

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

**Library Bidwell Forum**  
**140 S. Glendora Ave**

**January 24, 2011**  
**5:30 p.m.**

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

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

**1. CALL MEETING TO ORDER**

**2. PUBLIC COMMENT PERIOD**

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

**3. ADOPTION OF AGENDA – action**

*Possible motion to revise order or add items to the agenda*

**4. PRESENTATION**

*Local Author Gary A. Best to present a copy of his book Belle of the Brawl to the Library Board*

**5. CONSENT CALENDAR – action, Encl., page 1**

5.1 **Minutes** of meeting of December 13, 2010

**6. REPORT OF LIBRARY DIRECTOR – information, Encl., page 4**

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

**7. UNFINISHED BUSINESS - NONE**

**8. NEW BUSINESS**

8.1 Library Board Staff Appreciation - information, Encl., page 39

*President Deal to lead discussion on recognizing staff on National Library Worker's Day*

8.2 Change to February Library Board meeting time- action, Encl., page 40

*President Deal to lead discussion on changing Library Board meeting time for the February Board meeting*

8.3 Discussion of Sacramento's proposed cuts to library funding-action, Encl., page 41

*Library Director will review the proposed cuts. Board to discuss any possible action they may wish to take at this time*

8.4 Library Events Calendar– information, Encl., page 52

*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*

**9. BOARD MEMBER ITEMS**

9.1 Agenda Planning Calendar – information, Encl., page 53

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

9.2 Board member items – information

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

**10. ADJOURNMENT**

**SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS**

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

**5.**  
**Consent**  
**Calendar**

Minutes  
**CITY OF GLENDORA**  
**LIBRARY BOARD OF TRUSTEES – Regular Meeting**

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

December 13, 2010  
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 Deal.

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

Board Members Absent: None

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

**2. PUBLIC COMMENT PERIOD**

As there was no one wishing to speak, the Library Board President closed the public comment period.

**3. ADOPTION OF AGENDA**

It was MSC (Gomer/Storland) to approve the Library Board meeting agenda for December 13, 2010 with the following revision: add item 8.2 Board Member Items. The motion carried 5-0-0 as follows: **AYES:** Gomer, Deal, Robinett, Storland, Conway; **NOES:** None; **ABSENT:** None; **ABSTAIN:** None.

**4. CONSENT CALENDAR**

It was MSC (Conway/Robinett) to approve item (1) on the consent calendar, minutes of the meeting of November 15, 2010, The motion carried 5-0-0 as follows: **AYES:** Deal, Gomer, Robinett, Storland, Conway; **NOES:** None; **ABSENT:** None; **ABSTAIN:** None.

**5. REPORT OF LIBRARY DIRECTOR**

To follow up on Senior Librarian Romero's department report, Weed-Brown stated that Romero did already provide training to the Charter Oak Library Committee after being asked by committee members. Weed-Brown also pointed out that Baffigo, Support Services Manager, was able to streamline the library materials withdrawing process, resulting in a 400% efficiency increase. Weed-Brown explained that withdrawn library materials used to be removed from the library catalog one item at a time. Baffigo found a way to remove these items in batches.

In response to a question, Weed-Brown explained that the library has been trying to get the library's boiler replaced for several years. This year the project was approved. Weed-Brown did not believe that there were any actual problems with the boiler; staff just recognized the age of the item.

In response to a question, Weed-Brown explained that the City Council has to accept the additional literacy funds that the library received. The library's Literacy program is funded by CLSA grant funds, as well as CDBG funds. The Friends Foundation covers any remainder of the Literacy program not covered by these grant funds.

Weed-Brown commented that the Santa visit was very successful. This is the first time the Library has partnered with Community Services for this event.

## **6. UNFINISHED BUSINESS - NONE**

## **7. NEW BUSINESS**

### **7.1 Mid-Year Review of Goals for FY 10/11 – action**

The Board reviewed and discussed the status of the library's goals for FY 10/11. Deal commented that the library is right on track with its goals.

### **7.2 Library Events calendar – information**

The Library Board reviewed the events calendar. Discussion ensued regarding the CALTAC workshop, scheduled for March 12, 2011 at the Monrovia Public Library. Deal suggested each Board member look at their calendar and let Weed-Brown know in January whether they will be able to attend the workshop.

## **8. BOARD MEMBER ITEMS**

### **8.1 Agenda Planning Calendar - information**

The Library Board reviewed the agenda planning calendar. Weed-Brown stated that it is unlikely that there will be any budget priorities for the January Board meeting. Weed-Brown reminded the Board that the next Board meeting is scheduled for January 24, 2011 due to the Martin Luther King, Jr. Holiday.

Weed-Brown added that Gary A. Best, local author of *Belle of the Brawl*, would like to come to the January Library Board meeting to present a copy of his book to the Board. The Glendora Public Library and Gaetano Abbondanza, Adult Reference Librarian, are listed in the acknowledgement section of this book. Weed-Brown added that Mr. Best is scheduled to speak at the Glendora Library in May.

### **8.2 Board member items - information**

Storland shared information about the Convalescent Aid Society. This organization loans out wheelchairs and other medical equipment for free. Weed-Brown stated that this could be valuable information for the La Fetra Senior Center.

Conway thanked Weed-Brown for sharing an interesting article.

Gomer stated that she had fun with the ELF kids.

Robinett commented on the Library Board's annual report to the City Council.

Deal wished everyone a Merry Christmas and a Happy New Year.

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:02 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

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

**6.**  
**Report of**  
**Library**  
**Director**



## Glendora Public Library Board of Trustees Agenda Item Report

To: Board of Library Trustees  
From: Library Director *RCS*  
CC: City Manager  
Date: January 24, 2011  
Re: Agenda Item # 6: Director's Report

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I am happy to report that no major flooding occurred during the heavy rains over the holidays. We did have leaks, but that is inevitable in this building. Wastebaskets collected the water and the damaged ceiling tiles are being replaced.

I am proud to announce that Cindy Romero, Sr. Librarian, Youth Services, received the city's Award of Excellence – Executive Management category for 2010. This award has been given out three times; two out of those three times it went to library staff. Anne Pankow received the very first one and now Cindy. For all that Cindy does in reaching out to students, schools, parents and teens, she richly deserves this recognition.

Enclosed you will find a copy of the library's 2006-2010 plan of service and the outcomes from that plan. With few exceptions, we not only met but exceeded our goals.

With the 2006-2010 plan now completed, it is time to start working on our next plan of service. Starting this month, January, and running through March, the library staff and I will be creating a service plan for 2011-2015. Staff will be looking at the 'why', 'how' and 'what' of our services. This will include community and city goals and how the library can help Glendora achieve them, and fiscal realities. A report will be presented to the board no later than the June meeting. If all goes well, we will share it with the community through attendance at their meetings (service clubs, school, business groups) to get their feedback and input next fiscal year.

The mid-year statistical report and budget report are attached for your review and comment. Our electronic materials use continues to show double digit gains. Please note that the library was closed an additional 27 hours this December over last December (due to how weekends and holidays fell this year) and that is reflected in the lower usage numbers.

In Carlos' report you will find an update on the boiler project. It is moving ahead. The insides of the boiler will be replaced. Public Works staff will schedule the project to minimize, as best they can, any impacts to the public.

Your membership renewals to CALTACS (California Association of Library Trustees and Commissioners) have been sent in.



## Glendora Public Library and Cultural Center Plan of Service 2006-2010 Outcomes

The Glendora Public Library embarked on a two year strategic planning process in 2004. A committee comprised of members of the community, Friends Foundation, Library Trustees and library staff explored current and projected demographics, trends, strengths and weaknesses of the library, as well as the roles and services of the library. The process led to the creation of a four year plan of service outlined in the library document "Glendora Public Library and Cultural Center Plan of Service 2006-2010." Listed below are the outcomes from that plan. Many of the goals were accomplished ahead of schedule and every year additional goals were achieved.

### FY 2006/2007

#### Expand virtual/electronic access to library services and resources:

- Launch and Promote new library website and URL (web address) [www.glendoralibrary.org](http://www.glendoralibrary.org) ;  
**Accomplished: launched in Sept. 2006; bookmarks, magnets, articles in library newsletter and local newspaper; press releases to media; noted on city news channel 3; library staffed assigned areas and trained in updating of new site;**
- Train staff on new databases available for public;  
**Accomplished: Databases: BusinessDecisions (7/06); Novelist 8/06); OverDrive and Calif. Missions (9/06); TitleSource 3(10/06); new digital format: Playaways (5/07);**
- Begin promotion to, and training for, public targeting key user groups based on database content (e.g.: *BusinessDecisions* database promoted to business community, *California Missions* database to students);  
**Accomplished: business database presented to Glendora Chamber of Commerce, Rotary and Kiwanis groups, write ups in local newspaper; Outreach to students via classroom visits, PTA and School Principal meetings and "school nights" at library;**
- Purchase and promote audio downloads, books and/or music;  
**Accomplished: Through Califa Consortium, purchased OverDrive; added digital book format (Playaway);**
- Purchase and promote Reference e-titles (reference materials in electronic form); Winter 2007  
**Accomplished: Subscribed to NetLibrary consumer law e-book collection; World Book online; BusinessDecisions, Learning Express; Literature Resource, Biography, Science, and Student Resource Centers; Missions of California. Created and offered "LEARNING EXPRESS QUICK GUIDE," "Glendora Public Library Student Resource Center," "Glendora Public Library Resources for Students," "The Glendora Public Library is pleased to present BusinessDecision," "Electronic Resources Available 24/7 @ [www.glendoralibrary.org](http://www.glendoralibrary.org)," and a query letter. Made presentations at Rotary, Friends Foundation breakfast, Kiwanis. Chamber of Commerce New Member Breakfast, and to several individual community members.**



### Additional Electronic Services:

- **Purchased, installed and customized Polaris (library's web-based catalog) Kid's Catalog module; (originally scheduled for FY 07/08);**

### Readers Advisory:

- Expand training for staff to increase skills; August 2006

**Accomplished: Monthly reference training sessions started; each month a reader's advisory area, genre or tool addressed;**

- Reader's Advisory module purchased and incorporated into the library's web-based catalog assisting the public in what to read next based on genre, subject, author, etc., of the last read; e.g., "If you liked Harry Potter try...";

**Accomplished: Novelist purchased July '06 and incorporated into the library's electronic catalog;**

### Additional Training:

- **Two half-day customer service training sessions for all library staff lead by library management team;**
- **CPR and First Aid training for all library staff;**

### Restructure programming:

- Add second children's sessions where needed beginning with Summer Reading Club (SRC) programs;

**Accomplished: Second/additional: sessions of popular \*SRC events; Mother Goose storytime; \*Gingerbread Houses craft; additional book discussion groups for both youth and adults;**

- Transfer Adult and Young Adult programming to Development and Educational Services staff, (except Summer Reading and Books Alive! programs);

**Accomplished Aug. '06; programming ultimately transferred back to Adult and Youth Services in 2008 to re-align workload with restructuring of staff;**

### PR and Outreach:

- Channel 3 cable programs produced to promote programs and services to community beginning with adult literacy and homebound services;

**Deferred to 2009/10 due to technical and staff limitations; Library part of inaugural "Go Glendora" series in May 2010;**

- Expand presentations to community groups on library services and programs;
- Accomplished: Library "road shows" presented to local service clubs (Rotary, Kiwanis, Woman's Club, etc.), Chamber of Commerce, PTAs;**

- Implement e-mail option for library patrons for holds, and related account management and to expand promotion of library programs;

**Accomplished: holds and overdue notifications via email implemented in Sept. '06; email PR committee established to explore email promotion of program and services;**

- Promote Friends Bookstore remodel and relocation; Summer 2006

**Accomplished: New Friends Plaza Book Loft opened Oct. '06; ribbon cutting with Chamber of Commerce, Nov. '06; promotions via local press and in library**

**Facility:**

- Begin implementation of main floor layout remodel to respond to community input gathered in strategic planning process;
  - Move tech center to west side of building and consolidate with other computers and breakdown current tech center;
  - Relocate Reference desk to former bookstore area;
  - Create quiet, comfortable reading area for public surrounding planter, former tech center and turn planter into focal point-sculpture/art work, water element, etc.;

**Accomplished: main floor layout modified as project developed: designed single circulation and reference combined desk to be placed by main entrance; relocation of bookstore to second floor in Sept.; initial \*'wingback' comfortable reading chairs purchased; \*new tech center plan created and will be located in front area of library by reference;**

- Add shelving to relieve congestion and accommodate remodel;

**Accomplished: new shelving installed Dec. 2006;**

- Begin replacement of 20 study carrels that are 35 years old, worn and splintered;

**Accomplished: \*study carrel and chair designed; vendor identified; single order placed; delivered in FY 07/08;**

**Additional Accomplishments:**

**Facility:**

- Improved directional signage installed in parking lots and around library & solar street sign to facilitate access by customers;
- Planning for Children's room expansion begins in partnership with Public Works department. CIP approved for FY 07/08;
- Young Adult area expanded: "Teen Space;" includes online tutoring help, tables and comfortable chairs for homework and teen networking;
- Copy Center: researched and evaluated copier and printer equipment, designed space, reorganized circulation work room to accommodate; the new copy center added a new revenue stream for the library and city;
- \*Staff lounge makeover; new tables, chairs, sofa, kitchen supplies and small appliances;
- \*Planter demolition for more flexible floor space;
- \*Additional electrical outlets in floor to accommodate laptops, etc.;
- \*New computer center tables and chairs;

**FY2007/2008**

- Create and expand, online tutorials on library resources for patrons;

**Accomplished: 4 new website resources added 07/08; links to search tips, PowerPoint demos, webcasts/video tutorials, and sample searches added in 08/09.**

- Implement Public Library Association's "Every Child Ready to Read" early literacy program for children from birth to 5 years;

**Accomplished: new Saturday storytime added; Summer Reading Club, Teen Parent program and Mother Goose storytimes revamped to encourage early literacy skills;**

- Purchase and implement Polaris (library’s web-based catalog) Kid’s Catalog module; - **Accomplished July 2006; facilitates children’s use of library resources by being ‘kid friendly;’**
- Plan and implement one book discussion group for youth to gauge interest/demand; **Accomplished: teen book group established as part of Teen Read Week;**
- New copier service; City-wide issue; **See: Facility: 2006-2007**
- Continue internal layout remodel:
  - Move community bulletin board and related agency pamphlet to lobby; **Completed 2006**
  - Turn former bulletin board area into bookstore-like New Books area-improved lighting, face-out shelving, chairs; **New Book area completed in 2006/07 ahead of schedule;**
- Continue replacing study carrels and chairs; **Completed Fall 2007;**
- Continue to add shelving and relocate materials as needed to accommodate remodel; **Accomplished Fall 2006-additional funding provided by City Manager;**

**Additional Accomplishments:**

- **Early Learning with Families (ELF) grant to promote early literacy skills received and implemented;**
- **\*Fundraising for children’s room expansion begun: “Hands Creating the Future;”**
- **In partnership with Public Works, began plans for children’s room expansion;**
- **Teen Advisory Board (TAB) established to assist library staff in creating programs and services of interest to community teens;**
- **\*Laptops in the Library pilot project: 2 laptops available for check-out for in-library use to expand use of library’s electronic resources;**
- **Hired and trained new Senior Librarian for Adult Services;**
- **Improved outside library directional and informational signage for improved wayfinding;**
- **New One-Stop information and reference desk designed and installed to facilitate public and staff interactions;**
- **Created new ‘check-in’ room to increase efficiency and decrease errors;**
- **Circulation office reconfigured to create new Copy Center, expanding its revenue stream;**
- **\*Improved inside lobbies with new seating, window treatments, literature holders, to enhance library experience; relocated book donation area to second floor;**
- **\*Installed new carpet on main floor;**
- **\*New large, comfortable reading chairs, benches, stools and tables purchased to enhance library experience**
- **The Library Board of Trustees updated 6 policies; established 3 new policies;**
- **Staff reorganized and streamlined library’s policy manual;**
- **Recovered from January 2008 flooding of library;**

**FY2008/2009**

- Begin planning for expanded children's area-story time room to respond to community input, accommodate increased usage and reduce noise on main floor;  
**Accomplished: process begun fall 2006; expansion completed and dedicated in April 2009; library's outside drainage system improved as part of this project to reduce potential for future flooding;**
- Replace circulation desk and security system to respond to ADA and ergonomic issues;  
**Accomplished 2006/07-CIP approved by City Council**
- Forum upgrade: projection equipment, storage space, speakers/audio equipment, conferencing equipment replaced/upgraded;  
**Deferred due to funding limitations;**
- Improve subject headings on stack ends to facilitate independent use of library when all additional shelving is in place;  
**Accomplished: project began in 2006/07;**

**Additional Accomplishments**

- **\*Implemented new "Battle of the Books" teen book trivia event to engage teens in positive programming centered on reading. Promotion through local schools and community members increases the visibility of teen programming; 15 teams participated from public, private and home-schools.**
- **\*Local History Project begun to organize and preserve items of historical value of the Glendora Public Library in formats that make them easily available to the public, Library staff and City staff; Library Board packets current back through 4th quarter FY07-08 mounted on new library website. This goal will be on-going as staff works through library documents;**
- **\*\*Main floor of children's room revitalized with new shelving, carpet, furniture and layout;**
- **\*New patron study tables and chairs purchased for main floor, replacing original 1972 furniture;**
- **To help provide better patron feedback on library's collection selection and services expanded annual survey to capture data on Library services and gauge interest in new material formats. Survey ran May 4-13, 2009. Public queried on their preferences in responding to budget cuts (maintain hours or books) and library database usage. 53% indicated maintaining the materials (book) budget was their priority; maintaining hours: 39%; both equally important: 7% and left blank: 1%. Homework Help topped the chart as the most important web-based resource, with online newspaper access ranking second. This information guided staff when implementing budget reductions;**
- **Enriched the catalog system with "Library 2.0" features which provide advisory and rating features, helping improve awareness of available options to patrons as they search the collection and assisting staff in materials evaluation based on patron interaction. Tag clouds, reviews, online book clubs, email reading lists, links to similar titles, and ratings of downloadable recordings are available. The library will continue to monitor and implement "Library 2.0" features as they become available.**

- Applied and received second-year funding for Early Learning with Families (ELF) grant; outreach to ten local in-home daycare providers (identified via the Resource and Referral Network) included a monthly book and educational materials loan program and monthly story times provided by volunteers from local colleges and adult volunteers;
- Redesigned library's website in conjunction with city's website revamp;
- Recovered from November 2008 flooding of library;

**FY2009/2010**

- Build children's room expansion; Completed and dedicated in April 2009

**Additional Accomplishments**

- Realigned staff and assignments to respond to reduced hours and staffing levels due to budget reductions;
- Enhanced ways to meet the demands and expectations of the community for public library service by expanded deployment of volunteers to support library programs and services
- Began a comparison the Youth Fiction collections to identify areas and titles in need of replacement, updating, or enhancement, a multi-year project.
- Strengthened the partnership between Youth Services and the downtown Blue Chair Bookstore. Five popular youth author visits were achieved through this partnership.
- Optimized configuration of "Library 2.0" features, leveraging existing investments made to improve patron options for searching the collection and staff tools for the evaluation of materials; reintegrated tools into newly upgraded catalog;.
- Maximized investment in electronic services by investigating new ways of compiling and assessing usage statistics for subscription databases, newly redesigned web pages, and other online resources; reviewed structure and modified holdings as data and feedback were received. Market values were established; subscriptions monies redeployed; new statistical service was identified; new cost-per-user assessment conducted.
- Served an additional sector of the community by introducing iPod-compatible downloadable books to the public; assessed vendor options and adjusted agreements as needed.
- Supported the U.S. 2010 Census: hosted census staff for three months in library's lobby to assist public with questions and drop off census surveys; served as training center for U.S. Census staff; promotional posters and literature available at library;
- \*New fundraiser established: Dewey Decimal Quilt Show; it was very successful and will become a bi-annual event;

\*Fully funded by Glendora Public Library Friends Foundation: for three fiscal years, 2007-2009, the Foundation allocated an additional \$40,000 each year to address facility and maintenance issues in the library.

\*\*Partially funded by GPL Friends Foundation

# Glendora Public Library and Cultural Center

It Started with a Vision....



**1904 Athena Club establishes free community reading room**

Grew With the Community....



**1930 Glendora Library Staff**

Became a Symbol of Glendora's Heart and Soul....



**1972 to present: Glendora Public Library and Cultural Center**

Information, Inspiration and Imagination ~ A 21st Century Library



## Glendora Public Library and Cultural Center Plan of Service 2006-2010

### 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 Planning Process



The Glendora Public Library embarked on a two year strategic planning process in 2004. A committee comprised of members of the community, Friends Foundation, Library Trustees and library staff explored current and projected demographics, trends, strengths and weaknesses of the library, as well as the roles and services of the library.

Focus groups were convened in 2005 representing key segments of the community: teens, seniors, schools/parents, service/business organizations, and the faith community. Feedback was gathered on what library services they expected or desired from their public library and how well services were currently being delivered. After the conclusion of the focus group meetings, two open community meetings were held to gain a broader perspective and to help prioritize responses. Several meetings with the library staff were also conducted to fold in their valuable, frontline insights and provide feedback on the community's input.

The Library Board of Trustees reviewed and identified key service areas and roles for the library to focus on based upon the information and feedback gathered by the strategic planning committee. They are: self-directed personal growth for all ages (Lifelong Learning); and responding to the demand for information about popular culture, social trends and recreational experiences through the library's collections and programming (Current Topics and Titles). The plan resulting from this wide and varied input will guide library services and resource allocations and it is intended that the plan will be reviewed and updated annually.

### The Findings



It was found that Glendorans closely mirrored national priorities for public library services. (Marist Institute for Public Opinion: *The Public Library: A National Survey*, Nov. 2003). The priorities identified by the citizens of Glendora are: programs and services for children, technology, accessibility, a comfortable environment, customer service-oriented and competent staff, good collections in a variety of formats, cultural programs for all ages and outreach into, and partnerships with, the community.

The expanding of technological applications will be a major focus in responding to the current and future needs of Glendorans. More resources will be made accessible via the website making them available to Glendorans from home, office or school at any time of the day or night. Staff training in using, promoting, and instructing the public in electronic resources will become a priority.

An additional area will be promotion of the library and its services. Comments were made by the public that the library was the 'best kept secret' in town. Many of the services and resources identified as desired by the community are currently offered at the library. New and innovative techniques will be explored to further enhance the library's visibility which will include the use of e-mail and cable television. In concert with these innovative techniques, the utilization of traditional methods that are currently in place will continue to be used such as newsletters, press releases, newspaper articles, presentations to community groups, and the library's website.

### Key Service Areas



2006-2010

### The Glendora Public Library and Cultural Center supports self-directed personal growth and development, lifelong learning, for all ages. This includes:

- Staff knowledgeable in subjects and topics of interest to the community and able to provide expert assistance in locating materials of all types and formats;
- Collections that are easily accessible and organized to encourage browsing;
- In-depth collections and resources in areas of special interest to Glendorans;
- Access to collections and resources from home, work, school or other venue through the appropriate use of technology;
- Programs and resources that encourage and support informal learning from introducing children to the joy of reading to more structured adult literacy services;
- Individual and group meeting and/or study areas;
- Outreach into, and partnerships with, different segments of the community to promote lifelong learning and library services and resources.

### The Glendora Public Library and Cultural Center strives to fulfill our community's appetite for current information about popular culture, social trends and recreational experiences through its collections and programming. This includes:

- Staff knowledgeable about popular culture and literature;
- Collections that reflect the community's interests and in a variety of formats with enough copies to meet demand;
- Programs and exhibits that reflect community interests and stimulate dialogue;
- A pleasant environment with warm and friendly staff that facilitates community interaction and browsing of the collections.



As is true with All things, We have Many people to thank:

### Library Strategic Planning Committee Members:

Jim Theel, President, Glendora Public Library Board of Trustees, Committee Chair

Ed Tronaas, Educator, Focus Group Facilitator

Gordon Trask, President, Glendora Public Library Friends Foundation

Sylvia Slakey, Glendora Public Library Board of Trustees

Anne Pankow, Development and Educational Services Manager, Glendora Public Library

Suzette Farmer, Staff Member, Glendora Public Library

Robin Weed-Brown, Library Director, Glendora Public Library

### Glendora Public Library Board of Trustees:

Jim Theel, President

Sandra Freeman, Vice-President

Don Fields

Doug Hodson

Sylvia Slakey

Glendora Public Library Staff for their valuable insights

Citizen Focus Group Participants for their donation of time and input

A Special Thank You to **Elke Cathel, Administrative Assistant**, Glendora Public Library, who booked rooms, contacted participants, wrote letters, made signs, transcribed pages and pages of flip chart notes, and generally kept us all on track!



Glendora Public Library

140 S. Glendora Ave.

Glendora, CA 91741

[www.glendoralibrary.org](http://www.glendoralibrary.org)

626-852-4891

April 2006

# Glendora Public Library and Cultural Center

## Goals and Objectives

### FY 2006/2007

#### **Expand virtual/electronic access to library services and resources:**

- Launch and Promote new library website and URL (web address) [www.glendoralibrary.org](http://www.glendoralibrary.org) ; Summer 2006
- Train staff on new databases available for public; Summer 2006
- Begin promotion to, and training for, public targeting key user groups based on database content (e.g.: *BusinessDecisions* database promoted to business community; *California Missions* database to students); Fall 2006
- Purchase and promote audio downloads, books and/or music; Fall 2006
- Purchase and promote Reference e-titles (reference materials in electronic form); Winter 2007

#### **Readers Advisory:**

- Expand training for staff to increase skills; August 2006
- Reader's Advisory module purchased and incorporated into the library's web-based catalog assisting the public in what to read next based on genre, subject, author, etc., of the last read; e.g., "If you liked Harry Potter try..."; Fall 2006

#### **Restructure programming:**

- Add second children's sessions where needed beginning with Summer Reading Club programs; Summer 2006
- Transfer Adult and Young Adult programming to Development and Educational Services staff, (except Summer Reading and Books Alive! programs); July 2006

#### **PR and Outreach:**

- Channel 3 cable programs produced to promote programs and services to community beginning with adult literacy and homebound services; Winter 2007
- Expand presentations to community groups on library services and programs; Fall 2006
- Implement e-mail option for library patrons for holds, and related account management and to expand promotion of library programs; Summer 2006
- Promote Friends Bookstore remodel and relocation; Summer 2006

#### **Facility:**

- Begin implementation of main floor layout remodel to respond to community input gathered in strategic planning process; August 2006
  - Move tech center to west side of building and consolidate with other computers and breakdown current tech center;
  - Relocate Reference desk to former bookstore area;
  - Create quiet, comfortable reading area for public surrounding planter, former tech center and turn planter into focal point-sculpture/art work, water element, etc.;
- Add shelving to relieve congestion and accommodate remodel; Winter 2007
- Begin replacement of 20 study carrels that are 35 years old, worn and splintered; Winter 2007

**FY2007/2008**

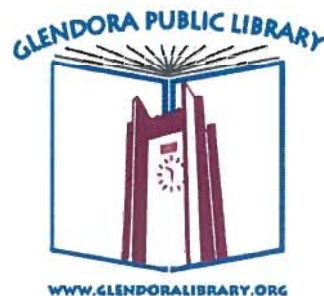
- Create and expand, online tutorials on library resources for patrons;
- Implement Public Library Association's "Every Child Ready to Read" early literacy program for children from birth to 5 years;
- Purchase and implement Polaris (library's web-based catalog) Kid's Catalog module;
- Plan and implement one book discussion group for youth to gauge interest/demand;
- New copier service; City-wide issue;
- Continue internal layout remodel:
  - Move community bulletin board and related agency pamphlet to lobby;
  - Turn former bulletin board area into bookstore-like New Books area-improved lighting, face-out shelving, chairs;
- Continue replacing study carrels;
- Continue to add shelving and relocate materials as needed to accommodate remodel;

**FY08/09**

- Begin planning for expanded children's area-story time room to respond to community input, accommodate increased usage and reduce noise on main floor;
- Replace circulation desk and security system to respond to ADA and ergonomic issues;
- Forum upgrade: projection equipment, storage space, speakers/audio equipment, conferencing equipment replaced/upgraded;
- Improve subject headings on stack ends to facilitate independent use of library when all additional shelving is in place;

**FY09/10**

- Build children's room expansion;



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

[www.glendoralibrary.org](http://www.glendoralibrary.org)

December Statistics FY 10/11

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>I. General Service Indicators</b>													
<b>A. Registered Borrowers</b>													
FY 10/11	40,747	40,624	40,329	40,629	40,865	40,495				*1			
FY 09/10	42,326	42,696	43,166	43,493	43,786	43,649	43,240	42,324	41,524	41,176	40,737	40,502	
% Chg.	-4%	-5%	-7%	-7%	-7%	-7%	-100%	-100%	-100%	-100%	-100%	-100%	
starting Dec 09/10: on-going patron purge project													
<b>A.1. Percent of Glendora Population Served</b>													
FY 10/11	53%	53%	52%	52%	53%	52%							
FY 09/10	55%	55%	56%	56%	56%	56%	55%	54%	54%	53%	53%	53%	
<b>B. Library Cards Issued</b>													
FY 10/11	376	365	384	322	284	247							1,978
FY 09/10	466	386	468	318	300	207	338	274	368	336	313	452	4,226
% Chg.	-19%	-5%	-18%	1%	-5%	19%	-100%	-100%	-100%	-100%	-100%	-100%	-53%
<b>C. Internet Users/Sign-Ups</b>													
FY 10/11	2,591	2,822	2,878	2,725	2,187	2,144							15,347
FY 09/10	2,978	2,961	3,009	2,885	2,551	2,501	2,620	2,408	2,796	2,544	2,739	2,780	32,772
% Chg.	-13%	-5%	-4%	-6%	-14%	-14%	-100%	-100%	-100%	-100%	-100%	-100%	-53%
<b>D. Total Items Loaned - All ( D.1. + D.2. + D.3.+ D.4.)</b>													
FY 10/11	43,790	37,851	35,847	37,084	35,453	29,771	0	0	0	0	0	0	219,796
FY 09/10	42,803	38,629	36,378	37,186	34,939	31,134	37,167	34,794	39,039	36,748	35,465	43,506	447,788
% Chg.	2%	-2%	-1%	0%	1%	-4%	-100%	-100%	-100%	-100%	-100%	-100%	-51%
<b>D.1. Total Items Loaned - Adult</b>													
FY 10/11	12,199	11,493	10,677	10,072	10,194	8,555							63,190
FY 09/10	12,406	12,001	11,337	11,142	10,461	9,510	11,622	10,201	11,401	11,159	10,739	11,783	133,762
% Chg.	-2%	-4%	-6%	-10%	-3%	-10%	-100%	-100%	-100%	-100%	-100%	-100%	-53%
<b>D. 2. Total Items Loaned - Youth (YA and Childrens)</b>													
FY 10/11	14,543	11,309	11,494	12,731	11,641	8,447							70,165
FY 09/10	14,598	11,486	11,535	12,159	11,257	8,743	11,031	10,496	11,736	11,151	10,866	15,342	140,400
%Chg.	0%	-2%	0%	5%	3%	-3%	-100%	-100%	-100%	-100%	-100%	-100%	-50%
<b>D.3. Total Items Loaned - AV (CDs, DVDs, Videos, Audiobooks)- (D.3.1. + D. 3.2)</b>													
FY 10/11	16,703	14,653	13,301	13,898	13,288	12,402	0	0	0	0	0	0	84,245
FY 09/10	15,608	14,925	13,323	13,630	12,986	12,620	14,174	13,792	15,518	14,148	13,532	16,060	170,316
% Chg.	7%	-2%	0%	2%	2%	-2%	-100%	-100%	-100%	-100%	-100%	-100%	-51%
<b>D.3. 1. Items Loaned - AV - Adult</b>													
FY 10/11	12,482	11,131	9,924	10,426	10,203	9,846							64,012
FY 09/10	11,772	11,602	10,072	10,221	9,641	9,707	11,112	10,860	12,154	10,799	10,502	11,841	130,283
% Chg.	6%	-4%	-1%	2%	6%	1%	-100%	-100%	-100%	-100%	-100%	-100%	-51%

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December Statistics FY 10/11

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>D. 3. 2. Items Loaned - AV -Youth (YA &amp; Childrens)</b>													
FY 10/11	4,221	3,522	3,377	3,472	3,085	2,556							20,233
FY 09/10	3,836	3,323	3,251	3,409	3,345	2,913	3,062	2,932	3,364	3,349	3,030	4,219	40,033
% Chg.	10%	6%	4%	2%	-8%	-12%	-100%	-100%	-100%	-100%	-100%	-100%	-49%
<b>D.4. Electronic Circulation (Overdrive, Netlibrary, CA Missions, Learning Express)</b>													
FY 10/11	345	396	375	383	330	367							2,196
FY 09/10	191	217	183	255	235	261	340	305	384	290	328	321	3,310
% Chg.	81%	82%	105%	50%	40%	41%	-100%	-100%	-100%	-100%	-100%	-100%	-34%
<b>D.5. Interlibrary Loaned</b>													
FY 10/11	28	31	45	29	27	17							177
FY 09/10	45	50	51	43	37	18	17	34	37	35	51	40	458
% Chg.	-38%	-38%	-12%	-33%	-27%	-6%	-100%	-100%	-100%	-100%	-100%	-100%	-61%
<b>D.6. Interlibrary Borrowed</b>													
FY 10/11	40	57	45	61	48	24							275
FY 09/10	53	70	58	43	49	47	38	45	57	57	42	47	606
% Chg.	-25%	-19%	-22%	42%	-2%	-49%	-100%	-100%	-100%	-100%	-100%	-100%	-55%
<b>E. Total Library Visitors (includes E.1., Forum attendance: library and non-library)</b>													
FY 10/11	28,602	20,833	22,153	22,189	20,036	17,292	0	0	0	0	0	0	131,105
FY 09/10	29,632	26,807	22,628	24,955	17,755	18,209	20,546	16,612	24,482	21,848	21,707	27,709	272,890
% Chg.	-3%	-22%	-2%	-11%	13%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-52%
<b>E.1. Gate Count</b>													
FY 10/11	26,770	20,523	21,555	21,475	19,506	16,822							126,651
FY 09/10	28,098	26,582	21,965	23,728	17,146	17,791	19,736	16,015	23,491	21,033	20,879	26,286	262,750
% Chg.	-5%	-23%	-2%	-9%	14%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-52%
<b>E.2. Study Rooms-Attendance</b>													
FY 10/11	79	62	76	85	69	68							439
FY 09/10	95	62	60	75	52	42	48	39	72	60	79	58	742
% Chg.	-17%	0%	27%	13%	33%	62%	-100%	-100%	-100%	-100%	-100%	-100%	-41%
<b>F. Hours Open</b>													
FY 10/11	211	210	199	204	192	184							1,200
FY 09/10	207	198	213	219	187	211	195	180	227	211	206	216	2,467
<b>G. Total General Fund Revenue (G.1+G2.+G3)</b>													
FY 10/11	\$5,082	\$4,834	\$4,227	\$5,040	\$4,200	\$4,129	\$0	\$0	\$0	\$0	\$0	\$0	\$27,513
FY 09/10	\$4,775	\$4,885	\$4,885	\$7,069	\$4,432	\$3,720	\$4,269	\$10,168	\$29,196	\$10,769	\$5,218	\$19,140	\$108,527
% Chg.	6%	-1%	-13%	-29%	-5%	11%	-100%	-100%	-100%	-100%	-100%	-100%	-75%

December Statistics FY 10/11

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>G. 1. Fines/Fees Collected (extended use fees)</b>													
FY 10/11	\$4,037	\$3,877	\$3,531	\$4,156	\$3,285	\$3,493							\$22,379
FY 09/10	\$3,999	\$3,959	\$3,864	\$3,967	\$3,484	\$2,955	\$3,434	\$3,875	\$3,919	\$4,458	\$4,240	\$4,814	\$46,966
% Chg.	1%	-2%	-9%	5%	-6%	18%	-100%	-100%	-100%	-100%	-100%	-100%	-52%
<b>G. 2. Copy Center Fees Collected</b>													
FY 10/11	\$1,045	\$957	\$695	\$884	\$915	\$637							\$5,134
FY 09/10 started copy center 07/08	\$776	\$927	\$851	\$1,033	\$948	\$766	\$835	\$874	\$1,131	\$868	\$978	\$1,069	\$11,056
% Chg.	35%	3%	-18%	-14%	-3%	-17%	-100%	-100%	-100%	-100%	-100%	-100%	-54%
<b>G. 3. CLSA Funds received</b>													
FY 10/11	\$0	\$0	\$0	\$0	\$0	\$0							\$0
FY 09/10	\$0	\$0	\$170	\$2,069	\$0	\$0	\$0	\$5,419	\$24,146	\$5,443	\$0	\$13,258	\$50,505
% Chg.			-100%	-100%				-100%	-100%	-100%		-100%	-100%
<b>II. Collection Development</b>													
<b>A. Total Items Owned (includes e-books etc)</b>													
FY 10/11	147,633	148,264	147,938	147,988	146,504	145,769							
FY 09/10	148,680	149,083	149,431	149,644	148,983	148,767	148,279	148,305	147,831	148,251	148,410	147,393	
% Chg.	-1%	-1%	-1%	-1%	-2%	-2%	-100%	-100%	-100%	-100%	-100%	-100%	
<b>A.1. Total Items Owned -Adult</b>													
FY 10/11	92,271	92,584	92,675	92,911	92,308	92,319							
FY 09/10	92,764	92,944	93,191	93,554	93,084	93,007	92,526	92,711	92,182	92,477	92,545	92,009	
% Chg.	-1%	0%	-1%	-1%	-1%	-1%	-100%	-100%	-100%	-100%	-100%	-100%	
<b>A. 2. Total Items Owned - Youth (YA &amp; Childrens)</b>													
FY 10/11	35,701	36,025	35,645	35,536	34,483	34,011							
FY 09/10	36,187	36,323	36,317	36,221	35,989	35,806	35,735	35,639	38,819	35,902	36,017	35,691	
% Chg.	-1%	-1%	-2%	-2%	-4%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	
<b>A.3. Total Items Owned - AV (A.3.1 + A. 3.2)</b>													
FY 10/11	19,398	19,353	19,353	19,482	19,465	19,193	0	0	0	0	0	0	
FY 09/10	19,398	19,485	19,588	19,535	19,575	19,654	19,683	19,675	19,555	19,599	19,570	19,426	
% Chg.	0%	-1%	-1%	0%	-1%	-2%	-100%	-100%	-100%	-100%	-100%	-100%	
<b>A. 3. 1. Total Items Owned - AV -Adult</b>													
FY 10/11	15,856	15,883	15,816	15,938	15,891	15,982							
FY 09/10	15,594	15,643	15,735	15,724	15,840	15,960	16,047	16,048	15,936	15,948	15,925	15,856	
% Chg.	2%	2%	1%	1%	0%	0%	-100%	-100%	-100%	-100%	-100%	-100%	

December Statistics FY 10/11

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>A. 3. 2 Total Items Owned - AV - Youth (YA &amp; Childrens)</b>													
FY 10/11	3,542	3,470	3,537	3,544	3,574	3,211							
FY 09/10	3,804	3,842	3,853	3,811	3,735	3,694	3,636	3,627	3,619	3,651	3,645	3,570	
% Chg.	-7%	-10%	-8%	-7%	-4%	-13%	-100%	-100%	-100%	-100%	-100%	-100%	
<b>B. Total Titles Added (B.1 + B.2 + B.3)</b>													
FY 10/11	225	427	377	526	412	662	0	0	0	0	0	0	2,629
FY 09/10	432	481	473	707	415	491	527	442	349	374	577	500	5,768
% Chg.	-48%	-11%	-20%	-26%	-1%	35%	-100%	-100%	-100%	-100%	-100%	-100%	-54%
<b>B.1. Total Titles Added-Adult</b>													
FY 10/11	112	324	203	291	197	276							1,403
FY 09/10	209	349	229	324	234	219	168	245	175	178	332	277	2,939
% Chg.	-46%	-7%	-11%	-10%	-16%	26%	-100%	-100%	-100%	-100%	-100%	-100%	-52%
<b>B. 2 Total Titles Added - Youth (YA &amp; Childrens)</b>													
FY 10/11	59	58	94	100	87	219							617
FY 09/10	113	58	81	245	66	94	89	61	95	133	137	108	1,280
% Chg.	-48%	0%	16%	-59%	32%	133%	-100%	-100%	-100%	-100%	-100%	-100%	-52%
<b>B.3. Total Titles Added - AV (B.3.1 + B.3.2)</b>													
FY 10/11	54	45	80	135	128	167	0	0	0	0	0	0	609
FY 09/10	110	74	163	138	115	178	270	136	79	63	108	115	1,549
% Chg.	-51%	-39%	-51%	-2%	11%	-6%	-100%	-100%	-100%	-100%	-100%	-100%	-61%
<b>B. 3. 1 Total Titles Added - AV - Adult</b>													
FY 10/11	47	43	69	98	98	139							494
FY 09/10	93	61	146	117	74	170	258	127	61	28	81	90	1,306
% Chg.	-49%	-30%	-53%	-16%	32%	-18%	-100%	-100%	-100%	-100%	-100%	-100%	-62%
<b>B. 3. 2. Total Titles Added - AV - Youth (YA &amp; Childrens)</b>													
FY 10/11	7	2	11	37	30	28							115
FY 09/10	17	13	17	21	41	8	12	9	18	35	27	25	243
% Chg.	-59%	-85%	-35%	76%	-27%	250%	-100%	-100%	-100%	-100%	-100%	-100%	-53%
<b>C. Total Items Added (C.1. + C. 2 + C.3)</b>													
FY 10/11	358	562	558	694	510	808	0	0	0	0	0	0	3,490
FY 09/10	315	873	614	873	575	712	631	596	521	453	624	586	7,373
% Chg.	14%	-36%	-9%	-21%	-11%	13%	-100%	-100%	-100%	-100%	-100%	-100%	-53%
<b>C.1. Total Items Added - Adult (Books only)</b>													
FY 10/11	167	390	292	343	246	276							1,714
FY 09/10	207	542	363	439	329	281	226	326	250	231	355	355	3,904
% Chg.	-19%	-28%	-20%	-22%	-25%	-2%	-100%	-100%	-100%	-100%	-100%	-100%	-56%

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December Statistics FY 10/11

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>C. 2. Total Items Added - Youth (YA &amp; Childrens- Books only)</b>													
FY 10/11	90	104	149	184	107	276							910
FY 09/10	49	230	114	266	105	288	105	97	166	145	155	127	1,847
% Chg.	84%	-55%	31%	-31%	2%	-4%	-100%	-100%	-100%	-100%	-100%	-100%	-51%
<b>C.3.Total Items Added - AV (C.3.1. + C.3.2.)</b>													
FY 10/11	101	68	117	167	157	256	0	0	0	0	0	0	866
FY 09/10	59	101	137	168	141	143	300	173	105	77	114	104	1,622
% Chg.	71%	-33%	-15%	-1%	11%	79%	-100%	-100%	-100%	-100%	-100%	-100%	-47%
<b>C. 3. 1 Total Items Added - AV - Adult</b>													
FY 10/11	94	65	100	117	117	221							714
FY 09/10	53	83	109	141	92	131	285	162	84	38	86	76	1,340
% Chg.	77%	-22%	-8%	-17%	27%	69%	-100%	-100%	-100%	-100%	-100%	-100%	-47%
<b>C. 3. 2 Total Items Added - AV - Youth (YA &amp; Childrens)</b>													
FY 10/11	7	3	17	50	40	35							152
FY 09/10	6	18	28	27	49	12	15	11	21	39	28	28	282
% Chg.	17%	-83%	-39%	85%	-18%	192%	-100%	-100%	-100%	-100%	-100%	-100%	-46%
<b>D. Total Items Withdrawn (includes periodicals)</b>													
FY 10/11	61	517	485	362	1,799	473							3,697
FY 09/10	146	514	249	556	712	232	921	494	494	517	339	716	5,890
% Chg.	-58%	1%	95%	-35%	153%	104%	-100%	-100%	-100%	-100%	-100%	-100%	-37%
<b>E. Total Items Mended/Bound</b>													
FY 10/11	145	65	158	93	71	151							683
FY 09/10	200	220	218	154	193	213	210	115	119	167	186	141	2,136
% Chg.	-28%	-70%	-28%	-40%	-63%	-29%	-100%	-100%	-100%	-100%	-100%	-100%	-68%
<b>III. Requests for Information</b>													
<b>A. Total Requests for Information - Adult Services (includes in-person questions [equipment, ready reference, complex], telephone, fax, mail, email questions)</b>													
FY 10/11	2,728	2,337	2,230	2,527	2,254	2,028							14,104
FY 09/10	2,966	2,552	2,511	2,197	2,110	2,014	2,437	2,247	2,547	2,296	2,304	3,120	29,301
% Chg.	-8%	-8%	-11%	15%	7%	1%	-100%	-100%	-100%	-100%	-100%	-100%	-52%
<b>IV. Youth Services (K-12)</b>													
<b>A. Requests for Information - Youth Services</b>													
FY 10/11	2,188	1,243	1,350	1,704	1,697	966							9,148
FY 09/10	2,683	1,326	1,357	1,845	1,679	1,020	1,145	1,222	1,305	1,288	1,245	2,790	18,905
% Chg.	-18%	-6%	-1%	-8%	1%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-52%

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>B. Preschool Tours &amp; Storytimes Offered</b>													
FY 10/11	23	26	24	24	22	22							141
FY 09/10	27	26	25	26	21	21	23	24	26	25	28	25	297
% Chg.	-15%	0%	-4%	-8%	5%	5%	-100%	-100%	-100%	-100%	-100%	-100%	-53%
<b>B. 1. Preschool Tours &amp; Storytimes - Attendance</b>													
FY 10/11	906	746	728	624	493	510							4,007
FY 09/10	803	657	822	772	512	421	627	733	853	833	911	879	8,823
% Chg.	13%	14%	-11%	-19%	-4%	21%	-100%	-100%	-100%	-100%	-100%	-100%	-55%
<b>C. School Age Tours &amp; Storytimes Offered</b>													
FY 10/11	3	0	5	4	5	3							20
FY 09/10	0	5	6	6	5	6	3	2	5	6	6	9	59
% Chg.		-100%	-17%	-33%	0%	-50%	-100%	-100%	-100%	-100%	-100%	-100%	-66%
<b>C. 1. School Age Tours &amp; Storytimes - Attendance</b>													
FY 10/11	3	0	120	39	44	42							248
FY 09/10	0	7	203	58	25	119	32	6	25	54	105	339	973
% Chg.		-100%	-41%	-33%	76%	-65%	-100%	-100%	-100%	-100%	-100%	-100%	-75%
<b>D. School/Classroom Visits (K-8)</b>													
FY 10/11	0	0	0	0	0	4							4
FY 09/10	0	0	0	0	1	0	52	1	5	0	23	20	102
% Chg.					-100%		-100%	-100%	-100%		-100%	-100%	-96%
<b>D. 1. School/Classroom Visits (K-8) - Attendance</b>													
FY 10/11	0	0	0	0	0	95							95
FY 09/10	0	0	0	0	7	0	2,355	15	145	0	665	500	3,687
% Chg.					-100%		-100%	-100%	-100%		-100%	-100%	-97%
<b>E. School/Classroom Visits (Preschool)</b>													
FY 10/11	0	0	4	20	7	14							45
FY 09/10	4	3	4	18	6	14	14	15	15	15	15	7	130
% Chg.	-100%	-100%	0%	11%	17%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-65%
<b>E. 1. School/Classroom Visits (Preschool) - Attendance</b>													
FY 10/11	0	0	63	262	161	141							627
FY 09/10	37	15	25	142	109	136	143	168	156	158	104	20	1,213
% Chg.	-100%	-100%	152%	85%	48%	4%	-100%	-100%	-100%	-100%	-100%	-100%	-48%

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December Statistics FY 10/11

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>V. Electronic Resources</b>													
<b>A. Total Web &amp; Electronic Resources &amp; Databases (A.1+A.2)</b>													
FY 10/11	14,615	15,433	14,827	15,467	13,862	13,667	0	0	0	0	0	0	87,871
FY 09/10	14,935	13,866	14,897	14,081	15,322	12,002	13,393	12,478	14,769	14,099	13,869	14,787	168,498
% Chg.	-2%	11%	0%	10%	-10%	14%	-100%	-100%	-100%	-100%	-100%	-100%	-48%
<b>A.1 Total Electronic Subscription Resources - Searches (InfoTrac, NewsBank, Facts on File, Tumblebooks, RefUSA, NetLibrary, First Search, Tutor.com) includes in-library use &amp; remote use</b>													
FY 10/11	4,384	4,657	3,325	4,635	4,163	4,410							25,574
FY 09/10	4,351	3,583	4,414	4,527	5,900	3,739	4,291	3,609	4,562	4,413	4,005	4,623	52,017
% Chg.	1%	30%	-25%	2%	-29%	18%	-100%	-100%	-100%	-100%	-100%	-100%	-51%
<b>A. 2 Library Home Page Views (Lib website integrated into city website April 2009)</b>													
FY 10/11	10,231	10,776	11,502	10,832	9,699	9,257							62,297
FY 09/10	10,584	10,283	10,483	9,554	9,422	8,263	9,102	8,869	10,207	9,686	9,864	10,164	116,481
% Chg.	-3%	5%	10%	13%	3%	12%	-100%	-100%	-100%	-100%	-100%	-100%	-47%
<b>VI. Friends Foundation Statistics</b>													
<b>A. Total Number of Programs - Children, Teen &amp; Adult (A.1 + A.2 + A.3.)</b>													
FY 10/11	21	5	6	6	6	5	0	0	0	0	0	0	49
FY 09/10	27	2	9	10	11	16	10	9	10	8	9	16	137
% Chg.	-22%	150%	-33%	-40%	-45%	-69%	-100%	-100%	-100%	-100%	-100%	-100%	-64%
<b>A. 1. Total Children's programs -Preschool &amp; School</b>													
FY 10/11	17	4	3	1	1	2							28
FY 09/10	17	0	1	3	3	4	1	4	1	5	2	10	51
% Chg.	0%		200%	-67%	-67%	-50%	-100%	-100%	-100%	-100%	-100%	-100%	-45%
<b>A. 1.1. Total Children's programs - Preschool &amp; School - Attendance</b>													
FY 10/11	2,200	36	47	85	364	389							3,121
FY 09/10	1,269	0	22	77	499	342	50	676	11	536	39	1,025	4,546
% Chg.	73%		114%	10%	-27%	14%	-100%	-100%	-100%	-100%	-100%	-100%	-31%
<b>A.2. Total Teen programs</b>													
FY 10/11	2	0	1	2	2	2							9
FY 09/10	4	0	3	2	2	1	3	2	3	0	2	1	23
% Chg.	-50%		-67%	0%	0%	100%	-100%	-100%	-100%		-100%	-100%	-61%
<b>A.2.1. Total Teen programs - Attendance</b>													
FY 10/11	60	0	10	263	19	26							378
FY 09/10	106	0	98	218	23	16	27	108	71	0	15	45	727
% Chg.	-43%		-90%	21%	-17%	63%	-100%	-100%	-100%		-100%	-100%	-48%

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December Statistics FY 10/11

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>A. 3. Total Adult programs (includes Books Alive, Coffee n' books, Adult volunteer recognition)</b>													
FY 10/11	2	1	2	3	3	1							12
FY 09/10	6	2	5	5	6	11	6	3	6	3	5	5	63
% Chg.	-67%	-50%	-60%	-40%	-50%	-91%	-100%	-100%	-100%	-100%	-100%	-100%	-81%
<b>A. 3.1. Total Adult programs- Attendance</b>													
FY 10/11	26	12	21	72	81	10							222
FY 09/10	159	68	188	122	167	82	265	118	141	132	215	336	1,993
% Chg.	-84%	-82%	-89%	-41%	-51%	-88%	-100%	-100%	-100%	-100%	-100%	-100%	-89%
<b>B. Outreach &amp; Presentations library-wide (includes Babies, books &amp; bibs, Teen Parent, Easter Story time at the Park)</b>													
FY 10/11	3	0	13	9	8	5							38
FY 09/10	2	2	14	7	8	2	6	5	6	10	8	4	74
% Chg.	50%	-100%	-7%	29%	0%	150%	-100%	-100%	-100%	-100%	-100%	-100%	-49%
<b>B.1. Outreach &amp; Presentations - Attendance</b>													
FY 10/11	22	0	255	217	196	99							789
FY 09/10	58	66	460	153	189	49	150	77	191	113	145	162	1,813
% Chg.	-62%	-100%	-45%	42%	4%	102%	-100%	-100%	-100%	-100%	-100%	-100%	-56%
<b>C. Fundraisers (includes Donor Reception, NOP, Trivia)</b>													
FY 10/11	1	0	0	0	0	0							1
FY 09/10	1	0	0	1	0	0	1	1	1	0	0	0	5
% Chg.	0%			-100%			-100%	-100%	-100%				-80%
<b>C.1. Fundraisers - Attendance</b>													
FY 10/11	375	0	0	0	0	0							375
FY 09/10	360	0	0	60	0	0	230	100	434	0	0	0	1,184
% Chg.	4%			-100%			-100%	-100%	-100%				-68%
<b>D. Homebound Clients Served</b>													
FY 10/11	4	3	3	3	3	3							19
FY 09/10	3	4	6	5	6	5	4	4	3	3	4	4	51
% Chg.	33%	-25%	-50%	-40%	-50%	-40%	-100%	-100%	-100%	-100%	-100%	-100%	-63%
<b>E. Number of Literacy Students Active/Current for the month</b>													
FY 10/11	34	35	36	35	35	36							
FY 09/10	34	36	38	37	36	34	32	35	34	34	35	35	
% Chg.	0%	-3%	-5%	-5%	-3%	6%	-100%	-100%	-100%	-100%	-100%	-100%	
<b>E. 1. Hours Tutored</b>													
FY 10/11	128	117	125	136	131	96							732
FY 09/10	125	177	154	139	148	106	98	103	97	115	121	136	1,518
% Chg.	2%	-34%	-19%	-2%	-12%	-9%	-100%	-100%	-100%	-100%	-100%	-100%	-52%

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December Statistics FY 10/11

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>E. 2. Number of Students Served - Year to Date</b>													
FY 10/11	34	35	36	39	39	40							
FY 09/10	34	36	38	40	42	43	43	46	46	47	48	49	
% Chg.	0%	-3%	-5%	-3%	-7%	-7%	-100%	-100%	-100%	-100%	-100%	-100%	
<b>E.3. Number of Training/workshops (includes tutor training, conversation club)</b>													
FY 10/11	2	1	1	2	1	1							8
FY 09/10	2	1	2	3	2	2	2	2	1	3	2	2	24
% Chg.	0%	0%	-50%	-33%	-50%	-50%	-100%	-100%	-100%	-100%	-100%	-100%	-67%
<b>E.3.1. Number of Training/workshops - attendance</b>													
FY 10/11	2	1	1	6	2	1							13
FY 09/10	2	1	2	7	2	2	2	2	1	6	2	2	31
% Chg.	0%	0%	-50%	-14%	0%	-50%	-100%	-100%	-100%	-100%	-100%	-100%	-58%
<b>F. Total Number of Volunteers -Adult/Young Adult/Youth ( F.2 + F.3 + F.4)</b>													
FY 10/11	248	107	117	161	149	152	0	0	0	0	0	0	934
FY 09/10	244	125	154	164	126	155	158	181	221	183	168	232	2,111
% Chg.	2%	-14%	-24%	-2%	18%	-2%	-100%	-100%	-100%	-100%	-100%	-100%	-56%
<b>F. 1 Total Number of Volunteers - hours (F.2.1. + F. 3.1. + F 4.1.)</b>													
FY 10/11	2,297	542	554	726	645	496	0	0	0	0	0	0	5,259
FY 09/10	2,815	676	752	865	579	610	983	652	810	669	667	1,440	11,517
% Chg.	-18%	-20%	-26%	-16%	11%	-19%	-100%	-100%	-100%	-100%	-100%	-100%	-54%
<b>F. 2. Adult Volunteers</b>													
FY 10/11	123	89	86	124	114	118							654
FY 09/10	108	107	115	127	88	118	122	150	194	156	140	116	1,541
% Chg.	14%	-17%	-25%	-2%	30%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-58%
<b>F. 2. 1. Adult Volunteer - Hours</b>													
FY 10/11	1,652	456	444	581	546	407							4,084
FY 09/10	1,904	587	606	692	471	508	861	562	702	598	576	691	8,757
% Chg.	-13%	-22%	-27%	-16%	16%	-20%	-100%	-100%	-100%	-100%	-100%	-100%	-53%
<b>F. 3. Young Adult Volunteers</b>													
FY 10/11	22	15	23	27	25	25							137
FY 09/10	18	15	32	29	30	29	27	21	16	19	20	13	269
% Chg.	22%	0%	-28%	-7%	-17%	-14%	-100%	-100%	-100%	-100%	-100%	-100%	-49%

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December Statistics FY 10/11

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>F. 3.1. Young Adult Volunteer - Hours</b>													
FY 10/11	107	80	83	104	67	66							507
FY 09/10	74	86	128	149	87	82	94	63	65	45	64	45	982
% Chg.	46%	-7%	-35%	-30%	-23%	-20%	-100%	-100%	-100%	-100%	-100%	-100%	-48%
<b>F. 4. Youth Volunteers</b>													
FY 10/11	103	3	8	10	10	9							143
FY 09/10	118	3	7	8	8	8	9	10	11	8	8	103	301
% Chg.	-13%	0%	14%	25%	25%	13%	-100%	-100%	-100%	-100%	-100%	-100%	-52%
<b>F. 4.1. Youth Volunteers - Hours</b>													
FY 10/11	538	6	27	41	33	23							668
FY 09/10	837	3	18	24	21	20	28	27	44	26	27	704	1,779
% Chg.	-36%	100%	50%	71%	55%	15%	-100%	-100%	-100%	-100%	-100%	-100%	-62%
<b>G. Total Public Relations - Cable TV shows and Publications produced (includes library staff and FF) (G.1.+ G.2.)</b>													
FY 10/11	35	26	38	45	27	24	0	0	0	0	0	0	195
FY 09/10	36	49	55	47	45	34	44	44	47	52	51	49	553
% Chg.	-3%	-47%	-31%	-4%	-40%	-29%	-100%	-100%	-100%	-100%	-100%	-100%	-65%
<b>G.1. Cable TV Shows - Number Produced</b>													
FY 10/11	4	1	2	3	2	2							14
FY 09/10	4	1	4	3	2	3	2	2	3	4	1	4	33
% Chg.	0%	0%	-50%	0%	0%	-33%	-100%	-100%	-100%	-100%	-100%	-100%	-58%
<b>G.1.1. Cable TV Shows - Airings</b>													
FY 10/11	50	56	23	24	51	24							228
FY 09/10	13	17	13	26	23	9	12	16	18	12	55	32	246
% Chg.	285%	229%	77%	-8%	122%	167%	-100%	-100%	-100%	-100%	-100%	-100%	-7%
<b>G.2. Publications Produced - Titles (includes flyers, bookmarks, signs, newsletter, emails, DearReader)</b>													
FY 10/11	31	25	36	42	25	22							181
FY 09/10	32	48	51	44	43	31	42	42	44	48	50	45	520
% Chg.	-3%	-48%	-29%	-5%	-42%	-29%	-100%	-100%	-100%	-100%	-100%	-100%	-65%
<b>G.2.1. Publications Produced - Number Printed, Emailed or Viewed</b>													
FY 10/11	3,310	7,632	17,002	6,086	3,060	15,393							52,483
FY 09/10	3,604	9,756	13,594	10,367	10,038	8,632	5,946	8,571	6,028	11,322	20,378	3,640	111,876
% Chg.	-8%	-22%	25%	-41%	-70%	78%	-100%	-100%	-100%	-100%	-100%	-100%	-53%
see page 11 for Footnotes													

December Statistics FY 10/11

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>FOOTNOTES</b>													
*1 Covina Library closed 1 additional day; closed Sun & Mon, Tues & Wed 12-8, Thur & Fri 11-6, Sat 10-5; effective 4/19/10													

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FY 10/11 December Expenditure Report as of January 3, 2011

Budget	Account	Account Title	Budget	Period Exp	YTD Expense	Encumbrances	Balance	% Remaining
<b>Administration</b>								
17076	41110	REGULAR TIME	247,808.66	0.00	126,272.86	0.00	121,535.80	49.04%
17076	41120	OVERTIME	0.00	0.00	0.00	0.00	0.00	
17076	41210	PART TIME	47,560.76	0.00	19,444.72	0.00	28,116.04	59.12%
17076	41360	VEHICLE ALLOWANCE	3,600.00	0.00	1,650.00	0.00	1,950.00	54.17%
17076	42110	RETIREMENT	25,511.66	0.00	16,597.33	0.00	8,914.33	34.94%
17076	42290	FLEX BENEFIT	34,893.33	0.00	15,992.79	0.00	18,900.54	54.17%
17076	42310	EMPLOYER PAID BENEFITS	5,878.47	0.00	2,643.04	0.00	3,235.43	55.04%
17076	42520	WORKERS COMP	835.39	0.00	415.19	0.00	420.20	50.30%
17076	51110	OFFICE SUPPLIES	3,700.00	0.00	374.51	0.00	3,325.49	89.88%
17076	51400	BUILDING MATERIAL & SUPPL	10,000.00	0.00	1,891.93	0.00	8,108.07	81.08%
17076	51550	PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	
17076	51560	OPERATING LEASES	19,000.00	0.00	5,842.77	13,676.31	-519.08	-2.73%
17076	55320	PRINTING / REPRODUCTION	1,250.00	0.00	327.61	0.00	922.39	73.79%
17076	55340	POSTAGE	4,000.00	0.00	1,649.50	0.00	2,350.50	58.76%
17076	55400	DUES & MEMBERSHIPS	1,625.00	0.00	540.00	0.00	1,085.00	66.77%
17076	55510	MEETING EXPENSES	300.00	0.00	51.84	0.00	248.16	82.72%
17076	55550	TRAVEL EXPENSES	100.00	0.00	0.00	0.00	100.00	100.00%
17076	55600	TRAINING & EDUCATION	100.00	0.00	40.00	0.00	60.00	60.00%
17076	56100	BUILDING REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00	moved to PW
17076	56200	EQUIPMENT REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00	moved to PW
17076	56200.01	EQUIP REP GAYLORD POLARIS	17,000.00	0.00	15,657.00	0.00	1,343.00	7.90%
17076	57050	PHONE	460.00	0.00	186.67	0.00	273.33	59.42%
17076	57100	ELECTRIC	60,000.00	0.00	32,527.91	0.00	27,472.09	45.79%
17076	57150	GAS	5,300.00	0.00	1,956.88	0.00	3,343.12	63.08%
17076	57160	WATER	0.00	0.00	0.00	0.00	0.00	
17076	59100	CONTRACT SERVICES	11,800.00	0.00	6,238.00	0.00	5,562.00	47.14%
17076	59801	INFO TECH CHARGES	169,197.00	0.00	84,598.50	0.00	84,598.50	50.00%
17076	59802	INFO TECH LEASES	14,816.00	0.00	7,408.02	0.00	7,407.98	50.00%
17076	59803	COMMUNICATION CHARGES	0.00	0.00	0.00	0.00	0.00	
17076	59804	COMMUNICATION LEASES	0.00	0.00	0.00	0.00	0.00	
17076	59807	LIABILITY INS. CHARGES	28,913.00	0.00	14,456.52	0.00	14,456.48	50.00%
17076	59808	PROPERTY INS. CHARGES	59,365.63	0.00	29,682.84	0.00	29,682.79	50.00%
17076	59809	UNEMPLOYMENT INSURANCE	1,407.00	0.00	703.50	0.00	703.50	50.00%
<b>TOTAL 7076</b>			<b>774,421.90</b>	<b>0.00</b>	<b>387,149.93</b>	<b>13,676.31</b>	<b>373,595.66</b>	<b>48.24%</b>
<b>Support Services</b>								
17077	41110	REGULAR TIME	189,539.29	0.00	99,675.97	0.00	89,863.32	47.41%
17077	41120	OVERTIME	0.00	0.00	0.00	0.00	0.00	
17077	41210	PART TIME	149,912.36	0.00	64,181.90	0.00	85,730.46	57.19%
17077	41330	SPECIAL PAYS	0.00	0.00	0.00	0.00	0.00	

FY 10/11 December Expenditure Report as of January 3, 2011

Budget	Account	Account Title	Budget	Period Exp	YTD Expense	Encumbrances	Balance	% Remaining
17077	42110	RETIREMENT	29,964.07	0.00	12,847.82	0.00	17,116.25	57.12%
17077	42290	FLEX BENEFIT	42,107.33	0.00	19,299.17	0.00	22,808.16	54.17%
17077	42310	EMPLOYER PAID BENEFITS	7,431.48	0.00	3,301.11	0.00	4,130.37	55.58%
17077	42520	WORKERS COMP	967.41	0.00	466.03	0.00	501.38	51.83%
17077	51200	DIVISION SUPPLIES	13,500.00	0.00	9,276.52	1,179.86	3,043.62	22.55%
17077	55330	MICROFILMING	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL 7077</b>			<b>433,421.94</b>	<b>0.00</b>	<b>209,048.52</b>	<b>1,179.86</b>	<b>223,193.56</b>	<b>51.50%</b>
<b>Youth Services</b>								
17078	41110	REGULAR TIME	126,218.70	0.00	65,209.28	0.00	61,009.42	48.34%
17078	41210	PART TIME	53,170.66	0.00	19,266.79	0.00	33,903.87	63.76%
17078	42110	RETIREMENT	20,212.14	0.00	8,756.95	0.00	11,455.19	56.67%
17078	42290	FLEX BENEFIT	22,016.76	0.00	10,091.07	0.00	11,925.69	54.17%
17078	42310	EMPLOYER PAID BENEFITS	4,082.68	0.00	1,848.20	0.00	2,234.48	54.73%
17078	42520	WORKERS COMP	511.25	0.00	240.69	0.00	270.56	52.92%
17078	51200	DIVISION SUPPLIES	1,000.00	0.00	315.78	0.00	684.22	68.42%
17078	51300	BOOKS/RECORDS/TAPES	27,498.00	0.00	15,667.49	0.00	11,830.51	43.02%
<b>TOTAL 7078</b>			<b>254,710.19</b>	<b>0.00</b>	<b>121,396.25</b>	<b>0.00</b>	<b>133,313.94</b>	<b>52.34%</b>
<b>Adult Services</b>								
17079	41110	REGULAR TIME	239,271.11	0.00	117,033.75	0.00	122,237.36	51.09%
17079	41210	PART TIME	10,659.07	0.00	4,634.86	0.00	6,024.21	56.52%
17079	42110	RETIREMENT	31,818.77	0.00	13,135.41	0.00	18,683.36	58.72%
17079	42290	FLEX BENEFIT	42,416.76	0.00	19,441.07	0.00	22,975.69	54.17%
17079	42310	EMPLOYER PAID BENEFITS	6,786.22	0.00	3,048.63	0.00	3,737.59	55.08%
17079	42520	WORKERS COMP	712.30	0.00	345.36	0.00	366.94	51.51%
17079	51200	DIVISION SUPPLIES	250.00	0.00	74.98	0.00	175.02	70.01%
17079	51300	BOOKS/RECORDS/TAPES	100,662.00	0.00	61,009.61	0.00	39,652.39	39.39%
17079	55325	BINDING	500.00	0.00	73.74	0.00	426.26	85.25%
<b>TOTAL 7079</b>			<b>433,076.23</b>	<b>0.00</b>	<b>218,797.41</b>	<b>0.00</b>	<b>214,278.82</b>	<b>49.48%</b>
<b>TOTAL 7076/7077/7078/7079</b>			<b>1,895,630.26</b>	<b>0.00</b>	<b>936,392.11</b>	<b>14,856.17</b>	<b>944,381.98</b>	<b>49.82%</b>
<b>Grants/CDBG/Capital Projects</b>								
2039999	73100	CURB & SIDEWALK REPL	24,000.00	0.00	0.00	0.00	24,000.00	
2049999	73010	STREET PAVING PROGRAM	0.00	0.00	0.00	0.00	0.00	
2049999	73014	SLURRY SEAL PROJECT	150,000.00	0.00	0.00	0.00	150,000.00	
2049999	73025	FOOTHILL BL STR IMPR PROJ	800,000.00	0.00	0.00	0.00	800,000.00	
2049999	73225	GLADSTONE/WILLOW SIGNAL	0.00	0.00	0.00	0.00	0.00	



To all Reference Staff:

It took me a year  
to realize how much your  
help has meant to my life!

Thank you for just  
being there. I know so  
much more about my  
difficult condition now  
Autism. I finally got  
Diagnosed, but more tests

are needed still.

I'll continue to ask  
for your help again



Wishing you all the joys  
of the Christmas season  
in the New year.

Have a great  
holiday knowing you  
made & make all the  
difference. Peace \*

Kathleen Brown

# Division Monthly Reports



To: Robin Weed-Brown

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

Date: December 2010

**Public Services** - Cindy Romero, Janet Stone

## **Children's**

<i>Date</i>	<i>Event/outreach</i>	<i># of participants</i>
12/4/2010	Stories with Santa	250
12/2/2010	Whitcomb Headstart Preschool	32
12/7/2010	Community Preschool	40
12/8/2010	Community Preschool	29
12/17/2010	AVID presentations	95
12/13-18/2010	Gingerbread Houses craft	148
<b>Total Number of Participants</b>		<b>594</b>

This December, Santa returned to the library. In a program presented in partnership with the Glendora Community Services Department, Santa was available for pictures with children and families. In addition to Santa, children had the opportunity to enjoy storytime with Ms. Rebecca, participate in reindeer and candy cane crafts, and have the all important milk and cookies. All reports from the children and families show this program was a success. A gingerbread house craft was available in the Children's room the week prior to Christmas. Families enjoyed coming in on their own time and creating the wonderful paper creations to add to their holiday decorations.

Cindy had an opportunity to visit all 4 AVID classes at the Glendora Middle Schools. She took a day to visit both Sandburg and Goddard to demonstrate the Library's Electronic Resources, specifically Brainfuse. While there, the students had questions about how to become a librarian and the education required. The AVID program was designed to help give students the information and experience needed to apply for college. All of the students have expressed an interest in attending college. What a great way to spend the day, helping to inspire Glendora's future.

Cindy had a great opportunity to attend an InfoPeople workshop led by industry consultants Joan Frye-Williams and George Needham on Library Strategic Reality Check. The day was both informative and fun.

We are looking forward to the beginning of the Bookmark Contest in early January. The contest will run through February 26<sup>th</sup>. Cindy will be attending the March Library Board of Trustees meeting to ask for help in the judging of the wonderful artwork. The reception for all of the contest participants will be held on Wednesday, April 13<sup>th</sup>, at 6:30 p.m. Please mark your calendars as we would love to see you all there.

### **Adult**

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
12/8/2010	A Novel Idea – Share a Favorite Book	10
12/13/2010	Coordinating Council	45
	<b>Total Number of Participants</b>	<b>35</b>

The virtual world: Gaetano and Janet sat in on an online meeting regarding the InstantLibrarian cooperative chat/text reference service. Gaetano composed some explanatory text to help the cooperative's customers understand the scope of the service better, and Daisy Fregoso and Matt Aldrich have been recruited to help bring more Glendora users into the mix. Later, Suzette met with a representative of Freegal, and Sandy is guiding the staff's trial of this music download service. In Freegal's unusual model, libraries pay for a particular number of downloads, rather than for particular titles. We'll be giving it the once-over to see if it looks like it's a match for our users and resources.

The material world: Selectors continue their discussion and exploration of the physicality of the book and audio/visual collections. Most recently added to our ponderings are percentages of older and lower-circulation materials, percentage of materials checked out at a given time, and average item price (with an eye toward calculating sustainability). Always considered in context of the *content* identified by the collection development policy, these assessments help us wrangle responsibly the three-dimensional *objects* which contain that content (and the space those objects require!).

The playtime world: "We were really hopping in there," Gaetano reported after the most recent Family Game Day extravaganza. The final age breakdown was 62 adults, 10 teens and 33 children, for a total of 105 attendees. 20 boxes of pizza were completely consumed in 40 minutes, and at one point every seat was occupied. Whether it was Gaetano's strategy of putting flyers out on the main floor tables or the overcast skies, the result was the most successful Game Day yet. As Gaetano concluded, "In addition to the high attendance, people really seemed to have enjoyed themselves."

The literary world: A full complement of 10 readers gathered for Novel Idea's "Share a Favorite Book" session. As Sandy put it, "Wonderful sharing of a variety of titles both fiction and non-fiction ... [some of which] we will be discussing later. This is a really great group. Nice mellow meeting." Sounds like a perfect transition from holiday bustle into a peaceful new year!

The familial world: They may have 10 years of service with the City between them – but their professional and personal contributions to the Library family go far beyond the

calendar's measure. Sandy and George were among the slated anniversary honorees at this year's Employee Service Recognition Awards, and we're delighted to have each of them here with us.

And, finally, out in the wide world: Suzette represented the Library at the latest Senior Health and Information Fair at La Fetra.

### **Support Services** – Carlos Baffigo

December was largely uneventful, except for rain issues.

### **Computer Systems:**

The installation of the new EnvisionWare session limit software on the public internet computers will tentatively take place on Friday, January 21<sup>st</sup>. A concurrent upgrade to Windows 7 will likely take place.

### **Facilities:**

During December, rain related leaks caused minor damage with wet ceiling tiles and carpet stains. The damage was reported to Public Works.

Public Works confirmed that the Boiler Replacement CIP will not involve the complete replacement of the boiler unit with a new unit, but will include the replacement of internal parts. This repair option will allow for a quick repair turn-around and minimal down time.

### **Development & Educational Services** – Anne Pankow

<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
12/1/2010	Outreach to Teen Parent with Cindy & Chris at Arrow High School	8
12/2/2010	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	45
	<b>Total Number of Participants</b>	<b>53</b>

December is traditionally a quiet month for this department. There is minimal staffing as employees take vacation time to spend the holidays with their families and friends. Although December is "uneventful," much planning took place for the upcoming events in 2011. Once January arrives, the frenzy of activity begins.

Please mark on your calendars for the Donor Recognition on Friday, February 4 from 6:00 – 8:30 pm on the main floor of the library.

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

	This Year December	Last Year December	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
<b><u>Service Indicators</u></b>						
I. E. Total Library Visitors	17,292	18,209	-5%	131,105	139,986	-6%
I. D. Total Items Loaned	29,771	31,134	-4%	219,796	221,069	-1%
I. D.4. Electronic Circulation	367	261	41%	2,196	1,342	64%
III. A. Total Requests for Information/Adult Services	2,028	2,014	1%	14,104	14,350	-2%
II. A. Total Items Owned	145,769	148,767	-2%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	13,667	12,002	14%	87,871	85,103	3%
V. A.2. Library Home Page Views *	9,257	8,263	12%	62,297	58,589	6%
VI. A. Total Number of Programs	5	16	-69%	49	75	-35%
VI. E. Number of Literacy Students Active	36	34	6%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	96	106	-9%	732	848	-14%
VI. F.1 Total Number of Volunteer Hours	496	610	-19%	5,259	6,297	-16%
I. G. Total General Fund Revenue	\$4,129	\$3,720	11%	\$27,513	29,766	-8%

These statistics are subject to verification.

**December – January 2011 Events**



Game Day  
January 2011

Game Day  
January 2011



Game Day  
January 2011

Events - Continued...



City Employees recognized for 5 years of service  
 Pictured from the Library: Lisa Moskowitz, Malla Ramkishun, Sandy Krause, Katherine Pollock; not pictured: Sujata Israni and George Waters  
 January 2011

City Employees recognized for 10 years of service  
 Pictured from the Library: Robin Weed-Brown  
 November 2010



City Employees recognized for 25 years of service  
 Pictured from the Library: Christine Cravens  
 January 2011

Events - Continued...

City Employees recognized for  
30 years of service  
Pictured from the Library:  
Elizabeth Meshriy  
January 2011



City Employees recognized for  
35 years of service  
Pictured from the Library:  
Bonnie Deering  
January 2011

Cindy Romero—winner of the  
Employee Award of  
Excellence in Management  
January 2011





Events - Continued...

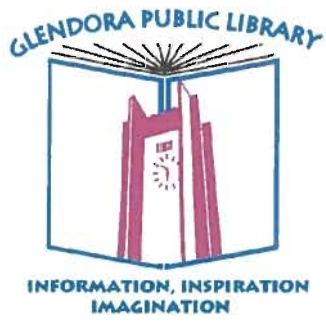


Sujata Israni being recognized by  
Support Services Manager  
Baffigo for 5 years of service and  
for 5 merit coupons  
January 2011

# **7.**

# **Unfinished Business**

**8.**  
**New**  
**Business**



## Glendora Public Library Board of Trustees Agenda Item Report

To: Board of Library Trustees  
From: Robin Weed-Brown, Library Director  
Date: January 24, 2011  
Re: Agenda Item # 8.1: Staff Appreciation Luncheon

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President Deal to present ideas for annual staff appreciation luncheon. Date to be established for luncheon.

40



## Glendora Public Library Board of Trustees Agenda Item Report

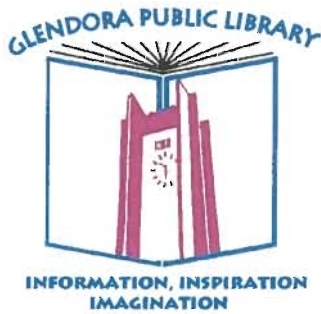
To: Board of Library Trustees  
From: Robin Weed-Brown, Library Director  
Date: January 24, 2011  
Re: Agenda Item #8.2: February Board meeting modifications

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Trustee Conway has requested to modify the time or date of the meeting for February due to a scheduling conflict.

Recommendation: Board to discuss time or date change for February 28, 2011 meeting and vote on any proposed modifications.

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Glendora Public Library Board of Trustees  
Agenda Item Report

To: Board of Library Trustees  
 From: Robin Weed-Brown, Library Director   
 Date: January 24, 2011  
 Re: Agenda Item # 8.3: Discussion of Sacramento's proposed cuts to library funding

On January 10, 2011, Governor Brown released his budget proposal. It states:

*"The Governor's Budget proposes to decrease General Fund assistance for local libraries by \$30.4 million in FY 2011-12, resulting in the elimination of General Fund for the following programs: Public Library Foundation, California Library Literacy and English Acquisition Services, and the California Library Services Act. With the exception of some limited local assistance for library development and civil liberties programs, the ability of the state to provide General Fund local assistance to the California State Library is hampered by the economic conditions of the state. Despite these reductions, the California State Library will continue to preserve California's history and cultural heritage, and will continue to share its collection of historic documents with the citizens of California."*

The California Library Association (CLA) President responded. Her full response is attached. Key points include:

*Since the early 2000's, public libraries have been one of the hardest hit segments of local government, with deep reductions totaling more than 75% made to these programs by the previous two Governors combined. We understand fully California's dire Budget situation and the challenges of the recessionary economy, but the public libraries have done more than their share to assist with the Budget deficit over the years by absorbing painful cuts. The time has come to stop the bleeding and CLA respectfully asks the members of the legislature to oppose these proposed cuts to our valuable programs...*

*In this difficult economy, libraries are a safety net for many people who have lost their home or jobs and are using their local library to write resumes, attend workshops on credit repair, and utilize free access to high speed Internet to look for work or do research. Public libraries assist our K-12 school children with the necessary tools to help expand their education, such as literacy programs, Homework Help centers, books for school*

assignments, etc. The timing couldn't be worse for the Governor's proposed \$30 million cut to public libraries...

*The State's Education Code notes that there should be "permanent, stable, and predictable financing for public libraries of the state through a combination of state and local revenues." The Code further reveals, "...the public library is a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels."*

To assist the Board in understanding how these proposed cuts impact our library, I have attached several documents for your information. These include:

- A blog from the Palos Verdes Library District Director discussing the various funds;
- Historical financial information for GPL regarding these funds;
- CLA President's full response to the proposed cuts.

Cooperatives play a major part in providing exceptional services and resources to our community. Below are the cooperatives in jeopardy of losing their funding that GPL utilizes.

- Southern California Library Cooperative (SCLC) (and other coops throughout the state): 48 public libraries from Orange County to Ventura County, are members; low cost delivery of materials for patrons between libraries (postage, supplies and time saved); access to sophisticated resources to respond to the information needs of our communities (no need to pay for costly services locally); knowledge networking (best practices), grants and training are among our benefits;
- Califa: provides discounts on databases and services; \$78,000 in savings by GPL in 2009/10;
- InfoPeople: provides free or reduced training, mandatory for keeping library staff and services cost effective and responsive to a dynamically changing environment.

*Glendora Reads!* is our adult literacy program. This program was established by, and continues to be funded by, grants from the community and state. Currently, state funds through California Library Literacy Services (CLLS), Federal funds through the Community Development Block Grant, (CDBG) and the Friends Foundation pay for the part-time coordinator position, materials and training related to this program. If state funding is eliminated (CLLS), over \$17,000 this fiscal year, the Friends Foundation must pick up the deficit. This then impacts the Friends Foundation's ability to fund other library programs such as our Summer Reading Clubs (SRC) and teen programs such as the free S.A.T. Workshop for our Glendora students.

Glendora Public Library received \$50,505 in 2009-2010. The attached chart will document that over the past ten years our library has received funding as high as \$90,239 in a single year. Some years our funding dropped due to closures related to flooding.

Beyond our library, this budget proposal impacts our neighboring libraries as well. Our Senate District 29, represented by the Honorable Robert Huff, received \$4,759,188 in state library funding in 2008-2009. Our Assembly District 59, now represented by the Honorable Tim Donnelly, received \$2,416,942 in state library funding in 2008-2009.

Every year the legislature establishes the rate of funding for CLSA: rates for Transaction-Based Reimbursement (TBR), Public Library Foundation (PLF) and for systems such as SCLC. Next year those rates may be \$0.00 if the proposed cuts are approved by the legislature.

CLA has asked that letters be sent to Sacramento protesting the elimination of this critical library funding. The Board may wish to consider this action.



To: Glendora Board of Library Trustees

From: Library Director 

Date: January 24, 2011

The following is from Kathy Gould's, Library Director, Palos Verdes Library District, library blog. Kathy has done a great job of putting this all down in an understandable layout. *Items in italics relate to GPL.*

## January 12, 2011

### The Governor's Budget Proposal - What It Means for California Libraries

With the release of Governor Jerry Brown's budget proposal on Monday I have had a number of questions about the impact on PVL and on public libraries in California.

The budget proposal eliminates, with some very minor exceptions, all General Fund funding for public libraries. The California State Library will continue to be funded at a reduced level in order to continue its mission of preserving California's history and cultural heritage, but with very limited exceptions State funding for local library services is eliminated.

Local public libraries may receive State Funds through several legislative channels, and each has a slightly different impact.

#### ***Public Library Foundation (PLF)***

PLF provides a very small amount of per capita funding (in recent years it has been in the neighborhood of \$0.30 per resident per year, down over 75% since its peak a decade or so ago) for library services to every local jurisdiction that meets a threshold level of local matching funding for its libraries.

PVL receives approximately \$25,000 in PLF funds (*see attached sheet for PLF funds for GPL*). For us the loss of the funds will certainly have a meaningful impact, especially in the face of falling property tax revenues, but in the scope of a \$6.5 million budget (*GPL budget \$1.9 million*) the impact is fairly small.

PLF is more meaningful for many City and County libraries because it represents a source of funding that must be spent on library services and cannot be redirected. In difficult budget times such as these a number of jurisdictions rely on entirely on PLF to fund their purchases of library materials. For these libraries the impact on the communities they serve will be significant.

### ***California Library Services Act (CLSA)***

CLSA was enacted many years ago to foster inter-library cooperation and resource sharing. The Act provides funds several important programs that benefit local communities.

**Transaction-Based Reimbursement (TBR)** reimburses public libraries for a small portion of the costs of providing services to non-residents from other California communities. TBR has two components - reimbursement of some of the costs of providing materials to patrons of other libraries via Inter-Library Loan and reimbursement for some of the costs of providing "over the counter" services to non-residents who make use of a library other than in the community where they live.

PVLD is expected to receive approximately \$40,000 in TBR funds this fiscal year (*see attached sheet for TBR money for GPL*) As with PLF the loss of this funding will have a meaningful impact, but it is relatively small in the context of the overall budget.

Because of the way it is structured the loss of TBR will have a disproportionate impact on libraries whose collections make them more likely to be a "net lender" of Inter-Library Loan materials (for example the Los Angeles Public Library with its research collections) or whose locations give rise to more use by non-residents.

One of the risks with the elimination of the TBR funding is that local jurisdictions will be more reluctant to serve non-residents and we may see introduction of non-resident fees or simply denial of service to non-residents. While on the one hand this may seem like a good thing for residents of communities like Palos Verdes who enjoy top-level library services and may not want to share them, the downside is that it could also prevent the many PV community members who currently are able to use other libraries in the South Bay when convenient or who work downtown and make use of the central Los Angeles Public Library from doing so.

CSLA also provides funding for **Cooperative Library Systems** such as the [Southern California Library Cooperative](#) (SCLC) of which PVLD is a member. Under CSLA the cooperative library systems receive dedicated funding support the cost of providing communications and delivery systems that enable the sharing of resources through interlibrary loans and the rapid interchange of information by telephone, fax, U.S. Mail, courier services, and van deliveries. In recent fiscal years, over 1.7 million messages and nearly 8.6 million items have been delivered between California libraries with the support of this program.

PVLD patrons directly benefit from the SCLC delivery service when they order an item from another SCLC library and it is delivered to our library within a few days.

CLSA also provides funding for the cooperative library systems to provide what is known as "second level reference" to member libraries. PVLD patrons benefit because the SCLC

reference center, housed at the Los Angeles Public Library, is a resource for PVLD librarians to respond to highly specialized reference questions; get access to the information in costly and specialized databases that would be unaffordable for us to access directly; and get access to special collections not accessible via traditional Inter-Library Loan such as the Los Angeles Public Library's collection of sheet music.

Apart from the delivery and reference services provided by the cooperative library systems, they provide an important mechanism for networking and collaboration between libraries. In the case of SCLC this includes supporting committees and interest groups to discuss topics of common interest (e.g. technology, children's services, etc.) providing training, and facilitating joint grant applications that benefit all member libraries (this year PVLD is benefitting from a system-wide grant that is funding a job-search online service for all member libraries).

The loss of CLSA funding puts the future of the cooperative library systems at risk, and the resulting loss of delivery and reference services, training, and opportunities for collaboration would have a direct impact on PVLD's services to our patrons.

### ***California Library Literacy and English Acquisition Services Program***

This program provides a miniscule amount of funding to support English-language literacy programs in public libraries. The name of the program is somewhat misleading as it seems to indicate that this is an English as a Second Language (ESL) program when in fact it is for developing English-language literacy skills and the primary beneficiaries are native English speakers who have been failed by the formal education system.

The actual literacy training is nearly always delivered by volunteers. Libraries who receive funds under this program typically use them to support a paid program administrator and/or for the purchase of materials such as workbooks.

PVLD does not receive funding under this program, (*GPL does; see attached sheet*) but for those communities that struggle with educational achievement the programs supported by these funds are tremendously important.

In summary, public libraries across the State were braced for significant funding cuts. I don't think anyone expected that libraries would be exempt from the cuts that are being made across all categories of the State budget. That said, the total elimination of ALL State support for local library services is a shock.

In terms of direct budget impact on local jurisdictions, for many of us it is not huge...but the possible unintended consequences might be. If the end result is the dismantling of the systems that enable library jurisdictions to share resources and take advantage of economies of scale (such as through the inter-library delivery program) or allow residents of our communities to make use of libraries that are most convenient to their work or school then the loss will be far beyond the \$30.4 million that is being cut from the budget.

## January 14, 2011

### Governor's Budget Proposal - One More Unintended Consequence

Thanks to everyone who reposted and gave feedback on my post about the Governor's budget. It has become by far my most read blog post ever!

I wanted to point out that there is one more potential consequence to what Governor Brown has proposed.

The California State Library receives Federal funds via the [Library Services and Technology Act \(LSTA\)](#) and in turn redirects those funds to local libraries and library organizations via grants. The [Eureka Leadership Program](#) that I have blogged about before? Funded by LSTA. [Infopeople](#), which provides low cost training to the staff of California libraries? Funded by LSTA. [Califa](#), which among other functions negotiates purchasing discounts for California libraries and supports projects using emerging technologies? Funded by LSTA. PVL D's (&GPL) grant-funded access to the Brainfuse live homework help service and the Career Transitions job search online resource? Funded by LSTA.

*(Along with the items listed about by Kathy, GPL also traditionally gets LSTA money for tuition library staff (full and part time) to go to graduate school to get their Masters in Library Science. City tuition reimbursement is only for full time employees. Early Learning with Families (ELF) grant was also LSTA funds)*

So...what does the State budget have to do with these Federal funds? It's simple. States only get access to LSTA funds if they provide a certain level of State support for public libraries. Eliminate all State funding for local public libraries? Put our LSTA funds at risk.

Unintended consequences...they'll bite you every time.



## Message from the Director

By now every one of you is aware of Governor Brown's proposed elimination of funding for three programs that serve the public library community: Public Library Foundation (PLF), California Library Literacy and English Acquisition Services, and the California Library Services Act (CLSA). Naturally, the CLSA funding is the one that I am most concerned about. And not just for the selfish reasons that might come to mind. What does it mean if CLSA funding disappears?

Second level reference will no longer be available through SCLC. That patron who wants information on Atchison Topeka Santa Fe Railroad dividends? Well, he or she will have to get that information somewhere else. Or the person who wants to know the origin of the phrase "no way, Jose" - our staff won't be around to spend time researching that.

Training and staff development opportunities will become more expensive or unavailable. Our staff create videos we make available via YouTube that help you and your colleagues provide better services to your community. CLSA funding helps us do that. CLSA funding also helps us bring workshops at a reduced cost to each attendee.

Delivery services will have to be reconsidered. Currently, we have two vans and drivers who visit every one of our libraries at least two times each week. CLSA funding pays for the vans, the drivers, the fuel, the insurance, etc. If CLSA funding disappears, those costs will have to be allocated among the member libraries. Or, a worst case scenario, the delivery service disappears and each library has to scramble on its own to move materials from one jurisdiction to another.

But the worst of all is the possibility that LSTA funding will be impacted. California receives over \$16 million in federal funds each year. That money helps fund the California Center for the Book, the Eureka Leadership Institute, Infopeople, Califa, the Family Place project, the Public Library Staff Education Program (PLSEP), and many other programs. If those programs go away for lack of funding, it would be a blow to the public library community in California. And even worse, it would be a disservice to the residents of this state. Here is a [complete list](#) of LSTA grants in California.

Many of us are working hard to keep this complete elimination from happening. But we have to work fast! Governor Brown wants to have the budget passed by early March. Hearings are already being scheduled. Expect to hear more from those of us who refuse to accept the proposed elimination.

Sincerely,  
Rosario Garza, Executive Director

## In This Issue

[Join a Discussion List](#)

[Wanted, a Few Good Members](#)

[People](#)

[Quiz](#)

## SCLC Events

9 Mar. 2011  
Technology  
Petting Zoo  
*Anaheim*

For more information click [here](#).

## Interest Groups

26 Jan. 2011  
AV Interest Group  
*Monterey Park*

For more information click [here](#).

27 Jan. 2011  
2011 Performer's  
Showcase  
*Yorba Linda*

For more information click [here](#).

# WELCOME TO THE CALIFORNIA STATE LIBRARY

[Home](#) → [Grants](#) → [LSTA](#) → **Library Services and Technology Act: LSTA Supported Statewide Initiatives**

## Library Services and Technology Act: LSTA Supported Statewide Initiatives

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The following statewide initiatives are supported by LSTA Funds:

[Califa](#)

[California Library Catalog \(CalCat\)](#)

[California Preservation Program](#)

[Early Learning with Families @ Your Library \(ELF\)](#)

[Get Involved: Powered by Your Library](#)

[Infopeople](#)

[Rural Library Initiative](#)

[Transforming Life After 50 Institute](#)

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**Glendora Public Library  
CLSA Funds 1986-2010**

	<b>PLF</b>	<b>TBR</b>	<b>CLLS/Literacy</b>	<b>Other</b>	<b>Total</b>
<b>Fiscal Year</b>	<b>Funds received</b>	<b>Funds received</b>	<b>Funds Received</b>	<b>Funds Received</b>	<b>Funds Received</b>
86/87	\$34,967	\$167			\$35,134
87/88	\$35,701	\$127			\$35,828
88/89	\$39,747	\$343			\$40,090
89/90	\$38,059	\$2,089			\$40,148
90/91	\$30,041	\$262			\$30,303
91/92	\$16,157	\$2,889	\$33,064		\$52,110
92/93	\$16,157	\$957	\$58,375		\$75,489
93/94	\$16,876	\$24,543	\$64,500		\$105,919
94/95	\$17,001	\$886	\$69,500		\$87,387
95/96	\$17,375	\$477	\$52,125		\$69,977
96/97	\$29,938	\$418	\$34,750		\$65,106
97/98	\$30,333	\$644	\$15,355	\$65	\$46,397
98/99	\$69,863	\$602	\$19,833	\$65	\$90,363
99/00	\$89,761	\$519	\$18,276	\$65	\$108,621
00/01	\$89,157	\$1,082	\$15,178	\$0	\$105,417
01/02	\$77,024	\$6,376	\$16,917	\$550	\$100,867
02/03	\$28,745	\$46,491	\$3,826	\$550	\$79,612
03/04	\$23,133	\$31,454	\$10,000	\$550	\$65,137
04/05	\$20,919	\$24,969	\$14,950	\$550	\$60,838
05/06	\$20,567	\$31,279	\$16,140		\$67,986
06/07	\$30,135	\$45,288	\$16,454		\$91,877
07/08	\$20,189	\$15,717	\$17,993		\$53,899
08/09	\$17,828	\$24,268	\$15,425		\$57,521
09/10	\$18,586	\$31,919	\$15,784		\$66,289

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California Library Services Act Funds  
1998-2010

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03	FY03-04	FY04-05	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10
Public Library Fund	30,333	69,863	89,761	89,157	77,024	28,745	23,133	20,919	20,567	30,135	20,189	17,828	18,586
Interlibrary loan	438	602	519	1,079	1,179	2,977	1,273	830	1,115	1,578	585	842	815
Direct Loan	206			3	5,197	43,514	30,181	24,139	30,164	43,710	15,132	23,426	31,104
Statewide data base	65	65	65	0	0	550	550	550	0	0			
Z39.50 st. subsidy					550	0	0	0	0	0			
<b>CLSA total</b>	<b>31,042</b>	<b>70,530</b>	<b>90,345</b>	<b>90,239</b>	<b>83,949</b>	<b>75,786</b>	<b>55,137</b>	<b>46,438</b>	<b>51,846</b>	<b>75,422</b>	<b>35,906</b>	<b>42,095</b>	<b>50,505</b>
Fines/Fees	46,507	40,370	41,668	35,005	45,119	50,324	48,925	55,059	52,861	52,024	46,714	45,436	46,966
Library vending	3,379	2,781	1,776	2,839	1,246	10,127	11,126	11,609	7,856	6,811	12,330	9,497	11,056
<b>TOTAL</b>													
<b>GENERAL FUND</b>	<b>80,928</b>	<b>113,681</b>	<b>133,789</b>	<b>128,083</b>	<b>130,314</b>	<b>136,237</b>	<b>115,189</b>	<b>113,106</b>	<b>112,563</b>	<b>134,257</b>	<b>94,950</b>	<b>97,029</b>	<b>108,527</b>
<b>2010/11 so far:</b>	<b>Est.</b>	<b>Actual</b>					<b>2011-12</b>						
PLF	\$15,000		\$17,667	= will get			\$0.00						
ILL rec'd	15K total	\$136					\$0.00						
Direct loan rec'd	ILL/DL	\$4,350					\$0.00						
Literacy	\$15,000	\$17,138					\$0.00						
fines/fees	\$40,000	\$22,379											
copy center	\$10,000	\$5,134											
<b>Total</b>	<b>\$95,000</b>	<b>\$49,137</b>	<b>52% as of</b>	<b>12/31/10</b>									
		<b>\$68,049</b>	<b>w/PLF =</b>	<b>70%</b>									

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## CLA Weblog Submissions

To navigate our archives, please click on a category to the left. Do you have information that would be of interest to the library community? Please send your weblog submissions to the CLA office at [rberta@cla-net.org](mailto:rberta@cla-net.org).

### CLA President's Response to Governor Brown's Proposed Elimination of \$30.4 million in State Funding for California Public Libraries

For Immediate Release

Tue, 01/11/2011 - 4:00pm

Contact: Holly Macriss, CLA Executive Director, (916) 233-3298

Paymaneh Maghsoudi, 2011 CLA President and Director, Whittier Public Library, (562) 464-3452

Folsom - Gov. Jerry Brown's 2011-2012 budget proposes eliminating \$30.4 million in state funds for the Public Library Foundation, Transaction Based Reimbursement and the California Library Literacy and English Acquisition Service. These cuts eliminate all state funding for California public libraries. Paymaneh Maghsoudi, California Library Association (CLA) President and Library Director of the Whittier Public Library, released the following statement regarding the proposed reduction of funding for California's public libraries.

"The revelation yesterday that Governor Brown is proposing to eliminate all \$30 million in state funding for three of California's most valuable public library programs - the Public Library Foundation, Transaction Based Reimbursement, and the California Library Literacy program, is both disastrous and disheartening. Since the early 2000's, public libraries have been one of the hardest hit segments of local government, with deep reductions totaling more than 75% made to these programs by the previous two Governors combined. We understand fully California's dire Budget situation and the challenges of the recessionary economy, but the public libraries have done more than their share to assist with the Budget deficit over the years by absorbing painful cuts. The time has come to stop the bleeding and CLA respectfully asks the members of the legislature to oppose these proposed cuts to our valuable programs.

The proposed cuts unveiled by the Governor will not only jeopardize library hours, staff positions, and the availability of books and materials, they will also potentially dismantle the cooperative system of borrowing and loaning books, known as Transaction Based Reimbursement (TBR), that has existed statewide for over three decades. Incidentally, a cut of this magnitude to the TBR could make the state ineligible for the federal match that is a part of this program. Lastly, in 2007 alone, more than 20,000 adult learners participated in the state literacy program, benefitting native English speaking adults who have never learned to read, or the K-12 schooling system has failed them. The elimination of the state funding for this program would be truly heartbreaking for individuals and families who desperately need this assistance.

While state funding for libraries has decreased, door counts continue to rise at an amazing rate for most libraries and library branches, and staffs are stretched to capacity. In this difficult economy, libraries are a safety net for many people who have lost their home or jobs and are using their local library to write resumes, attend workshops on credit repair, and utilize free access to high speed Internet to look for work or do research. Public libraries assist our K-12 school children with the necessary tools to help expand their education, such as literacy programs, Homework Help centers, books for school assignments, etc. The timing couldn't be worse for the Governor's proposed \$30 million cut to public libraries."

*The California Library Association was established in 1895 and currently has 3,000 members consisting of librarians, library employees, library students, friends groups and trustees, businesses, institutions, and members of the general public.*

*The State's Education Code notes that there should be "permanent, stable, and predictable financing for public libraries of the state through a combination of state and local revenues." The Code further reveals, "...the public library is a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels."*

**Tags:**

- California State Budget
- Governor Jerry Brown
- Holly Macriss
- Paymaneh Maghsoudi

Posted on January 11, 2011 4:11 PM | [Permalink](#)

**Post a comment**

(If you haven't left a comment here before, you may need to be approved by the site owner before your comment will appear. Until then, it won't appear on the entry. Thanks for waiting.)

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

URL: \_\_\_\_\_

Remember personal info?



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## Glendora Public Library Events

### January 2011

- 08-15 *Super 7 Day Sale* in the Library – main floor  
08 1 p.m. Game Day – Bidwell Forum  
10 Bookmark contest begins  
10 7 p.m. Books Alive! *Red Mars* by Kim Stanley Robinson – main floor  
17 Library closed – Martin Luther King, Jr. Day  
22 2 p.m. Opera talks: interactive presentation led by members of the LA Opera's Community Educators, featuring *Il Turco in Italia* – Bidwell Forum  
24 4 p.m. Visit by Children's author Jason Lethcoe; in partnership with Blue Chair Books – Friends Room  
**24** 5:30 p.m. Library Board meeting (**adjusted for MLK Day**) – Bidwell Forum  
27 3:30 p.m. Books n Brownies; Teen book discussion group *Among the Hidden* by Margaret Peterson Haddix – Friends Room

### February 2011

- 01 6:30 p.m. Quilting Workshop – thru March 29 – Bidwell Forum  
07 *Super 7 Day Sale in the Library* – main floor  
21 Presidents Day – Library closed  
23 5:30 p.m. Novel Idea - *Olive Kitteridge* by Elizabeth Strout – Friends Room  
24 3:30 p.m. Ravenous Readers: book discussion for kids grade 3-6: *The Dragon in the Library* by Kate Klimo – Friends Room  
26 Bookmark contest ends  
26 10 a.m. SAT workshop – Bidwell Forum  
**28** 7 p.m. Library Board meeting (**adjusted for Presidents Day**) – Bidwell Forum

### Storytimes

- *Story Adventures, variety of literature-based programs & activities: ages 5 and up – Monday 4 p.m. NEW*
- Family PJ Storytime: ages 3 -7 - **Monday 7 p.m.**
- Family Craft Night: third **Monday** of each month after Family PJ Storytime
- Time for Tykes: ages 3 - 5 – **Tuesday & Wednesday 10:30 a.m.**
- Mother Goose Storytime: infants & toddlers – **Thursday 10:30 a.m. & 11:30 a.m.**
- Family Storytime: ages 2-5 – **Saturday 10:30 a.m.**

### Community Outreach

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

### Foundation Executive Board Meeting

- March 4, 2011 @ 7:00 a.m. Library – Main Floor

### Foundation Quarterly Board Meeting

- January 25, 2011 @ 7:00 a.m. Library – Bidwell Forum

**9.**  
**Board**  
**Member**  
**Items**



**Glendora Public Library**  
**Board Agenda Planning Calendar**  
**FY 10-11**

- July 19** Eval: Lib Board; Elect officers; appoint Foundation Liaisons; discuss Library Board Goals; Closed session: Eval: Lib Dir;
- August 16** Finalize Library Board Goals FY 10/11; review *Role of the Glendora Library Board of Trustees* document
- September 20** SRC wrap up; Holiday Hours: Thanksgiving & Christmas; review *Study Room Procedures*; review *Red Alert Procedures*
- October 18** Review *Library Staff Materials Procedures*
- November 15** Review *Request to limit or revoke privileges*; review Admin Policy 4.06-Volunteer Policy; Volunteer goal report
- December 13** (moved from December 20) Mid-year review of goals 10-11
- January 24** (Adjusted for MLK Day) Staff appreciation;
- February 28** (Adjusted for President's Day); Friends Foundation funding staff requests for FY 11-12; begin planning for annual joint meeting with city council; CALTAC workshop attendance (workshop usually in March);
- March 21** Candidates for Board vacancies; Bookmark contest judging; goal planning for 11-12;
- April 18** Begin process of self-evaluation and evaluation of Lib Dir (include past Board evaluations & the Board's current goals)
- May 16** Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session);
- June 20** Agenda planning 11-12; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member; Library goals 10-11 wrap-up

Rosario Garza, SCLC's executive director, was interviewed by Library Journal (LJ). LJ is the primary professional journal for librarians.

## California Librarians Push Back Against Brown's Zero Budget for Public Libraries

By Michael Kelley Jan 14, 2011 (Library Journal)

California's public librarians are concerned that if Gov. Jerry Brown's [budget proposal](#) to eliminate all state funding for public libraries were to pass, that it could grievously harm a subtle but vital ecosystem that underpins statewide library collaboration. And they are planning a grass-roots campaign to change the governor's mind.

Brown's proposal would eliminate funding for the [Public Library Fund](#) (PLF), the [California Library Literacy and English Acquisition Service](#), and the [California Library Services Act](#) (CLSA). All told, \$30.4 million.

Within the CLSA are the state's eight [Cooperative Library Systems](#) (map [here](#)) as well as [Transaction-Based Reimbursement](#) (TBR), which together provide the infrastructure and the funding mechanism that permit the state's public libraries to provide services, such as interlibrary loans (ILL) or reference, across jurisdictions.

Librarians fear this 30-year-old resource-sharing network could collapse without money from the CLSA.

### An argument for resource sharing

Although the PLF funds often do not constitute a large part of many libraries' operating budget, the CLSA funds represent a significant percentage of the cooperative systems' revenue.

For example, the [Southern California Library Cooperative](#) (SCLC), which serves about 34 percent of the state's population, receives 58 percent of its revenue from CLSA, and the money supports SCLC's delivery system for ILL. For the 49-99 Library Cooperative, the figure is 75 percent. In the case of the [Inland Library System](#), it is 90 percent.

"We have received our funding through the end of June, and we have some reserve money set aside for a few additional months, but when you lose 90 percent of your income, that's kind of critical," Susan Erickson, Inland's director, told *LJ*. "We're all just kind of reeling at this point."

Rosario Garza, the executive director of SCLC, said her system has a reserve fund that could also help them carry on for a while should the governor's proposal pass, but she said the 49-99 cooperative, for which she is the fiscal agent, was not so lucky.

"It would be difficult for them to survive this kind of fiscal blow," she said. Garza worried that the resource sharing net, which lends itself well to a lifestyle where people frequently live in one library jurisdiction and work in another, could begin to fall apart.

"What really concerns me is that we are fairly sure if funding goes away, a lot of these cities will institute nonresident fees," she said. "The message we are going to send to the governor and the legislature is that this is about the ability of every one of their constituents to walk into almost any public library in the state and borrow an item if they want to."

In 2009, the cooperative systems underwent a consolidation from 15 to eight systems in an effort to save money, similar to amalgamations in Illinois and Massachusetts.

If Brown's budget were to pass the legislature unchanged, it would cost the County of Los Angeles Public Library \$1.3 million in PLF funds, which Margaret Donnellan Todd, the library's director, said she uses in her materials budget.

Although not happy about that prospect, Todd said the hit to the cooperative systems concerned her more.

"I can't speak for rural counties, but in southern California it is so valuable that patrons can use the library that is closest to them," she told *LJ*. "I am concerned that if the cooperative systems go out of business, we will never be able to get it back together again."

Jane Light, director of the San José Public Library, said the impact of the PLF cut on her \$30 million budget would only be about \$350,000, which was "just one more piece of bad news." But she, too, said the cooperative systems were a significant concern.

"I think there's a public policy argument for some state support for resource sharing," she told *LJ*. "People use it very heavily.... It allows us to continue this tradition of sharing, and if that all goes away then it's possible the local jurisdictions will say our funding does not allow us to serve nonresidents, and that would be a huge step backward."

**Advocates prepare a response from the field**

The legislative and advocacy committee of the California Library Association (CLA) has scheduled a meeting in Sacramento on January 21 to plan a coordinated response to the governor's proposal.

"We are gathering a lot of compelling stories from the field that we are going to present to the governor's office," Debra Doyle, the committee's chair, told *LJ*. "If these cuts go through, I think most of the cooperative systems would not be able to survive much longer."

Rural libraries, too, "were in incredible danger," she said.

"We are beyond rural," Margaret Miles, county librarian for Plumas County Library and a past president of CLA, told *LJ*. "We are frontier: 20,000 people in a county the size of Delaware."

"Resource sharing is very important to us, and the governor is proposing eliminating all the resource sharing money," Miles said. "We've been mailing things for interlibrary loan because it costs too much to use a van, and the system reimburses us. If we don't get reimbursed for postage, then we can't do it."

Plumas County is a member of the NorthNet Library System in the northwest part of the state.

"It just represents a real lack of understanding of the network of services that isn't just local," Miles said.

She also said that elimination of the literacy money would kill the county's jail program, which has had a large impact.

"Our sheriff's department has been very supportive of this program. They see this as a real positive way to reduce recidivism."

Doyle, of the CLA, said that many people may not fully understand that a lot of library services depend on the cooperative work of libraries.

"We are certainly going to have a grass-roots campaign to educate people and encourage them to talk to their legislators, and it's not just going to just be 'oh, poor libraries' but rather 'here are the services that will disappear in your community.' "

In a blog post, Katherine Gould, director of the Palos Verdes Library District, summarized the situation succinctly:

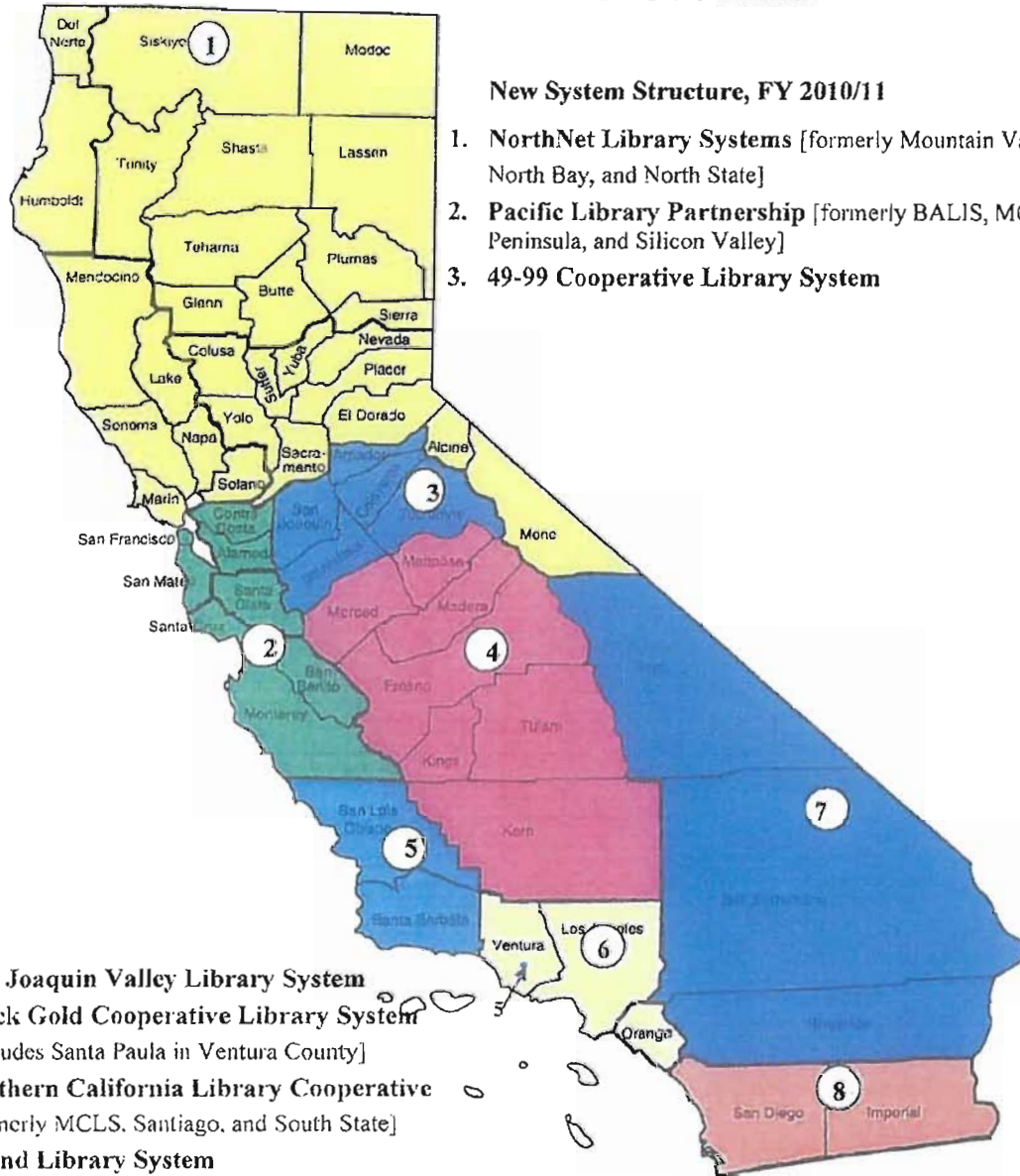
"In terms of direct budget impact on local jurisdictions, for many of us it is not huge...but the possible unintended consequences might be."

The legislative committees responsible for this matter are the Assembly Budget Subcommittee Number 2 on Education Finance and the Senate Budget Subcommittee Number 1 on Education.

Stacey Aldrich, the state librarian, could not be reached for comment.



## CALIFORNIA LIBRARY SYSTEMS



## IF CLSA FUNDING GOES AWAY...Talking and Writing Points

If California Library Services Act (CLSA) funding is completely eliminated, what programs/services are actually affected? For SCLC, the following will be affected:

- Equal access – the ability for any resident served by an SCLC member library to receive services from other member libraries. Several library directors have expressed concerns about non-resident fees being put in place if CLSA (e.g., TBR) is eliminated.
- Staff development – we work with Infopeople and other organizations to bring workshops and training opportunities at a reduced cost or no cost!
- Delivery – our vans and drivers touch almost every library jurisdiction at least two times each week. We move library materials from one library to another, saving each of your libraries hundreds, if not thousands, of dollars in shipping costs.
- 2<sup>nd</sup> level reference – our Reference Center staff answered 813 questions for SCLC libraries in FY09/10. Our staff also updated and made available the popular annual Tax Guide that helps your reference staff during tax season! We've created and uploaded to YouTube short videos highlighting topics of interest to your users (ex: obituary searches viewed 228 times).

**Adult literacy programs** are also threatened. Every literacy dollar of state funding generates \$4 locally. GPL has received **\$508,445** since the inception of our literacy program in 1991/92.

If CLSA funding goes away, **LSTA funding** is also jeopardized. Below is a list of LSTA programs that have helped GPL:

- Califa: Saved GPL **\$78K** in 09/10;
- Infopeople: **30** paid training session in 4 years for only \$2,250/ \$75 ea., plus free webinars and web- archived training and online professional/continuing education classes;
- Gale's Career Transitions-18 month database subscription: help for career transition-ers, new job seekers, unemployed/laid off, students exploring future careers; **\$4,200**
- Out of School Time Online Homework Help Program: 6 year grant for online real-time tutor help subscription, available in library and remotely from home, school, etc. GPL has one of the highest population/use ratios in SGV; **\$36-40K**
- Public Library Staff Education Program(PLSEP): pays tuition for earning a Master's in Library and Information Science: **9 GPL staff in 10 years**: 3 full time; 6 part time; 3 PT are now full time GPL librarians; 1 literacy coordinator; 2 went on to be library directors locally, 1 now Assistant Professor at APU;
- ELF (Early Learning with Families): 2 year grant; early literacy training (skills and resources) via story times, parenting workshops, outreach to in-home day care providers by volunteers; **\$15K**;
- FILL (From Interns to Library Leaders): GPL: 4 interns, 2 of which are now on staff;
- Library Without Walls: with GUSD, COUDS and La Fetra Center, library outreach to seniors and children; **\$30K**;
- Libraries and Literacy: library training of volunteers to keep Washington and Willow elementary school media/libraries open before and after school and during summer **\$19K**;
- Building Community Support for Public Libraries: funds used to develop Friends Foundation and Community Education programs; **\$10K**;
- Very first public computer for access to the internet! (in the '80's) **\$3K**;

As a state, California receives over \$16M in LSTA funds. We need to do whatever we can to keep that money coming to us. Below are other state-wide grants that California provides via LSTA funds:

- California Center for the Book
- California of the Past Digital Storytelling Program
- California's Family Place Library Program
- Eureka Leadership Institute
- Local History Digital Resources Project
- Making a Difference in Your Community

**Public Library Fund (PLF) and Transaction-Based Reimbursements:** Together these two funds bring in an average of \$61,500 annually to GPL (Average over past 13 years; low:\$31,042; high: \$90,239)

**#1 priority if asked to choose would be maintaining system (SCLS, etal) funding. Broader issue across stat; not just a 'local issue'**

**Tuesday, February 1 at 1:30 p.m. in room 3191 at the State Capitol. Please take a moment today to write a letter to these individuals – even if they are not your Senators. It is important for them to see the broad impact statewide of these proposed cuts.**

Senate Budget Subcommittee Number 1 on Education Finance

The Honorable Carol Liu  
Chair, Senate Budget Subcommittee Number 1 on Education Finance  
State Capitol, Room 5061  
Sacramento, CA. 95814  
Phone: (916) 651-4021  
Fax: (916) 324-7543

**The Honorable Bob Huff**

Member, Senate Budget Subcommittee Number 1 on Education Finance  
State Capitol, Room 5097  
Sacramento, CA. 95814  
Phone: (916) 651-4029; Local: (909)-598-3981  
Fax: (916) 324-0922; Local: (909)-598-6459

The Honorable Roderick Wright  
Member, Senate Budget Subcommittee Number 1 on Education Finance  
State Capitol, Room 5064  
Sacramento, CA. 95814  
Phone: (916) 651-4025  
Fax: (916) 445-3712

The Assembly will hear the issue of the proposed cuts on **Monday, February 7 at 9 a.m. in room 444 at the State Capitol. Please take a moment today to write or call these members of the subcommittee, even if they are not your Assembly members.**

Assembly Budget Subcommittee Number 2 on Education Finance

The Honorable Susan Bonilla

Chair, Assembly Budget Subcommittee Number 2 on Education Finance  
State Capitol, Room 2188  
Sacramento, CA. 95814  
Phone: (916) 319-2011  
Fax: (916) 319-2111

The Honorable Bill Berryhill  
Assembly Budget Subcommittee Number 2 on Education Finance  
State Capitol, Room 3141  
Sacramento, CA. 95814  
Phone: (916) 319-2026  
Fax: (916) 319-2126

The Honorable Julia Brownley  
Assembly Budget Subcommittee Number 2 on Education Finance  
State Capitol, Room 2163  
Sacramento, CA. 95814  
Phone: (916) 319-2041  
Fax: (916) 2141

The Honorable Brian Nestande  
Assembly Budget Subcommittee Number 2 on Education Finance  
State Capitol, Room 4139  
Sacramento, CA. 95814  
Phone: (916) 319-2064  
Fax: (916) 319-2164

The Honorable Sandre Swanson  
Assembly Budget Subcommittee Number 2 on Education Finance  
State Capitol, Room 6012  
Sacramento, CA. 95814  
Phone: (916) 319-2016  
Fax: (916) 319-2116