



Erica Landmann, President  
Tricia Bogle, Vice-President  
Deborah Hall, Trustee  
Carrie Johnson, Trustee  
Lisa Long, Trustee

## BOARD OF LIBRARY TRUSTEES

7:00 PM

Monday, May 18, 2026  
City Hall Council Chamber  
116 E. Foothill Boulevard, Glendora

### AGENDA

#### CALL TO ORDER

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#### ROLL CALL

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#### PLEDGE OF ALLEGIANCE

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#### REORDERING OF AND ADDITIONS TO THE AGENDA

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#### PUBLIC COMMENT

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The City of Glendora encourages community participation at its public meetings. Speakers are limited to three minutes, and time may not be shared or transferred. A total of 30 minutes is reserved for public comment, which may be extended by majority vote of the legislative body. At regular meetings, comments may address both agenda and non-agenda items during the Public Comment portion, with additional opportunities to speak provided during Public Hearings. At special meetings, public comment is limited to agenda items. Residents may participate in person or submit comments by email, phone, mail, or other available methods. Participation options may be adjusted if a State of Emergency, Health Order, or Executive Order limits in-person attendance. For more information, see the Guide to Public Meetings and Participating in Public Meetings on the City's website at [www.cityofglendora.gov/citymeetings](http://www.cityofglendora.gov/citymeetings).

#### 1. Public Comments received

#### BOARD STATEMENTS/REPORTS

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#### DIRECTOR/STAFF LIAISON AND ATTORNEY STATEMENTS

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#### 2. Report of the Library Director and Library Divisions

#### CONSENT CALENDAR

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Items on the Consent Calendar will be enacted by one motion without individual discussion. There will be no separate discussion of these items unless a member of the governing body requests specific item(s) be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be considered after the regular items. Anyone wishing to address a Consent Calendar item should do so during the Public Comment Period

#### 3. Library Events Calendar

Recommended Action for the Board of Library Trustees:

- 1. Receive and file the report.

## **NEW BUSINESS**

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### **4. Review of City Administrative Policy 4.01 - Facility Rental Policy**

Recommended Action for the Board of Library Trustees:

- 1. Approve City Administrative Policy 4.01 - Facility Rental Policy as presented.

## **BOARD/STAFF CLOSING COMMENTS**

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## **ADJOURNMENT**

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*Date Posted: May 11, 2026 06:37 pm*

## Highlights

Library Main Floor visitors	13,457
Wi-Fi sessions	102,666
National Library Week Programs	6
National Library Week program participants	403

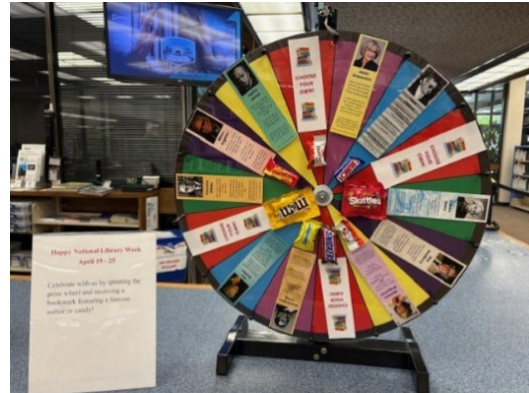
## Library Programs

- ✚ The Library participated in the City's Annual Earth Day celebration on April 18, 2026, hosting an informational booth and coordinating educational programming. Featured presentations included rattlesnake safety with "Wild Man Dan" and a Wild Wonders animal show.



- ✚ In celebration of National Library Week, April 19–25, 2026, staff participated in the programming contest, developing and presenting a variety of outstanding programs allowing the community to "Find their Joy!" **Congratulations to all the program teams!!** Programs included:

🌈 "Celebrate Libraries" prize wheel



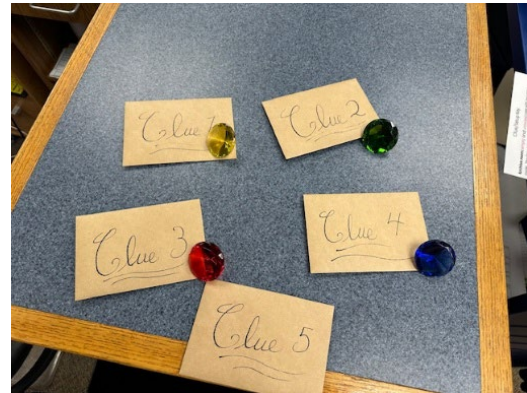
🌈 "As you Wish ..." screening of *The Princess Bride*



🌈 "I Love My Library" tote decorating party



✚ Escape the Library, after-hours escape room program for teens



✚ Meet and Bleat with Hello Critter Goats.



- In celebration of National Library Week, Library staff hosted their City colleagues and provided sweet treats from the Ice Cream Shoppe.

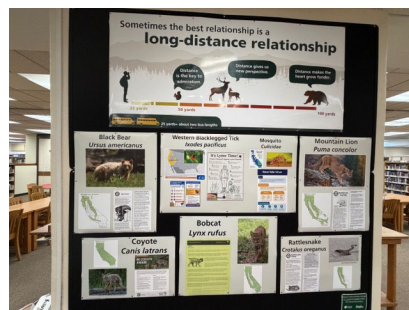


- ✚ The Glendora Library is joining with libraries up and down the west coast in the One Book, One Coast book club featuring George Takei's *They Called Us Enemy*. Programs will include a discussion featuring Jim Nakano and a teen book discussion series.
- Library end-of-school year tour season has begun, with Cullen's Kindergarten classes visiting the Library to learn about Library services including the upcoming Summer Discovery Challenge and having some fun at the Library.



## Library Places

- Library staff continue to evaluate and refine the main floor layout, with an emphasis on reducing visual clutter, and enhancing the overall comfort and accessibility of the space. As part of this initiative, a dedicated Teen Space is being developed using newly introduced signage, partitions, shelving, and rugs.
- ✚ Local wildlife is the focus of a new display on the Main Floor. Library customers can learn about the different wildlife in the Foothills and how to stay safe. Stop by to meet Koda the bear!



- **Library Building Updates:**

- During the most recent storms, the Library experienced leaks in some known areas of concern. Buckets and water-absorbent tiles were placed in the affected areas to manage water intrusion.



## **Library Content**

- The Library now offers a total of three telescopes for checkout. An additional telescope has been added to the circulating collection to help reduce the existing holds list.

## **Library Visibility**

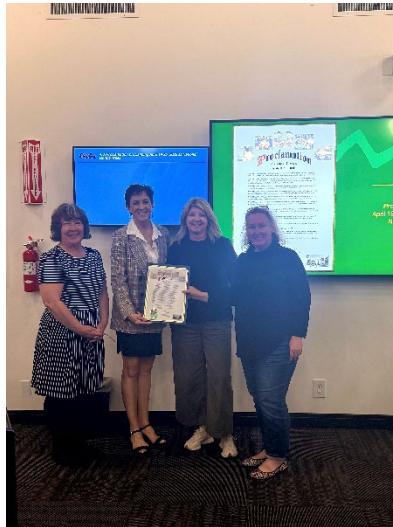
- Members of the Library Management team attended the Citizen of the Year celebration on April 16, 2026, honoring Kathleen “Kitty” Garvey, a long-time volunteer of the Glendora Public Library Friends Foundation.



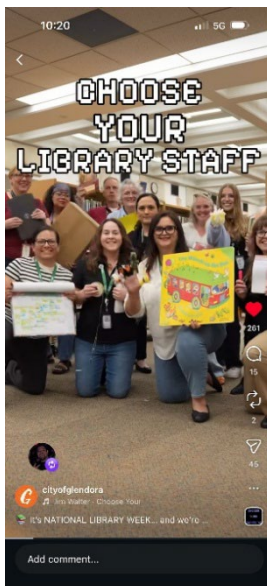
- Members of the Library Management team attended the Mayor’s Prayer breakfast on April 22, 2026.



- The City Council issued a proclamation declared April 19 -25<sup>th</sup> to be National Library Week. Members of the Board of Library Trustees accepted the proclamation at the City Council meeting.



## Library on Social Media



## Administration


- **Staff Updates:**
  - Donna Dukes has begun her term as Interim Library Director.
  - Congratulations to Maricela Enriquez on her promotion to Full-time Library Technician.



- Congratulations to Joaquin Gonzalez, who has accepted a transfer to Public Services as a Library Aide III.
- Congratulations to Anthony Savino on his promotion to Part-time Library Aide III.
- Recruitments for Library Aide II and Library Aide I positions are currently underway.
- Library staff were recognized on National Library Worker's Day with a delicious, boxed lunch from Plaza Produce.
- GPL Friends Foundation Board received grant updates as management attended a quarterly board meeting.
- Grant requests for the upcoming fiscal year were submitted to the GPL Friends Foundation.

#### **Upcoming Items on Board of Library Trustees Agenda:**

- Self-evaluation of the Board of Library Trustees
- Review of contract for professional library services with Charter Oak Unified School District

 *Programs and services were supported by the valued affiliation between the City of Glendora and GPL Friends Foundation.*



**Glendora Public Library Summary Data for March 2026**

	This Year March	Last Year March	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
<b>Library Places</b>						
Total Building Visitors (brick & mortar) [I.]	14,692	14,989	-2%	129,842	122,235	6%
Total Virtual Visitors (web page, App page, catalog, reading recommendation views) [V.B., V.D., V.F., V.G., V.H.]	52,515	57,928	-9%	448,516	454,551	-1%
Public Computer & AWE Uses [I. C., I.D.]	1,979	1,982	0%	16,108	11,683	38%
Wi-Fi Uses [I. E.]	109,763	137,209	-20%	1,167,309	1,287,183	-9%
Document handling uses, prints, public copier uses [I.G. & I. G. 1. & I. G. 2.]	8,160	5,748	42%	65,168	54,218	20%
Total Number of Facility Rentals: Bidwell & Friends Room [I.J.] <i>new July 2025</i>	53	n/a		482	n/a	
Total Number of all Programs provided [IV.A.]	48	57	-16%	362	325	11%
<b>SUBTOTAL uses of Library Places</b>	<b>187,210</b>	<b>217,913</b>	<b>-14%</b>	<b>1,827,787</b>	<b>1,930,195</b>	<b>-5%</b>
<b>Library Content</b>						
Total Items Loaned [I. H.]	21,318	15,059	42%	155,796	130,042	20%
<i>Electronic Circulation [I. H.4.] (counted as part of Total Items Loaned) ***</i>	7,943	4,790	66%	68,543	42,339	62%
Total Electronic Subscription Resources -Searches [V. A.] <i>used to include AWE</i>	4,778	3,361	42%	36,192	30,705	18%
<b>SUBTOTAL uses of Library Content</b>	<b>26,096</b>	<b>18,420</b>	<b>42%</b>	<b>191,988</b>	<b>160,747</b>	<b>19%</b>
<b>Library People</b>						
Total Customer Interactions [III.A., III.D., III.E.]	3,458	3,514	-2%	29,711	28,346	5%
Total Number of Program attendance - all programs/all ages [IV.A.1.]	2,342	2,842	-18%	17,367	16,876	3%
Monthly volunteers and YTD monthly average [IV.K.]	39	49	-20%	39	35	10%
<b>SUBTOTAL interactions with Library People</b>	<b>5,839</b>	<b>6,405</b>	<b>-9%</b>	<b>47,117</b>	<b>45,257</b>	<b>4%</b>
<b>Library Visibility</b>						
Number of publications printed [VI. A.2.1.]	403	497	-19%	4,400	5,153	-15%
Number of emails sent/opt-in PR email [VI. A.2.1.1.]	25,059	4,915	410%	76,993	66,426	16%
<b>SUBTOTAL reached by Library Visibility</b>	<b>25,462</b>	<b>5,412</b>	<b>370%</b>	<b>81,393</b>	<b>71,579</b>	<b>14%</b>

\*\*\* not included in sub/totals

These statistics are subject to verification.



# STAFF REPORT

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**TO:** President and Trustees

**DATE:** May 18, 2026

**FROM:** Library

**DISTRICT(S):** Citywide

**SUBJECT:** Library Events Calendar

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## RECOMMENDATION

That the Board of Library Trustees:

1. Receive and file the report.

## STRATEGIC FOCUS AREAS

Not applicable

## EXECUTIVE SUMMARY

Calendar of Library or significant community events that include Library staff participation or preparation. All or some Board members might choose to participate; no further group action is required.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Included in each Trustee packet; no further group action is required.

## DISCUSSION

All or some Board members might choose to participate; no further group action is required.

## FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

## ENVIRONMENTAL DETERMINATION

There is no CEQA impact associated with the recommendations in this report.

Prepared By: Gaby Thompson, Administrative Assistant

Concurs With: Not Applicable

Reviewed By: Donna Dukes, Interim Library Director

Certified to Availability of Funds: Not Applicable

Approved By: Adam Raymond, City Manager

Legal Review: Not Applicable

CEQA Review: Not Applicable

**Attachments**

[A\\_May\\_2026\\_Newsletter.pdf](#)

# Glendora Library Happenings

Presented by the Glendora Public Library and the GPL Friends Foundation.

**MAY**

## Upcoming events

### **HOLY GUACAMOLE – A CELEBRATION OF FLAVOR AND FAMILY**

**May 2 | 11 a.m. | Bidwell Forum**

Mi Sabor Mexican Kitchen will share the story behind their treasured guacamole recipe.

**Registration required.**

### **ONE BOOK, ONE COAST – *THEY CALLED US ENEMY* BY GEORGE TAKEI**

#### **ONE VOICE, A THOUSAND STORIES**

**May 4 | 7 p.m. | Bidwell Forum**

Explore the WWII Japanese American incarceration. Special guest: Jim Nakano.

### **“JOY FULL”: DAILY RITUALS TO EAT FREELY AND LIVE RADIANTLY**

**May 5 | 11 a.m. | Online**

Best selling author and expert Radhi Devlukia-Shetty shares her mindful cooking and daily wellness practices.

### **WORDS WITH FRIENDS KICKOFF**

**May 7 | 4 p.m. | Main Floor**

Teen book discussion group featuring George Takei's *They Called Us Enemy*. Thought-provoking activities, snacks, and teen-lead discussions.

### **THE LION WOMEN OF TEHRAN**

**May 7 | 4 p.m. | Online**

Author Marjan Kamali presents her latest novel, a coming-of-age story set in mid-century Iran.

*Save the date*

### **SUMMER DISCOVERY CHALLENGE**

**June 1–July 25**

[Register online](#) beginning May 30

### **AMERICA 250: A TASTE OF 1776 REVOLUTIONARY RECIPES**

**May 11 | 6:30 p.m. | Bidwell Forum**

Celebrate America 250 by stepping into the colonial kitchen!

**Registration Required.**

### **TEEN ASTRONOMY CLUB—FEATURING POMONA VALLEY AMATEUR ASTRONOMERS AGES 10–17**

**May 12 | 6 p.m. | Friends Room**

**2nd Tuesday of each month**

Exploring the universe through discovery, creativity, and hands-on learning.

### **LIBRARY BUILDING CLOSED**

**May 13**

### **ARCHITECTURE AND AMBITION WITH THE GLENDORA HISTORICAL SOCIETY**

**May 18 | 7 p.m. | Bidwell Forum**

Speaker Anne E. Collier discusses the railroad hotels and the marketing of Southern California.

### **WAR COMES HOME: THE LEGACY**

**Main Floor Exhibit**

**May 18– July 12 | Main Floor**

Explore the homecoming stories of veterans through personal letters from conflicts spanning the Civil War to Iraq and Afghanistan. Presented in partnership with Exhibit Envoy and California Humanities.

## RESHAPE BELIEFS AND UNLOCK YOUR TRUE POTENTIAL

**May 19 | 11 a.m. | Online**

Discover how the hidden assumptions you carry shape what you see, how you feel, and what you do—and how to replace them with beliefs that unlock your true potential.

## DANGEROUS MAGIC, ENCHANTING ROMANCE, AND PAINTING THE FUTURE

**May 20 | 4 p.m. | Online**

Bestselling author Elizabeth Lim features a cursed dragon lord and a plot to bring down the gods in her latest spellbinding work, *A Forgery of Fate*.

## LIBRARY BUILDING CLOSED – MEMORIAL DAY

**May 25**

## WORDS WITH FRIENDS WRAP-UP

**May 28 | 4 p.m. | Main Floor**

Teen book discussion group featuring George Takei's *They Called Us Enemy*.

## CULTURE FEST

**May 30 | 11 a.m. – 5 p.m. | Glendora Ave**

Embark on a journey around the world at Glendora's third annual Culture Fest!

## SUMMER DISCOVERY CHALLENGE

**June 1–July 25**

[Register online](#) beginning May 30.

I'd like to  
learn something  
*Unexpected*

## Ongoing programs

### Weekly Storytime

**Tuesdays & Wednesdays | 10 a.m. & 11 a.m.**

**| Friends Room**

Songs, stories, and early learning fun.

### English Language Conversation Club

**1<sup>st</sup> & 3<sup>rd</sup> Mondays | 12 p.m. |**

**Glendora Gardens**

Practice English in a relaxed, supportive space.

### EVENING STORYTIME

**1<sup>st</sup> Tuesday of the month | 6:30 p.m. |**

**Friends Room**

### YOUTH ADVISORY BOARD: HELP PLAN

**LIBRARY PROGRAMS!**

*Ages 12+*

**3<sup>rd</sup> Tuesday of each month | 5:30 p.m. |**

**Friends Room**

### TEEN IDEA LAB

*Ages 10+*

**3<sup>rd</sup> Thursday of each month | 3:30 p.m. |**

**Friends Room**

### WALK INTO HISTORY!

Explore historic Glendora! Three different walking tours are available on demand. Call (626) 852-4891 to reserve.

### FRIENDS BOOK LOFT

**Monday–Friday | 10 a.m. to 4 p.m. |**

**Plaza Level (schedule subject to change)**

Discover used books and meet fellow readers.

WITH THE LIBRARY, I CAN.

Have a dream, a goal, or a curiosity? Let us know how we can help.  
[Library@CityofGlendora.gov](mailto:Library@CityofGlendora.gov) | (626) 852-4891 | [CityOfGlendora.gov](http://CityOfGlendora.gov)

*Unless otherwise noted, events are free and open to the public.*

By participating or attending an event conducted or hosted by the City of Glendora and its departments, you are agreeing to let the City of Glendora and all news media organizations use your and/or your children's photo and video images and/or likeness for news, promotional purposes, and electronic materials now and in the future. Names of individuals will not be used in photo captions. No compensation will be given for the use of photo and video images taken during the event. If you do not wish your and/or your children's likeness to be used in this way, please email the Digital Media Specialist at [webmaster@cityofglendora.gov](mailto:webmaster@cityofglendora.gov) or contact a staff person in charge at the event.



# STAFF REPORT

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**TO:** President and Trustees

**DATE:** May 18, 2026

**FROM:** Library

**DISTRICT(S):** Citywide

**SUBJECT:** Review of City Administrative Policy 4.01 - Facility Rental Policy

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## RECOMMENDATION

That the Board of Library Trustees:

1. Approve City Administrative Policy 4.01 - Facility Rental Policy as presented.

## STRATEGIC FOCUS AREAS

- Not applicable

## EXECUTIVE SUMMARY

The Board of Library Trustees continuously reviews all Library policies for accuracy and currency. Staff has reviewed the current policy concerning facility rentals and provided the following recommendations for updates.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

City Administrative Policy 4.01 was last reviewed and revised on January 28, 2019.

## DISCUSSION

The Facility Rental policy was reviewed by Library staff to determine necessary updates. Staff files were checked for needed updates and policies from neighboring libraries were reviewed for comparison. Staff also consulted with Risk Management regarding insurance and liability requirements.

Proposed changes reflect the following:

- Publicity section introduced.
- Audiovisual equipment section introduced.
- Fees and cancellation policies clarified.
- Insurance requirements clarified.
- Language updated to improve clarity of the reservation process.
- Policy reorganization to improve clarity and usability, with related sections consolidated and presented in a more logical sequence.

## FISCAL IMPACT

There is no fiscal impact associated with the recommendations in this report.

## ENVIRONMENTAL DETERMINATION

There is no CEQA impacts associated with the recommendations in this report.

Prepared By:	Elke Cathel, Senior Management Analyst
Concurs With:	Not Applicable
Reviewed By:	Donna Dukes, Interim Library Director
Certified to Availability of Funds:	Not Applicable
Approved By:	Adam Raymond, City Manager
Legal Review:	Not Applicable
CEQA Review:	Not Applicable

**Attachments**

[A\\_Facility\\_Rental\\_Policy\\_-\\_DRAFT.pdf](#)

[B\\_Presentation--Facilities\\_Rental\\_Policy\\_401.pdf](#)



## GLENDORA PUBLIC LIBRARY POLICY ON FACILITY RENTALS

**SECTION or POLICY NO:**

Policy No. 4.01

**ORIGINATING DEPT:**

Library

**Reference:**

Administrative Policy

**SUPERSEDES:**

January 28, 2019

**NEW EFFECTIVE DATE:**

May 18, 2026

**PAGE 1 of 9**

**APPROVED BY:**

Board of Library Trustees

### **Policy Objective:**

To establish a policy regarding the use of Library meeting/Event rental facilities.

### **Authority:**

Board of Trustees of the Glendora Public Library.

### **Assigned Responsibility:**

Board of Trustees of the Glendora Public Library, Library Director, and assigned managers.

### **Policy/Procedure:**

In order to ensure the most effective use of the Library rental facilities, the following regulations have been adopted. Failure to abide by the regulations may result in suspension of meeting privileges. Activities sponsored by the Glendora Public Library (Library) or by the City of Glendora (City) are not subject to the guidelines of this policy. Guidelines may be waived by Library or City Administration as deemed necessary in support of Library/City business.

The City of Glendora does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, sex, sexual orientation, age or physical limitation. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement of the policies or beliefs of that organization by the Glendora Public Library or the City of Glendora.

### **Conditions of Use**

- A. Use of meeting/event space is limited to approved areas only.
- B. Meetings and/or events shall not disrupt Library and/or City services.
- C. Children's groups must be supervised in accordance with current California Department of Education staffing ratios as outlined in the California Code of Regulations.
- D. Groups reserving Bidwell Forum may also use the Library Plaza (Plaza). When using the Plaza, the following additional guidelines apply:

1. Food preparation will not be allowed on the Plaza except with prior written approval by Library Administration.
2. A detailed description of activities and events (i.e. purpose of meeting, time of set-up, time of start of the event, time of end of the event, time of tear-down, # of attendees, etc.) to be held on the Plaza must be submitted with the application.
3. Any additional equipment use (e.g. generators, portable toilets, portable wash basins, etc.) must be listed in detail (type, size, capacity, etc.) and submitted with the application.
4. All equipment used on the Plaza (e.g. tables, chairs, umbrellas, etc.) must be furnished by the facility user, including locating, leasing, transporting, and return of equipment.
5. All applicable event permits, (e.g. City of Glendora licenses, ABC licenses etc.) are the responsibility of the applicant. Contact the City's Finance Department at 626/852-4819 for city permits. Copies of all additional permits, licenses, etc., need to be supplied to the Library two (2) weeks before the event unless noted differently in the policy. If applicable permits, licenses, insurance certificates are not received two (2) weeks prior to the event, the reservation is subject to cancellation.

***E. Needs of the Library and/or City may require the refusal of reservation requests, cancellation, or reassignment of meeting location. 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.***

## **Insurance**

- A. Non-profit use as described in the Master Schedule of Fees will not routinely require liability insurance unless factors such as use of outdoors, cooking or alcohol are involved.
- B. Any application qualifying for rental fees will require liability insurance.
- C. The private party facility user must provide the City of Glendora with a Certificate of Insurance for general liability issued in the amount no less than \$1,000,000 per occurrence **and \$2,000,000 general aggregate** for bodily injury and property damage, naming the City of Glendora as additional insured and must specify the following language: "It is hereby understood and agreed that the City of Glendora, its elected and appointed officials, employees and/or agents, are added as an additional insured." Insurance coverage procured shall be endorsed to waive subrogation against the City or shall specifically allow consultant or other providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Incorrect certificates will not be accepted. **All certificates of insurance and required endorsements must be supplied to Risk Management (2) two weeks prior to the scheduled event.** If insurance documents are not received, reservation is subject to cancellation.

The facility user shall indemnify and hold the City of Glendora, and its employees and agents and the property of the City of Glendora, free and harmless from any and all liability, claims, loss, damages, or expenses, including attorney fees and costs, arising by reason of death or injury of any person, including any person who is an employee, agent or individual participating in the event of/with facility user, or by reason of damage to or destruction of any property, including property owned by the City of Glendora or any person who is an employee or agent of facility user, caused by (1) any cause whatsoever while that person or property is in or on the City of Glendora property or in any way connected with the City of Glendora property or with any improvements or personal property on the City of Glendora property; (2) some condition of the City of Glendora property of some building or improvement on the City of Glendora property; (3) some negligent act or omission on the City of Glendora property or any person in, on, or about the City of Glendora property with the permission and consent of City of Glendora or facility user; or (4) any matter connected with facility user's occupation and use of the City of Glendora property.

### **Reserving Library Facilities**

- A. A completed application is required of all groups for each meeting held. Reservations will be taken no more than six (6) months in advance of an event.
- B. Reservation applications are processed according to the order received.
  - a. Pre-reservations may be made by contacting Library facilities staff but cannot be confirmed until the completed application is received, reviewed, and approved. Pre-reservations not followed up by the reserving party with an application form within a week will lose their place in the queue and may be cancelled.
  - b. Application forms will be clarified as needed by staff prior to approval. Until approval, the reservation is not considered final. The Library will make every effort to notify the reserving party of any questions or complications as soon as possible.
  - c. Applications shall be issued only to responsible adults, 18 years and older, who shall be in attendance at the function for which the application is being submitted. If application includes alcohol use, the applicant must be over 21 years of age.
  - d. Once approved, a copy of the approved application will be returned to the facility user as confirmation of the reservation within seven (7) business days of receipt.
  - e. Location should not be advertised until signed confirmation is received.
  - f. Any marketing for your event must not include "Glendora Public Library" or "City of Glendora."
- C. Upon application approval, any applicable fees must be paid at least two (2) weeks in advance of meeting date or the reservation will lose its place in the queue and may be cancelled.
- D. Meetings/events held beyond normal library open hours are subject to staff availability for facility supervision.

- E. Groups may reserve daytime or evening times in blocks of not more than three meetings. Requests are limited to one meeting per month. At the end of the first meeting, an additional (third) meeting may be scheduled: i.e. groups may maintain three active reservations.
- F. The rental period begins when the meeting/event space is opened. Facility users may not enter the meeting/event space until the time designated on the application. Time for all preparations must be included in the time designated on the application. The clean-up and removal of personal belongings must be completed and the meeting/event space completely vacated by the time indicated on the application.
- G. Tables and chairs are provided; they will be set up by Library staff by the rental start time based on the preferred completed floor plan received as part of the application. Tables and chairs may not block room access or emergency exits; they may not be placed in the lobby except with prior written approval by Library Administration. Library staff will tear down the tables and chairs once the event has ended.
- H. **Needs of the Library and/or City may require the refusal of reservation requests, cancellation, or reassignment of meeting location. 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.**

### **Publicity**

- A. Permission to use Library facilities is not an endorsement or sponsorship of any group, individual, or other organization.
- B. Any promotional materials, including websites, digital and print advertising, social media, blogs, flyers, posters, press releases and emails may only use the Library's room and address information, and must include the following statement: "This program is not sponsored or endorsed by the City of Glendora or Glendora Public Library. Any views that are discussed at this event/meeting are not a reflection of the Glendora Public Library or the City of Glendora." Publicity must not list Library telephone numbers, email or use images of the Library or the Library and City logo. Any implication of sponsorship, including logos, may not be included in any marketing for a third-party event or program. Location should not be advertised until signed confirmation is received.
- C. All publicity materials produced for directional purposes and posted on Library premises or other City property must be approved in advance by the Library Director or their designee. Any materials posted that have not been approved will be removed and discarded.
- D. Neither the name nor address of the Glendora Public Library may be used as a mailing address for organizations, groups or individuals using the Library's meeting room facilities.
- E. If applicable permits, licenses, insurance certificates are not received two (2) weeks prior to the event, the reservation is subject to cancellation. Applicants advertising their event prior to the Library receiving all documents and any required fees do so at their own risk.

### **Audio Visual Equipment**

- A. The Glendora Public Library will make every effort to ensure the audiovisual equipment is working properly but cannot guarantee against failure. Facility users should have suitable back up material.
- B. The Library recommends using the in-house laptop for any presentations.
- C. Clients may also bring their own electronic devices to connect to the Glendora Library's AV system, however, compatibility is not guaranteed.
- D. It is strongly recommended that clients test their presentations in the Library's meeting room in advance of their event. Testing can be scheduled with Library staff and is available free of charge.
- E. Staff will be able to assist with basic technical difficulties with our projector, TVs or sound system.

### **Charges and Fees**

Fees are established by the most recently adopted City of Glendora Master Schedule of Fees for Service (available on the City of Glendora web site, at City Hall, or at the Library).

- A. Upon application approval, any applicable fees must be paid at least two (2) weeks prior to the meeting date or the reservation will lose its place in the queue and may be cancelled.
- B. Person-on-duty charges: Per the City of Glendora Master Schedule of Fees for Service, a person-on-duty charge will be assessed for meetings beginning or ending after regular open Library hours or on days the Library is closed.
- C. The facility deposit will be held until after the scheduled event. If the facility is left in proper condition, the facility deposit will be returned by mail. If anything in the building is left damaged or broken, the entire facility deposit, or a portion thereof, will be forfeited to the City of Glendora.
- D. Alarm Response: The facility user will be assessed an additional fee of \$135 if any alarm (e.g. fire, police) response is required.

### **Cancellation**

Applicants wishing to cancel a reservation must notify the Library in writing as soon as possible.

For the purposes of this policy, refundable fees include room rental fees paid in advance. Person-on-duty charges or other staffing costs may be non-refundable if staff have already been scheduled or if cancellation occurs within two (2) weeks of the event date.

- Cancellations made four (4) weeks or more before the event date will receive a full refund of refundable fees and the full facility deposit.
- Cancellations made within four (4) weeks, but more than two (2) weeks before the event date will receive a refund of refundable fees and 50% of the facility deposit.
- Cancellations made within two (2) weeks of the event date will receive a refund of refundable fees, minus the facility deposit. Person on duty staffing fees may be non-refundable for cancellations made within two (2) weeks of the event if staff have already been scheduled.
- Cancellations required due to Library or City operational needs will receive a full refund of all fees and deposits.

### **Alcoholic Beverages**

If facility user will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If facility user is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If facility user intends to sell alcohol either the facility user or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

### **Distribution and Consumption**

- A. The distribution and consumption of alcoholic beverages is only allowed upon approval. Any unapproved distribution and/or consumption of alcoholic beverages is strictly disallowed and may result in the immediate stoppage of an event in progress.
- B. The facility user is solely responsible for the serving and consumption of alcoholic beverages. Individuals may not serve or bring alcoholic beverages for distribution or their own consumption, e.g., "Bring Your Own Bottle (BYOB)."
- C. Persons under 21 years of age may not serve alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with State law and regulations of the Alcoholic Beverage Control Board. Violators are subject to criminal prosecution and reported violators will be denied approval of subsequent requests for facility use.

### **Sale**

- A. If alcohol will be sold at the event, a one-day alcoholic beverage use permit must be obtained through the State of California Alcohol Beverage Control (ABC) Board.

Alcoholic Beverage Control Department  
State of California  
222 E. Huntington Dr, Suite 114  
Monrovia, CA 91016

Phone: (626) 256-3241

An individual may obtain a permit through an authorized caterer. Non-profit, tax-exempt groups may apply for a one-day permit directly through ABC. Only a person possessing a current, valid license from ABC may sell alcohol. It is the responsibility of the facility user to ensure this license is displayed at the rental site during the entire event.

- B. An approved ABC license must be submitted at least 2 weeks prior to the date of the event listed on the Facilities Rental application. For events requiring special permitting, facility users are advertising at their own risk prior to the Library receiving all documents.
- C. Facility user must hire or appoint a security guard/person to maintain a safe environment and enforce laws pertaining to the sale/distribution of alcohol beverages to persons under 21 years of age, during the event. Identification (i.e. name, address, phone, age, etc.) of security guard/person must be submitted with the completed reservation application at least two (2) weeks in advance of the event. The security guard/person must be at least 21 years of age, may be a member of the group/organization, and must remain sober during the event. The security guard/person may be called in for an interview prior to the event, if deemed necessary by Library management.

## Smoking

Smoking of tobacco, or any other substance, is prohibited in all public facilities. Police will be called should there be continuation of smoking after a verbal warning. Lack of compliance will result in renter losing their right to rent the facility in the future, and the facility event will, at that time, be shut down.

## Decorations

- A. All decorating is subject to the prior written approval by Library. Use of bolts, tacks, screws, staples, nails, glue, adhesive tape, candles, rice, confetti, birdseed or similar materials considered harmful or defacing to the building is strictly prohibited.
- B. The Library facilities must be restored to original condition before the conclusion of reservation time.

## Hours of Operation

All activities must cease by 11 p.m. and premises must be vacated by 12 a.m., including cleanup time, except with prior written approval by Library Administration.

## Miscellaneous Regulations

- A. Profane, loud, or boisterous language or other conduct likely to cause a disturbance is not permitted.
- B. Illegal activities are not permitted.
- C. All Federal, State, County, and City laws, regulations, codes, and ordinances must be obeyed, including all applicable health, safety, sanitary and fire regulations. Required permits are the responsibility of the facility user and may not all be listed in these guidelines. Facility user shall be solely responsible for any penalties, fines and charges that may be levied by the Fire Marshall, any other administrative agency or court of law for any violation.
- D. The facility must be left in a clean and orderly condition. Any damage to equipment, facilities, or the building must be reported to the Library or staff person on duty immediately. Facility user may incur charges for damages. In order to recover costs, the City of Glendora will pursue all collections and legal remedies at its disposal to recover costs for damaged or missing items.
- E. Any accident occurring in a City facility, which causes injury to any individual, must be reported to the staff person on duty immediately.
- F. The City is not responsible for lost or stolen items. All items not removed at the end of the meeting/event shall be disposed of by the Library in whatever manner the Library deems appropriate.
- G. Obscene language or materials are not permitted. Language directed to incite, produce violence, and/or criminal activity, or which is likely to incite or produce such violence or activity is not permitted.
- H. Library will not accept responsibility for conduct of attendees at events held in the Library meeting/event facilities.
- I. Disruption of Library/City Services: Multiple warnings (more than 2) for noise and/or disruption of business may result in the immediate closure of the event and removal of group from premises without a refund of fees and/or deposit.
- J. Live Entertainment. Live entertainment is subject to approval and must comply with all noise restrictions and other conditions imposed by the City of Glendora. Necessary city permits must be provided at least two (2) weeks prior to the event.
- K. Animals: No animals other than service animals shall be allowed in, around or near Library facilities.
- L. Restrooms: Library public restrooms will be open and accessible during building room rentals. Facility user may be required to provide additional restrooms for Plaza use.
- M. Failure to comply with this policy shall result in revocation of Library meeting room/event facilities privileges.

N. The City of Glendora reserves the right of full access to all activities at any time in order to ensure that all rules, regulations, and City/State laws are being observed.

**History:**

This policy was originally adopted 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, reviewed May 16, 2005, revised June 20, 2005, revised July 18, 2005, revised May 15, 2006, reviewed June 19, 2006, revised May 17, 2010, revised March 21, 2016, revised January 28, 2019, revised May 18, 2026 by the Board of Library Trustees.

DRAFT



# REVIEW OF CITY ADMINISTRATIVE POLICY 4.01— FACILITY RENTALS

GLENDORA PUBLIC LIBRARY

BOARD OF LIBRARY TRUSTEES

MAY 18, 2026

ELKE CATHEL, SENIOR MANAGEMENT ANALYST



# BACKGROUND

The Library Board regularly reviews all Library policies to ensure accuracy and currency.

January 2019 Board Meeting:

- Facility Rental Policy approved by Board of Library Trustees based on staff recommendations.

# DISCUSSION

## Policy Evaluation Process:

- Current policy reviewed by Library staff.
- Staff files reviewed for necessary updates.
- Policies of surrounding libraries reviewed.
- Risk Management consulted on insurance and liability requirements.

# DISCUSSION

Proposed changes:

- New section on publicity.
- New section on audiovisual equipment.
- Fees and cancellation policies clarified.
- Insurance requirements clarified.
- Updated language to improve clarity of the reservation process.

# FISCAL IMPACT

There is no fiscal impact associated with the recommendations in this report.

# RECOMMENDATION

That the Board of Library Trustees:

1. Approve City Administrative Policy 4.01—Facility Rental Policy as presented.



QUESTIONS?