



**CITY OF SOUTH PASADENA  
LIBRARY BOARD OF TRUSTEES – REGULAR MEETING AGENDA**

**Hybrid Virtual/In-Person Meeting**

**August 12, 2021, at 7:00 p.m.**

**South Pasadena Library Board of Trustees Statement of Civility**

*As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Section 3 of Executive Order N-08-21, issued by Governor Newsom, the regular meeting of the Library Board of Trustees for August 12, 2021 will be conducted remotely and held by video conference.

Beginning in July, the City will resume in-person public meetings. The in-person/virtual hybrid meetings will maintain transparency and public access while protecting the health and safety of the public. Members of the public have the option to participate in-person or via Zoom using the following link:

**Library Board of Trustees  
Zoom Meeting Information  
Meeting ID: 892 5352 3747  
Passcode: 073797**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or
2. Click on the following unique Zoom meeting link:  
<https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na110ZExJeEszaytVZz09>  
; or
3. You may listen to the meeting by calling: **669-900-9128** and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at: <https://zoom.us/j/9123456789>

**PUBLIC COMMENTS**

The City of South Pasadena strongly encourages your participation. Participants can provide public comment live (in person or via Zoom).

Additionally, Public Comments can be received in writing by emailing to: [lbt@southpasadenaca.gov](mailto:lbt@southpasadenaca.gov). Written Public Comments must be submitted by 12 p.m., August 12, 2021 to ensure adequate time to compile and post.

**CALL TO ORDER:** President Bianca Richards

**ROLL CALL:** Bianca Richards, President, David Uwins, Vice President, Annie Chang Long, Secretary, Joseph M. Molina, Trustee, Dean Serwin, Trustee

**COUNCIL LIAISON:** Mayor Diana Mahmud, Council Liaison

**STAFF PRESENT:** Cathy Billings, Library Director  
Sean Faye, Administrative Secretary

**PRESENTATIONS**

- 1. **None**

**PUBLIC COMMENTS**

- 2. **Public Comment**

**ACTION/DISCUSSION**

- 3. **Review and approve draft minutes of the regular meeting held July 8, 2021**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on July 8, 2021.

- 4. **Library Operations Update**

- 5. **LBT Work Plan: Review the Board’s Charge, SPMC, and Statutory Authority**

Discussion





**South Pasadena Public Library**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**July 8, 2021**

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**CONVENE:**

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on July 8, 2021 at 7:00 p.m. Some participants attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person public meetings.

**IN ATTENDANCE:**

Trustees Present  
Joseph M. Molina  
Bianca Richards  
Dean Serwin  
David Uwins

Also Present  
Arminé Chaparyan, City Manager  
Tamara Binns, Executive Assistant to City  
Manager  
Diana Mahmud, Mayor  
Cathy Billings, Library Director  
Sally Kilby, Friends Board President  
PJ Lutz, Friends Executive Vice President  
Sean Faye, Administrative Secretary

**EXCUSED:**

Annie Chang Long, Secretary

**PRESENTATIONS:**

**1. City Manager Arminé Chaparyan**

City Manager Arminé Chaparyan introduced herself to the Board. City Manager Chaparyan described her love of books and the years she worked at Vroman's Bookstore when she was in high school and college. One of her career-defining projects was the design and development of the Newhall Public Library in Santa Clarita. The City Manager said she is available for meetings with Commission members and representatives from non-profit groups. She praised the Library as a great asset for the City. The City Manager looks forward to learning more about Library operations and needs.

[Mayor Diana Mahmud arrived at the Library Board of Trustees meeting at 7:05 p.m.]

Library Board President Bianca Richards thanked the City Manager for listening to public comments about the Library's FY 21/22 budget and for adding funds for part-time staff.

[City Manager Arminé Chaparyan and Executive Assistant Tamara Binns left the Library Board of Trustees meeting at 7:10 p.m.]

**PUBLIC COMMENTS:**

**2. None**

**ACTION/DISCUSSION ITEMS:**

**3. Review and approve draft minutes of the regular meeting held June 10, 2021**

Friends Board President Sally Kilby requested Discussion Item #16 be amended to state that the members of the Friends and Trustees that made public comments about the budget at the 6/2/21 City Council meeting, did so as individuals.

Library Board Vice President David Uwins requested Discussion Item #17 be restated to say that he “had nothing to add.”

**Motion by Library Board Vice President David Uwins, seconded by Library Board President Bianca Richards, to approve the minutes, as amended, for the regular meeting of the Library Board of Trustees held June 10, 2021.**

<b>AYES:</b>	<b>Richards, Serwin, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Long</b>
<b>ABSTAIN:</b>	<b>Molina</b>

**4. LBT Work Plan: Administrative Policy Review: Ray Bradbury Conference Room**

The draft policy for the Ray Bradbury Conference Room was reviewed. The intention is to streamline redundancies in the policy and to allow students to use the Conference Room without an adult present.

The draft policy was amended as follows: Item 3: from “Maximum capacity is 15” to “Maximum capacity not to exceed 19”. There was a discussion of Item 10, which explains that consequences for non-compliance by one member of a group could affect all members of that group. It was agreed that the Ray Bradbury Conference Room Policy and the same abbreviated Code of Conduct sign used throughout the Library should be posted in the conference room. The abbreviated Code of Conduct sign references where the complete Code of Conduct document can be viewed.

**Motion by Library Board Vice President Trustee Joseph M. Molina, seconded by Library Board Vice President David Uwins, to approve the Ray Bradbury Conference Room Policy, as amended.**

<b>AYES:</b>	<b>Molina, Richards, Serwin, Uwins</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Long</b>
<b>ABSTAIN:</b>	<b>None</b>

**5. Library Operations Update**

A meeting with the Planning Director to discuss the idea of a development impact fee for library services has been rescheduled for next week.

There was a discussion about the adopted budget for FY 21/22. If available, the end of year statistics for the FY 20/21 budget will be shared at the 8/12/21 Trustees meeting.

The bidding process has been completed for the Library’s Parcel Tax Administrator. NBS, an experienced firm that has worked on the Pasadena Library’s tax, has been selected. NBS will take a very proactive

approach in reviewing the tax roll provided by the County. The Consumer Price Index (CPI) figure will be released on 7/13/21. The staff report will need the auditor's estimate and is due to the County by 8/10/21.

There was a discussion about the Library's hours of operation. The current hours are Monday-Thursday, 1 p.m. to 7 p.m., and Fridays and Saturdays, 1 p.m. to 5 p.m. The proposed changes would be Monday – 10 a.m. to 6 p.m., Tuesday, Wednesday, and Thursday - 10 a.m. to 8 p.m., Friday – 10 a.m. to 6 p.m., and Saturday – 10 a.m. to 5 p.m. The question of re-opening on Sundays to be open for service 7 days a week will be revisited when additional staff are hired and it's decided how best to manage the additional funds allocated to the part-time budget. A change in hours for Sunday service may be considered. Also discussed was 6-day per week service.

There was agreement that resuming morning hours and having a consistent start time for each day of the week would be best. Gate count numbers will be presented at the 8/12/21 Trustees meeting to provide insight as to which days of the week are busiest.

#### **6. Local History Collection: Collection Development Guidelines and Deed of Gift**

The Deed of Gift used for donations of local history materials was reviewed. Trustees Joseph M. Molina and Dean Serwin thought the current form is very simple and direct. Staff would like the City Attorney to review the document.

#### **7. Art Display Policy**

Library Director Cathy Billings has been researching art display policies from other libraries. Most policies only reference interior displays. Exterior walls of the Library from the 1982 expansion could possibly be used to display artwork. The remainder of the Library building is a historical landmark. Even if another body is determined to have jurisdiction over decisions about art on the Library building exterior, it would be beneficial to establish Library guidelines for artwork display.

The LBT Work Plan includes reviewing the Board's charge and ordinance. This review would provide an opportunity to determine and document what jurisdiction the LBT has over the Library building.

The City Attorney will be consulted regarding jurisdiction to authorize the proposed Black Lives Matter mural on the exterior of the Library building. The Public Art Commission make their decisions on a case-by-case basis and send their recommendations to City Council. City Council makes the final determination.

There was consensus that any displayed art should be removable and not permanent. Maintenance and upkeep will need to be considered. Policy should apply to the interior and exterior of the Library. A meeting will be scheduled with Margaret Lin, staff liaison to the Public Art Commission. Trustee Dean Serwin and President Bianca Richards volunteered to assist with drafting an art display policy statement. The existing artwork in the Library almost exclusively has a literary context.

#### **8. LBT Work Plan: Emergency Plan and Procedures**

There are no updates at this time.

#### **9. LBT Work Plan: Review the Board's Charge, SPMC, and Statutory Authority**

This will be tabled to the 8/12/21 Trustees meeting.

#### **10. LBT Work Plan: Prepare for Library's Next Strategic Planning Process**

This will be tabled to the 8/12/21 Trustees meeting.

**11. LBT Work Plan: Aid the Friends of the Library with 21CCL Fundraising Committee**

Vice President Uwins attended the 6/14/21 21CCL meeting. The sub-committee is meeting monthly. Committee member Sally Cullman has experience with foundations and envisioning how to improve a library from her work with LAPL and the Braille Institute. Questions remain about what projects the 21CCL would raise money for. Staff suggested that a library building planning and needs assessment consultant is required. A consultant would analyze the Library's demographics, usage, and other factors to determine the ideal future library. Having a future library plan based on industry standards would help the Library to be competitive for any State funds that may become available. A consultant could be hired with funds from the Mullen or Romine Estate funds. This planning process could also tie together with the Library's Strategic Plan.

The Senior Center added a meeting space as part of their recent small renovation. This was funded by the Senior Citizen's Foundation of South Pasadena. It would be ideal if there were interior access between the Library and Senior Center.

**COMMUNICATIONS:**

**12. Board President (Bianca Richards):** President Richards said the 6/26/21 Friends Book Sale in the Community Room was a great success. Over 5,000 books were sold and nearly \$1,500 was raised. There are plans for another Friends Book Sale in September. Art and garden books will be sold in the Community Room at the 7/17/21 Arts Crawl.

The City Manager will be a guest at the Women Involved in South Pasadena Political Activism (WISPPA) Zoom forum.

**13. Board Members:** Vice President Uwins, Trustee Serwin, and Trustee Molina had nothing to add.

**14. Council Liaison (Mayor Diana Mahmud):** Mayor Diana Mahmud said the 6/26/21 South Pasadena Beautiful plant swap was also a success. It occurred at the same time as the Friends Book Sale, in the Library Park. Going forward it may be a good idea for the Friends to partner book sales with other organizations.

**15. Friends of the Library Representative (Friends Board President Sally Kilby):** An upgrade to the Teen Room was discussed at the 6/14/21 21CCL Exploratory Committee meeting. Friends Vice President of Membership Jean Zenas has offered the services of her family's company, the Thinkwell Group, who specialize in designs for themed entertainment. The Thinkwell Group will pay for half of the design fee.

The Friends Bookstore is now open 3 days a week. New volunteers have begun working in the Friends Bookstore. The retiring chairs are assisting the new chairs of the Friends Bookstore Steering Committee.

The Restoration Concert Committee is going well with their new liaisons. The Restoration Concert Series will resume on 9/12/21. Director Billings would like to explore the acquisition of a permanent stage for the Community Room.

It was decided that Google Drive would be used to archive all materials related to the 21CCL, and possibly other Friends organization documents.

There will be no Friends meeting this month. The Friends will have a retreat in August where policy changes will be discussed.

President Kilby has contacted Jericho Road, a Pasadena non-profit organization that assists other non-profit groups with financial and administrative issues.

President Kilby expressed gratitude for the teens that helped with the book sale.

**16. Trustee Liaison to Friends (Bianca Richards):** Had nothing to add.

**17. Library Director (Cathy Billings):** Administrative Secretary Sean Faye has gathered bids from three security camera vendors. The Interim Finance Director suggested the Library might be able to add these needs to the City's overall security enhancements recommended by the recent assessment by a security consultant. Keycard access for the staff entrance is being considered in the meantime. Mayor Diana Mahmud is hopeful that investments in infrastructure are forthcoming with funds from the American Rescue Plan and emphasized security is a top priority.

The Library will be contributing to the 7/17/21 Arts Crawl on the front steps of the Community Room from 4-6pm. The public will be able to decorate paper feathers to add to a community phoenix wings project and have their picture taken.

**NEW BUSINESS:** Vice President Uwins will not be in attendance for the 8/12/21 Trustees meeting.

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, August 12, 2021 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference via Zoom.

**ADJOURNMENT:** President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on July 8, 2021 at 8:53 p.m.

Minutes approved \_\_\_\_\_ as written.

Minutes approved \_\_\_\_\_ as corrected.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



## REVIEW THE BOARD'S CHARGE, SPMC, AND STATUTORY AUTHORITY

### QUESTIONS

In practice, is the LBT an Administrative or Advisory board?

- What is the role of LBT in selecting library director?
- What is the role of the LBT in the budget?

Who has final authority for decisions about spending funds donated to the library?

What is the LBT's authority regarding artwork in and on the library building?

What is the LBT's authority regarding "library grounds"?

### STAFF OBSERVATIONS

In practice, across libraries in Southern California, there are very few "administrative" boards that meet the International City Managers' Association definition. In practice, they are "advisory", with varying levels of responsibility for the budget and library director selection. In practice, the SPPL LBT is an advisory board.

### STAFF RECOMMENDATIONS

Review and discuss key elements of State code, SPMC, and bylaws point-by-point.

Update SPMC to be more specific about roles and responsibilities so that these are clearly defined for future boards, city management and elected officials. In particular, define role related to Library Director hiring and oversight and library budget.

Ensure local ordinance is consistent with State code. Consider focusing bylaws on organizational/procedural issues and documenting/describing authority in the ordinance. (It is confusing when the bylaws and ordinance express essentially the same things in slightly different ways.)

Describe the LBT as "advisory" and eliminate the hybrid "Administrative with some minor differences" description in the Trustee Manual that was adopted in July 1998 (see Manual, section 2.2).

### SUPPORTING INFORMATION ATTACHED

Authority (overview)

Two Types of Library Boards

Key Elements: State of California Education Code: Municipal Libraries

Key Elements: City of South Pasadena Municipal Code: Library Board of Trustees

Key Elements: South Pasadena Public Library Board of Trustees Bylaws

Ordinance and Bylaws Examples from Other Jurisdictions

South Pasadena Public Library Trustee Manual

[Includes complete State Code (Section 2.5), SPMC (Section 2.4), and Bylaws (Section 2.3)]

## **AUTHORITY (OVERVIEW)**

The statutory authority for public libraries, as well as for library boards' structure and function, comes from one of two types of statutory authority: 1) state general law, or 2) city/county charter. South Pasadena is a general law city, thus we follow the state statute regarding municipal libraries, which sets out the procedure to establish and operate public libraries.

### **STATE**

State of California Education Code.

[EDC, Title 1, Division 1, Part 11, Chapter 5, Articles 1–4, Sections 18900-18965](#)

(Trustee Manual section 2.5)

#### **Part 11: Libraries**

Chapter 1.5: Public Library Finance

Chapter 2: School Libraries

Chapter 3: Unified School Districts and Union High School Districts Public Libraries

Chapter 4: California Library Services Act

Chapter 4.6: California Library Literacy and English Acquisition Services Program

**Chapter 5: Municipal Libraries**

Chapter 6: County Free Libraries

Chapter 7: State Library

Chapter 8: Library Districts

Chapter 9: Library Districts and Museums in Unincorporated Towns and Villages

Chapter 10.5: Miscellaneous Provisions

Chapter 11: California Library Construction and Renovation Bond Act of 1988

Chapter 12: California Reading and Literacy Improvement and Public Library  
Construction and Renovation Bond Act of 2000

Chapter 13: California Cultural and Historical Endowment Act

### **LOCAL AUTHORITY**

[South Pasadena Municipal Code, Chapter 2, Article IVJ, Sections 2.77-2.79](#)

(Trustee Manual section 2.4)

#### **Article IVJ: Library Board of Trustees**

2.77 Creation

2.78 Powers and duties generally

2.78-5 Suspension or expulsion for violation of library rules

2.79 Title to property

### **TRUSTEE BYLAWS**

[Library Board of Trustees Manual](#)

(Trustee Manual section 2.3)

Article I – Name

Article II – Trustees

Article III – Meetings

Article IV – City Librarian

Article V – Committees

Article VI – Liaisons

Article VII – Gifts

Article VIII – Amendments

## TWO TYPES OF LIBRARY BOARDS

There are two types of library boards in California, **Administrative** or **Advisory**.

Excerpted from

***Trustee Tool Kit for Library Leadership***. California State Library: Sacramento, 1998.

The chief reason for the somewhat confusing differences among California public libraries and library boards is the state's permissive constitution and laws. State law, known as general law because it applies throughout the state, takes precedence over county or city law unless state law declares otherwise in specific instances.

A library board in California is one of two basic types depending on its function—advisory or administrative. The criteria used by the International City Managers' Association for distinguishing the two types of boards are that an administrative board has: 1) authority for appointing the librarian, and 2) authority for approving the library operating budget.

### **ADVISORY LIBRARY BOARDS**

Library boards for public libraries are designated as advisory when: 1) the library director is appointed by the mayor, mayor and city council, city manager, county board of supervisors, or other county chief administrator; and 2) the library director submits the library budget to the jurisdiction for approval. Advisory public library boards, then, do not appoint the library director or submit the library budget.

The dictionary defines the word *advise* as “give advice to; counsel; give notice; inform; talk over plans; consult with; caution.” In the case of library boards, additional suitable terms might be: to analyze needs, to consider goals, to anticipate future needs and problems, to liaison, to act as sounding board, and to help develop consensus.

To some it might appear that the advisory library board, without administrative functions, is a board with little power or responsibility. Not so. An advisory board is an invaluable resource. A library board must not be a rubber stamp for the library director or its appointive jurisdictional body, such as a city council or county board of supervisors. While the advice may not be taken, the board has legal responsibility to advise on policies or issues as the law directs.

[...] In some instances, the law defining the library board's functions describes specifically the policies and issues on which the board is to advise. In other instances, the law is more general, simply indicating that the library board act in an advisory capacity to the city council in all matters pertaining to city libraries or recommend to the council the adoption of bylaws, rules, and regularions as necessary for the administrtaiion and protection of city libraries.

[...] It is as essential for an advisory library board to know whom it can legally advise as it is to know on what policies and issues it can legally give advice. As a result of the variety of laws establishing advisory library boards in California, not all can legally advise the same persons or the same judicial bodies. For Example:

- City advisory library boards may be legally directed to advise the mayor, or the mayor and city council, or the city council, or the library director, or some combination of these. In some cases, their legal directive may not include advising the mayor or the library director, but the council only. It may also state that the board is to work in conjunction with the library director.

**ADMINISTRATIVE LIBRARY BOARDS**

The dictionary defines administer as “manage or conduct as chief agent or steward; direct; put in force; dispense; supply or give; act as administrator.” A library board for a public library is designated as administrative if the library board has: 1) authority for appointing the library director, and 2) authority for approving the library operating budget. (In some instances, the library board also may approve the hiring of other library staff employees.) While the administrative library board is a governing body with the authority to determine personnel, fiscal, and administrative policies, the successful administrative library board uses this authority judiciously, working with the library director in an essential team effort to fulfill the library needs of an ever-changing community.

**OTHER JURISDICTIONS – BOARD TYPE**

Black text: data from 1998 publication

Red text: data confirmed with city

General Law Cities		Charter Cities	
Advisory	Administrative	Advisory	Administrative
Azusa	Corona*	Alhambra	Arcadia**
Commerce	Fullerton*	Anaheim*	Los Angeles
Covina	Glendora	Burbank	Newport Beach*
El Segundo	Monterey Park	Downey	Pomona
Monrovia	Rancho Cucamonga*	Huntington Beach	Riverside*
Ontario*	Sierra Madre***	Inglewood	Santa Monica
Oxnard	South Pasadena	Pasadena	Thousand Oaks
Palmdale		Redondo Beach	
San Marino		Santa Ana*	
Upland*		Torrance	
		Whittier	

\*Not a Southern California Library Cooperative (SCLC) library

\*\*Set policy and hire director

\*\*\*In process of transitioning to Advisory

## KEY ELEMENTS

### STATE OF CA EDUCATION CODE: MUNICIPAL LIBRARIES

#### **Sec. 18910. Appointment of board of trustees.**

The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor, president of the board of trustees, or other executive head of the municipality, with the consent of the legislative body of the municipality.

#### **Sec. 18914. Monthly meetings.**

Boards of library trustees shall meet at least once a month at such times and places as they may fix by resolution.

#### **Sec. 18919. Rules, regulations and bylaws.**

The board of library trustees may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto.

#### **Sec. 18920. Administration of trusts and disposal of property.**

The board of library trustees may administer any trust declared or created for the library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

#### **Sec. 18922. Purchase of personal property.**

The board of library trustees may purchase necessary books, journals, publications, and other personal property.

#### **Sec. 18923. Purchase of real property, and erection of rental and equipment of buildings or rooms.**

The board of library trustees may purchase real property, and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the legislative body of the municipality for the library.

#### **Sec. 18926. Incidental powers of board.**

The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

#### **Sec. 18951. Disposition of gifts and bequests.**

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and shall be applied to the purposes authorized in this chapter.

#### **Sec. 18952. Gifts and bequests that may not be paid into library fund.**

If payment into the treasury is inconsistent with the conditions or terms of any gift, devise, or bequest, the board shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

#### **Sec. 18953. Payments from the library fund.**

Payments from the fund shall be made upon warrants issued after due audit by, and an order from, the library trustees. The warrants shall be signed by the president and secretary of the

board of library trustees. The treasurer of the municipality **shall** pay such warrants without any further order or warrant from any other authority.

**Sec. 18960. Library free to inhabitants and taxpayers, unless in violation of rules.**

Every library established pursuant to this chapter shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations, and bylaws as may be made by boards of library trustees. Any person who violates any rule, regulations, or bylaw may be fined or excluded from the privileges of the library.

**Sec. 18962. Title to property.**

The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or otherwise designated, vests in the municipality in which the library is situated, and in the name of the municipal corporation may be sued for and defended by action at law or otherwise.

## **KEY ELEMENTS**

### **CITY OF SOUTH PASADENA MUNICIPAL CODE: LIBRARY BOARD OF TRUSTEES**

2.78 Powers and duties generally.

- a) The public library shall be administered by a board of library trustees;
- b) Prepare such bylaws, rules and regulations as may be necessary for the administration of the city library;
- c) Review and submit an annual operating budget to the city manager;
- d) Purchase and acquire books, journals, maps, and other supplies for the library, consistent with the budget;
- e) Appoint an ad hoc committee to recruit, screen and select candidates for the position of city librarian. Make recommendations to the city manager with respect to the appointment, suspension or removal of the city librarian, who shall serve as a department head under the direction of the city manager;
- f) Accept money, personal property or real estate donated to the city for library purposes, subject to the approval of the city council;
- g) Contract with schools, county or other governmental agencies to render or receive library services or facilities, subject to the approval of the city council.

## **KEY ELEMENTS LIBRARY BOARD OF TRUSTEES BYLAWS**

The duties of the Board include:

Preparing such by-laws, rules and regulations as may be necessary for the administration of the library.

Appointing an ad-hoc committee (on which its own members may serve) to recruit, screen and select candidates for the position of City Librarian.

Make recommendations for the appointment, suspension, or removal of the City Librarian.

Upon the City Manager's request, provide input for the City Librarian's job performance review.

Review the annual budget prior to submission to the City Manager.

Present an annual report to the City Council.

Provide input to the City Librarian on library needs and traditions, and community attitudes and values.

Promote library interests within the community.

Support funding at a level adequate for a well-qualified staff, a well-balanced collection, and a well-maintained building.

Develop and adopt written policies which govern the operation of the library. (City Librarian carries out the policies in the management of the library.)



# Ordinance and Bylaws Examples

## **ADMINISTRATIVE BOARDS** General Law and Charter Cities

# Ordinance and Bylaws Examples

## **ALHAMBRA** **Charter - Administrative**

## Section

- 2.32.010 Library established
- 2.32.020 Trustees; appointment; terms of office; selection of officers; compensation
- 2.32.030 Trustees; qualifications; vacancies
- 2.32.040 Trustees; powers and duties
- 2.32.050 Trustees; annual reports
- 2.32.060 Tax levy for maintenance of library
- 2.32.070 The library fund
- 2.32.080 Library code of conduct

**§ 2.32.010 LIBRARY ESTABLISHED.**

Under the provisions of an act of the legislature of the state entitled "An act to provide for the establishment and maintenance of public libraries within municipalities," approved March 23, 1901, and all acts amendatory thereof, a public library is hereby established in the city.

('86 Code, § 2.32.010) (Ord. 123, passed - - )

**Cross-reference:**

*For further provisions concerning power of city to establish libraries, see Charter § 59(4)*

*As to public library generally, see Charter, §§ 99 to 100*

**Statutory reference:**

*For further provisions concerning the city's authority to acquire, maintain, and own public libraries, see Cal. Gov't Code § 39732*

*For further provisions concerning municipal libraries, see Cal. Ed. Code §§ 18900 et seq.*

**§ 2.32.020 TRUSTEES; APPOINTMENT; TERMS OF OFFICE; SELECTION OF OFFICERS COMPENSATION.**

(A) *Composition.* The public library established by the preceding section shall be managed by a Board of Library Trustees consisting of five members.

(B) *Appointment.* All terms of office for each member of the Board of Library Trustees shall expire at 12:01 a.m. on March 27, 2000. Each Councilmember, at the second regular City Council meeting held in March, 2000, shall nominate one member to the Board of Library Trustees and shall announce the name of his or her appointee at that meeting, after which each such nominee shall be appointed by the Mayor, by and with the consent of the City Council. No person appointed to the Board of Library Trustees shall serve more than eight consecutive yearly terms.

(C) *Term of office.* The term of office for each member of the Board of Library Trustees shall terminate annually at 12:01 a.m., on the date of the second regular City Council meeting held in March of each year.

(D) *Selection of officers.* Within ten days after the reorganized Board of Library Trustees is appointed, and annually thereafter during the month of April, such Board of Library Trustees shall meet and organize by electing one of their members president and some suitable person as secretary, who shall act and hold office at the pleasure of the Board.

(E) *Compensation.* Members of the Board of Library Trustees shall serve without compensation; provided, however, that the secretary thereof shall receive such compensation as may be approved by the City Council.

(Ord. 4383, passed 1-10-00)

**Cross-reference:**

*For further provisions concerning terms of library trustees, see Charter Article XV*

**§ 2.32.030 TRUSTEES; QUALIFICATIONS; VACANCIES.**

(A) *Qualifications.* To be eligible to membership on the Board of Library Trustees, a person must be a qualified elector of the city and shall have resided in the city for at least one year next preceding the date of his or her appointment.

(B) *Vacancies.* The City Council by unanimous vote may remove for any reason any member of the Board of Library Trustees at any time. When a vacancy occurs due to removal, resignation or other cause, such vacancy shall be filled for the unexpired term by an appointment made pursuant to § 2.32.020 of this code.

(Ord. 4383, passed 1-10-00)

#### **§ 2.32.040 TRUSTEES; POWERS AND DUTIES.**

The Board of Library Trustees shall hold meetings and shall have such powers and authorities and be subject to such restrictions and regulations as are provided by the act referred to in § 2.32.010, and all acts amendatory of such act.

('86 Code, § 2.32.040) (Ord. 123, passed - - )

#### **§ 2.32.050 TRUSTEES; ANNUAL REPORTS.**

The Board of Library Trustees shall on or before July 31, in each year, make a report to the City Council, giving the condition of the library on the June 30 preceding, together with a statement of their proceedings for the year then ended, and must immediately upon the publication of such report forward a copy thereof for filing to the library of the state at Sacramento, California.

('86 Code, § 2.32.050) (Ord. 123, passed - - )

#### **§ 2.32.060 TAX LEVY FOR MAINTENANCE OF LIBRARY.**

The City Council shall, if the maintenance of the public library has not been otherwise provided for in making the annual tax levy, and as part thereof, levy a tax for the purpose of maintaining such library and purchasing property necessary therefor, which tax shall be in addition to other taxes, the levy of which is permitted in the city.

('86 Code, § 2.32.060) (Ord. 123, passed - - )

#### **§ 2.32.070 THE LIBRARY FUND.**

All revenue derived from any tax, provided for by the preceding section, together with all money acquired by gift, devise, bequest or otherwise for the purposes of such public library, shall be apportioned to and paid into a fund to be designated the library fund, and shall be applied to the purposes by this article authorized. Payments from such fund shall be made in the manner provided for the payment of other demands against the city; provided, that demands upon the library fund shall be presented to the Board of Library Trustees for allowance.

('86 Code, § 2.32.070) (Ord. 123, passed - - )

#### **§ 2.32.080 LIBRARY CODE OF CONDUCT.**

(A) *Purpose.* Section 2.32.080 establishes a code of conduct expected of persons using the Alhambra Civic Center Library and the processes to address violations of this code of conduct. The purposes for the code of conduct are to ensure that all persons have the ability to use library services and resources, to ensure that library staff may efficiently provide library services and resources, to prevent disruption to such library services and resources, and to further a peaceful, quiet, and orderly environment in which to learn.

(B) *Definitions.* For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**CHILDREN'S AREA.** The area of the library specifically designated as such by the library to provide library services and resources that meets the needs of young library users.

**CODE.** The Alhambra Municipal Code.

**CRIME.** The same definition as in Cal. Penal Code § 15. A violation of §2.32.080 is a misdemeanor crime under Cal. Gov't Code § 36900.

**ENFORCEMENT OFFICER.** The City Manager, or the City Manager's designee. The City Manager's designees include, without limitation: the Library Services Director and Library Services Manager, the Police Chief and police officers, and the city's Code Enforcement Supervisor and code enforcement officers.

**LIBRARY.** The Alhambra Civic Center Library, including but not limited to its collection areas, meeting rooms, and stores.

**LIBRARY PREMISES.** The library, and library grounds and parking facilities to the extent that the grounds or parking facilities are owned, controlled, or maintained by the city.

**LIBRARY PRIVILEGES.** The privilege of entering onto library premises and utilizing any services or resources of the Alhambra Civic Center Library.

**SERVICE ANIMAL.** A dog that has been individually trained to do work or perform tasks for an individual with a disability, as defined under the Americans with Disabilities Act.

**SHOE.** An item worn on the human foot with a sole.

**SMOKE or SMOKING.** The same definition contained in §9.18.020 of this code, and includes vaping.

**WHEELED CONVEYANCES.** Any wheeled device used for conveyance or transportation, including bicycles, skates, skateboards, collapsible scooters, wheelies, and hover boards. This does not include medically required equipment, or wheelchairs or strollers carrying people who cannot use the library facilities without the assistance of such devices.

(C) *Criminal conduct.* A person may not commit or attempt to commit any crime punishable under state or federal law or this code on library premises, including, but not limited to:

- (1) Assault or battery, as defined in Cal. Penal Code §§ 240 and 242.
- (2) Theft, as defined in Cal. Penal Code § 484.
- (3) Obstructing or intimidating business operators, public agencies or customers, as defined in Cal. Penal Code § 602.1.
- (4) Vandalism, as defined in Cal. Penal Code § 594.
- (5) Indecent exposure or lewd or obscene conduct, as defined in Cal. Penal Code § 314.
- (6) Possession of designated controlled substances, as defined in Cal. Health and Safety Code §§ 11350 and 11351.
- (7) Disorderly conduct, as defined in Cal. Penal Code § 647.
- (8) Trespass, as defined in Cal. Penal Code §§ 602 and 634.
- (9) Smoking, vaping or using tobacco products, as defined in §9.18.020 of this code.
- (10) Curfew violations, as defined in Chapter 9.12 of this code.
- (11) Consumption of alcohol in a public place, as defined in Chapter 9.16 of this code.
- (12) Aggressive solicitation, as defined in Chapter 5.32 of this code.

(D) *Rules of conduct.* The following behaviors are disruptive and do not further a peaceful, quiet, and orderly environment to learn. In addition to the criminal conduct listed in § 2.32.080(C), no person may engage in any of the following activities or behaviors while on library premises:

- (1) Loud or disruptive behavior, including yelling, talking loudly, running, throwing objects, abusive or threatening language, or other behavior which disturbs the quiet environment of the library.
- (2) Use of profane, obscene, imminently threatening, or violent language toward library staff or other persons.
- (3) Harassment of or the making of unwanted verbal or physical advances toward library staff or persons on library premises.
- (4) Possession of any unlawful or illegal substance on library premises.
- (5) Use of personal equipment in the library (such as cellular phones and audio players) in a manner that is disruptive, noisy, or unsafe. Personal equipment or electronic devices must be muted and made inaudible to other persons while in the library. Cell phones must be set to mute or vibrate.
- (6) Possession of any beverage in the library without a spill-proof lid.
- (7) Consumption of any food or beverages in a non-designated location within the library.
- (8) Bringing, possessing, or maintaining on the library premises any garbage or item that emits a foul odor that disturbs other library users or staff.
- (9) Bringing or using any shopping carts or other wheeled conveyances within the library, on entryways or walkways, in a manner that blocks any passageway on library premises.
- (10) Smoking, vaping or use of any tobacco products in the library or within 20 feet of entrances to the library.
- (11) Consumption or possession of alcoholic beverages on library premises, unless otherwise approved by the city as part of a special event.
- (12) Leaving backpacks, suitcases, or other large items unattended in the library (other than leaving them at a study carrel while researching the collection for materials), or keeping those items with one in a manner that obstructs entrances, exits, aisles or passageways, or otherwise impedes access to library resources and services.
- (13) Bringing animals, other than service animals there solely to assist a person with disabilities with tasks directly related to that person's disability, into the library, including but not limited to collection areas, meeting rooms, and stores.
- (14) Use of library facilities for the purpose of sleeping, bathing, shaving, washing clothes or other similar activities.
- (15) Entering the library or remaining in the library, including, but not limited to, collection areas, meeting rooms, and stores, without wearing shoes, clothes that cover the upper torso area, or clothes that cover the lower torso area.
- (16) Soliciting, panhandling, selling products without written authorization from library staff, or otherwise conducting business (including tutoring for a fee) within the library.
- (17) By a person 18 years of age or older, and in the absence of accompanying children or the permission of library staff, use or occupancy of the children's areas of the library; these areas are specifically designed to meet the needs of young library users and must remain open to those users and the adults accompanying them.

- (18) Moving library equipment or furniture without library staff knowledge or permission.
- (19) Tampering with library equipment such as computers, rental equipment, photocopy machines, elevators.
- (20) Carrying or possessing on library premises weapons such as guns, chains, clubs, and knives.
- (21) Making unauthorized entry into any "staff only" area in the library premises.
- (22) Refusing to relinquish computer equipment or other library resources after scheduled time period for use has expired.
- (23) Causing overcrowding in library seating areas by sitting more than four persons to a table, two persons to a computer workstation, or one person to a carrel or chair.

(24) Failure to leave the library at closing time.

(25) Destroy, deface or illegally remove library materials or property, including, but not limited to writing in, highlighting or annotating library materials; cutting, tearing or removing pages and parts of pages from library materials.

(26) Use of library internet and computers in violation of any posted restrictions or on screen notices; including, but not limited to misusing, altering or tampering with computer hardware or software; use of other patrons' library cards/accounts for internet access, disabling firewall or accessing blocked sites.

(27) Bring an excessive amount of personal items or baggage into the library or place it in a manner where it restricts the usage of the library by other patrons and constitutes a nuisance. Personal items may not take up such a large amount of table or floor space that they prevent other library users from using furniture or block exits, aisles and passageways.

(E) *Supervision of minors.*

(1) No person under the age of nine years of age may enter, use, or remain on library premises without being accompanied by a person 18 years of age or older.

(2) Any person 18 years of age or older, who brings a child under the age of nine years of age into the library, must supervise and accompany that child at all times.

(F) *Enforcement.*

(1) Any enforcement officer may enforce against any violation of the rules of conduct contained in §2.32.080.

(2) A violation of § 2.32.080 is punishable as a misdemeanor.

(3) In the alternative, an enforcement officer may enforce against any violation of §2.32.080 by issuing notices of violation or administrative citations. The enforcement officer may issue a notice of violation or an administrative citation to a person in violation of the rules of conduct in accordance with Chapter 1.13 of this code. The enforcement officer may order the removal of any person from the library for any violation of the rules of conduct concurrently with the issuance of an administrative citation. Any person removed pursuant to such an order may not re-enter onto library premises for the remainder of the business day. Any person who re-enters the library premises after such removal will be considered a trespasser.

(G) *Suspension of library privileges.* In addition to any other punishment provided for at law, any person who commits or attempts to commit a crime or violates one or more of the rules of conduct set forth in this § 2.32.080 while on library premises may have their library privileges suspended. A person whose library privileges have been suspended may not enter onto library premises or use the services of the Alhambra Civic Center Library during the term of their suspension. A written notice of suspension of library privileges will be issued to the person. The following schedule governs the length of a suspension of library privileges:

(1) For a person's first violation, library privileges will be suspended for one week.

(2) For a person's second violation within a 12-month period, library privileges will be suspended for four weeks.

(3) For a person's third violation within a 12-month period, library privileges will be suspended for 16 weeks.

(4) If a person commits four or more violations within a 12-month period, library privileges will be suspended for 12 months.

(H) *Fines.* The City Council may set by resolution the fines to be assessed for violations of the rules of conduct. If no amount is specified by resolution of the City Council, the fines set forth in § 1.13.060 of this code may apply.

(I) *Appeals.* A person may appeal an administrative citation or suspension of library privilege in accordance with the administrative hearing procedures outlined in Chapter 1.13 of this code.

('86 Code, § 2.32.080) (Ord. 123, passed - - ; Am. Ord. 4754, passed 9-9-19)

# THE ALHAMBRA PUBLIC LIBRARY BOARD OF TRUSTEES

## THE VISION:

The Board of Trustees is a proactive community based resource of citizens dedicated to the enhancement, enrichment and continued vitality of the APL.

## THE MISSION:

Working in an atmosphere of mutual respect for the different talents and backgrounds of each Trustee, the Board empowers the Alhambra Public Library to fulfill its vision as an essential public resource. The Board:

- Monitors library operations and policies
- Supports library staff and services
- Serves as a liaison to the city of Alhambra and our community
- Advocates quality library services

# **Library Board of Trustees: Roles and Responsibilities**

## **Monitors**

- Annual budget and monthly expenditures
- Library Personnel
- Library Policies
- Customer Satisfaction

## **Supports**

- Library services, activities and programs
- Sufficient funding and resources
- Executive function of the Library Director

## **Serves By**

- Attending and meaningfully participating in meetings
- Keeping current on agenda issues
- Communicating library concerns to the City Council
- Communicating community concerns to the library
- Being involved in the community
- Participating in the wider library community
- Keeping informed of library trends

## **Advocates To**

- Promote the library to the community
- Influence library legislation
- Actively seek sources for library funding



# Ordinance and Bylaws Examples

## **ARCADIA Charter - Administrative**

## LIBRARY BOARD OF TRUSTEES: BY-LAWS

Pursuant to the Arcadia City Charter, the following by-laws, in connection with the administration, government and protection of the City Library, shall apply.

### **Arcadia City Charter. Section 809**

#### **LIBRARY BOARD OF TRUSTEES**

#### **POWER AND DUTIES:**

There shall be a Library Board of Trustees which shall:

- A. Administer and operate the City libraries.
- B. Establish and enforce such by-laws, procedures and rules of operation as may be necessary for, and make all purchases and other contracts in connection with the administration, government and protection of the City libraries and shall designate its own Secretary.
- C. Appoint and remove the Librarian (Director of Library and Museum Services, hereinafter referred to as Director) who shall be the departmental administrator, and pass upon and approve all proposed appointments and removals by the Librarian. <sup>1</sup>
- D. Subject to the approval of the Council, accept money, personal property or real estate donated to the City for library purposes.
- E. Subject to the approval of Council, contract with schools, county or other governmental agencies to render or receive library services or facilities.

### **MEMBERS**

#### **APPOINTMENTS, ATTENDANCE, TERMS AND RESIGNATIONS**

The number of members of the Board is specified by the City Council. Each member is appointed by the Council for a term not to exceed four years, serves until the successor qualifies, and is subject to removal by motion of the Council adopted by at least three affirmative votes. In the event an incumbent is removed or otherwise vacates his/her office, the Council appoints his/her successor for the unexpired term of office.

All Board members must be appointed from the legally registered voters of the City and may not hold any other City office or employment.

A member who has held office of the same Board for two consecutive four-year terms, excluding part of any unexpired term, shall not be eligible to hold office on the Board until two years after the expiration of the second consecutive term.

Board members are expected to attend all scheduled meetings. Prior notification should be made to the Board Chairperson or Library Director for an absence. The Board will then determine if it is an excused absence at their next scheduled meeting. In the event of an absence, after receiving the next month's packet and reading the minutes from the missed meeting, it is the responsibility of the Board member to have questions answered and/or obtain needed information from the Library Director or Board Chairperson.

It is recommended that the Library Board review the Strategic Plan and the Library Policy Manual on an annual basis.

<sup>1</sup> To retain the longstanding practice, the Library Board at its regular meeting of October 20, 2011 approved to delegate the authority to the Library Director to make all appointments & removals. M-27-11

In the event that an individual finds that she/he is unable to continue to serve actively as a Trustee, she/he should submit a letter of resignation to the City Council for appropriate action.

### **OFFICERS**

Officers of the Board of Trustees shall be a Chairperson, Chairperson pro tempore, and Secretary. The Chairperson and Chairperson pro tempore shall be members of the Board of Trustees. The Secretary shall be the Director or his/her designee.

In the absence of the Chairperson from the Board meeting, the Chairperson pro tempore shall preside. In the absence of both Chairperson and Chairperson pro tempore, the Trustees present shall select a temporary Chairperson for the meeting. The Secretary of the Board shall issue the required notices of all meetings; shall have custody of the minutes and other records of the Board; and shall notify Arcadia City Council as appointing body of any vacancies on the Board. The Secretary shall include with the official copy of the minutes a copy of all reports, which the Board has voted to receive and file or approve.

### **ELECTIONS**

An election of officers shall be held at the regular meeting following the first day of July of every year. The liaisons to the Friends of the Arcadia Public Library and the Arcadia Public Library Foundation will be appointed at this time.

### **COMMITTEES**

Committees for the study and investigation of special problems may be appointed by the Chairperson. Such committees shall serve until the completion of the work for which they were appointed, or until the time specified in the appointment thereof.

### **DIRECTOR OF LIBRARY AND MUSEUM SERVICES**

The Director of Library and Museum Services (formerly City Librarian) shall have sole charge of the administration of the Library under the direction and review of the Board. The Board delegates the authority to the Library Director to make all appointments and removals of staff. The Director shall comply with all orders and directions issued by the Board at any meeting duly called, and with all orders and directions of the Chairperson of the Board not in conflict with the Arcadia City Charter, these by-laws, or any existing order or directives of the Board.

The Director shall be held responsible for the care of the Library buildings and equipment. The Director shall be held responsible for the direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director will present to the Board for approval those purchases and contracts which in accordance with the City's purchasing procedures must be submitted to Council for approval. The Director shall be held responsible for the selection of all Library materials.

The Director shall prepare a monthly narrative report, supplementing the statistical report. The Director shall attend all regular Board meetings, unless excused by the Board.

The Director shall have the power to appoint, supervise, suspend or remove such employees as are provided for by the City Council for the Library, subject to the civil service provisions of the City Charter and the rules and regulations promulgated therein. The Director will provide the Board reports on personnel actions affecting management staff. The Board of Trustees and the City Manager will jointly conduct an annual employee evaluation of the Director, with the Board holding the final authority for the process.

The Director shall be responsible for the administration of the Gilb Museum of Arcadia Heritage as the City Manager's designee.

## **MEETINGS**

### **REGULAR MEETINGS**

The regular monthly meeting of the Board of Trustees shall be held on the third Thursday of each month at 4:30 p.m. in the Reverend Paul Johenk Conference Room (Board Room) of the Arcadia Public Library or in such other place in the City of Arcadia to which any such meetings may be adjourned.

The Board may cancel any regular meeting by a motion approved by a majority of its members entered in the minutes of the Board.

### **ADJOURNED MEETINGS**

The Board may adjourn any meetings to a time and place specified in the order of adjournment in order to complete the work of that meeting before the next regular meeting.

### **SPECIAL MEETINGS**

A special meeting may be called at any time by the Chairperson of the Board, or by a majority of the members of the Board, by delivering personally, by mail or by e-mail, written notice to each member of the Board and to each local newspaper of general circulation requesting notice in writing. Such notice must be delivered at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Board.

### **NOTICE OF MEETING**

Notice shall be given to the City Clerk and the local newspapers of any special or adjourned meeting and of any change in the time or place of any regular meeting. Such notice shall also be posted as required by law.

A permanent change in the date and time of the meeting shall be approved by Resolution of the City Council.

### **BROWN ACT**

The Brown Act, commencing with Section 54950 of the California Government Code, is California's Open Meeting Law and shall apply to all meetings of the Board. Amendments to the law effective April 1, 1994 preclude discussion and/or action with regard to any item not on the agenda. With some exceptions, if a matter is not on the agenda, it cannot be discussed. Exceptions to this rule are:

1. Brief response to statements made or questions posed by persons addressing the Board;
2. Board members may ask for clarification, provide a reference to staff or other resources for factual information or request staff to report back to the Board at a subsequent meeting;
3. Direction can be given to staff to place a matter of business on a future agenda;
4. Items not on the agenda can be acted on if there is an absolute need to act on an issue that arose after the agenda was posted. This requires a vote of the Board.

The Board may meet in Closed Session to consider personnel matters, such as the evaluation of the Director or other matters as allowed by the Brown Act. The City Attorney may be consulted for any questions concerning the Brown Act.

### **QUORUM**

A majority of the Library Board members, three (3), shall constitute a quorum. A quorum is the minimum number of Board members who must be present for the valid transaction of business.

In order to ensure that a majority of those actually appointed to the Board endorse an action being taken, the number of affirmative votes needed to pass a motion is the same number that constitutes a quorum. If there is no affirmative vote on an action by the quorum, action on the item is considered tabled for discussion and action until the next regular or special meeting of the Board.

### **AGENDAS**

The Secretary to the Board shall prepare an agenda in advance of each meeting. Items must be submitted to the Secretary prior to the meeting in order to assure their placement on the agenda.

Agendas shall be delivered or mailed to the Board no less than 72 hours before a regular meeting, delivered to the City Clerk and City Manager and posted in a spot freely accessible to members of the public in accordance with the Brown Act.

Any writings or documents provided to a majority of the Library Board regarding any item on the agenda will be made available for public inspection at the Reference Desk.

### **MINUTES**

Minutes of all meetings must be kept as the official record of the activities of the Board. Additions and corrections of the minutes may be made only in public meetings, with the approval of the Board. The minutes shall be bound annually and kept on file at the Library. A set of minutes shall also be sent to the City Clerk and City Manager.

### **MOTIONS & RESOLUTIONS**

Each motion or resolution passed shall be noted in the Board minutes.

### **AMENDMENTS**

Amendments to these rules and regulations may be proposed at any regular meeting of the Board. In the event any word, phrase, clause or sentence of these rules shall be invalid for any reason, the balance hereof shall nevertheless be applicable until duly modified or repealed.

# Ordinance and Bylaws Examples

## **GLENDORA**

### **General Law - Administrative**

### 2.18.020 Purpose and duties of each city board and commission.

- (a) Planning Commission.
  - (1) A planning commission is necessary to insure and enforce the city's general plan, zoning code, development guidelines, and other laws, as well as goals and policies for directing and managing future growth and development of real properties located within the city.
  - (2) The planning commission, and its members, shall have all of the rights, privileges, powers and duties as specified in the Planning and Zoning Law (Title 7 California Government Code) which is incorporated and made a part hereof as if the same were set forth in full insofar as the same related to general law cities, and all of the rights, privileges, powers and duties provided for herein are granted to the said planning commission, the council, the members thereof and city officials, and all of the duties required to be performed therein shall be so done and performed within the time and as provided for herein. In the event, however, that any of the provisions of this chapter shall be in conflict with provisions of said aforementioned law, in such case the provisions of said law shall prevail.
- (b) Community Services Commission.
  - (1) The duties of the community services commission shall be to act in an advisory capacity to the council and the director of community services in all matters pertaining to park maintenance; recreation program; park development; and to cooperate with other governmental agencies and civic groups in the advancement of sound recreation and programming.
  - (2) With respect to parks, the community services commission shall:
    - (A) Advise in the development of parks and facilities; and
    - (B) Recommend the adoption of standards on areas and facilities, programs, and financial support; and
    - (C) Advise in long range capital improvements; and
    - (D) Advise in the preparation of such written agreements between the council and participating school districts as are necessary to conduct a coordinated recreation service in the community; and
    - (E) May advise in planting of all street and parkway trees.
  - (3) With respect to recreation, human services, transportation and wilderness areas, the community services commission shall:
    - (A) Review, revise and recommend policies on recreation services for approval by the council and all other participating community agencies; and
    - (B) Make periodic inventories of recreation services that exist or may be needed, interpret the needs of the public to the director of community services and council; and
    - (C) Aid in coordinating the community services with the program of other governmental agencies and voluntary organizations; and
    - (D) May advise in the preparation of the annual recreation program and budget.
- (c) Water Commission.
  - (1) The purpose of the water commission is to advise the city council on policy matters relating to the operation of the city's water system, excluding daily operations. The commission shall advise and recommend to the city council policies and programs related to:
    - (A) Developing and maintaining a financial plan for the water division;
    - (B) Implementing conservation efforts;
    - (C) Evaluating the effectiveness of the water system;
    - (D) Establishing fees, rates and charges, including, but not limited to, maintaining sufficient funding to pay for all overhead and maintenance, administrative, capital improvement and debt service costs;
    - (E) Establishing appropriate criteria used to establish the level of funds needed to maintain the water system, including, but not limited to, maintaining sufficient funding to pay for all overhead and maintenance, administrative, capital improvement and debt service costs;
    - (F) Reviewing such other problems and policy matters which may arise from time to time with regard to the operation and maintenance of the water system and the water division as identified by the city council or the city manager.
  - (2) The water rate commission shall hold a public hearing on each review of the fees, rates and charges. At least ten calendar days prior to the public hearing, notice of the date, time and place of the public hearing, and a general explanation of the matter to be considered shall be given in the following manner: Notice shall be published in a newspaper of general circulation in the city.

(d) Library Board of Trustees. The library board of trustees shall have the powers and duties prescribed by Section 18900 et seq., of the California Education Code, as may be amended from time to time.

(e) Glendora Village Business District Advisory Board.

(1) The Business District advisory board shall be an advisory board to the city council.

(2) The Business District advisory board may make recommendations to the city council on the operation and extent of the Glendora Village Business District area, as established by Chapter 5.40 of the Glendora Municipal Code, and the methods and ways in which the revenue derived from the charges, assessments, and contributions imposed or authorized by Chapter 5.40 might be used within the scope of the purposes set forth in Section 5.40.020.

(3) The Business District advisory board shall perform such other duties as the city council may designate. (Ord. 2036 § 3, 2019)

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**Subject:** BYLAWS OF THE BOARD OF TRUSTEES OF THE GLENDORA  
PUBLIC LIBRARY

**Effective:** July 20, 1960, February 10, 1964, February 16, 1988, Revised November  
25, 1991, Revised September 21, 1992, Revised October 16, 1995,  
Revised August 19, 1996, April 1, 1999, Revised May 21, 2001,  
Reviewed August 15, 2005, Reviewed September 19, 2005, Reviewed  
August 17, 2009, Revised December 16, 2013, Revised October 21, 2019

**Policy Objective:**

The purpose of this policy is to set forth the bylaws governing the establishment and operation of the Board of Trustees of the Glendora Public Library

**Authority:**

Section 27360 of the Education Code and Ordinance No. 43 of the City of Glendora.  
Library Board of Trustees Meeting Action of March 15, 1999

**Assigned Responsibility:**

City Council of the City of Glendora, Current Board of Trustees of the Glendora Public  
Library and Library Director

**Procedure:**

See Attached

**CITY OF GLENDORA  
BOARD OF LIBRARY TRUSTEES**

**BYLAWS  
Of the  
BOARD OF TRUSTEES OF THE GLENDORA PUBLIC LIBRARY**

**ARTICLE I. NAME**

This organization shall be called "The Board of Trustees of the Glendora Public Library" existing by virtue of the provisions of Glendora Municipal Code Chapter 2.18, and Section 18900 et seq., of the State Education Code; and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

**ARTICLE II. APPOINTMENT OF BOARD MEMBERS**

The Library shall be managed by a Board of Library Trustees, consisting of five members, to be appointed by the Mayor, with the consent of the City Council. The term of office is three years, and no appointee shall serve more than two full consecutive terms, except that no member appointed to fill a partial term vacancy shall be prohibited from serving two full terms.

**ARTICLE III. OFFICERS**

Section 1. The officers shall be a President, and a Vice-President elected from among the members at the July meeting of the Board. The Secretary may be a member of the Board or the Library Director, or other person designated by the Board.

Section 2. Officers shall serve a term of one year beginning the July meeting at which they are elected and until their successors are duly elected. Officers may serve no more than two consecutive terms in the same office if approved by the majority of the Board.

Section 3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, and shall generally perform all duties associated with that office.

Section 4. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President, until the President can resume the position or a successor is elected.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 6. If any Board member is absent from regular or special meetings for three consecutive meetings without prior notification to the Library Director and approval of

the President, the President shall notify the Mayor of a vacancy and request that a replacement be appointed.

Section 7. Any Board member changing residence from Glendora city limits shall immediately submit his or her resignation.

Section 8. In the event of a vacancy that occurs due to resignation or any other reason the President shall so notify the Mayor and request that a replacement be appointed.

## **ARTICLE IV. Meetings**

Section 1. The regular monthly meeting of the Board shall be held on the third Monday of each month, at 7:00 p.m. in Council Chambers located at City Hall. The January and February monthly meeting of the Board shall be held on the 4<sup>th</sup> Monday due to holidays on the 3<sup>rd</sup> Monday.

Section 2. Any regular meeting may be adjourned or re-adjourned to a date and hour certain which shall be specified in the order of adjournment and when so adjourned each adjourned meeting shall be a regular meeting for all purposes. If the hour to which a meeting is adjourned is not stated in the order of adjournment, such meeting shall be held at the hour for regular meetings.

Section 3. Business for regular meetings shall include, but not be limited to, the following items.

- a) Call to order
- b) Public Comment
- c) Progress and service report of Library Director
- d) Unfinished business
- e) New business
- f) Board member items
- g) Disposition of minutes of previous regular meeting and any intervening special meeting
- h) Other routine items
- I) Adjournment

Section 4. Special meetings may be called at the direction of the President, or at the request of a majority of all members of the Board, for the transaction of business as stated in the call for the meeting, to be held at designated times and places after 24 hours written notice given to the members and to the general public.

Section 5. A quorum for the transaction of business at any meeting shall consist of a majority of all members of the Board.

Section 6. An affirmative vote of the majority of all members of the board shall be necessary to approve any action before the Board.

Section 7. Notices of all regular meetings shall be distributed to all members and posted for the general public at least 72 hours in advance of the date of the Board meeting.

## **ARTICLE V. LIBRARY DIRECTOR AND STAFF**

The Board shall advise the City Manager in the selection of a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall specify the duties of other employees. The Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books and other materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. The Director shall submit an annual report for the adoption of the Board.

## **ARTICLE VI. COMMITTEES**

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

## **ARTICLE VII. REPRESENTATION**

Section 1. The President shall appoint representatives to the Glendora Public Library Friends Foundation Board and other such bodies as deemed appropriate. Appointees shall serve one-year terms, not to exceed the length of term remaining on the Library Board.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised shall be the authority on all questions of parliamentary law unless in conflict with these bylaws or with the laws of the State of California.

## **ARTICLE IX. AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting by affirmative vote of majority of all members of the Board, provided that the amendment has been submitted in writing at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

These By-Laws are hereby adopted and shall become effective as of September 16, 2019 pursuant to resolution of the Board.

Approved and adopted this 21<sup>st</sup> day of October, 2019

Ayes: 4

Noes: 0

Absent: 1

City of Glendora  
Board of Library Trustees

Attest: Janet Stone  
Janet Stone, Library Director

By: Doris Blum  
Doris Blum, President

# Ordinance and Bylaws Examples

## **MONTEREY PARK** **General Law - Administrative**

## Chapter 2.80 PUBLIC LIBRARY

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### 2.80.010 Establishment.

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A public library is established in and for the city to be known as the Monterey Park Bruggemeyer Library, which public library shall be free to the residents, and nonresident property owners and employees of the city, and residents of the Metropolitan Cooperative Library System jurisdictions, subject always to such rules, regulations and bylaws as may be made by the board of library trustees. Fees for library services for patrons other than provided above shall be established by resolution of the city council. (Ord. 2032 § 1, 2005; Ord. 1880 § 1, 1994)

### 2.80.020 Board of library trustees.

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There is created and established a board of library trustees consisting of five members appointed by the mayor with the approval of the city council. (Ord. 1880 § 1, 1994)

### 2.80.030 Term of office.

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Pursuant to Education Code Section 18911, the term of office for a trustee is three years. No person may serve more than two consecutive terms as a member of the board. (Ord. 2156 § 5, 2018; Ord. 1880 § 1, 1994)

### 2.80.040 Meetings and procedures.

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The board of library trustees shall adopt rules and regulations to govern its proceedings. The board shall set a time and place for regular meetings by resolution, which shall be held at least once each month. The meeting of the board shall be recorded and properly kept. The board shall appoint one of its trustees president, who shall serve for one year and until his or her successor is appointed. (Ord. 1880 § 1, 1994)

### 2.80.050 Powers.

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The board of library trustees shall have the following powers:

- (a) To make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library and all property belonging thereto;
- (b) To administer any trust declared or created for the library, and received by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library;
- (c) To appoint and prescribe the duties and powers of the city librarian, who shall hold office at and during the pleasure of the board of library trustees. The board shall also fix the compensation for the city librarian;
- (d) To purchase necessary books, journals, publications and other personal property;
- (e) To purchase real property, and erect or rent or equip such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the city council for the library;
- (f) To request the appropriate state officials to furnish the library of any and all reports, laws and other publications of the state not otherwise disposed of by law;
- (g) To borrow books from, lend books to, and exchange books with other libraries, and to allow nonresidents to borrow books under such conditions as the board may prescribe; and
- (h) To do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter. (Ord. 1880 § 1, 1994)

### 2.80.060 Annual report.

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No later than November 30th of each year, the board of library trustees must report to the city council and to the state librarian, or designee, on the condition of the library. The report must contain the information required by the state librarian in addition to any other matters deemed expedient by the board of library trustees. (Ord. 2186 § 1, 2020; Ord. 1880 § 1, 1994)

### 2.80.070 Library fund.

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All money acquired by gift, devise, request, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and shall be applied to the purposes authorized in this chapter. (Ord. 1880 § 1, 1994)

### **2.80.080 Title to property.**

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The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or otherwise designated, shall vest in the name of the city of Monterey Park, and the city may be sued for and defended by action at law or otherwise. (Ord. 1880 § 1, 1994)

### **2.80.090 Penalty.**

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Any person who maliciously cuts, tears, defaces, breaks or injures any book, map, chart, picture, engraving, statue, model, or other work of literature, art, mechanics or object of curiosity deposited in the library, is guilty of a misdemeanor. Any person who wilfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to the library, for thirty days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the library the article or property may be kept, is guilty of a misdemeanor. The parent or guardian of a minor who wilfully and maliciously commits any act within the scope of this section will be liable for any damages so caused by the minor. (Ord. 1880 § 1, 1994)

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<b>Monterey Park Bruggemeyer Library Policy</b>	Policy Number: 59-01
	Issue Date: May 28, 1959
	Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06, 9/27/11, 10/16/12, 1/15/13, 7/16/13
<b>Subject:</b> By-Laws of the Library Board of Trustees	Library Board of Trustees' Approval
	Page Number 1 of 4
<p><b><u>Purpose:</u></b></p> <p>These By-Laws establish a frame work for the Library Board of Trustees to conduct its business.</p> <p><b><u>Provisions:</u></b></p> <p>See attached pages.</p>	

**Monterey Park Bruggemeyer Library**  
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

Article I  
NAME This organization shall be called “The Library Board of Trustees of the Monterey Park Bruggemeyer Library” existing by virtue of the provisions of the Educational Code of the State of California (Sections 18910-18927) and the Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the powers and authority and assuming the responsibilities delegated to it as under the said statute.

Article II  
OBJECT The object shall be to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of national and state library developments and to convey that information to the electorate of the city so that there shall be an intelligent public opinion relative to libraries and the services they render.

Article III  
OFFICERS Section 1: Officers of the Board (President and Vice President/Secretary) shall rotate annually at the July meeting. The Vice President/Secretary rotates into the Presidency. The order of rotation into the Presidency shall be by date of appointment subject to a confirming vote.  
Section 2: The President of the Board shall conduct meetings, appoint committees, fill all vacancies in committees, participate in discussions, make and second motions, vote, and perform the duties of a presiding officer.  
Section 3: The Vice President/Secretary shall keep the minutes of the regular meeting, or cause the Library’s Secretary, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/Secretary shall also notify the members of any special meetings, write such correspondence as is necessary, and shall perform such other duties delegated by the President.

Article IV  
MEETINGS Section 1: The Board shall hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 7:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.  
Section 2: All agendas shall be posted in the library and at City Hall at least seventy-two hours prior to the time of the meeting.  
Section 3: Special meetings may be called by the President or Vice President/Secretary and shall be called at the request of two members of the Board. Such a meeting shall be posted to conform with the Brown Act.  
Section 4: When a Board member has four absences in a calendar year his/her seat will be considered vacant. After the third absence, the President shall send a

warning notice to the delinquent Board member via registered mail. Upon the fourth absence, the President will notify the Board member and the Mayor regarding the member's termination on the Board.

Section 5: A quorum for the transaction of business shall consist of three members of the Board.

Section 6: All Board members shall serve no more than two consecutive three-year terms. The exception to this is a member who was appointed to fill an unexpired term. If the time remaining is less than eighteen months, the person could serve two additional three-year terms. If the time remaining is more than eighteen months, the term would be considered as one of the three year terms. Trustees serve until their respective successors qualify and are appointed. Trustees who serve at least one full-term before they leave the Library Board will receive a plaque for their service.

Article V A City Librarian shall be appointed by the Board to serve during the pleasure of LIBRARIAN the Board. The librarian shall be considered an ex-officio executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. Specifically, the librarian shall be held responsible for the following:

- (1) Care of buildings and equipment
- (2) Direction of the staff
- (3) Appointment, dismissal, promotion, or demotion of staff members
- (4) A reasonable and progressive plan for extending the use of books and other communication media, and for developing information and reference services
- (5) Preparation of clear and definite reports on the library's progress
- (6) Cooperation with other public officials
- (7) Maintenance of good public relations and of adequate publicity about the library and its services
- (8) Recommendations concerning the budget which will provide for the library's orderly expansion
- (9) Expenditures and operation of the library within the terms of the budget
- (10) Determination of plan layout for the most efficient functional relationships and work areas. The City Librarian or his/her representative shall attend all Board meetings, except those at which his/her performance or salary is to be discussed.

Article VI COMMITTEES Section 1: Special committees for the special purpose study and investigation may be appointed by the President, with the approval of the Board, such committees to serve until the completion of the work for which they were appointed.

Section 2: The Board shall meet as a Committee of the Whole to serve as the

evaluation committee for the City Librarian.

Article VII  
LIAISONS      Section 1: A Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a non-voting member. This appointment will be made each July for a term of one year.  
Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library shall be invited to attend each Board meeting.  
Section 3: Representatives of formally recognized library associations shall be invited to attend all meetings of the Library Board of Trustees.

Article VIII      Section 1: The order of business shall include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.  
Section 2: The City Librarian can add items to the agenda.  
Section 3: Once the agenda is posted items cannot be withdrawn.  
Section 4: The order may be changed by a vote of the majority of those members present.  
Section 5: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the Public Meeting Law (Brown Act).  
Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board shall, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes prior to taking any action on the item.

Article IX  
ANNUAL  
REPORT      The Board shall on or before August 31 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.

Article X  
AMMEND-  
MENTS      These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon.

Article XI  
AUTHORITY  
FOR  
MATTERS  
NOT  
COVERED      The current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall be the authority on all questions of parliamentary law unless in conflict with these by-laws or with the statutes of the State of California.

# Ordinance and Bylaws Examples

## **SANTA MONICA Charter – Administrative**

Santa Monica Municipal Code							
<a href="#">Up</a>	<a href="#">Previous</a>	<a href="#">Next</a>	<a href="#">Main</a>		<a href="#">Search</a>	<a href="#">Print</a>	<a href="#">No Frames</a>
<a href="#">THE CHARTER OF THE CITY OF SANTA MONICA</a> <a href="#">ARTICLE X—APPOINTIVE BOARDS AND COMMISSIONS</a>							

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**1010. Library Board. Powers and duties.**

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The Library Board shall have charge of the administration of the Santa Monica Public Library, and shall have power and be required to:

(a) Make and enforce such by-laws, rules and regulations as may be necessary for the administration, government and protection of the City Library; and

(b) Accept money, personal property or real estate donated to the Library Board of the Santa Monica Public Library or its predecessor.

(Amended at General Municipal Election, November 7, 2006, certified by Res. No. 10187CCS)

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# STANDING RULES for The Santa Monica Library Board

1. Pursuant to the requirements of the Charter of the City of Santa Monica, the Library Board shall consist of five members appointed by the City Council.
2. The Board shall hold a regular meeting at least once a month, but may, by majority vote, provide for more frequent regular meetings. The time and place for regular meetings must be adopted by resolution and, such resolution, shall be placed on file in the City Clerk's office.
  - a. The regular meeting of the Library Board shall be held on the first Thursday of every month at 7:00 pm at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica, California 90401.
3. Any meeting held at a date, time, or place other than that set forth in the resolution is a special meeting. The only exception is a regular meeting on the date and time set forth in the resolution that commences at the location set forth in the resolution and is adjourned to another location. Any meeting that commences at another location, even if on the regular day and time, is a special meeting.
4. Special meetings may be called by the presiding officer or by a majority of the members. Written notification of a special meeting shall be delivered to each member and to each local newspaper of general circulation. Notice must be received at least 24 hours prior to the time of the special meeting. No other business shall be considered at the meeting other than that set forth in the notice.
5. Posting. At least 72 hours before a regular Library Board meeting, the City Clerk shall post a copy of the Agenda in the City Clerk's office and in the lobby of the Police Department. The City Librarian shall post a copy of the agenda in the libraries at least 72 hours before a regular library board meetings. In connection with any special meeting of the Library Board, the notice calling the meeting and Agenda shall be posted 24 hours prior to the special meeting. The City Clerk shall maintain on file in the office of the City Clerk declarations establishing compliance with the posting requirements.

No item may be discussed and no action shall be taken on any item not appearing on the posted Agenda unless the item is added to the Agenda as follows:

- a. Upon a determination by a majority vote of the Library Board that an emergency situation exists, as defined in Government Code Section 54956.5.
- b. Upon a determination by a two-thirds vote of the Library Board, or, if less

than two-thirds of the members are present, a unanimous vote of those members present, that the need to take action arose subsequent to the Agenda being posted.

- c. The item was posted for a prior meeting of the Library Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
6. Boardmembers are asked to confirm their attendance at the upcoming Board meeting when the agenda is received. A quorum at any meeting shall consist of three or more members of the Library Board.

Any member who is absent two times in any six consecutive meetings of the Library Board shall be notified by the Secretary who shall also inform the City Council. Absence is defined as a failure to attend at least two-thirds of any meeting.

7. The officers of the Library Board shall be a Chair, and a Vice Chair. The City Librarian shall act as Secretary to the Board, and shall not have a vote in its proceedings. The Chair and Vice Chair shall be elected at the first regular meeting of the fiscal year. They shall remain in office until their successors are elected.
8. The Chair shall preside at all meetings of the Board and shall be an ex-officio member of all committees. The Vice Chair, in the event of the absence or disability of the Chair, shall perform all the duties of the office.
9. The Chair shall appoint all committees with the approval of the Library Board. The duties of each committee shall be such as are committed to it by action of the Board.
10. Robert's Rules of Order will prevail unless another procedure is prescribed by the City Charter and/or City Council.
11. The City Librarian shall be the executive director of the policies adopted by this Board including the direction and supervision of all staff members in the performance of their duties, the submission to this Board of monthly and annual reports, and recommendation to the Board of such policies and procedures as in the opinion of said City Librarian will promote the efficiency of the Library in its service to the people of the community.
12. Amendments to these rules may be proposed as an agenda item for any regular meeting but may become effective only after a favorable vote at a subsequent meeting.
13. Any person wishing to speak to the Library Board may do so under "Public Input," or to address an agenda item first presenting his or her name, address and/or affiliation



with an organization if any. All remarks shall be addressed to the Library Board as a body, and not to any one member thereof. All persons shall be given three minutes to make a presentation.

14. The Secretary to the Board shall prepare the written minutes.

Each meeting shall be recorded. The record shall be kept by the Secretary for a period not to exceed six months. The Chair may direct the Secretary to keep a permanent record of any meeting which in the opinion of the Board is warranted.

Revised - June 3, 1999

Revised – as to meeting location April 4, 2006

Revised – June 4, 2009

# Ordinance and Bylaws Examples

## **SIERRA MADRE** **General Law – Administrative**

ATTACHMENT A

**ORDINANCE NO. 1433**

**AN ORDINANCE OF THE CITY OF SIERRA MADRE, CALIFORNIA AMENDING CHAPTER 2.16 (LIBRARY BOARD OF TRUSTEES) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE SIERRA MADRE MUNICIPAL CODE TO CONFORM TO THE STATE MUNICIPAL LIBRARIES LAW**

**WHEREAS**, the Sierra Madre Public Library (“Library”) can trace its origins back to the Sierra Madre Library Association, founded in 1886, 21 years before the incorporation of the City;

**WHEREAS**, in or around 1933, the City Council adopted Sierra Madre Municipal Code (“SMMC”) Chapter 2.16 (Library Board of Trustees) establishing the modern Library based on the State Municipal Libraries Law of 1901; and

**WHEREAS**, in 1976, the modern Municipal Libraries Law was adopted (Education Code, § 18900 et seq.), replacing the 1901 law; and

**WHEREAS**, at its June 24 2020, the Library Board of Directors voted to assume more of their responsibilities under the Municipal Libraries Law.

**THEREFORE, CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1. Recitals.** The Recitals above are true and correct and incorporated herein by this reference.

**SECTION 2. Amendment.** Chapter 2.16 (Library Board of Trustees) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is amended to read as follows, with underlined text denoting additions and ~~strike through~~ text denoting deletions.

Chapter 2.16 – LIBRARY BOARD OF TRUSTEES

2.16.010 – Established

A free public library for the use and benefit of the city is hereby established under California Education Code section 18900 et seq.

2.16.020 – Powers and duties

The board of library trustees shall have such duties and responsibilities as may be established under California Educational Code section 18900 et seq, except as specifically provided in this code.

#### 2.16.030 – Appointments and terms

The board of library trustees will be appointed according to and serve for the terms indentified in section 2.04.070 of this code.

#### 2.16.040 – Rules, regulations and by-laws

Under Education Code section 18919, the board of library trustees may make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto, including setting library hours of operation and adopting procedures regarding library property.

#### 2.16.050 – Personnel

The board of library trustees will only have advisory authority over any personnel policy, human resources, or library staffing matters.

#### 2.16.060 – Library budget

The board of library trustees will recommend an annual budget to the city council for its review and approval.

#### 2.16.070 – Donations, gifts, devises, or bequests

The board of library trustees may accept and administer any donation, gift, devise, or bequest for the benefit of the public library, subject to the approval of the city council.

#### 2.16.080 – Annual report

Under Education Code section 18927, the board of library trustees, on or before August 31st of each year, will report to the city council and to the State Librarian on the condition of the library, for the year ending the 30th day of June preceding. The reports shall, in addition to other matters deemed expedient by the board of trustees, contain such statistical and other information as is deemed desirable by the State Librarian.

**SECTION 4. Severability.** If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Ordinance or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Ordinance or any part thereof or exhibit thereto. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof,

irrespective of the fact that any one or more sections, subsections, subdivisions, paragraph, sentences, clauses or phrases be declared invalid.

**SECTION 5. Publication.** The City Clerk shall cause this Ordinance to be published or posted in accordance with California Government Code Section 36933, shall certify to the adoption of this Ordinance and his/her certification, together with proof of the publication, to be entered in the book of Ordinances of the City Council.

**SECTION 6. Effective Date.** This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code Section 36937.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
John Capoccia, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sue Spears, City Clerk

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

**I HEREBY CERTIFY** that the foregoing Ordinance was duly adopted by the City Council of the City of Sierra Madre, California, at a regular meeting held on the \_\_\_ day of \_\_\_\_\_ 2020 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

**APPENDIX 6**  
**BOARD OF TRUSTEES BYLAWS**

## BOARD OF TRUSTEES BYLAWS

### RELATIONSHIP OF BOARD OF TRUSTEES AND LIBRARIAN

#### A. General Responsibilities of Trustee:

1. To establish policies of the library.
2. To select and appoint a competent Librarian.
3. To advise in the preparation of an annual budget, approve it, and work to obtain the necessary funds.
4. To provide necessary facilities for maintaining efficient library service, and through the Librarian, supervise and maintain them.
5. To cooperate with other public officials and Boards and to maintain vital public relations.
6. To establish and maintain relationships with other library Boards and with professional organizations in the library field.

#### B. Policy and Administration:

1. The Board establishes the policy; the Librarian administers the library under these policies.
2. Examples:
  - a) The Board secures the appropriation, based on the budget, which is prepared by the Librarian and approved by the Board: the Librarian makes these expenditures under the budget with Board surveillance.
  - b) The Board sets the salary schedules and staff position; the Librarian assigns hours and duties, and supervises the work.
  - c) The Librarian appoints the staff and has the right to dismiss. The Librarian may call upon the Board in case further judgment is required.
  - d) The Board establishes the Library rules, in consultation with the Librarian; complaints are channeled to the Librarian for action; changes in the rules are made only by the board as a whole.

e) The Board assists the Librarian in setting book selections policy; actual selection of books is made by the Librarian.



**C. Duties of the Librarian, Vis a Vis the Board:**

1. To carry out the policies and directions of the Board.
2. To attend Board meetings, and make regular reports on problems and progress.
3. To assign duties to the staff, and to supervise them.
4. To interpret the library to the community.

**D. The Board and the Staff:**

1. All official contacts with the Board members should be through the Librarian.
2. The Board should work to see that salaries and working conditions are in line with comparable positions in the community.
3. Staff members with complaints or grievances which cannot be handled through normal channels within the library are encourage to make official overtures to the Board, and in case of dismissal, may appeal to the Board.
4. Individual consultation with Board members is encouraged, but only the full Board can make policy decisions.

**E. Implementation of these standards:**

**1. By the Board:**

- a) It should be clearly recognized that the Board is a policy-making, and not an administrative body.
- b) Administration of policies adopted by the Board, in terms of budget, building, maintenance and use, book selections and library operations fall in the province of the Librarian.
- c) The Board should serve as liaison between the Librarian and the rest of the community.

**2. By the Librarian:**

- a) The Librarian acts through the Board in the development or changing of library policies.
- b) The Librarian is responsible to the Board for carrying out of policies adopted by the Board.

c) The Librarian is directly responsible to the Board, rather than to any other arm or official of the City government, and requests for action from other branches of the City should be referred to the Board for approval.

Adopted by the Library Board

June 3, 1962.

# Ordinance and Bylaws Examples

## **ADVISORY BOARDS**

### General Law and Charter Cities

# Ordinance and Bylaws Examples

## **AZUSA** **General Law - Advisory**

## Chapter 42 - LIBRARY

### *Footnotes:*

--- (1) ---

**Cross reference**— *Planning, ch. 54; streets, sidewalks and other public places, ch. 62; subdivisions, ch. 66; utilities, ch. 78.*

## ARTICLE I. - IN GENERAL

### Sec. 42-1. - Established.

Pursuant to Government Code § 39732, a public library is established to be known as the city library.

(Code 1971, § 2.76.005)

### Sec. 42-2. - Maintenance and operation.

The city library is subject to the policy control and direction of the city council.

(Code 1971, § 2.76.010)

### Sec. 42-3. - Tax levy.

The city council shall, in making the annual tax levy and as a part thereof, levy taxes for the purpose of maintaining and operating the library, including necessary capital outlay therefor. The money in the library fund shall be applied to the cost of maintaining and operating the library.

(Code 1971, § 2.76.025)

### Sec. 42-4. - Use of library.

The library shall be available for the free use of the inhabitants and nonresident taxpayers of the city subject to such rules and regulations as may be adopted by the city council. Any person violating the rules and regulations adopted for the library may be fined or excluded from the privileges of the library.

(Code 1971, § 2.76.030)

### Secs. 42-5—42-35. - Reserved.

## ARTICLE II. - COMMISSION

### *Footnotes:*

--- (2) ---

**Cross reference**— *Administration, ch. 2.*

### Sec. 42-36. - Creation; composition; appointment, term of members.

The commission shall consist of five members, none of whom shall be officers or employees of the city. The terms of office shall be three years. Expiration dates of the terms shall be staggered in such a manner that one seat shall be available upon the adoption of this section, two seats shall expire the following fiscal year, and the remaining two seats shall expire the fiscal year thereafter. Appointments to the commission and removal from office shall be pursuant to section 2-32.

(Code 1971, § 2.76.015; Ord. No. 94-013, § 1, 7-18-94)

Sec. 42-37. - Residency.

Every member of the library commission shall have been a resident of the city for one year prior to appointment and shall remain a resident of the city while serving as a commissioner.

(Code 1971, § 2.76.018)

Sec. 42-38. - Responsibilities.

The city library commission shall advise the city council with respect to the administration and operation of the city library. It shall recommend to the city council the adoption of rules and regulations which it deems necessary to facilitate the operation of the library and its use by the public.

(Code 1971, § 2.76.020)

Sec. 42-39. - Compensation.

Each member of the city library commission shall be paid for his services as such member \$25.00 for each regular, special or adjourned meeting of the commission attended by him during the month but not to exceed \$50.00 in any one month.

(Code 1971, § 2.76.016)

# Ordinance and Bylaws Examples

## **BURBANK Charter - Advisory**

**2-1-409: BOARD OF LIBRARY TRUSTEES:**

- A. Composition of Board: The Board of Library Trustees shall consist of seven (7) members.
- B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Board of Library Trustees but such Council member shall not be a member of the board.
- C. Powers and Duties of the Board: The Board of Library Trustees shall have the following powers and duties:
1. To initiate studies, investigations and surveys in the general field of public libraries and report its findings and recommendations to the Council.
  2. To prepare and recommend, for adoption by the Council, rules and regulations for the maintenance and improvement of the public libraries of the City.
  3. To recommend to the Council the acquisition of library sites by the City.
  4. To act in an advisory capacity to the Council in all matters pertaining to the public libraries of the City.  
[Formerly numbered Section 2-51. Amended by Ord. No. 3674, eff. 7/30/05; 3472, 3058.]





[\(/\)](#) **Burbank Public Library (/)**  
Knowledge • Discovery • Community

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## MENU

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### Board of Library Trustees

Established by Burbank Municipal Code, the seven Council-appointed members serve four-year terms. The mission of the Burbank Board of Library Trustees is to advocate for Library needs and improved services, to foster connections between the community and the Library, and to advise City Council regarding plans, policies and resources to sustain a thriving and ever-changing Burbank Public Library.



The board meets the second Wednesday of each month at 5:30 PM in the Central Library auditorium.

#### **Board of Library Trustees**

Stephen L. Cawelti  
Doris A. Crutcher  
Carmenita Helligar  
Nicole J. Perez  
Melanie Renfroe  
Bryan Snodgrass  
Emily Weisberg

[City of Burbank Boards, Commissions, and Committees \(https://www.burbankca.gov/web/city-clerks-office/bccapplication\)](https://www.burbankca.gov/web/city-clerks-office/bccapplication)

[City Committee Agendas \(https://www.burbankca.gov/web/city-clerks-office/meeting-agendas-and-minutes\)](https://www.burbankca.gov/web/city-clerks-office/meeting-agendas-and-minutes)

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## About

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[About the Library \(/about-library\)](/about-library)

[Board of Trustees \(/about/board-library-trustees\)](/about/board-library-trustees)

# Ordinance and Bylaws Examples

## **COMMERCE** **General Law - Advisory**

## CHAPTER 2.28 - PUBLIC LIBRARY

### Footnotes:

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8. For statutory provisions authorizing the establishment of a public library, see Educ. C.A., Section 27301. As to library trustees, see Educ. C.A., Section 27351 et seq. As to funding, etc., of libraries, see Educ. C.A., Section 27404 et seq. As to the government of libraries, see Educ. C.A., Section 27451.

### 2.28.010 - Library established.

A free public library in and for the city of Commerce is hereby established pursuant of the provisions of Chapter 3, Division 20, Part 4 of the Education Code of the State of California.

(Ord. 20 §1, 1960).

### 2.28.020 - Trustees—Appointment—Terms.

There shall be a board of library trustees consisting of five members to be appointed by the mayor with the consent of the city council. The trustees shall hold office for terms of three years. The members of the first board of trustees shall so classify themselves by lot that one of their members shall go out of office at the end of one current fiscal year, two at the end of the year thereafter and two at the end of two years after the end of the current fiscal year.

(Ord. 20 §2, 1960).

### 2.28.030 - Compensating trustees.

The members of the board of trustees shall serve without compensation as trustees. The provisions hereof shall not affect the compensation otherwise provided for by resolution for members of the library commission for their duties as members of the commission, when also serving as members of the board of trustees.

(Ord. 20 §3, 1960).

### 2.28.040 - Meetings.

The board of library trustees shall meet at least once a month at such times and places as they may fix by resolution. They shall have such duties as may be prescribed by law or assigned by the city council.

(Ord. 20 §4, 1960).

### 2.28.050 - Clerk.

The city clerk shall serve ex officio as the clerk of the board of library trustees.

(Ord. 20 §5, 1960).

## **Library Commission**

The overall purpose of the Library Commission is to formulate policies for the purpose of making recommendations for submission to the City Council with respect to the creation, establishment and maintenance of an adequate library system for the City of Commerce.

The Library Commission meets the **4th Monday of each month at 6:00 p.m.** in the City Hall Council Chambers, 5655 Jillson Street.

- [View Agendas & Minutes](#)

### **Mission Statement**

We support the Library as community advocates and as an advisory group. Our mission is to support high quality materials, programs and services provided by the Library to Commerce and its neighboring communities. We are dedicated to ensuring the preservation and long-lasting availability of the library's collections and resources, including print, digital and the technological needs of its patrons. We will strengthen our efforts in building a 21st century environment that advances life-long learning.

### **Members**

- Olga Ureña, Chairperson
- Alejandro Mendoza, Vice Chairperson
- Connie Arteaga, Commissioner
- Antonia Lupercio, Commissioner
- Carmen Marquez, Commissioner

Staff Liaison: Beatriz Sarmiento, Director of Library Services

[Commission and Committee Application](#)

# Ordinance and Bylaws Examples

## **MONROVIA** **General Law - Advisory**

Sections:

- 2.64.010 Establishment—Operation.
- 2.64.020 Library fund—Established—Composition—Use.
- 2.64.030 Board of Trustees.
- 2.64.040 Term of office.
- 2.64.050 Powers and duties of the Board of Trustees.

**§ 2.64.010 ESTABLISHMENT—OPERATION.**

The free Public Library and reading room is hereby established in and for the city and shall be maintained and operated under and pursuant to the provisions of Cal. Education Code §§ 18900 et seq.

(`83 Code, § 2.64.010) (Ord. 82-44 § 1, 1982)

**§ 2.64.020 LIBRARY FUND—ESTABLISHED—COMPOSITION—USE.**

All money acquired by gift, devise, bequest or otherwise for the purpose of the library shall be apportioned to a fund to be designated as the library fund, which shall be maintained by the Treasurer of the city and shall be applied to the purposes authorized by Cal. Education Code §§ 18900 et seq.

(`83 Code, § 2.64.020) (Ord. 82-44 § 2, 1982)

**§ 2.64.030 BOARD OF TRUSTEES.**

All members of the Library Board shall be residents of the City of Monrovia.

(`83 Code, § 2.64.030) (Ord. 82-44 § 3, 1982; Ord. 99-12, 1999; Ord. 2007-06 § 4, 2007)

**§ 2.64.040 TERM OF OFFICE.**

(A) Members of the Board of Library Trustees shall be appointed by the Mayor with the approval of the City Council.

(1) The term of office for each member shall be three years, commencing on July 1st of the year of appointment and terminating June 30th three years thereafter.

(2) If a vacancy occurs, other than by expiration of the term, the Mayor shall fill the vacancy pursuant to the selection process established in § 2.46.040.

(B) At the end of any member's term, the member may apply for appointment to the Board of Library Trustees pursuant to the selection process established in § 2.46.040.

(C) (1) At least annually, the members of the Board of Library Trustees shall elect from among themselves a President and a President Pro Tem.

(2) No person shall serve more than two consecutive terms as President or President Pro Tem.

(D) The terms of the members shall be staggered.

(E) Members of the Board of Library Trustees shall serve without compensation

(Ord. 2003-14 § 7, 2003)

**§ 2.64.050 POWERS AND DUTIES OF THE BOARD OF TRUSTEES.**

(A) General.

(1) The Board of Library Trustees shall have the power and authority delegated to it by the City Council, pursuant to the provisions of the Education Code.

(2) From time to time, the City Council may by resolution expand or reduce the powers of the Board.

(B) Specific power and duties. The powers and duties of the Board shall be as follows:

(1) To make and enforce rules, regulations and bylaws necessary for the protection of the Monrovia Public Library, its collection, and the provision of library services to the public.

(2) To advise the City Council regarding the administration and management of the Library and its property.

(3) To request that the appropriate state and local officials furnish the Library with library materials, copies of any and all reports, laws and other publications of the state not otherwise provided by law.

(4) (a) To report to the City Council and State Librarian, at least annually, on the condition of the Library in the previous year.

(b) Such reports shall contain, in addition to other matters deemed appropriate by the Board of Library Trustees, such statistical and other information as is requested by the State Librarian.

(Ord. 2003-14 § 8, 2003)

## LIBRARY BOARD

The Library Board acts in an advisory capacity to the City Council in all matters pertaining to library services, cooperating with all government agencies and civic groups in the advancement of sound library planning and programming. All positions are volunteer and receive no compensation. An elected official of the City may not serve on an advisory body concurrent with their elected term, and a Boardmember may serve on only one advisory body at a time.

The Board meets on the fourth Thursday of each month at 7 p.m. in the Monroe Room of the Community Center, 119 West Palm Avenue. For more information please call (626) 256-8274.

### **Library Board Members**

- President Betty Thomas
- Vice President John Carlson
- Boardmember Mark Harvis
- Boardmember Janet Wall
- Boardmember Kim Walters

### **Links**

- [Agendas/Minutes](#)



# Ordinance and Bylaws Examples

## **PASADENA Charter - Advisory**

## Chapter 2.90 - LIBRARY COMMISSION

### Sections:

#### 2.90.010 - Short title.

This chapter shall be known as the "Library Commission Ordinance."

(Ord. 6229 § 2 (part), 1987)

#### 2.90.020 - Establishment.

There is created and established a commission of the city to be known as the "library commission" and hereinafter called "commission."

(Ord. 6229 § 2 (part), 1987)

#### 2.90.030 - Membership—Appointment and terms.

- A. The commission shall consist of 9 members, who shall be appointed as follows:
  1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.
  2. The mayor shall nominate the remaining 1 member from persons recommended by the 7 councilmembers.
  3. All nominations are subject to ratification by the city council.
- B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.
- C. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.
- D. Any member of the commission may be removed by the city council at its pleasure.

(Ord. 6820 §§ 25, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

#### 2.90.040 - Qualifications.

- A. All members shall be residents of the city; provided, however, that a person nominated by a director need not reside in said director's district.
- B. Members should have an interest in the quality of community library services and in the development, improvement and cost effectiveness of those services.
- C. Prior or current community service is also desirable.

(Ord. 6229 § 2 (part), 1987)

#### 2.90.050 - Absences and vacancies.

- A. In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise the secretary to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.

- B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.90.030.

(Ord. 6820 §§ 25, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

#### 2.90.060 - Election of officers.

At the first meeting of the commission, and thereafter at its first meeting of each subsequent year, the members shall elect a chair and a vice chair. In the absence or disability of the chair and vice chair, the commission may designate a temporary chair.

(Ord. 6229 § 2 (part), 1987)

#### 2.90.070 - Meetings—Records.

- A. The commission shall meet at least once a month. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the commission.
- B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least three members.
- C. The commission shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings and other actions.

(Ord. 6675 § 2 (part), 1996; Ord. 6229 § 2 (part), 1987)

#### 2.90.080 - Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of 5 members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council.

(Ord. 6820 § 26, 2000; Ord. 6229 § 2 (part), 1987)

#### 2.90.090 - Annual report.

The commission shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report.

(Ord. 6930 § 11, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

#### 2.90.100 - Disclosure requirements.

Members of the commission shall not be required to file annual statements of economic interest pursuant to the city's conflict of interest code.

(Ord. 6229 § 2 (part), 1987)

#### 2.90.110 - Purpose and functions.

The purpose of the commission is to advise the council on policy relating to the public library system.

(Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

# Ordinance and Bylaws Examples

## **REDONDO BEACH Charter - Advisory**

Redondo Beach Municipal Code							
<a href="#">Up</a>	<a href="#">Previous</a>	<a href="#">Next</a>	<a href="#">Main</a>	<a href="#">Collapse</a>	<a href="#">Search</a>	<a href="#">Print</a>	<a href="#">No Frames</a>
<a href="#">Title 2 ADMINISTRATION</a> <a href="#">Chapter 9 BOARDS AND COMMISSIONS</a>							

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## Article 12. Library Commission

### 2-9.1201 Created.

There is hereby created a Library Commission. (§ 1, Ord. 2796 c.s., eff. April 17, 1997)

### 2-9.1202 Appointment and terms of members.

(a) The Commission shall consist of seven (7) members. Unless otherwise authorized by the City Council, one member shall be appointed from each Council district and two (2) members shall be appointed at large.

(b) The original term of one member shall expire on September 30, 1998; the original term of two (2) members shall expire on September 30, 1999; the original term of two (2) members shall expire on September 30, 2000; and the original term of two (2) members shall expire on September 30, 2001. (§ 1, Ord. 2796 c.s., eff. April 17, 1997, as amended by § 1, Ord. 2806 c.s., eff. September 5, 1997)

### 2-9.1203 Powers and duties.

The Commission shall plan a program for the development, extension and improvement of library facilities in the City and, in addition thereto, it shall perform such other duties as from time to time may be assigned to it by the City Council. (§ 1, Ord. 2796 c.s., eff. April 17, 1997)

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View the [mobile version](#).

# Ordinance and Bylaws Examples

## **SAN MARINO** **General Law - Advisory**

SECTION:

**02.09.01: Creation And Composition**

**02.09.02: Appointment And Term**

**02.09.03: Vacancies**

**02.09.04: Chairperson And Vice Chairperson**

**02.09.05: Secretary**

**02.09.06: Compensation And Expenses**

**02.09.07: Meetings And Quorum**

**02.09.08: Duties**

**02.09.09: Compliance With City Regulations**

**02.09.01: CREATION AND COMPOSITION:**

There is hereby created a city library board which shall consist of five (5) members and two (2) alternates. Each member and alternate shall be an elector of the city. (Ord. 096-1094, 7-10-1996)

**02.09.02: APPOINTMENT AND TERM:**

Members and alternates shall be appointed by the mayor with the approval of the council.

Members of the board shall serve a term of three (3) years with terms commencing on June 1 of the year of appointment; except, that of the board members first appointed, two (2) shall serve terms of one year, two (2) shall serve a term of two (2) years and one shall serve a term of three (3) years. Thereafter, all board members and alternates shall serve a term of three (3) years commencing on June 1 of the year of appointment and until a successor has been appointed. Commencing July 1, 2010, no commissioner may serve more than two (2) consecutive terms; however, after waiting a period of at least two (2) years following the end of the second term, a commissioner may be reappointed for not more than two (2) additional consecutive terms. (Ord. 0-10-1228, 5-12-2010)

**02.09.03: VACANCIES:**

Vacancies to the library board shall be filled by appointment of the mayor with approval of the council, after providing for a twenty (20) day public notice period of such vacancy. Appointment to fill a vacancy shall be for the remainder of the unexpired term. (Ord. 951, 3-8-1989)

**02.09.04: CHAIRPERSON AND VICE CHAIRPERSON:**

The members of the library board shall select a chairperson and a vice chairperson from among its members as established by city council resolution. (Ord. 0-10-1232, 6-25-2010)

**02.09.05: SECRETARY:**

The library board shall select a secretary to the board from among its members. The secretary shall serve for a one year term and may serve an unlimited number of terms. (Ord. 951, 3-8-1989)

**02.09.06: COMPENSATION AND EXPENSES:**

Members of the library board shall serve without compensation.

Expenses of members of the board in attendance at meetings related to their duties as members of the library board shall be paid for by the city when such attendance is approved by the council. (Ord. 951, 3-8-1989)

**02.09.07: MEETINGS AND QUORUM:**

The board shall hold its regular meetings in the public library at such times as the city council shall establish by resolution. The board shall take action by majority vote of those present and constituting a quorum. A quorum shall consist of three (3) members or members and alternates. An alternate shall serve when any member is absent. (Ord. 0-14-1282, 9-26-2014)

**02.09.08: DUTIES:**

The library board shall have such duties and responsibilities as may be established pursuant to sections 18900 through 18965 of the state Education Code, except as specifically precluded herein.

The library board shall also advise and inform the council on matters pertaining to the programs and materials provided by the library and to advise the city manager on budgetary matters. (Ord. 951, 3-8-1989)

**02.09.09: COMPLIANCE WITH CITY REGULATIONS:**

The library board shall comply with all provisions of the city's personnel and finance administration for all activities or operations funded pursuant to an allocation to the library by the council. (Ord. 951, 3-8-1989)



# Ordinance and Bylaws Examples

## **TORRANCE Charter – Advisory**

### ARTICLE 3 - LIBRARY COMMISSION

(Added by O-935; Amended by O-1035; O-1097; O-1628; O-1830)

#### 13.3.1 CREATED, COMPOSITION, COMPENSATION AND QUALIFICATIONS.

(Amended by O-935; O-1326; O-1897; O-2447; O-3410)

- a) There is hereby created a Library Commission for the City, consisting of seven (7) members.
- b) The members of the Commission shall be electors of the City.
- c) Commencing January 1, 1995, the members of the Commission shall be paid, in lieu of their ordinary and necessary expenses directly connected with or pertaining to the duties imposed by Section [13.3.7](#), at the rate of Ten Dollars (\$10.00) per meeting attended, but not to exceed the sum of Thirty Dollars (\$30.00) per calendar quarter. Such payment shall be made at the end of each calendar quarter.

#### 13.3.2 APPOINTMENTS AND TERM OF MEMBERS.

(Amended by O-935; O-1035; O-1897; O-2447; O-2946; O-2947)

The members of the Commission shall be appointed by the Mayor with the approval of the City Council. At the first meeting of the Commission after the appointment of seven (7) members, it shall classify each member in accordance with the length of his unexpired term so that: one shall serve for a term which shall expire January 15, 1970; two shall serve for a term which shall expire January 15, 1971; two shall serve for a term which shall expire January 15, 1972; and two shall serve for a term which shall expire January 15, 1973. Upon the expiration of such term all appointments and reappointments shall be for a period of four (4) years. No member shall be eligible for reappointment after serving two (2) consecutive four (4) year terms; provided, however, that members holding office on January 14, 1974 may be reappointed at the expiration of their term for not to exceed two (2) additional four (4) year terms and, provided further, that after a lapse of two (2) years, a former member may be reappointed to the Commission.

#### 13.3.3 FILLING OF VACANCIES.

If any vacancy shall occur in the membership of the Commission, other than by expiration of the term of office, it shall be filled by the Mayor with the approval of the City Council for the unexpired term of the vacated office.

#### 13.3.4 REMOVAL OF MEMBERS.

The members of the Commission may be removed from office by a vote of the majority of all the members of the City Council.

#### 13.3.5 APPOINTMENT OF A CHAIRMAN.

At the first meeting of the Commission and at the first meeting in every fiscal year, thereafter, the

members shall appoint one of their number as Chairman who shall hold office for one year and until his successor is appointed.

**13.3.6 MEETINGS AND FAILURE TO ATTEND.**

(Amended by O-1097; O-1628; O-1830; O-3796)

- a) The Commission shall hold regular meetings at least once every month.
- b) If a member of the Commission does not attend two (2) consecutive regular meetings unless excused by the Commission, his membership thereon shall terminate automatically; and provided further, that a member will be deemed absent from a meeting unless he is present during at least two-thirds (2/3) of the time of the entire meeting.

**13.3.7 POWERS AND DUTIES OF THE COMMISSION.**

- a) The Commission may make recommendations to the City Council on 1) the acquisition of land, buildings, equipment and facilities for public library purposes; 2) the improvement of the operation and administration of the library; 3) any other matters concerning public libraries.
- b) The Commission shall make an annual report to the City Council of its activities for the previous year and shall make such other reports as it may deem necessary or proper.
- c) The Commission shall advise the City Council on any matters concerning public libraries when so requested by the Council.

**13.3.8 RULES AND REGULATIONS.**

The Commission shall establish such rules and regulations as it deems necessary for its government and for the faithful performance of its duties.

# Library Commission

**Governing Code:** Division 1, Chapter 3, Article 3, Sections 13.3.1 13.3.8

The Commission makes recommendations to the City Council regarding the operation of the library system by keeping in touch with the patrons; establishes strong lines of communication with the schools; supports the Historical Society and the Friends of the Torrance Library; promotes the use of the library; gives information on its activities and encourages public support as well as legislative support.

Office	Name	Term Begins	Term Expires
Chair	Julie Kohus	7-1-2019	6-30-2023
Vice Chair	Rosie Javaid	7-1-2019	6-30-2023
Member	Raymond Lambert	12-1-2020	6-30-2024
Member	Dennis Piotrowski	7-1-2021	6-30-2025
Member	Andrea L. Reilly	7-1-2021	6-30-2025
Member	Kim Wang	7-1-2021	6-30-2025
Member	Tony Yeh	9-10-2019	6-30-2022

## STAFF LIAISON

Yolande Wilburn

City Librarian

Community Services Department

(310) 618-5950

[LibraryCommission@TorranceCA.gov](mailto:LibraryCommission@TorranceCA.gov) (<mailto:LibraryCommission@TorranceCA.gov>).

## MEETINGS

2nd Monday, 7 p.m.

Katy Geissert Library Room (or branch locations as announced)

3301 Torrance Blvd., Torrance, CA 90503

Minutes are posted after they are approved by the Commission

[Agendas and Minutes \(http://www.torranceca.gov/government/city-clerk/commissions-and-advisory-boards/library-commission/agendas-minutes-1649\)](http://www.torranceca.gov/government/city-clerk/commissions-and-advisory-boards/library-commission/agendas-minutes-1649)

# South Pasadena Public Library Trustee Manual

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July 7, 2021

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## 1. INTRODUCTION

### 1.1 Letter of Welcome

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Dear Trustee,

Congratulations on your appointment to the Board of Trustees of the South Pasadena Public Library, and on behalf of the Board, I want to welcome you.

We are sending you the enclosed packet of materials that includes basic information about the library, which should help you as a new trustee. It is our aim to help you become knowledgeable about the operations of the library as quickly as possible. As a library trustee, you are the community's representative on the policymaking body for the library and the library's representative to the public, and we want to do what we can to help you to become informed and knowledgeable in carrying out these responsibilities. Please feel free to ask me, the other trustees or staff members any questions about the library or being a trustee.

After you have reviewed the enclosed material, please call our City Librarian, at (626) 403-7332. The City Librarian would like to set up an appointment to give you a personal tour of the building, introduce you to staff members, and answer any questions you may have.

We are pleased that you are joining us on the Board and look forward to working together to serve our community in providing the best library services possible.

Sincerely,

President  
Library Board of Trustees

# 1. INTRODUCTION

## 1.2 Board Roster

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

### Library Board of Trustees<sup>lib</sup> (LBT)

Resolution No. 524

3 year terms | 5 Members

Meetings: 2<sup>nd</sup> Thursday of the month | 7:00 p.m.

Ray Bradbury Conference Room, South Pasadena Public Library | 1100 Oxley Street

Council Liaison: Mayor Diana Mahmud

Staff Liaison: Cathy Billings, Director of Library, Arts, and Culture, ext. 352

 Requires FPPC Form

Commissioner Name	Term/s	Contact Information	E-mail Address
<b>Bianca Richards</b> President	A: 12/19/2018 to 12/31/2021	1115 Oxley Street (626) 799-3335 (626) 616-5599 (H)	<a href="mailto:bxrichards@gmail.com">bxrichards@gmail.com</a>
<b>David R. Uwins</b> Vice-President	A: 01/17/2018 to 12/31/2020 A: 12/16/2020 to:12/31/2021 <sup>♠</sup> (appointed to seat vacated by D. Beadle)	1940 La France Ave (626) 799-0912	<a href="mailto:druwins@aol.com">druwins@aol.com</a>
<b>Dean Serwin</b>	A: 1/16/2021 to 12/31/2023	1350 Via Del Rey (323) 394-2526 (323) 465-1735	<a href="mailto:dean@deanserwin.com">dean@deanserwin.com</a>
<b>Annie Chang</b>	A: 12/18/2019 to 12/31/2022	1920 Mission St. South Pasadena, CA 91030 (562) 547-4310	<a href="mailto:anniechanglong@gmail.com">anniechanglong@gmail.com</a>
<b>J. Mario Molina</b>	A: 02/05/2020 to 12/31/2022	1311 Chelton Way South Pasadena, CA 91030 (266) 403-1758 (P) (562) 221-5615 (S)	<a href="mailto:drjariomolina@gmail.com">drjariomolina@gmail.com</a>

A = Appointed

R = Reappointed

\* = Not eligible to serve another term

♠ = Unfulfilled term

♠ = partial term appointment per Ord. No. 2216



## 1. INTRODUCTION

### 1.3 Duties, Functions, and Responsibilities of the Library Board

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**(Formerly removed from Manual June, 2003 – reinstated 1/9/07)**

Adopted:

Amended: 1/9/07, 1/9/07

Reviewed: 5/13/97, 11/14/00, 11/14/06, 1/9/07

The Following are commended for consideration by the Library Board of Trustees to its members:

1. Employ a competent and qualified City Librarian.
2. Determine and adopt written policies to govern the operation and program of the Library.
3. Determine the purposes of the Library and secure adequate funds to carry on the Library's program.
4. Know the program and needs of the Library in relation to the community; keep abreast of standards and library trends; cooperate with the City Librarian in planning the Library program, and support the City Librarian and staff in carrying it out.
5. Establish, support, and participate in a planned public relations program.
6. Assist in the preparation of the annual budget.
7. Know local and state laws; actively support library legislation in the state and nation.
8. Establish among the Library Policies those dealing with book and material selection.
9. Attend all Board meetings and see that accurate records are kept on file at the Library.
10. Be knowledgeable of and adhere to the "Brown Act."
11. Recognize the library volunteers annually.
12. Support the Friends of the Library.
13. Report regularly to the governing officials and the general public.

Based upon list in Virginia G. Young, *The Trustee of a Small Public Library*, 2<sup>nd</sup> ed., LAMA Small Libraries Publication, no. 1 (Chicago, ALA, 1992), and from *The Library Trustee: A Practical Guidebook* by Virginia G. Young (Chicago and London, ALA, 1995).

#### **SEE**

[Appendix A](#): City Librarian Evaluation Form

[Appendix B](#): Annual Volunteer Recognition Guidelines

## 1. INTRODUCTION

### 1.4 Responsibilities of Boards, Friends, and Foundations

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#### DEFINITIONS

##### **Library Board of Trustees**

Body of elected or appointed individuals with statutory authority related to library services. While the role of trustees varies by jurisdiction, they are generally tasked with the duty of helping to direct the funds and policies of the library, and have a role in determining the mission of the library, setting the policy that governs the library, hiring and evaluating a library director, and overseeing the general management of the library. This role varies with every library system.

##### **Friends of the Library**

A group of citizens who join together to support core library services like collections and public programs, through fundraising, volunteerism and advocacy. Friends groups are often membership-based organizations and incorporated not-for-profits.

##### **Library Foundation**

Independent non-profit organization whose purpose is to raise private funds through major gifts, bequests, and grants. Funds are designated for larger expenses such as library capital improvement projects.

#### RESOURCES

[Working Together: Roles and Responsibilities Guidelines](#) (chart), Connecticut State Library

[The Role of Library Trustees](#) (tip sheet), United for Libraries, 2015

[The Role of the Friends Board](#) (tip sheet), United for Libraries, 2015

[Library Friends and Library Foundations](#) (chapter) from *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*, 2016

[Trustees and Friends: A Natural Partnership](#) (chapter) from *The Library Trustee: A Practical Guidebook*, 1995

**[Note: This is the model South Pasadena has adopted]**

[Is a Merged Friends and Foundation Right for Your Library](#) (article), Peter Pearson, 2010

[Separate Organizations, Similar Goals](#) (article), Jane Rutledge, 2010

[How to Organize a Foundation](#) (fact sheet), United for Libraries, 2015

[Establishing a Library Foundation: Planning, Persistence, Progress](#) (article), Jeanne Thorsen, 2008

## 1. INTRODUCTION

### 1.5 American Library Association Overview

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Updated 2/2021

Founded in 1876, The [American Library Association](#) (ALA) is the oldest and largest library association in the world. Its mission is

*To provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.*

The ALA is organized into eleven major Divisions, one of which is United for Libraries, which serves library trustees, advocates, Friends and library foundations. **A wealth of useful information for trustees is available on the [United for Libraries website](#).**

The ALA is committed to eight Key Action Areas as guiding principles for investment of energies and resources:

#### **1. Advocacy for Libraries and the Profession**

The association actively works to increase public awareness of the crucial value of libraries and librarians, to promote state and national legislation beneficial to libraries and library users, and to supply the resources, training and support networks needed by local advocates seeking to increase support for libraries of all types. [Learn more...](#)

#### **2. Diversity**

Diversity is a fundamental value of the association and its members, and is reflected in its commitment to recruiting people of color and people with disabilities to the profession and to the promotion and development of library collections and services for all people. [Learn more...](#)

#### **3. Education and Lifelong Learning**

The association provides opportunities for the professional development and education of all library staff members and trustees; it promotes continuous, lifelong learning for all people through library and information services of every type.

#### **4. Equitable Access to Information and Library Services**

The Association advocates funding and policies that support libraries as great democratic institutions, serving people of every age, income level, location, ethnicity, or physical ability, and providing the full range of information resources needed to live, learn, govern, and work. [Learn more...](#)

#### **5. Intellectual Freedom**

Intellectual freedom is a basic right in a democratic society and a core value of the library profession. The American Library Association actively defends the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. [Learn more...](#)

**6. Literacy**

The American Library Association assists and promotes libraries in helping children and adults develop the skills they need-the ability to read and use computers-understanding that the ability to seek and effectively utilize information resources is essential in a global information society.

[Learn more...](#)

**7. Organizational Excellence**

The association is inclusive, effective and responsive to the needs of ALA members.

**8. Transforming Libraries**

ALA provides leadership in the transformation of libraries and library services in a dynamic and increasingly global digital information environment.

## 1. INTRODUCTION

### 1.5.1 ALA Library Bill of Rights

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#### **LIBRARY BILL OF RIGHTS**

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.*

The [American Library Association](#) affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

**I.** Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

**II.** Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

**III.** Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

**IV.** Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

**V.** A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

**VI.** Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**VII.** All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Reference: <http://www.ala.org/advocacy/intfreedom/librarybill>

## 2. GOVERNANCE

### 2.1 Government of the Library

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Adopted: 10/10/89  
Amended: 10/10/00, 10/8/02  
Reviewed: 10/9/90, 10/8/96, 4/8/97, 10/10/00, 10/8/02

South Pasadena is a general law city and, under California state law, any general law city that has a public library must have a Library Board of Trustees, and that Board must be administrative. The Board fulfills its function according to state law (Education Code, Secs 18900-18965) and local ordinance (South Pasadena #1965).

The Board develops and adopts written policies which govern the operation of the library and the city librarian carries out the policies in the management of the library.

## 2. GOVERNANCE

### 2.2 Administrative vs. Advisory

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Date: 7/98

There are four types of public libraries in California:

- City
- County
- City/County
- Special District

There are two types of library boards:

- Advisory
- Administrative

More than half of the public library boards in California are advisory. The South Pasadena Public Library Board of Trustees is administrative with some minor differences.

<b>Advisory</b>	<b>Administrative</b>	<b>South Pasadena</b>
Library Director is appointed by the mayor, mayor and city council, city manager, etc.	Library director is selected and hired by the Board of Trustees	Trustees form an Ad Hoc Committee to recruit and interview candidates and make a recommendation to the city manager, mayor, council.
The director submits the library budget to the jurisdiction (City, etc.)	The director submits the budget to the Trustees for approval and the Trustees present the budget to the jurisdiction	The director prepares the budget with input/approval from the Trustees. The director submits the budget to the jurisdiction.
The jurisdiction evaluates and disciplines the director.	The Trustees evaluate and discipline the director.	The Trustees evaluate the director and present the evaluation to the city manager who also evaluates the director. Discipline of the director is done by the jurisdiction.
Staff is hired and disciplined by the jurisdiction.	Staff is hired and disciplined by the jurisdiction.	Staff is hired and disciplined by the jurisdiction.

**SEE**

[Appendix C](#): Excerpt on Statutory Authority from *Trustee Took Kit for Library Leadership*. California State Library, 1998.

## 2. GOVERNANCE

### 2.3 Bylaws of the Board of Trustees

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Adopted: 12/10/46

Reviewed: 8/96, 5/13/93, 7/23/96, 8/12/96, 9/5/96, 5/13/97, 5/12/98, 6/9/98, 10/10/00, 11/14/00, 3/8/01, 7/9/09; 8/13/09; 1/17

Amended: 10/10/50, 9/18/62, 7/10/73, 2/8/83, 7/9/85, 2/11/86, 8/12/86, 11/18/86, 2/9/88, 9/26/89, 10/9/90, 1/12/93, 5/11/93, 7/23/96, 8/12/96, 9/5/96, 5/13/97, 5/12/98, 6/9/98, 10/10/00, 11/14/00, 3/8/01, 9/10/09; 2/9/17

#### ARTICLE I - NAME

This organization shall be called “The Board of Trustees of the South Pasadena Public Library”. It exercises the powers and authority and assumes the responsibilities outlined under the provisions of The Educational Code of the State of California (Secs 18900-18965) which state that as South Pasadena is a general law city, the public library must have an administrative Board of Trustees. The Board is further governed by the South Pasadena Municipal Code, Article IVJ (Sections 2.77-2.79). The Board shall be made up of five members appointed by the mayor with approval of the City Council.

#### ARTICLE II - TRUSTEES

Section 1 Officers of the Board shall be a President, Vice President and Secretary chosen by members of the Board at the meeting in January. (See Section 7)

Section 2 The President of the Board shall set the agenda for Board meetings in conjunction with the City Librarian; conduct meetings; appoint committees; perform all duties of the presiding officer; present the annual report to the City Council and have general supervision of matters pertaining to the library. In the absence of the President from a Board meeting, the Vice-President shall preside.

Section 3 The Secretary of the Board, with the assistance of Library staff, shall post meeting agendas; handle correspondence; and perform such other duties as may belong to the office or as may be delegated by the President or by action of the Board.

Section 4 The duties of the Board include preparing such by-laws, rules and regulations as may be necessary for the administration of the library; the appointment of an ad hoc committee (on which its own members may serve) to recruit, screen and select candidates for the position of City Librarian; recommendations for the appointment, suspension or removal of the City Librarian; review the annual budget prior to submission to the City Manager, presenting of an annual report to the City Council; and, upon the City Manager’s request, providing input for the City Librarian’s job performance review.

The Board is responsible for providing input to the City Librarian on library needs and traditions, and community attitudes and values. It promotes library interests within the community and supports funding at a level adequate for a well-qualified staff, a well-balanced collection, and a well-maintained building.



The Board develops and adopts written policies which govern the operation of the library, and the City Librarian carries out the policies in the management of the library.

Section 5 All Library Board members shall serve no more than two consecutive three year terms. The exception to this would be a member who has been appointed to fill an unexpired term. This member could serve the unexpired term plus two consecutive terms. Trustees are to serve until their respective successors are appointed and sworn.

Section 6 The President of the Library Board shall serve no more than two consecutive one year terms. After a year this member could be elected and serve two more consecutive one year terms.

Section 7 A nominating committee of two shall be appointed by the President two months prior to the January meeting which will present a proposed slate of officers at that meeting. Additional nominations may be made from the floor with the consent of the nominee.

Section 8 If a Board member has two unexcused absences in a year his/her seat will be considered vacant, if the Board determines to declare a vacancy. An unexcused absence is one for any reason other than illness or other personal necessity. In connection with Board meetings, Board members are expected to notify library staff any time they will be unable to attend a meeting.

### **ARTICLE III - MEETINGS**

Section 1 The regular meeting of the Library Board shall be held on the second Thursday of each calendar month. The meeting calendar for the year will be established at the January meeting. The Board may combine the July and August meetings into one meeting. At the January meeting, the Board will set the time of day for regular meetings during that year. Regular meetings shall be held at the library unless the Board determines otherwise. Notices of regular meetings must be posted at least seventy-two (72) hours before the meeting as required by the Brown Act.

Section 2 Special meetings and executive sessions may be called by the President, or upon request of three members of the Board, for the transaction of special business. Notices of special meetings or executive sessions shall be posted at least twenty-four hours before the meeting. Such a meeting must be publicized to assure conformance with the Brown Act.

Section 3 The order of business at all regular meetings shall be as follows. This order may be changed at the discretion of the presiding officer or at a vote of the majority of those present.

- Call to order
- Approval of minutes of last meeting
- Action Items
- Discussion Items
- Reports
  - City Liaison's report
  - Library Director's report
  - President's report

- Friends report
- Board liaison to the Friends report

Communications  
 New business  
 Adjournment

Section 4 The current edition of [Robert’s Rules of Order Newly Revised](#) (or equivalent reference) shall be the authority on all questions of parliamentary law unless in conflict with these bylaws or with the laws of the State of California.

Section 5 A quorum for the transaction of business shall consist of three members of the Board.

**ARTICLE IV - CITY LIBRARIAN**

Section 1 The City Librarian shall have charge of the administration of the library under the direction and review of the Library Board and the City Manager.

Section 2 The City Librarian shall be held responsible for the care of the building and equipment, for the direction of the staff, for the efficiency of service to the public, for all expenditures and for the operation of the library under the annual budget.

Section 3 The City Librarian shall attend all Board meetings except executive sessions and present a monthly report. The report shall include progress reports on goals and objectives of the Strategic Plan and/or other published Library advancement programs then in effect; staff news, concerns, and challenges; program announcements; and a quarterly Budget Review and Program Analytics Report.

Section 4 If the City Librarian is unable to attend a meeting, s/he shall appoint a member of the library staff to represent her/him at the meeting.

Section 5 The City Librarian shall submit an annual budget proposal for Board consideration with ample time for revisions prior to submission to the City Manager.

**ARTICLE V - COMMITTEES**

Section 1 Committees for the study and investigation of special problems may be appointed by the President. Such committees will serve until the completion of the work for which they were appointed.

Section 2 The Board may conduct a review and evaluation of the City Librarian’s job performance (for example, if so requested by the City Manager). An evaluation form to guide this review is part of the Trustees’ Policy Manual.

**ARTICLE VI – LIAISONS**

Section 1 The President of the Board of Trustees shall appoint a trustee (and alternate(s)) to sit on the Board of Directors of the Friends of the South Pasadena Public Library, Inc. as a non-voting member.

Section 2 A council member appointed by the Mayor will act as liaison between the Board and City Council.

Section 3 The President or a representative of the Friends of the South Pasadena Public Library, Inc. shall be invited to attend each Library Board meeting.

Section 4 The President may appoint a member of the Board to represent the Board at a meeting or series of meetings of any commission, committee or organization when deemed desirable or appropriate.

#### **ARTICLE VII – GIFTS**

Section 1 The Board shall receive all gifts to the Library consistent with those sections of the South Pasadena Municipal Code concerning the Library Board's responsibilities.

#### **ARTICLE VIII – AMENDMENTS**

Bylaws subject to the provisions of the Educational Code of the State of California and the South Pasadena Municipal Code may be amended at any regular meeting of the Library Board where a quorum is present, by a majority vote of the members present, provided that the amendment was submitted in writing at least thirty (30) days prior to the date of such meeting, or at the previous regular meeting. Less than a majority vote constitutes a rejection.

## 2. GOVERNANCE

### 2.4 South Pasadena Municipal Code (LBT)

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#### **ARTICLE IVJ. LIBRARY BOARD OF TRUSTEES**

##### 2.77 Creation.

There is hereby created a library board of trustees. (Ord. No. 2187, § 2, 2009.)

##### 2.78 Powers and duties generally.

The board of library trustees shall have the following powers and duties:

- (a) The public library shall be administered by a board of library trustees;
- (b) Prepare such bylaws, rules and regulations as may be necessary for the administration of the city library;
- (c) Review and submit an annual operating budget to the city manager;
- (d) Purchase and acquire books, journals, maps, and other supplies for the library, consistent with the budget;
- (e) Appoint an ad hoc committee to recruit, screen and select candidates for the position of city librarian. Make recommendations to the city manager with respect to the appointment, suspension or removal of the city librarian, who shall serve as a department head under the direction of the city manager;
- (f) Accept money, personal property or real estate donated to the city for library purposes, subject to the approval of the city council;
- (g) Contract with schools, county or other governmental agencies to render or receive library services or facilities, subject to the approval of the city council. (Ord. No. 2187, § 2, 2009.)

##### 2.78-5 Suspension or expulsion for violation of library rules.

- (a) No person shall willfully disrupt the orderly operation of the library of the city of South Pasadena or violate any rule adopted by resolution of the city council or bylaw, rule or regulation adopted by the library board of trustees to protect the orderly operation of the library. All such policies, rules and regulations are referred to collectively as "library rules."
- (b) The library director or the "staff member in charge" of maintaining order and securing compliance with the library rules may notify a person that their library privileges, including the ability to occupy the library premises, has been suspended and then may order such person to leave the library premises

whenever there is reasonable cause to believe that such person has willfully violated such library rules. For purposes of this section, "library premises" includes the library and library park, except for the entry way to the senior center and the area within the senior center.

(1) A suspended library privilege shall automatically be reinstated at the end of 24 hours unless within that time such person is notified by the library director or said designated person that consent shall not be reinstated for a specified period, not exceeding 14 days.

(2) In addition, expulsion(s) from the library premises and suspension of all privileges of the library may be imposed against a person whose conduct is sufficiently disruptive to merit expulsion or suspension of privileges for a period of 15 days or more.

(3) Expulsion and suspension of privileges up to 30 days may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

(A) Engaged in loud or disruptive conversations, talking, singing, or other disruptive, noisy, or boisterous behavior; or

(B) Behaved in a manner which reasonably can be expected to disturb other patrons, volunteers, or library staff; or

(C) Violated the standards of behavior adopted by the library board of trustees or the city council from time to time as posted in a conspicuous location in the library such as near the front door and public service area.

(4) Expulsion and suspension of privileges of up to 180 days may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

(A) Violated library rules and been expelled for a period of 30 days each on two or more occasions within the prior 12 months; or

(B) Engaged in any behavior, conduct, or activity which may damage library property or pose a written, oral or physical threat to other patrons, volunteers, or library staff, as reasonably determined by the library director, or designee, and refused or failed to cease such behavior, conduct, or activity when requested by library staff.

(5) Expulsion and suspension of privileges of up to one year may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

(A) Seriously threatened verbally or physically, seriously harassed verbally or physically, or aggressively or annoyingly stared at or followed other patrons, volunteers, or library staff about the library premises, as reasonably determined by the library director, or designee; or

(B) Destroyed, defaced, or illegally removed library materials or property in violation of California Education Code Section [19910](#); or

(C) Behaved in any manner prohibited by federal, state, or local law.

(6) Only the library director or the “staff member in charge” of maintaining order and securing compliance with the library rules may expel a person from the library premises; only the library director or person designated in writing by the library director may suspend all privileges of the library, for the foregoing periods, as befitting the person’s conduct.

(c) Appeals of Suspension of Less Than 30 Days. Any person expelled from the library for a period of 30 days or less may appeal the expulsion to the city manager, whose decision regarding the appeal shall be final and conclusive.

(d) Appeal of Suspension or Expulsion for More Than 30 Days. Any person expelled from the library for a period of more than 30 days may appeal the expulsion to the library board of trustees. Such appeal must be submitted in writing to the library board of trustees no later than 30 calendar days following the issuance of the notice of expulsion to the appellant. The library board of trustees shall render its decision in writing to the appellant to uphold or overturn the expulsion, with a copy to the library director no later than 45 calendar days following completion of the board’s hearing on the appeal. The decision of the library board of trustees shall be final and conclusive.

(e) Notwithstanding any provision herein to the contrary, a notice of expulsion or suspension of privileges shall remain in effect during the period of any appeal thereof.

(f) Any person who willfully violates any rule adopted and posted in accordance with this section or who willfully enters or remains in the library premises during the period for which consent has been withdrawn or the individual has been expelled is guilty of a misdemeanor. (Ord. No. 2310, § 1, 2017.)

#### 2.79 Title to property.

The title to all property acquired for the purpose of said library, when not inconsistent with the terms of such acquisition, or otherwise designated, shall vest in the city. (Ord. No. 2187, § 2, 2009.)

2. GOVERNANCE  
2.5 California Educational Code  
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**State of California EDUCATION CODE - EDC**

**TITLE 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32500]**

*(Title 1 enacted by Stats. 1976, Ch. 1010.)*

**DIVISION 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32500]**

*(Division 1 enacted by Stats. 1976, Ch. 1010.)*

**PART 11. LIBRARIES [18010 - 20092]**

*(Part 11 enacted by Stats. 1976, Ch. 1010.)*

**[CHAPTER 5. Municipal Libraries \[18900 - 18965\]](#)**

*(Chapter 5 enacted by Stats. 1976, Ch. 1010.)*

**ARTICLE 1. Establishment [18900 - 18901]**

*(Article 1 enacted by Stats. 1976, Ch. 1010.)*

**18900.**

The common council, board of trustees, or other legislative body of any city in the state may, and upon being requested to do so by one-fourth of the electors of the municipal corporation in the manner provided in this article, shall, by ordinance, establish in and for the municipality a public library if there is none already established therein.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18901.**

The request may be by a single petition, or by several petitions. The several petitions shall be substantially in the same form. The single petition, or several petitions in the aggregate, shall have, the signatures of the requisite number of electors.

*(Enacted by Stats. 1976, Ch. 1010.)*

**ARTICLE 2. Trustees [18910 - 18927]**

*(Article 2 enacted by Stats. 1976, Ch. 1010.)*

**18910.**

The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor, president of the board of trustees, or other executive head of the municipality, with the consent of the legislative body of the municipality.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18911.**

The trustees shall hold office for three years. The members of the first board appointed shall so classify themselves by lot that one of their number shall go out of office at the end of the current fiscal year, two at the end of one year thereafter, and two at the end of two years thereafter. The legislative body of the municipality may, by ordinance, provide for the compensation of such trustees; provided that the respective compensation for such trustees shall not exceed fifty dollars (\$50) per month.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18912.**

Men and women are equally eligible to appointment as trustees.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18913.**

Vacancies shall be filled by appointment for the unexpired term in the same manner as the original appointments are made.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18914.**

Boards of library trustees shall meet at least once a month at such times and places as they may fix by resolution.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18915.**

Meetings of the board are governed by the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

*(Amended by Stats. 2007, Ch. 343, Sec. 3. Effective January 1, 2008.)*

**18916.**

A majority of the board shall constitute a quorum for the transaction of business.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18917.**

The board shall appoint one of its number president, who shall serve for one year and until his successor is appointed, and in his absence shall select a president pro tem.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18918.**

The board shall cause a proper record of its proceedings to be kept.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18919.**

The board of library trustees may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18920.**

The board of library trustees may administer any trust declared or created for the library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18921.**

The board of library trustees may prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library; determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees shall hold their offices or positions at the pleasure of the board.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18922.**

The board of library trustees may purchase necessary books, journals, publications, and other personal property.



*(Enacted by Stats. 1976, Ch. 1010.)*

**18923.**

The board of library trustees may purchase real property, and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the legislative body of the municipality for the library.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18924.**

The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18925.**

The board of library trustees may borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the board may prescribe.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18926.**

The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18927.**

The board of library trustees, or if there is no board of trustees, then the administrative head of the library shall, on or before August 31st, in each year, report to the legislative body of the municipality and to the State Librarian on the condition of the library, for the year ending the 30th day of June preceding. The reports shall, in addition to other matters deemed expedient by the board of trustees or administrative head of the library, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose the State Librarian may send to the several boards of trustees or administrative heads of the library instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

*(Enacted by Stats. 1976, Ch. 1010.)*

**ARTICLE 3. Support of Libraries [18951 - 18953]**

*(Article 3 enacted by Stats. 1976, Ch. 1010.)*

**18951.**

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and shall be applied to the purposes authorized in this chapter.

*(Amended by Stats. 1977, Ch. 309.)*

**18952.**

If payment into the treasury is inconsistent with the conditions or terms of any gift, devise, or bequest, the board shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18953.**

Payments from the fund shall be made upon warrants issued after due audit by, and an order from, the library trustees. The warrants shall be signed by the president and secretary of the board of library trustees. The treasurer of the municipality shall pay such warrants without any further order or warrant from any other authority.

*(Enacted by Stats. 1976, Ch. 1010.)*

**ARTICLE 4. Government [18960 - 18965]**

*(Article 4 enacted by Stats. 1976, Ch. 1010.)*

**18960.**

Every library established pursuant to this chapter shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations, and bylaws as may be made by boards of library trustees. Any person who violates any rule, regulations, or bylaw may be fined or excluded from the privileges of the library.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18961.**

The board of library trustees and the legislative body of any neighboring municipality or the board of supervisors of the county in which the public library is situated, may contract for lending the books of the library to residents of the county or neighboring municipality, upon a reasonable compensation to be paid by the county or neighboring municipality.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18962.**

The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or otherwise designated, vests in the municipality in which the library is situated, and in the name of the municipal corporation may be sued for and defended by action at law or otherwise.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18963.**

Any municipal library which was established and existed on June 11, 1909, under the provisions of an act entitled "An act to establish free public libraries and reading rooms," approved April 26, 1880, is continued under the provisions of this chapter and shall be considered the same as if established under the provisions of this chapter. This chapter has no application to any library established or governed by a city charter, and any city charter is in no manner affected by this chapter.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18964.**

Any ordinance establishing a library adopted pursuant to this chapter shall be repealed by the body which adopted it upon being requested to do so by 51 percent of the electors of the municipal corporation, as shown by the great register. Upon the repeal of the ordinance the library is disestablished in the municipal corporation.

*(Enacted by Stats. 1976, Ch. 1010.)*

**18965.**

Whenever the governing bodies of two or more cities or counties consolidate their existing public library services, as a joint exercise of powers under Chapter 5 (commencing with Section 6500), Division 7, Title 1 of the Government Code, and the ownership or management of the cities' and

counties' library facilities and other library assets are turned over to a newly formed joint agency, any boards of public library trustees existing prior to the consolidation, may be dissolved by ordinance.

*(Enacted by Stats. 1976, Ch. 1010.)*

## 2. GOVERNANCE

### 2.6 Ralph M. Brown Act

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The Ralph M. Brown Act (California Government Code [54950 – 54963](#)), is an act of the California State Legislature, authored by Assemblymember Ralph M. Brown and passed in 1953, that guarantees the public's right to attend and participate in meetings of local legislative bodies.

The Brown Act was enacted in response to mounting public concerns over informal, undisclosed meetings held by local elected officials. The Brown Act solely applies to California city and county government agencies, boards, and councils. The Act has been interpreted to apply to email communication as well, leading to restrictions on the number of parties that can be copied on electronic messages.

The City of South Pasadena provides Brown Act training to those serving on boards and commissions.

**Reference:** [Open & Public V: A Guide to the Ralph M. Brown Act](#) (League of California Cities, Revised April 2016)

### 3. LIBRARY INFORMATION

#### 3.1 Mission Statement

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Adopted: 10/10/89

Amended: 5/13/97, 10/12/96, 11/9/99, 5/14/02, 11/9/074, 1/10/06, 2/9/17

Reviewed 10/9/90, 10/8/96, 4/8/97, 10/12/99, 11/9/99, 4/9/02, 5/14/02, 11/9/04, 1/10/06,  
2/9/17

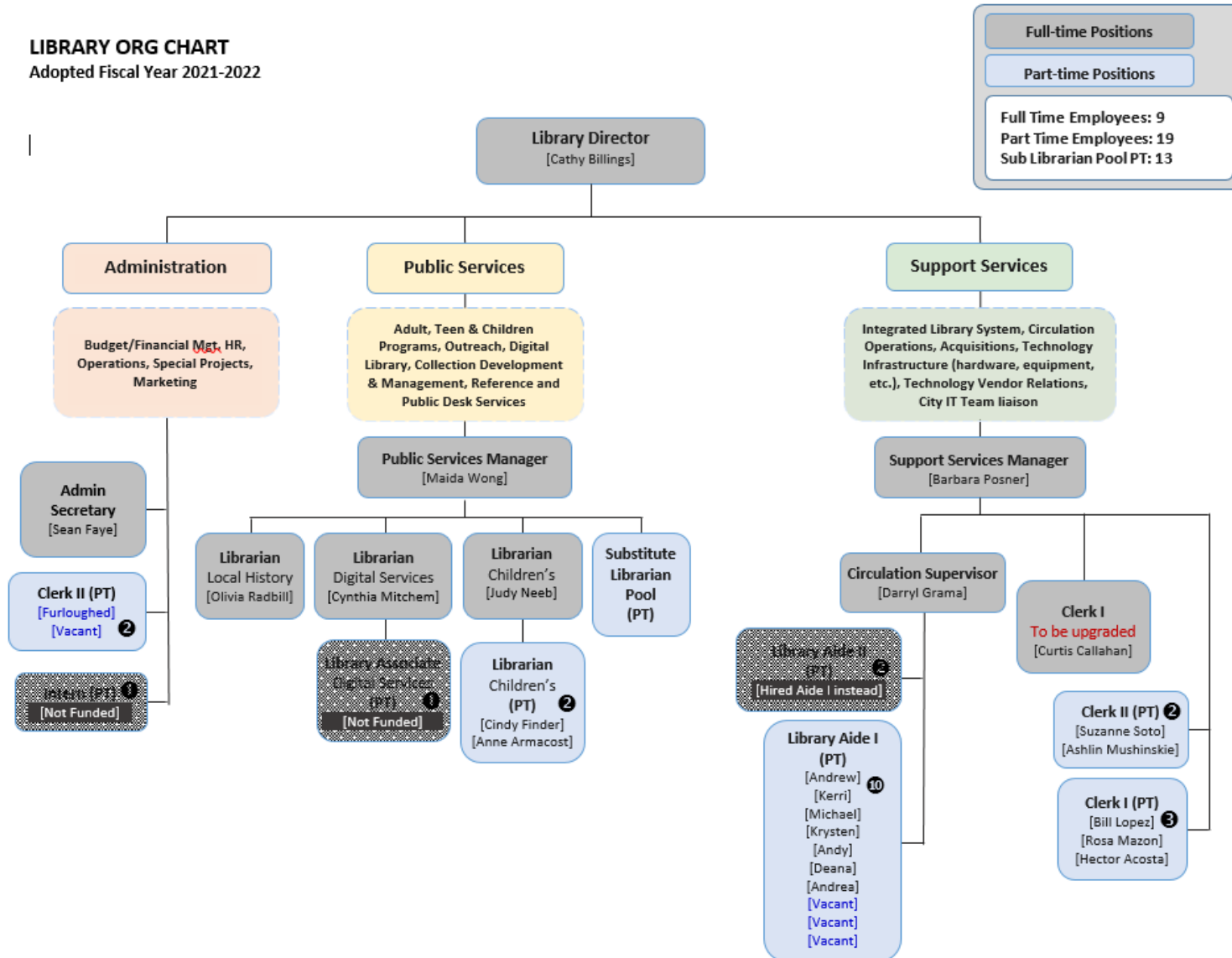
**Our Vision:** The South Pasadena Public Library is a welcoming gathering place in our community to build connections, support creativity and encourage learning.

**Our Values:** We are passionate and dedicated to improving lives. We are open to all and honor the diverse nature of those we serve. We demonstrate character and integrity to our customers, fellow staff members and the community.

**Our Purpose:** We strive for excellence in everything we do. To remember the past, equip the present, and envision the future.

3. LIBRARY INFORMATION  
 3.2 Organizational Chart  
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**LIBRARY ORG CHART**  
 Adopted Fiscal Year 2021-2022



### 3. LIBRARY INFORMATION

#### 3.3 Strategic Plan

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#### **South Pasadena Public Library Strategic Plan, 2017-2022**

##### **Introduction**

The South Pasadena Public Library is a highly valued and heavily used resource serving a community of some 26,000 residents. Annual visits exceed 248,200 (more than 9.6 visits each year per resident) with more than 362,000 items borrowed last year (13.9 items per resident).

South Pasadena is a diverse community that values the burgeoning local arts and cultural scene. About half of the residents are renting. The Library is committed to providing opportunities for community and cultural engagement.

##### **The Process**

The community strategic planning process was led by consultant Joe Matthews of JRM Consulting, Inc. Library customers, residents, library staff, members of the Friends of the South Pasadena Public Library and the Library Board of Trustees were engaged in interviews, community meetings and an online survey. The Library Strategic Plan was shaped by the information provided by more than 700 individuals.

##### **What We Learned**

- Many view the library as a “community hub”
- The collection, especially books, are viewed as an important asset
- Community involvement and partnering are important
- Concerts, film screenings and author nights are quite popular
- Children’s programming is valuable and well regarded
- Convenience is crucial
- Customer service is essential
- People expect to gain access to the Library 24/7 using their smartphones
- Technology needs to be upgraded; new Website, more and better computers, improved WiFi and increased bandwidth

In broad terms, survey respondents are generally satisfied with the library. People are most satisfied with the collections, hours open, customer service and children’s programs (especially the summer reading program). People were least satisfied with parking, the Website, information technology, rest rooms and space within the library.

**WHO:** A majority (64%) of the survey respondents are South Pasadena residents, 45% range in age from 30 to 49, almost half visit the library weekly or several times a month, and the respondents mirror the ethnic mix of the community.

**WHAT:** More than two-thirds (68%) of the survey respondents use the library to borrow books, DVDs and CDs. Other popular uses of the library include doing research, visit the Friends Book Store, read magazines and newspapers and attend a program.

**WHY:** People use the library to obtain resources for leisure, education, entertainment and self-improvement. Author night talks and children's programs are the most popular events provided by the library.

**HOW:** Almost a third (32%) of the respondents visit the library 7 or more times a year and another third (32%) visit from 2 to 6 times a year.

**OVERALL:** 86% of the survey respondents feel that the public library is essential to the quality of life in South Pasadena.

### **Planning Realities**

- Library relevance is local so focusing on the needs of the community is crucial.
- As library customer needs change so must the ways of providing better customer service.
- Maintaining core services while adapting and preparing for the future is key.
- The library is a connected and trusted institution.
- Next generation services must be online (and boundless)
- Libraries are shifting to a proactive service model - demand-driven and customer centric.

### **Fiscal Realities**

The success of this plan is dependent upon consistent funding and staffing of the library.

### **Community Hub**

1. Broaden adult programs offerings and audience - including single adult and senior programs.
2. Make local history more prominent and accessible online and in the library (archive).
3. Provide digital training.
4. Revitalize the Book Discussion Group.
5. Focus on local South Pasadena culture.

### **Young Minds**

1. Continue to provide Kindergarten readiness pre-school activities.
2. Provide a Summer Reading program each year.
3. Increase the number of tween and teen programs.
4. Provide weekend programs for children.
5. Engage learners and enhance knowledge by delivering STEAM (Science, technology, engineering, arts, and mathematics) programs.

### **Contemporary Technology**

1. Improve bandwidth connectivity and Wi-Fi.
2. Provide more electrical outlets and computers.
3. Provide e-mail notices, reminders and announcements.
4. Provide access to the newest technological tools.
5. Install laptop/iPad checkout machine.
6. Install RFID, self-checkout machines and a return sorting system.

### **My Library**

1. Freshen the inside of the library with lighter colors of paint and new signage. Replace the two service desks with a new centrally located service desk.
2. Continually refresh the "right sized" collection.
3. Capture library metrics that focus on outcomes and customer satisfaction.
4. Integrate customer feedback.



5. Offer customer-driven services.
6. Provide a variety of spaces (quiet and noisy).
7. Engage an architect to re-imagine the library once the Senior Center space becomes available.

#### **Community Awareness**

1. Develop new methods for publicizing library services.
2. Market library services to all members of the community.
3. Demonstrate the value of the library to residents.
4. Use social media more effectively.
5. Develop content for the Web site and social media.
6. Create a Library Foundation that will focus on raising capital and technology improvement funds.
7. Partner with the City to address the lack of library parking.

#### **Grow Our Team**

1. Hire an Assistant Library Director and fill vacant positions.
2. Provide opportunities for staff to improve their skills in emerging technology, design thinking and continuous process improvement.
3. Provide financial support for staff participation at library conferences and in-house skills-based training.
4. Encourage staff to participate in the community events.

3. LIBRARY INFORMATION

**3.4 Library Special Tax Overview**

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**2/6/2021: New section. Content to be added.**

**SPMC - ARTICLE VI. LIBRARY SPECIAL TAX 2.89**

### 3. LIBRARY INFORMATION

#### 3.5 Library Administrative Policy Manual

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Click [HERE](#) to view the Library Administrative Policy Manual (LAPM)

Content to be added: Description of manual, highlight policies pertaining to the LBT

3. LIBRARY INFORMATION  
3.5 Library Administrative Policy Manual  
**3.5.1 Board of Trustees Expenses**  
[\[Return to Table of Contents\]](#)

Adopted: 11/13/90  
Amended: 7/11/00, 1/14/03  
Reviewed: 3/4/91, 5/13/97, 7/11/00, 1/14/03

- Trustees may be reimbursed by the City of South Pasadena for reasonable expenses incurred while working on behalf of the Library.
- Expense requests (estimated) should be submitted to and approved by the Library Board of Trustees prior to the event so that the budget may be maintained.
- Following the event, requests for pre-approved reimbursement, accompanied by receipts, must be submitted to the City Librarian. No reimbursement can be approved without supporting documentation.
- Reimbursable expenses may include, registration fees for library seminars or programs; lunches while attending library meetings; mileage; parking costs, etc.
- Annual membership dues for CALTAC (California Association of Library Trustees and Commissioners) are paid by the City.

3. LIBRARY INFORMATION  
3.5 Library Administrative Policy Manual  
**3.5.2 Substantive Issues Policy**  
[\[Return to Table of Contents\]](#)

Adopted: 12/13/94, 9/8/98  
Amended: 9/11/01  
Reviewed: 9/8/98, 9/11/01

Substantive issues not covered by existing policies which are to be considered by the Board of Trustees shall be presented in written form prepared by the originating agent and addressed to the Board of Trustees.

Substantive issues to be considered by the Board of Trustees shall be placed on the published order of business for a regular meeting of the Board.

Voting on a substantive issue shall take place no sooner than the regular board meeting following the meeting at which the issue is introduced to the Board.

This policy may be suspended by a majority plus one vote of Board members voting.

3. LIBRARY INFORMATION  
3.5 Library Administrative Policy Manual

**3.5.3 Agenda Posting Policy**

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**[Composing/Posting of Regular Board Meeting Agenda/Delivery of Agenda Packet]**

Adopted: 7/89  
Amended: 10/9/90, 5/12/92, 4/8/97, 10/10/00, 1/14/03, 8/10/04  
Reviewed: 4/8/97, 10/10/00, 1/14/03, 8/10/04

1. City Librarian and Library Board President meet at least one week prior to the Board meeting to set the agenda.
2. The library secretary types the agenda and compiles information to be mailed to the Trustees and Liaisons.
3. The agenda, minutes, statistics, etc. are completed by the Thursday prior to the Board meeting.
4. The Library Administrative Secretary or City Clerk Staff can sign the agenda and post it at City Hall. The agenda shall be posted within the library and at City Hall. The original signed agenda shall be delivered to the City Clerk no later than Friday noon before the Tuesday meeting.
5. The agenda, draft minutes and/or packet are distributed as follows:
  - The City Clerk receives a copy of the signed Agenda that is posted by Library Administrative Secretary or City Clerk Staff. Copy of signed and approved minutes to be forwarded to the City Clerk upon completion.
  - The City Manager receives a complete packet of materials being distributed to the Trustees and Liaisons.
  - The Mayor and City Council Members receive a copy of the current agenda and the draft minutes.
  - The library secretary e-mails a copy of the Trustee Agenda to the South Pasadena *Review* to comply with the Brown Act.

## 4. FRIENDS OF THE SOUTH PASADENA PUBLIC LIBRARY

### 4.1 Friends Overview

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Created: 1/26/2021

#### **Mission**

The mission of the Friends of the South Pasadena Public Library is to raise money and public awareness in the community to support the services and programs of the library.

**Website:** <https://www.friendsofsopaslibrary.org/>

The Friends of the South Pasadena Public Library, Inc. is 501(c)3 non-profit corporation founded in 1950 and incorporated in 1988. Through membership dues, monetary donations and contributions of time and materials, the Friends support the activities, programs and functions of the library. The Friends seek to promote understanding of the resources, services and needs of the library within the South Pasadena community and to encourage public support for the continuation of adequate funding for the library from tax sources.

Fund raising is a major function of the Friends. The organization encourages monetary gifts, endowments, memorials and bequests. In addition to general, unrestricted, and memorial funds, the Friends manage three endowments: The Book Endowment Fund, established in 1982 had a value of \$314,000 as of December 31, 2020; the Technology Endowment fund had a value of \$130,000; and the Elizabeth Seto Endowment Fund had a value of \$39,000.

The Friends contribute significant funds to the Library each year to purchase books, audiovisual materials, e-books, digital resources, fixtures and equipment. They also support and sponsor programs and events that stimulate a wider use of and appreciation for library services, including talks, film screenings, and cultural performances. In addition, they are the primary underwriter for the annual Summer Reading Program which serves approximately 2,000 children each year.

The Friends Bookstore, located on the upper level of the library, is a principal source of income. Open mornings and afternoons during regular library hours, the store is staffed entirely by volunteers who sort, select and sell donated books and audiovisual materials.

The Restoration Concert Committee is a sub-committee of the Friends that plans and presents an annual concert series in the Library Community Room, and has recently celebrated its 24th year of bringing world-class music to South Pasadena.

In the summer of 2019, with support and encouragement from the Library Board of Trustees, the Friends of the Library established the Twenty-first Century Committee for the Library (21CCL), a sub-committee designed to focus on fundraising for major capital and other projects.

The President of the Library Board of Trustees or a designee is invited to attend each meeting of the Friends Board of Directors as an ex-officio member. The President of the Friends Board or a designee is invited to attend the meetings of the Library Board of Trustees and to report on the activities of the organization to the Board of Trustees.

4. FRIENDS OF THE SOUTH PASADENA PUBLIC LIBRARY  
**4.2 Twenty-first Century Committee for the Library (21CCL)**  
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2/6/2021: New Section. Content to be added.



## Appendix A — City Librarian Evaluation Form

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Adopted: 4/13/93

Reviewed: 4/11/95, 1/13/98, 1/12/99, 5/11/99, 1/8/02, 2/5/02

Amended: 4/11/95, 1/13/98, 1/12/99, 1/8/02, 2/5/02

Performance evaluation date: _____		Poor	Good	Exc	N/A
1.	As professional advisor to the Board of Trustees: a. Attends all Board meetings other than those at which his/her salary or tenure is discussed. b. Makes policy recommendations to the Board. c. Recommends policies that reflect the library's mission as well as community values and needs. d. Makes recommendations in advance rather than solely as a reaction to a problem. e. Recommends reasonable alternatives. f. Completes adequate staff work prior to presentation to the Board.	1 2	3 4	5	X X X X X X
2.	Execution of Board policies and decisions: a. Implements Board decisions on a timely basis. b. Supports Board policies and decisions.	1 2 1 2	3 4 3 4	5 5	X X
3.	Employment and supervision of staff: a. Sets an example for staff through professional conduct, high principles, and a business-like approach. b. Follows current laws regarding equal opportunity employment. c. Follows City procedures to insure the selection of the most qualified person for each position. d. Analyzes functions periodically with the objective of combining, eliminating and/or creating new positions e. Encourages staff to maintain an awareness of advances in technology and in the profession generally.	1 2 1 2 1 2 1 2 1 2	3 4 3 4 3 4 3 4 3 4	5 5 5 5 5	X X X X X
4.	Short and long range planning: a. Updates plans on a continuous basis reflecting changing circumstances b. Maintains adequate knowledge of current trends in the profession. c. Focuses on both short and long range goals. d. Provides adequate information to the Board on the implementation, revision, etc. of short and long-	1 2 1 2 1 2 1 2	3 4 3 4 3 4 3 4	5 5 5 5	X X X X

	range plans.				
5.	Public relations: a. Effectively communicates services of the library to the public b. Analyzes circulation trends and in-house use and reacts appropriately to the results of such analysis c. Regularly fulfills speaking engagements in the community.	1 2 1 2 1 2	3 4 3 4 3 4	5 5 5	X X X
6.	Budgets, reports and grants: a. Prepares regular reports to the Board delineating library's current progress and future needs b. Consults with the Board prior to submitting the annual budget request to the City Manager c. Periodically reports the status of expenditures as compared to the approved budget d. Actively seeks grants where applicable e. Uses innovative methods that are cost effective	1 2 1 2 1 2 1 2 1 2	3 4 3 4 3 4 3 4 3 4	5 5 5 5 5	X X X X X
7.	Collection development a. Maintains an effective program for determining user needs and wants b. Translates user needs and wants into acquisitions and services	1 2 1 2	3 4 3 4	5 5	X X
8.	Friends of the South Pasadena Public Library: a. Facilitates the needs and requests of Board members b. Attends meetings of the Board and Finance Committee c. Oversees the ordering of books and record keeping through the Book Endowment Fund d. Prepares an annual "Wishlist" of items desired for the library e. Submits copy to the Friends= newsletter	1 2 1 2 1 2 1 2 1 2	3 4 3 4 3 4 3 4 3 4	5 5 5 5 5	X X X X X
9.	Library volunteers: a. Coordinates and maintains an active volunteer program to support library needs.	1 2	3 4	5	X
10.	Gifts to the library: (Memorial, honorary, donations) a. Oversees and coordinates the paperwork and accounting necessary to track and acknowledge donations.	1 2	3 4	5	X
11.	Interaction with City Council, City Manager, and other Department Heads a. Maintains positive relations with City Manager, City Council, Department Heads and staff.	1 2	3 4	5	X

	b. Presents annual budget to the City Manager and City Council	1 2	3 4	5	X
	c. Cooperates and works to make library an integral department of the City	1 2	3 4	5	X
12.	National and state organization meetings: a. Represents the Library and actively participates in the American Library Association, California Library Association and MCLS	1 2	3 4	5	X
13.	General: a. Knows local and state laws and actively supports library legislation in the state and national levels	1 2	3 4	5	X
	b. Utilizes services and consultants of the State Library	1 2	3 4	5	X
	c. Reports regularly to Library Board, to local government officials, and the public	1 2	3 4	5	X
14.	Maintenance and construction of facilities: a. Monitors maintenance of buildings and grounds	1 2	3 4	5	X
	b. Maintains an ongoing program that provides adequate information on the need for expanded or remodeled facilities	1 2	3 4	5	X
18.	Personality and behavior traits: a. Is open and above board	1 2	3 4	5	X
	b. Has cooperative attitude	1 2	3 4	5	X
	c. Organizes work well	1 2	3 4	5	X
	d. Takes initiative	1 2	3 4	5	X
	e. Demonstrates creativity	1 2	3 4	5	X
	f. Meets deadlines	1 2	3 4	5	X
	g. Shows tact	1 2	3 4	5	X
	h. Communicates well	1 2	3 4	5	X
	i. Shows enthusiasm for work	1 2	3 4	5	X
	j. Sets a professional example	1 2	3 4	5	X
	k. Motivates staff	1 2	3 4	5	X
	l. Is receptive to new ideas and suggestions	1 2	3 4	5	X
	m. Makes good decisions	1 2	3 4	5	X
19.	Comments:				

## Appendix B — Annual Volunteer Recognition Event Guidelines

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Rev. 5/02

Updated 11/14/08 (yv)

### **Purpose:**

To honor the contributions made by our library volunteers; to express the appreciation of the Board of Trustees; to provide a social opportunity where volunteers may become better acquainted.

### **Budget:**

Funds for the Volunteer Event have traditionally been included in the annual budget of the Friends of the South Pasadena Public Library. Requests for funding should be submitted to the Friends as a part of their budget preparation process in November and December.

### **Calendar:**

A detailed calendar/checklist is included in these guidelines.

### **Helpful Hints:**

#### **Calendar**

\*The date should fall after the Friends annual meeting in January. Leave enough time to tally volunteer hours and to get the information ready for print.

#### **Invitations**

Design for invitations and programs should reflect the speaker and/or the speaker's topic. Invitations/programs may be designed in-house but should be professionally printed. A file of designs from previous years is available.

A reservation date will be printed **in bold** on the invitation form, (i.e., R.S.V.P. by (date)).

Invitations may be made postcard-size to reduce postage costs.

#### **Author**

Be sure to remind author/speaker of time and place of event.

Request that speaker arrive at least 30 minutes before scheduled speaking time to allow for any traffic problems, etc.

#### **Guest List**

Special guests include speaker, City Council, City Manager, Community Services Director, members of Board of Trustees for past five years, new members of Friends' Board and others as designated by the Board.

\*Refers to Timeline

Appendix C — Statutory Authority

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Excerpted from

*Trustee Tool Kit for Library Leadership*. California State Library: Sacramento, 1998.

<b>Chapter 1. Statutory Authority .....</b>	<b>1</b>
<b>Statutory Differences of Library Boards .....</b>	<b>1</b>
<b>Two Types of Boards .....</b>	<b>1</b>
Advisory Library Boards .....	1
Administrative Library Boards .....	2
<b>Authority For Libraries and Boards .....</b>	<b>3</b>
General Law Authority .....	3
Charter City/Charter County Authority .....	4
Combined City-County Library Authority .....	4

## *Chapter 1.*

# **Statutory Authority**

State and local laws created California library boards to represent the people; to serve their communities with quality and community-relevant service; and to provide vital, formal, citizen-user guidance to local government and library staff in planning, management, and evaluation functions. Library board members are public officials with legal responsibilities, whether administrative or advisory. To operate effectively, each library board must understand thoroughly its own particular legal base of operation.

Library boards have a wide variety of names in California: library boards of trustees, library commissions, regional councils, library advisory committees, civic improvement commissions, library and cultural commissions, and system advisory boards. In this publication the word trustee refers to all trustees, commissioners, and council members of public libraries, and system advisory board members of cooperative library systems. Library board refers to all public library boards, commissions, councils, or committees.

### **Statutory Differences of Library Boards**

In California library boards in various communities may differ in several important ways. The crucial difference is in each board's statutory function as mandated by the specific law or ordinance that established each board. This has resulted in differences in authority and responsibility for library boards in neighboring communities.

Library boards and library directors need to know and understand clearly what their separate mandates are to avoid misunderstandings and to operate effectively. A simple illustration of this is the administrative library board members who hire a library director who, in turn, hires, fires, and manages the staff. It is important that all understand their respective roles and not interfere with the others.

If a question arises as to who is responsible for what, trustees should consult the legal officer of the jurisdiction (such as the city attorney) for an interpretation of the related law or city ordinance. It may be that a specific function policy should be written and approved for future clarification. It is advisable for each trustee's manual to have a copy of the specific law that enumerates the board's exact functions. The library director, city or county clerk, city or county attorney, special district administrator or legal officer can supply a copy.

There are four organizational types of California public libraries: city, county, city-county, and special district. The first three types, comprising the majority of California's library jurisdictions, operate as departments of local general government. The special district library jurisdictions in California are independent, legal governing jurisdictions in themselves, and do not depend on a city or county for governance.

### **Two Types of Boards**

A library board in California is one of two basic types depending on its function—advisory or administrative. The criteria used by the International City Managers' Association for distinguishing the two types of boards are that an administrative board has: 1) authority for appointing the librarian, and 2) authority for approving the library operating budget. Fewer than half of the public library boards in California are administrative. The remaining are advisory.

#### **Advisory Library Boards**

Library boards for public libraries are designated as advisory when: 1) the library director is appointed by the mayor, mayor and city council, city manager, county board of supervisors, or other county chief administrator; and 2) the library director submits the library budget to the jurisdiction for approval. Advisory public library boards, then, do not appoint the library director or submit the library budget.

The dictionary defines the word *advise* as "give advice to; counsel; give notice; inform; talk over plans; consult with; caution." In the case of library boards, additional suitable terms might be: to analyze needs, to consider goals, to anticipate future needs and problems, to liaison, to act as sounding board, and to help develop consensus.

To some it might appear that the advisory library board, without administrative functions, is a board with little power or responsibility. Not so. An advisory board is an invaluable resource. A library board must not be simply a rubber stamp for the library director or its appointive jurisdictional body, such as a city council or county board of supervisors. While the advice may not be taken, the board has legal responsibility to advise on policies or issues as the law directs.

The advisory library board's effectiveness depends to a considerable extent on the in-depth analysis it makes on any issue, the sound reasoning it provides to back up every recommendation, its foresight, and its reasoned persuasiveness in presentation. Diplomacy and patient persistence with the officials whom the board advises are often necessary to assure that important items are not overlooked or sidetracked. In some instances, the law defining the library board's functions describes specifically the policies and issues on which the board is to advise. In other instances, the law is more general, simply indicating that the library board act in an advisory capacity to the city council in all matters pertaining to city libraries or recommend to the council the adoption of bylaws, rules, and regulations as necessary for the administration and protection of city libraries.

In the case of system advisory boards, the California Library Services Act states: "The duties of each system advisory board shall include, but are not limited to, the following: (a) assisting the administrative council in the development of the system plan of service; (b) advising the administrative council on the need for services and programs; (c) assisting in the evaluation of the services provided by the system."

Some library agencies operate with several advisory boards, each representing a separate geographic area served. Sonoma County Library, operating under a Joint Powers Agreement as a

separate agency, has an administrative library commission, and advisory boards in nine regional branch libraries.

It is as essential for an advisory library board to know whom it can legally advise as it is to know on what policies and issues it can legally give advice. As a result of the variety of laws establishing advisory library boards in California, not all can legally advise the same persons or the same judicial bodies. For example:

- City advisory library boards may be legally directed to advise the mayor, or the mayor and city council, or the city council, or the library director, or some combination of these. In some cases, their legal directive may not include advising the mayor or the library director, but the council only. It may also state that the board is to work in conjunction with the library director.
- County advisory library boards may be legally directed to advise the county board of supervisors or the county librarian, or both, or the county board of education.
- The system advisory boards that serve each of the cooperative library systems throughout the state are advisory to each system administrative council (consisting of the library directors of each jurisdiction in the system), as mandated by the California Library Services Act.

### **Administrative Library Boards**

The dictionary defines *administer* as "manage or conduct as chief agent or steward; direct; put in force; dispense; supply or give; act as administrator." A library board for a public library is designated as administrative if the library board has: 1) authority for appointing the library director, and 2) authority for approving the library operating budget. (In some instances, the library board also may approve the hiring of other library staff employees.) While the administrative library board is a governing body with the authority to determine personnel, fiscal, and administrative policies, the successful administrative library board uses this authority judiciously, working with the library director in an essential team effort to fulfill the library needs of an ever-changing community.

The special library districts in California have elected administrative boards, but the election process as well as the operation of the special

district itself, is different than in cities and counties. Special districts are independent of other local governments, and special library districts exercise autonomy in library, of budget, personnel, buildings and services to the community. However, there are differences even among California's special library district boards. In some special districts, the library boards are elected solely to administer the library. In others, the special library districts operate in conjunction with school districts—unified school or union high school districts.

## **Authority For Libraries and Boards**

The chief reason for the somewhat confusing differences among California public libraries and library boards is the state's permissive constitution and laws. State law, known as general law because it applies throughout the state, takes precedence over county or city law unless state law declares otherwise in specific instances. This section describes the legal authority defining library boards. For more information about specific laws, please refer to the California Education Code.

The primary keys to library and library board differences over the state are the following:

1. In California there is no state mandate for public libraries. Public libraries exist under permissive legislation, both state and local. This means that state law has provided each local governmental jurisdiction the option to establish, or not to establish, a public library.
2. The California state constitution declares that cities or counties may adopt a charter and operate under "home rule" regulations rather than operate solely under uniform state general law.
3. Each charter city or county has structured its library operation in accordance with its own perceived local needs.

As a result, the statutory authority for public libraries, as well as for library boards' structure and function, comes from one of two types of statutory authority: 1) state general law, or 2) city/county charter.

### **General Law Authority**

The structure, functions, and powers of all California cities, counties, and special districts are mandated by the state constitution and state law.

Except for those jurisdictions which under the state's permissive constitution have opted to operate under a home rule charter, cities and counties operate today under state general law.

State general law does not require cities and counties operating under general law to establish local libraries. It gives them the permission to establish public libraries if their residents so desire. But, if they do establish libraries, state law sets out the procedure they must follow to establish and operate such libraries.

In the case of general law cities, state law provides that if the city establishes a library, "the public library shall be managed by a board of library trustees" (Calif. Educ. Code, Sec. 18910). State law provides that if a general law county opts to establish a library, "The county free library is under the general supervision of the (county) board of supervisors" (Calif. Educ. Code, Sec. 19160). The state general law also provides that the board of supervisors appoint a county librarian, who shall, subject to the general rules adopted by the board of supervisors, build up and manage, according to accepted principles of library management, a library for the use of the people of the county, and shall determine what books and other library equipment shall be purchased" (Calif. Educ. Code, Sec. 19146).

California's general law also authorizes establishment of special library districts and provides that "the library district may include incorporated or unincorporated territory, or both, in any one or more counties so long as the territory of the district consists of contiguous parcels and the territory of no city is divided."

Any unincorporated town or village is permitted by state general law to establish a Special District for the purpose of equipping and maintaining a public library through petition and vote. State law requires that a library district public library so established "shall be administered by a board of library trustees" (Calif. Educ. Code, Sec. 19600-19734). The system advisory boards for cooperative library systems created by the California Library Services Act operate under state general law.

The statutory authority for public library board structure in general law cities, special library



districts, and cooperative library systems is contained in the California Education Code and in one case, the California Government Code. There are other state and federal laws that also affect libraries and library boards.

#### **Charter City/Charter County Authority**

The California state constitution permits a city or county to draft its own charter, and thus to have home rule. The proposed charter is submitted to the voters of the jurisdiction and, if approved, becomes the law. The primary advantages are increased flexibility for the city in the determination of its structure and functions, and the elimination of the need to wait for state legislative authorization to take certain actions. If the city charter itself does not make specific provision for a library board and its functions, that authority may be contained in a city ordinance.

#### **Combined City-County Library Authority**

Jurisdictions not administering libraries can serve their residents by agreement with a jurisdiction that does (for example, the Stockton City Library operates for San Joaquin County area, Santa Cruz operates the library service for Santa Cruz County).

## Appendix D — Trustee Resources

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Created 2/2021

### Digital Resources

[Library Board of Trustees webpage](#) (Includes links to prior annual reports, agendas, minutes)

[Recordings of Trustee meetings](#)

[City of South Pasadena Municipal Code](#)

[South Pasadena Public Library](#)

[Friends of the South Pasadena Public Library](#)

[ALA United for Libraries website](#) (Division for trustees, advocates, friends, and foundations)

[California State Library – Services for Libraries](#)

[California Library Services Act / California Library Services Board](#)

[Southern California Library Cooperative](#)

SCLC is a consortium of 39 independent city, county and special district public libraries located in Los Angeles and Ventura counties which have agreed to cooperate in providing library service to the residents of all participating jurisdictions. SCLC provides member libraries a resource-sharing network and a means for enhancing the level and diversity of resources available to library users, while reducing duplication of effort.

[Califa Library Consortium](#)

Califa is a nonprofit library membership consortium representing 230 libraries in California.

### Print Publications

Available to borrow from Library Administration.

Reed, Sally Gardner, and Jillian Kalonick. *The Complete Library Trustee Handbook*. First ed., Neal-Schuman Publishers, 2010.

*Trustee Tool Kit for Library Leadership*. California State Library: Sacramento, 1998.

Young, Virginia G. *The Library Trustee: A Practical Guidebook*. Fifth ed., American Library Association, 1995.

Appendix E — 2021 LBT Work Plan

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Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
To publish up-to-date and distinct Library Administrative Policies Manual and Library Board of Trustees Manual	Review and amend, rescind or approve new policies as needed	Senior Library staff/LBT	Ongoing throughout 2021	Have manuals that contain current and accurate information and will be a resource to staff and trustees
To update Emergency Plan and procedures	Review and amend documents and procedures as needed, and incorporate pandemic preparedness and response information	Senior Library staff and Administrative Secretary Sean Faye/LBT	New emergency plan document published by July 31, 2021	Have an Emergency Plan document and related procedures that support safe library operations.
To evaluate whether the SPMC that applies to the Library Board of Trustees needs revision, and to ensure that all parties understand the State and Municipal Code that governs library boards	Review California Education Code - EDC § 18900-18965 and SPMC § 2.77-2.78; 2.79 in consultation with City Attorney and City Management; adopt changes to SPMC and LBT Bylaws as needed; update LBT Manual as needed	Library Director/LBT	Second half of 2021	All parties have a clear understanding of the LBT charge and authority, and the SPMC accurately reflects these
To prepare for Library’s next strategic planning process, which will likely take place in the first two quarters of FY 2022-2023	Discuss what type of planning process to engage in and identify any general fund budget requests to be submitted in the FY 2021-2022 budget cycle	Senior Library staff/LBT	March meeting: FY 2021-2022 budget requests identified; further discussion, last quarter of 2021	Be poised to engage a meaningful strategic planning process in FY 2022-2023
To aid the Friends of the Library with the Twenty-first Century Committee for the Library (21CCL) fundraising efforts	Assign a trustee as liaison to the 21CCL and support the Friends as they undertake steps to make the 21CCL operational	LBT	Ongoing throughout 2021	The 21CCL is an active, functioning committee of the Friends of the Library