



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

BOARD OF LIBRARY TRUSTEES

7:00 PM

Monday, June 15, 2026
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

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

3. Library Events Calendar

Recommended Action for the Board of Library Trustees:

- 1. Receive and file the report.

UNFINISHED BUSINESS

4. Self-Evaluation of the Board of Library Trustees for FY 2025-26

Recommend Action for the Board of Library Trustees:

- 1. Review and file report containing Trustees' individual self-evaluations.

NEW BUSINESS

5. Review Updated Contract with Charter Oak Unified School District for Professional Library Services

Recommended Action for the Board of Library Trustees:

- 1. Review the proposed updates to the contract for professional library services with the Charter Oak Unified School District; and
- 2. Receive and file the report.

BOARD/STAFF CLOSING COMMENTS

ADJOURNMENT

Date Posted: June 8, 2026 03:24 pm

Highlights

Library visitors	12,428
Wi-Fi sessions	105,719
Total number of programs	44
Total number of program participants	2,873

Library Programs

Glendora community members joined the One Book, One Coast book discussion group spearheaded by the County of Los Angeles Public Library, featuring George Takei's *They Called us Enemy*.

"One Voice, A Thousand Stories" brought adults together to discuss the novel, history surrounding the Japanese incarceration, and their own experiences. Glendora's own Jim Nakano shared his family's experiences.



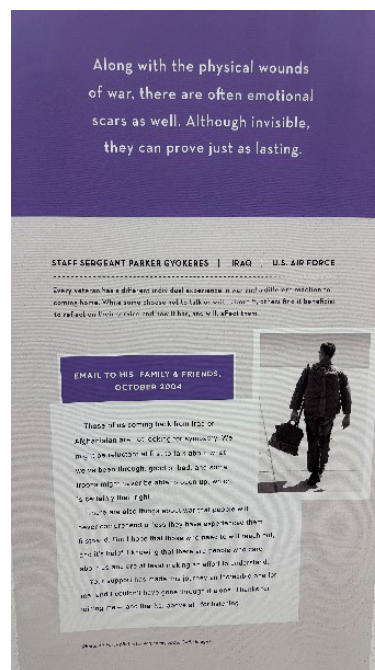
"Words with Friends" was a teen-led discussion with related activities.



- ✚ The America 250 celebration honors the history of America through programs and displays through July 2026.
- ✚ Participants took a trip to Mt. Vernon and explored history through recipes and cooking as they sampled recipes from colonial times.



- ✚ *War Comes Home: The Legacy Exhibit* provides an intimate perspective on how war can shape a life, a family, and a community using personal correspondence. The Exhibit will be on display on the main floor May 18–July 12.



- ✚ A new monthly Teen Astronomy Club, featuring Pomona Valley Amateur Astronomers, engages teens in discovery, creativity, and hands-on learning about the universe. Participants explored the Milky Way during the May session.



- ✚ To celebrate Preservation Week, staff visited the Glendora Community Coordinating Council, Glendora Rotary, and Glendora Kiwanis meetings, highlighting the Community Archive and other local and family history resources available at the Library.
- ✚ The Library was on-hand at the 3rd Annual City of Glendora Culture Fest, sharing information about the upcoming Summer Discovery Challenge and hosting a Japanese tanabata-inspired craft.



- ✚ A Cullen 3rd grade class expanded their field trip to the Glendora Historical Society Museum with a walking tour featuring Glendora landmarks, led by Librarian Gaetano Abbondanza.



- ✚ The Library helped kick off summer for the Stanton Elementary community, participating in the Annual Summer Kickoff Carnival with information about Summer Discovery.
- ✚ Cullen and La Fetra Elementary students learned about the Library, Summer Discovery Challenge, and participated in a science experiment as they visited the Library for end of school year field trips.
- ✚ The Library shared resources for small businesses as part of a Small Business Fair co-sponsored by the City of Glendora and the Chamber of Commerce.
- ✚ Glendora's students are gaining valuable job experience as they prepare to volunteer for the Summer Discovery Challenge. Volunteers submitted applications, interviewed, and attended orientations throughout May.
- ✚ The Summer Discovery Challenge launched on June 1st. Participants will be building and maintaining the habits of reading for pleasure and exploring and discovering new ideas and activities. Don't forget to [register online](#) and come to the Library to pick up your registration incentive. As part of Culture Fest, families began signing up and receiving their free books.





Library Places

- **Library Building Updates:**

- In preparation for Summer Discovery Challenge, staff transformed the Library's main floor into a spring garden-themed environment, featuring decorations throughout to encourage participation and a spirit of growth.



- Fire alarm testing was conducted in late May to support ongoing building safety and compliance.
- As part of ongoing efforts to refine the main floor layout and enhance overall comfort and accessibility, Public Works recently removed obsolete shelving, completed paint touch-ups, and will be installing new carpet tiles.





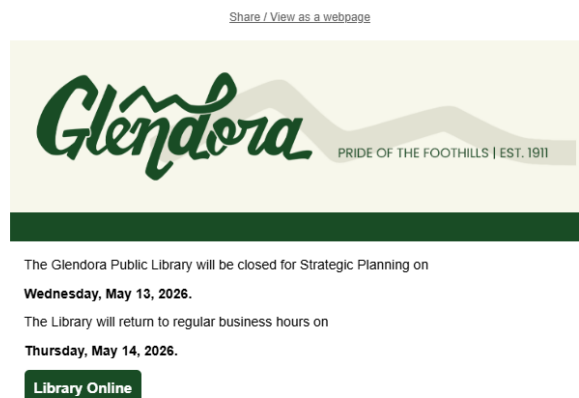
- Additional comfortable seating was added to the upstairs lobby to complement the recently installed LCD screen. The screen supports Friends Foundation marketing and outreach efforts, as well as promoting upcoming library programs.



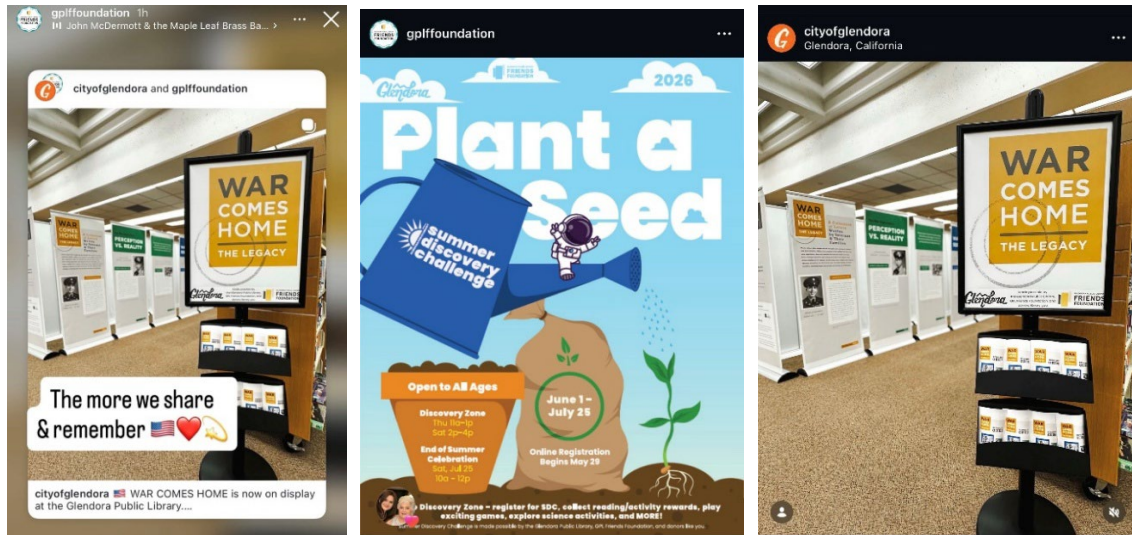
Library Content

- Library displays highlighting local wildlife, Asian American and Pacific Islander Heritage Month, and complementary content for the *War Comes Home* exhibit were featured on the Main Floor in May.

Library Visibility



Library on Social Media



Administration

- City Manager Adam Raymond and Executive Assistant Rose Mecca led a thought-provoking Library Strategic Planning Workshop with Library staff. Stay tuned for more updates.



- Along with other City departments, Library managers attended the State of the City program, answering community questions about the Library.



- The Annual City Staff Lunch with the City Manager took place in May. Many Library staff participated, learning more about City operations.
- Staff that organized and executed National Library Week programming had lunch with the City Manager as a reward for the job well done.



- Library managers met with GPL Friends Foundation to review grant proposals for the upcoming fiscal year.
- **Staff Updates:**
 - Congratulations to Aubree Reinl on her promotion to Library Aide II.
 - The Library Aide I/II recruitment is currently open.

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



Glendora Public Library Summary Data for April 2026

	This Year April	Last Year April	Percent Change		This Year-to-date	Last Year-to-date	Percent Change
Library Places							
Total Building Visitors (brick & mortar) [I.]	14,825	13,891	7%		144,667	136,126	6%
Total Virtual Visitors (web page, App page, catalog, reading recommendation views) [V.B., V.D., V.F., V.G., V.H.]	49,646	54,147	-8%		498,162	508,698	-2%
Public Computer & AWE Uses [I. C., I.D.]	1,844	1,680	10%		17,952	13,363	34%
Wi-Fi Uses [I. E.]	135,151	131,615	3%		1,302,460	1,418,798	-8%
Document handling uses, prints, public copier uses [I.G. & I. G. 1. & I. G. 2.]	8,661	6,182	40%		73,829	60,400	22%
Total Number of Facility Rentals: Bidwell & Friends Room [I.J.] <i>new July 2025</i>	62	n/a			544	n/a	
Total Number of all Programs provided [IV.A.]	43	40	8%		405	365	11%
SUBTOTAL uses of Library Places	210,232	207,555	1%		2,038,019	2,137,750	-5%
Library Content							
Total Items Loaned [I. H.]	21,022	14,112	49%		176,818	144,154	23%
<i>Electronic Circulation [I. H.4.] (counted as part of Total Items Loaned) ***</i>	<i>8,460</i>	<i>4,673</i>	<i>81%</i>		<i>77,003</i>	<i>47,012</i>	<i>64%</i>
Total Electronic Subscription Resources -Searches [V. A.] <i>used to include AWE</i>	4,467	3,400	31%		40,659	34,105	19%
SUBTOTAL uses of Library Content	25,489	17,512	46%		217,477	178,259	22%
Library People							
Total Customer Interactions [III.A., III.D., III.E.]	3,360	3,104	8%		33,071	31,450	5%
Total Number of Program attendance - all programs/all ages [IV.A.1.]	2,845	2,793	2%		20,212	19,669	3%
Monthly volunteers and YTD monthly average [IV.K.]	35	48	-27%		42	39	6%
SUBTOTAL interactions with Library People	6,240	5,945	5%		53,325	51,158	4%
Library Visibility							
Number of publications printed [VI. A.2.1.]	1,889	530	256%		6,289	5,683	11%
Number of emails sent/opt-in PR email [VI. A.2.1.1.]	5,639	31,939	-82%		82,632	98,365	-16%
SUBTOTAL reached by Library Visibility	7,528	32,469	-77%		88,921	104,048	-15%

*** not included in sub/totals

These statistics are subject to verification.



STAFF REPORT

TO: President and Trustees
FROM: Library
SUBJECT: Library Events Calendar

DATE: June 15, 2026
DISTRICT(S): Citywide

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_June_Library_Happenings_and_SDC_combined.pdf](#)

Glendora Library Happenings

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

JUNE *Upcoming events*

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 from the Civil War to Iraq and Afghanistan.

SUMMER DISCOVERY CHALLENGE JUNE 1 – JULY 25

[REGISTER ONLINE](#) BEGINNING MAY 30.

THE SMITHSONIAN EXPLORES STATE FAIR CRAFTS June 3 | 11 a.m. | Online

A fascinating peek at the unusual objects featured in the Smithsonian's newest display, *State Fairs: Growing American Craft*.

CALIFORNIA NATIVE GARDENS June 6 | 11 a.m. | Bidwell Forum

Discover easy-to-grow plants that can be incorporated into your existing landscape using limited irrigation.

NATURE TALES

June 6 | 9 a.m. | Big Dalton Park

Have fun wiggling, singing, and learning about nature with a special storytime experience.

SURVIVING THE UNIVERSE'S MOST TWISTED RPG June 11 | 4 p.m. | Online

Best-selling author and literary Dungeon Master Matt Dinniman guides you through his latest title, *A Parade of Horribles*.

Save the date

NIGHT ON THE PLAZA

July 11, 2026

A GPL Friends Foundation fundraising event.
gplff.org

MONARCHS IN MOTION: A BUTTERFLY ADVENTURE!

June 13 | 11 a.m. | Bidwell Forum

Get read to explore the life of the Monarch butterfly!

WONDERFULLY WEIRD: THE JOYS OF FEELING DIFFERENT

June 16 | 4 p.m. | Online

Scripps National Spelling Bee champion Zaila Avant-Garde encourages young readers to embrace what makes them different.

MISSION: SOLAR SYSTEM! A NASA ADVENTURE FOR KIDS

June 16 | 6 p.m. | Friends Room

Get ready to blast off on an exciting journey through our Solar System!

THE GARDEN AS A HEALING SPACE June 20 | 11 a.m. | Bidwell Forum

Learn practical, beautiful, and simple ways to enhance your outdoor space.

NATURE TALES

June 20 | 9 a.m. | Big Dalton Park

Have fun wiggling, singing, and learning about nature with a special storytime experience.

**SIMPLE, SUSTAINABLE, AND POWERFULLY
DELICIOUS MEALS**

June 23 | 11 a.m. | Online

Set the table for the *Diaspora Spice Cookbook*, celebrating simple and seasonable recipes adapted from India's and Sri Lanka's best family spice farms.

RAPTOR RANGERS: MEET THE BIRDS OF PREY

June 23 | 6 p.m. | Bidwell Forum

Get ready to meet amazing raptors live and up close! Explore super-cool adaptations like sharp talons and incredible eyesight.

NOVEL IDEA GROUP

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

This month's title is *The Extraordinary Life of Sam Hell* by Robert Dugoni.

**CELEBRATING OUR NATION WITH WORKMAN
AND TEMPLE FAMILY HOMESTEAD MUSEUM**

June 27 | 11:00 a.m. | Bidwell Forum

Commemorate America's 250th Anniversary with guest historian Paul Spitzzeri.

PAGEANT OF THE MASTERS PREVIEW

June 29 | 5:30 p.m. | Bidwell Forum

Get a sneak peek and learn about the background and paintings of Frida Kahlo.

**WORLD ASTEROID DAY: SPACE ROCKS UP
CLOSE**

June 30 | 6 p.m. | Friends Room

Learn how ancient space rocks formed and what they reveal about the origins of our solar system.

I'd like to
deepen my
Understanding

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.

EVENING STORYTIME

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

Friends Room

YOUTH ADVISORY BOARD

Ages 12+

3rd Tuesday of each month | 5:30 p.m. |

Friends Room

TEEN IDEA LAB

Ages 10+

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

Friends Room

TEEN ASTRONOMY CLUB

AGES 10-17

2nd Tuesday of each month | 6 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 | (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.

Summer Discovery Challenge 2026

June 1st – July 25th, 2026 Register Online May 29th

The 2026 Summer Discovery Challenge has arrived!
Sign up in Beanstack to log reading and activities and earn fun rewards!

Plant a Seed



Discovery Zone

Thursdays ~ 11 AM – 1 PM ~ Bidwell Forum

Saturdays ~ 2 PM – 4 PM ~ Bidwell Forum

Teen Programs – Ages 10–17

Teen Astronomy Club

Bidwell Forum

Tuesday, June 9th ~ 6 PM

Tuesday, July 14th ~ 6 PM

Youth Advisory Board

Friends Room

Tuesday June 16th ~ 5:30 PM

Tuesday, July 21st ~ 5:30 PM

Teen Idea Lab

Friends Room

Thursday, June 18th ~ 3:30 PM

Thursday, July 16th ~ 3:30 PM

*Teen After-Hours Program

Main Floor

Friday, June 19th ~ 5:30 PM

Battle of the Books Preview

Bidwell Forum

Monday, June 22nd ~ 3 PM

World Asteroid Day:

Space Rocks Up Close!

Friends Room

Tuesday, June 30th ~ 6 PM

*Matter in Motion:

Making Butter in a Mason Jar

Bidwell Forum

Thursday, July 2nd ~ 3:30 PM

*Teen Art Lab

Bidwell Forum

Tuesday, July 14th ~ 3:30 PM

Adult Programs – Ages 18+

California Native Gardens

with Master Gardener Steve Gerischer

Bidwell Forum

Saturday, June 6th ~ 11 AM

*Sweet Liberty: A Taste of Colonial History

Bidwell Forum

Monday, June 15th ~ 6:30 PM

The Garden as a Healing Space

with Master Gardener Shelley Sparks

Bidwell Forum

Saturday, June 20th ~ 11 AM

Novel Idea Book Group:

The Extraordinary Life of Sam Hell

Friends Room

Wednesday, June 24th ~ 5:30 PM

Celebrating Our Nation

with Workman and Temple Family

Homestead Museum

Bidwell Forum

Saturday, June 27th ~ 11 AM

Pageant of the Masters Preview

with Lori Fuller Rusch

Bidwell Forum

Monday, June 29th ~ 6 PM

*Where Water Meets Color

Bidwell Forum

Saturday, July 18th ~ 11 AM

INFO: (626) 852-4891 CityOfGlendora.gov/Library *Register: CityOfGlendora.gov/Register

Summer Discovery Challenge is made possible by the Glendora Public Library, GPL Friends Foundation, and donors like you!



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Plant a Seed



Discovery Zone

Thursdays ~ 11 AM – 1 PM ~ Bidwell Forum
Saturdays ~ 2 PM – 4 PM ~ Bidwell Forum

Children & Family Programs

Bilingual Storytime

Bidwell Forum

Tuesday, June 2nd ~ 6:30 PM

Nature Tales Storytime

Big Dalton Amphitheater

Saturday, June 6th ~ 9 AM

Saturday, June 20th ~ 9 AM

Saturday, July 11th ~ 9 AM

Shadow Puppet Theater

Friends Room

Tuesday, July 7th ~ 6:30 PM

*BLAST OFF! Rocket Challenge

Bidwell Forum & Plaza

Tuesday, June 9th ~ 3 PM

Monday, June 22nd ~ 11 AM

Friday, July 17th ~ 11 AM

Monarchs in Motion: A Butterfly Adventure!

Bidwell Forum

Saturday, June 13th ~ 11 AM

Mission: Solar System! A NASA Adventure for Kids with

David Lehman

Friends Room

Tuesday, June 16th ~ 6 PM

Raptor Rangers with

San Dimas Nature Center

Bidwell Forum

Tuesday, June 23rd ~ 6 PM

A Is for America Celebration

Friends Room

Wednesday, June 24th ~ 3 PM

Edible Mosaic Art

Bidwell Forum

Tuesday, July 21st ~ 3 PM



End of Summer Celebration with MARS Portable Planetarium

Bidwell Forum & Plaza ~ Saturday, July 25th ~ 10 AM

INFO: (626) 852-4891 CityOfGlendora.gov/Library *Register: CityOfGlendora.gov/Register

Summer Discovery Challenge is made possible by the Glendora Public Library, GPL Friends Foundation, and donors like you!



STAFF REPORT

TO: President and Trustees

DATE: June 15, 2026

FROM: Library

DISTRICT(S): Citywide

SUBJECT: Self-Evaluation of the Board of Library Trustees for FY 2025-26

RECOMMENDATION

That the Board of Library Trustees:

1. Review and file report containing Trustees' individual self-evaluations.

STRATEGIC FOCUS AREAS

Not Applicable

EXECUTIVE SUMMARY

The Library Board begins the self-evaluation process in April each year by reviewing current practices. In June, the Board typically concludes by reviewing the completed evaluations.

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.

At their April 2026 meeting, the Trustees unanimously approved completion of their FY 2026 self-evaluations in May and bringing the item back for discussion at the June 2026 meeting.

DISCUSSION

Instructions as provided to Trustees by Interim Director Donna Dukes by e-mail:

At the April Board meeting, it was determined that the self-evaluation process for FY 2025–2026 will remain consistent with prior years. Accordingly, please complete the attached fillable PDF and return it by *Monday, May 18*. This will allow for time to address any needed clarifications before the evaluations are uploaded by the required deadline and included in the June Board packet.

I have also attached the Roles documents cited in several of the goals.

Additionally, the Library's mission statement is included below:

The Mission of the Glendora Public Library is to enrich the community by connecting people to the world of ideas, information, and imagination to support their work, education, personal growth, and enjoyment. The Library stimulates civic involvement and is a symbol of the community's well-being.

Please feel free to reach out if you have any questions!

All five board members submitted self-evaluations, which are included as attachments. Per standing instructions, no changes have been made, save for naming.

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, Interim Library Director
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 Board of Library Trustees Goals - Objectives FY 2025-2026 Approved and Signed.pdf](#)

[B 2023 0123 Trustees Role - Approved and signed - Final.pdf](#)

[C Presentation.pdf](#)

[D Board of Library Trustees Self-Evaluation FY 26 Bogle.pdf](#)

[E Board of Library Trustees Self-Evaluation FY 26 Hall.pdf](#)

[F Board of Library Trustees Self-Evaluation FY 26 Johnson.pdf](#)

[G Board of Library Trustees Self-Evaluation FY 26 Landmann.pdf](#)

[H Board of Library Trustees Self-Evaluation FY 26 Long.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 15th 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

ROLE OF THE GLENDORA BOARD OF LIBRARY TRUSTEES

Members of the Glendora Library Board of Trustees are appointed by the City Council. As representatives of the community, the Board provides strategic leadership for developing and implementing the mission, values and vision of the Glendora Public Library. The Board ensures that the community's investment results in library services that are responsive and of the highest quality.

Roles & Responsibilities of the Board of Trustees

Role 1: Sets the mission, values and long term vision of the library

Responsibilities:

- Annually, validates and modifies or ratifies the mission, values and vision as stated in the library's strategic plan
- Reviews administrative policies; provides guidance on Library goal-setting and planning
- Establishes annual objectives to achieve the mission, values & vision
- Listens to constituents representing diverse views, including those of complementary community institutions and organizations, and coordinates the library's mission with that of other organizations to see that they culminate in the desired community outcomes

Role 2: Actively promotes library services within the community

Responsibilities:

- Board President and/or designee conduct routine meetings with City Manager, Mayor, and Library Director
- Serves as advocate for the library before the greater community
- Networks with community organizations
- Cultivates civic and political support for library programs
- Individual board members attend public events to represent the library
- Participates 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 3: Support Library Programs within the Library

Responsibilities:

- Liaison with Glendora Public Library Friends Foundation
- Board President and/or Vice President will meet with Glendora Public Library

Friends Foundation President as determined

- Support Glendora Public Library Friends Foundation fundraisers and community events
- President and/or designee will coordinate with the Library Director to attend at least one staff meeting per year
- Support Library programs by promoting and attending advertised events

Role 4: Constantly monitors progress on the Board's long range vision and annual objectives

Responsibilities:

- Reviews data to evaluate the performance of Board set criteria
- Periodically reviews and correlates policies to the mission, values and vision of the library

Role 5: Reviews the director's performance in achieving the Board's direction and implementing Board policy

Responsibilities:

- Sets criteria for the evaluation of the performance of the Board's directives
- Establishes a process for review
- Annually conducts a joint formal review with the City Manager to produce a joint evaluation for the position of Library Director

Role 6: Adopts financial goals and priorities for the library

Responsibilities:

- Reviews annual budget recommendations to the City
- Provides liaison representation to the Friends Foundation
- Accepts and administers trusts, endowments, bequests and gifts made directly to the library

Role 7: Orients new Board members to the perspectives of the Board and the values of the library

Responsibilities:

- Establishes a mentoring program with established Board members
- Provides an overview of the role of the Board and how meetings are conducted by the Board President

- Vice President provides Board orientation and review of Library strategic plan

Role 8: Encourages and supports the Library Director and staff as they implement Board policy

Responsibilities:

- Serves as buffer between public sentiment and professional library management
- Serves as protector of the library's neutrality from the political system
- Serves as the final authority when concerns with administrative policies cannot be resolved at the library Director level
- Maintains open-mindedness and supports long-term policy over and above personal conviction

Approved and adopted this 23RD day of JANUARY, 2023

Ayes: 5

Noes: 0

Absent: 0

City of Glendora
Board of Library Trustees

Attest: Janet Stone
Janet Stone, Library Director

By: Brianna Chew
Brianna Chew, President



SELF-EVALUATION OF THE BOARD OF LIBRARY TRUSTEES FOR FY 2025-26

LIBRARY

BOARD OF LIBRARY TRUSTEES

JUNE 15, 2026

DONNA DUKES, INTERIM LIBRARY DIRECTOR



EVALUATION PROCESS

From the April meeting of the Trustees:

- Proceed with the established June timeline

Instruction sent by Interim Director Dukes included:

- Fillable PDF, pre-populated with goals
- “Role of the Glendora Board of Library Trustees” also provided
- For incorporation in June packet

Evaluations were received from all Trustees:

- Included here unchanged, save for naming

RECOMMENDATION

THAT THE BOARD OF LIBRARY TRUSTEES:

1. REVIEW AND FILE REPORT CONTAINING TRUSTEES' INDIVIDUAL SELF-EVALUATIONS.

Trustee name: *Tricia Bogle*

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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: Tricia Bogle

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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	<i>I need more information on this. I am not aware of an annual meeting with the City Council</i>	

Trustee name: *Tricia Bogle*

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	Criteria	Score	Comments	Action Plan
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)*	☐ Needs improvement ☒ Meets expectations ☐ Exceeds requirement		
6	Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget. (Role(s): 5)*	☐ Needs improvement ☒ Meets expectations ☐ Exceeds requirement		

Trustee name: *Tricia Bagle*

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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	<i>N/A</i> <i>I need more information on this</i>	
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: *Tricia Bogle*

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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		

	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	Although 3 of the 4 board members are new to their positions, they have been visible at library events.	Continue to show up and support programs. Stop by at GPL events to observe the success of the programs and receive feedback from attendees.
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	I toured the Escape Room on April 24th. I knew of a few Goddard students who were attending the event and asked them for feedback on the following Monday at school.	Make greater efforts to observe events that focus on our community's school age participants and attempt to get feedback from them.

Trustee name: Debbie Hall of Trustee Self Evaluation FY:
 Glendora Public Library Board 2025-26

	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	I have not registered for specific programs. I also do not want to take a spot away from a community member.	Learn of additional professional associations, access resources that will provide information regarding new and changing library trends.
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	So far, there have been limited opportunities for this action.	Look ahead for those opportunities and plan to attend. At some point, work closer with members of GPLFF.

Trustee name: Debbie Hall of Trustee Self Evaluation FY:
 Glendora Public Library Board 2025-26

	Criteria	Score	Comments	Action Plan
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)*	Needs improvement Meets expectations Exceeds requirement	I read the Library Report posted on the agenda. I attend the monthly board meetings.	Learn more about the nuances of the report. Ask questions regarding what the library expects of its patrons and if they are hitting their desired targets and in what areas they are satisfied and where they are planning for growth.

Debbie Hall

6	Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget. (Role(s): 5)*	Needs improvement Meets expectations Exceeds requirement	Continue to stop by the library. Attempt to learn each one by name.	Every board meeting is another step in learning about the library and its staff. Each visit to the library provides an opportunity to watch them in action as they deliver materials, programs, and resources to the patrons.
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Trustee name: Glendora Public Library Board

of Trustee Self Evaluation FY: 2025-26

	Criteria	Score	Comments	Action Plan
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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	I do not have understanding, yet, of average compensation around our local area regarding library staff.	Ask questions, attend the board meetings, read the information.
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	I am still learning about all of the aspects of our library and how it fits into the community as a required entity.	Attend meetings, ask questions, observe.

Trustee name:
Glendora Public Library Board

of Trustee Self Evaluation FY:
2025-26

	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	I have not served long enough, yet, to have sat in on a strategic vision session.	Attend the next scheduled strategic vision session.

Trustee name: Carrie Johnson

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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	This current service year, I communicated with city management and the Glendora Public Library Friends Foundation through in person conversations, attendance at City Council Meetings, and emails advocating for various library improvements. I also attended the Great Trivia Challenge, the Glendora Public Library Friends Foundation Benefit, The Battle of the Books, the State of the City, and the Night on the Plaza Benefit Gala.	Continue to act as a library ambassador within the 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)*	☐ Needs improvement ☐ Meets expectations ☒ Exceeds requirement	In addition to the aforementioned activities, I communicated with city management and the Glendora Public Library Friends Foundation through in person conversations, attendance at City Council Meetings, and emails advocating for various library improvements. I gathered information regarding possible architectural solutions and funding as well.	Continue to support library services and programs through advocacy at various city and library events.

Trustee name: Carrie Johnson

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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	This current service year, I amplified my professional knowledge of library trends, programs, and services through my attendance at the California Library Association Conference in Riverside. Additionally, I am a member of ALA and I monitor new library trends, concepts, and ideas.	Continue to attend library conferences and events as applicable and fiscally prudent to my role as a trustee.
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	This current service year, I communicated with city management and the Glendora Public Library Friends Foundation through in person conversations, attendance at City Council Meetings, and emails advocating for various library improvements.	Continue to communicate through both formal and informal means to promote library services to the community.

Trustee name: Carrie Johnson

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	Criteria	Score	Comments	Action Plan
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)*	☐ Needs improvement ☐ Meets expectations ☒ Exceeds requirement	This current service year, I monitored library statistics to assess library program impact on the community through monthly board meeting attendance, analysing board information packets, and attending various city hall meetings.	Continue to monitor library program statistics through various channels.
6	Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget. (Role(s): 5)*	☐ Needs improvement ☐ Meets expectations ☒ Exceeds requirement	This current service year, I communicated with the city library director(s) and the Glendora Public Library Friends Foundation through in person conversations, attendance at City Council Meetings, and emails advocating for various library improvements.	Continue to support library director and staff in attaining library goals through both formal and informal advocacy.

Trustee name: Carrie Johnson

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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	During this service year, I have strongly advocated for equitable and fair compensation through both formal and informal channels. I have assured the topic of compensation remains a primary goal for library improvement through verbally advocating for equitable pay during trustee meetings, trustee focus groups in both formal and informal settings.	Continue to advocate and monitor library compensation to assure fair and equitable pay for library employees.
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	During this service year, the living document Library Strategic Plan has been supported by revisiting goals and pertinent statistics during board meetings.	Continue to monitor throughout the year.

Trustee name: Carrie Johnson

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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		

Trustee name: Erica Landmann
Glendora Public Library Board of

Trustee Self Evaluation FY: 2025-26

	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 <u>Exceeds requirement</u>	• I regularly am involved in the City of Glendora representing the Glendora Public Library at various meetings and events. • I am representing the Board of Trustees at the Serving With a Purpose Conference • I have attended consistently every Board of Trustee meeting since I was appointed • I organized the Library's 50th birthday celebration	

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 <u>Exceeds requirement</u>	● I regularly attend Battle of the Books, Night on the Plaza, and various Library hosted events (such as: Holy Guacamole). ● I have invited Mi Sabor to come and speak about their Holy Guacamole presentation to the Board at the 5/18 meeting.	
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Trustee name: Erica Landmann
Glendora Public Library Board of

Trustee Self Evaluation FY: 2025-26

	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 <u>Exceeds requirement</u>	• Member of FROG committee to represent the Library. • Friends Foundation Liaison • Meeting with city manager & assistant city manager regarding various structural concerns and options for the Library • Regular attendance at Serving With a Purpose conference.	

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 <u>Exceeds requirement</u>	● In contact with council members regularly regarding Library ● In contact with GPLFF at least twice a year ● Attend Council Meetings representing the Glendora Library	
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Trustee name: Erica Landmann
Glendora Public Library Board of

Trustee Self Evaluation FY: 2025-26

	Criteria	Score	Comments	Action Plan
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)*	Needs improvement Meets expectations <u>Exceeds requirement</u>	I read through the packets provided by City Staff to reflect trends, such as: faxing, copying, printing	
6	Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget. (Role(s): 5)*	Needs improvement Meets expectations <u>Exceeds requirement</u>	- There have been 3 Interim Library Directors during 2025-2026 - I have communicated with all 3	

Trustee name: Erica Landmann
Glendora Public Library Board of

Trustee Self Evaluation FY: 2025-26

	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 <u>Exceeds requirement</u>	• Staff & Library patrons are my priority. • Staff retention creates a positive working environment	• Study surrounding city library pay for comparison
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 <u>Exceeds requirement</u>	• Representing the Library on the FROG committee • Following and sharing information about various Library sponsored events	

Trustee name: Erica Landmann
Glendora Public Library Board of

Trustee Self Evaluation FY: 2025-26

	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 <u>Meets</u> <u>expectations</u> Exceeds requirement		

Trustee name: *Lisa Long*

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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	• Attend Library Board of Trustee Meetings • Attend City, Library, and other community sponsored events. • Attend Friends of the Library meetings	• Continue attendance and involvement in Library, City, and Community sponsored events. In doing so, advocate for the Library.
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	• Attendance at library sponsored events during which feedback from community members/participants can be gathered.	• Increase submission of feedback to Library Director (acting directors).

Trustee name: *Lisa Long*

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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	Attended California Library Association Conference; attended workshops at the conference that provided information about new trends and ideas that help meet the needs of our community.	Seek out additional training & associations that will increase current knowledge of library trends. Communicate/Join/meet with Library Board members from surrounding cities; discuss/problem solve/share strategies used by surrounding cities to address current Library goals/concerns.
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	Meet periodically with City Council members, city management, and Library Friends Foundation to identify, discuss, and seek solutions to library needs/goals. with the city	• pursue annual mtg with City Council, as needed. • continue periodic meetings with the Friends Foundation as well as meeting Management.

Trustee name: *Lisa Long*

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	Criteria	Score	Comments	Action Plan
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)*	☐ Needs improvement ☒ Meets expectations ☐ Exceeds requirement	Thorough review of data provided to the Library Board of Trustees by Library Management.	Identify trends suggested by the data. As needed, discuss possible solutions, adjustments, and/or strategies that might be implemented to better serve our community members.
6	Support the Library Director and staff in accomplishing library-wide goals as outlined in the budget. (Role(s): 5)*	☐ Needs improvement ☒ Meets expectations ☐ Exceeds requirement	Review and approve, as appropriate, the library-wide goals the as presented by library management or acting Library Directors.	Review and/or establish a review process to determine the Library Director's performance of the Board's directives.

Trustee name: *Lisa Long*

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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	• Serve as a Library Board representative to the Friends of the Library Foundation	• Continue to serve in this role as needed
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	• Regular review of the Library Strategic Plan in order to determine whether current and future Library decisions are in support of established goals.	• Discuss adjustments and or additions to the Library Strategic Plan as data Community needs/findings may suggest.

Trustee name: *Lisa Long*

Glendora Public Library
Board of Trustee Self-
Evaluation FY: 2025-26

	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	<i>Participation in yearly meetings for the purpose of facilitating the progress and success of the Library Strategic Plan.</i>	<i>Encourage the participation of constituents representing diverse view points when determining determining the progress and success of meeting the goals as outlined in the Library Strategic Plan.</i>



STAFF REPORT

TO: President and Trustees

DATE: June 15, 2026

FROM: Library

DISTRICT(S): Citywide

SUBJECT: Review Updated Contract with Charter Oak Unified School District for Professional Library Services

RECOMMENDATION

That the Board of Library Trustees:

1. Review the proposed updates to the contract for professional library services with the Charter Oak Unified School District; and
2. Receive and file the report.

STRATEGIC FOCUS AREAS

Not applicable.

EXECUTIVE SUMMARY

The City is currently updating the agreement with Charter Oak Unified School District for the provision of professional library services. The original agreement, established in 2018, outlines the City's role in supporting District library services through professional consultation, participation in District Library Committee meetings, and assistance with library material selection. The proposed update incorporates requirements and partnership opportunities resulting from recent State legislation, including the Youth Literacy Act (SB 321) and SB 1329, collectively known as the Student Success Initiative. The revised agreement formalizes collaboration between the City and District to expand student access to library resources, support literacy development, facilitate data sharing, and strengthen community engagement. Additional updates include revised staff titles and reimbursement rates, confidentiality provisions, and mutual indemnification and insurance language. Upon approval by both agencies, the updated agreement will take effect on July 1, 2026.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

The Glendora City Council approved an agreement for Professional Library Services with the Charter Oak Unified School District on March 13, 2018.

Since the original agreement was approved, the California State Legislature enacted the Youth Literacy Act (SB 321, Ashby) and updated SB 1329, requiring public libraries to formalize partnerships with public school districts within their service areas.

DISCUSSION

The City and the Charter Oak Unified School District entered into an agreement for the provision of professional library services in 2018. Since that time, professional library staff have participated in District Library Committee meetings, provided general consultation regarding school library services and activities, and advised District staff on the selection and acquisition of library materials. The District reimburses the City for staff time spent attending District Library Committee meetings, up to four meetings per year.

Since the original agreement took effect, the California State Legislature enacted the Youth Literacy Act (SB 321, Ashby) and updated SB 1329, both of which became effective on January 1, 2026. Collectively referred to as the Student Success Initiative, this legislation aims to strengthen literacy by integrating public libraries into early education, ensuring students have access to library resources and services beginning in third grade, and tracking the impact of these partnerships on student engagement and academic achievement.

In early 2026, the District approached the City to update the existing agreement. At that time, the City requested the inclusion of additional language to formalize the partnership between the City and the District in alignment with current Student Success Initiative legislation.

Key changes to the agreement include:

- Addition of Student Success Initiative language
 - Updated obligations of the City, including:
 - Working collaboratively with the District.
 - Providing digital library card information to the District.
 - Participating in local school events, such as Back-to-School Night.
 - Making electronic resources available to students and families.
 - Providing general data regarding participation in library programs.
 - Updated obligations of the District, including:
 - Working collaboratively with the City.
 - Providing families with digital library card information.
 - Providing aggregate data regarding student participation and outcomes related to library programming.
 - Facilitating professional development opportunities for District staff.
- Addition of confidentiality provisions consistent with federal and state regulations.
- Updates to City staff titles and reimbursement rates.
- Addition of mutual indemnification and insurance provisions.

Pending approval by both the Glendora City Council and the Charter Oak Unified School District Board of Education, the updated agreement will become effective on July 1, 2026.

FISCAL IMPACT

The Charter Oak Unified School District shall pay the City of Glendora by the hour for services provided as stated in Exhibit A of the agreement.

ENVIRONMENTAL DETERMINATION

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

Prepared By:	Cindy Romero, Library Services Manager
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 Review Updated Contract with Charter Oak Unified School.pdf](#)

[B Updated Agreement with COUSD for Professional Library Services.pdf](#)

[C 2018_0313 Staff Report to City Council.pdf](#)



**REVIEW UPDATED CONTRACT WITH CHARTER OAK
UNIFIED SCHOOL DISTRICT FOR PROFESSIONAL
LIBRARY SERVICES**

BOARD OF LIBRARY TRUSTEES MEETING

JUNE 15, 2026

CINDY ROMERO, LIBRARY SERVICES MANAGER



BACKGROUND

CITY AND CHARTER OAK UNIFIED SCHOOL DISTRICT ENTERED INTO A PROFESSIONAL LIBRARY SERVICES AGREEMENT IN 2018.

Library staff provide:

- Participation in district library committee meetings
- Consultation on school library services and activities
- Assistance with library material selection and acquisition

District reimburses the City for staff participation in committee meetings.

STUDENT SUCCESS INITIATIVE

Youth Literacy Act (SB 321) and updated SB 1329

- Effective January 1, 2026
- Encourages collaboration between public libraries and school districts to:
 - Improve literacy outcomes
 - Expand student access to library resources
 - Support student engagement and achievement
 - Measure partnership effectiveness



AGREEMENT UPDATES

- Student Success Language
- Confidentiality
- Staff Titles and reimbursement rates
- Mutual Indemnification and insurance language
- Pending approval by both agencies, effective July 1, 2026

STUDENT SUCCESS UPDATES

CITY RESPONSIBILITIES

- Collaborate with District staff
- Provide digital library card information
- Participate in school outreach events
- Make electronic Library resources available
- Share Library program participation data

DISTRICT RESPONSIBILITIES

- Collaborate with City staff
- Distribute digital library card information to families
- Provide aggregate student participation and outcome data
- Facilitate professional development opportunities

RECOMMENDATION

THAT THE BOARD OF LIBRARY TRUSTEES:

1. REVIEW THE PROPOSED UPDATES TO THE CONTRACT FOR PROFESSIONAL LIBRARY SERVICES WITH THE CHARTER OAK UNIFIED SCHOOL DISTRICT.
2. RECEIVE AND FILE THE REPORT.

QUESTIONS?

PROFESSIONAL LIBRARY SERVICES AGREEMENT

THIS PROFESSIONAL LIBRARY SERVICES AGREEMENT ("Agreement") is made and entered into as of July 1, 2026 ("Effective Date"), by and between the CHARTER OAK UNIFIED SCHOOL DISTRICT OF LOS ANGELES COUNTY, a California school district ("District") and the CITY OF GLENDORA, a California municipal corporation ("City"). District and City are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

Commented [DA1]: NEED TO CONFIRM ENTITY NAME

NOW, THEREFORE, the Parties hereto agree as follows:

SECTION 1. PURPOSE OF AGREEMENT

The purpose of this Agreement is for the City to provide the District with certain professional services, related to the operation of the District's school library services within the District facilities in Los Angeles County, California, as set forth in Section 3.

SECTION 2. TERM OF AGREEMENT

The "Term" of this Agreement will be one year starting July 1, 2026, and will continue thereafter from year to year, under the same terms and conditions, unless terminated by either of the Parties. This Agreement may be terminated by either Party at any time, with or without cause, during the Term of the Agreement by giving written notice to the other Party not less than sixty (60) days prior to the date of termination. In the event of termination, the City will submit to the District an invoice for payment of services within thirty (30) days of termination and the District agrees to pay such invoice within thirty (30) days of receipt to the extent the invoice does not exceed the reimbursement schedule in Exhibit A attached to this Agreement.

SECTION 3. SCOPE OF SERVICES

The services to be performed by the City involve strictly advising District administration on the selection and ordering of library books, general consulting regarding school library services and activities, and participating with the District Library Committee. The City shall assign personnel for this Agreement shall have no direct or indirect supervisory authority or responsibility relating to any District employees, officers, agents or volunteers.

City personnel providing any of the services under this Agreement shall be selected at the discretion of the City and supervised by the City Library Director or a City Library Services Manager. City personnel providing the services under this Agreement shall at all times be under the City's exclusive direction and control. Neither the District nor any of its officers, employees or agents shall have control over the conduct of City personnel, or over any of the City's officers, employees or agents, except as set forth in this Agreement. District shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City; or that any City officers, employees or agents are in any manner officers, employees or agents of the

District. District shall not incur or have the power to incur any debt, obligation or liability whatever against the City, or bind the City in any manner.

The services to be provided by the City to the District under this Agreement are specifically described in this section and section 5 of this Agreement. Any changes to the scope of services can only be done through a written agreement or amendment approved by both Parties.

SECTION 4. COMPENSATION

The District agrees to pay the City the compensation described in Exhibit A for services listed in Section 3 and Section 5. This limit of reimbursement shall not exceed three (3) hours per quarter unless both Parties agree in writing to an adjustment in total reimbursable hours per quarter. Compensation and reimbursement to the City shall be as set forth in Exhibit A attached hereto and made a part hereof. Payments shall be made within thirty (30) days after receipt of each invoice as to nondisputed fees. If the District disputes any of the City's fees, the District shall give written notice to the City within 30 days of receipt of an invoice of any disputed fees set forth in the invoice.

SECTION 5. STUDENT SUCCESS AGREEMENT

The District and City desire to collaborate on activities to improve the educational opportunities and library access for children served by both institutions. In order to achieve an effective collaboration, the District and the City acknowledge and agree that they will need to share information about the children that may otherwise be prohibited from disclosure.

For and in consideration of the mutual promises set forth in this Agreement, the Parties do mutually agree as follows:

A. Obligations of the City.

In connection with this Agreement, the City agrees to the following:

1. Work collaboratively with the District to further deepen the partnership between the Parties.
2. Provide the District with information about digital Library card registration for children to be included in the annual Data Confirmation Process.
3. Attend local school events such as Back to School Nights, subject to staffing availability, to provide opportunities for children to register for a Library card.
4. Make electronic resources such as live homework help online, research and homework databases, learning resources, downloadable eBooks, audiobooks, music, magazines, and streaming services available to children with digital or physical Library cards, subject to availability, licensing terms, and the City's library policies and procedures.

5. Provide the District with general participation data regarding the annual Summer Discovery Challenge, to the extent reasonably available and permitted by applicable law. Nothing in this Agreement requires the City to disclose any personally identifiable library patron use records or other records protected from disclosure by law.

B. Obligations of the District

In connection with this Agreement, the District agrees to the following:

1. Work collaboratively with the City to further deepen the partnership between the Parties.
2. Provide families with digital Library card registration information, as provided by the City, during the annual Data Confirmation Process.
3. To the extent easily producible without undue burden and permitted by law, provide aggregate data, sufficient to maintain privacy and confidentiality, on the results of District benchmark and state testing assessments for students enrolled in annual City Discovery Challenges, compared to those not enrolled in annual City Discovery Challenges. Any such data shall be provided only in aggregate, de-identified form and in a manner sufficient to prevent re-identification of individual students.
4. In collaboration with City staff, help facilitate the introduction of professional development opportunities for District teachers and staff surrounding the Student Success Initiative and other Library projects.

C. Confidentiality

1. The District maintains student records in accordance with all applicable federal and state laws and regulations. Such student records are confidential as provided under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99; and California Education Code §§ 49060 et seq.
2. The Parties acknowledge that library patron use records are confidential as provided by applicable law and include identifying registration information and records reflecting a patron's borrowing information or use of library information resources.
3. The City and District agree that each entity shall comply with applicable federal and state laws relating to the confidentiality of the City-provided information and the District-provided information.
4. Both Parties further agree that all information exchanged shall only be used for the purposes intended by this Agreement, to limit disclosure of the

exchanged information within each Party's own organization to its directors, officers and employees who have a need to know, and to not disclose any information to any third party (whether an individual corporation, or other entity) without the express prior written consent of the other Party, except as required or permitted by applicable law. Each Party shall satisfy its obligations under this paragraph if it takes affirmative measures to ensure compliance with these confidentiality obligations by its employees and others who are permitted access to or use of the City-provided information and/or the District-provided information.

5. To the extent that the City has access to any personally identifiable information from students' education records, the City agrees that it shall not use such information except for the legitimate purpose of providing services pursuant to this Agreement and that it shall not disclose this information to any other party, except as permitted by law. City staff shall comply with all applicable federal and state regulations governing student records, including FERPA.
6. To the extent the Parties exchange information that is otherwise exempt from disclosure and is shared between governmental agencies in confidence, the Parties intend that such exchange be treated consistently with Government Code section 7921.505(c)(5). Each Party shall limit access to such information to personnel with a legitimate purpose and shall use the information only for purposes that are consistent with existing law.
7. If either party receives a request under the California Public Records Act, a subpoena, or other legal demand seeking records received from the other Party under this Agreement, the receiving Party shall promptly notify the other Party to the extent permitted by law and shall reasonably cooperate with the other Party's efforts to assert any applicable exemption or other protection. Nothing in this Agreement requires either Party to withhold or disclose any record in a manner contrary to applicable law, and each Party reserves all rights and defenses available under law.

SECTION 6. INDEMNITY AND HOLD HARMLESS

The City shall defend, indemnify, and hold harmless the District, its agents, officials, officers, representatives and employees from and against all claims, lawsuits, liabilities or damages arising from the sole and exclusive negligence or willful misconduct of the City, its agents, employees, and subcontractors, and employees thereof, in the performance or nonperformance of this Agreement.

The District shall defend, indemnify, and hold harmless the City, its agents, officials, officers, representatives and employees from and against all claims, lawsuits, liabilities or damages arising from the sole and exclusive negligence or willful misconduct of the District, its agents,

employees or subcontractors, and employees thereof, in the performance or nonperformance of this Agreement.

SECTION 7. INSURANCE

Each Party shall maintain throughout the term of this agreement, general liability, professional liability, auto liability, workers' compensation, and such other insurance as is necessary to protect against claims for injuries to persons or damages to property which may arise from or in connection with the performance of this Agreement By such Party. All such insurance shall be equivalent to coverage offered by a commercial general liability form, including, without implied limitation, personal injury, and contractual liability coverage for the performance by the insured Party Of the indemnity provisions set forth in this agreement. Each Party shall on request provide the other Party A certificate of insurance satisfactory to the requesting Party, And shall include endorsements, naming the other Party As additional insured. Each Party, At its soul option may satisfy all or any portion of the insurance requirement through a program of self insurance, commercial insurance, or any combination there of.

SECTION 8. NOTICES

All notices pertinent to the Agreement shall be in writing and either served personally or sent by prepaid, first-class mail to the person(s) at the address designated below. Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

District Assistant Superintendent, HR

Charter Oak Unified School District
20240 E. Cienega Avenue
Covina, CA 91724
626-966-8331, extension 90506

Library Director

Glendora Public Library
140 S. Glendora Avenue
Glendora, CA 91741
626-852-4891

SECTION 9. ENTIRE AGREEMENT

This Agreement contains the entire agreement between the Parties. No alteration or variation of any term of this Agreement will be valid unless approved by the City Council and District Board, made in writing and signed by each of the Parties hereto, and no oral understanding of this Agreement not incorporated herein by writing will be binding on any of the Parties hereto. The Parties agree that this requirement for written modifications cannot be waived and any attempted waiver shall be void. **Notwithstanding the foregoing, adjustments to the not-to-exceed reimbursable hours expressly authorized in Exhibit A may be approved administratively in the manner described in Exhibit A without further City Council or District Board action.**

SECTION 10. NO THIRD PARTY BENEFICIARIES

Except **for indemnification provisions** under section 6, this Agreement does not confer any rights on any third party, and nothing set forth herein will be construed so as to confer on any third party a right of action under this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date set forth above.

“DISTRICT”

Charter Oak Unified School District

By: _____
Seth Bond, Ed. D.
Assistant Superintendent, Human
Resources

“CITY”

City of Glendora

By: _____
Adam Raymond
City Manager

EXHIBIT A

FEE SCHEDULE

The District shall pay the City by the hour for services provided through this Agreement as follows:

- 2026/2027 Fully Burdened Compensation Rate for **Library Services Manager: \$141.53 per hour**. The hourly rate can be adjusted by the City of Glendora at any time based on actual increases to the Fully Burdened Compensation Rate as calculated by the Glendora Finance Department. However, that annual adjustment shall not increase from year to year by more than ten (10) percent, with any excess being permitted to be allocated in the following yearly adjustment.

The City will provide the District with a quarterly invoice itemizing the hours expended in performance of such services pursuant to this Agreement.

The total contract not-to-exceed amount is three (3) hours per quarter under this Agreement within any City fiscal year period, from July 1 to June 30 of the following year, unless there is prior written authorization from the Superintendent of the District to the Library Director of the City of Glendora Library to raise the contract not-to-exceed amount, and the City agrees in writing to perform additional contract services. The Library Director of the City of Glendora Library may decline a proposed increase in the contract not-to-exceed amount if the City lacks necessary employee position allocations to provide additional services, in which case the Library Director of the City of Glendora Library will provide prompt written notification to the Superintendent of the District of this fact.

The City shall invoice the District on a four times per year basis in arrears after the quarter has been completed with an accounting of the hours provided by the City employee for the services rendered. The District shall pay the City's invoices within thirty (30) days of receipt.



AGENDA ITEM

MEETING DATE: Tuesday, March 13, 2018

TITLE: Approve an Agreement for Professional Library Services for Charter Oak Unified School District.

PRESENTED BY: Janet Stone, Library Director

RECOMMENDATION: Authorize the City Manager to execute the Agreement between City of Glendora and Charter Oak Unified School District for Professional Library Services.

BACKGROUND:

The Charter Oak Unified School District (COUSD) consists of eleven schools, five of which lie within the City of Glendora and have a combined enrollment of almost 1,000: Arrow High (Continuation), Bridges Community Day, Oak Knoll Alternative, Washington Elementary, and Willow Elementary. In January 2018, COUSD approached Glendora Public Library, as the District was in need of developing a memorandum of understanding with a local library for the purposes of providing support for the library services offered at the schools in the district.

DISCUSSION:

COUSD has a District Library Committee, formed in 2006 when the State of California provided one-time library grant funds to districts to assist them in providing up-to-date, relevant, and high-interest library books for students. The group meets four times per year.

The charge for Committee members, which consist of the COUSD Coordinator of Curriculum, Instruction, and Assessment and seven site library media assistants, is to create welcoming library environments for both staff and students, encouraging a lifelong love of reading and promoting collaboration amongst the school and local communities. In addition, the District Library Committee members help site staff to establish goals for each year in alignment with the District goals and objectives, informing the development of each school's Single Plans for Student Achievement.

COUSD proposed formalizing Glendora Public Library's role in this committee, and together the Library, City of Glendora, and COUSD determined that it was feasible for the Library to participate, advising District Administration on the selection and ordering of library books, and generally consulting regarding school library services and activities. These services are outlined in Section 3 of the proposed agreement, and Exhibit A includes a compensation schedule to offset associated staffing costs.

The proposed agreement, reviewed by the Glendora City Manager and City Attorney, is expected to go before the COUSD Board on 8 March.

AGREEMENT SUMMARY:

- Services: advising District Administration on the selection and ordering of library books, general consulting regarding school library services and activities, and participating with the District Library Committee.
- Term: one year starting July 1, 2018, to continue thereafter from year to year, under the same terms and conditions, unless terminated by either of the parties.
- Time commitment: total contract not-to-exceed amount is three (3) hours per quarter within any City fiscal year period, unless there is prior written authorization.
- Compensation: 2017-18 Fully Burdened Compensation Rate for Senior Librarian.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not Applicable.

FISCAL IMPACT:

The Charter Oak Unified School District shall pay the City of Glendora by the hour for services provided as stated in Exhibit A of the agreement.

Respectfully submitted,

Janet Stone

Janet Stone

Library Director

Director	Finance	CEQA	Attorney	City Manager
<i>Janet Stone</i>	<i>Jane Overholt</i>	<i>Not Required</i>	<i>Not Required</i>	-

ATTACHMENTS:

Attachment A - Agreement