Children's programs - Preschool & School - Attendance													
FY 08/09	2,984	0	345	490	503	0	0	660	0	199	11	1,604	6,796
FY 07/08	2,310	0	200	364	466	650	23	451	200	430	18	888	6,000
% Chg.	29%		73%	35%	8%	-100%	-100%	46%	-100%	-54%	-39%	81%	13%
A.2. Total Teen programs													
FY 08/09	3	0	4	2	3	0	3	4	3	1	2	2	27
FY 07/08	3	0	2	3	1	1	1	2	3	2	1	2	21
% Chg.	0%		100%	-33%	200%	-100%	200%	100%	0%	-50%	100%	0%	29%
A.2.1. Total Teen programs - Attendance													
FY 08/09	83	0	93	218	52	0	34	48	22	5	18	75	648
FY 07/08	75	0	98	71	10	11	8	70	38	28	10	83	502
% Chg.	11%		-5%	207%	420%	-100%	325%	-31%	-42%	-82%	80%	-10%	29%

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Year-End Statistics FY 08/09

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	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 08/09	5	2	4	10	8	1	4	7	7	5	6	3	62
FY 07/08	3	2	3	4	6	3	3	7	8	3	5	4	51
% Chg.	67%	0%	33%	150%	33%	-67%	33%	0%	-13%	67%	20%	-25%	22%
A. 3.1. Total Adult programs- Attendance													
FY 08/09	184	63	91	153	300	13	160	232	179	163	123	101	1,762
FY 07/08	127	44	42	119	291	74	28	298	294	113	102	133	1,665
% Chg.	45%	43%	117%	29%	3%	-82%	471%	-22%	-39%	44%	21%	-24%	6%
B. Outreach & Presentations library-wide (includes Babies, books & bibs, Teen Parent, Easter Story time at the Park)													
FY 08/09	0	1	2	3	5	3	17	7	8	7	10	4	67
FY 07/08	1	1	2	5	2	2	3	2	4	2	2	6	32
% Chg.	-100%	0%	0%	-40%	150%	50%	467%	250%	100%	250%	400%	-33%	109%
B.1. Outreach & Presentations - Attendance													
FY 08/09	0	58	53	57	184	103	395	122	180	254	399	146	1,951
FY 07/08	43	41	48	170	46	54	161	77	148	55	42	577	1,462
% Chg.	-100%	41%	10%	-66%	300%	91%	145%	58%	22%	362%	850%	-75%	33%
C. Fundraisers (includes Donor Reception, NOP, Trivia)													
FY 08/09	1	0	0	0	0	0	0	0	1	0	0	0	2
FY 07/08	2	0	0	0	0	0	1	0	0	1	0	0	4
% Chg.	-50%						-100%			-100%			-50%
C.1. Fundraisers - Attendance													
FY 08/09	385	0	0	0	0	0	0	0	370	0	0	0	755
FY 07/08	472	0	0	0	0	0	116	0	0	422	0	0	1,010
% Chg.	-18%						-100%			-100%			-25%
D. Homebound Clients Served													
FY 08/09	2	1	1	1	1	1	2	3	3	2	2	3	22
FY 07/08	3	3	3	6	7	6	4	6	5	6	5	2	56
% Chg.	-33%	-67%	-67%	-83%	-86%	-83%	-50%	-50%	-40%	-67%	-60%	50%	-61%
E. Number of Literacy Students Active/Current for the month													
FY 08/09	36	37	37	35	35	34	35	35	35	35	34	34	
FY 07/08	32	30	30	33	35	34	36	35	39	35	34	36	
% Chg.	13%	23%	23%	6%	0%	0%	-3%	0%	-10%	0%	0%	-6%	
E.1. Hours Tutored													
FY 08/09	131	129	134	130	102	112	97	111	151	154	137	204	1,589
FY 07/08	104	67	93	107	105	93	124	111	142	153	156	194	1,448
% Chg.	26%	92%	44%	21%	-3%	21%	-22%	0%	6%	0%	-12%	5%	10%

Year-End Statistics FY 08/09

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
E. 2. Number of Students Served - Year to Date													
FY 08/09	36	37	37	37	37	37	38	39	42	43	43	43	
FY 07/08	32	32	32	36	37	39	41	41	46	46	46	48	
% Chg.	13%	16%	16%	3%	0%	-5%	-7%	-5%	-9%	-7%	-7%	-10%	
E. 3. Number of Training/workshops (includes tutor training, conversation club)													
FY 08/09	1	2	0	1	0	1	2	1	1	3	0	1	13
FY 07/08 new statistic tracked starting FY 06/07	1	1	1	0	4	6	0	2	4	0	1	2	22
% Chg.	0%	100%	-100%	-83%	-100%	-83%		-50%	-75%		-100%	-50%	-41%
E. 3. 1. Number of Training/workshops - attendance													
FY 08/09	1	3	0	9	0	1	2	1	1	6	0	2	26
FY 07/08 new statistic tracked starting FY 06/07	1	3	9	0	4	6	0	2	5	0	4	2	36
% Chg.	0%	0%	-100%	-83%	-100%	-83%		-50%	-80%		-100%	0%	-28%
F. Total Number of Volunteers - Adult/Young Adult/Youth (F.2 + F.3 + F.4)													
FY 08/09	205	178	209	119	117	86	99	162	212	152	139	235	1,913
FY 07/08	197	178	178	180	183	184	122	130	189	192	170	270	2,173
% Chg.	4%	0%	17%	-34%	-36%	-53%	-19%	25%	12%	-21%	-18%	-13%	-12%
F. 1 Total Number of Volunteers - hours (F.2.1. + F. 3.1. + F.4.1.)													
FY 08/09	2,807	502	571	683	430	335	528	855	1,122	669	532	1,399	10,430
FY 07/08	2,530	429	416	515	430	397	460	510	1,004	813	525	1,592	9,619
% Chg.	11%	17%	37%	33%	0%	-16%	15%	68%	12%	-18%	1%	-12%	8%
F. 2. Adult Volunteers													
FY 08/09	102	164	171	83	82	81	67	130	183	132	112	104	1,411
FY 07/08	89	167	163	154	158	159	106	104	161	159	142	164	1,726
% Chg.	15%	-2%	5%	-46%	-48%	-49%	-37%	25%	14%	-17%	-21%	-37%	-18%
F. 2. 1. Adult Volunteer - Hours													
FY 08/09	2,144	428	437	528	345	321	431	737	980	572	445	743	8,109
FY 07/08	1,874	364	332	400	347	314	396	419	873	705	430	1,200	7,653
% Chg.	14%	18%	31%	32%	0%	2%	9%	76%	12%	-19%	4%	-38%	6%
F. 3. Young Adult Volunteers													
FY 08/09	7	7	22	26	27	5	24	23	17	10	19	13	200
FY 07/08	9	11	10	16	15	13	6	15	17	17	19	10	158
% Chg.	-22%	-36%	120%	63%	80%	-62%	300%	53%	0%	-41%	0%	30%	27%

Year-End Statistics FY 08/09

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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 08/09	55	58	85	80	57	14	63	72	74	54	60	46	718
FY 07/08	58	65	61	72	52	38	32	49	83	65	65	50	690
% Chg.	-5%	-11%	39%	11%	10%	-63%	97%	47%	-11%	-17%	-8%	-8%	4%
F. 4. Youth Volunteers													
FY 08/09	96	7	16	10	8	0	8	9	12	10	8	118	302
FY 07/08	99	0	5	10	10	12	10	11	11	16	9	96	289
% Chg.	-3%		220%	0%	-20%	-100%	-20%	-18%	9%	-38%	-11%	23%	4%
F. 4.1. Youth Volunteers - Hours													
FY 08/09	608	16	49	75	28	0	34	46	68	43	27	610	1,603
FY 07/08	598	0	23	43	32	46	32	42	48	42	30	342	1,277
% Chg.	2%		118%	74%	-11%	-100%	6%	10%	42%	2%	-10%	78%	26%
G. Total Public Relations - Cable TV shows and Publications produced (includes library staff and FF) (G.1.+ G.2.)													
FY 08/09	38	41	48	42	31	29	34	28	45	53	53	37	479
FY 07/08	15	26	42	21	42	23	33	33	29	50	41	47	402
% Chg.	153%	58%	14%	100%	-26%	26%	3%	-15%	55%	6%	29%	-21%	19%
G.1. Cable TV Shows - Number Produced													
FY 08/09	4	3	1	6	3	0	0	0	3	4	4	2	30
FY 07/08	4	1	3	2	5	1	2	4	3	3	1	2	31
% Chg.	0%	200%	-67%	200%	-40%	-100%	-100%	-100%	0%	33%	300%	0%	-3%
G.1.1. Cable TV Shows - Airings													
FY 08/09	2	21	12	20	22	20	14	17	19	25	32	11	235
FY 07/08	8	16	14	14	18	17	13	24	19	26	20	12	221
% Chg.	-21%	31%	-14%	43%	22%	18%	8%	-29%	0%	-4%	60%	-8%	6%
G.2. Publications Produced - Titles (includes flyers, bookmarks, signs, newsletter, emails, DearReader)													
FY 08/09	4	38	47	36	28	29	34	28	42	49	49	35	449
FY 07/08	11	25	39	19	37	22	31	29	26	47	40	45	371
% Chg.	209%	52%	21%	89%	-24%	32%	10%	-3%	62%	4%	23%	-22%	21%
G.2.1. Publications Produced - Number Printed, Emailed or Viewed													
FY 08/09	2,510	5,675	4,437	15,974	2,744	13,710	3,415	5,726	4,138	3,715	27,613	8,122	97,779
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
% Chg.	269%	27%	-57%	254%	-74%	-6%	1756%	-34%	1596%	-37%	29%	56%	12%
see page 11 for Footnotes													

Year-End Statistics FY 08/09

FOOTNOTES	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
* 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, 2007 to Jan 1, 2008 for carpet replacement													
*4 Lib closed Jan 5 to Jan 11, 2008 due to flooding													
*5 Lib closed Nov 26 to Dec 16, 2008 due to flooding													
*6 Lib website was integrated into City's website, unable to track the same kind of statistics as before													

Robin Weed-Brown

From: Elke Cathel
Sent: Monday, July 13, 2009 3:52 PM
To: Robin Weed-Brown; Anne Pankow; 'cbaffigo@glendoralibrary.org'; Cindy Romero; 'jstone@glendoralibrary.org'
Subject: FY 08/09 Expenditure Report
Attachments: Year-end 7-13-09 Expenditure Report.xls

Hi,

Here is an updated expenditure report for FY 08/09. This is not the final year-end report (as we can turn in invoices for FY 08/09 thru the end of this month).

Just a note: Our Polaris account and the Operating Leases account (copier lease) are not really in the negative (I added up all the invoices just to verify). The YTD Expense column shows what was actually spent in those two accounts. The reason for the negative balance: has to do with Pentamation and how sales tax is processed.

Enjoy ☺

Elke Cathel
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Glendora Public Library
140 South Glendora Ave
Glendora, CA 91741
626.852.4895
ecathel@glendoralibrary.org

7/16/2009

FY 08/09 Year End Expenditure Report (as of 7/13/09)

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
Administration							
17076	41110 REGULAR TIME	244,949.94	9,444.63	247,391.72	0.00	-2,441.78	-1.00%
17076	41120 OVERTIME	0.00	0.00	0.00	0.00	0.00	
17076	41210 PART TIME (cut from \$55,855.80)	53,855.80	1,839.89	47,707.03	0.00	6,148.77	11.42%
17076	41360 VEHICLE ALLOWANCE	3,600.00	150.00	3,600.00	0.00	0.00	0.00%
17076	42110 RETIREMENT	34,928.68	1,374.15	35,403.64	0.00	-474.96	-1.36%
17076	42290 FLEX BENEFIT	34,729.83	1,463.89	34,941.52	0.00	-211.69	-0.61%
17076	42310 EMPLOYER PAID BENEFITS	6,392.50	231.97	5,817.85	0.00	574.65	8.99%
17076	42520 WORKERS COMP	566.09	21.43	559.07	0.00	7.02	1.24%
17076	51110 OFFICE SUPPLIES (cut from \$10,680)	8,680.00	0.00	8,278.73	0.00	401.27	4.62%
17076	51400 BUILDING SUPPL (cut from \$20,000)	12,000.00	0.00	12,030.12	0.00	-30.12	-0.25%
17076	51550 PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	
17076	51560 OPERATING LEASES	18,000.00	0.00	12,469.22	6,502.48	-971.70	-5.40%
17076	55320 PRINTING (cut from \$5,600)	4,100.00	0.00	2,808.19	0.00	1,291.81	31.51%
17076	55340 POSTAGE (cut from \$4,650)	4,000.00	385.00	2,288.11	0.00	1,711.89	42.80%
17076	55400 DUES (cut from \$2,265)	2,125.00	0.00	1,970.00	0.00	155.00	7.29%
17076	55510 MEETING EXPENSES	920.00	31.98	722.89	0.00	197.11	21.43%
17076	55550 TRAVEL (cut from \$2,500)	1,872.00	0.00	1,376.43	0.00	495.57	26.47%
17076	55600 TRAINING (cut from \$ 4,300)	2,300.00	0.00	1,382.50	0.00	917.50	39.89%
17076	56100 BUILDING REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00	
17076	56200 EQUIPMENT REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00	
17076	56200.01 EQUIP REP GAYLORD POLARIS	20,000.00	0.00	18,868.79	2,525.55	-1,394.34	-6.97%
17076	57050 PHONE	0.00	36.16	564.99	0.00	-564.99	
	Phone line for credit card machine						
17076	57100 ELECTRIC	62,000.00	0.00	59,547.92	0.00	2,452.08	3.95%
17076	57150 GAS	3,500.00	0.00	3,767.44	0.00	-267.44	-7.64%
17076	57160 WATER	0.00	0.00	-1,276.45	0.00	1,276.45	
	per Anita A. disregard - has to do with Pentamation						
17076	59100 CONTRACT SRVCS (cut from \$20,400)	18,780.00	0.00	19,678.00	0.00	-898.00	-4.78%
17076	59801 DATA PROCESSING CHARGES	140,079.00	0.00	140,079.00	0.00	0.00	0.00%
17076	59802 DATA PROCESSING LEASES	14,816.00	0.00	14,816.00	0.00	0.00	0.00%
17076	59803 COMMUNICATION CHARGES	29,118.00	0.00	29,118.00	0.00	0.00	0.00%
17076	59804 COMMUNICATION LEASES	0.00	0.00	0.00	0.00	0.00	
17076	59807 LIABILITY INS. CHARGES	24,965.00	0.00	24,965.00	0.00	0.00	0.00%
17076	59808 PROPERTY INS. CHARGES	53,635.00	0.00	53,635.00	0.00	0.00	0.00%
17076	59809 UNEMPLOYMENT INSURANCE	1,398.00	0.00	1,398.00	0.00	0.00	0.00%
Total 7076		801,310.84	783,908.71	9,028.03	8,374.10	1.05%	

FY 08/09 Year End Expenditure Report (as of 7/13/09)

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
Circ/Technical Services							
17077	41110 REGULAR TIME	218,444.36	8,019.94	197,765.23	0.00	20,679.13	9.47%
17077	41120 OVERTIME	0.00	0.00	0.00	0.00	0.00	
17077	41210 PART TIME (cut from \$204,174.25)	199,174.25	8,465.13	176,559.85	0.00	22,614.40	11.35%
17077	41330 SPECIAL PAYS	0.00	0.00	0.00	0.00	0.00	
17077	42110 RETIREMENT	36,293.69	1,285.85	30,984.09	0.00	5,309.60	14.63%
17077	42290 FLEX BENEFIT	52,491.78	1,764.47	42,319.56	0.00	10,172.22	19.38%
17077	42310 EMPLOYER PAID BENEFITS	9,599.31	329.04	7,586.46	0.00	2,012.85	20.97%
17077	42520 WORKERS COMP	800.84	30.94	704.88	0.00	95.96	11.98%
17077	51200 DIVISION SUPPLIES	20,330.00	2,316.93	21,411.26	0.00	-1,081.26	-5.32%
17077	55330 MICROFILMING	0.00	0.00	0.00	0.00	0.00	
	Total 7077	537,134.23		477,331.33	0.00	59,802.90	11.13%
Public Services							
17079	41110 REGULAR TIME	357,204.23	13,898.48	352,763.84	0.00	4,440.39	1.24%
17079	41210 PART TIME (cut from \$74,957.32)	71,957.32	3,021.20	63,570.16	0.00	8,387.16	11.66%
17079	42110 RETIREMENT	52,096.12	2,053.47	50,722.85	0.00	1,373.27	2.64%
17079	42290 FLEX BENEFIT	64,078.36	2,674.74	64,136.16	0.00	-57.80	-0.09%
17079	42310 EMPLOYER PAID BENEFITS	11,377.84	430.74	10,504.11	0.00	873.73	7.68%
17079	42520 WORKERS COMP	818.17	31.86	786.75	0.00	31.42	3.84%
17079	51200 DIV. SUPPLIES (cut from \$3,500)	3,000.00	0.00	3,049.54	0.00	-49.54	-1.65%
17079	51300 BOOKS (cut from \$337,000)	287,568.00	14,719.01	286,638.05	0.00	929.95	0.32%
17079	55325 BINDING (cut from \$2,400)	1,400.00	30.40	782.77	0.00	617.23	44.09%
	Total 7079	849,500.04		832,954.23	0.00	16,545.81	1.95%
	Total 7076/7077/7079	2,187,945.11		2,094,194.27	9,028.03	84,722.81	3.87%
Grants/CDBG/Capital Projects							
2039999	73100 CURB & SIDEWALK REPL	30,350.00	0.00	29,593.11	0.00	756.89	2.49%
2049999	73010 STREET PAVING PROGRAM	0.00	0.00	0.00	0.00	0.00	
2049999	73225 GLADSTONE/WILLOW SIGNAL	175,965.00	0.00	0.00	0.00	175,965.00	100.00%
2049999	73228 SIERRA MADRE IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
2049999	73230 TRAFFIC SIGNAL CONSTRUCT	211,967.00	0.00	0.00	0.00	211,967.00	100.00%
2069999	72510 PARK PLAY EQUIPMENT	57,109.00	0.00	0.00	0.00	57,109.00	100.00%
2069999	75012 GAZEBO REPLACEMENTS	84,177.00	0.00	0.00	84,177.00	0.00	0.00%

FY 08/09 Year End Expenditure Report (as of 7/13/09)

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
2069999	75016 BARK PARK FACILITY DESIGN	0.00	0.00	0.00	0.00	0.00	
2077076	41110 REGULAR TIME	0.00	18.45	5,843.31	0.00	-5,843.31	
2077076	41120 OVERTIME	0.00	0.00	124.54	0.00	-124.54	
2077076	41210 PART TIME	53,229.20	1,321.84	41,464.61	0.00	11,764.59	22.10%
2077076	42110 RETIREMENT	1,996.00	50.27	1,778.73	0.00	217.27	10.89%
2077076	42290 FLEX BENEFIT	0.00	0.00	0.00	0.00	0.00	
2077076	42310 EMPLOYER PAID BENEFITS	284.93	10.74	264.88	0.00	20.05	7.04%
2077076	42510 ALTCOM	0.00	0.00	0.00	0.00	0.00	
2077076	42520 WORKERS COMP	101.00	2.55	89.87	0.00	11.13	11.02%
2077076	51110 OFFICE SUPPLIES	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
	Foundation usage: copier/paper - City Hall copier						
2077076	55700 EDUCATION REIMBURSEMENT	2,094.00	0.00	2,634.00	0.00	-540.00	-25.79%
2077079	51200 DIVISION SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2077079	51200.57 LSTA-ELF DIV. SUPPLIES	5,000.00	0.00	5,169.63	0.00	-169.63	-3.39%
2077079	51300 BOOKS/RECORDS/TAPES	0.00	0.00	0.00	0.00	0.00	
2077079	51300.57 LSTAELF BOOKS/RECORDS/ITA	5,000.00	20.95	3,547.44	0.00	1,452.56	29.05%
2079999	71412 LIBRARY CARPET PROJECTS	0.00	0.00	0.00	0.00	0.00	
2119999	73024 GLADSTONE PROJECTS	95,000.00	0.00	91,242.50	3,757.50	0.00	0.00%
2119999	73025 FOOTHILL BL GRINDER OVRLY	575,000.00	0.00	630.00	870.00	573,500.00	99.74%
2119999	73231 GRINDER OVERLAY PROJ #1	0.00	0.00	0.00	0.00	0.00	
2127076	41110 REGULAR TIME	0.00	0.00	1,403.57	0.00	-1,403.57	
2127076	41210 PART TIME	12,043.72	453.96	9,791.65	0.00	2,252.07	18.70%
2127076	42110 RETIREMENT	451.64	17.02	419.82	0.00	31.82	7.05%
2127076	42310 EMPLOYER PAID BENEFITS	174.63	6.58	162.35	0.00	12.28	7.03%
2127076	42520 WORKERS COMP	22.88	0.86	21.27	0.00	1.61	7.04%
2129999	71001 ADA-CITY HALL ELEVATOR	123,279.00	0.00	41,973.34	1,303.38	80,002.28	64.90%
2129999	71002 ADA-CITY HALL WHLCHR LIFT	0.00	0.00	0.00	0.00	0.00	
2129999	71003 ADA-CITY HALL REAR ENTR	63,050.00	0.00	0.00	0.00	63,050.00	100.00%
2129999	71004 ADA-CITY HL-PW & PLANNING	11,075.00	0.00	0.00	0.00	11,075.00	100.00%
2129999	71005 ADA-CITY HL-1ST&2ND FLR	84,950.00	0.00	0.00	0.00	84,950.00	100.00%
2129999	71511 ADA DOORS-LEGION BLDG	10,800.00	0.00	100.20	10,221.50	478.30	4.43%
2129999	71512 ADA DOORS-YOUTH BLDG	10,800.00	0.00	2,850.20	10,221.50	-2,271.70	-21.03%
2129999	71999 PBLIC IMPRVMT CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
2129999	73101 HANDICAPPED CURB CUTS	36,696.76	0.00	31,551.84	5,198.67	-53.75	-0.15%
2129999	73221 AUTOMATED PED BUTTONS	51,504.00	0.00	51,566.00	0.00	-62.00	-0.12%
2179999	71516 LE FETRA LINOLEUM REPLMT	10,000.00	0.00	10,209.43	0.00	-209.43	-2.09%
2179999	71519 TEEN CTR SECURITY CAMERAS	21,574.53	0.00	23,230.57	0.00	-1,656.04	-7.68%
2179999	71520 TEEN CTR FLOOR REPLACEMENT	0.00	0.00	0.00	0.00	0.00	

FY 08/09 Year End Expenditure Report (as of 7/13/09)

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
2199999	73011 VISTA BONITA AVENUE	800,000.00	0.00	467,446.56	68,244.00	264,309.44	33.04%
2199999	73013 PARKER DRIVE	150,000.00	10,508.31	105,608.12	450.00	43,941.88	29.29%
2199999	73026 GLADSTONE GRINDER OVERLAY	740,700.00	0.00	1,260.00	1,740.00	737,700.00	99.59%
2219999	73024 GLADSTONE PROJECTS	761,711.00	0.00	475,109.13	55,781.54	230,820.33	30.30%
2219999	73028 GLADSTONE RECONSTRUCTION	0.00	0.00	0.00	0.00	0.00	
3217099	56500 LANDSCAPING	0.00	0.00	0.00	0.00	0.00	
3217099	71410 CIVIC PLAZA/LIBRARY ROOF	0.00	0.00	0.00	0.00	0.00	
3217099	71420 LIBRARY HVAC	0.00	0.00	0.00	0.00	0.00	
3219999	59100.34 PROPERTY DEMOLITION	15,265.00	0.00	1,986.50	0.00	13,278.50	86.99%
3219999	71011 CITY CLERK HVAC	28,094.00	0.00	24,760.00	780.00	2,554.00	9.09%
3219999	71040 COUNCIL CHAMBERS RENOVTN	8,687.76	0.00	8,687.76	0.00	0.00	0.00%
3219999	71111 INVESTIGATION REMODEL	0.00	0.00	0.00	0.00	0.00	
3219999	71131 ADA VERTICAL LIFT	0.00	0.00	0.00	0.00	0.00	
3219999	71214 PLANNING DEPT SHELVING	0.00	0.00	0.00	0.00	0.00	
3219999	71311 CORP YARD CONSOLIDATION	0.00	0.00	0.00	0.00	0.00	
3219999	71410 CIVIC PLAZA/LIBRARY ROOF	16,489.00	0.00	16,489.00	0.00	0.00	0.00%
3219999	71411 LIBRARY CIRCULATION DEST	0.00	0.00	0.00	0.00	0.00	
3219999	71412 LIBRARY CARPET REPLACEMENT	0.00	0.00	0.00	0.00	0.00	
3219999	71413 BOOKSTACK ENDS	0.00	0.00	0.00	0.00	0.00	
3219999	71414 LIBRARY ENTRANCE	0.00	0.00	0.00	0.00	0.00	
3219999	71415 BIDWELL FORUM IMPRVMTS	0.00	0.00	0.00	0.00	0.00	
3219999	71416 CHILDREN'S ROOM EXPANSION	534,222.00	0.00	534,530.43	0.00	-308.43	-0.06%
3219999	71417 LIBRARY RAIN GUTTER REPR	4,140.00	0.00	4,140.00	0.00	0.00	0.00%
3219999	71418 LIB LOBBY STOREFRNT GLASS	7,000.00	0.00	0.00	0.00	7,000.00	100.00%
3219999	71420 LIBRARY HVAC	0.00	0.00	0.00	0.00	0.00	
3219999	71421 LIBRARY/IT ROOFTOP A/C	44,000.00	0.00	0.00	0.00	44,000.00	100.00%
3219999	71425 LIBRARY FIRE ALARM PANEL	13,500.00	0.00	0.00	0.00	13,500.00	100.00%
3219999	71513 ADA RAMP-FINKBINER PARK	0.00	0.00	0.00	0.00	0.00	
3219999	71514 SEWER HOOK UP-LEGION BLDG	0.00	0.00	0.00	0.00	0.00	
3219999	71515 MUSEUM DOOR REPLACEMENT	8,300.00	0.00	8,373.45	0.00	-73.45	
3219999	71516 LE FETRA LINOLEUM REPLMT	0.00	0.00	0.00	0.00	0.00	
3219999	71517 LIGHT FIXTURES-YOUTH CTR	0.00	0.00	0.00	0.00	0.00	
3219999	71518 PAINTING-YOUTH CENTER	0.00	0.00	0.00	0.00	0.00	
3219999	71522 PARKS YARD IMPROVEMENTS	53,600.00	0.00	57,266.01	0.00	-3,666.01	
3219999	71550 SANDBURG GYM REFINISH	0.00	0.00	0.00	0.00	0.00	
3219999	71551 HS TENNIS COURT RSURFACE	0.00	0.00	0.00	0.00	0.00	
3219999	72510 PARK PLAY EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
3219999	72511 PLAY EQUIPMT-FINKBINER PK	0.00	0.00	0.00	0.00	0.00	

FY 08/09 Year End Expenditure Report (as of 7/13/09)

Account #	Account Title	Budget		Period		YTD		Encumbrance	Balance	% Remaining
				Expense		Expense				
3219999	72512 PAY EQUIPMT-SOUTH HILLS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3219999	73010 STREET PAVING PROGRAM	414,441.66		450.00		24,833.00	405,571.66	-15,963.00		
3219999	73014 SLURRY SEAL PROJECT	150,000.00		13,731.24		137,387.44	2,268.06	10,344.50		
3219999	73015 KREGMONT DR. MEDIAN	69,278.00		0.00		62,980.00	0.00	6,298.00		
3219999	73022 FOOTHILL-CULLEN TO GRAND	0.00		0.00		0.00	0.00	0.00		
3219999	73023 FOOTHILL-LONE HILL/AMELIA	350,382.00		0.00		334,567.18	0.00	15,814.82		
3219999	73024 GLADSTONE PROJECTS	138,847.50		1,530.00		82,391.41	19,558.17	36,897.92		
3219999	73027 GLADSTONE LOCAL REPAIRS	0.00		0.00		0.00	0.00	0.00		
3219999	73100 CURB & SIDEWALK REPL	69,650.00		0.00		40,531.89	0.00	29,118.11		
3219999	73102 ALLEY PROGRAM-PHASE 1	0.00		0.00		0.00	0.00	0.00		
3219999	73150 INSP/REPR X-FER DRAINS	60,000.00		0.00		17.82	0.00	59,982.18		
3219999	73151 FOOTHILL STRM DRAIN IMPR	100,000.00		0.00		598.17	0.00	99,401.83		
3219999	73152 RAINBOW SEWER LATERAL REP	11,564.00		0.00		11,563.04	0.00	0.96		
3219999	73222 BONNIE COVE TRAF SIGNALS	0.00		0.00		0.00	0.00	0.00		
3219999	73223 GLENWOOD/RTE 66 SIGNAL	300,000.00		83,700.35		84,226.14	121,696.70	94,077.16		
3219999	73224 GRAND AVE BANNER INSTALL	0.00		0.00		0.00	0.00	0.00		
3219999	73225 GLADSTONE/WILLOW SIGNAL	249,845.00		0.00		205,587.89	7,750.00	36,507.11		
3219999	73226 DOWNTOWN LIGHTING REPAIR	0.00		0.00		0.00	0.00	0.00		
3219999	73230 TRAFFIC SIGNAL CONSTRUCT	231,364.00		0.00		225,425.36	0.00	5,938.64		
3219999	73235 FOOTHILL/CITRUS IMPRMTS	65,000.00		0.00		0.00	0.00	65,000.00		
3219999	75011 PICNIC CABANA REPLACEMENT	0.00		0.00		0.00	0.00	0.00		
3219999	75012 GAZEBO REPLACEMENTS	0.00		0.00		0.00	0.00	0.00		
3219999	75013 GLADSTONE FLATWORK/CURING	0.00		0.00		0.00	0.00	0.00		
3219999	75015 BASKETBALL CRT-OLE HAMMER	0.00		0.00		0.00	0.00	0.00		
3219999	75017 BRDWALK TRAIL S HILLS PK	100,000.00		0.00		0.00	0.00	100,000.00		
3219999	75018 STADIUM FIELD 5 EXPANSION	17,000.00		0.00		5,092.62	0.00	11,907.38		
3219999	75101 POMPEI PROJECT MANAGERS	0.00		0.00		0.00	0.00	0.00		
3819999	73026 GLADSTONE GRINDER OVERLAY	806,300.00		0.00		0.00	0.00	806,300.00		
3819999	73225 GLADSTONE/WILLOW SIGNAL	0.00		0.00		0.00	0.00	0.00		
3819999	73229 SAN DIMAS WASH BRIDGE	0.00		0.00		0.00	0.00	0.00		
3819999	73920 FREEWAY DIRECTIONAL SIGN	20,000.00		0.00		0.00	0.00	20,000.00		
3829999	73227 ADA PARKING-MEDA AVE	0.00		0.00		0.00	0.00	0.00		
3829999	73910 VILLAGE WAY FINDNG SIGNS	10,000.00		0.00		2,783.00	1,500.00	5,717.00		
5309999	76000 WATER MAIN REPLACEMENT	3,787,104.00		0.00		1,830,242.27	124,574.59	1,832,287.14		
5309999	76001 WATER YARD IMPROVEMENTS	472,442.00		0.00		20,520.58	332,098.00	119,823.42		
5309999	76002 FOOTHILL WATER MAIN REPL	93,030.40		0.00		49,648.78	45,381.62	-2,000.00		
5309999	76003 GLADSTONE WATER MAIN REPL	1,802,248.80		0.00		583,586.78	146,668.48	1,071,993.54		
5309999	76010 SIERRA MADRE AVE TRANS	807,950.00		0.00		685,201.49	49,298.51	73,450.00		

FY 08/09 Year End Expenditure Report (as of 7/13/09)

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
5309999	76020 ZONE 2 WATER MAIN FRM SHE	1,570,754.82	0.00	27,534.01	3,167.84	1,540,052.97	
5309999	76021 BOOSTER STATION COVER	145,225.00	0.00	130,013.45	2,711.03	12,500.52	
5309999	76100 WELL REHAB PROGRAM	215,000.00	0.00	214,100.45	0.00	899.55	
5309999	76130 WELLS 10&11 DISCHARGE LNS	3,284.50	0.00	290.88	3,284.50	-290.88	
5309999	76140 REPLACE WELL 2E	650,000.00	0.00	18,007.21	64,889.29	567,103.50	
5309999	76240 UPGRADE GREENCROFT BOOST	1,454,289.00	0.00	923,703.00	0.00	530,586.00	
5309999	76510 PAVE SHW ROAD	0.00	0.00	0.00	0.00	0.00	
5309999	76520 HUNTERS TRAIL CATHODIC	50,370.47	0.00	2,597.50	5,772.97	42,000.00	
5309999	76550 METER UPGRADE ARM SYSTEM	0.00	0.00	0.00	0.00	0.00	
5329999	75014 GOLF COURSE NETTING EXT	0.00	0.00	0.00	0.00	0.00	
5349999	71516 LE FETRA LINOLEUM REPLMT	10,000.00	0.00	9,999.53	0.00	0.47	
5349999	71521 LA FETRA WATER DAMAGE	0.00	0.00	0.00	0.00	0.00	
5499999	72320 UPRGD FUEL DISP/STOR TNKS	90,000.00	0.00	1,287.22	0.00	88,712.78	

Division Monthly Reports



To: Robin Weed-Brown
 From: Carlos Baffigo, Anne Pankow, Cindy Romero, Janet Stone
 Date: June 2009

Public Services - Cindy Romero, Janet Stone
Children's

Date	Event	# of participants
June 2, 2009	La Fetra Kindergarten Tour	70
June 2, 2009	Cullen Class visits	600
June 3, 2009	La Fetra Kindergarten Tour	70
June 3, 2009	Washington Class visits	540
June 4, 2009	District PTA	20
June 5, 2009	Stanton assemblies	500
June 8, 2009	Teen Parent Reception	30
June 9, 2009	La Fetra 1 st Grade Tour	60
June 9, 2009	Cullen 1st grade tour	50
June 10, 2009	La Fetra 1 st grade tour	60
June 10, 2009	La Fetra 1st grade tour	95
June 16, 2009	ELF Parent Workshop-Nutrition	10
June 17, 2009	Teen SRC Registration Party	50
June 20, 2009	Juvy SRC Craft - musical instruments	55
June 23, 2009	Juvy SRC Animal Show	689
June 24, 2009	Teen SRC Drawing Workshop	25
June 24, 2009	Juvy SRC Magic Show	250
June 25, 2009	Juvy SRC Craft - magic hats & wands	200
June 30, 2009	Juvy SRC Puppet Show SWAZZLE	400
Total number of participants		3774

June brought with it the remainder of the Summer Reading Club outreach. We were visited by several grade levels from La Fetra and a couple of classes from Cullen as well. In addition, we continued our class visits to the elementary schools to speak about SRC. Youth Services staff used several of the stories learned at the Storytelling workshop Cindy and Gail attended in April to enhance both the tours and the class visits.

Cindy and Chris Cravens from the Development office attended a reception for the graduating seniors that participate in the Teen Parent program at Sunflower. Cindy also attended a Teen Parent reception with Anne at Azusa Public Library for the students who

attend Whitcomb and other area schools. The Foundation generously provided books for this group.

Cindy and Mary Pat hosted a Parent Participation workshop as part of the ELF program. Families were invited to interact (play) with their children while a Registered Dietician answered individual questions. One parent remarked on how much she enjoyed these sessions. She delivered her second baby the following day!

Summer Reading Club started off with a bang on Monday, June 15th. To date, there are 150 adults, 255 teens, 1323 children and 196 babies registered for a total of 1924 programs. In addition to completing their weekly reading, children are being asked to complete 1 family activity per week, such as have a family game night, attend a family library program or listen to an audio book as a family. The weekly programs and craft days have been a great success. Families have enjoyed animal shows, puppet shows, a magic show and a variety of *Creative* crafts that fit nicely in the *Be Creative* theme. The teens energetically participated in the Ice Cream Registration party in the Friends Room and were engrossed in a book trivia game that Gail designed to spark some summer reading interest. They also created some wonderful pieces of art during the charcoal drawing workshop that was taught by Glendora High teacher Christopher Burgen.

We began to train the group of volunteers that have been helping us with SRC during the second week of June. This year, there are 118 youth volunteers between the ages of 10 and 18! Please join us on Monday, July 27th at 3:00 p.m. for the Youth Volunteer Recognition.

Adult

Date	Program/Event	# of participants
June 24, 2009	Novel Idea book group	17
TOTAL number of participants		17

Adult Summer Reading Club is ticking happily along, with 139 readers turning in almost 100 book reviews before July even got under way. One delighted weekly-drawing winner exclaimed "I never win anything!" and the book in another's prize bag tempted her to come discuss the title at Books Alive!

Participation in Novel Idea soared this month. Gaetano joined in the discussion with Sandy, community partner Marcia Conway, and 16 other attendees. Before delving into *Dewey the Library Cat*, participants brainstormed about the future of the group, pondering – among other things – how to handle the change in Library hours. As Sandy reported, the group "overwhelmingly voted to keep the book discussion group going. They decided to keep the meetings on the fourth Wednesdays of even numbered months and change the meeting time to 5:30 pm. Several participants also volunteered to lead discussions through out the year." Books Alive! also carried on in good faith, discussing *Never Let Me Go* on a new schedule: 1 PM and 7 PM (still on the second Monday of odd-numbered months).

Early in July, we began offering, as Sandy explains, “a new service called MyiLibrary from Ingram. It is a service similar to Overdrive, which allows patrons to download audio books to their personal computers and then transfer them to mp3 players / iPods.” We’ll be keeping our eye on all of these services in the coming months, to see how they complement and/or overlap each other.

As July proceeded, the tower-building game dubbed “giant Jenga” was again a favorite at this summer’s Family Game Day. 57 participants downed 20 pizzas, played games, and solved puzzles for seven air-conditioned hours – plus a little longer, for those fans who just couldn’t bring themselves to head home at eight o’clock.

Our Adult Summer Reading Club Origami Workshop shared a Saturday with Night on the Plaza, claiming the afternoon to offer eager paper-folders the opportunity to learn from crafter Yukie Partos. Among their creations were paper tulips, complete not only with stems and leaves but also their own tiny pots.

And, as always, gears kept turning behind the scenes: the selectors gathered to talk about their FY10 allotments, accounting tools, and schedules; Cindy and Janet met with the Book Loft’s Kristy Batcheller on ways to maximize the use of book donations in the Library’s collection; Sandy attended a webinar on MyiLibrary and then headed out to Downey the next day to attend the Califa Digital Resources Steering Committee meeting; Gaetano lent his hand to the ongoing efforts of the Email PR Subcommittee; and Sandy, Janet, and Elke continued their quest to get more Board packets online (revving up to use volunteers for weekly scanning).

Support Services – Carlos Baffigo

Support Services staff has been very busy trying to manage added responsibilities, resulting from the staff position and hour cuts, along with increased traffic during open hours. Unfortunately, the increased workload has left little time for off-desk duties or special projects. We hope that the decrease in traffic historically experienced in August will give staff a brief respite and allow them to catch-up.

As a consequence of the staff position and hour cuts, all Support Services staff have been assigned additional service desk duty hours and shelving responsibilities.

A new volunteer program, organized and led by Matt Aldrich and Michelle Pasillas, started this month. This new endeavor will eventually give staff much needed assistance with their added shelving duties. As of June 30th, four volunteers have been trained and regularly scheduled.

Facilities:

New directional signage was added throughout the library.

Work in the Water-Wise garden continues as irrigation scheduling issues and other problems become apparent.

Technical Services:

Carlos, along with other members of management team, attended a web-based session on Open Source library catalog systems.

Development & Educational Services – Anne Pankow

The Foundation approved their budget at their June 16th meeting. FY 09-10 is \$91,000 less than the July 2008 budget and \$78,155 less than the revised October 2008 budget.

The Foundation welcomed Linda Gamborg to the board. Linda met with Thom Hill, Robin Weed-Brown and Anne on July 10 for an orientation.

Night on the Plaza preparations ran head-long into city budget reductions when staffing cuts - backs happened at the very moment when extra hours were needed for the Development Office staff. Staff rallied to get the job done and adjustments will need to be made later in the year to compensate.

The Friends Plaza Book Loft has modified its hours in relationship to the new library hours. The hours are: Mon.11-5; Tues-Thurs 9:30-4:30; Fri. 11-5; Sat. 10-4.

June-July 2009 Events



Children's SRC
Family Craft
June 2009

Children's SRC
Animal Show
June 2009



Teen SRC
Registration Party
June 2009



Teen SRC
Drawing workshop
June 2009

Children's SRC
Craft
July 2009



Teen SRC
Murder Mystery Party
July 2009



ELF Parent Workshop
July 2009



Adult SRC
Game Day
July 2009

Our SRC Volunteers



Merit Coupon winner
Bonnie Deering
July 2009

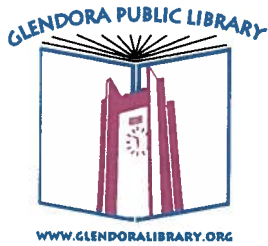
6.

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 
Date: July 20, 2009
Re: Agenda item #7.3 : Library Board Goals, FY 09 -10

Annually the Library Board establishes goals for itself in the first few months of the new fiscal year. To assist in that process is a copy of the "Role of the Glendora Library Board of Trustees" document and a copy of FY 08-09's goals.

ROLE OF THE GLENDORA LIBRARY BOARD OF TRUSTEES

Members of the Glendora library Board of Trustees are appointed by the City Council. As representatives of the community, the board provides strategic leadership and serves as the creative catalyst for developing and implementing the mission, values and vision of the Glendora Public Library. The board ensures that the community's investment results in library services that are responsive and of the highest quality.

Roles & Responsibilities of the Board of Trustees

Role 1. Sets the mission, values and long term vision of the library

Responsibilities:

- Annually, validates and modifies or ratifies the mission, values and vision as stated in the library's strategic plan.
- Establishes annual objectives to achieve the mission, values & vision.
- Listens to constituents representing diverse views, including those of complementary community institutions and organizations, and coordinates the library's mission with that of other organizations to see that they culminate in the desired community outcomes.
- Participates in library programs, professional associations and other activities to keep informed of and evaluate new trends, concepts and ideas to meet the changing needs of the community.

Role 2. Adopts policies which set the direction of the library and result in timely services and programs that meet the needs and expectations of the city's residents.

Responsibilities:

- Sets criteria upon which to measure the performance of the board's directives.
- Periodically reviews and correlates policies to the mission, values and vision of the library.

Role 3. Actively promotes library services within the community

Responsibilities

- Serves as advocate for the library before the greater community.
- Networks with other community organizations.
- Cultivates civic and political support for library programs.
- Individual board members attend public events to represent the library.

Role 4. Constantly monitors progress on the board's long range vision and annual objectives.

Responsibilities:

- Reviews data to evaluate the performance of board set criteria.

Role 5. Reviews the director’s performance in achieving the board’s direction and implementing board policy.

Responsibilities:

- Establishes a process for review
- Annually conducts a formal review.

Role 6. Adopts financial goals and priorities for the library.

Responsibilities:

- Reviews and endorses annual budget recommendations to the City.
- Provides liaison representation to the Friends Foundation.
- Accepts and administers trusts, endowments, bequests and gifts made directly to the library.

Role 7. Orients new board members to the perspectives of the board and the values of the library.

Responsibilities:

- Establishes a mentoring program for new board members with seasoned veterans.
- Provides an overview of the role of the board and how meetings are conducted to new members by the board President.
- Reviews the library’s strategic plan with the new board members by the Vice President

Role 8. Encourages and supports the Library Director and staff as they implement Board policy.

Responsibilities:

- Serves as chief buffer between public sentiment and professional library management
- Serves as chief protector of the library’s neutrality from the political system
- Maintains open-mindedness and sound long-term policy over and above personal conviction.

Dated: _____ **GLENDORA LIBRARY BOARD OF TRUSTEES**

AYES: _____

NOES: _____

ABSENT: _____

ATTEST: _____
Robin Weed-Brown, Library Director

BY: _____
Sylvia Slakey, Board President

Library Board of Trustees
Goals and Objectives for FY 2008- 2009

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 continue to promote the *Hands* project and other avenues of support for library services and programs.
- The Board will advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff.

Library Board of Trustees Goals and Objectives for FY 2009- 2010



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees

From: Robin Weed-Brown, Library Director

Date: July 20, 2009

Re: Agenda Item #7.4: Improving Communication with City Council

Two ideas were presented by Trustee Conway at the library board interviews for improving communication between the Library Board and City Council. They are agendized here for further discussion and exploration by the Library Board.

One idea put forth was based on a practice currently in place by the City of Arcadia. In that city the Mayor appoints a Council member to each of the city's boards and commissions to act as a liaison representative. Attached are pages from the City of Arcadia's *Boards and Commissions Handbook* describing this practice.

The other idea was to convene a sub-group consisting of two members from the Library Board, City Council, Friends Foundation and library staff. This group would meet informally at established intervals (once/yr., twice/yr., quarterly?) to discuss items of mutual interest.



**CITY OF ARCADIA
STATEMENT OF POLICY
CITY COUNCIL BOARD AND COMMISSION LIAISONS
Adopted July 20, 2004**

The City of Arcadia has a number of Boards and Commissions that were created:

1. To advise the City Council and the City Manager on matters within their area of interest as prescribed by the City Charter and/or the City Council.
2. To enable more attention to be given to specific issues and problems.
3. To act as a channel of communication between municipal government and the public by presenting City proposals to the public, and in turn transmitting to City officials the reactions, opinions and proposals of citizens. In this respect their role is one of reducing misunderstandings concerning City policies and programs, reconciling contradictory viewpoints and aiding the development of common goals and objectives.
4. To provide a greater opportunity for citizen participation in the affairs of City government.

Every year, the Mayor appoints a Council Member to each of the City's Boards and Commissions to act as a Liaison representative. The Liaison is expected to attend the first Commission meeting that takes place after he/she is appointed (absent an emergency or other unavoidable conflict) and will attend future meetings as needed.

It should be noted that when Council Members attend Commission meetings, they are not voting members and are not supposed to actively participate in discussions or deliberations. Further, Council Liaisons are not expected to express an opinion as to how the City Council may act on a matter that is before the Commission or Board.

All Boards and Commissions are subject to the Brown Act (Open Meeting Law), which precludes discussion of any matter not on the agenda. Accordingly, other than a request for information, a Council Liaison cannot bring up for discussion issues that are not a part of the official meeting agenda.

RELATIONS WITH THE CITY COUNCIL

The primary responsibility of all Boards and Commissions is to advise and make recommendations to the City Council, which is responsible to the electorate for ultimate decision making. Boards and Commissions should not attempt to relieve the Council of the responsibility for making political decisions. This responsibility properly rests with the Council, and cannot be delegated to any other body, however capable and interested it might be.

A Board/Commission or individual member may disagree with the City Council on any matter, but once the Council has established its position, the Board/Commission should do nothing to contravene the established policies and programs of the Council.

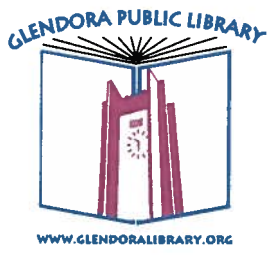
Under normal procedures business transacted with the Council should be written from the Board/Commission as a whole to the Council as a whole. Written communications to the Council should be submitted to the City Manager's office.

A Board/Commission should not present proposals to the Council through community organizations. This method of advancing proposals carries the political weight of the organization as well as the proposal per se, in which case the Council is in a more difficult position to consider the proposal on its merits alone.

Boards/Commissions or individual members should never attempt to predict Council action, either publicly or in private conversations. They may, however, interpret Council policies or identify trends in Council thinking.

COUNCIL LIAISON

The Mayor appoints a Council member to each of the City's Boards and Commissions to act as a liaison representative. Council members serving as liaisons are not voting members, although they may participate during meetings. Their function is to assist the Board or Commission by explaining and interpreting Council programs and policies, and to report Board and Commission actions to the City Council when appropriate. However, Board/Commission members should not ask Council liaisons to express an opinion as to how the Council would act on a matter, which is before the Board/Commission.



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MEMO

To: Board of Library Trustees

From: Robin Weed-Brown, Library Director

Date: July 20, 2009

Re: Agenda Item #7.5: City Administrative Policy 4.04: Bylaws of the Board of Library Trustees

The bylaws of the board were last reviewed in September 2005. A copy of the bylaws is attached for your review and comment.

City of Glendora
Administrative Policy
No. 4.04

Subject: Bylaws of the board of Trustees of the Glendora Public Library (Board Policy B.2)

Effective: April 1, 1999, Revised May 21, 2001, Reviewed August 15, 2005,
Reviewed September 19, 2005

Policy Objective:

The purpose of this policy is to set forth the bylaws governing the establishment and operation of the Board of Trustees of the Glendora Public Library.

Authority:

Section 27360 of the Education Code and Ordinance No. 43 of the City of Glendora.
Library Board of Trustees Meeting Action of March 15, 1999

Assigned Responsibility:

City Council of the City of Glendora, Current Board of Trustees of the Glendora Public Library and Library Director

Procedure:

See Attached.

**BYLAWS
Of the
BOARD OF TRUSTEES OF THE GLENDORA PUBLIC LIBRARY**

ARTICLE I. NAME

This organization shall be called "The Board of Trustees of the Glendora Public Library" existing by virtue of the provisions of Section 27360 of the Education code and Ordinance No. 43 of the City of Glendora, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II. APPOINTMENT OF BOARD MEMBERS

The library shall be managed by a board of library trustees, consisting of five members, to be appointed by the Mayor, with the consent of the City Council. The term of office is three years, and no appointee shall serve more than two full consecutive terms, except that no member appointed to fill a partial term vacancy shall be prohibited from serving two full terms.

ARTICLE III. OFFICERS

Section 1. The officers shall be a President, and a Vice-President elected from among the members at the July meeting of the board. The Secretary may be a member of the board or the Library Director, or other person designated by the board.

Section 2. Officers shall serve a term of one year beginning the July meeting at which they are elected and until their successors are duly elected. Officers shall not serve two consecutive terms in the same office.

Section 3. The President shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, may serve as an ex-officio voting member of all committees and shall generally perform all duties associated with that office.

Section 4. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President, until the President can resume the position or a successor is elected.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 6. If any board member is absent from regular or special meetings for three consecutive meetings without prior notification to the Library Director and approval of the President, the President shall notify the Mayor of a vacancy and request that a replacement be appointed.

Section 7. Any board member changing residence from Glendora city limits shall immediately submit his or her resignation.

Section 8. In the event of a vacancy that occurs due to resignation or any other reason the President shall so notify the Mayor and request that a replacement be appointed.

ARTICLE IV. Meetings

Section 1. The regular monthly meeting of the board shall be held on the third Monday of each month, at 7:00 p.m. in the Library Conference Room.

Section 2. Any regular meeting may be adjourned or re-adjourned to a date and hour certain which shall be specified in the order of adjournment and when so adjourned each adjourned meeting shall be a regular meeting for all purposes. If the hour to which a meeting is adjourned is not stated in the order of adjournment, such meeting shall be held at the hour for regular meetings.

Section 3. Business for regular meetings shall include, but not be limited to, the following items.

- a) Call to order
- b) Public Comment
- c) Progress and service report of Library Director
- d) Unfinished business
- e) New business
- f) Board member items
- g) Disposition of minutes of previous regular meeting and any intervening special meeting
- h) Other routine items
- i) Adjournment

Section 4. Special meetings may be called at the direction of the President, or at the request of a majority of all members of the board, for the transaction of business as stated in the call for the meeting, to be held at designated times and places after 24 hours written notice given to the members and to the general public.

Section 5. A quorum for the transaction of business at any meeting shall consist of a majority of all members of the board.

Section 6. An affirmative vote of the majority of all members of the board shall be necessary to approve any action before the board.

Section 7. Notices of all regular meetings shall be distributed to all members and posted for the general public at least 72 hours in advance of the date of the board meeting.

ARTICLE V. LIBRARY DIRECTOR AND STAFF

The board shall advise the City Manager in the selection of a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the board and under its review and direction. The director shall specify the duties of other employees. The Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books and other materials in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. The Director shall submit an annual report for the adoption of the board.

ARTICLE VI. COMMITTEES

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

ARTICLE VII. REPRESENTATION

Section 1. The President shall appoint representatives to the Metropolitan Cooperative Library System Advisory Board for a two year term. The President shall also appoint to the Glendora Public Library Friends Foundation Board and other such bodies as deemed appropriate. Appointees shall serve one-year terms, not to exceed the length of term remaining on the Library Board with the exception of MCLS/SAB appointment.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall be the authority on all questions of parliamentary law unless in conflict with these bylaws or with the laws of the State of California.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting by affirmative vote of majority of all members of the Board, provided that the amendment has been submitted in writing at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

These By-Laws are hereby adopted and shall become effective as of May 21, 2001 pursuant to resolution of the board.

Approved and adopted this 19 September, 2005

Ayes: 5

Noes: 0

Absent: 0

City of Glendora
Library Board of Trustees

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

By: Jim Theel
Jim Theel, President



Glendora Public Library Events

July 2009

- 01 3 p.m. Book to Movie Discussion: *Prince Caspian* by C.S. Lewis – YA SRC – Bidwell Forum
- 02 1:30 p.m. Youth SRC Craft – Bidwell Forum
- 03 & 04 Library closed for 4th of July Holiday
- 06 6 p.m. Family Movie & Book Discussion: *Prince of Caspian* by C.S. Lewis – Friends Room
- 07 1:30 p.m. & 3:30 p.m. Movie: *The Cat in the Hat* – Youth SRC - Bidwell Forum
- 08 3 p.m. Murder Mystery Party – YA SRC – Bidwell Forum
- 09 1:30 p.m. Youth SRC Craft- Bidwell Forum
- 09 3 pm ELF: Parent workshop; topic: speech & language – Friends Room
- 11 10 a.m. *Saturday Sale* in the Library: diet & health books, plus surprises – main floor
- 11 10:30 a.m. Family Storytelling – Bidwell Forum
- 11 1 p.m. Family Game Day – Bidwell Forum
- 13 3 p.m. Ravenous Readers-book to movie discussion: *The Tale of Desperaux* by Kate DiCamillo – Bidwell Forum
- 13 1 p.m. & 7 p.m. Books Alive! *Never Let Me Go* by Kazuo Ishiguro – main floor
- 14 1:30 p.m. & 3:30 p.m. Music, Music Everywhere – Youth SRC - Bidwell Forum
- 15 3 p.m. Creative Writing Workshop – YA SRC – Bidwell Forum
- 16 1:30 p.m. Youth SRC Craft - Friends Room
- 18 2 p.m. Origami Workshop – Adult SRC – Friends Room – **Pre-registration required**
- 18 6:30 p.m. *Night on the Plaza* goes South of the Border – Library Plaza
- 20 3 p.m. Book Buddies-book to movie discussion: *Stuart Little* by E. B. White – Bidwell Forum
- 20 7 p.m. Library Board meeting – **Bidwell Forum**
- 21 1:30 p.m. and 3:30 p.m. Movie: Curious George – Youth SRC -Bidwell Forum
- 22 3 p.m. *Books n' Brownies*-teen book discussion: *The Eternity Code* by Eoin Colfer – YA SRC – Bidwell
- 23 1:30 p.m. Youth SRC Craft – Bidwell Forum
- 25 1 p.m. End of Summer Party – Bidwell Forum
- 27 3 p.m. Youth Volunteer Recognition – Bidwell Forum – **by invitation only**

August 2009

- 01 10 a.m. *Saturday Sale* in the Library: Finance & Business books, plus surprises – main floor
- 14 add CALTAC meeting
- 17 7 p.m. Library Board meeting – **Bidwell Forum**
- 26 5:30 p.m. Novel Idea: *The Guemsey Literary and Potato Peel Pie Society* by Mary Ann Shaffer – 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.; **starting June 29 PJ Storytime will move to Monday 7 p.m.**
- The third **Monday** 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.

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. - Arrow High School

Foundation Executive Board Meeting

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

Foundation Quarterly Board Meeting

- October 20, 2009 @ 7:00 a.m. Library – Bidwell Forum

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 09-10

July 20	Elect officers; appoint Foundation Liaisons; discuss Library Board Goals; ideas for improved communication with city council: liaison; FF/CC/BLT; distribute Admin Pol. 4.04: library board by-laws
August 14	CALTAC Board Effectiveness Training 9am in Bidwell
August 17	Finalize Library Board Goals; discussion on by-laws
September 21	SRC wrap up; Friends Foundation Overview by Anne Pankow; Holiday Hours: Thanksgiving & Christmas; distribute parking survey information
October 19	Parking Survey discussion
November 16	Budget Priorities FY 09-10-initial discussion
December 21	Mid-year review of goals 09-10
January 25	(Adjusted for MLK Day) Budget FY 09-10; CALTAC workshop attendance (wkshp usually in March); Library Board Award; Staff appreciation
February 22	(Adjusted for President's Day) Goal planning FY 09-10; Friends Foundation funding staff requests for FY 10-11; begin planning for annual joint meeting with city council
March 15	Candidates for Board vacancies; Bookmark contest judging; goal planning for 10-11
April 19	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 17	Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session); Review Admin Policy 4.01 Uses/Regs of the Building
June 21	Agenda planning 10-11; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member; Library goals 09-10 wrap-up