

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

**Library Conference Room**

**March 21, 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 February 28, 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 2005/2006 Library Budget-Goals & Commentary

*Acting Library Director to hand out goals & commentary*

6.2 Long-range Strategic Planning

*Jim Theel to report on status*

**7. NEW BUSINESS**

7.1 Review of Library Fee Schedule

*Sandra Freeman to lead*

7.2 Librarian for a Day

*Acting Library Director to report*

7.3 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. ADJOURNMENT**

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

Library Conference Room  
140 Glendora Ave.

February 28, 2005  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:02 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 January 18, 2005.**

**STAFF PRESENTATIONS**

Human Rights Video Project

President Slakey welcomed everyone. Carolyn Thomas, Senior Librarian, introduced Jayne Marason, President and Mark Clayton, Vice President of Amnesty International Club at Glendora High School. Thomas explained that the Glendora Public Library was one of 300 to receive the Human Rights Video Project grant and programming grant. As part of the grant the Library received 12 documentary videos, which are intended for circulation. Marason stated that Amnesty International is here to bring light and raise public awareness to human rights violations. The purpose of this Human Rights Video Project is to increase the public awareness of human rights issues through the medium of documentary films. A Human Rights Awareness event is scheduled for May 18, 2005 at Bidwell. Three of the twelve videos will be shown at this event. Several student committees have been established to evaluate the twelve videos. The committee members will write a synopsis of the video they reviewed to justify why their video should be shown at the event. The whole event and publicity is planned by the students. Thomas informed the Board that the videos will be available from the date of the event on as they will be permanent part of the Library collection. She noted that there are no work books. Theel suggested Marason and Clayton contact the City of Azusa Civil Rights Commission. The Board members thanked everyone for coming and presenting this project.

Tumble Books Presentation

Cindy Romero, Children's Librarian, introduced Tumble Books, an online collection of animated picture books and games. Romero stated there are two dedicated computers in the Children's room. Approximately 80 books are available online. Romero demonstrated the different features of Tumble Books. Romero pointed out that remote access is available and no library card is needed to access this program. Theel asked how this program is being marketed. Romero stated that as children visit the library, she directs them to this new program. The response has been very positive. Romero also plans on visiting schools to market Tumble Books. She added that there are flyers for parents in the Children's area. Thomas stated that this program is being paid out of the Library's budget. With the Library being a member of CALIFA, the cost for Tumble Books is \$275. Thomas noted that she, Ted Taylor, Cindy Romero and Gaetano Abbondanza are working on a wall-less brochure to promote the Library's electronic resources. This brochure should be done by June. Classes on the Library's electronic resources are also being worked on.

**REPORT OF LIBRARY DIRECTOR**

The Board reviewed a memo from Paul Rohde, Literacy Coordinator, outlining the Library's literacy programs. Hodson pointed out that Glendora Gardens should be included on the list of senior homes for

the Homebound Service Outreach, since all of it is subsidized housing. Slakey stated that the tutor training workshop was well-done, well organized, and the volunteers were very enthusiastic. Rohde and Mary Miller did a wonderful job.

Pankow stated she met with Weed-Brown last Friday. Weed-Brown is doing well and no longer needs to use a walker. Her incision is healing well. Pankow handed out a card for Weed-Brown that she asked the Board members to sign.

The Board reviewed a letter from Library Associates, the company who will carry out the Library's salary survey. This Library's salaries will be compared to other libraries' salaries and to other positions within this city. All library staff positions will be reviewed at the same time. Pankow stated that her and Carlos Baffigo's job description and classification will be affected once maintenance moves to Public Works. Pankow suggested taking over some of Weed-Brown's duties once she returns so Weed-Brown can focus on key issues. The Board and Pankow feel this survey will give the Library the facts that it needs.

Malla Ramkishun, new Library Aide III in the Development Office, started today. Jones will train Ramkishun. Christine Jones' last day will be March 10. She will be going to on-call status. Malla Ramkishun will be working 25 hours per week. Pankow stated that everyone is very excited that Ramkishun is on board.

Pankow stated that the Library flooded again during the last storm. The lobby flooded and the carpet at the library entrance and the staff entrance got soaked. Baffigo met with John Menke to determine why the Library flooded again. The Library towers did not leak.

Pankow emailed the City Manager and John Menke to verify that the money for the HVAC system will be carried over into next fiscal year. Pankow was assured that the money will be encumbered by June 30. She reported that John Menke has met with Air-Ex. Theel suggested sending a confirming email to Menke in regards to the timeline and money being encumbered.

Pankow reported she will be in New York March 4 thru 7. She will email the City Manager, President Slakey and the Library mid-managers to let everyone know who is in charge during her absence.

Hodson asked about the status of the management position in the Development Office. Pankow explained that interviews were done, and one person was qualified. This person has commitments at her job until mid March. Weed-Brown decided to wait to fill the position until she returns from medical leave. Slakey added that no candidate had all the desired qualifications. Once Weed-Brown is back, she will decide whether to go through the hiring process again or stay with the previous selection.

Pankow reported that Mr. Lipson might be coming to the next Board meeting to address the Board in regards to the Library's Internet policy. The Library's 90-minute Internet policy was handed out.

## **UNFINISHED BUSINESS**

### **Review of Administrative Policy 4.01**

The Board reviewed the response from City Attorney Wayne Leech. According to Leech, no changes to the Administrative Policy are needed. Theel questioned the Library's AV usage rates. Pankow explained that the rates were reviewed about 3 years ago. After some discussion, the Board decided that the review of the fee schedule shall be on next month's agenda with Board member Freeman to lead the discussion. Pankow added that revenue from Bidwell Forum is minimal. Freeman feels the Library should have reasonable fees.

### **Library Maintenance**

Slakey called attention to the over 1000 Library visitors every day, and stated the Library's maintenance needs must be met. Hodson added that the Library has more public traffic than any other city department. Pankow said she met with the City Manager and provided him with information in regards to the Library's maintenance needs. The Library's main concerns are supplies, regularly scheduled maintenance such as changing lamps, and maintenance emergencies. Public Works has presented a proposal to the City Manager. The goal is to have all maintenance centralized. Pankow submitted a policy issue for a maintenance worker to clarify the Library's needs. She feels qualified staff must be in place to attend to things. Hodson affirmed that there are 2 issues to examine. The first one is the maintenance of the facility; the second one is the custodial work. He questioned whether Public Works can do both. Pankow stated that a maintenance policy should be in place by July 1, 2005. Hodson asked if the Library will be able to review the proposal before then. Discussion ensued on whether the Board should follow up with

the City Manager in regards to the maintenance issue. Hodson felt that Pankow is capable of handling the situation. Jackson agreed. The Board members again voiced their concerns about when and how this issue will be resolved.

#### Long-range Strategic Planning

Theel advised the Board that Slakey, Suzette Farmer, Anne Pankow, Ed Tronaas, Gordon Trask and he are on the long-range planning committee. Theel reported that the last committee meeting was cancelled. Theel was able to talk to Larry Cox, the City's Communications & Marketing Officer, and Cox is excited about participating. Theel shared some interesting results from his research on Glendora. Pankow stated she was glad that Theel talked to Larry Cox.

#### 2005/2006 Library Budget

Pankow reported that all budget information has been submitted. She will provide the Board with the goals and commentary at next month's Board meeting. Pankow informed the Board that she expects to have to make cuts. The budget that was submitted is the same as the budget before the final cuts of fiscal year 04/05. If cuts have to be made, the Library will be in the same position as last year. Finance is working on the budget documents. Pankow does not expect to hear anything for about one month.

#### Library Trustee Goals

Slakey reminded the Board that there are a lot of library events coming up. If a Board member can attend the City Council meeting and promote the library events, she asked that they do so. Slakey reported that the Friends Foundation is organized into three major committees: fundraising, financial and programs. All Friends Foundation members are signed up for one of these committees.

### **NEW BUSINESS**

#### Requests from Staff to Friends Foundation

The Board reviewed and discussed in detail the requests from staff to the Friends Foundation. **It was MSC (Hodson/Jackson) to give the requests to the Friends Foundation.** Freeman suggested that each Friends Foundation member sit at a different table at the volunteer recognition luncheon rather than all of them sitting at the same table. Jackson said he will mention it at the executive meeting on Friday.

#### Library Events Calendar

Slakey reminded everyone that Glendora Read-in is March 2, the same day as Charter Oak's. Slakey invited all Board members to attend if they can. The next Board meeting is scheduled for March 21. Trivia Challenge is March 11 and tickets are on sale now. She reminded all Board members to please respond to the invitation for the Librarian for a Day Luncheon. The essays will be reviewed next month.

### **BOARD MEMBER ITEMS**

#### Agenda Planning Calendar

Nothing

#### Board Member Items

Slakey handed out the Poetic Verse booklet.

Hodson shared a letter with the Board that he received from the American Red Cross. It is a thank you letter for the November 3, 2004 Blood drive. He will talk with Pankow about having another blood drive this summer. He hopes to have one or two per year. Slakey considered this a wonderful idea.

Freeman attended a 'Foundation for Glendora Unified Schools' meeting. The Foundation was established last spring. The Foundation members want to partner with the Glendora Public Library. It is not clear yet how. The first thing the Foundation has set out to do is help school libraries. Freeman thought it would be a good idea to have someone from the Library Board attend these meetings. The Board discussed in what ways the Library could partner with the Foundation.

Slakey reminded the Board about upcoming programs, such as the chocolate lovers program, the poetry program and Michael Ryan visiting the Library. She feels attendance to the Library's programs has increased. She is happy to see the Literacy program moving forward. Weed-Brown is doing well, her spirits are up. Slakey reminded the Board members again to respond to the Librarian for a Day event scheduled for April 6, 2005.

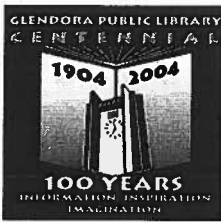
**ADJOURNMENT**

There being no further business, meeting adjourned at 9:16 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: Library Director  
CC: City Manager  
Date: March 21, 2005  
Re: Director's Report

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Robin is continuing to improve. She had a doctor's appointment on March 15. Her doctor told her she is healing well and is on track to return to work May 9<sup>th</sup>. Hurray!

The Trivia Challenge was held on Friday, March 11<sup>th</sup> at Azusa Pacific University. It was a great success and lots of fun. There were 25 teams. The event grossed over \$18,000. The Soroptimist International of Azusa/Glendora team was the first place winner. The Wal\*Mart team came in second place. Eric Ziegler, our city manager, was on a team sponsored by Marcia and Mike Conway. He and his teammates were one of the last teams to be eliminated.

John Menke has given me an update on the HVAC project. The city has the plans, simple specs and a cost estimate from Air-Ex. Air-Ex is the company that services and maintains the HVAC systems for most, if not all, of the city's facilities, including the library. John is working closely with Dave Davies to create more detailed specifications. It is hoped that this project will go out to bid soon although I was not given any target date for this to occur. John's intent is to have the contract and the funds encumbered by June 30, 2005. John estimates that the components for a new system will take 8 – 12 weeks to be fabricated. If all goes according to plan, construction should begin in late October or early November 2005.

Sylvia Slakey and I attended a workshop at Cerritos Public Library on Tuesday, March 15. The workshop was on market research techniques for public libraries. This was a valuable workshop because it defined 5 techniques for gathering information, including focus groups. The presenter defined the purpose of each technique and the pros and cons in using each technique. We are excited to share this information with the long range planning committee.

The library received Public Library Fund (PLF) money from the state. The check was received on March 3, 2005 for \$20,919 for fiscal year 2004/05. The library received \$23,133 from the state in fiscal year 2003/04 and \$45,747 in fiscal year 2002/03. The money received this year is less than half the amount received 2 years ago.

I spoke at the city council meeting on March 8 regarding the library's CDBG grant application for fiscal year 2005/06. The application was turned in late and, therefore, could not be included in the planning department staff's recommendations for awarding CDBG funds for next year. West Covina Community Center also turned in a late application. Council agreed to have the 2 late applications considered for funding and directed staff to consider all applications for funding recommendations. I have been informed by planning department staff that I should speak once again at the city council meeting on March 22 to plead our case. There are far more requests than money available. The best the library can expect to receive is a portion of the requested amount of \$33,303.

The city is planning an Earth Day Festival on April 23 from 9:00 – 4:00. This festival was initiated by planning department staff and includes other departments in the planning and implementation of the activities and events. The festival will take place on the Plaza, in the Vista Bonita parking lot, in the Forum and on the main floor of the library.

There will be gardening workshops, a composting workshop, local vendors, a gardening live radio show with Andy Lopez, the Invisible Gardner, and a place for the public to drop off their used oil and filters. The library had already planned a gardening workshop with Jane Lottie from Armstrong's Nursery that day in the Forum from 9 – 10 am which is a great event to begin the Earth Day celebrations. I am part of the committee and plan on helping with events that take place in the library that day. I think it will be very educational and a lot of fun.

George Thompson, the library's 90 year old and oldest volunteer, was married on Saturday, March 12 at the Canyon Breeze Church in San Dimas to his 75 year old fiancée, Janet Martin. It was a lovely ceremony. Several staff attended including me. Mr. and Mrs. Thompson spent their honeymoon at Disneyland, having a great time with the Disneyland staff. Bonnie Deering contacted Disneyland and was able to arrange for George and Janet to spend one night in the honeymoon suite at the Disneyland Hotel. At City Hall in Disneyland, they were given special wedding hats to wear all day and a variety of other special gifts as well as a photo op with Mickey. They left Disneyland with an arm load of gifts and their hearts full of happy memories.

# Division Monthly Reports

Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave. Glendora, CA 91741  
library@ci.glendora.ca.us

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**To:** Anne Pankow – Acting Library Director  
**From:** Carolyn Thomas, Carlos Baffigo, Cindy Romero, Ted Taylor  
**Date:** February 2005

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## Adult Services/Reference

*Carolyn Thomas*

You are all invited to: *Librarian for a Day*  
*Wednesday, April 6<sup>th</sup>, 2005*  
*Noon – Bidwell Forum*  
*RSVP: Carolyn or Cindy*

Over 40 essays were submitted for our Librarian for a Day contest. You will enjoy reading the top essays which are attached to your packet. Please vote for the winning essays and join us on the 6<sup>th</sup> to meet the children.

The Human Rights Video Project committees are continuing to meet regarding planning, promoting and publicizing the project. The students and I will present at a City Council meeting in April.

March 2<sup>nd</sup> was a big day for us! We celebrated Dr Seuss' birthday in the children's room, with 20 children winning a free Dr. Seuss book. Mary Pat was responsible for organizing and planning this successful event. Cindy, Ted and Carolyn participated in the Glendora Read-In on the same day by reading in an elementary classroom. Sylvia Slakey represented the library well when she spoke on behalf of the library at the reception held at Sellers School.

All reference staff are now members of the California Library Association. Robin encouraged staff to join and found the funds to pay for the memberships! This professional association provides workshops, an annual conference and news of relevant library issues.

We are offering a free SAT workshop on Saturday March 26<sup>th</sup> and as of this writing, over 96 students have signed up to participate.

National Library Week is coming up in April. We invite you to attend some or all of the library activities we will be providing: local author Danae Campbell, a magician or decorate a magic wand; - see the calendar of events.

## Circulation and Facilities

*Carlos Baffigo*

The Circulation Department kept hard at work during the month of February with school traffic running in high gear and periodic staff shortages due to illness.



Leak repairs on the Plaza are done! The Plaza Project general contractor patched the remaining drips successfully. Let's hope it stays that way.

Flooding was again an issue during the heavy rains on February 21<sup>st</sup>. Damage was mostly contained to the lobby, with the exception of some soaked carpet at the library entrance and the staff entrance. Repairs were subsequently made by Public Works to the retaining wall in front of the library, lessening the flow of water/debris runoff to the library's sump pump system.

An insurance adjuster visited the library recently, asking for detail on damages incurred during the October 20<sup>th</sup> flood. The City's Finance Department is looking to recover the damage/restoration expense through an insurance claim.

### **Children's Services/Youth**

*Cindy Romero*

During the month of February, we had 520 people come into the library to enjoy stories, songs, and finger plays.

The Librarian for a Day essay contest was held during February. 41 children turned in essays representing a variety of schools and grade levels. The event will take place on April 6, 2005 in Bidwell Forum. Festivities will include lunch, speeches by the winners, and activities in the library.

On March 2, 145 children came to celebrate Dr. Seuss' birthday. Mary Pat did an excellent job of coordinating displays and activities for the children who came in. Twenty children won Dr. Seuss books in a drawing. The children and parents enjoyed milk and cookies to celebrate.

We will celebrate National Library Month with 2 activities. On April 14, there will be 2 craft sessions for kids to make magic crafts. On April 23, we will have John Abrams' Animal Magic show here to entertain the kids.

Please stop by the children's room to see the nature display on loan to us from one of our young patrons.

### **Development & Education Services**

No report at this time.

### **Support Services**

*Ted Taylor*

Additional improvements to the Public Computers are scheduled for the week of March 13-19, 2005.

- USB extension cables are being installed to ease the access to this popular and easy interface.
- A new feature to the PC Cop scheduling software is being installed on Tue, March 15, 2005. When a person begins to use one of our 15 public computers, the computer will be configured the way we want, so that each and every user will not be faced with the way the previous user left it. A security software called Deep Freeze allows us to give our computer users the

freedom to alter the computer to whatever they choose. The problem arose that any alterations we not automatically changed until 9:30 a.m. the next day when every computer was restarted. After Tuesday's upgrade, this computer restart will now occur at the conclusion of each computer session. This will provide the proper computer settings to be offered to each new computer session. I wish to thank Carlos Baffigo, Matt Jester, and Henry Zhang for helping to make this improvement possible.

The Support Services staff is keeping up with the ordering/receiving/cataloging/processing of new items. The new magazine processing procedures continue to progress. The project is ongoing and we hope to be finished by May 2005.

## Glendora Public Library Summary Data for February 2005

	Last YR Month	This YR Month	Percent Change	Last YTD	This YTD	Percent Change
<b><u>SERVICE CONTACTS</u></b>						
I.7 Hours Open	211	211	0%	1,507	1,739	15%
A. Library Visitors	24,182	20,397	-16%	168,558	177,555	5%
A.2 Visitors per Hour	114	96	-15%	113	105	-7%
C. Community Contacts*	987	4151	321%	18528	36428	97%
TOTAL SERVICE CONTACTS (A+B+C)	25,169	24,548	-2%	187,086	213,983	14%
<b><u>KEY SERVICE INDICATORS</u></b>						
1. Total Registered Borrowers	—	—	—	43,655	48,179	10%
1.2 Library Cards Issued	417	366	-12%	2,613	2,728	4%
2. Items Loaned	32,914	30,695	-7%	240,745	240,532	0%
2.1 Items Loaned per Hour	156	145	-7%	259	234	-10%
3. Requests for Information	3,591	3,710	3%	31,910	29,677	-7%
C.5 Presentations, Community & Special Events	6	5	-17%	33	33	0%
C.6 Presentations, Community & Special Events - Attendance	738	181	-75%	3,569	888	-75%
E. Total Computer Usage	17320	22404	29%	92,761	180,202	94%
4.9 Children Attending Programs	537	520	-3%	4,785	4,179	-13%
E.5 Library Home Page Views	1,970	2,259	15%	13,783	15,491	12% ***
<b><u>SPECIFIC SERVICE INDICATORS</u></b>						
<i>(included in above totals)</i>						
A.4, A.6 Total Forum Attendance	1040	660	-37%	5595	4885	-13%
3.3 Fax, Mail & E-mail Requests for Information	20	33	65%	116	82	-29%
3.2 Telephone Requests for Information	223	193	-13%	2,004	1,603	-20%
3.1.3 Percent of In-Person Questions - Complex Questions	180	151	-16%	1,060	1,092	3%
4.1 Children's Requests for Information	738	1063	44%	6,098	7,095	16%
D.1 Literacy Students Served (Currently Active)	14	8	-43%	135	62	-54%
D.2 Literacy Hours Tutored	34	40	18%	271	235	-13%
E.2 Internet Users	2327	3163	36%	16,723	24,295	45%
E.3 Electronic Resources Users	820	990	21%	7,360	7,922	8%
E.4 Web Links Collection Views	14,094	18,088	28%	68,328	153,788	125%
F.2 Volunteer Hours	359	477	33%	2,805	3,365	20%
G.1, G.2 Fines/Fees & Vending Fees Collected	\$6,551	\$5,379	-18%	\$35,125	\$41,120	17%
H.1 Items Owned (snapshot)	—	—	—	136,236	140,624	3%
I.6 Percent of Collection Overdue (snapshot)	4%	4%	0%	—	—	—
2.3 Percent of Collection Checked Out (snapshot)	24%	22%	-2%	—	—	—

*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*

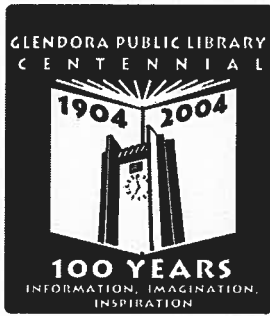
*Library closed February 21, 2005 in observance of President's Day*

\* 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.**



## **GLENDDORA PUBLIC LIBRARY**

**The Mission of the Glendora Public Library:** To enrich 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 Vision:** In a friendly, beckoning, stimulating environment, patrons of the Glendora Public Library are able to seek and find help in reaching sources of information, inspiration, and enjoyment.

In responding to the needs of all generations of our community, the Library provides a wide array of services to promote literacy and lifelong learning, utilizing cultural resources and the latest technology to improve and enrich our lives.

A focal point for community involvement, the Library not only provides a place for the interchange of ideas but reaches out to all segments, delivering services and resources beyond the confines of a building. The Glendora Public Library is a partner with Glendora's hospitals, schools, businesses and service organizations to serve as an indispensable resource center for our entire community.

**The Organization:** The Library is comprised of 3 divisions: Administration and Development Office, Customer Services, Facilities & Support Services and Public Services. Together these three divisions provide: children's, young adult and adult programs, a wide range of reading and cultural enrichment resources, access to technology services via computers with online, Internet and Library electronic resources, collection development and maintenance, outreach and adult literacy programs via Friends Foundation support. Approximately 200 volunteers of all ages generously donate their time as tutors, bookstore staff and pages.

Annually the Library responds to an average of 1,000 visitors each day, 6 days a week; checks out 160 items an hour; responds to 50,000 information/reference questions a year, submitted in-person, as well as via telephone, email, fax and Internet; and offers over 200 children's programs and 100 adult and teen programs annually, funded by the Glendora Public Library Friends Foundation.

**GOALS for FY 2005/2006:**

- **Create and publish a 3-5 year plan of service for the Library.**
- **Implement the magazine and serials module in the Library's integrated systems program, Polaris. This will save staff time, processing costs and maintenance of these materials.**
- **Investigate and evaluate electronic Children's Catalogs available to facilitate youth access to library resources, with recommendation for purchase in FY 06/07.**
- **Plan and implement a variety of adult, teen and children's programs, activities and services, to continue its more than 100 years of connecting Glendorans to the world of information, inspiration and imagination.**

Library  
FY 05-06 Goals

	Timeline	Responsibility	Other City/Div staff needed	Status
<b>Administration</b>				
Create and publish a 3-5 year plan of service for library	Complete by 6/30/2006	Lib. Dir, BLT and sub-crnte		
Update Library Emergency procedure manual	Complete by 3/30/2006	Lib. Dir, Admin Assist	consult with John Schmidt, EOC	
Prepare library staff salary equity document to submit for 06/07 budget	Complete by 12/30/2005	Lib Dir		
<b>Customer Service &amp; Facilities</b>				
Purchase and install new book drop and new AV drop in back lot	Complete by 2/28/2006 if funded	CS&F manager		
Facilitate lib maintenance transfer to public works	Complete by 6/30/2006	CS&F manager & assistant	Public Works-John Menke	
Update Circ Procedures manual	Complete by 6/30/2006	CS&F manager and staff	Sr. Lib SS re Polaris procedures	
<b>Support Services</b>				
Implement periodicals module	Complete by 6/30/2006	Sr. Lib-SS, periodicals aides		
Establish SS procedures manual	Complete by 6/30/2006	Sr. Lib-SS, and staff		
<b>Public Services</b>				
Investigate and evaluate kid's catalog and prepare recommendation for purchase in FY 06/07	Complete by 3/30/2006	Sr. Lib- PS and staff	Sr Lib-SS-Polaris issues	
Revise and expand Ref manual	Complete by 6/30/2006	Sr. Lib-PS		

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

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 and Minute  
Order January 25, 1993, Minute Order March 21, 1994, May 16, 1994, Minute Order May 18, 1998

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<br><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<br>(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<br>for the first two hours plus<br>\$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

Noes: 0

Absent: 0

City of Glendora  
Library Board of Trustees

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

By: Sylvia Stakey  
Sylvia Stakey, President



## Glendora Public Library Events

### March 2005

26 10 a.m. – 3 p.m. Free SAT workshop – Bidwell Forum

### April 2005

6 "Librarian for a Day"  
11-16 "Something for Everyone at Your Library" - National Library Week  
11-16 Teen Reading Program: Teens report on a book read & receive an incentive all week long  
13 12 p.m. Volunteer Recognition – Glendora Country Club, by invitation only  
14 1:30 p.m. & 3:30 p.m. "Magical Crafts" – a Children's event – Bidwell Forum  
15 3 p.m. Danae Campbell & Jean Patterson, authors of *Cooking Outside the Pizza Box, Easy Recipes for Today's College Student* will visit the Library – Main Floor  
18 7 p.m. Library Board meeting – Library Board Room  
23 9 a.m. – 10.m. "Garden Party" – Bidwell Forum  
23 1:30 p.m. "Animal Magic for Everyone" – a Children's Magic Show – Bidwell Forum

### May 2005

9 7 p.m. Books Alive! Discussion Group: *Absolute Friends* by John Le Carre – Main Floor  
16 7 p.m. Library Board meeting – Library Board Room  
30 Library closed in observance of Memorial Day

### Ongoing Events

- "Time for Tykes" for preschoolers-Tuesday & Wednesdays 10:30 a.m.
- "Family PJ Story Time" - every Wednesday - 7 pm
- The third Wednesday of every month is **craft night** at "Family PJ Story Time"
- "Mother Goose Story Time" for infants & toddlers- every Thursday 10:30 a.m.

### Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1<sup>st</sup> Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 4<sup>th</sup> Thursday of every month at 11:40 hours, Arrow High School

### Foundation Executive Board Meeting

April 1st @ 7:00 a.m. Library - Main Floor

### Foundation Quarterly Board Meeting

April 19th @ 7:00 a.m. Library – Bidwell Forum

Library Board of Trustees:

The Librarian for a Day Essay Contest has been completed. We would like to ask for your assistance in choosing the winners. We had a total of 41 entries:

- 10 from 3<sup>rd</sup> grade
- 15 from 4<sup>th</sup> grade
- 10 from 5<sup>th</sup> grade
- 0 from 6<sup>th</sup> grade
- 6 from 7/8<sup>th</sup> grade.

Please choose 1 winner from each grade level. Please circle your choice and return this form to Elke at the Library Board Meeting.

Thank You,  
Cindy Romero

3<sup>rd</sup> grade

- Essay 1
- Essay 2

4<sup>th</sup> grade

- Essay 3
- Essay 4
- Essay 5

5<sup>th</sup> grade

- Essay 6
- Essay 7

7/8<sup>th</sup> grade

- Essay 8
- Essay 9

## Why My Library Card is A Magical Card

I went to the Glendora Library with my mom and my sister. I walked up the stairs that lead to the children's room. I went to a shelf and picked up a book of PenDragon and opened it up. Suddenly it was snowing and I was in a weird sled, and there was a Quiq chasing after me! It got really close to me and bit a piece of hair from my head! Suddenly the pictures began to fade away. I was back at the library. I got up and went over to my mom at the check out counter. I remembered that I forgot my library card. I ran back to the place where I was sitting and picked up my library card and there were some pieces of my hair! This must have happened! Right when I was going to put my card in my pocket it flashed!

## Essay 2

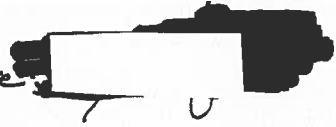
3rd grad

My library card is magical because I can check out books with it. I have two. One of them I use at school, and the other I use at the Glendora Public Library. I can check out picture books, chapter books, animal books, trickster books, about every kind of book with it. For the Glendora Public Library card I can also check out video. My most favorite book to check out with my library card is How I Feel Today. When I get the books I read them right away. My favorite books to check out are chapter books and animal books. My library card is also magical because it will never expire. I got the card when I was 3 and I still have it. I hope I still have it a couple of years from now, but if I don't I'll still remember when I got it and who gave it to me... my mom.



Why is my library card a magical card? Because my library card lets me read books that take me into a whole new world. I love going to the library. Going to the library is like going to Disneyland but way more fun! I go to my school library everyday. Once I start reading a book I can't get my eyes off of it. My librarian, Mrs. Wilson helps me find a book that always entertains me. When I grow up I want to be a librarian and when I do I'll put all my "magical" library cards in a frame. Being around books makes me feel so comfortable. I applied for working in the library and guess what? Out of 31 students I got the job! I always beg my mom to go to the library. So as you can see I came from the Library Goddess. I love books.

Parent signature



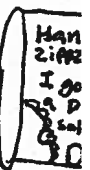
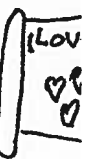
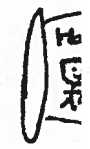
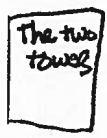
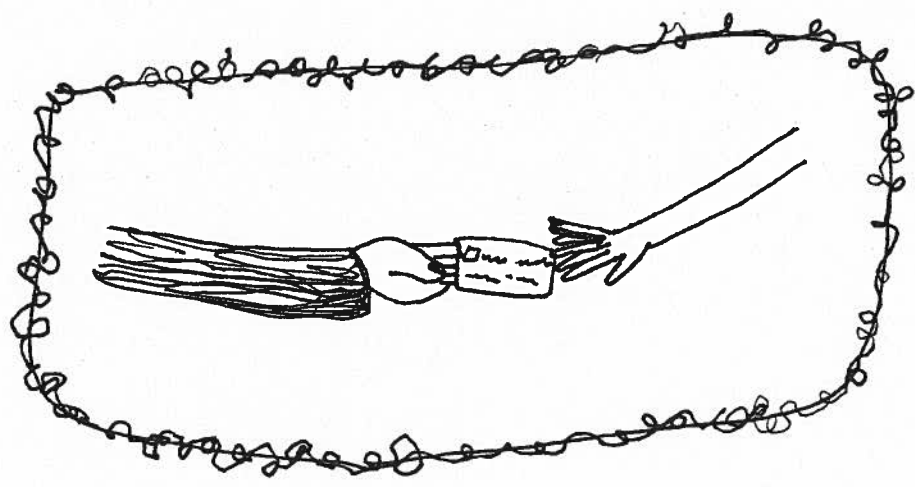
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# Essay 4

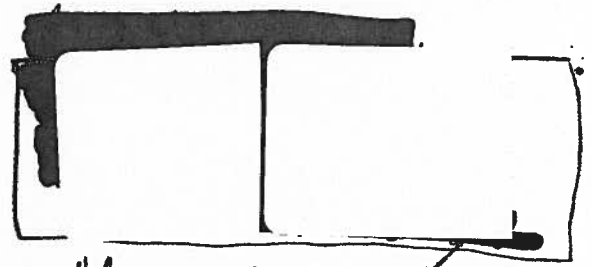
4th grade

## WHY MY LIBRARY CARD IS A MAGIC CARD

My Library card is magical, because I can go anywhere and anyplace whenever I want! I could go back in time 1 million years to see the Dinosaurs, or up to planet Mars. It's also magical because I can check out any books of any sort, from mysteries to surviving alone on an island. My Library card has my name and even the name of my library. This powerful card allows me to travel through space and time, and become someone else in their own world. All this magical power is compacted into a small card that can fit into my wallet, to use when I choose to glue my eyes into a magical story. I love my library card!



## Essay 5

My Library Card is a Magical Card

My library card is a magical card.

It can take me anywhere. If I'm reading

Harry Potter, it can take me to Hogwarts.

If I'm reading The Chronicles of Narnia,

it can take me to Narnia. When you're locked

in a room, you can still go to magical places.

When I read a book, I don't want to

leave. I don't want to be disturbed. It's

like that metaphor goes, "I fell into my

book." I fall into my book all the time.

All because of my library card.

When I read an amazing book, and

then a movie comes out based on the book,  
oot, I get frustrated! I usually think,  
"That didn't happen, or that's not how the  
book described him!" I just hate it!

I feel very lucky to have my library  
card. I can be whoever I want to be.  
Thank you, library card! Thank you!!!

# Essay 6

5th  
grade

## Why My Library Card Is So Magical

When I was old enough to get my first Library Card I couldn't wait for the fun and excitement I get from reading my favorite books from the Library. I felt overjoyed when I finished the crazy adventures of "General Butterfingers" and the rest of the characters in the amazing book by John Reynolds Gardiner.

I love to read books on Fantasy or Fiction. I can go to places that I could never dream of going on my own. Like Dorothy traveling through Oz with her Scarecrow, Lion, and Tinman friends helping her find her way home. "The Wizard of Oz" was adventurously written by L. Frank Baum.

With my Library card in hand I can learn and laugh with many of my favorite books and then take them home with me to read them again and again. I love having my Library card.


is my library  
card a magical card? **Essay 7**

By 1

5th  
grade

I think my library card is a magical card because it is like a key. A key that opens doors to many adventures, facts about certain people, and exciting places. It also lets us learn new things about life.

My library card opens doors to science, history and fantasy. The door also opens to fact and fiction. Science teaches you why things are here. History teaches you what happened in the past. Fantasy gives you entertainment.

I think my library card is a magical card that opens doors to reading. You can check out books any time you want for free. You also don't have to pay for your card. 

That's why I think my  
library card is magical.

## Essay 8

7/8th grade

A library card is a magical card because when you use it to check out any type of book with it - adventure, horror, mystery, or fantasy - when you read it, your imagination kicks in. You can almost feel or see the same things the character feels or sees. It seems like you have been magically transported to the place in the story, and that you are that person sailing a ship, flying a plane, or scaling a mountain, making friends or running from enemies. That is why I think a library card is a magical card. You can use it to take you anywhere you want to go - whenever and wherever.



# Essay 9

7/8th  
grade



## Why My Library Card Is A Magical Card



My library card's a magical card because of the great things it can help me accomplish.

It's my airplane passport when it grants me access to different cities, states, or countries where I see different things.

It's my time machine passport when it grants me access to different places, a year ago, ten years ago, or many years ago, like Ancient Rome, where I dine with Julius Caesar, or travel to San Francisco and mine for gold, becoming a multimillionaire.

It's my spaceship passport when it grants me access to the moon or other planets where I meet aliens and astronauts.

It's my agenda for the classes I'll take where I learn about many things like how to speak another language or about different subjects.

My favorite of all abilities is the stories it tells. It tells me about centaurs, goblins, ghosts, and many other creatures in the fictional world.



*Handout*

# INFORMATION, INSPIRATION & IMAGINATION

To inform &  
serve Library users

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

March—April 2005

## *Calendar of Events*

**March 2**

Celebrating Dr. Seuss Birthday

**March 11**

6:30 pm Great Trivia Challenge

**March 14**

7 pm Books Alive!

**March 21**

7 pm Library Board Meeting

**March 22**

3 pm Spring Baskets

**March 26**

10 am-3 pm SAT Workshop

**April 6**

Librarian for a Day

**April 11-16 National Library Week**

Teens Reading Program

**April 14**

1:30 pm & 3:30 pm Magical Crafts

**April 15,**

3 pm Author visit: Danae Campbell

**April 18**

7 pm Library Board Meeting

**April 23**

9 am- 10 pm Garden Party

**April 23**

1:30 pm Animal Magic for Everyone

## *Children's Storytimes*

"Time for Tykes" ages 3 - 5

Tues & Wed 10:30 am

"Family P.J. Storytime" ages 3 - 5

Wed. 7 pm

"Family Craft Night"

3rd Wed. of the month after PJ  
Storytime

"Mother Goose Storytime"

Infants & toddlers Thurs. 10:30 am



## Great Trivia Challenge 13 & Food Buffet

Friday, March 11th at 6:30 pm  
Azusa Pacific University

Co-Sponsored by:

**Crestwood Communities**  
**Foothill Independent Bank**  
**Oakdale Memorial Park & Mortuary**  
**Rain Bird**  
**Suncraft Development Corp.**  
**Wal-Mart**  
**& Glendora Library Friends Foundation**

**Admission: \$10 presale, \$ 12 at the door**

**For more information, call 626/852-4891**

### Library Hours:

Mon.—Wed. 10 am—9 pm    Thurs.—Sat. 10 am—5:30 pm    Sun. Closed

[www.ci.glendora.ca.us/library](http://www.ci.glendora.ca.us/library)

# March Events

## A SEUSSATIONAL BIRTHDAY CELEBRATION!

Wednesday, March 2, 10 am to 9 pm  
Children's Room

Children can participate in this celebration by reading Dr. Seuss books, have fun with coloring or activity pages and enjoy birthday refreshments.



## BOOKS ALIVE!

Monday, March 14 at 7 p.m.  
Library Main Floor

*Snow Country* by Nobel Prize winning author Yasanuri Kawabata. *Snow Country* is a tale of "surpassing beauty" about a man, his wife and a geisha. Join us as we discuss this story of human passion.



## Spring Baskets

March 22 at 3 pm  
Library Main Floor

*Want to learn how to decorate a basket bursting with spring flowers? If you answered yes, come join us for a presentation by Glna Agullar from "The Village Florist."*



## SAT WORKSHOP

March 26, 10 am to 3 pm  
Bidwell Forum

This **FREE** workshop will cover techniques for achieving a better score on the new SAT I. You will learn about the verbal and essay portions, as well as the math & writing sections. Registration is required. Call 626/852-4891 to register. Workshop is limited to the first 180 participants.

## LIBRARY CENTENNIAL EXHIBIT

Located on the Library's main floor, the Centennial Exhibit showcases historical pictures and memorabilia from Glendora's past. During March, our featured display will be **Celebrating 100 Years of Glendora Rotary**. Coming soon will be a display presented by **Glendora Churches**.

If you have an item of historical interest to Glendora you would like to display, please contact the Development and Education Services Office at 626/852-4894.



## April Events

April 11-16: National Library Week  
"Something for Everyone @ Your Library"

### Teen Reading Program

Week of April 11-16

Teens ages 12 to 18 can join in the celebration by reading and reviewing a book of their choice and earning prizes.



#### AUTHOR VISIT

FRIDAY, APRIL 15 AT 3 PM  
LIBRARY MAIN FLOOR

Meet author Danae Campbell as she discusses her recent book, "Cooking outside the Pizza Box: Easy Recipes for Today's College Students," by Danae Campbell and Jean Patterson.



### Garden Party

Saturday, April 23, at 9 am  
Bidwell Forum

Jane Lottie, Master Gardener from Armstrong Nursery, will inspire us with gardening tips. This presentation is part of the City of Glendora's "Earth Day Festival" to celebrate Earth Day. Educational presentations and exhibits, including spring gardening, water conservation, drought tolerant gardening and composting, just to name a few, will continue throughout the day. A collection event for used oil and filters will also take place during the morning.

### Magical Crafts

Thursday, April 14, 1:30 pm & 3:30 pm  
Bidwell Forum

Children ages 5 thru 12 will have fun using their imagination when decorating their own edible magic wand!



### Animal Magic for Everyone

Saturday, April 23 at 1:30 pm  
Bidwell Forum



EXPERIENCE JOHN ABRAMS AS HE PRESENTS HILARIOUS HIGH ENERGY COMEDY, JAW DROPPING MAGIC AND LIVE

EXOTIC ANIMALS. THIS IS AN ENTERTAINMENT EXPERIENCE GUARANTEED TO AMAZE THE ENTIRE FAMILY!

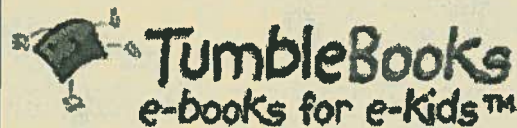
*Save The Date*



### "Night on the Plaza"

Saturday, July 16, 2005  
at 6:30 p.m.

*A night of elegant dining & dancing  
featuring "The Answer"*



## Presenting: Tumble Books!

We are very excited to introduce Tumble Books to our Glendora Public Library patrons. Tumble Books is an online collection of animated picture books and games. There are two dedicated computers in the Children's Room with this exciting new program. Please see the Children's Librarian if you have any questions about getting started.

**Tumble Books is also available from home.** From your internet browser, go to the library's home page at <http://www.ci.glendora.ca.us/library>. From there, scroll to the bottom and click on Tumble Book Library. This will bring you to the home page of Tumble Books. Chose from *Story Books*, *Tumble Readables*, *Life Learning*, *Puzzles & Games* and *Language Learning* and enjoy!

## TAX FORMS AVAILABLE AT THE LIBRARY

To ease the rush of the tax time season, the Library has tax forms, instructions, publications and other tax related resources available in cooperation with the Internal Revenue Service and the California Franchise Tax Board. The most commonly used tax forms are free to the public with other tax forms available through low cost copying or printing. Also available for checkout is the computer software TurboTax (Federal & State, Mac & Windows version)-visit or call the Library today to reserve your copy.



## GOT HOMEWORK? GET HELP!

Get Free help online from real tutors.  
One-to-one help.  
Check it out @ the Glendora Library.  
Grades 4 to 12 & College intro.

Math\*Science  
Social Studies\*English  
Monday-Saturday 1-9 pm

Spanish Speaking  
Math & Science  
Mon.-Thurs. 1-7 pm