



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

## BOARD OF LIBRARY TRUSTEES

7:00 PM

Monday, April 20, 2026  
City Hall Council Chamber  
116 E. Foothill Boulevard, Glendora

### AGENDA

#### CALL TO ORDER

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#### ROLL CALL

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#### CLOSED SESSION

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##### 1. Closed Session

— CS 1. PUBLIC EMPLOYEE APPOINTMENT A closed session will be held, pursuant to Government Code §54957, to receive an update on the recruitment for the position of Library Director.

— CS 2. THREAT TO PUBLIC SERVICES OR FACILITIES A closed session will be held, pursuant to Government Code §54957, regarding a possible threat to public services or facilities.

#### 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).

##### 2. Public Comments received

#### BOARD STATEMENTS/REPORTS

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#### DIRECTOR/STAFF LIAISON AND ATTORNEY STATEMENTS

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##### 3. 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

### **4. Affirm minutes from the February 23, 2026 and March 16, 2026 meetings**

Recommended Action for the Board of Library Trustees:

- 1. Affirm minutes as presented.

### **5. Library Events Calendar**

Recommended Action for the Board of Library Trustees

- 1. Receive and file the report.

## **NEW BUSINESS**

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### **6. Self-Evaluation of the Board of Library Trustees for FY 2025-2026**

Recommended Action for the Board of Library Trustees:

- 1. Review and discuss next steps and assignments as led by President Landmann.

## **BOARD/STAFF CLOSING COMMENTS**

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## **ADJOURNMENT**

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*Date Posted: April 14, 2026 04:49 pm*

## Highlights

Library visitors	13,869
Library email announcements sent	46,778
Total number of programs	49
Total number of program participants	2,370

## Library Programs

- Community members learned useful tips on preparing for wildfires with a guest wildfire expert from Angeles National Forest.
- As part of the Taste of History program series, Classic Coffee shared their story, demonstrated French press brewing, and offered samples of their coffee and cookies.



- Children and families got creative, building their own karts and racing their friends during Mario Mania.



- Staff attended Open House events for the Glendora Unified School District as part of the Student Success Program. Students and families received new Library cards and learned about Library resources and services.



- As part of Read Across America celebrations, Library staff visited St. Dorothy's, Washington, Sutherland, and Stanton Elementary Schools to share their love of reading with students.



## Library Places

- Library staff analyzed customer fax usage as part of the Master Schedule of Fees review. The average monthly usage over the past three fiscal years (FY 2023-24 through FY 2025-26, estimated) is 127 pages per month:
  - FY 2023-24: 84 pages per month (average).
  - FY 2024-25: 157 pages per month (average).
  - FY 2025-26: 140 pages per month (estimated average).



- The Artemis II launch mission from NASA was available for live viewing by patrons on the Library main floor.
- Glendora Unified School District held their annual TK/Kindergarten information night at the Library. Library staff was on hand to issue Library cards and let families know about Library services and programs.
- The Polaris integrated library system (ILS) was successfully upgraded from version 7.7 to 8.0. This upgrade introduces expanded functionality for staff operations while also improving the overall service quality for customers.
- **Library Building Updates:**
  - Carpet cleaning was recently completed throughout the Library's main floor and Children's Room.
  - Library staff are coordinating with Water Conservation to develop signage for both the Library Garden and the Butterfly Garden.
  - An issue with our upstairs sliding door not closing properly was recently addressed by Pasco Doors. A big Thank you to Public Works for coordinating the repair.
  - Following past challenges with the Library's HVAC system, we are very pleased to report that the system performed reliably during the recent period of extreme heat.

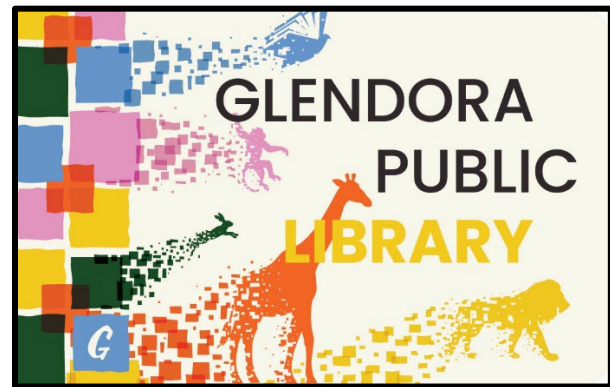
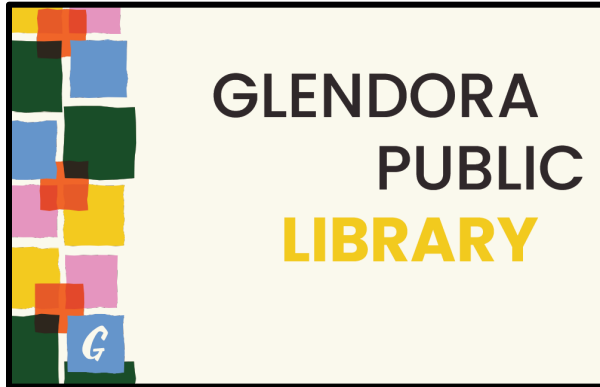


- The Butterfly Garden Team continues to maintain our Butterfly Garden, which is now home to several caterpillars.



## Library Content

- The Library card graphics were updated with new designs, developed by the City's Digital Media team.



## Library Visibility



### The Glendora Public Library Newsletter is here!

Check out the latest [Library monthly newsletter](#).

This month, don't miss engaging programs such as:

- **The Great Trivia Challenge**, a fundraising event for the [GPL Friends Foundation](#) on **March 6**
- Let's Talk Wildfires—prepare your home for wildfire season
- *Atlántida: Between Wilderness and City* by author Michelle Zack, with the Glendora Historical Society
- Mario Mania—get creative and build your own kart

Be sure to mark your calendars for **National Library Week** celebrations April 20-25.

There is always something new at the Library!

Hope to see you soon.

-Your Library Team

*Programs made possible by the Glendora Public Library,  
GPL Friends Foundation, and donors like you.*

Library Newsletter



Discover What's Happening at the Glendora Public Library

### The Glendora Public Library Newsletter is here!

Spring into this month's [Library newsletter](#)!

Spring is all about new beginnings—and this month, there's so much to explore at your Library!

Celebrate [National Library Week](#) and experience an "As You Wish" movie night, tap into your creativity during a Tote Decorating Party, Escape from the Library during teen after-hours, and find joy during a Meet and Bleat with your favorite four-legged pals from "Hello Critter Goat!"

In early May join the largest book club on the west coast—One Book, One Coast—and take part in a discussion of *They Called Us Enemy* by George Takei. Special guest Jim Nakano will join the discussion.

We can't wait to see what you discover this month.

With love,  
Your Library Team

*Programs made possible by the Glendora Public Library,  
GPL Friends Foundation, and donors like you.*

Library Newsletter



The Glendora Public Library will be closed for Staff Development Day on

**Tuesday, March 17, 2026.**

The Library will return to regular business hours on

**Wednesday, March 18, 2026.**

Library Online



Glendora Public Library

### Online services will be temporarily unavailable

**Wednesday, March 11, 2026**

**5AM - 11AM**

as the service provider makes upgrades.

Library staff is happy to assist you as needed.

Thank you for your patience.

Services impacted may include the following: Online Library account access, digital catalog, eBooks & eResources, and public computers.

Stay Connected with City of Glendora.




## Administration

- A HUGE Congratulations to GPL Friends Foundation for a successful Great Trivia Challenge fundraiser on March 6<sup>th</sup>.
- Former Board of Library Trustee and GPL Friends Foundation Board member Christine Smith was honored by the Glendora Community Coordinating Council with a humanitarian award in March.
- The committee established to review the Library's internal directory for use when answering the City's main phone line made significant updates to the document, improving its efficiency and enhancing the customer experience.
- **Staff Updates:**
  - Recruitments for vacant Library Technician and Part-Time Library Aide II positions are currently under way.
  - Staff Development Day was a success, beginning with an engaging, behind-the-scenes tour of the Raymond M. Alf Museum of Paleontology in Claremont, made possible through our valued partnership with this organization. Staff also had the opportunity to connect with Maggie Lara from GPLFF, City Manager Adam Raymond, and divisional meetings.



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

- Facilities Rental Policy
- Professional services contract with Charter Oak 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 February 2026**

	<b>This Year February</b>	<b>Last Year February</b>	<b>Percent Change</b>	<b>This Year-to-date</b>	<b>Last Year-to-date</b>	<b>Percent Change</b>
<b>Library Places</b>						
Total Building Visitors (brick & mortar) [ I. ]	13,456	13,383	1%	115,150	107,246	7%
Total Virtual Visitors (web page, App page, catalog, reading recommendation views) [V.B., V.D., V.F., V.G., V.H.]	47,508	49,989	-5%	396,001	396,623	0%
Public Computer & AWE Uses [I. C., I.D.]	1,710	1,630	5%	14,129	9,701	46%
Wi-Fi Uses [I. E.]	95,664	189,957	-50%	1,057,546	1,149,974	-8%
Document handling uses, prints, public copier uses [I.G. & I. G. 1. & I. G. 2.]	6,872	7,253	-5%	57,008	48,470	18%
Total Number of Facility Rentals: Bidwell & Friends Room [I.J.] <i>new July 2025</i>	53	n/a		429	n/a	
Total Number of all Programs provided [IV.A.]	35	35	0%	314	268	17%
<b>SUBTOTAL uses of Library Places</b>	<b>165,298</b>	<b>262,247</b>	<b>-37%</b>	<b>1,640,577</b>	<b>1,712,282</b>	<b>-4%</b>
<b>Library Content</b>						
Total Items Loaned [I. H.]	16,735	13,420	25%	134,478	114,983	17%
<i>Electronic Circulation [I. H.4.] (counted as part of Total Items Loaned) ***</i>	8,383	4,444	89%	60,600	37,549	61%
Total Electronic Subscription Resources -Searches [V. A.] <i>used to include AWE</i>	3,227	3,227	0%	31,414	27,344	15%
<b>SUBTOTAL uses of Library Content</b>	<b>19,962</b>	<b>16,647</b>	<b>20%</b>	<b>165,892</b>	<b>142,327</b>	<b>17%</b>
<b>Library People</b>						
Total Customer Interactions [III.A., III.D., III.E.]	2,984	3,192	-7%	26,253	24,832	6%
Total Number of Program attendance - all programs/all ages [IV.A.1.]	1,697	1,494	14%	15,025	14,034	7%
Monthly volunteers and YTD monthly average [IV.K.]	51	59	-14%	35	31	14%
<b>SUBTOTAL interactions with Library People</b>	<b>4,732</b>	<b>4,745</b>	<b>0%</b>	<b>41,313</b>	<b>38,897</b>	<b>6%</b>
<b>Library Visibility</b>						
Number of publications printed [VI. A.2.1.]	479	627	-24%	3,997	4,656	-14%
Number of emails sent/opt-in PR email [VI. A.2.1.1.]	5,597	4,715	19%	51,934	61,511	-16%
<b>SUBTOTAL reached by Library Visibility</b>	<b>6,076</b>	<b>5,342</b>	<b>14%</b>	<b>55,931</b>	<b>66,167</b>	<b>-15%</b>

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

These statistics are subject to verification.



# STAFF REPORT

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**TO:** Mayor and Council Members

**DATE:** April 20, 2026

**FROM:** City Clerk

**DISTRICT(S):** Not Applicable

**SUBJECT:** Affirm minutes from the February 23, 2026 and March 16, 2026 meetings

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## RECOMMENDATION

That the Board of Library Trustees:

1. Affirm minutes as presented.

## STRATEGIC FOCUS AREAS

Not Applicable.

## EXECUTIVE SUMMARY

The staff report requests affirmation of the minutes from the previous meetings. The minutes have been prepared and reviewed in accordance with City procedures and transparency requirements. Affirming these minutes ensures the accuracy and integrity of the official record. Staff recommends approval to maintain proper documentation and compliance with meeting protocols.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Not Applicable.

## DISCUSSION

Pursuant to the City's standard practices and the Brown Act, meeting action minutes are reviewed and affirmed by the legislative body to ensure transparency and accuracy in government proceedings. The action minutes for the February 23, 2026 and March 16, 2026 meetings were compiled based on staff notes and official recordings. No requests for revisions or amendments have been received to date.

By affirming the minutes, the legislative body acknowledges their accuracy and preserve them as an official record of the meeting. If any corrections or amendments are desired, they can be addressed before the final affirmation.

## FISCAL IMPACT

There is no fiscal impact associated with this action.

## ENVIRONMENTAL DETERMINATION

There are no environmental impacts associated with this action.

Prepared By:

Roxanne Breceda, Deputy City Clerk / Records Manager

Concurs With:	Not Applicable
Reviewed By:	Kathleen Sessman, MMC, City Clerk/Communications Director
Certified to Availability of Funds:	Not Applicable
Approved By:	Kathleen Sessman, MMC, City Clerk/Communications Director
Legal Review:	Not Applicable
CEQA Review:	Not Applicable

**Attachments**

[A\\_February\\_23\\_2026\\_BLT\\_Meeting\\_Minutes.pdf](#)

[B\\_March\\_16\\_2026\\_BLT\\_Meeting\\_Minutes.pdf](#)



## **CALL TO ORDER**

The Board of Library Trustees meeting was called to order at 7:00 PM by President Landmann.

## **ROLL CALL**

Members Present: Debbie Hall, Carrie Johnson, Lisa Long, Vice-President Tricia Bogle, and President Erica Landmann

Members Absent: None

Staff Present: Interim Library Director Cindy Romero, Senior Management Analyst Elke Cathel, Library Services Manager Donna Dukes, Administrative Assistant Gabriela Thompson, Digital Media Specialist Craig Gill, Senior Digital Media Specialist Greg Morton, and Deputy City Clerk/Records Manager Roxanne Breceda

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Interim Library Director Cindy Romero.

## **REORDERING OF AND ADDITIONS TO THE AGENDA**

None

## **PUBLIC COMMENT**

1. Public Comments received

No members of the public requested to speak, and no written correspondence was received.

## **COMMISSIONER STATEMENTS/REPORTS**

Vice-President Bogle extended birthday wishes to President Landmann; recommended the documentary "The Librarians" related to censorship; reported attending the Friends of the Glendora Public Library Foundation meeting held on January 27, 2026, noting planning underway for the Great Trivia Challenge scheduled for March 6, 2026, including a request for volunteers to serve as event judges and invited donations; commented on "Night on the Plaza" event committee; commented on fire safety display at the Glendora Public Library and structural integrity of the library building.

A request was made by President Landmann to agendaize for future meetings: 1. An update from the City Manager regarding the Library Director recruitment process, including the potential for internal promotions; and, 2. An update regarding the structural integrity of the library building. The request was seconded by Trustee Johnson, and there were no objections.

## **DIRECTOR/STAFF LIAISON AND ATTORNEY STATEMENTS**

2. Report of the Library Director and Library Divisions

Presented

### CONSENT CALENDAR

A motion was made by Trustee Hall, seconded by Vice-President Bogle, to approve Consent Calendar Items as presented, affirming the actions appropriate to each item.

Motion carried 5 – 0 as follows: AYES: Hall, Long, Johnson, Bogle, Landmann; NOES: None; ABSENT: None; ABSTAIN: None.

3. Library Metrics and Budget for FY 25/26: Mid-Year Review

Received and filed the report.

4. Library Events Calendar

Received and filed the report.

### NEW BUSINESS

5. Review of Library Administrative Policy 3.03 - Circulation Policy

A motion was made by Trustee Long, seconded by President Landmann, to approve / adopt the following: 1. Approve the Library Administrative Policy 3.03 – Circulation Policy as presented.

Motion carried 5 – 0 as follows: AYES: Hall, Long, Johnson, Bogle, Landmann; NOES: None; ABSENT: None; ABSTAIN: None.

### COMMISSION/STAFF CLOSING COMMENTS

Trustee Long commented on leaks at the Glendora Public Library from recent rainstorms and announced that it had not impacted operations.

President Landmann commented on upcoming Closed Session items relating to appointment of Library Director and inquired if City Attorney would be in attendance to provide guidance on the Board's role and responsibilities in the process.

### ADJOURNMENT

Meeting adjourned at 7:20 PM.

Roxanne Breceda, CMC  
Deputy City Clerk/Records Manager

Kathleen R. Sessman, MMC  
City Clerk/Communications Director

Minutes were affirmed on \_\_\_\_\_.



## **CALL TO ORDER**

The Board of Library Trustees meeting was called to order at 7:00 PM by President Landmann.

## **ROLL CALL**

Members Present: Deborah Hall, Carrie Johnson, Lisa Long, Vice-President Tricia Bogle, and President Erica Landmann

Members Absent: None

Staff Present: Interim Library Director Cindy Romero, Senior Management Analyst Elke Cathel, Library Services Manager Donna Dukes, Administrative Assistant Gabriela Thompson, Digital Media Specialist Craig Gill, Senior Digital Media Specialist Greg Morton, and Deputy City Clerk/Records Manager Roxanne Breceda

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Vice-Chair Bogle.

## **REORDERING OF AND ADDITIONS TO THE AGENDA**

None.

## **PUBLIC COMMENT**

1. Public Comments received

No members of the public addressed the Board of Library Trustees, and no written correspondence was received.

## **BOARD STATEMENTS/REPORTS**

Trustee Long reported attending Story Time in the Friends Room at the Glendora Public Library and serving as a judge for the Great Trivia Challenge.

Vice-President Bogle reported serving as a judge for the Great Trivia Challenge and commented on the strong attendance.

Trustee Johnson reported participating in the Great Trivia Challenge and noted it was well organized with strong attendance.

President Landmann announced the passing of community member Dr. Gerald Croissant, with a Celebration of Life to be held on May 11, 2026, and requested adjournment in his memory; and inquired about two items not on the agenda: 1) matters related to the 2025 California Building Code and potential library relocation considerations; and 2) the Board's role in the recruitment of a new Library Director.

Interim Library Director Romero provided clarification on the two requested agenda items indicating that due to timing constraints between meetings the items were not able to be included on the current agenda. The City Manager is expected to attend the April meeting to present and discuss both items.

## **DIRECTOR/STAFF LIAISON AND ATTORNEY STATEMENTS**

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

Presented.

## **SPECIAL ITEMS**

### 3. National Library Week Programming Review

Presented.

### 4. Review of Every Story Counts Survey Results

Presented.

## **CONSENT CALENDAR**

A motion was made by Vice-President Bogle, seconded by Trustee Johnson, to approve Consent Calendar Items as presented.

Motion carried 5-0 as follows: AYES: Hall, Johnson, Long, Bogle, Landmann; NOES: None; ABSENT: None; ABSTAIN: None.

### 5. Library Events Calendar

Received and filed the report.

## **NEW BUSINESS**

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

Following discussion, a motion was made by Trustee Long, seconded by Vice-President Bogle, to approve recommending to the City Council, the following: 1. Approval of the Library's proposed updates to the City of Glendora's Master Schedule of Fees for the Fiscal Year 2026-2027.

Motion carried 5-0 as follows: AYES: Hall, Johnson, Long, Bogle, Landmann; NOES: None; ABSENT: None; ABSTAIN: None.

## **COMMISSION/STAFF CLOSING COMMENTS**

There were no statements or reports given.

## **ADJOURNMENT**

Meeting was adjourned at 7:34 PM in memory of Gerald Croissant.

Roxanne Breceda, CMC  
Deputy City Clerk/Records Manager

Kathleen R. Sessman, MMC  
City Clerk/Communications Director

Minutes were affirmed on \_\_\_\_\_.



# STAFF REPORT

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**TO:** President and Trustees

**DATE:** April 20, 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 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. April 2026 Newsletter.pdf](#)

[B. 2026 National Library Week Flyer.pdf](#)

# Glendora Library Happenings

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

## Upcoming events

### APRIL

#### 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.

#### PIKE LOGAN RETURNS

**April 14 | 4 p.m. | Online**

Join author Brad Taylor for a preview of *Shadow Strike*, the latest installment in the popular Pike Logan series.

#### EARTH DAY

**April 18 | 9 a.m. – 1 p.m. | Finkbiner Park**

#### WILD MAN DAN – RATTLESNAKE SAFETY

**April 18 | Presentations at 9 a.m., 10 a.m., 11 a.m., and 12 p.m. | Finkbiner Park**

Learn how to stay safe if you encounter rattlesnakes in the wild.

#### WILD WONDERS: SONORA TO SAHARA – DESERTS OF THE WORLD

**April 18 | 9:30 a.m. | Legion Building**

Meet desert-dwelling ambassadors and discover the tricks they've learned to survive.

#### CELEBRATE LIBRARIES

**April 19–25 | Main Floor**

Celebrate by spinning a "prize wheel" and taking home a surprise.

#### AS YOU WISH...

**April 20 | 5:30 p.m. | Bidwell**

Celebrate the joy of storytelling and experience *The Princess Bride* on the big screen!

#### NOVEL IDEA BOOK GROUP

**April 22 | 5:30 p.m. | Friends Room**

Journey through fiction bestsellers and classics. This month's title is *American Assassin* by Vince Flynn.

#### "I LOVE MY LIBRARY"

##### TOTE DECORATING PARTY

**April 23 | 5:30 p.m. | Friends Room**

Come craft with us and express your "library love" by decorating your own unique tote bag. Registration Required.

#### BITTERSWEET: EXPLORING THE FIVE TASTES OF DESSERT

**April 23 | 4 p.m. | Online**

Author and food blogger Thalia Ho explores sweet, sour, salty, bitter, and savory combinations that can be used in a wide range of desserts.

**ESCAPE FROM THE LIBRARY – TEEN AFTER HOURS**

**April 24 | 5:30 p.m. | Main Floor**

Put your wits and puzzle-solving skills to the test in an after-hours escape room challenge! **Registration required.**

**MEET AND BLEAT**

**April 25 | 3:30 – 4:30 p.m. | Plaza**

“Find Your Joy” with your four-legged pals from “Hello Critter Goat”!

**POWERFUL PORTRAYALS OF RESILIENCE**

**April 30 | 4 p.m. | Online**

Author Jason Reynolds discusses *Coach*, the final entry in the popular *Track* series.

**ONE BOOK, ONE COAST –**

**THEY CALLED US ENEMY BY GEORGE TAKEI  
ONE VOICE, A THOUSAND STORIES**

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

Explore the WWII Japanese American incarcerations.

## 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.

**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.

**WALK INTO HISTORY!**

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

**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.

**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**

I'd like to  
*Explore* what's next

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.

# Find your **JOY** at the Library

Celebrate National Library Week April 20-25

**Monday, April 20th**  
**5:00 – 7:30 PM**  
**Bidwell Forum**

As You Wish... Celebrate the joy of storytelling and experience *The Princess Bride* on the big screen with Glendora Public Library.

**Friday, April 24th**  
**5:30 – 7:30 PM**  
**Library Main Floor**

Escape the Library! – Teen After Hours Escape Room.  
For students 10-17  
\*Registration Required\*

**Thursday, April 23rd**  
**5:30 – 7:30 PM**  
**Friends Room**

"I Love My Library"  
tote decorating party.  
\*Registration Required\*

**Saturday, April 25th**  
**3:30 – 4:30 PM**  
**Library Plaza**

Meet n' Bleat  
with Hello Critter goats.

*Glendora*



**April 20th-25th |  
Library Main Floor**

"Celebrate Libraries" Prize Wheel

Programs are made possible by the Glendora Public Library,  
GPL Friends Foundation, and Donors like you!



# STAFF REPORT

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**TO:** President and Trustees

**DATE:** April 20, 2026

**FROM:** Library

**DISTRICT(S):** Citywide

**SUBJECT:** Self-Evaluation of the Board of Library Trustees for FY 2025-2026

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## RECOMMENDATION

That the Board of Library Trustees:

1. Review and discuss next steps and assignments as led by President Landmann.

## STRATEGIC FOCUS AREAS

Not Applicable

## EXECUTIVE SUMMARY

In April of each year the Board of Library Trustees initiates the annual self-evaluation process.

This agenda item provides an opportunity for the Board to review the current procedure and make any desired changes before beginning the evaluation process.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

April 2018: The Board established a process for annual self-evaluations based on fiscal year goals. Trustees were to submit written evaluations to the Recording Secretary, which would be included in the Board packet unchanged and discussed and recorded in the meeting minutes.

April 2022: The Board approved the use of established goals as a guiding criteria for responses. The Library Director was designated as the aggregator and would be responsible for sending instructions, the mission statement, deadlines, and the current goals to Board Members within one week via email. The Library Director would also compile and present the results at the June meeting.

April 2023: The Board approved a standardized format for all Trustees to use in completing their self-evaluations.

## DISCUSSION

Since the adoption of these current practices in 2018, the Board's self-evaluation process has evolved to incorporate structured guidance, centralized coordination, and a standardized format for Trustee responses.

This agenda item provides Trustees with an opportunity to review the current process and determine whether adjustments are needed prior to beginning the annual self evaluation.

To inform the current discussion, the following materials are attached:

- The "Glendora Public Library Board of Trustees Goals for FY 2025 - 2026."

- A sample of the current self-evaluation template.

### **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:	Donna Dukes, Interium Library Director
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 Board of Library Trustees Goals - Objectives FY 2025-2026 Approved and Signed.pdf](#)

[B\\_BLT\\_self\\_eval\\_202505\\_sample.pdf](#)

[C\\_Presentation.pdf](#)



Glendora Public Library  
Board of Library Trustees  
Goals For FY 2025-2026

1. The Library Board of Trustees will serve as active administrators and visible advocates and ambassadors of the library for the Glendora community.
2. Each Board member will support library services and programs through promotion of the library to the community and attendance at events. Feedback gathered from direct interaction with the community will be submitted to the Library Director for use in evaluating current and future library services and programs. (Role(s): 1,2)\*
3. Participate in library programs, professional associations and other activities to keep informed of and evaluate new trends, concepts and ideas to meet the changing needs of the community. (Role(s):2)\*
4. Foster and maintain open communication with city management, city council, and the Glendora Public Library Friends Foundation through formal (e.g., annual meeting with City Council) and informal (e.g., one-on-one interaction) means. (Role(s): 2)\*
5. Monitor library statistics, monthly and quarterly, to assess trends which may impact the community's ability to access and utilize their library's services and resources. Trends identified will assist in making appropriate administrative decisions when fiscal conditions improve. (Role(s): 1,5)\*

6. Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget. (Role(s): 5)\*
7. Advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff. (Role(s): 6)\*
8. Continue to support the living document Library Strategic Plan as adopted by the Board of Library Trustees and City Council. Ensure community-driven initiatives are realized through annual work plans established by the Library Director. (Role(s): 1,2,4)\*
9. To facilitate the progress and success of the living document Library Strategic Plan, the Library Board shall meet at least once a year for the purpose of strategic visioning sessions. (1)

Approved and adopted this 15<sup>th</sup> day of September, 2025.

Ayes:   5  

City of Glendora  
Board of Library Trustees

Noes:   0  

Absent:   0  

Attest: Cindy Romero  
Cindy Romero, Library Services Manager

By: Erica Landmann  
Erica Landmann, President

Trustee name:

Glendora Public Library  
Board of Trustee Self-  
Evaluation FY: 2024-25

	Criteria	Score	Comments	Action Plan
1	The Library Board of Trustees will serve as active administrators and visible advocates and ambassadors of the library for the Glendora community.	Needs improvement Meets expectations Exceeds requirement		
2	Each Board member will support library services and programs through promotion of the library to the community and attendance at events. Feedback gathered from direct interaction with the community will be submitted to the Library Director for use in evaluating current and future library services and programs. (Role(s): 1,2)*	Needs improvement Meets expectations Exceeds requirement		

Trustee name:

Glendora Public Library  
Board of Trustee Self-  
Evaluation FY: 2024-25

	Criteria	Score	Comments	Action Plan
3	Participate in library programs, professional associations and other activities to keep informed of and evaluate new trends, concepts and ideas to meet the changing needs of the community. (Role(s):2)*	Needs improvement Meets expectations Exceeds requirement		
4	Foster and maintain open communication with city management, city council, and the Glendora Public Library Friends Foundation through formal (e.g., annual meeting with City Council) and informal (e.g., one-on-one interaction) means. (Role(s): 2)*	Needs improvement Meets expectations Exceeds requirement		

Trustee name:

Glendora Public Library  
Board of Trustee Self-  
Evaluation FY: 2024-25

	Criteria	Score	Comments	Action Plan
5	<p>Monitor library statistics, monthly and quarterly, to assess trends which may impact the community's ability to access and utilize their library's services and resources. Trends identified will assist in making appropriate administrative decisions when fiscal conditions improve. (Role(s): 1,5)*</p>	<p>Needs improvement Meets expectations Exceeds requirement</p>		
6	<p>Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget. (Role(s): 5)*</p>	<p>Needs improvement Meets expectations Exceeds requirement</p>		

Trustee name:

Glendora Public Library  
Board of Trustee Self-  
Evaluation FY: 2024-25

	Criteria	Score	Comments	Action Plan
7	Advocate for fair and equitable compensation for the purpose of recruiting and retaining high quality library staff. (Role(s): 6)*	Needs improvement Meets expectations Exceeds requirement		
8	Continue to support the living document Library Strategic Plan as adopted by the Board of Library Trustees and City Council. Ensure community-driven initiatives are realized through annual work plans established by the Library Director. (Role(s): 1,2,4)*	Needs improvement Meets expectations Exceeds requirement		

Trustee name:

Glendora Public Library  
Board of Trustee Self-  
Evaluation FY: 2024-25

	Criteria	Score	Comments	Action Plan
9	To facilitate the progress and success of the living document Library Strategic Plan, the Library Board shall meet at least once a year for the purpose of strategic visioning sessions. (1)	Needs improvement Meets expectations Exceeds requirement		



# SELF-EVALUATION OF THE BOARD OF LIBRARY TRUSTEES FOR FY 2025-2026

LIBRARY

BOARD OF LIBRARY TRUSTEES

APRIL 20, 2026

DONNA DUKES, INTERIM LIBRARY DIRECTOR



# BACKGROUND

- Annual self-evaluation process intended to be a structured way for members of the Board of Library Trustees to reflect on their performance, effectiveness, and contributions.
- April agenda item is a chance to revisit procedure and make any necessary adjustments to the process before beginning evaluations.
- Self-evaluations are conducted annually.

# PROCEDURE

- 2018: Written self-evaluations were provided to recording secretary, added unchanged to the board packet, and discussed and documented in minutes.
- 2022: Process approved to use goals as a guideline and to respond to items on the list. Library Director responsible for emailing instructions, mission statement, deadline, and goals within one week and to aggregate and present results at June meeting.
- 2023: Board of Library Trustees agreed on one format that everyone follows for ease of comparison and use.

## RECOMMENDATION

### **THAT THE BOARD OF LIBRARY TRUSTEES:**

1. REVIEW AND DISCUSS NEXT STEPS AND ASSIGNMENTS AS LED BY PRESIDENT LANDMANN.



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QUESTIONS?