



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING AGENDA
THURSDAY, MARCH 9, 2023 at 7:00 p.m.**

**SOUTH PASADENA PUBLIC LIBRARY
1100 OXLEY STREET, SOUTH PASADENA, CA 91030**

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 today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Library Board of Trustees Meeting will be conducted in-person from the Ray Bradbury Conference Room on the Library's 2nd Floor, located at 1100 Oxley Street, South Pasadena.

The Meeting will be available:

- In Person – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Webinar ID: 892 5352 3747/ Passcode: 073797**

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

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information.
2. Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na1l0ZExJeEszaytVZz09>.
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

CALL TO ORDER

President Dean Serwin

ROLL CALL

President Dean Serwin
Vice President Bianca Richards
Secretary Annie Chang Long
Trustee Kenneth Gross
Trustee Edward Pearson

COUNCIL LIAISON:

Councilmember Janet Braun

PUBLIC COMMENT GUIDELINES

The City welcomes public input. Members of the public may speak for up to 3 minutes for a general public comment or per agenda item **by means of one of the following options:**

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

Participate via Zoom.

Public comment speakers are able to speak by going to the Zoom controls and clicking on the “Raise Hand” icon. The Meeting Host will be notified that a hand has been raised and speakers will have their microphone un-muted by the Host during the appropriate Public Comment period.

Option 3:

Email public comment(s) to lbt@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional).
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., March 9, 2023

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

1. Public Comment**PRESENTATION****2. Deputy City Manager Domenica Megerdichian****ACTION/DISCUSSION****3. Minutes of the Regular Library Board of Trustees Meeting of February 9, 2023**Recommendation

It is recommended that the Board review and approve the February 9, 2023 Regular Meeting Minutes.

4. Election of Officers and Appointment of Representative to the Friends of the LibraryRecommendation

It is recommended that the Board vote for their Slate of Officers for 2023 and to appoint a Trustee Representative to the Friends of the Library

5. Volunteer Recognition Event**6. California State Library Building Forward Infrastructure Grant**

7. Policy ReviewRecommendation

It is recommended that the Board review and adopt the amended “Material Selection Policy”, renamed as “Collections Selection and Maintenance Policy”, and rescind the following policies, which are either obsolete or have been incorporated into the “Collections Selection and Maintenance Policy”:

Gifts to the Library
Collection Maintenance Policy
Graphic Novel Selection Policy
Video Materials Policy

8. Trustees 2023 Work Plan and 2022 Accomplishments**9. Library Health and Safety Update****10. Library Operations Update****COMMUNICATIONS****11. Board President Communications****12. Board Member Communications****13. Council Liaison Communications****14. Friends of the Library Representative****15. Trustee Liaison to the Friends****16. Library Director****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


The complete agenda packet may be viewed on the City’s website, www.southpasadenca.gov.

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City’s YouTube Channel no later than the next business day after the meeting.

The City’s YouTube Channel may be accessed at:

https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

ACCOMMODATIONS

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. 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).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **March 9, 2023**, 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, on the date listed below.*

3/3/2023

/S/

Date

Sean Faye, Library Administrative Secretary



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
February 9, 2023**

CONVENE:

President Dean Serwin called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on February 9, 2023 at 7:06 p.m. Members of the public attended in-person and 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
Edward Pearson
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Janet Braun, Council Liaison
Ellen Torres, Friends Board President
Sean Faye, Administrative Secretary

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

2. Introduction of New Trustee Edward Pearson

Ed Pearson previously served on the Library Board of Trustees from 2011-2016. He has lived in South Pasadena since 1975 and practices trust and estate law. Ed has two adult children and four grandchildren. He is looking forward to his time on this Board.

3. Minutes of the Regular Library Board of Trustees Meeting of January 12, 2023

Motion by Library Board Vice President Bianca Richards, 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 January 12, 2023.

AYES:	Long, Richards, Serwin
NOES:	None
ABSENT:	None
ABSTAIN:	Gross, Pearson

4. Library Strategic Plan

Library Director Cathy Billings described the process Strategic Plan consultants BerryDunn undertook to engage responses from the community, Library staff, the Library Board, the Friends, and other stakeholders. The Library Strategic Plan, 2023-2027, will be posted on the Library website for anyone to access. A brochure that summarizes the plan will be prepared for the public.

It was agreed the plan does a great job of distilling so much information, without being overwhelming.

There will be a joint study session with the City Council and the Library Board of Trustees to present the Strategic Plan. The future of the library facility will be discussed, as well as the critical infrastructure improvements the Library has the opportunity to address with grant funding. A date for this meeting has yet to be finalized.

Public Comment:

Sally Kilby referred to the section about facility goals and tasks and the critical and safety-related needs of the Library. She stated she has been following the Library Board for five years and has been involved with the Friends in efforts to create a way to raise significant funds for the needed upgrades and repairs. She and others remain committed to that purpose and are available to work with the Board on upcoming projects.

Motion by Library Board President Dean Serwin, seconded by Library Board Vice President Bianca Richards, to adopt the proposed Strategic Plan, with two augmentations: to add verbiage about “intended outcomes,” both in the table of contents and in the “Goals and Tasks” section; and to add a footnote to define the City’s Fiscal Year on each timeline.

AYES:	Gross, Long, Pearson, Richards, Serwin
NOES:	None
ABSENT:	None
ABSTAIN:	None

5. Volunteer Recognition Event

The Volunteer Recognition Event is scheduled for the morning of Thursday, April 20, 2023. Musicians from the New Hollywood String Quartet are no longer available to provide entertainment. There was a discussion about scheduling a keynote speaker and a theme that would appeal to the volunteers. The importance of story time, volunteerism, and Diversity, Equity, and Inclusion (DEI) in stories to youth, were offered as suggestions.

6. California State Library Building Forward Infrastructure Grant

Public Works is working to engage architectural and engineering consultant Marx Okubo Associates to perform a facility assessment and to provide cost estimates for the proposed critical infrastructure projects.

\$430 million has been allocated to the State Library of California to award grants specifically for critical infrastructure and safety-related improvements. Grants are being awarded in two rounds.

Grantees must provide matching funds. The Library did not apply in the first round, as there was not enough time before the application deadline to determine whether the City could match the funds. The Library is eligible for a 25% reduction of the one-to-one match. The application deadline for the second round is the first quarter of the calendar year. Grant funds must be spend by June 30, 2026.

7. Policy Review Schedule

A proposed schedule for the review of Library Administrative Policies was presented.

Updates to the Collection Maintenance and Material Selection policies are scheduled to be reviewed at the 3/9/23 Trustees meeting for feedback and input.

The Request for Reconsideration of Library Materials, which is related, is scheduled to be reviewed at the 4/13/23 Trustees meeting.

A new policy covering art donations and display is proposed to be discussed/reviewed at the 8/10/23 Trustees meeting. The Public Art Commission and the City Manager's office have begun to review this issue. The Library Board of Trustees should be included in this discussion. The Public Art Commission has the authority to approve donations of art, but the Library Board of Trustees have the authority to accept donations and property for the Library. Authority needs to be clearly understood and criteria, considerations, restrictions, and terms for public donations need to be documented.

President Dean Serwin noted that the effort undertaken in 2021 to update the South Pasadena Municipal Code that outlines the Board's charge was not completed. President Serwin asked Director Billings to seek direction from the City Manager regarding moving this effort forward.

8. Library Operations Update

In a follow up from a question raised by Trustees at the 1/12/23 meeting, the Finance Department believes that the reason the Library's FICA budget is overspent is due to part-time employees not being factored into the FICA budget. This will be addressed with a mid-year budget adjustment.

Director Billings had her annual performance evaluation with the City Manager. Goals were laid out for the coming year, including implementation of the Strategic Plan, the implementation of RFID (Radio Frequency Identification Technology), the development new library communication materials, the development of a funding program, and reviewing library programming to ensure programs meet the needs of the community and that we are seeing a return on the investment of staffing resources. Last year's goals were to complete the Strategic Plan, placing the Library parcel tax on the ballot for the 2022 election, and reorganizing the Support Services division; the latter is still in process.

The new patio furniture will be ordered soon. Public Works will contract with a vendor to do the installation.

The first round of interviews for the Full Time Support Services Librarian, a new position approved for this fiscal year, will take place on 2/22/23.

New Library Aides are undergoing a background check to fill the two vacancies.

Recruitment will soon begin to fill the vacant Library Administration Clerk position.

The five-year contract with SirsiDynix, the Library's integrated library system, will expire in December 2024, the middle of the fiscal year. Staff intend to enter into a new agreement that aligns with the City's fiscal year.

Head counts were conducted in December and January to assess the busiest times for the Library. The statistics will be shared once they are compiled.

There have been 454 attendees since Storytime resumed on 1/10/23.

Entries for the "Find Your Voice" Bookmark contest, the theme of the 2023 Summer Reading Program, will be accepted until 3/1/23.

The silent film *Pollyanna* will be screened on 2/25/23.

Secretary Annie Chang Long requested an update every two months about Library safety and security matters.

COMMUNICATIONS:

9. Board President Communications

President Serwin congratulated Library staff, Director Billings, and BerryDunn on the completion of the Library Strategic Plan. President Serwin is pleased to resume the review and update of Library policies to best meet the needs of the patrons. He expressed excitement to hear Councilmember Janet Braun's enthusiasm and to see what her contributions will be.

10. Board Member Communications

Vice President Bianca Richards agreed with President Serwin's comments. She expressed gratitude for Ed Pearson's return to the Library Board and the appointment of Councilmember Janet Braun as the Council Liaison.

Secretary Annie Chang Long echoed Vice President Richards' comments.

Trustee Kenneth Gross thanked everyone for their efforts to produce the Library Strategic Plan.

Trustee Ed Pearson is happy offer his services to the Board.

11. Council Liaison Communications

Councilmember Janet Braun is thrilled to be the council liaison to the Library Board of Trustees. The Library was on her list of priorities when she ran for City Council. She thanked everyone for their commitment.

Councilmember Braun met with Director Billings a few weeks ago, where she received her new library card. She said the Strategic Plan is amazing and acknowledged all the work required to synthesize it to a succinct document. She believes the Library is central to this City. She expressed interest for the Library to coordinate with the Senior Center for potential activities with teens. Councilmember Braun believes the Library will have a large role to play in the future as the housing element reflecting state housing requirements in adopted and implemented. The needs of the Library will likely change as well. There will be many exciting opportunities.

12. Friends of the Library Representative

The Friends held their annual meeting on 1/26/23 where they voted on their new slate of officers, their 2023 budget, and updated their bylaws.

The Friends had 216 members with a total of \$21,114 in 2021. In 2022, they had 363 members for a total of \$44,310. In 2021 the Restoration Concert Series raised \$7,491 in donations for a total of \$18,800. In 2022, the Restoration Concert Series raised \$17,753 in donations for a total of \$35,948.

The Friend Bookstore raised \$45,240.59 in 2022.

The first meeting of the new Friends Board will be on 2/16/23 at 6:30 pm in the Library Conference Room. The new Trustee Liaison to the Friends will be appointed at the 3/9/23 Trustees meeting.

Friends Board President Ellen Torres hopes all new board members will attend the Serving With a Purpose Conference in May.

The Friends will help staff the Showcase House of Design. \$40 per volunteer shift will be donated to the Friends.

So far in 2023 there are 96 members for a total of \$8,310.

President Torres encouraged everyone to join the Friends.

There are three remaining Restoration Concerts for the 2022-2023 series. The next concert is on 3/19/23.

The new Friends Board Member responsible for communications will assist with the website. The Friends are still working with Jericho Road on this project.

The Friends want to restart their Instagram account.

The Friends have 208 followers on Facebook. The Friends Holiday Book Sale had 117 likes. The 2/5/23 Restoration Concert had 112 likes. Most followers are women from the Alhambra and Pasadena areas.

President Torres thanked Library staff for their support.

The 21st Century Committee for the Library is the major fundraising committee for the Friends. It is expected to start again to help with capital campaigns.

13. Trustee Liaison to the Friends

Vice President Richards attended the 1/26/23 meeting and thought it was run very well. There are three new, young board members under the age of 30 that grew up and live in South Pasadena.

The new Friends CFO has lived in South Pasadena for 19 years and was a former banker. She attended the 2/5/23 Restoration Concert with her family.

The Friends tightened the language in their updated bylaws.

14. Library Director

The Serving With a Purpose Conference will be on 5/23/23. The City will pay the registration fee for those board members who wish to attend. Ed Pearson has attended in the past.

Director Billings is excited to have Ed Pearson return to the Board and share his expertise and knowledge. She is also excited to have Councilmember Braun as the new Council Liaison and believes she will be a great asset.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, March 9, 2023 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference for the public via Zoom.

ADJOURNMENT: President Dean Serwin adjourned the regular meeting of the Library Board of Trustees on February 9, 2023 at 8:24 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date

Item 7
Policy Review
Library Board of Trustees
March 9, 2023

Documents Attached

- 1. Current “Materials Selection Policy” (adopted 1985; last amended 2001).**
- 2. Redlined version of the “Materials Selection Policy” showing proposed amendments.**
The proposed amendments to this policy include reorganization of content for clarity, simplification of language and removal of outdated or patronizing language, the incorporation of policy language related to donated materials and collection maintenance, and renaming of the policy to “Collections Selection and Maintenance Policy” to reflect the changes.
- 3. Draft “Collections Selection and Maintenance Policy” including all changes shown in the redlined policy.**
Recommendation: Review and Adopt
- 4. Gifts to the Library Policy (adopted 1991; last amended 2001).**
Recommendation: rescind as the information has been incorporated into the draft “Collections Selection and Maintenance Policy”.
- 5. Collection Maintenance Policy (adopted 1991; last amended 2000).**
Recommendation: rescind as the information has been incorporated into the draft “Collections Selection and Maintenance Policy”.
- 6. Graphic Novel Selection Policy (adopted 2010; last amended 2010).**
Recommendation: rescind as the information is either 1) obsolete; or 2) captured in the Collection Guidelines for the Adult Graphic Novels section, the Teen Manga section, the Teen Graphic Novels section, or the Juvenile Fiction section.
- 7. Video Materials Policy (adopted 2007).**
Recommendation: rescind as the information is either 1) obsolete; or 2) captured in the Collection Guidelines related to the Library’s audiovisual collections.
- 8. Example of Collection Guidelines: Teen Manga.**
Collection Guidelines are referenced in the draft “Collections Selection and Maintenance Policy”. Collection Guidelines are maintained by staff for each section of the Library’s collection. These are not policies; rather they are documents that are regularly revisited and updated, and are a resource utilized by selectors when performing their collection development duties. This example is included for informational purposes.

3. COLLECTIONS

3.2 Materials Selection Policy

[\[Return to Table of Contents\]](#)

Adopted: 9/10/85
Amended: 3/4/91, 10/13/98, 11/14/01
Reviewed: 5/13/97, 10/13/98, 11/14/01

Objective

The purpose or role of the South Pasadena Public Library is to provide library resources and services necessary to meet the evolving informational, educational, and recreational needs of the public, thus enhancing individual and community life.

To support this objective, library materials are selected and organized to meet the diverse needs, both present and future, of our citizens.

Materials Selection Policy

The Selection Policy of the South Pasadena Public Library established by the Library Board of Trustees states that:

- The library shall select materials of merit and significance, whether acquired by purchase or gift. Each item shall be considered in terms of its value to the collection and to the audience for whom it is intended.
- Materials shall be selected for children, teenagers and adults, and shall include books in hardcover, paperback, large type and audio editions, magazines, newspapers, maps, audio and video cassettes, compact discs, DVDs, microforms and any other formats currently deemed suitable for library usage.
- Materials shall be evaluated according to objective standards. Flexibility and open-mindedness are required in the evaluation process. Consideration shall be given to expanding knowledge, changing social values, technological advances, and cultural differences where appropriate. Reading and language abilities of the citizens shall be considered.
- Some materials may be judged primarily in terms of artistic merit, scholarship, content, or their value as human documents. Others will be selected to satisfy recreational and entertainment needs.
- Different viewpoints on controversial issues shall be acquired, including those which may be unpopular or unorthodox. The library recognizes that some materials which offend, shock or do not interest one reader may be considered agreeable, meaningful or significant to another.
- Recognizing that materials selection can result in complaints from the public, the library has developed specific procedures for reconsideration of any material questioned by a member of the public.
- The Library Board of Trustees supports the *Library Bill of Rights* (www.ala.org/alaorg/oif/lbr.html) and the *Freedom to Read Statement* (www.ala.org/alaorg/oif/freeread.html) from the American Library Association.

- Through the library's membership in the Metropolitan Cooperative Library System (MCLS) and the Online Computer Library Center (OCLC) database, collections of other libraries will be accessible to local borrowers through interlibrary loan.

Responsibility for the Selection of Library Materials

The authority and responsibility for the selection of library materials is delegated by the Library Board of Trustees to the City Librarian and, at his/her discretion, to the professional staff who are qualified for the activity by reason of education, training and experience. Suggestions from library users are encouraged and seriously considered in the selection process.

Goals of Selection

The South Pasadena Public Library selects, makes available, and promotes the use of library materials, whatever the format, which:

- Enrich and support the informational and recreational needs of users, taking into consideration their varied interests, abilities and learning styles.
- Stimulate self-understanding and growth.
- Enhance job-related knowledge and skills.
- Support cultural, civic, business and recreational activities in the community.
- Represent differing viewpoints on a subject, reflecting the problems, aspirations, attitudes and ideals of a pluralistic society.
- Increase knowledge of and participation in the affairs of the community, the country and the world.

Children's Materials

The collection for children is chosen to:

- Meet diverse recreational, cultural and informational needs from infancy through 8th grade.
- Cultivate a love of books and reading.
- Provide enjoyment; stretch the imagination and stimulate creative abilities.
- Supplement study.
- Provide an awareness of the broad spectrum of moral and social values of the world in which they live.
- Meet wide-ranging interests and demands with a variety of formats, reading levels and contents.

Criteria for Selection

Materials are evaluated as a whole and not on the basis of a particular section or sections. A work will not be excluded from the library's collection because it presents an unconventional aspect of life or because of frankness of expression.

While a single standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria. To build a diversified collection which supports the library's mission, the following objective criteria are applied to both purchased and donated materials:

- Suitability of subject, style and level for intended audience.
- Critics' and staff's reviews.
- Authority and significance of the author.
- Reputation of the publishers or producer.
- Timeliness or permanence of the material.
- Quality of writing, design, illustration, or production.
- Suitability of format to subject.
- Relevance to community needs.
- Potential and/or known demand for the material.
- Relative importance in comparison to existing materials on the same subject already in the collection.
- Price.

Specific Criteria for the Evaluation of Works of Information

- Currency and accuracy of the information presented.
- Authority (Sources of quotations and statements must be cited).
- Objectivity.
- Comprehensiveness and depth of treatment.
- Clarity of presentation.
- Inclusion in standard bibliographies and indexes.
- Availability of other materials on the subject.

Specific Criteria for the Evaluation of Works Representing an Opinion

- Representation of any of a variety of points of view, including those which may be challenging or unconventional.
- Authority. (Sources of quotations and statements must be cited).
- Clarity and logic of presentation.
- Comprehensiveness and depth of treatment.
- Accomplishment of purpose.

Specific Criteria for the Evaluation of Works of the Imagination

- Artistic presentation and quality evidenced in the plot, setting, there, characterization, point of view and style.
- Vitality and originality.
- Representation of a movement, genre, trend or culture.
- Sustained interest and entertainment value.

Criteria Specific to Audio Books

- Content of audio books is evaluated according to the same standards applied to library materials in other formats.
- Unabridged readings are the preferred format.

- Unabridged items shall be purchased primarily from companies which offer replacements for individual tapes in order to minimize replacement costs to the library and to the public.
- Audio books requiring extra materials (workbook, flashcards, etc.) or sets containing materials in two or more formats (book/cassette/video) will not be added to the adult collection but may be acceptable in the children's collection.
- Duplicates are generally not purchased but may be added if a second copy is donated and if demand warrants.

Due to space limitations, no more than two copies of an audio title shall be active in the collection at any given time.

DRAFT

SOUTH PASADENA PUBLIC LIBRARY

~~Materials Selection Policy~~ Collections Selection and Maintenance Policy

Adopted: 9/10/85
Amended: 3/4/91, 10/13/98, 11/14/01
Reviewed: 5/13/97, 10/13/98, 11/14/01

Objective

~~The purpose or role of the South Pasadena Public Library is to provide library resources and services necessary to meet the evolving informational, educational, and recreational needs of the public, thus enhancing individual and community life.~~

As the community's primary provider of information services and as a center for cultural and life enrichment resources and activities, the South Pasadena Public Library is committed to providing easy and equal access to a wide variety of resources in multiple formats. A professional approach to the selection and maintenance of collections is critical to ensure responsiveness to changing individual and community needs in reading, research, education and recreation.

~~To support this objective, library materials are selected and organized to meet the diverse needs, both present and future, of our citizens.~~

~~Materials Principles of Resource Selection Policy~~

Public libraries are vital open forums for information and ideas. The Library supports the principle of intellectual freedom as one of the foundations of a free society. Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. The Library recognizes that some materials which offend, shock or do not interest one reader may be considered agreeable, meaningful or significant to another. The selection of resources for the South Pasadena Public Library collection shall be consistent with the principle of intellectual freedom and those outlined in the American Library Association's *Library Bill of Rights and Freedom to Read Statement*.

~~The Selection Policy of the South Pasadena Public Library established by the Library Board of Trustees states that:~~

- ~~• The library shall select materials of merit and significance, whether acquired by purchase or gift. Each item shall be considered in terms of its value to the collection and to the audience for whom it is intended.~~
- ~~• Materials shall be selected for children, teenagers and adults, and shall include books in hardcover, paperback, large type and audio editions, magazines, newspapers, maps, audio and video cassettes, compact discs, DVDs, microforms and any other formats currently deemed suitable for library usage.~~

- Materials shall be evaluated according to objective standards. Flexibility and open-mindedness are required in the evaluation process. Consideration shall be given to expanding knowledge, changing social values, technological advances, and cultural differences where appropriate. Reading and language abilities of the citizens shall be considered.
- Some materials may be judged primarily in terms of artistic merit, scholarship, content, or their value as human documents. Others will be selected to satisfy recreational and entertainment needs.
- Different viewpoints on controversial issues shall be acquired, including those which may be unpopular or unorthodox. The library recognizes that some materials which offend, shock or do not interest one reader may be considered agreeable, meaningful or significant to another.
- Recognizing that materials selection can result in complaints from the public, the library has developed specific procedures for reconsideration of any material questioned by a member of the public.
- The Library Board of Trustees supports the *Library Bill of Rights* (www.ala.org/alaorg/oif/lbr.html) and the *Freedom to Read Statement* (www.ala.org/alaorg/oif/freeread.html) from the American Library Association.
- Through the library's membership in the Metropolitan Cooperative Library System (MCLS) and the Online Computer Library Center (OCLC) database, collections of other libraries will be accessible to local borrowers through interlibrary loan.

Responsibility for the Selection of Library Materials

The authority and responsibility for the selection of library materials and digital resources is delegated by the Library Board of Trustees to the City Librarian and, at his/her/their discretion, to the professional staff ("selectors") who are qualified for the activity by reason of education, training and experience. Suggestions from library users are encouraged and seriously considered in the selection process.

Commented [CB1]: Moved to criteria list.

Goals of Selection

The South Pasadena Public Library selects, makes available, and promotes the use of library materials, whatever the format, which:

- Enrich and support the informational and recreational needs of users, taking into consideration their varied interests, abilities and languages they read and learning styles.
- Stimulate self-understanding and personal growth.
- Enhance job-related knowledge and skills.
- Complement K-12 curriculum and study.
- Develop reading readiness for pre-school aged children.
- Support cultural, civic, business and recreational activities in the community.
- Represent differing viewpoints on a subject, reflecting the problems, aspirations, attitudes and ideals of a pluralistic society.

- Increase knowledge of and participation in the affairs of the community, the country and the world.

Children's Materials

The collection for children is chosen to:

- Meet diverse recreational, cultural and informational needs from infancy through 8th grade.
- Cultivate a love of books and reading.
- Provide enjoyment; stretch the imagination and stimulate creative abilities.
- Supplement study.
- Provide an awareness of the broad spectrum of moral and social values of the world in which they live.
- Meet wide ranging interests and demands with a variety of formats, reading levels and contents.

Commented [CB2]: Duplicative. Principles and goals described above apply equally to Children's materials.

Criteria for Selection

Materials are evaluated as a whole and not on the basis of a particular section or sections. A work will not be excluded from the library's collection because it presents an unconventional aspect of life or because of frankness of expression.

While a single standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria. To build a diversified collection which supports the library's mission, the following objective criteria are applied by selectors to according to the type of resource being evaluated both purchased and donated materials:

- Suitability of subject, style and reading level for intended audience.
- ~~Critics' and staff's reviews~~ Critical reviews and professional recommendations.
- ~~Authority, credibility, reputation and literary significance of the author and/or artistic significance of the illustrator.~~ Authority and significance of the author.
- Reputation of the publishers or producer.
- ~~Timeliness or permanence of the material.~~
- Quality of writing, design, illustration, or production.
- Suitability, availability and durability of format ~~Suitability of format to subject.~~
- Relevance to community needs.
- Potential and/or known demand for the material.
- Relative importance in comparison to similar existing materials ~~on the same subject~~ already in the collection.
- General recognition as a "classic" in literature or a subject area.
- Availability of the same or similar materials at other libraries.
- ~~Price.~~ Currency and accuracy of the information presented.
- Objectivity or representation of a variety of points of view.
- Comprehensiveness and depth of treatment.
- Suggested for purchase by library users.

- Price.

Specific Criteria for the Evaluation of Works of Nonfiction

- Currency and accuracy of the information presented.
- Authority (Sources of quotations and statements must be cited).
- Objectivity.
- Comprehensiveness and depth of treatment.
- Clarity of presentation.
- Inclusion in standard bibliographies and indexes.
- Availability of other materials on the subject.

Specific Criteria for the Evaluation of Works Representing an Opinion

- Representation of any of a variety of points of view, including those which may be challenging or unconventional.
- Authority. (Sources of quotations and statements must be cited).
- Clarity and logic of presentation.
- Comprehensiveness and depth of treatment.
- Accomplishment of purpose.

Specific Criteria for the Evaluation of Works of the Imagination

- Artistic presentation and quality evidenced in the plot, setting, theme, characterization, point of view and style.
- Vitality and originality.
- Representation of a movement, genre, trend or culture.
- Sustained interest and entertainment value.

Criteria Specific to Audio Books

- Content of audio books is evaluated according to the same standards applied to library materials in other formats.
- Unabridged readings are the preferred format.
- Unabridged items shall be purchased primarily from companies which offer replacements for individual tapes in order to minimize replacement costs to the library and to the public.
- Audio books requiring extra materials (workbook, flashcards, etc.) or sets containing materials in two or more formats (book/cassette/video) will not be added to the adult collection but may be acceptable in the children's collection.
- Duplicates are generally not purchased but may be added if a second copy is donated and if demand warrants.
- Due to space limitations, no more than two copies of an audio title shall be active in the collection at any given time.

Collection Development Guidelines

In addition to the objective criteria described above, selectors utilize Collection Development Guidelines pertaining to different sections of the collection when making selections. The purpose of the Guidelines is to provide an overview of each section, with information about its focus, depth and breadth, and to encourage consistency in collection development over time. Section Guidelines include a description of the section, factors that influence selection, a list of resources to aid decision making, and information about retention and weeding. The Guidelines are prepared and regularly updated by professional staff.

Donated Materials

The South Pasadena Public Library accepts donations of books and other library materials. Donated materials, including gifts by authors, will be assessed using the same selection criteria as used for considering new materials. Items that are added to the collection become the sole property of the library, which will make all decisions about use, display, access, and disposition. Donated materials that are not added to the collection will be offered to the Friends of the South Pasadena Public Library, Inc.

Collection Maintenance

Systematic weeding of library resources is critical to maintaining a vital collection that meets the ever-evolving needs of the community. Weeding is the process by which materials that no longer meet collection development standards are withdrawn from the collection. The weeding of unused, outdated and worn-out items ensures the collection is current, inviting, relevant, and useful.

The library regularly withdraws items from the collection, basing decisions on a number of factors, including:

- Publication date.
- Frequency of circulation.
- Community interest/relevance.
- Currency and availability of newer or more up-to-date materials.
- Whether a title is a “classic” or a foundational text in a given subject.
- Condition.

In addition, selectors rely on professional judgement and knowledge and experience gained by working with the collection and the community when making weeding decisions.

Withdrawn materials are donated to the Friends of the South Pasadena Public Library, Inc. (Friends). The Friends may sell these materials in their bookstore or at special sales. The mission of the Friends is to raise money and public awareness in the community to support the services and programs of the library. Materials that are not sold are disposed of at the discretion of the Friends.

Commented [CB3]: Incorporated from the “Gifts to the Library” Policy.

Commented [CB4]: Incorporated from “Collection Maintenance” Policy.

DRAFT
Policy with Proposed Amendments Incorporated

SOUTH PASADENA PUBLIC LIBRARY
Collections Selection and Maintenance Policy

Adopted: 9/10/85
Amended: 3/4/91, 10/13/98, 11/14/01
Reviewed: 5/13/97, 10/13/98, 11/14/01

As the community's primary provider of information services and as a center for cultural and life enrichment resources and activities, the South Pasadena Public Library is committed to providing easy and equal access to a wide variety of resources in multiple formats. A professional approach to the selection and maintenance of collections is critical to ensure responsiveness to changing individual and community needs in reading, research, education and recreation.

Principles of Resource Selection

Public libraries are vital open forums for information and ideas. The Library supports the principle of intellectual freedom as one of the foundations of a free society. Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. The Library recognizes that some materials which offend, shock or do not interest one reader may be considered agreeable, meaningful or significant to another. The selection of resources for the South Pasadena Public Library collection shall be consistent with the principle of intellectual freedom and those outlined in the American Library Association's *Library Bill of Rights* and *Freedom to Read Statement*.

Responsibility for the Selection of Library Resources

The authority and responsibility for the selection of library materials and digital resources is delegated by the Library Board of Trustees to the Library Director and, at his/her/their discretion, to the staff ("selectors") who are qualified for the activity by reason of education, training and experience.

Goals of Selection

The South Pasadena Public Library selects, makes available, and promotes the use of library resources, whatever the format, which:

- Support the informational and recreational needs of users, taking into consideration their varied interests, abilities and languages they read.
- Stimulate self-understanding and personal growth.
- Enhance job-related knowledge and skills.
- Complement K-12 curriculum and study.
- Develop reading readiness for pre-school aged children.
- Support cultural, civic, business and recreational activities in the community.
- Represent differing viewpoints on a subject, reflecting the problems, aspirations, attitudes and ideals of a pluralistic society.
- Increase knowledge of and participation in the affairs of the community, the country and the world.

Criteria for Selection

To build a diversified collection which supports the library's mission, the following objective criteria are applied by selectors according to the type of resource being evaluated:

- Suitability of subject, style and reading level for intended audience.
- Critical reviews and professional recommendations.
- Authority, credibility, reputation and literary significance of the author and/or artistic significance of the illustrator.
- Reputation of the publisher or producer.
- Quality of writing, design, illustration, or production.
- Suitability, availability and durability of format.
- Relevance to community needs.
- Potential and/or known demand for the material.
- Relative importance in comparison to similar materials already in the collection.
- General recognition as a "classic" in literature or a subject area.
- Availability of the same or similar materials at other libraries.
- Currency and accuracy of the information presented.
- Objectivity or representation of a variety of points of view.
- Comprehensiveness and depth of treatment.
- Suggested for purchase by library users.
- Price.

Collection Development Guidelines

In addition to the objective criteria described above, selectors utilize Collection Development Guidelines pertaining to different sections of the collection when making selections. The purpose of the Guidelines is to provide an overview of each section, with information about its focus, depth and breadth, and to encourage consistency in collection development over time. Section Guidelines include a description of the section, factors that influence selection, a list of resources to aid decision making, and information about retention and weeding. The Guidelines are prepared and regularly updated by professional staff.

Donated Materials

The South Pasadena Public Library accepts donations of books and other library materials. Donated materials, including gifts by authors, will be assessed using the same selection criteria as used for considering new materials. Items that are added to the collection become the sole property of the library, which will make all decisions about use, display, access, and disposition. Donated materials that are not added to the collection will be offered to the Friends of the South Pasadena Public Library, Inc.

Collection Maintenance

Systematic weeding of library resources is critical to maintaining a vital collection that meets the ever-evolving needs of the community. Weeding is the process by which materials that no longer meet collection development standards are withdrawn from the collection. The weeding of unused, outdated and worn-out items ensures the collection is current, inviting, relevant, and useful.

The library regularly withdraws items from the collection, basing decisions on a number of factors, including:

- Publication date.
- Frequency of circulation.
- Community interest/relevance.
- Currency and availability of newer or more up-to-date materials.
- Whether a title is a “classic” or a foundational text in a given subject.
- Condition.

In addition, selectors rely on professional judgement and knowledge and experience gained by working with the collection and the community when making weeding decisions.

Withdrawn materials are donated to the Friends of the South Pasadena Public Library, Inc. (Friends). The Friends may sell these materials in their bookstore or at special sales. The mission of the Friends is to raise money and public awareness in the community to support the services and programs of the library. Materials that are not sold are disposed of at the discretion of the Friends.

1. ADMINISTRATION

1.3 Gifts to the Library Policy

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Adopted: 7/9/91
Amended: 10/13/98, 7/10/01
Reviewed: 5/13/97, 10/13/98, 6/12/01, 7/10/01

The South Pasadena Public Library is pleased to accept monetary donations including those in memory or, or in honor of, individuals. These funds shall be used to purchase books or other library materials in subject areas specified by the donor. Gift forms should be completed by a librarian at the time of donation. Materials will be purchased in a subject area suggested by the donor, or if no subject area is suggested, the selection of subject area(s) will be at the discretion of the Library.

All donations will be acknowledged within one month or less of the date of receipt. Where appropriate, both donor and family (or honoree) will receive acknowledgment cards or letters. In the case of books, a special gift plate recognizing the honoree will be placed in the front of the book.

The donor and/or the family and/or the honoree will be notified when the book is received and ready to be placed into the collection.

The South Pasadena Public Library also gratefully accepts gifts of books and other library materials. All gift items will be evaluated in accordance with the library's "Material Selection Policy". Items that are added to the collection become the sole property of the library, which will make all decisions about use, display, access, and disposition. Materials not placed into the collection for whatever reason will be offered to the Friends of the South Pasadena Public Library, Inc. for sale in the Friends Bookstore.

3. COLLECTIONS

3.1 Collection Maintenance Policy

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(Formerly titled: Policy on Discarding Library Materials)

Adopted: 3/4/91
Amended: 12/10/96, 4/11/00
Reviewed: 4/11/00, 5/9/00

The library strives to maintain a collection that meets the needs of the local community. In doing so, a systematic weeding of the library's collection will improve the efficiency and vitality of the library's resources. When libraries do not weed regularly or consistently, patrons have trouble finding interesting and relevant materials. Removing outdated or worn-out items makes the collection more visually attractive and more inviting to users.

Materials are withdrawn from the collection through weeding by staff or because of loss or physical damage. Materials that have been lost or damaged may be replaced using the same criteria as those used for materials selection.

Work on the book collection must never be done mechanically but should be approached in an imaginative and organized fashion. More than any other task, it calls for the librarian to carefully follow established guidelines and procedures and to use professional judgment and experience gained by working with the collection and the community. It offers a genuine opportunity for professional growth as well as helping staff to evaluate the collection by identifying areas where additional materials are needed; older editions that need to be updated; and subjects, titles or authors that are no longer of interest to the community.

3. COLLECTIONS

3.3 Graphic Novel Selection Policy

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Adopted: 6/3/10
Amended: 7/29/10
Reviewed: 7/29/10

The South Pasadena Public Library buys and adds donations of Graphic Novels. They are a popular reading format particularly among young adults. The Library has a collection of Graphic Novels in the Children's Room, Teen Room and in the Adult Collection. The Library strives to provide a collection of the best and most appropriate graphic novels for a broad, culturally diverse public library audience. Graphic novels translated from other languages may reflect cultural differences. Recommended lists from authoritative sources for public library graphic novel collections shall be a primary selection tool for the development of the collection. Titles with strong sexual and/or violent themes that are deemed appropriate for the collection are only to be added to the Adult Graphic Novel collection.

3. COLLECTIONS

3.4 Video Materials Policy

[\[Return to Table of Contents\]](#)

Adopted: 1/9/07

Amended:

Reviewed:

In response to the *South Pasadena Public Library Strategic Plan, 2006-2009* that states that our Library users will have convenient access to bestselling and other popular materials to read, view, and listen to, the Library will select, purchase, and add videos such as videocassettes and DVDs for the educational, cultural, and recreational needs of our community. In addition to documentaries and other educational films, the Library will also add high quality feature films to its collection.

Examples of the types of videos that can be added to the Library collection as purchases or donations are:

- documentaries and dramatic films, such as those produced by the Public Broadcasting System (PBS) or the British Broadcasting Corporation (BBC),
- instructional and educational films, especially of the type that are not readily available at local commercial outlets
- local presentations and events, such as City Council or School Board meetings
- films that have been used (with permission) in Library programs
- motion picture “classics”
- films based on works of literature
- award-winning films, such as those recognized with Academy Awards or Golden Globe Awards,
- films shot in and around the South Pasadena area, or those that feature the general locale as a setting
- films that have received glowing reviews, overwhelming box office success, or patron requests

The following criteria are also taken into account:

- contemporary significance
- lasting value
- quality of production
- relevance to existing collection

As with other types of library materials, it is the responsibility of the parent/legal guardian to monitor the selection and use of video materials by their child’s age and maturity level.

**South Pasadena Public Library
COLLECTION GUIDELINES**

SUBJECT: Teen Manga

Description: Manga is loosely categorized as graphic novels in an Asian (predominantly Japanese) comic format. Most manga collected are those translated from Japanese into English, though some are Korean (manhwa). Manga selected focus on *shounen/shonen* and *shoujo/shojo* manga (young men and young women), with some titles from adult manga collections as well. The Library strives to provide a collection of the best and most appropriate graphic novels for a broad, culturally diverse public library audience. Graphic novels translated from other languages may reflect cultural differences. Recommended lists from authoritative sources for public library graphic novel collections shall be a primary selection tool for the development of the collection.

Influencing Factors:

- *Shounen* manga such as *My Hero Academia* and *Naruto* circulate the best due to trends in Japan which influence what anime become available, which then often dictates what manga will interest teens in the United States.
- A small but solid collection of classic and critically acclaimed titles such as *A Bride's Story*, *Death Note*, *Pluto*, and *20th Century Boys* is important to maintain, as these titles can be used in defense of the collection should it meet attempts of censorship and as a way to convince parents of the value and quality of manga available. Also, these titles are useful for expanding the reading interests of manga fans.
- High sexual content is not advised in this section—avoid anything labeled with terms: *yuri*, *ecchi*, and *yaoi*.
- Before purchasing a new series, be mindful that most manga series run for many volumes. A short series is around 10 volumes, and a long series, such as *One Piece*, has never ended and is at volume 95.

Selection Plan:

Standard selection tools are utilized:

- Books that are part of a popular anime series should be highly considered for purchase. Websites such as Crunchyroll are useful for checking what anime series are currently popular.
- Websites such as Mipon.org's "Best Selling Manga Right Now in Japan" are helpful in projecting titles for purchase.
- Journal reviews: *Kirkus*, *Horn*, *YALSA*, and *Library Journal*
- Demand projections from Baker & Taylor.
- *New York Times*, Amazon.com, and *Los Angeles Times* Bestseller Lists.

Retention and Weeding:

- Titles are kept as long as they continue to circulate and are in good condition.
- Titles are replaced and supplemented as needed—Library Binding is preferred.
- Weeding should be done on an ongoing basis with an in-depth perusal of titles in a two-year cycle.
- Patron requests for purchase of specific titles, as well as donations, will be considered if the titles are appropriate to the collection for the long term.

- Intentional purchasing of duplicate volumes should be avoided, but if they do exist, do not necessitate weeding due to the ease in which manga are lost and damaged. Backup titles are potentially worth keeping.
- Damaged, lost, and missing volumes should be replaced promptly unless the series is under consideration for weeding. If a volume in a series is impossible to replace, the series should be considered for removal as manga is mostly read in consecutive order.

Development Plan:

The largest priority is the most popular and current *shounen* series, then less so on the most popular and current *shoujo* series, and finally on maintaining classic/critically acclaimed series. A concerted effort will be made to replace classic and worn out popular titles with new editions or copies. *Shounen* manga circulate the best, however, efforts should be made to balance the collection and reflect a more diverse population. 99.9% of popular *shounen* manga do not have a female lead, and many do not have a main female protagonist (and if they exist, they are weaker than the male lead and are romantic interests).

Collecting Level:

Past Level
1

Current Level
2

Future Level
2

Library Board FY 2022-2023 Work Plan

- Raise awareness in the community of the Library Special Tax renewal (Measure L), which is anticipated to be on the November 8, 2022 General Municipal Election ballot
- Engage in the five-year (2023-2028) Library Strategic Planning Process and encourage participation by the community
- Undertake a comprehensive review and update of library administrative policies.

