



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

Hybrid Virtual/In-Person Meeting

July 8, 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 July 8, 2021 will be conducted remotely and held by video conference.

Beginning in July, the City will resume in-person public meetings. The in-person/virtual hybrid meetings will maintain transparency and public access while protecting the health and safety of the public. Members of the public have the option to participate in-person or via Zoom using the following link:

**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/9148117790>

PUBLIC COMMENTS

The City of South Pasadena strongly encourages your participation. Participants can provide public comment live (in person or via Zoom).

Additionally, Public Comments can be received in writing by emailing to:

lbt@southpasadenaca.gov. Written Public Comments must be submitted by 12 p.m., July 8, 2021 to ensure adequate time to compile and post.

CALL TO ORDER: President Bianca Richards

ROLL CALL: Bianca Richards, President, David Uwins, Vice President, Annie Chang Long, 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. City Manager Arminé Chaparyan**

PUBLIC COMMENTS

- 2. Public Comment**

ACTION/DISCUSSION

- 3. Review and approve draft minutes of the regular meeting held June 10, 2021**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on June 10, 2021.

- 4. LBT Work Plan: Administrative Policy Review: Ray Bradbury Conference Room**

Recommendation

It is recommended that the Library Board of Trustees take action to adopt the amendments to the Ray Bradbury Conference Room policy proposed by Library staff.

5. Library Operations Update

Discussion

Fiscal year 2021-2022 budget, hours of operation, parcel tax administration.

6. Local History Collection: Collection Development Guidelines and Deed of Gift

7. Art Display Policy

8. LBT Work Plan: Emergency Plan and Procedures

9. LBT Work Plan: Review the Board’s Charge, SPMC, and Statutory Authority

10. LBT Work Plan: Prepare for Library’s Next Strategic Planning Process

11. LBT Work Plan: Aid the Friends of the Library with 21CCL Fundraising Committee

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

| | | |
|-------------------|----------------------------------|-----------|
| August 12, 2021 | Hybrid Virtual/In-Person Meeting | 7:00 p.m. |
| September 9, 2021 | Hybrid Virtual/In-Person Meeting | 7:00 p.m. |
| October 14, 2021 | Hybrid Virtual/In-Person 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.

7/3/2021

/s/

Date

Sean Faye,
Administrative Secretary



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
June 10, 2021**

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 June 10, 2021 at 7:01 p.m.

IN ATTENDANCE:

Trustees Present

Annie Chang Long
Bianca Richards
Dean Serwin
David Uwins

Also Present

Cathy Billings, Library Director
Diana Mahmud, Mayor
Sally Kilby, Friends Board President

EXCUSED:

Joseph M. Molina, Trustee
Sean Faye, Administrative Secretary

[Mayor Diana Mahmud arrived at the Library Board of Trustees meeting at 7:03 p.m.]

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION/DISCUSSION ITEMS:

3. Review and approve draft minutes of the regular meeting held May 13, 2021

Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held May 13, 2021.

| | |
|-----------------|--------------------------------------|
| AYES: | Long, Richards, Serwin, Uwins |
| NOES: | None |
| ABSENT: | Molina |
| ABSTAIN: | None |

4. Library Operations Update

The Library building re-opened to the public with modified services on 5/17/21. Circulation increased 142% between 5/17/21 and 6/8/21, compared to the prior 22 days.

The Library has been operating at 40% capacity. The occupancy has rarely reached that level, as patrons cannot sit or gather. The in-person daily average is 175. The pre-pandemic daily average was 500-700.

The number of holds—an average of 98 per day—are about half what they were previously, now that patrons can come inside to browse the collection and choose their items.

Library Takeout is not declining as much as expected, due to a mix of patrons who like the convenience and those that are not comfortable entering the Library. Library Takeout will continue for the time being, but it is very a labor-intensive service and we do plan to discontinue it when the time is right.

104 library cards were issued in May, almost double the number issued in prior months.

Requests for Materials Matchmaker service, which is also labor intensive, has declined significantly now that the building is open.

Most Southern California library buildings are open for limited services at this time with many not allowing seating and use of meeting rooms. The closure of the Pasadena Public Central Library due to structural issues will displace many patrons and we could expect to see them using our library when it starts offering seating.

The Library will start blocking cards with outstanding fee balances again. Since March 2020, the block limit had been set at \$200. The limit will be lowered to \$25, which will cause approximately 150 accounts to be referred to the Library's material recovery service. In advance of lowering the limit, the Library sent both email and paper notices to all the customers who would be impacted, in order to give them a chance to return the "lost" items.

LA County's guidelines will change on 6/15/21. The Library's understanding is that social distancing will no longer be required. Masks will no longer be required for vaccinated patrons. Cal/OSHA may require staff to continue wearing masks. The capacity restrictions will also be lifted. For adults, normal service is expected, but it is unclear what the guidelines will be for children. The Children's Room has been the busiest since the Library re-opened. With families from different households in an enclosed area, it is likely that all customers will need to be masked while in the Children's Room. Capacity limits in the Children's Room will likely remain and will need to be monitored. Seating and other services are likely to return with the new guidelines. Library services will be reintroduced in the weeks following the publication of the new guidelines.

SirsiDynix, the Library's integrated library system (ILS), is introducing a new service. CloudSource OA provides access to full-text magazine and journal articles via the Library catalog. The Library will beta test this service for seven months at no cost.

The Virtual Author Talk with Maia Kobabe, hosted by Local History Librarian Olivia Radbill, was well attended. People in 2 different countries and 15 states viewed it. 68 people registered, 30 attended live, and 5 have watched the recording. The recording will be on Crowdcast until the end of June.

Another event for Pride Month is scheduled for 6/23/21. Author Chloe O. Davis will discuss "The Queen's English: The LGBTQIA+ Dictionary of Lingo and Colloquial Phrases."

Planning is underway for "One City, Many Stories." The public will vote on the final 5 final titles with an expected announcement of the selected title on 10/1/21. The theme will involve humanity's relationship to the environment.

Vendor quotes are being collected for the laptop/tablet/battery pack kiosk. This will be purchased with funds raised by the Friends.

More than 300 are registered for the Summer Reading Program (SRP), which began on 6/1/21. 28 attended the virtual Wonderful Wednesday event this week.

17 Youth Volunteers in the first cohort have already completed 180 hours of service. 19 Youth Volunteers are scheduled for the second cohort, which begins next week. The Teen Volunteers are writing letters and cards for senior citizens, leaving book reviews on Beanstack, and drawing chalk messages about the SRP on the sidewalk, among other activities.

New shelving has replaced the spinning bookracks in the entryway to the Children's Room, making it more inviting and creating more efficient storage and display for children's books.

All staff have received training for interacting with the Library's patrons around mask wearing. Staff are also receiving refresher training on many topics, policies and services. Staff hired during the pandemic will begin training for duties they did not have when the building was closed to the public.

In the context of equity, diversity, and inclusion, the library profession has been having a discussion about how police participate in the enforcement of library rules. South Pasadena Public Library staff are considering the effectiveness of police "walk-throughs" as a deterrent to bad behavior, and whether a police presence in this capacity has a negative impact on equity and inclusion. The City/Library has a partnership with Union Station Homeless Services, a non-profit social services program. It is sometimes difficult to get someone to respond while the person needing services is still on-site. The Library thinks it would be helpful if the City's ordinance related to parks were updated to prohibit unattended baggage/possessions. Homelessness is not a crime and individuals experiencing homeless have the same rights as residents. Public health and safety issues need to be addressed, but in a humane and empathetic way. The LA County Board of Supervisors is studying how its Mental Health Crisis Response Unit can be fully staffed. The independent group Care First South Pasadena has submitted proposals to the City with recommendations for the use of federal ARPA funds to support racial and economic inclusivity for all residents. Library Director Cathy Billings and Library Board President Bianca Richards are participating in the San Gabriel Valley Council of Governments' Regional Homeless/Mental Health/Crisis Response Study.

[Trustee Dean Serwin left the Library Board of Trustees meeting at 7:36 p.m.]

[Trustee Dean Serwin returned to the Library Board of Trustees meeting at 7:40 p.m.]

5. FY 2021/2022 Budget Update

There were many public comments regarding the Library's budget, presented at the 5/27/21 Finance Commission meeting. The Library's part-time budget for FY 21/22 has been increased by \$64K to provide for adequate staffing for 7 days a week service. The question of the eliminated full-time position will be revisited at mid-year.

Director Billings met with City Manager Arminé Chaparyan to discuss the Library's needs. City Manager Chaparyan has experience with libraries and was involved with the Santa Clarita Library's transition from a County Library to a local library, including the building of a new library building.

The renewal of the Measure L Parcel Tax and the Maintenance of Effort was discussed. There was concern that it will be difficult to persuade voters to endorse the Parcel Tax if the City has not met the Maintenance of Effort requirements.

The Library's hours of operation will be an Action/Discussion Item at the 7/8/21 Trustees meeting.

The Growth Requirement Capital Fee account has a balance of approximately \$500,000. These funds may be used for capital improvements to public facilities, including the library building. Mayor Diana Mahmud noted that the City's Facilities & Equipment Replacement fund has a balance of over \$2M, and that funds from that account might be available for Library needs. The City Manager's office has instructed library staff to appropriate funds from this account to pay for the required COVID-19-related ventilation/HVAC evaluation.

The Library has received four bids from Parcel Tax administrators. They will be reviewed with the Finance Director.

6. Art Display Policy

For nearly a year, the South Pasadena High School Anti-Bias Club has been discussing with the Public Art Commission a proposal for a Black Lives Matter mural. The City Hall location that was being explored may not be feasible. The Anti-Bias Club contacted the Library to propose the mural be located on the exterior Diamond Street-facing wall of the 1982 building. The Library does not currently have a policy in place that would guide decision making for proposals of this nature and Board members and staff feel that a policy needs to be in place before the request can be considered.

The question of what body has the authority to develop such a policy with regard to the exterior of the Library building was discussed. The Library Board of Trustees, the Public Art Commission, and possibly the Cultural Heritage Commission may all have some concurrent jurisdiction.

Staff will consult the City Attorney and the topic will be added to the 7/8/21 Trustees meeting agenda.

7. Tuesday Musicale of Pasadena Request to Hold Concerts in Community Room

The Tuesday Musicale of Pasadena normally hold free monthly concerts at the Pasadena Central Library, which is closed for earthquake retrofitting. They are in need of another venue. Their initial request to have their pianos moved to the Library Community Room was denied. They have asked if they could perform their monthly Tuesday recitals in the Community Room. Director Billings asked to table this request for the next six months during which time an event co-sponsorship policy should be drafted and adopted for the Library. At their board meeting on 6/17/21, the Friends of the Library will consider whether the group would be given permission to use the Steinway piano.

8. LBT Work Plan: Administrative Policy Review

There are no updates at this time.

9. LBT Work Plan: Emergency Plan and Procedures

There are no updates at this time.

10. LBT Work Plan: Review the Board's Charge, SPMC, and Statutory Authority

There are no updates at this time.

11. LBT Work Plan: Prepare for Library's Next Strategic Planning Process

There are no updates at this time.

12. LBT Work Plan: Aid the Friends of the Library with 21CCL Fundraising Committee

Vice President David Uwins requested the Friends establish an electronic archive to gather and store all materials related to the 21st Century Committee for the Library (21CCL). This would include all drawings, plans, policies, procedures, and meeting minutes.

COMMUNICATIONS:

13. Board President (Bianca Richards): President Bianca Richards praised the Maia Kobabe Virtual Author Talk and expressed her appreciation for being able to attend virtual discussions with authors from across the country.

President Richards and Friends Board President Sally Kilby attended the Serving With a Purpose virtual conference. The structural set up of different Friends organizations, from foundations to having a full-time staff, was enlightening.

14. Board Members: Secretary Annie Chang Long offered further Board guidance for any unresolved issues.

Vice President Uwins was very happy to see the Library open again to the public. He added that he saw more patrons here than at the San Gabriel Valley Library and commended Library staff for all of their work in preparing the Library to re-open.

Trustee Dean Serwin asked about the Library's Local History Collection Development policy. Director Billings will follow up about this.

15. Council Liaison (Mayor Diana Mahmud): Mayor Diana Mahmud emphasized the importance for a city the size of South Pasadena to have a Library Foundation. Glendora is a city of comparable size, but their Friends Foundation raised over \$100K for their library through a virtual fundraiser. One difference between the two cities is that Glendora is home to many large businesses and corporations. A majority proportion of the \$100K raised came from corporate donors.

16. Friends of the Library Representative (Friends Board President Sally Kilby): The Friends Bookstore Donation Book Drive was very successful and thousands of used books were received. More donations are received each day.

A \$1 Book Sale will be held on 6/26/21 from 10 a.m. to 3 p.m. in the Community Room.

The Friends Bookstore Steering Committee is transitioning to new leadership. The Friends Bookstore will re-open on 6/15/21.

Unanimous consent on all outstanding provisions has been reached with the new co-chairs of the Restoration Concert Committee. Laurie Astle and Janet Ervin are taking over leadership responsibilities from outgoing Restoration Concert co-chairs Kay Rosser and Kathy Folsom. New volunteers will be added to the committee.

Friends Executive Vice President PJ Lutz helped produce the most recent Friends Quarterly e-newsletter, which received a 63% open rate.

Four Friends members, along with two Library Trustees, made public comments about the budget at the 5/27/21 Finance Commission meeting. The comments made a favorable impact.

The 21CCL Exploratory Committee will meet on 6/14/21. An upgrade of the Teen Room is being considered.

Software for the storage of the Friends archival material at the Library is being researched.

The Growth Requirement fund has \$543,413, with an expectation of receiving \$55K this year and \$40K next year. Friends Board President Kilby is eager for the sub-committee to explore the Development Impact Fee for Library Services.

The concept of an Amazon Storefront and selling used items to purchase books, along with other fundraising ideas, was discussed at the Serving With a Purpose virtual conference.

Tools to gauge giving potential in the City, including the possibility of planning fundraisers tied to the excitement/anticipation of library re-opening were discussed.

17. Trustee Liaison to Friends (David Uwins): None to report.

18. Library Director (Cathy Billings): Children’s Librarian Judy Neeb received an honorary service award for outstanding service to children and youth in the community by the SPUSD PTA Council. Trustee Serwin suggested that the honor Children’s Librarian Judy Neeb received, combined with the new appearance of the Children’s Room entryway, would make a compelling press release.

Local History Librarian Olivia Radbill, Children’s Librarian Judy Neeb, and part-time Children’s Librarian Anne Armacost represented the South Pasadena Public Library at the virtual California Library Association conference, where they each gave presentations on a variety of topics.

City Manager Arminé Chaparyan will introduce herself to the Library Board at the 7/8/21 Trustees meeting.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, July 8, 2021 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on June 10, 2021 at 9:11 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date

CURRENT POLICY

5. PUBLIC SERVICES

5.5 Ray Bradbury Conference Room Policy

Adopted:

Amended: 9/12/00; 10/8/02, 12/10/02, 5/15/03, 11/10/03, 4/10/16

Reviewed: 9/12/00; 10/8/02, 12/10/02, 11/10/03, 11/9/04, 10/10/06

The library's conference room is available free of charge to library patrons when not in use by library or City-related groups. Room use requires adherence to all posted rules. If any one person violates a rule, that individual and all members of the group will be required to vacate the room. Use of the room is subject to approval by library staff.

1. Due to increased vandalism, the Conference Room is only available for use by patrons over the age of 18. Students under 18 may use the room only while accompanied by a parent, teacher, or tutor.
2. Adult groups are limited to 19 persons.
3. The room may only be used for 1 hour at a time by individuals or groups if another group or individual is waiting. If not, a group or individual can continue to use the room until another eligible group or individual requests to use it. Longer time periods are permitted for library and other City-related groups.
4. The room will be assigned on a first come/first served basis, except that library and City sponsored programs and activities have priority and may displace private individuals/groups when necessary.
5. Any individual or group wishing to use the Conference Room must sign in at the Reference Desk.
6. Voices should be kept to a normal conversational level, and the volume on any recorded materials must be low enough that it is not audible outside of the Conference Room.
7. Traffic in and out of the Conference Room must be limited; excessive traffic will be cause for removal from the room.
8. Windows/sliding glass doors must be left closed and locked at all times.
9. Personal items should not be left unattended in the Conference Room. The library is not responsible for loss or damage to personal items.
10. As with all other areas of the library, no smoking is allowed; food and drink are prohibited except for water in a closed container.
11. Library and City-related groups that meet regularly in the Conference Room during meal periods must request permission to serve food and drink during meetings.
12. When leaving, chairs should be pushed to the table; trash must be removed; lights should be turned off and the door closed on exit.

5. PUBLIC SERVICES

5.5 Ray Bradbury Conference Room Policy

Adopted:

Amended: 9/12/00; 10/8/02, 12/10/02, 5/15/03, 11/10/03, 4/10/16, 7/8/21

Reviewed: 11/9/04, 10/10/06

1. The Ray Bradbury Conference Room is available free of charge to library patrons when not in use for Library/City purposes. Library and City sponsored programs and activities have priority.
2. All rules in the Library Code of Conduct apply when using the Conference Room.
3. Maximum capacity is 15.
4. The room is available daily on a first come, first served basis.
5. The room may be used for 1 hour per day by individuals or groups, however if there is no reservation immediately following, users may continue to occupy the room until the next reservation.
6. Reservations are made at the first floor service desk.
7. Users must not disrupt or interfere with library operations or other library customers, for example, frequent coming and going, excessive noise.
8. Windows/sliding glass doors must remain closed and locked.
9. Door must be closed when room is in use and closed upon exit.
10. Non-compliance with rules or policies may lead to expulsion. Non-compliance by one member of a group may lead to the expulsion of all members.

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LIBRARY DEPARTMENT FISCAL YEAR 2021-22 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. In a typical year, more than 20,000 customers visit each month, and 27,000 items for reading, viewing and listening are checked-out. Reference librarians connect people to information and plan engaging cultural and literary events. 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, the Library met the challenges presented by the pandemic by rapidly adapting its service model and pivoting to virtual programs for adults and kids, and Library Takeout, a no-contact borrowing service. The Library has rigorously followed public health directives to maintain a safe environment for both staff and customers. Many goals were met in Fiscal Year 2020-2021, including supporting equal access by eliminating overdue fees, the launch of the Library's mobile app, implementation of email overdue and hold notices, and the installation of Tim Carey's fused glass public art work in the Ray Bradbury Conference Room.

The Library's goals for Fiscal Year 2021-2022 include the safe reintroduction of in-person library services, undertaking a strategic planning process that will shape library programs and services for the next five years, engaging in staff development around equity, inclusion and diversity, and continuing to provide the highest quality of service to all library customers.

Notable Changes- Wages and Benefits

In Fiscal Year 2021, the Library's Assistant Director position was eliminated, reducing the Library's full-time staff from 10 to 9 to partially offset the decrease in staffing, 868 additional part-time hours were added to allow two positions to work 1,344 hours each. A full time position upgrade has been budgeted, upgrading a Library Clerk to a Library Associate. Part-time expenses continue to rise, due to salary scale adjustments adopted in 2019 to meet the requirements of the State of California Minimum Wage Order.

Notable Changes- Operations and Maintenance

M&O accounts reflect continued reductions in response to the COVID-19 related budget shortfalls, but are still adequate to provide digital and physical resources for the public. An increase in the professional services line item designates funds for a strategic planning consultant and a special parcel tax administrator.

Capital Outlay

Funds have been designated to replace the security alarm system panel and for security upgrades to the library building's staff entrance.

LIBRARY

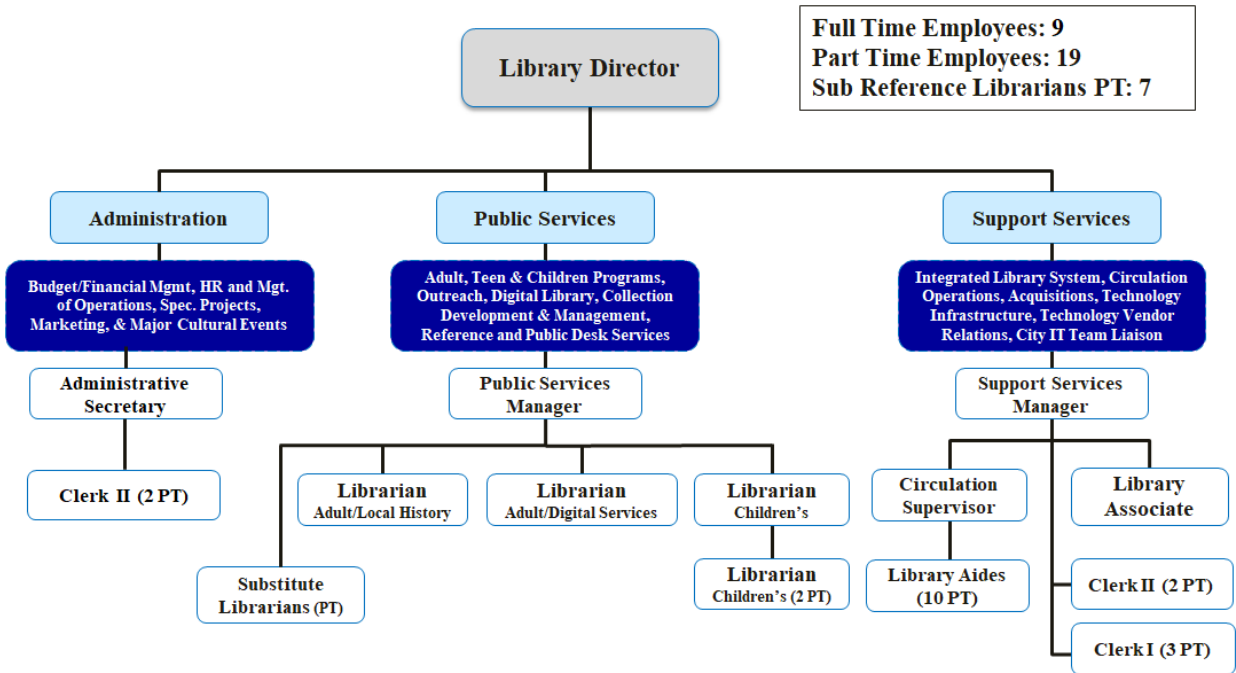
Department Summary

| EXPENDITURE SUMMARY | Actual | Actual | Unaudited Actual | Adopted | Estimated | Adopted |
|-----------------------------------|------------------|------------------|---------------------|------------------|------------------|------------------|
| | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2020/21 | 2021/22 |
| Wages & Benefits | 1,276,561 | 1,207,029 | 1,213,859 | 1,214,731 | 1,214,731 | 1,508,276 |
| Operations & Maintenance | 381,796 | 379,377 | 310,714 | 321,950 | 321,950 | 319,910 |
| Capital Outlay | 78,463 | 85,969 | 1,112 | 31,500 | 31,500 | 21,500 |
| Total Expenses by Category | 1,736,821 | 1,672,375 | 1,525,685 | 1,568,181 | 1,568,181 | 1,849,686 |
| [101-8011] Library | 1,736,821 | 1,672,375 | 1,525,685 | 1,568,181 | 1,568,181 | 1,849,686 |
| Total Expenses by Program | 1,736,821 | 1,672,375 | 1,525,685 | 1,568,181 | 1,568,181 | 1,849,686 |

| | |
|--|----------|
| Director of Library, Arts, and Culture | 1 |
| Library Public Services Manager | 1 |
| Library Support Services Manager | 1 |
| Administrative Secretary | 1 |
| Librarian | 3 |
| Library Technical Assistant | 1 |
| Library Associate | 1 |
| Total | 9 |

LIBRARY

Department Description and Authorized Positions



LIBRARY

Budget Detail

101-8011

| Acct | Tsk | Account Title | Unaudited | | | | | |
|---|-----|-------------------------------------|-------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| | | | Actual 2017/18 | Actual 2018/19 | Actual 2019/20 | Adopted 2020/21 | Estimated 2020/21 | Adopted 2021/22 |
| 7000 | 000 | Salaries - Permanent | 662,096 | 610,377 | 599,212 | 687,939 | 687,939 | 750,432 |
| 7010 | 000 | Salaries - Temp / Part | 308,437 | 290,259 | 240,771 | 196,000 | 196,000 | 364,000 |
| 7020 | 000 | Overtime | 1,261 | 76 | 147 | 1,500 | 1,500 | - |
| 7040 | 000 | Holiday | 507 | - | 12,789 | 500 | 500 | - |
| 7070 | 000 | Leave Buyback | 8,581 | 7,491 | 17,016 | 10,000 | 10,000 | 12,308 |
| 7100 | 000 | Retirement | 154,902 | 179,768 | 226,060 | 177,175 | 177,175 | 242,704 |
| 7108 | 000 | Deferred Compensation | 1,199 | 2,401 | 1,422 | 1,359 | 1,359 | 1,387 |
| 7110 | 000 | Workers Compensation | 15,103 | 4,735 | 10,480 | 12,508 | 12,508 | 13,883 |
| 7120 | 000 | Disability Insurance | 11,242 | - | - | - | - | - |
| 7122 | 000 | Unemployment Insurance | 7 | - | 1,055 | - | - | - |
| 7130 | 000 | Group Health Insurance | 77,862 | 79,325 | 74,545 | 90,360 | 90,360 | 101,530 |
| 7140 | 000 | Vision Insurance | 1,854 | 1,619 | 1,460 | 2,400 | 2,400 | 2,160 |
| 7150 | 000 | Dental Insurance | 6,045 | 5,290 | 5,454 | 9,000 | 9,000 | 8,100 |
| 7160 | 000 | Life Insurance | 800 | 702 | 788 | 990 | 990 | 891 |
| 7170 | 000 | FICA - Medicare | 26,665 | 24,985 | 22,660 | 25,000 | 25,000 | 10,881 |
| <WAGES & BENEFITS> | | | 1,276,561 | 1,207,029 | 1,213,859 | 1,214,731 | 1,214,731 | 1,508,276 |
| 8000 | 000 | Office Supplies | 11,029 | 9,193 | 5,359 | 7,500 | 7,500 | 7,500 |
| 8010 | 000 | Postage | 3,544 | 2,446 | 1,820 | 2,000 | 2,000 | 2,000 |
| 8020 | 000 | Special Department Expense | 25,670 | 31,417 | 20,681 | 21,000 | 21,000 | 21,000 |
| 8030 | 000 | Library Periodicals | 14,874 | 12,318 | 10,604 | 7,300 | 7,300 | 7,000 |
| 8031 | 000 | Digital Resources | 39,852 | 30,993 | 29,292 | 22,000 | 22,000 | 22,000 |
| 8040 | 000 | Advertising | 2,981 | 3,380 | 1,076 | 1,200 | 1,200 | 1,200 |
| 8050 | 000 | Printing/Duplicating | 4,139 | 4,418 | 1,963 | 3,000 | 3,000 | 4,000 |
| 8060 | 000 | Dues & Memberships | 1,990 | 2,002 | 4,104 | 5,000 | 5,000 | 4,500 |
| 8070 | 000 | Mileage/Auto Allowance | 131 | 56 | 117 | 200 | 200 | 100 |
| 8080 | 000 | Books/DVDs/CDs | 133,491 | 110,564 | 95,474 | 82,000 | 82,000 | 90,000 |
| 8083 | 000 | E-Books | - | 9,988 | 35,393 | 30,000 | 30,000 | 30,000 |
| 8085 | 000 | City-wide Reading Program | - | - | - | - | - | - |
| 8090 | 000 | Conference & Meeting Expense | 913 | 1,911 | 200 | - | - | 2,000 |
| 8110 | 000 | Equipment Maintenance | 4,763 | 4,192 | 2,789 | 4,000 | 4,000 | 3,500 |
| 8120 | 000 | Building Maintenance | 15,669 | 12,979 | 9,469 | 28,000 | 28,000 | 11,650 |
| 8140 | 000 | Utilities | 34,479 | 33,541 | - | - | - | - |
| 8151 | 000 | CENIC WiFi Expenses | 16,333 | 11,258 | 6,218 | 18,000 | 18,000 | 11,960 |
| 8155 | 000 | Rental/Lease | 305 | - | - | - | - | - |
| 8170 | 000 | Professional Services | 7,640 | 10,622 | 4,375 | 6,500 | 6,500 | 27,000 |
| 8180 | 000 | Contract Services | 59,238 | 85,600 | 81,432 | 82,000 | 82,000 | 72,000 |
| 8200 | 000 | Training Expense | 1,825 | - | - | 1,500 | 1,500 | 1,500 |
| 8257 | 000 | Boards & Commissions | 2,933 | 2,500 | 348 | 750 | 750 | 1,000 |
| <OPERATIONS & MAINTENANCE> | | | 381,796 | 379,377 | 310,714 | 321,950 | 321,950 | 319,910 |
| 8500 | 000 | Building & Improvements | - | - | - | 15,825 | 15,825 | 16,500 |
| 8520 | 000 | Machinery & Equipment | 46,375 | - | 695 | 12,000 | 12,000 | 3,000 |
| 8521 | 000 | Mach. & Equip. - Library Ops. Study | 12,349 | 77,341 | - | 3,150 | 3,150 | - |
| 8530 | 000 | Computer Equipment | 19,740 | 8,628 | 417 | 525 | 525 | 2,000 |
| <CAPITAL OUTLAY> | | | 78,463 | 85,969 | 1,112 | 31,500 | 31,500 | 21,500 |
| [101-8011] Library Total | | | 1,736,821 | 1,672,375 | 1,525,685 | 1,568,181 | 1,568,181 | 1,849,686 |

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of nine positions. These include 1 Library Director, 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 Associate.
- 7010 Wages - Seasonal and Part-Time Employees
Covers the compensation of part-time library staff members who are paid hourly rates. Includes two positions authorized to work up to 1,344 hours annually.
- 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 \$7,000)
- 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 encyclopedias, access to scholarly articles, assistance with homework, test preparation, and job seeking, streaming films, advice for readers, digital comics and manga, and interactive e-books for kids. (Total \$22,000)

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print and online ads in newspapers 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 \$4,000)
- 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 \$4,500)
- 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 \$100)
- 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 \$90,000)
- 8083 E-Books
Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Circulation of digital books and audiobooks exceeded 37,000 in the past year. (Total \$30,000)
- 8090 Conference and Meeting Expense
Provides funds for conference and meeting travel expenses and registration fees for staff. (\$2,000)
- 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 \$3,500)
- 8120 Building Maintenance
Provides fire extinguisher maintenance, elevator permit, \$4,000 for miscellaneous emergency janitorial, plumbing, electrical, and other service and repairs and \$2,000 for supplies for the Library building. Includes \$5,000 for exterior steam cleaning and interior furniture and carpet cleaning. (Total \$11,650)
- 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 \$11,960)

8170 Professional Services

Includes \$7,500 for auditors to prepare and process the tax roll for the Library Parcel Tax, \$3,000 for technology project support from Acorn, \$1,500 for graphic design services, \$5,000 for a Development Impact Fee Study, and \$10,000 for a 5-year strategic planning consultant. (Total \$27,000)

8180 Contract Services

Provides \$450 for security alarm maintenance, \$1,000 for fire alarm system maintenance, \$1,500 for emergency lighting system maintenance, and \$3,000 for theft detection equipment and self-check kiosk maintenance. Includes \$21,842 for cataloging records subscription, \$2,500 for OCLC FirstSearch and inclusion in Worldcat, \$2,200 for library asset recovery service, \$1,995 for a book/CD/DVD ordering platform, \$1,620 for an upgraded public computer reservation system, and \$36,230 for Integrated Library System product licensing, off-site hosting, and services. (Total \$72,000)

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 event. (Total \$1,000)

CAPITAL OUTLAY

8500 Building Improvements

\$8,400 for library administration office HVAC and \$8,100 for keyless entry at staff entrance. (\$16,500)

8520 Machinery & Equipment

Security alarm system control replacement. (\$3,000)

8530 Computer Equipment

Funds for 2 tablet devices and 2 mobile scanners for use at events off-site and for collections management projects in the stacks. (Total \$2,000)

DEED OF GIFT TO THE SOUTH PASADENA PUBLIC LIBRARY

I, _____, hereinafter referred to as “Donor”, hereby give, donate, and convey to the South Pasadena Public Library (hereinafter referred to as “Library”) for inclusion in the Local History Collection and for administration therein by the authorities thereof, the described property in Attachment A.

In making this gift, it is Donor’s purpose and intention to vest in the Library all the incidents of absolute ownership of the property described in Attachment A, and any additional papers, materials, or other property that Donor may convey to the Library in the future, subject to the following terms and conditions:

1. Title. Title to the property described in Attachment A, and any additional papers, materials, or other property that Donor may convey to the Library in the future, shall pass to the Library as of the date of receipt of said property by the Library.
2. Copyright. If Donor is the copyright holder, Donor hereby gives, donates, and conveys to the Library all literary, artistic, and intellectual property rights in the unpublished materials that have hereby been given or that may later be given by the terms of this instrument to the Library, including without limitation the right to reproduce, adapt, publish, perform, or publicly display said materials. If Donor is not the copyright owner, Donor agrees to indicate the copyright owner in Attachment A, if known.
3. Donor Identification. Donor requests gift be identified in acknowledgements as:

Gift of _____

If the above is left blank, gift will be acknowledged as “Anonymous”.

Donor Name (print): _____

Donor Signature: _____ Date: _____

Address, City, State, ZIP Code: _____

Telephone: _____ Email: _____

The Library hereby accepts the above property under the conditions specified.

Library Representative Signature: _____ Date: _____

**DEED OF GIFT
ATTACHMENT A
(INVENTORY)**

PHYSICAL DESCRIPTION OF PROPERTY:

DATE OF CREATION (IF KNOWN):

COPYRIGHT OWNER (IF KNOWN):

PROVENANCE (IF KNOWN):

Collection Development Guidelines

South Pasadena Public Library Local History Collection

I. Statement of Purpose

The Local History Collection¹ is a repository within the South Pasadena Public Library (SPPL). The SPPL Strategic Plan, dated 2017-2022, was approved by the Library Board of Trustees in 2016.

The following objectives of the Strategic Plan are relevant to the Local History Collection:

- a. Make local history more prominent and accessible online and in the library (archive).²
- b. Focus on local South Pasadena culture.³

The role of the SPPL Local History Collection in meeting these objectives is to collect, preserve, and make available for research materials relating primarily to the history and culture of South Pasadena.

II. Types of Programs Supported by the Collection

- a. **Research** Materials collected and made available shall further the research of SPPL staff, patrons, and visiting scholars in the history and culture of South Pasadena. In order to support all levels of research, the SPPL shall seek to provide exhaustive resources on the history and culture of South Pasadena and the immediate surrounding area and achievements of South Pasadenans.
- b. **Preservation and Security** Crucial to the ongoing operation of the Local History Collection is the preservation of research materials. Collection items are stored using acid-free containers in one of five specified locations within the Library building. Locations include the following:
 - i. **Fire-Proof Cabinets** located in Group Study Area
 - ii. **Shelving Units** located in closet adjacent to Group Study Area
 - iii. **Fire-Proof Cabinet** located in Computer Room
 - iv. **Bound Volume Shelving** located in the Conference Room
 - v. **Shelving and Storage Units** located in the 2nd Floor Office
- c. **Outreach, Publications, and Exhibitions** The SPPL seeks to further the use and development of the collections through outreach to increase public awareness of the nature and relevance of the collections. Outreach initiatives include access to

¹*Collection* is defined by the Society of American Archivists (SAA) as, "A group of materials with some unifying characteristic". The term "collection" is used throughout this document in reference to both the Local History Collection at large and individual archives within the repository.

²South Pasadena Public Library Strategic Plan, South Pasadena, California, 2016.

³*ibid.*

approximately 1,900 Local History Collection images online via Flickr, Calisphere, and Montage; weekly social media posts; participation in the South Pasadena Preservation Foundation (SPPF); and publicizing new acquisitions via press release. As part of the overall Local History Collection program the SPPL mounts, on a rotating basis, exhibitions featuring and interpreting materials from the collections. The exhibition area consists of a free-standing display case located on the First Floor of the Library building. Exhibitions are prepared by Library staff.

- d. **Acquisitions** The SPPL Local History Collection acquires materials primarily through donation and occasionally by purchase. Purchases are financed by legislatively appropriate funds in the SPPL budget. Donations of materials and funds are essential to maintaining and developing the collections. 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.
- e. **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.
- f. **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.
- g. **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.

III. Clientele Served by the Collections

The guidelines of the SPPL Local History Collection is to make materials available to researchers on equal terms, subject to appropriate care and handling of the materials by the researcher.

IV. Priorities and Limitations of the Collection

- a. **Present Collections Strength** The SPPL Local History Collection is strongest in the areas of 710 freeway politics, Cultural Heritage Commission documentation, Tournament of Roses program guides, City Directories, South Pasadena High School yearbooks, local figure biographies, and documentation of the former South Pasadena American Legion Post #140.
- b. **Present Collecting Level** The SPPL Local History Collection covers the history, literature, culture, geography, economy, housing, and politics of South Pasadena.
- c. **Present Identified Weaknesses** The SPPL Local History Collection is weak in certain areas of history, particularly pre-1980s photographs of the Library exterior/interior, documentation related to ethnic and racial minorities, and documentation related to South Pasadena's former Sister City.
- d. **Desired Level of Collecting** The SPPL Local History Collection will exhaustively collect all materials that pertain specifically to the history and culture of South Pasadena, as specified in IV.b and IV.c, including materials written by and about South Pasadenans.
- e. **Geographic Areas Collected** South Pasadena, California and the immediate surrounding area. Other geographic areas, including immediate surrounding areas, must have an explicit connection to the history and culture of South Pasadena.
- f. **Chronological Periods Collected** No limitations; primarily 20th and 21st centuries.
- g. **Subject Areas Collected** The SPPL Local History Collection collects materials in all subject areas, as specified in IV.b and IV.c, with particular emphasis given to history, culture, and housing.
- h. **Languages Collected** No limitations; primarily English language materials.
- i. **Forms of Materials Collected** The SPPL Local History Collection is an integrated collection that acquires materials in all formats; including but not limited to manuscripts, archives, maps, photographs, pamphlets, audio-visual materials, microfilm, prints, newspapers, oral history, and selected memorabilia.
- j. **Exclusions** The SPPL Local History will not generally accept the following: Materials that reflect the history of a geographical area other than that listed in IV.e; partial manuscript and archival collections when major portions of the collection have already

been deposited in another repository; and collections that do not reflect a subject area listed in IV.b.

V. Cooperative Agreements Affecting the Collection Guidelines

The SPPL Local History Collection recognizes that other institutions collect in the same or overlapping areas, and will seek to acquire similar unique resources for their own collections. The SPPL Local History Collection also recognizes that other institutions may have prior claim on such materials or be a more appropriate repository to house them. Opportunities to acquire such materials, as well as those not covered by the SPPL Local History Collection Guidelines, will be referred to an appropriate repository. In cases where the legitimate collecting interests of the SPPL Local History Collection and another repository directly conflict, staff will seek a resolution in the best interest of the scholarly community.

VI. Statement of Resource Sharing Guidelines

The SPPL Local History Collection will consider requests for miscellaneous materials and photographic images for:

- a. personal and/or commercial use or
- b. use in another repository

subject to specific limitations imposed by the terms of the Deed of Gift, and subject to the Library administrative policy manual that governs use and access.

VII. Statement of Deaccessioning Guidelines

Duplicates and materials that do not reflect the collecting areas of the SPPL Local History Collection may be deaccessioned subject to the terms of the Deed of Gift, City regulations, and state and federal laws.

VIII. Procedures Affecting Collecting Guidelines

- a. **Deed of Gift** The SPPL Local History Collection will not accept materials without a legal transfer of title, deed of gift, or other official acknowledgement.
- b. **Loans** The SPPL Local History Collection does not accept material loans.

- c. **Deaccessioning** The SPPL Local History Collection reserves the right to deaccession any materials within its collections without notification to the donor or donor's heirs, subject to the terms of the Deed of Gift.
 - d. **Exceptions** In select instances the collection may accept certain materials without a deed of gift for noncommercial display use only.
 - e. **Revision of Guidelines** The SPPL Local History Collection reserves the right to change the preceding guidelines without notification to donors or donor's heirs.
- IX. Procedures for Monitoring Development and Reviewing Collection Development Guidelines
- These collecting guidelines are designed to meet the objectives of the SPPL Strategic Plan and the goals of the SPPL Local History Collection. In order to determine the effectiveness of the collection development guidelines, on an ongoing basis, staff will review the acquisitions, statistics, and deaccessions. The guidelines will be reevaluated and changed as needed.