

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum
140 S. Glendora Ave

November 16, 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 September 28, 2009, Encl., page 1

5. REPORT OF LIBRARY DIRECTOR, Encl., page 3

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

5.1 Presentation: Friends Foundation Overview: Anne Pankow;

5.2 Presentation: Summer Reading Clubs Wrap-up: Cindy Romero; Encl., page 27

6. UNFINISHED BUSINESS

6.1 Parking Survey Discussion, Encl., page 32

President Gomer to lead discussion on data gathered from library patrons Feb. 23-Mar. 23, 2009

7. NEW BUSINESS

7.1 December Meeting Date for Library Board Meeting, Encl., page 33

President Gomer to lead: Board meeting scheduled for Dec. 21

7.2 Library Policy 4.02: Library Fines and Fees Schedule, Encl., page 34

President Gomer to lead review of current library fines and fees schedule

7.3 Library Budget Priorities FY 10-11, Encl., page 46

President Gomer to lead the discussion

8. BOARD MEMBER ITEMS

8.1 Library Events Calendar, Encl., page 54

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

8.2 Agenda Planning Calendar, Encl., page 55

Plans for future meetings to be discussed

8.3 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

1

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

Sept 28, 2009
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:02 p.m. by President Tricia Gomer.

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

Board Members Absent: None

Staff Present: Anne Pankow, Assistant Library Director; Suzette Farmer, Librarian.

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 (Storland/Deal) to approve Minutes of special meeting of August 14, 2009. The motion carried 5-0-1 as follows: AYES: Conway, Gomer, Storland, Deal, Robinett; NOES: None; Absent: None.

It was MSC (Robinett/Storland) to approve Minutes of meeting of August 17, 2009. The motion carried 5-0-1 as follows: AYES: Conway, Gomer, Storland, Deal, Robinett; NOES: None; Absent: None.

5. REPORT OF LIBRARY DIRECTOR

Pankow stated that Janet Stone and Cindy Romero will be doing a presentation for Rotary tomorrow, September 29th.

Pankow reported that Weed-Brown is waiting for feedback from the city on the library's performance measures. City departments were asked to submit new ideas for performance measures. Conway and Robinett asked why the city is requesting these statistics. Robinett expressed concern that it is additional labor for library staff. Pankow replied that many of these statistics are computer generated and already gathered for the State Library Report each year.

Conway asked about amount of the insurance settlement for flood-damage last year, Pankow replied that she will find out for next Board meeting.

Board members were impressed with Summary Data for August, showing increased visitors to the library.

6. UNFINISHED BUSINESS

6.1 Library Board Goals for FY 2009/2010

After discussion, board members agreed to remove the word "city" from Role 5, to read: "Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget."

It was MSC (Deal/Storland) to approve Library Board of Trustees Goals and Objectives for FY 2009-2010 as revised. The motion carried 5-0-1 as follows: AYES: Conway, Gomer, Storland, Deal, Robinett; NOES: None; Absent: None.

7. NEW BUSINESS

7.1 Holiday hours for 2009

Robinett suggested supporting managers' recommendation for holiday hours. Pankow noted that in return for managers' concession for 3% pay cut, managers would get additional floating holidays and a full day off for Christmas Eve and New Year's Eve. The General Employees group did not take the pay cut and their members do not have those days off; for them it will still be a 4 hour work day on Christmas Eve and New Year's Eve, with 4 hours of holiday pay. Discussion followed on whether it is worthwhile for the library to be open for two hours on those days. **It was MSC (Robinett/Conway) to close the library on Christmas Eve and New Year's Eve of this year. The motion carried 5-0-1 as follows: AYES: Conway, Gomer, Storland, Deal, Robinett; NOES: None; Absent: None.**

7.2 Distribution of Parking Survey Data

Gomer stated that hard data was needed to back up the anecdotal reports that patrons are having a problem with parking at the library. She was impressed with the amount of data in the survey packet. The discussion of the parking survey will continue at the November meeting.

8. BOARD MEMBER ITEMS

8.1 Library Events Calendar

Pankow said *Battle of the Books* is coming up on October 15th, and the *Michael Ryan and Friends* fundraiser is October 24th.

8.2 Agenda Planning Calendar

Parking survey discussion will be added to the November agenda.

8.3 Board member items

Storland commented that she is pleased to see many articles about the library in the Glendora Community News. She also was impressed with a recent supplement in the Los Angeles Times promoting reading to children.

Deal said that her thoughts and prayers are with Robin, for the loss of her husband Chris. Deal also stated that she is looking forward to the library's October events.

Gomer said that she is looking forward to the ELF programs. She also noted that Chris Brown's memorial service will be Friday at 10:00 am.

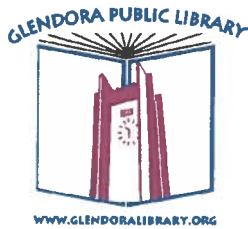
There being no further business, the meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Anne Pankow, Assistant 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

3

MEMO

To: Board of Library Trustees
From: Library Director *Rowe*
CC: City Manager
Date: November 16, 2009
Re: Director's Report

Library staff continues to offer great programs and partners them with excellent customer service. The "Getting Into College" workshop was well attended by both teens and parents. Children's programming included a visit by author Andra Simmons, the ever-popular Pirate's week, and our re-established Read Aloud Crowd afternoon program. Adults and youth were tempted by community business woman Linda Hermann's "Chocolate Scary Treats" demonstration. Our family program, "Great Scott the Glad Scientist", was well attended and received rave reviews by all who were there. The Michael Ryan and Friends mini-fundraiser concert was wonderful and appreciated by all who attended.

Battle of the Books 2, held on Oct. 15, was a great success. The room was full of supporters, the teams did a great job and a good time was had by all. The BoB committee did a tremendous job of pulling this event together-thank you! Cindy is already working on selecting the titles for next year. The winning team was honored by the City Council at their meeting on Nov. 10, 2009.

Two follow-up events to Night on the Plaza were held in October: "Tea with Miss Cindy" and a thank you party for those that donated to help the library's book budget. Both were successes. I appreciate the attendance of those board members that were able to go to the "book party" in my absence.

Library staff was busy out in the community with presentations to the senior computer club, coordinating council, Kiwanis, APU and to teacher and PTA meetings at various GUSD locations.

On November 23, at the Glendora Historical Society meeting, the library will be receiving a set of DVD's of the cable show "The Al and Brad Show". Culver Heaton connected with me about this offer and describes the show this way: "... some years ago former Council member, Al Fishman and Brad Kovar did a series of video interviews on public access cable TV with older members of the Glendora Community and captured their memoirs about life in Glendora. Al has recovered the tapes and has kindly transferred them to CD's and wants to present a set to the Library and Glendora Historical Society."

If possible, I would like to have a library board member(s) there at the Historical Society meeting to accept them. The meeting will be held in Bidwell Forum at 7 pm. on Monday, Nov. 23. As I understand it, the presentation should be one of the first items on their agenda that night.

Statistics are generally up. Items being checked out have increased 28% over September 2008. Year-to-date for October shows an overall increase of 10%. Volunteer hours have significantly increased, 32%, over last September. We appreciate the increase in community volunteer help as we try to keep up with our increase in usage.

Congratulations to Janet Stone for writing a successful grant to the Glendora Church Homes. The library will receive \$4,540 to use towards the purchase of large print books. In this time of budget cut backs this is especially appreciated.

A big *Thank You!* to Anne Pankow for filling in for me at the September Library Board meeting. She mentioned some questions that you had:

- The document, *The Role of the Glendora Library Trustees*, was last reviewed by the Board in May 2005. It can be reviewed again at any time. There is not a set schedule. The Library Board does get a list annually of policies and their last review date when agenda planning for the next fiscal year occurs in June.
- Last year's numbers for the Christmas and New Year's Eves half-days are attached.
- The details on the end panel replacements as a result of the November 2008 flood are attached. Please note that the original estimate for the end panels was December 2, 2008, with only a 30 day price quote guarantee; the insurance settlement was completed in early April, 2009; and the library was notified on May 14, 2009, that the funds were available for use. The end panel replacements were installed on November 2, 2009.

I will be happy to respond to any other specific questions you may have. If this information does not answer your questions please let me know and I will work to get you what you do need.

I have not yet met with the City Manager regarding the performance measures for the library. A sample format was sent out during my recent absences and I am including a copy for your information. I will try to have a working format for your review at the December board meeting.

Thank you for all of the support you have sent my way these past weeks.

Next Meeting: December 21, 2009, 7 pm - Bidwell Forum

Counts for Christmas and New Year Eves, December 2008.

Children's:

December 24, 2008

3 customers (bodies) asked a total of:
3 questions

December 31, 2008

9 customers (bodies, phone and in-person) asked a total of:
10 questions.

Adult Services:

24 December 2008, adult reference recorded:

13 customers (bodies, not questions), in-person and phone combined, asked a total of:
19 questions (17 ready reference and 2 equipment).

31 December 2008, adult reference recorded:

12 customers (bodies, not questions), in-person and phone combined, asked a total of:
16 questions (all ready reference).

Terminology:

“Ready reference” means the question was not complex and took under 3 minutes to answer;
“Equipment” is a question on how to use something-computer, printer/copy machines, Internet,
etc.

Gate Count (number of people that walked into the main library):

December 24: 25 people

December 31: 37 people

(Average daily attendance is 1,000 people)

Nov 08 Flood - end Panels

QUOTATION # 08476-B **6**



16552 Burke Lane, Huntington Beach, CA 92647-4538
 (714) 843-9882 • (800) 444-4594 • FAX (714) 843-9202

To: Glendora Public Library
 140 S. Glendora Ave.
 Glendora, CA 91741

Attn: Robin Weed-Brown
FAX:

Date: 12/2/2008

Job Location: Glendora, CA
Est. Lead Time: 45-60 Days
Freight: Incl.
F.O.B.: Destination
Terms: Net 30

ITEM	QTY.	PART NO.	DESCRIPTION	UNIT PRICE	EXTENSION
End Panels					
1.	6		66-1/2"H x 25"W End panel	175.00	\$ 1,050.00
2.	4		84"H x 10"W End panel	130.00	\$ 520.00
3.	2		78-1/2"H x 25"W End panel	230.00	\$ 460.00
4.	1		66"H x 28"W End panel	190.00	\$ 190.00
5.	1		66"H x 21"W End panel	180.00	\$ 180.00
6.	1		43-1/2"H x 25"W End panel	180.00	\$ 180.00
7.	1		84"H x 11-1/2"W End panel	145.00	\$ 145.00
8.	1		84"H x 21"W End panel	195.00	\$ 195.00

NOTES:

End panels are 1" thick, HPL, self-edged
 Price does not include disassembly and disposal of existing end panels. If this service is wanted, add \$350.00 to this quote.
 Pricing based on quantities and panel dimensions provided by library.
 Laminate for Items #1 thru #4 to be Wilsonart #D321-60 "Brittany Blue".
 Laminate for Items #5 & #6 to be determined. Wilsonart #P361A-60 "Valley Pecan" has been discontinued.
 Laminate for Items #7 & #8 to be Wilsonart #D30-60 "Natural Almond".

			COST OF MATERIAL	\$	2,920.00
			8.250% SALES TAX	\$	240.90
			FREIGHT	\$	275.00
			INSTALLATION	\$	350.00
			TOTAL	\$	3,785.90

1. This quotation is subject to change unless accepted within 30 days from the above date.
2. Shipping dates are approximate and are based upon receipt of all necessary information.
3. Prices quoted do not include direct taxes imposed by Federal, State or Municipal authorities unless stated.
4. A service charge of 1½% per month (18% annum) will be charged on all past due accounts.

Beth Hamilton

Beth Hamilton
beth@yamadaenterprises.com

7

Job: 102C50126

Estimator: Edward G Warkentin

Estimate: City of Glendora

Total for General Items:
\$23,846.67

General Items

SFF 0.00	SFW 0.00	SFC 0.00	CF 0.00	PER 0.00
----------	----------	----------	---------	----------

Item #	Item Description	# Units	U/M	Unit Cost	FRC	*Depr	ACV/FMV
1	Replace damaged library books per documentation previously provided	1.00	EA	\$2,229.79	\$2,229.79	\$1,114.90	\$1,114.89
2	Repair damaged book shelving per estimate previously submitted	1.00	EA	\$3,785.90	\$3,785.90	\$0.00	\$3,785.90
3	Library Staff Labor- Emergency Flood Work	1.00	EA	\$7,336.60	\$7,336.60	\$0.00	\$7,336.60
4	Public Works Employees- Flood Response and Clean Up	1.00	EA	\$4,854.58	\$4,854.58	\$0.00	\$4,854.58
5	Computers Replacement of damaged computer towers (5)	1.00	EA	\$5,369.80	\$5,369.80	\$4,295.84	\$1,073.96
6	Lobby Floor Cleaning- Per Invoice previously submitted	1.00	EA	\$270.00	\$270.00	\$0.00	\$270.00
Total for General Items items:					\$23,846.67	\$5,410.74	\$18,435.93

Book
E/O Panel!

FT only

Compte

Robin Weed-Brown

From: Josh Betta
Sent: Thursday, May 14, 2009 3:26 PM
To: Robin Weed-Brown
Cc: Dave Davies; Anita Agramonte; Elizabeth Stoddard
Subject: RE: insurance settlement status

Robin,

I spoke with Chris and Dave. The amount in the claim pertaining to books is \$1,115. I will create a trust account for you entitled "Library Book Damage," and Anita will notify you of the account number.

The amount pertaining to shelving repair is \$3,786. I will create a trust account entitled "Library Shelving Damage" for Dave. We will notify him of the account number.

Josh

From: Robin Weed-Brown
Sent: Thursday, May 14, 2009 2:18 PM
To: Josh Betta
Cc: Dave Davies
Subject: RE: insurance settlement status

That's great! So the funds for the damaged books and book ends were going to be placed in some account(s) we could charge against per a discussion I had with Chris awhile back. Who do I contact for that information?

From: Josh Betta
Sent: Thursday, May 14, 2009 2:16 PM
To: Robin Weed-Brown
Cc: Dave Davies
Subject: RE: insurance settlement status

Robin,

The settlement was completed and transacted in early April.

Josh

From: Robin Weed-Brown
Sent: Thursday, May 14, 2009 1:40 PM
To: Josh Betta
Subject: insurance settlement status

Just wondering if an agreement has been made on the flood damage compensation with the insurance company; if no, any gestimate on when that might arrive?

5/18/2009

CITY OF GLENDORA
Finance Department

Performance Measures	Unit of Measure	Type of Indicator	Actual FY 2009	Projected FY 2010	Propose FY 2011
Distribution of Timely Information to Decision Makers					
Distribute Monthly Revenue and Expenditure Reports to Departments by 12 th Day of Every Month with a 100% Success Ratio	%	Efficiency			
Present Monthly Financial Report to City Council on 2 nd Meeting of Each Month for All Months but July, August, January and February with a 100% Success Ratio	%	Effectiveness			
Present Monthly Investment Reports to City Council on 2 nd Meeting of Each Month with 100% Success Ratio	%	Effectiveness			
Present MidYear Review Report to City Council on the 1 st Meeting of February	Y/N	Effectiveness			
Present CAFR to City Council on 1 st Meeting of December	Y/N	Effectiveness			
Publish Adopted Budget by August 1st	Y/N	Effectiveness			
Accounting Management					
Complete Monthly Bank Reconciliation by 25 th of Each Month with 100% Success Ratio	%	Efficiency			
Unqualified Audit Opinion Obtained for CAFR	Y/N	Effectiveness			
Annual Certificate of Achievement in Financial Reporting Obtained from the GFOA	Y/N	Effectiveness			
Audit Adjustments Required by Independent Auditors	#	Effectiveness			
Number of Significant Deficiencies in the Report on Compliance and Internal Controls	#	Effectiveness			

Performance Measures	Unit of Measure	Type of Indicator	Actual FY 2009	Projected FY 2010	Propose FY 2011
Budget Administration					
Annual Certificate of Achievement Obtained from the CSMFO	Y/N	Effectiveness			
Days to Produce Adopted Budget Document After Fiscal Year End	#	Efficiency			
Accounts Payable					
Complete Warrant Register Each Thursday With 100% Success Ratio	%	Efficiency			
Mail Warrant Check to Vendors Each Friday With 100% Success Ratio	%	Efficiency			
Number of Annual Checks Issued to Vendors	#	Workload			
Payroll					
Annual Covered Payroll	\$				
City Employees Per Payroll Staff Member	#	Efficiency			
Program Cost Per Paycheck Issued	\$	Effectiveness			
W-2s Issued Annually	#	Workload			
Utility Billing					
Number of Water Accounts	#	Workload			
Bills Issued Annually	#	Workload			
Customers Using Automatic Pay Technology	#	Efficiency			
Customers Using Automatic Pay Technology	%	Efficiency			
Treasury Management					
Average Portfolio Balance	\$				

Performance Measures	Unit of Measure	Type of Indicator	Actual FY 2009	Projected FY 2010	Propose FY 2011
Variance Between City Portfolio and LAIF Books Rates of Return	%	Effectiveness			
Licensing					
Mail Monthly Business License Renewal Notices by the 15 th of Each Month With 100% Success Ratio	%	Efficiency			
Business License Renewals	#	Workload			
New Business Licenses Issued	#	Workload			
Business License Delinquency Notices	#	Workload			
Cashiering Services					
Annual Payments Processed at Public Counter	#	Workload			
Risk Management/Liability					
Percent of Claims Acted Upon Within 45 Days of Receipt	%	Efficiency			
Liability Claims Filed During the Year	#	Workload			
Total Current Open Claims	#	Workload			
Total Annual Claims Costs Paid	\$				
Percent of Claims Filed Resulting in Litigation	%	Workload			
Percent of Claims Closed Within One Year	%	Effectiveness			
Information Technology					
# of PCs Supported	#	Workload			

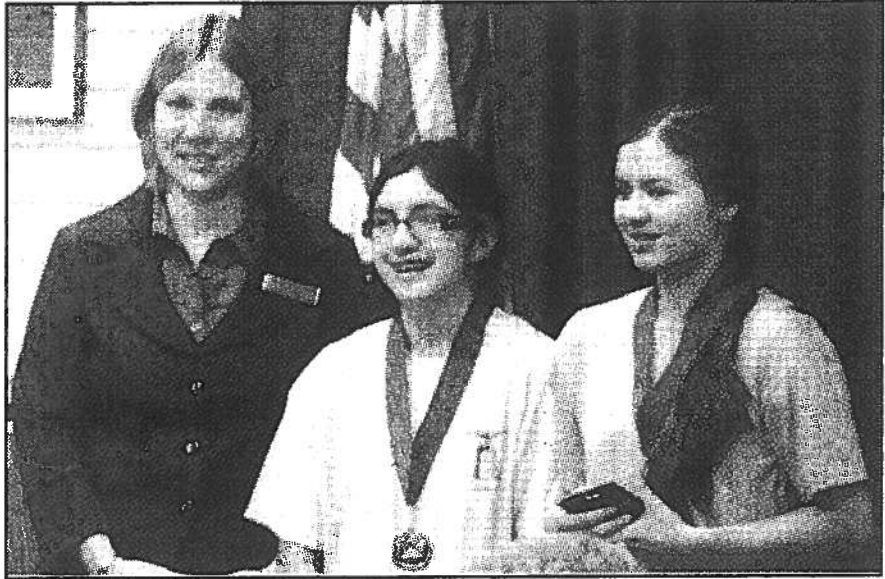
Performance Measures	Unit of Measure	Type of Indicator	Actual FY 2009	Projected FY 2010	Propose FY 2011
# of Employees Supporting PCs	#	Workload			
Number of Maintenance/Support Requests	#	Workload			
Percentage of Maintenance/Support Responded to Within One Business Day	%	Efficiency			
Percentage of Maintenance/Support Requests Resolved Within One Business Day	%	Effectiveness			

13
Oct 29 - Nov 4, 09

Battle Of The Books Is A Winner!

GLENDORA - The second successful "Battle of the Books" contest took place at the Glendora Public Library on October 15, 2009. The competition among the fifteen teams was tense as the questions got more difficult and the winner was... "Owls". The "Owls" team consisted of, Leandra Corella and AnaMaria Padro both eight graders from Oak Knoll School. There was a tie for second place between "The Academy" and "Book Battlers 2". The team members from "The Academy" are Nathan Spina, Dominick Copas and Joshua Ramos all eight graders from Holy Name of Mary. The "Book Battlers 2" team members are Allie Woodington a seventh grader from Hope Lutheran, Sarah Gilkinson a tenth grader from Upland Christian Academy and Meghan Blunt an eight grader from Goddard Middle School.

Cindy Romero, Senior Librarian of Youth Services, says, "The goal of 'Battle of the Books' is to promote recreational reading, build reading skills and comprehension, encourage team building skills in teens, and, most of all, to have fun." Team members read three books, "39 Clues: Maze of Bones" by Rick Riordan, "The Looking Glass Wars" by Frank Beddor and "Treasure Island" by Robert Louis Stevenson and answered trivia questions from these books. The participants



Cindy Romero, Senior Librarian of Youth Services with the First Place Winners "Owls" Leandra Corella and AnaMaria Padro

were in grades 6 - 12 and represented Cedargrove Elementary School, CAVA, Goddard Middle School, Holy Name of Mary, Hope Lutheran School, Oak Knoll, Ramona Middle School, Rowland Middle School, Royal Oak Middle School, Sandburg Middle School, and Upland Christian Academy. Romero says, "I admire all of the students who took the time to read the books and participate in the 'Battle of the Books'. Congratulations to all of you!"

Romero is grateful to the Glendora Public Library and the Friends Foun-

ation for sponsoring the event. She would like to extend a special thanks to Crestwood Communities, Norm and Pat Janes, the Stan Deal family, the Dwight Richards family, Jan White and Bobbi Jefferson for their generous donations to this event.

Pat Janes, Committee Chairperson said, "I am proud of the youth of our community. This is a great way for the community to show support to our teens and their reading efforts."

The book titles for next years 'Battle of the Books' will be announced in June.

**Thank You
For
Patronizing
Our**

\$2,700 RO & T

Give Yourself a
When you lower your monthly bills it's like getting an instant utility bills come from heating and cooling costs. Even if you

Oct. 29 - Nov. 4, 2009

Legal Notices

business is conducted by a limited liability company, I declare that all information in this statement is true and correct. (A registrant who declares as true information which he or she knows to be false is guilty of a crime.) Signed: Elvis Anarado. Have you started doing business?: N/A. This statement was filed with the County Clerk of Los Angeles County on (Date) September 22, 2009. NOTICE: This fictitious name statement expires five years from the date it was filed in the office of the county clerk. A new fictitious business name statement must be filed before that time. The filing of this statement does not of itself authorize the use in this state of a fictitious business name in violation of the rights of another under federal, state, or common law (see Section 14411 et seq. Business and Professions Code). Publish: 10-22-09, 10-29-09, 11-05-09, 11-12-09. The San Gabriel Valley Examiner CB# P34153.

FICTITIOUS NAME STATEMENT 2009-1455684
The following person(s) are doing business as: SPECTRUM INVESTORS 14022 Norwalk Blvd. # 5, Norwalk, CA 90650. The full name of registrant(s) is/are: Nakeisha Perkins-Robinson, 14022 Norwalk Blvd. # 5, Norwalk, CA 90650 and Octavia Askeew, 6825 Haskel Blvd. # 207, Van Nuys, CA 91406 and Adiana Vega-Howard, 12350 Del Amo # 112, Lakewood, CA 90715. This business is conducted by a general partnership. I declare that all information in this statement is true and correct. (A registrant who declares as true information which he or she knows to be false is guilty of a crime.) Signed: Nakeisha Perkins-Robinson. Have you started doing business?: N/A. This statement was filed with the County Clerk of Los Angeles County on (Date) September 24, 2009. NOTICE: This fictitious name statement expires five years from the date it was filed in the office of the county clerk. A new fictitious business name statement must be filed before that time. The filing of this statement does not of itself authorize the use in this state of a fictitious business name in violation of the rights of another under federal, state, or common law (see Section 14411 et seq. Business and Professions Code). Publish: 10-22-09, 10-29-09, 11-05-09, 11-12-09. The San Gabriel Valley Examiner CB# P34171.

NOTICE OF APPLICATION FOR CHANGE IN OWNERSHIP OF ALCOHOLIC BEVERAGE LICENSE
Date of Filing Application: October 20, 2009
To Whom It May Concern:
The Name(s) of the Applicant(s) is/are:
REALZOLA & NG ENTERPRISE INC
The applicant listed above are applying to the Department of Alcoholic Beverages Control to sell alcoholic beverages at:
**251 N SANTA ANITA AVE
ARCADIA, CA 91006-3114**
Type of license(s) applied for:
47 - ON-SALE GENERAL EATING PLACE
San Gabriel Valley Examiner October 29, 2009 San Gabriel Valley Examiner / Ad #3516

Read Early, Read Aloud Campaign at the Library

GLENDORA - The Glendora Public Library is partnering with First 5 LA to encourage parents and caregivers to visit the library and sign up for a free library card. During the month of November for every family who signs up a child (5 and under) for a library card, they will receive a special Read Early, Read Aloud tote bag. Each bag contains a Ready, Set Grow! Family Guide and the Read Early, Read Aloud Tip sheet. As a bonus, your child will receive a Read Aloud, Read Early wrist band when they attend a Library Storytime.

Thursdays for infants to 3 years at 10:30-10:45 am and 11:30-11:45 am

Saturdays for 2 to 5 year olds at 10:30 to 11:00 am

Cindy Romero, Senior Librarian of Youth Services says, "It is never too early to begin reading to your child. Reading and talking about the pictures help to develop reading, language and communication skills in the very young."

A Glendora Public Library card is the best value in town! We provide books, DVD's, internet use, Storytimes, Summer Reading Programs and much more.....all for FREE! When you come into the library to sign up your child for a Glendora Library card go to the Check-Out desk, get your card. Then you will be directed to the Children's Room for your complimentary tote bag!

Storytimes are held in the Friends Room on:
Mondays for 3 to 7 year olds at 7:00 to 7:30 pm
Tuesdays & Wednesdays for 3 to 5 year olds at 10:30-11:00 am

The Jewel of Glendora ...It's Public Library

By Lynda Siminske

People who live in Glendora love their outstanding city, the cute downtown village, shops and restaurants, their California Distinguished Schools, outstanding police, wonderful sport programs, and fine churches, but the Glendora Public Library has won the title, "Jewel of Glendora." At a recent Glendora Coordinating council meeting, the guest speakers were Janet Stone, Senior Librarian, Adult Services and Cindy Romero, Senior Librarian Youth Services. They explained the excellent opportunities at Glendora Public Library. These services are divided into four areas 1) Administration and Development 2) Adult Services 3) Youth Services and 4) Support Services. Robin Weed -Brown is the Library Director and oversees all programs. For adults there is a special reference area with

people trained to help find information. You may place requests for books that are currently checked out. In the General Reference Center all current magazines, newspapers and other periodicals are available. Books are rated for difficulty. Some are easy to understand and enjoy. The Library has its own Web Site that can answer your questions, make connections or fill gaps. The Web Site to learn more about our community, find the current inventory of the library, and less mundane topics like "How to be popular, What's indispensable in a subject area, or How to make space."

Our Glendora Library has a wide variety of programs. These programs are planned around popular culture, social trend exploration, and recreational experiences. The Library has formed a Partnership with

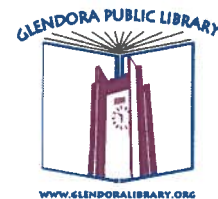
Citrus Valley Health Partners where the community hospital and the library can work together for the betterment of both. An area they will study is preventing and detecting diabetes, which affects so many people today. They are planning two more programs in partnership with Citrus Valley Health Partners for the spring.

Youth service has their own wing of the library which includes a new large Friends Room. They have such programs as the "Great Middle School Read", Brainfuse Online Tutoring, and Life Skills Building. Other youth services include early leaning with families and several story times a week. There is a Teen Advisory Board which has its own list of useful services.

Books n Brownies sounds like something everyone would

like to be a part of...especially when they are discussing your favorite books. There is a special Teen Programming where their concern is getting into college. A new and fun Library program for teens is the "Battle of the Books," a sort of take off on the popular adult annual Great Trivia Challenge. Many youths turned out for last year's event. Lastly, the Library not only expanded in 2008-2009, but they developed new experimental garden areas in partnership with citizens, businesses and the City Government of Glendora. In 2008-2009 for every taxpayer dollar spent, the Library returned \$4.50 in Library services. The Glendora Library thanks the city and the people of Glendora for investing in them. It truly is the Jewel of Glendora.

Division Monthly Reports



16

To: Robin Weed-Brown

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

Date: September & October 2009

Public Services - Cindy Romero, Janet Stone

Children's

Date	Event/Outreach	# of participants
Sept. 1, 2009	TAB	20
Sept. 2, 2009	District PTA	20
Sept. 10, 2009	Kiwanis Presentation	40
Sept. 17, 2009	Books n Brownies	3
Sept. 17, 2009	Sandburg Teacher Mtg.	20
Sept. 21, 2009	APU ELF Presentation	35
Sept. 22, 2009	APU ELF Presentation	62
Sept. 23, 2009	La Fetra Center Computer Club	51
Sept. 24, 2009	Sellers Teacher Mtg.	25
Sept. 25, 2009	APU ELF Presentation	35
Sept. 26, 2009	College Application & Financial Aid Workshop	75
Sept. 29, 2009	Cullen 1st & 4th grade tour	70
Sept. 29, 2009	Washington School Night	100
Sept. 30, 2009	Oak Knoll school tour	20
Oct. 1, 2009	Juvy Book Discussion "The BFG" by Dahl	3
Oct. 8, 2009	Book Buddies "End of the Beginning"	9
Oct. 15, 2009	Battle of the Books	200
Oct. 26, 2009	Spooky Stories	65
Oct. 1, 2009	Whitcomb Headstart	29
Oct. 1, 2009	COUSD Lib. Comm.	10
Oct. 1, 2009	District PTA	30
Oct. 3, 2009	Girl Scout Tour	10
Oct. 6, 2009	Community Preschool	30
Oct. 7, 2009	Community Preschool	34
Oct. 9, 2009	Stanton 3rd Grade Tour	25
Total number of participants		1039

Battle of the Books preparations are in full swing. The judges will be meeting in early October to review the questions with a rehearsal scheduled the week of the event. There

are 15 teams signed up to compete for the title. I am sure that the evening will be full of fun and surprises! *November Update:* The Battle of the Books was a wonderful success. 14 teams competed for the title. The winning team, *The Owls* were presented with winning certificates at the November 10th City Council Meeting. We would like to thank all of the committee for their hard work in presenting such a wonderful program. Cindy and Gail are now hard at work picking next year's books. Stay tuned, they are fun!

Pirate week was a great success! Thank you to all who came as guest pirate readers. Six weekly storytimes were all about pirates with crafts afterwards. The change was met with positive feedback all around.

As an alternative to the fall SAT workshop, the library hosted a "Getting into College" workshop. The morning was presented by the same company that conducts the SAT workshops. Students came to hear about the college application process and application essays while parents learned to navigate the Financial Aid maze.

The ELF outreach program continues. Cindy and Mary Pat Dodson met with 3 Children's Literature sections from APU to discuss the importance of and techniques in reading to young children. Volunteers from these classes have begun to make their monthly visits to the daycare providers. We are excited that this program is continuing and is becoming so popular with students and the daycare providers. *November Update:* The APU students have now completed 2 cycles of visits to the in-home daycare providers. We are planning for their third visit during the beginning of December.

The Teen Advisory Board held its inaugural meeting for the year. We have a total of 20 teens interested in participating for the year. That is the capacity for the group. The teens are anxious to become involved in the teen program and helping with programs for the younger children. TAB members have also expressed interest in a TAB book discussion group to be held during their regular meetings.

Cindy attended teacher meetings at both Sandburg and Sellers schools promoting the fall events and library resources. Gail held down the fort during a day of school tours and school night visits while Cindy was off. She gave 6 tours, several stories, provided demonstrations of electronic resources and guided scavenger hunts. Great job Gail!

Cindy ventured out to a breakfast Kiwanis meeting to discuss current Children's and Teen programming. The Kiwanis Club of Glendora generously donated \$500 to the Children's Room during the visit. Cindy also accompanied Janet to the La Fetra Center Computer Club where they demonstrated online Readers' Advisory resources. Cindy has also had the opportunity to attend Library Technician meetings in an effort to cooperate with the schools wherever possible.

Cindy, Gail and Susan have begun monthly visits to the local Headstart Preschool, Community Preschool and Teen Parent Program at Sunflower. These visits will continue through May. They allow us to connect with children outside the library and promote early literacy and the importance of reading to young children.

Thank you to Mike and Marcia Conway, Tricia Gomer and Debbie Deal for coming in to help read to the kids for Spooky Stories. The children had fun listening to Halloween stories all week and trick or treating around the library. All of the "pretend play" during the week helps to further the children's development in countless ways. We are looking forward to the next opportunity to dress up and read for the children.

In partnership with First 5 LA, we have begun a library card program in honor of National Childhood Literacy Month. During the month of November, children under 5 who register for a library card will receive a free canvas bag with early literacy materials. In addition, children and their parents who attend storytimes during the month can receive free wrist bands.

Adult

Date	Program/Event	# of participants
9/14/2009	Books Alive! <i>The Things They Carried</i> -- afternoon	4
9/14/2009	Books Alive! <i>The Things They Carried</i> -- evening	6
9/14/2009	Coordinating Council	41
9/23/2009	La Fetra Center Computer Club	51
10/12/2009	Coordinating Council (including presentation)	31
10/15/2009	Library tour	1
10/17/2009	"Better Living Through Lifestyle Change" with Gina Crome	5
10/19/2009	Coordinating Council Board	15
10/28/2009	Novel Idea <i>Life is so Good</i>	13
TOTAL number of participants		167

Thanks to Elizabeth Meshry in Support Services, most of the Public Services staff has now had an in-person introduction to "Baby," the Library's CD and DVD cleaning machine. We have the potential for a highly responsive service now, being able to make many scratched and dirty discs more functional right on the spot.

Gaetano, Caroline, Janet, and Anne Pankow wrapped up their assessment of our "author standing orders," prearranged numbers of fiction titles that ship automatically. Across our previous meetings, we pulled back orders where popularity is waning and added some authors who are on the rise, reducing the total by 14%. Final numbers aren't yet in, but certainly the updated list better represents the community's current interests.

With Cindy, Janet took the Public Services show on the road, updating Glendora Community Coordinating Council on reference and web services, collection development, programming, and everything in between.

While this and other projects proceeded determinedly along, others were delayed. Janet and Cindy's planned presentation for Rotary, partnering with Robin W-B, was rescheduled for 17 November. Later, the webinar Rebecca hoped to attend -- introducing online versions of Congressional Quarterly political news and analyses -- didn't roust up enough attendees to proceed. And Gaetano's kickoff program in alliance with Citrus Valley Health Partnership

("Preventing and Detecting Diabetes") was postponed a week – although still a welcome first installment in a year-long series of four health-related sessions.

To balance things out, we came full circle with Gina Crome’s “Better Living Through Lifestyle Change” program, first scheduled in May. (Gina’s goal is to assist individuals with gaining quality in their lives through healthy living, and her return was timed just prior to a long holiday season full of delicious and difficult choices.) And community partner Marcia Conway quickly stepped in to lead the Novel Idea discussion of *Life is so Good*, when work commitments kept the month’s volunteer from facilitating as planned. (Books Alive! [discussing *Freakonomics*] galloped along without a hitch.)

In anticipation of tight staffing similar to what we saw in August, Janet and Cindy worked out a calendaring and scheduling procedure for that looming holiday season. During the summer, our great Public Services staff agreed to shoulder more front-line time per day in order to allow more flexibility for vacation requests. We still found some fragile points in the basic weekly schedule, however, so will combine strategies to maintain both great customer service and staff morale in November and December.

Staffing levels were strong enough to allow Sandy and Janet each a day at the California Library Association conference in Pasadena. Sandy’s samplings included sessions on adult summer reading clubs and digital collection development, while Janet delved into appreciative inquiry (staff motivation), market research analysis, and library job centers.

And, finally, as we welcome Elke back: You have our thanks, Suzette, for stepping up to take the minutes at Library Board of Trustees meetings!

Support Services – Carlos Baffigo

Library Aide II Robin Rios submitted her resignation effective December 30, 2009. She will be attending UC Santa Cruz to pursue her educational goals. Recruitment for a replacement will start in early November.

The start date for the 2010 Annual Survey will be March 15th.

Facilities:

The interior of the library’s clock tower was pigeon-proofed in an effort to reduce the amount of pigeon droppings by the front entrance.

Technical Services:

Carlos and Janet met with Information Technology Supervisor, Matt Jester and Finance Director, Josh Betta to discuss instituting hours of access for the library’s public wireless internet (wifi). Security concerns with the city’s network and people loitering around the library building thru the night to access the library’s internet prompted IT to suggest limiting the hours of signal broadcasting. Currently, wireless internet access is available 24 hrs per day, seven days per week. The new schedule of access will start at 7 a.m. and end at 10 p.m. Monday thru Saturday. Wifi access will not be available on Sundays. Implementation is pending router configuration by IT.

PCCop, the library's time and session limit software for the public computers, was upgraded to the latest software version. Additionally, the public computer reservation station computer was replaced.

The telephone notification server underwent a much needed hardware and software upgrade in preparation for the Polaris ILS upgrade.

On September 10th, Polaris was upgraded to version 3.5.

Carlos Baffigo and Janet Stone attended a city-wide Technology Committee meeting on September 16th. The meeting served to bring technology staff together from different departments, as a discussion forum for city technology issues, and to brainstorm ideas for better efficiency and cost savings.

Development & Educational Services – Anne Pankow

Events and Outreach for September and October are listed below.

Date	Program/Event	# of participants
9/5/2009	Saturday Book Sale on Main Floor	50
9/19/2009	Great Scott the Glad Scientist-Family Program	116
9/29 – 10/27/2009	Quilting Classes with Sandy Janicki	41
10/3/2009	Saturday Book Sale on Main Floor	50
10/3/2009	Tutor Training Workshop with Mary Pat Dodson, Literacy Coordinator	4
10/6/2009	Scary Treats with Linda Hermann	25
10/24/2009	Michael Ryan and Friends concert	60
TOTAL number of participants		346

Date	Community Outreach	# of participants
9/3/2009	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	50
9/30/2009	Presentation by Mary Pat Dodson to a class at APU	30
10/1/2009	Outreach to Teen Parent with Cindy & Chris at Arrow High School	16
10/1/2009	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	50
TOTAL number of participants		146

Mary Pat Dodson, literacy coordinator, made four trips to Azusa Pacific University during September. She made a presentation at APU to an English class – College Reading and Critical Thinking. She discussed the state of adult literacy in the United States and locally. She also gave a lesson on how to work with elementary level readers for the APU student's service learning component requirement. Mary Pat and Cindy Romero met with 3 Children's Literature sections from APU to recruit new ELF volunteers. They discussed the importance of and techniques in reading to young children.

Great Scott, the Glad Scientist, was an entertaining and educational program for all ages. Great Scott (AKA Scott Dodson) is a former science teacher and community resident who mesmerized his audience with science experiments and facts. Don't worry if you missed his program; he will return in the summer during SRC 2010.

Quilting classes resumed on Tuesday, September 29 and will continue until December 1. This creative group is planning the Dewey Decimal Quilt Show scheduled in the Bidwell Forum on January 30, 2010. Thank you to Sandy Janicki for offering her services and years of quilting experience free of charge. Her classes are open to anyone who wants to learn to quilt.

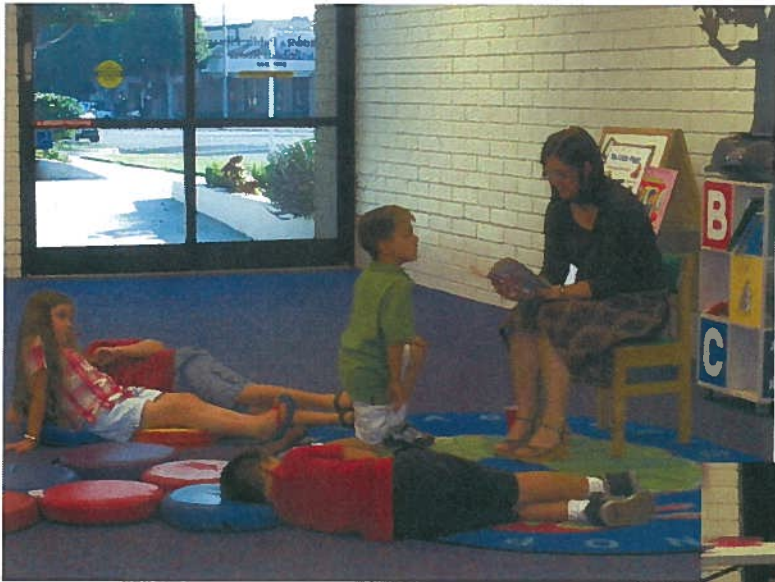
An Evening with Michael Ryan and Friends was delightful. Tickets were \$18 for adults and \$12 for children. Most of the tickets were sold at the door the night of the performance. Michael Ryan is a local musician and instructor at the University of La Verne who performs regularly at the Candlelight Pavilion. He and his musical friends are already talking about next year's concert.

Glendora Public Library Summary Data for October 2009

<u>Service Indicators</u>	This Year October	Last Year October	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	24,955	24,660	1%	104,022	103,579	0%
I. D. Total Items Loaned	37,186	35,428	5%	154,996	146,818	6%
I. D.4. Electronic Circulation	255	163	56%	846	704	20%
III. A. Total Requests for Information/Adult Services	2,197	2,342	-6%	10,226	10,515	-3%
II. A. Total Items Owned	149,644	150,038	0%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	14,279	42,725	-67%	57,982	143,338	-60%
V. A.2. Library Home Page Views	9,554	36,394	-74%	40,904	122,776	-67%
VI. A. Total Number of Programs	10	18	-44%	48	56	-14%
VI. E. Number of Literacy Students Active	37	35	6%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	139	130	7%	595	523	14%
VI. F.1 Total Number of Volunteer Hours	865	683	27%	5,108	4,562	12%
I. G. Total General Fund Revenue	\$7,069	\$4,014	76%	\$21,614	22,851	-5%

These statistics are subject to verification.

September-October 2009 Events



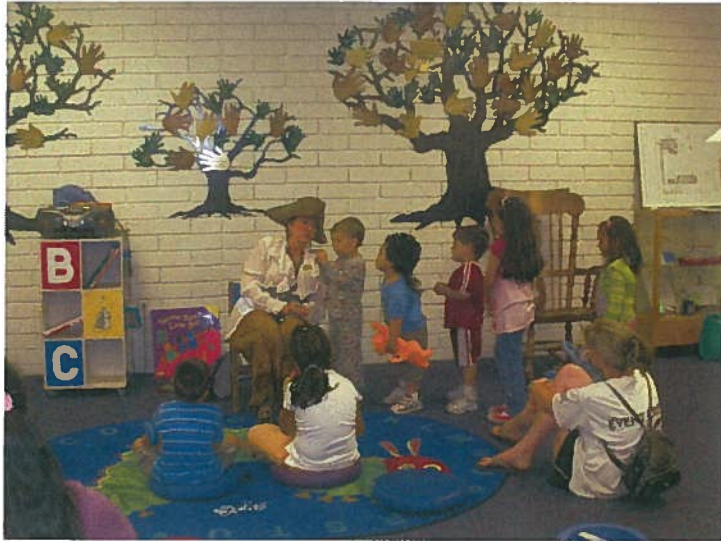
**Read Aloud Crowd
September 2009**

**Children's Author Visit
Andra Simmons
September 2009**



**Getting Into College
Teen Workshop
September 2009**

Continued...



Pirate Week
September 2009

Pirate Week
September 2009



Pirate Week
September 2009

October-November 2009 Events



**Battle of the Books
October 2009**

**Battle of the Books
Winners
October 2009**



**First Place Winners "Owls" Cindy Romero, Senior Librarian of Youth Services,
Leandra Corella and AnaMaria Padro**



**Battle of the Books
October 2009**

Continued...



Gina Crome
"Healthy Living Through
Lifestyle Change"
October 2009

Spooky Stories
October 2009



Halloween
October 2009

**Glendora Public Library
Summer Reading Club
2009**

The Glendora Public Library and Friends Foundation offered four unique summer reading clubs for readers of all ages. The programs were offered for six weeks from June 15, 2009-July 25, 2009. The clubs were:

- Adults: Master the Art of Reading
- Teens: Express Yourself @ the Glendora Library
- Children: Be Creative @ the Glendora Library
- Babies: Little Scribblers

We presented a total of 37 programs with 1980 total registered participants. Children and teens who registered received a free incentive book for registration courtesy of the Friends Foundation. Readers received weekly prizes helping to motivate our kids to keep reading. A total of 131 volunteers contributed 1537 volunteer hours to help keep Summer Reading Club fun and exciting.

Reading

The Adult Reading Club attracted 153 members this summer. Participants were encouraged to turn in up to ten book reviews, each for a chance to win prizes in our weekly drawings. Review cards were simplified to encourage more participation and participants were free to choose to read any book on any topic. These changes were popular, as participants turned in a total of 342 book reviews throughout the six week program!

The Teen Advisory Board continued to provide assistance to the Youth Services staff as we planned the summer program. The teens were asked to complete 30 minutes of reading, 5 days a week, come in once a week to report and receive their prizes. Teens read for a total of 2,700 blocks of 30 minutes this summer. In addition, the teens turned in 282 book reviews that are available in the teen area for those who are looking for a good book to read. Teens received chance tickets for each review they completed and each program they attended for a drawing that was held at the end of the summer for AMC movie tickets.

There were a total of 1,364 children who participated in summer reading. Each child was asked to read for 20 minutes a day, 5 days a week. A total of 13,150 days were logged this summer.

The Little Scribblers club marked its third year with 203 babies participating with their parents. The families were asked to share together one book a day 5 days a week. A total of 1,862 books were shared this summer. The infant and toddler program promoted early literacy through enhanced storytimes and suggested at home activities for families. Information from the Early Learning with Families initiative and PLA's Every Child Ready to Read program was presented and available to all families.

Programs

A total of 36 programs were presented with a total of 3,300 participants. These programs included:

- ❖ 1 Magic Show
- ❖ 2 Puppet Shows
- ❖ 2 Animal Shows
- ❖ 2 Music shows
- ❖ 4 Movies
- ❖ 6 Crafts
- ❖ Family Game Day
- ❖ 2 Author Visits
- ❖ Teen Ice Cream Tasting
- ❖ Teen Creative Writing
- ❖ Teen Charcoal drawing
- ❖ 2 Parent Workshops
- ❖ Volunteer Recognition Party
- ❖ End of Summer Party
- ❖ 8 Book discussion groups for all ages
- ❖ 6 weekly Storytimes for children and their families

Family Game day once again proved to be a popular draw; attendees played board games, puzzles, brain teasers, and enjoyed free pizza, and drinks!

We truly had book discussion and reading programs for readers of all ages this summer. The adult program offered 3 book discussion sessions, teens reviewed 2 books one following a movie viewing, children were able to choose between 2 groups depending on their interests and reading ability. Families were given the opportunity to come together to watch *Prince Caspian* and discuss the experience of

reading a book and watching the movie as a family. We are looking forward to providing more opportunities for families to interact together around books at the library.

We again provided two showings of the popular Tuesday afternoon performances of puppets, music and animals. The Wildlife Company show was attended by close to 700 people!

Outreach

Our Summer Reading Club outreach began in January again this year. The bookmark contest that is held in January and February promotes the SRC themes and gives the kids a preview of what is to come for the summer. This year we printed the winning bookmarks and had them available for participants to take throughout the summer. All entries were kept on display in the children's and teen areas.

The Youth Services staff was able to visit 5 of the local elementary schools to promote summer reading. Many of the principals allowed the staff to visit each class for about 5 minutes to inspire reading throughout the summer. This allows us to connect closely with the students before they come into the library.

To promote the Adult Summer Reading Club, bright red program postcards were mailed to all those who participated the previous summer. The same postcards / flyers were brought to Community Services Department, Chamber of Commerce, Senior Center, Coordinating Council, and The Village Bookshop for distribution. Before every special event, an e-mail reminder welcomed City Staff, the library community (via CALIX) and program participants to attend.

Volunteers

Our Summer Volunteer Program continues to attract enthusiastic helpers as young as 10 years old. Several children wait not so patiently to become volunteers. We had 118 volunteers who assisted us with a variety of tasks. The children's club volunteers helped with registering kids, listening to reports, re-shelving in the children's room, preparing craft items, helping at craft programs, and keeping the children's room in order. We have other volunteers, primarily teens, who help us in the Computer Center. These volunteers assist patrons with reserving computers, printing their documents, and helping with other basic computer skills, allowing the reference staff to concentrate on reference questions. All volunteers were invited to a

recognition party where they received a gift certificate from the Friends Foundation for a local bookstore.

Costs

Our total costs for this summer were \$17,121. Nearly half of this amount was spent purchasing giveaway books for registration incentives. The remaining amount went towards purchasing weekly incentives, presenting various programs, and printing of reading logs and promotional materials.

In response to fiscal challenges from both the City and the Friends Foundation, there were some changes made to each of the programs. Some of these changes included: offering fewer paid performers for children's programs, limiting the giveaway books to registration only, exploring the most inexpensive alternatives for offering program which included purchases a Movie Umbrella License that allowed us to increase the number of movies shown this summer, the Adult club gave away in-kind coupons to participants during registration and rather than having weekly prizes, offering weekly drawings for gift bags. The final drawing was 3 mp3 players that were donated. During the Summer Reading Club, the library hours and staff were reduced due to fiscal limitations. This further impacted the staff and the services we were able to provide.

In the current challenging economic climate, it is wonderful for readers of all ages to have an opportunity to participate in programs, discuss their reading with others and explore the library as lifelong learners. The library staff deserves recognition for making Summer Reading Club such a smashing success this year. We are truly lucky to have such a dedicated staff and generous Friends Foundation.

SRC Statistics & Costs 2009

	ADULT	TEEN	CHILDREN	BABIES	TOTAL
PARTICIPANTS	153	260	1,364	203	1,980
EVENTS	5	6	23	2	36
# OF EVENT PARTICIPANTS	126	181	2,972	21	3,300
VOLUNTEERS	0	13	118	0	131
VOLUNTEER HOURS	0	89	1,448	0	1,537
# WHO REPORTED AT LEAST ONCE	76	151	810	116	1,153
TOTAL BOOKS GIVEN AWAY	14	260	1,364	203	1,841
TOTAL # OF BOOKS OR DAYS READ	342	2,700	13,150	1,862	18,054
COSTS	\$509.79	\$2,483.00	\$12,391.00	\$1,738.00	\$17,121.79
COSTS PER PARTICIPANT	\$3.33	\$9.55	\$9.08	\$8.56	

6.

Unfinished 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: November 16, 2009
Re: Agenda Item #6.1: Parking Survey Data Discussion

The board received the data from the Feb-Mar 2009 library parking survey at the September 28, 2009 meeting. Comments and suggestions made by our patrons were included on the detailed excel chart spreadsheet. Due to the length of the file it was not duplicated again for this packet. If you need a copy please contact Elke or myself before the meeting and we will run off a copy.

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: November 16, 2009
 Re: Agenda Item # 7.1: Library Board December Meeting Date

The board meeting in December is scheduled for December 21, 2009. That is the same week as the Christmas holiday. Is this date still viable or do you wish to reschedule or cancel?



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: November 16, 2009
 Re: Agenda Item #7.2: Discussion of Administrative Policy 4.02-Library Fines and Fees Schedule

City Administrative Policy # 4.02-Library Fines and Fees Schedule is attached for your review. It was last reviewed April 2008.

There was a suggestion by staff to consider raising the maximum accumulated fees from \$2.00 to \$5.00 to match the minimum credit card amount set by the city. The reasoning behind the low threshold of \$2.00 was to keep costs reasonable for patrons to pay off their fines. Some patrons have expressed frustration that they would be happy to pay off their fine using their credit/debit card now that the service is available, but the library's threshold amount (\$2.00) is below what the city allows us to collect via plastic (\$5.00).

The policy states: When a borrower's accumulated charges reach a total of \$2.00, all charges must be paid in full before more items may be checked out.

I have also attached a survey done in January 2008 on other library's fees and fines. While it is 18 months old, libraries do not historically modify their fines and fees often so I feel it is still a valid set of figures for comparison. Revenue generation is not the role of public libraries and work to keep their fines and fees low for the public good.

Note: with the email notification system in place, patrons who elect to use this service receive a notice three days before their item(s) are due and a notice once they become overdue. We believe that some of the drop in revenue reflected in the library's fines and fees account is a result of this early notification system.

The board is scheduled to review City Policy #4.01: Community Use of Library Meeting/Event Facilities (Uses and Regulations of Building), in May 2010. This policy includes the fees for use of Bidwell and the Friends Room.

City of Glendora
Administrative Policy
No. 4.02

Subject: LIBRARY FINES AND FEES SCHEDULE

Effective: July 1, 1996, revised February 23, 1998, revised June 19, 2000, revised March 17, 2003; revised July 16, 2007; revised September 17, 2007, revised April 28, 2008

Policy Objective:

To set a fines and fees schedule for overdue, damaged or lost library materials.

Authority:

City Council Minute Order July 25, 1978 revised by Budget Policy Issue No. 6 FY ending June 30, 1988, Council adopted Resolution No. 03-1 on January 14, 2003 and minutes of the board of Trustees of the Glendora Public Library meetings 8/24/87, 11/9/87, 1/27/92, 1/22/96, 2/23/98 and 12/16/02

Assigned Responsibility:

All Library Personnel

Overdues:

- 1. Books, Magazines, Pamphlets, Tape Cassettes, Compact Discs & Playaways:
 - Adult – \$.20 per day, \$20.00 maximum, or cost of material (whichever is less).
 - Children’s - \$.10 per day, \$10.00 maximum, or cost of material (whichever is less).
- 2. Videos, DVDs and Software:
 - \$1.00 per day, \$50.00 maximum, or cost of material (whichever is less)
- 3. Encyclopedias and other 7-day items
 - \$.20 per day, \$20.00 maximum or cost of material (whichever is less)
- 4. Special Loan (Reference, City documents)
 - \$1.00 per hour or fraction of hour, or cost of material (whichever is less)
- 5. Miscellaneous Charges:
 - Non-resident borrower’s card - no fee
 - (See also Administrative Policy 4.07)
 - Lost Library Card - \$4.00 replacement fee
 - Reserve a Book - no fee for search
 - Interlibrary Loan - \$1.00 search fee per requested item
 - Administrating/proctoring tests - \$26.00

When a borrower’s accumulated charges reach a total of \$2.00, all charges must be paid in full before more items may be checked out.

A borrower must return all overdue materials before more items may be checked out.

Charges for overdue, lost or damaged materials that are borrowed through Interlibrary Loan or the State Library are those charged by the lender.

6. Damaged Materials:

Minimum charge is \$2.00. Maximum charge is replacement cost of the item (plus processing fee).

7. Lost Materials:

Replacement charge for lost items is the cost of the item plus the processing fee.

Receipts are given for all lost material payments. If the item is found and returned, the maximum fine (plus \$10.00 handling fee) is deducted from the payment amount and the borrower is refunded the balance. When a refund is given, the receipt book is marked "REFUNDED". The borrower will receive a refund in the mail from the Finance Department.

Receipts are also given for payment for materials that are completely damaged and must be withdrawn from the collection. Complete information is filled in on the receipt and damaged is noted with the price of the item paid for by the borrower. The item is then stamped with the "withdrawn" stamp and given to the borrower if wanted.

All records of "lost and paid" or "damaged and paid" transactions are given to the overdues clerk.

Lost Audiovisual components:	box	\$2.00
	bag	\$1.00

8. Other fees and charges

Processing fee for books, videos, software, compact discs, audio tapes & playaways: \$10.00
Processing fee for magazines and pamphlets: \$2.00

Battery covers for Playaways:	\$ 1.00
Battery for Playaways:	\$ 1.00
Box for Playaways:	\$10.00
Lanyard for Playaways:	\$ 1.00

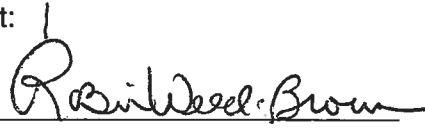
<u>Photocopies, Microfilm printouts</u>	
& Computer printer:	\$.10 per page
Other public printers:	\$.10 per page
Fax:	\$1.00 per page
Scanning:	\$1.00 per page
Color computer prints:	\$.25 per page
Color photocopies:	\$.75 per page

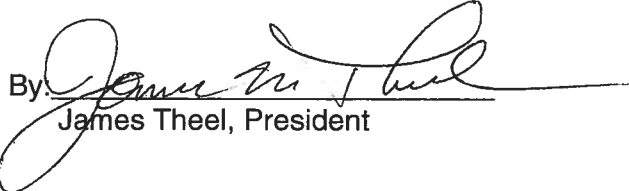
See also Administrative Policy 4.01 on use of library meeting room.

Approved and adopted this 28th day of April, 2008

Ayes: 3
Noes: 1
Absent: 1

City of Glendora
Library Board of Trustees

Attest: 
Robin Weed-Brown, Library Director

By: 
James Theel, President

MCLS Library Fees and fines survey Jan '08

Replace lost library card:

Glendora PL \$ 3.00; Other libs: \$ 3.00 (1); \$2.00(7); \$5.50(1); \$5.00 (2); \$ 4.00(1); \$1.00 (3); don't charge (1)

Daily Overdue charge for materials:

Adult: GPL: \$.20; Other libs: \$.20 (10); \$.25 (6); \$.15 (2); \$.35 (1)

Kids: GPL: \$.10; Other libs: \$.10(6); \$.15 (3); \$.20 (7); \$.25 (2)

DVD/videos: GPL: \$1/day; Other libs: \$ 1.00 (11); \$1.10(1); \$ 2.50(2); \$.50 (1); \$.20(3); \$.15 (2)

Processing charge for lost materials:

GPL: \$10; Other libs: \$10 (6); \$35 (1) \$15 (2); \$8.00(1); \$8.80(1); \$7.50 (1); \$7 (3); \$5 (4); \$6-books (1); \$10-AV (1); \$3.00-
paperbacks/mags(2); \$0 (1)

Test Proctoring:

GPL: \$20/test; Other libs: \$20 (3); \$25(2); \$10 (2); \$50-non-resident (1); don't do test proctoring (10); don't charge (1);

Email responses to fees survey Jan 08

Santa Monica PL:

- What you charge to replace a lost library card: No charge
- What your overdue fees are for:
 - Adult: 20 cents / 50 cents for new items
 - Children: 10 cents
 - DVDs/Videos or other AV \$1 per day
- Processing Charge for lost library materials: \$7.50
- Test administration/proctoring: we don't do this
- Use of your community room: see http://www.smpl.org/depts/admin/policies/meeting_room_fees.htm

Torrance Public Library charges:

- What you charge to replace a lost library card:
\$5.00
- What your overdue fees are for:
 - Adult: 25¢ per day (\$10 maximum)
 - Children: 25¢ per day (\$10 maximum)
 - DVDs/Videos or other AV \$1.00 per day
- Processing Charge for lost library materials \$10.00 per item
- Test administration/proctoring \$25.00
- Use of your community room

The Library does not "book" our meeting room – it is one of a number of city-operated meeting spaces booked by the city's General Services Department. With that in mind, here's what General Services charges:

Library sponsored or co-sponsored – no fee (this includes Library Commission, Foundation, Friends, MCLS, SB Literacy Council, etc.)

Resident, Non-Profit	\$28.00/hr
Resident, Private/Non-Resident, Non-Profit	\$45.25/hr
Non-Resident, Private/Commercial	\$62.25/hr
TUSD (School District)	no fee
Parks & Rec	no fee
Interdepartmental	no fee

Optional "Set-up" rate for all categories \$45.25 (this includes custodial staff setting up chairs/tables/podium, etc. in custom configuration)
except "No fee" groups

Calabasas Public Library fees

- What you charge to replace a lost library card: \$ 2.00
- What your overdue fees are for:
 - Adult: .25 /day
 - Children: .25/day
 - DVDs/Videos or other AV 1.00/day
- Processing Charge for lost library materials cost of book plus \$5.00
- Test administration/proctoring \$10 for resident; \$50 for non-resident
- Use of your community room free

IRWINDALE PUBLIC LIBRARY

- What you charge to replace a lost library card: \$1.00 first time, \$2 second time, but thinking of doubling it, not enough of a deterrent.
- What your overdue fees are for:
 - Adult: 25 cents per day
 - Children: ten cents per day
 - DVDs/Videos \$1 per day like the video stores
Audiobooks 25 cents per day
- Processing Charge for lost library materials don't charge it, use historic price of item only, no tax, no shipping
- Test administration/proctoring Don't do it
- Use of your community room Don't have one

Alhambra's fees are listed below:

- What you charge to replace a lost library card:
\$2.00 for first lost card \$5 for any subsequent lost card
- What your overdue fees are for:
 - Adult: 0.20
 - Children: 0.10
 - DVDs/Videos or other AV 1.00
- Processing Charge for lost library materials
\$10.00 non-refundable processing charge
- Test administration/proctoring
We do not proctor
- Use of your community room
Local non-profit groups based in Alhambra \$15.00 per hour
Governmental Agencies \$35.00 per hour
Kitchen Use \$15.00
Overhead Projector \$10.00
TV/VCR/DVD \$15.00
All groups pay a non-refundable \$5.00 application fee

Sierra Madre Public Library

- What you charge to replace a lost library card:**[Toni Buckner]** \$5.00
- What your overdue fees are for:
 - Adult:**[Toni Buckner]** \$0.25 per day per item (21 day loan; 1 renewal)
 - Children:**[Toni Buckner]** \$0.20 per day per item (21 day loan; 1 renewal)
 - DVDs/Videos or other AV**[Toni Buckner]** \$1.00 per day (no rental fee; 1 week loan)
- Processing Charge for lost library materials**[Toni Buckner]** \$7.00
- Test administration/proctoring**[Toni Buckner]** Do not perform.
- Use of your community room**[Toni Buckner]** No community room.

LAPL:

- What you charge to replace a lost library card: \$2.00
- What your overdue fees are for:
 - Adult: 25 cents per day
 - Children: 10 cents per day
 - DVDs/Videos or other AV \$1.00 per day
- Processing Charge for lost library materials \$35 per item - adult & YA, \$15.00 per item for juvenile
- Test administration/proctoring Don't do
- Use of your community room See LAPL web site : www.lapl.org/facilities/

Burbank PL

- What you charge to replace a lost library card: \$1.00
- What your overdue fees are for:
 - Adult: \$.30 item/day (Maximum fine \$ 10.00)
 - Children: \$.15 item/day (Maximum fine \$ 5.00)
 - DVDs/Videos or other AV DVDs/videos only \$.50 item/day (Maximum fine \$ 10.00)
- Processing Charge for lost library materials \$10.00
- Test administration/proctoring \$20.00 per test
- Use of your community room

**CENTRAL LIBRARY
LIBRARY**

BUENA VISTA

**Auditorium Fees for NON PROFIT Groups:
PROFIT Groups:**

Meeting Room Fees for NON

- \$ 10 Non Refundable processing fee
- \$ 25 Resident (1-4 hrs.) without kitchen usage
- \$ 50 Non Resident (1-4 hrs.) usage
- without kitchen usage
- with kitchen usage

- \$ 10 Non Refundable processing fee
- \$ 25 Resident (1-3 Hours)
- \$ 50 Resident (1-3 Hours) with kitchen usage
- \$ 50 Non Resident (1-3 Hours)
- \$100 Non Resident (1-3 Hours)

**Auditorium Fees for ALL OTHERS:
OTHERS:**

Meeting Room Fees for ALL

- \$ 10 Non Refundable processing fee
- \$ 50 Resident (1-4 hrs.)
- \$100 Non-Resident (1-4 hrs.)
- \$ 25 Each Additional Hour Hours)

- \$ 10 Non Refundable processing fee
- \$200 Resident (1-3 Hours)
- \$300 Non-Resident (1-3 Hours)
- \$100 Use of Kitchen Facilities (1-3 Hours)
- \$ 65 Each Additional Hour
- \$100 Refundable cleaning deposit for kitchen use (\$35 each add'l hour)

Monrovia PL:

- What you charge to replace a lost library card: \$2.00
- What your overdue fees are for:
 - Adult: 15 cents/day
 - Children: 15 cents/day
 - DVDs/Videos or other AV: 15 cents/day
- Limit on fines for any of the above is \$5.00
- Processing Charge for lost library materials: Books = \$6.00 A-V items = \$10.00
- Test administration/proctoring: \$20.00 per test
- Use of your community room: At the old library, we charged \$60.00 an hour. If it was a Monrovia non-profit, it was \$45.00 an hours.

Downey City Lib:

- What you charge to replace a lost library card: **\$1.00**
- What your overdue fees are for: **.15 PER DAY FOR ALL MATERIALS**
 - Adult:
 - Children:
 - DVDs/Videos or other AV
- Processing Charge for lost library materials **\$5.00 PER ITEM**
- Test administration/proctoring **N/A**
- Use of your community room **\$50.00 PER HOUR**

RESPONSES FOR AZUSA CITY LIBRARY

* What you charge to replace a lost library card: \$5.00

* What your overdue fees are for:

* Adult: .20

* Children: .10

* DVDs/Videos or other AV VHS

DVD RENTALS = \$1.50

VHS, overdue fee .20 cents

* Processing Charge for lost library materials

\$10 per item

* Test administration/proctoring = Azusa does not proctor exams.

* Use of your community room

\$20 per hour, 3 hour minimum

Free for Azusa community based organizations, and non profits.

We also have collection agency fee: \$20.00

Arcadia PL

- What you charge to replace a lost library card: \$4.00
- What your overdue fees are for: \$0.20 per day per item regardless with a maximum of \$5.00 for returned late items - we do sent accounts to collections if they are over \$25 and/or if their items are over 8 weeks past due.
 - Adult:
 - Children:
 - DVDs/Videos or other AV
- Processing Charge for lost library materials \$3.00 for paperbacks and magazines, \$10.00 for everything else.
- Test administration/proctoring - we do not do any test proctoring or administration.
- Use of your community room - \$70 per hour with a 2 hour minimum. That's the summary of the community room. Any explanation might be too extensive for what you need. However if you do need more information, just ask and I'll have our department secretary send you the policies and guidelines for our Auditorium which is actually a little smaller (I think) than the Bidwell Forum.

Altadena PL

- What you charge to replace a lost library card: 2.00
- What your overdue fees are for:
 - Adult: .20/day adult items
 - Children: .10/day children's items
 - DVDs/Videos or other AV \$2.50/day video/DVD other AV same as books
- Processing Charge for lost library materials 5.00
- Test administration/proctoring 10.00/test
- Use of your community room Free for non-profits others \$35/hour

South Pasadena PL

- What you charge to replace a lost library card: **\$2.00**
- What your overdue fees are for:
 - Adult: **20 cents per day**
 - Children: **20 cents per day**
 - DVDs/Videos or other AV **20 cents per day**
 -
- Processing Charge for lost library materials **\$7.00 (for items costing more than \$6)**

- Test administration/proctoring **We don't charge**
- Use of your community room **\$25 per occurrence for local non-profits**
\$50 per hour for non-local non-profits
\$60 per hour for individuals
\$85 per hour for businesses

From Thousand Oaks Library

- * **What you charge to replace a lost library card: \$5.00**
- * **What your overdue fees are for:**
- * **Adult: \$.20/day Maximum \$10.00 per item everything except DVD/VHS**
- * **Children: \$.20/day**
- * **DVDs/Videos or other AV videos only: \$1.00/day ; New feature films \$ 2.00/day**
- * **Processing Charge for lost library materials \$7.00 (We have a chart for damaged materials with various costs such as replacement cases)**
- * **Test administration/proctoring \$25.00 donation to the Library Foundation ; administered by volunteers generally**
- * **Use of your community room - From our library's FAQ:**
The meeting rooms of the Thousand Oaks Library are available to educational, civic and cultural groups and organizations in the Conejo Valley, when not in use for City of Thousand Oaks activities. With the exception of governmental agencies, organizations requesting the use of library facilities must be able to provide proof of their nonprofit status. Meeting rooms are available during library hours from Monday to Saturday.
Proof of insurance also required

SER CATEGORIES	GROUP I & II	
	• City of Thousand Oaks departments/committees.	
	• Nonprofit Organizations <i>(Group must submit proof of nonprofit status from State or IRS.)</i>	
	• Other government agencies	
	Fees: Grant R. Brimhall Library	
	Marvin E. Smith Community Room:	No charge.
Conference Room:	No charge.	
Newbury Park Branch Library		
Meeting Room:	No charge.	

GROUP III	
• Business and Commercial (for profit) organizations. No admission fees or product sales allowed.	
• Other groups with no evidence of nonprofit status.	
Fees: Grant R. Brimhall Library	
Marvin E. Smith Community Room:	\$50.00/hour.
Conference Room:	\$20.00/hour.
Newbury Park Branch Library	
Meeting Room:	\$40.00/hour.

PVLD:POLICY SECTION
6.docPOLICY SECTION
5.doc

Policy No. 5000 deals with fees and Policy No. 6000 deals with meeting room usage

Monterey Park PL

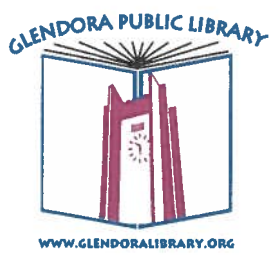
The City Administration had the City Council approve that all City fines and fees will go up yearly in July based on an increase of 5 percent or the cost of living whichever is less. We have been able to hold the daily overdue fines to \$0.20, but probably in July they will go up to \$0.25 per day. Our present fines are as below with the 5 percent increase in July. I hope this is helpful.

- **What you charge to replace a lost library card: \$5.50**
- **What your overdue fees are for:**
 - **Adult: \$0.20/day up to a maximum of \$21 or the price of the item - whichever is less**
 - **Children: \$0.20/day up to a maximum of \$10.50 or the price of the item - whichever is less**
 - **DVDs/Videos or other AV \$1.10/day up to a maximum of \$10.50 for children's videos or \$21 if adult videos or the price of item - whichever is less**
- **Processing Charge for lost library materials \$8.80**
- **Test administration/proctoring We do not do this. When we did do this, the charge was \$20 plus any postage so I would assume the cost now would be close to \$30 plus postage.**
- **Use of your community room There is no charge, but the meetings have to be when the library is open. The meetings have to be open to the public and those using the room cannot charge admission or sell anything (the Friends of the Library is the only group that can sell items in the community room).**

Glendale PL:

- **What you charge to replace a lost library card: \$3**
- **What your overdue fees are for:**
 - **Adult: \$0.20**
 - **Children: \$0.20**
 - **DVDs/Videos or other AV \$0.20 for regular and \$1.00 per day for Rental DVDs**
- **Processing Charge for lost library materials \$8.00**
- **Test administration/proctoring \$20.00**
- **Use of your community room Varies**

Detail information on fees on fines, please go to
http://library.ci.glendale.ca.us/fines_fees.asp



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: November 16, 2009
 Re: Agenda Item # 7.3: Library Budget Priorities for FY 2010-2011

There has not been any specific information shared from city hall regarding the FY 10-11 budget as of this writing. I would expect either a status quo or reduced budget scenario. If we are required to cut further, for the remainder of this fiscal year (mid-year cuts), and/or for next fiscal year, we will be looking at additional hours reductions and the materials budgets as they are all that we have available to cut.

The survey that the library conducted of our library patrons in May 2009 indicated their preference to protect the materials budget over open hours. (*The tallied responses came in with maintaining books and materials as the priority (53%); maintaining hours, second (39%); both equally important (7%) and left blank (1%).* From: Library Director's Report, May 2009).

In the last round of cuts that were implemented at the beginning of this fiscal year (July 2009), we tried to balance the impacts as best we could and still ended up cutting hours, staff and materials. It is recognized that all city departments are in a similar situation.

If further reductions are required, input from the Library Board on priorities will be needed. Any directions you may wish to put forth prior to receiving any budget target numbers are always appreciated. Attached is a current budget statement for your information.

FY 09/10 Monthly Budget Report - November 05, 2009

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
Administration							
17076	41110 REGULAR TIME	247,808.66	0.00	76,670.48	0.00	171,138.18	69.06%
17076	41120 OVERTIME	0.00	0.00	0.00	0.00	0.00	
17076	41210 PART TIME	44,728.84	0.00	13,164.27	0.00	31,564.57	70.57%
17076	41360 VEHICLE ALLOWANCE	3,600.00	0.00	1,050.00	0.00	2,550.00	70.83%
17076	42110 RETIREMENT	29,949.77	0.00	9,518.69	0.00	20,431.08	68.22%
17076	42290 FLEX BENEFIT	35,133.33	0.00	10,227.23	0.00	24,906.10	70.89%
17076	42310 EMPLOYER PAID BENEFITS	6,498.60	0.00	1,778.31	0.00	4,720.29	72.64%
17076	42520 WORKERS COMP	551.55	0.00	170.61	0.00	380.94	69.07%
17076	51110 OFFICE SUPPLIES	3,700.00	0.00	534.51	0.00	3,165.49	85.55%
17076	51400 BUILDING MATERIAL & SUPPL	12,000.00	0.00	657.27	0.00	11,342.73	94.52%
17076	51550 PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	
17076	51560 OPERATING LEASES	20,000.00	0.00	3,409.93	16,892.99	-302.92	-1.51%
17076	55320 PRINTING / REPRODUCTION	1,250.00	0.00	0.00	0.00	1,250.00	100.00%
17076	55340 POSTAGE	4,000.00	328.00	1,424.91	0.00	2,575.09	64.38%
17076	55400 DUES & MEMBERSHIPS	1,825.00	0.00	480.00	0.00	1,345.00	73.70%
17076	55510 MEETING EXPENSES	300.00	0.00	22.85	0.00	277.15	92.38%
17076	55550 TRAVEL EXPENSES	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
17076	55600 TRAINING & EDUCATION	1,400.00	0.00	267.00	0.00	1,133.00	80.93%
17076	56100 BUILDING REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00	moved to PW
17076	56200 EQUIPMENT REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00	moved to PW
17076	56200.01 EQUIP REP GAYLORD POLARIS	17,000.00	0.00	15,062.06	1,937.94	0.00	0.00%
17076	57050 PHONE	420.00	0.00	109.96	0.00	310.04	73.82%
	Phone line for credit card machine						
17076	57100 ELECTRIC	62,000.00	0.00	24,036.45	0.00	37,963.55	61.23%
17076	57150 GAS	3,500.00	0.00	813.90	0.00	2,686.10	76.75%
17076	57160 WATER	0.00	0.00	0.00	0.00	0.00	
17076	59100 CONTRACT SERVICES	12,400.00	0.00	2,814.00	0.00	9,586.00	77.31%
17076	59801 INFO TECH CHARGES	169,197.00	0.00	56,399.00	0.00	112,798.00	66.67%
17076	59802 INFO TECH LEASES	14,816.00	0.00	4,938.68	0.00	9,877.32	66.67%
17076	59803 COMMUNICATION CHARGES	0.00	0.00	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	8,321.68	0.00	16,643.32	66.67%
17076	59808 PROPERTY INS. CHARGES	53,635.00	0.00	17,878.32	0.00	35,756.68	66.67%
17076	59809 UNEMPLOYMENT INSURANCE	1,398.00	0.00	466.00	0.00	932.00	66.67%
	Total 7076	773,076.75		250,216.11	18,830.93	504,029.71	65.20%

47

FY 09/10 Monthly Budget Report - November 05, 2009

48

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
Circ/Technical Services							
17077	41110 REGULAR TIME	187,368.48	0.00	62,349.97	0.00	125,018.51	66.72%
17077	41120 OVERTIME	0.00	0.00	0.00	0.00	0.00	
17077	41210 PART TIME	158,486.12	0.00	44,073.07	0.00	114,413.05	72.19%
17077	41330 SPECIAL PAYS	0.00	0.00	0.00	0.00	0.00	
17077	42110 RETIREMENT	29,995.71	0.00	9,259.07	0.00	20,736.64	69.13%
17077	42290 FLEX BENEFIT	42,347.33	0.00	12,351.29	0.00	29,996.04	70.83%
17077	42310 EMPLOYER PAID BENEFITS	7,992.64	0.00	2,218.71	0.00	5,773.93	72.24%
17077	42520 WORKERS COMP	652.07	0.00	201.17	0.00	450.90	69.15%
17077	51200 DIVISION SUPPLIES	15,300.00	32.21	3,024.28	0.00	12,275.72	80.23%
17077	55330 MICROFILMING	0.00	0.00	0.00	0.00	0.00	
	Total 7077	442,142.35		133,477.56	0.00	308,664.79	69.81%
Youth Services							
17078	41110 REGULAR TIME	123,898.00	0.00	39,257.71	0.00	84,640.29	68.31%
17078	41210 PART TIME	53,170.66	0.00	12,630.15	0.00	40,540.51	76.25%
17078	42110 RETIREMENT	20,004.43	0.00	5,987.94	0.00	14,016.49	70.07%
17078	42290 FLEX BENEFIT	22,016.76	0.00	6,421.59	0.00	15,595.17	70.83%
17078	42310 EMPLOYER PAID BENEFITS	4,288.53	0.00	1,196.87	0.00	3,091.66	72.09%
17078	42520 WORKERS COMP	335.37	0.00	98.66	0.00	236.71	70.58%
17078	51200 DIVISION SUPPLIES	2,500.00	0.00	67.08	0.00	2,432.92	97.32%
17078	51300 BOOKS/RECORDS/TAPES	42,895.00	1,194.35	18,218.96	1,255.00	23,421.04	54.60%
	Total 7078	269,108.75		83,878.96	1,255.00	183,974.79	68.36%
Adult Services							
17079	41110 REGULAR TIME	236,765.81	0.00	73,159.45	0.00	163,606.36	69.10%
17079	41210 PART TIME	10,659.07	0.00	2,630.60	0.00	8,028.47	75.32%
17079	42110 RETIREMENT	31,226.64	0.00	9,702.68	0.00	21,523.96	68.93%
17079	42290 FLEX BENEFIT	42,176.76	0.00	12,301.59	0.00	29,875.17	70.83%
17079	42310 EMPLOYER PAID BENEFITS	7,117.13	0.00	2,028.38	0.00	5,088.75	71.50%
17079	42520 WORKERS COMP	469.19	0.00	143.23	0.00	325.96	69.47%
17079	51200 DIVISION SUPPLIES	500.00	0.00	0.00	0.00	500.00	100.00%
17079	51300 BOOKS/RECORDS/TAPES	158,015.00	1,772.90	51,769.68	5,275.57	100,969.75	63.90%
17079	55325 BINDING	1,000.00	0.00	15.26	0.00	984.74	98.47%
	Total 7079	487,929.60		151,750.87	5,275.57	330,903.16	67.82%

FY 09/10 Monthly Budget Report - November 05, 2009

49

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
Total 707670777078/7079		1,972,257.45		619,323.50	25,361.50	1,327,572.45	67.31%
Grants/CDBG/Capital Projects							
2039999	73100 CURB & SIDEWALK REPL	30,000.00	0.00	0.00	0.00	30,000.00	
2049999	73010 STREET PAVING PROGRAM	0.00	0.00	0.00	0.00	0.00	
2049999	73225 GLADSTONE/WILLOW SIGNAL	0.00	0.00	0.00	0.00	0.00	
2049999	73228 SIERRA MADRE IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
2049999	73230 TRAFFIC SIGNAL CONSTRUCT	0.00	0.00	0.00	0.00	0.00	
2049999	73231 GRINDER OVERLAY PROJ	430,000.00	0.00	0.00	0.00	430,000.00	
2069999	72510 PARK PLAY EQUIPMENT	30,540.35	0.00	30,540.35	0.00	0.00	
2069999	75012 GAZEBO REPLACEMENTS	0.00	0.00	0.00	0.00	0.00	
2069999	75016 BARK PARK FACILITY DESIGN	0.00	0.00	0.00	0.00	0.00	
2077076	41110 REGULAR TIME	0.00	0.00	0.00	0.00	0.00	
2077076	41120 OVERTIME	0.00	0.00	0.00	0.00	0.00	
2077076	41210 PART TIME	0.00	0.00	0.00	0.00	0.00	
2077076	42110 RETIREMENT	0.00	0.00	0.00	0.00	0.00	
2077076	42290 FLEX BENEFIT	0.00	0.00	0.00	0.00	0.00	
2077076	42310 EMPLOYER PAID BENEFITS	0.00	0.00	0.00	0.00	0.00	
2077076	42510 ALTCOM	0.00	0.00	0.00	0.00	0.00	
2077076	42520 WORKERS COMP	0.00	0.00	0.00	0.00	0.00	
2077076	51110 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2077076	55700 EDUCATION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	
2077079	51200 DIVISION SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2077079	51200.57 LSTA-ELF DIV. SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2077079	51300 BOOKS/RECORDS/TAPES	0.00	0.00	0.00	0.00	0.00	
2077079	51300.57 LSTAELF BOOKS/RECORDS/TA	0.00	0.00	1,282.93	0.00	-1,282.93	
2079999	71412 LIBRARY CARPET REPLACEMENT	0.00	0.00	0.00	0.00	0.00	
2119999	73024 GLADSTONE-VALLEY/SUNFLOWE	300.00	0.00	0.00	300.00	0.00	
2119999	73025 FOOTHILL BL GRINDER OVRLY	575,370.00	0.00	0.00	870.00	574,500.00	
2119999	73231 GRINDER OVERLAY PROJ	0.00	0.00	0.00	0.00	0.00	
2119999	73232 LORAIN AVE STR IMPR	563,000.00	0.00	0.00	0.00	563,000.00	
2127076	41110 REGULAR TIME	0.00	0.00	109.71	0.00	-109.71	
2127076	41210 PART TIME	6,222.17	0.00	2,207.37	0.00	4,014.80	
2127076	42110 RETIREMENT	233.33	0.00	86.89	0.00	146.44	
2127076	42310 EMPLOYER PAID BENEFITS	90.22	0.00	33.60	0.00	56.62	
2127076	42520 WORKERS COMP	11.82	0.00	4.39	0.00	7.43	
2129999	71001 ADA-CITY HALL ELEVATOR	377,805.38	0.00	18,410.00	40,448.58	318,946.80	

FY 09/10 Monthly Budget Report - November 05, 2009

50

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
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	
2129999	71004 ADA-CITY HL-PW & PLANNING	11,075.00	0.00	0.00	0.00	11,075.00	
2129999	71005 ADA-CITY HL-1ST& 2ND FLR	84,950.00	0.00	0.00	0.00	84,950.00	
2129999	71511 ADA DOORS-LEGION BLDG	0.00	0.00	0.00	0.00	0.00	
2129999	71512 ADA DOORS-YOUTH BLDG	0.00	0.00	0.00	0.00	0.00	
2129999	71999 PBLIC IMPRVMT CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
2129999	73101 HANDICAPPED CURB CUTS	5,198.67	0.00	0.00	5,198.67	0.00	
2129999	73221 AUTOMATED PED BUTTONS	58,034.00	0.00	0.00	0.00	58,034.00	
2179999	71516 LE FETRA LINOLEUM REPLMT	0.00	0.00	0.00	0.00	0.00	
2179999	71519 TEEN CTR SECURITY CAMERAS	0.00	0.00	0.00	0.00	0.00	
2179999	71520 TEEN CTR FLOOR REPLACEMT	0.00	0.00	0.00	0.00	0.00	
2179999	71523 LA FETRA AC DUCT REPAIR	11,400.00	0.00	0.00	0.00	11,400.00	
2199999	73011 VISTA BONITA AVENUE	870.00	0.00	870.00	0.00	0.00	
2199999	73013 PARKER DRIVE	0.00	0.00	0.00	0.00	0.00	
2199999	73026 GLADSTONE GRINDER OVERLAY	739,440.00	0.00	383.25	553,222.00	185,834.75	
2219999	73024 GLADSTONE-VALLEY/SUNFLOWE	55,781.54	0.00	0.00	55,781.54	0.00	
2219999	73028 GLADSTONE RECONSTRUCTION	0.00	0.00	0.00	0.00	0.00	
2297076	41110 REGULAR TIME	0.00	0.00	375.10	0.00	-375.10	
2297076	41120 OVERTIME	0.00	0.00	595.01	0.00	-595.01	
2297076	41210 PART TIME	53,282.52	0.00	16,441.03	0.00	36,841.49	
2297076	42110 RETIREMENT	1,998.09	0.00	652.92	0.00	1,345.17	
2297076	42290 FLEX BENEFIT	0.00	0.00	0.00	0.00	0.00	
2297076	42310 EMPLOYER PAID BENEFITS	285.70	0.00	106.39	0.00	179.31	
2297076	42510 ALTCOM	0.00	0.00	0.00	0.00	0.00	
2297076	42520 WORKERS COMP	101.24	0.00	31.96	0.00	69.28	
2297076	51110 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2297076	55700 EDUCATION REIMBURSEMENT	4,050.00	0.00	0.00	0.00	4,050.00	
2339999	73031 GRAND AVE STREET IMPR	0.00	0.00	451.21	9,495.00	-9,946.21	
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 HIGA PROPERTY DEMOLITION	0.00	0.00	12,950.00	0.00	-12,950.00	
3219999	71011 CITY CLERK HVAC	0.00	0.00	0.00	0.00	0.00	
3219999	71012 CITY CLERK VAULT REDESIGN	35,000.00	800.00	1,600.00	0.00	33,400.00	
3219999	71040 COUNCIL CHAMBERS RENOVTN	0.00	0.00	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	

FY 09/10 Monthly Budget Report - November 05, 2009

51

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
3219999	71214 PLANNING DEPT SHELVING	0.00	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	0.00
3219999	71410 CIVIC PLAZA/LIBRARY ROOF	0.00	0.00	0.00	0.00	0.00	0.00
3219999	71411 LIBRARY CIRCULATION DEST	0.00	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	0.00
3219999	71413 BOOKSTACK ENDS	0.00	0.00	0.00	0.00	0.00	0.00
3219999	71414 LIBRARY ENTRANCE	0.00	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	0.00
3219999	71416 CHILDREN'S ROOM EXPANSION	0.00	0.00	0.00	0.00	0.00	0.00
3219999	71417 LIBRARY RAIN GUTTER REPR	0.00	0.00	0.00	0.00	0.00	0.00
3219999	71418 LIB LOBBY STOREFRNT GLASS	0.00	0.00	0.00	0.00	0.00	0.00
3219999	71420 LIBRARY HVAC	0.00	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	0.00
3219999	71425 LIBRARY FIRE ALARM PANEL	0.00	0.00	0.00	0.00	0.00	0.00
3219999	71513 ADA RAMP-FINKBINER PARK	0.00	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	0.00
3219999	71515 MUSEUM DOOR REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00
3219999	71516 LE FETRA LINOLEUM REPLMT	0.00	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	0.00
3219999	71518 PAINTING-YOUTH CENTER	0.00	0.00	0.00	0.00	0.00	0.00
3219999	71522 PARKS YARD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
3219999	71550 SANDBURG GYM REFINISH	0.00	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	0.00
3219999	72510 PARK PLAY EQUIPMENT	0.00	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	0.00
3219999	72512 PAY EQUIPMT-SOUTH HILLS	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73010 STREET PAVING PROGRAM	393,539.53	0.00	310,441.78	86,433.03	-3,335.28	
3219999	73014 SLURRY SEAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73015 KREGMONT DR. MEDIAN	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73022 FOOTHILL-CULLEN TO GRAND	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73023 FOOTHILL-LONE HILL/AMELIA	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73024 GLADSTONE-VALLEY/SUNFLOWE	19,558.17	0.00	0.00	19,558.17	0.00	0.00
3219999	73027 GLADSTONE LOCAL REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73100 CURB & SIDEWALK REPL	70,000.00	0.00	0.00	0.00	70,000.00	0.00
3219999	73102 ALLEY PROGRAM-PHASE 1	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73150 INSP/REPR X-FER DRAINS	60,000.00	0.00	2,380.56	0.00	57,619.44	
3219999	73151 FOOTHILL STRM DRAIN IMPR	100,000.00	0.00	75.00	0.00	99,925.00	
3219999	73152 RAINBOW SEWER LATERAL REP	0.00	0.00	0.00	0.00	0.00	0.00

FY 09/10 Monthly Budget Report - November 05, 2009

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
3219999	73222 BONNIE COVE TRAF SIGNALS	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73223 GLENWOOD/RTE 66 SIGNAL	77,964.58	0.00	67,977.22	9,987.36	0.00	0.00
3219999	73224 GRAND AVE BANNER INSTALL	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73225 GLADSTONE/WILLOW SIGNAL	7,750.00	0.00	0.00	7,750.00	0.00	0.00
3219999	73226 DOWNTOWN LIGHTING REPAIR	0.00	14.00	14.00	0.00	-14.00	0.00
3219999	73230 TRAFFIC SIGNAL CONSTRUCT	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73231 GRINDER OVERLAY PROJ	0.00	0.00	0.00	0.00	0.00	0.00
3219999	73233 GRAND/CARROLL TRFIC SIGNAL	250,000.00	0.00	75.00	0.00	249,925.00	0.00
3219999	73234 LEFT TURN PHASING	420,000.00	0.00	0.00	0.00	420,000.00	0.00
3219999	73235 FOOTHILL/CITRUS IMPRMTS	0.00	0.00	0.00	0.00	0.00	0.00
3219999	75011 PICNIC CABANA REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00
3219999	75012 GAZEBO REPLACEMENTS	0.00	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	0.00
3219999	75014 GOLF COURSE NETTING EXT	23,000.00	0.00	0.00	0.00	23,000.00	0.00
3219999	75015 BASKETBALL CRT-OLE HAMMER	0.00	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	0.00
3219999	75018 STADIUM FIELD 5 EXPANSION	0.00	0.00	0.00	0.00	0.00	0.00
3219999	75101 POMPEI PROJECT MANAGERS	0.00	0.00	0.00	0.00	0.00	0.00
3819999	73026 GLADSTONE GRINDER OVERLAY	0.00	0.00	0.00	0.00	0.00	0.00
3819999	73211 PROMENADE TRAFFIC SIGNAL	140,000.00	0.00	0.00	7,400.00	132,600.00	0.00
3819999	73225 GLADSTONE/WILLOW SIGNAL	0.00	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	0.00
3819999	73920 FREEWAY DIRECTIONAL SIGN	0.00	0.00	0.00	0.00	0.00	0.00
3829999	73227 ADA PARKING-MEDA AVE	0.00	0.00	0.00	0.00	0.00	0.00
3829999	73910 VILLAGE WAY FINDNG SIGNS	0.00	0.00	0.00	0.00	0.00	0.00
5309999	76000 WATER MAIN REPLACEMENT	2,529,915.50	25.24	11,054.47	18,962.00	2,499,899.03	0.00
5309999	76001 WATER YARD IMPROVEMENTS	612,529.50	4,240.19	263,207.25	64,967.00	284,355.25	0.00
5309999	76002 FOOTHILL WATER MAIN REPL	45,381.62	0.00	28,412.65	16,968.97	0.00	0.00
5309999	76003 GLADSTONE WATER MAIN REPL	82,493.80	0.00	0.00	82,493.80	0.00	0.00
5309999	76010 SIERRA MADRE AVE TRANS	122,748.51	46,017.07	46,017.07	30,498.51	46,232.93	0.00
5309999	76020 ZONE 2 WATER MAIN FRM SHE	3,167.84	0.00	0.00	3,167.84	0.00	0.00
5309999	76021 BOOSTER STATION COVER	0.00	0.00	0.00	0.00	0.00	0.00
5309999	76100 WELL REHAB PROGRAM	215,000.00	0.00	1,708.44	215,000.00	-1,708.44	0.00
5309999	76130 WELLS 10&11 DISCHARGE LNS	3,284.50	0.00	0.00	3,284.50	0.00	0.00
5309999	76140 REPLACE WELL 2E	829,352.13	0.00	75.00	62,352.13	766,925.00	0.00
5309999	76240 UPGRADE GREENCROFT BOOST	0.00	0.00	0.00	0.00	0.00	0.00
5309999	76510 PAVE SHW ROAD	0.00	0.00	0.00	0.00	0.00	0.00
5309999	76520 HUNTERS TRAIL CATHODIC	5,772.97	0.00	2,408.00	3,364.97	0.00	0.00

52

FY 09/10 Monthly Budget Report - November 05, 2009

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
5309999	76550 METER UPGRADE ARM SYSTEM	0.00	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	0.00
5349999	71516 LE FETRA LINOLEUM REPLMT	0.00	0.00	0.00	0.00	0.00	0.00
5349999	71521 LA FETRA WATER DAMAGE	0.00	0.00	0.00	0.00	0.00	0.00
5499999	72320 UPGRD FUEL DISP/STOR TNKS	90,000.00	0.00	0.00	0.00	90,000.00	0.00

8.
Board
Member
Items



Glendora Public Library Events

November 2009

- 06 *Saturday Sale* in the Library – Sports and Biography – main floor
09 1 p.m. and 7 p.m. *Books Alive! Freakonomics* by Steven Levitt – main floor
09 7 p.m. Ronald McDonald Book Time – Friends Room
11 Veteran's Day - Library Closed
13 2 p.m. CVHP Health Program "Preventing and Detecting Diabetes" – Bidwell Forum
16 7 p.m. Library Board Meeting - Bidwell Forum
19 3:30 p.m. *Books 'n Brownies* - Teen Book discussion group: *Into the Wild* by Erin Hunter
21 10:30 a.m. *Meet the Authors* in partnership with AAUW – Bidwell Forum
25 Library closes at 5 p.m.
26 Thanksgiving Day - Library Closed
27 City Holiday - Library Closed

December 2009

- 01 Barnes and Noble Book Fair-Fundraiser
01 Quilting with Sandy Janiki fall session ends
03 3:30 p.m. *Ravenous Readers* Children's Book Discussion Group: *Chasing Vermeer Chasing Vermeer* by Blue Balliet – Friends Room
04 2 p.m. CVHP Health Program "Cognitive Maintenance: Use it or Lose It" – Bidwell Forum
05 *Saturday Sale* in the Library -Decoration and Crafts – main floor
07 7 p.m. Children's book and movie *The Polar Express* - Friends Room
09 5:30 p.m. *A Novel Idea*: Share your favorite book – main floor
10 3:30 p.m. Children's book and movie *The Polar Express*- Friends Room
14 -19 Children's Craft week-gingerbread houses—Children's Room
21 7 p.m. Library Board Meeting – Bidwell Forum
24, 25 **Library Closed**
31 **Library Closed**

Storytimes

- "Time for Tykes" – ages 3 -5 - Tuesday & Wednesday 10:30 a.m.
- "Family PJ Storytime" – ages 3 -5 - **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.
- **"Read Aloud Crowd" – elementary school children – Monday 4 p.m. * new program**

Community Outreach

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

Foundation Executive Board Meeting

- January 8, 2010 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- January 12, 2010 @ 7:00 a.m. Library – Bidwell Forum



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 Friends Room**
- August 17** Finalize Library Board Goals; discussion on by-laws
- September 28** Finalize Board Goals; Holiday Hours: Thanksgiving & Christmas; distribute parking survey information
- October 19** Canceled due to lack of quorum
- November 16** SRC wrap up; Friends Foundation Overview by Anne Pankow; Parking Survey discussion Budget Priorities FY10-11 initial discussion; Policy 4.02: Library Fines and Fees Schedule review
- December 21** Mid-year review of goals 09-10
- January 25** (Adjusted for MLK Day) Budget FY10-11; CALTAC workshop attendance (wkshp usually in March); Library Board Award; Staff appreciation
- February 22** (Adjusted for President's Day) Goal planning FY10-11; 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