



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

**Virtual Meeting**

**February 11, 2021, 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 February 11, 2021 will be conducted remotely and held by video conference.

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.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

**Library Board of Trustees  
Zoom Meeting Information  
Meeting ID: 876 5197 8672  
Passcode: 513872**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or

2. Click on the following unique Zoom meeting link:

<https://us02web.zoom.us/j/87651978672?pwd=TjRFdUdZc1VxWG51bGl6K1VydDhKZz09>

; or

3. You may listen to the meeting by calling: **1-669-900-9128** and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:

<https://zoom.us/j/adz9VBkd7p>

**IMPORTANT NOTE:** Members of the public may access the meeting to observe the meeting’s proceedings; however, at this time, there is no live, real-time participation by members of the public.

**PUBLIC COMMENTS**

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., February 11, 2021 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, Joseph M. Molina, Trustee, Dean Serwin, Trustee

**COUNCIL LIAISON:**

Mayor Diana Mahmud, Council Liaison

**STAFF PRESENT:**

Cathy Billings, Library Director  
Sean Faye, Administrative Secretary

**PRESENTATIONS**

- 1. None

**PUBLIC COMMENTS**

- 2. Public Comment

**ACTION**

- 3. Review and approve draft minutes of the regular meeting held January 14, 2021

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on January 14, 2021.

**4. Request for Approval of 2021 Library Board of Trustees Work Plan**

Recommendation

It is recommended that the Library Board of Trustees review and approve the 2021 Library Board of Trustees Work Plan

**DISCUSSION**

**5. Introduction of New Trustee Dean Serwin**

**6. New Library Board of Trustees Manual**

**7. Twenty-first Century Committee for the Library (21CCL)**

**8. Library Operations Update**

**COMMUNICATIONS**

**9. Board President**

**10. Board Members**

**11. Council Liaison**

**12. Friends of the Library Representative**

**13. Trustee Liaison to the Friends**

**14. Library Director**

**ADJOURNMENT**

**FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS**

March 11, 2021	Virtual Meeting	7:00 p.m.
April 8, 2021	Virtual Meeting	7:00 p.m.
May 13, 2021	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.*

2/8/2021

Date

/s/

Sean Faye,

Administrative Secretary



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
January 14, 2021**

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**CONVENE:**

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order, virtually via Zoom, on January 14, 2021 at 7:02 p.m.

**IN ATTENDANCE:**

Trustees Present

Annie Chang  
Joseph M. Molina  
Bianca Richards  
David Uwins

Also Present

Cathy Billings, Library Director  
Diana Mahmud, Mayor  
Ellen Torres, Friends Board President  
Sean Faye, Administrative Secretary

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. None

**ACTION ITEMS:**

**3. Review and approve draft minutes of the regular meeting held December 10, 2020**

**Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Secretary Annie Chang, to approve the minutes as written for the regular meeting of the Library Board of Trustees held December 10, 2020.**

<b>AYES:</b>	<b>Chang, Molina, Richards, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**4. Request for Approval of 2021 Library Board of Trustees Work Plan**

**Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board President Bianca Richards, to approve the 2021 Library Board of Trustees Work Plan.**

Board members requested that the Work Plan be revised to reflect their goals and responsibilities related to the 21<sup>st</sup> Century Committee for the Library (21CCL), which was established in 2019 as a committee for fundraising major gifts under the umbrella of the non-profit Friends of the Library (FOL). Library staff was

asked to provide information about the establishment of the 21CCL and the general roles and responsibilities of administrative library boards versus non-profit “friends” boards.

This will be tabled to the 2/11/2021 Library Board of Trustees meeting as a Discussion Item.

## **5. Election of 2021 Officers**

**Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Vice President David Uwins, to approve the Library Slate of Officers for 2021 as follows – President - Bianca Richards; Vice President - David Uwins; Secretary - Annie Chang.**

<b>AYES:</b>	<b>Chang, Molina, Richards, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

## **DISCUSSION ITEMS:**

### **6. Library Operations Update**

The Fine Free implementation schedule has been adjusted due to Integrated Library System vendor SirsiDynix being unavailable to provide free consulting services until February 19, 2021. Nearly 400 borrowers have been contacted to return their materials before their items are considered lost and are charged a fee. The Library has not been charging overdue fines or billing for lost items since March 2020 so there is nothing new that the public needs to be immediately made aware of. Publicity is forthcoming.

Circulation statistics show that 52,000 holds have been pulled since June 2020. The Library continues to be very busy filling requests and providing the Materials Matchmaker service for patrons.

The Library app needs a few final modifications and one last meeting is scheduled with vendor SirsiDynix to review these. The app is likely to launch in a few weeks.

The staff is creating guidelines for Collection Development. The Collection Development Policy will be an Action Item at the 2/11/2021 Library Board of Trustees meeting.

Local History Librarian Olivia Radbill applied for and received the California Revealed grant. It is a State Library-funded initiative for libraries to digitize, preserve and make archival materials accessible. All City directories from 1903-1931 and South Pasadena high school yearbooks from 1900-1924, which are in the public domain, will be digitized and keyword searchable.

The Library has entered into an agreement with Newspapers.com and the California Digital Newspaper Project to re-scan the Library’s old local newspapers that are in the public domain. Newspapers.com is responsible for the digitization and the Library’s microfilm reels have been shipped. Once scanned, Newspapers.com and their affiliate Ancestry.com will have semi-exclusive access to the materials for three years. During those three years, the Library will have access. After three years, the materials will be freely available in the California Digital Newspaper Collection for any member of the public to use.

The COVID Experiences Living History Project digital exhibit has been published.

The Take & Make kits from Children’s Services have been very popular and will be done twice a month. Planning for the Summer Reading Program is underway, and the 2021 theme, “Reading Colors Your World”,

will be used for the bookmark design contest in February. The Library's e-books and e-audiobooks will be accessible to South Pasadena High School students with their student identification via SORA, Overdrive's platform for schools/students.

TAB, the Teen Advisory Board, is beginning its sixth cohort. There are three new students and six returning students.

The Public Services team is working on research guides tied to the State of California educational standards. Staff will engage with teachers to develop guides that meet their needs. The first guide will be for the third grade California History requirement.

## **7. COVID-19 Update**

Library Director Cathy Billings completed LA County's COVID-19 Safety Compliance Training. Updated signage about safety protocols have been posted. Currently, the biggest issues are the high infection rate and increased risk to staff. Director Billings proposed adjusting the Library's hours for Curbside service to begin at 1:00 p.m., Monday through Saturday. Opening later in the day would make the workplace safer, as it would minimize the number of staff members clustered in the same area. Acting City Manager Sean Joyce was supportive of this proposal. Patrons will be notified of this change. There will be additional publicity.

## **COMMUNICATIONS:**

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

**9. Board Members:** Vice President David Uwins observed the importance for young children to be able to physically touch and pick up books. Director Billings stated that the Library is sensitive to these needs and keeps them in mind as reintroduction of services plans are modified based on current circumstances.

**10. Council Liaison (Mayor Diana Mahmud):** Mayor Diana Mahmud expressed appreciation to return as the Library's Council Liaison.

**11. Friends of the Library Representative (Friends President Ellen Torres):**

- The FOL Emergency Fund fundraiser yielded \$14,797.
- The Membership Campaign has received much interest.
- The FOL raised \$1,808 for Giving Tuesday. The Friends Annual Meeting will take place on 1/21/2021 via Zoom, where they will vote on their budget, the 2021 slate of officers, approval of updated bylaws and Board descriptions.
- This will be Ellen Torres' last meeting as Friends Board President. She will transition to Operations for the Friends.

**12. Trustee Liaison to Friends (David Uwins):** Vice President David Uwins will continue to serve as the Trustee Liaison to the Friends.

**13. Library Director (Cathy Billings):**

- Weekly in-person staff meetings have begun taking place, with on-site staff socially distanced on the main floor. Off-site staff are able to attend via Zoom. A summary is then sent to all staff who were not able to attend.
- Library staff will take an interactive online course about cultivating an antiracist environment. "Equity in Action: Fostering an Antiracist Library Culture" will be held in three 3-hour training sessions at the

end of February and into March. Some topics will include implicit bias, hiring practices, and material selection.

**NEW BUSINESS:**

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, February 11, 2021 at 7:00 p.m. via Zoom.

**ADJOURNMENT:** President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on January 14, 2021 at 8:15 p.m.

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

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



# Library Board of Trustees

## 2021 Work Plan



ITEM 4

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
To publish up-to-date and distinct Library Administrative Policies Manual and Library Board of Trustees Manual	Review and amend, rescind or approve new policies as needed	Senior Library staff/LBT	Ongoing throughout 2021	Have manuals that contain current and accurate information and will be a resource to staff and trustees
To update Emergency Plan and procedures	Review and amend documents and procedures as needed, and incorporate pandemic preparedness and response information	Senior Library staff and Administrative Secretary Sean Faye/LBT	New emergency plan document published by July 31, 2021	Have an Emergency Plan document and related procedures that support safe library operations.
To evaluate whether the SPMC that applies to the Library Board of Trustees needs revision, and to ensure that all parties understand the State and Municipal Code that governs library boards	Review California Education Code - EDC § 18900-18965 and SPMC § 2.77-2.78; 2.79 in consultation with City Attorney and City Management; adopt changes to SPMC and LBT Bylaws as needed; update LBT Manual as needed	Library Director/LBT	Second half of 2021	All parties have a clear understanding of the LBT charge and authority, and the SPMC accurately reflects these
To prepare for Library's next strategic planning process, which will likely take place in the first two quarters of FY 2022-2023	Discuss what type of planning process to engage in and identify any general fund budget requests to be submitted in the FY 2021-2022 budget cycle	Senior Library staff/LBT	March meeting: FY 2021-2022 budget requests identified; further discussion, last quarter of 2021	Be poised to engage a meaningful strategic planning process in FY 2022-2023
To aid the Friends of the Library with the Twenty-first Century Committee for the Library (21CCL) fundraising efforts	Assign a trustee as liaison to the 21CCL and support the Friends as they undertake steps to make the 21CCL operational	LBT	Ongoing throughout 2021	The 21CCL is an active, functioning committee of the Friends of the Library

Contents for New LBT Manual

Compiled 10/9/2019; Last Updated 2/6/2021

ITEM 6

	TOC	Name	Adopted	Last Reviewed/ Amended	Years Since Last Review/ Amendment	Note
Introduction	1.1	Letter of Welcome				
	1.2	Library Board of Trustees Roster				
	1.3	Trustees' Goals	1973	2002	18	Recommend removal: duplicates annual Work Plan and SPMC/Bylaws
	1.4	Duties, Functions, and Responsibilities of the Library Board	2007	2007	13	How relates to SPMC & Bylaws; [Appendix A and B]
	1.5	Responsibilities of Boards, Friends, and Foundations	New			
	1.6	American Library Association Overview	New			
	1.6.1	>ALA Library Bill of Rights	New			

Governance	2.1	Government of the Library		1989	2002	18	[needs to be updated-SPMC ref is wrong]
	2.2	Administrative vs. Advisory		1998	1998	22	
	2.3	Bylaws of the Board of Trustees		1946	2017	3	
	2.4	South Pasadena Municipal Code (LBT)					
	2.5	State of California Education Code	New				
	2.6	Ralph M. Brown Act					
	2.6.1	Meeting Noticing and Agenda Cycle					Replaces item from old Policy Manual and Section 3.5.3 in this LBT Manual

Library Information	3.1	Mission Statement		1989	2017	3	
	3.2	Organizational Chart					
	3.3	Library Strategic Plan					
	3.4	Library Special Tax Overview	New				Timeline for renewal, etc.
	3.5	Library Administrative Policy Manual	New				Table of Contents to link directly to policies
	3.5.1	>Board of Trustees Expenses		1990	2003	17	
	3.5.2	>Substantive Issues Policy		1994	2001	19	
	3.5.3	>Composing/Posting of Meeting Agenda; Delivery of Agenda/Minute Packet		1989	2004	16	[remove from LAPM and make informational under Governance/Brown Act 2.6.1]

FOL	4.1	Friends of the Library Overview	New				Ask FOL to post their bylaws on their website to link to
	4.2	Twenty-first Century Committee for the Library (21CCL)	New				

Appx.	A	Evaluation of the City Librarian		1993	2002	18	
	B	Annual Volunteer Recognition Guidelines ( <del>Branch checklist</del> )					Recommend revision [make more generic - checklist should not be in manual]
	C	Statutory Authority	New				
	D	Trustee Resources	New				

City Clerk Provides in New Commissioner Orientation Packet	
How to Run a meeting (basic) - Roberts Rules of Order	
Ethics	
Brown Act	



# Library Board of Trustees Agenda Report

ITEM NO. 7

**DATE:** February 11, 2021

**FROM:** Cathy Billings, Library Director

**SUBJECT:** Twenty-first Century Committee for the Library (21CCL) Overview

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(For a detailed accounting see Attachment 1, a history compiled by Trustee Uwins.)

**Origin:** Since at least 2008 there has been an interest in, and discussion of, establishing a foundation to solicit and manage major gifts to fund capital improvements or other significant projects for the library. Planning for a library foundation began in earnest after the Library Operation Study was completed in 2016. Recommendation no. 49 stated that “The Library Board of Trustees should explore creating a Library Foundation.”

### **Exploration**

In 2017 and 2018, trustees conducted research, solicited advice from Cindy Chan (fundraising consultant and Development Director of the San Marino Public Library Foundation), and had many discussions with the Friends of the South Pasadena Public Library about establishing a foundation for the purpose of raising major gifts.

### **Outcome**

Ultimately, the Friends of the Library felt that a small town like South Pasadena could not support two separate library fundraising entities and indicated that they would not lend their support to a library foundation. It was decided that the effort to raise major funds would fall under the Friends of the Library’s non-profit structure and that a committee—named the Twenty-first Century Committee for the Library—would be the entity responsible. It was acknowledged that the LBT would be actively involved with the 21CCL, including helping to recruit committee members who would have active roles.

Guiding Document Drafted: In April 2019 trustees Alan Jutzi, David Uwins and library director Steve Fjeldsted draft a document that addresses 1) the reason for the Committee’s creation; 2) the responsibilities and duties of the Committee; 3) the makeup of the Committee and how will it function; 4) the relationship between the Committee, the Friends Board, the Library Director, and the Trustees. (See Attachment 1)

Council Approval: A staff report (Attachment 2) was presented to the City Council on May 15, 2019 requesting approval of a project list for 21CCL fundraising. Council did not take action and requested the item be moved to a future meeting. A re-written report (Attachment 3) was presented to Council at their July 17, 2019 meeting and they “approved the initial projects for which the 21<sup>st</sup> Century Committee for the Library, a new division of the Friends of the South Pasadena Public Library, will raise funds”.

**Current Status**

- \$4,000 has been designated by the LBT from the Romine/Mullen funds for consulting services to help establish the 21CCL. (Need to establish whether or not Council must approve.)
- The Friends of the Library have updated their Policies to account for the 21CCL (Attachment 4)
- Have: List of possible 21CCL members compiled by Sally Kilby with input from LBT.
- Have: “Checklist to Get Started” from Cindy Chan. (See Attachment 1)
- Initial projects approved by City Council:
  1. The Library first floor interior design remodel, including lighting, electrical, flooring, décor, shelving, and furnishings. (Estimated fund raising goal: \$1,000,000.)
  2. A Radio-Frequency Identification (RFID) system, including tags, for streamlining materials handling, improving collection management capabilities, and generating management reports and security System. (Estimated fund raising goal: \$300,000.)

**Attachments:**

1. September 23, 2019 21CCL Meeting Notes – compiled by Trustee David Uwins
2. 5/15/2019 Council Staff Report: Approve a Project List for Funding by the 21st Century Committee for the Library (no action taken)
3. 7/17/2019 Council Staff Report: Approve Initial Projects for Funding by the 21st Century Committee for the Library (approved)
4. Friends of the Library Policies (approved 9/2/2020)

**ATTACHMENT 1**  
September 23, 2019 21CCL Meeting Notes –  
compiled by Trustee David Uwins

**Meeting notes - September 23, 2019**

**Topic: The Library Foundation Subcommittee and the 21st Century Committee for the Library (21CCL)**

**Attendees: Alan Jutzi, Ellen Torres, Cathy Billings and Dave Uwins**

**Not able to attendee: Sally Kilby due to a last minute issue**

Attachment A was distributed

1. Recognizing that 21CCL is now an approved Friends of the Library committee, the Library Foundation Subcommittee is no longer needed.
2. FOL have developed tentative guidelines and rules for its committees that will be adhered to by the 21CCL. These have been developed based on past experience with other committees that are using the FOL (501)(3)(c) nonprofit status. The chair of the 21CCL will be a FOL board position.
3. It was confirmed that 21CCL will primarily solicit from major donating resources such as wealthy individuals, corporations/businesses, bequeathed estates, etc.
4. The chair of 21CCL is a key position that needs to be filled soon. Prior experience in a similar position is extremely desirable.
5. Cathy will get Sally's potential 21CCL member list. (Sally sent this to Cathy on 9/26/19)
6. Ellen will look at the possibility of using the 2020 FOL board nominating process to recruit the 21CCL chair.
7. The funds for Cindy Chan's engagement (\$4,000 for 40 hours consulting and support) will be transferred from the LBT controlled Romine estate to the FOL. The LBT will send the FOL a memorandum of understanding.
8. The open library director position needs to be resolved. It is expected that this position will work with city management, departments, council and other entities to develop, estimate and prioritize the unfunded projects for 21CCL. It is also expected that the director with 21CCL members will ask potential donors for substantial monetary gifts for the unfunded projects. Cathy is getting the City Manager and the City Attorney opinions on the permitted level of library director involvement.
9. Alan's term on the LBT finishes this year and he will not seek a second term. Dave's term expires at the end of 2020.

## Attachment A

### The Library Foundation Subcommittee and the 21<sup>st</sup> Century Committee for the Library

The following summarizes the timeline related to the Library Foundation Subcommittee and the 21st Century Committee for the Library (21CCL) as documented in the LBT meeting minutes currently available on-line. There probably were other events leading to where we are today, but the major starting point appears to be the adoption of the Library's 2017-2022 Strategic Plan, which included the following recommendation:

"Create a Library Foundation that will focus on raising capital and technology improvement funds."

The Strategic Plan was approved by the City, the City Council and LBT. Progress on this plan has been tracked and periodically reported. Steve Fjeldsted probably had significant input to the Strategic Plan

Autumn 2017	<p>LBT is Brendan Durrett, Carolyn Flemming, Andy Lippman, Alan Jutzi and Rick Thomas. Andy is mostly excused absent.</p> <p>FOL decided not to have a Library Foundation be part of their organizational structure. The Library Foundation Subcommittee (membership includes Brendan, Alan and Steve) decides to meet with Cindy Chan. Items being discussed and prepared include the timeline to establish a (501)(c)(3) nonprofit entity, establishing the Library Foundation Statement of Purpose and identifying potential Library Foundation board members.</p> <p>In a special 11/2/17 LBT meeting, that included Cindy Chan, it is decided that the Foundation should not be affiliated with the City, that the Statement of Purpose should be broad enough to encompass projects great and small, and that identifying qualified Foundation board members was key. LBT members should not be on the Foundation board. Sources for identifying candidate projects to be funded included the Library Operations Study, the Library Strategic Plan and design consultant Diane Lam's recommendations. Cindy would be retained to assist in establishing the (501)(c)(3) and identifying Foundation board members.</p> <p>The Library Foundation Subcommittee and the LBT continue to gather information on other Library Foundations, consider retaining Diane Lam to update the 1<sup>st</sup> floor remodel to include the 2<sup>nd</sup> floor and to position the vision of the Foundation for City approval, which is deemed to be a prerequisite before contracting with Cindy Chan. A draft Statement of Purpose is prepared. Steve is providing new city manager, Stephanie DeWolfe with background.</p>
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<p>Winter 2018</p>	<p>LBT is Brendan Durrett, Carolyn Flemming, Andy Lippman, Alan Jutzi and Dave Uwins starting in March. Andy remains excused absent.</p> <p>A Statement of Purpose is approved by the LBT:</p> <p>“The specific purpose of the non-profit, public benefit corporation shall include, without limitation, to solicit, raise, receive, and manage significant funds that will support capital projects and other large-scale initiatives to enrich the South Pasadena Public Library and the greater community.”</p> <p>A staff report is being proposed to be delivered to a City Council meeting in March and then delayed to the April meeting. The City Manager requests that the report include the history of the project, recommendations, alternatives and benefits.</p> <p>The structure of the foundation is being discussed and it is determined that it should include a minimum of 3 initially probably with an additional 2 later.</p>
<p>Spring 2018</p>	<p>Activity on the staff report to the City Council stops, since the FOL now feel that the Foundation should be under their structure and control being handled in the same manner as the Restoration Concert Committee. The FOL state that they would be opposed to a Library Foundation if it was an independent entity outside of the FOL, as they feel the South Pasadena community is too small for a separate entity. LBT emphasizes that the Foundation cannot go forward without the support and blessing of the FOL.</p> <p>A special joint meeting between the LBT and FOL including Cindy Chan is held. The outcome is that initially the Foundation will be under the FOL and a list of unfunded capital projects will be prepared. The LBT emphasizes concerns surrounding the possibility of large sums and the need for donor confidentiality. FOL is a 501(c)(3) and has financial and accounting mechanisms in place.</p> <p>Staff prepares the list of unfunded capital projects. Luther Luedtke replaces Andy Lippman on the LBT</p>
<p>Autumn 2018</p>	<p>Alan meets with Kay Rosser to gain in-depth understanding of the Restoration Concert Committee and its functioning under the FOL structure. The Library Foundation Subcommittee reconvenes with Cindy Chan and Luther replacing Brendan. The Subcommittee reviews the FOL bylaws for raising and disbursing funds and will continue to identify potential members for the Foundation. Foundation will be a committee named “21st Century Committee for the Library”. The first 2 projects that the committee will raise funds for are the Ray Bradbury Stained Glass window and the makeover of the Library first floor. The LBT authorizes \$4,000 from the Romine Estate Trust funds for 40 hours of Cindy’s services. Details will need to be fleshed out and co-ordinated through the FOL</p>



<p>Winter 2019</p>	<p>LBT is Brendan Durrett, Dave Uwins, Alan Jutzi, Bianca Richards and Debra Beadle.</p> <p>Dave replaces Luther Luedtke on the Library Foundation Subcommittee, which meets with Ellen Torres and Rose Barron from the FOL to discuss ways the Friends and the Proposed 21CCL can work together. Subsequent to the meeting the FOL board approves 21CCL as a committee under FOL structure.</p> <p>Sally Kilby is developing a confidential list of candidates who can be asked to serve on the Proposed 21CCL.</p>
<p>Spring 2019</p>	<p>A 21CCL document (see Attachment 1) addressing:</p> <ul style="list-style-type: none"> <li>• the reason for the Committee’s creation</li> <li>• the responsibilities and duties of the Committee</li> <li>• the makeup of the Committee and how will it function</li> <li>• the relationship between the Committee, the Friends Board, the Library Director, and the Trustees</li> </ul> <p>is prepared by Alan and reviewed/updated by Steve and Dave. This document is received and accepted by both the FOL and LBT.</p> <p>A staff report on the 21CCL is being prepared to go a City Council meeting. This report goes through multiple iterations to satisfy the varied opinions on how it should be presented</p> <p>Steve informs the Library Foundation Subcommittee of his expected separation from the library by mid-year.</p>
<p>Summer 2019</p>	<p>Staff report on the 21CCL to City Council is approved at the 7/17/19 City Council meeting on Consent Calendar (Item 14) includes the following:</p> <p>“With staff input, the LBT and FOL recommend two major projects as the focus of the initial fundraising efforts of the 21CCL:</p> <ol style="list-style-type: none"> <li>1. The Library first floor interior design remodel, including lighting, electrical, flooring, décor, shelving, and furnishings.</li> <li>2. A Radio-Frequency Identification (RFID) system, including tags, for streamlining materials handling, improving collection management capabilities, and generating management reports and security System.</li> </ol> <p>Various documents were consulted to identify appropriate projects for the 21CCL’s initial fundraising efforts, including the Library Operations Study (2016), the Library Strategic Plan (2017-2022), and the Facility Condition Assessment Report (June 6, 2017).”</p> <p>Cathy is named acting library director</p>

	Cindy Chan outlines a "Checklist to Get Started". See Attachment 2
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## **PROPOSED DISCUSSION TOPICS - 9/23/19**

With the above in mind, it seems that now is the time to decide on the going forward strategy. The 21CCL has been approved by all entities that need to approve it, but it exists in name only. Some items we might discuss today include:

- What are the next steps?
- Should the Library Foundation Subcommittee continue? If so what is its composition - LBT members, FOL members, library director/staff, others?
- What support does the FOL need to execute the contract with Cindy Chan. Who gives her direction - library director or FOL president or a committee?
- Need to get/update estimates for projects to be funded. This may help to get 21CCL board members, i.e. it makes it real.
- What is the expected time commitment to be made by 21CCL members to launch 21CCL, especially the head of the committee? Also on-going?
- The FOL have indicated that they are updating their processes related to committees such as Restoration Concert and 21CCL. Are these now available?
- Is the expectation for the members of 21CCL to only solicit from major donating resources such as wealthy individuals, corporations/businesses, bequeathed estates, etc.?
- The open director position is expected to be filled by the end of the year. What is the impact on the 21CCL strategy and launch?

## ATTACHMENT 1

### **21<sup>st</sup>-Century Committee of the Friends of the South Pasadena Public Library**

Questions and answers regarding its formation by Alan Jutzi, Library Director  
Steve Fjeldsted, and President of the Library Trustees David Uwins, April 2019

#### What is the reason for the Committee's creation?

The Library Director, the Library Trustees, and the Board of the Friends of the South Pasadena Library have agreed that the City of South Pasadena with its current financial stress is not able to meet the significant funding demands that the Library faces today and in the future. (These needs have been articulated by the community, staff, and support groups in the Library Operations Study of 2017, Library Strategic Plan 2017-2022, Facility Assessment, and other studies.)

If the Library is to remain a vital contributor to the community and to meet its educational and cultural responsibilities and goals, it needs major funding for large projects especially enhancement and expansion of its facilities and space.

The Library and the Friends have a remarkable reputation in the community and the Library Director, the Assistant Director, the Library Trustees, and the Board of the Friends believe that additional funds will need to come from individual citizens, public granting agencies, private foundations, and others beyond the City borders to support its major projects and urgent unmet needs.

The Library Director, the Assistant Director, the Library Trustees, and the Board of the Friends believe that the 21<sup>st</sup>-Century Committee made up of dedicated and enthusiastic individuals with the shared goal of finding donors to assist the Library to fund major projects can be successful. It is the best means and right course to meet the enormous challenges of the present and the future at a time when the Library's city budget is expected to remain highly challenged for the foreseeable years to come.

#### What are the responsibilities and duties of the Committee?

The Committee will help in articulating the reasons for its existence, the financial needs of the Library, and the rationale why specific projects should be funded. It

will be involved in promoting this agenda along with assistance of the Library Director, the Assistant Director, the Library Trustees, and the Board of the Friends.

In collaboration with the above mentioned, the Committee will both identify and cultivate potential donors who may possibly have specific interests.

Along with the Library Director, the Assistant Director, and other selected individuals, the Committee will formally and directly solicit funding to support specific projects.

With the Library Director, the Assistant Director, and the Friends President, the Committee may talk to individuals interested in estate donations and lawyers representing estates with large monetary or in-kind gifts and discuss the possibility and benefits of planned giving for families.

The Committee will hire and work with a professional non-profit consultant as well as unpaid volunteers when necessary and practical. The Committee will use seed money for its initial operations and will later receive expendable funds either from donations or through the Library Director and/or Trustees.

The Committee may select non-paid advisors as well as prominent and influential individuals from the community to assist and promote its funding agenda.

#### What is the makeup of the Committee and how will it function?

The Committee will be made up of dedicated individuals from the community who can work effectively as a group and with the staff of the Library, the Trustees, the Friends, and the City. The members will be volunteers.

There are no specific requirements for members, but it is advisable that they be selected because of their knowledge of the community, communication skills, enthusiasm for the Library, willingness to engage with donors, and other attributes including discreteness that will advance the fundraising agenda.

The Committee will include the Library Director and a representative from the Friends and may include major donors and individuals outside South Pasadena who care about the future of the Library and would be an asset to the Committee.

The Committee shall select a member to be chairperson. It will assign responsibilities and oversight to selected members as is deemed necessary.

The number of members and the schedule of meetings can vary depending on what is needed.

What is the relationship between the Committee, the Friends Board, the Library Director, and the Trustees?

Because the Committee is a committee under the Friends, the President of the Friends and the Board should be kept informed of all projects and organized fundraising and informed about all financial matters through regular reporting. The Friends need to approve major projects and be told of all funding efforts without in any way undermining the necessary privacy of Committee contacts and interactions.

The Library Director and the Assistant Director represent the City and oversee all activities in the Library and with the Trustees present funding needs and originate specific projects that the Committee will work to address. (The City Manager requires these project proposals go through her and the City Council first.)

The Committee with its advisors and consultants and also with the Library Director, the Assistant Director, and the Board of Trustees will establish a funding agenda for each project and will coordinate efforts to reach individual and institutional donors.

In all projects but particularly with facility and building endeavors, the City and Library Director and the Assistant Director will create and manage all designs, budgets, contracts and contractors, and schedules.

The success of the Committee will depend upon its ability to work with the individuals and groups sighted in this memo.

Conclusion

The citizens of South Pasadena love their library. It is the most used public building in the City. The formidable task of the Committee is to make certain that the Library is as dynamic and relevant in the 21<sup>st</sup>-century as it has been in the past.

## ATTACHMENT 2

From: **Cindy Chan** <[cchansmpl@gmail.com](mailto:cchansmpl@gmail.com)>  
Date: Tue, Jul 30, 2019 at 11:08 AM  
Subject: 21st Century Committee for the South Pasadena Public Library  
To: Cathy Billings <[cbillings@southpasadenaca.gov](mailto:cbillings@southpasadenaca.gov)>

Cathy:

I apologize for the delay to get back to you. Too many things happening at the same time.

I thought it would be best if I started with a list and we can see where the committee sits on the topics. This is not exhaustive but it will be a start. The clear relationship between the Friends and the Committee can be defined at the beginning. Once we cover the basics, we can create a timeline and goals.

Please let me know what you think or if you have any questions.

Cindy Chan  
[cchansmpl@gmail.com](mailto:cchansmpl@gmail.com)  
310-650-9936

### **Checklist to Get Started**

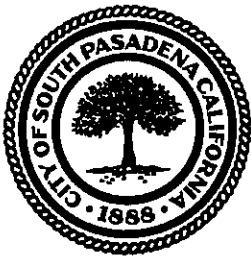
1. Mission of committee
2. Vision of Committee
3. Reporting Structure of Committee to Friends and the City
  - a. Agreement with the Friends
4. Policies
  - a. Gift Acceptance
    1. Restricted Gifts
  - b. Acknowledgement policy
  - c. Recognition procedure
  - d. Recognition Policy
  - e. Conflict of Interest
  - f. Spending Policy
5. Committee Members
  - a. Committee Structure
  - b. Job Descriptions
  - c. Potential Members
    1. Diversification and abilities
  - d. Invitation to join
  - e. Meeting Structure
6. Projects
  - a. Outline
  - b. Costs

- c. Benefits
- 7. Database Management
  - a. Process
  - b. Reporting
- 8. Prospects
  - a. Identification
  - b. Research
  - c. Strategy
- 9. Marketing
  - a. Letterhead
  - b. Publicity
  - c. Awareness



## **ATTACHMENT 2**


**5/15/2019 Council Staff Report: Approve a Project  
List for Funding by the 21st Century Committee for  
the Library**



# City Council Agenda Report

ITEM NO. 11

**DATE:** May 15, 2019

**FROM:** Stephanie DeWolfe, City Manager 

**PREPARED BY:** Steve Fjeldsted, Director of Library, Arts, and Culture  
Cathy Billings, Assistant Library Director

**SUBJECT:** **Approve a Project List for Funding by the 21st Century Committee for the Library**

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### **Recommendation Action**

It is recommended that the City Council approve a project list for funding by the 21<sup>st</sup> Century Committee for the Library (21CCL), a new division of the Friends of the South Pasadena Public Library (FOL)

### **Commission Review and Recommendation**

The Library Board of Trustees, at its February 11, 2019 meeting, approved a recommendation that proposed the 21CCL to the Friends of the South Pasadena Public Library, a 501(c) 3 nonprofit. The 21CCL will serve as a new fundraising division of the FOL and operate to raise funds for major Library initiatives for which no funding is available.

### **Executive Summary**

The "South Pasadena Public Library Operations Study (LOS) was approved by the Library Board of Trustees (LBT) and presented to the City Council on May 4, 2016 as a receive and file report. One of the recommendations in the LOS presented to the City Council at that time calls for the formation of a library foundation to fundraise and provide an additional source of revenue to complete remaining major projects outlined in official studies. The 21CCL will also seek finances to meet future capital needs of the Library. Since the City does not have a library foundation, the FOL volunteered to have the 21CCL become the City fundraising group for major unfunded Library projects and operate under its organization's structure. The LBT recognizes that the Library and the many users it serves would greatly benefit from an endowment that would provide additional funds to complete targeted major projects.

### **Discussion/Analysis**

Attached is a list of major unfunded Library projects reviewed by the LBT and the FOL. It contains projects which are recommended by the LBT for the initial fundraising efforts of the 21CCL. The list also contains projects which they don't recommended the 21CCL to seek funding for at this time as they are infrastructural and not believed to be attractive candidates for

fundraising. The attached list is not exhaustive and new projects could arise and be approved for by the City Council at a later date.

Various documents informed the Library Capital Projects needs including:

- Library Operations Study
- Library Strategic Plan (2017-2022)
- Facility Condition Assessment Report (June 6, 2017)

The cost to complete the entire compiled list of projects is estimated to exceed \$1 million. While some projects are currently underway, a number of projects still remain unfunded. The LBT and staff recommended that the facility's first floor remodel be given top priority since those projects would be noticeable by all upon entering the library. Further, since the interior redesign of the library's first floor is underway with the implementation of smaller service desks, increased computers, and a self-checkout station it is a natural progression to begin fundraising for similar projects for which there is already momentum. Continuing to make improvements to make the Library's appearance more aesthetically pleasing would help the fundraising group achieve success early on and quickly gain momentum.

The LBT and staff consider the following as the highest priority items for the 21CCL fundraising efforts:

- Fresh paint for the interior walls of the Library, including the Community Room
- Replacing the carpeting on the first floor
- The features included in the interior design remodeling plan by the consultant including lighting, electrical, flooring, décor, shelving, and furnishings

The LBT and staff consider the following to be high priority items for the 21CCL fundraising efforts:

- A laptop/tablet checkout kiosk
- A Radio-Frequency Identification (RFID) system, including tags, for streamlining materials handling, improving collection management capabilities, and generating management reports and security System

The LBT and staff don't consider the following projects to be appropriate for fundraising efforts since most items on the list are operational. Fundraising dollar should be used to supplement the budget and not supplant the existing operations budget, and wouldn't have much, if any, appeal to prospective donors:

- A storage pod behind the Library on the driveway
- A security alarm system replacement and upgrade

- An emergency lighting system replacement and upgrade
- A laptop battery pack checkout kiosk
- Replacement of the electrical switchboard
- Kitchen cabinets for ADA compliance
- Kitchen sinks for ADA compliance
- Replacement of the fire alarm system
- Replacement of the water heater
- Painting of the Interior Doors
- Painting of the Exterior Stucco
- Refinishing of the Wood Doors
- Replacement of the wood hung window units
- Replacement of the Library stained glass plastic

### **Background**

The “South Pasadena Public Library Operations Study (LOS) was approved by the Library Board of Trustees (LBT) and presented to the City Council on May 4, 2016 as a receive and file report. One of the recommendations in the LOS presented to the City Council at that time calls for the formation of a library foundation to fundraise and provide an additional source of revenue to complete remaining major projects outlined in official studies. The 21CCL will also seek finances to meet future capital needs of the Library. Since the City does not have a library foundation, the FOL volunteered to have the 21CCL become the City fundraising group for major unfunded Library projects and operate under its organization’s structure.

### **Fiscal Impact**

The fiscal impact associated with approving this list will vary based on the success of the fundraising efforts for the projects listed.

### **Legal Review**

The City Attorney has reviewed and approved this item

### **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: Library Major Unfunded Projects, April 30, 2019

## **Major Unfunded Library Projects – April 30, 2019**

### **Highest Priority**

- Fresh paint for the interior walls of the Library, including the Community Room
- Replacing the carpeting on the first floor
- First floor remodel adding the features included in the interior design remodeling plan by the consultant, including lighting, electrical, flooring, décor, shelving, and furnishings

### **High Priority**

- A laptop/tablet checkout kiosk
- A radio-frequency identification (RFID) system, including tags, for streamlining materials handling, improving collection management capabilities, and generating management reports and security System

### **Low Priority**

- A storage pod behind the Library on the driveway
- A security alarm system replacement and upgrade
- An emergency lighting system replacement and upgrade
- A laptop battery pack checkout kiosk
- Replacement of the electrical switchboard
- Kitchen cabinets for ADA compliance
- Kitchen sinks for ADA compliance
- Replacement of the fire alarm system
- Replacement of the water heater
- Painting of the interior doors
- Painting of the exterior stucco
- Refinishing of the wood doors
- Replacement of the wood hung window units
- Replacement of the Library stained glass plastic

## **ATTACHMENT 3**

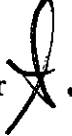
**7/17/2019 Council Staff Report: Approve Initial  
Projects for Funding by the 21st Century Committee  
for the Library (approved)**



# City Council Agenda Report

ITEM NO. 14

**DATE:** July 17, 2019

**FROM:** Stephanie DeWolfe, City Manager 

**PREPARED BY:** Cathy Billings, Acting Director of Library, Arts, and Culture

**SUBJECT:** **Approve Initial Projects for Funding by the 21st Century Committee for the Library**

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### **Recommendation Action**

It is recommended that the City Council approve the initial projects for which the 21<sup>st</sup> Century Committee for the Library (21CCL), a new division of the Friends of the South Pasadena Public Library (FOL), will raise funds.

### **Commission Review and Recommendation**

The Library Board of Trustees, at its February 11, 2019 meeting, approved a recommendation that proposed the 21CCL to the Friends of the South Pasadena Public Library, a 501(c) 3 nonprofit. The 21CCL will serve as a new fundraising division of the FOL and operate to raise funds for major Library initiatives for which no funding is available.

### **Background**

The "South Pasadena Public Library Operations Study (LOS) was approved by the Library Board of Trustees (LBT) and presented to the City Council on May 4, 2016 as a receive and file report. One of the recommendations the LOS presented to the City Council at that time calls for the formation of a library foundation to fundraise and provide an additional source of revenue to complete remaining major projects outlined in official studies. The 21CCL will also seek finances to meet future capital needs of the Library. Since the City does not have a library foundation, the FOL agreed to have the 21CCL become the City fundraising group for major unfunded Library projects and operate under its organization's structure. The LBT recognizes that the Library and the many users it serves would greatly benefit from an endowment that would provide additional funds to complete targeted major projects.

### **Discussion/Analysis**

The LBT and FOL believe fundraising dollars should be used to supplement the existing library budget, and that regular building maintenance and operational needs are not generally appropriate fundraising targets for the 21CCL, as they are not anticipated to be attractive to prospective donors.

With staff input, the LBT and FOL recommend two major projects as the focus of the initial fundraising efforts of the 21CCL:

1. The Library first floor interior design remodel, including lighting, electrical, flooring, décor, shelving, and furnishings.
2. A Radio-Frequency Identification (RFID) system for streamlining materials handling, enhancing customer self-service options, improving collection management capabilities, generating management reports, and theft detection.

Various documents were consulted to identify appropriate projects for the 21CCL's initial fundraising efforts, including the Library Operations Study (2016), the Library Strategic Plan (2017-2022), and the Facility Condition Assessment Report (June 6, 2017).

The LBT and staff recommended that the facility's first floor remodel be given top priority since the project would be noticeable by all upon entering the library. Further, since the interior redesign of the library's first floor is underway with the implementation of a smaller service desk, increased computers, and a self-checkout kiosk, it is a natural progression to begin fundraising for similar projects for which there is already momentum. Continuing to make improvements to make the Library's appearance more aesthetically pleasing would help the fundraising group achieve success early on.

An RFID system is also considered a priority, as it enhances customer service and increases efficiency by automating many workflow tasks. Combining radio-frequency-based technology and microchip technology, RFID detects the unauthorized removal of library materials, reduces the amount of time required to perform circulation tasks, simplifies and speeds patron self-check, and supports electronic inventorying and shelf searching. RFID is becoming the standard in public libraries, and the South Pasadena Public Library should not fall behind its peers in the use of technology to improve services.

### **Fiscal Impact**

The full remodel of the first floor would not be expected to exceed \$1,000,000. The cost of RFID conversion, including any remodeling required to accommodate an automated materials handling system, is not expected to exceed \$300,000. These funds would be raised by the 21CCL. The remodel would impact City resources in the form of staff time required to manage the project. Annual maintenance costs for the RFID system and equipment would be paid from the Library's regular budget, and are estimated to be comparable to existing security system maintenance costs.

### **Legal Review**

The City Attorney has reviewed this item.



Approve Initial Projects for Funding by the 21st Century Committee for the Library  
July 17, 2019  
Page 3 of 3

**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*.

**ATTACHMENT 4**  
Friends of the Library Policies (approved 9/2/2020)

## FRIENDS OF THE SOUTH PASADENA PUBLIC LIBRARY, INC.

### Policies

This is a consolidated list of Friends of the South Pasadena Public Library, Inc. policy statements which has been updated since February 27, 1991. The Friends Board of Directors makes revisions as needed and as accepted via formal Board review and approval. Policies are arranged by subject and each version is dated when officially approved by the Board.

#### **I. Meetings**

**A.** Regular Directors (“Board” hereinafter) meetings of the Friends of the South Pasadena Public Library, Inc. (“Friends” hereinafter) shall be held the third Thursday of every month.

**B.** The thirteen (13) Directors shall include:

- President
- Vice President/Chief Financial Officer (CFO)
- Vice President/Endowments Financial Officer (EFO)
- Restoration Concert Financial Officer
- Secretary
- Membership Chair
- Endowments/Memorials Chair
- Bulk Mail Chair
- Hospitality Chair
- Newsletter Chair
- Operations Chair
- Outreach/Marketing Chair
- Bookstore Chair

**C.** Minutes of prior meeting and proposed agenda must be distributed in advance of each Board meeting.

**D.** The order of business at Board meetings must include (first) approval of minutes, and (second) a brief financial report by the CFO. This will enable the availability of funds to inform subsequent requests for expenditures, or other financial decisions.

**E.** Regular attendance is expected.

**F.** All Board members must be members of the Friends to serve on the Board and or on a committee.

**G.** All incoming Friends mail including donations, must be addressed to the Friends of the South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030 (not to private homes).

## **II. Programs**

**A.** The Friends will sponsor programs of interest to the library and community.

## **III. Contributions**

**A.** No contributions shall be made by the Friends to any charitable organization without Board approval.

**B.** Membership in Friends of the California Libraries and the South Pasadena Chamber of Commerce shall be ongoing.

## **IV. Miscellaneous**

**A.** Key officers and committee chairs must arrange for substitutes to cover their responsibilities (reports, special assignments, etc.) during any absences.

**B.** Purchasing, renting, or lending any property of the Friends is prohibited.

**C.** In early 2014 the Friends purchased an Optoma Wireless Projector and a Draper Giant Projection Screen. This equipment is the sole property of the Friends and may only be used at their discretion.

## **V. Membership**

**A.** Honorary Life Membership, with all the rights and privileges of regular membership, may be conferred by vote of the Board in recognition of outstanding gifts or services.

## **VI. Membership Dues**

**A.** The Annual Membership Campaign shall begin no later than the last week of November.

**B.** Monetary donations, memorial gifts, bequests, and/or gifts-in-kind shall not be credited as membership dues.

**C.** Membership categories will be established from time-to-time by the Membership Chair with Board approval.

## **VII. Financial**

**A.** The CFO shall have the responsibility to invest or reinvest Friends' endowments and other funds, in appropriate income-producing assets, as recommended by the Financial Committee and approved by the Board. Monies to be invested by the Friends shall be invested with the following two objectives as guidelines: preserve the principal and promote a reliable income. The securities approved for investment are:

- U.S. Treasury and Agency bonds rated AA by either or both Standard & Poors, and Moody (maturities not to exceed ten years)
- Certificates of Deposit insured by FDIC (maturities not to exceed ten years)
- Corporate bonds with a minimum credit rating of A by either or both Standard & Poors, and Moody (maturities not to exceed ten years)

To provide diversification, not more than one CD from each issuer and not more than 25% of the portfolio is to be invested in CDs. The CFO shall keep financial records for seven years.

**C.** A Finance Committee must prepare the budget, study financial matters, including possible major projects, and make recommendations to the Board. The Committee will consist of the CFO, the President, the bookkeeper, one other Director appointed by the President, and a Bookstore Steering Committee representative.

**D.** Friends funds shall not be expended for gifts or other measures in recognition of-normal duties or meritorious activities of individual Directors, Officers, Members, Library staff, or Volunteers, except as approved by the Board.

**E.** The Board must maintain a minimum of \$50,000 in the General Fund (checking and investment accounts) to cover operating expenses for one year.

**F.** The Finance Committee will make a recommendation to the Board during the annual budget review at the October Board Meeting concerning the disbursement of accumulated funds, including endowment interest and memorial contributions. The annual operating budget for the following year must be presented at the November Board Meeting and approved at the December Board Meeting.

## **VIII. Committees of the Friends**

Ongoing major fundraising initiatives are managed by formally established committees of the Friends Board, operating under the bylaws of the Friends and supporting the goals of the Library Operations Strategic Plan.

All committees must follow all Friends **Bylaws and Policies** and all **rules for non-profits** and avoid any conflicts of interest as defined by the IRS\*.

*\*A **conflict of interest** is when an individual can personally benefit from their professional position. Rather than making decisions for the betterment of an organization the “employee/performer” might make decisions based on their own personal gain.*

**\*\* See IRS Form 1023: Purpose of Conflict of Interest Policy**

- As with Board members, all committee members must be paid members of the Friends in the year of their service.
- All Friends committee chairs must be current Friends Board members and attend all Board meetings (or send a replacement if attendance is not possible).
- The Friends President or Board-designated substitute must sit on all committees and be invited to all meetings.
- All **mailing lists** are property of the Friends and must not be shared without prior approval by the Friends Board.
- All committees must present a **monthly financial report** and **annual budget**.
- All committee **contracts, grants, and fund transfers**, including budgeted items, must be voted on and approved by the Friends Board and signed by the President.
- More than one bid must be solicited on all contracts. Local vendors should be used when possible and practical.
- All committee **donations/fund transfers**, within or outside the Friends, must be voted on and approved by the Friends Board.
- All **marketing and outreach/publicity materials**, including e-mails, social media, and print, must be approved by the Friends Board and identify Friends as the source and tax authority under which events and services are provided using the Friends identifier: ***The Friends of the South Pasadena Public Library is a non-profit, tax exempt 501(c)3 organization. Fed Tax ID 23-7292743 All donations are tax deductible. Contact us at [spplfriends@yahoo.com](mailto:spplfriends@yahoo.com) Friends of the South Pasadena Public Library, Inc. 1100 Oxley Street, South Pasadena, CA 91030***
- All **events** held by the committees must operate in accordance with all Friends policies and bylaws.

- **All performers and service providers must have a signed contract and provide information for taxes (IRS form W-9) prior to being paid.**

#### **A. Finance Committee**

**Purpose:** Budget and Financial Management, compliance with all legal requirements, such as taxes and insurance. The Friends policy goal is to spend less than 10% of funds for overhead expenses on all library support, community services, and events.

#### **B. Bookstore Committee**

**Purpose:** The purpose of the Friends Bookstore, established on July 31, 1982, is to sell donated books and other materials received from the public. The monies raised contribute to the Friends annual budget for the enrichment of the library.

**Assets policy: Bookstore assets are the property of the Friends.**

- The Friends Bookstore Volunteer Manual, which contains its policies, and the responsibilities of workers on each shift, is given to all volunteers before they begin to serve at the Bookstore. The Manual is updated every other January.
- The bookstore is guided by a Steering Committee, who work weekly or bi-weekly to process, sort, evaluate, and price donations.
- The Steering Committee meets on an as-needed basis.
- Members of the Steering Committee choose the Bookstore Chair from among themselves. Two (2) Co-Chairs may be selected and shall be experienced members of the Steering Committee. Any one (1) of these individuals may represent the Bookstore as a voting member of the Board.

#### **C. Restoration Concerts Committee**

**Purpose:** Restoration Concerts brings world class music at an affordable price to concert goers of all ages in South Pasadena and its surrounding communities. After expenses, excess proceeds are dedicated to on-going enhancement of the historic Community Room of the Library, and other general needs as deemed necessary by the Friends.

**Assets Policy: Restoration Concert assets are the property of the Friends.**

#### **D. Technology Committee**

**Purpose:** The South Pasadena Public Library provides services to a diverse

population, from school age students to senior citizens. We believe access to up-to-date technological tools is a necessity. The **Friends of the South Pasadena Public Library** has made it a goal to help bridge the gap in accessibility to technology in the community by supporting the technology goals of the Library's Strategic Plan.

**Assets Policy: The assets of the Technology Committee are the property of the Friends.**

#### **E. 21<sup>st</sup> Century Fund Committee**

**Purpose:** If the Library is to remain a vital contributor to the community and meet its educational and cultural responsibilities and goals, it needs major funding for large projects, especially enhancement and expansion of its facilities and space

The 21st Century Fund Committee is made up of individuals with the shared goal of finding donors to support the Library in funding major projects. The goal is to meet the enormous challenges of the present and the future at a time when the Library's city budget is expected to remain highly challenged for the foreseeable future.

**Assets Policy: The assets of the 21<sup>st</sup> Century Fund Committee are the property of the Friends.**

### **IX. Endowment Funds**

**A.** Friends must pay all administrative costs associated with the Book Endowment Funds (BEF), Technology Endowment Funds (TEF) and Elizabeth Seto Endowment Fund (SETO) from the Friends General Fund.

**B.** The annual income from the BEF should be spent for the purchase of "special quality" books according to the guidelines for this purpose (See Article X Guidelines for BEF Purchases.) Senior library staff should support the acquisition of all other library books, routine updating, and maintenance of the library book collection.

**C.** All books purchased by the BEF shall include written acknowledgment of the Friends' contribution from BEF.

**D.** Memorial or In Honor contributions to the BEF, TEF, and SETO, i.e. monetary donations, shall be added to the corpus of said fund, as designated by the donor. Acknowledgements for such gifts will be sent in a timely manner by the Friends.

**E.** The BEF account, TEF account and SETO account shall be maintained by the EFO and reported to the Board and to the membership in separate statements.

**F.** The annual income from TEF should be spent for the purchase of technology resources (See Article XI Guidelines for TEF Purchases.)



G. The annual income from SETO should be spent on the purchase of books for children and teens.

## **X. Guidelines for Book Endowment Fund Purchases**

Books purchased through the BEF are items not normally purchased through the Library Materials Budget. Special titles of long-lasting interest to the citizens of South Pasadena should be the basis for consideration. Specifically, with regard to physical books, quality of content, illustrations, printing, and binding must also be taken into account. With regard to all other forms of books (e.g., electronic or audio media), similar interest and quality considerations should apply.

Examples of qualified types of material:

### **Classics**

- Art and music books
- Photography books
- Sets of encyclopedias
- Special sets of books
- Reference materials
- California
- Local history
- Collecting
- Natural history
- Crafts
- American history

## **XI. Guidelines for Technology Endowment Fund Purchases**

Materials purchased through TEF are technology items not normally purchased through the Library Materials Budget. This includes any item that can be processed and read on an electronic device (e.g., computer, iPad, smartphone, electronic reader, etc.), and such items as DVDs, CDs, online databases, subscription services for e-books, homework help programs, and various information services. This also includes necessary operating hardware, including, but not limited to: computers, printers, copiers/scanners, digital cameras, and audio devices. The specific purpose of the fund is to meet the technology needs of the library and to take advantage of emerging new technologies. The Friends acknowledges that as technology advances, a variety of materials and products will be developed to meet patrons' changing needs.

## **XII. Guidelines for Seto Endowment Fund Purchases**

Books purchased through the SETO Endowment Fund are items not normally purchased through the Library Materials Budget. Special titles of long-lasting interest to children and teens should be the basis for consideration.

### **XIII. Special Endowments & Guidelines**

**A.** A special endowed account may be set up with a minimum of \$10,000.00. This fund will be invested to earn interest income each year, and as the value of the endowment grows, so does the income it generates. The interest income is used to support the Library, but the principal will always remain invested in order to perpetuate the fund. The Friends' investment firm shall submit earned interest to the Friends on a quarterly basis.

**B.** Special endowed accounts may be for the general unrestricted use of the Friends or restricted to a particular program supported by the Friends. An example of a special endowed account is SETO. Elizabeth Seto's family chose to direct monetary memorial donations to the Friends. These funds reached the \$10,000.00 threshold and an endowed account was established. Donations from family and friends continue to be made to the account's principal. Interest income from SETO is restricted to the purchase of books for the Library's collection for children and teens.

### **XIV. Guidelines for Distribution of Interest from Endowed Accounts**

**A.** As part of its annual budget review, The Finance Committee shall provide Director of Library, Arts & Culture and senior library staff with a designated amount from interest earned the previous year for all Endowed Accounts to allow the librarian to prepare appropriate purchase lists for accumulated endowment interest.

**B.** The CFO will provide quarterly updates to the Director of Library, Arts & Culture, Assistant Director, and senior library staff to follow investment progress and to ensure accuracy.

### **XV. Memorial and In Honor Donations**

**A.** Gifts received wherein the donor has specified certain purchases be made "in memory of" or "in honor of" will be held for the senior librarians, who will make the appropriate purchases. Gifts received "in memory of" or "in honor of" individuals, with no specific instructions as to how the money is to be used, will be considered an unrestricted "memorial gift" to the Friends.

**B.** Each quarter, the Friends will inform senior library staff of the amount and specific designation for any memorial funds received during the calendar year. These funds will then be set aside and held for the senior library staff to make the appropriate purchases.

### **XVI. Technology Fund (Established in 2017 for Non-Endowment Tech Purchases)**

**A.** The new Technology Fund has been designated “new, non-endowed” to make clear that this fund is separate and distinct from the previously established Technology Endowment Fund (TEF). The chief difference between the two funds is that contributions to the TEF must be maintained as an endowment, with only related investment earnings eligible to be spent; funds for the Non-Endowed Technology fund, however, may be spent for any and all identified technology needs. All monies received by the new fund, both contributions and related investment income, are eligible to be spent whenever such expenditures have been approved by the Board.

**B.** Having established that the two Tech funds are separate and that they differ as to the allowable amount of expenditure, the fact remains that both technology funds were established by the Board for precisely the same purpose, that is to support technological needs of and facilities provided by the Library. Therefore, Guidelines for New, Non-Endowed Technology Fund purchases are defined as matching in all particulars the Guidelines for the TEF Fund, as detailed in a Paragraph XI above.