



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

BOARD OF LIBRARY TRUSTEES

7:00 PM

Monday, March 16, 2026, 7:00 PM
City Hall Council Chamber
116 E. Foothill Boulevard, Glendora

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

REORDERING OF AND ADDITIONS TO THE AGENDA

PUBLIC COMMENT

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.

1. Public Comments received

BOARD STATEMENTS/REPORTS

DIRECTOR/STAFF LIAISON AND ATTORNEY STATEMENTS

2. Report of the Library Director and Library Divisions

SPECIAL ITEMS

3. National Library Week Programming Preview

4. Review of Every Story Counts Survey Results

CONSENT CALENDAR

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

5. Library Events Calendar

Recommended Action for the Board of Library Trustees:

- 1. Receive and file the report.

NEW BUSINESS

6. Review Library Fees for Submission to City's Master Schedule of Fees for Service for Fiscal Year 2026-2027

Recommended Action for the Board of Library Trustees:

- 1. Recommend to the City Council approval of the Library's proposed updates to the City of Glendora's Master Schedule of Fees for the Fiscal Year 2026-2027.

BOARD/STAFF CLOSING COMMENTS

ADJOURNMENT

Date Posted: March 9, 2026 05:13 pm

Highlights

Library visitors	13,456
Total number of mobile app views	10,632
Total number of programs	35
Total number of program participants	1,362

Library Programs

- Teachers and volunteers at local public and private schools now have access to materials to host book clubs with their students with a new “Book Club in a Box” program. Kits include books, author information, suggested reading timeline, discussion questions, and activities.



- Teens had a blast at the Love Bites Anti-Valentine party. Activities included crafts, karaoke, and of course, yummy treats that teens created with guidance from A&J Cakes.



- Local sourdough artisan Karen Quinones brought the magic of sourdough baking to the Library. Participants learned sourdough tips and were able to make a starter and take a delicious recipe home.



- Kids and families celebrated reading and Dr. Seuss through games, crafts, and fun! They even tried Green Eggs and Ham cookies using the Charlie Cart.



- A team of staff visited a recent EYE-DAS meeting for people with visual impairments to provide one-on-one assistance in getting started with Library assistive resources such as text-to-speech magazines.



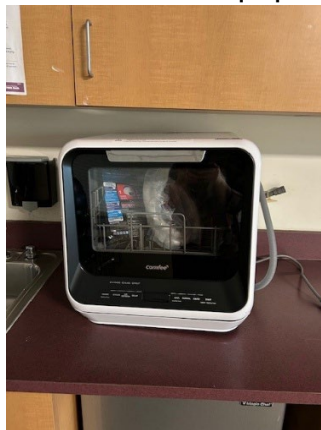
- The bi-monthly English Conversation Club allows adults to practice their English skills in a fun, casual environment.



- ✚ Library Staff participated in the City Health and Wellness Fair held at the La Fetra Center. Staff highlighted Library resources available to the community.

Library Places

- **Library Building Updates:**
 - Library staff is currently testing a portable dishwasher recently donated by a member of the Friends Foundation. The unit will support our Charlie Cart programming by allowing us to efficiently clean and sanitize equipment used during programs.



- The Library did not experience any new leaks during the most recent storms. A big Thank You to Public Works staff who inspected the building in advance to ensure we were as prepared as possible, including confirming that sump pumps were functioning properly. Library staff placed buckets and water-absorbent tiles in known areas of concern and monitored the building during the storms.
- Library staff continues to assess and make adjustments to the main floor layout, with a focus on reorganizing collections and furnishings, reducing visual clutter, and creating a more comfortable and welcoming environment for customers. As part of this effort, staff is working to establish a dedicated display area to better highlight materials.

Library Content

- Conversations with the Library's new materials vendor, Ingram, have resumed regarding the pre-processing of materials to ensure they arrive at the Library with shelf-ready components in place.

Library Visibility

Library on Social Media




Administration

- Library managers visited libraries that are currently operating in temporary locations, gaining an understanding of the needs and challenges of moving locations.
- Library managers met with the City Manager team for a bi-monthly update meeting at the end of February.
- The Library will be closed on Tuesday, March 17th, for the Spring Staff Development Day. Staff will visit the ALF Museum of Paleontology, a partner museum, and meet in smaller groups at the Library.
- Requests for the mid-cycle budget, the 2nd year of the 2-year budget, were submitted. Library requests included funding for a library vending machine and technology upgrades through our library system provider, Polaris.
- **Staff Updates:**
 - Library Technician Ashley Miller submitted her resignation. Her last day was February 27th. We wish her well.
 - Welcome to Part-time Librarian I Kathya Oretga. Kathya's first day was March 2nd.
 - Part-time Library Aide II Joaquin Gonzalez was promoted to fill a vacant Part-time Library Aide III position.
 - Staff had an evening event celebrating the outstanding work over the past year for the entire Library team.



Upcoming Items on Board of Library Trustees Agenda:

- Review process of self-evaluation of the Board of Library Trustees
- Policy review-City Administrative Policy 4.01 – Uses and Regulations of Building

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

Glendora Public Library Summary Data for January 2026

	This Year January	Last Year January	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
Library Places						
Total Building Visitors (brick & mortar) [I.]	13,354	13,249	1%	101,694	93,863	8%
Total Virtual Visitors (web page, App page, catalog, reading recommendation views) [V.B., V.D., V.F., V.G., V.H.]	49,248	50,552	-3%	348,493	346,634	1%
Public Computer & AWE Uses [I. C., I.D.]	1,686	1,393	21%	12,419	8,071	54%
Wi-Fi Uses [I. E.]	76,163	188,446	-60%	961,882	960,017	0%
Document handling uses, prints, public copier uses [I.G. & I. G. 1. & I. G. 2.]	7,572	5,573	36%	50,136	41,217	22%
Total Number of Facility Rentals: Bidwell & Friends Room [I.J.] <i>new July 2025</i>	51	n/a		376	n/a	
Total Number of all Programs provided [IV.A.]	30	30	0%	279	233	20%
SUBTOTAL uses of Library Places	148,104	259,243	-43%	1,475,279	1,450,035	2%
Library Content						
Total Items Loaned [I. H.]	18,958	13,903	36%	117,743	101,563	16%
<i>Electronic Circulation [I. H.4.] (counted as part of Total Items Loaned) ***</i>	<i>9,897</i>	<i>4,807</i>	<i>106%</i>	<i>52,217</i>	<i>33,105</i>	<i>58%</i>
Total Electronic Subscription Resources -Searches [V. A.] <i>used to include AWE</i>	3,468	3,228	7%	28,187	24,117	17%
SUBTOTAL uses of Library Content	22,426	17,131	31%	145,930	125,680	16%
Library People						
Total Customer Interactions [III.A., III.D., III.E.]	3,461	3,337	4%	23,269	21,640	8%
Total Number of Program attendance - all programs/all ages [IV.A.1.]	1,233	1,060	16%	13,328	12,540	6%
Monthly volunteers and YTD monthly average [IV.K.]	56	45	24%	31	26	19%
SUBTOTAL interactions with Library People	4,750	4,442	7%	36,628	34,206	7%
Library Visibility						
Number of publications printed [VI. A.2.1.]	774	490	58%	3,518	4,029	-13%
Number of emails sent/opt-in PR email [VI. A.2.1.1.]	12,545	4,729	165%	46,337	56,796	-18%
SUBTOTAL reached by Library Visibility	13,319	5,219	155%	49,855	60,825	-18%

*** not included in sub/totals

These statistics are subject to verification.



NATIONAL LIBRARY WEEK PROGRAMMING PREVIEW

BOARD OF LIBRARY TRUSTEES

MARCH 16, 2026

CINDY ROMERO, INTERIM LIBRARY DIRECTOR





NATIONAL LIBRARY WEEK
APRIL 19-25, 2026

PROGRAMMING CONTEST

- STAFF TEAMS OF UP TO 4 PEOPLE
 - \$750 BUDGET PER PROJECT
 - LUNCH FOR WINNING TEAM
-
- 5 TEAMS ARE PARTICIPATING
 - 5 UNIQUE PROGRAM IDEAS
 - 12 STAFF MEMBERS

AS YOU WISH...

MOVIE SCREENING OF *THE PRINCESS BRIDE*

MONDAY, APRIL 20TH, 5:30 PM

BIDWELL FORUM

3 STAFF MEMBERS

I LOVE MY LIBRARY...

TOTE DECORATING PROGRAM

THURSDAY, APRIL 23RD, 5:30 PM

FRIENDS ROOM

2 STAFF MEMBERS

ESCAPE THE LIBRARY...

ESCAPE ROOM STYLE PROGRAM FOR TEENS

FRIDAY, APRIL 24TH, 5:30 PM

MAIN FLOOR

FOR TEENS ONLY

2 STAFF MEMBERS

MEET 'N BLEAT

HELLO CRITTER GOATS AND GOAT YOGA

SATURDAY, APRIL 25TH, 3:30 PM

LIBRARY PLAZA

4 STAFF MEMBERS

CELEBRATE LIBRARIES

LEARN ABOUT FAMOUS WRITERS WITH APRIL BIRTHDAYS

WEEK OF APRIL 20TH

MAIN FLOOR

1 STAFF MEMBER

NATIONAL LIBRARY WEEK PROGRAMMING

MADE POSSIBLE BY GPL FRIENDS FOUNDATION



GLENDORA PUBLIC LIBRARY

**FRIENDS
FOUNDATION**



QUESTIONS?



EVERY STORY COUNTS - UPDATE

BOARD OF LIBRARY TRUSTEES

MARCH 16, 2026

CINDY ROMERO, INTERIM LIBRARY DIRECTOR





EVERY STORY COUNTS SURVEY

JANUARY 26-31, 2026

CALIFORNIA STATE
LIBRARY

EVERY STORY COUNTS SURVEY

JANUARY 26–31, 2026

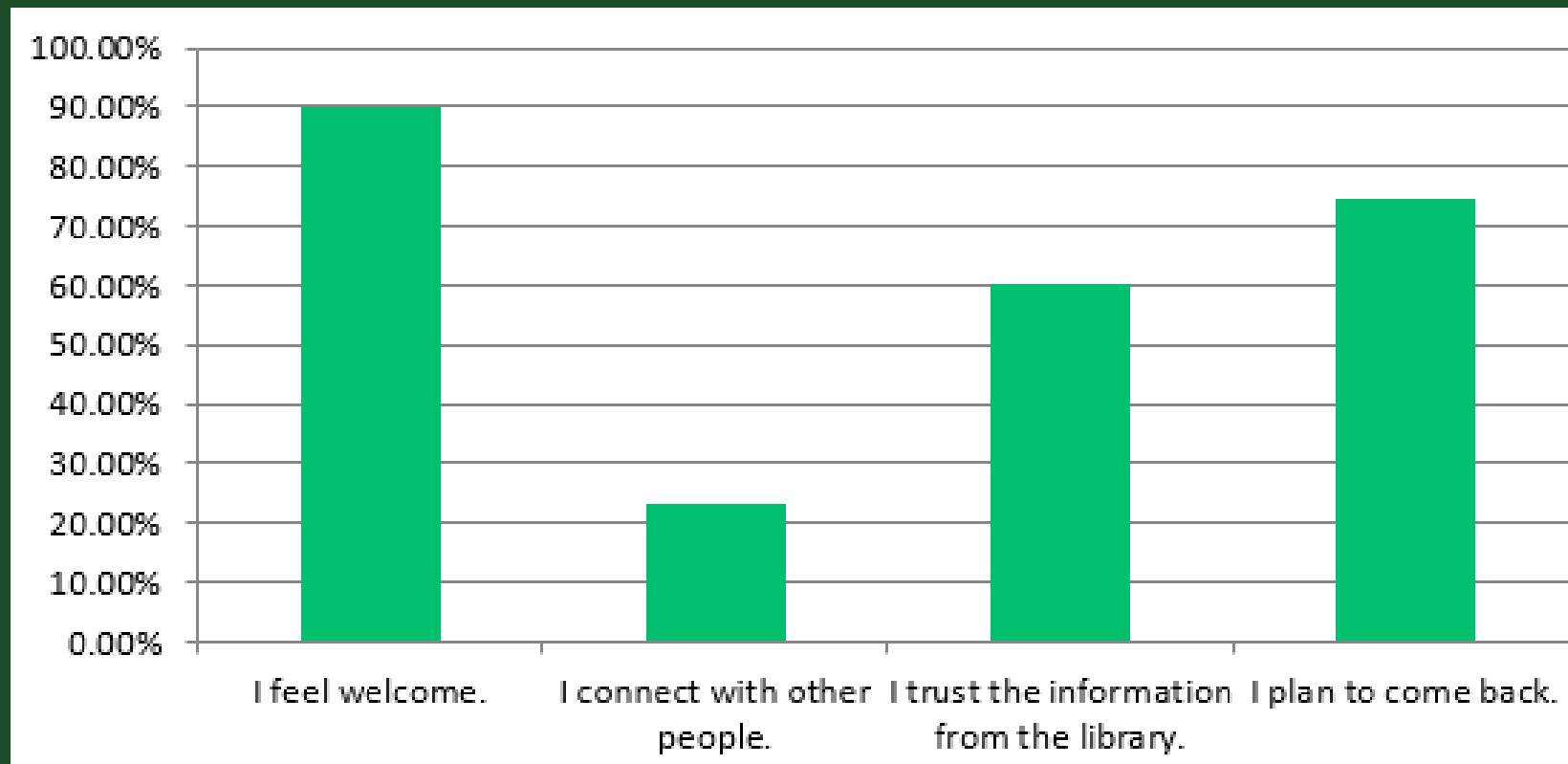
STATEWIDE INITIATIVE LED BY THE CALIFORNIA STATE LIBRARY TO CAPTURE HOW AND WHY CALIFORNIANS USE THEIR PUBLIC LIBRARIES

USED A FIXED SET OF QUESTIONS, AND ALLOWED FOR UP TO 3 LOCAL QUESTIONS

SURVEY EMAILED TO CITY AND LIBRARY EMAIL LISTS, POSTED ON SOCIAL MEDIA, AVAILABLE IN LIBRARY

363 TOTAL RESPONSES RECEIVED

TELL US ABOUT YOUR EXPERIENCE AT THE LIBRARY.

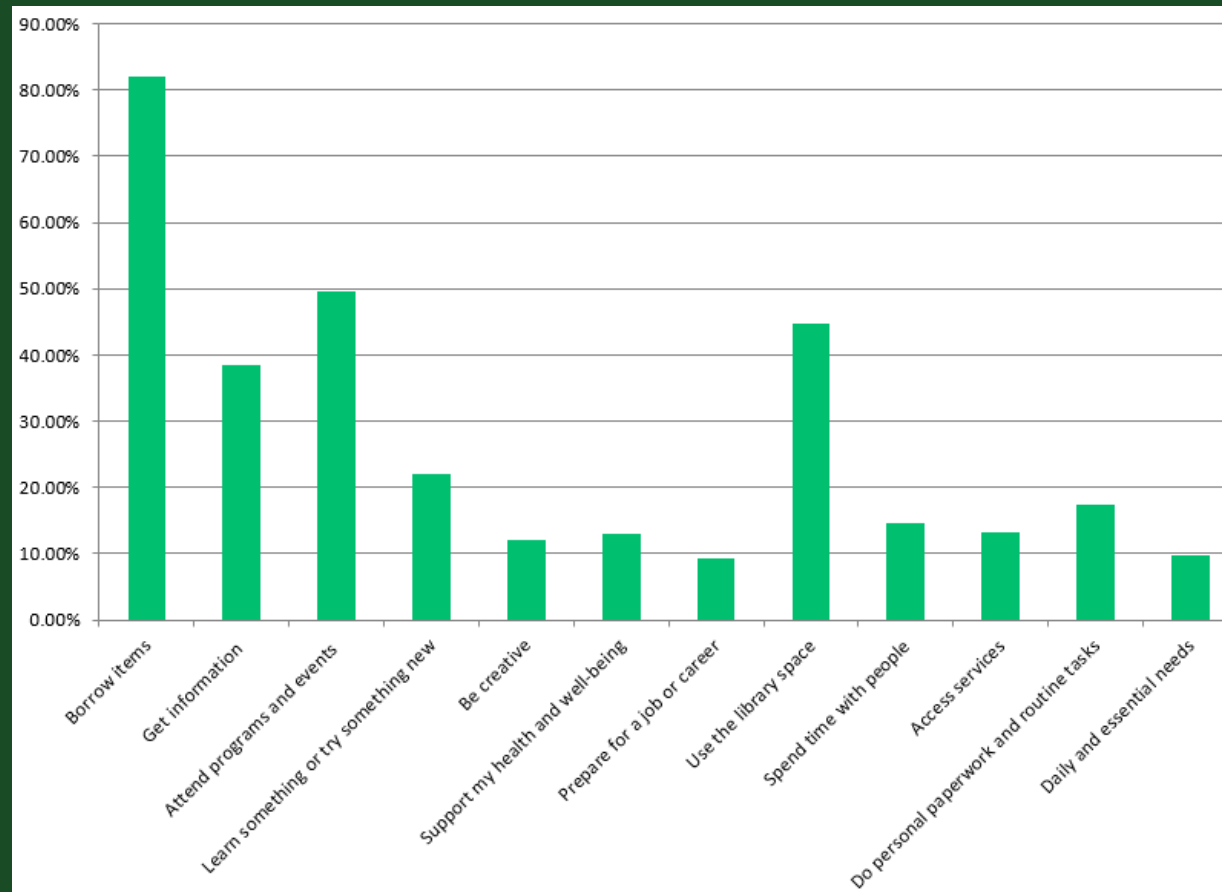


FREE TEXT RESPONSES INCLUDED:

- “The best library in San Gabriel Valley!”
- “It’s convenient and close to home.”
- “Friendly and helpful staff.”
- “The Library was there for me when I was looking for a new job. My computer was not working and the Library was critical for me!”
- “It’s an amazing place to bring my daughter, she can appreciate books.”
- “Library looks dated and should be updated.”

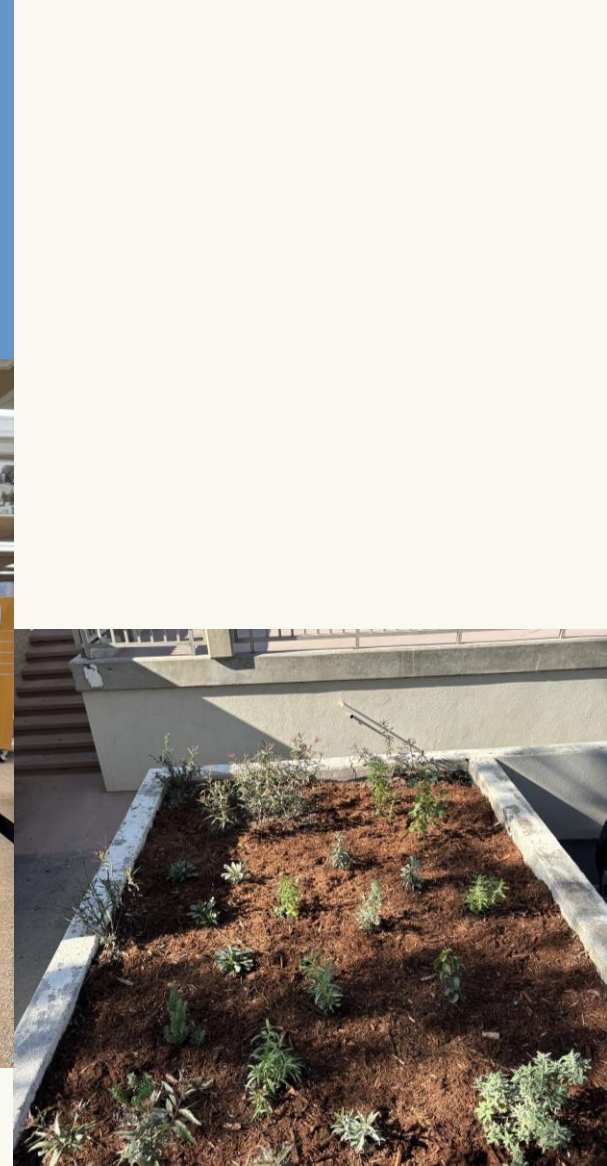
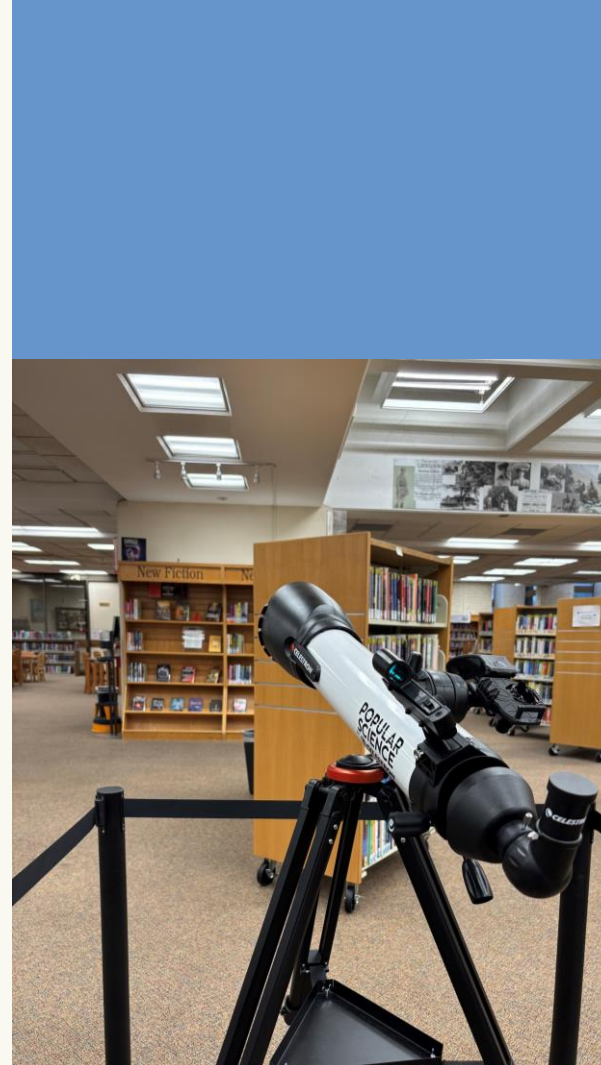


PLEASE TELL US HOW YOU USE THE LIBRARY.



FREE TEXT RESPONSES INCLUDED:

- “Storytime is amazing.”
- “Pick up State parking pass.”
- “To relax, play games with friends, charge my devices during a power outage.”
- “Read newspapers.”
- “Studying for law school.”
- “Day trip for adults with disabilities.”

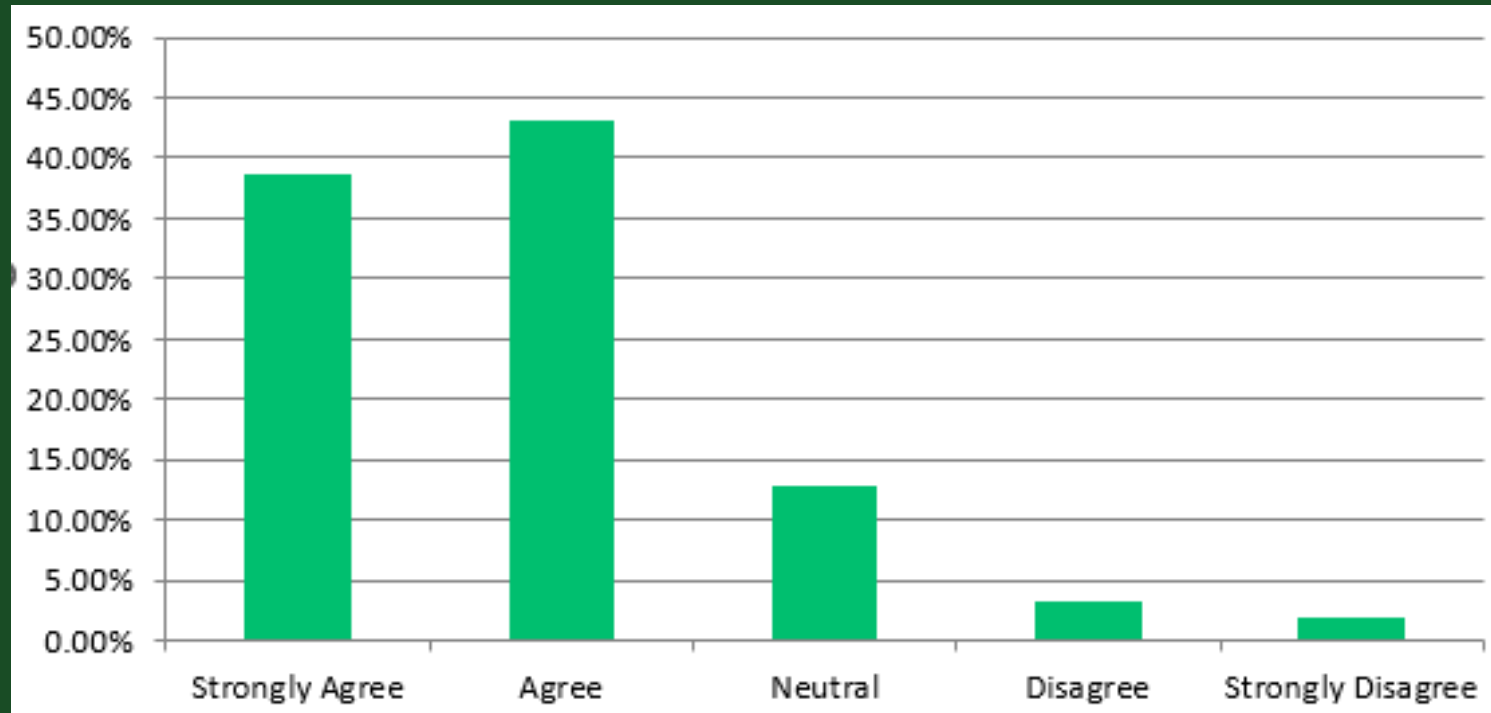




PLEASE SHARE ANYTHING ELSE YOU WOULD LIKE TO TELL US ABOUT HOW YOU USE THE LIBRARY.

- **AN OPPORTUNITY TO CONNECT WITH THE COMMUNITY**
- **KIDS ACTIVITIES**
- **CHECKING OUT BOOKS**
- **ONLINE BOOKS**
- **SPECIAL EVENTS**
- **SUMMER DISCOVERY CHALLENGE**
- **LIBRARY MEETING SPACE**
- **AIR CONDITIONING**
- **ADULT PROGRAMMING**
- **SPACE TO WORK**
- **RESEARCH**
- **COMPUTERS**
- **HOMEWORK**
- **AMAZING STAFF**

THE LIBRARY BUILDING ADEQUATELY MEETS THE NEEDS OF GLENDORA.

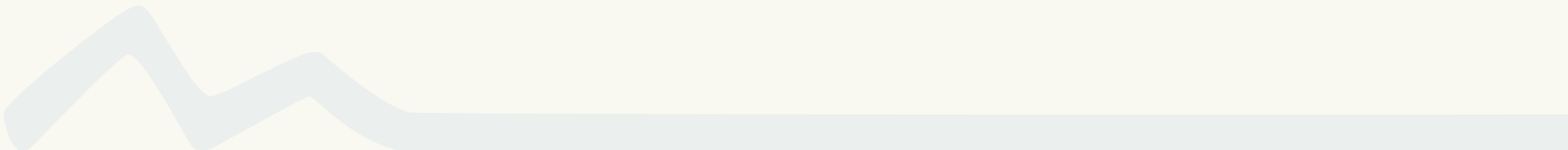


WHAT SERVICES WOULD YOU LIKE TO SEE ADDED OR CHANGED AT THE GLENDORA LIBRARY?

Programming Suggestions Examples

- BOOK DISCUSSION GROUPS
- MORE KIDS PROGRAMS
- MORE SPEAKERS AND EVENTS
- EVENING/WEEKEND PROGRAMMING FOR CHILDREN AND FAMILIES

Service Suggestions Examples

- COFFEE SHOP
 - ADDITIONAL LIBRARY OF THINGS
 - CHARGING STATIONS
 - INCREASE HOURS
 - MAKER SPACE WITH 3D PRINTING
- 

NEXT STEPS

- CA STATE LIBRARY WILL PROVIDE INFOGRAPHICS ON BOTH STATE AND LOCAL DATA
- STAFF WILL REVIEW FULL RESPONSES FOR SERVICE AND PROGRAM ENHANCEMENTS



QUESTIONS?



STAFF REPORT

TO: President and Trustees

DATE: March 16, 2026

FROM: Library

DISTRICT(S): Citywide

SUBJECT: Library Events Calendar

RECOMMENDATION

That the Board of Library Trustees:

1. Receive and file the report.

STRATEGIC FOCUS AREAS

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 impacts associated with the recommendations in this report.

Prepared By:	Gaby Thompson, Administrative Assistant
Concurs With:	Not Applicable
Reviewed By:	Cindy Romero, 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_March_2026_Newsletter.pdf](#)

Glendora Library Happenings

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

Upcoming events

MARCH

MAKE HEALTHY LIVING EFFORTLESS AND FUN

March 5 | 11 a.m. | Online

Jenn Luecke provides everything you need to confidently approach every meal of the day.

GREAT TRIVIA CHALLENGE

March 6 | 6 p.m. | Foothill Christian School

A GPL Friends Foundation fundraising event. For more information visit gplff.org.

BOOK PORTALS AND JOURNEYS OF LITERARY MAGIC

March 12 | 4 p.m. | Online

Kate Quinn discusses her latest title, *The Astral Library*, which poses the question: Have you ever wished you could live inside a book?

LET'S TALK WILDFIRES

March 14 | 11 a.m. | Bidwell

Explore tips and tricks to prepare your home for wildfire season.

Library Building CLOSED -

Staff Development Day

March 17

TASTE OF HISTORY: "BREWED AWAKENING"

March 21 | 11 a.m. | Bidwell

Classic Coffee will share their story and demonstrate the French press brewing method, followed by a tasting of their amaretto cookies. Registration required.

GLENDORA HISTORICAL MEETING:

ALTADENA: BETWEEN WILDERNESS AND CITY

March 23 | 7 p.m. | Bidwell

Author Michelle Zack explores Altadena's legacy, before and after the fire.

AMERICA'S RESPONSE TO THE OPIOID CRISIS

March 24 | 11 a.m. | Online

Journalist Shoshana Walker and author Barbara Kingsolver discuss the challenges of addressing opioid addiction.

MARIO MANIA

March 26 | 3:30 p.m. | Bidwell

Get creative and build your own kart, then race your friends in this fun, hands-on gaming experience!

EXPLORE SECRET WORLDS IN THE EARTH, SEA, AND SKY

March 26 | 4 p.m. | Online

Children K – 3 are invited to explore the vastness of the natural world with author Kate Messner and her *Over and Under* series.

Save the Date

Celebrate Libraries during
National Library Week.
Join the fun all month long!

THE HISTORY OF U.S. WOMEN ASTRONAUTS

April 2 | 11 a.m. | Online

Explore 45 years of women's experiences in space through the stories of 61 female astronauts.

TASTE OF HISTORY: THE HEART OF HUMMUS

April 4 | 11 a.m. | Bidwell

Grape Leaf Greek Kouzina will dive into their Mediterranean roots and family traditions. Learn how simple ingredients come together to make a timeless dish.

Registration required.

Ongoing programs

WEEKLY STORYTIME

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

Friends Room

Songs, stories, and early learning fun.

ENGLISH LANGUAGE CONVERSATION CLUB

1st & 3rd Mondays | 12 p.m. |

Glendora Gardens

Practice English in a relaxed, supportive space.

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.

HOMEWORK BUDDIES

Mondays & Wednesdays |

3:30 p.m. to 5 p.m. | Friends Room

(closed on school holidays)

Homework help for students in grades K-6.

DO YOU KNOW YOUR EVACUATION ZONE?

Need tips to prepare your home for wildfire season? Stop by and check out our latest program to learn more. While you're here pick up a Glendora magnet with your evacuation zone on it, so you'll have it handy if you ever need it!

EVENING STORYTIME

1st Tuesday of the month | 6:30 p.m. |

Friends Room

YOUTH ADVISORY BOARD: HELP PLAN LIBRARY PROGRAMS!

Ages 12+

March 24 | 5:30 p.m. | Friends Room

*Date Change

TEEN IDEA LAB

Ages 10+

3rd Thursday of each month | 3:30 p.m. |

Friends Room

I'd like to
develop my *Talents*

WITH THE LIBRARY, I CAN.

Have a dream, a goal, or a curiosity? Let us know how we can help.
Library@CityofGlendora.gov | (626) 852-4891 | 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 or contact a staff person in charge at the event.



STAFF REPORT

TO: President and Trustees

DATE: March 16, 2026

FROM: Library

DISTRICT(S): Citywide

SUBJECT: Review Library Fees for Submission to City's Master Schedule of Fees for Service for Fiscal Year 2026-2027

RECOMMENDATION

That the Board of Library Trustees:

1. Recommend to the City Council approval of the Library's proposed updates to the City of Glendora's Master Schedule of Fees for the Fiscal Year 2026-2027.

STRATEGIC FOCUS AREAS

Not applicable

EXECUTIVE SUMMARY

In Glendora, the City Council adopts the Master Schedule of Fees for Services annually. The Master Schedule incorporates fees recommended by the Board of Library Trustees and passes through all the required municipal fee-setting procedures. Staff has reviewed the Library sections of the Master Schedule of Fees for Services to make recommendations for updates.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

The City of Glendora conducted a comprehensive User Fee Study on 2025. On October 20, 2025, staff presented the findings as they relate to the Library to the Board of Library Trustees. On November 12, 2025, City Council reviewed and adopted the User Fee Recovery Policy and adopted a resolution establishing updated user fees.

DISCUSSION

Library staff annually reviews the Library portions of the City of Glendora's Master Schedule for Fees. Review includes changes to costs for service based on vendor charges and staff time needed, surrounding library fees, and other issues that may need addressing.

Based on the research conducted, the following changes are proposed:

- Increase the fee for Administrating/Proctoring tests to \$50 per test due to an increase in complexity of exam requirements by schools.
- Increase the fee for outgoing faxes to \$.50 per page to offset the new monthly fee to provide faxing services.

FISCAL IMPACT

- Increasing the fee for Administrating/Proctoring tests will yield approximately \$300 increase in revenue annually.
- Increasing the fee for outgoing faxes will partially offset the new costs of faxing services.

ENVIRONMENTAL DETERMINATION

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

Prepared By: Cindy Romero, Interim Library Director

Concurs With: Not Applicable

Reviewed By: Adam Raymond, City Manager

Certified to Availability of Funds: Not Applicable

Approved By: Adam Raymond, City Manager

Legal Review: Not Applicable

CEQA Review: Not Applicable

Attachments

[A Presentation - Master Schedule of Fees Update.pdf](#)

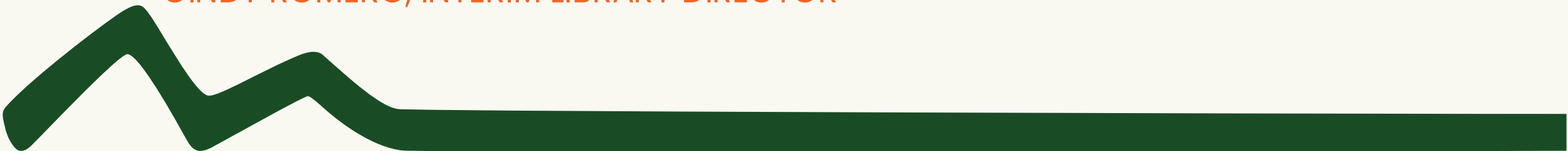


REVIEW OF LIBRARY FEES FOR SUBMISSION TO CITY'S
MASTER SCHEDULE OF FEES FOR SERVICE FOR FISCAL
YEAR 2026-2027

BOARD OF LIBRARY TRUSTEES

MARCH 16, 2026

CINDY ROMERO, INTERIM LIBRARY DIRECTOR



BACKGROUND

City Council adopts Master Schedule of Fees for Services annually

- Incorporates fees recommended by Board of Library Trustees

BACKGROUND

Comprehensive Fee Study

- Completed 2025
- Presented to Board of Library Trustees October 2025
- Approved by the City Council November 2025

DISCUSSION

Recommendations reflect:

- Increase the fee for administering/proctoring tests to \$50 per test due to an increase in complexity of exam requirements by schools.
- Increase the fee for outgoing faxes to \$.50 per page to offset the new monthly fee to faxing services.

FISCAL IMPACT

- Increasing the fee for administrating/proctoring tests will yield approximately \$300 increase in revenue annually.
- Increasing the fee for outgoing faxes will partially offset the new costs of faxing services.

RECOMMENDATION

That the Board of Library Trustees:

1. Approve for consideration by the City Council the Library's proposed updates to the City of Glendora's Master Schedule of Fees for Service for the Fiscal Year 2026-2027.



QUESTIONS?