



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

**Virtual Meeting**

**March 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 March 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: 892 5352 3747  
Passcode: 073797**

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/89253523747?pwd=L01UOTFDeW5na110ZExJeEszaytVZz09>

; or

3. You may listen to the meeting by calling: **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/9213772222>

**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., March 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 February 11, 2021**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on February 11, 2021.

**4. Library Board of Trustees Manual Update**

Recommendation

It is recommended that the Library Board of Trustees rescind item 1.3, "Trustee Goals" (adopted May 1973, last amended November 2002), from the LBT Manual.

**5. Review of Library Administrative Policies**

Recommendation

It is recommended that the Library Board of Trustees

1. Review and approve amendments to the Local History Collection Policy
2. Rescind the Policy for Reproduction of Historic Photographs
3. Review and approve amendments to the Policy on Giveaway Newspapers

**DISCUSSION**

**6. Budget Report**

**7. Strategic Planning and Parcel Tax Renewal Timeline**

**8. Friends of the Library Letter to the Board of Trustees**

**9. Library Operations Update**

**10. COVID-19 Update**

**11. 2021 Library Board of Trustees Work Plan Activity Review**

**COMMUNICATIONS**

**12. Board President**

**13. Board Members**

**14. Council Liaison**

**15. Friends of the Library Representative**

**16. Trustee Liaison to the Friends**

**17. Library Director**

**ADJOURNMENT**

**FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS**

April 8, 2021	Virtual Meeting	7:00 p.m.
May 13, 2021	Virtual Meeting	7:00 p.m.
June 10, 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.*

3/8/2021

Date

/s/

Sean Faye,

Administrative Secretary



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
February 11, 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 February 11, 2021 at 7:01 p.m.

**IN ATTENDANCE:**Trustees Present

Annie Chang  
Joseph M. Molina  
Bianca Richards  
Dean Serwin  
David Uwins

Also Present

Cathy Billings, Library Director  
Diana Mahmud, Mayor  
Sally Kilby, 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 January 14, 2021**

Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Joseph M. Molina, to approve the minutes as written for the regular meeting of the Library Board of Trustees held January 14, 2021.

<b>AYES:</b>	<b>Chang, Molina, Richards, Serwin, 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 Trustee Dean Serwin, to approve the 2021 Library Board of Trustees Work Plan.

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

**ABSTAIN:       None**

**DISCUSSION ITEMS:**

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

Dean Serwin is an intellectual property and entertainment lawyer and consultant in South Pasadena. He has volunteered with many organizations, including the Boy Scouts, the South Pasadena Education Foundation (SPEF), the South Pasadena Arts Council (SPARC), and served as the chair for the Measure A campaign.

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

The former "Library Board of Trustees Manual" has been separated into two documents: 1) a "Library Administrative Policy Manual" containing rules and regulations for the administration of the library; and 2) a "Library Board of Trustees Manual" that includes reference and guidance information for the benefit of trustees. Policies will be brought back as Action Items to future Trustees meetings with recommendations to review, amend or rescind.

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

The Twenty-first Century Committee for the Library (21CCL) was created in 2019 as a committee under the umbrella of the Friends of the South Pasadena Public Library to raise major funds for capital or other large Library projects. The Friends of the Library (FOL) have updated their policies related to committees to ensure the necessary operational structure is in place. The Trustees have designated \$4K from unrestricted funds previously donated to the Library to hire a consultant to help the FOL establish a functioning committee. Fundraising Consultant Cindy Chan, from the San Marino Library, previously presented a proposal/contract for 40 hours of work in this capacity.

Trustees asked questions about the FOL financial practices and recommended that the question of whether the Friends still feel that the major fundraising effort should be under their umbrella be discussed at the February FOL Board meeting.

This will be a Discussion Item for the 3/11/21 Trustees meeting.

**8. Library Operations Update**

"The Rialto Revealed," a virtual visual presentation by Friends of the Rialto founder Escott Norton, will be held on 3/10/21. It will document images and stories of the Rialto's restoration. Publicity is forthcoming.

South Pasadena Poet Laureate Ron Koertge will write a poem crowdsourced by the South Pasadena community. This idea was inspired by Amanda Gorman's poem for the presidential inauguration and NPR's poet in residence, Kwame Alexander, who has created poems based on contributions from the public. Submissions will be requested in March and the finished poem will be published in April, which is National Poetry Month.

Several author talks are in the planning stage for this spring and early summer.

Library staff have a meeting on 2/19/21 with Integrated Library System vendor SirsiDynix for fine free consulting services. SirsiDynix will assist with clearing fines from the system according to parameters provided by the Library. All publicity is ready to launch once all the necessary configuration is complete.

A few critical glitches remain with the Library app. A meeting with vendor SirsiDynix is scheduled for next week.

The Library Administrative policies that will be next reviewed include: Library Dress Code; Library Card Policy; Historic Photograph Reproduction Policy; Local History Policy; Conference Room Policy. This will be an Action Item at the 3/11/21 Trustees meeting.

## COMMUNICATIONS:

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

**10. Board Members:** Trustee Joseph M. Molina asked for the Quarterly Budget Report be presented at the next Trustees meeting to see how the Library is performing relative to the approved budget. The City continues to operate with the appropriations budget from FY 19-20. A final FY 20-21 budget will be submitted to City Council for approval, while also working to develop a budget for FY 21-22. This will be a Discussion item at the 3/11/21 Trustees meeting.

Trustee Dean Serwin is excited to be part of the Library Board of Trustees.

**11. Council Liaison (Mayor Diana Mahmud):** Mayor Mahmud recommended investing in metal signs for mask usage and advised Director Billings to consult either Acting City Manager Sean Joyce or Community Services Director Sheila Pautsch.

The committee for the Parcel Tax renewal should begin by the end of June 2021. While members of the Library Board of Trustees can advocate for a ballot measure as individuals, the Board as a body cannot. The Board can educate the community about the tax and Library services. The Friends of the Library may advocate as an organization for the library parcel tax.

**12. Friends of the Library Representative (Friends Board President Sally Kilby):** The volunteers for the Friends Bookstore want to return, but there is not a safe or feasible option at this time to sort and process books or manage the Friends Bookstore.

**13. Trustee Liaison to Friends (David Uwins):** Vice President David Uwins attended the Friends annual meeting, where the budget was approved, and their first regular meeting of 2021. The combined interest of the Technology and Book Endowment funds is around \$6K.

**14. Library Director (Cathy Billings):** The adjustment of the Library's operational hours has made a big improvement in maintaining the health and safety of the staff by minimizing the number of people clustered in the same area. The public has not had any issue with the new hours of operation.

The Children's Department staff applied to participate in the "Early Learning with Families" training program through the California State Library. The focus will be on child development and the utilization of strategies to engage with children, their families, and caregivers.

Library staff will begin anti-bias training on 2/23/21.

## NEW BUSINESS:

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

**ADJOURNMENT:** President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on February 11, 2021 at 8:43 p.m.

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

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Date





# Library Board of Trustees Agenda Report

ITEM NO. 4

**DATE:** March 11, 2021

**FROM:** Cathy Billings, Library Director

**SUBJECT:** Rescind “Trustees Goals” from the Library Board of Trustees Reference Manual

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## Background

The Library Board of Trustees and staff are endeavoring to improve the usefulness of the [Library Board of Trustees Reference Manual](#) by removing duplicative and/or obsolete content.

## Recommendation

Staff recommend that the Library Board of Trustees vote to rescind Item 1.3, “Trustees Goals”, from the LBT reference manual because the content is redundant. These goals are already defined as duties of the Trustees in the Bylaws (Item 2.3), and are also listed in Item 1.4, “Duties, Functions, and Responsibilities of the Library Board”.

In recent years, all City boards and commissions establish goals for the calendar year that are documented in a Work Plan. The current Work Plan has been included as [Appendix E](#) to the LBT Reference Manual.

### 1.3 Trustees Goals

Adopted: 5/8/73, 1/11/00  
Amended: 2/8/83, 2/11/86, 10/9/90, 4/8/97, 11/12/02  
Reviewed: 4/8/97, 11/9/99, 1/11/00, 11/12/02

1. Assist in the selection of a City Librarian who has the training and ability, as well as the personal qualities, necessary to carry out all aspects of the Mission Statement.
2. Develop policies that support the Library’s Mission Statement.
3. Promote the library as a valued community asset and work to assure the continued support of the library by the South Pasadena City Council, community organizations and the community-at-large.
4. Work with the City Librarian to assure that these goals are met.



# Library Board of Trustees Agenda Report

ITEM NO. 5

**DATE:** March 8, 2021  
**FROM:** Cathy Billings, Library Director  
**SUBJECT:** **Review of Library Administrative Policies**

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## Background

The Library Board of Trustees's 2021 Work Plan includes the review of all administrative policies in the [Library Administrative Policy Manual](#) (LAPM), to take place incrementally until complete, as staff time permits.

## Recommendation

Staff recommend that the Library Board of Trustees take recommended actions on the following policies:

1. Local History Collection Policy  
LAPM Item 3.5  
Adopted August 13, 1985; Last amended April 8, 1997  
Recommendation: Review and approve amendments  
This policy was written to govern access and use of the Library's Local History Collection and has not been amended in nearly 25 years. It has been substantially amended to reflect current practice, technology, and procedures.
2. Policy for Reproduction of Historic Photographs  
LAPM 5.3  
Adopted December 8, 1998; Last amended June 14, 2018 (simple fee change)  
Recommendation: Rescind  
The content of this policy has been updated and incorporated in the "Local History Collection Policy".
3. Policy on Giveaway Newspapers and Newsletters  
LAPM 1.4  
Adopted January 9, 2007; never reviewed or amended  
Recommendation: Review and approve amendments  
This policy disallowed free newspapers (like the LA Weekly or Pasadena Weekly) and other free printed material or publications from being made available at the Library. The policy has been amended to allow the Library to make free publications available and to establish the parameters and criteria that govern which publications can be available.

### 3. COLLECTIONS

#### 3.5 Local History Collection Policy

Adopted: 8/13/85  
Amended: 3/4/91, 4/8/97  
Reviewed: 4/8/97

While it is important that local history **collections** be available to the public, the Library also has a responsibility to future generations to protect and preserve these archival materials. ~~The following guidelines have been established so that both goals might be achieved.~~ **The Local History Collection Policy defines how the Collection is managed and provides guidelines for equitable access and use of the collections, subject to appropriate care and handling of the materials by staff and researchers.**

- ~~1. The historical collection is kept in a locked file and access to the materials must be made through the reference librarians. Researchers should use the detailed subject guide to prepare a list of items they wish to see. Together with the librarian, a time may be established when the materials will be available. Browsing the historical files is not an acceptable method of searching, as much of the material is fragile and/or irreplaceable.~~
- ~~2. All material in the collection must be used in the library. Items cannot be checked out. Users must sign for materials needed. Users must also attach their library card to the sign-up sheet. In some cases use is restricted to photocopies to preserve fragile originals.~~
- ~~3. Approval to duplicate materials must be given by the reference librarian. Material cannot be checked out for duplication elsewhere. Upon request and the payment of a flat fee, the library will arrange to have copies made of any pictures to which it owns the rights. Patron must obtain permission to duplicate copyright material from the owner.~~
- ~~4. The patron is asked to sit at a table near the adult reference desk when using the files.~~

~~It is hoped that the above policies, unique to this collection, will keep this valuable resource available for use while still protecting it from unnecessary handling or loss.~~

**Preservation and Security:** Crucial to the ongoing operation of the Local History Collection is the preservation of research materials. Collection items are processed and filed using acid-free containers. Fragile materials, such as city directories and original photographs, are stored in fire-proof cabinets. All original photographs, slides, and microfilm are stored in a climate-controlled environment.

**Acquisitions:** The Local History Collection acquires materials primarily through donation and occasionally by purchase. For detailed information about the Collection's scope see the *Local History Collection Development Guidelines*.

**Maintenance:** The Collection is overseen by the Local History Librarian in the regular course of their duties. Grant funding for special projects will be sought when such projects do not diminish the level of routine care and service of the collections, and when they can contribute substantially to the acquisition, arrangement and description, or servicing of the collections.

**Circulation:** The Local History Collection is *reference only* and does not circulate. Items from the Local History Collection are to be accessed in-library only. For materials that can be accessed without an appointment, researchers must coordinate with the librarian on duty and may be asked to surrender their library card while using materials and/or may be supervised while using materials.

**Appointments:** Some materials in the Local History Collection are only accessible by appointment. Researchers must disclose the nature of research being conducted and provide the Local History Librarian a detailed description of the materials they wish to access before an appointment is scheduled.

### **Reproduction of Historical Photographs**

1. Original photographic prints and slides are not available to the public. Researchers can view the Library's historical images via the following Web-based platforms: Flickr, Montage, and Calisphere.
2. High-resolution digital image reproductions may be requested by submitting a completed *Image Request Form* to the Local History Librarian.
3. Usage fees are published in the City's Master Fee Schedule and are payable to the South Pasadena Public Library. Payment must be received prior to the delivery of the requested images.
4. The South Pasadena Public Library does not complete printed image requests. Image requests will only be fulfilled digitally.
5. It is the responsibility of the user to resolve any copyright questions pertaining to the use of the reproduced images.
6. The South Pasadena Public Library must be given credit whenever images are used in any print or digital publication, media production or other public display or use. Unless otherwise directed, images should be credited as "Courtesy of the South Pasadena Public Library".
7. Special arrangements may be made for the use of historic photographs by other City Departments at the Library Director's discretion.

## 5. PUBLIC SERVICES

### 5.3 Policy for Reproduction of Historic Photographs

Adopted: 12/8/98  
Amended: 11/10/98, 6/14/18  
Reviewed: 11/10/98, 6/14/18

1. ~~Historic photographs may not be loaned or photocopied. (Intense light from a photocopier may cause irreparable damage).~~
2. ~~Users may obtain reproductions of historic photographs by working with a photographer designated by the library.~~
3. ~~When reproducing a photograph for which no negative currently exists, the user will be charged the additional cost of an archival quality negative which will be retained by the South Pasadena Public Library.~~
4. ~~In addition to reproduction costs paid to the photographer, the following usage fees are payable to the South Pasadena Public Library at the time a photographic reproduction is requested.  
X ~~Commercial use:~~ a fee of \$22.00 per photo reproduction for each intended use.  
X ~~Private use:~~ a fee of \$6 per reproduction for any use not intended for commercial gain.  
X ~~Use of negative:~~ when an archival negative currently exists, a \$6 per negative fee will be charged in addition to the commercial or private usage fee.~~
5. ~~The user is responsible for:  
X ~~paying usage fees to the library at the time a request is made.~~  
X ~~making payment directly to the photographer for reproduction costs.~~  
X ~~negotiating payment for rush orders or other special handling requests directly with the photographer.~~  
X ~~picking up the reproduced photographs at the predetermined delivery location (photographer=s studio or library).~~~~
6. ~~It is the responsibility of the user to resolve any copyright questions pertaining to the use of the reproduced photographs.~~
7. ~~The South Pasadena Public Library must be given credit whenever photographs are used in any publication, media production or public display. The credit line should read: *Courtesy, South Pasadena Public Library.*~~
8. ~~At the direction of the City Librarian, special arrangements may be made for the use of historic photographs by other City Departments.~~

# South Pasadena Public Library Historic Photograph Agreement

Please describe the intended use of the photograph(s): \_\_\_\_\_  
\_\_\_\_\_

Personal use: \_\_\_\_\_  
\_\_\_\_\_

Publication: scholarly or commercial (please circle one and describe): \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the policy and understand my options and obligations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name \_\_\_\_\_

Name of Business \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone:

( ) \_\_\_\_\_ Day

( ) \_\_\_\_\_ Evening

For official Library use:

Request:

Approved

Denied

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**HISTORICAL PHOTOGRAPH PRINT REQUEST FORM**

Date user requests reproduction: \_\_\_\_\_

Today's date: \_\_\_\_\_  
Staff initials: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Day)

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Evening)

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<u>Title and number of photograph</u>	<u>Finish</u>	<u>Size</u>	<u>No. of Copies</u>	<u>Neg. to be made?</u>
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_____	_____	<u>X</u>	_____	_____
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_____	_____	<u>X</u>	_____	_____
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**Negatives made will be retained by the library and included in the final cost.**

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For Photographer's Use Only

Reproduced material(s) picked up: \_\_\_\_\_ By: \_\_\_\_\_  
Date Print Name

Original material(s) returned: \_\_\_\_\_ Released to: \_\_\_\_\_  
Date Print Staff Name

## 1. ADMINISTRATION

### 1.4 ~~Policy on Giveaway Newspapers and Newsletters Publications~~

Adopted: 1/9/07

Amended:

Reviewed:

~~South Pasadena Public Library is unable to serve as a distribution point for free newspapers and newsletters from organizations besides the South Pasadena Public Library, the City of South Pasadena, and the Friends of the South Pasadena Public Library. This is due to a lack of space and the sheer number of free publications available, many or all of which can be obtained from other locations nearby. The Library will, on a case-by-case basis, add individual issues of free newspapers and newsletters to its periodicals collection if they are selected for inclusion by the same standards that are used to evaluate subscription publications.~~

The Library may provide an area where free publications of general interest or usefulness to library customers may be distributed according to the following guidelines:

1. Acceptable publications are informational and relevant to the breadth of the local community. Example: weekly newspapers with general interest feature articles and calendar listings of local events.
2. Not acceptable publications are those focused on specific topics or designed for a narrow audience. Publications whose purpose is overtly commercial or promotional or meant to benefit an individual or entity are not generally accepted.
3. Space is limited. An effort will be made to make items available on an equitable basis, however the Library may refuse a publication due to lack of space, and retains the right to evaluate publications and prioritize space for those that will be of most interest and use to library customers.
4. Publications must be approved by Library Administration before being made available.



This spreadsheet shows the proposed budget for the current fiscal year and FYTD expenses. This budget was reviewed by the Finance Commission on March 4th and is expected to be reviewed and adopted by Council on March 17th. Following this is the draft of the complete FY 20-21 proposed Library budget.

LIBRARY		Budget	Proposed Budget	3/8/2021			
Account		2019-2020	2020-2021	YTD Expense	Balance	% Expended	Note
7000	Salaries - Permanent	\$ 787,938.56	\$ 687,939.00	\$ 340,193.03	\$ 347,745.97	49%	Only through end of December
7010	Salaries - Temp / Part	\$ 260,000.00	\$ 196,000.00	\$ 113,054.62	\$ 82,945.38	58%	
<b>&lt;WAGES&gt;</b>		<b>\$ 1,047,938.56</b>	<b>\$ 883,939.00</b>	<b>\$ 453,247.65</b>	<b>\$ 430,691.35</b>	<b>51%</b>	
8000	Office Supplies	\$ 10,000.00	\$ 7,500.00	\$ 2,777.99	\$ 4,722.01	37%	
8010	Postage	\$ 3,000.00	\$ 2,000.00	\$ 584.76	\$ 1,415.24	29%	
8020	Special Department Expense	\$ 28,000.00	\$ 21,000.00	\$ 4,562.00	\$ 16,438.00	22%	
8030	Library Periodicals	\$ 12,500.00	\$ 7,300.00	\$ 6,715.45	\$ 584.55	92%	
8031	Digital Resources	\$ 30,000.00	\$ 22,000.00	\$ 11,018.73	\$ 10,981.27	50%	
8040	Advertising	\$ 4,000.00	\$ 1,200.00	\$ 975.00	\$ 225.00	81%	
8050	Printing/Duplicating	\$ 3,150.00	\$ 3,000.00	\$ 552.70	\$ 2,447.30	18%	
8060	Dues & Memberships	\$ 5,000.00	\$ 5,000.00	\$ 3,235.00	\$ 1,765.00	65%	
8070	Mileage/Auto Allowance	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	0%	
8080	Books/DVDs/CDs	\$ 105,000.00	\$ 82,000.00	\$ 35,564.61	\$ 46,435.39	43%	
8083	E-Books	\$ 41,000.00	\$ 30,000.00	\$ 23,134.72	\$ 6,865.28	77%	
8085	City-wide Reading Program	\$ 5,000.00	\$ -	\$ -	\$ -		
8090	Conference & Meeting Expense	\$ 2,000.00	\$ -	\$ -	\$ -		
8110	Equipment Maintenance	\$ 5,000.00	\$ 4,000.00	\$ 289.60	\$ 3,710.40	7%	
8120	Building Maintenance	\$ 15,000.00	\$ 28,000.00	\$ 15,963.69	\$ 12,036.31	57%	
8151	CENIC WiFi Expenses	\$ 16,500.00	\$ 18,000.00	\$ (3,174.85)	\$ 21,174.85	-18%	
8170	Professional Services	\$ 8,000.00	\$ 6,500.00	\$ 2,625.00	\$ 3,875.00	40%	
8180	Contract Services	\$ 82,000.00	\$ 82,000.00	\$ 50,330.50	\$ 31,669.50	61%	
8200	Training Expense	\$ 2,000.00	\$ 1,500.00	\$ 1,820.00	\$ (320.00)	121%	
8257	Boards & Commissions	\$ 2,500.00	\$ 750.00	\$ 200.00	\$ 550.00	27%	
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>		<b>\$ 379,850.00</b>	<b>\$ 321,950.00</b>	<b>\$ 157,174.90</b>	<b>\$ 164,775.10</b>	<b>49%</b>	
8500	Building & Improvements	\$ -	\$ 15,825.00	\$ -	\$ 15,825.00	0%	
8520	Machinery & Equipment	\$ 1,000.00	\$ 12,000.00	\$ -	\$ 12,000.00	0%	
8521	Mach. & Equip. - Library Ops. Study	\$ 27,000.00	\$ 3,150.00	\$ 3,150.00	\$ -	100%	
8530	Computer Equipment	\$ 7,000.00	\$ 525.00	\$ 517.89	\$ 7.11	99%	
<b>&lt;CAPITAL OUTLAY&gt;</b>		<b>\$ 35,000.00</b>	<b>\$ 31,500.00</b>	<b>\$ 3,667.89</b>	<b>\$ 27,832.11</b>	<b>12%</b>	



# LIBRARY DEPARTMENT FISCAL YEAR 2020-21 BUDGET SNAPSHOT

## OVERVIEW

The Library Department serves people from all walks of life and socio-economic backgrounds and is a community resource for literacy, lifelong learning, recreation, and professional development. Every month more than 20,000 customers visit, and 27,000 items for reading, viewing and listening are checked-out. Reference librarians connect people to information and plan cultural and literary events that take place in the Community Room throughout the year. The Local History Collection preserves our community memory for the benefit of current and future generations. The Children's Room supports literacy and promotes a love of reading with regular storytimes and a robust Summer Reading Program. The Library also provides free high-speed Wi-Fi and an array of digital resources that are available to the public 24/7.

During the previous Fiscal Year (2019-2020) the Library has met many goals, including implementation of technology that allows staff to perform library transactions off-site, improvements to the mobile catalog, the transition to outsourced book processing, upgrades to public internet computer security and extended session length, processing of 710 freeway archival collections, publication of Local History Collection finding aids, installation of new tables and chairs in the Children's Room, and configuration of auto-renewal for check-outs.

For Fiscal Year 2020-2021 the Library's goal is to make adaptations to safely provide services to South Pasadena residents. This includes launching a Library Takeout service for checking-out physical materials, using existing and new virtual platforms to engage and serve customers, and providing digital collections that support student success and economic recovery.

### Notable Changes- Wages and Benefits

The Library's Assistant Director position is currently vacant. The part-time budget has been reduced to reflect the fact that the Library has only been open six days per week since the beginning of the fiscal year.

### Notable Changes- Operations and Maintenance

M&O accounts reflect reductions in response to the COVID-19 related budget shortfalls, but are still adequate to provide digital and physical resources for the public.

### Capital Outlay

Funds have been designated to replace the emergency egress lighting system, to install new drinking fountains with bottle filling capability, and for new shelving in the Children's Room, and new shelving to accommodate customer holds, which will make it possible to offer in-person services and Library Takeout concurrently.

# LIBRARY

## Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,129,927	1,276,561	1,207,029	1,459,640	1,146,789	1,214,731
Operations & Maintenance	381,376	381,796	379,377	379,850	342,995	321,950
Capital Outlay	14,166	78,463	85,969	35,000	1,112	31,500
<b>Total Expenses by Category</b>	<b>1,525,469</b>	<b>1,736,821</b>	<b>1,672,375</b>	<b>1,874,490</b>	<b>1,490,895</b>	<b>1,568,181</b>
[101-8011] Library	1,525,469	1,736,821	1,672,375	1,874,490	1,490,895	1,568,181
<b>Total Expenses by Program</b>	<b>1,525,469</b>	<b>1,736,821</b>	<b>1,672,375</b>	<b>1,874,490</b>	<b>1,490,895</b>	<b>1,568,181</b>

Director of Library, Arts, and Culture	1
Assistant Library Director (VACANT/Not Funded)	1
Library Public Services Manager	1
Library Support Services Manager	1
Administrative Secretary	1
Librarian	3
Library Technical Assistant	1
Library Clerk I	1
<b>Total</b>	<b>10/9</b>

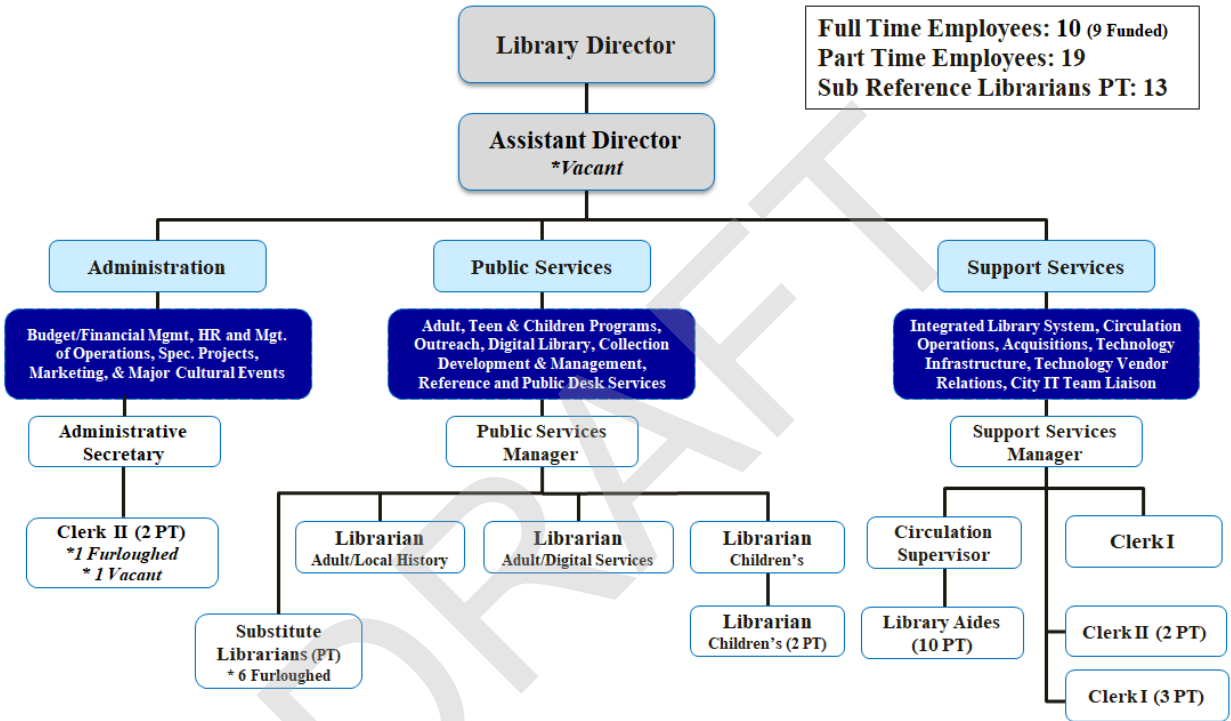
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# LIBRARY

## Department Description and Authorized Positions

Our Purpose  
To remember the past, equip the present, and envision the future.

Our Vision  
A welcoming gathering place in our community to build connections,  
support creativity, and encourage learning.



# LIBRARY

## Budget Detail

**101-8011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	585,331	662,096	610,377	787,939	599,276	687,939
7010	000	Salaries - Temp / Part	284,022	308,437	290,259	260,000	240,771	196,000
7020	000	Overtime	570	1,261	76	1,500	147	1,500
7040	000	Holiday	421	507	-	500	12,789	500
7070	000	Leave Buyback	3,350	8,581	7,491	10,000	17,016	10,000
7100	000	Retirement	139,245	154,902	179,768	253,918	158,925	177,175
7108	000	Deferred Compensation	1,282	1,199	2,401	2,459	1,422	1,359
7110	000	Workers Compensation	26,950	15,103	4,735	14,149	10,480	12,508
7120	000	Disability Insurance	-	11,242	-	-	-	-
7122	000	Unemployment Insurance	495	7	-	-	1,055	-
7130	000	Group Health Insurance	55,894	77,862	79,325	105,360	74,545	90,360
7140	000	Vision Insurance	1,769	1,854	1,619	2,400	1,460	2,400
7150	000	Dental Insurance	6,040	6,045	5,290	9,000	5,454	9,000
7160	000	Life Insurance	798	800	702	990	788	990
7170	000	FICA - Medicare	23,760	26,665	24,985	11,425	22,660	25,000
<WAGES & BENEFITS>			1,129,927	1,276,561	1,207,029	1,459,640	1,146,789	1,214,731
8000	000	Office Supplies	12,064	11,029	9,193	10,000	5,359	7,500
8010	000	Postage	4,905	3,544	2,446	3,000	1,820	2,000
8020	000	Special Department Expense	30,630	25,670	31,417	28,000	19,586	21,000
8030	000	Library Periodicals	14,449	14,874	12,318	12,500	10,604	7,300
8031	000	Digital Resources	32,796	39,852	30,993	30,000	29,292	22,000
8040	000	Advertising	3,556	2,981	3,380	4,000	1,076	1,200
8050	000	Printing/Duplicating	4,765	4,139	4,418	3,150	2,934	3,000
8060	000	Dues & Memberships	1,357	1,990	2,002	5,000	4,104	5,000
8070	000	Mileage/Auto Allowance	126	131	56	200	117	200
8080	000	Books/DVDs/CDs	133,429	133,491	110,564	105,000	95,210	82,000
8083	000	E-Books	-	-	9,988	41,000	35,393	30,000
8085	000	City-wide Reading Program	2,217	-	-	5,000	-	-
8090	000	Conference & Meeting Expense	398	913	1,911	2,000	200	-
8110	000	Equipment Maintenance	37,278	4,763	4,192	5,000	2,789	4,000
8120	000	Building Maintenance	21,536	15,669	12,979	15,000	9,469	28,000
8140	000	Utilities	34,755	34,479	33,541	-	32,669	-
8151	000	CENIC WiFi Expenses	-	16,333	11,258	16,500	6,218	18,000
8155	000	Rental/Lease	303	305	-	-	-	-
8170	000	Professional Services	11,718	7,640	10,622	8,000	4,375	6,500
8180	000	Contract Services	30,880	59,238	85,600	82,000	81,432	82,000
8200	000	Training Expense	2,125	1,825	-	2,000	-	1,500
8257	000	Boards & Commissions	2,088	2,933	2,500	2,500	348	750
<OPERATIONS & MAINTENANCE>			381,376	381,796	379,377	379,850	342,995	321,950
8500	000	Building & Improvements	-	-	-	-	-	15,825
8520	000	Machinery & Equipment	-	46,375	-	1,000	695	12,000
8521	000	Mach. & Equip. - Library Ops. Study	-	12,349	77,341	27,000	-	3,150
8530	000	Computer Equipment	14,166	19,740	8,628	7,000	417	525
<CAPITAL OUTLAY>			14,166	78,463	85,969	35,000	1,112	31,500
<b>[101-8011] Library Total</b>			<b>1,525,469</b>	<b>1,736,821</b>	<b>1,672,375</b>	<b>1,874,490</b>	<b>1,490,895</b>	<b>1,568,181</b>

# LIBRARY

Budget Detail

101-8011

## PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides compensation for a full-time staff of ten positions, nine currently filled and one vacant. These include 1 Library Director; 1 Assistant Library Director (vacant/frozen), 1 Public Services Manager, 1 Support Services Manager, 2 Adult Services Librarians, 1 Children's Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 1 Library Clerk.
- 7010 Wages - Seasonal and Part-Time Employees  
Covers the compensation of part-time library staff members who are paid hourly rates. Hourly salary budget reduced due to COVID driven changes to Library operations.
- 7020 Overtime  
Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (Total \$7,500)
- 8010 Postage  
Covers postage fees for correspondence, grant applications, invitations, overdue material notifications, and inter-library loan books lent or returned to their owning institutions. (Total \$2,000)
- 8020 Special Department Expense  
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, mending tape, display racks, and other miscellaneous provisions. Also provides funds for collection development resources for staff, special event insurance for Library programs, and software that supports the provision of services and resources to the public. (Total \$21,000)
- 8030 Periodicals  
Provides funds for hard copy magazine and English and foreign language newspaper subscriptions, including the *South Pasadena Review*, *South Pasadenan*, *Pasadena Star-News*, *Los Angeles Times*, and many others. (Total \$7,300)
- 8031 Digital Resources  
Provides funds for the purchase of or subscription to digital resources, the majority of which are remotely available 24/7. Resources include a language learning app, historical newspapers, indexes to newspapers and magazines, encyclopedias, homework assistance, test preparation and job skills training, streaming films, advice for readers, digital magazines, comics and manga, and more. (Total \$22,000)

- 8040 Advertising/Publicity/Outreach/Marketing  
Enables the Library to purchase print and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. (Total \$1,200)
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a variety of other printed materials for the public. (Total \$3,000)
- 8060 Dues and Memberships  
Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, California Library Association, and other professional organizations. Membership provides discounted pricing on selected resources, continuing education, professional development, and networking opportunities, as well as support for state and national organizations and associations advocating and lobbying for libraries. (Total \$5,000)
- 8070 Mileage Reimbursement  
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (Total \$200)
- 8080 Books/DVDs/CDs  
Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (Total \$82,000)
- 8083 E-Books  
Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Annual circulation of digital books and audiobooks exceeds 28,000 with demand steadily increasing. (Total \$30,000)
- 8090 Conference and Meeting Expense  
No funds budgeted due to COVID.
- 8110 Equipment Maintenance  
Covers technical support, repair and maintenance of computer system hardware and software, public computers and copiers, and assistance with special library technology projects. Also includes funds for telephone repair and maintenance and postage meter leasing. (Total \$4,000)
- 8120 Building Maintenance  
Provides fire extinguisher maintenance, elevator permit, \$4,000 for miscellaneous emergency janitorial, plumbing, electrical, and other service and repairs and \$1,000 for supplies for the Library building. Includes \$3,000 for exterior steam cleaning and interior furniture and carpet cleaning. Includes funds for COVID-19 health and safety supplies and \$17,500 for renting and maintaining a port-a-potty in Library Park. (Total \$28,000)

- 8151 CENIC Wi-Fi Expenses  
Provides funding for the out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. Also includes \$700 for SonicWall security for Wi-Fi router. (Total \$18,000)
- 8170 Professional Services  
Includes \$4,500 for auditors to prepare and process the tax roll for the Library Parcel Tax, \$1,000 for graphic design services, and \$1,000 for livestreaming library programs. (Total \$6,500)
- 8180 Contract Services  
Provides \$450 for security alarm maintenance, \$990 for fire alarm system maintenance, \$1,323 for emergency lighting system maintenance, and \$6,000 for theft detection system and self-check kiosk maintenance, Includes \$21,650 for cataloging records subscription, \$2,200 for library asset recovery service, \$1,995 for a book/CD/DVD ordering platform, \$1,000 for a public computer reservation system, and \$46,000 for Integrated Library System product licensing, off-site hosting, and services. (Total \$82,000)
- 8200 Training Expense  
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (Total \$1,500)
- 8257 Boards/Commissions  
Funds for Library Board of Trustees' attendance at the annual California Public Library Advocates workshop and the California Library Association Annual Conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event. (Total \$750)

## **CAPITAL OUTLAY**

- 8500 Building Improvements  
Funding to replace emergency egress lighting system. (\$15,825)
- 8520 Machinery & Equipment  
Funding for replacement shelving in the Children's Room and new shelving for customer holds. (\$12,000)
- 8521 Machinery & Equipment – Library Operations Study  
Funding to install two new interior drinking fountains with water bottle filling functionality. (\$3,150)
- 8530 Computer Equipment  
Includes funds for equipment needed for creating digital content, and for replacements, upgrades or repairs for equipment used to provide services, training and programs for the public. (Total \$525)





March 5, 2021

Bianca Richards, President  
Library Board of Trustees  
1100 Oxley Street  
South Pasadena, CA 91030

Dear President Richards and Board Members:

The Friends of the South Pasadena Public Library (Friends) has enjoyed tremendous support from the community since its founding more than 70 years ago.

As a result, funds from bookstore sales, memberships, and donations have increased the Friends' financial holdings significantly. All proceeds are designated for expenses and programs of and improvements to the South Pasadena Public Library.

The librarians work with the Friends to prepare the annual budget each fall for approval at the annual Friends' meeting in January. For 2020, the Friends budgeted almost \$45,000 to offset library costs on planned Friends' revenue of almost \$72,000.

Annually, the Friends financially support basic library expenses, including:

- Adult events and programs (e.g., the "Rialto Revealed" this month)
- Book clubs
- Subscriptions to online services like Ancestry.com, Mango language-learning software, Tutor.com, digital magazines, comic books, and Overdrive.com, which gives patrons 24-hour access to e-books and audiobooks
- The Children's Summer Reading Program and Teen programs

Additionally, the Friends has regularly supported special projects at the library like the iconic mural in the Children's Room by award-winning artist Leo Politi, the restoration and installation of "The Children's Hour" bas relief outside the library, and the recent installation of the dazzling mosaic in the Children's Room by Jolino Beserra.

The nonprofit organization disburses funds while abiding by the restrictions in its various accounts. Such limits prevent the Friends from making substantial expenditures on behalf of the library.

One type of limit exists with two of the Friends' primary endowment funds: only the interest can be spent. The principal must remain untouched. The Book Endowment Fund (BEF) and the Technology Endowment Fund, which together make up almost \$450,000, are subject to this restriction. Of the \$314,000 in the BEF, 4% was spent last year.

Donations made in honor of or in memory of an individual often carry their own restrictions. An endowment fund of almost \$40,000 set up in memory of one individual can be spent only on children's books. Additionally, approximately \$6,000 is held in the names of other individuals, and some of these funds can be used only for specific-subject purchases. For example, a fund named for two fallen South Pasadena police officers is earmarked for police-themed books.

Other designated funds exist. For example, reserves have been set aside for a long-planned bookstore expansion (\$131,000), for emergencies (\$13,000), and for technology (a tech fund of \$20,000 that is free of interest-only restrictions).

Expenditures from the Restoration Concert Series (RCS) Committee also are directed. This committee sponsors a popular concert series every year in the Library Community Room. The group organizes and oversees the series with support of the Library and the Friends. Monies generated from ticket sales and donations compensate musicians, invest in future concerts, and are used to make improvements in the Library and Community Room. These include the purchase of a Steinway piano, new carpeting and chairs, and an audio system.

Although most funds are restricted, General Funds are available for requests. Now, going on two years with more than \$50,000 in financial losses from a shuttered bookstore due to the pandemic, these moneys can provide a secure source of funding for the library budget.

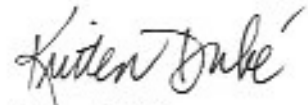
We hope this letter answers some of the questions the Board raised during the February 11, 2021 meeting about how the Friends organization supports the Library. The Friends' monthly financial report is also shared with the Trustee liaison as part of every agenda packet of the Friends' meetings.

We look forward to working in partnership with you to continue raising funds to not only maintain quality library services, but also to expand our ability to help the Library grow and advance.

Sincerely,



Sally Kilby  
President



Kristen Dubé  
Chief Financial Officer

cc: Cathy Billings, South Pasadena Library Director  
Friends of the South Pasadena Public Library Board