

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum
140 S. Glendora Ave

June 21, 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

Possible motion to revise order or add items to the agenda

4. CONSENT CALENDAR – action, Encl., page 1

4.1 **Minutes** of meeting of May 17, 2010, Encl., page

5. REPORT OF LIBRARY DIRECTOR – information, Encl., page 6

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

6. UNFINISHED BUSINESS

6.1 **Budget 2010/2011 – action, Encl., page 16**

Weed-Brown to present final budget scenario as submitted to the city manager reflecting required reductions. Board to review changes and impacts regarding library hours, staffing and materials budgets. Board to vote to approve FY 10/11 budget submission.

6.2 **Review of finalized goals for FY 10/11 – action, Encl., page 28**

The draft goals for FY 10/11 were presented to the Board at the April 19, 2010 meeting. Weed-Brown to review final. Board to vote to approve goals.

7. NEW BUSINESS

7.1 **Outcomes of library's goals for FY 09/10 – information, Encl., page 30**

Weed-Brown to present to the Board the outcomes on FY 09/10 library goals. Board to review and comment.

7.2 **Review of library narrative for FY 10/11- information, Encl., page 33**

The library's narrative for the city's budget document attached for board's information and review.

7.3 **Library Events Calendar– information, Encl., page 47**

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

8. BOARD MEMBER ITEMS

8.1 **Agenda Planning Calendar – information, Encl., page 49**

Plans for future meetings in FY 10/11 to be considered and calendared

8.2 **Board member items – information**

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

9. ADJOURNMENT

SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS

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

4.

Consent

Calendar

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Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

May 17, 2010
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:01 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: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Brenda Fischer, Deputy City Manager, Josh Betta, Finance Director, Wayne Leech, City Attorney

2. PUBLIC COMMENT PERIOD

There was no public comment.

3. ADOPTION OF AGENDA

It was MSC (Deal/Robinett) to reorder the Library Board meeting agenda for May 17, 2010 as follows: move item 6.1 Security Cameras in the Library, item 6.2 Budget 2010/11 and item 9. Closed Session ahead of item 4. Consent Calendar. The motion carried 5-0-0 as follows: **AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.**

6. UNFINISHED BUSINESS

6.1 Security Cameras in the Library (possible action item)

City Attorney Leech expressed the City Manager's request that the Board make a motion to table item 6.1 and bring it back at a future time. Leech explained that city staff has not received a final proposal for the security cameras yet; therefore item 6.1 should be tabled until there is a proposal for the Board to review. Leech added that the City Manager would probably be able to meet with the Board once a proposal is in place.

Discussion followed on the Board's position on the security cameras, the Library's Red Alert procedures, the Brown Act and the legal status of the Library Board. Conway and Robinett agreed that the Board's position, which was made clear in the Board's recent motion, will remain the same whether this issue is tabled or not. Conway proposed informational meetings between the Board, the city and the Foundation to talk about matters of mutual concern.

Robinett asked that the Board honor the City Manager's request to table item 6.1. He expressed his hope that the Library Board will have the opportunity for input if and when the camera issue moves forward. Leech reiterated that the City Manager is just asking to table the item. He added that it is anticipated that the City Manager will present some type of security camera plan with a staff report at some point in time.

Finance Director Betta commented that the initial walk-thru of city departments to review possible camera locations was very informal. He added that at this point there is no formal proposal as the Police Department had to abandon its vendor relationship.

It was MSC (Robinett/Storland) to table the discussion on item 6.1 Security Cameras in the Library until city administration has additional information. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

Conway asked that the Board be informed in a timely manner of any updates regarding this issue. Betta acknowledged that there are privacy concerns in the library. He reiterated that at this point there is no proposal. Conway wanted it understood that the security cameras plan does not move forward without coming to the Board first for discussion.

Fischer stated that typically for a project of this size, a task force is put together. She suggested that Weed-Brown be appointed to the task force. This would provide for the cross-communication that the Library Board desires.

6.2 Budget 2010/2011

Weed-Brown informed the Board that the budget information included in the Board packet has changed. She explained that instead of working with a 5% cut as outlined in her memo, the library has been given a budget target number that needs to be reached. In order to reach the library's target number of \$1,887,258, the library needs to cut \$103,699. Weed-Brown reminded the Board that in past years the Library was asked to cut a certain amount or percentage of its budget. She asked the Trustees to provide direction after they have reviewed the budget information provided.

Weed-Brown handed out a chart to help the Board visualize the library's budget and explain how she arrived at the cuts. She stated that the cuts made so far in part-time personnel hours and the library's line items, including the book budget, total \$98,600.

Finance Director Betta provided some background information on the city's budget. He elaborated on some of the steps the city took two years ago to deal with a \$1,6 million deficit. Betta then went on to explain the steps taken last year, which included a 3.5% budget reduction in all departments and a hiring chill. He said that the city is taking approximately \$700,000 from reserves this fiscal year to make up this fiscal year's deficit. Discussion followed on the established level of reserves.

Betta stated that this is the 3rd year of the recession and recovery is not immediate. He cited pension costs as being a big concern. Betta provided a hand out to help visualize the city's budget situation. Betta and the Board reviewed the hand out.

Betta stated that there is a slight increase in sales tax revenue. He added that city administration is trying to be cautiously optimistic, but at the same time needs to be aware of reality. Betta added that the funds for the entire city are affected by cuts at this point.

Robinett commented that he was impressed with how city employees have stepped up and given back salary. This speaks well for city employees. He cautioned that there is a limit on how much and how many times you can ask employees to give back. At some point their limit will have been reached.

Fischer reported on the status of employee negotiations. She explained the city's structural deficit with regard to retirement. She reported that agreements have been reached with the mid-management group (GMA) and department heads. The general employees group (GMEA) is still in negotiations. Negotiations have ceased with the police department's groups (PMA/POA) without reaching an agreement. Fischer added that the city is currently also doing an organizational review of Public Works in an effort to streamline the department.

Betta stated that the city will be absorbing normal cost increases in a variety of areas, such as workers compensation and liability insurance. He pointed out that the budget process has not started yet. Betta commended the library for its compliance whenever asked to make cuts. He added that layoffs of active employees will be likely next fiscal year.

The Board thanked Fischer and Betta for attending tonight's meeting. It was very helpful. Robinett added that he would like to meet in this fashion at least once a year.

Weed-Brown continued her report and stated that at this point the materials fund has been reduced to \$142,260. A large portion of this fund is used to pay for databases.

Weed-Brown and the Board discussed the proposed part-time FTEs for next year, which will more than likely affect hours of operation for the public. Weed-Brown reminded the Board that a certain number of employees is needed at any given time for the library to be open. She explained the options for library hours with the amount of FTEs available for next FY. She elaborated that management staff has been reviewing patrons' library patterns, staff availability and usage statistics, both from a Support Services and Public Services standpoint. Numerous scenarios for hours open to the public are still being worked on. Weed-Brown elaborated that what makes decisions more difficult is the fact that what is beneficial for Support Services in terms of customers served is not necessarily beneficial for Public Services. Conway stated that evenings are valuable for programs and students. He asked that the library try and be open an additional evening.

**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

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

The meeting was recessed to closed session at 8:46 p.m.

President Gomer reconvened the meeting into open session at 9:25 p.m. Gomer reported that no reportable action was taken.

4. CONSENT CALENDAR

It was MSC (Conway/Robinett) to approve item (1) on the consent calendar as presented, minutes of the meeting of April 16, 2010 and item (2) on the consent calendar as presented, minutes of the meeting of April 19, 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

Weed-Brown pointed out the opportunity for the library to get an 18 month subscription to the Gale "Career Transitions" database at no cost. PR will be done to advertise this new database. Staff is very pleased to add a new database in this economic climate. Statistics will be obtained to evaluate the usage of the database. Weed-Brown stated that all Public Services staff will be trained on how to use this database.

In response to a question from Robinett, Weed-Brown confirmed that the Library is not offering shredding services.

Conway commented on Baffigo becoming a certified CPR/AED and First Aid Instructor. He voiced concerns about Baffigo having to leave his regular duties at the library whenever he is required to do CPR training for other city staff.

6. UNFINISHED BUSINESS

6.3 Annual Self-Evaluation of Board

Gomer stated that she will not be here for the June Board meeting. She asked that Board members forward their self-evaluations to her by July 12 via email.

Weed-Brown reviewed with the Board the process of its annual self-evaluation.

7. NEW BUSINESS

7.1 Review proposed changes to Uses/Regulations of Library Facilities, City Administrative Policy 4.01

The Board reviewed City Administrative Policy 4.01. Discussion followed on the possibility of the library charging for the use of Bidwell. Weed-Brown provided a handout with information regarding Bidwell usage.

It was MSC (Deal/Robinett) to approve City Administrative Policy 4.01 as proposed by staff. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

7.2 Library Events calendar

The Board reviewed the events calendar. Gomer reminded the Board of the next quarterly Foundation Board meeting on June 22.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Gomer reminded the Board that the Board's and the Library Director's evaluations will take place at the July Board meeting. Weed-Brown stated that she might have more budget news by the June meeting.

8.2 Board member items

Deal commented that this will be the end of her two years on the Foundation. Conway voiced interest in serving as the Board's representative on the Foundation Board.

There being no further business, the meeting adjourned at 10:02 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

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

5.
Report of
Library
Director



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
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Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director
CC: City Manager
Date: June 21, 2010
Re: Director's Report

June is the month for looking back over the current fiscal year and looking forward to the next. It has been a busy time between budgeting, summer reading club final preparations, last minute school tours and staff comings and goings.

Starting in July, I become Chair of the Southern California Library Cooperative (SCLC), formerly MCLS. The new name reflects a larger organization. SCLS now encompasses public libraries in Orange County, LA County and Ventura County. It is quite a diverse group, both in composition and geography. This year we will be embarking on a strategic planning process which should be interesting and rewarding. There will undoubtedly be more demand on my time as Chair, including potential time away from the library and community. I will do my best to give all entities the attention they deserve.

I attended a farewell reception for Dr. Catherine Nichols at the GUSD headquarters on June 7th. I look forward to working with the new superintendent, Dr. Robert Voors.

The Glendora Coordinating Council honored Friends Foundation President Thom Hill with the Gene Beckwith Humanitarian Award. Several staff members attended the luncheon.

Emeritus Friends Foundation member Kitty Garvey, was recognized by the YWCA as one of their Women of Achievement on June 17th. The library and foundation were very well represented in the audience! Kitty certainly deserves the recognition for all she gives back to Glendora and beyond.

Anne and I attended a reception for the "Books 4 Babies" program at Azusa Public Library on June 8th. Anne represented the Foundation, which has donated books and funds to this program for two years. I attended as representative for the Glendora Rotary Club, which also donates funds. It was encouraging to see teen parents work to learn skills to help their babies succeed; although the number of teen parents is always sad.

There were a lot of staff coming and going this month! We welcomed back Daisy from her medical leave; celebrated Elizabeth's 30 years with the city; and said farewell to Carrie. We also had our annual end-of-the-year staff potluck lunch on June 10. With the crazy activities and hundreds of children, teens and adults that enjoy us over the summer, it is a moment to connect and take a breath before the start of it all on June 14!

The budgeting process has also been a big demand on time lately. Although we have worked on it as best we could, when the final numbers came down we had a week to finalize it all. The information is included in this packet. The city budget goes to Council for approval tomorrow night at their June 22 meeting.

Tomorrow, June 22, is also the 7 a.m. Friends Foundation meeting in Bidwell. This is the final meeting of the year when new members are welcomed and farewells are said to others. Gordon Trask will be termed out and I am sad to see him go. He joined the Foundation around the same time that I joined the library. And so it goes.

The Development Office staff and volunteers are in high gear as Night on the Plaza draws near. July 17th is just around the corner. Add to that the AC project on the roof over IT and the Development office and bookstore; and you can see why they seem to be a bit frazzled!

Summertime keeps us busy here in the library!

Next Meeting: July 19, 2010; 7 pm - Bidwell Forum

Division Monthly Reports



To: Robin Weed-Brown
 From: Carlos Baffigo, Anne Pankow, Cindy Romero, Janet Stone
 Date: May 2010

Public Services - Cindy Romero, Janet Stone
Children's

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
5/4/2010	Community Preschool	36
5/5/2010	Community Preschool	29
5/6/2010	Whitcomb Head Start	39
5/10/2010	Coordinating Council	37
5/11/2010	Library Tour-United Methodist Preschool	20
5/13/2010	Book Buddies <i>Soupy Saturdays</i>	4
5/13/2010	COUSD Lib. Comm. Mtg.	10
5/18/2010	Library Tour-United Methodist Preschool	44
5/19/2010	Library Tour-United Methodist Preschool	38
5/19/2010	SRC Outreach - Cullen	600
5/20/2010	Books 'n Brownies <i>Thieves of Ostia</i>	5
5/21/2010	SRC Outreach- St. Dorothy's	65
5/24/2010	Library Tours Sellers 3rd	35
5/12-5/26/2010	Shrek reading club	35
5/28/2010	Library Tour-Cullen 1 st and 5 th	70
Total number of Participants		1067

Summer Reading Club outreach season began in May. Cindy, Gail and Susan have been visiting local elementary schools and preschools speaking about SRC as well as hosting tours of students here at the library. Final preparations have begun for Summer Reading Club which begins on June 14th. This year's theme is *Make Waves @ your library*.

Volunteer interviews took place during the end of May and beginning of June. We currently have 102 volunteers signed up to help us out this summer. We will conduct the volunteer training sessions during the week of June 7th. These volunteers will be assisting us with shelving, shelf-reading, summer reading club reporting and crafts as well as a variety of other tasks. Please mark your calendars to join us as we honor these wonderful volunteers at the end of the summer on July 26th at 3 pm.

Cindy and Gail ventured to the University of Riverside for the Arbuthnot lecture, an annual lecture put on by the Association of Library Services to Children, a division of the American Library Association. This lecture has only been in the LA area twice in its over 40 year history. This year's presenter was K. T. Horning, an author and children's book evaluator who spoke on multi-cultural books for children.

Adult

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
5/1/2010	Dead Sea Scrolls Lecture	108
5/3/2010	Pasadena City College LIB 101 Library Services for Paraprofessionals – Local libraries panel	28
5/4/2010	Assistance with Machine-Readable Cataloging (MARC) records for cataloging student	1
5/10/2010	Books Alive! (Afternoon: <i>Jonathan Strange & Mr. Norrell</i>)	1
5/10/2010	Books Alive! (Evening: <i>Jonathan Strange & Mr. Norrell</i>)	7
5/14/2010	Foothill Library Consortium	15
5/28/10	Library school student survey	1
	Total Number of Participants	161

Far afield to near at home:

Burbank: Rebecca was put through her paces at Librarians' Genealogy Boot Camp. Among other things, the task masters from the Southern California Genealogical Society covered showing our customers "how to do an exhaustive search for books and other published materials about their families that will help them begin their research."

Downey: Sandy checked in at the Southern California Library Cooperative (SCLC) Audiovisual Interest Group meeting.

South Pasadena: Janet bid a possible farewell – face to face, that is – to colleagues in the SCLC Reference/Adult Services Interest Group. Under discussion in the fall: if and how to continue in-person gatherings within the new consortium structure.

West Covina: Rebecca wrapped up jury duty for another year.

Pomona: Janet joined the Development Office, Robin Weed-Brown, and Elke Cathel at the YWCA Women of Achievement luncheon, honoring – among others – Kitty Garvey.

City Hall: Janet lent her eyes and ears to the grant management policy review meeting. Among new elements to complete when getting grant approval: cost/benefit analyses.

Bidwell: Sandy attended the Glendora Historical Society meeting: GHS recently launched a website < <http://glendorahistoricalsociety.org/index.html> >, and our page of community organizations will be updated accordingly.

Friends Room: Any Adult Services staff who were in town joined Cindy, Gail, and Sandy for the low-down on registering readers for Summer Reading Club and giving out those all-important “incentives.”

And, finally, here our own family “hearth”: George celebrated 5 years with us. Thanks for all you’ve done to help with our visitors, web site, and sense of humor!

Support Services – Carlos Baffigo

- Carrie Olvitt announced her resignation effective June 10th
- Daisy Fregoso is due back from leave on June 9th
- Elizabeth Meshriy will celebrate her 30th work anniversary on June 4th! Congratulations Elizabeth! ☺

Facilities:

- The installation of a sliding door between the Children’s Room and Friends Room will take place in June
- Work will start on the replacement of the rooftop air conditioning units over the Development office and the staff lounge on Tuesday, June 15th
- New additional shelving was ordered to relieve congestion in Adult DVDs/CDs

Emergency Preparedness:

- Fire blankets and new first aid kits were purchased and distributed
- An Automatic External Defibrillator (AED) cabinet was purchased and installed in the Circulation Office

Systems:

- Thin client compact computers will replace the larger catalog pc towers on the main floor
- An Apple iPad was purchased for use by Public Services to enhance catalog searches by librarians while away from the Reference desk

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

<i>Date</i>	<i>Program/Event</i>	<i># of participants</i>
5/1/2010	Saturday Book sale on main floor	50
	Total Number of Participants	50

<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
5/13/2010	Outreach to Teen Parent with Cindy & Chris at Arrow High School	18
	Outreach to Expectant Parents with Miss Bonnie at FPH	On hiatus until August
	Total Number of Participants	18

A new series of Quilting with Sandy Janicki began on May 4 and continues until June 29. This group of enthusiastic quilters has been creating a beautiful floral quilt to be auctioned at Night on the Plaza. This quilt is an expression of appreciation to the library and the Friends Foundation for providing a place for quilters and other crafters to gather regularly and share their love of fabric and yarn.

Over 2,900 invitations for Night on the Plaza were mailed out to individuals, families and businesses. Don't forget to mark your calendars for July 17. Next month, preparation for this event kicks into high gear.

Glendora Public Library Summary Data for May 2010

*starting May 2009 statistics are tracked differently due to new website

<u>Service Indicators</u>	This Year May	Last Year May	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	21,707	29,300	-26%	245,181	249,313	-2%
I. D. Total Items Loaned	35,465	34,618	2%	404,282	374,918	8%
I. D.4. Electronic Circulation	328	223	47%	2,989	2,023	48%
III. A. Total Requests for Information/Adult Services	2,304	2,323	-1%	26,181	25,380	3%
II. A. Total Items Owned	148,410	147,494	1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	14,040	15,057	-7%	155,025	341,805	-55%
V. A.2. Library Home Page Views *	9,864	9,814	1%	106,317	287,955	-63%
VI. A. Total Number of Programs	9	10	-10%	121	120	1%
VI. E. Number of Literacy Students Active	35	34	3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	121	137	-12%	1,382	1,385	0%
VI. F.1 Total Number of Volunteer Hours	667	532	25%	10,077	9,031	12%
I. G. Total General Fund Revenue	\$5,218	\$13,119	-60%	\$89,387	84,698	6%

These statistics are subject to verification.

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May- June 2010 Events



The Library participated in "painting the town purple" May 2010



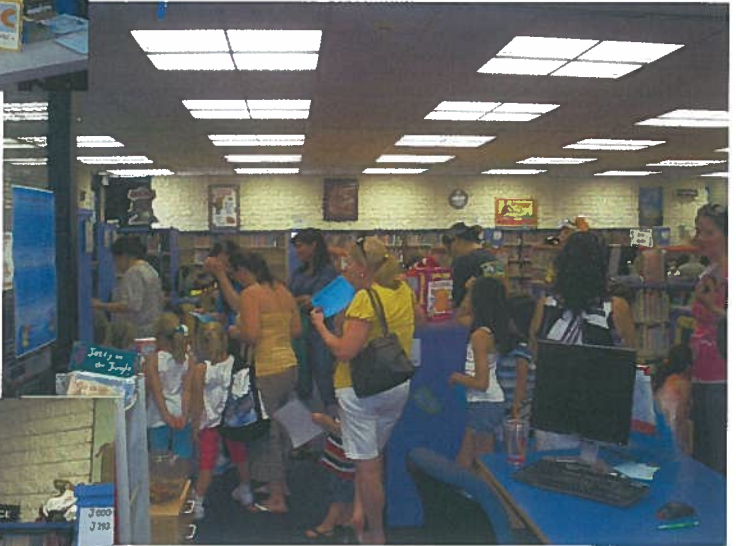
Children's Room School Tours June 2010



Continued...



First Day of Summer Reading Club
June 2010



Continued...



more Summer Reading Club
June 2010



Children's Summer Reading Club
Movie "Cloudy with a Chance of
Meatballs"
June 2010

Elizabeth Meshriy (left), who celebrates her 30th work anniversary at the Library this month with Miss Bonnie (right), who recently celebrated 35 years at the Glendora Library
June 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: June 21, 2010
Re: Agenda Item #6.1: Library Budget for 2010/11

Attached is a copy of the memo I sent to the City Manager regarding reductions to the library's budget. Copies of the line item details are also attached. You will see changes from last month's discussion. The deadline for submissions was Wednesday June 10, 2010. We were notified of the deadline on June 1.

It was a hectic week to get this done. Although we had been working on the budget documents as much as possible, final budget numbers kept changing as labor costs finalized. Matching our numbers to the ones in the city's Pentamation system took extra steps and time. The final numbers were submitted at 5 pm on June 10.

The biggest hit was in the library's Materials Budget line. We were able to maintain staff and hours because of it. Other cuts were made in various library accounts and are noted on the second page of the memo mentioned above. The library will not be able to respond to any unexpected needs that may occur during the course of the upcoming fiscal year based on this level of reduction.

The city's budget will be presented to the City Council at their June, 22, 2010 meeting for approval.

I recommend that the Library Board vote to approve the budget submission.



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Glendora Public Library
(626) 852-4891

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library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Chris Jeffers
From: Robin Weed-Brown
CC: Josh Betta
Date: June 11, 2010
Re: Budget reduction impacts FY10/11

To meet the library's budget target of \$1,895,703, the library's 2010/11 budget reductions and impacts are outlined below:

Public Service Hours:

<u>2008/09 Hours:</u>		<u>Current Hours FY 09/10:</u>		<u>Proposed Hours for FY10/11:</u>	
Monday	10-9	Monday	12-9	Monday	10-9
Tuesday	10-9	Tuesday	10-7	Tuesday	10-5
Wednesday	10-9	Wednesday	10-7	Wednesday	10-9
Thursday	10-5:30	Thursday	10-5:30	Thursday	10-5
Friday	10-5:30	Friday	12-5:30	Friday	12-5
Saturday	10-5:30	Saturday	10-5:30	Saturday	10-5
<u>Total open hours/week:</u>	<u>55.5</u>	<u>8 hours cut; Open:</u>	<u>47.50 hrs/wk</u>	<u>Open:</u>	<u>48 hrs/wk</u>

We analyzed use patterns over this year and compared it with use patterns from 08/09. Based on these patterns we were able to restructure hours.

Part Time Staff in General Fund:

No major changes; reduction in on-call hours.

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: \$337,000 and further reduced mid-year to \$287,568;
In 2009/10 the materials budget started the year at: \$200,910;
In 2010/11 the materials budget would start at: \$128,160 (\$72,750 reduction)

The materials budget will be reduced by \$72,750 to \$128,160, a 36% reduction from this year's budget; and a 64% reduction from \$355,000 in 07/08, when GPL finally matched the national average for materials budgets for communities of our size. \$55,500 of this year's materials budget supports electronic databases and downloadable books that are accessible off site (home, school, etc.) when the library is closed. After paying for electronic materials, approximately \$73,000 will

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remain for purchase of books, audio books, music and books on CDs, DVDs, magazines, etc. New items available for children, students and adults will be severely reduced.

An additional \$10,050 in reductions from various line items detailed below:

Administration - 7076:

1. Building materials and supplies (A/C 51400): \$2,000 (17%) decrease impacts replacement of Bidwell forum equipment, circulation equipment and facility improvements;
2. Copier operating lease (A/C 51560): \$1,000 (5%); anticipation of lower use of copier equipment due to fewer open hours;
3. Dues and memberships (A/C 55400): \$200 (11%); reduced level of professional participation;
4. Travel expenses (A/C 55550): \$900 (90%) only minimal funds available for mileage reimbursements; no other travel (Polaris integrated system training, professional conferences, etc.)
5. Training expenses (A/C 55600): \$1,300 (93%); training will be restricted to free webinars and reduced access to So. Calif. Library Consortium (SCLC) workshops;
6. Contract services (A/C 59100): \$600 (5%); SCLC contract reduced;

Support Services - 7077:

7. Division supplies (A/C 51200): \$1,800 (12%) decrease reflecting lower material processing costs due to reduction in Library Materials budget.

Youth Services - 7078:

8. Division supplies (A/C 51200): \$1,500 (60%) for storytimes, crafts, displays, educational manipulatives for children, and outreach programs (in-house tours and school visits).

Adult Services - 7079:

9. Division supplies (A/C 51200): \$250 (50%) for adult programming and in support of front-line reference service.
10. Binding (A/C 55325): \$500 (50%) account funds: permanent protective coverings and slipcovers for magazines, audio recording replacements, and supplies for selective in-house repair of worn or damaged materials. Fewer materials will be repaired.

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

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

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

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

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

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

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

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	Approved FY 07-08	After cuts 1/8/2008	Approved FY 08-09	After cuts 1/30/09	Approved FY 09-10	Requested FY 10-11
DIVISION 7076						
ACCOUNT 55600 TRAINING						
ALA/PLA/LAMA annual conference	400	400	0	0	0	0
California Library Association Annual Conference	1,100	1,100	0	0	1,100	0
InfoPeople (\$75 ea)/UCLA (\$50 ea)	400	400	900	900	300	0
SCLC workshops (10x20)	100	100	100	100	0	0
Polaris training	2,500	500	2,500	500	0	0
Technology/management/other	1,100	800	800	800	0	100
TOTAL BUDGET REQUEST	5,600	3,300	4,300	2,300	1,400	100
ACCOUNT 56200.01 GIS POLARIS MAINT CONTRACT						
General catalog, children's catalog & Syndetics	24,480	23,480	20,000	20000	17,000	17,000
* normally 5% increase annually						
TOTAL BUDGET REQUEST	24,480	23,480	20,000	20,000	17,000	17,000
ACCOUNT 59100 OTHER CONTRACT SERVICES						
Califa contract	400	400	400	400	400	400
SCLC contract	5,500	5,000	5,000	5,000	5,000	5,000
OCLC cataloging utility	12,000	10,000	12,000	12,000	6,000	6,000
Other (Reservation software, web)	8,000	1,000	3,000	1,380	1,000	400
TOTAL BUDGET REQUEST	25,900	16,400	20,400	18,780	12,400	11,800
TOTAL REQUESTS THIS PAGE	55,980	43,180	44,700	41,080	30,800	28,900
TOTAL REQUESTS FOR ACCOUNT 7076	127,150	97,220	109,315	92,777	74,875	68,875

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

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

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

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	Approved FY 07-08	After cuts 1/8/2008	Approved FY 08-09	After cuts 1/30/2009	Approved FY 09-10	Requested FY 10-11
DIVISION 7077						
ACCOUNT 51200 SPECIAL SUPPLIES						
Cases (for videos, cassettes, cds/odroms/dvds + sec. cases, hangup bags, etc.)	3,000	3,000	0	0	0	0
Circulation desk & misc office supplies (ink, golf pencils, receipt printer paper)	1,450	1,450	0	0	0	0
Polaris supplies (bar code scanners/receipt printer)	400	0	0	0	0	0
Processing & mending supplies (now includes pre-processing costs, prev paid out of 707951300)	11,600	11,000	0	0	0	0
Theft detection strips	3,880	3,880	0	0	0	0
Circulation supplies (golf pencils, receipt printer paper, copy center supplies)	0	0	1,500	1,500	3,800	3,800
Computer supplies (cleaning supplies, network supplies, software)	0	0	1,500	1,500	1,500	1,500
Technical processing supplies (cases, detection strips, book jackets)	0	0	17,330	17,330	10,000	8,200
TOTAL BUDGET REQUEST	20,330	19,330	20,330	20,330	15,300	13,500
ACCOUNT 55330 MICROFILMING						
* price varies depending on number of pages microfiched						
Glendora Press (done every year)	0	0	0	0	0	0
Glendoran Magazine (done every 3 years)	0	0	0	0	0	0
Glendora Community News (done every 3 years)	0	0	0	0	0	0
TOTAL BUDGET REQUEST	0	0	0	0	0	0
TOTAL REQUESTS FOR ACCOUNT 7077	20,330	19,330	20,330	20,330	15,300	13,500

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

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

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

DIVISION 7079	Approved FY 07-08	After cuts 1/8/2008	Approved FY 08-09	After cuts 1/30/2009	Approved FY 09-10	Requested FY 10-11
ACCOUNT 51200 SPECIAL SUPPLIES - PUBLIC SERVICES						
Children's supplies -- moved to 7078	2,000	2,000	2,000	2,000		
Young Adult supplies -- moved to 7078	1,000	1,000	1,000	500		
Adult supplies	500	500	500	500	500	250
TOTAL BUDGET REQUEST	3,500	3,500	3,500	3,000	500	250
ACCOUNT 51300 BOOKS/TAPES/PERIODICALS, ETC						
ADULT SERVICES	7% increase		*-variable % increase			
Fiction	37,600	37,600	30,600	25,250	17,090	
Non-fiction	59,800	59,800	43,400	35,300	24,135	
Reference	14,000	14,000	12,200	6,300	5,232	
Audio-visual	38,500	38,500	37,900	26,600	18,066	
YOUTH SERVICES (CHILDREN & YA) -- moved to 7078						
Fiction	19,000	19,000	19,000	14,248		
Non-fiction	16,200	16,200	17,000	11,689		
Reference	11,000	11,000	11,000	9,824		
Audio-visual	10,000	10,000	10,000	7,515		
STANDING ORDERS	48,150	43,150	49,154	44,049	30,692	
PERIODICALS	30,000	23,500	30,000	30,000	20,473	
ELECTRONIC DATABASES (FY 08/09 5% increases x 0-2 yrs)	70,750	68,250	76,746	76,793	42,327	
TAX						
TOTAL BUDGET REQUEST	355,000	341,000	337,000	287,568	158,015	100,662
*Each subject area adjusted independently, based on averages of Bowker Annual figures (2007 ed.)						
ACCOUNT 55325 BINDING & REPAIR OF LIBRARY MATERIALS						
Binding	900	900	900	900		
Repair	1,500	1,000	1,500	500	1,000	500
TOTAL BUDGET REQUEST	2,400	1,900	2,400	1,400	1,000	500
TOTAL REQUESTS FOR ACCOUNT 7079						
	360,900	346,400	342,900	291,968	159,515	101,412

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

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DIVISION 7079	Approved FY 07-08	After cuts 1/8/2008	Approved FY 08-09	After cuts 1/30/2009	Approved FY 09-10	Requested FY 10-11
TOTAL BOOKS/TAPES/PERIODICALS 7078-7079	355,000	341,000	337,000	287,568	200,910	128,160
TOTAL REQUESTS FOR ACCOUNT 7078-7079	360,900	346,400	342,900	291,968	204,910	129,910
TOTAL REQUESTS FOR 7076-7077-7078-7079	508,380	462,950	472,545	405,075	295,085	212,285
% change from previous FY		-8.936%	2.073%	-14.278%	-27.153%	-28.060%
			increase over 07/08	decrease over approved	decrease over cuts Jan 09	
			cut budget	08-09 budget		
					-41.956%	
					decrease from	
					07-08 approved requests	



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: June 21, 2010
 Re: Agenda Item #6.2: Library Goals, FY10/11

The City Manager has approved the following goals for the library. They will be included in the budget document. The formatting is different from the draft presentation; however the goal remains primarily the same. It is recommended that the Board review the goals and vote to approve them.

Administration:

1. With the assistance of the Deputy City Manager, will review and evaluate current Library structure with a view towards the needs of the community in the next decade. This may involve staffing, classifications, new funding options, and prioritizing of programs. The goal would be to bring a draft report to the Library Board of Trustees. By June 2011.
2. Identify new areas and programs where volunteers may be recruited to assist in filling unmet needs as a result of demand, fiscal restraints, or both. A comprehensive plan with job descriptions and recruitment strategies will be presented for the Library Board to consider during that timeframe. By November 2010.

Support Services:

1. Create additional electronic communication methods for overdue, holds, and information notification. The goal is to have an enhanced system that takes into account evolving technologies. Any changes will require that guidelines be updated to account for the adherence to Library policies. By June 2011.
2. Compare Glendora Library's "cost to process items" performance measurement with other libraries in area. Depending on that evaluation, develop and make any recommendations to the Board on procedures that need to be altered. By March 2011.

3. Compare Glendora Library's "number of days from receipt of item to public availability" performance measurement with other libraries in area. Depending on that evaluation, develop and make any recommendations to the Board on procedures that need to be altered. By March 2011.
4. In cooperation with the Human Resources and the Police departments, work with other certified trainers or City staff, to establish and implement staff training schedules for CPR and first aid for all City employees. By spring 2011.
5. Evaluate existing revenue-generating opportunities through copy/print services. By June 2011.

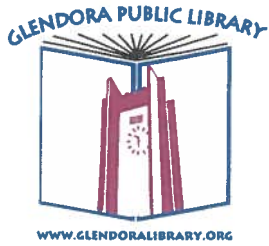
Youth Services:

1. Identify and label youth chapter books in various collection areas to enable patrons to more easily browse the collection. The process will use both staff and volunteers to accomplish the tasks involved. By Spring 2011.
2. Compare the historical fiction, animal and sports genres in the youth fiction collection to established Library collection development aids, such as *Children's Catalog and Best Books for Children*, to identify areas and titles in need of replacement, updating or enhancement. By Spring 2011.
3. Create a relationship with the incoming GUSD administration to foster library/school cooperation in the current economic climate. This will be accomplished by attending GUSD Council PTA meetings, requesting in-person meetings with new and existing District Administrators and teachers, and providing quarterly information regarding library services to school personnel.

Adult Services:

1. Create more user-friendly access and more a more browse-able collection by implementing a pilot natural-language signage project, identifying cookbook sections on the shelves by genre. By June 2011.
2. Create more efficient and effective customer feedback opportunities by implementing online request for materials purchase form. By June 2011.

7.
New
Business



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Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director
 Date: June 21, 2010
 Re: Agenda Item #7.1: Outcome of 09/10 Goals

2009-2010 Goal Outcomes

Administration

1. Enhanced ways to meet the demands and expectations of the community for public library service under the increasing financial constraints. Library volunteer hours are up 8% over last year. Expanded deployment of volunteers to support library programs and services. Mentored Library managers in providing a positive customer service environment in light of limited resources. Managers worked with staff at regularly scheduled meetings on customer service and budget issues. Managers met with the Library Director once a week to review and evaluate issues within the Library. Managers created new Performance Measurements document.
2. Participated in the premiere episode of "Go Glendora", the City's new promotional program shown on channel 3-KGLN. The Library's Trivia Challenge 18 and Bookmark Contest were highlighted. This new expansion for library marketing received positive comments from the community.
3. Oriented new Library Board Trustee Robinett prior to the July 2009 Library Board meeting. Additional meetings were held throughout the year as needed.
4. Oriented new Friends Foundation Board member Gamborg on July 10, 2009.
5. Worked with various support groups, interested individuals, with a target to raise \$140,000. These funds supplement the program and service needs of the Library. Fundraisers held: Night on the Plaza, July 18, 2009; Mini-fundraiser "Michael Ryan and Friends" concert, Oct. 24, 2009; Mini-fundraiser "Glendora Friends Quilt Show" held on January 30, 2010; 18th Annual "Great Trivia Challenge" held on March 27, 2010.

Support Services:

1. Tracked the new Friends Room usage patterns, new needs and possible impacts to Library facilities policy for this first year. Current procedures and policy are sufficient to handle additional new meeting room.
2. In collaboration with Public Services, explored new and innovative ways to catalog library material for easier searching and browsing of collections. Industry trends and future cataloging standard changes were evaluated through seminars and via the Library's OCLC representative. Executed a re-indexing of existing bibliographic records for more comprehensive searching.
3. Identified areas in need of improved signage for a more user-friendly customer experience. The Library's main floor, lobby and interior have enhanced signage facilitating customer usage of Library. Exterior signage needs have been identified. These will be executed, pending a funding source.
4. Support Services Manager is now a certified trainer for CPR/First Aid for the City of Glendora.

Youth Services

1. Began a comparison the Youth Fiction collections to established Library collection development aids such as *Children's Catalog and Best Books for Children*, to identify areas and titles in need of replacement, updating, or enhancement. This is a multi-year project. Initial step accomplished: identified popular and enduring youth book series as candidates for replacement with community donation monies.
2. Investigated new and innovative approaches for youth programming with an emphasis on low-cost programs. The popular gingerbread house creation program was conducted as a week-long program in the children's room to allow for greater participation. For cost effectiveness, houses were made with paper rather than graham crackers, icing and candy. Over 200 children participated in the program
3. Identified and purchased a movie umbrella license to allow for greater flexibility in providing cost-effective programs based on books. Utilized the license to provide two showings of *The Polar Express*, enjoyed with milk and cookies supplied by volunteers. This program replaced the costly holiday "Santa Visits" Library event and saved several hundreds of dollars.
4. Strengthened the partnership between Youth Services and the downtown Blue Chair Bookstore. Five popular youth author visits were achieved through this partnership.
5. Monitored and evaluated the third year Early Learning with Families (ELF) program during its first year without grant funding. The ELF program provided nine monthly outreach story times to nine in-home daycare providers. Azusa Pacific University (APU) student volunteers were trained to provide the storytimes to the children, gaining experience working with young children. Community adult volunteers partnered with the APU students for oversight and quality control.

Adult Services:

1. Optimized configuration of "Library 2.0" features, leveraging existing investments made to improve patron options for searching the collection and staff tools for the evaluation of materials. With Support Services, reintegrated tools into newly upgraded catalog; created prototype online book review/report form to be redeveloped FY11 into online request-for-purchase feature.
2. Maximized investment in electronic services by investigating new ways of compiling and assessing usage statistics for subscription databases, newly redesigned web pages, and other online resources; reviewed structure and modified holdings as data and feedback were received. Market values were established; subscriptions monies redeployed; new statistical service was identified; new cost-per-user assessment conducted.
3. Served an additional sector of the community by introducing iPod-compatible downloadable books to the public; assessed vendor options and adjusted agreements as needed. Two downloadable audio services are now available to the public through at least December 2010.
4. With Support Services, outlined re-entry plan to return to the exploration of more user-friendly access and a more browse-able collection through improved signage and other visual and spatial enhancements. Possible signage model and pilot shelving section identified; prototype signs purchased and subject language prepared. Pilot section implementation slated for FY 11.
5. To minimize economic impact on program offerings, with Development and other Library sections, identified new City/community partnership opportunities. In March 2010, a series of four health-related programs was presented by Citrus Valley Health Partners. May 2, 2010, a Dead Sea Scrolls lecture was presented by Azusa Pacific University. This program tied into APU's new major exhibit that premiered May 21: "Treasures from the Bible: the Dead Sea Scrolls and Beyond".
6. Library History Project: with funding from the Friends Foundation, continued organizing and preserving items of historical value of the Glendora Public Library in formats that make them easily available to the public, Library staff, and City staff. Volunteer was trained and began scanning of prior years' Library Board packets. Digital picture file structure established and installed and photo relocation was begun.

CITY OF GLENDORA

PROGRAM SUMMARY

DEPARTMENT: Glendora Public Library and Cultural Center

ACTIVITY: Library

Program Description

The Library’s Mission Statement: The Glendora Public Library and Cultural Center enriches the community by connecting people to the world of ideas, information, and imagination, to support their work, education, personal growth, and enjoyment. The Library stimulates civic involvement and is a symbol of the community’s well-being.

The Glendora Public Library accomplishes its mission through a partnership between the City of Glendora, the Library Board of Trustees, G.P.L. Friends Foundation and a dedicated, customer service-driven library staff.

The Library is comprised of four divisions: Administration and Development Office; Youth Services; Adult Services; and Support Services, serving 1,000 visitors each day, six days/40 hours a week. The Library staff is comprised of 13 full-time and 19 part-time employees. They are cross-trained and share responsibilities for behind-the-scenes ordering, processing and maintenance duties and for staffing the four front-line public service desks. Cross-training maximizes the Library’s ability to respond to the ever-changing needs of our community of users.

The Library has a collection of approximately 148,000 items in a variety of formats, 113,500 books, 8,900 electronic books (e-books), 4,900 audio books on compact disk (CD), tape and digital Playaway, 6,300 music CDs, 380 software programs, 8,500 educational and classic movies on DVD and VHS, 220 magazine subscriptions, 13 newspaper subscriptions, and 6,725 pieces of microform.

Two key service responses for the Library were identified through a strategic planning process involving the citizens of Glendora, the Library Board of Trustees, Friends Foundation, and Library staff. They are:

- The Glendora Public Library and Cultural Center supports self-directed personal growth and development, lifelong learning, for all ages.
- The Glendora Public Library and Cultural Center strives to fulfill our community’s appetite for current information about popular culture, social trends, and recreational experiences through its collections and programming.

CITY OF GLENDORA

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration and Development

ACTIVITY NO.: 7076

Program Description

The Administration staff is responsible for the overall management of the Library, ensuring that the key service responses identified by the community (Lifelong Learning, Popular Library-Current Topics and Titles) remain the primary focus of all Library activities, programs, and services. The Library Director is the secretary to the Library Board of Trustees. The Library Board is an administrative board as established by the State of California’s Education Code.

The Development staff is responsible for community outreach and education, volunteer management, fundraising, and support for library programs. Development staff also serves as primary liaison to the Friends Foundation.

Specific service objectives are:

- Support for the five member Library Board of Trustees administrative board and the 21 member Friends Foundation Board; effective and responsive policy development; fundraising to provide programs, services and outreach.
- Mentor staff to further enhance their customer service and library skills through staff development and training opportunities.
- Market Library events and services through a variety of public relations outreach: monthly press releases; cable channel and reader board announcements; website announcements; and other media opportunities; community presentations and outreach to various groups and organizations throughout Glendora.
- Coordinate, train, and monitor over 200 adult, youth, and children volunteers which includes application processing, evaluation, placement, training, and tracking; Library bookstore management for Friends Plaza Book Loft which includes volunteer staff, donation acknowledgment, sorting and pricing of donations, monthly sales on Library main floor; fund accounting.
- Prepare, administer and monitor the Library’s budget and Friends Foundation budget.
- Enhance library programs and services through grant writing and management, and fundraisers.

PERFORMANCE MEASUREMENTS

Administration and Development (7076): Glendora Reads! Adult Literacy Program	Actual FY 2009	Estimated FY 2010	Projected FY 2011
Number of learners served	43	47	45
Number of hours tutored	1,589	1,602	1,500
Percent of Adult Literacy Learners achieving State established goal	96%	75%	75%
Programming & PR			
Total number of programs offered	653	723	650
Number of programs funded by Friends Foundation	133	135	120
Total attendance	26,040	23,525	19,800
Number of unique library public relations pieces created & presentations made to inform public	651	707	625
Number of publications produced	97,779	123,590	90,000
Fundraising & Volunteers			
Fundraisers net revenue	\$126,847	\$86,000	\$80,000
Friends Plaza Book Loft net revenue	\$33,323	\$35,000	\$35,000
Number of volunteer hours	10,430	11,260	10,500
Volunteer FTE as percent of all library FTE	17%	22%	22%
Materials Availability & Use			
Percent of patrons that have success in finding library material when:			
<input type="checkbox"/> Browsing	93%	91%	93%
<input type="checkbox"/> Looking for specific title or author	55%	59%	55%
<input type="checkbox"/> Looking for specific subject	66%	66%	66%
Number of materials used in library (in-library use)	101,556	71,604	70,000
Total annual circulation (items checked out)	418,363	430,000	415,000
Number of items circulated per registered borrower	9.36	10.77	10.50
Holdings (items in collections) per capita	2.84	3.56	3.50
Hours open to public	2,668	2,481	2,400
Electronic Services			
Electronic subscription and resource materials use as percentage of total materials use	41%	22%	23%
Number of online tutoring sessions provided to students	1,782	1,725	1,700
Number of website, electronic resources and databases uses	356,163	169,000	175,000
Number of publications emailed to patrons	24,148	28,440	28,100
Publications emailed as percentage of total number of publications produced	25%	35%	35%
Percent of registered borrowers using Polaris email notification system (holds, due dates, renewals)	31%	35%	38%

2010-2011 GOALS AND OBJECTIVES

1. With the assistance of the Deputy City Manager, will review and evaluate current Library structure with a view towards the needs of the community in the next decade. This may involve staffing, classifications, new funding options, and prioritizing of programs. The goal would be to bring a draft report to the Library Board of Trustees. By June 2011.
2. Identify new areas and programs where volunteers may be recruited to assist in filling unmet needs as a result of demand, fiscal restraints, or both. A comprehensive plan with job descriptions and recruitment strategies will be presented for the Library Board to consider during that timeframe. By November 2010.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Enhanced ways to meet the demands and expectations of the community for public library service under the increasing financial constraints. Library volunteer hours are up 8% over last year. Expanded deployment of volunteers to support library programs and services. Mentored Library managers in providing a positive customer service environment in light of limited resources. Managers worked with staff at regularly scheduled meetings on customer service and budget issues. Managers met with the Library Director once a week to review and evaluate issues within the Library. Managers created new Performance Measurements document.
2. Participated in the premiere episode of “Go Glendora”, the City’s new promotional program shown on channel 3-KGLN. The Library’s Trivia Challenge 18 and Bookmark Contest were highlighted. This new expansion for library marketing received positive comments from the community.
3. Oriented new Library Board Trustee Robinett prior to the July 2009 Library Board meeting. Additional meetings were held throughout the year as needed.
4. Oriented new Friends Foundation Board member Gamborg on July 10, 2009.
5. Worked with various support groups, interested individuals, with a target to raise \$140,000. These funds supplement the program and service needs of the Library. Fundraisers held: Night on the Plaza, July 18, 2009; Mini-fundraiser “Michael Ryan and Friends” concert, Oct. 24, 2009; Mini-fundraiser “Glendora Friends Quilt Show” held on January 30, 2010; 18th Annual “Great Trivia Challenge” held on March 27, 2010.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Building materials and supplies (A/C 51400): \$2,000 (17%) decrease impacts replacement of Bidwell forum equipment, circulation equipment, and facility improvements.
2. Copier operating lease (A/C 51560): \$1,000 (5%);

3. Dues and memberships (A/C 55400): \$200 (11%); reduced level of professional participation.
4. Travel expenses (A/C 55550): \$900 (90%) only minimal funds available for mileage reimbursements; no other travel (Polaris integrated system training, professional conferences, etc.).
5. Training expenses (A/C 55600): \$1,300 (93%); training will be restricted to free webinars and reduced access to So. Calif. Library Consortium (SCLC) workshops.
6. Contract services (A/C 59100): \$600 (5%): SCLC contract reduced.
7. Part time staff (A/C 41210). \$4,300 salary savings (10%) from vacant Library Aide 1 position.

CITY OF GLENDORA

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Support Services

ACTIVITY NO.: 7077

Program Description

Support Services has four distinct areas of operations: Circulation Services; Computer Systems; Facilities; and Technical Services. Staff responds to all internal and external service requests in an efficient, timely, and professional manner. Staff in this Division is cross-trained to support both frontline public service desk assignments and behind-the-scenes technical work to maximize flexibility in responding to changing support service demands.

Specific service objectives are:

Support Services - Circulation Services

- Check out and check in library materials; respond to customer account inquiries for renewals, overdues, claims returned, and lost or damaged material; issue Library cards and manage the material flow as warranted.
- Maintain up-to-date patron account database.
- Lend and borrow library materials by interlibrary loan (ILL) and keep statistics.
- Maintain access to the Library's collections by promptly and accurately returning material to the shelves.
- Maintain the Library's integrated automation system (Polaris) along with evaluating any new technologies.
- Order, receive, catalog, process, mend, and withdraw all print and non-print material.
- Maintain accurate bibliographic record database.

PERFORMANCE MEASUREMENTS

Support Services: Circulation, Processing, Acquisitions & Facilities (7077)	Actual FY 2009	Estimated FY 2010	Projected FY 2011
Number of items checked-out per hour open	157	180	190
Cost to process an item	N/A	4.80	4.90
Number of items processed	8,821	7,395	7,000
Number of days from receipt of item to public availability	22	21	23
Total number of holds on library materials placed per year	16,322	18,000	17,000
Percent of holds placed directly by patrons	55%	75%	75%
Number of days an interlibrary loan takes to fill when library does not own item:			
•0-7 days	57%	44%	50%
•Under 30 days	92%	83%	80%
•More than 30 days	8%	17%	20%
Number of events in library meeting rooms	445	600	550
Attendance at library meeting room events	13,110	17,500	16,500

2010-2011 GOALS AND OBJECTIVES

1. Create additional electronic communication methods for overdue, holds, and information notification.. The goal is to have an enhanced system that takes into account evolving technologies. Any changes will require that guidelines be updated to account for the adherence to Library policies. By June 2011.
2. Compare Glendora Library's "cost to process items" performance measurement with other libraries in area. Depending on that evaluation, develop and make any recommendations to the Board on procedures that need to be altered. By March 2011.
3. Compare Glendora Library's "number of days from receipt of item to public availability" performance measurement with other libraries in area. Depending on that evaluation, develop and make any recommendations to the Board on procedures that need to be altered. By March 2011.
4. In cooperation with the Human Resources and the Police departments, work with other certified trainers or City staff, to establish and implement staff training schedules for CPR and first aid for all City employees. By spring 2011.
5. Evaluate existing revenue-generating opportunities through copy/print services. By June 2011.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Tracked the new Friends Room usage patterns, new needs and possible impacts to Library facilities policy for this first year. Current procedures and policy are sufficient to handle additional new meeting room.

2. In collaboration with Public Services, explored new and innovative ways to catalog library material for easier searching and browsing of collections. Industry trends and future cataloging standard changes were evaluated through seminars and via the Library's OCLC representative. Executed a re-indexing of existing bibliographic records for more comprehensive searching.
3. Identified areas in need of improved signage for a more user-friendly customer experience. The Library's main floor, lobby and interior have enhanced signage facilitating customer usage of Library. Exterior signage needs have been identified. These will be executed, pending a funding source.
4. Support Services Manager is now a certified trainer for CPR/First Aid for the City of Glendora.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Division supplies (A/C 51200): \$1,800 (12%) decrease reflecting lower material processing costs due to reduction in library materials budget.

CITY OF GLENDORA

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Youth Services

ACTIVITY NO.: 7078

Program Description

Youth Services and Adult Services formerly comprised a single Division known as Public Services. In concert, they provide the community with a full range of effective information and reader services that support work, lifelong learning, personal growth, enjoyment, and civic involvement. Staff is cross-trained to support both Youth and Adult Services to maximize flexibility in responding to daily public service demands. Youth and Adult Services staff selects and reviews all items purchased for the Library's collections in all formats (collection development).

Youth Services enriches the lives of children from birth through 12th grade and their families by: providing professional expertise in answering reference and readers' advisory questions; selecting and managing the collections for the Children's and Young Adult areas; providing assistance and instruction to children and their parents in using Library services; and creating community partnerships that promote the Library as a resource for meeting the educational, recreational, and informational needs of Glendora's youth.

Specific service objectives are:

- Provide customer service at the children's information desk answering in-person and telephone questions for information and assistance, and support patrons in the use of Library materials and services.
- Review and select materials for the Children's and Young Adult collections that support the information needs of the community.
- Encourage early literacy and reading for children and teens of the community through story times, discussion clubs, and reading clubs..
- Conduct outreach to local schools and preschools, encouraging Library use and participation in Library programs.
- Provide story time support for Community Services' preschool and Easter event.

PERFORMANCE MEASUREMENTS

Youth Services (7078)	Actual FY 2009	Estimated FY 2010	Projected FY 2011
Number of mediated youth reference & readers advisory questions answered	18,220	17,400	16,000
Average number of checkouts per child in Glendora	17	17	17
Number of Youth titles added	1,860	1,100	900
Number of storytimes provided in the library for early childhood literacy development	283	290	190
Total attendance at storytimes	9,738	8,500	5,400
Total number of staff community contacts	105	88	80
Number of storytime visits to local preschools and in-home daycare providers	87	125	96
Number of children reached via storytime visits to preschool and in-home daycare providers	1,086	1,400	1,000
Number of staff visits to K-8th grade classes	128	118	90
Number of children reached through class visits	6,010	5,000	4,000
Total number of library youth programs	71	72	62
Total attendance at library youth programs	7,444	4,500	4,000
Number of youth Summer Reading Club registrations	1,827	1,827	1,800

2010-2011– GOALS AND OBJECTIVES

1. Identify and label youth chapter books in various collection areas to enable patrons to more easily browse the collection. The process will use both staff and volunteers to accomplish the tasks involved. By spring 2011.
2. Compare the historical fiction, animal and sports genres in the youth fiction collection to established Library collection development aids, such as *Children's Catalog and Best Books for Children*, to identify areas and titles in need of replacement, updating or enhancement. By spring 2011.
3. Create a relationship with the incoming GUSD administration to foster library/school cooperation in the current economic climate. This will be accomplished by attending GUSD Council PTA meetings, requesting in-person meetings with new and existing District Administrators and teachers, and providing quarterly information regarding library services to school personnel.

2009-2010 - MAJOR ACCOMPLISHMENTS

1. Began a comparison the Youth Fiction collections to established Library collection development aids such as *Children's Catalog and Best Books for Children*, to identify areas and titles in need of replacement, updating, or enhancement. This is a multi-year project. Initial step accomplished: identified popular and enduring youth book series as candidates for replacement with community donation monies.
2. Investigated new and innovative approaches for youth programming with an emphasis on low-cost programs. The popular gingerbread house creation program was conducted as a week-long program in the children's room to allow for greater participation. For cost

effectiveness, houses were made with paper rather than graham crackers, icing and candy. Over 200 children participated in the program

- 3. Identified and purchased a movie umbrella license to allow for greater flexibility in providing cost-effective programs based on books. Utilized the license to provide two showings of *The Polar Express*, enjoyed with milk and cookies supplied by volunteers. This program replaced the costly holiday "Santa Visits" Library event and saved several hundreds of dollars.
- 4. Strengthened the partnership between Youth Services and the downtown Blue Chair Bookstore. Five popular youth author visits were achieved through this partnership.
- 5. Monitored and evaluated the third year Early Learning with Families (ELF) program during its first year without grant funding. The ELF program provided nine monthly outreach story times to nine in-home daycare providers. Azusa Pacific University (APU) student volunteers were trained to provide the storytimes to the children, gaining experience working with young children. Community adult volunteers partnered with the APU students for oversight and quality control.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

- 1. Book account (A/C 51300) reduction of \$15,397 (36%);
- 2. Division Supplies (A/C 51200) reduction of \$1,500 (60%) for story times, crafts, displays, educational manipulatives for children, and outreach (in-house tours and school visits).

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Adult Services

ACTIVITY NO.: 7079

Program Description

In concert, Youth Services and Adult Services provide the community with a full range of effective information and reader services that support work, lifelong learning, personal growth, enjoyment, and civic involvement. Staff is cross-trained to support both Youth and Adult Services to maximize flexibility in responding to daily public service demands. Youth and Adult Services staff selects and reviews all items purchased for the Library's collections in all formats (collection development).

Adult Services supports the community's interests in continuing education, recreational pursuits, intellectual exchange and informed citizenship through a variety of materials, services, and programs. Hallmarks of this program are: professional assistance in locating materials and information; adult collections that support self-directed personal growth and development, popular culture and current trends; guidance in the use of innovative technologies; and, in partnership with Development staff, topical and informative adult programming.

Specific service objectives are:

- Respond to information/reference questions, submitted in person as well as via telephone, email, surface mail, fax, and viable emerging technologies.
- Review and select materials for the Library's adult collections including books, e-books, audio titles in a variety of formats, software programs, educational and classic movies on DVD, magazines, and microforms.
- With Development staff, offer adult programming in the form of lectures, adult summer reading club activities, presentations by local organizations, talks, and demonstrations on popular or current topics, and book discussions.
- Monitor trends in formats and access, such as e-book readers and "Deweyless" (bookstore-like) organization of books.
- Develop, monitor, evaluate, and update electronic and web-based services and the Library's own web pages.

PERFORMANCE MEASUREMENTS

Adult Services (7079)	Actual FY 2009	Estimated FY 2010	Projected FY 2011
Number of mediated adult reference & readers advisory questions answered	28,358	28,000	27,500
Average number of checkouts per person aged 15+ in Glendora	6	6	6
Average number of checkouts per adult item (turnover rate)	2	2	2
Number of adult titles selected	5,030	3,530	2,600
Availability of New Adult Fiction to population aged 15+	70%	35%	24%
Total number of staff community contacts	67	76	62
Number of people reached through community contacts	1,951	1,500	1,500
Number of adult programs	62	76	45
Total attendance at library adult programs	1,762	1,680	1,200
Number of users of computer workstations in library	36,474	32,610	27,460

2010-2011– GOALS AND OBJECTIVES

1. Create more user-friendly access and more a more browse-able collection by implementing a pilot natural-language signage project, identifying cookbook sections on the shelves by genre. By June 2011.
2. Create more efficient and effective customer feedback opportunities by implementing online request for materials purchase form. By June 2011.

2009-2010 - MAJOR ACCOMPLISHMENTS

1. Optimized configuration of “Library 2.0” features, leveraging existing investments made to improve patron options for searching the collection and staff tools for the evaluation of materials. With Support Services, reintegrated tools into newly upgraded catalog; created prototype online book review/report form to be redeveloped FY11 into online request-for-purchase feature.
2. Maximized investment in electronic services by investigating new ways of compiling and assessing usage statistics for subscription databases, newly redesigned web pages, and other online resources; reviewed structure and modified holdings as data and feedback were received. Market values were established; subscriptions monies redeployed; new statistical service was identified; new cost-per-user assessment conducted.
3. Served an additional sector of the community by introducing iPod-compatible downloadable books to the public; assessed vendor options and adjusted agreements as needed. Two downloadable audio services are now available to the public through at least December 2010.
4. With Support Services, outlined re-entry plan to return to the exploration of more user-friendly access and a more browse-able collection through improved signage and other visual and spatial enhancements. Possible signage model and pilot shelving section identified;

prototype signs purchased and subject language prepared. Pilot section implementation slated for FY 11.

5. To minimize economic impact on program offerings, with Development and other Library sections, identified new City/community partnership opportunities. In March 2010, a series of four health-related programs was presented by Citrus Valley Health Partners. May 2, 2010, a Dead Sea Scrolls lecture was presented by Azusa Pacific University. This program tied into APU's new major exhibit that premiered May 21: "Treasures from the Bible: the Dead Sea Scrolls and Beyond".
6. Library History Project: with funding from the Friends Foundation, continued organizing and preserving items of historical value of the Glendora Public Library in formats that make them easily available to the public, Library staff, and City staff. Volunteer was trained and began scanning of prior years' Library Board packets. Digital picture file structure established and installed and photo relocation was begun.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Book account (A/C 51300) reduction of \$57,353 (36%);
2. Division Supplies account (A/C 51200) reduction of \$250 (50%) for adult programming and support of front-line reference services;
3. Binding account (A/C 55325), reduced by \$500 (50%), account funds: permanent protective coverings and slipcovers for magazines, audio recording replacements, and supplies for selective in-house repair of worn or damaged materials.



Glendora Public Library Events

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 – Friends Room
19 10:30 a.m. Children's SRC craft – 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
22 7:30 p.m. Visit by Father Boyle, author of *Tattoos on the Heart: the Power of Boundless Compassion*-
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; led by Linda Price and Sab Hori-
Friends room
24 1:30 p.m. Children's SRC craft – Friends Room
26 1 p.m. - 8 p.m. Drop-in Family Game Day – Pizza served at 5 p.m. - Bidwell Forum
28 7 p.m. Children's SRC – Family Music Show featuring Hullabaloo - Friends Room
29 1:30 & 3:30 p.m. Children's SRC – Movie *Charlotte's Web* – Friends Room

July 2010

- 01 1:30 p.m. Children's SRC craft - Friends Room
05 Independence Day – Library closed
06 1:30 p.m. & 3:30 p.m. Children's SRC-*Great Scott the Glad Scientist* – Bidwell Forum
07 10 a.m. *Saturday Sale* in the Library
07 3 p.m. Teen SRC – Murder Mystery Party in the Library
08 1:30 p.m. Children's SRC craft- Friends Room
10 10:30 a.m. *Family Magic Show* featuring Magic Wayne – Bidwell Forum
10 3 p.m. Adult SRC-*The Amazing World of Deep Sea Diving* with Jonathan Blake – Bidwell Forum
12 1 p.m. & 7 p.m. Books Alive! *The Theory of Clouds* by Stéphane Audeguy – main floor
13 1:30 p.m. & 3:30 p.m. Children's SRC-Wildlife Company Animal Show – Bidwell Forum
15 1:30 p.m. Children's SRC craft – Friends Room
17 1 p.m. Family book to movie featuring *Water Horse* by Dick King-Smith – Friends Room
17 6:30 p.m. *Night on the Plaza under the Tuscan Moon* – Library Plaza
19 7 p.m. Library Board meeting – Bidwell Forum
20 1:30 p.m. & 3:30 p.m. Family Story teller featuring Rebecca Martin – Friends Room
21 3 p.m. Teen SRC – Ice cream party
22 1:30 p.m. Children's SRC craft- Friends Room
24 1 p.m. End of Summer Party – all are welcome to attend – Bidwell Forum

Summer Storytimes

- Family PJ Storytime – ages 3 -7 - **Monday 7 p.m.**
- Family Craft Night - third **Monday** of each month after Family PJ Storytime
- Mother Goose Storytime - infants & toddlers – **Thursday 10:30 a.m. & 11:30 a.m.**
- Time for Tykes - ages 3 - 5 – **Tuesday & Wednesday 10:30 a.m.**
- Family Storytime – ages 2-5 – **Saturday 10:30 a.m.**
- Read Aloud Crowd – ages 5 and up – **Monday 4 p.m.**

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month – cancelled until further notice 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

- August 6, 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
 (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: June 21, 2010
 Re: Agenda Item #8.1: Agenda Planning for Fiscal Year 10-11

Attached is a draft for FY 10-11 of the Agenda Calendar. Noted on it are annual items and/or presentations planned for at this time. I have also attached a list of library policies and when they were last reviewed by the board.

If there are specific items or issues that the board knows now that they would like on the agenda planning calendar this would be a good opportunity to let staff know. Otherwise we will modify as needed as we move through the year.



Glendora Public Library
Board Agenda Planning Calendar
FY 10-11

July 19	Eval: Lib Board; Elect officers; appoint Foundation Liaisons; discuss Library Board Goals; Closed session: Eval: Lib Dir;
August 16	Finalize Library Board Goals;
September 20	SRC wrap up; Holiday Hours: Thanksgiving & Christmas;
October 18	
November 15	
December 20	Mid-year review of goals 10-11;
January 24	(Adjusted for MLK Day) Budget Priorities FY 11-12-initial discussion; Staff appreciation;
February 28	(Adjusted for President's Day); Friends Foundation funding staff requests for FY 11-12; begin planning for annual joint meeting with city council; CALTAC workshop attendance (workshop usually in March);
March 21	Candidates for Board vacancies; Bookmark contest judging; goal planning for 11-12;
April 18	Begin process of self-evaluation and evaluation of Lib Dir (include past Board evaluations & the Board's current goals)
May 16	Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session);
June 20	Agenda planning 11-12; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member; Library goals 10-11 wrap-up

List of Library Policies

Library Procedures

Study Room Procedures	updated	April 2003
Red Alert Procedures	updated	August 2005
Lib Staff Materials Procedures	revised	November 2001
AV Equipment Check Out Procedures	deleted	November 2007
Electronic collections/collection development profile	updated	March 2006

Library Administrative Policies

3.01 Patron Confidentiality	revised	February 2008
3.02 Public Area Food & Drink Policy	reviewed	October 2007
3.03 Circulation Policy (parent letter)	revised	November 2008
3.04 Computer Laptop lending policy	approved	September 2007

City Administrative Policies

Admin 4.01 & 1.21: Uses and Regulations of Building	revised	May 2010
Admin 4.02: Library Fines and Fees Schedule	reviewed	November 2009
Admin 4.03: Glendora Library Display Policy	reviewed	August 2007
Admin 4.04: Bylaws of the Board of Trustees	reviewed	August 2009
Admin 4.05: GPL Policy - Collection Development	revised	January 2009
Admin 4.06: Glendora Library Volunteer Policy	revised	March 2009
Admin 4.07: Refunds for non-resident cards	rescinded	July 2005
Admin 4.08: Use of Facilities/resources by minors	revised	February 2008
Admin 4.09: Policy on appropriate library behavior	reviewed	February 2007
Admin 4.10: GPL Policy on Community Calendar	rescinded	05/19/2003
Admin 4.12: Corporate Member Library cards	deleted	05/19/2003
Admin 4.13: Public Use of Internet through the library	reviewed	October 2007

FY 09/10 Budget Report - June 21, 2010

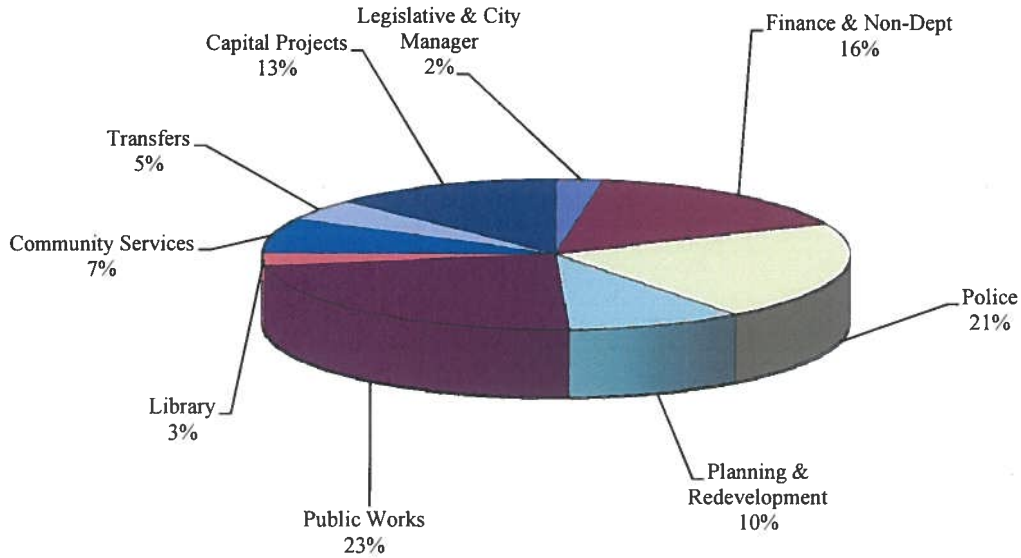
Hand-out #1

Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
Administration							
17076	41110 REGULAR TIME	247,808.66	18,973.87	238,484.62	0.00	9,324.04	3.76%
17076	41120 OVERTIME	0.00	0.00	0.00	0.00	0.00	
17076	41210 PART TIME	44,728.84	3,273.08	36,863.27	0.00	7,865.57	17.59%
17076	41360 VEHICLE ALLOWANCE	3,600.00	300.00	3,450.00	0.00	150.00	4.17%
17076	42110 RETIREMENT	29,949.77	2,300.89	28,871.96	0.00	1,077.81	3.60%
17076	42290 FLEX BENEFIT	35,133.33	2,907.78	33,259.89	0.00	1,873.44	5.33%
17076	42310 EMPLOYER PAID BENEFITS	6,498.60	425.96	5,819.58	0.00	679.02	10.45%
17076	42520 WORKERS COMP	551.55	42.25	522.95	0.00	28.60	5.19%
17076	51110 OFFICE SUPPLIES	3,700.00	1,094.80	3,159.08	0.00	540.92	14.62%
17076	51400 BUILDING MATERIAL & SUPPL	12,000.00	84.53	4,445.67	7,207.00	347.33	2.89%
17076	51550 PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	
17076	51560 OPERATING LEASES	20,000.00	1,170.85	12,675.78	8,450.29	-1,126.07	-5.63%
17076	55320 PRINTING / REPRODUCTION	1,250.00	0.00	420.97	0.00	829.03	66.32%
17076	55340 POSTAGE	4,000.00	306.00	3,695.87	0.00	304.13	7.60%
17076	55400 DUES & MEMBERSHIPS	1,825.00	275.00	1,535.00	0.00	290.00	15.89%
17076	55510 MEETING EXPENSES	300.00	19.22	208.93	0.00	91.07	30.36%
17076	55550 TRAVEL EXPENSES	1,000.00	0.00	9.00	0.00	991.00	99.10%
17076	55600 TRAINING & EDUCATION	1,400.00	0.00	564.00	0.00	836.00	59.71%
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	15,909.47	0.00	1,090.53	6.41%
17076	57050 PHONE (for credit card machine)	420.00	37.70	407.09	0.00	12.91	3.07%
17076	57100 ELECTRIC	62,000.00	0.00	51,700.93	0.00	10,299.07	16.61%
17076	57150 GAS	3,500.00	279.35	5,239.20	0.00	-1,739.20	-49.69%
17076	57160 WATER	0.00	0.00	0.00	0.00	0.00	
17076	59100 CONTRACT SERVICES	12,400.00	0.00	12,214.00	0.00	186.00	1.50%
17076	59801 INFO TECH CHARGES	169,197.00	0.00	155,097.25	0.00	14,099.75	8.33%
17076	59802 INFO TECH LEASES	14,816.00	0.00	13,581.37	0.00	1,234.63	8.33%
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	22,884.62	0.00	2,080.38	8.33%
17076	59808 PROPERTY INS. CHARGES	53,635.00	0.00	49,165.38	0.00	4,469.62	8.33%
17076	59809 UNEMPLOYMENT INSURANCE	1,398.00	0.00	1,281.50	0.00	116.50	8.33%
Total 7076		773,076.75		701,467.38	15,657.29	55,952.08	7.24%

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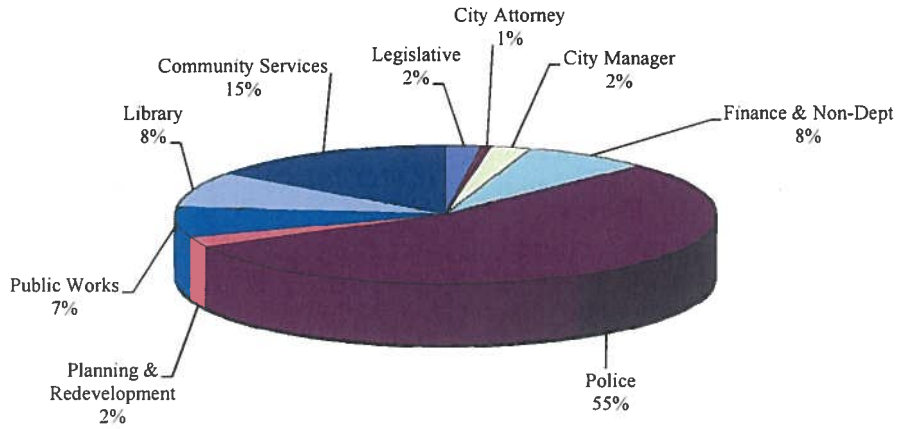
Account #	Account Title	Budget	Period Expense	YTD Expense	Encumbrance	Balance	% Remaining
Circ/Technical Services							
17077	41110 REGULAR TIME	187,368.48	15,336.07	189,472.91	0.00	-2,104.43	-1.12%
17077	41120 OVERTIME	0.00	0.00	0.00	0.00	0.00	
17077	41210 PART TIME	158,486.12	10,861.77	137,706.61	0.00	20,779.51	13.11%
17077	41330 SPECIAL PAYS	0.00	0.00	0.00	0.00	0.00	
17077	42110 RETIREMENT	29,995.71	2,301.82	28,280.55	0.00	1,715.16	5.72%
17077	42290 FLEX BENEFIT	42,347.33	3,508.94	40,342.81	0.00	2,004.52	4.73%
17077	42310 EMPLOYER PAID BENEFITS	7,992.64	540.76	6,957.11	0.00	1,035.53	12.96%
17077	42520 WORKERS COMP	652.07	49.78	618.33	0.00	33.74	5.17%
17077	51200 DIVISION SUPPLIES	15,300.00	684.70	15,296.23	0.00	3.77	0.02%
17077	55330 MICROFILMING	0.00	0.00	0.00	0.00	0.00	
	Total 7077	442,142.35		418,674.55	0.00	23,467.80	5.31%
Youth Services							
17078	41110 REGULAR TIME	123,898.00	9,488.14	120,954.23	0.00	2,943.77	2.38%
17078	41210 PART TIME	53,170.66	3,112.55	37,608.49	0.00	15,562.17	29.27%
17078	42110 RETIREMENT	20,004.43	1,444.36	18,225.93	0.00	1,778.50	8.89%
17078	42290 FLEX BENEFIT	22,016.76	1,834.74	21,099.51	0.00	917.25	4.17%
17078	42310 EMPLOYER PAID BENEFITS	4,288.53	289.06	3,704.88	0.00	583.65	13.61%
17078	42520 WORKERS COMP	335.37	23.96	301.46	0.00	33.91	10.11%
17078	51200 DIVISION SUPPLIES	2,500.00	1,089.70	2,494.82	0.00	5.18	0.21%
17078	51300 BOOKS/RECORDS/TAPES	42,895.00	1,103.20	41,788.09	0.00	1,106.91	2.58%
	Total 7078	269,108.75		246,177.41	0.00	22,931.34	8.52%
Adult Services							
17079	41110 REGULAR TIME	236,765.81	18,175.98	227,938.06	0.00	8,827.75	3.73%
17079	41210 PART TIME	10,659.07	1,298.22	8,837.01	0.00	1,822.06	17.09%
17079	42110 RETIREMENT	31,226.64	2,414.90	30,048.30	0.00	1,178.34	3.77%
17079	42290 FLEX BENEFIT	42,176.76	3,534.74	40,539.51	0.00	1,637.25	3.88%
17079	42310 EMPLOYER PAID BENEFITS	7,117.13	502.25	6,336.59	0.00	780.54	10.97%
17079	42520 WORKERS COMP	469.19	37.02	448.77	0.00	20.42	4.35%
17079	51200 DIVISION SUPPLIES	500.00	18.62	109.79	0.00	390.21	78.04%
17079	51300 BOOKS/RECORDS/TAPES	158,015.00	3,433.56	138,547.61	17,312.50	2,154.89	1.36%
17079	55325 BINDING	1,000.00	81.09	493.42	0.00	506.58	50.66%
	Total 7079	487,929.60		453,299.06	17,312.50	17,318.04	3.55%
	Total 7076/7077/7078/7079	1,972,257.45		1,819,618.40	32,969.79	119,669.26	6.07%

All Expenditures By Department and Function



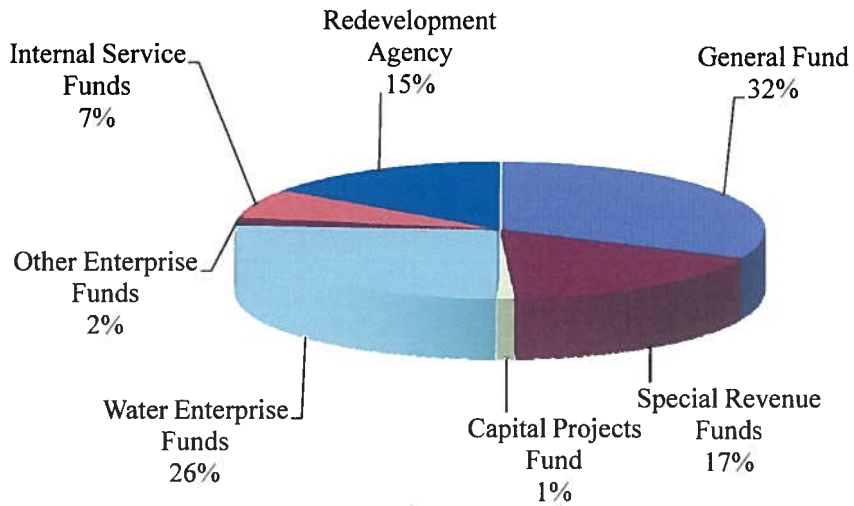
Legislative & City Manager	\$	1,841,903
Finance & Non-Dept		11,252,488
Police		14,914,621
Planning & Redevelopment		6,806,641
Public Works		16,421,791
Library		1,968,997
Community Services		5,194,083
Transfers		3,316,048
Capital Projects		8,976,273
	\$	<u>70,692,843</u>

General Fund Expenditures by Department



Legislative	\$	475,724
City Attorney		140,000
City Manager		530,736
Finance & Non-Dept		1,713,380
Police		12,265,364
Planning & Redevelopment		522,436
Public Works		1,569,889
Library		1,895,630
Community Services		3,389,950
		22,503,109
	\$	22,503,109

All Expenditures by Fund Type



General Fund	\$	22,503,109
Special Revenue Funds		12,172,109
Capital Projects Fund		743,062
Water Enterprise Funds		18,326,345
Other Enterprise Funds		1,197,600
Internal Service Funds		4,997,145
Redevelopment Agency		10,753,473
		70,692,843
	\$	70,692,843

Historical Expenditure Summary by Fund/Department/Division

	06-07 Actual	07-08 Actual	08-09 Actual	09-10 Budget	09-10 Projected	10-11 Recom.
4000 CITY COUNCIL	195,806	213,762	124,491	55,049	55,688	58,896
4010 CITY CLERK	213,799	306,535	275,879	248,100	208,356	246,627
4011 MUNICIPAL ELECTIONS	183,553	0	156,443	0	0	170,200
4012 CITY ATTORNEY	171,993	9,719	3,424	140,000	197,287	140,000
Legislative Total	765,151	530,016	560,238	443,149	461,331	615,724
4101 CITY MANAGER	351,224	360,047	293,733	258,515	224,199	238,206
4102 PUBLIC INFORMATION	186,666	90,117	107,288	105,587	106,792	106,096
4103 HUMAN RESOURCES	308,696	269,142	211,376	187,703	221,735	186,435
Administrative Total	846,585	719,306	612,396	551,805	552,726	530,736
4216 FINANCE	709,182	688,058	562,140	538,388	545,430	511,490
Finance Total	709,182	688,058	562,140	538,388	545,430	511,490
4306 NON-DEPARTMENTAL	233,961	308,630	364,145	1,097,854	1,121,300	1,201,890
4313 NATURAL DISASTERS	0	177,583	20,881	0	0	0
Finance/Non-Departmental Total	233,961	486,213	385,026	1,097,854	1,121,300	1,201,890
5126 POLICE ADMIN	2,006,430	2,096,673	2,127,811	2,056,000	2,134,601	2,066,075
5127 PATROL	6,219,939	6,109,996	6,435,464	6,159,254	5,839,693	6,220,261
5128 INVESTIGATION	1,820,178	1,825,996	1,787,394	1,678,962	1,617,579	1,837,200
5129 TRAFFIC CONTROL	449,904	520,119	498,610	556,026	652,641	595,702
5130 SUPPORT SERVICES	0	0	0	0	0	0
5131 COMMUNITY RELATIONS	104,948	107,510	245,383	238,952	230,579	170,469
5132 POLICE INFO SYSTEMS	224,661	215,409	225,739	0	693	0
5133 POLICE RECORDS	737,813	689,254	701,499	698,733	660,121	665,682
5134 JAIL MAINT	40,795	384,659	327,589	398,532	409,130	403,195
5136 ANIMAL CONTROL	178,124	203,890	182,761	230,282	217,258	231,916
5138 EMERGENCY PREP	106,350	91,061	117,706	17,713	9,120	12,260
5139 COMMUNITY PRES	167,712	175,826	109,054	61,849	59,707	62,603
Police Total	12,056,853	12,420,393	12,759,009	12,096,303	11,831,122	12,265,364
6050 PLANNING ADMIN	77,230	85,742	53,182	54,974	56,015	55,764
6051 PLANNING	654,750	596,299	582,090	470,045	409,147	428,722
6054 ENVIRON SERVICES	43,110	372,149	18,866	37,950	29,145	37,950
Planning Total	775,090	1,054,190	654,139	562,969	494,307	522,436
6561 PUB WKS ADMIN	757,697	922,132	715,201	678,774	698,793	641,232
6562 STREETS	1,314,732	1,236,510	0	0	0	10,400
6564 BUILDING	542,135	540,394	543,921	525,908	530,997	547,683
6565 ENGINEERING	122,257	55,190	71,211	72,517	73,103	111,206
6566 CIVIC CENTER MAINT	358,528	405,707	388,429	263,419	284,932	259,367
Public Works Total	3,095,349	3,159,933	1,718,762	1,540,618	1,587,825	1,569,889
7076 LIBRARY ADMIN	746,723	759,611	794,216	773,077	758,837	774,422
7077 CIRC/TECHNICAL SVC	497,102	487,593	478,486	442,142	434,442	433,422
7078 YOUTH SERVICES	0	0	0	269,109	255,319	254,710
7079 ADULT SERVICES	758,069	877,603	839,417	487,930	484,715	433,076
Library Total	2,001,895	2,124,807	2,112,119	1,972,257	1,933,312	1,895,630
7581 COMM SVCS ADMIN	503,512	602,894	635,465	718,409	702,843	729,657
7582 PARKS	731,625	806,349	718,173	635,991	633,141	792,030
7583 RECREATION	750,295	759,636	786,997	781,736	713,204	658,018
7584 STREET TREES	679,697	724,716	594,566	483,535	479,117	454,185

Historical Expenditure Summary by Fund/Department/Division

	06-07 Actual	07-08 Actual	08-09 Actual	09-10 Budget	09-10 Projected	10-11 Recom.
7585 HUMAN SVCS	422,100	412,504	332,916	389,367	406,545	354,547
7587 GOLF COURSE	0	0	0	12,076	33,813	0
7588 TEEN CENTER	338,515	364,375	366,715	412,933	365,930	239,422
7589 POMPEI PARK	686	241,563	275,470	243,349	237,604	162,091
Community Services Total	3,426,431	3,912,036	3,710,302	3,677,395	3,572,197	3,389,950
9098 TRANSFERS	0	0	1,350,000	0	70,232	0
Transfers Total	0	0	1,350,000	0	70,232	0
001 GENERAL FUND Total	23,910,496	25,094,952	24,424,132	22,480,738	22,169,781	22,503,109
6561 PUB WKS ADMIN	0	6,087	7,991	11,487	23,231	11,199
6562 STREETS	290,940	308,134	282,062	346,838	297,200	346,838
Public Works Total	290,940	314,221	290,053	358,325	320,431	358,037
202 STREET LIGHTING ASSESS Total	290,940	314,221	290,053	358,325	320,431	358,037
7584 STREET TREES	35,360	127,130	47,360	104,364	101,364	104,364
Community Services Total	35,360	127,130	47,360	104,364	101,364	104,364
202B LANDSCAPE ASSESSMENT Total	35,360	127,130	47,360	104,364	101,364	104,364
6599 PUB WORKS CIPS	0	0	0	0	0	0
Public Works Total	0	0	0	0	0	0
9999 CAP PROJ	345	61,919	29,593	30,000	24,000	24,000
Total	345	61,919	29,593	30,000	24,000	24,000
203 TRANS DEV ACT FUND Total	345	61,919	29,593	30,000	24,000	24,000
9999 CAP PROJ	235,466	462,711	0	430,000	445,500	950,000
Total	235,466	462,711	0	430,000	445,500	950,000
204 TRAFFIC CONGESTION RELIEF Total	235,466	462,711	0	430,000	445,500	950,000
6562 STREETS	0	113	1,183,561	918,212	925,166	714,905
Public Works Total	0	113	1,183,561	918,212	925,166	714,905
7584 STREET TREES	0	0	98,416	100,000	100,000	100,000
Community Services Total	0	0	98,416	100,000	100,000	100,000
9098 TRANSFERS	948,834	759,222	0	0	0	0
Transfers Total	948,834	759,222	0	0	0	0
205 STATE GAS TAX FUND Total	948,834	759,335	1,281,978	1,018,212	1,025,166	814,905
7581 COMM SVCS ADMIN	23,400	0	0	0	0	0
7582 PARKS	0	0	4,963	75,000	1,778	75,000
7599 COMM SVCS - CAP PROJ	29,860	0	0	0	0	0
Community Services Total	53,260	0	4,963	75,000	1,778	75,000
9999 CAP PROJ	0	0	91,677	30,540	33,390	247,000

**Authorized Positions
Full-Time and Part-Time**

Library Department

Full-Time Positions

Library Director	1.00	1.00	1.00	1.00
Senior Librarian	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00	1.00
Librarian I	2.00	0.00	1.00	1.00
Librarian II	2.00	4.00	3.00	3.00
Library Technician	4.00	4.00	3.00	3.00

Library Department

Part-Time Positions

Librarian I	0.48	0.48	0.23	0.23
Librarian II	0.48	0.48	0.48	0.48
Library Aide I	2.15	5.04	3.30	2.90
Library Aide II	3.46	3.96	2.43	2.48
Library Aide III	2.05	2.76	2.33	2.38
Library Aide IV	2.30	1.43	1.28	1.28
Library Page	3.77	0.00	0.00	0.00
Library V	0.63	1.13	1.00	1.13

<i>Total Full-Time</i>	14.00	14.00	13.00	13.00
<i>Total Part-Time</i>	15.32	15.27	11.04	10.88
<i>Total Department FTE</i>	29.32	29.27	24.04	23.88

Library

