

**AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting**

Library Bidwell Forum

**June 18, 2007
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 Secretary at (626) 852-4891. Notification 48 hours prior to the meeting will enable the Library to make reasonable arrangements to ensure accessibility to this meeting.

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

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

3. ADOPTION OF AGENDA

Possible motion to revise order of business or other

4. CONSENT CALENDAR

4.1 Minutes of meeting of May 21, 2007- action item

5. REPORT OF LIBRARY DIRECTOR

Written report attached. Additional items may be reported by the Director such as: City, MCLS, State Library and legislative activity. No action will be taken on any items brought up at this time

5.1 Staff Presentations

Sandy Krause to demonstrate Playaways; Cindy Romero to talk about Summer Reading Club giveaways

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Agenda Planning for 2007/2008

President Slakey to lead discussion on items to put on next year's agenda

7.2 Library Events Calendar

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 Presentation

President Slakey's presentation to outgoing Board member Doug Hodson

8.2 Board member items

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

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director and Board

10. ADJOURNMENT

4.

**Consent
Calendar**

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

May 21, 2007
7:00 p.m.

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

Board members Present: Mike Conway, Jim Theel, Doug Hodson, Tricia Gomer

Board Members Absent: Sylvia Slakey

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

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

It was **MSC (Hodson/Gomer) to approve Minutes of meeting of April 16, 2007.**

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that the in-house promotional recruitment for the vacant Librarian I/II position has started and will close May 23. The request for a second Senior Librarian recruitment has been submitted to Personnel.

Weed-Brown stated that the contract award for the Library's new Public Services desk is on tomorrow night's Council agenda. The money for this project has been encumbered and the desk will be scheduled for installation in early July.

Theel asked about the status of the comfortable reading furniture. Weed-Brown stated that two reading chairs were ordered in January 2007. The shipping date was delayed several times by the manufacturer due to unforeseen circumstances. Staff was notified, however, that the chairs were shipped last week and should arrive soon.

In reviewing the Tutor.com Live Homework Help Usage report for the third quarter, Theel commented that the Glendora Library did well and Weed-Brown agreed. Theel commented that Glendora's remote access usage numbers are somewhat lower when compared to other cities. He wondered if this can be attributed to other cities using different methods to promote this service. Weed-Brown stated that many libraries offer remote access only. The Glendora Library has offered and will continue to offer in-

house and remote access to Tutor.com as long as the Library can afford it. Weed-Brown stated that the State Library has in the past funded Tutor.com through LSTA funds, but they are slowly being reduced. The Glendora Library will pay for half of the service next year. Weed-Brown added that the cost of Tutor.com is based on population and there is no limit on the number of users.

Hodson thanked Weed-Brown for including the report from the American Library Association on the "State of America's Libraries." It was very interesting to read. Gomer concurred.

Theel requested more information on the proposed copy center. Weed-Brown explained that Baffigo's current office will be turned into a copy center. A service counter and a pass through window to the main floor will be installed. Baffigo's new office, which will be constructed using glass panels, will be located opposite the copy center. The copy center will be staffed during library operating hours. Staff scheduled to work in the copy center will release print jobs and make copies, which will aid in the reduction of erroneous prints.

Weed-Brown stated that a lease agreement with Xerox has been signed, and the library will be receiving two new Xerox copy machines. One of the machines, a color copy machine with many extra features, will be located in the new copy center. The other one, a coin-operated black and white machine, will be placed on the main floor. The library will be able to offer color prints, color photo copying and scanning, as well as faxing.

Weed-Brown advised the Board that signs have been posted in the library advising patrons that the copy vend card service will be discontinued and that patrons have until July to use up the balance on their cards. Staff is currently working on establishing deposit accounts through Polaris and the patron's library cards. The library will be able to accept cash or checks. Discussions are currently on-going regarding the cost per color page. A local survey was completed and the average price for color copies is \$1. Weed-Brown explained that the Library will not have to pay out a portion of the revenue since there is no third-party vendor involved.

Weed-Brown expressed her hope that the increased service element that the library will be able to provide will be very appealing to many patrons who have difficulties using the equipment. In response to a question from Gomer regarding PR for this new copy center, Weed-Brown replied that it will be done in several ways, such as posting the information on the library's web page, local PR and word of mouth.

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Self-Evaluation of Board – Preliminary Discussion

Theel determined that the self-evaluations and the Director's evaluations should be given to Cathel. The evaluations will then be forwarded to the Board President to be compiled. The two final documents will be ratified at the June meeting.

7.2 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out that Summer Reading Clubs start next month. A Year-End Staff Appreciation Party will be held June 7 to thank staff for their hard work this fiscal year. The Library's retirement luncheon for City Manager Eric Ziegler is scheduled for June 14 from 11:30 a.m. to 1:30 p.m. Lunch will be provided by Bam Bam's. This event was planned to thank Ziegler for his continued support of the library. The city's official retirement party will be held on June 29 at Legion Hall.

8. **BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

Weed-Brown informed the Board that two applications were received in the City Clerk's office for the vacancy on the Library Board. Rona Lunde and Debbie Deal applied for the position on the Library Board.

8.2 Board Member Items

Hodson thanked Weed-Brown and library staff for doing a great job in preparing the Library Board for the joint meeting. He was very impressed with the model of the expansion. Both the model and the pictures helped visualize the expansion. Hodson felt that the joint meeting was very positive.

Gomer stated that Weed-Brown did a wonderful job talking at the joint meeting.

Conway stated that Hodson did a great job talking about the compensation issue at the joint meeting.

9. **CLOSED SESSION**

9.1 Annual Evaluation of Library Director

The Board went into closed session at 7:45 p.m. and emerged at 7:52 p.m. No reportable action was taken.

There being no further business, meeting adjourned at 7: 54 p.m.

Respectfully Submitted,
Robin Weed-Brown, Library Director

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

5.
Report of
Library
Director



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

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Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director *Ron*
CC: City Manager
Date: June 18, 2007
Re: Director's Report

Community

Summer Reading Clubs started taking sign ups June 18th. This signifies the kick off of our summer events and activities. Orientation for the 110 children volunteers that help with the kid's SRC reporting and events started the week of June 11. Cindy Romero will be attending the board meeting to update you on the programs and the reading incentives for this year.

With the funds we received from the Glendora Church Homes grant we purchased something called Playaways. These are devices that work like tape players but are actually digital recordings of books. Helpful for those who are shy with technology and downloading books, these small devices will help bridge that gap and add another level of access for those with visual impairments (or technology ones!). Sandy Krause will be demonstrating them at the board meeting.

The Friends Foundation final quarterly meeting of the fiscal year was held on June 12th. At the meeting they approved their 07/08 budget and the library's requests. Mick Bollinger is the new president. We are moving ahead on a fund raiser idea that will be debuted at Night on the Plaza. The Foundation is also considering a new Spelling Bee event, possibly for fall of 2008.

June 20th will be a busy day with both the Harry Potter party downstairs at the same time the Police Officer of the Year (POTY); Potter or POTY, take your pick! Either way, parking will be a nightmare, so if you are planning on being here for either event, come early or wear your walking shoes!

A reminder that if you are interested in attending the City's retirement party for Eric you need to RSVP by June 22 to the City Manager's office. A copy of the flyer is attached.

Two candidates for the Library Board vacancy will be interviewed: Debbie Deal and Rona Lunde. A copy of their applications is attached for your review.

Our new Xerox copy machines will be here soon. Work on the copy center is in process and we should be open for business in early July. We are also expecting delivery of our new service desk, combining circulation and reference, in early July. There will be a brief time period, possibly a week or so, when circulation staff will be working off of tables as the old desk is demolished and the new one installed. We will work to have as little impact to the public as possible with work going on during closed hours when we can. Carpet will need to be patched as well. New security equipment is on order so we will have a whole new look to our entrance. It is an exciting time!

Staff

We have been Party Central lately! A small graduation celebration was held for our 5 grads: Suzette Farmer, Gail Jebbia, Jennifer Dunlop, Rebekah Wilson, all receiving master's degrees and James Dunlop (Jennifer's brother) who got his high school degree. Congratulations to all! (Rebekah will also be getting married soon-wow!)

Our annual End-of-the-Year celebration lunch was held on June 5th. It was held a little earlier than usual, but somehow the month of June filled up quickly! It is our opportunity to thank staff for all of their hard work over this past year, and what a year it was! Sometimes it is hard to believe all that has happened in just this one year-was demolition of the tech center just this year?!

We thanked our City Manager, Eric Ziegler, for all of his support for the library over his tenure with the city and wished him well on his retirement at a luncheon on June 14th, attended by staff, foundation and his family.

Suzette Farmer was appointed to our vacant Librarian I position on June 4th. She will be in charge of cataloging, web and tech support and of course other standard librarian duties such as reference and collection development work. Congratulations Suzette!

Elizabeth Meshry was promoted to Library Aide III in June. Elizabeth has been with us in a part time capacity since 1980. Congratulations Elizabeth!

Jennifer Dunlop was promoted to a Library Aide III as well. She will primarily focus on the new Copy Center and will also be back up for other jobs as well as work on the circulation desk. Congratulations Jennifer!

The Library Technician position that opened up with Suzette's promotion will close today, the 18th. It is an internal promotional opportunity-this is known at the 'domino effect' here in the library!

Our Adult Senior Librarian vacancy is being advertised again. It opened June 8th and will close July 13th. We are hoping for a good candidate pool-if we don't get one we may need to consider some reorganization issues, again.

George Waters, on-call librarian, has agreed to take on extra hours to help us with our website maintenance and enhancement needs. George has developed his own website and is using his expertise to help us. Thank you George!

And in-between all of this, staff has been attending workshops, focusing on new projects for 07/08 and, helping the public. What a wonderful and dedicated staff we are blessed with!

Director

The preliminary budget was released the week of June 11th. I have attached a copy for your information. It is anticipated that budget meetings with the council will begin around June 21. The library's basic budget is moving ahead as submitted. Our capital projects will have to compete for a limited amount of funds: over \$8 million in department requests with only \$6.3 million available.

Management staff watched a webcast on RSS feeds on June 12th. This technology would enable the library to send, or 'feed' information directly to interested patron's computers, a step beyond using email notification as they get to customize what they want sent to them vs. a blanket email. These feeds could contain information on events and programs, new library materials available or other items of interest. We could use our Polaris system to accomplish this-now we just need to find a staff person that can add this to their already full workload. We will be working on this in the upcoming fiscal year and will keep you up-to-date on how this develops. It is an exciting idea-we are always looking to do more, offer more, to our library patrons.

I would like to take this opportunity to thank Doug Hodson for his 8 years of dedicated service to the library and library board. Doug has been apart of my life here at the library from day one and I will miss his guidance, leadership and special ability to get to the heart of any issue, and still have heart. Thank you Doug, you will be missed!

Next Board Meeting: July 16, 2007

IT'S AN

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! ADIOS FIESTA!

IN HONOR OF
CITY MANAGER



Eric Ziegler

Friday, June 29, 2007

American Legion Building

159 North Cullen Avenue

Glendora, CA 91741



6:00 p.m. - Tiempo de Borrachos ☺ (Cocktail Time)

6:30 p.m. - 7:30 p.m. - Comida (Food)

7:00 p.m. - Entretenimiento (Entertainment)

7:30 - Presentaciones (Presentations)

Cost: \$20.00 includes food and gift

Cash or Check payable to Susan Baux

RSVP to:

Susan Baux, Cathie Wright, or Cecilia Todd
Administration Department (626) 914-8201

By Friday June 22

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CITY OF GLENDORA
City Clerk's Office
116 E. Foothill Boulevard
Glendora, CA 91741
(626 914-8210

RECEIVED

MAY 15 2007

CITY CLERK
CITY OF GLENDORA

APPLICATION FOR APPOINTMENT
TO CITY COMMISSION OR BOARD
(Other than Planning Commission)

In accordance with Resolution No. 02-49, adopted by the Glendora City Council, persons desiring to serve on duly constituted Boards or Commissions may indicate this interest by completing an application for appointment with accompanying information listing their experience and qualifications. When a vacancy on a Municipal Board or Commission is declared, all Council Members will receive copies of applications filed for the respective vacancy, prior to appointment by the Mayor and confirmation by the City Council.

Please type or clearly print (Please use black ink).
A separate application must be filed for each Board or Commission.

- Board or Commission being applied for: Library Board of Trustees
- Name: Debbie Deal
 Residence Address: 823 E. Ada Ave. Zip 91741
 Home Phone: (626) 963-7851 Cell Business Phone: (626) 712-0962
 Are you registered to vote? Yes X No _____
 Do you reside within the incorporated City limits? Yes X No _____
 Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? Yes _____ No X _____
 If yes, in what capacity? _____
 If you have filed additional applications for other Boards or Commission, please list them here in order of preference: _____

3. Occupation and place of employment: Homemaker/Volunteer

4. List community organizations or professional groups in which you hold active membership: See attached (page 1)

5. List positions of responsibility held in any of the above organizations: see attached (page 1)

Explain your reasons as to why your background and/or experience make you a suitable candidate for appointment to this position: _____

see attached (page 2)

Lined area for handwritten response, currently blank.

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- 7. In compliance with state law, appointees to certain commissions are required to file a Statement of Economic Interests upon appointment to office, and annually thereafter. Applicants and incumbents are advised that they may be requested to make information available as to any potential conflict of interest arising from their business or affiliations where that affiliation or business may be doing business with the City of Glendora or the decisions taken by the City of Glendora may influence that business or affiliation.
- 8. I certify that I am a resident of the City of Glendora and that the foregoing information is true and correct.

Signature: Debra Deal

Date: 5/14/07

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741, prior to any closing dates established.

APPLICATIONS WILL REMAIN ON FILE IN THE OFFICE OF THE CITY CLERK FOR A PERIOD OF TWO YEARS

Debbie Deal / 2007

Married 29 years to husband, Stan
Mother of three/ Erin, Kristin and Jordan
Glendora resident for 25 years
Azusa Pacific University Alumni and Alumni Board
Glendora PTA member and volunteer - 23 years
6 PTA Presidencies-Williams (twice), Sandburg, GHS, WHS & Council
Officer and Chairman of most PTA Unit and Council positions
Holiday Basket volunteer-16 years/Chairman-6 years/Advisor-1 year
Board member of Glendora Coordinating Council-14 years
President of GCCC 2005-07
American Red Cross volunteer
Glendora Christmas Parade committee
LA County Fair – Glendora Day committee
GHS Booster member and Board -Track, Girls Basketball, Baseball
Volunteer Coordinator for Measure G School Bond 2000
GUS Foundation board member 2003 to present
Member of several Adhoc committees for GHS and GUSD
GUSD Disaster Preparedness committee
GUSD Read In volunteer
Member and chairman Glendora Kiwanianes- 6 years – President 07-08
Glendora Relay for Life, American Cancer Society Co-Chair-3 years
Glendora Library Trivia Challenge Co-Food Chairman 2006
Glendora Library Trivia Challenge Co-Event Chairman 2007
Route 66 Mile Run volunteer
School Site Council- 3 terms Williams Elementary
School Site Council-1 term Sandburg
School Site Council- 2 terms GHS and 2 terms WHS
WASC committee member- Williams, Sandburg, GHS
Lassie League Team Mom and Board- 9 years
Little League Team Mom and Board-8 years
Glendora Youth Soccer Team Mom- 5 years
Glendora Youth Volleyball Team Mom-2 years
Glendora Youth Drill Team –Team Mom- 3 years
Youth to Youth Conference – Volunteer Coordinator- 3 years
Green Circle volunteer-5 years
PTA Parent University Chair and volunteer- 5 years
First District PTA Board-10 years
State PTA volunteer- 6 years
Volunteer for the RNC Headquarters- 2 years
Election Board Volunteer
GUSD Parent Involvement Committee-7 years
Glendora Safety Committee- 3 years
AWANA'S Lead Director- 3 years
Church Deacon and leadership- 20+ years
LOVE volunteering and serving our community

(1)

Debbie Deal

Debbie Deal / 2007

As a graduate of APU, I majored in communication studies and human resource. I have used my education and life experiences to dedicate my time and service too many organizations and events in our community. I remember volunteering at the Public Library when I was a high school student and at the Glendora Public Library when I was a student at APU. My love for our public library has brought me to today and the decision to apply for this community position.

It has been wonderful to live and volunteer in Glendora. I have had the opportunity to work side by side with hundreds of wonderful volunteers over the past 25 years and have made many lifelong friends in the process.

I believe I am a qualified candidate to serve on the Glendora Library Board of Trustees because of my extensive background in community serve and because I will bring new and innovative ideas to the board.

I also believe there cannot be anything better then a comfortable chair, a tall glass of iced tea and a good BOOK.



CITY OF GLENDORA
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RECEIVED

MAY 14 2007

CITY CLERK
CITY OF GLENDORA

APPLICATION FOR APPOINTMENT
TO CITY COMMISSION OR BOARD
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Please type or clearly print (Please use black ink).
A separate application must be filed for each Board or Commission.

- 1. Board or Commission being applied for: LIBRARY BOARD
- 2. Name: Rona Lunde
 Residence Address: 336 No. Pennsylvania Zip 91741
 Home Phone: 626/827-7092 Business Phone: 626/914-1841
 Are you registered to vote? Yes No
 Do you reside within the incorporated City limits? Yes No
 Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? Yes No
 If yes, in what capacity? Community Services Commissioner
 If you have filed additional applications for other Boards or Commission, please list them here in order of preference: _____

- 3. Occupation and place of employment: JAN'S Towing, MKTG + P.R. DIRECTOR

- 4. List community organizations or professional groups in which you hold active membership: Kiwanis ¹ANNES, ²CODED, Council, ³AZUSA CHAMBER, ⁴GLENDORA CHAMBER, ⁵COVINA CHAMBER, ⁶DUARTE CHAMBER

- 5. List positions of responsibility held in any of the above organizations: 1 PAST PRESIDENT + CURRENT Lt. GOVERNOR, DIV. 35; 2 PAST PRESIDENT, CURRENT HUMANITARIAN AWARD CHAIR; 3 PAST PRESIDENT; 4 TO BE INSTALLED ON 07-08 BOARD OF DIRECTORS; 5 CURRENT BOARD OF DIRECTORS; 6 AS OF 6/1/07 WILL BE IMMEDIATE PAST CHAIR OF THE BOARD.

candidate for appointment to this position: As a member of the Glendora community since 1986, I have continually been involved in what is going on. I have been a member of a "Giri" team for more than 10 years, being won in 1999. Reading has been a major staple in my life and have participated in the "Read-In" since its inception.

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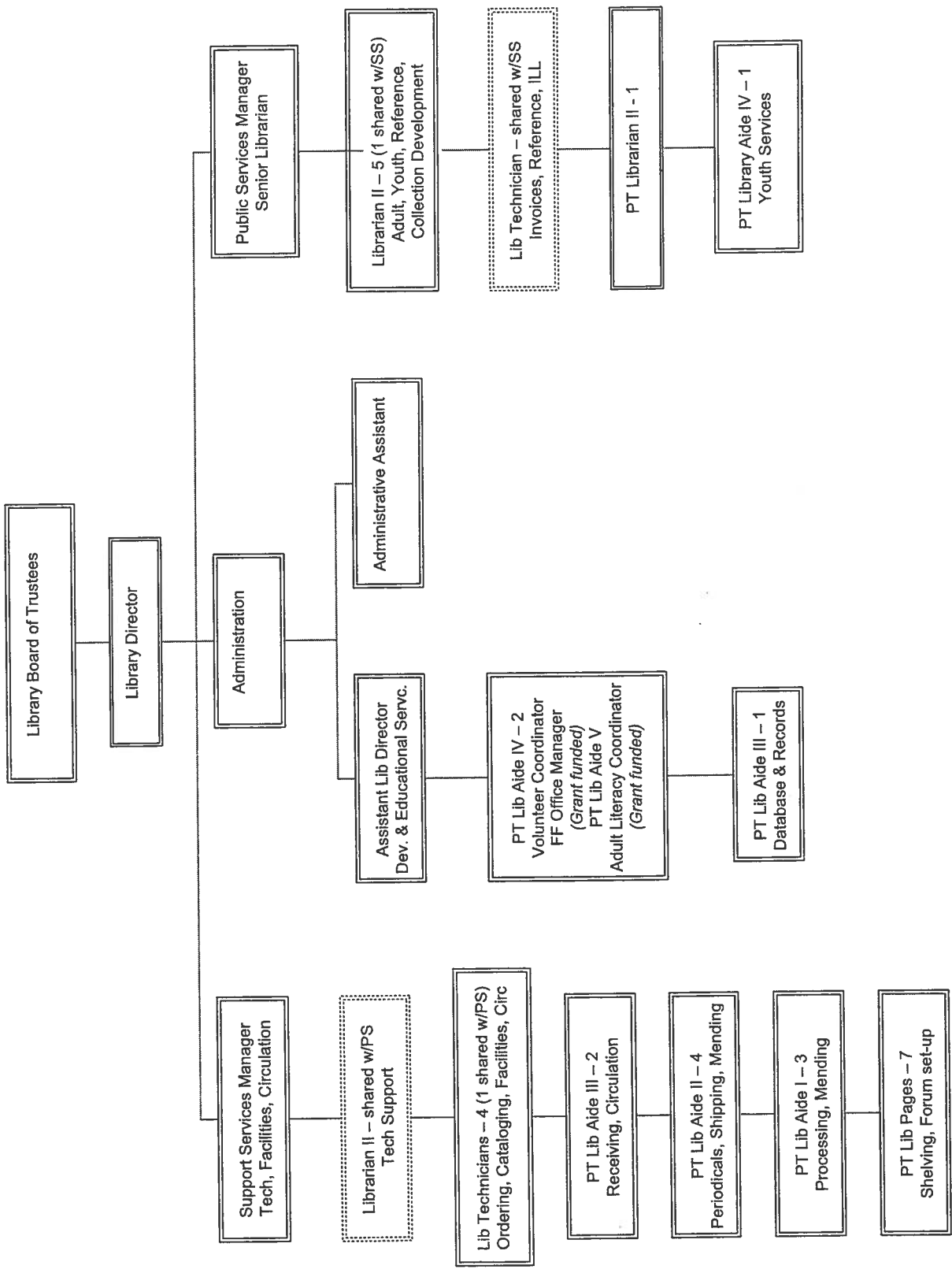
- 7. In compliance with state law, appointees to certain commissions are required to file a Statement of Economic Interests upon appointment to office, and annually thereafter. Applicants and incumbents are advised that they may be requested to make information available as to any potential conflict of interest arising from their business or affiliations where that affiliation or business may be doing business with the City of Glendora or the decisions taken by the City of Glendora may influence that business or affiliation.
- 8. I certify that I am a resident of the City of Glendora and that the foregoing information is true and correct.

Signature: [Handwritten Signature]
 Date: 5/14/07

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741, prior to any closing dates established.

APPLICATIONS WILL REMAIN ON FILE IN THE OFFICE OF THE CITY CLERK FOR A PERIOD OF TWO YEARS

LIBRARY



Glendora Public Library and Cultural Center

Library Mission

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 Organization

The Library is comprised of three divisions: Administration and Development Office, Support Services and Public Services. Together these three divisions provide: youth and adult services and programs; a wide range of reading and cultural enrichment resources; access to technology services via computers with online, Internet and library electronic resources; collection development and maintenance; and community outreach and adult literacy programs via Friends Foundation support. Approximately 200 volunteers of all ages generously donate their time as tutors, bookstore staff, shelveers and summer reading club support.

Annually, the Library responds to an average of 1,000 visitors each day, six days a week, checks out 160 items an hour, responds to 50,000 information/reference questions a year submitted in-person, as well as via telephone, email, fax and Internet, and offers over 200 childrens' programs and 100 adult and teen programs annually, funded by the Glendora Public Library Friends Foundation. The Library's redesigned website offers electronic books, remote access databases, library account access, electronic notification regarding library materials, 24/7 reference service, live homework help, and had approximately 100,000 'hits' this past year. The Library's collections of 150,000 items include: books; e-books; books on CD; music CDs; software; magazines; and educational and classic movies on DVD and microforms.

Goals

The strategic planning process that the Library had with the citizens of Glendora in 2004-2005 resulted in a four year plan of service document that the Library began implementing in 2006-2007. Key priorities that were brought forward from the process included expanded programs and services for children and a comfortable environment in the Library. A partnership between the City of Glendora, Glendora Public Library Friends Foundation, and a dedicated, customer service-driven library staff has resulted in exceeding anticipated annual results as outlined in the service plan. Revised goals are:

2007-2008

- Expand Children's room – pending City Council approval
- Improve Bidwell Forum – pending City Council approval
- Implement pilot project for laptop use in Library – pending Friends Foundation funding
- Create and expand tutorials and PR on Library resources for patrons
- Implement Public Library Association's "Every Child Ready to Read" early literacy program for children from birth to five years
- Implement new copy service center
- Continue internal layout remodel: improved reading and seating areas; signage; lobby; replace portion of main floor carpet

2008-2009

- Create patio seating area outside front of Library
- Standardize shelving end panels

Preliminary Budget FYE 2007-2008, 2008-2009

Library by Expense Type (All Funds)	03-04 Actual	04-05 Actual	05-06 Actual	06-07 Budget	06-07 Projected	07-08 Recom.	08-09 Plan
SALARIES & BENEFITS	993,956	1,010,639	1,127,381	1,369,679	1,320,016	1,475,230	1,530,385
OPERATIONS & MAINT.	627,432	648,701	706,943	829,611	765,192	854,471	934,552
CAPITAL OUTLAY	2,912	462,363	463,856	72,639	72,639	0	0
LIBRARY Total	1,624,300	2,121,702	2,298,181	2,271,928	2,157,846	2,329,701	2,464,937

Library by Fund

	03-04 Actual	04-05 Actual	05-06 Actual	06-07 Budget	06-07 Projected	07-08 Recom.	08-09 Plan
001 GENERAL FUND	1,584,620	1,583,918	1,770,911	2,136,979	2,024,678	2,273,124	2,407,539
207 GRANTS	31,986	54,553	52,053	57,320	55,539	56,577	57,398
212 COMMUNITY DEV BLOCK GRANT	4,781	20,869	11,361	0	0	0	0
321 CAPITAL PROJECTS	2,912	462,363	463,856	77,629	77,629	0	0
LIBRARY by Fund Total	1,624,300	2,121,702	2,298,181	2,271,928	2,157,846	2,329,701	2,464,937

LIBRARY			03-04 Actual	04-05 Actual	05-06 Actual	06-07 Budget	06-07 Projected	07-08 Recom.	08-09 Plan
0017076	41110	REGULAR TIME	174,050	143,369	196,834	226,558	234,387	240,825	248,049
	41210	PART TIME	16,136	43,789	31,783	39,222	35,958	40,402	41,403
	41360	VEHICLE ALLOWANCE	2,471	2,408	2,421	2,400	2,438	2,400	2,400
	42110	RETIREMENT	12,590	12,346	25,524	30,150	39,576	31,870	32,278
	42290	FLEX BENEFIT	23,082	16,413	28,420	31,198	32,763	34,096	34,096
	42310	EMPLOYER PAID BENEFITS	4,540	4,648	5,125	6,204	5,672	6,482	6,618
	42520	WORKERS COMP	0	798	1,402	1,530	1,562	502	517
	51110	OFFICE SUPPLIES	6,180	5,891	7,197	10,700	10,700	10,700	10,700
	51400	BUILDING MATERIAL & SUPPL	14,265	5,926	24,191	40,501	40,390	24,650	20,050
	51550	PHOTOGRAPHIC SUPPLIES	0	0	78	100	0	0	0
	51560	OPERATING LEASES	22,233	22,275	22,275	23,600	23,600	15,000	15,000
	55320	PRINTING / REPRODUCTION	3,477	2,071	4,149	6,310	7,500	8,550	9,800
	55340	POSTAGE	3,086	2,996	2,514	3,300	4,800	5,360	5,450
	55400	DUES & MEMBERSHIPS	765	1,124	1,170	1,750	1,750	1,800	1,800
	55510	MEETING EXPENSES	1,257	1,138	1,532	1,350	1,350	1,350	1,350
	55550	TRAVEL EXPENSES	1,419	2,692	3,491	3,760	3,760	3,760	3,760
	55600	TRAINING & EDUCATION	5,170	4,781	5,966	5,300	5,300	5,600	5,600
	56100	BUILDING REPAIR & MAINT	22,733	62,434	427	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	13,198	18,734	1,895	0	0	0	0
	56200.01	EQUIP REP GAYLORD POLARIS	20,033	21,304	10,048	22,830	24,870	24,480	25,700
	57100	ELECTRIC	51,109	42,988	60,356	50,000	55,000	61,000	61,000
	57150	GAS	2,027	2,565	2,999	2,500	2,500	3,000	3,000
	57160	WATER	0	0	0	0	0	926	1,065
	59100	CONTRACT SERVICES	18,889	19,664	21,754	27,907	25,900	25,900	25,900
	59801	DATA PROCESSING CHARGES	51,623	106,155	110,171	148,249	100,000	132,959	186,859
	59802	DATA PROCESSING LEASES	0	0	0	14,815	14,820	14,816	14,816
	59803	COMMUNICATION CHARGES	32,802	30,120	29,239	29,738	29,740	29,738	29,738
	59804	COMMUNICATION LEASES	2,256	2,256	0	0	0	0	0
	59807	LIABILITY INS. CHARGES	126,266	53,176	50,549	50,328	50,330	32,050	33,172
	59808	PROPERTY INS. CHARGES	0	0	0	0	0	65,320	67,280
LIBRARY ADMIN Total			631,657	632,062	651,513	780,300	754,666	823,537	887,401
0017077	41110	REGULAR TIME	216,587	235,577	213,974	202,424	218,541	218,012	228,379
	41120	OVERTIME	0	0	23	0	0	0	0
	41210	PART TIME	153,671	164,312	171,394	187,992	158,491	234,801	242,028
	41330	SPECIAL PAYS	618	602	130	0	0	0	0
	42110	RETIREMENT	20,818	23,592	30,933	32,880	39,437	36,536	37,623
	42290	FLEX BENEFIT	37,232	35,086	40,460	46,507	47,531	49,800	49,800
	42310	EMPLOYER PAID BENEFITS	8,528	9,109	8,559	9,256	8,423	9,925	10,240
	42520	WORKERS COMP	0	1,759	2,314	2,264	2,327	815	847
	51200	DIVISION SUPPLIES	11,277	17,198	24,914	18,870	23,000	20,330	20,330
	55330	MICROFILMING	141	0	0	370	0	0	0

Preliminary Budget 2007-2008, 2008-2009

LIBRARY			03-04 Actual	04-05 Actual	05-06 Actual	06-07 Budget	06-07 Projected	07-08 Recom.	08-09 Plan
CIRC/TECHNICAL SVC Total			448,871	487,233	492,700	500,564	497,749	570,219	589,247
0017079	41110	REGULAR TIME	191,078	160,055	185,943	279,699	263,531	331,818	352,823
	41210	PART TIME	57,179	49,163	67,038	119,557	82,521	68,677	71,352
	42110	RETIREMENT	15,628	13,735	25,090	40,453	45,133	45,742	47,812
	42290	FLEX BENEFIT	27,855	22,875	31,380	46,678	44,069	60,919	61,189
	42310	EMPLOYER PAID BENEFITS	6,078	5,706	6,720	10,235	8,522	10,591	11,051
	42520	WORKERS COMP	0	913	1,500	2,316	1,988	721	764
	51200	DIVISION SUPPLIES	49	1,051	2,985	3,500	3,500	3,500	3,500
	51300	BOOKS/RECORDS/TAPES	205,746	209,498	303,026	351,328	320,650	355,000	380,000
	55325	BINDING	479	1,626	3,016	2,350	2,350	2,400	2,400
PUBLIC SERVICES Total			504,092	464,622	626,698	856,116	772,263	879,368	930,891
General Fund Total			1,584,620	1,583,918	1,770,911	2,136,979	2,024,678	2,273,124	2,407,539

Capital Projects

REQUESTED FOR FY 2007-2008

6/8/2007 7:27 AM

Description	Grants (Fund 207)	CDBG (Fund 212)	Prop A (Fund 217)	Capital Projects (Fund 321)	Water Fund (Fund 530)	CRA #1 381	Total for Project FY 07-08
AVAILABLE Revenue	25,000		63,000	6,365,128	899,535	1,257,630	
Capital Improvements							
Police							
Total Police	-	-		-	-	-	-
Community Services							
ADA Ramp to Bandshell in Finkbner Park				5,000			5,000
Security Cameras at Teen Center			38,000				38,000
Linoleum Replacement at La Fetra Expansion			10,000	10,000			20,000
Sewer Hook-up at American Legion Building				25,000			25,000
Floor Replacement in Game Room at Teen Ctr.			15,000				15,000
Replace Light Fixtures at Youth Center				5,000			5,000
Paint Interior/Exterior of the Youth Center				6,500			6,500
Replacement of Golf Course Netting - Phase 1				10,300			10,300
Construction of 1/2 Basketball Court				25,000			25,000
New Play Equipment at Finkbner Park				45,000			45,000
New Play Equipment at South Hills Park				55,000			55,000
Replacement of Museum Doors				8,300			8,300
Bus Stops Improvement Management Program	25,000						
Resurfacing of High School Tennis Courts				13,100			
Refinishing of Sandburg School Gym Floor				5,300			
Park Play Equipment Modification-2 Parks				57,450			
Picnic Cabana at Finkbner Park				49,660			
Replacement Gazebos for School Parks				91,446			
Total Community Services	25,000	-	63,000	412,056	-		500,056
Water							
Greencroft Booster Station Upgrade*					750,000		750,000
Wells 10 & 11 Discharge Line Replacement*					1,250,000		1,250,000
Well Rehabilitation Program					215,000		215,000
Small Water Main Replacement					2,000,000		2,000,000
Hunters Trail Cathodic Protection*					60,000		60,000
Foothill Water Main Replacement					1,300,000		1,300,000
Gladstone Phase 1 Water Main Replacement					570,000		570,000
*Construction Phase							
Total Water	-	-	-	-	6,145,000	-	6,145,000
Library							
Childrens' Room Expansion				488,390			488,390
Bidwell Forum Improvements				12,210			12,210
Library Front Entrance Area-South Side				15,150			
Replace Worn Laminate Bookstack End & Top Panels				11,000			
Total Library	-	-	-	526,750	-	-	526,750
Public Works							
Street Paving Program				1,900,000			1,900,000
Sidewalk Program				100,000			100,000
Foothill Blvd. - Grand to Cullen				1,063,936			1,063,936
Alley Program - Phase 1				700,105			700,105
Grand Ave./Juanita Ave. Traffic Signal Install.				350,000			350,000
Library Carpet Replacement				25,000			25,000
Library/Information Technology Rooftop A/C				40,000			40,000
City Clerk A/C				42,000			42,000
City Hall and Library Roof Repairs				22,000			22,000
Foothill Blvd - Lone Hill to Amelia				561,375			561,375
Gladstone St. - Valley Center to Sunflower				749,738			749,738
Antique Street Lights				850,000			
Bridge Over San Dimas Wash						225,000	
Total Public Works	-	-	-	6,404,154	-	225,000	6,629,154
Planning							
Planning & Redevelopment Office Expansion				713,915			
Planning Department Shelves				5,000			
Total Planning	-	-	-	713,915	-	-	713,915
Total Requested Capital Projects	25,000	-	63,000	8,056,875	6,145,000	225,000	14,514,875



Division Monthly Reports

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 www.glendoralibrary.org

To: Robin Weed-Brown

From: Carlos Baffigo, Anne Pankow, Cindy Romero, Sandy Krause, Gaetano Abbondanza

Date: May 2007

Public Services - Cindy Romero, Sandy Krause, Gaetano Abbondanza

After a month full of programming, we enjoyed a small break during May while we geared up for Summer Reading Club. This year's themes are *Get a Clue @ your library* for children, *You Never Know @ your library* for teens, and *Summer Sleuthing @ your library* for adults. We began our outreach to the schools and preschools promoting SRC. Sandy did an excellent job leading Books Alive! this month where they discussed *Way of the Peaceful Warrior*. After the discussion, the group met to discuss selections for next year. Sandy asked each member to submit title suggestions to be voted on for next year's selections. All of our outreach and programming are listed below.

Date	Program/Outreach	# of participants
5/9/2007	Books Alive!	9
5/10/2007	District PTA	25
5/14/2007	Sellers Assemblies	500
5/15/2007	Cullen School Assemblies	700
5/21/2007	Community Preschool Storytime	40
5/22/2007	Community Preschool Storytime	40
5/25/2007	La Fetra School Assemblies	700
5/29/2007	Whitcomb Headstart Preschool	44
5/30/2007	Mom's Club Meeting	25
5/31/2007	Mom's Club Meeting	10
Total Participants		2093

While we are preparing for Summer Reading Club, we are also spending the final amounts in our materials budget. The reference staff has been working hard all year purchasing new materials, and is winding up this fiscal year.

The final MCLS committee meetings for the fiscal year were held in May which we all attended. Cindy was selected to be the Chair of the Children's Committee next year. Sandy also attended a Califa e-book steering committee meeting. Cindy attended a Franklin Covey seminar. During the all-

staff meeting, Sandy trained the staff on the new audio book format, playaways. They will be circulating beginning on Monday, June 18.

Support Services – Carlos Baffigo

Recruitment for the Library Aide III – Copy/Print Center position vacancy will close June 6th.

Recruitment for the Library Page position vacancy will close June 7th.

Recruitment for the Library Technician position vacancy (formerly Suzette Farmer’s position) will begin in mid-June.

Support Services Manager Carlos Baffigo will be on vacation from June 21st through July 3rd.

Library Technician Daniela Overlock will be on vacation from June 15th through June 30th.

Circulation/Collection Maintenance:

512 MB USB Flash drives are now for sale at the Circulation desk for \$15.

Our Maintenance Collection crew (Pages) have been doing a great job at keeping the shelves clean and neat. Good job Matt, Katherine, Alpha, Sujata, James, Ariella, Jill and Yessica!

Facilities:

The Copy/Print Center is coming together.

- Xerox lease agreement was signed and the order was placed for the new copy machines. Delivery will happen on July 5th and installation on July 6th.
- The new office for the Support Services Manager was built and the old office vacated to make room for the new Copy/Print Center.
- Time session and print release software was purchased from CMS.

Construction of 15 new study carrels will be completed in mid-June and delivered soon thereafter.

Discussions are in progress with Air-Ex Air Conditioning, Public Works and Library staff to resolve the on-going air conditioning problems.

The wall book return for the new Check-in area has been ordered. Once it is delivered, construction will begin to convert the Printer Room into the new Check-in area.

Demolition and installation of the new Public Service desk will start on July 6th and continue through July 9th. The project will continue through the following weekend, if needed.

Acquisitions, Cataloging, Processing, and Periodicals:

Last minute library material orders are being processed and received. Caroline and Daisy have done a great job at processing them quickly. Good job ladies!

Playaways have arrived and are being processed for circulation.

The Polaris database clean-up project is well underway. Thousands of bibliographic and item records have already been corrected or deleted. Thank you to Daniela and Jennifer for your hard work!

Congratulations to Suzette Farmer for being appointed to fill the Librarian I vacancy.

Computer Systems/Web Site

George Waters has been added to the list of web site maintenance staff.

A new wireless router has been installed behind the Reference desk. Patrons using wireless internet access should see less dropped connections and better signal strength.

Development & Educational Services – Anne Pankow

The Friends Foundation adult and community outreach programs and number of participants are listed below.

5-02-07	Arrow High School Teen Parent Program- Born to Read	20
5-03-07	FPH Expectant Parent Program –Babies, Books & Bibs	70
5-05-07	Literacy Tutor Training Workshop	8
5-19-07	Altered Books Creative Craft	20

May is always a very busy month for the Foundation Office Staff and the Night on the Plaza committee as we begin a frenzy of activity to gather auction and opportunity items. On May 23, the committee met for their annual invitation stuffing. Approximately 4,000 invitations were mailed. Within one week of the mailing, our office began receiving reservations, sponsorships and monetary donations for our major fundraising event.

Mary Pat Dodson completed the grant application for the California Library Literacy Services 2007/08 literacy grant and submitted it before the due date of May 11. The Adult Literacy program depends on this grant to help with funding our program. Mary Pat has been the coordinator for less than two years and has grown the program from 8 active tutoring pairs to 33 active tutoring pairs so far.

Mary Pat and Dodson and Anne Pankow attended another California State Library Leadership workshop at Buena Park Library on May 30. The topic was “Community Engagement”.

Glendora Public Library Secondary Data for May 2007

<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	21,680	23,135	-6%	240,742	244,288	-1%
I. D. Total Items Loaned	30,934	30,496	1%	319,312	317,030	1%
I. D.4. Electronic Circulation	94	0		1,326	0	
III. A. Total Requests for Information	4,049	3,880	4%	44,832	44,897	0%
II. A. Total Items Owned	146,539	147,557	-1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	11,748	9,144	28%	139,958	91,842	52%
V. A.2. Library Home Page Views	4,090	2,358	73%	75,188	30,545	146%
VI. A. Total Number of Programs	3	3	0%	72	54	33%
VI. E. Number of Literacy Students Active	33	23	43%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	141	76	86%	955	550	74%
VI. F.1 Total Number of Volunteer Hours	664	550	21%	10,016	9,530	5%
I. G. Total General Fund Revenue	\$4,497	\$5,725	-21%	\$107,098	\$96,277	11%

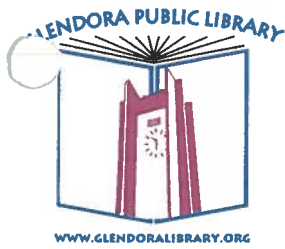
22

These statistics are subject to verification.

6.

Unfinished Business

7.
New
Business



Glendora Public Library
 (626) 852-4891

140 S. Glendora Ave.
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Glendora, CA 91741

MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director
 Date: June 18, 2007
 Re: New Business 7.1: Agenda Planning

To assist you in agenda planning for the upcoming fiscal year I have prepared a draft agenda with a few key yearly items already included.

Dates for the two meetings that fall on holidays in January and February will need to be established.





Glendora Public Library Board of Trustees
Agenda Planning Calendar FY 07-08

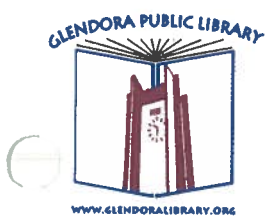
Italicized items are new suggestions/additions

2007

- July 16:** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 20:** Library Board Goals finalized
- September 17:** SRC wraps up; Holiday Hours-Thanksgiving & Christmas;
- October 15:** *Internet Policy review*
- November 19:** Budget Priorities FY 07-08-initial discussion
- December 17:** Mid-year review of goals 07-08

2008

- January 21-holiday: new date;** Budget 08/09; *Board Award discussion*
 (Adj. for MLK Day to...)
- February 18-holiday: new date;** Goal planning 08-09; Friends Foundation funding staff
 (Adj. for President's Day to...) requests for 08-09
- March 17** *candidates for board vacancies*
- April 21** *candidates for board vacancies*
- May 19** Closed session: Self-evaluation of the Board-begin process
 & Evaluation of the Director-begin process
- June 16** Agenda planning 08-09; Closed session: Eval. Lib board; Eval.
 Lib Dir



Glendora Public Library Events

June 2007

- 02 10 a.m. *Coffee 'n Books* in the Library – main floor
- 18 Summer Reading Club Registrations begin
- 18 7 p.m. Library Board meeting – Bidwell Forum
- 20 7 p.m. Novel Idea – “*The Memory Keeper’s Daughter*” by Kim Edwards –Adult SRC– main floor
- 20 3 p.m. Harry Potter registration party –Teen SRC-teen area, main floor
- 23 10:30 a.m. Sugar Cube Pyramid Craft (all ages) – Children SRC-Bidwell Forum
- 25 Children’s and Teens Summer Reading Club Reporting begins
- 26 7 p.m. Author visit: Patricia Smiley, author of “False Profits” & “Cover Your Assets”- Adult SRC-main floor
- 26 1:30 & 3:30 p.m. Magic Wayne (all ages) – Children SRC- Bidwell Forum
- 27 3 p.m. Acrylic Painting presented by Painted Moon – Teen SRC-Bidwell Forum
- 28 1:30 p.m. Code/Cipher Book Craft (ages 5 to 12) –Children SRC- Bidwell Forum
- 30 12 - 9 p.m. Game Night – Pizza provided- Adult SRC – Bidwell Forum

July 2007

- 03 1:30 & 3:30 p.m. Enjoy the movie “The Great Mouse Detective”-Children SRC-Bidwell Forum
- 04 Library closed
- 05 1:30 p.m. Fingerprint Creation Craft (all ages)-Children SRC-Bidwell Forum
- 07 10 a.m. *Coffee 'n Books* in the Library – main floor
- 07 10:30 a.m. *The Buster Balloon Show*- Children’s SRC-Bidwell Forum
- 09 7 p.m. Books Alive!- “ *Long Day’s Journey Into Night*” by Eugene O’Neill-Adult SRC-main floor
- 10 1:30 & 3:30 p.m. Swazzle Puppets-Children SCR-Bidwell Forum
- 11 3 p.m. Murder Mystery Game –Teen SRC – Bidwell Forum
- 12 1:30 p.m. Paper Bag Puppet Craft (all ages)-Children SRC – teen area, main floor
- 14 6:30 p.m. Night on the Plaza
- 16 7 p.m. Library Board meeting – Bidwell Forum
- 17 1:30 & 3:30 p.m. John Abrams’ Animal Magic-Children SRC- Bidwell Forum
- 19 1:30 p.m. Fossil Dinosaur Hunt Craft (all ages)-Children SRC- Bidwell Forum
- 21 2 p.m. Watch the movie “Alex Rider Operation Stormbreaker” followed by a discussion of the book “Stormbreaker” by Anthony Horowitz-Teen SRC – Bidwell Forum
- 22 11 a.m. *Seussical the Musical* at the Candlelight Pavilion
- 23 7 p.m. Visit by Storyteller Steven Henegar “Urban Legends: Truth & Lies from a Friend to a Friend”- Adult SRC-Bidwell Forum
- 24 1:30 & 3:30 p.m. Pacific Animal Productions-Children SRC- Bidwell Forum
- 25 3 p.m. Ice Cream Tasting – Teen SRC – Bidwell Forum
- 26 1:30 p.m. Aerodynamic Crafts (ages 5 to 12)-Children SRC-Bidwell Forum
- 28 1 p.m. SRC Closing Party – Bidwell Forum

Read To Me Club – Toddler Summer Reading Club 2007

Toddler Summer Reading Club is for children Birth through 3 years of age. During the Mother Goose Storytimes, reading behaviors that emphasize the importance of reading to the very young will be modeled for parents/ caregivers and children. Each week one early literacy skill will be highlighted and practiced. Children will receive one prize each week they participate. The summer goal is 25 books.

Glendora Public Library Events - Page 2

Storytimes

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

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 1st Wednesday of every month at 12:35 p.m. at Arrow High School –on summer hiatus

Foundation Executive Board Meeting

- July 6, 2007 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- June 12, 2007 @ 7:00 a.m. Village Eatery

8.
Board
Member
Items