



Additional Documents Distributed for the Library Board of Trustees Meeting of October 12, 2023

Item No.	Agenda Item Description	Distributor	Document
3.	RECOMMENDED FALL AND WINTER HOLIDAY CLOSURES	Cathy Billings	Staff Report
4	MINUTES OF SEPTEMBER 14, 2023 TRUSTEE MEETING	Cathy Billings	Minutes
5.	QUARTERLY LIBRARY BUDGET UPDATE	Cathy Billings	Staff Report
6.	CARLYLE BEQUEST UPDATE	Cathy Billings	Staff Report
7.	LIBRARY SPECIAL TAX FISCAL YEAR 2023-2024 ADMINISTRATOR'S REPORT	Cathy Billings	Staff Report
8.	LIBRARY HEALTH AND SAFETY UPDATE	Cathy Billings	Staff Report
9.	LIBRARY OPERATIONS UPDATE	Cathy Billings	Staff Report



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: October 12, 2023
FROM: Cathy Billings, Library Director
SUBJECT: Recommended Fall and Winter Holiday Closures

Recommendation

It is recommended that the Board review and consider approving the following Library closures:

1. Wednesday, November 22, close early at 5:00 p.m.
2. Sunday, December 24, close.
3. Sunday, December 31, close.

Background

Historically, the Library has closed early on the Wednesday before Thanksgiving.

In 2019, the City of South Pasadena instituted a “Winter Holiday Closure” between December 25 and January 1 of each year. Each year, Library staff review how this closure will impact the Library’s schedule and present a recommendation to the Board of Trustees about any additional closures that should be considered that are not mandated by the City.

Because staff at City Hall work a Monday through Thursday 4-10 schedule (10 hours/day, four days/week), City Hall is typically closed to the public the entire week between December 25 and January 1. Library staff work a 5-40 schedule (5 days/week, 40 hours/week) and the Library is open to the public 7-days per week, therefore the Winter Holiday Closure affects Library hours and staff time off differently.

Discussion/Analysis

The recommended early closure on Wednesday, November 22, 2023 is consistent with past practice. Full-time staff are scheduled to work a full eight hour regardless of the early closure.

The 2023 Winter Holiday Closure requires that full-time Library staff take off the following days:

Tuesday, December 26, 2023
Wednesday, December 27, 2023
Thursday, December 28, 2023

Recommended Fall and Winter Holiday Closures

October 12, 2023

Page 2 of 2

As shown in the attachment, staff are recommending additional closures on Sunday, December 24, and Sunday, December 31. On Sundays the Library is open 4 hours, so these additional closures would total 8 hours.

The Library would be open to the public its regular hours on Friday, December 29 and Saturday, December 30.

This proposed schedule of seven closed days is similar to what was approved by the Board of Trustees in 2022, when the Library was open two days between December 24 and January 1 (also a Friday and Saturday) and closed on two Sundays. Due to the days of the week that the holidays fell on in 2022, the Library closed early on two additional days (Christmas eve and New Years eve).

Approved closures 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.

Alternatives

The Library Board of Trustees may wish to consider the following alternatives to this recommendation, or any others they may discuss as a part of this report:

1. Remain open on either or both Sunday, December 24 or Sunday, December 31, 2023 at regular hours (1:00-5:00 p.m.), or adjusted hours.

Fiscal Impact

Staff time off and closures are taken into account in the Library's wages and benefits budgets for both part-time and full-time staff.

Attachments:

1. Library Fall and Winter 2023 Proposed Holiday Closures
2. South Pasadena Public Library Winter Holiday Schedule (2022-2023)

ATTACHMENT 1
Library Fall and Winter 2023 Proposed Holiday
Closures

Library Proposed Winter Holiday Schedule

December 2023/January 2024

Last updated 10/9/2023

Monday 18-Dec	Tuesday 19-Dec	Wednesday 20-Dec	Thursday 21-Dec	Friday 22-Dec	Saturday 23-Dec	Sunday 24-Dec
LIBRARY OPEN	LIBRARY OPEN	LIBRARY OPEN	LIBRARY OPEN	LIBRARY OPEN	LIBRARY OPEN	LIBRARY CLOSED

Monday 25-Dec	Tuesday 26-Dec	Wednesday 27-Dec	Thursday 28-Dec	Friday 29-Dec	Saturday 30-Dec	Sunday 31-Dec	Monday 1-Jan
LIBRARY CLOSED CITY HOLIDAY	LIBRARY CLOSED	LIBRARY CLOSED	LIBRARY CLOSED	LIBRARY OPEN	LIBRARY OPEN	LIBRARY CLOSED	LIBRARY CLOSED CITY HOLIDAY
	PAID LEAVE DAY 1	PAID LEAVE DAY 2	PAID LEAVE DAY 3				
	BOOK DROP PT Staff TBD 3 hours		BOOK DROP PT Staff TBD 3 hours				

ATTACHMENT 2
South Pasadena Public Library Winter Holiday
Schedule (2022-2023)

SOUTH PASADENA PUBLIC LIBRARY WINTER HOLIDAY SCHEDULE

DEC
JAN

S	M	T	W	T	F	S
18	19	20	21	22	23	24 CLOSED AT 1:00 PM
25 ----- CLOSED	26 ----- CLOSED	27 ----- CLOSED	28 ----- CLOSED	29 ----- CLOSED	30	31 CLOSED AT 1:00 PM
1 ----- CLOSED	2 ----- CLOSED	3	4	5	7	8

BOOK DROPS WILL BE OPEN FOR RETURNS DURING LIBRARY CLOSURES.
MANAGE YOUR LIBRARY ACCOUNT ONLINE AT WWW.SOUTHPASADENACA.GOV/CATALOG.
EBOOKS, FILM STREAMING, AND MORE AT WWW.SOUTHPASADENACA.GOV/ONLINERESOURCES.





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

**MINUTES
REGULAR MEETING
THURSDAY, SEPTEMBER 14, 2023, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Dean Serwin on Thursday, September 14, 2023, at 7:03 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

Council Liaison	Janet Braun
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Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Sean Faye, Library Administrative Secretary; were present at Roll Call. Friends Board representative presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

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

In Person Comments:

None.

ACTION/DISCUSSION

2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None.

3. APPROVAL OF MINUTES OF JULY 13, 2023 LBT MEETINGRecommendation

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

COMMISSION ACTION AND MOTION

A motion was made by Secretary Long, seconded by Vice President Richards, and approved by roll call vote to approve Item No. 3 as presented by staff. The motion carried 5-0, by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

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

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.

COMMISSION ACTION AND MOTION

A motion was made by President Serwin, seconded by Trustee Gross, and approved by roll call vote to approve Item No. 4 as presented by staff. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

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

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.

COMMISSION ACTION AND MOTION

A motion was made by Secretary Long, seconded by Vice President Richards, and approved by roll call vote to approve Item No. 5 as presented by staff. The motion carried 5-0, by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

6. LIBRARY ADMINISTRATIVE POLICY MANUAL UPDATE

Recommendation

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

COMMISSION ACTION AND MOTION

A motion was made by Vice President Richards, seconded by Trustee Pearson and approved by a roll call vote to approve Item No. 6, with modification to the recommendation as follows: "The Library Director and City Attorney will provide additional language regarding the eligibility section, to state that accommodations can be made for residents of South Pasadena who have been confined to their home." The motion carried 5-0 by the following vote:

AYES: Gross, Long, Pearson, Richards, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

7. MASTER PLAN PROJECT UPDATE

8. 2023-2027 STRATEGIC PLAN UPDATE

9. LIBRARY OPERATIONS UPDATE

COMMUNICATIONS

10. BOARD PRESIDENT COMMUNICATIONS

Library Board President Serwin commented he was in support of the standardization of the meeting format. He expressed appreciation that the Library Board is considered to be a part of the fold with all City commissions. He thanked Library Director Billings for her accomplishments.

11. BOARD MEMBER COMMUNICATIONS

Vice President Richards had no comments.

Trustee Gross supports the change in the meeting format, as long as it doesn't create more work for staff.

Trustee Pearson had no comments.

Secretary Long expressed appreciation for the extra effort made to accommodate the Board as part of the updated meeting format.

12. COUNCIL LIAISON COMMUNICATIONS

None.

13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Ellen Torres commented on the Friends' Annual Retreat and updates to their mission statement, with their bylaws and standing rules to be reviewed in September. She also provided updates about the Friends' website, social media, newsletter, and the 21st Century Committee for the Library. She shared the Restoration Concert Series will open its season on 9/24/2023.

14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Vice President Richards had no comments.

15. LIBRARY DIRECTOR COMMUNICATIONS

Library Director Billings commented that the first round of interviews for the Children's Librarian position will begin next week. She will attend the *Library Journal* Design Institute in Hayward, CA. She shared that longtime Reference Librarian and South Pasadena resident Michael Toman passed away.

PUBLIC COMMENT - CONTINUED**16. CONTINUED PUBLIC COMMENT - GENERAL**

None.

ADJOURNMENT

There being no further matters, President Serwin adjourned the meeting of the Library Board of Trustees at 8:28 P.M. to the next Regular Library Board of Trustees meeting scheduled for October 12, 2023.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

Dean Serwin
President

ATTEST:

Sean Faye
Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting: October 12, 2023



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: October 12, 2023
FROM: Cathy Billings, Library Director
SUBJECT: Quarterly Library Budget Report

Recommendation

This is an informational discussion item; there are no recommendations from staff.

Background

The Library Board of Trustees has requested a standard quarterly agenda item to review the Library's budget. The Library's Fiscal Year 2023-2024 Budget totals \$2,211,234, broken down as follows:

Wages and Benefits	\$1,810,839
Operations and Maintenance	\$341,395
Capital Outlay	\$59,000

Approximately 18% of the budget is expected to be provided by Library Special Tax revenue.

The attached budget report shows the adopted budget, actual expenditures for July 1 – September 30, 2023, encumbered funds, and available balances in dollars and percentage.

Discussion/Analysis

The Library is on track with its spending. After the first quarter the available balance percentage for most of our accounts should be approximately 75%, which indicates that we have spent a fourth of our budget in the first of four quarters. As has been noted previously, in certain accounts, most expenses are incurred at the beginning of the fiscal year, so we would expect to see a lower available balance percentage in those accounts. Items of note are included in the table below.

Account	Budget	% Avail. Balance	Note
101-8010-8011-7000	Permanent Salaries	78.47%	Underspent due to the Children's Librarian position vacancy.
101-8010-8011-7010	Part-time Salaries	79.11%	Underspent due to vacancies.

101-8010-8011-7100-010	CalPERS UAL	-0.90%	The City pays CalPERS unfunded accrued liability (UAL) in a lump sum at the beginning of the fiscal year to take advantage of a saving incentive offered by CalPERS.
101-8010-8011-8020	Special Department Expense	58.65%	Have spent more than the expected 25% in the first quarter of the Fiscal Year, largely due to one-time expenditures for library cards and shelving backstops.
101-8010-8010-8060	Dues and Memberships	47.61%	Southern California Library Cooperative and Califa membership dues are paid in the first quarter of the year.
101-8010-8011-8080	Books/DVDs/CDs	2.68%	The percentage amount available is low because the majority of funds in this account are encumbered at the beginning of the Fiscal Year for purchases made throughout the year from Baker & Taylor, Blackstone Publishing, and Tsai Fong Books.
101-8010-8011-8083	E-Books	0.00%	All funds in this account are encumbered at the beginning of the Fiscal Year for purchases from Overdrive.
101-8010-8011-8180	Contract Services	4.61%	The primary expenses from this account are "big ticket" items that are paid early in the Fiscal Year, such as SirsiDynix (\$40K) and OCLC (\$23K).
101-8010-8011-8500	Buildings & Improvements	100.00%	The projects these funds are designated for have not begun, including patio tables installation and Teen area improvements.
101-8010-8011-8520	Machinery & Equipment	100.00%	The projects these funds are designated for have not begun, including ADA exterior book drops and Teen area furniture.

Fiscal Impact

At this time, the Library expenditures are within expected ranges and no unplanned expenses have been incurred.

Attachment:

1. General Ledger Expenditure vs Budget with Encumbrance (Library Department)

ATTACHMENT 1
General Ledger Expenditure vs Budget with
Encumbrance (Library Department)

General Ledger

Expenditure vs Budget with Encumbrance



User: cbillings
 Printed: 10/10/2023 4:35:17 PM
 Period 01 - 03
 Fiscal Year 2024

Account Number	Description	Budget	Actual	End Bal	Variance	Encumbered	Avail	% Avail
101	General Fund							
8010	Library							
101-8010-8011-7000-000	Salaries - Permanent	904,837.00	194,790.93	194,790.93	710,046.07	0.00	710,046.07	78.47
101-8010-8011-7010-000	Salaries - Temp Part	360,000.00	75,195.41	75,195.41	284,804.59	0.00	284,804.59	79.11
101-8010-8011-7020-000	Overtime	0.00	24.32	24.32	-24.32	0.00	-24.32	0.00
101-8010-8011-7040-000	Holiday	13,598.00	405.69	405.69	13,192.31	0.00	13,192.31	97.02
101-8010-8011-7070-000	Leave Buyback	18,553.00	0.00	0.00	18,553.00	0.00	18,553.00	100.00
101-8010-8011-7100-000	Retirement	100,577.00	24,010.23	24,010.23	76,566.77	0.00	76,566.77	76.13
101-8010-8011-7100-010	CalPERS UAL	153,309.00	154,682.44	154,682.44	-1,373.44	0.00	-1,373.44	-0.90
101-8010-8011-7108-000	Deferred Compensation	8,947.00	1,952.26	1,952.26	6,994.74	0.00	6,994.74	78.18
101-8010-8011-7110-000	Workers Compensation	19,762.00	3,318.82	3,318.82	16,443.18	0.00	16,443.18	83.21
101-8010-8011-7130-000	Group Health Insurance	154,200.00	26,445.00	26,445.00	127,755.00	0.00	127,755.00	82.85
101-8010-8011-7140-000	Optical Insurance	2,174.00	464.64	464.64	1,709.36	0.00	1,709.36	78.63
101-8010-8011-7150-000	Dental Insurance	7,840.00	1,704.48	1,704.48	6,135.52	0.00	6,135.52	78.26
101-8010-8011-7160-000	Life Insurance	990.00	209.25	209.25	780.75	0.00	780.75	78.86
101-8010-8011-7170-000	FICA - Medicare	66,051.00	7,410.02	7,410.02	58,640.98	0.00	58,640.98	88.78
101-8010-8011-8000-000	Office Supplies	7,500.00	935.55	935.55	6,564.45	0.00	6,564.45	87.53
101-8010-8011-8010-000	Postage	2,200.00	0.00	0.00	2,200.00	0.00	2,200.00	100.00
101-8010-8011-8020-000	Special Department Expense	22,500.00	9,303.55	9,303.55	13,196.45	0.00	13,196.45	58.65
101-8010-8011-8030-000	Library Periodicals	7,100.00	0.00	0.00	7,100.00	0.00	7,100.00	100.00
101-8010-8011-8031-000	Digital Resources	20,000.00	5,808.31	5,808.31	14,191.69	0.00	14,191.69	70.96
101-8010-8011-8050-000	PrintingDuplicating	4,500.00	493.72	493.72	4,006.28	0.00	4,006.28	89.03
101-8010-8011-8060-000	Dues & Memberships	5,400.00	2,829.00	2,829.00	2,571.00	0.00	2,571.00	47.61
101-8010-8011-8070-000	Mileage Reimbursement	100.00	0.00	0.00	100.00	0.00	100.00	100.00
101-8010-8011-8080-000	BooksDVDsCDs	110,000.00	12,072.25	12,072.25	97,927.75	94,978.72	2,949.03	2.68
101-8010-8011-8083-000	E-Books	36,000.00	8,716.61	8,716.61	27,283.39	27,283.39	0.00	0.00
101-8010-8011-8090-000	Conference & Meeting Expense	6,845.00	21.99	21.99	6,823.01	0.00	6,823.01	99.68
101-8010-8011-8110-000	Equipment Maintenance	3,000.00	685.13	685.13	2,314.87	0.00	2,314.87	77.16
101-8010-8011-8120-000	Building Maintenance	6,250.00	275.63	275.63	5,974.37	0.00	5,974.37	95.59
101-8010-8011-8151-000	CENIC WiFi Expenses	11,500.00	0.00	0.00	11,500.00	11,500.00	0.00	0.00
101-8010-8011-8155-000	Equipment Leasing	450.00	216.12	216.12	233.88	0.00	233.88	51.97
101-8010-8011-8170-000	Professional Service	10,000.00	3,493.50	3,493.50	6,506.50	4,006.50	2,500.00	25.00
101-8010-8011-8180-000	Contract Services	84,050.00	71,976.07	71,976.07	12,073.93	8,202.30	3,871.63	4.61
101-8010-8011-8200-000	Training Expense	2,500.00	220.00	220.00	2,280.00	0.00	2,280.00	91.20
101-8010-8011-8257-000	Board Commission Expense	1,500.00	414.28	414.28	1,085.72	0.00	1,085.72	72.38
101-8010-8011-8500-000	Buildings & Improvements	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>End Bal</u>	<u>Variance</u>	<u>Encumbered</u>	<u>Avail</u>	<u>% Avail</u>
101-8010-8011-8520-000 8010	Machinery & Equipment Library	49,000.00 2,211,233.00	0.00 608,075.20	0.00 608,075.20	49,000.00 1,603,157.80	0.00 145,970.91	49,000.00 1,457,186.89	100.00 65.90
101	General Fund	2,211,233.00	608,075.20	608,075.20	1,603,157.80	145,970.91	1,457,186.89	65.90
Expense Total		<u>2,211,233.00</u>	<u>608,075.20</u>	<u>608,075.20</u>	<u>1,603,157.80</u>	<u>145,970.91</u>	<u>1,457,186.89</u>	<u>65.8993</u>



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: October 12, 2023
FROM: Cathy Billings, Library Director
SUBJECT: **Carlyle Bequest Update**

Recommendation

This is an informational discussion item; there are no recommendations from staff.

Background

Bert Edward Carlyle, a longtime resident of South Pasadena who died on January 8, 2022, made four conditional bequests (the "Bequest") to the South Pasadena Library in his will. The will was admitted to Probate in Los Angeles County Superior Court on March 11, 2022.

Mr. Carlyle's Bequest to the Library is conditioned on the Library Board using the funds for "a capital improvement to the Children's wing of the library Building, in the form of an amphitheater, to be known as the 'Story Room'"; the will further requires that, "An appropriate plaque is to be placed in the library acknowledging this gift, which shall indicate only that it is 'from GENEVA.'" (collectively, "the Conditions").

On August 31, 2022, the Library Board of Trustees adopted Resolution No. 2022-001, accepting the Bequest and its Conditions. On September 7, 2022, the City Council adopted Resolution No. 7788, accepting the Bequest and concurring with the action of the Library Board of Trustees.

Discussion/Analysis

In September 2023, Scott A. Hancock, Esq., attorney for Mr. Carlyle's Executor Richard B. Ashworth, filed with the Super Court of the State of California, County of Los Angeles, a Petition for Settlement of First and Final Account; for Statutory Administrator's and Attorney's Fees; for Extraordinary Executor's Commission and Extraordinary Attorney's Fees and for Final Distribution. A hearing on this matter has been scheduled for December 19, 2023 at 8:30 a.m.

In addition to a sum of \$100,000.00, the Bequest included two residential properties at 704 and 712 Mound Avenue in South Pasadena. The City of South Pasadena authorized the Executor to sell the Mound Avenue properties. The disposition of the properties is described in the Exhibits to the Petition. On or about September 28, 2022, Bryant Realty of South Pasadena listed the properties for sale. The Executor received seven offers on each property. After reviewing all offers a global counter offer was made to all offers. The highest and best counter offer was received and accepted. Escrow for both properties closed on December 2, 2022, with each selling for \$1,400,000.00.

Exhibit "C" to the Petition sets forth \$2,720,702.25 as the net amount due to the City of South Pasadena when the First and Final Account is settled, allowed, and approved and the Estate closed:

Sale of Properties	
704 Mound Avenue	\$1,273,959.13
712 Mound Avenue	\$1,322,707.06
	<u>\$2,596,666.19</u>
Cash	\$100,000.00
	<u>\$2,696,666.19</u>
Withholding Tax Receivable	\$46,666.20
	<u>\$2,743,332.39</u>
Subtotal	\$2,743,332.39
Less Schedule "A"	-\$22,630.14
Net Amount Due City of South Pasadena	\$2,720,702.25



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: October 12, 2023

FROM: Cathy Billings, Library Director

SUBJECT: **Library Special Tax Fiscal Year 2023-2024 Administrator's Report**

Recommendation

This is an informational discussion item; there are no recommendations from staff.

Executive Summary

Each year, the City's consultant prepares an Annual Report and the tax levy listing for the Library Special Tax ("Tax"). They submit the levy list to the County of Los Angeles Department of Auditor-Controller, which collects the taxes on the City's behalf. The annual report presents the Tax rates for the new Fiscal Year, and the total amount of the levy, which in Fiscal Year 2023-2024 is \$407,369.22, an increase of approximately \$10,500.00 over last year.

Background

On June 7, 1994, South Pasadena voters established the City of South Pasadena's Library Special Tax. The Tax was renewed by voters in 1999, 2005, 2009, and in 2015, when an annual Consumer Price Index-based increase to the Tax rates was also approved. On November 8, 2022, voters again extended the Tax, maintaining the annual CPI-based increase, and approving the Tax to be levied annually until terminated by a majority vote of the electorate in South Pasadena.

The Library Special Tax rates for property owners are calculated each year by applying any annual increase of the June Los Angeles-Long Beach-Anaheim area All Urban Consumers Consumer Price Index (CPI-U) to the prior year's rates, beginning with the initial base Tax amounts assessed in Fiscal Year 2016-2017. These rates ranged from \$16.00 to \$128.00, depending on the property's buildable square footage (single family residential), the size of the parcel (non-residential), or number of units (multi-family residential).

Collection of the Special Tax is contingent upon the City adopting an operating budget for the Library Department that meets or exceeds the minimum "Required Amount" set by Section 2.89-5(b)(1) of the South Pasadena Municipal Code (SPMC). The Required Amount must be adequate to provide for all the elements of a "foundation program" of library services, as defined by the Education Code Section 18015. The Required Amount is calculated each year by applying any annual increase of the June CPI-U to the prior year's Required Amount, beginning with an initial base Required Amount in Fiscal Year 1994-1995 of \$760,529.00.

Discussion/Analysis

The City engaged NBS Government Finance Group to calculate the Fiscal Year 2023-2024 Special Tax rates, prepare and submit the tax levy listing to the County, and prepare an Annual Report (attached).

Fiscal Year 2023-2024 Special Tax Fact Summary

CPI-U

- The June 2023 CPI-U number was released in July 2023 by the United States Department of Labor, Bureau of Labor Statistics. The number (322.055), represents an increase of 2.54% over and above the prior year's CPI-U.

Levy and Revenue

- The total levy amount is \$407,369.22, which is approximately \$10,500.00 over the prior Fiscal Year levy. The City's Budget, adopted before the June CPI-U figure was released, projected Library Special Tax revenue of \$375,149.00. Fiscal Year 2023-2024 revenue is likely to exceed the budgeted amount by approximately \$30,000.00.

Tax Rates

- After applying the 2.54% CPI-U increase, the Tax rates range from \$20.62 to \$165.03, depending on type and/or size of property.

Required Amount

- The Required Amount that the Library Department's FY 2023-2024 budget must meet or exceed is \$1,582,249.14. The City's Adopted Budget allocates \$2,211,234.00 for the Library, which exceeds the Required Amount by more than \$600,000.00.

Fiscal Impact

The Library Special Tax revenue collected in Fiscal Year 2023-2024 will provide approximately 18% of the Library's budget.

Attachment:

1. City of South Pasadena Fiscal Year 2023/24 Final Levy Summary Report for Library Special Tax

ATTACHMENT 1

City of South Pasadena Fiscal Year 2023/24
Final Levy Summary Report for Library Special
Tax

CITY OF SOUTH PASADENA

Fiscal Year 2023/24 Final Levy Summary Report For:

Library Special Tax

August 2023

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

FISCAL YEAR 2023/24 LEVY SUMMARY

The City of South Pasadena (the “City”) first levied the City of South Pasadena Library Special Tax (the “Special Tax”) after it was approved by registered voters on June 7, 1994. The Special Tax was renewed by voters again in 1999, 2005, 2009, and 2015. Most recently, on November 8, 2022, voters renewed the Special Tax, to be levied annually until terminated by majority vote of the South Pasadena electorate at a municipal election.

The purpose of the Special Tax is to provide funds to the City to pay for maintenance and operation costs of the South Pasadena Public Library.

The following table provides a summary of the Fiscal Year 2023/24 Special Tax levy, prepared in accordance with the Special Tax formula and updated based upon the records of the Los Angeles County Assessor.

Special Tax Category	Parcel/Unit Count ⁽¹⁾	Special Tax Rate Basis	Special Tax Rate ⁽²⁾	FY 2023/24 Total Levy ⁽³⁾
Single-Family Residential and Condominiums				
<= 2,000 sf Residence	3,331	per Dwelling Unit	\$41.25	\$137,370.44
2,001 sf <= 4,000 sf Residence	1,968	per Dwelling Unit	61.88	121,779.84
> 4,000 sf Residence	201	per Dwelling Unit	82.51	16,582.50
Multi-Family Residential	5,418	per Dwelling Unit	20.62	111,754.76
Non-Residential				
<= ¼ acre lot	157	per Parcel	41.25	6,474.68
> ¼ <= ½ acre lot	79	per Parcel	82.51	6,517.50
> ½ <= ¾ acre lot	17	per Parcel	123.77	2,103.92
> ¾ acre lot	29	per Parcel	165.03	4,785.58
Totals:				\$407,369.22

(1) Unit counts are shown for residential categories and parcel counts are shown for non-residential categories.

(2) Special Tax rates are escalated annually based upon the annual (June to June) change in the Consumer Price Index for All Urban Consumers (“CPI-U”) in the Los Angeles-Long Beach-Anaheim area. The Special Tax rates were increased by 2.54% in Fiscal Year 2023/24, based upon the annual change in CPI-U.

(3) Includes installment rounding.

Properties subject to the Special Tax are levied based upon the Special Tax rates identified in the special tax formula, which are escalated annually based upon the change in the Consumer Price Index for All Urban Consumers (“CPI-U”) for the Los Angeles area as of June each year. The Fiscal Year 2023/24 Special Tax rates were increased by 2.54% based upon the change in CPI-U.

The following table outlines the historical changes in the CPI-U for the Los Angeles area:

Fiscal Year	June CPI-U Value	Annual CPI-U Increase ⁽¹⁾
2016/17	249.789	N/A
2017/18	255.275	2.20%
2018/19	265.522	4.01%
2019/20	274.380	3.34%
2020/21	278.121	1.36%
2021/22	289.218	3.99%
2022/23	314.072	8.59%
2023/24	322.055	2.54%

(1) The CPI-U Increase, as displayed in this table, is a rounding of the actual CPI-U Increase. The maximum Special Tax rates are calculated by using the actual CPI-U Increase, not the rounding of the actual CPI-U Increase.

NBS

Corina Chavez, Administrator
 Amanda Welker, Project Manager
 Tim Seufert, Client Services Director

FISCAL YEAR 2023/24 FINAL BILLING DETAIL REPORT

The Fiscal Year 2023/24 Final Billing Detail Report is provided as a separate document.





Library Board of Trustees Agenda Report

ITEM NO. 8

DATE: October 12, 2023
FROM: Cathy Billings, Library Director
SUBJECT: Library Health and Safety Update

Recommendation

This is an informational discussion item; there are no recommendations from staff.

Background

The Library's mission is to be a welcoming environment where the needs of our users are met with physical and digital resources, exceptional service, and engaging programs. On September 8, 2022, the Library Board of Trustees (LBT) received a report containing information that provided context for a discussion of Library and Library Park health and safety issues. The report included information about the Library Code of Conduct and the portion of the South Pasadena Municipal Code (SPMC) that provides a framework for suspending library privileges when rules are not followed, Park rules and signage, the ways staff try to connect people in need with social services assistance, facility issues, among other things. Trustees directed staff to periodically revisit the topic of Library Health and Safety at regular meetings of the Board.

Discussion/Analysis

Code of Conduct Enforcement

Library staff continue to spend time managing people that violate the Library's Code of Conduct or exhibit the disallowed behaviors described in the SPMC.

In the first quarter of the current fiscal year (July-September 2023) staff logged 38 entries in the Code of Conduct log. The issues documented were of a wide variety, including:

- Leaving belongings unattended.
- Consuming alcohol.
- Hacking a public computer.
- Refusing to leave at closing.
- Spending excessive time in the restrooms.
- People shouting profanities or bothering others by talking loudly to themselves.
- Verbal abuse of staff and/or threatening behavior.
- Unwanted or inappropriate advances to staff or other patrons.
- Trying to use counterfeit bills.
- Youth squirting water guns.

- Antagonism and/or conflict between patrons.

There are currently six people whose library privileges are suspended for up to one year.

Outreach Requests for People in Need of Social Services

In the first quarter of Fiscal Year 2023-2024 three requests were submitted to the Los Angeles Homeless Services Authority (LAHSA) through their online portal. In one case an outreach team was able to contact the individual; the outcome of the contact is not known to us. In the other two cases, teams made two attempts to contact the subjects but were unable to.

The City continues to participate in the SGV CARE (San Gabriel Valley Council of Governments) program that provides mental health crisis services, and supplemental outreach services for the homeless. Currently the Supplemental Services Team is in South Pasadena for two hours on Friday. The mental health crisis team works from South Pasadena Monday, Wednesday, Thursday, and Friday. These services are provided by L.A. CADA (Los Angeles Centers for Alcohol and Drug Abuse). In August 2023, the Supplemental Services Team engaged nine individuals in South Pasadena. Two were first-time contacts and seven were follow-up engagements. Three individuals refused supportive services from the team. The Team assisted one individual in obtaining California ID. The highest number of encounters in August took place in the Huntington Drive area.

Facility

The safety and security-related facility improvements discussed by the Board of Trustees on September 8, 2022, included security cameras, an electronic keycard system for certain doors, and gates that would prevent access to the balconies. The City's Fiscal Year 2023-2024 Capital Improvement budget prioritizes Library HVAC, the Library roof, and miscellaneous repairs and improvements related to accessibility and waterproofing and repairing water damage. Security and safety improvements, including Community Room ramp lighting, were not prioritized for Fiscal Year 2023-2024. Funding for all of the above projects are tied to the Library's California State Library Building Forward grant application. Priorities will be revisited after the grant awards are announced.

Fiscal Impact

The facility improvements related to Library health and safety have fiscal impacts, which will be better understood when it is known whether any funding from the State Library's Building Forward Critical Infrastructure Grant has been awarded.



Library Board of Trustees Agenda Report

ITEM NO. 9

DATE: October 12, 2023
FROM: Cathy Billings, Library Director
SUBJECT: Library Operations Update

Recommendation

It is recommended that the Board receive and file this Library Operations Update.

Background

This Staff Report provides short summaries of selected highlights from the previous month's Library operations.

Updates

Library Staffing

The second and final round of interviews for the vacant full-time Children's Librarian position were held on Friday, October 6th. References are currently being checked and we expect to make an offer soon.

Interviews for the vacant part-time Clerk II (Support Services) position were held on Monday, October 9th. This is a promotional opportunity only, and three current staff members were interviewed.

The Library has opened a requisition to start the recruitment process for part-time Library Aides. The existing eligibility list has been exhausted, and two of ten positions need to be filled.

Public Libraries Survey

Staff have been diligently working on compiling Fiscal Year 2022-2023 data and statistics for the annual Institute for Museum and Library Services Public Libraries Survey (PLS). The PLS is administered in California by the California State Library. The PLS provides access to a wide range of public library data about all public libraries in the state. Once vetted and finalized by the State Library, the data is made available and can be used for reporting, research, and making comparisons between libraries. The due date for completing the survey is November 7, 2023.

Staff Attends first SPUSD PTA Council Meeting of the School Year

Our Children's Librarian serves as a liaison to the South Pasadena Unified School District PTA Council and regularly attends PTA Council meetings to share information about library services, resources, and events. Maida Wong attended the September meeting and talked to the Council about an upcoming Library program about the

dangers of fentanyl (9/16), the fall storytime schedule, how students can get library cards, and how teachers can schedule class visits to the library. A Library/PTA partnership to highlight ADHD Awareness Month was also discussed. This strong connection with the schools is crucial to the Library's ability to serve our community's students and parents.

Library Staff Participate in the L.A. as Subject Archives-At-Risk Committee

In March 2023 Adult Services/Local History Librarian Olivia Radbill became a member of the [L.A. as Subject](#) (LAAS) Archives-at-Risk Committee (AARC). L.A. as Subject is a research alliance dedicated to preserving and improving access to the archival material of Los Angeles history. The AARC was established to create support resources for the 292 institutions that are L.A. as Subject members. The AARC is assisting archives with self-assessment and providing guidance to the caretakers of archives and special collections. Over the summer, Olivia helped a private archive of professional commercial photographs complete a self-assessment and provided guidance related to organizational management, finances, and collection stewardship. Olivia enjoys giving back to the profession and hopes to continue her work with the Committee.

Library Partners with Newspapers.com to Digitize Microfilm of Local Newspapers

The Library has previously worked extensively with Newspapers.com to digitize our local newspaper microfilm collection at no cost to the City. This online collection can be accessed in the Library using personal devices that are connected to the Library's Wi-Fi, or any public computer workstation. We are excited to announce that digitization of the last batch of 10 reels of microfilm, containing the South Pasadena Review from 1938 to 1952, has now been completed. This means that all issues of the South Pasadena Review, from 1938 to 1993, are now available to browse and search on Newspapers.com [from inside the Library](#).



L-R: Microfilm reel; Front page, South Pasadena Review, May 13, 1938

Library Launches new Acquisitions Software

After months of trainings, consulting calls, configuration, and collaboration with vendors, the Library's acquisitions software is up and running. Acquisitions is an add-on module

to our Integrated Library System (ILS) that manages the process of ordering, tracking, and processing new materials for the Library's collection. With acquisitions, orders are placed and invoiced electronically, and can track our spending within the ILS. Acquisitions also benefits Library customers, because it increases the speed at which items arrive on site and get into the hands of borrowers. It also means that customers will be able to see in the catalog what items are on order and place holds on those items before they even arrive. This launch fits with the Library's 2023-2027 Strategic Plan goal to increase workflow efficiencies and customer self-service options.

City Staff Celebrate their Summer Reading Program Win

The winners of the Staff Summer Reading Challenge—Barbara, Christiana, and Evelyn—got together this week at Gus's BBQ for a special lunch they earned by being on the team that won the first ever Staff Summer Reading Challenge. They had a chance to relax, get to know each other better, talk about books, and enjoy some tasty food, thanks to the Friends of the South Pasadena Public Library. We can't wait to do it all over again next summer!



Carlyle Bequest Update

On September 7, 2022, the City Council adopted a resolution accepting a bequest from Bert Edward Carlyle to the South Pasadena Public Library. On September 19, 2023, Mr. Carlyle's Estate Attorney filed a Petition for Settlement of First and Final Account with the courts, and a hearing is scheduled for December 19, 2023. The total payout amount for the Library, as documented in the Petition for Settlement, is \$2,720,702.25. According to the terms of the bequest, these funds may only be used for a children's story room at the South Pasadena Public Library.

Library Receives Final \$1,000 Stipend from Archive.org

Over the past three years the Library has participated in [Archive-It](#)'s Community Webs grant program. Archive-It is the leading web archiving service for preserving websites. Since 2021, the Library has participated in the program, preserving over 1.3 terabytes of online content related to South Pasadena. Though the Library's Community Webs [public page](#) is still a work in progress, the grant has given us the tools and knowledge to continue this preservation work. With the grant period wrapping up, Archive.org has offered us a final stipend of \$1,000 to spend toward local history-related programming and resources.

Library Presentation About the Dangers of Fentanyl

On Saturday, September 16, the Library hosted a talk about the dangers of fentanyl, in partnership with Huntington Hospital. The program was led by clinical pharmacist specialist Evan Adintori, who gave an eye-opening presentation on the history of fentanyl use in the United States, signs and symptoms of a fentanyl overdose, and steps to take when you suspect someone is overdosing. Dr. Adintori concluded the presentation with an in-depth Q&A session and distributed Narcan to attendees. The program was attended by 21 community members, including several students from South Pasadena High School. Accidental fentanyl overdose deaths nationally have become the number one killer of people ages 18-to 45 and education is key to preventing these tragedies.



Hispanic Heritage Month Book Display

In celebration of Hispanic Heritage Month, the Library has a special display for library materials—in both English and Spanish—that are related to Hispanic culture, identity, and heritage. Titles like Pixar's [Coco](#), [Dominicana](#) by Angie Cruz, and [Solito](#) by Javier Zamora are available for checkout and on display by the Library's front entrance.



Library, City, and South Pasadena Beautiful Host a Special Event

On Tuesday, October 3rd, the Public Works Department joined the Library to participate in South Pasadena Beautiful's "All Things Trees" event. Speaker Richard McLeod presented his talk "Let's Show the Trees Some Love". Richard is an Arborist Representative working with Bartlett Tree Experts, leaders in scientific tree and shrub care since 1907. Librarian Alexis Mendoza talked about the Library's interactive Library Park Tree Map and provided a sneak peek into "Sow South Pasadena", a grant funded series of events and programs that will take place in the spring. Catrina Peguero, Public Works Operation Manager, and Arpy Kasparian, Environmental Services and Sustainability Manager, gave a presentation on the City's tree-related programs including the City's Tree City USA recognition, native tree rebates, the South Pasadena Tree Guide, the Tree Dedication program, and tree trimming and removal procedures. City staff answered several questions from the 60+ participants and provided additional information at their Sustainability, West Coast Arborist, and Public Works booths. City staff are looking forward to continuing working with South Pasadena Beautiful for future environmental events in the City.



Library Launches Revamped and Improved Catalog Homepage

New Support Services Librarian Jenny Reyes has completely revamped the [Library Catalog homepage](#), giving it a new color palette, a more modern design, and adding a wealth of information that is of interest to Library customers. For many people, the Catalog is the only Library webpage they actually visit—4,712 used the page in September—and with this redesign we are able to connect people with the information they want, all in one place. The homepage now highlights a selection of our extensive online resources. The selections will be periodically changed out to highlight the variety of resources we have. In addition, people can now access and place holds on special collections, such as our California State Parks Passes and our Book Club Kits, straight from the homepage. It also allows us to share need-to-know information like Library closures, and to highlight upcoming programs.

