

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

Library Conference Room

**May 16, 2005
7:00 p.m.**

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

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

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

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

3. ADOPTION OF AGENDA

Possible motion to revise order of business or other

4. CONSENT CALENDAR

4.1 Minutes of meeting of April 18, 2005- **action item**

5. REPORT OF LIBRARY DIRECTOR

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

6. UNFINISHED BUSINESS

6.1 Long-range Strategic Planning
Jim Theel to report on status

7. NEW BUSINESS

7.1 Review the Role of the Glendora Public Library Board of Trustees
Slakey to lead discussion

7.2 Review of Administrative Policy 4.01
Slakey to report

7.3 Create schedule to review Library policies
Slakey to lead

7.4 Library Events Calendar

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

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar
Plans for future meetings to be discussed

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

9. CLOSED SESSION

9.1 Personnel

9.2 Annual Evaluation of Library Director & Board

10. ADJOURNMENT

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library Conference Room
140 Glendora Ave.

April 18, 2005
7:00 p.m.

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

Board members present: John Jackson, Sylvia Slakey, James Theel, Doug Hodson, Sandra Freeman

Board Members Absent: None

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

PUBLIC COMMENT PERIOD

There was no public to comment.

ADOPTION OF AGENDA

There were no changes to the order of the agenda.

CONSENT CALENDAR

It was MSC (Theel/Freeman) to approve Minutes of meeting of March 21, 2005.

REPORT OF LIBRARY DIRECTOR

Pankow reported that Weed-Brown is scheduled to return to work May 9. Weed-Brown's recovery is going well. She has a doctor's appointment on April 26.

The Board reviewed the picture attached to the Director's report showing Children's Librarian Cindy Romero receiving a check presented by the Kiwanis.

Pankow informed the Board that she received an update on the HVAC system. She was told that the plans have been received and that the specifications will be complete this month. Davies, Deputy Public Works Director, anticipates awarding the project before July 1. Pankow talked to Davies about the upstairs automatic doors, which are out of order. Public Works will be working on getting them replaced. Freeman commented that she is very concerned about these doors not working. She feels they are a safety hazard and need to be replaced immediately.

Pankow reported that Sutherland School will hold a "Library Night" as part of their "TV Turn off week" on April 27 from 4 p.m. to 7 p.m. The PTA will place a table with incentives in the Children's room. There will be a special storytime and extra staff will be scheduled for that night.

Pankow reported that Juliann Hall, City of Glendora Payroll Technician, died last Friday. An autopsy will be performed.

Pankow will be working on Saturday, April 23 from 7 a.m. until 4 p.m. to assist and participate in the Earth Day Celebration. She will not be working the Friday before the event. Numerous city departments were involved in planning the Earth Day celebration. Pankow commented that the Earth Day Celebration is a team effort and it is great to have different departments working together like this. The Board reviewed the Earth Day Festival bookmark that will be available to the public. The Board members commented on how well designed the Earth Day Celebration flyer is that was mailed out.

UNFINISHED BUSINESS

Long-range Strategic Planning

Theel noted that the last strategic planning meeting went very well. Six different focus groups were identified. Each focus group should have approximately 12 people. Some of the focus groups have been defined, such as churches, seniors, schools, businesses, general population and teens. Rather than having non-users in a separate group, they will be mixed in with other focus groups. Pankow said Weed-Brown suggested cable, or the water bill to contact non-users. The committee is looking at possibly

scheduling two community meetings, one in northern Glendora and one in southern Glendora. The committee is starting to work on questions. Theel said committee members will contact other libraries to get some ideas for questions to ask the focus groups. Pankow added that Suzette Farmer has been in touch with Rancho Cucamonga Library. Discussion ensued on the possibility of the strategic planning committee using the Glendora Unified School District's method of collecting data for their bond issue and the information from the library's strategic visioning sessions. Slakey reiterated that open-end questions are needed. Theel stated that Weed-Brown will write a letter to be sent to various organizations to ask for people's names who might participate in focus groups. Hodson feels personal contact is very important during this process. The focus group participants need to feel welcome. There must be a skilled moderator and possibly food. Hodson reminded everyone not to lose sight of the 15 areas of service. Theel commented that the Monrovia Nursery housing project will impact the Library. The next meeting is scheduled for May 11.

NEW BUSINESS

Self-Evaluation of Board & Evaluation of Library Director – Preliminary Discussion

Slakey reminded the trustees that the Annual Evaluation of the Board and Library Director is due. This time there will be two Library Director evaluations: one for Library Director Weed-Brown and one for Acting Library Director Anne Pankow. The Board reviewed Pankow's hand-out. Slakey asked each of the Board members to evaluate themselves and list their involvement in library activities from July 1, 2004 through May 18, 2005. This final written report needs to be completed for the May Board meeting. In addition, each Board member must draft notes to be compiled for the Director evaluation. Slakey requested these notes to be completed for the May Board meeting. Slakey will compile all the drafts. The Board will review them at the June Board meeting and make any corrections. Slakey asked whether the "Role of the GPL Board of Trustees" needs to be reviewed. Following discussion on this topic, it was decided to add this to next month's agenda. Slakey summarized what she needs the trustees to do for next month's Board meeting: 1) written final self evaluation, 2) draft of the Library Director evaluations, 3) notes for discussion on the role of the Board, and 4) review of the Library goals and objectives.

Library Events Calendar

The Board reviewed the events calendar. Pankow stated that the Human Rights Video Project event might take place at the Events Center at the Glendora High School. Carolyn Thomas is working with Mr. Saunders, Glendora High School teacher, to receive approval for use of a High School facility. The Board discussed whether Pankow should attend the next Board meeting. Pankow stated she could attend if needed. Pankow noted that there will be two Library Board vacancies as of July 1. John Jackson and Jim Theel are both eligible for re-appointment. Pankow commented that the deadline to submit the application to the City Clerk is May 16. Slakey noted that the Foundation quarterly Board meeting is April 19. Freeman expressed her thanks for the Librarian for a day event and the Volunteer Recognition Luncheon. Pankow said that some volunteers were able to attend for the first time because the luncheon was held during spring break. She thanked Jackson for his valuable support of the Luncheon.

BOARD MEMBER ITEMS

Agenda Planning Calendar

Theel shared his concern that people have the ability to view and download pornography on public computers. The Board discussed whether the Library abides by the law on the subject of Internet pornography. Pankow stressed that staff is aware of the Library's Internet policy. Theel was certain that downloading child pornography is a crime, but he did not have any printed laws to back his statement. He will try to obtain a copy of that particular section of the law. Pankow asked Theel to forward a copy once he receives it. She said this may be added to next month's agenda if needed. Theel and Pankow emphasized how important it is to notify the Police Department if the law is violated. Pankow added that a library card is required for patrons to use the public computers.

Board Member Items

Hodson thanked Steve Slakey for changing the Centennial display. Hodson feels there is a good representation from the different churches. Hodson also thanked Anne Pankow and Elke Cathel for getting him a new name tag so promptly.

Theel forwarded a compliment from a German Professor at Azusa Pacific University, who stated that the Library's collection for Biology and Science is better than APU's.

Jackson commented how wonderful the Volunteer Recognition Luncheon was. He suggested scheduling the event during GUSD's spring break again next year. Pankow stated that this was merely a coincidence that the Volunteer Recognition Luncheon occurred during spring break this year. Jackson said only two people did not show up compared to last year's 27. Pankow and Slakey noted that the Luncheon is scheduled for a day when the Citrus Singers are available. They were not sure how soon the singers can commit. Pankow offered to talk to Miss Bonnie to see if the event can be scheduled during spring break again next year.

Slakey said the Library Board Trustees and Friends Foundation members were sitting at different tables during the Volunteer Recognition Luncheon, and the food was excellent. The Librarian for a day event was very well done. Hodson commented how particularly nice it was this year. Slakey spoke at the Council meeting on April 12 to advertise the upcoming Library events. A Garden Party with Jane Lottie, Master Gardener from Armstrong Nursery and a magic show are planned for April 23. Slakey received a call from Judy Rudd who is a new tutor. Rudd called to thank Slakey for the wonderful volunteer luncheon.

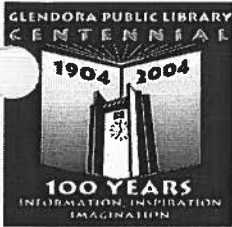
ADJOURNMENT

There being no further business, meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Anne Pankow, Acting Library Director

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



Glendora Public Library
(626) 852-4891

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Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Acting Library Director
CC: City Manager
Date: May 16, 2005
Re: Director's Report

This will be my last director's report. Staff welcomed Robin's return to work on Monday, May 9. I have quickly shifted from my 3 month temporary assignment back into my regular duties. I will be working at the Circulation Desk again after a 6 month absence from public desk duties. I have missed the interaction with patrons and the feel of books in my hands.

This library has the best staff. During Robin's recovery from surgery, staff worked very hard to continue regular services and conducted all the special events successfully such as Dr. Seuss birthday celebration, Trivia Challenge, SAT workshop, Librarian for a Day, Volunteer Recognition and many National Library Week events. It is to their credit that the library has run so smoothly while Robin was out on her medical leave. Glendora Public Library staff is amazing.

The library is so proud to have several staff who are graduating in May. Rebekah Wilson, page, and Jennifer Dunlop, Library Aide I, are both graduating from Pacific Baptist College. They will both be leaving in July to pursue a graduate degree in Wisconsin. Cindy Romero, Children's Librarian, completed her Master of Library and Information Science degree. We congratulate them for achieving this milestone in their lives and wish them success in their future.

Dianna Nicosia, page, gave her letter of resignation recently. Her last day is July 1. Dianna's goal for the past few years has been to join the Army. She had to wait until her braces were removed. She also needed to gain a few pounds in order to pass the physical. The Army's minimum weight requirement is 96 pounds. We wish Dianna the very best and pray for her safe keeping.

Great volunteers can become great employees. The library welcomed two former volunteers as new pages. Sujata Israni, a senior at Glendora High School, and Mary Ghattas, a junior at Glendora High School, both began the week of Robin's return. The library has many employees who are former volunteers.

Paul Rohde has been busy evaluating assistive technology software for the library's new Literacy Lab. He met with Robin and me to discuss the merits of several software products and decide which one to purchase. He will be ordering a software product called Text Help Read/Write Gold. This software has the best all around features to meet the literacy and special needs to begin our literacy lab. All assistive technology software incorporate the same features in their product such as digital text-to-speech using high-quality digital voices, talking word processors, enhanced dictionaries, word prediction, scanning from hard copy, audio creation formats, word highlighting and limited magnification. He will be purchasing additional software to supplement Text Help such as a thesaurus and a picture dictionary. He will also be working with the IT department to purchase the necessary equipment to implement all the features of this special software such as a high speed scanner and a printer. These new and exciting products should be arriving in June.

I had a budget meeting with the City Manager and the Finance Director on Tuesday, April 19. The meeting was brief. The City Manager approved the purchase of new periodical shelving and wanted it ordered as soon as possible. Carlos Baffigo submitted the order on April 21 after verifying price and color. The City Manager did not cut any budget items although he did say that there could probably be another budget meeting, especially if cuts were necessary.

The Earth Day Festival on April 23 was very successful. The library's two events, a gardening workshop by Jane Lottie of Armstrong Nursery and the children's animal magic show, were well attended. There were various events from 9:00 am to 3:00 pm in the library and on the Plaza. Thank you to Sylvia Slakey for assisting with both the gardening workshop and the magic show. Diane Walter from the planning department was responsible for organizing this event. She felt the festival was very worthwhile and is hoping to make it an annual event. I had a great time and am glad that I had an opportunity to work with Diane. I purchased a compost bin and 2 bags of worm castings. I have not been able to convince my husband to use the worm castings yet.

The last few weeks have been very difficult for my family. My mother-in-law suffered a heart attack on Sunday, April 24 and died the following Wednesday. My husband's aunt's health continues to decline. We were no longer able to adequately care for her in our home and admitted her to the Clara Baldwin Stocker Skilled Nursing Facility. Her doctor actually goes to this facility to 'visit' several patients including Kathleen. I would like to thank Doug Hodson for recommending this facility. My family moved my mother into Rancho Park Villa, an assisted living facility in San Dimas, on Tuesday, May 10. She stayed in this facility for 3 weeks when I had surgery in November. It took her less than 24 hours to make new friends and getting involved in activities. She is adjusting much better to this change than I am.

Division Monthly Reports

Glendora Public Library
(626) 852-4891

140 S. Glendora Ave. Glendora, CA 91741
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To: Anne Pankow – Acting Library Director
From: Carolyn Thomas, Carlos Baffigo, Cindy Romero, Ted Taylor
Date: April 2005

Adult Services/Reference

Carolyn Thomas

As you know, Rebecca Simjian our Adult Services Librarian II will be moving to a part time position effective May 9, 2005. The process has been initiated to begin recruitment for a full time Librarian II. We can expect to openly recruit in early summer and hope to fill the position by Fall 2005.

The public is invited to attend a “Discussion of Human Rights Issues and Film Viewing” on Wednesday, May 18, 2005 at 3 pm in the Little Theater at Glendora High School. (See attached flyer) Students from Glendora High School’s Amnesty International Club will be discussing and showing clips from 3 of the 12 videos from the Human Rights Video Project. In addition, a representative from the County of Los Angeles Commission on Human Relations will be addressing hate crimes and way to promote tolerance. We have been working for several months on this project and hope to see you there.

Summer Reading Clubs are all set to go. The dates for the program are June 20 – July 30, 2005.

Super Heroes, Super Readers - children’s program

Unleash Your Power, Read – teen program

It’s A Bird, It’s A Plane, It’s the Adult Summer Reading Club – adult program

I have been asked, for the second time, to be one of the judges for the “Area Four Student Speakers Contest” for the Lion’s Club on May 7 at Goddard Middle School. Each of the four high school students has already won a \$4,000 scholarship and will compete on this day for a chance to win an additional \$6,500 scholarship. The winner of this contest progresses on to the next level with an opportunity to win even more scholarship money. The theme this year is “Is Attitude the Key to Success?”.

Books Alive will meet on May 9, 2005 at 7 pm to discuss John Le Carre’s espionage/thriller “Absolute Friends”. I will be attending a GUSD School Board meeting with the Amnesty International students to promote the Human Rights Project that night, but Carole Sojka will be leading the book discussion. She is a regular attendee and very knowledgeable. Later this month, a group from the book discussion will meet to determine the reading selections for 2005-2006.

National Library Month events brought people into the library. The Magic show and Magic craft were well attended with 140 for both events. “Cooking Outside the Pizza Box” adult author program had 25 attendees to see local authors prepare delicious, healthy snacks. The SAT workshop was successful with 75 students. The Teen Read Week was disappointing as only a few teens turned in book review cards. Next year we may stick with just the SAT workshop. All in all, over 150 people benefited from all of the programs, planned by staff and financially supported by the Friend’s Foundation.

Circulation and Facilities

Carlos Baffigo

Circulation:

In the month of April, the Circulation Department saw several staff change announcements that will impact our service. Library Aide Jennifer Dunlop and Library Page Rebekah Wilson announced they will be leaving us in July to pursue further education in Wisconsin. Jennifer has been with us for over five years. Rebekah Wilson will leave us after three years of employment. Also, Library Page Dianna Nicosia announced she would be reporting to duty with the Army in July. Congratulations to all of you. We wish you the best of luck!

Additionally, we saw Library Aide Christine Nichols' last day after more than six years of employment.

Facility:

We received approval from the City Manager Eric Ziegler to order the new Periodicals shelving. This is a much needed replacement to the existing shelving. It should arrive in late June or early July.

The upper lobby automatic door project has been forwarded to Public Works (P.W.). A date for the repair or replacement of the door system has yet to be determined.

On a brighter note, the light diffuser replacement project has begun. The new diffusers replace the 30-year-old originals. So far, 200 new light diffusers have been installed throughout the library as part of this multi-year project. Look for the brighter areas in the library to see the difference!

Children's Services/Youth

Cindy Romero

During the month of April, the Children's Room celebrated National Library Month. We had a great bulletin board that Mary Pat created celebrating books and reading. Storytimes were popular with 520 people attending during the month. We began the month with our Librarian for a Day event. During Spring Break Week, we held our Magical Craft session. We had about 55 people come to make edible magic wands. In coordination with the City's Earth Day celebration, John Abrams brought his Animal Magic Show to the library. There were about 185 people who came to see the show. Thank you to Sylvia for helping with crowd control.

We had 2 groups of kids come to the library for tours during the month. A Daisy Girl Scout troop came to learn how to use resources and were able to earn a patch for coming to the library. The United Methodist Preschool brought 60 kids in for a tour and storytime. Sutherland School hosted a library night in conjunction with Turn Off the TV Week. The PTA encouraged kids to come to the library with their parents to sign up for library cards. Thank you to Sandra Freeman for stopping by that evening. During May and June, several more classes have requested tours, and we will be going to many of the schools to promote the Summer Reading Club.

The volunteer applications are available for children who wish to help the library this summer. The applications are due back by May 16. Mary Pat will then be working on a schedule for the volunteers.

Development & Education Services

No report at this time.

Support Services

Ted Taylor

Staff changes are occurring in Support Services. Christine Nichols last day of employment was Thursday, April 28, 2005. Jennifer Dunlop will be graduating on Wednesday, May 11, 2005. She has not given her notice yet, but she plans to leave for graduate school in July 2005. I will be seeking 2 new employees from outside the library in the near future. I wish Christine well in her pursuit of a new career in the health sciences; and I congratulate Jennifer on the completion of her undergraduate studies.

A better way of ordering the library books, music, videos, etc. is being discussed and new procedures will be forthcoming. I would personally like to thank Pete Beck for his efforts in listening to our needs and then using his expertise in designing a new Microsoft Access application to help streamline the capturing and listing of titles in the initial ordering process. I will be holding a Support Services discussion with Caroline Hernandez, Angie Andino, and Sandy Krause to see how we can improve the ordering, receiving, and invoice payment procedures as well.

The Reference staff asked if the public computer PC Cop Administration computer could be moved closer to the Information Desk. It was moved on Friday April 22, 2005. This not only shortens the walk to this computer, but also makes it easier to keep an eye on it. Last month we have had some vandalism of our public computers—a mouse was stolen; headsets and a keyboard were broken. Everything is back in working order, and all small items—computer mice, headsets, USB cables—are locked and secured.

OCLC, our source of bibliographic records—MARC (Machine Readable Cataloging), is migrating its software to a Windows and Internet platform. Caroline Hernandez has attended an OCLC class and she has changed our Interlibrary Loan procedures to the new software. Suzette Farmer and I have attended a similar OCLC training for cataloging and she will be switching to the new software during the month of May 2005. The Union List of Serials—a list of what magazines we have and what our holding are for each title—procedures for OCLC are still being implemented by OCLC. The switch over deadline is in December 2005.

Our electronic book users of our OCLC NetLibrary collection will NO longer be required to visit the library in order to create their username and password. While attending a MCLS (Metropolitan City Library System) workshop, the OCLC representative mentioned that there was a 'better' way for allowing library users to create their username and password. I worked with the OCLC User support staff—Dave Calvert, in Dublin, Ohio, and our users can now perform this task from outside the library 24/7. Then they can access these digital books anywhere while online.

Human Rights Video Project



PUBLIC IS INVITED TO ATTEND:

DISCUSSION OF HUMAN RIGHTS ISSUES AND FILM VIEWING

GLENDORA HIGH SCHOOL – LITTLE THEATER

WEDNESDAY - MAY 18, 2005

3 PM

REFRESHMENTS AND DOORPRIZES!

Sponsored by Glendora Public Library and Glendora High School Amnesty International Club

- PURPOSE** The *Human Rights Video Project* is dedicated to increasing the public's awareness of human rights issues through the medium of documentary films.
- PROJECT** 12 Documentary Films selected by a panel of human rights professionals, librarians and filmmakers designed to bring attention within local communities to national and international human rights issues
- GRANT** Glendora Public Library, 1 of 300 libraries nationwide, received these videos in a grant from MacArthur Foundation, the Ford Foundation and National Video Resources.
Glendora Public Library, 1 of 50 libraries nationwide, received an additional programming grant to promote these videos.



CONTACTS: Carolyn Thomas, Senior Librarian, Glendora Public Library, cthomas@ci.glendora.ca.us or (626)852-4891; Gaetano Abbondanza, Librarian, Glendora Public Library, gabbondanza@ci.glendora.ca.us

Glendora Public Library Summary Data for April 2005

	Last YR Month	This YR Month	Percent Change	Last YTD	This YTD	Percent Change
<u>SERVICE CONTACTS</u>						
I.7 Hours Open	237	237	0%	1,999	2,227	11%
A. Library Visitors	25,605	21,232	-17%	220,723	226,847	3%
A.2 Visitors per Hour	105	88	-16%	113	105	-7%
C. Community Contacts*	320	4991	1460%	28134	47322	68%
TOTAL SERVICE CONTACTS (A+B+C)	25,925	26,223	1%	248,857	274,169	10%
<u>KEY SERVICE INDICATORS</u>						
1. Total Registered Borrowers	—	—	—	44,523	48,958	10%
1.2 Library Cards Issued	480	382	-20%	3,572	3,454	-3%
2. Items Loaned	32,556	32,707	0%	309,272	307,127	-1%
2.1 Items Loaned per Hour	137	138	0%	259	234	-10%
3. Requests for Information	4,101	3,884	-5%	40,547	37,562	-7%
C.5 Presentations, Community & Special Events	6	3	-50%	48	39	-19%
C.6 Presentations, Community & Special Events - Attendance	242	112	-54%	4,091	1,356	-67%
E. Total Computer Usage	20079	27879	39%	134,617	236,930	76%
4.9 Children Attending Programs	829	916	10%	6,779	5,981	-12%
E.5 Library Home Page Views	1,792	3,087	72%	17,674	20,910	18% ***
<u>SPECIFIC SERVICE INDICATORS</u>						
<i>(included in above totals)</i>						
A.4, A.6 Total Forum Attendance	1345	825	-39%	7765	6691	-14%
3.3 Fax, Mail & E-mail Requests for Information	9	15	67%	136	124	-9%
3.2 Telephone Requests for Information	239	219	-8%	2,505	2,029	-19%
3.1.3 Percent of In-Person Questions - Complex Questions	170	120	-29%	1,486	1,408	-5%
4.1 Children's Requests for Information	740	968	31%	7,571	9,101	20%
D.1 Literacy Students Served (Currently Active)	12	18	50%	162	98	-40%
D.2 Literacy Hours Tutored	45	62	38%	354	342	-3%
E.2 Internet Users	3045	3193	5%	23,109	31,353	36%
E.3 Electronic Resources Users	1335	4259	219%	9,882	15,797	60%
E.4 Web Links Collection Views	15,599	20,295	30%	100,968	195,220	93%
F.2 Volunteer Hours	485	445	-8%	3,816	9,701	154%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$4,855	\$6,129	26%	\$47,146	\$52,610	12%
H.1 Items Owned (snapshot)	—	—	—	137,123	141,032	3%
I.6 Percent of Collection Overdue (snapshot)	4%	4%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	24%	23%	-1%	—	—	—

All Story times cancelled July 28 - September 13, 2004 due to Plaza Project

No events in the Forum July 28 - September 13, 2004 due to Plaza Project

Library closed October 20 - October 25, 2004 due to flooding opened on October 25 at 2 p.m.

Library closed November 11, 2004 - Veterans Day, and closed November 25 & 26 for Thanksgiving

Library closed at noon Dec 23, closed Dec 24-26, closed at noon Dec 30, closed Dec 31 due to Holidays

Library closed January 17, 2005 in observance of Martin Luther King Jr. Day

Library closed February 21, 2005 in observance of President's Day

* New statistical data being collected starting March 2000

**YTD figures represent annual average visits per hour

***City does not default to the Library's Web Links page, consequently numbers are lower and software changes are counting differently

We are monitoring new system data and these statistics are subject to verification.

Subject: USES AND REGULATIONS OF BUILDING

Effective: August 11, 1981, Revised February 27, 1989, Revised February 24, 1992,
Revised January 25, 1993, Revised March 21, 1994, Revised May 16, 1994,
Revised May 18, 1998, Reviewed February 26, 2001, Reviewed March 21, 2005

Policy Objective:

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

Authority:

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

Assigned Responsibility:

Library Director and staff

Procedures:

See Attached Regulations

CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES
**POLICY FOR COMMUNITY USE OF
LIBRARY MEETING ROOM**

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

I. Eligibility to use the library meeting room

- A. Non-profit groups such as youth groups, hobbyists, social clubs, and service organizations may use the library meeting room for either public or membership meetings.
- B. Commercial enterprises may rent the library meeting room for private meetings only, such as sales meetings, conferences, and training sessions. These meetings shall not be opened to the public.
- C. All public meetings must be sponsored by non-profit groups.
- D. The library meeting room is not available for private parties or receptions.
- E. Children's groups must be supervised by a person 18 years of age or older.
- F. No admissions, donations, collections or other charges may be made for public events held in the library meeting room, except to cover optional refreshment costs and certain non-profit fundraising activities. (The regulation also prohibits advance sale of admission tickets for public events.)

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

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

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

II. Reserving the library meeting room

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

- B. Reservations will be assigned according to the order in which applications are received. Pre-reservations may be made by telephone but cannot be confirmed until the written, signed application is received. Pre-reservations not followed up in writing within a week will be cancelled. (A copy of the application will be returned to the applicant marked "CONFIRMED" or "NOT AVAILABLE" within 48 hours of receipt.)
- C. Upon approval of the application, fees must be paid in advance of meeting date. (This excludes late charges as stated in Section IV article C item 2 and/or any damage/cleanup fees)
- D. Groups may reserve evening meeting times (beginning after 6 p.m.) in blocks of not more than three meetings. Requests should be limited to one evening meeting per month. At the end of the first meeting, an additional (third) evening meeting may be scheduled: i.e. groups may maintain three active evening reservations.
- E. Applicants who cancel meetings should notify the library at once so that the date may be freed for other groups. A fee will be charged if the meeting is cancelled less than 72 hours prior to the event.
- F. Emergency needs of the City may require the library to cancel or reassign meeting locations. The library will make every effort to locate an alternate meeting place for those whose meetings are preempted with less than 30 days' advance notice.

Miscellaneous regulations.

- A. Profane, loud, or boisterous language or other conduct likely to cause a disturbance is not permitted.
- B. Gambling: (i.e., Bingo, "Las Vegas Night", "Casino Night", raffles, or any other game of chance) and any other illegal activities are not permitted.
- C. All damage to equipment, facilities, or the building must be reported to the library by the applicant.
- D. The serving or use of alcoholic beverages is permitted in the library meeting room only under specific regulations (see Section V and City Administrative Policy No. 1.21.)
- E. The City is not responsible for lost or stolen articles. All items not removed at the end of the meeting shall be disposed of by the library in whatever manner the library deems is appropriate.
- F. Obscene language or materials are not permitted. Language directed to inciting or producing violence or criminal activity and which is likely to incite or produce such violence or activity is not permitted.

- G. Granting of permission to use the meeting room does not imply library endorsement of content or responsibility for representing all views; nor will the library accept responsibility for conduct of attendees at events held in the meeting room.
- H. Applicant is responsible for compliance with all applicable health, safety, sanitary and fire regulations, including without limitation the maximum occupancy of 225. Applicant shall be solely responsible for any penalties, fines and charges that may be levied by the Fire Marshall, any other administrative agency or a court of law for any violation.
- I. Failure to comply with this policy shall result in revocation of meeting room privileges.

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

A. Single Day Usage fees

- | | |
|--|--|
| 1. Resident Non-profit Groups
<u>(Resident group is defined as a group whose membership is composed of at least 51% City of Glendora residents. Non-profit groups will be asked to submit a copy of their non-profit status certificate or IRS No.)</u> | No charge |
| 2. Non-Resident Non-profit Group | \$50.00 per hour |
| Resident Commercial Use
(not open to the general public) | \$50.00 per hour |
| 3. Non-Resident Commercial Use | \$75.00 per hour |
| 4. Person on Duty Charge (in addition to other applicable fees for use of room) | |
| for meetings that begin during and continue beyond normal library hours. (see Section IV C for definitions) | \$20.00 per hour |
| for meetings that begin outside of normal library hours | \$50.00
for the first two hours plus
\$20.00 per hour thereafter |
| 5. Multiple Day Usage (see Section IV D for definitions) | |
| Resident non-profit | \$100 per day |
| Resident commercial | \$150 per day |
| Non resident non-profit | \$150 per day |
| Non resident commercial | \$250 per day |

6. Cancellation Fee \$25.00
(meeting cancelled less than 72 hours prior to the event)

7. The full hourly fee will be charged for any increment of an hour.

B. Audio-visual Fees.

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

- | | |
|---|------------------|
| 1. Microphone fee | \$10.00 per mike |
| 2. Projector (16mm, slide overhead) | \$10.00 per unit |
| 3. Video equipment (1/2 inch VHS or 3/4 inch VCR and one or two 17" monitors) | \$10.00 per unit |

C. Person on Duty Charge

1. Any group whose meeting will run past the library closing hour may arrange in advance for additional hours at \$20.00 per hour.
2. Double the hourly rate will be charged in case of late use without advance notice.
3. Any group whose meeting will begin outside of normal library hours may arrange in advance for these hours at \$50.00 minimum charge for the first 2 hours plus \$20.00 per hour thereafter. Example: Meeting begins before 10 a.m., or after the library closes or on a day the library is closed.

D. Multiple Day Usage: Meetings, activities or events which require usage of the Forum extending beyond a single day will be charged for the full Multiple Day Usage Fee for each day or any portion of that day including time set aside to set up or take down.

E. The meeting room and kitchen area, including refrigerator, must be left in the exact condition as found. All food must be removed from the area. Failure to clean up will result in a minimum charge of \$25.00 plus actual cost for labor in excess of 30 minutes and materials. Said costs will be determined at the library's sole discretion.

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

A. Application to serve alcoholic beverages must be accompanied by the GENERAL USE APPLICATION and must be submitted at least 60 days prior to the date of use.

B. Alcoholic beverages must be served by the group. Individuals may not bring alcoholic beverages for their own consumption, e.g., "Bring Your Own Bottle (BYOB)" permits are specifically prohibited.

- C. Alcoholic beverages may be sold only by a group possessing a current, valid license from the Alcoholic Beverage Control Board.

Alcoholic Beverage Control Department
State of California
9530 Flair Drive
El Monte, CA Phone: (626) 575-6901

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

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

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

Approved and adopted this 26 day of February, 2001.
(Supersedes and completely replaces all previous versions of the Policy.)

Ayes: 5

City of Glendora
Library Board of Trustees

Noes: 0

Absent: 0

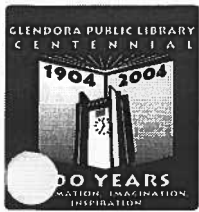
Attest: Robin Weed-Brown
Robin Weed-Brown, Library Director

By: Sylvia Stakey
Sylvia Stakey, President

List of Library Policies

- Food Policy **revised October 2004**
- Admin 4.01 and 1.21:** Uses and Regulations of Building including Insurance Coverage **reviewed March 21, 2005**
- Admin 4.02:** Library Fines and Fees Schedule **revised March 17, 2003**
- Admin 4.03:** Glendora Library Display Policy **reviewed July 19, 1999**
- Admin 4.04:** Bylaws of the Board of Trustees **revised May 21, 2001**
- Admin 4.05:** GPL Policy concerning Collection Development
revised March 18, 2002
- Admin 4.06:** Glendora Library Volunteer Policy **revised May 19, 2003**
- Admin 4.07:** Refunds for non-resident cards (addendum)
effective July 20, 1998
- Admin 4.08:** Policy concerning Use of Facilities and resources by minors
revised December 11, 2000
- Admin 4.09:** Policy on appropriate library behavior
reviewed May 19, 2003
- Admin 4.10 :** Glendora Library Policy on Community Calendar
rescinded 05/19/03
- Admin 4.12:** Corporate Member Library cards **deleted 05/19/03**
- Admin 4.13:** Public Use of the Internet through the library
reviewed October 20, 2003

5/12/2005



Glendora Public Library Events

May 2005

- 9 7 p.m. Books Alive! Discussion Group: *Absolute Friends* by John Le Carre – Main Floor
- 16 SRC volunteer applications are due
- 16 7 p.m. Library Board meeting – Library Board Room
- 18 Human Rights Video Project Event, 3 pm at Glendora High School
- 30 Library closed in observance of Memorial Day

June 2005

- 20 Summer Reading Club begins
- 20 7 p.m. Library Board meeting – Library Board Room
- 28 1:30 p.m. Super Powerful Ultra Dave - Children's SRC - Bidwell Forum
- 29 3 p.m. Comic Book Super Heroes – Teen SRC – Bidwell Forum
- 30 1:30 p.m. Super Hero Craft Days – Children's SRC – Bidwell Forum

July 2005

- 02 3 p.m. Meet Author Denise Hamilton – Adult SRC – Library Main Floor
- 04 Library closed in observance of Independence Day
- 05 1:30 p.m. Puppet show "Ricky Raccoon & Recycling Ray" – Children's SRC – Bidwell Forum
- 06 3 p.m. Magic & Illusions – Teen SRC – Bidwell Forum
- 07 1:30 p.m. Origami - Children's SRC - Bidwell Forum
- 09 1:30 p.m. Super Hero Craft Days – Children's SRC – Bidwell Forum
- 09 3 p.m. Meet Authors Sue Ann Jaffarian, Naomi Hirahara, Julie Anne Swayze – Adult SRC – Library Main Floor
- 12 1:30 p.m. "Charlie and the Chocolate Factory" – Children's SRC – Bidwell Forum
- 12 7 p.m. Books Alive! Discussion Group
- 13 3 p.m. Acrylic Painting – Teen SRC – Bidwell Forum
- 14 1:30 p.m. Super Hero Craft Days – Children's SRC – Bidwell Forum
- 14 3 p.m. Graphic Novel Discussion – Teen SRC – Bidwell Forum
- 16 6:30 p.m. "A Night on the Plaza"
- 18 7 p.m. Library Board meeting - Library Board Room
- 19 1:30 p.m. "The Adventures of Cat Tastrophe" – Children's SRC – Bidwell Forum
- 20 3 p.m. Ventriloquist Extraordinaire – Teen SRC – Bidwell Forum
- 20 7 p.m. Family Storytime and Craft – Children's Room
- 20 7 p.m. Meet Author Shirley Kerins – Adult SRC – Bidwell Forum
- 21 1 p.m. Superhero Comic Book – Children's SRC – Bidwell Forum
- 23 1:30 p.m. Super Hero Craft Days – Children's SRC – Bidwell Forum
- 26 1:30 p.m. Lizard Wizard – Children's SRC – Bidwell Forum
- 28 1:30 p.m. Super Hero Craft Days – Children's SRC – Bidwell Forum
- 29 2 p.m. Amazing Juggler – Teen SRC – Bidwell Forum
- 30 1:30 p.m. SRC Closing Party

Ongoing Events

- "Time for Tykes" for preschoolers- no storytime in June and July
- "Family PJ Story Time" – no program June 8 and 15
- The third Wednesday of every month is **craft night** at "Family PJ Story Time" – no program June 15
- "Mother Goose Story Time" for infants & toddlers- no program June 9 and 16

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 4th Thursday of every month at 11:40 am at Arrow High School - last meeting May 26 before summer hiatus

Foundation Executive Board Meeting

June 3 @ 7:00 a.m. Library - Main Floor

Foundation Quarterly Board Meeting

June 21 @ 7:00 a.m. Library – Bidwell Forum

AGENDA ITEMS

Library Board Agenda Planning Calendar FY 05-06 Draft

July 18

August 15

September 19

October 17

November 21

December 19

January ??
(Adj. for MLK)

February ??
(Adj. for President's Day)

March 20

April 17

May 15

June 19



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@ci.glendora.ca.us

Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director
Date: 5/12/2005
Re: Meeting dates 2005-2006

The following is a list of meeting dates for 2005-2006. Two dates fall on City holidays and need to be rescheduled.

July 18, 2005

August 15, 2005

September 19, 2005

October 17, 2005

November 21, 2005

December 19, 2005

January 16, 2006 (Martin Luther King Jr. holiday falls on 3rd Monday and modifies date) Tues= 17th ?

In 2005 we met on Tuesday of that week- for '06 that would be Tues 17th

February 20, 2006 (President's Day holiday falls on 3rd Monday and modifies date)

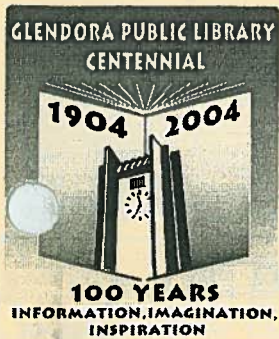
In 2005 we met on Monday of the following week = Monday, February 28th

March 20, 2006

April 17, 2006

May 15, 2006

June 19, 2006



Handout

INFORMATION, INSPIRATION & IMAGINATION

To inform &
serve Library users

140 S. Glendora Avenue Glendora, CA 91741 (626) 852-4891 FAX (626) 852-4899

May, June, July 2005

Glendora Kiwanis Helps Keep Kids Reading...



...by donating \$500 to the Glendora Public Library as part of their "Read Around the World" program. The check will be matched by the Glendora Public Library Friends Foundation for the purchase of Children's books for the library's collection. Pictured above are Gene Murabito, Kiwanis Past President, Jillyn Turnen, age 4, Cindy Romero, Children's Librarian, and Penny Paulus, Kiwanis Treasurer.

Calendar of Events

- May 9
7 pm "Books Alive!"
- May 18
3 pm Human Rights Video
- June 20
Summer Reading Clubs Registration
- June 20
7 pm Library Board Meeting
- July 16
6:30 pm "A Night On The Plaza"
- July 12
7 pm "Books Alive!"
- July 18
7 pm Library Board Meeting

Children's Storytimes

- "Time for Tykes" ages 3 - 5
Tues & Wed 10:30 am
No Storytimes beginning June 6 through July
- "Family P.J. Storytime" ages 3 - 5
Wed 7 pm - No Program June 8 & 15
- "Family Craft Night"
3rd Wed. of the month after PJ Storytime
No Program June 8 & 15
- "Mother Goose Storytime"
Infants & toddlers Thurs. 10:30 am
No Program June 9 & 16

Online Live Homework Help

- 4th grade to 12th, College intro
Mon.-Wed. 1-8 pm
Thurs.—Sat. 1-5 pm
Spanish Speaking
Mon-Wed. 3-7 pm
Thurs. 3-5:30 pm
Now through June 30th



"A Night On The Plaza"

July 16 at 6:30 p.m.

The evening includes a wine reception,
Elegant Dining, Dancing Under the Stars

Featuring the Classic Rock Band **"The Answer"**
and Silent and Live Auctions

Tickets \$75 per person

For more information call the Library's Development
and Educational Services Office at 626-852-4894

Library Hours:

Mon.—Wed. 10 am—9 pm Thurs.—Sat. 10 am—5:30 pm Sun. Closed
www.ci.glendora.ca.us/library

SUPER READERS – SUPER HEROES

Children's Summer Reading Club

Registration begins Monday, June 20

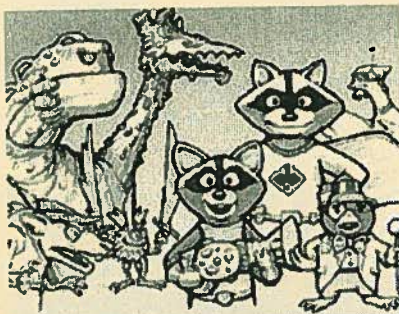
Events are free.

Performances will be held in Bidwell Forum and seating is limited. Children need to be accompanied by an adult.

Super Powerful Ultra Dave

Tuesday, June 28 at 1:30 p.m.

Magician David Skale "Super Powerful Ultra Dave," will use his magical comedy in battling the evil book worm!



Ricky Raccoon and the Recycling Ray

Tuesday, July 5
at 1:30 p.m.

How will Ricky Raccoon use his Recycling Ray to save his brother, Bandit, and get the park clean before the Festival begins? Presented by the Swazze Puppeteers.



Origami

Thursday, July 7 at 1:30 p.m.

Have you ever made a bird or hat from a piece of paper? Learn how at the Origami folding workshop, a craft designed for children 8 and up.

Charlie and the Chocolate Factory

Tuesday, July 12 at 1:30 p.m.

Come and enjoy "Charlie and the Chocolate Factory," the original movie. Popcorn and drinks will be available for purchase.

SUPER HERO CRAFT DAYS

Become a "Super Crafter" at our weekly sessions. Come and see what "crafty" things we will be making each week.

Thursday, June 30 at 1:30 p.m.

Saturday, July 9 at 1:30 p.m.

Thursday, July 14 at 1:30 p.m.

Saturday, July 23 at 1:30 p.m.

Thursday, July 28 at 1:30 p.m.

The Adventures of Cat Tastrophe

Tuesday, July 19 at 1:30 p.m.

Mild mannered "Rita Lot" is ready to spring into action as "Cat Tastrophe" to protect animals, the environment and the ability to read!

A production of the "Wonders of Wildlife, Inc"

Family Storytime and Craft

Wednesday, July 20 at 7 p.m.

The entire family is welcome to join in our Family Story and Craft Night in the Children's Room.

SUPERHERO COMIC BOOK

Thursday, July 21 at 1 p.m.

Jim Gilbert's Cartoon Factory: learn how to draw your own superhero comic book character. (designed for children ages 6 and up)



LIZARD WIZARD

Tuesday, July 26 at 1:30 p.m.

The world of reptiles, amphibians and arachnids come alive in this fascinating hands-on program.

Closing Party

Saturday, July 30 at 1:30 p.m.

All Summer Reading Club participants are invited to the Bidwell Forum for this SUPER HERO celebration with games, entertainment and refreshments.



UNLEASH YOUR POWER—READ!

Teen Summer Reading Club

Registration begins Monday, June 20

Comic Book Super Heroes

with Comic Book Artist David Brown

Wednesday, June 29 at 3-5 p.m.

Bidwell Forum

Get your cartooning career started by learning how to draw your favorite cartoon characters and comic book super heroes. Also learn about the comic book/graphic design field from a professional. Supplies will be provided.

Graphic Novel Discussion

Thursday, July 14 at 3 p.m.

Bidwell Forum

Discover the cool world of graphic novels (comics). Sign up to receive your complimentary copy of a graphic novel, read it, then join our discussion group.



Magic & Illusions

Wednesday, July 6 at 3 p.m.

Bidwell Forum

Where there is Magic, there is Jay Leslie—Where there is Jay Leslie there is Magic! Let him entertain you with his fun and interactive magic and illusion show.

Ventriloquist Extraordinaire

Wednesday, July 20 at 3 p.m.

Bidwell Forum

You are guaranteed to laugh when Joe Gandleman and his comedic dummies sidle into town. Also learn the secrets of Ventriloquism.

Express Your Artistic Side

Acrylic Painting

Wednesday, July 13 at 3- 5 p.m.

Bidwell Forum

Enjoy an afternoon, presented by *Painted Moon Graphic Art*, learning techniques for creating an acrylic painting. Supplies provided.

AMAZING JUGGLER

Friday, July 29 at 2 p.m.

Bidwell Forum



Be Amazed! Be very Amazed! as David Cousin a champion juggler, wows us with his agility.

Human Rights Video Project



Wednesday, May 18 at 3 p.m.
Glendora High School Little Theater

The Amnesty International Club of Glendora High School has partnered with the Glendora Public Library to promote the *Human Rights Video Project*. This project is dedicated to increasing the public's awareness of human rights issues through the use of documentary films. It is hoped that by the viewing of these documentary films, citizens will help effect social change and tolerance within their communities.

It's a Bird, It's a Plane, It's the Adult Summer Reading Club!

Registration begins Monday, June 20

Books Alive!

Library Main Floor

Monday, May 9 at 7 p.m.

Absolute Friends by John Le Carre is an espionage/thriller set in Germany and tells the lives of two friends from the riot-torn West Berlin.

Monday, July 11 at 7 p.m.

Read any Science fiction book for discussion.



Meet Author Denise Hamilton

Saturday, July 2 at 3 p.m.

Library Main Floor

Denise Hamilton returns to share with us her new book "*Savage Garden*". What new adventures is Eve Diamond having now? Free book to the first 20 participants.



Meet Authors

Sue Ann Jaffarian,

Naomi Hirahara & Julie Anne Swayze

Saturday, July 9 at 3 p.m.

Library Main Floor

Sue Ann Jaffarian, Naomi Hirahara & Julie Swayze will discuss their books "*Love at Large*", "*Gasa-Gasa Girl*" & "*O'Reilly's Ring*". Author's books free to the first 20 participants.

Meet Author

Shirley Kerins

Wednesday, July 20 at 7 p.m.

Bidwell Forum



Meet Shirley and learn about cooking with herbs from her book "*A Celebration of Herbs: Recipes from the Huntington Her Garden*". Free book to the first 20 participants.

The Glendora Public Library Friends Foundation wish to Thank the following Businesses and Individuals who helped to make the **Great Trivia Challenge 13** a great success!

Corporate Sponsors:

Crestwood Communities
Foothill Independent Bank
Oakdale Memorial Park
& Mortuary

Rain Bird
Suncraft Development
Wal*Mart

Teams:

California Portland Cement
Cache Hair & Nail Salon
Facility Operations Plus
Foothill Presbyterian

Hospital
Glendora Kiwaniannes
Glendora Trophy
Hughes Homes, Inc.
In-N-Out Burger
Jan's Towing
Just Like Home Elder Care
King's Gym
Kiwani Club of Glendora
MGM Mighty Government Men)
Rotary Club of Glendora
Antoine Sayegh, D.D.S.
Social Model Recovery Systems
Soroptimist International of
Azusa/Glendora
Vicenti, Lloyd & Stuzman

White House Real Estate

Door Prizes:

Andrew's Inc.
Candlelight Pavilion
Curves, Glendora East
Tom & Sheryl Hill
Hill Street Café
Joyce Hughes
Let's Get visible
Longaberger Baskets, Kathy Collett
Monrovia Growers
Natural Concepts—Innovative
Salon & Spa
Old Packing House Antiques
Pretty Woman
Rossmyer Gallery
Show Dawg Boutique
Stampin' Upl, Kathy Janicki
Jan White

Food Buffet:

A&J Cake and Candy Supply
Arrowhead Mountain Spring Water
Baja Fresh Mexican Grill
Beach Side Café
Best Variety Sports Cards
Dr. Stephen W. Bowen, DMD
Casa Jimenez
Chelsea's
Coco's Bakery & Restaurant
Dalia's Pizza

Downtown Dental, Dr. Corder
Lu Cronin
Church of Christ of Latter Day Saints
The Donut Man, Jim Nakano
Del Taco, Grand & Foothill
Domino's Pizza
Double Eagle Mortgage
Eden Garden Café
Femino's Catering Fine Cuisine
Flappy Jack's Pancake House
Fortune Escrow, Sandy Valentine
George's Deli & Produce
Glendora Country Club
Golden Dragon Chinese
Golden Spur Restaurant
Grand Graphics
The Hat
Home Kitchen
Home Taste Chinese
House of Sandwiches
Bobbi & John Jefferson
Ken Turner Real Estate
Janie akobus
Lemar Harwood & Door Co.
Logan & Okamoto Dental Group
Maria's
Marie Callendar's
MOMS Club of Glendora, East
MOMS Club of Glendora, West
McDonald's / L&B Foods

Mr. B's Delicatessen
Nick's Village Meats
North Hills Real Estate
Outback Steakhouse
Pauline's Restaurant
Papa John's Pizza
Peppertree Café
Petrillo's Restaurant
Quizno's Classic Subs
Ralph's Grocery, Glendora
Rocky's New York Pizza
Round Table Pizza
Sam's Club
Sergio's Mexican Restaurant
Sinbad Deli & Café
Sizzler Restaurant, Azusa
Spaghetti Eddie's
State Farm Insurance, Rose Wentz
State Farm Insurance, Hilda
Granados-Favita
Stater Brothers Market
Tom & Elaine Strickland
Subway, Azusa
Taste of Texas
Dr. Gina Travis
Twin Palms Chinese Cuisine
Village Bakery
Village Eatery
Vitos Italian Restaurant
Vons, Glendora
The Whole Enchilada