

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum
140 S. Glendora Ave

May 17, 2010
7:00 p.m.

The public is invited to address the Library Board on all items on the agenda or on any library matter not on the agenda. Comments may be given when any item is scheduled for consideration. Each speaker is requested to limit comments to three minutes. The Board President may limit redundant comments.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Library Administrative Assistant at (626) 852-4891. Notification 48 hours prior to the meeting will enable the Library to make reasonable arrangements to ensure accessibility to this meeting.

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

Anyone wishing to address any Library matter that is on the agenda or not on the agenda may do so at this time. No action will be taken on items brought up at this time

3. ADOPTION OF AGENDA- action item

Possible motion to revise order of business or other

4. CONSENT CALENDAR – action item

4.1 Minutes of meeting of April 16, 2010, Encl., page 1

4.2 Minutes of meeting of April 19, 2010, Encl., page 3

5. REPORT OF LIBRARY DIRECTOR, Encl., page 7

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

6. UNFINISHED BUSINESS

6.1 Security Cameras in the Library (possible action item)

Board to consider if any further communication to city council or other city personnel is needed regarding the security cameras

6.2 Budget 2010/2011 (possible action item), Encl., page 17

Weed-Brown to present budget scenarios reflecting potential reductions. Board to give further direction to staff

6.3 Annual Self-Evaluation of Board (possible action item), Encl., page 25

President Gomer to lead discussion on Library Board's annual self-evaluation

7. NEW BUSINESS

7.1 Review proposed changes to Uses/Regulations of Library Facilities, City Administrative Policy 4.01, related to new Friends Room and other updates (possible action item), Encl., page 31

Weed-Brown to present proposed changes to Policy 4.01. Changes include: modify wording to reflect new occupancy for Bidwell and change in ABC location. Board to accept or propose additional modifications for staff to address

7.2 Library Events Calendar, Encl., page 46

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar, Encl., page 47

Plans for future meetings to be discussed

- 8.2 Board member items
Announcements only—no action will be taken on any item brought up at this time
9. **CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION (pursuant to Government Code §54957)**
- 9.1 Closed Session – Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director –Annual Evaluation
10. **ADJOURNMENT**

SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS

*Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Public Library, 140 S. Glendora Ave, CA and the City's website:
<http://www.ci.glendora.ca.us>.*

4.

**Consent
Calendar**

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Special Meeting

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

April 16, 2010
10:00 a.m.

The Special Meeting of the Glendora Library Board of Trustees was called to order at 10:03 a.m. by President Tricia Gomer.

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

Board Members Absent: None

Staff Present: Elke Cathel, Administrative Assistant

S1. Board discussion and preparation for joint meeting with City Council on April 27, 2010

Gomer thanked staff for providing a DVD of last year's joint meeting to the Board members. The Board discussed last year's presentation. Robinett commented that he felt only one Board member should speak at this year's meeting due to time constraints. It was agreed that President Gomer will be giving the presentation.

Gomer reiterated that the main goal of the joint meeting with City Council is to update the Council members on the state of the library. The Board discussed what issues should be highlighted at the joint meeting and how they should be presented. The issues under consideration included continued high use of the library, volunteer support, partnerships with local businesses and service organizations, as well as the Friends Foundation. The Board discussed whether to present the parking survey results, as well as the best manner in which to present them. Storland suggested handing out the entire parking survey document. Discussion followed on whether the issue of the library's reduced funding, the effects on the community and how staff manages to do a great job despite the cuts, should be included.

Robinett commented that the entire city takes great pride in the Glendora Public Library. He is pleased with the reactions from people from surrounding communities when they visit the Glendora Library. He added that the Trustees need to let the Council know that the Library Board members always strive to keep the Council informed of library happenings and to keep the lines of communication open.

Gomer suggested thanking the Council members for supporting and attending recent library events, and for being vocal about library happenings at Council meetings. She added that it is important for the Board to acknowledge at the joint meeting that these are tough times and that the library is doing its fair share. In addition, the Board should voice its hope that things will turn around soon and that funding to the library will be restored.

Gomer asked the Board members to compile their thoughts regarding the issues being considered for presentation and forward the information to her by Monday. Once Weed-Brown returns, she and Gomer will sit down and finalize the presentation.

There being no further business, the meeting adjourned at 11:02 p.m.

Respectfully Submitted,

Elke Cathel, Administrative Assistant

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

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

April 19, 2010
7:00 p.m.

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

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

Board Members Absent: None

Staff Present: Anne Pankow, Assistant Library Director; Elke Cathel, Administrative Assistant;

2. PUBLIC COMMENT PERIOD

There was no public comment.

3. ADOPTION OF AGENDA

It was MSC (Deal/Storland) to approve the Library Board meeting agenda for April 19, 2010. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

4. CONSENT CALENDAR

4.1 It was MSC (Robinett/Storland) to approve Minutes of the meeting of March 15, 2010. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

5. REPORT OF LIBRARY DIRECTOR

Pankow updated the Board on the condition of Weed-Brown's father. It is likely Weed-Brown will be out the remainder of the week. Pankow stated that the Bookmark Contest Reception and the Volunteer Recognition were very successful. She reminded the Board of the upcoming Dead Sea Scrolls Program on May 1.

Gomer asked for up-to-date numbers on *Trivia Challenge 18*. Pankow stated that she does not have the final numbers yet, as not all monies have been received. She added that Trivia 18 should net at least \$10,000. The Board commented that *Trivia* was a very nice event.

Pankow stated that she will be handing out the article *How libraries stack up*, which is included in the Board packet, at tomorrow's Friends Foundation meeting. The Board agreed that it is a great article. Gomer commented on the nice article about Debbie Deal.

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In response to a question from Gomer about the 446% increase in *Total General Fund Revenue* on the March statistics sheet, Pankow explained that the Public Library Foundation State funds check in the amount of \$18,586 was received from the State of California in March. Last year the Library received the PLF check in February.

6. UNFINISHED BUSINESS

6.1 Planning for Annual Joint Meeting with City Council

Following discussion, the Board decided to use the article *How libraries stack up* in their presentation. They agreed to make this joint meeting an informative, constructive meeting. Gomer asked the Board members to contact her with any other thoughts. She will work on putting the final presentation together.

Gomer reminded the Board that the joint meeting is scheduled for April 27, 2010.

6.2 Update on security cameras in the Library

Pankow reported that library staff has not received any updates from the City Manager in regards to the security cameras.

Conway voiced his opinion that cameras are unnecessary in Bidwell and the Friends Room. Pankow stated that it was evident during discussions with library staff that some could see some benefit of having cameras in the Friends Room and Bidwell.

Robinett presented the following motion to the Board:

“Regarding the proposed security monitoring system submitted to the Library, I make a motion that the Library Board of Directors approve the proposed monitoring system as diagrammed on the map (exhibit A) but with the following changes and provisions:

- **That all camera surveillance devices located at the Library facility shall have no audio capability.**
- **That no security or camera surveillance devices (video or audio) be installed inside the main floor of the library, in the Friends Plaza Book Loft, Bidwell Forum or the Friends Room. (These proposed locations are marked with a red X on the map [Exhibit A]).**
- **That access to the digital recordings is restricted as identified by the California Code and Library Policy on Patron Confidentiality.”**

The Board discussed the motion at length.

The Board also discussed a recent incident at the Library in which a staff member observed a patron behaving suspiciously. The staff member notified a manager, who contacted the Police Department. Police Officers came and interviewed the patron, as well as library staff. No arrests were made. Pankow explained that staff handled the situation appropriately and according to library policy.

It was MSC (Robinett/Conway) to move the motion, including the map on page 23 of the Board packet, forward. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

The Board discussed being notified whenever Police Officers are called to the Library.

6.3 Budget 2010/2011

Pankow reported that there is no budget update. It is her understanding that City employee groups have been given offers and have been asked to respond by the end of the month. Pankow stated that for this fiscal year the mid-management group gave up 3%. Department heads also made concessions.

7. **NEW BUSINESS**

7.1 Library Goal Planning for FY 10/11

The Board reviewed and discussed the goals. In response to a question on job descriptions, Pankow explained how and when classifications and job descriptions are reviewed and updated. Gomer stated that once the economy improves and the library's budget reductions have been reversed, the Board could move forward on the implementation of the findings of the evaluation of the current library structure.

The Board discussed job descriptions for volunteers.

7.2 Self-Evaluation of Board – Preliminary Discussion

The Board reviewed last year's self-evaluation and discussed the self-evaluation process.

7.3 Library Events calendar

The Board reviewed the events calendar. Gomer reminded Storland and Deal of tomorrow's Friends Foundation meeting. Pankow pointed out that the Babies, Books & Bibs Expectant Parent program at Foothill Presbyterian Hospital is on hiatus until at least August. It is possible that the hospital will no longer offer this program in the future.

In response to a question from Gomer, Pankow confirmed that Teen Parents at Arrow High School, Sunflower campus is still going on. The Teen Parents instructor however, is retiring this year. At this point it is unsure whether the program will continue next year.

8. **BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

Gomer pointed out that there will be a closed session on next month's agenda.

8.2 Board member items

The Board finalized plans for the staff appreciation luncheon.

Gomer shared that she and Storland were pleased to be able to accept the proclamation for National Library Week. Gomer pointed out that there are many upcoming library events.

The Board members agreed that the Volunteer Recognition and the Bookmark Contest Reception were great.

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

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

Title: Library Director – Annual Evaluation

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

President Gomer recessed the meeting to closed session at 8:45 p.m.

President Gomer reconvened the meeting into open session at 9:06 p.m. Gomer reported that no reportable action was taken.

There being no further business, the meeting adjourned at 9:07 p.m.

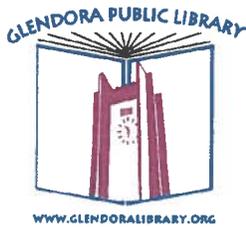
Respectfully Submitted,

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

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MEMO

To: Board of Library Trustees
From: Library Director
CC: City Manager
Date: May 17, 2010
Re: Director's Report

I apologize for missing the April special and regular meetings and appreciate your understanding.

We had a great lecture on the Dead Sea Scrolls on May 1. Prof. Robert Duke from APU made his second appearance at our library; and just like the first time, we had a full house! Unique to this lecture was the tie-in to the pending "Treasures of the Bible: the Dead Sea Scrolls and Beyond" exhibit at APU. It should be a fascinating exhibit and I hope you have a chance to see it.

The library was notified on May 11 that, through our membership in the Southern California Library Consortium (SCLC), the library will be receiving, at no cost, an 18 month subscription to the Gale "Career Transitions" database. This database will help patrons seeking job employment; from younger individuals exploring potential career paths to those who are in need of a new career directions. From Gale's website:

Career Transitions is a complete, self-paced application that walks job-seekers through the entire process from assessing strengths and interests, to exploring new opportunities, to ultimately improving the chances of landing a job. With *Career Transitions* users can:

- **Prepare** – build, save, retrieve and update personal career information with a career toolkit
- **Assess** – explore current skills, occupational knowledge and interests and match them with fulfilling career paths
- **Explore** – investigate thousands of career paths, industries, locations and companies
- **Improve** – find educational opportunities and take classes to increase hiring chances
- **Apply** – search job listings from around the country that meet user criteria

Career Transitions is a turnkey career resource that saves staff time and effort and provides users with an easy-to-use tool to support their job search from start to finish.

Access to the database will start on May 28 and will run until November 27, 2011. The subscription is supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

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Carlos attended a 'train-the-trainer' three day workshop in April. He is now a certified CPR/AED and First Aid Instructor. He, along with other city staff, will schedule refresher training for employees in the upcoming months.

We welcomed Brenda Fischer, Deputy City Manager/Human Resources, to our monthly All Staff meeting in May. Brenda is attending staff meetings throughout the city to get to know staff and departments better. The City Manager also attended the meeting to award merit certificates for 'knock-your-socks-off' customer service to Cindy Romero, Janet Stone and Susan Nock.

The library was honored to be a part of the inaugural episode of "Go Glendora". The 20-30 minute program highlighted city programs and events. It aired, and will continue to air, on Ch. 3-KGLN, and is hosted by Brenda Fischer. Craig Gill did a wonderful job filming, editing and creating the final product. More episodes will be forthcoming.

A group of approximately 20 library staff members went to Candlelight Pavilion on the night of May 5, to support one of our own. George Waters, part-time Librarian I, performed as Charles Condomine, in the Noel Coward play, *Blithe Spirit*. As a totally unbiased reviewer (?!), I can state he was wonderful!

Staff has been busy preparing for our Summer Reading Clubs (SRC). Flyers, library and class visits have started; performers, programs and events are in place. It has been a bit confusing to commit to dates and times for this year. SRC crosses two fiscal years: June 2010, the end of one fiscal year; through July 2010, the beginning of the next fiscal year. Budget issues being what they are, staff has worked hard to guesstimate what hours and days would be available to schedule things; booking performers starts in January/February (and he who hesitates to book them, loses out.)

The library hosted the Foothill Libraries Consortium meeting here on May 14th. They came to admire our water-wise garden and learn about stretching library dollars through partnerships. I was asked to speak on budget creativity through partnerships and give a tour of our garden. Guest speakers and library advocates from the California Library Association included:

- Jan Sanders, Director of Pasadena Public Library;
- Katherine Gould, Library Legislative Advocate and Director of the Palos Verdes Library District;
- Dr. Dave Harmeyer, Associate Dean of the Library at Azusa Pacific University Libraries.

I want to bring a situation to your attention. Copy Center staff occasionally receives public requests for shredding printed material from a library print job. Examples of a shredding request may be a resume, job application, email, etc., that has personally identifiable information in it. Until recently, staff has complied due to the limited number of requests. Over the past months, there have been abuses of this practice with people bringing in outside papers to shred (e.g., a bank statement) and very large computer or copier print outs (20+ pages). In light of limited staff time and equipment replacement funds, a notice has been posted that the library will not shred items.

There is a potential revenue stream if the library chose to charge to shred papers for the public. There may be liability issues to consider, and again, the limited staff time and the replacement of worn out shredders due to higher use. The board may want to agendaize this issue for further discussion at a later date.

Next Meeting: June 21, 2010; 7 pm - Bidwell Forum

Division Monthly Reports



To: Robin Weed-Brown

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

Date: April 2010

Public Services - Cindy Romero, Janet Stone

Children's

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
4/1/2010	District PTA	20
4/1/2010	Whitcomb Head Start	40
4/1/2010	Ravenous Readers (grades 3-6)	6
4/3/2010	Easter Stories	35
4/5/2010	Boy Scout Tour	6
4/12/2010	Bookmark Contest Reception	180
4/13/2010	Community Preschool	39
4/14/2010	Community Preschool	18
4/15/2010	Family Book to Movie Discussion	7
4/17/2010	Animal Magic-Earth Day	290
4/19/2010	Library tour - Daisy Scouts	14
4/19/2010	Author visit - George McClements	53
4/21/2010	Foothill Christian School Principal mtg.	1
4/23/2010	Foothill Christian Preschool Director mtg.	1
4/23/2010	United Methodist tour	44
	Total Number of Participants	754

The Youth Services department celebrated National Library Week with a variety of events and programs. We started the week off with the Bookmark Contest Reception. Thank you to Tricia Gomer, Mike Conway, Debbie Deal and Helen Storland for being on hand to help honor the participants. We were honored to have Mayor Herman, Councilmember Murabito and Councilmember Davis attend. We were pleased to find numerous members of the Friends Foundation on hand to help us honor all of the students. The event turned out to be a wonderful evening despite the threat of rain.

We continued the celebration with a Family Book to Movie discussion of *Inkheart* by Cornelia Funke. Although not all attendees had read the book prior to seeing the movie, we have enticed several more parents to read the book with their children. As part of the City's Earth Day Celebration, the library hosted John Abrams' Animal Magic. Animal Magic is one

of the ever popular children’s programs; John always has the audience laughing from the beginning.

In collaboration with Blue Chair Books, the library welcomed George McClements, author of *Ridin’ Dinos with Buck Bronco* and other popular children’s picture books. George brought his pet dinosaur Milo as he delighted the young PJ storytime audience.

The Summer Reading Club season has begun. We are now in the home stretch of planning the programs. We have started to welcome tours from the local preschools and look forward to more visits in May. We are also looking forward to visits from some of the local public schools. Cindy has begun to contact the schools, both public and private, to schedule outreach visits to the schools promoting SRC. Summer Reading Club volunteer applications became available during the 2nd week of April. We have accepted over 95 Youth Volunteer applications and started a waiting list of interested students to help us out over the summer. Please mark your calendars: the Youth Volunteer Recognition is scheduled for Monday, July 26th from 3-4 p.m. It is shaping up to be a wonderful summer.

We would like to thank the Library Board for the wonderfully tasty Staff Appreciation Lunch!

Adult

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
4/7/2010	Library school student project assistance/email "interview"	1
4/12/2010	Coordinating Council	36
4/28/2010	A Novel Idea - <i>Shanghai Girls</i>	10
	Total Number of Participants	47

A tasty lunch provided by the Library Board was a grand – and much appreciated! – way to start the journey between the April and May Board meetings. Thank you!

Suzette and Sandy got their techno-fix at the webinar “Jason Griffey on Gadgets: Personal Electronics for your Library.” Although over 600 participants proved a bit unwieldy, the session offered interesting details about tablets (like the iPad) as devices for reading electronic books.

When author Lisa See had to cancel her phone call to the *Shanghai Girls* discussion group, some ingenuity saved the day: Sandy set up the computer and projector and showed an online video of the author speaking at a bookstore and a slideshow of images that went along with the book. We had two new faces and everyone seemed to enjoy meeting in the Friends Room – “looks like it will be our new meeting place.”

By bringing out additional chairs, all 108 attendees at Dr. Robert Duke’s popular Dead Sea Scrolls lecture were accommodated, and were treated to a program that was (as Gaetano put it) “both informative and entertaining. He’s a great speaker who immediately established a connection with the audience. Several people stayed after for several minutes to ask him more questions and he was happy to oblige.”

At Pasadena City College’s LIB 101 class, Janet once again enjoyed riffing on library services, issues, joys, and tribulations with colleagues from Glendale Public, Arcadia Public, and the Altadena Library District. The next day, she and Anne Pankow made the trek to Santa Monica Public Library for a workshop on “Frontline Library Advocacy (It’s Not Just for Administrators Anymore).” What a delight to see directors and managers, frontline staff, students, and trustees pondering strategies shoulder to shoulder!

Rebecca didn’t venture nearly as far for her own training opportunity, telecommuting from home to join SCLC’s “Wednesday Web Workshop” on genealogy. Since the beginning of this fiscal year, Rebecca has conducted twelve successful obituary searches, helping connect people with their Glendora-area family histories.

Gaetano, our mysteries selector who helps connect people with Sherlock Holmes, Miss Marple, and Kinsey Millhone, also joined the webinar band wagon, attending “Crime Fiction Past and Present.” “[They made] some good points about reader’s advisory and pointed out forgotten classics that most libraries should consider adding to their collections,” Gaetano reported afterward.

Support Services – Carlos Baffigo

Support Services staff is doing an outstanding job keeping up with the added workload, even when illness caused havoc on a few occasions and with Daisy Fregoso being out on leave.

On April 21, Carlos Baffigo attended the annual SCLC Circulation Committee Workshop “Leaders in Libraries: Discover the Leader Within!” at Whittier Public Library. The workshop was facilitated by Dave Bendekovic of Polaris Library Systems.

On April 27 – 29, Carlos Baffigo received First Aid/CPR/AED instructor training and certification. He will be part of a 3-person training team for City staff.

Systems:

Staff is working with IT to configure and deploy four new thin client computers to replace the existing computer towers. Deployment should take place in mid-May, if all goes well.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

<i>Date</i>	<i>Program/Event</i>	<i># of participants</i>
4/3/2010	Saturday Book sale on main floor	50
4/13/2010	Annual Volunteer Recognition	72
	Total Number of Participants	122

<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
4/7/2010	Outreach to Teen Parent with Cindy & Chris at Arrow High School	17
	Outreach to Expectant Parents with Miss Bonnie at FPH	On hiatus until August
	Total Number of Participants	17

The annual Volunteer Recognition was held on April 13 in the Bidwell Forum. *Volunteers Save the Day* was the theme. Each volunteer received a portable First Aide kit and a variety of bandages. Delightful entertainment was provided by Jerry Burgan, Bonnie's neighbor and a member of the singing group the 'We Five,' along with his musically talented son, Jeremy. Delicious desserts were provided by the Village Eatery. We have received a lot of positive feedback from volunteers who attended which is very encouraging. Wait until next year!

Glendora Public Library Summary Data for April 2010
 *starting May 2009 statistics are tracked differently due to new website

<u>Service Indicators</u>	This Year April	Last Year April	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	21,848	23,773	-8%	223,474	220,013	2%
I. D. Total Items Loaned	36,748	36,281	1%	368,817	340,300	8%
I. D.4. Electronic Circulation	290	219	32%	2,661	1,800	48%
III. A. Total Requests for Information/Adult Services	2,296	2,568	-11%	23,877	23,057	4%
II. A. Total Items Owned	148,251	147,586	0%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	14,206	4,874	191%	140,985	326,748	-57%
V. A.2. Library Home Page Views *	complete stats not available for April 2009 due to launch of new website 9,686	0		96,453	278,141	-65%
VI. A. Total Number of Programs	8	9	-11%	112	110	2%
VI. E. Number of Literacy Students Active	34	35	-3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	115	154	-25%	1,261	1,248	1%
VI. F.1 Total Number of Volunteer Hours	669	669	0%	9,411	8,499	11%
I. G. Total General Fund Revenue	\$10,769	\$5,789	86%	\$84,169	71,578	18%

These statistics are subject to verification.

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April-May 2010 Events



John Abrams:
Animal Magic
April 2010



Author George McClements
April 2010



Continued...



Staff member Susan Nock giving a Girl Scout Tour April 2010

Volunteer Recognition April 2010



Miss Bonnie (left), Friends Foundation President Thom Hill and his wife, Sheryl April 2010

Library Board Trustee Helen Storland (left), Trivia Judge Doris Blum (middle) and Library Board President Tricia Gomer (right) April 2010



Continued...



Dead Sea Scrolls event
May 2010

Merit Coupon certificate winner
Susan Nock
May 2010



Merit Coupon certificate winner
Cindy Romero
May 2010

Merit Coupon certificate winner
Janet Stone
May 2010



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: May 17, 2010
 Re: Agenda Item #6.2 Budget 2010/2011

The library management staff starting working on budget reduction scenarios back in March, to be prepared when the final reduction numbers were handed down.

The first reduction we worked on was based on 9% of the projected city deficit for 10/11, and included assumptions on employee negotiation results. The deficit number at that point was \$ 750,000 at the department level. 9% is \$ 67,500.

At the end of April, department heads were asked to work on a 5% cut based on our portion of the general fund (5% of \$ 1,972,257) again assuming successful employee negotiations. That equals \$ 98,600 for the library.

On Monday May 10th department heads were informed the numbers for reduction would be increasing and news would be forthcoming.

After three years of continuing cuts to the library's budget, the outlook for the fourth year is a tough one. It includes: further reductions in hours open to the public, reduction in part time hours, bottomed-out line items, and a slashed materials (book) budget.

Staff has worked hard at analyzing public use patterns and staffing patterns to make the best of a bad situation. When looking at hours of public service, we work to balance the needs of seniors, parents with at home kids, students, families and working and unemployed adults. All have special needs when considering a reduction in hours. Seniors prefer mornings, parents with kids want story times, students need after school and evening hours and working adults and families need evening and weekend hours; the unemployed need all they can get.

After reviewing and discussing the attached information, input and direction from the board would be appreciated.

(Please note: the proposals below are based on a 5% reduction= \$98,600; if further reductions are required these numbers will change)

Public Service Hours

Current Hours FY 09/10:

Monday 12-9

Tuesday-Wednesday 10-7

Thursday 10-5:30

Friday 12-5:30

Saturday 10-5:30

(A total of 8 hours cut over FY 08/09)

Possible Hours for FY10/11

Monday 12-9

Tuesday – Thursday 10-5

Friday: closed

Saturday: 10-5

(A total of 10.5 additional hours cut over FY 09/10)

The staff is considering other possible combinations of open/closed hours. As we did last year, we needed to have a starting point to work from and this is it. Samples of some of the charts we are working with are attached. They demonstrate different use patterns of the library by service area. The difficulty comes when what works well for Support Services does not give the same benefit for Public Services. From a circulation (SS) point of view, mornings on Tuesday and Thursday are low compared to the early evening hours. Tuesday – Thursday mornings however, are a critical issue for Public Services: that is when storytimes are held.

Part-time hours directly impact public service hours. Support Services has a large proportion of part-time staff. This staff handles the circulation desk and copy center public service points. Part time staff is scheduled in blocks of time, not two hours one day and one hour the next. The early evening hours require more part time staff hours as a result. These two service points handle a fairly constant stream of patrons and are also revenue points.

Public Service staff, Adult and Children’s, cover two information desks and public programming. Part time staff back fills time for the full time staff when they are busy with programs for children, teens and adults. Modifications to programming are already underway; however the community’s priority for library services, as outlined in the strategic plan, is to support the needs of children and teens.

Part Time FTE:

2007/08: 15.32 FTE working 31,840 hours

2008/09: 15.27 FTE working 31,750 hours

2009/10: 11.04 FTE working 23,204 hours

2010/11: 7.08 FTE working 14,710 hours

Some full time staff in Support Services and Public Services (Adult and Children’s) may be required to take furloughs in addition to the issues noted above.

Materials Budget

In 2007/08 the materials budget started the year at: \$355,000 and further reduced mid-year to \$337,000

In 2008/09 the materials budget started the year at: \$336,732 and further reduced mid-year to \$287,253

In 2009/10 the materials budget started the year at: \$200,910

In 2010/11 the materials budget would start the year at: \$142,260. \$55,500 currently supports electronic databases that are accessible off site (home, school, etc.) when the library is closed.

Lib controlled budget line items 04-26-10 initial proposal for cuts

Proposed Library cuts to reach \$98,600:									
these cuts are based on the following reduced library hours: Mon 12-9, Tues, Wed, Thur 10-5, Fri closed, Sat 10-5 (an additional 10.5 public service hours cut)									
	16,210.00	Personnel hours cut P/T- Support Services							
	4,300.00	Personnel hours cut P/T- Administration							
	10,390.00	Personnel hours cut P/T- Public Services							
	30,900.00	Total Personnel hours cut							
	9,050.00	Line item cuts (without materials budget)							
	58,650.00	Materials (book) budget cut							
	98,600.00	TOTAL							

Lib controlled budget line items 04-26-10 initial proposal for cuts

	<u>Account #</u>	<u>Budget 09/10</u>	<u>Reduce by \$ for 10/11</u>	<u>Reduce to \$ for 10/11</u>	
	[Lib controlled line items]				
7076	51110	3,700.00			Office supplies
	51400	12,000.00	2,000.00	10,000.00	Building materials & supplies
	51560	20,000.00			Operating Lease
	55320	1,250.00			Printing
	55340	4,000.00			Postage
	55400	1,825.00			Dues and memberships
	55510	300.00	200.00	100.00	Meeting expenses
	55550	1,000.00	900.00	100.00	Travel
	55600	1,400.00	1,300.00	100.00	Training
	56200.01	17,000.00			GIS Polaris
	59100	12,400.00	600.00	11,800.00	Other contract services
7077	51200	15,300.00	1,800.00	13,500.00	Special Supplies- Technical Services
7078	51200	2,500.00	1,500.00	1,000.00	Special Supplies -Public Services/Children
	51300	42,895.00			Books/Tapes etc-Childrens
7079	51200	500.00	250.00	250.00	Special Supplies-Public Services/Adult
	51300	158,015.00			Books/Tapes etc-Adult
	55325	1,000.00	500.00	500.00	Binding & Repair of Lib Material
	TOTAL	295,085.00	9,050.00		
	Personnel Costs				
7076	41110	247,808.66			Administration-Regular Time
	41210	44,728.84	4,300.00	40,428.84	Part-Time
7077	41110	187,368.48			Circ/Technical Services-Regular Time
	41210	158,486.12	16,210.00		Part-Time
7078	41110	123,898.00			Youth Services-Regular Time
	41210	53,170.66	10,390.00		Part-Time
7079	41110	236,765.81			Adult Services-Regular Time
	41210	10,659.07			Part-Time
	TOTAL	1,062,885.64	30,900.00		
	TOTAL	1,357,970.64			
	(this total does not include overhead costs)				[FYI:5% of that number= \$67,898.50]

**Glendora Public Library
Library Usage - Circulation (checkouts/renewals)**

Week of May 3, 2010

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Average
10:00		62	139	46		154	100
11:00		193	263	98		163	179
12:00	124	114	110	104	165	179	133
1:00	113	110	134	110	191	124	130
2:00	95	105	115	124	148	139	121
3:00	185	169	178	179	161	185	176
4:00	231	149	213	169	166	208	189
5:00	124	132	123	46	128	116	112
6:00	114	204	116				145
7:00	149						149
8:00	155						155
Daily Totals	1,290	1,238	1,391	876	959	1,268	7,022
Average hr Transactions Daily Gate Count	143	138	155	117	174	169	149
Average hr Gate Count	938	898	913	827	651	1040	5267
	104	100	101	110	118	139	

not accounted for: Bookstore, Bidwell, Lobby (tax forms etc)

Week of October 5, 2009

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Average
10:00		95	90	80		180	111
11:00		91	144	127		158	130
12:00	201	109	85	118	214	216	157
1:00	123	119	81	135	124	307	148
2:00	203	180	88	125	160	292	175
3:00	217	154	227	129	208	266	200
4:00	127	187	177	313	171	199	196
5:00	212	179	231	167	114	255	193
6:00	182	158	213				184
7:00	232						232
8:00	126						126
Daily Totals	1,623	1,272	1,336	1,194	991	1,873	8,289
Average hr Transactions Daily Gate Count	180	141	148	159	180	250	177
Average hr Gate Count	1038	939	839	908	673	991	5388
	115	104	93	121	122	132	

not accounted for: Bookstore, Bidwell, Lobby (tax forms etc)

Glendora Public Library
Library Usage - Information Desk (question counts)

Week of May 3, 2010

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Average
10:00		11	13	12		7	11
11:00		13	19	21		11	16
12:00	19	4	10	12	18	7	12
1:00	17	17	8	13	11	14	13
2:00	10	10	14	12	5	8	10
3:00	9	14	22	10	6	7	11
4:00	13	15	21	12	11	8	13
5:00	14	4	15	14	8	2	10
6:00	7	19	8				11
7:00	3						3
8:00	9						9
Daily Totals	101	107	130	106	59	64	567
Average Transactions	11	12	14	14	11	9	12

Week of October 5, 2009

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Average
10:00		8	11	6		17	11
11:00		6	6	8		5	6
12:00	21	2	8	4	13	10	10
1:00	12	5	9	17	7	30	13
2:00	12	14	11	6	11	11	11
3:00	20	9	13	11	8	6	11
4:00	11	13	10	16	8	11	12
5:00	13	8	6	10	0	3	7
6:00	9	8	20				12
7:00	7						7
8:00	7						7
Daily Totals	112	73	94	78	47	93	497
Average Transactions	12	8	10	10	9	12	10

Glendora Public Library
Library Usage - Information Desk (customer counts)

Week of May 3, 2010

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Average
10:00		6	11	9		6	8
11:00		9	14	7		11	10
12:00	15	4	9	8	16	6	10
1:00	9	15	8	11	9	8	10
2:00	6	9	11	13	3	8	8
3:00	8	8	15	8	3	7	8
4:00	12	11	17	11	7	8	11
5:00	11	4	12	7	6	2	7
6:00	9	17	6				11
7:00	6						6
8:00	9						9
Daily Totals	85	83	103	74	44	56	445
Hourly Average	9	9	11	10	8	7	9

Week of October 5, 2009

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Average
10:00		8	10	6		11	9
11:00		6	5	9		4	6
12:00	17	4	6	4	8	4	7
1:00	8	6	7	12	6	13	9
2:00	9	10	9	6	7	8	8
3:00	15	10	9	6	6	5	9
4:00	8	10	9	10	6	7	8
5:00	8	9	5	8	0	2	5
6:00	4	5	17				9
7:00	7						7
8:00	6						6
Daily Totals	82	68	77	61	33	54	375
Hourly Average	9	8	9	8	6	7	8

Glendora Public Library
Library Usage - Children's Desk (customer counts)

Week of May 3, 2010

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Average
10:00		2	2	3		4	3
11:00		5	3	3		7	5
12:00	1	1	2	3	2	2	2
1:00	0	3	8	4	2	10	5
2:00	11	6	14	5	0	4	7
3:00	7	7	6	9	6	3	6
4:00	9	7	10	2	9	3	7
5:00	5	9	6	1	2	5	5
6:00	2	3	5				3
7:00	15						15
8:00	4						4
Daily Totals	54	43	56	30	21	38	242
Hourly Average	6	5	6	4	4	5	5

Week of October 5, 2009

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Average
10:00		2	1	1		8	3
11:00		6	3	2		10	5
12:00	5	8	1	2	6	13	6
1:00	2	5	1	3	7	10	5
2:00	3	8	9	3	4	10	6
3:00	8	2	7	12	3	14	8
4:00	11	3	5	19	5	10	9
5:00	3	2	0	0	0	2	1
6:00	6	2	5				4
7:00	5						5
8:00	2						2
Daily Totals	45	38	32	42	25	77	259
Hourly Average	5	4	4	6	5	10	6



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: April 19, 2010
Re: Agenda Item # 6.3: Self-evaluation of the Board

To assist the library board in their annual self-evaluation the following are attached: a copy of last year's evaluation, this year's goals and the *Role of the Glendora Library Board of Trustees* document.

Glendora Public Library Board of Trustees
Self Evaluation
2008-2009

FILE COPY
Copies sent to
City Council 6-23-09

The Board is a connection between the Library's resources, the Library staff, users of these resources, and the City Council and City administration. As such the Board has a responsibility to advocate for fairness between all parties.

The first priority for the Glendora Library Board of Trustees is to the patrons of the Library, whether the user is a resident of Glendora or comes from miles away. The Board's desire is to make the Glendora Public Library a destination of choice for users of all ages.

Second, the Board looks to the fairness of treatment and working conditions for the Library staff. As Board members we see the importance of staff that is competent and oriented to serving the user. The staff should work together with a sense of community, supporting each other in their daily assignments. The Board's concern extends to fair compensation of Library staff that includes adequate benefits and equality in workload.

Finally, the Board is cognizant of the political and managerial organization of the City. With that in mind, it is important that the Board recognizes its responsibility to the City Council and its relationship with the City Manager and other City Departments.

Based on the above, the Board creates yearly goals and then as a body examines how the Board performed in relation to these goals. These goals are items for which the Board strives above and beyond its normal administrative and policy formulating duties. The yearly goals and evaluations for the 2008-2009 fiscal year are:

Goal #1- Each Board member will attend an average of one Library event per month.

The Board more than met this goal. Besides monthly Board meetings, members found personal satisfaction in attending various Library programs and supporting staff and city residents as the Library met the needs of those that it serves.

Goal#2- Each Board member will attend and/or speak at one outside community group meeting each year, to include the promotion of the "HANDS" project.

The HANDS project was presented to each community service group over the past year. This occurred through Library staff as well as support from the Board members in various groups. Not all Board members were able to be as active in this goal as others. In general, all Board members solicited individuals over the year.

Goal#3- The Board will advocate for fair and equitable compensation for the purpose of recruiting and retention of high quality Library staff.

This goal, advocating for equitable compensation for staff, was not practical as we were facing severe budget cuts. Advocating for staff retention during our State of the Library presentation was as close as we could get.

Approved and adopted this 22nd day of June, 2009

Ayes: 4

City of Glendora
Library Board of Trustees

Noes: 0

Absent: 1

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

By: Michael Conway
Michael Conway, President

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

Goal:

The Library Board of Trustees will serve as active administrators and visible advocates of the library for the Glendora community.

Objectives:

- Each Board member will support library services and programs through promotion of the library to the community and attendance at events. Feedback gathered from direct interaction with the community will be submitted to the Library Director for use in evaluating current and future library services and programs. (Role(s): 1,2,3)*
- Analyze and evaluate data from the Feb. - Mar. 2009, Library Patron Parking Survey. If appropriate, make recommendations to City Council on ways to consider improving parking for citizens accessing the library. (Role(s): 2)*
- Foster and maintain open communication with both the city management and city council through formal (e.g., annual meeting with City Council) and informal (e.g., one-on-one interaction) means. (Role(s): 8)*
- Monitor library statistics, monthly and quarterly, to assess impacts of reduced budget and hours on the community's ability to access and utilize their library's services and resources. Trends identified will assist in making appropriate administrative decisions when fiscal conditions improve. (Role(s): 1,2,3)*
- Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget. (Role(s): 5)*
- Advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff. (Role(s): 6)*

ROLE OF THE GLENDORA LIBRARY BOARD OF TRUSTEES

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

Roles & Responsibilities of the Board of Trustees

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

Responsibilities:

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

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

Responsibilities:

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

Role 3. Actively promotes library services within the community

Responsibilities

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

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

Responsibilities:

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

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

Responsibilities:

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

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

Responsibilities:

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

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

Responsibilities:

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

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

Responsibilities:

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

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

AYES: _____

NOES: _____

ABSENT: _____

ATTEST: _____
Robin Weed-Brown, Library Director

BY: _____
Sylvia Slakey, Board President

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: May 17, 2010

Re: Agenda Item #7.1: Review and update of City Administrative Policy 4.01: Uses and Regulations of Library Facilities

Policy 4.01 was last updated in 2006. The attached update corrects the address of the location for an ABC license and eliminates the capacity of Bidwell forum. The capacity was changed from 195 to 389 by Public Works a few years ago. Staff felt it was prudent to not list the full capacity of 389. Although it is stated in the interior of the room above the entrance, the library could not handle a crowd that large in Bidwell in regards to resources.

In April 2009, the library board discussed this policy in relationship to fees. I have attached copies of: the minutes from April and May 2009 that refer to this topic; updated "Community Services charges for meeting/facility rooms" document that was handed out in 2009. The only change to the CS document was a \$5 increase for staff costs. Updated information on who uses the Forum is being compiled. Usage of the Friends Room has been library or city related so far.

The complexity of this policy makes it prudent to run it by the city attorney when updated. A copy was sent to Mr. Leech. He saw no apparent legal issues that would be adverse for the city.

The board should review the changes and vote to accept or give additional direction to staff.

City of Glendora
Administrative Policy
No. 4.01

Subject: USES AND REGULATIONS OF BUILDING

Effective: August 11, 1981, Revised February 27, 1989, Revised February 24, 1992, Revised January 25, 1993, Revised March 21, 1994, Revised May 16, 1994, Revised May 18, 1998, Reviewed February 26, 2001, Reviewed March 21, 2005, Reviewed May 16, 2005, Revised June 20, 2005, Revised July 18, 2005, Revised May 15, 2006, Reviewed June 19, 2006, Revised May 17, 2010

Policy Objective:

To establish a policy regarding the use of facilities under the control of the library

Authority:

City Council Minute Order August 11, 1981
Library Board of Trustees Minute Order February 27, 1989, Minute Order March 16, 1992, Minute Order January 25, 1993, Minute Order March 21, 1994, May 16, 1994, Minute Order May 18, 1998, Minute Order February 26, 2001 and Minute Order March 21, 2005

Assigned Responsibility:

Library Director and staff

Procedures:

See Attached Regulations

CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES

**POLICY FOR COMMUNITY USE OF
LIBRARY MEETING/EVENT FACILITIES**

In order to ensure that groups make the most effective use of the Library facilities (Bidwell Forum, Plaza, meeting rooms), the following regulations have been adopted. Failure to abide by the regulations may result in suspension of meeting privileges. Activities sponsored by the City or Library are not subject to the guidelines of this policy.

I. Eligibility to use the Library Facilities

- A. Non-profit groups such as youth groups, hobbyists, social clubs, and service organizations may use the Library facilities for either public or membership meetings.
- B. Commercial enterprises may rent the Library facilities for private meetings only, such as sales meetings, conferences, and training sessions. These meetings shall not be opened to the public.
- C. All public meetings must be sponsored by non-profit groups.
- D. Library facilities are not available for private parties or receptions.
- E. Children's groups must be supervised by adults.
- F. No advance ticket sales, admissions, donations, collections or other charges may be made for public events held in the Library facilities, except to cover optional refreshment costs and certain non-profit fundraising activities. (Public events may be bumped in the event that the City/Library requires priority use – II.F)

Non-profit groups may hold public fund-raising activities or workshops where an entrance or registration fee is charged, or in which sales of tickets, food, objects, or services are involved.

Public events may not be held to promote purchase of products or services or to solicit paid enrollment in classes or other activities to be held in the future.

- G. Activities or events which take place in the Library facilities during normal library hours shall not disrupt library service.

II. Reserving Library Facilities

- A. A written, signed application is required of all groups each time a meeting is to be held. Application forms are available at the Check-out Desk of the Library.

- B. Reservations will be assigned according to the order in which applications are received. Pre-reservations may be made by telephone but cannot be confirmed until the written, signed application is received. Pre-reservations not followed up in writing within a week will be cancelled. (A copy of the application will be returned to the applicant marked "CONFIRMED" or "NOT AVAILABLE" within four business days (formerly: 48 hours) of receipt.)
- C. Upon approval of the application, fees must be paid 2 weeks in advance of meeting date. (This excludes late charges as stated in Section IV article C item 2 and/or any damage/cleanup fees).
- D. Groups may reserve daytime or evening times in blocks of not more than three meetings. Requests are limited to one meeting per month. At the end of the first meeting, an additional (third) meeting may be scheduled: i.e. groups may maintain three active reservations.
- E. Applicants who cancel meetings/events should notify the Library at once so that the date may be freed for other groups. A fee will be charged if the meeting/event is cancelled less than 72 hours prior to the meeting/event.
- F. Needs of the Library and City may require the Library to refuse reservation requests, cancel or reassign meeting locations. The Library will make every effort to locate an alternate meeting place for those whose meetings are preempted with less than 30 days' advance notice.
- G. Groups reserving Bidwell Forum may also use the Library Plaza area. When using the Plaza, the following **additional** guidelines apply:
1. No food preparation is allowed on the Plaza
 2. Plaza must remain accessible and open to the public at all times
 3. A detailed description of activities and events (purpose of meeting, time of set-up, time of start of the event, time of end of the event, time of tear-down, # of attendees, etc) to be held on the Plaza must be submitted with the application
 4. A detailed set-up plan must be submitted with the application for approval
 5. Any additional equipment use (i.e. generators, portable toilets, portable wash basins, etc) must be specified in detail (type, size, capacity, etc) with the application
 6. All equipment used on the Plaza must be furnished by the applicant, including locating, leasing, transporting, and return of equipment
 7. All applicable event permits, City of Glendora licenses, ABC licenses etc are the responsibility of the applicant. Contact the City's Finance Department at

626.852.4819 for city permits. Copies of all additional permits, licenses, etc, need to be supplied to the Library 2 weeks before the event unless noted differently in the policy.

III. Miscellaneous Regulations

- A. Profane, loud, or boisterous language or other conduct likely to cause a disturbance is not permitted.
- B. Gambling: (i.e., Bingo, "Las Vegas Night", "Casino Night", raffles, or any other game of chance) and any other illegal activities are not permitted.
- C. All damage to equipment, facilities, or the building must be reported to the Library by the applicant. Applicant may be required to pay for damages.
- D. The serving or use of alcoholic beverages is permitted in the Library meeting/event facilities only under specific regulations (see Section V and City Administrative Policy No. 1.21).
- E. The City is not responsible for lost or stolen articles. All items not removed at the end of the meeting/event shall be disposed of by the Library in whatever manner the Library deems is appropriate.
- F. Obscene language or materials are not permitted. Language directed to inciting or producing violence or criminal activity and which is likely to incite or produce such violence or activity is not permitted.
- G. Granting of permission to use Library meeting room/event facilities does not imply Library endorsement of content or responsibility for representing all views; nor will the Library accept responsibility for conduct of attendees at events held in the Library meeting/event facilities.
- H. Applicant is responsible for compliance with all applicable health, safety, sanitary and fire regulations (~~sentence deleted: including the maximum occupancy of 195 in Bidwell Forum~~). Applicant shall be solely responsible for any penalties, fines and charges that may be levied by the Fire Marshall, any other administrative agency or a court of law for any violation.
- I. Failure to comply with this policy shall result in revocation of Library meeting room/event facilities privileges.

IV. Charges and Fees - All fees are non-refundable and non-transferable

A. Single Day Usage fees

- 1. Resident Non-profit Groups

No charge

(Resident group is defined as a group whose membership is composed of at least 51% City of Glendora residents. Non-profit groups will be asked to submit a copy of their non-profit status certificate or IRS No.)

- | | |
|---|--|
| 2. Non-Resident Non-profit Group | \$50.00 per hour |
| 3. Resident Commercial Use
(not open to the general public) | \$50.00 per hour |
| 4. Non-Resident Commercial Use
(not open to the general public) | \$75.00 per hour |
| 5. Person on Duty Charge (in addition to other applicable fees for use of room) | |
| for meetings that begin during and continue beyond normal library hours. (see Section IV C for definitions) | \$20.00 per hour |
| for meetings that begin outside of normal library hours | \$50.00
for the first two hours plus
\$20.00 per hour thereafter |
| 6. Multiple Day Usage (see Section IV D for definitions) | |
| Resident non-profit | \$100 per day |
| Resident commercial | \$150 per day |
| Non resident non-profit | \$150 per day |
| Non resident commercial | \$250 per day |
| 7. Cancellation Fee
(meeting cancelled less than 72 hours prior to the event) | \$25.00 |
| 8. The full hourly fee will be charged for any increment of an hour. | |

B. Audio-visual Fees.

All equipment must be requested in advance on the application form.

- | | |
|---|------------------|
| 1. Microphone fee | \$10.00 per mic |
| 2. Video equipment
(VHS/DVD player & TV) | \$10.00 per unit |
| 3. Overhead Projector | \$10.00 |

C. Person on Duty Charge

1. Any group whose meeting will begin outside of normal library hours must arrange in advance for these hours at \$50.00 minimum charge for the first 2 hours plus \$20.00 per

hour thereafter. Example: Meeting begins before 10 a.m., or after the Library closes or on a day the Library is closed.

2. Any group whose meeting will run past the Library closing hour must arrange 2 weeks in advance for additional hours at \$20.00 per hour.
 3. Double the hourly rate will be charged in case of late use without advance notice.
- D. Multiple Day Usage: Meetings, activities or events which require usage of the Forum extending beyond a single day will be charged for the full Multiple Day Usage Fee for each day or any portion of that day including time set aside to set up or take down.
- E. The meeting room and kitchen area, including refrigerator, must be left in the exact condition as found. All food must be removed from the area. Failure to clean up will result in a minimum charge of \$25.00 plus actual cost for labor in excess of 30 minutes and materials. Said costs will be determined at the Library's sole discretion.

V. Additional Provisions Regarding the Serving or Use of Alcoholic Beverages

- A. An approved ABC (Alcoholic Beverage Control) license must accompany the GENERAL USE APPLICATION and must be submitted at least 2 weeks prior to the date of use.
- B. Alcoholic beverages must be served by the group. Individuals may not bring alcoholic beverages for their own consumption, e.g., "Bring Your Own Bottle (BYOB)" permits are specifically prohibited.
- C. Alcoholic beverages may be sold only by a group possessing a current, valid license from the Alcoholic Beverage Control Board.

Alcoholic Beverage Control Department (address was updated)
 State of California
 222 E. Huntington Dr, Suite 114
 Monrovia, CA 91016 Phone: (626) 256-3241

In order for a license to be issued, the applicant must have a letter of approval from the City of Glendora.

- D. Requesting groups must appoint a security guard acceptable to the Library Director prior to 2 weeks in advance of the meeting. The guard must be at least 21 years of age and may be a member of the organization. The person appointed will meet with the Library Director before the meeting.
- E. Among other duties, the security guard is responsible for seeing that persons under the age of 21 are not served, or allowed to serve themselves, alcoholic beverages.
- F. Proof of Insurance in compliance with City Administrative Policy No. 1.21 must be received by the Library 2 weeks prior to the event.

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VI. If a conflict exists between this policy and a City Ordinance or State Law, the City Ordinance or State Law shall prevail

Approved and adopted this _____ day of (month), 2010.
(Supersedes and completely replaces all previous versions of the Policy.)

Ayes: _____ City of Glendora
Library Board of Trustees
Noes: _____
Absent: _____

Attest: _____
Robin Weed-Brown, Library Director

By: _____
Patricia Gomer, President

Draft



LIBRARY FACILITIES APPLICATION

City of Glendora—Public Library

updated May 2006

Organization Name: _____

Organization Address: _____

Contact Person: _____ Phone: _____

Alt Contact Person: _____ Phone: _____

Date of meeting: _____ Purpose of meeting: _____

Use of Forum _____ Plaza _____ Other _____ Estimated number of attendees: _____

Time needed from : _____ to _____ Time meeting will come to order: _____

Charges and Fees—all fees are non-refundable and non-transferable

Single Day Usage (must be paid 2 weeks prior to the meeting except additional charges which may be assessed for damage/cleanup and/or extended use)

- Resident Non-profit (resident group must consist of 51% Glendora residents.....No charge
- Non-resident non-profit or Residential, commercial.....\$50/hour
- Non-resident, commercial.....\$75/hour
- Person on Duty Charge (in addition to other applicable fees for use of room)
 - Meetings beginning and continuing after normal library hours.....\$20/hour
 - Meetings beginning outside normal library hours (first 2 hours).....\$50
 - Additional hours\$20/hour

Multiple Day Usage (for each day beyond a single day including time set aside to setup or take down)

- Resident Non-profit.....\$100/day
 - Non-resident non-profit.....\$150/day
 - Residential, commercial.....\$150/day
 - Non-resident, commercial.....\$250/day
 - Non-profit or IRS number: _____

Damage/Cleanup determined at library's sole discretion—minimum \$25

Library Use Only

Forum Set Up:

of chairs _____
of tables _____

Set Up:

- Auditorium
- Other (sketch on back)

Equipment Needed:

- Podium Screen Down
- \$10 charge on the following:**
- Podium Mic
- Standing Mic.
- Wireless Mic.
- TV/VCR/DVD
- Overhead Projector

City Permits

Music: Yes _____ No _____ Received _____

Outdoor: Yes _____ No _____ Received _____

Other: Yes _____ No _____ Received _____

Group Fees

Equip. Fees

Will alcoholic beverages be served? _____ Yes _____ No Music? _____ Yes _____ No

Insurance coverage : \$ _____ Security guard assigned? _____

Minimum amounts required: \$500,000 each person, \$500,000 bodily injury, \$100,000 property damage

Must have City Council approval before obtaining a license for sale of alcohol: Approval Yes No
License Yes No

Alcoholic Beverage Control Dept.—State of CA
3204 N. Rosemead Blvd, Suite 103 El Monte, CA 91731 626.927.1060

Cleaning Fees

The undersigned applicant hereby acknowledges having read and understood the Library's Facilities Policy and this application form. The applicant warrants that the proposed meeting is in compliance with the Policy and accepts full responsibility for compliance with all applicable health, safety, sanitary and fire regulations, including the maximum occupancy of 195 set by the Fire Marshal.

Number of hours needed:

Regular _____ After _____ Unscheduled _____

Total Fees

- Reservation Confirmed
- Not Available

Signature _____

Robin Weed-Brown, Library Director

Date _____

Libraries learned long ago that when trying to reduce hours, the public prefers simpler schedules as they are easier to remember. With that in mind, staff tried to balance student demands and a memorable schedule. The proposed schedule does have a heavy impact on morning users such as seniors, people with children still at home and the unemployed. Slakey was confident that staff did appropriate research before proposing the cut hours. She was unsure if staff should be looking at another scenario when they have already evaluated the situation. Weed-Brown offered for staff to evaluate closing on Mondays. She stated that other alternatives are also being explored. A schedule needed to be submitted with the budget proposal and staff went with the most basic.

The Board discussed asking the Friends Foundation at the quarterly meeting, held tomorrow, for money to help with the book budget.

Conway suggested scheduling another Board meeting to give the Trustees time to review the document Slakey prepared and to add any other information that they feel should be added. The Board agreed to set another Board meeting for Friday, April 24 at 1 p.m. in the Friends Room. Gomer summarized that the Trustees should read over Slakey's document, come up with bullet points and questions they wanted to ask the City Council and see if there is anything to add. Slakey offered to email her document to Cathel to forward to the other Trustees.

7. NEW BUSINESS

7.1 Budget FY 09/10 Update

Weed-Brown handed out a document which compares open hours and scheduled service hours. The Board reviewed the handout. Weed-Brown added that this document might be helpful for the joint meeting preparation. She explained that the library has more public service points now than in FY 99/00. The document shows a ratio change in service hours to open hours from 4.36 in FY 99/00 to 8.14 for this fiscal year and 8.12 projected for FY 09/10, with the proposed cuts being taken into consideration for FY 09/10.

Weed-Brown stated that the proposed budget cuts were sent over to City Hall last Friday afternoon. She has not heard anything from the City Manager or the Finance Director. In light of the proposed cuts to the book budget, Weed-Brown suggested the possibility of shortening the loan period to two weeks with two renewal periods. This would offer shorter waiting periods for anticipated longer reserve queues.

7.2 Discussion on Administrative Policy 4.01 – Uses and Regulations of Building

Weed-Brown handed out statistics regarding the usage of Bidwell. This handout also includes information on the rates Community Services is currently charging for their rental facilities as posted on their web pages.

Slakey stated that any money that the library might charge for the use of Bidwell would go to the general fund, not the library. Conway asked Weed-Brown to research how it was established that the money for Bidwell goes to the general fund and whether the Library could get access to this money.

Deal stated that she liked the fact that non-profit organizations do not have to pay to use Bidwell. Maybe these organizations could make a donation to the Foundation instead of paying. In response to a question from Gomer, Weed-Brown replied that it is her understanding that all developer fees go to Community Services. The library is not part of this process. In her experiences in other communities, libraries often have received part of these funds, but not here.

The Board agreed to bring this item back for discussion next month. Weed-Brown stated that she will find out how Community Services rental income is handled and obtain the authorized minutes from the City Council meeting from August 11, 1981.

7.3 Independence Day Library Closure

It was MSC (Deal/Slakey) to approve that the library be closed Friday, July 3rd and Saturday, July 4, 2009. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None

7.4 Self-Evaluation of Board- Preliminary Discussion

Slakey provided information to Storland regarding this process. Slakey stated that the Board has eight roles to fulfill. When the Board members write their self-evaluations, they look at the eight roles, as well as the objectives for the year, evaluate themselves and write down what each member has done. Items to include on the self-evaluation are activities or events attended. All self-evaluations are then compiled by the President. The format in which the evaluations are compiled is up to the President, as there is no standard format. Each Board member's self-evaluation is due next month. Weed-Brown added that the Board members can discuss their evaluations next month if they so chose. The Board's self-evaluation will be approved in June once reviewed by the Board.

Weed-Brown reminded the Board that their goals are usually established in July, after the new Trustee is appointed.

7.5 Library Events Calendar

The Board reviewed the events calendar. Conway commented that the Friends Room Dedication was very nice. All Board members agreed that staff did a very nice job. The Board congratulated Weed-Brown on her DAR recognition. Storland added that Rev. Johnson did a wonderful job. Weed-Brown pointed out a workshop scheduled for May 9, "Better living through lifestyle change." The library is starting a series of medical and health related topics in conjunction with the Foothill Presbyterian Hospital.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Weed-Brown summarized that the discussion on Administrative Policy 4.01 – Uses and Regulations of Building will be brought back to the May meeting.

Deal stated that she will be out of town for the June 15 Board meeting, as will Slakey. Deal asked if the June Board meeting could be moved to June 22, as she will be back in town by then.

04-20-09 Board meeting minutes

Weed-Brown informed the Board that the Library's Literacy program is now anticipated to receive \$5,822 in CDBG funds. The program was originally recommended to receive \$14,000 in CDBG allocations. After the public hearing, the amount was reduced to \$5,822, as there were many groups asking for CDBG funds. Weed-Brown added that the funds the Literacy Program receives from the State of California depend on how many matching funds are received from other sources, such as CDBG funds. This issue will be on the May 26 Council agenda, as the City Council still needs to vote on this.

Weed-Brown reported that a settlement was reached in early April regarding the library's flood damage. The Library received approximately \$1,100 for books. Accounts have been set up. Weed-Brown advised Senior Librarian Romero to start ordering replacement books. The end panels are to be handled by Public Works.

Weed-Brown stated that the Annual survey was held the beginning of May. The most crucial question on the survey was the question asked of Library patrons to prioritize the importance of maintaining open hours versus maintaining the materials budget. Weed-Brown stated that a selection of comments is included in this month's Board packet. She stated that copies of all comments are available for any interested Board member. She summarized that the majority of comments was very positive. There were some recommendations for improvement. As the budget allows, these things will be addressed. Weed-Brown stated that this kind of feedback is appreciated.

In response to a question on statistics, Weed-Brown replied that due to the new website, library staff is unable to track the library home page usage. Weed-Brown was unsure whether this issue will be able to be resolved at all. The library encountered several problems with the launch of the new website, such as the Polaris system not working properly and patrons not being able to access downloadable books. Weed-Brown commended IT for working so diligently to resolve these issues with Library staff. Many patrons contacted the Library regarding these and other issues related to the transition and staff appreciated the feedback.

6. UNFINISHED BUSINESS

6.1 Discussion on Administrative Police 4.01-Uses and Regulations of Building

Conway reminded the Board that Weed-Brown had been asked to research how it came about that Bidwell rental income was going to the general fund instead of back to the Library. Weed-Brown explained that she was able to get a copy of the authorized City Council minutes from August 11, 1981 that are being referred to in the Administrative Policy. Unfortunately, these minutes do not supply the needed information.

The Board discussed several library revenue streams that could be created if money was kept in the library instead of being forwarded to the general fund. These revenue streams include Bidwell rental income, the fee for lost library cards and the payment for lost items. Weed-Brown stated that currently the money for any lost or damaged item goes back into the general fund rather than going to the Library's material budget. Staff has to decide whether to replace the lost item or buy new items. Conway proposed bringing this topic back for discussion.

05-18-09 Board meeting minutes

Community Services charges for meeting/facility rooms:

Legion Building:

All Rentals Require:

- \$100 non-refundable retainer to book room
- \$300.00 refundable security deposit to book room
- \$125.00 cleaning fee (non-refundable)
- \$15/hr. per staff member (75:1 ratio)

Kitchen: Approximately 150 sq. ft./12 people maximum

Amenities include: Gas stove, refrigerator, freezer, prep table, and sink.

- \$75.00 Flat fee

All rentals require liability insurance, which can be purchased through the City of Glendora.

Pricing

Resident fees

\$100 retainer (non-refundable)
 \$225 first hour (2-hour minimum)
 \$45 each additional hour

Non-resident fees

\$100 retainer (non-refundable)
 \$325 first hour (2-hour minimum)
 \$55 each additional hour

Please call Community Services at (626) 914-8228 for business and nonprofit prices or for more

La Fetra Center:

All of our rooms are wheelchair accessible.

Optional Amenities

- Serpentine Buffet
- 2 Tier Buffet/Bar
- Champagne fountain
- Coffee pot/coffee
- P.A. System
- Projection Screen
- Helium tank
- Kitchen

Pricing

Oak/Elm Room

Resident fees
 \$125/first hour; \$25 each
 additional hour

Non-resident fees
 \$175/first hour; \$35 each
 additional hour

Sage Room

Resident fees
\$225/first hour; \$55 each
additional hour

Non-resident fees
\$325/first hour; \$55 each
additional hour

All Rentals Require:

- \$100 non-refundable retainer to book room
- \$300.00 refundable security deposit to book room
- \$125.00 cleaning fee (non-refundable)
- \$15/hr. per staff member (50:1)

Kitchen: Approximately 150 sq. ft./12 people maximum

Amenities include: Gas stove, 2 hot boxes, steam table, refrigerator, freezer, prep table, and sink.

- \$75.00 Flat fee

All rentals require liability insurance, which can be purchased through the City of Glendora.

Scout Hut:**Pricing**

<u>Resident fees</u>	<u>Non-resident fees*</u>
2 rooms - \$75 (3-hour maximum)	2 rooms - \$150 (3-hour maximum)
1 room - \$50 ((3-hour maximum)	1 room - \$100 (3-hour maximum)

*\$100 deposit and insurance required for non-residents.

Teen Center**Pricing****Entire Teen Center (excluding the computer lab and the Teen Lounge)**

<u>Residents</u>	<u>Non-residents</u>
\$250	\$500

Gymnasium

<u>Residents</u>	<u>Non-residents</u>
\$150	\$250

Game Room

<u>Residents</u>	<u>Non-residents</u>
\$100	\$150

Meeting Rooms (call for pricing on combining rooms)

Residents

\$100

Non-residents

\$150

Security deposit and insurance are required. Please call (626) 914-8228 for more information.



Glendora Public Library Events

May 2010

- 01 10 a.m. *Saturday Sale* in the Library
- 01 2 p.m. Presentation by Robert Duke from APU on background and history of the Dead Sea Scrolls as well as the upcoming exhibit at APU – Bidwell Forum
- 04-06/29 6:30 p.m. Quilting with Sandy Janicki – Bidwell Forum
- 10 1 p.m. & 7 p.m. Books Alive! *Jonathan Strange & Mr. Norrell* by Susanna Clarke – main floor
- 13 3:30 p.m. Book Buddies book discussion group; *Soupy Saturdays with the Pain and the Great One* by Judy Blume – Friends Room
- 17 7 p.m. Library Board meeting – Bidwell Forum
- 20 3:30 p.m. *Books & Brownies* Book Discussion for grades 6-12; *Thieves of Ostia* (Roman Mysteries Series 1) by Caroline Lawrence – Friends Room
- 31 Memorial Day – Library closed

June 2010

- 05 10 a.m. *Saturday Sale* in the Library
- 14 Summer Reading Club registration begins
- 15 1:30 p.m. & 3:30 p.m. Children's SRC - Movie *Cloudy with a chance of meatballs* – Friends Room
- 17 1:30 p.m. Children's SRC – craft for all ages – Friends Room
- 19 10:30 a.m. Children's SRC – craft for all ages – Friends Room
- 21 Summer Reading Club reporting begins
- 21 7 p.m. Library Board meeting – Bidwell Forum
- 22 1:30 p.m. & 3:30 p.m. Swazzle Puppet Show – Bidwell Forum
- 23 3 p.m. Teen SRC – Red Pyramid-Egyptian themed registration party
- 23 5:30 p.m. Adult SRC - A Novel Idea – *Tallgrass* by Sandra Dallas; lead by Linda Price and Sab Hori-main floor
- 24 1:30 p.m. Children's SRC – craft for all ages
- 26 1 p.m. Drop- in Family Game Day – Pizza served at 5 p.m. - Bidwell Forum
- 28 7 p.m. Children's SRC – Musician Hullabaloo
- 29 1:30 & 3:30 p.m. Children's SRC – Movie *Charlotte's Web*

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.**

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month – cancelled until August due to swine flu
- Born To Read/Teen Parent Outreach, 1st Thursday of every month at 12:30 p.m. - Arrow High School

Foundation Executive Board Meeting

- June 4, 2010 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- June 22, 2010 @ 7:00 a.m. Library – Bidwell Forum

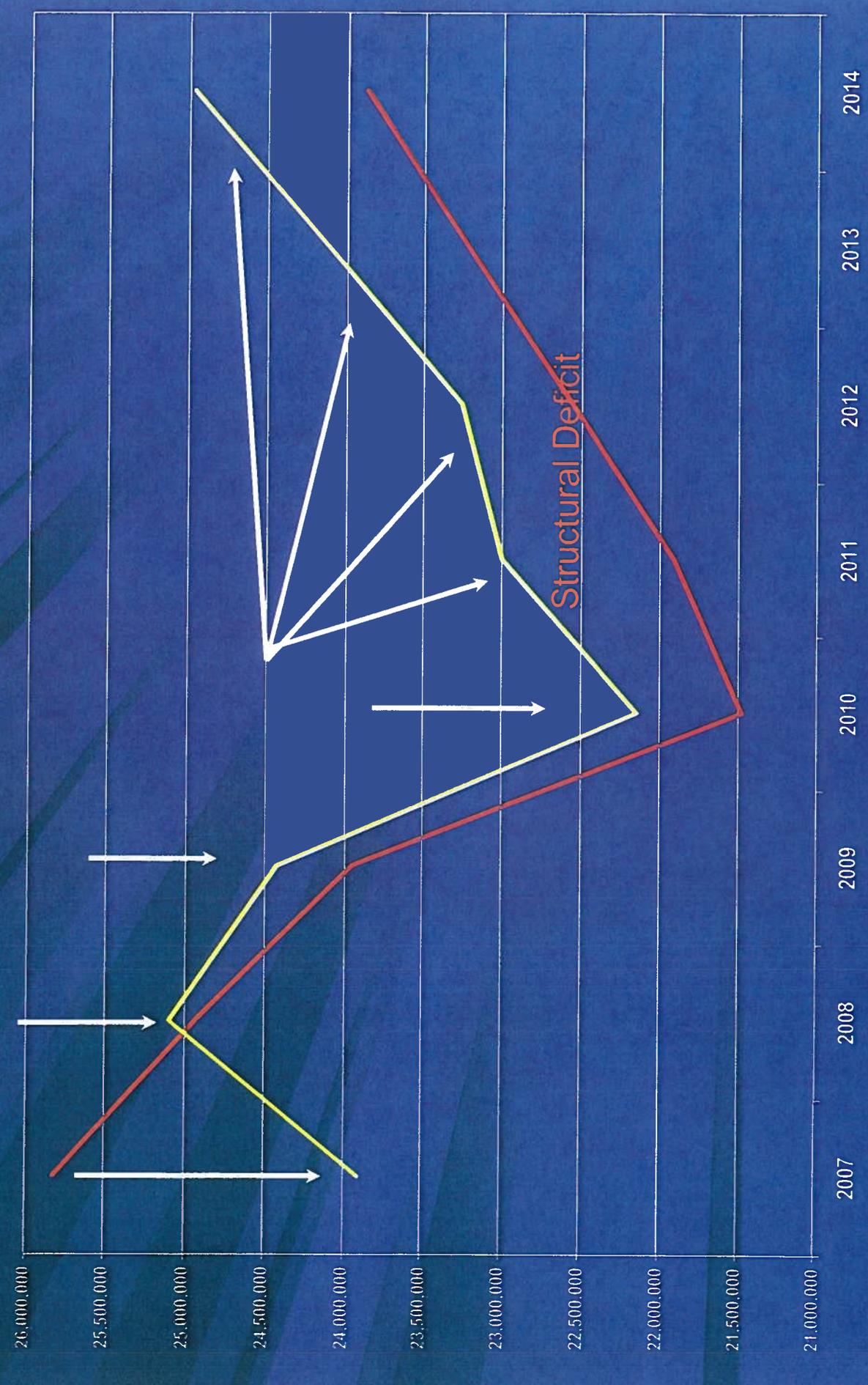
8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 09-10

- July 20** Elect officers; appoint Foundation Liaisons; discuss Library Board Goals; ideas for improved communication with city council: liaison; FF/CC/BLT; distribute Admin Pol. 4.04: library board by-laws
- August 14** **CALTAC Board Effectiveness Training 9am in 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; Parking Survey discussion
- 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

General Fund Revenue vs. Expenditure Projection

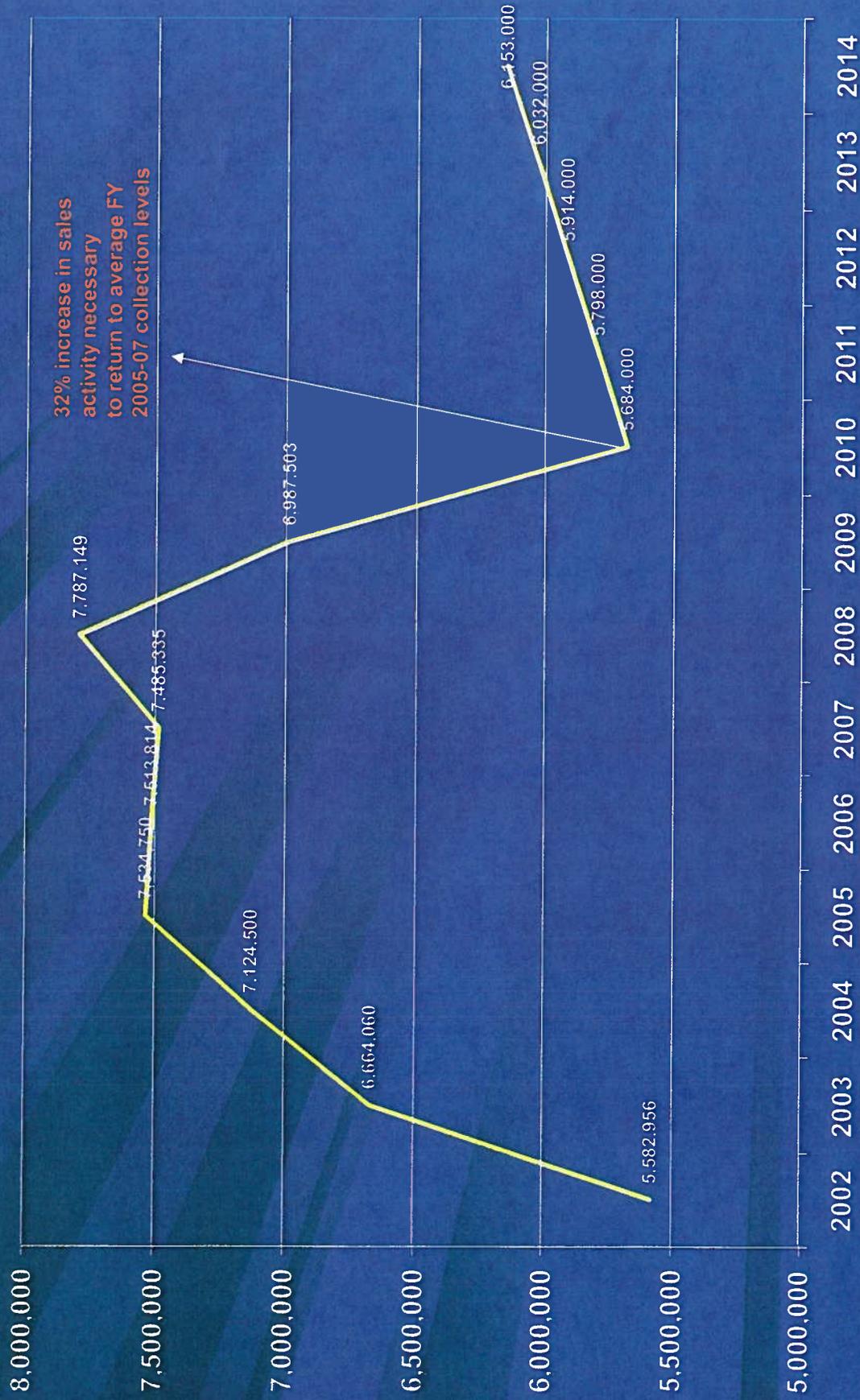


Police and Miscellaneous Employees

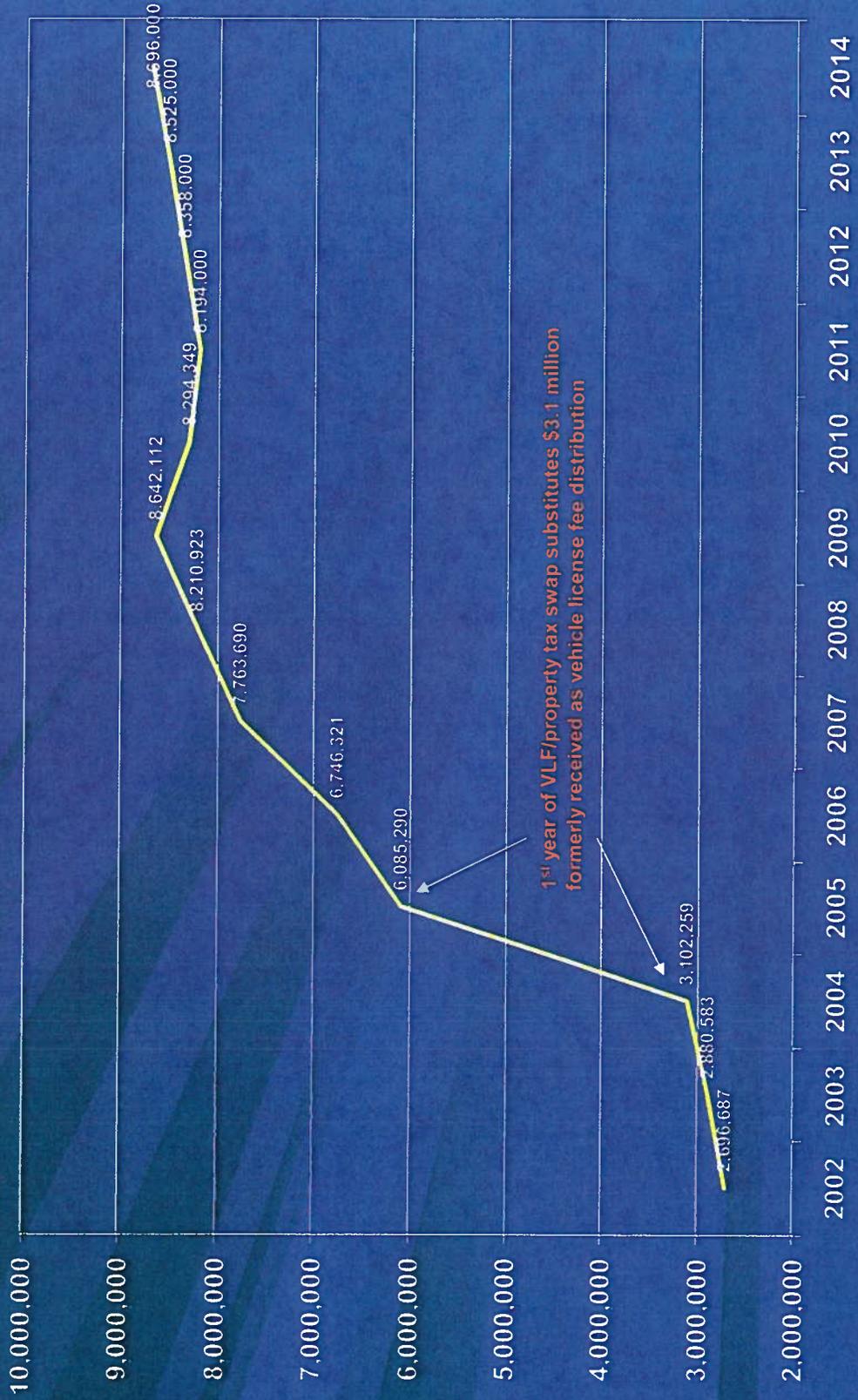
Retirement Contributions as % of Payroll



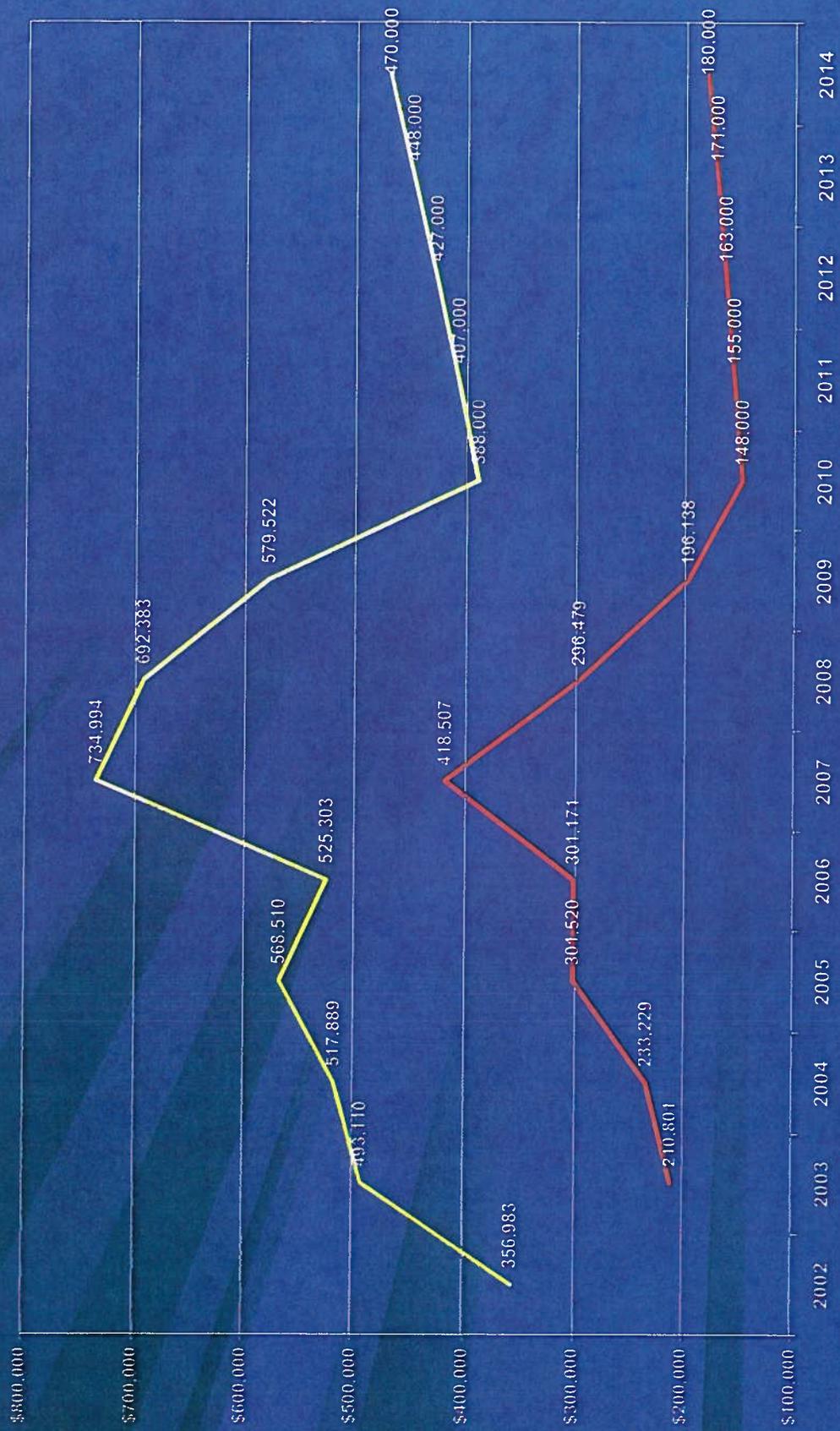
Sales Taxes



Property Taxes



Building Permits & Plan Checks



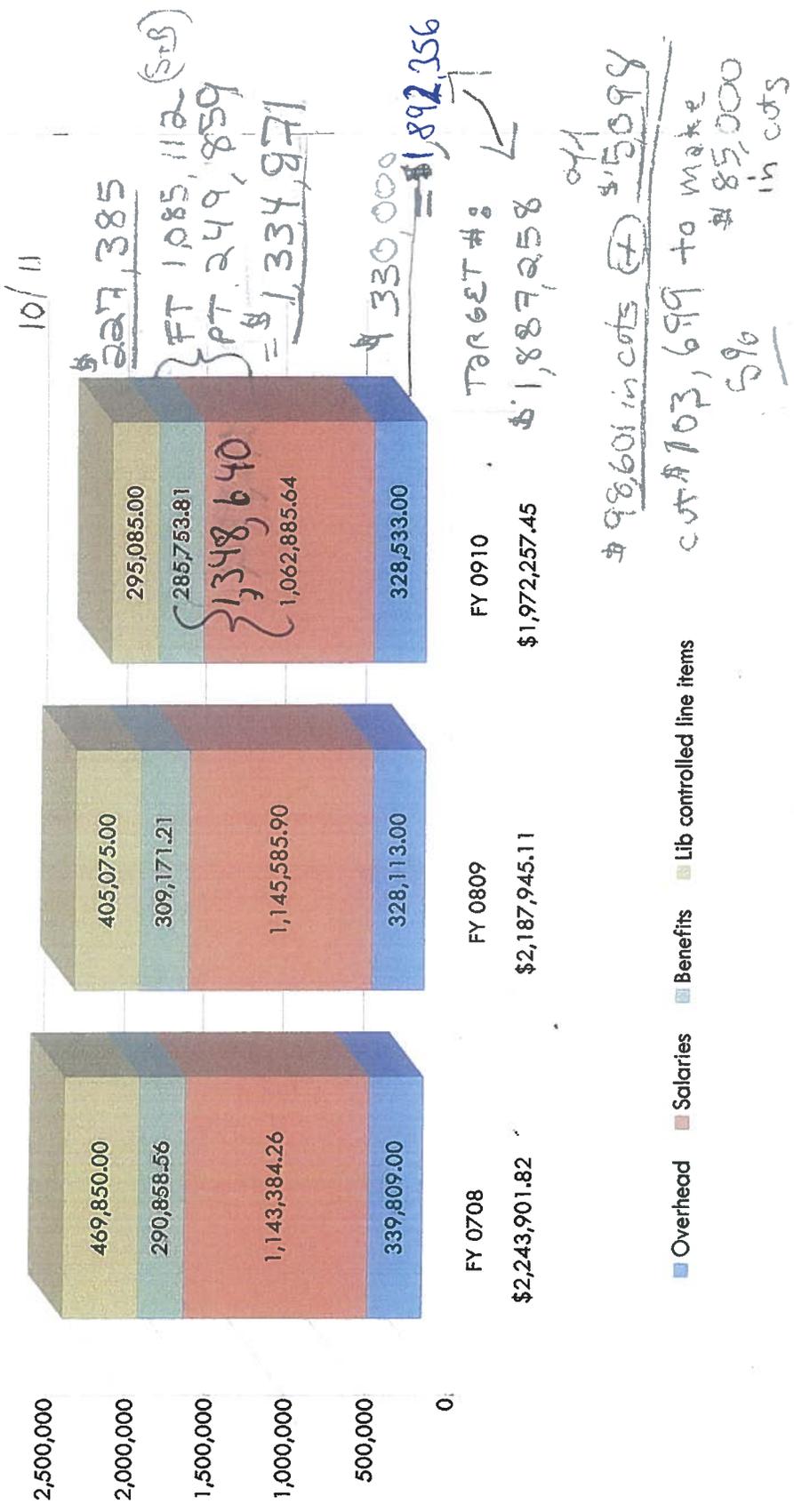
How Will the Economy Recover from the “Great Recession”?

■ “V” shaped recovery?

■ “L” shaped recovery?

■ “W” shaped recovery?

Library Budget FY 07/08 to FY 09/10



- Overhead:** credit card phone line, electric, gas, water, Info Tech charges, Info Tech leases, communication charges, communication leases, liability ins charges, property insurance charges
- salaries:** regular time, overtime, part-time, special pays
- benefits:** vehicle allowance, retirement, flex benefit, employer paid benefits, workers comp, unemployment insurance
- Lib controlled items:** office supplies, building material & supplies, operating leases, printing, postage, dues & memberships, meeting expense, travel expense, training, Polaris, contract services, division supplies, book budget, binding

Glendora Public Library			
Bidwell Forum			
Usage Statistics			
Notes:	<i>FY '09-10 = July 1, 2009 - December 31, 2009</i>		
Library			
FY	# of Events - Library	Attendance - Library	
07-'08	106	4166	
08-09'	277	7827	
09-10	251	6676	
Other City Departments			
FY	# of Events - Other Depts.	Attendance - Other Depts.	
07-'08	71	3642	
08-09'	53	2558	
09-10	13	543	
Community Organizations			
FY	# of Events	Attendance	
07-'08	40	1360	
08-09'	57	2189	
09-10	35	1648	
TOTALS			
FY	# of Events	Attendance	
07-'08	217	9168	
08-09'	387	12574	
09-10	303	8947	

**Bidwell Forum
Statistics - Use by Other City Departments
FY '09-10**

Group	Meeting Description Presentations/Meeting/Pictures	# of Meetings	Day/Eve	Frequency	Attendance Expected	Attendance Average

City Council						
City Manager	Awards Luncheon		Day			
	Presentations	2	Eve		200	

Community Services	Commission meeting		Eve			
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Glendora Police Department	CERT		Eve/Weekend			
	Disaster Training		Eve			
	Dispatcher/Jailer Meeting-Workshop		Day			
	Emergency Services Meeting		Eve			
	Explorer meeting	4	Eve		143	
	Luncheon - Breast Cancer Awareness	1	Day		54	
	Officer of the Year		Day			
	Police Training	1	Day/Eve		100	
	Testing		Day			

Planning & Redevelopment	Monrovia Nursery Plan		Day			
	Neighborhood Meeting		Eve			
	Training Workshop - homeless count		Day/Eve			
	Walmart EIR	1	Eve		40	
	Workshop		Eve			

Personnel	AFLAC Presentation	1	Day		34	
	Flu Shots	1	Day		30	
	FSA Presentations		Day			
	Harassment Training		Day/Eve			
	Testing		Day/Eve			

Public Works	Staff meeting/Safety Meeting	3	Day/Eve	90
TOTALS		14		691

Library	Adult SRC event	2	Day/Eve/Weekend	85
	Battle of the Books event	1	Day/Eve	60
	Battle of the Books meeting	3	Day/Eve	78
	Children SRC event	14	Day/Eve/Weekend	930
	Children's Storytimes	178	Day/Eve/Weekend	4320
	Development - Holiday Basket		Day/Eve	
	Development - Michael Ryan Concert	1		240
	Development NOP meetings	2	Day/Eve/Weekend	116
	Development - Quilting Workshop	13	Eve	160
	Development Seminar with FHP		Day	
	Development - Trivia Committee		Day	
	ELF	1	Day	
	Friends Foundation meeting	1	Day/Eve	32
	Foundation events		Day/Eve/Weekend	
	Health Workshop	3	Day	130
	Library Board Meeting	6	Eve	73
	Library Event	2	Day/Eve/Weekend	86
	Literacy Tutor Training	1	Weekend	8
	MCLS Training		Day	
	Mid-management Association	2	Day	6
	SAT workshop		Weekend	
	Staff Appreciation Luncheon		Day	
	Teen Event	19	Weekend	226
	YA SRC Event	3	Day/Eve/Weekend	126
TOTALS		252		6676

**Bidwell Forum
Statistics - Use by Public Organizations
FY '09-10**

Group	Meeting Description	# of Meetings	Frequency	Attendance Expected	Attendance Average
American Cancer Society	Relay for Life		Eve		
American Association University Women	Author talk and book signing	1	Day	80	
American Red Cross	Blood Drive	1	Day	25	
Azusa-Glendora Soroptimist	Membership luncheon	1	Day	64	
BTSA/GSOD	Orientation	1	Day	80	
Cal State Teach	Informational meeting	1	Eve	15	
East San Gabriel Valley Reading Council	Tea		Day/Eve		
Foothill Antique Club	General Meeting	2	Eve	80	
Foothill Hospital Auxiliary	General Meeting	1	Day	60	
	Troop meeting		Eve		
	Orientation		Eve		
	Village Business Committee		Day		
	Workshop		Day/Eve		
Foothill MS Social Support Group	Support Group for person with MS	4	Day	40	
Glendora Chamber of Commerce	Business Expo/Mixer	1	Day/Eve	60	
Glendora Congregation of Jehovah Witnesses	Religious Meeting		Eve		
Glendora Community Conservancy	FireSafe Council workshop	2	Day	88	
Glendora Council PTA	PTA Forum with superintendents	1	Day	160	
Glendora Historical Society	General Meeting	3	Eve	180	
Glendora Teacher Association	Meeting	1	Eve	50	
Glendora USD	Retirement Soiree		Day		
Inland Empire Branch/International Dyslexia Assoc	Info meeting		Eve		
Inland Fairhousing & Mediation Board	Fairhousing workshop	1	Day	30	
I Poly	Strategic Planning	1	Day	10	
Kiwaniannes - Glendora Chapter	Membership meeting/picnic		Day/Eve		
L.A. County Fair	Post Fair Meeting	1	Day	30	
L.A. Registrar	Pollworker Training		Day/Eve		
MCLS	Children's Comm.		Day		
	Audiovisual Com.		Day		
Memorial	Patty Van Zee		Weekend		
Moka Sister City Assoc.	Information to parents/students	1	Day	20	
National Park Service	Public Information Meeting	1	Day	100	
Photographic Society of America	Photography lecture		Day		
Saratoga Maintenance Corp.	Board of Directors Meeting		Eve		
San Gabriel Mountain Regional Conservancy	Waterwise conservation workshop	1	Day	40	
SGV Freedom Campaign	Educational Meeting	5	Day	125	
SGV-Glendora YMCA Y&G Delegation	Meeting		Eve		
Toastmaster			Weekend		
US Census Bureau	Census testing	4	Day/Eve	80	

Village Business Asociacion	General Business Meeting	1	Day	30
Yellow Ribbon Committee	Cookie/Punch Social	1	Weekend	100
YMCA Youth and Gov't.			Eve	
		37		1547