



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

**A G E N D A
REGULAR MEETING
THURSDAY, MARCH 14, 2024, 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 Annie Chang Long

ROLL CALL:

President	Annie Chang Long
Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

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 FEBRUARY 8, 2024 LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the February 8, 2024, Meeting Minutes.

4. **CONSIDER CLOSING THE LIBRARY FOR THREE HOURS TO ALLOW STAFF TO ATTEND WELLNESS AND RESILIENCY TRAINING**

Recommendation

It is recommended that the Board approve closing the Library for three hours on Wednesday, April 10, 2024, from 10:00 a.m. to 1:00 p.m., to allow all staff to attend a Wellness and Resiliency Training being offered by the City.

5. **TERMINATION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE LIBRARY BOARD OF TRUSTEES AND THE FRIENDS OF THE SOUTH PASADENA PUBLIC LIBRARY RELATED TO STEINWAY PIANO OWNED BY THE FRIENDS**

Recommendation

It is recommended that the Trustees review a letter from the Friends describing their desire to terminate, by mutual agreement, the MOU related to the Steinway piano owned by the Friends and stored in the Library Community Room and consider taking action to document a desire on the part of the Trustees to mutually agree to terminating the MOU.

6. **APPOINT TRUSTEE TO THE LIBRARY AND COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE**

Recommendation

It is recommended that the Board appoint one Trustee to serve on the Ad Hoc Committee for the Library and Community Center Comprehensive Site Plan project.

7. **DISTRIBUTION OF DUTIES FOR VOLUNTEER RECOGNITION EVENT**

Recommendation

It is recommended that the Trustees receive an update from staff on the arrangements for the Volunteer Recognition event to be held on April 9, 2024, and discuss and finalize the assignment of responsibilities.

8. **STATUS OF LIBRARY ADMINISTRATIVE POLICIES REVIEW AND UPDATE PROJECT**

Recommendation

It is recommended that the Trustees review a comprehensive list of policies that are currently included in the Library Administrative Policy Manual (LAPM) and consider a proposed schedule for policy review.

9. **LIBRARY OPERATIONS UPDATE**

Staff to provide updates to Trustees about library events and programs, new services or changes to service, and to inform Trustees about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

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**

PUBLIC COMMENT – CONTINUED

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

April 11, 2024	Regular Board Meeting	7:00 p.m.
May 9, 2024	Regular Board Meeting	7:00 p.m.
June 13, 2024	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.southpasadenca.gov

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


The City's YouTube Channel may be accessed at:

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

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 **March 14, 2024**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

3/11/2024

/S/

Date

Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: March 14, 2024
FROM: Cathy Billings, Library Director
SUBJECT: **Approval of Minutes of February 8, 2024 Library Board of Trustees Meeting**

Recommendation

It is recommended that the Board review and approve the February 8, 2024 Regular Meeting minutes.

Attachment:

1. City of South Pasadena Library Board of Trustees Regular Meeting Minutes, Thursday, February 8, 2024.

ATTACHMENT 1

City of South Pasadena Library Board of
Trustees Regular Meeting Minutes, Thursday,
February 8, 2024



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

**MINUTES
REGULAR MEETING
THURSDAY, FEBRUARY 8, 2024, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by Vice President Bianca Richards on Thursday, February 8, 2024, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

Vice President	Bianca Richards
Secretary	Annie Chang Long
Trustee	Kenneth Gross
Trustee	Edward Pearson
Trustee	Minsun Meeker

ABSENT

Council Liaison Jon Primuth

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. The Friends of the Library 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.

PRESENTATIONS

2. NEW STAFF INTRODUCTION – BRE TAYLOR

Cathy Billings, Library Director, introduced new Children's Librarian, Bre Taylor.

[Children's Librarian Bre Taylor left the Library Board of Trustees meeting at 7:04 p.m.]

3. NEW TRUSTEE ANNOUNCEMENT

Library Director Billings introduced new Library Board Trustee, Minsun Meeker.

ACTION/DISCUSSION

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

None.

5. NOMINATING COMMITTEE PRESENTATION OF NOMINEES FOR OFFICES IN 2024

6. ELECTION OF 2024 OFFICERS

Recommendation

It is recommended that the Board approve the slate of officers for 2024 as presented by the Nominating Committee.

COMMISSION ACTION AND MOTION

A motion was made by Trustee Pearson, seconded by Secretary Long, and approved by roll call vote to approve the slate of officers as presented by the Nominating Committee in Item No. 5, as follows – President – Annie Chang Long; Vice President – Kenneth Gross; Secretary – Edward Pearson. The motion carried 4-0-1 by the following vote:

AYES: Gross, Long, Pearson, Richards
NOES: None.
ABSENT: None.
ABSTAINED: Meeker.

7. APPPOINT A TRUSTEE AS LIAISON TO THE FRIENDS OF THE LIBRARY BOARD FOR 2024

COMMISSION ACTION AND MOTION

A motion was made by Trustee Richards, seconded by Vice President Gross, and approved by roll call vote for Trustee Richards to continue as the Trustee Liaison to the Friends. The motion carried 5-0 by the following vote:

AYES: Gross, Long, Meeker, Pearson, Richards
NOES: None.
ABSENT: None.
ABSTAINED: None.

8. APPROVAL OF MINUTES OF JANUARY 11, 2024 LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the January 11, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Vice President Gross, seconded by Secretary Pearson, and approved by roll call vote to approve Item No. 8 as presented by staff. The motion carried 4-0-1 by the following vote:

AYES: Gross, Long, Pearson, Richards

NOES: None.

ABSENT: None.

ABSTAINED: Meeker.

9. VOLUNTEER RECOGNITION EVENT**10. NEW LIBRARY APP DEVELOPMENT STATUS UPDATE****11. COMPREHENSIVE SITE PLANNING PROJECT UPDATE****12. LIBRARY OPERATIONS UPDATE****COMMUNICATIONS****13. BOARD PRESIDENT COMMUNICATIONS**

Library Board President Long loved the Seed Library launch and found it fun and creative. She is looking forward to seeing how the Board can be involved in the Comprehensive Site Planning project. She welcomed new Trustee Minsun Meeker.

14. BOARD MEMBER COMMUNICATIONS

Vice President Gross welcomed Trustee Minsun Meeker to the Board. He is excited for the discussions about a new library building and the Comprehensive Site Planning project.

Trustee Richards is looking forward to working with the new officers on both the Friends Board and the Library Board.

Secretary Pearson said Benjamin Franklin loaned his telescope to a library for people to stargaze during the 1750s. It was a forerunner of "The Library of Things" program that is offered by many libraries.

Trustee Meeker appreciated the warm welcome. She was excited to hear about the great work being done and is looking forward to learning more about it.

15. COUNCIL LIAISON COMMUNICATIONS

None.

16. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Newly-appointed Friends Board President Kevin O’Neill introduced himself to the Library Board. He is a second-generation resident of South Pasadena. He joined the Friends last year and is excited to be here and see how things operate.

17. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

None.

18. LIBRARY DIRECTOR COMMUNICATIONS

None.

PUBLIC COMMENT - CONTINUED

19. CONTINUED PUBLIC COMMENT - GENERAL

None.

ADJOURNMENT

There being no further matters, President Annie Chang Long adjourned the meeting of the Library Board of Trustees at 8:04 P.M. to the next Regular Library Board of Trustees meeting scheduled for March 14, 2024.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

Annie Chang Long
President

ATTEST:

Sean Faye
Staff Liaison, Library Administrative Secretary

Approved at Commission Meeting: March 14, 2024



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: March 14, 2024
FROM: Cathy Billings, Library Director
SUBJECT: **Close the Library for Three Hours for Staff Training**

Recommendation

It is recommended that the Board consider the request to close the Library for three hours on Wednesday, April 10, 2024, from 10:00 a.m. to 1:00 p.m., to allow all staff to attend a Wellness and Resiliency Training being offered by the City.

Background

The City will be holding an in-person training session for all staff on Wellness and Resiliency on Wednesday, April 10, 2024. The training will be held at the Community Room and will last approximately two hours. To accommodate staff schedules, two sessions are being offered, at 10:00 a.m. and 1:00 p.m.

Analysis

In the regular course of their duties, Library staff regularly encounter and interact with people who violate the Library's Code of Conduct. For staff, these interactions can be exhausting, stressful, annoying, frustrating, frightening, and even traumatic. Wellness and Resilience training is designed to teach strategies that help people mitigate the negative impact of stress. It can also help normalize the reaction to stress and trauma, reduce stigma around talking about those difficult interactions, and encourage healthy coping.

This training is particularly relevant to Library staff and would be most beneficial if staff could be fully present as they participate, which they will not be able to do if the Library is open and they are worrying about covering the public desks, managing conflicts with patrons, and maintaining a safe and adequately monitored environment for library patrons. If the Library was closed, staff would be able to devote undivided attention to this important subject. This closure has the approval of the City Manager.

The training will be presented by Dr. Heather Williams, a first responder psychologist who has provided training of this nature for the past 15 years. Topics to be covered include:

- The science of stress.
- Burnout and compassion fatigue.
- The impact of trauma.
- Strategies for improving the quality of life and building resilience.



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: March 14, 2024

FROM: Cathy Billings, Library Director

SUBJECT: **Termination of Memorandum of Understanding between the Trustees and the Friends of the Library related to Steinway piano**

Recommendation

It is recommended that the Trustees review a letter from the Friends describing their desire to terminate, by mutual agreement, the Memorandum of Understanding (MOU) related to the Steinway piano owned by the Friends and stored in the Library Community Room and consider taking action to document a desire on the part of the Trustees to mutually agree to terminating the MOU.

Background

In 2007 the Library Board of Trustees, on behalf of the City of South Pasadena, entered into an MOU with the Friends of the South Pasadena Public Library, Inc. regarding a Steinway piano that was purchased by the Friends, and was intended to be used for the Friends Restoration Concert Series and housed in the Library Community Room. The MOU covered the term (10 years), ownership, maintenance, display, insurance, use, etc. of the piano. On September 14, 2017, the Friends requested that the term of the MOU be extended for another 10 years. The Board of Trustees voted to extend the term to October 1, 2027. The MOU "may be terminated at any time by the mutual agreement of the parties to the MOU."

Analysis

The Friends sold the piano and it was removed from the Library Community Room on February 24, 2024, thereby eliminating any need for an MOU. The Friends are providing a letter that expresses their wish to terminate the MOU, and that seeks the Trustees mutual agreement to do so.

The City Attorney advises that the Library Board of Trustees should now take an action to document their desire to terminate the MOU.

Attachments:

1. 2007 Memorandum of Understanding
2. 2017 MOU Amendment
3. Letter from the Friends of the Library re: MOU Termination

ATTACHMENT 1
2007 Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") by and between the SOUTH PASADENA PUBLIC LIBRARY BOARD OF TRUSTEES on behalf of the CITY OF SOUTH PASADENA, hereinafter referred to as the "BOARD," and the FRIENDS OF THE SOUTH PASADENA PUBLIC LIBRARY, INC, a California Non-Profit Corporation, hereinafter referred to as "FRIENDS", is entered into this 18th day of October, 2007.

RECITALS

WHEREAS, the South Pasadena Public Library's Restoration Concert Committee ("COMMITTEE"), a sub-committee of FRIENDS, has purchased and restored a Steinway Concert "D" Piano, Serial No. 280025 ("PIANO");

¹⁹³⁵
WHEREAS, the purchase and restoration of the PIANO had a total cost of \$49,217.50, which was raised and paid for by the COMMITTEE;

WHEREAS, the COMMITTEE has purchased the aforementioned Piano for the express purpose of enhancing the Fundraising Concert Series that benefits the South Pasadena Library ("LIBRARY"); and

WHEREAS, the COMMITTEE, FRIENDS and BOARD wish to enter into MOU for the care, storage and maintenance of the PIANO.

NOW, THEREFORE, the parties agree as follows:

1. **TERM.** The term of this MOU shall commence on the date first above written in this MOU and shall continue until October 1, 2017.
2. **OWNERSHIP.** The ownership of the PIANO shall remain with FRIENDS for the term of this MOU, unless transferred earlier at the sole discretion of FRIENDS. FRIENDS will retain the right to determine ownership of the PIANO.
3. **MAINTENANCE.** The maintenance, care and tuning of the PIANO shall be the responsibility of COMMITTEE and FRIENDS. The COMMITTEE shall develop specific guidelines for the care and maintenance of the PIANO.
4. **DISPLAY.** BOARD agrees to display and store the PIANO in the Community Room or any other location in the LIBRARY, or City facility, pursuant to mutual agreement of the Parties to this MOU.
5. **INSURANCE.** BOARD agrees to provide insurance coverage for the PIANO under the City's self-insurance program.
6. **USE.** The PIANO is for the sole use of the pianists featured in the Restoration Concert Series. FRIENDS must agree to any other use in writing.

7. **TERMINATION.** This MOU may be terminated at any time by the mutual agreement of the Parties to the MOU.

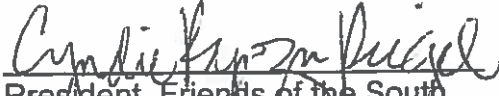
8. **RESOLUTION OF DISPUTES.** Disputes regarding the interpretation or application of any provisions of this MOU shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.

9. **FORCE MAJEURE.** The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

10. **ENTIRE MOU.** This MOU supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this MOU acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this MOU shall be valid and binding. Any modification of the MOU shall be effective only if it is in writing and signed by all parties.

IN WITNESS WHEREOF this MOU is entered into by the parties hereto on the date first above written.

FRIENDS



President, Friends of the South
Pasadena Library

BOARD



President, South Pasadena
Public Library Board of Trustees

ATTACHMENT 2
2017 MOU Amendment

August 8, 2017

On the 18th day of October, 2007, a MEMORANDUM of UNDERSTANDING was signed by the then President of the Friends of the SPPLibrary and by the then President of the Board of Trustees of the SPPLibrary.

The fourth paragraph of the MOU states:

WHEREAS, the Committee (Restoration Concerts' Committee), Friends and Board wish to enter into a MOU for the care, storage and maintenance of the PIANO.

NOW, THEREFORE, the parties agree as follows:

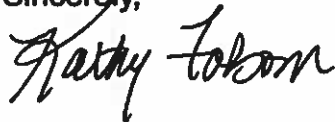
1. TERM. The term of this MOU shall commence on the date first above written in this MOU and shall continue until October 1, 2017.

THE ABOVE ITEM #1 NEEDS TO BE AMENDED TO OCTOBER 1, 2027 AS THE RESTORATION CONCERTS' SERIES IS STILL GOING STRONG.

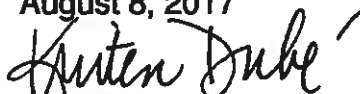
PLEASE SEE ATTACHED ITEMS.

KATHY FOLSOM AND KAY ROSSER, RESTORATION CONCERTS' CO-CHAIRS REQUEST THAT THIS MOU BE AMENDED TO THE YEAR AND DATE OF OCTOBER 1, 2027.

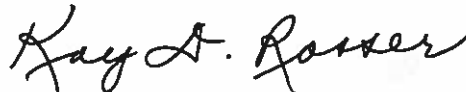
Sincerely,



KATHY FOLSOM
Restoration Concerts' co-chair
August 8, 2017



KRISTEN DUBE
Friends of SPPLibrary-President
August 18, 2017



KAY D. ROSSER
Restoration Concerts' co-chair
August 8, 2017

Brendan Durrett
Library Board of Trustees-President
September ,2017

Extra

MEMORANDUM OF UNDERSTANDING

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1935

WHEREAS, the purchase and restoration of the PIANO had a total cost of \$49,217.50, which was raised and paid for by the COMMITTEE;

WHEREAS, the COMMITTEE has purchased the aforementioned Piano for the express purpose of enhancing the Fundraising Concert Series that benefits the South Pasadena Library ("LIBRARY"); and

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3. **MAINTENANCE.** The maintenance, care and tuning of the PIANO shall be the responsibility of COMMITTEE and FRIENDS. The COMMITTEE shall develop specific guidelines for the care and maintenance of the PIANO.
4. **DISPLAY.** BOARD agrees to display and store the PIANO in the Community Room or any other location in the LIBRARY, or City facility, pursuant to mutual agreement of the Parties to this MOU.
5. **INSURANCE.** BOARD agrees to provide insurance coverage for the PIANO under the City's self-insurance program.
6. **USE.** The PIANO is for the sole use of the pianists featured in the Restoration Concert Series. FRIENDS must agree to any other use in writing.

7. **TERMINATION.** This MOU may be terminated at any time by the mutual agreement of the Parties to the MOU.

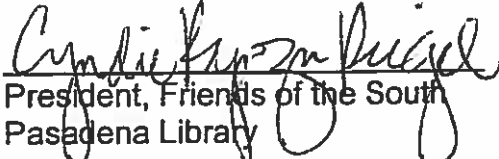
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9. **FORCE MAJEURE.** The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

10. **ENTIRE MOU.** This MOU supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this MOU acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this MOU shall be valid and binding. Any modification of the MOU shall be effective only if it is in writing and signed by all parties.

IN WITNESS WHEREOF this MOU is entered into by the parties hereto on the date first above written.

FRIENDS



President, Friends of the South
Pasadena Library

BOARD



President, South Pasadena
Public Library Board of Trustees

ATTACHMENT 3

Letter from the Friends of the Library re: MOU
Termination



March 12, 2024

Annie Chang Long
South Pasadena Public Library Board of Trustees
1100 Oxley Street
South Pasadena, California 91030

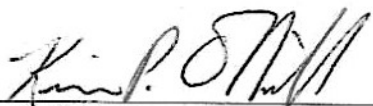
Dear President Chang,

I am writing to inform the Library Board of Trustees that the Friends of the South Pasadena Public Library by virtue of our Board of Director's approval and ultimate sale of the Steinway Concert "D" Piano is seeking to jointly terminate the Memorandum of Understanding signed in September 2017 which amended the initial agreement between our organizations to extend until October 1, 2027.


We are hereby requesting that the Library Board of Trustees join The Friends of the South Pasadena Public Library in mutual agreement to terminate the 2017 MOU.

It is our hope that the Board of Trustees will respond with written agreement as to our termination request at the earliest convenience.

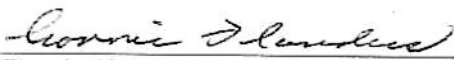
Sincerely,



Kevin O'Neill, President
Friends of the South Pasadena Public Library



Janet Ervin, Restoration Concerts Co-Chair
Friends of the South Pasadena Public Library



Connie Flanders, Restoration Concerts Co-Chair
Friends of the South Pasadena Public Library



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: March 14, 2024

FROM: Cathy Billings, Library Director

SUBJECT: **Appoint Trustee to the Library and Community Center
Comprehensive Site Plan Ad Hoc Committee**

Recommendation

It is recommended that the Board appoint one Trustee to serve on the Ad Hoc Committee for the Library and Community Center Comprehensive Site Plan project.

Background

The City Council approved \$150K in the Fiscal Year 2023-2024 budget to launch the Master Site Planning project for the Library and Senior Center site. There have previously been discussions at the City government level about the need for a new or remodeled library (1999-2004) and a community center (2013-2014). The community outreach conducted as part of the development of the 2023-2027 Library Strategic Plan provided extensive feedback from the public about what they feel are the shortcomings of the existing library facility. Many if not all the issues identified were already documented as part of the endeavors in 1999-2004.

Timeline

August 23, 2023: A project kick-off meeting with staff from the City Manager's Office, Library, Public Works, and Community Development was held.

December 20, 2023: At the City Council meeting, a Staff Report was presented recommending that the City Council consider the creation of an Ad Hoc Committee to assist with developing a Comprehensive Site Plan (Site Plan) for the current Library/Senior Center complex. The Council created the Ad Hoc Committee and designated Mayor Zneimer and Councilmember Braun as members.

December 22, 2023: A Request for Qualifications (RFQ) was issued soliciting proposals from qualified consultants to assist in the initial phase of the development, visioning, and planning for a Comprehensive Site Plan. The deadline for submissions was January 25, 2024, which was later extended to February 1, 2024. 14 proposals were received.

January 10, 2024: The Ad Hoc Committee—at that time consisting of the two Councilmembers—met with staff to discuss the composition of committee membership. It was decided that there should be representation from the Library Board of Trustees, the Friends of the Library, the Community Services Commission, and the Senior Citizens' Foundation of South Pasadena, as well as 5 at-large members.

Appoint Trustee to Site Plan Ad Hoc Committee

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February 8, 2024: A call for applications from individuals interested in serving as At-Large members of the Ad Hoc Committee was released. Applications were due February 28, 2024.

March 2024: The Trustees, Friends, Community Services Commission and Senior Foundation are expected to appoint representatives to the Ad Hoc Committee. Once the Committee is fully constituted, the review of the proposals received in early February can begin.

Analysis

In order to make an appointment, the Trustees and other bodies require an understanding of the role and responsibilities of the Ad Hoc Committee. The following provides information about the Ad Hoc Committee, including its purpose and how it will function.

Purpose of the Committee

The Ad Hoc Committee is tasked with working together with staff and consultants toward the completion of a Comprehensive Site Plan for the Library Park block where the Library, Library Community Room, and Senior Center are now located. The Site Plan will address the need for modern facilities that can meet the community's long-term needs for library and community services.

Project Overview

The City is currently in the process of onboarding a consultant with expertise in planning and building civic facilities who will provide the Ad Hoc Committee and staff with a better understanding of what this process looks like from start to finish, including timing and milestones, community involvement and roles and responsibilities. It is expected that the realization of a new library and community services facility (or facilities) will take place in multiple phases. Phase 1 is the development of a Comprehensive Site Plan. The RFQ seeking a consultant to lead the site planning phase included the following in the scope of work:

- Visioning for a new facility
- Site visits
- Information gathering
- Needs assessment
- Delivery of a Comprehensive Site Plan

Committee Information

Brown Act: This Committee, established by the City Council, is subject to the Brown Act. The Brown Act guarantees the public's right to attend and participate in meetings of local legislative bodies and ensures transparency.

Composition: The City Council generally approved of the recommended Committee composition presented at the December 20, 2023 Council meeting. This included a mix of members representing the groups/entities with the most vested interest in a new

Appoint Trustee to Site Plan Ad Hoc Committee

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Library/Community Center and at-large members. They appointed two Councilmembers to the Ad Hoc Committee and gave direction that the Ad Hoc Committee work with staff to finalize the makeup of the Committee, which was accomplished on January 10, 2024. The Committee is made up of 11 members:

- 2 City Council Members
- 1 Library Board of Trustees
- 1 Community Service Commission
- 1 Friends of the Library
- 1 Senior Citizens' Foundation of South Pasadena
- 5 At-Large members from the community

Term: The term is fixed, with the exact term to be determined when consultants provide a timeline for the Comprehensive Site Planning process, however it is expected that the term will span multiple years.

Replacements: If a member of the Ad Hoc Committee resigns, or their term on the body they are appointed to represent expires, it is expected that a new appointee will be selected to represent the body.

Alternates: There will be no alternates selected to serve in place of the appointed representative. If a member of the Ad Hoc Committee is unable to attend a meeting or another Committee activity, a staff member will report back to the body any necessary information.

Meetings: It is expected that meetings will be held monthly on a regular schedule, with additional activities like site visits pre-planned and scheduled in advance. (Note: once fully constituted, the Ad Hoc Committee will determine meeting dates and times, and discuss scheduling and availability for site visits to other libraries and community centers.)

Duties and Responsibilities

The Ad Hoc Committee will play a vital role in the Library & Community Center Comprehensive Site Planning and will be expected to contribute insights and expertise to the project, work collaboratively with staff and consultants, and engage with the community. The Committee will be involved in the full scope of activities related to the project, as listed above in the Project Overview.

The Ad Hoc Committee's first order of business will be the review of the proposals received in response to the RFP released December 22, 2023, in order to make a recommendation to the City Council for an award of contract to the consultant deemed best qualified to lead us through the site planning process.

It is possible, but will be determined at a later date, that the Committee will remain active beyond Phase 1 (site planning) and be involved with the future phases that will be necessary to bring a new facility to fruition.

Appoint Trustee to Site Plan Ad Hoc Committee

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Reporting

Reports on the activities and progress of the Ad Hoc Committee will be provided to the City Council at regular intervals, and on an as-needed basis. Appointees to the Committee representing the Trustees, Friends, Community Services Commission, and Senior Foundation will report to their respective groups on a regular basis.



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: March 14, 2024
FROM: Cathy Billings, Library Director
SUBJECT: **Distribution of Duties for Volunteer Recognition Event**

Recommendation

It is recommended that the Trustees receive an update from staff on the arrangements for the Volunteer Recognition event to be held on April 9, 2024, and discuss and finalize the assignment of responsibilities.

Background

The Library Board of Trustees has been hosting an event to recognize the service of library volunteers since at least 1999. The Volunteer Recognition Event (VRE) has taken various forms over the years but has most often been a morning or lunchtime event with refreshments, with a program that included a reading of the City Council's Library Volunteer Recognition Day Proclamation, bestowing volunteer awards, and a featured speaker. Historically, the event has been held in April, which coincides with National Library Week.

At the February 8, 2024 meeting of the Library Board of Trustees there was a discussion about the format for the 2024 event. Staff raised the concern that the event needed to be simplified to reduce the workload and suggested that individual Trustees might take on more responsibility for elements that Board members had often been responsible for in the past. The following changes for 2024 were agreed upon:

1. Awards to individuals for service would not be given; the focus would be on the accomplishments of the volunteers as a whole.
2. There would not be an outside speaker or special entertainment, rather the event would be focused on appreciating volunteers and giving them the opportunity to be together and socialize.
3. There would not be a lengthy printed program.
4. Trustees would hand-write notes/cards for the volunteers.
5. Staff would purchase a small token of appreciation for each volunteer.

Trustees all expressed a willingness to take on responsibilities related to the event. Trustee Meeker expressed an interest in being responsible for the decorations for the event.

Analysis

The tasks related to the event that have been completed are:

Distribution of Duties for Volunteer Recognition Event

March 14, 2024

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- Rental of tables/linens/dishware.
- Purchase of tokens of appreciation.
- Invitations mailed.
- Volunteer statistics collected.
- Proclamation text submitted to City Clerk for March 20 Council meeting.

The remaining responsibilities need to be assigned.

Task	Assigned (Recommendation)
Decorations	Trustees
Printed program (short)	Staff
Food ordering	Trustees
Food pick-up	Trustees
Beverages – juice/water/coffee (discuss)	Trustees/Staff
Finalize presentations/speaker schedule	Trustees/Staff
Mayor’s script	Staff
Purchase (or print?) cards/notes from Trustees (personalized?)	Trustees
Coordinate getting signatures	Trustees
Collect RSVPs and print nametags	Staff
Clean-up post event	Trustees/Staff



Library Board of Trustees Agenda Report

ITEM NO. 8

DATE: March 14, 2024

FROM: Cathy Billings, Library Director

SUBJECT: **Status of Library Administrative Policies Review and Update Project**

Recommendation

It is recommended that the Trustees review a comprehensive list of policies that are currently included in the Library Administrative Policy Manual (LAPM) and discuss a proposed schedule for policy review.

Background

Per the South Pasadena Municipal Code and the Library Board of Trustees (LBT) Bylaws, the Board is empowered to prepare rules and regulations (AKA “policies”) that may be necessary for the administration of the library. Thus, reviewing and updating policies is an ongoing duty of the Board, however since staff brought to the Board’s attention in 2019 that Library policies were long overdue for review, Trustees have called out policy review and updates as a particular focus in their annual work plan. The review and updating of policies has been included in the last four LBT annual Work Plans:

2020: *“A systematic review of Library Board of Trustees’ policies.”*

2021: *“Update Library Administrative Policy and Library Board of Trustees manuals.”*

2022-2023: *“Comprehensive review and update of the Library’s administrative policies.”*

2023-2024: *“Continue comprehensive review and update of Library administrative policies.”*

There is a general feeling that progress has been slower than Trustees and staff would like, however, as shown in Attachment 1, which is a timeline of LBT activity related to policies since the inception of the project in October 2019, steady progress has been made, despite COVID, and other matters that took tremendous amounts of both Trustee and staff time, like the Library Special Tax renewal and the strategic planning process.

Analysis

Because Library policies were not reviewed consistently or on a regular schedule in the past two decades, the review project that has been undertaken is extremely challenging. When we began in October 2019, there were 47 separate items in the then “Trustees’ Manual”. The average length of time since the last review for those 47 items was 14 years, however more than half (60%) had not been reviewed in 15 to 22 years—a period of time that saw massive changes in public libraries. Before policy review could begin in earnest, staff had to disentangle the policy and non-policy content that was

Administrative Policies Project

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lumped together in the “Trustees’ Manual” in order to create two documents: a true Library Administrative Policy Manual (LAPM) and a Reference Manual for Trustees. This was critical to making policy information readily available to staff.

Almost without exception, staff expertise is required in reviewing policies, and the research and need for a thorough and thoughtful approach makes it very time-consuming. Staff capacity has not allowed policies to be reviewed at the pace both Trustees and employees would like. Twice staff have presented a schedule for reviewing policies that set goals that were not met (July 2022; revised and presented February 2023).

At this stage most of the “low hanging fruit” has been harvested: we have rescinded 9 obsolete policies, and addressed simple policies, like those for conference room use and the distribution of free publications. But we have also tackled more difficult and critical policies like the collection development policy.

For the 32 remaining policies, a realistic approach and reasonable expectations need to be adopted. It also must be remembered that in addition to reviewing and updating existing policies, staff and Trustees have identified the need for new policies that would be helpful for the administration of the Library.

Attachments:

1. LBT Policy Review Project Timeline of Activity Since Inception
2. Policies Overview Spreadsheet
3. Policy Review Schedule – February 2023

ATTACHMENT 1

LBT Policy Review Project Timeline of Activity Since Inception

Library Board of Trustees
Policy Review Project Timeline of Activity Since Inception
Prepared March 13, 2024

Meeting Date	Policy Activity	Documents	Description
Oct 2019	Discussion	Policies Overview Spreadsheet	Staff note that “Trustees’ Manual” is a mix of Library administrative policies and non-policy information/procedures. Problematic b/c staff and public need easy access to policies. List of all items in Manual is provided, including dates of last review/update. Staff recommend LBT 2020 Work Plan include reviewing Library policies, which on average not been updated in 13 years and have not kept up with current practice and technologies.
Nov 2019			
Dec 2019			
Jan 2020			
Feb 2020			
Mar 2020			*Cancelled* (COVID)
Apr 2020			*Cancelled* (COVID)
May 2020			
Jun 2020			*Cancelled* (COVID)
Jul 2020			*Cancelled* (COVID)
Aug 2020	Discussion	Policies Overview Spreadsheet	Staff present proposal for disentangling the policy and non-policy content in the “Trustees’ Manual” to create two documents: 1) Library Administrative Policy Manual (LAPM); 2) Trustees Reference Manual. Staff provides suggested table of contents for each.
Sep 2020	Action		Staff recommend LBT rescind 4 obsolete policies: 1) City Council Recordings Policy; 2) Community Service Volunteer Policy; 3) Internship Policy; 4) Policy on Monitoring of Examinations.
Oct 2020			
Nov 2020			
Dec 2020			
Jan 2021			
Feb 2021	Discussion	Policies Overview Spreadsheet	Staff present final lists of contents for two separate manuals. 1) a “LAPM” containing rules and regulations for the administration of the library; and 2) a “Library Board of Trustees Manual” that includes reference information and resources for trustees.

Meeting Date	Policy Activity	Documents	Description
Mar 2021	Action		Staff recommend LBT review and amend 2 polices: 1) Local History Collection Policy; 2) Giveaway Newspapers Policy and rescind Policy for Reproduction of Historic Photographs.
Apr 2021			
May 2021			
Jun 2021			
Jul 2021	Action		Staff recommend LBT review and amend Ray Bradbury Conference Room Policy.
Aug 2021			
Sep 2021			
Oct 2021			
Nov 2021	Discussion		Preliminary discussion about Code of Conduct Policy.
Dec 2021			
Jan 2022			
Feb 2022			
Mar 2022			
Apr 2022			
May 2022			
May 2022			*Special Meeting*
Jun 2022	Discussion		Staff report 1) they are working on collection development policies, 2) Code of Conduct is still under review, 3) Dress Code and Unsupervised Children policies could be done soon, and 4) that new policies for service animals, co-sponsored events, art donations may need to be added. LBT requests a proposed timeline for reviewing and updating policies.
Jul 2022	Discussion	Policy Review Timeline	*Special Meeting* Staff provide a Policy Review Schedule, showing priorities by month for August 2022 – June 2023.
Aug 2022	Action		Staff recommend LBT rescind Policy on Harassing and Stalking Behavior.
Sep 2022			
Oct 2022			
Nov 2022			*Special Tax approved by voters*
Dec 2022			
Jan 2023			

Meeting Date	Policy Activity	Documents	Description
Feb 2023	Discussion	Policy Review Timeline	Staff provide a revised Policy Review Schedule, showing priorities by month for March - December 2023.
Mar 2023	Action		Staff recommend LBT review and amend 1) Material Selection Policy (renamed as "Collections Selection and Maintenance Policy"; and 2) rescind 4 policies either obsolete or incorporated into newly amended Selection and Maintenance Policy: 1. Gifts to the Library; 2. Collection Maintenance Policy; 3. Graphic Novel Selection Policy; 4. Video Materials Policy.
Apr 2023			
May 2023			*Special Joint Meeting w/Council* (Strategic Plan)
May 2023			*Cancelled*
Jun 2023	Action		Staff recommend LBT rescind Procedures for Patrons Exhibiting Disruptive Behavior policy. LBT requests amendments.
Jul 2023	Action		Staff recommend LBT adopt an amended Procedures for Patrons Exhibiting Disruptive Behavior policy renamed as "Disruptive Patron Behavior Policy".
Aug 2023			*Cancelled*
Sep 2023	Action		Staff recommend LBT review and amend Library Card Policy. LBT adopts with request that City Attorney provide additional language.
Oct 2023			
Nov 2023			
Dec 2023	Discussion		Staff provide a Status Update on the Policy Review Project efforts since 2020 and take direction to return at an upcoming meeting with revised Policies Overview Spreadsheet and Policy Review Timeline documents.
Jan 2024			
Feb 2024			

ATTACHMENT 2
Policies Overview Spreadsheet

LAPM Section	Name	2024 Review Status	Staff	Recommendation	Adopted	Last Reviewed/ Amended	Years Since Last Review/ Amendment	Note	
Administration	1.1	Commercial Filming in the Library			1991	2002	22		
	1.2	Display Policy			1985	2002	22		
	1.3	Gifts to the Library Policy		7/23 proposed changes; need to revisit	1991	2001	23		
	1.4	Giveaway Publications	Complete		2007	2021	3		
	1.5	Policy on Limitations of Use of Steinway Piano			Now obsolete - can rescind	2007	2007	17	Never reviewed/amended
Board	2.1	Board of Trustees Expenses		Include in LBT Manual	1990	2003	21		
	2.2	Substantive Issues Policy		Include in LBT Manual	1994	2001	23		
	2.3	Authorization to Discard or Surplus Library Equipment or Materials		Working on Friends MOU	2015	2015	9	Never reviewed/amended	
Collections	3.1	Collections Selection and Maintenance Policy	Complete		1985	2023	1	3/9/23: Amend/rename fom "Materials Selection P	
	3.2	Local History Collection Policy	Complete		1985	2021	3		
	3.3	Request for Reconsideration of Library Materials			1985	2001	23		
	3.4	Request for Reconsideration of Library Material Procedure			REVISE as attachment - procedure, not policy	1985	1998	26	
Personnel	4.1	Disclosure of Staff Schedules			1993	2001	23		
	4.2	In-Charge Policy		Emergency Plan-related - categorize as "Security"?	1991	2010	14		
	4.3	Library Dress Code			2006	2011	13		
	4.4	Volunteer Policy		Check w/HR	1990	2001	23		
	4.5	Volunteer Background Checks		Check w/HR	1997	2002	22		
	4.6	Security Clearance Policy for Volunteers to Work with Children			Not covered in City policies? - check w/HR	2010	2010	14	Never reviewed/amended
Public Services	5.1	Library Card Policy		BP	7/2023-approved by needs City Atty input.	2006	2018	6	6/14/2018 trivial fee sched amend.
	5.2	[Patron] Confidentiality Policy		BP	Draft ready to review?	1997	2006	18	
	5.3	Community Room Policy				1982	2016	8	6/14/2018 trivial fee sched amend.
	5.4	Ray Bradbury Conference Room Policy	Complete			2000	2021	3	
	5.5	Internet and Wi-Fi Acceptable Use Policy			See pg 79 - Internet Rules / pg 82 User agreement	1999	2006	18	Children Rules here, too
	5.6	Library Rules of Use and Behavior			Obsolete? Predecessor of Code of Conduct	1989	2004	20	
	5.7	Library Code of Conduct				1988	2019	5	Teen Room Update in 2019
	5.8	Disruptive Patron Behavior Policy			REVISE and publish as Procedure, not Policy	2006	2023	1	
	5.9	Policy on Unsupervised Children in the Library		MW		1988	2003	21	
	5.10	Procedures for Unsupervised Children in the Library		MW	REVISE as attachment - procedure, not policy	1988	1997	27	
	5.11	Request for Review of Library Services			REVISE as Customer Feedback Policy	1997	2001	23	
Security Safety	6.1	Authority to Close the Library for Power Outages and Other Emergencies			Emergency Plan-related	2014	2014	10	Never reviewed/amended
	6.2	Risk Management			Check w/HR	1986	2001	23	
	6.3	Suspected Theft of Library Materials				1993	2002	22	

Policies to Potentially Add		NOTE
	Service Animal Policy	
	Percentage of sales of books/films/cds, etc. at events	
	Art Donation/Display Policy(ies)	
	Minimum Staffing Policy	Emergency Plan-related
	Donated materials policy / discarded library materials policy (FOL)	(see gifts to the lib: 1.3) In part covered in Collections policy; FOL/LFLs/Discover Books
	Website links to external content	
	Complaint policy?	see 5.11
	Fee purging (really a City policy, but should document here?)	

ATTACHMENT 3
Policy Review Schedule – February 2023

LIBRARY ADMINISTRATIVE POLICY MANUAL REVIEW SCHEDULE – 2/3/2023

March 2023

- 1.3 Gifts to the Library Policy (CB)
- 3.1 Collection Maintenance Policy (MW)
- 3.2 Materials Selection Policy (MW)
- 3.3 Graphic Novel Selection Policy (MW)
- 3.4 Video Materials Policy (MW)
- 4.3 Library Dress Code (CB/BP/MW)
- 5.8 Procedure for Patrons Exhibiting Disruptive Behavior (CB/BP/MW)

April 2023

- 3.6 Request for Reconsideration of Library Materials (CB/BP/MW)
- 3.7 Request for Reconsideration of Library Materials Procedure (CB/BP/MW)
- 5.2 [Patron] Confidentiality Policy (BP)
- 6.3 Suspected Theft of Library Materials (BP)

May 2023

- 5.1 Library Card Policy (BP)
- 6.2 Risk Management (CB)

June 2023

- 4.2 In-Charge Policy (CB)
- 6.1 Authority to Close the Library for Power Outages and Other Emergencies (CB)
- NEW Minimum Staffing Policy (CB)

July 2023

- 5.3 Community Room Policy (CB/SF)

August 2023

- 1.2 Display Policy (CB)
- NEW Art Donation and Display (CB)

September 2023

- 5.9 Policy on Unsupervised Children in the Library (MW)
- 5.10 Procedures for Unsupervised Children in the Library (MW)

October 2023

- 4.1 Disclosure of Staff Schedules (CB)
- 4.4 Volunteer Policy (CB)
- 4.5 Volunteer Background Checks (CB)
- 4.6 Security Clearance Policy for Volunteers (CB)

November 2023

- 5.11 Request for Review of Library Services (CB)
- NEW Customer Feedback Policy (BP/CB)

December 2023



Library Board of Trustees Agenda Report

ITEM NO. 9

DATE: March 14, 2024
FROM: Cathy Billings, Library Director
SUBJECT: Library Operations Update

Recommendation

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

Background

This Staff Report provides short summaries about library events and programs, new services or changes to service, and about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

Updates

Library Staffing

An offer has been made to a candidate for the vacant part-time Children's Librarian position and was accepted. Leticia Cheng Ku previously did volunteer work in our Local History Collection and has been one of our Substitute Librarians for the past two years. We are looking forward to getting her trained in her new duties—you may have already met her in the Children's Room on a Saturday. Our second part-time Children's Librarian position will be vacant as of March 13, 2024, with the resignation of Cindy Finder. Cindy has been with us since 2015. While she is resigning her part-time position, she will stay on as a member of our substitute librarian pool.

Library Gives Presentation to Kiwanis Club

The Library has been asked to give a presentation at the Kiwanis 100-year anniversary gala on March 16th. This week the Library Director gave the presentation to an audience of about 20 at the regular monthly Kiwanis meeting—a trial run before the big event. The presentation was prepared by Adult Services & Local History Librarian Olivia Radbill and highlighted the rich history of South Pasadena, illustrated by images from the Library's Local History Collection. The Library's Strategic Plan includes a goal to "give a minimum of four presentations annually about library programs and services to community groups, organizations, and entities". These presentations enable the Library to foster strong relationships throughout the community and help Library staff to stay abreast of community interests and needs.

Library Outreach to Local Preschools



In addition to our regularly scheduled Storytimes for toddlers, preschoolers, and families, the Library invites local preschools to visit the Library for tailored Storytime presentations. Staff also go off-site to present Storytimes at preschools. Recently 36 children and about 20 adults from Colonial House Preschool visited for a Storytime presented by part-time Children's Librarian Cindy Finder. In the past 12 months, there have been

16 visits by preschools, including St. James, Calvary Preschool, Colonial House, and Waverly.

Los Angeles Clarinet Choir Concert

LOS ANGELES CLARINET CHOIR

Join us as the Los Angeles Clarinet Choir performs Big Band Hits from the Golden Era, featuring guest jazz drummer Bernie Dresel!

**Saturday, March 23, 2024
3:00 PM
Library Community Room
1115 El Centro Street, South Pasadena, CA**

City of **SOUTH PASADENA** PUBLIC LIBRARY

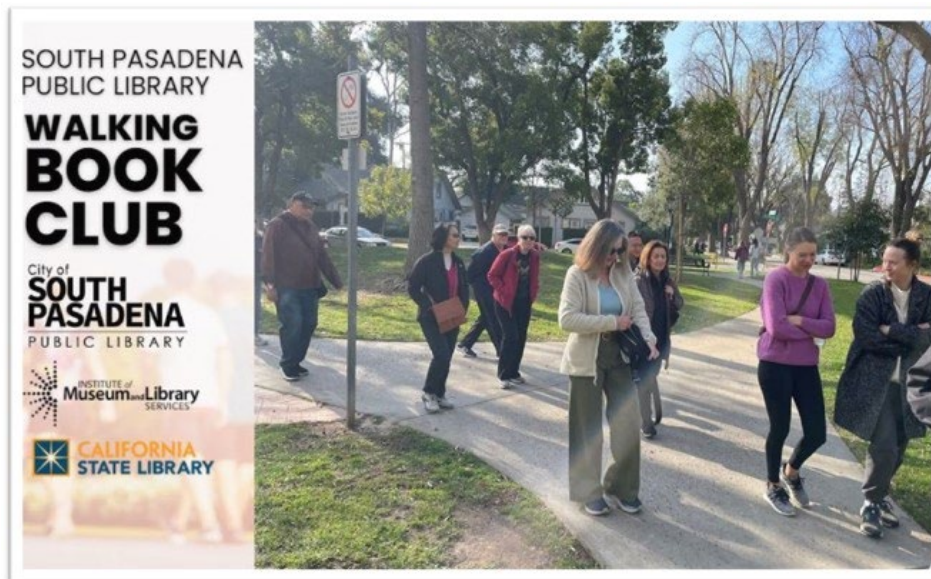
Upon request made no later than four (4) business days before the event, the City will provide a reasonable accommodation for a qualified person with disability to have equal access to the event. Please call (826) 403.7312 or fill out the City's request form available at www.southpasadenaca.gov and email the form to Human Resources at HR@southpasadenaca.gov.

Back by popular demand...the Los Angeles Clarinet Choir will perform a concert of Big Band Hits from the Golden Era, featuring guest jazz drummer Bernie Dresel at the South Pasadena Public Library Community Room on Saturday, March 23, at 3:00 p.m. The Library has partnered with the LACC several times in recent years to present free concerts. LACC is a group of 13 clarinetists performing on soprano, sopranino, alto, bass, and contrabass instruments, under the direction of conductors Margaret Thornhill and Victoria Ramos Dresel.

Library App Update

In December 2023, the vendor that provides the Library App informed customers that due to a legal/contractual issue with a third-party technology provider, the App would be out of service until further notice. We are pleased to announce that the vendor has resolved the contractual issues that led to the outage. The Library App is now live and accessible to those users who retained the app on their devices after the outage was announced. New users cannot download the app until it is relisted on the App Store and Google Play. Requests to Apple and Google have been submitted. This soft re-launch gives staff the opportunity to test all the functions and features of the App before it becomes available for new users to download.

Walking Book Club (and Book Club Kit Lending Program)



On February 14th, the Library hosted its inaugural Walking Book Club meeting. Thirteen eager participants embarked on a 30-minute walk, discussing favorite books and authors along the way. The next Walking Book Club will dive into *Yellowface*, by R.F. Kuang, on March 13th at 9:00

a.m. (copies available to checkout at the Library). Participants must register online. The Walking Book Club program is a component of the Library's Sowing South Pasadena sustainability initiative, which is being funded by a grant from the U.S. Institute of Museum and Library Services, administered by the California State Library. The Club also takes advantage of the Library's Book Club Kit lending program—there are currently 30 kits available for checkout. Each kit includes 8 copies of the book, and resources for discussion and further exploration.

Sowing South Pasadena Programs Continue

The Library's grant funded sustainability-themed programming continues, with the following events scheduled:

- **Fossil Fuels and the Climate Crisis: A talk by Dr. John Fleming**
Tuesday, March 19th at 7:00 p.m. in the Library Community Room
Overwhelming scientific consensus has shown that without deep and rapid reductions in greenhouse gas emissions, global warming will exceed 1.5 degrees

Celsius, a level beyond which will bring catastrophic damage around the world. John Fleming, Ph.D., a Senior Scientist with the Center for Biological Diversity in its Climate Law Institute, will discuss his scientific work to support legal and grassroots campaigns to protect people, wildlife, and ecosystems from climate change while working to speed the transition from greenhouse gas-emitting fossil fuels to clean, renewable energy sources.

- **Ed Begley Jr. Author Talk: *To the Temple of Tranquility...and Step on It!: A Memoir***

Monday, April 1 at 7:00 p.m. in the Library Community Room

In *To the Temple of Tranquility...And Step On It!*, Begley shares hilarious and poignant stories of his improbable life, focusing on his relationship with his legendary father, adventures with Hollywood icons, the origins of his environmental activism, addiction and recovery, and his lifelong search for wisdom and common ground. Registration is required. Register [here](#).

- **Greening South Pasadena: Unveiling the Healing Powers of Native Flora and Fauna with Matthew Teutimez**

Tuesday, April 16, at 7:00 p.m. in the Library Community Room

Special guest speaker Matthew Teutimez, Elder of the Gabrieleño Band of Mission Indians – Kizh Nation, and Biologist and Director of Resources for the Tribe, will present a talk on ethnobotanical and cultural uses of native flora and fauna--including food and medicine--and will discuss sustainability for present and future generations residing in the Los Angeles Basin.

Summer Reading Program Volunteer Applications Now Being Accepted

Anyone completing 6th grade this school year and up to 18 years of age can submit an application to be considered for a position as a Summer Reading Program volunteer. Volunteers engage with the public and represent the Library throughout the summer. Recruitment is a competitive process and volunteers will be selected based on their application and in-person interviews. Applications are due April 12, and orientation sessions are scheduled for May 9 and May 10. More information is available on the Library's [website](#).