



**CITY OF SOUTH PASADENA  
LIBRARY BOARD OF TRUSTEES - REGULAR MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030**

**August 13, 2020, at 7:00 p.m.**

*South Pasadena Library Board of Trustees Statement of Civility*

*As your appointed governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Library Board of Trustees for August 13, 2020 will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's website ([http://www.spectrumstream.com/streaming/south\\_pasadena\\_lbt/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena_lbt/live.cfm)) and local cable channels.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Trustees will be participating remotely and will not be physically present in the Council Chambers.

If you would like to comment on an agenda item, members of the public may submit their comments in writing by emailing them to: [lbt@southpasadenaca.gov](mailto:lbt@southpasadenaca.gov). **Public Comments must be received by 12 p.m., August 13, 2020 to ensure adequate time to compile and post.** Public Comment portion of the email is limited to 250 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

- CALL TO ORDER:** President Bianca Richards
- ROLL CALL:** Bianca Richards, President, David Uwins, Vice President, Annie Chang, Secretary, Debra Beadle, Trustee, Joseph Molina, Trustee
- COUNCIL LIAISON:** Mayor Robert S. Joe, Council Liaison
- STAFF PRESENT:** Cathy Billings, Library Director  
Sean Faye, Administrative Secretary

**ACTION**

**1. Review and approve draft minutes of the regular meeting held May 14, 2020**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meetings held on May 14, 2020

**DISCUSSION**

- 2. Library Operations Update**
- 3. Ray Bradbury Fused Glass Public Art Project**
- 4. One City Many Stories**
- 5. Library Fines & Fees**
- 6. Library Administrative Policies Review**

**COMMUNICATIONS**

- 7. Board President**
- 8. Board Members**
- 9. City Council Liaison**
- 10. Friends of the Library Representative**
- 11. Trustee Liaison to the Friends**

**12. Library Director**

**ADJOURNMENT**

**FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS**

September 10, 2020	Virtual Meeting	7:00 p.m.
October 8, 2020	Virtual Meeting	7:00 p.m.
November 12, 2020	Virtual Meeting	7:00 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City’s website at: <https://www.southpasadenaca.gov/government/boards-commissions/library-board-of-trustees>

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the Library Administrative Office at (626) 403-7330. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.*

8/7/2020

Date

/S/

Sean Faye,

Administrative Secretary



**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**May 14, 2020**



**CONVENE:**

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the City Council Chambers, virtually via Zoom, on May 14, 2020 at 7:00 p.m.

**IN ATTENDANCE:**

Trustees Present  
Debra Beadle  
Annie Chang  
Joseph M. Molina  
Bianca Richards  
David Uwins

Also Present  
Stephanie DeWolfe, City Manager  
Karen Aceves, Finance Director  
Robert S. Joe, Council Liaison  
Cathy Billings, Library Director  
Sean Faye, Administrative Secretary

**PRESENTATION:**

**1. Budget Outreach Presentation**

Finance Director Karen Aceves spoke to the Library Board of Trustees about the financial challenges COVID-19 has placed on the City of South Pasadena. The City's main sources of revenue are Property Tax, Sales Tax, the Utility Users Tax (UUT), and User Fees. 70% of the City's budget goes towards personnel.

Approximately \$1.6M in revenue losses are expected through 6/30/2020. In response to these short term losses, the City has reduced and reallocated General Fund expenditures, initiated a freeze on hiring, travel, training, contracts, and the operational budget. Non-working part-time employees have been furloughed. COVID-19 influenced revenue losses in Fiscal Year 2020-2021 are currently projected at \$3.5M. The City will look at various options to address the shortfall, including but not limited to reducing General Fund and Capital spending, and eliminating cost-of-living pay increases. In the longer term, if voters do not renew the UUT the City would see an additional \$3.4M in lost revenue. The City also faces rising pension costs from PERS, the Employee Retirement System.

The City is conducting outreach with the community for the budget through an online survey. These results will go towards a draft budget that will be presented to City Council. City Manager Stephanie DeWolfe encouraged the Board to help solicit more community engagement for the budget survey.

**2. Public Comment**

No Public Comments were received.

[City Manager Stephanie DeWolfe and Finance Director Karen Aceves left the Library Board of Trustees meeting at 7:27 p.m.]

**ACTION ITEM:**

**3. Review and approve draft minutes of the regular meeting held February 13, 2020**

**Motion by Library Board Vice President David Uwins, seconded by Library Board Secretary Annie Chang, to approve the minutes as written for the regular meeting of the Library Board of Trustees held February 13, 2020.**

**AYES:**                **Beadle, Chang, Molina, Richards, Uwins**  
**NOES:**                **None**  
**ABSENT:**            **None**  
**ABSTAIN:**          **None**

**DISCUSSION ITEM:**

**4. Reintroduction of Library Services**

Library Director Cathy Billings presented the Library’s plan for reintroducing services amidst the COVID-19 outbreak. The Library has been closed to the public since 3/20/2020. The South Pasadena Public Library is subject to the orders of Los Angeles County, and the Stay-At-Home Orders of both the State of California and Los Angeles County maintain the Library is not allowed to be open. Library personnel are not considered essential employees and should not be reporting to the workplace at this time. Full Time staff have been working full-time from home. Part-time staff have been furloughed. The due date to return library materials has been extended to July 1, 2020. Overdue fines have been waived during the closure.

The Library’s primary objectives are: the safety of staff and patrons; providing access to physical materials; providing access to internet computers and Wi-Fi; providing access to digital resources; and finding ways to provide services to patrons that don’t involve physically meeting in the Library. The current situation upends the Library service model of a gathering place or community hub and poses the question of how do we now serve our patrons. Staff may require new training and new technology may be necessary. There is a question of how to assist patrons that do not have access to technology or the skillset to access the Library’s digital services.

The California State Library received \$3.3M from the CARES Act. The California State Library will use these funds to pay for the reading tracking platform Beanstack for all public libraries in the State. South Pasadena Library already uses Beanstack for its Summer Reading Program, paid for by the Friends. We should receive a pro-rated refund. The Institute of Museum and Library Services has received \$15M from the CARES Act. The Library will apply for access to these funds to purchase Wi-Fi hotspots for check-out to the public. California Humanities has also received funds from the CARES Act and the Library will pursue these funds.

Protocols for safety are being developed for when staff return to work and for when the public will be allowed to return to the building, but that access will need to be tightly controlled. The Library will launch “Library Takeout,” allowing patrons to reserve any materials in the catalog which will be prepared by staff for a contact-less pick-up. Staff will need time to set up the proper signage and floor markings for social distancing in the building to be compliant with the County’s requirements. Plexiglas barriers have been purchased to keep people socially distant. Another program that will be launched is “Material Matchmaker,” where patrons can submit requests for recommendations, since patrons won’t be allowed to browse the shelves themselves. The Library will work with the Senior Center to deliver materials to seniors that are participating in the meal program. Providing access to the Library’s computer workstations or Wi-Fi will depend on the County’s order. The Library may schedule appointments for access. Patrons have been using our Digital Resources much more since the Library closed to the public. New platforms will be utilized to provide technology skills training. The digital resources collection will add job seeking and professional development skills training resources. The Beanstack reading app will be used for this summer’s all-virtual Summer Reading Program. The Library will also launch a YouTube channel to engage the community. Storytime, “Wonderful Wednesdays,” and craft activities will be held in video format. The Library will launch online exhibitions from the Local History Collection.

It has been decided after consulting the City Manager and Finance Director that this budget cycle may not be the time to implement a “fine free” library. Raising the “block” limit and establishing a one-time amnesty are being considered as alternatives. This will be a Discussion Item for the 6/11/2020 LBT Meeting.

Interrupted revenue streams such as the Friends Bookstore and passport services will need to be evaluated and adjusted. Library hours may need to change if only takeout services are being provided. The Library and the Senior Center serve as Cooling Centers in the summer and are an important resource for the community. Special arrangements will need to be made to accommodate this need.

The sanitization of the ventilation systems in all public buildings will be reviewed by Public Works and City Council. Expenses for cleaning and sanitizing supplies are expected to be reimbursed through FEMA or other government entities. Expenses for COVID-19 materials are being tracked by the Finance Department. Signage will be displayed outside the Library before takeout service is launched regarding mandatory mask usage and proper social distancing. Mayor Joe will discuss the enforcement of these notifications with the City Manager.

## **BOARD MEMBER COMMUNICATIONS:**

### **CORRESPONDENCE AND COMMUNICATIONS:**

### **REPORTS:**

**5. Board President (Bianca Richards):** None to report.

**6. City Council Liaison (Mayor Robert S. Joe):** Mayor Robert S. Joe praised Library staff for their outstanding work during this crisis. Mayor Joe shared that comments received from the Budget Outreach survey emphasized the Library’s importance to the community.

**7. Trustee Liaison to Friends (David Uwins):** Vice President David Uwins attended the last Friends Board meeting in March. Much of what was discussed at that meeting will need to be adjusted due to the present circumstances.

### **8. Library Director (Cathy Billings):**

- Library Director Cathy Billings said the Library is in a strong position, despite the circumstances, as the community has been outspoken about the Library’s importance.
- Director Billings encouraged the Board to participate in the Budget Outreach survey.
- Director Billings praised Library staff for their work as they adjust to working from home.
- All Local History pages have been redesigned and relaunched on the Library website. Search tools for archival collections are now available, including a searchable Master Collection list.
- Links to the 710 Digital Stories have been uploaded to the Local History website.
- The Library’s homepage has also been redesigned. A catalog search feature has been added, as well as rotating banners at the top of the page which highlight important Library information.
- A mobile friendly version of the Library catalog is now available.
- Library staff is updating the customer database.
- The set up for auto-renewal is in place.
- Public Services had to completely redesign the Summer Reading Program to ensure that all performances can be streamed. The Summer Reading Program will launch 6/1/2020.
- Public Services also produced the “Safer At Home” Reading Challenge, using the Beanstack app. Approximately 70 adults, 45 teens, and 95 children enrolled in this program.

- A Local History COVID-19 Living History Project has been initiated to gather community stories about the pandemic.
- 57 library cards have been issued via email and 44 library cards have been renewed since the Library closed to the public.
- In April there were 663 checkouts of children's eBooks via Tumblebooks, an increase of 69%. Tutor.com, which is paid for by the Friends of the Library, had an 86% increase in April. Kanopy, the Library's film-streaming service, also saw a dramatic rise in usage with 1,492 plays. All digital resources have seen an increase.

**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, June 11, 2020 at 7:00 p.m. in the City Council Chambers.

**ADJOURNMENT:** President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on May 14, 2020 at 8:56 p.m.

Minutes approved \_\_\_\_\_ as written.

Minutes approved \_\_\_\_\_ as corrected.

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President

Library Board of Trustees Meeting  
August 13, 2020

**Discussion Item 2 – Library Operations Update**

Library Takeout and Auto-renewal (attachment)

FY 2019/20 End of Year Budget (attachment)

2020 Fee Schedule (attachment)

Library Special Tax

Staffing

Summer Reading Program (SRP)

Teen Advisory Board (attachment)

Back-to-School / Support for Virtual Learning (attachment)

COVID-19

Library Plans and Events for next 6 Months



**Library Takeout Statistics** (through August 10)**Takeout Launched: June 15****Returns Processed = 20,288****Hold Requests Filled = 10,797**

(Average 220 holds per day)

**Materials Matchmaker Requests**

Adult	37
Teen	35
Third-Fifth	42
K-Second	53
Pre-reader	26
<b>Total</b>	<b>193</b>

**Total Number Items Currently Checked-out = approximately 7,000****Auto-renewal****Launched: July 1****6,393 items were automatically renewed****640 items were not renewed because they were on hold for other customers****How are customers notified when an item auto renews?**

Customers who have an email address in their account will receive the standard courtesy notice on the original due date of their item. This notice will indicate the new due date of any items that were eligible for auto-renewal and will also list the original due date for those items that were not eligible. These notices are sent with the subject line "Library Renewal Notice."

Sample auto-renewal email notice:

The following items were NOT RENEWED, either because they are on hold, or because they have reached their renewal limit. Any renewed items are in a separate list below.

- 1 Inteligencia artificial  
Belda, Ignasi  
due:05/06/2020

The following items have been RENEWED for another 3 weeks, and are now due on the date listed below each item.

- 2 El machismo invisible  
Castañeda, Marina  
due:06/01/2020
- 3 Genoma humano  
Purroy, Jesús  
due:06/01/2020

# General Ledger

## Expenditure Summary by Section



User: cbillings  
 Printed: 8/10/2020 7:21:17 PM  
 Period 01 - 13  
 Fiscal Year 2020

Account Number	Description	Budget	YTD Expenditures	Available Balance	% Expended
101	General Fund				
8011	Library				
<b>Note: Salaries expense only through March 2020</b>					
101-8010-8011-7000-000	Salaries - Permanent	787,939.00	402,216.67	385,722.33	51.05
101-8010-8011-7010-000	Salaries - Temp Part	260,000.00	196,544.60	63,455.40	75.59
101-8010-8011-7020-000	Overtime	1,500.00	147.06	1,352.94	9.80
101-8010-8011-7040-000	Holiday	500.00	10,728.01	-10,228.01	2,145.60
101-8010-8011-7055-000	IOD - Non - Safety	0.00	0.00	0.00	0.00
101-8010-8011-7070-000	Leave Buyback	10,000.00	17,015.71	-7,015.71	170.16
101-8010-8011-7100-000	Retirement	253,918.00	91,492.92	162,425.08	36.03
101-8010-8011-7108-000	Deferred Compensation	2,459.00	1,080.58	1,378.42	43.94
101-8010-8011-7110-000	Workers Compensation	14,149.00	7,791.08	6,357.92	55.06
101-8010-8011-7120-000	Disability Insurance	0.00	0.00	0.00	0.00
101-8010-8011-7122-000	Unemployment Insurance	0.00	1,055.00	-1,055.00	0.00
101-8010-8011-7130-000	Group Health Insurance	105,360.00	56,114.72	49,245.28	53.26
101-8010-8011-7140-000	Optical Insurance	2,400.00	1,090.44	1,309.56	45.44
101-8010-8011-7150-000	Dental Insurance	9,000.00	4,072.41	4,927.59	45.25
101-8010-8011-7160-000	Life Insurance	990.00	565.50	424.50	57.12
101-8010-8011-7170-000	FICA - Medicare	11,425.00	17,424.38	-5,999.38	152.51
101-8010-8011-8000-000	Office Supplies	10,000.00	5,359.15	4,640.85	53.59
101-8010-8011-8010-000	Postage	3,000.00	1,819.76	1,180.24	60.66
101-8010-8011-8020-000	Special Department Expense	28,000.00	18,861.21	9,138.79	67.36
101-8010-8011-8030-000	Library Periodicals	12,500.00	10,603.82	1,896.18	84.83
101-8010-8011-8031-000	Digital Resources	30,000.00	29,291.62	708.38	97.64
101-8010-8011-8040-000	Advertising	4,000.00	626.96	3,373.04	15.67
101-8010-8011-8050-000	PrintingDuplicating	3,150.00	1,815.31	1,334.69	57.63
101-8010-8011-8060-000	Dues & Memberships	5,000.00	4,103.99	896.01	82.08
101-8010-8011-8070-000	Mileage Reimbursement	200.00	117.24	82.76	58.62
101-8010-8011-8080-000	BooksDVDsCDs	105,000.00	95,209.70	9,790.30	90.68
101-8010-8011-8081-000	Books - Donations and Gifts	0.00	0.00	0.00	0.00
101-8010-8011-8082-000	Special Book Grants	0.00	0.00	0.00	0.00
101-8010-8011-8083-000	E-Books	41,000.00	35,393.38	5,606.62	86.33
101-8010-8011-8085-000	City-wide Reading Program	5,000.00	0.00	5,000.00	0.00
101-8010-8011-8090-000	Conference & Meeting Expense	2,000.00	199.90	1,800.10	10.00
101-8010-8011-8100-000	Vehicle Maintenance	0.00	0.00	0.00	0.00
101-8010-8011-8110-000	Equipment Maintenance	5,000.00	2,789.15	2,210.85	55.78
101-8010-8011-8120-000	Building Maintenance	15,000.00	9,468.60	5,531.40	63.12
101-8010-8011-8140-000	Utilities	0.00	29,512.49	-29,512.49	0.00
101-8010-8011-8150-000	Telephone	0.00	0.00	0.00	0.00
101-8010-8011-8151-000	CENIC WiFi Expenses	16,500.00	6,218.40	10,281.60	37.69
101-8010-8011-8155-000	Equipment Leasing	0.00	0.00	0.00	0.00
101-8010-8011-8170-000	Professional Service	8,000.00	4,375.00	3,625.00	54.69
101-8010-8011-8171-000	Prof. Svcs.-Library Ops. Study	0.00	0.00	0.00	0.00
101-8010-8011-8180-000	Contract Services	82,000.00	75,307.01	6,692.99	91.84
101-8010-8011-8200-000	Training Expense	2,000.00	0.00	2,000.00	0.00
101-8010-8011-8257-000	Board Commission Expense	2,500.00	348.26	2,151.74	13.93
101-8010-8011-8520-000	Machinery & Equipment	1,000.00	694.75	305.25	69.48

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Available Balance</b>	<b>% Expended</b>
101-8010-8011-8521-000	Mach. & Eq.-Library Ops. Study	27,000.00	0.00	27,000.00	0.00
101-8010-8011-8530-000	Computer Equipment	7,000.00	417.17	6,582.83	5.96
8011	Library	1,874,490.00	1,139,871.95	734,618.05	60.81

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenditures</u>	<u>Available Balance</u>	<u>% Expended</u>
101	General Fund	1,874,490.00	1,139,871.95	734,618.05	60.81
Grand Total		<b>-1,874,490.00</b>	<b>-1,139,871.95</b>	<b>-734,618.05</b>	<b>0.6081</b>

2020 Library Fee Schedule

ITEM 2

Fee No.	Fee Title	Effective 7/1/2019	Effective 7/1/2020	Change
<b>LIBRARY</b>				
172	Replacement - Processing Fee	\$15	\$15	\$15
173	Replacement of Library Item	Actual Cost	Actual Cost	no change
174	Inter-Library Loan (Per Title)	\$5	\$5	\$5
175	Library Asset Recovery Service	\$10	Actual Cost	-\$1
176	Test Administration	35	\$36	\$1
177	Local History Collection Image - Commercial Use	\$106	\$109	\$3
178	Local History Collection Image - Private Use - Resident	\$10	\$10	\$0
179	Local History Collection Image - Private Use - Non-Resident	\$25	\$26	\$1
180	Black & White	\$0.15	Actual Cost	no change
181	Color Copies	\$0.50	Actual Cost	no change
182	Any and All Materials - per item per day	\$0.25	\$0.25	no change
	<b>Max Overdue Fee Amount:</b>			
183	Adult Card	\$10	\$10	no change
184	Child Card	\$5	\$5	no change
185	Magazine, Mass Market Paperback, Board Books - per material	\$3	\$3	no change
186	Passport Photo - per photo	\$7	\$7	no change
187	Passport Execution Fee (Per US State Department)	\$35	\$35	no change
188	Community Room - Non-Profit Groups - Per Hr. (Min. 2 Hrs.)	\$100	\$103	\$3
189	Community Room - Resident / Local Business - Per Hr. (Min. 2 Hrs.)	\$90	\$93	\$3
190	Community Room -Non-Resident - Per Hr. (Min 2 Hrs.)	\$120	\$124	\$4
191	Community Room - Non-Profit Groups - Prime Time (Min. 2 Hrs.)	\$165	\$170	\$5
192	Community Room - Resident / Local Business - Prime Time (Min. 2 Hrs.)	\$155	\$160	\$5
193	Community Room -Non-Resident - Prime Time (Min 2 Hrs.)	\$185	\$191	\$6
194	Library Park Event (add on to Community Room Rental) - per hr. (Min. 2 hrs.)	\$150	\$155	\$5
195	Community Room - Staff (Cleanup and Supervision)	\$40	\$41	\$1
196	Community Room - Staff (Alcohol)	\$40	\$41	\$1
197	Community Room - Security Deposit	\$250	\$258	\$8
198	Audio/Visual Equipment Rental	\$59	\$61	\$2
199	Equipment Rental - Baldwin Piano	\$35	\$36	\$1

**Footnotes:**  
**Facility Rental Terms:**  
**Non-Profit** = Registered 501c(3) organization  
**Resident** = South Pasadena Resident with South Pasadena Address or South Pasadena Based Business  
**Non-Resident** = Non-South Pasadena Based Resident or Business



# City Council Agenda Report

ITEM NO. \_\_\_\_\_

**DATE:** August 5, 2020

**FROM:** Stephanie DeWolfe, City Manager

**PREPARED BY:** Cathy Billings, Library Director

**SUBJECT:** **Adoption of a Resolution Approving the Annual Auditor's Report and Authorizing the Collection of the Library Special Tax for Fiscal Year 2020-21**

## **Recommendation Action**

It is recommended that the City Council adopt the attached resolution approving the Annual Auditor's Report for the levy of the Fiscal Year (FY) 2020-21 Library Special Tax (Tax).

## **Commission Review and Recommendation**

Due to the timing of the release of the CPI-U number for June 30, 2020, which happened on July 14, 2020, and the County of Los Angeles filing deadline for the special tax roll, it is not possible for the Library Board of Trustees to review this report at a regularly scheduled meeting prior to this report being presented to City Council on August 5, 2020. It will be presented at the regular Library Board of Trustees meeting on August 13, 2020.

## **Discussion/Analysis**

On June 7, 1994, South Pasadena voters established the City of South Pasadena's (City) Library Special Tax. The Library Special Tax was renewed by voters in 1999, 2005, and 2009. On November 3, 2015, voters once again approved an extension of the Tax through June 30, 2024, with a 33% rate increase in FY 2016-17 and a Consumer Price Index (CPI)-based increase for each of the subsequent seven years.

Collection of the special tax continues to be keyed into maintaining a baseline operational budget (maintenance of effort, or MOE) calculated from an initial "Required Amount" of \$761,000 originally set by Section 2.89-5(b)(1) of the South Pasadena Municipal Code (SPMC). For FY 2020-21 the initial "Required Amount" was increased by the total percent increase of the Urban Consumers Price Index (CPI-U) since 1995, making the FY 2020-21 minimum MOE requirement \$1,288,931.

## **Background**

The June 2020 Los Angeles-Long Beach-Anaheim area All Urban Consumers (CPI-U) figure used to calculate the Library Special Tax rate was released by the United States Department of Labor, Bureau of Labor Statistics in its July 14, 2020 News Release. This June 2020 figure results in a compounded increase of 1.36% for FY 2020-21 over and above the special tax rates levied in FY 2019-20. The City Council adopted a resolution to continue appropriations of the

## Library Special Tax Resolution and Auditor's Report

August 5, 2020

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FY 2019-20 Budget for FY 2020-21. Therefore, the amount appropriated for the Library is \$1,874,491, with \$335,000 of this amount estimated to come from the Library Special Tax and \$1,544,491 from the City's General Fund. This amount exceeds the minimum MOE requirement.

The City uses a consulting audit firm, Community Economic Solutions, Inc., to prepare documentation sufficient to establish the Tax each year. The audit firm's estimate of total revenue to be generated from the Tax for FY 2020-21 is \$345,000. This estimate is premised on a calculation derived from total taxable parcels. However, the actual amount collected may be slightly less due to non-payment or default on property tax. Therefore, for FY 2020-21 the City's adopted budget assumes revenue of \$335,000.

### **Next Step**

1. Community Economic Solutions, Inc. will submit the special tax roll and necessary documents to the Los Angeles County Assessor's Office to continue to collect the tax at the rate approved with the annual property tax bill.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

Collection of the Library Special Tax for FY 2020-21 will provide an estimated \$335,000 toward the library's budget.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

### **Attachments:**

1. Resolution approving the Annual Auditor's Report
2. Exhibit A - Library Special Tax FY 2020-21 Auditor's Report

**EXHIBIT A**

**LIBRARY SPECIAL TAX**

**AUDITOR'S REPORT  
Fiscal Year 2020-21**

**CITY OF  
SOUTH PASADENA**



**July 16, 2020**



**AUDITOR'S REPORT  
CITY OF SOUTH PASADENA  
LIBRARY SPECIAL TAX  
2020-21 FISCALYEAR**

The undersigned, acting on behalf of Community Economic Solutions, respectfully submits the enclosed report as directed by the City Council.

Dated: July 16, 2020

  
Charles F. Crandall, C.P.A

I HEREBY CERTIFY that the enclosed Auditor's Report, together with Tax Roll thereto attached, was filed with me on the \_\_\_\_ day of \_\_\_\_\_, 2020.

City Clerk  
City of South Pasadena  
Los Angeles County, California

By \_\_\_\_\_

I HEREBY CERTIFY that the enclosed Auditor's Report, together with Tax Roll thereto attached, was approved and confirmed by the City Council of the City of South Pasadena, California, on the \_\_\_\_ day of \_\_\_\_\_, 2020.

City Clerk  
City of South Pasadena  
Los Angeles County, California

By \_\_\_\_\_

**AUDITOR'S REPORT  
CITY OF SOUTH PASADENA  
LIBRARY SPECIAL TAX  
2020-21 FISCAL YEAR**

**INTRODUCTION**

On June 7, 1994, the voters approved the establishment of the City of South Pasadena Library Special Tax. On November 3, 2015, voters approved a measure to extend the City of South Pasadena Library Special Tax to June 30, 2024.

The above proceedings approved the manner of the levy and the maximum amounts to be taxed until June 30, 2024. This report is for the purpose of establishing the tax rates for Fiscal-Year 2020-21, in accordance with the methodology as set forth in the approved Rate and Method of Apportionment. The City has retained Community Economic Solutions to prepare the Auditor's Report.

**ESTIMATE OF REVENUES GENERATED**

The revenues needed by the City of South Pasadena to provide library services are proposed to be provided through several sources including the special tax. The total estimated revenue to be generated from the Library Special Tax for FY 2020-21 is \$345,000.

**RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAXES**

**CATEGORIES OF SPECIAL TAX**

**Single Residential Category:**

Single Residential Category includes each Parcel within the City which is designated as "01" (Single Residential) by the Los Angeles County Assessor's property use classification codes, and includes both Single Family Residential and Condominium uses.

The special tax that may be levied annually on Taxable Property within the Single Residential Category through the Fiscal Year ending June 30, 2017 shall not exceed:

- \$ 32 per Dwelling Unit for a home with Building Area of less than 2,000 sf.
- \$ 48 per Dwelling Unit for a home with Building Area of 2,001 sf to 4,000 sf.
- \$ 64 per Dwelling Unit for a home with Building Area of more than 4,000 sf.

**Multiple Family Residential Category:**

Multiple Family Residential (MFR) Category includes each Parcel within the City which is designated as "02", "03", "04", "05", "06" or "07" by the Los Angeles County Assessor's property use classification codes.

The special tax that may be levied annually on Taxable Property within the MFR Category through the Fiscal Year ending June 30, 2017 shall not exceed:

- \$ 16 per Dwelling Unit located on a MFR Parcel.

**Non-Residential Category:**

The Non-Residential Category includes each Parcel in the City which is *not* designated as "01", "02", "03", "04", "05", "06" or "07" (residential) by the Los Angeles County Assessor's property use classification codes.

The special tax that may be levied annually on Taxable Property within the Non-Residential Category through the Fiscal Year ending June 30, 2017 shall not exceed:

- \$ 32 per Parcel with Lot Area of ¼ acre or less.
- \$ 64 per Parcel with Lot Area of over ¼ acre to ½ acre.
- \$ 96 per Parcel with Lot Area of over ½ acre to ¾ acre.
- \$128 per Parcel with Lot Area of more than ¾ acre.

In fiscal year 2017-18, and in each subsequent fiscal year the maximum rates for the special tax imposed by this article shall increase according to the increase, if any, in the Consumer Price Index for All Urban Consumers (CPI-U, Los Angeles Area) prepared by the Bureau of Labor Statistics of the United States Department of Labor for the Los Angeles-Riverside-Orange County region, or any successor index thereto.

This CPI increase results in a compounded increase of 1.36% for fiscal year 2020-21 over and above the special tax rates levied in fiscal year 2019-20 as set forth below:

July 1, 2019 to June 30, 2020 Consumer Price Index:

June 30, 2020	278.121
<u>July 1, 2019</u>	<u>-274.380</u>
	3.741 / 274.380 = 0.0136 or 1.36%

**SPECIAL TAX LEVY FOR FY 2020-21**

The Rate and Method of Apportionment describes the maximum special tax rates to be levied for Library Services within the City of South Pasadena. For Fiscal Year 2020-21, the maximum special tax rates will be levied.

A summary of parcel information relative to the Special Tax is shown on the table below. This information has been based upon the records of the Los Angeles County Assessor.

**PARCEL SUMMARY INFORMATION TABLE**

<b>Special Tax Category</b>	<b>Basic Unit</b>	<b>No. of Units</b>	<b>Tax Rate</b>	<b>Total Tax Amount</b>
<b>Single Family Residential and Condominiums</b>				
0 sf - 2,000 sf home	DU	3,352	\$35.62 /DU	\$119,398
2,001 sf - 4,000 sf home	DU	1,925	\$53.44 /DU	\$102,872
+ 4,000 sf home	DU	191	\$71.26 /DU	\$13,611
<b>Multiple Family Residential</b>	DU	5,429	\$17.81 /DU	\$96,690
<b>Non-Residential</b>				
0 acre - ¼ acre lot	parcel	157	\$35.62 /pcl	\$5,592
¼ acre - ½ acre lot	parcel	80	\$71.26 /pcl	\$5,701
½ acre - ¾ acre lot	parcel	19	\$106.86 /pcl	\$2,030
+ ¾ acre lot	parcel	27	\$142.49 /pcl	\$3,847
<b>TOTAL AMOUNT GENERATED:</b>				<b>\$349,742</b>

**DEFINITIONS**

**Administrative Expenses** means any or all of the following: the direct and indirect expenses incurred by the City in carrying out its duties with respect to the special tax (including, but not limited to, the levy and collection of the special taxes) including the fees and expenses of its counsel, any fees of the County related to the collection of special taxes, an allocable share of the salaries of City staff directly related thereto and a proportionate amount of the City's general administrative overhead related thereto, any amounts paid by the City from its general fund with respect to the special tax, and expenses incurred by the City in undertaking action to foreclose on properties for which the payment of special taxes is delinquent, and all other costs and expenses of the City.

**Building Area** means the total living area, based upon the records of the Los Angeles County Assessor, as of the March 1 preceding such July 1.

**City** means the City of South Pasadena.

**Consumer Price Index** means the Consumer Price Index for All Urban Consumers (CPI-U, Los Angeles Area) prepared by the Bureau of Labor Statistics of the United States Department of Labor for the Los Angeles-Riverside-Orange County region, or any successor index thereto.

**Dwelling Unit** means the same as Sec.36.24(D) Dwelling Unit.

**Fiscal Year** means the period starting on July 1 and ending the following June 30.

**Lot Area** means the total area of the Parcel, based upon the records of the Los Angeles County Assessor, as of the March 1 preceding such July 1.

**Parcel** means any Los Angeles County Assessor's Parcel that is within the boundaries of the City based on the equalized tax rolls of the County.

**Special Tax Liability** for any Fiscal Year is an amount sufficient to pay the costs of the services included in the special tax, to include: (i) costs for library services, including material acquisition and special services and programs; and (ii) administrative expenses.

**Tax Categories** are those categories set forth in the body hereof.

**Taxable Property** is all real property within the boundaries of the City which is not exempt from the special tax pursuant to law, except that the following property shall not be taxed: any acres of land owned, conveyed or irrevocably offered for dedication to a public agency; or land which is a public right of way or which is an unmanned utility easement making impractical its utilization for other than the purpose set forth in the easement; or any Parcel of land which is designated as vacant by the Los Angeles County Assessor's property use classification codes; or any Parcel of land designated as "71" (churches or houses of God) by the Los Angeles County Assessor's property use classification codes; or any Parcel of land owned by a charitable organization or community service organization as identified by Chapter 2101 of the Federal Tax Code.

**RESOLUTION NO. 7671**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
APPROVING THE ANNUAL AUDITOR'S REPORT AND  
SETTING THE RATE OF THE LIBRARY SPECIAL  
TAX TO FINANCE LIBRARY SERVICES FOR  
FISCAL YEAR 2020-21**

**WHEREAS**, on November 3, 2015, the voters of the City of South Pasadena approved the extension of the Library Special Tax until June 30, 2024; and

**WHEREAS**, that approval also extends Chapter 2, Article VI of the South Pasadena Municipal Code (SPMC) which established procedures for determining the rate and method of apportionment of the Library Special Tax, the maximum rate to be levied and enabling the collection of such tax; and

**WHEREAS**, the City Council has caused to be prepared by a tax consultant a report entitled "Library Special Tax, Auditor's Report, Fiscal Year 2020-21, City of South Pasadena" (Auditor's Report), which is presented to the City Council and attached hereto as Exhibit "A"; and

**WHEREAS**, the City Council has budgeted and appropriated the required amount, which combined with the Library Special Tax, will provide all the elements of a foundation program of library services consistent with the California Education Code Section 18015.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The City Council has duly considered the Auditor's Report, attached hereto as Exhibit "A" and incorporated herein for reference, and hereby approves said report as filed.

**SECTION 2.** The City Council has adopted a resolution to continue appropriations of the FY 2019-20 Budget, which appropriates a Library Budget for FY 2020-21 in the amount of \$1,874,491.

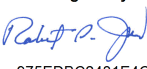
**SECTION 3.** The City Council hereby establishes the tax rates as set forth in the Auditor's Report for the FY commencing July 1, 2020 and ending June 30, 2021.

**SECTION 4.** The City Council hereby resolves that proceeds from any funds collected from the Library Special Tax shall be expended only for library services in accordance with SPMC Section 2.89-4.

**SECTION 5.** The City Council hereby declares that the Library Special Tax shall be collected in the same manner and subject to the same penalties as other charges and taxes collected on behalf of the City by the County of Los Angeles.

**SECTION 6.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 5<sup>th</sup> day of August, 2020.

DocuSigned by:  
  
975EDBC2431E4C9...

Robert S. Joe, Mayor

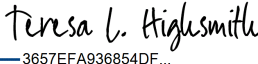
**ATTEST:**

*Maria E. Ayala,  
Chief City Clerk*

DocuSigned by:  
  
F69D694F8A024D0...

*for:* Evelyn G. Zneimer, City Clerk  
(seal)

**APPROVED AS TO FORM:**

DocuSigned by:  
  
3657EFA936854DF...

Teresa L. Highsmith, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5<sup>th</sup> day of August, 2020, by the following vote:

**AYES:** Cacciotti, Khubesrian, Schneider, Mahmud, and Mayor Joe

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

*Maria E. Ayala,  
Chief City Clerk*

DocuSigned by:  
  
F69D694F8A024D0...

*for:* Evelyn Zneimer, City Clerk  
(seal)

**DATE: August 07, 2020**

**TO:** Department of Auditor-Controller  
Property Tax Services Division  
Direct Assessment Unit  
**ATTN: Evelyn Ramirez**

**FILE TYPE: Direct Assessment File**

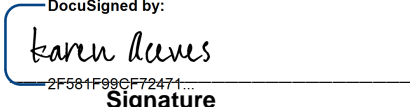
**AGENCY ACCOUNT NUMBER: 268.53**

**BILL DESCRIPTION: LIBRARY TAX**

**TOTAL ASSESSMENT AMOUNT: \$349,742.10**

**TOTAL PARCEL COUNT: 6,699**

This is to certify that the Total Assessment Amount and Total Parcel Count for our Agency Account Number listed above is correct and that we are authorized to add this Direct Assessment amount onto the Fiscal Year 2019-20 Secured Tax Roll (STR).

Authorized By:  8/7/2020  
DocuSigned by: 2F581F99CF72471...  
**Signature Date Signed**

Name and Title: Karen Aceves  
Director of Finance

**If there are any problems relating to the data provided, please call:**

Primary Contact:

Name and Title: Catherine Shepherd, Vice President  
Community Economic Solutions, Consultant

Phone Number: 619-201-4011

Email Address: [cathyshepherd@coecso.com](mailto:cathyshepherd@coecso.com)

Secondary Contact (if applicable):

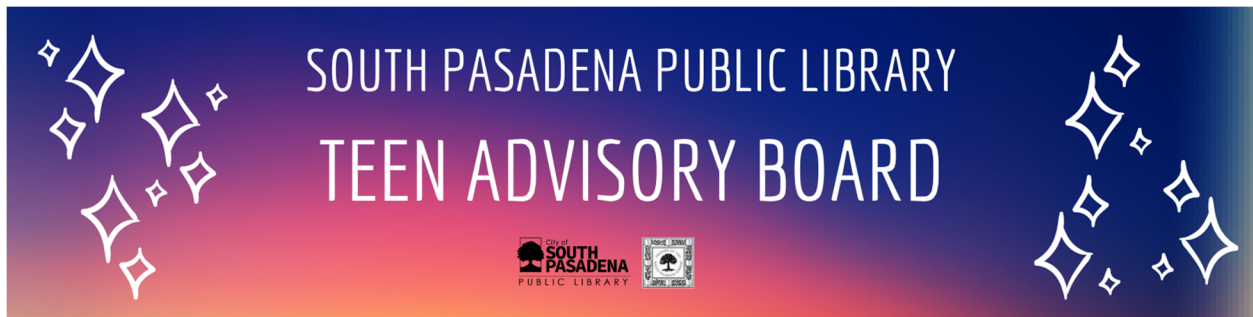
Name and Title: N/A

Phone Number: N/A

Email Address: N/A

**Reminder: Please check for exceptions by clicking "DA Exception Report" under Help menu options.**



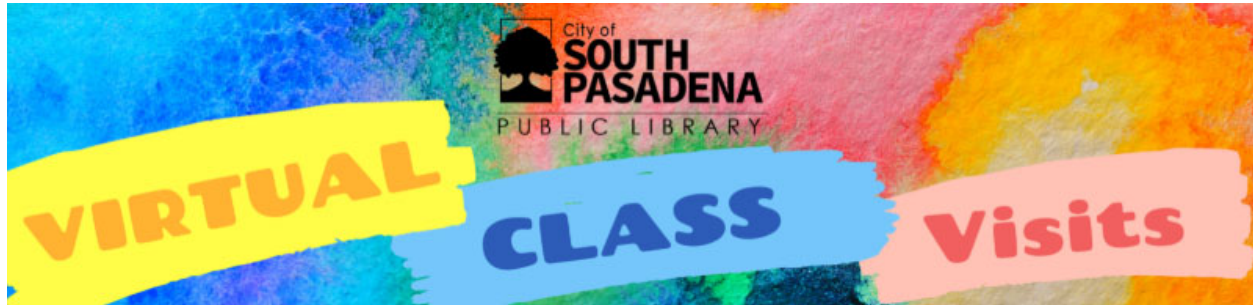


### **Library Welcomes Fifth Cohort of Teen Advisory Board Members**

On August 26 the South Pasadena Public Library’s Teen Advisory Board (TAB) will launch its fifth cohort. The members of a cohort serve for one semester, but can repeat if space allows. TAB is made up of high school-aged volunteers dedicated to helping and improving the library. Participants must have a library card and attend all meetings in order to earn community service hours. Interested teens must apply for the program, and recruitment begins about one month before the start of the semester. Once the max number of participants has been accepted, a wait list is created for TAB for the next semester. Our fall 2020 cohort has 19 members, 7 returning students and 12 first-time members.

Previous TAB cohorts met in person, but due to Covid-19, this fall meetings will be held virtually once a month. TAB will be assisting with the Library’s citywide reading program, “One City, Many Stories”, and will also assist Children’s Services with projects throughout the semester.

Recruitment for Spring 2021 will begin in December. For more information visit the TAB webpage: [www.southpasadenaca.gov/tab](http://www.southpasadenaca.gov/tab).

**Children's Services – Back-to-School and Support for Virtual Learning**

**Until it is safe to re-open the library to the public, all services and programs will be provided virtually.**

- Create a web page for educators, so links to resources and services will be accessible in one place.
- Create video tutorials for online resources.
- Use a [Google form](#) for teachers to request virtual library orientation/bibliographic instruction for their classes.
- Encourage teachers and students to obtain library cards, so they may access the plethora of library resources.
- Grow the library's collection of e-books and e-audiobooks and work with the SPHS Librarian to encourage students to access the SPPL Overdrive collection using their SPHS ID via the SPHS SORA app.
- Offer services, resources, and programs for educators and link those offerings to the California State Standards.
- Outreach to SPUSD Administration (see email to Assistant Superintendent, et. al.)

## Cathy Billings

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**From:** Maida Wong  
**Sent:** Tuesday, August 4, 2020 4:28 PM  
**To:** 'Christiane Gervais [REDACTED]'  
**Cc:** Cheryl Busick; Dr. Laurie Narro; Janet Anderson; Jessica Zavala [REDACTED]; Kim Sinclair; [REDACTED]; Kyle Bender; Patricia Cheadle; [REDACTED]; [REDACTED]; Cathy Billings; Judy Neeb  
**Subject:** South Pasadena Public Library

Dear Christiane:

The South Pasadena Public Library (SPPL) is looking forward to working together with SPUSD to support your students and teachers. We understand that you are dealing with the challenge of configuring online school and also preparing for a hybrid model. We also know that your elementary school library technicians have been laid off and the SPMS librarian retired, so your students and teachers may need even more help, even though the public library is no substitute for a robust school library led by enthusiastic and qualified staff.

Some of the highlights of the ways that the South Pasadena Public Library may assist your students and faculty include:

- Library cards – With valid SPPL cards, your students will be able to access SPPL's many [online resources](#), place holds for physical materials through the [Library's Takeout](#) service, request librarians to select materials through [Materials Matchmaker](#) service, and more. To [apply for a library card](#), the applicant or minor's parent/guardian must fill out an application and submit that with valid photo identification to the library via email.
- Sora is the school equivalent of SPPL's [Overdrive/Libby](#) e-books and e-audiobooks platform. We understand that SPHS has subscribed to Sora and has purchased their own e-books and e-audiobooks for the SPHS collection. With Sora your SPHS students will also be able to check out many of SPPL's e-books and e-audiobooks using their school identification. This may be a resource that the SPHS students would want to load onto their Chromebooks. We will work with Shelee Wilkerson, when she has all the infrastructure set up to be ready to promote the service.
- [Online Homework Help](#) – SPPL currently subscribes to Tutor.com, an online homework help resource. Students with a valid SPPL card may access a live tutor, get resume writing or test prep help, or explore vetted online links for a variety of school subjects. Our subscription continues through the end of December. Since it is funded by our Friends of the South Pasadena Public Library and their budget has been severely impacted by our closure due to the Coronavirus, we are uncertain if they will be able to continue to support this service after the end of the year. But we are hopeful, as usage increased dramatically when Covid-19 hit.
- Some of the online resources that might be most relevant for your teachers and students include:
  - [Teaching Books](#) - a database of PreK – 12 resources of children's and young adult books and their authors and illustrators. Teachers and students can use TeachingBooks to search titles, authors and illustrators, and find resources to engage readers. The resource collection includes short movies, audio book readings, book discussion guides, and more.
  - [World Book](#) - Encyclopedia for children, teens and adults including images and primary sources along with a dictionary, atlas, and many e-books. Also includes Spanish language encyclopedia *Enciclopedia Estudiantil Hallazgos*. Additionally, the World Book's Educator Tools pages provide a range of resources, including correlations from World Book content to state and provincial curriculum correlations, links to external lesson plans and professional education links, and webquests to build foundational knowledge of specific topics.
  - [Britannica School](#) - Encyclopedia for elementary to high school students.
  - [Novelist Plus](#) - a comprehensive readers' advisory resource for fiction and nonfiction. With an intuitive interface and extensive proprietary content, Novelist Plus answers the question: What should I read next?

- [Tumblebooks](#) - Ebooks for children to listen to and read along with. Find children’s puzzles/games, language learning books and audiobooks. Access using a web browser or download the Tumblebooks app for [Apple](#) and [Android](#) devices.

Our library staff plans to survey the teachers to find out what services would be most helpful to them. Some of those include creating bibliographies, library guides or homework helpers for specific topics like local history, advising them of grade appropriate materials, providing instruction on library skills or using library resources like the catalog, and, of course, encouraging the love of reading through programs.

We understand that many of our offerings will be most relevant to the teachers, if they are marketed in terms of the California State Standards. If you have insight pertaining to the needs of the teachers and the library skills standards that we could apply to best market and promote the public library’s services and resources, we would greatly appreciate if you could share that with us. Please let us know if you have questions about any of the services or resources I listed or other suggestions about how the public library can best support the SPUSD community. You may contact Children’s Librarian Judy Neeb at [jineeb@southpasadenaca.gov](mailto:jineeb@southpasadenaca.gov) or myself at [mwong@southpasadenaca.gov](mailto:mwong@southpasadenaca.gov).

We look forward to working closely with you and the SPUSD teachers, students, and parents this year.

Sincerely,  
Maida Lin Wong  
Public Services Manager  
South Pasadena Public Library  
1100 Oxley Street  
South Pasadena, CA 91030  
(626) 403-7355

**ITEM 3**

**Bradbury Window Funding**

\$24,000.00 Original quote 11/18/18, not signed (valid for 180 days only)

(\$273.00) Fundraiser credit

\$720.00 3% Price increase per year

<b>\$24,447.00</b>	<b>Fabrication and Installation total</b>
1,500.00	Funds Secured: Councilmember Mahmud discretionary funds designated at 11/20/2019 Council meeting
4,000.00	Funds Secured: Councilmember Schneider discretionary funds designated at 7/1/2020 Council meeting
<b>\$18,947.00</b>	<b>Total Remaining to Secure</b>
<b>\$9,473.50</b>	<b>FOL FUNDRAISING GOAL (1/2 the amount remaining, to be matched by Romine/Mullen funds)</b>
\$50.00	FOL (donated via Steve F. for article stipend)
2,000.00	Friends of the Library Restoration Concert Committee
120.00	Online donations 6/23/20 (2 donors)
380.00	Online donations 7/7/2020 (5 donors)
475.00	Online donations 7/16/2020 (4 donors)
50.00	Online donations 7/22/2020 (2 donors)
1,000.00	Online donations 7/29/2020 (2 donors)
<b>\$4,075.00</b>	<b>Total Funds Raised by FOL</b>
<b>\$5,398.50</b>	<b>Remaining to raise</b>

**DONORS**

6/23/2020	Suzanne Frederick
6/23/2020	Cathy Billings
7/6/2020	Kristy Spencer
7/7/2020	Karl Frey
7/7/2020	Manon Lyketsos
7/7/2020	Eric Davis
7/7/2020	Megan Gardner & David Schwartz
7/11/2020	Esther Delinko & Louis Cetro
7/11/2020	Nik Grant
7/15/2020	Christopher & Alysia Painter
7/16/2020	Elvie and Yale Gieszl
7/16/2020	Susan Carlisle
7/20/2020	Dorothy Auyong
7/23/2020	Jones Family
7/28/2020	Bianca Richards & Ron Koertge



# Library Board of Trustees Agenda Report

ITEM NO. 5

**DATE:** August 10, 2020  
**FROM:** Cathy Billings, Library Director  
**SUBJECT:** **Overdue Materials Fees Discussion**

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## **Background**

Prior to the COVID-19 pandemic, the Library Board of Trustees and Library staff had planned to review the Library's overdue fees policy and to make a recommendation to the City Council on whether the South Pasadena Public Library should go "fine free", as so many other libraries have in the last few years, including:

Los Angeles Public Library (everyone, spring 2020)  
County of Los Angeles Public Library (youth)  
Altadena (everyone)  
Glendale (everyone)  
Santa Monica (youth; adults in process in March 2020)  
Santa Barbara (everyone)  
San Diego (everyone, April 2019)  
San Francisco Public Library (everyone)  
Oakland Public Library (everyone)

With the South Pasadena Public Library's closure to the public as of March 20, 2020, the book drops were closed, all due dates were extended, and overdue fees stopped accruing. Currently, the Library will not assess overdue fees through August 31, 2020.

## **Discussion/Analysis**

In January 2019 the American Library Association passed a resolution (attached) which recognizes fines as "a form of social inequity" and calls on libraries nationwide to find a way to eliminate their fines.

Proponents of library fines argue that they incentivize borrowers to return books on time and teach personal responsibility. But there is little evidence that fines have any effect on the timely return of library materials. In fact, much of the existing research suggests that they do not affect overdue rates and instead deter readers from borrowing materials in the first place. Libraries have also found that fines disproportionately affect families on fixed incomes, children and teens, the very users who may rely on public libraries the most.

Library staff analyzed data in early March and found these findings to hold true in South Pasadena. Due to having incurred the maximum fee amounts, 12% of juvenile cards and 16% of teen cards were "blocked", meaning that the card holder would not be able to borrow any

physical library materials until their fines were below the block amount. These numbers are in direct opposition to the public library’s objective to instill a love of reading and learning in young people.

<b>Card Type</b>	<b>Active Users 2018-2019</b>	<b>Blocked as of 3/3/2020</b>	<b>Percent of total blocked</b>
ADULT	8575	392	5%
EDUCATOR	120	7	6%
JUVENILE	1304	157	12%
TEEN	873	142	16%
<b>TOTAL</b>	<b>10872</b>	<b>698</b>	<b>6%</b>

Libraries that have gone fine-free have identified benefits and motivations beyond equitable access, including:

1. Increased circulation. A survey conducted by the County of Los Angeles Public Library found that 80% of parents said they are more likely to let children check out materials because of the more lenient policies.
2. Return of long-overdue materials. The Chicago Public Library saw a 240% increase in returns within three weeks of implementing its fine-free policy, making these materials available to others.
3. Eliminates the hidden cost of enforcing late fees, which is the time and energy library staff spend in negative engagement with customers about overdue fees. This time is much better spent in positive engagement with customers around library services and programs.
4. Saving money. The San Diego Public Library calculated that it would actually be saving money if it stopped tracking down patrons to recover books. The city had spent nearly \$1 million (staffing costs, collection agency fees) to collect \$675,000 in library fees each year.

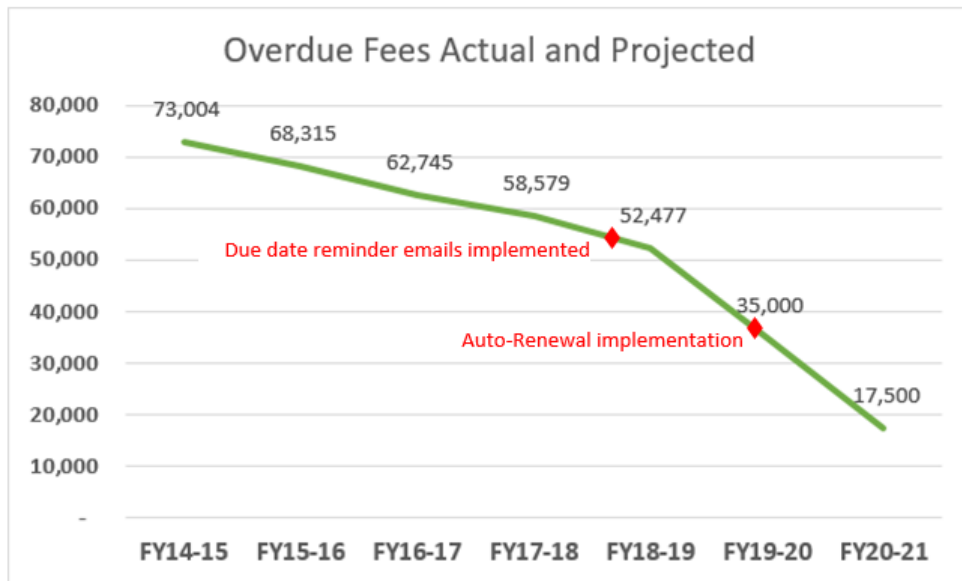
**Fiscal Impact**

Eliminating fees for overdue materials would reduce income by a projected amount of \$17,500 in Fiscal Year 2020-2021. The library would see a savings in postage for mailed overdue notices of approximately \$1,300 for the fiscal year (2,360 notices were mailed in Fiscal Year 2018-2019). Though not quantified, the reallocation of staff time from duties related to fee collecting to more impactful and useful tasks is very significant.

Overdue materials fees have been steadily declining since 2014-2015. This is likely because circulation of physical materials has declined overall during the same period, from a high of 420,000 in FY 2014-2015 to 304,279 in FY 2018-2019. Circulation of digital materials, which do not accrue overdue fees, continues to rise.

In Fiscal Year 2018-2019, \$48,868.06 in overdue materials fees were collected. Pre-pandemic, the Library estimated approximately \$35,000 would be collected for FY 2019-2020. The implementation of due date reminder notices via email in October 2018 is the likely cause of the reduction in the projected total (\$35K) as compared to the prior year (\$48K). (Note: The actual amount collected for FY 2019-2020 was \$29,052.96.)

The Library implemented “auto-renewal” of checked-out items on July 1, 2020. Based on reports from other libraries that have enabled auto-renewal, it is anticipated that the service would reduce overdue fees by as much as 50%, making projected fees to be collected in Fiscal Year 2020-2021 just \$17,500, or half of the projected FY 2019-2020 amount. Since the Library will not assess overdue fees in July and August of 2020, and since physical circulation is reduced due to the pandemic, it could be assumed that overdue fees for FY 2020-2021 will likely be significantly lower than the projected \$17,500. While not an insubstantial amount, \$17,500 is less than 1% of the library’s budget.



### Possible Options

- Take no action; begin assessing overdue fees on September 1, 2020.
- Recommend extending the period during which overdue fines will not be assessed (the period is currently March 20, 2020 through August 31, 2020).
- Recommend the South Pasadena Public Library go fine free, for youth only or for everyone.
- Recommend a one-time amnesty to clear all overdue fees and then continue to assess overdue fees until the impact of the pandemic on the City’s budget is more clear.

### Next Steps

1. Put an action item on September LBT meeting agenda to formalize the Board’s recommendation to Council.
2. Take recommendation to City Council (staff draft Council report).
3. Staff evaluate and revise staff workflows, processes and procedures related to overdue materials.
4. Staff track before/after stats to evaluate outcomes.



**Resolution on Monetary Library Fines as a Form of Social Inequity**

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 27, 2019, states that the American Library Association shall implement these objectives by “Promoting the removal of barriers to library and information services, particularly fees, and overdue charges”;

Whereas ALA Policy B.4.2 (Free Access to Information) “asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services”;

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states “All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it

*Resolved*, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.”;
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.

Mover: Peter Hepburn, Councilor At-Large, 773.426.8082

Seconders: Matt Ciszek, Councilor At-Large, 330.397.3650

Sara Dallas, Councilor At-Large, 518.859.0742

Ed Garcia, Councilor At-Large, 401-497-8992

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Proposed Contents for LBT Manual

Compiled 10/9/2019; Updated 8/10/2020

**ITEM 6**

	Name	Section (Current)	Page	Proposed LAMP Section	Recommendation	Adopted	Last Reviewed/Amended	Years Since Last Review/Amendment	Note
Introduction	Letter of Welcome	INTRODUCTION	5	n/a					
	Library Board of Trustees Roster	INTRODUCTION	6	n/a					
	Mission Statement	INTRODUCTION	7	n/a	LBT Manual	1989	2017	2	
	Library Strategic Plan	INTRODUCTION	8-9	n/a					
	Organizational Chart	ORGANIZATION - Library Organization	24	n/a					
	Trustees' Goals	INTRODUCTION	10	n/a		1973	2002	17	
	Board of Trustees Expenses	POLICIES - Board	25	Board	LBT Manual & LAMP	1990	2003	16	
	Code of Ethics of the American Library Association	POLICIES - General	37	n/a	Not Policy				

Governance	Government of the Library	ORGANIZATION - Duties and Responsibilities	16	n/a	LBT Manual	1989	2002	17	
	Administrative vs. Advisory	ORGANIZATION - Duties and Responsibilities	19	n/a	LBT Manual	1998	1998	21	Never reviewed/amended
	Library Board of Trustees Municipal Code	ORGANIZATION - Duties and Responsibilities	18	n/a					
	Bylaws of the Board of Trustees	INTRODUCTION	11-14	n/a	LBT Manual	1946	2017	2	
	Ralph M. Brown Act	INTRODUCTION	15	n/a					
	Composing/Posting of Meeting Agenda; Delivery of Agenda/Minute Packet	ORGANIZATION - Duties and Responsibilities	20	n/a	LBT Manual - not policy; governed by law	1989	2004	15	

Duties	Duties, Functions, and Responsibilities of the Library Board	ORGANIZATION - Duties and Responsibilities	17	n/a	LBT Manual	2007	2007	12	
	Substantive Issues Policy	POLICIES - Board	26	Board		1994	2001	18	
	Evaluation of the City Librarian	POLICIES - Board	27-29	n/a	LBT Manual - Form, not a policy	1993	2002	17	

**IN CURRENT LBT MANUAL - NOT POLICIES**

**Remove**

	Welcome to SPPL Flyer	Remove
	Guidelines on the Registration of Voters in Front of the Library	Remove - Covered by Parks ordinance
	Request for Review of Library Services (form)	Remove

**Keep?**

	Board of Trustees Annual Volunteer Recognition Guidelines (Branch checklist)	Recommend removing and revisiting annually
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Proposed Contents for Library Administrative Policy Manual

Compiled 10/9/2019; updated 8/10/2020

ITEM 6

LAPM Section	Name	Section (Current)	Page	Recommendation	Adopted	Last Reviewed/ Amended	Years Since Last Review/ Amendment	Note
Administration	Authorization to Discard or Surplus Library Equipment or Materials	ORGANIZATION - Library Organization	23		2015	2015	4	Never reviewed/amended
	Commercial Filming in the Library	POLICIES - Outside Businesses/Organizations	64		1991	2002	17	
	Display Policy	POLICIES - Library Material	54		1985	2002	17	
	Gifts to the Library Policy	POLICIES - Gifts/Donations	39		1991	2001	18	
	Policy for Reproduction of Historic Photographs	POLICIES - Library Material	47-49		1998	1998	21	2018 trivial amendment to align w/fee schedule
	Policy on Giveaway Newspapers and Newsletters	POLICIES - Library Material	57		2007	2007	12	Never reviewed/amended
	Policy on Limitations of Use of Steinway Piano	POLICIES - Public	87		2007	2007	12	Never reviewed/amended
Board	Board of Trustees Expenses	POLICIES - Board	25	Include in LBT Manual	1990	2003	16	
	Substantive Issues Policy	POLICIES - Board	26	Include in LBT Manual	1994	2001	18	
Collections	City Council Recordings Policy	POLICIES - Public	84	Likely obsolete - Remove	2005	2005	14	
	Collection Maintenance Policy	POLICIES - Library Material	44		1991	2000	19	
	Graphic Novel Selection Policy	POLICIES - Library Material	45	Incorporate into materials selection policy	2010	2010	9	
	Local History Collection Policy	POLICIES - Library Material	46		1985	1997	22	
	Materials Selection Policy	POLICIES - Library Material	41-43		1985	2001	18	
	Request for Reconsideration of Library Materials	POLICIES - Library Material	50		1985	2001	18	
	Request for Reconsideration of Library Material Procedure	POLICIES - Library Material	52-53	REVISE as attachment - procedure, not policy	1985	1998	21	
Video Materials Policy	POLICIES - Library Material	56	Incorporate into materials selection policy	2007	2007	12	Never reviewed/amended	
Personnel	Community Service Volunteer Policy	POLICIES - Staff/Volunteers/Interns	96	Obsolete - Remove	1997	2001	18	
	Disclosure of Staff Schedules	POLICIES - Staff/Volunteers/Interns	89		1993	2001	18	
	In-Charge Policy	ORGANIZATION - Library Organization	21		1991	2010	9	
	Internship Policy	POLICIES - Staff/Volunteers/Interns	92	Obsolete - Remove	1991	2001	18	
	Library Dress Code	POLICIES - Staff/Volunteers/Interns	90		2006	2011	8	
	Security Clearance Policy for Volunteers to Work with Children	POLICIES - Staff/Volunteers/Interns	98	Not covered in City policies - check w/HR	2010	2010	9	Never reviewed/amended
	Volunteer Background Checks	POLICIES - Staff/Volunteers/Interns	97	Combine w/Sec Clearance policy	1997	2002	17	
	Volunteer Policy	POLICIES - Staff/Volunteers/Interns	94	Check w/HR	1990	2001	18	
Confidentiality Policy	POLICIES - General	34-35		1997	2006	13		
Public Service	Community Room Policy	POLICIES - Meeting Rooms	58-60		1982	2016	3	2018 trivial amendment to align w/fee schedule
	Internet and Wi-Fi Acceptable Use Policy	POLICIES - Public	77-78	See pg 79 - Internet Rules / pg 82 User agreement	1999	2006	13	
	Library Card Policy	POLICIES - Public	65-66		2006	2006	13	2018 trivial amendment to align w/fee schedule
	Library Code of Conduct	POLICIES - Public	67-69		1988	2019	0	
	Library Rules of Use and Behavior	POLICIES - General	32-33	Osolute? Predecessor of Code of Conduct	1989	2004	15	
	Policy on Monitoring of Examinations	POLICIES - General	38	Sservice not offered - Remove	1998	2001	18	
	Policy on Unsupervised Children in the Library	POLICIES - Public	74		1988	2003	16	
	Procedures for Unsupervised Children in the Library	POLICIES - Public	75	REVISE as attachment - procedure, not policy	1988	1997	22	
	Procedure for Patrons Exhibiting Disruptive Behavior	POLICIES - Public	71	If needed, REVISE as attachment to Code of Conduct	2006	2006	13	Never reviewed/amended
Ray Bradbury Conference Room Policy	POLICIES - Meeting Rooms	61-62		2000	2016	3		
Security/ Safety	Authority to Close the Library for Power Outages and Other Emergencies	ORGANIZATION - Library Organization	22		2014	2014	5	Never reviewed/amended
	Policy on Harassing and Stalking Behavior	POLICIES - Staff/Volunteers/Interns	91	Remove - Covered by law and Code of Conduct	1995	2002	17	
	Risk Management	POLICIES - Safety	88		1986	2001	18	
	Suspected Theft of Library Materials	POLICIES - Library Material	55		1993	2002	17	