



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

**A G E N D A
REGULAR MEETING
THURSDAY, SEPTEMBER 14, AT 7:00 P.M.**

**SOUTH PASADENA PUBLIC LIBRARY
RAY BRADBURY CONFERENCE ROOM, 2ND FLOOR
1100 OXLEY STREET, SOUTH PASADENA, CA 91030**

South Pasadena Commission 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.

Public participation may be made as follows:

- In Person – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Webinar ID: 892 5352 3747/ Passcode: 073797**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to lbt@southpasadenaca.gov
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na1l0ZExJeEszaytVZz09>.

| | | |
|-----------------------|----------------|------------------|
| CALL TO ORDER: | President | Dean Serwin |
| ROLL CALL: | President | Dean Serwin |
| | Vice President | Bianco Richards |
| | Secretary | Annie Chang Long |
| | Trustee | Kenneth Gross |
| | Trustee | Edward Pearson |

PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

Participate via Zoom.

Public Comment speakers have three minutes to address the Library Board, however, the Chair can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

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), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

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.

PUBLIC COMMENT**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

PRESENTATIONS**ACTION/DISCUSSION****2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

3. **APPROVAL OF MINUTES OF JULY 13, 2023 LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the July 13, 2023, Meeting Minutes.

4. **REQUEST TO CLOSE THE LIBRARY AT 6 P.M. ON TUESDAY, OCTOBER 31, 2023 FOR HALLOWEEN**

Recommendation

It is recommended that the Board review and consider approval of the request to close the Library at 6 p.m. on Tuesday, October 31, 2023 for Halloween.

5. **REQUEST TO OPEN THE LIBRARY AT 2 P.M. ON THURSDAY, DECEMBER 14, 2023 FOR CITY HOLIDAY LUNCHEON**

Recommendation

It is recommended that the Board review and consider approval of the request to open the Library at 2 p.m. on Thursday, December 14, 2023 so that staff may attend the City-sponsored holiday event.

6. **LIBRARY ADMINISTRATIVE POLICY MANUAL UPDATE**

Recommendation

It is recommended that the Board review and adopt the amended "Library Card Policy".

7. **MASTER PLAN PROJECT UPDATE**

8. **2023-2027 STRATEGIC PLAN UPDATE**

9. **LIBRARY OPERATIONS UPDATE**

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|-----------------------|
| COMMUNICATIONS |
|-----------------------|

10. **BOARD PRESIDENT COMMUNICATIONS**

11. **BOARD MEMBER COMMUNICATIONS**

12. **CITY COUNCIL LIAISON COMMUNICATIONS**

13. **FRIENDS OF THE LIBRARY COMMUNICATIONS**

14. **TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**

15. **LIBRARY DIRECTOR COMMUNICATIONS**

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| PUBLIC COMMENT – CONTINUED |
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16. CONTINUED PUBLIC COMMENT – GENERAL

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT**FOR YOUR INFORMATION****FUTURE LIBRARY BOARD MEETINGS**

| | | |
|-------------------|-----------------------|-----------|
| October 12, 2023 | Regular Board Meeting | 7:00 p.m. |
| November 9, 2023 | Regular Board Meeting | 7:00 p.m. |
| December 14, 2023 | Regular Board Meeting | 7:00 p.m. |

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact Library Administration via email at lbt@southpasadenaca.gov or call (626) 403-7330.

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 **September 14, 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.*

9/11/2023

/S/

Date

Sean Faye, Library Administrative Secretary



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
July 13, 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 July 13, 2023 at 7:01 p.m. Members of the public were able to attend in-person and virtually, via Zoom.

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
Karen Weinstock, Friends Board
Representative
Melisa Wilson, Friends Board
Representative
Sean Faye, Administrative Secretary

PUBLIC COMMENTS:

1. South Pasadena resident Sally Kilby identified herself as the former chair of the Friends of the Library's 21st Century Committee for the Library fundraising entity, and spoke of her support for the Library Master Plan and the Senior Center Foundation of South Pasadena's goal to combine both the Library and the Senior Center into a community center. Sally also noted that she and Ellen Daigle are recipients of the Senior Citizens Foundation's Senior Champion Award.

ACTION/DISCUSSION ITEMS:

2. Minutes of the Regular Library Board of Trustees Meeting of June 8, 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 June 8, 2023.

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

3. Library Administrative Policy Manual Update

Motion by Library Board President Dean Serwin, seconded by Library Board Trustee Kenneth Gross, to adopt the revised “Procedures for Patrons Exhibiting Disruptive Behavior” policy, renamed as the “Disruptive Patron Behavior Policy,” with the understanding that written procedures for managing and interacting with disruptive patrons are included in the Library Procedures Manual.

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

4. Online Resource Report: Kanopy Film Streaming Service

The Library has used Kanopy Film Streaming Services since 2018. Kanopy allows Library patrons to stream up to five films per month from a collection of 30,000 diverse titles. It is a pay-per-use service. The Library pays \$2/film. Children’s content is \$5 per month. *The Great Courses* educational films are \$5/title, which amounts to 25 hours of material.

Usage for this service increased during COVID and has remained high ever since. It has received 65,577 website visits, 90,730 pages visits, 12,881 plays, with 1,865 users signed up.

Kanopy is available on the Library website.

5. Special Tax Administration for Fiscal Year 2023-2024

The Consumer Price Index (CPI) figure used to calculate the tax rate was released on 7/12/23. The increase this year is 2.542%. Last year the increase was 8.594%. The tax levy is due to the county on 8/10/23.

6. Trustees Fiscal Year 2023-2024 Work Plan Status Review

The Board has requested this be a standing regular item on each agenda. At least one policy will be reviewed at the 8/10/23 Trustees meeting.

The Board’s availability to conduct fact-finding visits to other libraries and civic centers was discussed, as part of the master site planning process. The goal is to understand the best practices utilized by these other facilities, observe them in use, and learn what they’ve done beyond the role of a traditional library.

The Cerritos Civic Center, San Marino, Alhambra, Altadena, Monrovia, Whittier, and Glendale Central libraries were listed as potential site visits for September, October, or November. Library Director Cathy Billings will look into options for transportation. Trustees expressed that it would be ideal to visit during the afternoon when the libraries are likely to be busiest.

Director Billings will share the State Library’s report regarding the relative age of nearby library facilities in relation to renovation.

The City must balance the need for capital improvements to the current Library building with the possibility of building a new one. It was noted that the Community Room and its exterior arches

are the historical part of the building, not the part of the building that is currently utilized as the Library. That area was built in 1980-1982. What renovations to the historical aspects of the current Library building would be allowed will be identified in the master site plan.

There will be a Discussion Item at the 8/10/23 Trustees meeting about proposed dates and locations to visit other libraries and civic centers.

7. Library Operations Update

More than 1,800 people have signed up for the Summer Reading Program. 170 people attended the most recent “Wonderful Wednesday” program in the Community Room. There are 60 teen volunteers. The Summer Reading Program ends 7/29/23.

Library staff are working on the acquisitions module for the integrated library system, so as to place orders for this Fiscal Year, starting in August. Popular titles are being ordered and processed in a different workflow.

A 5-year agreement with SirsiDynix, the Library’s integrated library system, will be on the consent agenda for the 7/19/23 City Council meeting. This agreement will include the option of extending for two additional one-year periods after the 5-year term ends. The only changes to products and services are the addition of prepaid consulting services to assist a number of upcoming projects and discounts for staff training.

Recruitment for the vacant Full Time Children’s Librarian position is in process.

A Library Aide will be promoted to the Part Time Administrative Clerk position at the end of July.

COMMUNICATIONS:

8. Board President Communications

President Dean Serwin noted the Library is in the middle of a heavily-used park. He requested a staff member from the Parks and Recreation Department speak with the Library Board about their operations and their plans and hopes for the future of the park. President Serwin is excited for the opportunity to review the scope and scale of the master plan, the possible expansion of the Library, and how the Library Park factors into it. The Library Park is under the purview of the Recreation Division. It would be useful to have an understanding of their plan for the next 18 months.

9. Board Member Communications

Secretary Annie Chang Long noted that the community will need to be engaged in planning for the Library and Library Park. Director Billings confirmed that community engagement is a part of the master site planning process.

Vice President Bianca Richards thanked the City for the t-shirts and nametags the Board received from the 6/28/23 Commissioner Congress. Vice President Richards said that the event was nice but noted the event wasn’t well attended for the amount of work that went into it, and that the City might want to rethink the event.

President Serwin thanked everyone for attending the Commissioner Congress.

Trustee Edward Pearson said he didn't recognize the names of many members from other commissions. Ed was approached by several City employees, but they weren't easily identifiable. He felt the opportunity to introduce commission members to the different department heads and the City Manager's office staff was missed.

10. Council Liaison Communications

Councilmember Janet Braun loved the Board's feedback about the Commissioner Congress. The goal of the Commissioner Congress was to show appreciation to the commission members and learn their goals and accomplishments, but a better objective and structure may be needed.

Councilmember Braun is very excited for the master site plan and thanked the Board for being ambassadors to the community.

11. Friends of the Library Representative

Friends Vice President of Endowments for Memorials/Co-Chair of the Friends Bookstore Karen Weinstock and Friends Chief Financial Officer Melissa Wilson reported on behalf of the Friends.

There will not be a Friends Board meeting in July. Their annual retreat will be held in August.

There were four new members in June for a total of \$335. There are currently 144 members for a total of \$14,290.

The rate of donations are slower than this time last year.

Renewal reminders will be sent this month.

The Friends Bookstore is investigating selling some of the more expensive books on eBay. Friends CFO Melissa Wilson is looking into opening a bank account to facilitate these sales.

Tickets for the 2023-2024 Restoration Concert Series are available online for purchase.

The Restoration Concert Committee is still trying to sell the Steinway piano, and has received one offer.

The Restoration Concert Committee added a \$5K donor level for the 2023-2024 season.

The Friends newsletter goes out on the fifth of each month. The open rate is 58.1%. There were 39 clicks: 23 for the bookstore, 5 for membership, 5 for the Restoration Concert Series, 3 for the Summer Reading Program, and 3 for the Friends homepage. Articles are always welcome and the Trustees were encouraged to submit.

The Friends are on Instagram.

12. Trustee Liaison to the Friends

Vice President Richards had nothing to report.

13. Library Director

The Draft General Plan draft is on the City website. Director Billings is working with Community Development to include their requested changes.

The Downtown Specific Plan will be released next week.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, August 10, 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 July 13, 2023 at 8:03 p.m.

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

President _____ Date _____



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: September 14, 2023

FROM: Cathy Billings, Library Director

SUBJECT: Request to Close the Library at 6:00 P.M. on Tuesday, October 31, 2023, for Halloween

Recommendation

It is recommended that the Board that the Board review and consider approval of the request to close the Library at 6 p.m. on Tuesday, October 31, 2023, for Halloween.

Background

When Halloween falls on a Tuesday, Wednesday, or Thursday, the Library has typically remained open its normal hours (until 8:00 p.m.). Due to the neighborhood's popularity with trick or treaters and many out-of-town visitors, the area is overrun by pedestrians and cars in the evening. Patrons wanting to use the Library in the evening on Halloween have difficulty doing so because there is no place to park, and even driving into the neighborhood is difficult due to the number of pedestrians on the streets. The noise and commotion caused by people coming into the Library to use the restroom further drives patrons out.

In 2019, when Halloween last fell on a Thursday, the Library's gate count was 1,643 people. The average number of visitors on all other days of the month was 724 people. This indicates that approximately 1,000 people entered the library to use restrooms over the course of 2-3 hours. In the evening on Halloween, the library essentially operates as a public restroom for a number of people that the facility was not designed to accommodate.

In addition, incidents of minor vandalism took place during those hours, including lights bulbs turned in their fixtures so the lights would not turn on, and graffiti in the restroom. Trash was also found throughout the library. For these reasons staff are recommending that the Library close at 6:00 p.m. on Tuesday, October 31, 2023. This recommendation has been discussed with City Administration and has their approval.

The closure would be well publicized in advance, on the Library's website and social media, via the Library's email list, and with in-library signage and printed announcements to be distributed at the public service desks.



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: September 14, 2023

FROM: Cathy Billings, Library Director

SUBJECT: Request to Open the Library at 2:00 P.M. on Thursday, December 14, 2023, to Enable Staff to Attend Annual Holiday Event.

Recommendation

It is recommended that the Board review and consider approval of the request to open the Library at 2:00 p.m. on Thursday, December 14, 2023, so that staff may attend the City-sponsored holiday event.

Background

The City has traditionally hosted a staff appreciation luncheon during the month of December, to which all staff are invited. At this event staff are honored with awards and milestone years of service to the City are recognized. To make it possible for staff to attend, City Hall Departments are closed from 11:30 a.m. to 1:30 p.m. on the day of the event. It is also traditional for the Library to be closed to enable staff to attend and enjoy the event. Because it does not make sense to open for an hour and a half (10:00-11:30 a.m.), and then close for two hours, staff recommend closing the Library between 10:00 a.m. and 2:00 p.m. for a total closure of four hours.

The closure would be well publicized in advance, on the Library's website and social media, via the Library's email list, and with in-library signage and printed announcements to be distributed at the public service desks.



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: September 14, 2023

FROM: Cathy Billings, Library Director

SUBJECT: **Library Administrative Policy Manual Update: Library Card Policy**

Recommendation

It is recommended that the Board review and adopt an amended "Library Card Policy".

Background

The Board of Trustees work plan for Fiscal Year 2023-2024 includes continuing a comprehensive review and update of Library Administrative Policies. On average, the Library's policies have not been reviewed/amended in 15 years. Trustees are making steady progress and since 2020 have reviewed and rescinded nine obsolete policies and reviewed and amended four.

Discussion/Analysis

The Library Card Policy was adopted in 2006. It has only been amended once since that time, when in 2018 a discrepancy between the City's fee schedule and the Policy was corrected. It has not been substantially amended in nearly 20 years.

In addition to removing information not relevant to the policy (e.g. information about class visits) and out of date replacement fee information, the key amendments to the Policy that staff recommend are:

- Clarifying eligibility requirements, specifically the requirement that permanent cards with full borrower privileges must be applied for in-person, unless the applicant is a South Pasadena resident that is homebound or confined to a convalescent center due to illness, injury, or disability.
- Providing a fuller description of the types of cards that are issued, based on various factors, including ability to provide proof of identity and address.
- Adding specific eligibility criteria for Educator cards.

Fiscal Impact

Limiting full borrowing privileges to those who are issued library cards in person ensures that the funds spent on resources like ebooks, eaudiobooks, and Kanopy film streaming are serving local residents.

Attachments:

1. Library Card Policy Dated 6/14/2018 Redlined with Recommended Changes
2. Library Card Policy with Recommended Changes Incorporated

PUBLIC SERVICES

Library Card Policy

Adopted: 9/19/06

Amended: 6/14/18

Reviewed:

Eligibility: Residents of the state of California are eligible to apply for a ~~Anyone who wishes to borrow materials from the South Pasadena Public Library is required to have a~~ South Pasadena Public Library card. To be eligible for a permanent library card that offers full borrowing privileges, applicants must apply for a library card in person. Those who apply online are eligible for a temporary card that provides access only to selected online resources. Individuals may exchange a temporary card for a permanent card by visiting the library in person. ~~South Pasadena residency is not required. There is no charge for a first-time library card. Residents of South Pasadena who are confined to their home or a convalescent center due to illness, injury or disability are eligible for permanent library cards.~~

Application: A library card application must be completed and signed by each individual requesting a card. Each library card applicant or the A parent or legal guardian must sign the application of any child under the age of 18. ~~must complete and sign a library card application. Adults must present valid identification with verification of current address. A parent or legal guardian must sign a minor's application as well.~~

Proof of Identification: Applicants must present a photo ID as proof of identity. Valid forms of ID include a driver's license or California State ID card, work ID, student body card, passport, military ID card, or any other state or federal issued photo ID. Examples of acceptable forms of identification are a valid driver's license, a current California State ID card, an up-to-date student body card, and an active military ID card.

Proof of Address: Applicants must present proof of their current address. If the acceptable form of photo ID presented does not contain show a current address, other documentation that provides proof of verifying the applicant's current address needs to be combined with the ID to be presented. Examples of documentation ~~bearing the applicant's name~~ that can be used to verify a current address include ~~are~~ a recent rent agreement receipt, utility bill, pre-printed personal checks, car registration, and a recently postmarked letter piece of mail delivered by the United States Postal Service ~~U.S. Mail.~~

No Limitation Borrowing Privileges: If acceptable proof of identify and current address are provided is shown at the time of application, the borrower's a permanent card will be issued to the borrower and can be used immediately without limitations. If the applicant does not have proof of identify and/or address, the following types of cards may be issued, depending on the specific circumstances:

- Temporary Card
Provides access to select online resources and allows cardholder to borrow two physical items. Expires after 3 months.
- Internet Only Card
Allows cardholders to use the public computers and access the library's online resources.

~~**Borrowers Under 18:** Minors of any age are eligible for a library card in their own name as long as a parent or legal guardian completes and signs the application and shows ID with proof of current address at the time of application. By signing the application the parent or legal guardian accepts responsibility for all material checked out on the minor's card.~~

~~**Teachers and Classes Educator Card:**~~

~~Educators that meet the following eligibility requirements may apply for a card that allows them to borrow materials for six weeks:~~

~~Teach preschool, primary school, middle school, high school OR
Homeschool children ages 18 and under
And meet one of the following criteria:~~

- ~~• Teach for South Pasadena Unified School District~~
- ~~• Teach in South Pasadena~~
- ~~• Live in South Pasadena~~

~~Educators must show proof of residency in South Pasadena and/or homeschool status and/or verification of employment as an educator in South Pasadena.~~

~~Teachers with School ID can apply for Educator Cards that permit longer loan periods and extended borrowing limits. Teachers scheduling class visits are encouraged to consult with a Children's Librarian beforehand about the guidelines for registering multiple students with parentally signed applications during the visit.~~

~~**Signature Statement — Library Card Application Cardholder Responsibility for Borrowed Materials:**~~

~~When a library card is issued, the applicant, or the parent or legal guardian of an applicant under the age of 18, agrees to be financially responsible for all materials borrowed with the card, and to abide by library rules and lending policies.~~

~~*"I agree to comply with the rules of the South Pasadena Public Library and to accept financial responsibility for all items borrowed on this card."*~~

~~**Replacement Cards:** Cards whose barcodes cannot be read due to wear will be replaced free of charge. A replacement fee of \$3.00 is charged for all cards that have been lost or stolen.~~

~~**Lost or Stolen Cards:** Library cards should be safeguarded as would any other credit card. Notify the Library immediately if lost or stolen library cards should be reported to the library immediately. Materials cannot be borrowed with any card Once reported lost or stolen, a block will promptly be placed on a missing card. A new card will be needed in order to check out materials.~~

PUBLIC SERVICES

Library Card Policy

Adopted: 9/19/06

Amended: 6/14/18

Reviewed:

Eligibility: Residents of the state of California are eligible to apply for a South Pasadena Public Library card. To be eligible for a permanent library card that offers full borrowing privileges, applicants must apply for a library card in person. Those who apply online are eligible for a temporary card that provides access only to selected online resources. Individuals may exchange a temporary card for a permanent card by visiting the library in person. Residents of South Pasadena who are confined to their home or a convalescent center due to illness, injury or disability are eligible for permanent library cards.

Application: A library card application must be completed and signed by each individual requesting a card. A parent or legal guardian must sign the application of any child under the age of 18.

Proof of Identity: Applicants must present a photo ID as proof of identity. Valid forms of ID include a driver's license or California State ID card, work ID, student body card, passport, military ID card, or any other state or federal issued photo ID.

Proof of Address: Applicants must present proof of their current address. If the photo ID presented does not show a current address, other documentation that provides proof of the applicant's current address needs to be presented. Examples of documentation that can be used to verify a current address include a recent rent agreement, utility bill, printed personal checks, car registration, or a recently postmarked piece of mail delivered by the United States Postal Service.

Borrowing Privileges: If acceptable proof of identify and current address are provided at the time of application, a permanent card will be issued to the borrower and can be used immediately without limitations. If the applicant does not have proof of identify and/or address, the following types of cards may be issued, depending on the specific circumstances:

- Temporary Card
Provides access to select online resources and allows cardholder to borrow two physical items. Expires after 3 months.
- Internet Only Card
Allows cardholders to use the public computers and access the library's online resources.

Educator Card:

Educators that meet the following eligibility requirements may apply for a card that allows them to borrow materials for six weeks:

Teach preschool, primary school, middle school, high school OR
Homeschool children ages 18 and under
And meet one of the following criteria:

- Teach for South Pasadena Unified School District
- Teach in South Pasadena
- Live in South Pasadena

Educators must show proof of residency in South Pasadena and/or homeschool status and/or verification of employment as an educator in South Pasadena.

Cardholder Responsibility for Borrowed Materials:

When a library card is issued, the applicant, or the parent or legal guardian of an applicant under the age of 18, agrees to be financially responsible for all materials borrowed with the card, and to abide by library rules and lending policies.

Lost or Stolen Cards: Notify the Library immediately of lost or stolen library cards. Materials cannot be borrowed with any card reported lost or stolen.



Library Board of Trustees Agenda Report

ITEM NO. 9

DATE: September 14, 2023
FROM: Cathy Billings, Library Director
SUBJECT: Library Operations Update.

Recommendation

It is recommended that the Board receive and file a Library Operations Update, and give direction as to whether they would like to receive weekly updates by email.

Background

For several years, meeting agendas for the Board of Trustees have included a Library Operations Update item. This item typically consists of the Library Director providing verbal updates about things that are going on in the Public Services, Support Services, and Administration divisions.

Library staff prepare departmental updates for a weekly email that is sent to members of the City Council from the City Manager's office. Going forward, staff recommend that these updates be included in the Staff Report for the Library Operations Update item. Trustees may inform staff if they wish to receive these updates via email on a weekly basis. These do not necessarily take the place of verbal updates provided by the Library Director. Items presented in recent weeks are included below.

Updates

A Successful Summer Reading Program Comes to a Close

SRP wrapped up with nearly 2,000 registered participants, which is 500 more participants than last year. In fact, numbers increased across the board, with more hours read (19,127 vs. 16,514 last year), more teen volunteers (66 vs. 46 last year), and more attendees at Wonderful Wednesday events and Storytime's. The first ever Summer Reading Challenge for City staff was also a success, with the winning team reading a whopping 583 hours. They will be treated to a team lunch, courtesy of the Friends of the Library. The Friends are our primary supporter of the SRP, and their \$12,000 donation funded prizes, staff and volunteer t-shirts, books, performers, administrative costs and more. Other SRP donors include:

- Golf N' Stuff
- Hodis Learning
- Holly Hobart
- Kim's Hapkido
- Mathnasium South Pasadena

- Nothing Bundt Cake
- South Pasadena Arts & Music Academy
- South Pasadena Chinese American Club

Positive feedback was received from members of the public who completed our survey at events and our wrap-up survey at the end of the summer. These surveys provide useful feedback as staff plan for the coming year. Comments included:

“The Summer Reading Program with its prizes is a great motivator for kids to continue reading throughout the summer. Please do keep this program going forward!”

“I really appreciate that the library offers this FREE opportunity for kids to see one another & get off their devices for a while. Huge success!”

“Thanks for doing the summer reading program, my son loved it!!”

“Love all of the summer programs!”

“Kids programming is great, love the reading program too”



Friends of the Library Fund Additions to the Library's Diverse Collections

The Friends of the Library has given the Library \$3,000 to boost our budget for books that represent a diversity of voices. These funds will be used to purchase works by newly published authors and authors that write from perspectives that are often marginalized. So far, half of that money has been spent on replacing worn copies of classic Adult Fiction titles by many well-known authors, including [Octavia Butler](#), [Julie Otsuka](#), and [Chimamanda Ngozi Adichie](#), as well as acquiring works by newer rising authors, like [Ivy Pochoda](#), [Alexis Hall](#), and [S.A. Cosby](#). In the second half of the year, we will focus on purchasing for Adult Nonfiction, and Children's Fiction and Nonfiction. The books already purchased have been circulating well, and represent the life experiences of a wider range of people in our community by featuring characters of different ethnicities, sizes, cultures, religions, physical and intellectual abilities and disabilities, gender identities, and sexual orientations. Adding these materials is consistent with our 2023-2027 Strategic Plan goal to identify and address gaps in the collection.

Library Staff Engage in Professional Development

On August 2, Adult Services Librarians Alexis Mendoza (Digital Services) and Olivia Radbill (Local History) completed an interactive, day-long *Preparing for Supervision* training. The training was conducted via Zoom by Forrest Story, MPA, a principal consultant for [Public Sector Excellence](#). The training covered the role of the supervisor in a public sector setting, insight into the transition from "worker" to supervisor, the fundamentals of delegation, coaching employees, and step-by-step approaches to making informed decisions. Both Alexis and Olivia have received certificates of completion for this training. The Library's 2023-2027 Strategic Plan directs us to "establish annual training and development goals and expectations for all staff", and this training was related to that goal.

Library Receives \$22,470 Grant for Sustainability Programming

The Library has been awarded federal Library Services and Technology Act ([LSTA](#)) funds via the California State Library to provide programming and educational opportunities focused on sustainability and climate resilience. The Library's proposal for "Sow South Pasadena" includes a series of public programs, the purchase of new materials, a [Seed Library](#), and more. Collaborating with community partners is also a component of the Sow South Pasadena project, and letters of support were submitted by the South Pasadena Community Garden, South Pasadena Beautiful, and landscape designer [Flor Mota](#). Congratulations to Adult Services Librarians Alexis Mendoza and Olivia Radbill for writing a successful grant application and securing these funds! The project will launch in early 2024.

Book to Art Program: *Something Wicked This Way Comes*

This year the Library began a Book to Art program, which consists of book discussion paired with a hands-on craft activity inspired by the book. In celebration of Ray Bradbury's August birthday the title chosen for the final installment of the Book to Art program for 2023 is Ray Bradbury's [Something Wicked This Way Comes](#). Participants can read all or part of the book and join us a mini paper carousel art project on Saturday, August 26th at 2 p.m. in the Library Community Room. Registration is

required. Participants can sign up at southpasadenaca.gov/register or by calling (626) 403-7359. Bradbury (1920-2012), a beloved author, was a life-long user and supporter of libraries. The South Pasadena Public Library has a special [Ray Bradbury Collection](#) that contains ephemera, photos, first edition Bradbury books, and vintage paperbacks.

Updates on the All Abilities Club for Adults with Developmental Disabilities

In June 2023, the Library partnered with the Institute for the ReDesign of Learning (IRL) Transitional Adult Services (TAS) program to begin a monthly program for adults with developmental disabilities. Since June, the Library has hosted three All Abilities Club events. The Club meets in the Library Community Room on the second Friday of the month from 10:00-11:00 a.m. Club meetings provide a welcoming and safe environment where participants watch movies, listen to music, make crafts, and engage in other fun activities. In June, the All Abilities Club had 56 attendees for a screening of the 1942 version of *Jungle Book*. In July, the All Abilities Club had 58 attendees for a screening of Animated Tales of the World's *Holland: The Tree with the Golden Apples* and a special origami windmill craft. In August, the All Abilities Club had 47 attendees for a paper mosaic craft paired with a listening session of traditional Greek music. Meetings are currently scheduled for September 8th. Future dates will be announced in the fall. All adults with developmental disabilities are welcome, as are adult family members, aides, caretakers, and teachers. This program aligns with the 2023-2027 Library Strategic Plan goal to offer programs that meet the needs of our community.



Library Expanding Offerings for Parents and Caregivers

The Library is expanding its programs and services aimed at parents and caregivers of pre-school age children. The [Parent/Teacher Collection](#) includes resource materials specifically for parents and educators. The collection has been refreshed over the past few years and covers a broad range of topics such as child development, discipline strategies, potty training, special needs, and brain development. Our monthly early

literacy development activity and resource calendar has been a hit with parents, and we recently launched a bi-monthly Preschool Newsletter, which is sent to local preschools and Transitional Kindergartens for distribution to teachers and families. A brand-new Early Literacy Workshop for parents and children—tentatively scheduled to take place in December—is being developed by staff. This workshop will focus on creating a stimulating environment that allows for creativity and conversation and encourages language development.

Community Room Use Returns to Pre-Pandemic Levels

The Library is finally seeing Community Room rentals return to, and even exceed, pre-pandemic levels. There were 30 rentals during Fiscal Year 2022-2023, yielding over \$17,000 in fees. The Community Room hosted 127 senior yoga classes, 15 red cross blood drives, and the room was used 12 times by various City departments for community meetings or trainings. The Library recently filled its vacant part-time Administration Clerk position to assist with handling rental inquiries and processing rental applications, among other tasks.

California State Library Critical Infrastructure Grant Update

The State Library announced that they received applications totaling \$500M in the second round of the grant for critical safety and infrastructure improvements to California public library buildings. The funds available to award total only \$175M, making this round more competitive than we had hoped. The South Pasadena Public Library applied for \$579,835 in round two. Awards are expected to be announced by the end of September.

Memory Lab Program Update

The August Memory Lab session, held on August 23, had two appointments. During appointments Library patrons were able to use professional-grade equipment to digitize their photos and personal documents. One patron brought in an 8mm reel of film. Though we are not yet offering reel conversion in the Memory Lab, the patron was happy to experiment. We used a Wolverine MovieMaker Pro to convert a 5-minute film reel into an MP4 file. There will be two more Memory Lab sessions this year on September 27 and October 25. All appointments are currently booked. The number of sessions offered is dependent upon the availability of library staff to host the sessions. The Memory Lab program was funded by a grant from the California State Library.

Library Collaborates with Teachers and Provides Resources for “Back to School”

The Library has undertaken its usual Back to School outreach, which includes inviting teachers to schedule class visits and share their curriculum with librarians so they can be ready to meet students’ needs. Staff worked with SPHS’s English Department Chair and Librarian to gain access to the High School reading lists, so that we can ensure we have those titles in the collection. Fourth grade teacher Ms. Thackery let staff know that her students would be coming in to complete an assignment, allowing us to prepare for those visits. In October, we have five first grade classes from Marengo Elementary coming for library visits; hopefully more teachers will be reaching out to schedule visits, which are a wonderful opportunity to make students feel welcome and to familiarize them with the Library. The Library of course also offers many online resources that

support student learning, like the live homework help platform [HelpNow](#), which provides free online tutoring for California K-12 students. Through HelpNow, assistance (in multiple languages) is available from qualified tutors 24 hours a day, by laptop, tablet, or phone. The library also provides many online resources, like encyclopedias, platforms that provide pro/con views on contemporary issues, databases of articles to help with research, and platforms that focus specifically on science information and environmental issues. These resources can be accessed from the Library's [website](#).

Library Partners with Huntington Health to Present Fentanyl Info Session

In partnership with the Huntington Health, an affiliate of Cedars-Sinai, the Library will host a free informational presentation about fentanyl on Saturday, September 16th at 2:00 p.m. in the Library Community Room. Huntington-affiliated emergency department physician Ted Peck, MD, and clinical pharmacist specialist Evan Adintori, PharmD, BCPS, and its community outreach team are spearheading the program. The seminar will cover the dangers of fentanyl, the pervasiveness of the drug in the community and what to do if someone overdoses. They will also provide information about Narcan, a nasal spray used to reverse or reduce the effects of opioids. Training for administering Narcan for a fentanyl poisoning will be offered as well. Dr. Peck explains “we would like to be directly involved with helping South Pasadena families navigate this challenging situation.”

Popular Storytime Programs Resume

The Library's every popular Storytimes resume beginning Tuesday, September 12th and will run through November 18th. At Storytime, Children's Librarians read aloud, share fingerplays, songs, and flannel board stories that support early literacy. Storytimes will be held outside on the Oxley Street side of Library Park. If whether is inclement, they will be held inside the Library Community Room. Last fiscal year, 5,623 participants attended 140 Storytime events.

Preschool Storytime

Tuesday, September 12 - November 14
10:30 AM - 11:00 AM

Toddler Storytime

Thursday, September 14 - November 16
10:30 AM - 10:50 AM & 11:00 AM - 11:20 AM

Family Storytime

Saturday, September 16 - November 18
10:30 AM - 11:00 AM