



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

**May 26, 2022, 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*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Library Board of Trustees may conduct its meetings remotely and hold them via video conference. Pursuant to such Executive Order, the Trustees may participate remotely and not be physically present. Until further notice and as such Executive Orders remain in effect, public participation may continue via live public comment conducted over ZOOM.

The Library Board of Trustees Special Meeting for May 26, 2022 will be conducted in-person from the Ray Bradbury Conference Room on the Library's 2<sup>nd</sup> floor at 1100 Oxley Street, South Pasadena.

Please be advised that pursuant to government code, and to ensure the health and safety of the public, staff, and the Library Board of Trustees, as the Ray Bradbury Conference Room will be open to the public for the meeting and members of the public may attend and/or participate in the in-person meeting, all are kindly reminded to follow Los Angeles County Public Health and CDC regulations and guidelines that are in place and may be posted. The in-person hybrid meeting will be conducted live in the Ray Bradbury Conference Room.

Members of the public have the option to participate 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=L01UOTFDeW5na1l0ZExJeEszaytVZz09;>  
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.

**PUBLIC COMMENTS**

Pursuant to Government Code Section 54954.3(a), members of the public will be provided an opportunity to address any items described on the agenda only.

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](mailto:lbt@southpasadenaca.gov). Written Public Comments must be submitted by 12 p.m., May 26, 2022 to ensure adequate time to compile and post.

**CALL TO ORDER:**

President

Dean Serwin

**ROLL CALL:**

President

Dean Serwin

Vice President

Bianca Richards

Secretary

Annie Chang Long

Trustee

Kenneth Gross

Trustee

F.J. Pratt

**PUBLIC COMMENTS**

**1. Public Comments**

**ACTION/DISCUSSION**

**2. Review and approve draft minutes of the regular meeting held May 12, 2022**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on May 12, 2022

**3. Special Tax Renewal**

Recommendation

It is recommended that the Library Board of Trustees finalize their recommendation to the City Council regarding the terms of renewal for the Library Special Tax that will be on the November 8, 2022 General Municipal Election ballot.

#### 4. Trustees Annual Report and 2022-2023 Work Plan

##### Recommendation

It is recommended that the Library Board of Trustees identify three fiscal year 2021-2022 accomplishments and three goals for the fiscal year 2022-2023 Work Plan.

#### ADJOURNMENT

#### 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.*

5/24/2022

Date

/S/

Sean Faye

Administrative Secretary



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
May 12, 2022**

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**CONVENE:**

Vice President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on May 12, 2022 at 7:02 p.m. Members of the public attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person meetings.

**IN ATTENDANCE:**

Trustees Present

Kenneth Gross  
Annie Chang Long  
Bianca Richards

Also Present

Cathy Billings, Library Director  
Diana Mahmud, Council Liaison  
Ellen Torres, Friends Board President  
Brendan Durrett, Former Measure L Committee  
Chair  
Sally Kilby, Member of the Public  
Sean Faye, Administrative Secretary

**EXCUSED:** President Dean Serwin  
Trustee F.J. Pratt

**PRESENTATIONS:**

1. None

**PUBLIC COMMENTS:**

2. None

**ACTION/DISCUSSION ITEMS:**

3. Review and approve draft minutes of the regular meeting held April 14, 2022

Motion by Library Board Trustee Kenneth Gross, seconded by Library Board Secretary Annie Chang Long, to approve the minutes as written for the regular meeting of the Library Board of Trustees held April 14, 2022.

**AYES:** Gross, Long, Richards

**NOES:** None

**ABSENT:** Pratt, Serwin

**ABSTAIN:** None

4. Parcel Tax Renewal

The Board discussed whether they should recommend to City Council that the Parcel Tax be renewed in perpetuity (until terminated by the voters), or for a set amount of time. Staff made the recommendation that the Board consider recommending a term of 5-7 years. This more conservative approach reflects the concern that voters might have reservations about a “permanent” tax given the rising inflation rates, the likelihood of recession in the coming years, and the economic uncertainties due to the pandemic and the socio-political situation. Director Billings explained that a suggestion was made by the City Attorney to hire a firm to analyze how similar measures fare state-wide in the June 7, 2022 election, in order to use that analysis to inform our recommendation for the terms of renewal. Staff felt that what happens in other communities might not be indicative of how South Pasadena voters would vote on a question of funding library services. Other indicators that could help predict how the tax will fare are the fact that previous passage of this tax has always been very high, and the Library ranked as very popular in the City’s Strategic Plan.

Vice President Bianca Richards suggested the renewal should be framed as a cost-saving measure. Trustee Kenneth Gross thought the renewal was more likely to pass if it was for a limited time. There is a financial cost to put the measure on the ballot, as well as a tremendous effort from the committee. The Library relies on this revenue source.

Former Library Board Trustee and Measure L Committee Chair Brendan Durrett made a public comment. He expressed concern about the initiative to end evergreen taxes that may be on the ballot. It was his opinion to be cautious and recommend to renew the Parcel Tax for 7 years. The main objective is to get it passed.

Councilmember Diana Mahmud recommended adding a proviso to the measure that asks for the tax to be passed in perpetuity, but defaults to 8 years if the ban on evergreen taxes passes.

Friends Board Representative Sally Kilby appeared as a member of the public. She commented that she supports renewing the tax in perpetuity, but understands the complications created by the bill to end evergreen taxes. The tax is not a significant amount but the accumulation of demands for the City are taking money away from places like the Library.

A Special Meeting was proposed to focus on the Parcel Tax renewal.

**Motion by Library Board Secretary Annie Chang Long, seconded by Library Board Vice President Bianca Richards, to continue the discussion of the Parcel Tax renewal at a Special Meeting of the Library Board of Trustees. All Approved.**

[Brendan Durrett left the Library Board of Trustees meeting at 7:38 p.m.]

## **5. Strategic Planning Consultant**

After a final round of interviews, the Strategic Plan Subcommittee chose BerryDunn to be the Library’s Strategic Plan Consultant. BerryDunn’s representative Susan Kent made a strong impression. Her ability to be physically present gave reassurance that she would be able to guide the process well. Library staff that reviewed proposals and participated in interviews appreciated BerryDunn’s emphasis on taking local needs into consideration and learning about the community, rather than focusing on comparisons to other libraries.

## **6. Library Operations Study/Strategic Plan 2017-2022 Status Update**

The Board discussed the status of recommendations from the 2016 Library Operations Study and the 2017-2022 Library Strategic Plan. Some items were rejected by staff as not viable. Other recommendations are listed as stalled due to the lack of funds or physical space. More programming, including local history as well as

more diverse programming, is in process. This information will be reviewed as part of developing the 2023-2027 Strategic Plan.

## **7. LBT Accomplishments and Work Plan**

The Library Board of Trustees' Work Plan will transition from a calendar year cycle to a fiscal year cycle in order to better align with the City's Strategic Plan. Many policies need to be updated.

This topic will also be discussed at the Special Meeting to prepare for the 6/22/22 Commissioner Congress.

**Motion by Library Board Secretary Annie Chang Long, seconded by Library Board Trustee Kenneth Gross, to continue the discussion of the Library Board of Trustees Work Plan to be held at the same Special Meeting of the Library Board of Trustees where the Parcel Tax Renewal will be discussed. All Approved.**

## **8. Library Operations Update**

The Library did not receive the Tournament of Roses grant to review the Library's collection for diversity. The Library may pursue this on its own. Library Director Cathy Billings will review the grants offered from the Pasadena Showcase House for the Arts and the South Pasadena Rotary Club.

Staff are working on bookmarks or a handout that will provide tools for parents to broach conversations with their children about diversity issues in literature.

Digital Services Librarian Cynthia Mitchem has resigned for another opportunity. A recruitment for this position will be posted soon.

The Citywide Reading Program Selection Committee has been established.

The Library Open House is scheduled for 6/1/22 from 2-4 p.m.

A virtual author visit with Hazel Newlevant has been scheduled for Pride Month.

Attendance has increased since the Library expanded its hours, but is not near its pre-COVID levels. The in-person Summer Reading Program should provide a boost. Outdoor programming continues to attract large groups. Library cards have continued to be issued at an increased rate.

## **COMMUNICATIONS:**

**9. Board President (Dean Serwin):** President Dean Serwin was not present.

**10. Board Members:** Secretary Annie Chang Long thanked Library Director Billings and Library staff for what was accomplished from the 2016 Library Operations Study and 2017-2022 Library Strategic Plan.

Trustee Kenneth Gross thought the process to select a Strategic Planning consultant went smoothly.

Vice President Richards replied to an earlier question about entrepreneurship by quoting the 2016 Library Operations Study.

**11. Council Liaison (Councilmember Diana Mahmud):** Councilmember Diana Mahmud had nothing to add.

**12. Friends of the Library Representative (Friends Board President Ellen Torres):** Yuki Cutcheon spoke to the Friends about the Library's co-partnership with the South Pasadena Chinese-American Club for the upcoming screening of the award-winning documentary "Far East Deep South."

Jericho Road accepted the Friends' application. Their first project will be updating the Friends website.

Friends Board President Ellen Torres submitted a grant application on behalf of the Friends to the Pasadena Showcase House for the Arts.

Four members of the Friends will attend the 5/19/22 Serving With a Purpose conference in Ontario, CA.

The Friends voted to give \$2K, 5% of their operating budget, to the Measure L campaign.

The Friends have 172 members. Last month yielded \$1,348. They have \$18,190 in membership fees. Reminder postcards will be sent to those that have not renewed yet. The Trustees were encouraged to join the Friends.

There has been good press coverage for all volunteer events.

Director Billings was honored as South Pasadena "Woman of the Year." The article on the Friends website generated a lot of attention.

The Communications team has been working to improve signage for the Last Chance books and the Friends Bookstore.

Sally Kilby has overseen many good articles about Friends events that have been covered in the local papers media.

The Friends monthly newsletter continues to do well, with a 54% open rate.

The Friends Bookstore will celebrate its 40<sup>th</sup> anniversary in July with an event on the Library grounds.

Book donations are down. Sally Kilby has reached out to the media for more donations.

It has been determined that the Steinway piano that belongs to the Restoration Concert Committee needs to be replaced. Another Steinway piano was rented for the Restoration Concerts on 5/8/22 and 5/22/22. Attendance for their concerts this season have gone down. The Restoration Committee will review its plans for the next season.

**13. Trustee Liaison to Friends (Bianca Richards):** Vice President Richards also encouraged the Trustees to join the Friends.

**14. Library Director (Cathy Billings):** Director Billings shared a memo from the City Clerk's office stating that Advisory Body meetings will return to being held in-person. The City will conduct hybrid meetings to allow for the public to participate, however all commissioners and board members must attend in person to participate. If an Advisory Body member wishes to attend remotely, they must abide by specific Brown Act teleconferencing requirements. A quorum of the Advisory Body must participate from the location within the City's jurisdiction. Each teleconference location must be listed in the agenda. Agendas must be posted at every teleconference location. Each teleconference location must be accessible to the public. Councilmember Mahmud said the City is still covered under the governor's emergency order, which is due to expire at the end of June. Director Billings will seek clarification.

**NEW BUSINESS:**

**NEXT MEETING:** There will be a Special Meeting of the Library Board of Trustees in the next two weeks. The date has not been decided yet. It will take place in the Ray Bradbury Conference Room.

The next regular meeting of the Library Board of Trustees will be on Thursday, June 9, 2022 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference for the public via Zoom.

**ADJOURNMENT:** Vice President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on May 12, 2022 at 8:37 p.m.

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

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Date





# Library Board of Trustees Agenda Report

ITEM NO. 3

**DATE:** May 26, 2022  
**FROM:** Cathy Billings, Library Director  
**SUBJECT:** Direction Regarding Library Special Tax Renewal

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## Recommendation

It is recommended that the Library Board of Trustees:

1. Make a recommendation to the City Council regarding the term of renewal for the Library Special Tax to be put before the voters at the November 8, 2022 General Municipal Election.

## Background

On June 7, 1994, South Pasadena voters established the City of South Pasadena's Library Special Tax. The Library Special Tax was renewed by voters in 1999, 2005, and 2009. On November 3, 2015, voters again approved an extension of the Tax through June 30, 2024, with a 33% rate increase in Fiscal Year 2016-2017 and an increase in each of the subsequent years based on any increase in the Consumer Price Index for All Urban Consumers (CPI-U) for the Los Angeles-Riverside-Orange County Statistical Area. The current tax is in effect until June 30, 2024. In order to place the question of renewal before the voters at a General Municipal Election before the tax expires, it must be on the November 8, 2022 ballot.

Funding from the Special Tax, which in Fiscal Year 2021-2022 was approximately 20% of the Library's budget, enables the Library to provide a full range of programs and services 7 days a week.

Any revenue generated by the Library Special Tax can only be used for the maintenance, operating, and administrative costs of the Library.

In order to collect the tax, the City must budget a Required Amount in a given year toward Library maintenance, operations, and administration. This amount is calculated by applying an annual increase based on any increase in the CPI-U for the Los Angeles-Riverside-Orange County Statistical Area to a base amount established in the first fiscal year of the tax (1994-1995).

The following types of property are exempt from the tax:

1. Parcels owned by charitable or community service organizations or churches that qualify for an exemption from ad valorem taxation under California law.

2. Vacant parcels.
3. Parcels owned by the federal, state or local government, or any state or local agency.
4. Any owner who has income, adjusted for family size, at or below eighty percent (80%) of the area median income as determined under the Section 8 Income Limits for Los Angeles County. (These limits are published by the U.S. Department of Housing and Urban Development).

The Special Tax is collected by the Los Angeles County Assessor in the same manner as property taxes.

### **Analysis**

While the City has not undertaken polling of the electorate about the Library Special Tax, or engaged a firm to analyze the success of other similar measures that might be on the ballot statewide this June, there is information available that can inform decision making about what term of renewal should be presented to the voters.

### Historic Support

First among the factors that would suggest voters will be supportive of the Tax is the historically high support that the Tax has received in its renewal over the years, as shown in the table below. Even at the tail end of the Great Recession in 2009, the Tax passed with nearly 80% of the vote. In 2015, when the term of renewal included a 33% increase to the base tax amount, and the addition of an ongoing annual adjustment based on any increase in the CPI-U, the tax passed with nearly 82% of the vote. In 2015 the voters also approved the longest term yet for the tax at 8 years.

<b>Election</b>	<b>Yes</b>	<b>No</b>	<b>% Approval</b>	<b>Terms</b>
June 7, 1994	3,653	1,662	68.73%	First Adoption. 5-year term.
March 2, 1999	2,833	419	87.12%	Extended. 6-year term.
March 8, 2005	3,717	728	83.62%	Extended. 6-year term.
November 3, 2009	3,031	758	79.99%	Extended. 5-year term.
November 3, 2015	2,933	653	81.79%	Extended with base increase and annual inflation adjustment. 8-year term.

### Library Rates High in Satisfaction

An equally significant factor is the popularity of the Library among residents. This is demonstrated by usage and circulation statistics, and by the results of the survey conducted by the City in October of 2021 as part of its strategic planning process. 49.1% of registered respondents rated the Library as “excellent”—the highest excellence rating of all the specific quality of life measures included in the survey. An additional 41% rated the Library as “good” for a notable total positive rating of over 90%.

### Utility Users Tax Extended in Perpetuity

The successful extension in perpetuity—until otherwise terminated by the voters—of the Utility User Tax (UUT) at the November 3, 2020 General Municipal Election is another indicator that voters might support an evergreen tax for the Library. 75.83% of voters were in favor of extending the UUT at the time (pre-pandemic).

### Committed and Effective Community Organizers

The initial passage of the Library Special Tax, and its subsequent renewals, were heavily influenced by the community-based volunteer efforts of advocates who created committees to raise awareness and advocate for the passage of the Tax. For the current renewal, the South Pasadena Loves Our Library Committee for Measure L has already formed, launched a website, and received donations to support their efforts. If the Board chooses to recommend a fixed term renewal, it should be noted that in 5 or 7 or 10 years there is no guarantee that there will be such influential and committed individuals available and willing to organize and advocate for a library tax.

### Other Legislation

There is a statewide initiative (21-0042A1) circulating for signatures that would limit the ability of voters and state and local governments to raise revenues for government services. The “Taxpayer Protection and Government Accountability Act” filed that it had 25% of signatures as of March 16, 2022. The circulation deadline is August 2, 2022. This measure, if adopted could invalidate recently adopted evergreen taxes. It would also be awkward to have an anti-tax measure on the same ballot as the Library Special Tax. On May 18, 2022, the League of California Cities e-newsletter announced that the California Business Roundtable (a supporter of the initiative) had announced on Friday, May 13 that it “failed to meet the minimum signature requirement to place the ‘Taxpayer Protection and Government Accountability Act’ on the November 2022 ballot and is now targeting the 2024 ballot.” If this proves to be correct, it eliminates a factor that might have negatively impacted the Special Tax Measure.

### Economic and Socio-political Climate

The possibility of increasing inflation and a recession, along with the financial uncertainties caused by the pandemic may weigh on voters’ minds as they go to the polls. Concerns about the economy and the pandemic could make voters less comfortable with a permanent tax.

### Other Library Taxes in Los Angeles County

Altadena, Pasadena, and the County of Los Angeles have active parcel taxes for the operation and maintenance of their libraries. Monrovia has a special tax that was established for the purpose of funding a new library building, which sunsets in 2038 or when the costs are paid off, whichever is sooner. A 20-year renewal of Monterey Park’s parcel tax was defeated at the March 7, 2017 election (60.44% in favor). It had been in effect for the prior 20 years.

LBT: Direction Regarding Library Special Tax Renewal

May 26, 2022

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Entity	Election	Term	Passage	Rates
Altadena	11/3/2020	until repealed	72.35%	\$0.10/square foot for single-family residences annually, with different rates for other property types
Pasadena		15 years commencing with fiscal year 2009 (preceded by a 15-year tax that commenced in 1993)		adjusted annually by change in the CPI; FY 2021: single-family \$40.51; multi-family \$26.60 (per unit?); commercial \$296.41
County	6/3/1997	commenced with fiscal year 1998 (replaced the County's Community Facilities District (CFD) No.8 assessment for library services)		\$22.00 per parcel adjusted annually by 2% or the percentage change in the CPI, whichever is less

### Fiscal Impact

In Fiscal Year 2021-2022 the Library Special Tax provided approximately \$365,000 to the Library Budget to pay for the maintenance, operating, and administrative costs of the Library. If the Special Tax expires June 30, 2024 and is not renewed all funding for the Library going forward would need to come from the City's general fund. Cuts to Library hours, programs and services would be likely.

The tax per residential parcel in Fiscal Year 2021-2022 ranged from \$37.05 to \$74.10, based on parcel size. The tax per multifamily dwelling unit was \$18.52. The tax per non-residential parcel ranged from \$37.05 to \$148.20.

In order to qualify to receive the Special Tax revenue in a given fiscal year, the City must budget and appropriate a minimum Required Amount to provide for all the elements of a foundation program of library services. The Required Amount is calculated by applying annual CPI-U increases to a base amount (\$760,529) established in the first year of the Special Tax (1994). In Fiscal Year 2021-2022 the Required Amount was \$1,453,457.95. The City budgeted \$1,846,686 for the Library, exceeding the minimum Required Amount by more than \$396,000.

If in any year the City Council does not budget and appropriate the minimum Required Amount as required by the ordinance then the tax which may be levied in the immediately following fiscal year shall be decreased proportionally.

Any surplus amounts raised by the Special Tax in any one year may only be used for the purposes described in South Pasadena Municipal Code Section 2.89-4, and must be carried over to the following fiscal year. The existence of a surplus in one year must be considered by the City in levying the Special Tax for the next year.

### **Alternatives Considered**

City staff considered the option of posing to the voters that the parcel tax be renewed for a limited term of 5-7 years, and the option of posing to the voters that it remain in effect until otherwise terminated by majority vote of the electorate in South Pasadena. There is some concern that a measure proposing a tax in perpetuity at this time may not be palatable in the current economic climate, which is still disrupted by the pandemic and is facing projected increases in inflation. Despite the tax's significant support historically there is some concern that without undertaking more electorate research and polling to determine whether a tax in perpetuity would be supported, we may be putting the passage of the measure at risk if we propose an evergreen tax.

#### Attachments:

1. Special Tax Ballot Measure Questions
2. Parcel Tax Rates Projection
3. Election Schedule

**ATTACHMENT 1**  
**Library Special Tax Ballot Questions**

**1994**

(passage: 68.73%)

“Shall the ordinance proposing a five (5) year library special tax to maintain current library services be adopted?”

**1999**

(passage: 87.12%)

“Shall the ordinance extending the Library Special Tax to June 30, 2005 in order to provide funding of the maintenance and operations of the South Pasadena Public Library at the current level of library services be adopted?”

**2005**

(passage: 83.62%)

“Shall the ordinance extending the Library Special Tax to June 30, 2011 in order to provide funding of the maintenance and operations of the South Pasadena Public Library at the current level of library services be adopted?”

**2009**

(passage: 79.99%)

"Shall an ordinance be adopted extending the Library Special Tax, which is due to expire on June 30, 2011, for an additional 5 years until June 30, 2016, to provide funding for the maintenance and operations of the South Pasadena Public Library at the current level of library services?"

**2015**

(passage: 81.79%)

“To keep the South Pasadena Public Library open every day and to help update its technology, shall an ordinance be adopted extending the Library Special Tax for 8 years; setting the rate for homeowners at \$32-\$64/year depending on residential square footage; for non-residential property owners at \$32-\$128/year based on lot size and for multi-family property owners at \$16/unit; and adding an annual Los Angeles Consumer Price Index adjustment?”

**2022**

(draft)

“To provide funding for the operation and maintenance of the South Pasadena Public Library, shall an ordinance be adopted extending South Pasadena’s Library Special Tax, which is due to expire on June 30, 2024, to remain in effect until otherwise terminated by a majority vote of the electorate in South Pasadena?”

[or] shall an ordinance be adopted extending South Pasadena’s Library Special Tax for X years.

**ITEM 3  
Attachment 2**

**LIBRARY PARCEL TAX PROJECTIONS**

<b>FY</b>	<b>Single Fam up to 2000</b>	<b>Single Fam 2001- 4000</b>	<b>Single Fam 4001+</b>	<b>Multi-fam (per unit)</b>	<b>Non-Res up to 1/4 acre</b>	<b>NR 1/4- 1/2 acre</b>	<b>NR 1/2- 3/4 acre</b>	<b>NR 3/4+ acre</b>	<b>Actual &amp; Estimated CPI</b>
16/17	32.00	48.00	64.00	16.00	32.00	64.00	96.00	128.00	
17/18	32.70	49.05	65.41	16.35	32.70	65.41	98.11	130.81	2.196%
18/19	34.02	51.02	68.03	17.01	34.02	68.03	102.05	136.06	4.014%
19/20	35.15	52.73	70.30	17.58	35.15	70.30	105.45	140.60	3.336%
20/21	35.63	53.44	71.26	17.81	35.63	71.26	106.89	142.52	1.363%
21/22	37.05	55.58	74.10	18.53	37.05	74.10	111.15	148.20	3.990%
22/23	39.64	59.47	79.29	19.82	39.64	79.29	118.93	158.58	7.000%
23/24	40.83	61.25	81.67	20.42	40.83	81.67	122.50	163.34	3.000%
24/25	42.06	63.09	84.12	21.03	42.06	84.12	126.18	168.24	3.000%
25/26	43.32	64.98	86.64	21.66	43.32	86.64	129.96	173.28	3.000%
26/27	44.62	66.93	89.24	22.31	44.62	89.24	133.86	178.48	3.000%
27/28	45.96	68.94	91.92	22.98	45.96	91.92	137.88	183.84	3.000%
28/29	47.34	71.01	94.68	23.67	47.34	94.68	142.01	189.35	3.000%
29/30	48.76	73.14	97.52	24.38	48.76	97.52	146.27	195.03	3.000%
30/31	50.22	75.33	100.44	25.11	50.22	100.44	150.66	200.88	3.000%
31/32	51.73	77.59	103.45	25.86	51.73	103.45	155.18	206.91	3.000%
32/33	53.28	79.92	106.56	26.64	53.28	106.56	159.84	213.12	3.000%
33/34	54.88	82.32	109.76	27.44	54.88	109.76	164.63	219.51	3.000%
34/35	55.98	83.96	111.95	27.99	55.98	111.95	167.93	223.90	2.000%
35/36	57.09	85.64	114.19	28.55	57.09	114.19	171.28	228.38	2.000%
36/37	58.24	87.35	116.47	29.12	58.24	116.47	174.71	232.95	2.000%
37/38	59.40	89.10	118.80	29.70	59.40	118.80	178.20	237.61	2.000%
38/39	60.59	90.88	121.18	30.29	60.59	121.18	181.77	242.36	2.000%
39/40	61.80	92.70	123.60	30.90	61.80	123.60	185.40	247.20	2.000%
40/41	63.04	94.56	126.07	31.52	63.04	126.07	189.11	252.15	2.000%
41/42	64.30	96.45	128.60	32.15	64.30	128.60	192.89	257.19	2.000%
42/43	65.58	98.38	131.17	32.79	65.58	131.17	196.75	262.34	2.000%
43/44	66.90	100.34	133.79	33.45	66.90	133.79	200.69	267.58	2.000%

5 year extension

7 year extension

**ATTACHMENT 3**  
**Election Schedule**

If the tax is renewed for a set number of years it should be an odd number, so that any renewal would coordinate with the even year General Municipal Elections.

<b>Tax Expiration</b>	<b>Election</b>	<b>Months election takes place prior to expiration</b>
June 2025	November 2024	7
June 2026	November 2024	19
June 2027	November 2026	7
June 2028	November 2026	19
June 2029	November 2028	7
June 2030	November 2028	19
June 2031	November 2030	7
June 2032	November 2030	19
June 2033	November 2032	7
June 2034	November 2032	19



# Library Board of Trustees

## 2021 Work Plan



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

**City of South Pasadena Strategic Plan 2021-2026**  
Goals and Tasks Related to Library Services

<p><b>ITEM 4</b> LBT Special Meeting 5/26/2022</p>
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**1. Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future**

Task	Action Item	Target Date	Department
1e. Library Parcel Tax	Library Parcel Tax Renewal (Nov 2022 Election)	FY 22-23	Finance/ Library

**2. Create a Strong Economic Development Strategy to Strengthen Local Business**

Task	Action Item	Target Date	Department
2e. Parking Policy	Create comprehensive parking policy for the City.	FY 23-24	Community Development

**3. Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts**

Task	Action Item	Target Date	Department
3d. Emergency Preparedness	Initiate regular Emergency Operations Center (EOC) training for Department Directors and staff. Training will be provided during the renewals of the EOP and LHMP	FY22-23	Fire/Police

**4. Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.**

Task	Action Item	Target Date	Department
4e. Capital Improvement Program	Bring forward a comprehensive Capital Improvement Plan (CIP).	FY 21-22	Public Works

**5. Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.**

Task	Action Item	Target Date	Department
5e. Homeless Initiatives	<ul style="list-style-type: none"> <li>•Continue working with the SGVCOG on region-wide solutions</li> <li>•Participate in Mental Health/Crisis Intervention Program (CAHOOTS model)</li> <li>•Expand working relationship with community partners and Union Station</li> </ul>	FY 21-22	Police/ Community Development

**6. Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.**

Task	Action Item	Target Date	Department
6c. Update Policies	Develop comprehensive administrative policies manual – including ADA, FMLA, Harassment, etc. with the Internal Policy Committee. <ul style="list-style-type: none"> <li>•Police Department assessment.</li> <li>•Update the Rules &amp; Regs</li> </ul>	FY 21-22	Mgmt Svcs
6b. Centralized Operations	Centralize grants management and contract management.	FY 21-22	Mgmt Svcs

6d. Improve technology	Create an IT Master Plan for introducing or updating technologies in all departments.	FY 21-22	Mgmt Svcs
6f. Governance	Review all Boards and Commissions.	FY 21-22	CMO/ Mgmt. Services
6h. City Workforce	Pursue a healthy Workplace Culture including efforts to raise employee morale <ul style="list-style-type: none"> <li>•Establish Employee Committee to assist with morale boosting initiatives and events</li> <li>•Create new Training and Mentoring Program</li> <li>•Create new branding for HR and City through Onboarding Process.</li> </ul>	Ongoing	CMO/ Mgmt. Services