



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

**REGULAR MEETING AGENDA
THURSDAY, APRIL 13, 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., April 13, 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****ACTION/DISCUSSION****2. Minutes of the Regular Library Board of Trustees Meeting of March 9, 2023**Recommendation

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

3. Volunteer Recognition Event**4. California State Library Building Forward Infrastructure Grant****5. Quarterly Budget Review****6. Fiscal Year 2023-2024 Draft Proposed Library Budget****7. Trustees 2023 Work Plan and 2022 Accomplishments****8. Library Operations Update****COMMUNICATIONS**

9. **Board President Communications**
10. **Board Member Communications**
11. **Council Liaison Communications**
12. **Friends of the Library Representative**
13. **Trustee Liaison to the Friends**
14. **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.southpasadenaca.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 **April 13, 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.*

4/10/2023

/S/

Date

Sean Faye, Library Administrative Secretary



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
March 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 March 9, 2023 at 6:59 p.m. Members of the public attended in-person and virtually, via Zoom, as part of the City's resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Edward Pearson
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Dominica Megerdichian, Deputy City
Manager
Janet Braun, Council Liaison
Maida Wong, Public Services Manager
Sean Faye, Administrative Secretary

EXCUSED: Secretary Annie Chang Long

PUBLIC COMMENTS:

1. None

PRESENTATION:

2. Deputy City Manager Domenica Megerdichian provided updates from the City Manager's Office.

The City's Strategic Plan for 2021-2026 will be revised this summer.

The City's *2022 Year in Review* is available on the website.

Library staff have participated in the Chamber of Commerce ShopTalk and at the Quarterly Networking Business events to share the Library's resources for career and professional development.

The *Guide to Doing Business* offers a host of resources and guidance from the City's Economic Development team for operating or starting a business in South Pasadena.

The quarterly City newsletter provides updates about major projects and development from the Public Works and Community Development departments.

The *Social Services Resource Guide* will assist the community in navigating the many agencies that provide assistance.

The City's Finance Policies and Procedures were adopted in December 2022. Next week there will be a joint special meeting with the Finance Commission on the mid-year budget report and adjustments. Board members were encouraged to participate in opportunities for community input related to the budget.

The State's COVID-19 Emergency Declaration has ended. AB 361, which allowed members of bodies subject to the Brown Act to participate in public meetings remotely, is no longer in effect. Elected and appointed council and board members are now required to appear in-person for their respective meetings. Members of the public will still be able to participate via Zoom. COVID-19 protections for residential tenants are also set to expire. The temporary programs related to local businesses using outdoor spaces will transition to the City's existing sidewalk dining program.

City-wide department organizational assessments are being conducted and will be presented to City Council.

An RFP for City Attorney services has been issued.

There is a new Housing Division within the Community Development department which will be involved with the Caltrans surplus properties and other matters related to housing. An inter-departmental Homelessness Working Group has been established under the Housing Division. The homeless population in South Pasadena is served very heavily by the Police Department and Library.

The City-wide electrification project is underway. This includes the Police Department's transition to an all-electric fleet and the installation of electric vehicle chargers at City Hall.

Some important upcoming dates for City Council:

- 3/15/23 – Finance Commission to discuss the mid-year budget report
- 4/19/23 – Study session on street improvements and infrastructure
- 4/29/23 – The state of housing and Caltrans policies
- 5/3/23 – Joint Council/Library study session on the strategic plan and library facility
- 6/28/23 – Commissioner Congress, the joint meeting of all City commissions and boards to meet with City Council, provide updates, and to approve work plans

The *Social Services Resource Guide* will be formatted for the City's mobile app. The City's website will soon be revamped.

[Deputy City Manager Domenica Megerdichian left the Library Board of Trustees meeting at 7:20 p.m.]

ACTION/DISCUSSION ITEMS:

3. Minutes of the Regular Library Board of Trustees Meeting of February 9, 2023

Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Edward Pearson, to approve the minutes as written for the regular meeting of the Library Board of Trustees held February 9, 2023.

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

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

Motion by Library Board Trustee Edward Pearson, seconded by Library Board Trustee Kenneth Gross, to approve the Library Slate of Officers for 2023 as follows – President – Dean Serwin; Vice President – Bianca Richards; Secretary – Annie Chang Long. Bianca Richards will continue to serve as the Trustee Representative to the Friends of the Library.

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

5. Volunteer Recognition Event

Options for the Keynote speaker were discussed. The importance of volunteerism should be emphasized in the topic that is ultimately chosen.

Tables, chairs, and tablecloths will be set up by Library staff the day before the event. Board members will help pick-up refreshments. Coffee, tea, and juice will be provided. Specific duties will be assigned as needed via email.

Library staff will contact Brad Colerick for a musician recommendation.

6. California State Library Building Forward Infrastructure Grant

The contract has been completed with architectural and engineering consultant Marx Okubo Associates. An assessment of the Library facility was conducted on 3/8/23. This will provide the necessary background information for the grant application. The due date for the application may be pushed back. This topic will be discussed at the 5/3/23 joint City Council/Library Board study session.

7. Policy Review

[Public Services Manager Maida Wong arrived at the Library Board of Trustees meeting at 7:36 p.m.]

The Board discussed the “Gifts to the Library” policy. It was suggested that a reference to the South Pasadena Municipal Code (SPMC) be included for any non-collection-related donations,

including, but not limited to monetary, real property, or other works of art. A separate policy that addresses monetary gifts to the Library will be brought to the Board for review. A policy for art donation and display is being developed by the City and Public Arts Commission. The Library's policy will be developed to be consistent with the City policy.

There was a discussion about the term "intellectual freedom." Staff provided an explanation as to why that language was used and noted that is in keeping with the American Library Association's foundational positions on the freedom to read and freedom of information.

The definitions and function of the collecting levels that are included in the Collection Guidelines documents were explained by staff. These levels signify the depth of different areas of the collection. As a small public library our collections are generally maintained at a "general interest" level.

Motion by Library Board Trustee Edward Pearson, seconded by Library Board President Dean Serwin, to 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": the Collection Maintenance Policy, the Graphic Novel Selection Policy, and the Video Materials Policy.

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

[Public Services Manager Maida Wong left the Library Board of Trustees meeting at 7:56 p.m.]

8. Trustees 2023 Work Plan and 2022 Accomplishments

The Commissioner Congress will take place on 6/28/23 at the War Memorial Building. Boards and Commissions will highlight three accomplishments tied to the work plan goals presented at the last Congress.

Work Plans for the 2023-2024 Fiscal Year will also be presented at the Congress. The goals/tasks to include in next year's Work Plan were discussed. Goals should be consistent with the new 2023-2027 Strategic Plan. Goals related to improvements to the existing building, possibly planning for a new building and the use of the Carlyle bequest for a "story room" were proposed. Staff will present draft goals for Trustees to review at the 4/13/2023 meeting.

9. Library Health and Safety Update

The cypress trees in front of the Library have been removed.

There were 15 entries in the Library Code of Conduct log for February. Incidents documented were related to hygiene, theft, men using the women's restroom, abusing the computer guest pass system, and a variety of low-level disruptive behaviors. Three people are currently banned for a year, in accordance with the SPMC.

There were no outreach requests submitted to the Los Angeles Homeless Services Authority (LAHSA) in February.

The San Gabriel Valley Supplemental Care Team responded to a homeless outreach request made by Library staff, but the individual did not want to engage with them. In January, outreach services were provided to four individuals in South Pasadena.

The Housing Division in Community Development is taking a leadership role in the Homelessness Working Group. The goal of developing a proposal for a "Continuum of Care Program" was discussed at their 2/22/23 meeting.

Letters from the City Manager and Police Chief in support of a request for \$4 million in federal funding for a regional alternative local crisis response program were submitted to Senator Diane Feinstein and Congressman Alex Padilla. If funding is received, the Mobile Crisis Response program may be expanded throughout the San Gabriel Valley region.

The Police Department will provide Active Shooter training for Library staff on 3/24/23 and 4/7/23.

10. Library Operations Update

Local History Librarian Oliva Radbill received a \$950 grant from the Internet Archives to attend a Zine conference in San Francisco in August.

Digital Services Librarian Alexis Mendoza gave a presentation at the Chamber of Commerce this week.

The second round of interviews for the Support Services Librarian are scheduled for 3/17/23.

Recruitment is underway for additional Substitute Librarians.

Applications for the part time Administrative Office Clerk are being reviewed.

Teen volunteer applications for the Summer Reading Program are being accepted.

67 people attended the 2/25/23 *Pollyanna* screening, despite the poor weather.

The Los Angeles Clarinet Choir will perform a Cherry Blossom Festival-themed concert of contemporary Japanese music on 3/11/23.

On 3/25/23 the Library will partner with the Music Center to present a Korean Classical Music and Dance Company event.

South Pasadena Poet Laureate Ron Koertge will lead a poetry writing workshop for adults on 4/18/23.

The Eclectic Music Festival will be on 4/29/23. The Library will not have a stage, but will have a crafting activity for families.

On 5/5/23 there will be an event presented in partnership with the South Pasadena Preservation Foundation called “Wynyate: If Walls Could Talk”. Wynyate is a house that was built in 1888 by South Pasadena’s first mayor, Donald Graham, which is listed on the National Register of Historic Places.

Details for the 5/3/23 Joint Study Session with City Council are being finalized.

The Strategic Plan brochure is under review.

The Library published a bookmark that provides tips for adults to talk to children about issues of equity, diversity, and inclusion as they relate to literature.

The mid-year budget review will occur soon. The Library Board will have a chance to review the proposed Fiscal Year 2023-2024 budget before Library staff discuss it with the City Manager. This will be a Discussion Item at the 4/13/23 Trustees meeting.

COMMUNICATIONS:

11. Board President Communications

President Serwin commended Library staff and the Board for reviewing and updating Library policies that haven’t been reviewed in many years. The updated policies will reflect the current intentions of the Strategic Plan.

12. Board Member Communications

Vice President Bianca Richards agreed with President Serwin’s comments. She thanked Library Director Cathy Billings for forwarding the *New York Times* article, “A Love Letter to Libraries, Long Overdue.” Vice President Richards expressed interest for the Board to tour surrounding libraries.

Trustee Kenneth Gross thought Deputy City Manager Mergerdichian’s presentation was wonderful.

Trustee Edward Pearson had nothing to add.

13. Council Liaison Communications

Councilmember Janet Braun thanked the Board for a great discussion and feels the Library’s future could be very exciting.

14. Friends of the Library Representative

Friends Board President Ellen Torres was not present.

15. Trustee Liaison to the Friends

Vice President Richards had nothing to add.

16. Library Director

Director Billings reminded the Board of the Serving With a Purpose conference on 5/23/23 in Ontario, CA. Trustee Pearson and members of the Friends Board will be attending.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, April 13, 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 March 9, 2023 at 8:33 p.m.

Minutes approved _____ as written.
Minutes approved _____ as corrected.

President Date

General Ledger
Expenditure Summary by
Section



User: cbillings
Printed: 4/10/2023 2:54:55 PM
Period 01 - 09
Fiscal Year 2023

Account Number	Description	Budget	YTD Expenditures	Available Balance	% Expended
101	General Fund				
8011	Library				
101-8010-8011-7000-000	Salaries - Permanent	818,664.00	582,700.68	235,963.32	71.18
101-8010-8011-7010-000	Salaries - Temp Part	342,000.00	225,184.89	116,815.11	65.84
101-8010-8011-7020-000	Overtime	1,000.00	149.54	850.46	14.95
101-8010-8011-7040-000	Holiday	2,000.00	1,391.30	608.70	69.57
101-8010-8011-7055-000	IOD - Non - Safety	0.00	0.00	0.00	0.00
101-8010-8011-7070-000	Leave Buyback	18,000.00	5,964.58	12,035.42	33.14
101-8010-8011-7100-000	Retirement	191,378.00	180,045.42	11,332.58	94.08
101-8010-8011-7108-000	Deferred Compensation	1,387.00	2,532.70	-1,145.70	182.60
101-8010-8011-7110-000	Workers Compensation	15,145.00	9,698.19	5,446.81	64.04
101-8010-8011-7120-000	Disability Insurance	0.00	0.00	0.00	0.00
101-8010-8011-7122-000	Unemployment Insurance	0.00	0.00	0.00	0.00
101-8010-8011-7130-000	Group Health Insurance	104,280.00	77,035.00	27,245.00	73.87
101-8010-8011-7140-000	Optical Insurance	2,400.00	1,243.00	1,157.00	51.79
101-8010-8011-7150-000	Dental Insurance	9,000.00	5,103.22	3,896.78	56.70
101-8010-8011-7160-000	Life Insurance	990.00	636.00	354.00	64.24
101-8010-8011-7170-000	FICA - Medicare	33,246.00	22,062.39	11,183.61	66.36
101-8010-8011-8000-000	Office Supplies	6,500.00	3,952.90	2,547.10	60.81
101-8010-8011-8010-000	Postage	1,500.00	-46.29	1,546.29	-3.09
101-8010-8011-8020-000	Special Department Expense	20,000.00	14,331.81	5,668.19	71.66
101-8010-8011-8030-000	Library Periodicals	7,000.00	6,431.83	463.41	91.88
101-8010-8011-8031-000	Digital Resources	20,000.00	17,682.48	2,317.52	88.41
101-8010-8011-8040-000	Advertising	1,000.00	0.00	1,000.00	0.00
101-8010-8011-8050-000	PrintingDuplicating	3,500.00	3,323.34	176.66	94.95
101-8010-8011-8060-000	Dues & Memberships	4,200.00	3,009.00	1,191.00	71.64
101-8010-8011-8070-000	Mileage Reimbursement	100.00	0.00	100.00	0.00
101-8010-8011-8080-000	BooksDVDsCDs	105,000.00	60,163.48	2,158.17	57.30
101-8010-8011-8081-000	Books - Donations and Gifts	0.00	0.00	0.00	0.00
101-8010-8011-8082-000	Special Book Grants	0.00	0.00	0.00	0.00
101-8010-8011-8083-000	E-Books	35,000.00	30,335.25	0.00	86.67
101-8010-8011-8085-000	City-wide Reading Program	1,000.00	0.00	1,000.00	0.00
101-8010-8011-8090-000	Conference & Meeting Expense	2,000.00	700.22	1,299.78	35.01
101-8010-8011-8100-000	Vehicle Maintenance	0.00	0.00	0.00	0.00
101-8010-8011-8110-000	Equipment Maintenance	3,000.00	1,021.15	1,978.85	34.04
101-8010-8011-8120-000	Building Maintenance	5,000.00	1,767.62	3,232.38	35.35
101-8010-8011-8140-000	Utilities	0.00	0.00	0.00	0.00
101-8010-8011-8150-000	Telephone	0.00	0.00	0.00	0.00
101-8010-8011-8151-000	CENIC WiFi Expenses	11,500.00	-5,568.74	11,003.90	-48.42
101-8010-8011-8155-000	Equipment Leasing	0.00	0.00	0.00	0.00
101-8010-8011-8170-000	Professional Service	34,600.00	5,143.40	27,600.00	14.87
101-8010-8011-8171-000	Prof. Svcs.-Library Ops. Study	0.00	0.00	0.00	0.00
101-8010-8011-8180-000	Contract Services	73,000.00	72,599.63	-304.83	99.45
101-8010-8011-8200-000	Training Expense	1,500.00	430.43	1,069.57	28.70
101-8010-8011-8257-000	Board Commission Expense	1,500.00	200.00	1,300.00	13.33
101-8010-8011-8500-000	Buildings & Improvements	38,900.00	0.00	5,060.00	0.00

Account Number	Description	Budget	YTD Expenditures	Available Balance	% Expended
101-8010-8011-8520-000	Machinery & Equipment	15,000.00	4,223.51	616.49	28.16
101-8010-8011-8521-000	Mach. & Eq.-Library Ops. Study	0.00	0.00	0.00	0.00
101-8010-8011-8530-000	Computer Equipment	2,000.00	0.00	2,000.00	0.00
8011	Library	1,932,290.00	1,333,447.93	498,767.57	69.01

ITEM 6

Library Board of Trustees

13-Apr-23

Library DRAFT Proposed FY 2023-2024 Budget

Acct	Tsk	Account Title	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	YTD Actual 2022/23	Projected 2022/23	Budgeted 2022/23
8000	000	Office Supplies	11,029	9,193	5,359	6,359	7,297	3,953		6,500
8010	000	Postage	3,544	2,446	1,820	1,738	1,118	(46)		1,500
8020	000	Special Department Expense	25,670	31,417	20,681	15,160	30,645	14,332		20,000
8030	000	Library Periodicals	14,874	12,318	10,604	6,715	6,959	6,432		7,000
8031	000	Digital Resources	39,852	30,993	29,292	20,619	20,433	17,682		20,000
8040	000	Advertising	2,981	3,380	1,076	1,287	204	-		1,000
8050	000	Printing/Duplicating	4,139	4,418	1,963	1,480	3,989	3,323		3,500
8060	000	Dues & Memberships	1,990	2,002	4,104	4,060	4,106	3,009		4,200
8070	000	Mileage/Auto Allowance	131	56	117	-	-	-		100
8080	000	Books/DVDs/CDs	133,491	110,564	95,474	70,843	86,375	60,163		105,000
8083	000	E-Books	-	9,988	35,393	33,288	32,648	30,335		35,000
8085	000	City-wide Reading Program	-	-	-	-	-	-		1,000
8090	000	Conference & Meeting Expense	913	1,911	200	-	100	700		2,000
8110	000	Equipment Maintenance	4,763	4,192	2,789	405	1,389	1,021		3,000
8120	000	Building Maintenance	15,669	12,979	9,469	24,552	4,294	1,768		5,000
8140	000	Utilities	34,479	33,541	-	-	-	-		-
8151	000	CENIC WiFi Expenses	16,333	11,258	6,218	5,646	12,241	(5,569)		11,500
8155	000	Rental/Lease	305	-	-	-	-	-		-
8170	000	Professional Services	7,640	10,622	4,375	2,625	6,611	5,143		34,600
8180	000	Contract Services	59,238	85,600	81,432	51,941	64,700	72,600		73,000
8200	000	Training Expense	1,825	-	-	1,820	199	430		1,500
8257	000	Boards & Commissions	2,933	2,500	348	200	992	200		1,500
<OPERATIONS & MAINTENANCE>			381,796	379,377	310,714	248,738	284,301	215,478		336,900
8500	000	Building & Improvements	-	-	-	15,962	5,882	-		38,900
8520	000	Machinery & Equipment	46,375	-	695	4,151	2,837	4,224		15,000
8521	000	Mach. & Equip. - Library Ops. Study	12,349	77,341	-	3,150	-	-		-
8530	000	Computer Equipment	19,740	8,628	417	1,179	1,806	-		2,000
<CAPITAL OUTLAY>			78,463	85,969	1,112	24,442	10,525	4,224		55,900
M&O + Capital Outlay			460,260	465,346	311,826	273,180	294,825	219,701		392,800
[101-8011] Library Total			1,736,821	1,672,375	1,525,685	1,608,369	1,839,131	1,180,473		1,907,915

Proposed 2023/24	Inc(Decrease)	% increase
7,500	1,000	15%
2,200	700	47%
22,500	2,500	13%
7,100	100	1%
20,000	-	0%
-	(1,000)	-100%
4,500	1,000	29%
5,400	1,200	29%
100	-	0%
110,000	5,000	5%
36,000	1,000	3%
-	(1,000)	-100%
6,845	4,845	242%
3,000	-	0%
6,250	1,250	25%
-	-	0%
11,500	-	0%
450	450	100%
10,000	(24,600)	-71%
84,050	11,050	15%
2,500	1,000	67%
1,500	-	0%
341,395	4,495	1%
10,000	(28,900)	-74%
49,000	34,000	227%
-	-	0%
-	(2,000)	-100%
59,000	3,100	6%
400,395	7,595	2%

Trustees Work Plan and Accomplishments

Fiscal Year 2022-2023 Work Plan

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

Fiscal Year 2022-2023 Accomplishments

Trustees raised awareness in the community about Library programs and services in advance of the Library Special Tax renewal (Measure LL), which was approved by 86.65% of voters on November 8, 2022. The tax will remain in effect unless it is repealed by the voters. 11,087 votes were cast, more than double the number of any of the previous Library Special Tax ballot measures in 1994, 1999, 2005, 2009, 2015.

Trustees were active participants in the selection of a consultant to lead the Library's 5-year strategic planning process. With staff, they reviewed proposals and interviewed applicants. The firm Berry-Dunn was selected, and Trustees were engaged with the consulting team and staff throughout the process, providing input, reviewing the data that was gathered from the Community, and serving as a sounding board at critical milestones.

Trustees reviewed six of the Library's Administrative Policies in Fiscal Year 2022-2023. They adopted an amended "Collections Selection and Maintenance Policy", tabled one policy for review at a future date, and rescinded four policies that were found to be either obsolete or redundant.

[Note: These numbers will likely change due to policy reviews scheduled for the May and June meetings]

Fiscal Year 2023-2024 Work Plan - PROPOSED

1. Continue comprehensive review and update of library administrative policies.
2. Engage in a library needs assessment and master site planning process (if City Council provides this direction), that takes into account the anticipated residential growth driven by the Regional Housing Needs Allocation requirements.
- 3.

Ideas from 3/9/2023 LBT Meeting

- Critical Infrastructure
- Carlyle Bequest
- Friends of the Library 21st Century Committee of the Library (support them if it is activated)

Strategic Plan Tasks – Fiscal Year 2023-2024

- Develop an ideal staffing plan for the library, that considers budgets, evolving needs, pending retirements, and succession planning.
- Provide quarterly update to staff on strategic planning goals and performance measures and conduct an annual library staff survey.
- Review policies and procedures through an EDI (Equity, Diversity, Inclusion) lens.
- Collaborate with Public Works to develop priorities and a plan for completing any funded critical infrastructure projects (and implement plan).
- Contract for professional services to prepare a master site plan to include library space needs study, and taking into account the Carlyle story room bequest.
- Implement Radio Frequency Identification (RFID) system.
- Develop a five-year technology plan in collaboration with the City's IT Department to guide technological upgrades and implementation of new technologies.