

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

Library Bidwell Forum

**January 28, 2008
7:00 p.m.**

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

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

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

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

3. ADOPTION OF AGENDA

Possible motion to revise order of business or other

4. CONSENT CALENDAR

4.1 Minutes of meeting of December 17, 2007- **action item**, Encl., page 1

5. REPORT OF LIBRARY DIRECTOR, Encl., page 4

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

6. UNFINISHED BUSINESS

6.1 Library Board Staff Appreciation

President Theel to lead

7. NEW BUSINESS

7.1 FY 08/09 Budget, Encl., page 15

Weed-Brown to lead

7.2 Library Board Awards, Encl., page 25

President Theel to lead discussion on community recognition

7.3 Review of Brown Act, Encl., page 28

President Theel to lead review of Brown Act

7.4 Library Events Calendar, Encl., page 39

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar, Encl., page 40

Plans for future meetings to be discussed

8.2 Board member items

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

9. ADJOURNMENT

4.

**Consent
Calendar**

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

December 17, 2007
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:00 p.m. by President Jim Theel.

Board members Present: Jim Theel, Mike Conway, Sylvia Slakey, Tricia Gomer, Debbie Deal

Board Members Absent: None

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 (Conway/Slakey)** to approve Minutes of meeting of November 19, 2007.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown stated that the Barnes & Noble fundraiser took in approximately \$200. Official numbers are not yet available. Weed-Brown commented that great effort was put into this fundraiser.

Weed-Brown stated that problems with disruptive teens have somewhat subsided since one of them was suspended from the library for three months. She reported on the incident that resulted in the suspension, which involved a patron getting hit by ice inside the library. Weed-Brown noted that this incident was discussed at the December All-Staff and Public Services staff meeting. Staff suggestions on how to deal with disruptive teens included having roving librarians and ending disruptive teens' public computer sessions from the Information desk. The issue of security guards and Police Officers in the library was also brought up. Weed-Brown added that a log has been created to keep track of any incidents involving disruptive teens.

Weed-Brown stated that Administrative Policy 4.08, Policy Concerning Use of Facilities and Resources by Minors, may be revised to help staff deal with disruptive teens more effectively if appropriate. The updated policy will refer to Library Policy 4.09 – Appropriate Library behavior. Weed-Brown reminded the Board that policy 4.08 is scheduled to be reviewed by the Board next month. She added that at a recent department head team building session suggestions were made on how to deal with teens, which included expanding after-school programs at the Teen Center and

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expanding the minibus route. Slakey asked if the library had experienced any graffiti recently and Weed-Brown replied in the negative.

In response to a question from Conway, Weed-Brown replied that many goals were discussed at the team building session. Goals discussed included building a new library or a satellite library, hiring more Police Officers, and reviewing Route 66 plans. Weed-Brown added that there were seven or eight clear goals, with a new library facility being in the top goals.

Theel stated that he enjoyed reading the ICMA Management Perspective article that Weed-Brown included in her director's report. It shows the importance of the many services libraries provide, as well as the importance of partnerships between local government city managers and their public libraries. Conway asked how many users come to the Glendora Library for internet access. Weed-Brown did not have an exact figure; she stated, however, that the public computers are in constant use. Theel estimated that 95% of users come to APU for internet access. Conway commented that libraries are often overlooked. He stressed the importance of partnerships. Weed-Brown added that this article was sent to City Managers by the ICMA with the recommendation to contact their library director.

Theel stated that he will not be able to attend the January 25 Donor Recognition Event. He will be able to attend the Library Board meeting. The Board commented on the pictures in the department monthly report. Theel stated that the story times at Barnes & Noble were wonderful.

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Mid-Year Review of Goals 2007/2008

Weed-Brown and the Board reviewed the goals. It was noted that most goals are ahead of schedule. Weed-Brown pointed out the many additional library accomplishments noted at the end of the goals document. She informed the Board that electrical floor outlets were installed on the main floor last weekend. The Early Learning with Families (ELF) grant papers were received, signed and are ready to be mailed back. Gomer asked where the historical exhibit panels will be placed. Weed-Brown replied that a plan had been established. At this time, however, it needs to be revised due to the recent remodeling on the main floor. Weed-Brown added that some of the panels might be used for end panels or displayed on the landing in the lobby. She stated that the updated goals will be emailed to the City Manager after tonight's Board meeting.

7.2 Fine-free Period – action item

Weed-Brown stated that staff suggested implementing a fine-free period to thank the public for their patience during the library closure for re-carpeting. It is recommended that the fine-free period run from January 2 to January 5, 2008. Gomer was pleased with this recommendation. She complimented staff on how the entire library closure is being handled, starting with very informative bookmarks for patrons. Theel suggested that the fine-free period be extended to January 8. Discussion followed on the length of the fine-free period.

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It was MSC (Slakey/Gomer) to approve the fine-free period from January 2, 2008 to January 8, 2008.

7.3 Library Events Calendar

The Board reviewed the events calendar. Theel pointed out the library closure for the carpet project, as well as the Friends Foundation Board and Executive meeting. April 15 is Staff Appreciation Day at the Library. Deal commented on all the events happening that week, such as Library Staff Appreciation Day on April 15, Citizen of the Year on April 17 and the Glendora High School's 50th birthday that weekend.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Nothing was added to the agenda planning calendar.

8.2 Board Member Items

Gomer stated that she enjoyed all the activities, such as *Gingerbread Houses* and *Stories with Santa* that she attended.

Slakey attended *Gingerbread Houses* and *Stories with Santa*. Both programs were extremely well attended. It was easy for Board members to step in and help because staff was so well organized and prepared. They made it look effortless. Slakey stated that these programs are a terrific service to the community. New families attending these events were just delighted. This was a great opportunity to spread the word in the community. Slakey stated that the closure bookmark is very informative and very easy to read. She commended staff for a job well done.

Weed-Brown announced that Cindy Romero is the Library's 2007 Star Service winner. Both Conway and Slakey were very pleased that Romero won. Deal praised Romero's enthusiasm.

Deal stated that she had a good time shopping at Barnes & Noble during the Library's fundraiser.

Theel was pleased with the *Educator News* newsletter that staff had put together for the schools on library resources and services. In response to a question from Gomer, Weed-Brown replied that the assignment alert is not a new feature. Weed-Brown commented that the libraries proactively ask teachers for a heads up on larger classroom assignments. Unfortunately, response is poor to the request.

There being no further business, the meeting adjourned at 7:58 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 *Ros*
CC: City Manager
Date: January 28, 2008
Re: Director's Report

I am going to deviate from my normal report format for this month and focus on the two major events that have happened since our last meeting.

Carpet Project, Dec. 21-Jan 1

Electrical trenching for additional outlets in the library had been accomplished over the weekend of Dec. 15-16, 2007. Carlos Baffigo was on site over that weekend monitoring the work. On December 21, 2007 library staff began preparations for the new carpet. Collections and shelving were relocated and on Monday Dec. 24 the public computing area was dismantled. Wednesday and Thursday, Dec. 26-27 the new carpet was put down. Starting on the 28th staff began reassembling the library.

I want to commend staff on the great team work they displayed in both breaking down and then reassembling the library. Carlos Baffigo did a tremendous job directing the work and put in many hours of uncompensated overtime to be sure the project was done correctly and within the timeframe allotted. He creatively and effectively came up with solutions to problems on the spot and kept the project on track. The library reopened on January 2, 2008 with a beautiful new carpet.

The Flood of 2008

The forecast was for a major rainstorm to begin possibly on Thursday, Jan. 3, 2008. On Thursday, Elke Cathel contacted Public Works and asked if our gutters and drains had been cleared in anticipation of the storm and she was reassured they would be ready. She also asked for sandbags for the front of the library. The sandbags were delivered later that day. When the library closed for the day, staff placed the sandbags across the entrance. No rain fell that night.

Friday, Jan. 4 at closing the library staff again placed sandbags across the library entrance. Light rain had started falling around 3:30 that afternoon. Saturday morning, Jan. 5, at 7:30 am, Carlos Baffigo received a call from Paul Sheldon, Public Works, stating that the library had flooded during the night. Upon arriving at the library, Carlos and staff assigned to work for the day discovered that a major flooding of the library had occurred. It went from the west side of the building completely across to the east side, flooding the study rooms, main floor, circulation office, support staff work areas, the archive room, janitor/supply area and the administrative assistant's office on the far east side of the building. The water had come in through and flooded the lobby entrance at the south side of the building, flooded past the new public service desk and out into the main area of the library. It is estimated that approximately 4,000 sq. ft. was flooded by about 1,000 gallons of water.

Having gone through a similar flood in 2004, Carlos and staff immediately went into action-moving furniture, equipment, library materials, etc. out of the impacted areas. Carlos immediately contacted a local company that had worked with the library before, San Gabriel Valley Carpet Care, to come out and assist in the removal of the water. He arrived around 9am and began working to remove the water. A local disaster restoration company, ServiceMaster, was contacted and on the scene by 11am with multiple, large capacity machines and employees to join the effort to save the library. A company from Arizona, DRI, was contacted to bring in a large drying/de-humidifier machine which was in place by midnight, Sunday morning.

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We had been open only 3 days, Jan. 2-4, 2008, with our new carpet when this occurred. We were then closed for another week for flood repair, Jan. 5-11, 2008. The library reopened on Saturday, Jan. 12, 2008, a day earlier than anticipated. Staff extended the no-fines return week, approved by the Board last month for the carpet closure, through Jan. 19 for the flood closure.

Repairs to the damaged drywall are still in process. We experienced some damage to materials—a few boxes of items that were on the floor in Support Services (which was completely flooded). The new public service desk has sustained damage to the bottom of the desk. A few book stack end panels are damaged but can wait to be replaced. Three motherboards in computer towers that were sitting on the floor had to be replaced. The carpet in the staff work areas (circulation and support services) is in bad shape. This is the second major flood (Oct. 04, Jan. 08) and damage from water leaks in the ceiling (Jan. 05) it has been through. If you add to that water damage the high volume of traffic that the area experiences and the resulting wear and tear, and it is not surprising that carpet in poor shape. This carpet had been slated to be replaced this fiscal year as part of the carpet project. Those funds were redirected to expand the public area receiving new carpet. The bookstore carpet also got wet from water coming in through the glass storefront and leaking in through the bookstore door.

I want to commend my library staff for their quick actions and responses to the flood. Once again their team spirit came together for the benefit of the library and community. Damages could have been much worse without them pitching in and getting what needed to be done accomplished. Carlos also deserves special recognition for his quick and effective decision making. Making calls, directing staff while interacting with city staff and service contractors to get things in motion saved the library from greater damage. I know it was devastating for us all to see the hard work from just the week before be under water.

While all of this was going on our staff continued on with library activities. The Youth Services staff continued with their planned outreach activities. They went to school classes to promote the bookmark contest. Cindy attended a PTA meeting. The children's author visit, originally scheduled for Bidwell Forum, was moved to the Blue Chair bookstore and held as scheduled. Our Reference staff shelved books, kept on with their collection development responsibilities, answered the phones and handled some telephone reference and referral. The Support Services staff emptied book drops, checked in books, organized book carts, processed holds, and trained a new employee. The Development Office staff was here too, preparing for the Foundation's quarterly board meeting, processing donations for the bookstore, contacting volunteers to keep them up-to-date on the status of the library and working on literacy projects. The management team was busy working on the budget, coordinating restoration services and was emptying the bookdrops too. The library was closed to the public, but library staff was still out in the community, connecting with our schools, and keeping library services moving forward. I am fortunate to have such dedicated staff members.

Carlos has downloaded the library security tapes covering the time from Friday through Saturday (Jan. 4-5). He and I have put together an accompanying document of times and events that goes with the tape. Together they document the development of the flood and initial clean up in detail over approximately 36 hours. There is also a daily log that we had in place during the recovery noting developments as they happened during that week.

City staff has met and a written plan of action is in place for future emergencies. As part of the children's room expansion, drainage issues in the front of the library will be addressed. My hope is that floods of this magnitude will not occur again inside the library once these improvements are made.

Rain has fallen again since this incident, the week of Jan 21-27. As I write this the following has occurred: A leak on the second floor, in front of the IT office, happened over night on Jan 21 and was discovered on Tuesday, Jan 22 when the library opened. The roof is the problem and was slated for repair this fiscal year. Unfortunately that was one of the CIP's cut for this year. Additional problems with the sump pump and drains were detected as well and work continues on them. I may have more to report by our meeting.

A note on the Friends Foundation Board meeting: A new event, The Battle of the Books, will be inaugurated in October as part of Teen Read Week and funded by the Friends Foundation. This event will not be a fundraiser, but will be targeted to our youth and similar in nature to the Trivia Challenge. Teams will answer questions on a predetermined list of books. School can battle school or classroom against classroom, youth group against youth group. The brainchild of Cindy Romero, this new event has all the elements to keep it going for years to come.

Special Note: It is with great sadness that I share the news that Anne Pankow's mother passed away in her sleep the night of Sunday Jan. 13, 2008. She was 88. She will be buried with military honors in Riverside.

Next Board Meeting: February 25, 2008—please note the modified date - the 4th Monday in February - due to the Presidents Day Holiday.

January 7, 2008

DRILLING DOWN

The Well-Wired Use Libraries More

By ALEX MINDLIN

Library use is far more prevalent among people who have a broadband Internet connection at home or at work, according to a new study. The finding counters a decade-old assumption that libraries serve as a “bridge” for people who want to use the Internet, but have only dial-up connections, or no access at all.

“People in the low-access population don’t often think, ‘If I only had the Internet, I’d be in a different position,’” said Lee Rainie, director for the Pew Internet & American Life Project, which performed the study in tandem with the [University of Illinois at Urbana-Champaign](#).

The study also found that people 18 to 30 years old were the age group most likely to have recently used a library. “They are the most recently in school,” said Mr. Rainie, “so they potentially have a better sense of the way that libraries have become more wired and more high-tech.”

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RWB

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FILE COPY

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GLENDORA CHURCH HOMES, INC.

January 17, 2008

Sandy Krause, Adult Services Librarian
Glendora Public Library
140 S. Glendora Ave
Glendora, CA 91741

Dear Sandy,

It is my pleasure to inform you that today's meeting of Glendora Church Homes we authorized funding for your grant request of \$4,365 to help with purchasing more Playaway audio books. We are pleased that they seem to be working well and meeting the needs of seniors.

We thank you for the many services you offer to all patrons of the library but we feel particularly blessed that the needs of seniors and the handicapped are so carefully considered and tended to at our Glendora Library. Due to financial considerations, this grant will be funded in mid-February.

We thank you for the work you do and are grateful to be able to offer you this opportunity.

Sincerely,



The Rev. Susan Scranton
President, Glendora Church Homes, Inc.

Division Monthly Reports



To: Robin Weed-Brown

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

Date: December 2007

Public Services - Cindy Romero, Janet Stone

Children's:

Date	Program/Event	# of participants
December 3, 2007	Community Preschool storytime	33
December 4, 2007	Community Preschool storytime	25
December 4, 2007	TAB	10
December 6 & 8, 2007	Gingerbread Houses	350
December 12 & 13, 2007	Stories with Santa	300
December 17, 2007	Headstart Preschool storytime	40
	TOTAL Participants	758

We started off December with the fundraiser at Barnes and Noble. In the evening Deb and Cindy read storytime for families who stopped by. It was great to see familiar faces in the audience. *Gingerbread Houses* and *Stories with Santa* were both a huge success. A great big thank you to Sylvia and Tricia for stopping by to help with the events.

Our Teen Advisory Board met to discuss upcoming teen events, such as the book discussion of *The Looking Glass Wars*, by Frank Beddor, Teen Tech Week in March, and other programming ideas. We began discussions with the teens about Summer Reading Club. They have some interesting ideas that we will be exploring. In addition, our teens were able to look at some drafts of a new teen webpage that George Waters has been working on and give him some feedback. We are hoping to launch the new page in February. The TAB members are a wonderful source of information and inspiration for us.

The Bookmark Contest began on January 14th. Gail, Deb, and Cindy have been visiting the schools to promote the event. We are using the SRC themes to promote summer reading early again this year. The reception will be during National Library Week, on April 16th at 6:30 p.m. We would love for you to attend and meet many of our young artists.

We are already well into the planning process for the upcoming Summer Reading Club. We are looking forward to an exciting summer. This year's themes are:

Infants/Toddlers: Baby Bugs

Children: Catch the Reading Bug @ the Glendora Library

Teens: Metamorphosis @ the Glendora Library

Now that we have all dried out, we are busy planning the rest of the year, and beginning of next year. Cindy presented the idea of a *Battle of the Books* for teens to some of the Friends Foundation members with enthusiastic results. The program is a book trivia contest, where teens will form teams to see who knows the books better. Foundation members and staff will be working together to pick just the right books for the teens to battle on. We look forward to a great Battle for Teen Read Week in October. We will start promoting the event with Summer Reading Club to give the kids plenty of time to learn the books.

The MCLS Committee meetings this month will start off our training and professional development for the year.

Adult:

Date	Program/Event	# of participants
20 December 2007	Novel Idea book group: Favorite books	9
	TOTAL participants	9

Mid-December found the Reference staff using and touting the newly upgraded computer catalog system. Useful enhancements include browsable breakdowns that separate out all the different formats of each title, as well as direct links from fiction listings to NoveList (letting users find ideas for similar books with just a few clicks).

Discussions for the 2008 adult summer reading club got under way among Sandy, Janet, and the Children’s staff, with fun ideas for capitalizing on the insect-related children’s and teen themes. (The California Library Association has yet to post their suggested theme for adults, but we’re not letting that slow us down.) Not long after, more discussions of reading were in store for Sandy, when Novel Idea book group members got together to share their favorite reads.

In between front-line hours, many Reference staff members were able to drop in to the city manager’s holiday potluck and enjoy the barbecued beef or dessert (or both!). They needed the sustenance, as many would also lend their brains and brawn to reassembling the library after the recarpeting (and later, after the post-diluvian dry-out).

Gaetano’s imminent trip to Burbank for the quarterly MCLS AV Committee gathering marks the beginning of the back-to-business New Year: the meeting and training scenes will soon be back in full swing.

Support Services – Carlos Baffigo

December was a very busy month for library staff. Long awaited projects took place and staff willingly helped to move furniture, books and book stacks in preparation. Thank you all for your hard work! ☺

General:

New Library Technician, Jason Crelencia started on Dec. 17th.

Facilities:

The new floor outlets were installed on December 15th and 16th. All work was done overnight through the weekend, so as to minimize the impact on library services.

New carpet was installed in the main entrance and main floor areas. A total of 833 square feet of carpet was replaced by Universal Metro on December 26th and 27th.

Acquisitions, Cataloging, Processing, and Periodicals:

The withdrawing of old and dated material from the Polaris database continues. 845 items were withdrawn in December. Withdrawing material is a vital part of collection maintenance because it creates room on the shelves for newly purchased titles.

Computer Systems/Web Site:

The Polaris upgrade from version 3.2 to version 3.3 took place on December 17th without any problems. All systems were up and running smoothly by 10 a.m.

Along with the upgrade, a new report generator called Simply Reports was installed. This new feature enables staff to generate custom reports as needed.

The new laptops for public use funded by the Friends Foundation arrived in late December. They will be made available to the public in January.

Ultra small computers ("thin clients") were purchased from Polaris and received in late December. They will replace the large towers currently serving as catalogs.

Development & Educational Services – Anne Pankow

Barnes & Noble partnered with the Friends Foundation by having a book fair fundraiser at their new store in Glendora on Tuesday, December 4th. The Friends Foundation received 15% of each purchase when the library or the Friends Foundation was mentioned. The Foundation received a check for \$367 from Barnes & Noble. Miss Bonnie, Miss Cindy and Miss Deb offered storytimes at the store.

Approximately 350 invitations were sent at the end of December for the annual Donor Recognition which will be held on Friday, January 25, 2008 at 6:30 p.m.. Three service clubs will be honored during the evening.

There are currently 34 active tutoring pairs in the adult literacy program.

Events and outreach are listed below.

Date	Program/Event	# of participants
12/1/2007	Coffee and Books – Main Floor Sandy Ross- author of	50
12/1/2007	<i>A Place called the Bla-Bla Cafe</i> Born to Read – Teen Parent – Arrow High- Christine	15
12/5/2007	Cravens & Cindy Romero	36
12/6/2007	Babies, Books & Bibs – Miss Bonnie	34
TOTAL participants		135

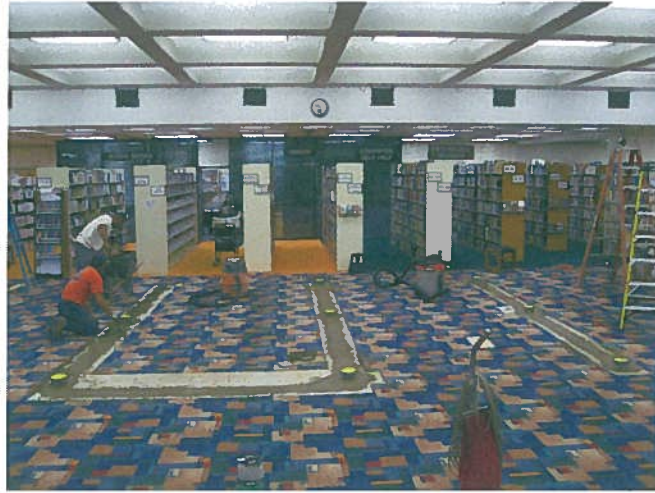
Glendora Public Library Summary Data for December 2007

<u>Service Indicators</u>	This Year December	Last Year December	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	14,549	17,748	-18%	129,096	134,036	-4%
I. D. Total Items Loaned	21,852	23,905	-9%	172,701	168,399	3%
I. D.4. Electronic Circulation	138	92	50%	657	675	-3%
III. A. Total Requests for Information/Adult Services	1,767	2,282	-23%	14,694	16,345	-10%
II. A. Total Items Owned	148,072	151,890	-3%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	24,131	12,906	87%	108,043	67,566	60%
V. A.2. Library Home Page Views	19,667	8,679	127%	73,506	34,591	113%
VI. A. Total Number of Programs	8	6	33%	58	47	23%
VI. E. Number of Literacy Students Active	34	30	13%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	93	69	34%	568	436	30%
VI. F.1 Total Number of Volunteer Hours	397	377	5%	4,716	4,692	1%
I. G. Total General Fund Revenue	\$5,822	\$8,072	-28%	\$28,258	\$36,655	-23%

These statistics are subject to verification.

December 2007 and January 2008 Events

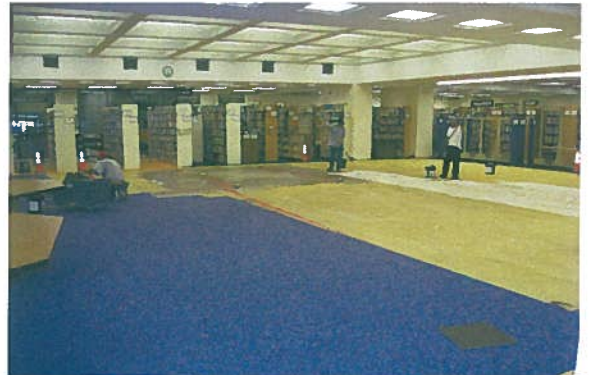
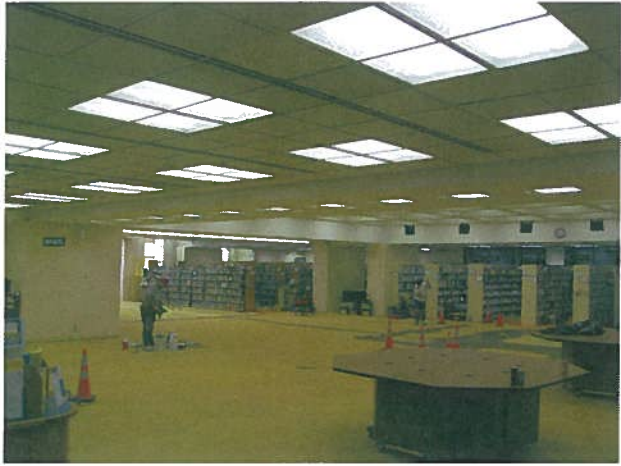
Trenching December 2007



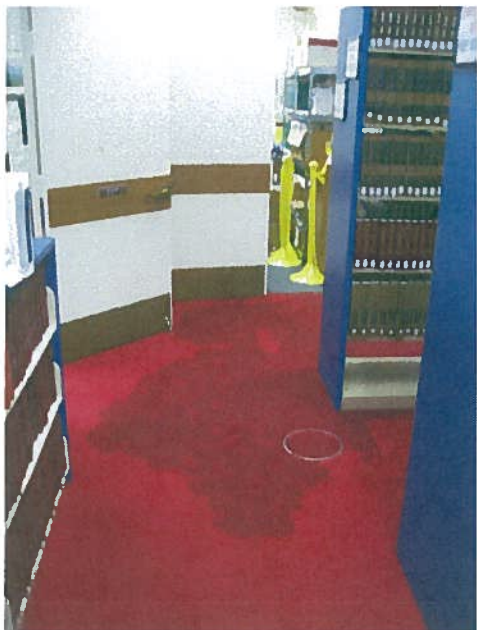
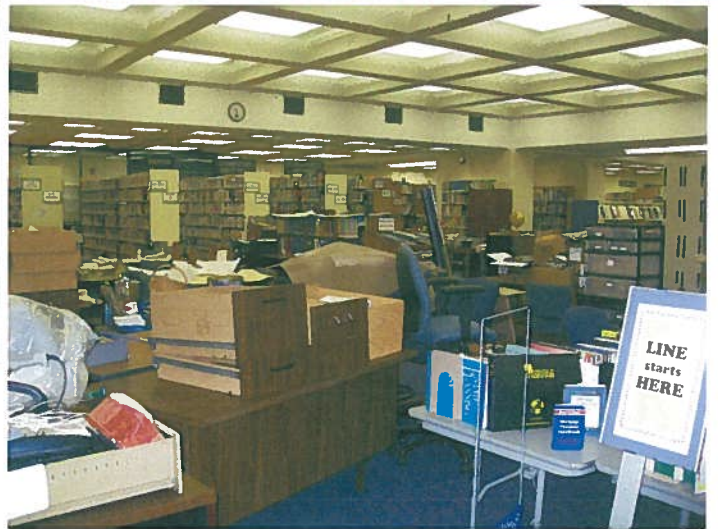
Carpet Replacement December 2007



Carpet Replacement December 2007



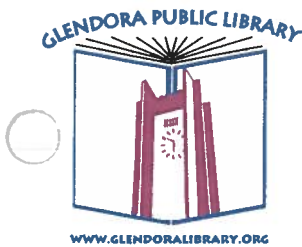
The Flood of January 2008





6.
**Unfinished
Business**

7.
New
Business



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

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MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director
Date: January 28, 2008
Re: Library Budget FY 08-09

Before we begin discussion of the library's FY 08-09 budget I would like to bring you up-to-date on recent budget changes to our FY 07-08 budget.

After returning from the holidays, the city manager requested that all departments submit a plan to reduce their current year budget by 5%. The library's portion was \$114,142. The 5% was based on the full budget amount, not on remaining funds. Library cuts were made to part time hours (\$30,000), the book budget and general supplies (\$45,430). Detailed line item charts are attached if you wish to review the services and supplies cuts by account. In addition, salary savings from a vacant position (\$21,180) which is now filled and suggested cuts to the library's IT division chargebacks (\$17,532 out of \$132,959) completed the reductions submitted to reach our goal.

○ We were also asked to do a quick survey of other local cities on related fees. I emailed the MCLS libraries and attached is a summary of the responses I received back. You will see that we are inline with our fees. I also asked about fees related to room rentals (thinking about our Bidwell fees). The responses are quite complex with many caveats, (profit, non-profit, library, library-related, community use, time of day, etc) and I am working on how to logically present the information.

I do not have specific information yet on next year's budget. It has been mentioned, but not yet confirmed, that the budget remaining after the 5% cut made now would likely be the starting point for next year's budget – with additional cuts possible. The finance director has stated to me that sales tax is down, or expected to be down, from the loss of an auto dealer, slow downs in other auto sales, decreases in home improvement after sales, etc. He also anticipates that property tax revenues will be reduced and that the State's budget problems will impact the city budget.

I am also working on the library's annual requests to the Friends Foundation. These will come to you for review and approval at your February meeting. Increased funding requests for our children's and teen programs are likely due to their growing attendance numbers. This will be our last year to ask for capital improvement money. You may recall they agreed to fund up to \$40,000 for three years to address capital needs. This year \$25,000 went to the carpet, \$5,000 for comfortable chairs and a remaining \$5,000 for study table and carrel chair replacement. They also funded 2 laptop computers this year which came out of the Information Technology budget area.

Library Expense by Account

			03-04 Actual	04-05 Actual	05-06 Actual	06-07 Amended Budget	06-07 Projected Actual	07-08 Adopted Budget	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	41,618	42,645
	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	31,916	32,324
	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	6,491	6,627
	42520	WORKERS COMP	0	798	1,402	1,530	1,562	504	519
	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	824,809	888,701
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	241,888	249,288
	41330	SPECIAL PAYS	618	602	130	0	0	0	0
	42110	RETIREMENT	20,818	23,592	30,933	32,880	39,437	36,802	37,896
	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	10,020	10,338
	42520	WORKERS COMP	0	1,759	2,314	2,264	2,327	828	860
	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

Library Expense by Account

			03-04 Actual	04-05 Actual	05-06 Actual	06-07 Amended Budget	06-07 Projected Actual	07-08 Adopted Budget	08-09 Plan
CIRC/TECHNICAL SVC Total			448,871	487,233	492,700	500,564	497,749	577,680	596,890
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	69,223	71,898
	42110	RETIREMENT	15,628	13,735	25,090	40,453	45,133	45,762	47,832
	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	10,599	11,059
	42520	WORKERS COMP	0	913	1,500	2,316	1,988	722	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	879,943	931,467
Library General Fund Total			1,584,620	1,583,918	1,770,911	2,136,979	2,024,678	2,282,432	2,417,058

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

DIVISION 7076

Approved FY 06-07 Approved FY 07-08 cuts 1/8/2008

(req in 06/07)

ACCOUNT 51110 OFFICE SUPPLIES

Board Recognition: plaques, badges	100	100	150
First Aid/EOC supplies	180	180	180
General office supplies	5,000	4,250	4,000
Copier supplies - Public and Staff	0	750	800
Library Cards (10,000)	4,000	4,000	3,000
Outreach supplies (displays, bulletin boards, posters)	100	100	0
Rewritable CDs, Thumbdrives	220	220	0
Staff ID for Library employees	100	100	0
Staff Recognition/Star Service	1,000	1,000	1,000
TOTAL BUDGET REQUEST	10,700	10,700	9,130

ACCOUNT 51400 BUILDING MATERIALS & SUPPLIES

Book Trucks (2)	500	550	550
Chairs/stools, desks (public & staff)	2,500	5,000	5,000 2175 chairs & bench
Bike Rack/Stakeboard holder	0	600	0
Forum Supplies	600	1,000	500
OPAC Mounts/tables	0	1,000	1,000
Miscellaneous building and equipment hardware	1,000	1,500	1,500
Outside book return	0	4,000	0
Shelving (general)	5,000	5,000	0
Signage	1,000	1,000	1,000
Study Tables	5,000	5,000	0
TOTAL BUDGET REQUEST	15,600	24,650	9,550

(took out Periodicals shelving & janitorial supplies)

TOTAL REQUESTS THIS PAGE

26,300 35,350 18,680

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

DIVISION 7076

Approved **Approved** **cuts**
FY 06-07 **FY 07-08** **1/8/2008**
(req in 06/07)

ACCOUNT 51550 PHOTOGRAPHIC SUPPLIES AND DEVELOPING

Digital photo paper	100	0	0
TOTAL BUDGET REQUEST	100	0	0

ACCOUNT 51560 OPERATING LEASES

Copy - Print Service	23,600	15,000	15,000
TOTAL BUDGET REQUEST	23,600	15,000	15,000

ACCOUNT 55320 PRINTING

Circulation Hand-out (fees, fines)	1,300	1,300	1,300
Bookmarks/PR Supplies	0	3,000	1,500
Lib Information brochures (Gateway to Knowledge, floor plan)	1,000	1,000	0
Library newsletter	1,805	1,800	1,000
Stationery (letterhead, envelopes, business cards)	1,000	250	600
City Hall Reproduction costs (prev acct #001.7076.642.000)	1,200	1,200	200
TOTAL BUDGET REQUEST	6,305	8,550	4,600

entered as 6,310

anticipated rate increase May 07 to 42 cents, 2008 43 cents

ACCOUNT 55340 POSTAGE

FedEx/UPS	400	1,200	1,050
Interlibrary loan	600	0	0
Outreach mailings	800	0	0
overdue notifications	1,500	0	0
City Hall postage (ILL, overdues,)	0	4,160	4,000
TOTAL BUDGET REQUEST	3,300	5,360	5,050

0 moved to City Hall postage
0 moved to City Hall postage
0 moved to City Hall postage

TOTAL REQUESTS THIS PAGE

33,305	28,910	24,650
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SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET
LIBRARY DEPARTMENT

DIVISION 7076

Approved FY 06-07 Approved FY 07-08 cuts 1/8/2008

(req in 06/07)

ACCOUNT 55400 DUES AND MEMBERSHIPS--LIBRARY

American Library Association	400	400	400
California Library Association	920	920	920
CALTAC (Library Board)	65	70	70
Glendora Coordinating Council	35	40	40
Polaris User Group	125	150	150
Rotary	200	220	220
TOTAL BUDGET REQUEST	1,745	1,800	1,800

entered as

1,750			
ACCOUNT 55510 MEETING EXPENSES			
ALA/CLA/MCLS	200	200	100
Coffee supplies (cups, napkins, coffee, cream, sugar)	200	200	100
Coordinating Council x 10	100	100	100
Library events/Host	600	600	600
Staff development/workshops	250	250	250
TOTAL BUDGET REQUEST	1,350	1,350	1,150

ACCOUNT 55550 TRAVEL

ALA/PLA/LAMA	1,000	1,000	500
California Library Association	1,000	1,000	500
Polaris NY	1,200	1,200	1,200
City Car Charges (MCLS, misc travel)	0	560	560
MCLS Committees & workshops (prev acct 632)	300	0	0
Local conference & misc travel (prev acct 632)	260	0	0
TOTAL BUDGET REQUEST	3,760	3,760	2,760

TOTAL REQUESTS THIS PAGE

6,855	6,910	5,710
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**SUPPLIES AND SERVICES LINE ITEM JUSTIFICATION WORKSHEET
LIBRARY DEPARTMENT**

DIVISION 7076

	Approved FY 06-07	Approved FY 07-08	cuts 1/8/2008
ACCOUNT 55600 TRAINING			
ALA/PLA/LAMA annual conference	400	400	400
California Library Association annual conference	1,100	1,100	1,100
InfoPeople (\$75 ea)/UCLA (\$50 ea)	400	400	400
Metropolitan Cooperative Library System workshops (10x20)	100	100	100
Polaris Training	2,200	2,500	500
Technology/management/other	1,100	1,100	800
TOTAL BUDGET REQUEST	5,300	5,600	3,300

(req in 06/07)

ACCOUNT 56200.01 GIS POLARIS MAINT CONTRACT

General catalog, children's catalog & Syndetics	22,833	24,480	23,480
* 5% increase annually			
TOTAL BUDGET REQUEST	22,833	24,480	23,480

entered as

ACCOUNT 59100 OTHER CONTRACT SERVICES

Califa contract	400	400	400
Metropolitan Cooperative Lib System contract	5,500	5,500	5,000
OCLC cataloging utility (includes First Search)	12,000	12,000	10,000
Other (consultants, Reservation software)	8,000	8,000	6,000 trenching 4600
TOTAL BUDGET REQUEST	25,900	25,900	21,400

TOTAL REQUESTS THIS PAGE

	54,033	55,980	48,180
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previous total	127,150
current total	97,220
savings	29,930

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

22

DIVISION 7077

Approved Approved cuts
FY 06-07 FY 07-08 1/8/2008

(req in 06/07)

ACCOUNT 51200 SPECIAL SUPPLIES

Cases (for videos, cassettes, cds/cdroms/dvds + sec. cases, hangup bags, etc.)
Circulation desk & misc office supplies (ink, golf pencils, receipt printer paper, receipt books)
Polaris supplies (bar code scanners/receipt printer)
Processing & mending supplies (now includes pre-processing costs, prev paid out of 707951300)
Theft detection strips

2,500	3,000	3,000
1,325	1,450	1,450
370	400	0
11,000	11,600	11,000
3,675	3,880	3,880
18,870	20,330	19,330

TOTAL BUDGET REQUEST

ACCOUNT 55330 MICROFILMING : moved to Periodicals 001-7079-51300 in 07/08

* price varies depending on number of pages microfiched

Glendora Press (done every year)	183	0	0
Glendoran Magazine (done every 3 years)	182	0	0
Glendora Community News (done every 3 years)	0	0	0

TOTAL BUDGET REQUEST

365	0	0
entered as	370	

TOTAL REQUESTS FOR ACCOUNT 7077

19,235	20,330	19,330
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prev total	20330
curr total	19330
sav	1000

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

DIVISION 7079

Approved Approved cuts
FY 06-07 **FY 07-08** **1/8/2008**
(req in 06/07)

ACCOUNT 51200 SPECIAL SUPPLIES - PUBLIC SERVICES

Children's supplies	2,000	2,000	2,000
Young Adult supplies	1,000	1,000	1,000
Adult supplies	500	500	500
TOTAL BUDGET REQUEST	3,500	3,500	3,500

ACCOUNT 51300 BOOKS/TAPES/PERIODICALS, ETC

ADULT SERVICES			
Fiction	32,100	37,600	37,600
Non-fiction	46,545	59,800	59,800
Reference	14,000	14,000	14,000
Audio-visual	40,000	38,500	38,500
YOUTH SERVICES (CHILDREN & YA)			
Fiction	17,500	19,000	19,000
Non-fiction	13,500	16,200	16,200
Reference	10,000	11,000	11,000
Audio-visual	10,000	10,000	10,000
STANDING ORDERS	45,000	48,150	43,150
PERIODICALS (5-10% price increase)	26,000	30,000	23,500
ELECTRONIC DATABASES (5-15% increase; new database)	66,000	70,750	68,250
TAX			
TOTAL BUDGET REQUEST	320,645	355,000	341,000

*Bowker Annual 2006 reports book price increases ranging from 2-1.5% depending on subject & format: figure 7% average increase)
 entered as 320,650

ACCOUNT 55325 BINDING & REPAIR OF LIBRARY MATERIALS

Binding	850	900	900
Repair	1,500	1,500	1,000
TOTAL BUDGET REQUEST	2,350	2,400	1,900
TOTAL REQUESTS FOR ACCOUNT 7079	326,495	360,900	346,400
		savings	\$14,500

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MCLS Library Fees and fines survey Jan '08

Replace lost library card:

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

Daily Overdue charge for materials:

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

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

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

Processing charge for lost materials:

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

Test Proctoring:

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



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: January 28, 2008
 Re: Library Board Awards

Last fiscal year there had been some discussion on whether the Board should have an annual award to acknowledge a special library supporter. The Library Board asked at that time to have this topic agendized for further discussion every January.

I have attached an article that I saw in the San Luis Obispo newspaper over the holidays on the Paso Robles Public Library community award that may be of interest to you as you consider this agenda item.

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AND PAY NO

358462

A desire to help library pays off for Paso patron

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Barbara Durand, who has supported the Paso library since 1981, will be honored as Benefactor of the Year

By LEAH ETLING
letling@thetribunenews.com

Barbara Durand's desire to help libraries and community colleges is rooted in personal experience.

The Paso Robles woman, who will be honored by the Paso Robles Library next month as its first Benefactor of the Year, has



Barbara Durand

been a supporter of the library since 1981, when she founded the Friends of the Library group.

Her love of libraries goes back to her childhood growing up in Southern California.

Compton, where Durand lived, had a Carnegie Library built with the same plans as Paso Robles' historic structure, and she spent hours there.

"Free public libraries are an attribute we can all enjoy and learn from," said Durand, 79, who was recently appointed to the Cuesta College board of trustees.

Community colleges are her other passion, and she received her post-secondary education at Compton

Please see DURAND, B4

EVENT INFORMATION

Barbara Durand is set to be honored at 7 p.m. Jan. 25 at a Paso Robles Library event, which includes author Vicki León as speaker. For more information, call 238-3870.

BOB CUDDY

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Durand

From Page B1

Community College.

There, she had multiple interests — science, music, language and interior design — and studied all of them in depth. In her free time, she played the saxophone. She also marched in the Tournament of Roses Parade many times. Durand was performing at a

dance on her 17th birthday when she met her future husband, Gene Durand.

After their marriage, they became partners in a design and development firm.

Barbara Durand designed resale properties in Beverly Hills for actor and producer John Wayne but said she never met the legendary man; she only spoke with him on the phone.

After moving to Paso Robles in 1973, the Durands bought

122 acres southeast of the city.

They built a mobile-home park, Rancho Paso Robles, on one section of the land. They have sold more than 90 percent of their holdings to other developments. One final project that Barbara designed is a Provence-inspired hotel that has received preliminary approvals at Theatre Drive and Nutwood Circle.

When the mobile-home park was completed, Barbara began dedicating her efforts to the

city. She helped raise more than \$1.3 million. About \$1 million went to fund recreational programs, and the rest went to the library.

Durand has also chipped in contributions of her own. This year, she gave the library \$37,000, with the stipulation that \$30,000 be used for a special project and the rest go to day-to-day operations.

Next year marks the library's 100th anniversary, which will be a yearlong celebration.

OBITUARIES

Virginia R. Hattis

Virginia R. Hattis, 79, passed away Wednesday, Dec. 12, 2010, at her home in Paso Robles. She was born in Chicago, Ill., and was a member of the First Presbyterian Church of Paso Robles. She was preceded in death by her husband, James Hattis, who died in 1973. She is survived by her son, James Hattis, and her daughter, Virginia Hattis. A funeral service will be held at 11 a.m. on Saturday, Dec. 18, 2010, at the First Presbyterian Church of Paso Robles. Burial will be in the cemetery adjacent to the church. Contributions may be made to the First Presbyterian Church of Paso Robles, 1000 N. Main St., Paso Robles, Calif. 93426. For more information, call 781-4400.

County Round

SLO COUNTY

The county's animal services division is expanding its offerings to the public in January.

The shelter at 885 Oldahoma Ave. will open at 9 a.m. instead of 10 a.m. Saturdays, according to Sheriff Pat Hedges.

Also, pet owners seeking rabies vaccinations and microchipping will be able to get them from noon to 5 p.m. Tuesdays, Wednesdays and Thursdays. Rabies shots cost \$10, and microchips are \$20. For more information, call 781-4400.

—Bob Cuddy

SAN LUIS OBISPO

The Maxine Lewis Memorial Shelter staff and volunteers said the community over-

mas; recto "I1 shou some said. A Ke Club gy a Com the to s the ' the C TI Rest Ave. start dimn TI atter Si volv encl volu 12 y H ellu omr with mlti mer der path

Brown Act Summary

What Is a Meeting?

Any congregation of a majority of the members at the same time and place to hear, discuss, or deliberate on any item that is within the subject matter jurisdiction of the board or commission.

Serial meeting & series of communications:

- Beware of e-mail communications. A majority cannot e-mail each other to discuss a matter within the board's subject matter jurisdiction.
- Beware of "serial" contacts. "A to B" and "B to C" can lead to a "collective concurrence."

What is Not a Meeting?

Individual contacts between a board member and another person.

Majority of the board members at a:

- Conference open to the public
- Local public meeting
- Open meeting of another body
- Social or ceremonial event
- But, cannot discuss board matters among themselves.

Public Contacts

Communication with member of the public OK.

If individual contacts a quorum of the board, the board members should not respond outside public meeting -deliberations should occur in public.

One-way transmission of background materials and solitary review by board members OK.

CHAPTER 3:

MEETINGS



BROWN ACT MEETINGS

SIX EXCEPTIONS TO THE MEETING
DEFINITION

COLLECTIVE BRIEFINGS

RETREATS OR WORKSHOPS OF
LEGISLATIVE BODIES

SERIAL MEETINGS

INFORMAL GATHERINGS

TECHNOLOGICAL CONFERENCING

LOCATION OF MEETINGS

CHAPTER 3: MEETINGS



The Brown Act only applies to meetings of local legislative bodies. The Brown Act defines a meeting as: "... any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains."¹ The term "meeting" under the Brown Act is not limited to gatherings at which action is taken but includes deliberative gatherings as well.

■ BROWN ACT MEETINGS

Brown Act gatherings include a legislative body's regular meetings, special meetings, emergency meetings and adjourned meetings.

- "Regular meetings" are meetings occurring at the dates, times, and location set by resolution, ordinance, or other formal action by the legislative body and are subject to 72-hour posting requirements.²
- "Special meetings" are meetings called by the presiding officer or majority of the legislative body to discuss only discrete items on the agenda, under the Brown Act's notice
- "Emergency meetings" are a limited class of meetings held when prompt action is needed due to actual or threatened disruption of public facilities and are held on little
- "Adjourned meetings" are regular or special meetings that have been adjourned or re-adjourned to a time and place specified in the order of adjournment, with no agenda required for regular meetings adjourned for less than five calendar days as long as no additional business is transacted.⁵

■ SIX EXCEPTIONS TO THE MEETING DEFINITION

The Brown Act creates six exceptions to the meeting definition: ⁶

Individual Contacts

The first exception involves individual contacts between a member of the legislative body and any other person. The Brown Act does not limit a legislative body member acting on his or her own. This exception recognizes the right to confer with constituents, advocates, consultants, news reporters, local agency staff or a colleague.

Individual contacts, however, cannot be used to do in stages what would be prohibited in one step. For example, a series of individual contacts that leads to a "collective concurrence" among a majority of the members of a legislative body is prohibited. Such serial meetings are discussed below.

Conferences

The second exception allows a legislative body majority to attend a conference or similar gathering open to the public that addresses issues of general interest to the public or to public agencies of the type represented by the legislative body.

Among other things, this exception permits legislative body members to attend annual association conferences of city, county, school, community college, and other local agency officials, so long as those meetings are open to the public. However, a majority of members cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within their local agency's subject matter jurisdiction.



Community Meetings

The third exception allows a legislative body majority to attend an open and publicized meeting held by another organization to address a topic of local community concern. Again, a majority cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within their local agency's subject matter jurisdiction. Under this exception, a legislative body majority may attend a local service club meeting or a local candidates' night if the meetings are open to the public.

"I see we have four distinguished members of the city council at our meeting tonight," said the chair of the Environmental Action Coalition.

"I wonder if they have anything to say about the controversy over enacting a slow growth ordinance?"

The Brown Act permits a majority of a legislative body to attend and speak at an open and publicized meeting conducted by another organization. The Brown Act may nevertheless be violated if a majority engages in a collective deliberation process during the meeting of the other organization. There is a fine line between what is permitted and what is not; hence, members should exercise caution when participating in these types of events.

- Q.** The local chamber of commerce sponsors an open and public candidate debate during an election campaign. Three of the five agency members are up for re-election and all three participate. All of the candidates are asked their views of a controversial project scheduled for a meeting to occur just after the election. May the three incumbents answer the question?
- A.** Yes, because the Brown Act does not constrain the incumbents from expressing their views regarding important matters facing the local agency as part of the political process the same as any other candidates.

Other Legislative Bodies

The fourth exception allows a majority of a legislative body to attend an open and publicized meeting of: (1) another body of the local agency and (2) a legislative body of another local agency.⁷ Again, the majority cannot discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within their local agency's subject matter jurisdiction. This exception allows, for example,

a city council or a majority of a board of supervisors to attend a controversial meeting of the planning commission.

Nothing in the Brown Act prevents the majority of a legislative body from sitting together at such a meeting. They may choose not to, however, to preclude any possibility of improperly discussing local agency business and to avoid the appearance of a Brown Act violation. Further, aside from the Brown Act, there may be other reasons, such as due process considerations, why the members should avoid giving public testimony or trying to influence the outcome of proceedings before a subordinate body.

- Q.** The entire legislative body intends to testify against a bill before the Senate Local Government Committee in Sacramento. Must this activity be noticed as a meeting of the body?
- A.** *No, because the members are attending and participating in an open meeting of another governmental body which the public may attend.*
- Q.** The members then proceed upstairs to the office of their local assemblymember to discuss issues of local interest. Must this session be noticed as a meeting and be open to the public?
- A.** *Yes, because the entire body may not meet behind closed doors except for proper closed sessions. The same answer applies to a private lunch or dinner with the assemblymember.*

Standing Committees

The fifth exception authorizes the attendance of a majority at an open and noticed meeting of a standing committee of the legislative body, provided that the legislative body members who are not members of the standing committee attend only as observers (meaning that they cannot speak or otherwise participate in the meeting).⁸

- Q.** The legislative body establishes a standing committee of two of its five members, which meets monthly. A third member of the legislative body wants to attend these meetings and participate. May she?
- A.** *She may attend, but only as an observer; she may not participate.*

Social or Ceremonial Events

The sixth and final exception permits a majority of a legislative body to attend a purely social or ceremonial occasion. Once again, a majority cannot discuss business among themselves of a specific nature that is within the subject matter jurisdiction of the local agency.

Nothing in the Brown Act prevents a majority of members from attending the same football game, party, wedding, funeral, reception, or farewell. The test is not whether a majority of a legislative body attends the function, but whether business of a specific nature within the subject matter jurisdiction of the local agency is discussed. So long as no local agency business is discussed, there is no violation of the Brown Act.

COLLECTIVE BRIEFINGS

None of these six exceptions permits a majority of a legislative body to meet together with staff in advance of a meeting for a collective briefing. Any such briefings that involve a majority of the body in the same place and time must be open to the public and satisfy Brown Act meeting notice and agenda requirements.



■ RETREATS OR WORKSHOPS OF LEGISLATIVE BODIES

There is consensus among local agency attorneys that gatherings by a majority of legislative body members at the legislative body's retreats, study sessions, or workshops are covered under the Brown Act. This is the case whether the retreat, study session, or workshop focuses on long-range agency planning, discussion of critical local issues, or on team building and group dynamics.⁹

Q. The legislative body wants to hold a team-building session to improve relations among its members. May such a session be conducted behind closed doors?

A. *No, this is not a proper subject for a closed session, and there is no other basis to exclude the public. Council relations are a matter of public business.*

■ SERIAL MEETINGS

One of the most frequently asked questions about the Brown Act involves serial meetings. Such meetings at any one time involve only a portion of a legislative body, but eventually involve a majority.

The problem with serial meetings is the process, which deprives the public of an opportunity for meaningful participation in legislative body decision-making. Except for teleconferencing discussed below, the Brown Act specifically prohibits "any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body."¹⁰

The serial meeting may occur by either a "daisy-chain" or a "hub-and-spoke" sequence. In the daisy-chain scenario Member A contacts Member B, Member B contacts Member C, Member C contacts Member D and so on, until a quorum and collective concurrence has been established. The hub-and-spoke process involves, for example, a staff member (the hub) communicating with members of a legislative body (the spokes) one-by-one for a decision on a proposed action,¹¹ or a chief executive officer briefing a majority of redevelopment agency members prior to a formal meeting and, in the process, information about the members' respective views is revealed. Each of these scenarios violates the Brown Act.

A legislative body member has the right, if not the duty, to meet with constituents to address their concerns. That member also has the right to confer with a colleague or appropriate staff about local agency business. However, if several one-on-one meetings or conferences leads to a "collective concurrence as to action to be taken" among a majority, the Brown Act has been violated. In one case, a violation occurred when a quorum of a city council directed staff by letter on an eminent domain action.¹²

On the other hand, a unilateral written communication to the legislative body, such as an informational or advisory memorandum, does not violate the Brown Act.¹³ Such a memo, however, may be a public record.¹⁴

The phone call was from a lobbyist. "Say, I need your vote for that project in the south area. How about it?"

"Well, I don't know," replied Board Member Adams. "That's kind of a sticky proposition. You sure you need my vote?"

"Well, I've got Baker and Charles lined up and another vote leaning. With you I'd be over the top ..."



Practice Tip:

Staff must exercise care not to achieve a collective concurrence by not disclosing the other members' views and positions when briefing legislative body members.

Moments later, the phone rings again. "Hey, I've been hearing some rumbles on that south area project," said the newspaper reporter. "I'm counting noses. How are you voting on it?"

Neither the lobbyist nor the reporter has violated the Brown Act, but they are facilitating a violation. The board member may have violated the Brown Act by hearing about the positions of other board members and indeed coaxing the lobbyist to reveal the other board members' positions by asking "You sure you need my vote?" The prudent course is to avoid such leading conversations and to caution lobbyists, staff and news media against revealing such positions of others.

The mayor sat down across from the city manager. "From now on," he declared, "I want you to provide individual briefings on upcoming agenda items. Some of this material is very technical, and the council members don't want to sound like idiots asking about it in public. Besides that, briefings will speed up the meeting."

A recent case supports the consensus among local agency attorneys that staff briefings of legislative body members are allowed if staff is not used as a conduit for developing collective concurrence on the matter, and if during such briefings staff does not disclose the views and positions of other members.¹⁵ Members should always be vigilant when discussing local agency business with anyone to avoid conversations that could lead to a collective concurrence among the majority of the legislative body.

"Thanks for the information," said Council Member Smith. "These zoning changes can be tricky, and now I think I'm better equipped to make the right decision."

"Glad to be of assistance," replied the planning director. "Any idea what the other council members think of the problem?"

The planning director should not ask, and the member should not answer. A one-on-one meeting that involves a member of a legislative body takes a step toward collective concurrence if either person reveals or discusses the views of other members.

- Q.** The agency's web-site includes a chat room where agency employees and officials participate anonymously and often discuss issues of local agency business. Members of the legislative body participate regularly. Does this scenario present a potential for violation of the Brown Act?
- A.** Yes, because it is a technological device that may serve to allow for the development of a collective concurrence as to action to be taken.
- Q.** A member of a legislative body contacts two other members on a five-member body relative to scheduling a special meeting. Is this an illegal serial meeting?
- A.** No, the Brown Act expressly allows this kind of communication, though the members should avoid discussing the merits of what is to be taken up at the meeting.

Particular care should be exercised when staff briefings of legislative body members occur by email because of the ease of using the "reply to all" button that may inadvertently result in a Brown Act violation.

■ INFORMAL GATHERINGS

Often members are tempted to mix business with pleasure—for example, by holding a post meeting gathering. Informal gatherings at which local agency business is discussed or transacted violate the law if they are not conducted in conformance with the Brown Act.¹⁶ A luncheon gathering in a crowded dining room violates the Brown Act if the public does not have an adequate opportunity to hear or participate in the deliberations of members.

Thursday, 11:30 a.m. As they did every week, the board of directors of Dry Gulch Irrigation District trooped into Pop’s Donut Shoppe for an hour of talk and fellowship. They sat at the corner window, fronting on Main and Broadway, to show they had nothing to hide. Whenever he could, the managing editor of the weekly newspaper down the street hurried over to join the board.

A gathering like this would not violate the Brown Act if board members scrupulously avoided talking about irrigation district issues. But it is the kind of situation that should be avoided. The public is unlikely to believe the board members could meet regularly without discussing public business. A newspaper executive’s presence in no way lessens the potential for a violation of the Brown Act.

- Q.** The agency has won a major victory in the Supreme Court on an issue of importance. The presiding officer decides to hold an impromptu press conference in order to make a statement to the print and broadcast media. All the other members show up in order to make statements of their own and be seen by the media. Is this gathering illegal?
- A.** *Technically there is no exception for this sort of gathering, but as long as members do not state their intentions as to future action to be taken and the press conference is open to the public, it seems harmless.*

■ TECHNOLOGICAL CONFERENCING

In an effort to keep up with information age technologies, the Brown Act now specifically allows a legislative body to use any type of teleconferencing to meet, receive public comment and testimony, deliberate, or conduct a closed session.¹⁷

“Teleconference” is defined as “a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.”¹⁸ In addition to the specific requirements relating to teleconferencing, the meeting must comply with all provisions of the Brown Act otherwise applicable. The Brown Act contains the following specific requirements:¹⁹

- Teleconferencing may be used for all purposes during any meeting.
- At least a quorum of the legislative body must participate from locations within the local agency’s jurisdiction (except health authorities may count members located outside of their jurisdiction for up to 50% of the quorum as long as the notice and agenda for the meeting include the teleconference number and access code).
- Additional teleconference locations may be made available for the public.



Practice Tip:

Before teleconferencing a meeting, legal counsel for the local agency should be consulted.

- Each teleconference location must be specifically identified in the notice and agenda of the meeting, including a full address and room number, as may be applicable.
- Agendas must be posted at each teleconference location, even if a hotel room or a residence.
- Each teleconference location must be accessible to the public and have technology, such as a speakerphone, to enable the public to participate.
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.
- All votes must be by roll call.

- Q.** A member on vacation desires to participate in a meeting of the legislative body and vote by cellular phone from her car while driving from Washington, D.C. to New York. May she?
- A.** *She may not participate or vote because she is not in a noticed and posted teleconference location.*

The use of teleconferencing to conduct a legislative body meeting presents a variety of new issues beyond the scope of this guide to discuss in detail. Therefore, before teleconferencing a meeting, legal counsel for the local agency should be consulted.

■ LOCATION OF MEETINGS

The Brown Act generally requires all regular and special meetings of a legislative body, including retreats and workshops, to be held within the boundaries of the territory over which the local agency exercises jurisdiction.²⁰

An open and publicized meeting of a legislative body may be held outside of agency boundaries if the purpose of the meeting is to:

- Comply with state or federal law or a court order, or for a judicial conference or administrative proceeding in which the local agency is a party.
- Inspect real or personal property, which cannot be conveniently brought into the local agency's territory, provided the meeting is limited to items relating to that real or personal property.

- Q.** The agency is considering approving a major retail mall. The developer has built other similar malls, and invites the entire legislative body to visit a mall outside the jurisdiction. May the entire body go?
- A.** *Yes, the Brown Act permits meetings outside the boundaries of the agency for specified reasons and inspection of property is one such reason. The field trip must be treated as a meeting and the public must be able to attend.*

- Participate in multiagency meetings or discussions, however, such meetings must be held within the boundaries of one of the participating agencies, and all involved agencies must give proper notice.
- Meet in the closest meeting facility if the local agency has no meeting facility within its boundaries or at its principal office if that office is located outside the territory over which the agency has jurisdiction.

- Meet with elected or appointed federal or California officials when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.
- Meet in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.
- Visit the office of its legal counsel for a closed session on pending litigation, when to do so would reduce legal fees or costs.²¹

In addition, the governing board of a school or community college district may hold meetings outside of its boundaries to attend a conference on nonadversarial collective bargaining techniques, interview candidates for school district superintendent, or interview a potential employee from another district.²² A school board may also interview members of the public residing in another district if the board is considering employing that district's superintendent.

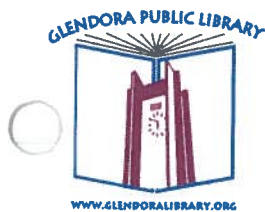
Similarly, meetings of a joint powers authority can occur within the territory of at least one of its member agencies, and a joint powers authority with members throughout the state may meet anywhere in the state.²³

Finally, if a fire, flood, earthquake, or other emergency makes the usual meeting place unsafe, the presiding officer can designate another meeting place for the duration of the emergency. News media that have requested notice of meetings must be notified of the designation by the most rapid means of communication available.²⁴

Endnotes:

- 1 California Government Code section 54952.2(a)
- 2 California Government Code section 54954(a)
- 3 California Government Code section 54956
- 4 California Government Code section 54956.5
- 5 California Government Code section 54955
- 6 California Government Code section 54952.2(c)
- 7 California Government Code section 54952.2(c)(4)
- 8 California Government Code section 54952.2(c)(6)
- 9 "The Brown Act," California Attorney General (2003), p. 10
- 10 California Government Code section 54952.2(b)
- 11 *Stockton Newspaper Inc. v. Redevelopment Agency* (1985) 171 Cal.App.3d 95
- 12 *Common Cause v. Stirling* (1983) 147 Cal.App.3d 518
- 13 *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363
- 14 California Government Code section 54957.5(a)
- 15 *Wolfe v. City of Fremont* (2006) 144 Cal.App.4th 533
- 16 California Government Code section 54952.2; 43 Ops.Cal.Atty.Gen. 36 (1964)
- 17 California Government Code section 54953(b)(1)
- 18 California Government Code section 54953(b)(4)
- 19 California Government Code section 54953
- 20 California Government Code section 54954(b)
- 21 California Government Code section 54954(b)(1)-(7)
- 22 California Government Code section 54954(c)
- 23 California Government Code section 54954(d)
- 24 California Government Code section 54954(e)

Updates to this publication responding to changes in the Brown Act or new court interpretations are available at www.cacities.org/opengov. A current version of the Brown Act may be found at www.leginfo.ca.gov.



Glendora Public Library Events

January 2008

- 01 Library closed – New Year's Day
02 **Library re-opens at 10 a.m.**
05 10 a.m. *Coffee 'n' Books* in the Library – main floor
08 4 p.m. Teen Advisory Board (TAB) meeting – main floor
10 3:30 p.m. Children's author George McClements will feature "*Ridin' Dinos with Buck Bronco*"
12 11 a.m. Altered Books Workshop – Bidwell Forum – registration required
14 - 2/23 Bookmark contest, grades K-12
14 11 a.m. & 7 p.m. *Books Alive! - The Book Thief* by Mark Zusak – main floor
17 3:30 p.m. Teen Book Club: *Looking Glass Wars* by Frank Beddor – main floor
19 10:30 a.m. Winter Storytime & craft
21 Library closed – Martin Luther King, JR. Day
25 6:30 p.m. Donor Recognition– by invitation only – main floor
28 7 p.m. Library Board meeting – Bidwell Forum – **date change due to Holiday**
31 1 p.m. – 3 p.m. Senior Information Fair – La Fetra Center

February 2008

- 02 10 a.m. *Coffee 'n' Books* in the Library – main floor
02 1 p.m. – 8 p.m. Family Game Day – Bidwell Forum
06 3 p.m. Chocolate Fantasy, Linda Hermann, owner of A&J Cake Decorating – main floor
06 7 p.m. Author visit: David Lynch, "*A Field Guide to the San Andreas Fault*" – main floor
09 10:30 a.m. Valentine Storytime & craft
09 11 a.m. Altered Books Workshop – Bidwell Forum – registration required
13 2 p.m. – 4 p.m. Romantic Guitars with Michael Ryan and Ken Souderlund – main floor
18 Library closed- President's Day
20 7 p.m. *A Novel Idea - Nineteen Minutes* by Jodi Picoult – main floor
21 3:30 p.m. Children's author Jason Lethcoe, "*The Misadventures of Benjamin Bartholomew Piff*" – Bidwell Forum
23 10 a.m. – 3 p.m. SAT workshop – Bidwell Forum – registration required
25 7 p.m. Library Board meeting – Bidwell Forum – **date change due to Holiday**
28 3:30 p.m. Children's Book Club: *The Misadventures of Benjamin Bartholomew Piff* – Children's room

Storytimes

- "Time for Tykes" – ages 3 -5- Tuesday & Wednesday 10:30 a.m.
- "Family PJ Storytime" – ages 3 -5 - Wednesday 7 p.m.
- The third Wednesday of every month is **craft night** after "Family PJ Storytime"
- "Mother Goose Storytime" for infants & toddlers- Thursday 10:30 a.m. & 11:30 a.m.
- **"Family Storytime" – ages 2-5 – Saturday 10:30 a.m. NEW!**

Community Outreach

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

Foundation Executive Board Meeting

- February 1, 2008 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- April 15, 2008 @ 7:00 a.m. Library – Bidwell Forum

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 07- 08

- July 16** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 20** Library Board Goals finalized; Review Admin Policy 4.03
- September 17** SRC wrap up; Holiday Hours-Thanksgiving & Christmas; Circ Policy, Laptop Policy
- October 15** Internet Policy Review; Library Board Staff Appreciation; Food Policy
- November 19** Budget Priorities FY 08-09-initial discussion; Library Board Staff Appreciation Proposal
- December 17** Mid-year review of goals 07-08
- January 28** Budget 08-09; Board Award discussion; Review Admin Policy 4.08-Policy concerning Use of Facilities and Resources by Minors-postponed to February; Library Board Staff Appreciation
Monday
 (Adjusted for MLK Day)
- February 25** Goal planning 08-09; Friends Foundation funding staff requests for 08-09; Review Admin Policy 4.08-Policy concerning Use of Facilities and Resources by Minors
Monday
 (Adjusted for President's Day)
- 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

Community Service Award

Purpose

The *(Name to be Selected) Community Service Award* is given to focus attention on the often unappreciated efforts of public officials, private citizens and organizations who have supported the Glendora Public Library. The individuals or organizations honored will have supported the library, its programs or staff over a period of time.

The awards are a time where the Glendora Public Library board has an opportunity to recognize outstanding citizens and their service to the library its programs and goals.

The individual or organization selected will be based on their commitment to the community, the Glendora Public Library and the promotion of the library's services and goals to the community. The selection of the individual or organization is based on a continuous time of service and an on-going commitment to the library and community.

Possible Categories

- Citizen Award – A private citizen, including one who serves in an appointive office, board or commission without compensation.
- Public Official Award – An elected or appointed official or department head that in addition to routine service has provided outstanding service or support to the GPL it programs and goals.
- Public Employee Award – A civic servant who as an employee of some public body who in addition to routine service has provided outstanding service or support to the GPL its programs and goals.

Criteria

- Meets the criteria of service or employment as defined in award category.
- May or may not be a resident of Glendora but service must be for the Glendora community and GPL.
- The service must be over an extended time of a minimum of three to five years.
- Each award can be given to an organization for the category involved. An example for the Citizen Award could be the GPL Foundation. Public Official Award to Public Works for the support of the library. Public Employee might be given to Children's staff.

Process

- Request nominations from:
 - Elected officials including city council, Glendora Unified School District Board, Citrus College Board.
 - Public at large
 - Library Board and other city boards
 - Service Clubs
- Develop scoring process based on selected criteria
- Each member of the GPL Board of Trustees scores and evaluates all nominations
- Board makes final selection

Library Staff Appreciation Luncheon
April 15, 2008

Chicken Salad on Croissant
Pasta or Potato Salad
Fruit
Dessert
Beverage

Deli meat on Croissant
Pasta or Potato Salad
Fruit
Dessert
Beverage

Chinese Chicken Salad
Rolls
Fruit
Dessert
Beverage

Chicken Cornucopia Salad
Rolls
Fruit
Dessert
Beverage

*** A thank you card for each staff member**