



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

Hybrid Virtual/In-Person Meeting

October 14, 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 October 14, 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/9141111111>

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. Written Public Comments must be submitted by 12 p.m., October 14, 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 September 9, 2021

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on September 9, 2021.

- 4. Approve South Pasadena Rotary Club request to charge admission and sell books and DVDs at Community Room rental events on 10/27/21 and 10/28/21.

Recommendation

It is recommended that the Library Board of Trustees approve a request from the South Pasadena Rotary Club to charge admission and sell books and DVDs at Community Room rental events on 10/27/21 and 10/28/21. Profit from ticket sales and a portion of proceeds from book and DVD sales will benefit the Rotary Foundation.

5. Approve Thanksgiving and Winter Holiday Schedule Closures

It is recommended that the Library Board of Trustees approve closing the Library at 5:00 p.m. on Wednesday, November 24, 2021, and closures during the Winter Holiday on December 25, 27, 29, 30, 2021 and January 1, 2022.

6. Quarterly Budget Update

7. State Library Building Forward Infrastructure Grant

8. SPMC Proposed Revisions

Review and discuss first draft of proposed revisions which incorporate direction given by the Board at the August 12, 2021 meeting, and recent input from Board members Dean Serwin and Bianca Richards.

9. Library Administrative Policy Manual Code of Conduct

10. Library Operations Update

COMMUNICATIONS

11. Board President

12. Board Members

13. Council Liaison

14. Friends of the Library Representative

15. Trustee Liaison to the Friends

16. Library Director

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

November 18, 2021	Hybrid Virtual/In-Person Meeting	7:00 p.m.
December 9, 2021	Hybrid Virtual/In-Person Meeting	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City’s website at: <https://www.southpasadenaca.gov/government/boards-commissions/library-board-of-trustees>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the Library Administrative Office at (626) 403-7330. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.

10/11/2021

/c/

Date

Cathy Billings
Library Director



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
September 9, 2021**

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 September 9, 2021 at 7:02 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

Annie Chang Long
Joseph M. Molina
Bianca Richards
Dean Serwin
David Uwins

Also Present

Cathy Billings, Library Director
Sally Kilby, Friends Board President
Sean Faye, Administrative Secretary

EXCUSED:

Mayor Diana Mahmud, Council Liaison

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION/DISCUSSION ITEMS:

3. Review and approve draft minutes of the regular meeting held August 12, 2021

Motion by Library Board Secretary Annie Chang Long, seconded by Library Board Trustee Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held August 12, 2021.

AYES:	Long, Molina, Richards, Serwin
NOES:	None
ABSENT:	None
ABSTAIN:	Uwins

4. Library Board of Trustees Agenda Forecast

The Board reviewed items forecast for future agendas. Discussion Items for the 10/14/21 Trustees meeting are forecast to include: the Quarterly Budget report, winter holiday closure schedule, the Code of Conduct's rules

regarding exterior rules of behavior in the Administrative Policies manual, and an update about the South Pasadena Municipal Code (SPMC). The discussion about the Code of Conduct's exterior rules of behavior will include a distinction between the Library Park and the Senior Center.

Discussion Items for the 11/18/21 Trustees meeting are forecast to include: Annual Report discussion, appointing a nominating committee for the 2022 Board officers, and the request for proposal (RFP) for Strategic Planning. Approval of the Annual Report, discussion of the LBT Work Plan for 2022, Volunteer Recognition, and approval of 2022 meeting dates will be addressed at the 12/9/21 Trustees meeting. A discussion of the Library's hours will take place before the end of the calendar year.

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

The Board's authority is dictated by the State Education Code, the SPMC, and the bylaws. At the prior meeting, held August 12, the LBT engaged in a discussion and review of key elements of State code, SPMC, and bylaws, with the goal of ensuring the local ordinance is consistent with State code and identifying any updates needed to the SPMC to make the LBT role and responsibilities clear. Areas that the LBT would like to be more explicit in the SPMC include their role in participating in evaluating and hiring the library director and their role related to the Library's budget. Staff are seeking input from the City Attorney on three items that need to be clarified, in the context of the State Education Code, in order to finalize proposed updates to the Library Board of Trustees portion of the South Pasadena Municipal Code: 1) authority for spending funds donated to the library, 2) authority for making decisions about artwork on the exterior of the Library building, 3) definition of, and authority for "library grounds." A draft policy will be a Discussion Item for the 10/14/21 Trustees meeting.

6. LBT Work Plan: Administrative Policy Review

As a result of the discussion held August 12, staff recommend that Section 2.2: *Governance: Administrative vs. Advisory* be removed from the Trustee Reference Manual. They also recommended that a reference to Appendix C: Excerpt on Statutory Authority from the *Trustee Tool Kit for Library Leadership* be added to Section 2.1: *Governance: Government of the Library*. These edits were approved.

The Library Board of Trustees manual had been a combination of reference material for Board members and Library policies. These are now separated into two documents, the LBT Reference Manual and the Library Administrative Policy Manual (LAPM). In the past, due to the combined format, the Board formally voted to adopt changes to the reference material. Now that the LBT reference material is separated from the Administrative Policy Manual, the Library Director seeks permission for staff to make edits to reference material without the Board's prior approval. Instead, at any time, the Board can convey to staff changes they would like to see to the Reference Manual's contents, and staff would alert the LBT to any changes made to the contents. It was agreed that going forward, Library staff have permission to make updates to the reference material to make it useful and pertinent without requiring adoption by the LBT.

7. Staffing Update

Three new Library Aides have been hired. One vacant Library Aide position remains and a new recruitment has begun. A requisition for an additional three to four Substitute Librarians has been submitted. The Weekend In-Charge Librarian will be a separate recruitment from the Substitute Librarian. A requisition for this position has been submitted.

8. Library Operations Update

The State Library will use funds from the American Rescue Plan Act (ARPA) to provide one year of access to six digital resources for all California public libraries. *Coursera*, *GetSetUp*, *LearningExpress*, *LinkedIn Learning*, *Northstar Digital Literacy*, and *Skillshare* offer courses to develop job skills, explore the creative arts, and conduct test preparation. It will be marketed as a “recovery from the pandemic” package, available for a limited time. Patrons can access these anywhere with their library card. This is expected to launch in October. Data usage will be trackable.

The Southern California Library Cooperative will use their State funds to purchase access to *PressReader.com*. *PressReader.com* is a platform that provides newspapers and magazines from all over the world. It includes the *Los Angeles Times*, the newspaper of record, in full text. It will also be accessible anywhere with patrons’ library cards. This will go live on 10/1/21 and will be available for three years.

The voting for the selection for One City One Story will end on 9/10/21. Local History Librarian Olivia Radbill has conducted outreach in front of the Library for the last two Thursday nights. 125 people have voted. The winning title will be announced on 9/27/21.

In-person Story Time will begin on 9/21/21 in the picnic table area in front of the Library.

9. LBT Work Plan: Emergency Plan and Procedures

There are no updates at this time.

10. LBT Work Plan: Prepare for Library’s Next Strategic Planning Process

The RFP will be presented for review at the 11/18/21 Trustees meeting.

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

The future facility needs analysis and strategic planning process the Library will be undertaking will provide helpful information for the 21CCL. While those projects are happening, the Friends will continue to work on developing their policies and roles for the 21CCL. Friends Executive Vice President PJ Lutz has taken leadership on this assignment.

An RFP is needed for the facility needs assessment consultant.

COMMUNICATIONS:

12. Board President (Bianca Richards): President Bianca Richards was pleased to see activities resume on the Library patio area. The Oxley Street side of the Library Park is almost as active as the El Centro Street side on Thursdays for the Farmers Market. Staff are looking into the possibility of replacing the two large picnic tables with smaller tables to offer seating for more people in the Library patio area.

President Richards and Vice President Uwins were invited to the Stakeholder Focus Group for the City’s Strategic Plan. The meeting included a cross section of business people, non-profit representatives, residents, and other voices from the community. The concept of sharing resources was discussed.

13. Board Members: Vice President Uwins and Trustee Joseph M. Molina had nothing to add.

Trustee Dean Serwin was appreciative for the update about the Strategic Planning session.

Secretary Annie Chang Long thanked Library staff. Secretary Long asked if there was any feedback since school returned to session. The Library has been very busy with students. The Teen and Children's areas have been quite full. Children's Librarian Judy Neeb attends PTA meetings and the Library sends out an educator's newsletter quarterly. There will be outreach about the Library's new resources provided by the State Library. The students have been very cooperative about following the rules and wearing their masks.

President Richards noted that some teens ride their skateboards in front of Library entryways and in the Library Park. The South Pasadena ordinance prohibits use of skateboards on City sidewalks. The Library will reach out to the Police Department to enforce these rules.

14. Council Liaison (Mayor Diana Mahmud): Absent.

15. Friends of the Library Representative (Friends Board President Sally Kilby): The Friends will approve the purchase of a laptop/tablet dispensing kiosk station and battery pack station for approximately \$35K.

The 21CCL will continue to assist the Library to receive funds from the State Library's grant programs.

Friends Board President Sally Kilby attended the Serving With a Purpose conference on 9/1/21. State Librarian Greg Lucas praised Senate President Pro Tempore Toni Atkins, who is responsible for \$500M allotted to the State Library. Senate Pro Tem Atkins was raised in southwestern Virginia. She credits her success to use of the library when she was growing up. Senate Pro Tem Atkins represents San Diego.

The Library's use of the Senior Center patio was discussed at the Friends Annual Retreat.

The Friends will receive organizational and fundraising guidance to their Board from the non-profit organization Jericho Road.

Friends member and art professional Nancy Lem is assisting with the Friends newsletter. The newsletter is only accessible online, but printed copies will be available at the Friends Bookstore. A binder of past newsletters could also be placed in the Friends Bookstore.

The Restoration Concert Committee's concert on 9/12/21 will be the first public event the City has had in the last year and a half.

The Friends Bookstore will have a \$1 book sale on 9/25/21. The Friends Bookstore is open 4 days/week. Donations are received every week.

16. Trustee Liaison to Friends (David Uwins): Nothing to add.

17. Library Director (Cathy Billings): Library Director Cathy Billings, Public Services Manager Maida Wong, and Children's Librarian Judy Neeb met with Community Services Director Sheila Pautsch and her senior staff to discuss use of the Senior Center patio for future partnerships. Many ideas are on the table.

The next opportunity to take part in the City's Strategic Planning is 9/22/21.

The South Pasadena Rotary Club has requested to charge admission for two Community Room rentals on 10/27/21 and 10/28/21. They would like to screen two movies starring South Pasadena resident Greg Sestero. The request came in too late to add to tonight's agenda. Charging admission requires Board approval. All proceeds after costs will go to the Rotary Foundation to benefit their public projects. This will be an Action Item for the 10/14/21 Trustees meeting. Community Services and the Library are developing an

acknowledgement form to be signed by renters that addresses COVID safety protocols that must be followed. Capacity will be limited. Masks will be required. A Library staff member will be present. The Board suggested they were inclined to approve the South Pasadena Rotary Club's request to charge admission for tickets.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, October 14, 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 September 9, 2021 at 8:31 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date

From: [Rotary Club Of South Pasadena](#)
To: [Cathy Billings](#)
Subject: Community Room scheduling - Rotary
Date: Monday, September 6, 2021 10:12:43 PM
Attachments: [Rotary Community Room Application 2021.pdf](#)

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Cathy,

Thank you for talking with me on Friday about my hopes to schedule the Community Room. As promised, I am writing with additional information and important requests related to the attached, completed Application for the Use of Library Community Room.

The Rotary Club is applying for the use of the Community Room to present Halloween Season movie screenings of "The Room" on October 27 and "Miracle Valley" on October 28, 2021. They both showcase Greg Sestero, an actor, director, bestselling author, and longtime South Pasadena resident. Greg would introduce both films and answer audience questions afterward. "The Room" (2003) has been regularly shown to enthusiastic audiences around the country and internationally. "Miracle Valley" (2021) is a horror-thriller that has already been accepted by film festivals in the U.S. and abroad.

In addition to the renting of the Community Room and the AV Equipment as noted on the application, I also ask that the following requests be considered:

- to charge admission fees on Eventbrite (and at the door if necessary) of \$15 per person for each show or \$25 for both. Rotary Foundation would be the recipient of all proceeds and the funds would go toward its public benefit projects.
- to utilize the Library's giant folding projection screen (instead of the much smaller roll-down screen). Rotary would hire Adrian Camp and 210eastsound to run the AV equipment and help us with the setup and takedown. Mr. Camp assures us that his company has smoothly performed these activities in the Community Room dozens of times.
- the ability to leave the chairs and tables in place after the October 27 showing until after the October 28 showing in order to eliminate a double set-up and take-down.
- If possible, we also request permission to come in a little early on the late afternoon of October 27 to set up if the room is not occupied. That would help with our volunteer situation, although some Rotary members have helped set up there before.

As we discussed, Rotary would require its audiences to wear masks for its screenings and would follow all the safety recommendations and requirements. Rotary would clearly state that the showings are not affiliated with the library, following whatever language is suggested. Furthermore, the maximum occupancy limit would not be exceeded.

We are excited to kick off a series of eclectic offerings with these novel screenings and Q&A. "The Room" has long since replaced "The Rocky Horror Picture Show" as the favorite campy cult movie of young adult audiences, but it has never been publicly screened in our region. In 2013, Greg Sestero wrote a NY Times Bestseller with Tom Bissell called "The Disaster Artist" about the making of "The Room" and the unpredictable popularity which greeted it. The book was adapted into a major motion picture and in 2018 the film version of "The

"Disaster Artist" was released to widespread acclaim.

James Franco won the Golden Globe for "Best Male Actor in a Comedy or Musical Performance" and the "Disaster Artist" was nominated for the same award for "Best Comedy or Musical." The film's screenplay was also nominated for a 2018 Academy Award. The cast includes cult hero Tommy Wiseau and James Franco's brother Dave as Sestero, along with Seth Rogen and Alison Brie (another South Pasadenan), In addition. it contains cameo appearances by Judd Apatow, Melanie Griffith, Bryan Cranston, Zac Efron, Sharon Stone, and Tommy Wiseau, and Greg Sestero as themselves.

"The Disaster Artist" was screened in the South Pasadena Public Library Community Room in 2018, with a Q & A by Greg Sestero. It attracted an appreciative audience of about 150. The mainstream success of "The Disaster Artist" film has gone a long way in further popularizing "The Room" which had already been a longstanding, out-of-left-field hit.

During the Q & A, the short trailer for Sestero's latest movie "Miracle Valley" will be screened to help promote the proposed Rotary-sponsored October 28 screening. This movie is a full-length horror-thriller with impressive production values that is directed by and starring Greg Sestero.

Organizations such as the Friends of the Rialto Theatre and the South Pasadena Chamber of Commerce would be solicited for additional outreach help. Materials would also be provided to the Sugar Mynt Gallery and Videotheque in South Pasadena, shops that are both already highly involved in Halloween. We will also reach out through local media and through our website.

South Pasadena has long been known for its lively Halloween celebrations. Two of the most successful Halloween pictures ever, "Blair Witch Project" and John Carpenter's "Halloween" are strongly connected to South Pasadena. It is believed that the two proposed Rotary screenings of "The Room" and "Miracle Valley," will provide fun, much-appreciated entertainment for local movie audiences.

The South Pasadena Rotary Foundation, a 501c3 nonprofit (EIN 95-4613734), all-volunteer service club has been working for the community for over 83 years. We conduct a broad, steady range of local projects, including providing scholarships to high school students, a clothing drive for the homeless, sponsoring holiday luncheons at the Senior Center, and annually awarding grant funds to support local nonprofits, just to name a few. As you know, your Friends of the Library has been a recipient many times.

I understand that scheduling the Community Room may begin soon. I am hopeful that our dates can be scheduled as soon as possible so we may begin promoting these fun screenings. Please let me know if you have any questions or suggestions.

Thank you very much,

Kathy

Kathy Selders

President

Rotary Club of South Pasadena

southpasadenarotary.org

Library Proposed Winter Holiday Schedule

December 2021/January 2022

Monday Dec. 20	Tuesday Dec. 21	Wednesday 22-Dec	Thursday Dec. 23	Friday Dec. 24	Saturday Dec. 25	Sunday Dec. 26
LIBRARY OPEN	LIBRARY OPEN	LIBRARY OPEN	LIBRARY OPEN	CITY HOLIDAY	LIBRARY CLOSED	
FT Staff Regular Work Day	FT Staff Regular Work Day	FT Staff Regular Work Day	FT Staff Regular Work Day			BOOK DROP PT Staff TBD 2-5 pm

Monday Dec. 27	Tuesday Dec. 28	Wednesday Dec. 29	Thursday Dec. 30	Friday Dec. 31	Saturday Jan. 1	Sunday Jan. 2
LIBRARY CLOSED	LIBRARY OPEN	LIBRARY CLOSED	LIBRARY CLOSED	CITY HOLIDAY	LIBRARY CLOSED	
PAID LEAVE DAY 1	FT Staff Regular Work Day	PAID LEAVE DAY 2	PAID LEAVE DAY 3	BOOK DROP PT Staff TBD 2-5 pm		

Fiscal Year 2020/2021 End of Year

General Ledger

Expenditure Summary by Section



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 Period 01 - 13
 Fiscal Year 2021

Account Number	Description	Budget	YTD Expenditures	Available Balance	% Expended
101	General Fund				
8011	Library				
101-8010-8011-7000-000	Salaries - Permanent	687,939.00	707,711.67	-19,772.67	102.87
101-8010-8011-7010-000	Salaries - Temp Part	196,000.00	250,633.99	-54,633.99	127.87
101-8010-8011-7020-000	Overtime	1,500.00	155.01	1,344.99	10.33
101-8010-8011-7040-000	Holiday	500.00	23,431.62	-22,931.62	4,686.32
101-8010-8011-7055-000	IOD - Non - Safety	0.00	0.00	0.00	0.00
101-8010-8011-7070-000	Leave Buyback	10,000.00	0.00	10,000.00	0.00
101-8010-8011-7100-000	Retirement	177,175.00	190,817.69	-13,642.69	107.70
101-8010-8011-7108-000	Deferred Compensation	1,359.00	31,618.48	-30,259.48	2,326.60
101-8010-8011-7110-000	Workers Compensation	12,508.00	11,479.22	1,028.78	91.78
101-8010-8011-7120-000	Disability Insurance	0.00	0.00	0.00	0.00
101-8010-8011-7122-000	Unemployment Insurance	0.00	1,028.75	-1,028.75	0.00
101-8010-8011-7130-000	Group Health Insurance	90,360.00	84,888.65	5,471.35	93.94
101-8010-8011-7140-000	Optical Insurance	2,400.00	1,610.44	789.56	67.10
101-8010-8011-7150-000	Dental Insurance	9,000.00	6,022.41	2,977.59	66.92
101-8010-8011-7160-000	Life Insurance	990.00	899.25	90.75	90.83
101-8010-8011-7170-000	FICA - Medicare	25,000.00	24,892.19	107.81	99.57
101-8010-8011-8000-000	Office Supplies	7,500.00	6,358.66	1,141.34	84.78
101-8010-8011-8010-000	Postage	2,000.00	1,737.71	262.29	86.89
101-8010-8011-8020-000	Special Department Expense	21,000.00	15,160.40	5,839.60	72.19
101-8010-8011-8030-000	Library Periodicals	7,300.00	6,715.45	584.55	91.99
101-8010-8011-8031-000	Digital Resources	20,700.00	20,618.72	81.28	99.61
101-8010-8011-8040-000	Advertising	1,200.00	1,287.26	-87.26	107.27
101-8010-8011-8050-000	Printing/Duplicating	3,000.00	1,479.60	1,520.40	49.32
101-8010-8011-8060-000	Dues & Memberships	5,000.00	4,060.00	940.00	81.20
101-8010-8011-8070-000	Mileage Reimbursement	200.00	0.00	200.00	0.00
101-8010-8011-8080-000	Books/DVDs/CDs	80,000.00	70,843.29	7,992.58	88.55
101-8010-8011-8081-000	Books - Donations and Gifts	0.00	0.00	0.00	0.00
101-8010-8011-8082-000	Special Book Grants	0.00	0.00	0.00	0.00
101-8010-8011-8083-000	E-Books	33,300.00	33,288.26	0.00	99.96
101-8010-8011-8085-000	City-wide Reading Program	0.00	0.00	0.00	0.00
101-8010-8011-8090-000	Conference & Meeting Expense	0.00	0.00	0.00	0.00
101-8010-8011-8100-000	Vehicle Maintenance	0.00	0.00	0.00	0.00
101-8010-8011-8110-000	Equipment Maintenance	4,000.00	405.20	3,594.80	10.13
101-8010-8011-8120-000	Building Maintenance	28,000.00	24,551.79	3,448.21	87.68
101-8010-8011-8140-000	Utilities	0.00	0.00	0.00	0.00
101-8010-8011-8150-000	Telephone	0.00	0.00	0.00	0.00
101-8010-8011-8151-000	CENIC WiFi Expenses	18,000.00	5,645.83	12,354.17	31.37
101-8010-8011-8155-000	Equipment Leasing	0.00	0.00	0.00	0.00
101-8010-8011-8170-000	Professional Service	6,500.00	2,625.00	3,875.00	40.38
101-8010-8011-8171-000	Prof. Svcs.-Library Ops. Study	0.00	0.00	0.00	0.00
101-8010-8011-8180-000	Contract Services	82,000.00	51,940.90	30,019.50	63.34
101-8010-8011-8200-000	Training Expense	1,500.00	1,820.00	-320.00	121.33
101-8010-8011-8257-000	Board Commission Expense	750.00	200.00	550.00	26.67
101-8010-8011-8500-000	Buildings & Improvements	15,825.00	15,961.74	-136.74	100.86

Account Number	Description	Budget	YTD Expenditures	Available Balance	% Expended
101-8010-8011-8520-000	Machinery & Equipment	12,000.00	4,150.51	7,849.49	34.59
101-8010-8011-8521-000	Mach. & Eq.-Library Ops. Study	3,150.00	3,150.00	0.00	100.00
101-8010-8011-8530-000	Computer Equipment	525.00	1,179.33	-654.33	224.63
8011	Library	1,568,181.00	1,608,369.02	-41,403.49	102.56

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenditures</u>	<u>Available Balance</u>	<u>% Expended</u>
101	General Fund	1,568,181.00	1,608,369.02	-41,403.49	102.56
Grand Total		-1,568,181.00	-1,608,369.02	41,403.49	1.0256

Fiscal Year 2021/2022 YTD
General Ledger
Expenditure Summary by
Section



User: cbillings

Printed: 10/11/2021 2:26:56 PM

Period 01 - 13

Fiscal Year 2022

Account Number	Description	Budget	YTD Expenditures	Available Balance	% Expended
101	General Fund				
8011	Library				
101-8010-8011-7000-000	Salaries - Permanent	750,432.00	89,397.64	661,034.36	11.91
101-8010-8011-7010-000	Salaries - Temp Part	364,000.00	29,456.96	334,543.04	8.09
101-8010-8011-7020-000	Overtime	0.00	518.78	-518.78	0.00
101-8010-8011-7040-000	Holiday	0.00	2,181.92	-2,181.92	0.00
101-8010-8011-7055-000	IOD - Non - Safety	0.00	0.00	0.00	0.00
101-8010-8011-7070-000	Leave Buyback	12,308.00	0.00	12,308.00	0.00
101-8010-8011-7100-000	Retirement	242,703.65	165,344.43	77,359.22	68.13
101-8010-8011-7108-000	Deferred Compensation	1,386.60	-29,791.90	31,178.50	-2,148.56
101-8010-8011-7110-000	Workers Compensation	13,882.99	1,764.04	12,118.95	12.71
101-8010-8011-7120-000	Disability Insurance	0.00	0.00	0.00	0.00
101-8010-8011-7122-000	Unemployment Insurance	0.00	0.00	0.00	0.00
101-8010-8011-7130-000	Group Health Insurance	101,530.08	16,121.68	85,408.40	15.88
101-8010-8011-7140-000	Optical Insurance	2,160.00	322.32	1,837.68	14.92
101-8010-8011-7150-000	Dental Insurance	8,100.00	1,204.98	6,895.02	14.88
101-8010-8011-7160-000	Life Insurance	891.00	148.50	742.50	16.67
101-8010-8011-7170-000	FICA - Medicare	10,881.26	3,718.49	7,162.77	34.17
101-8010-8011-8000-000	Office Supplies	7,500.00	1,922.14	5,577.86	25.63
101-8010-8011-8010-000	Postage	2,000.00	0.00	2,000.00	0.00
101-8010-8011-8020-000	Special Department Expense	21,000.00	2,628.30	14,071.70	12.52
101-8010-8011-8030-000	Library Periodicals	7,000.00	562.97	6,437.03	8.04
101-8010-8011-8031-000	Digital Resources	22,000.00	4,159.97	13,090.03	18.91
101-8010-8011-8040-000	Advertising	1,200.00	0.00	1,200.00	0.00
101-8010-8011-8050-000	Printing/Duplicating	4,000.00	707.08	3,292.92	17.68
101-8010-8011-8060-000	Dues & Memberships	4,500.00	2,573.00	1,927.00	57.18
101-8010-8011-8070-000	Mileage Reimbursement	100.00	0.00	100.00	0.00
101-8010-8011-8080-000	Books/DVDs/CDs	90,000.00	14,858.32	9,464.04	16.51
101-8010-8011-8081-000	Books - Donations and Gifts	0.00	0.00	0.00	0.00
101-8010-8011-8082-000	Special Book Grants	0.00	0.00	0.00	0.00
101-8010-8011-8083-000	E-Books	30,000.00	11,724.03	0.00	39.08
101-8010-8011-8085-000	City-wide Reading Program	0.00	0.00	0.00	0.00
101-8010-8011-8090-000	Conference & Meeting Expense	2,000.00	0.00	2,000.00	0.00
101-8010-8011-8100-000	Vehicle Maintenance	0.00	0.00	0.00	0.00
101-8010-8011-8110-000	Equipment Maintenance	3,500.00	340.60	3,159.40	9.73
101-8010-8011-8120-000	Building Maintenance	11,650.00	270.00	11,380.00	2.32
101-8010-8011-8140-000	Utilities	0.00	0.00	0.00	0.00
101-8010-8011-8150-000	Telephone	0.00	0.00	0.00	0.00
101-8010-8011-8151-000	CENIC WiFi Expenses	11,960.00	0.00	7,860.47	0.00
101-8010-8011-8155-000	Equipment Leasing	0.00	0.00	0.00	0.00
101-8010-8011-8170-000	Professional Service	27,000.00	1,625.00	20,500.00	6.02
101-8010-8011-8171-000	Prof. Svcs.-Library Ops. Study	0.00	0.00	0.00	0.00
101-8010-8011-8180-000	Contract Services	72,000.00	62,494.50	6,885.50	86.80
101-8010-8011-8200-000	Training Expense	1,500.00	0.00	1,500.00	0.00
101-8010-8011-8257-000	Board Commission Expense	1,000.00	0.00	1,000.00	0.00
101-8010-8011-8500-000	Buildings & Improvements	16,500.00	0.00	16,500.00	0.00

Account Number	Description	Budget	YTD Expenditures	Available Balance	% Expended
101-8010-8011-8520-000	Machinery & Equipment	3,000.00	0.00	3,000.00	0.00
101-8010-8011-8521-000	Mach. & Eq.-Library Ops. Study	0.00	0.00	0.00	0.00
101-8010-8011-8530-000	Computer Equipment	2,000.00	0.00	2,000.00	0.00
8011	Library	1,849,685.58	384,253.75	1,360,833.69	20.77

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenditures</u>	<u>Available Balance</u>	<u>% Expended</u>
101	General Fund	1,849,685.58	384,253.75	1,360,833.69	20.77
Grand Total		-1,849,685.58	-384,253.75	-1,360,833.69	0.2077

9/28/2021

CSL Building Forward Grant

Project Ideas

We would need funding to hire project management—PW may not have adequate staffing and library does not.

Need	Cost Estimate
Replace fire alarm system including Fire Alarm Control Panel <ul style="list-style-type: none"> • Facility Condition Assessment Report (2017) – Recommended for 2020 	\$237,168 (\$175,680+35%)
Replace Low Tension/Voltage Switchboards <ul style="list-style-type: none"> • Facility Condition Assessment Report (2017) – Recommended for 2017 <ol style="list-style-type: none"> 1. Replace Switchboard - 120/208volts, 400 to 2000amp 2. Replace Switchboard - 120/208volts, 400 to 2000amp 3. Replace Switchboard - 120/208volts, 400 to 2000amp 	\$115,344 (\$46,080+\$8,640+\$30,720+35%)
New exterior lighting - night sky compliant <ul style="list-style-type: none"> • El Centro side safety – but comprehensive, whole park • ADA ramp 	??
Expanded ADA restrooms for Community Room <ul style="list-style-type: none"> • CR is an official Red Cross emergency shelter • Cooling Center 	\$200,000?
Backup power generation system <ul style="list-style-type: none"> • Again, Red Cross and cooling center • Centrally located community gathering point -OR- Convert Library building to solar power	??
Solar powered exterior charging station <ul style="list-style-type: none"> • Windstorm example • Pandemic example 	??

Building Forward: Library Infrastructure Grant Program

Preliminary Application Guidelines

September, 2021

Contents

1. Program Purpose
2. Preliminary Application Period
3. Full Application Period
4. Eligibility
5. Grant Funds and Local Match
6. Guidance Pertaining to the Type of Life Safety and Infrastructure Projects to be Allowed as part of the Building Forward program
7. Guidance Pertaining to Language Used in the Budget Act and Grant Program
8. Guidance Pertaining to Matching Funds
9. Guidance Pertaining to Community Poverty Measures
10. Authority and References

Program Purpose

To support an equity-focused matching infrastructure grant program to support local library maintenance, capital projects, broadband and technology upgrades, and purchasing of devices.

1. The California State Library shall prioritize project requests submitted by applicants in high-poverty areas of the state. No grant amount shall exceed \$10,000,000.
2. The California State Library shall prioritize grants for life-safety and other critical maintenance and infrastructure projects.
3. The California State Library may support more significant modernization and construction capital projects, other infrastructure projects, and device purchases only if funding remains after supporting life-safety and other critical projects.

Preliminary Application Period

1. The preliminary application period opens on September 15, 2021, and closes on October 27, 2021.
2. The preliminary application period is designed to help the State Library identify the types of projects that cities, counties, and districts intend to apply for. We will use this information to develop a full application, guidelines, training, and technical assistance that meets the needs expressed by the California library community.
3. Applicants do not have to submit a preliminary application to be eligible to submit a full application. Entities that submit a preliminary application may choose not to apply for funds when the full application period opens; submitting a preliminary application does not compel applicants to submit a full application.

Full Application Period

1. We anticipate that the full application period will open in December 2021 and close in February 2021, and that the first awards will be issued in April 2022. A more precise timeline will be developed in response to information submitted during the preliminary application period.
2. Full applications will be reviewed by State Library staff and peer reviewers.

Eligibility

1. Projects should be community-specific and should focus on individual library outlets/buildings.
2. Preliminary and full applications should come from the governing city, county, or district. They should not come from the library or an organization such as a Friends group.
3. Cities, counties, and districts with multiple outlets can submit multiple applications. Each application must be submitted separately.
4. Cities, counties, and districts can only submit one application for an individual outlet.
5. Projects will be prioritized according to the language in SB 129.
6. When reviewing projects, we will consider their environmental sustainability and impact on the climate crisis.
7. We understand that it can sometimes be more cost-effective to build a new building than it is to make life-safety or critical maintenance repairs to an existing building. Applicants should include this information in the application form if pertinent and cite the basis for this decision-making process.
8. Applicants may apply for life-safety and/or critical maintenance or infrastructure activities that are part of a bigger project. Project funds and matching funds may only be used for activities and items that align and comply with the funding opportunity.
9. Applicants must expend project funds and complete funded activities by the end of the project period. If a funded activity is part of a larger project that is not fully funded by this grant program, the larger project does not have to be completed by the end of the project period.

Grant Funds and Local Match

1. No more than 75 percent of total funds in the project will be issued in year one.
2. The State Library will use the LIPC levels gathered through the 2020-2021 California Public Libraries Survey to identify each applicant's match category for the first round of funding (the 2021-2022 Public Libraries Survey data will be used for any funding issued in 2022-2023).
3. If a library's LIPC level changes during the project period, its match requirement does not change.
4. The match must be a cash match; the match cannot be in-kind.
5. The match must be contributed during the project period; applicants cannot include funds expended prior to the project period or after the project period has ended as part of the match.
6. Matching funds can only be used to purchase items and support activities that are allowable with awarded funds. For example, if a life-safety project costs \$4 million and the library, according to its LIPC level, is required to provide a dollar-for-dollar match, the grant program will award \$2 million and the awardee must contribute \$2 million. Items and activities that are not eligible for project funds cannot be included as part of the match. If a life-safety project triggers work that is not considered life-safety (e.g. new carpets or paintwork after shelving has been moved) the local entity must pay for these items, and they cannot be considered part of the match.
7. Awardees will be asked to report all other local contributions (including cash and in-kind contributions) to capture non-match local funds expended on the project.
8. Project funds may not be used for lobbying, fundraising, or entertainment.

Guidance Pertaining to the Type of Life Safety and Infrastructure Projects to be Allowed as part of the Building Forward program

The Building Forward infrastructure grant program for local libraries was made possible by the California Budget Act for the 2021-2022 Fiscal Year. The proposed grant projects will be prioritized according to the language in the Budget Act that gives the legal authority to the State Library in administering the grant money. As such, priority shall go to requests submitted by local applicants in high-poverty areas of the state for life safety and infrastructure projects, and critical maintenance. The State Library is providing the following guidance pertaining to the type of life safety and infrastructure projects and critical maintenance to be allowed.

The projects completed under this grant must be completed according to the California Building Standards Code, and applicable federal, state and local laws, regulations, ordinances, policies, and guides.

Guidance Pertaining to Language Used in the Budget Act and Grant Program

Priority Order The State Librarian shall consider applications for life safety and infrastructure projects and critical maintenance pursuant to SB 129 Budget Act of 2021 in the following priority order:

- 1) First priority shall be given to:
 - a. Project requests submitted by local libraries located in high-poverty areas of the state for life-safety and other critical maintenance and infrastructure projects.
 - b. Project requests submitted by local libraries in other areas of the state for life-safety and other critical maintenance and infrastructure projects.
- 2) Second priority may be given to all other projects that pertain to more significant modernization and construction capital projects, other infrastructure projects, and device purchases only if funding remains after supporting life-safety and other critical projects.

Life Safety The term “life safety” applies to any system incorporated into a building whose purpose is the protection and preservation of human life during an emergency or failure of a critical building system. This broad definition includes architectural systems that provide (i) emergency egress, and (ii) protected areas within buildings (through physical layout and construction, and mechanical systems that include fire suppression systems such as sprinklers, smoke removal, stairwell pressurization, and water storage and pressurization). In addition, life safety systems include power, communication, and control systems, including emergency detection and notification; emergency and standby power systems; and emergency and exit lighting,

Critical Maintenance The type of maintenance required on all critical systems pertaining to a library building.

Critical Systems The building systems that are critical include Electrical, HVAC, Security, Life Safety, Lighting, Utilities, Telecom, Structural, Seismic, and Energy Management.

Infrastructure This word has an expansive meaning, but under the Budget Act this is to mean broadband and technology and any minor construction as it relates to implementing the specific infrastructure elements.

California Building Standards Code Proposed projects must adhere to the regulations set forth in the California Building Standards Code codified under California Code of Regulations, Title 24.

Americans with Disabilities Act The Americans with Disabilities Act (ADA) states that individuals with disabilities may not be denied the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations that the business provides--in other words, whatever type of good or service a business provides to its customers or clients. A business or other private entity that serves the public must ensure equal opportunity for people with disabilities. One exception for total compliance with the Building Standards Code are buildings that are on a historical registry. However it is encouraged that such buildings find a means to make it as accessible as possible for patrons with disabilities, without disturbing the historical nature of the building.

Guidance Pertaining to Matching Funds

Matching Funds The State Library shall require a local entity to match state funds on a dollar-for-dollar basis or cash match basis. The State Library may reduce the amount of required matching funds if the requesting applicant can demonstrate that it is financially unable to provide the required matching funds. Upon receipt and assessment of these requests, the State Library may lower the matching requirements as follows:

1. Each library with local operating income per capita (LIPC) of more than \$40, no reduction in local match is allowed.
2. A library with an LIPC between \$40 and \$15.01, the local match may be reduced by half.
3. For each library with an LIPC of \$15 or less, the local match may be eliminated.

Cash Match Either the awardee organization's own existing funds to include general revenue and existing grant programs, or funds from third party sources such as foundations or private donors. A cash match contribution is an actual cash contribution.

Guidance Pertaining to Community Poverty Measures

Community poverty levels will be assessed using the California Poverty Measure (CPM). The CPM, a joint research effort by Public Policy Institute of California and the Stanford Center on Poverty and Inequality, factors in income, the Earned Income Tax Credit, and benefits people receive from major safety net programs, such as CalFresh and unemployment benefits. Additionally, it accounts for medical expenses, childcare costs, and adjusts for geographic differences in the cost of housing. "The result is a comprehensive, accurate account of the resources families have on hand to meet their basic needs." <https://www.ppic.org/publication/poverty-in-california/>

Authority and References

- California Budget Act for the 2021-2022 Fiscal Year (Senate Bill 129)
- 2019 California Building Standards Code codified at California Code of Regulations, Title 24

- 2019 California Historical Building Code, Title 24
- California Code of Regulations, Title 8, Chapter 3.2 California Occupational Safety and Health Regulations (Cal/OSHA)
- ADA Standards for Accessible Design
- Contact your local city or county building department

State EDC (Key Sections)	SPMC – DRAFT CHANGES	SPMC – CURRENT
<p>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.</p> <p>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.</p> <p>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.</p> <p>Sec. 18921. Officers and employees. 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.</p> <p>Sec. 18922. Purchase of personal property. The board of library trustees may purchase necessary books, journals, publications, and other personal property.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>2.77 Creation. There is hereby created a library board of trustees. (Ord. No. 2187, § 2, 2009.)</p> <p>2.78 Powers and duties generally. The board of library trustees shall have the following powers and duties:</p> <p>(a) The public library shall be administered by a board of library trustees;</p> <p>(b) Prepare such bylaws, rules, regulations <u>and policies</u> as may be necessary for the administration, <u>government, and protection</u> of the city library <u>under its management, and all property belonging thereto</u>; [Copying this from the State Code (Sec. 18919) verbatim like this might be helpful, depending on what the City Attorney has to say about jurisdiction over exterior artworks and “library grounds”]</p> <p>(c) Review <u>the proposed</u> annual operating budget <u>prepared by staff, prior to submission to</u> the city manager;</p> <p>(d) <u>Ratify purchase and acquisition of books, journals, publications, and other personal property, consistent with reviewed and adopted budgets</u>; [State EDC Sec. 18922]</p> <p>(e) <u>Representative members of the Board shall participate in the</u> appointment, suspension or removal of the city librarian, who shall serve as a department head under the direction of the city manager, <u>by taking part in candidate interviews and submitting feedback about job performance to the City Manager on an annual basis</u>;</p> <p><u>(f) Accept money, personal property or real estate donated to the city for library purposes, subject to the approval of the city council</u>; [D.SERWIN: incorporate State EDC Sec. 18920/18951/18952 here]</p> <p>(g) <u>Review and advise on proposals to</u> 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.)</p> <p>[Possible Additions – awaiting city attorney reply] Authority for/definition of “library grounds” Authority for artwork/art display <u>Authority for spending donated funds</u></p>	<p>2.77 Creation. There is hereby created a library board of trustees. (Ord. No. 2187, § 2, 2009.)</p> <p>2.78 Powers and duties generally. The board of library trustees shall have the following powers and duties:</p> <p>(a) The public library shall be administered by a board of library trustees;</p> <p>(b) Prepare such bylaws, rules and regulations as may be necessary for the administration of the city library;</p> <p>(c) Review and submit an annual operating budget to the city manager;</p> <p>(d) Purchase and acquire books, journals, maps, and other supplies for the library, consistent with the budget;</p> <p>(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;</p> <p>(f) Accept money, personal property or real estate donated to the city for library purposes, subject to the approval of the city council;</p> <p>(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.)</p>

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Commented [CB1]: I think this section needs to be expanded to reflect more of the State Code, which describes the boards authority for managing funds: Secs. 18920, 18951, 18952.

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Inquiry to City Attorney**Cathy Billings**

From: Cathy Billings
Sent: Thursday, September 23, 2021 3:32 PM
To:
Cc: Sean Faye
Subject: Legal assistance needed re: revisions to SPMC 2.77-2.79
Attachments: EduCodeStateCal_Sections18900-18965.pdf; SPMC 2.77-2.79.pdf

Hello Andrew,

I am seeking legal input related to proposed revisions to the Library Board of Trustees (LBT) portion of the SPMC.

At their meeting in August, the trustees undertook a review of their charge, with two objectives in mind: 1) ensuring the local ordinance is consistent with the State Education Code, which provides the statutory authority for public libraries, as well as for library boards' structure and function, and 2) proposing any updates to the ordinance needed to correctly state their powers and duties and to ensure they are clearly defined for future boards, city management, and elected officials. I have attached a PDF of the relevant portions of the State Education Code and SPMC.

The trustees discussion addressed these specific questions:

1. In practice, is the LBT an Administrative or Advisory board?
 - a. What is the role of LBT in selecting library director?
 - b. What is the role of the LBT in the budget?
2. Who has final authority for decisions about spending funds donated to the library?
3. What is the LBT's authority regarding artwork on the library building exterior?
4. What is the LBT's authority regarding "library grounds"?

We would like to get input from the City Attorney on items #2, #3, and #4. I have summarized our understanding of each of these below. It may be easier to have an in person or phone discussion about this once you have had an opportunity to review. I am available at your convenience. Please note that the trustees are expecting to see a draft of proposed changes to the ordinance at their October meeting, but I understand your input may not be available according that timeline. That is OK. The draft would be preliminary. The City Manager thought that January would be a good time to take the changes to Council, so we have time.

(2) Authority for Accepting and Spending Funds Donated to the Library

The SPMC Chapter 2, Article IVJ, Section 2.78(f), which lists the LBT powers and duties, covers the acceptance of donations: "Accept money, personal property or real estate donated to the city for library purposes, subject to the approval of the city council". There is nothing about the authority for the disposition of such donations. I am told it has long been understood that the LBT could utilize donated funds at their discretion, however under City Manager Stephanie DeWolfe the LBT was made to get approval from the City Council to expend donated funds. (There is currently approximately \$62,500 in funds donated to the Library in a City account.)

The State EDC, Title 1, Division 1, Part 11, Chapter 5, Articles 1-4, Sections 18900-18965 seems to indicate that donated funds are completely under the board's jurisdiction, unless a specific provision is made otherwise. We would like the SPMC to clearly document LBT authority and City Council authority regarding the acceptance and disposition of donations. Some relevant sections of State code are:

[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.

[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.

[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.

(3) Authority for artwork in/on building

The Board would like to have the authority to create an art display policy that would apply to the library interior and building exterior and portions of Library Park that are considered “library grounds” (definition of library grounds to be determined). The Mayor asked that we determine whether there is overlapping jurisdiction with the Public Arts Commission (and Cultural Heritage Commission, but that seems more straightforward), and if so, how that can be reconciled. The following are the State EDC sections about “property”

[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.

[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.

(4) Authority for “Library Grounds” / Definition of “Library Grounds”

This question is related to the art display policy question, but is also becoming pertinent as the LBT is considering expanding the Library’s “Rules of Behavior” to include exterior grounds. Many libraries do have “external rules of behavior”. Given that the Library’s Wi-Fi is available to people outside the building and we are providing some exterior seating for studying and using the Wi-Fi, it seems reasonable that we could apply library rules to those spaces. Applying new Library Exterior Rules of Behavior to the whole park may present some challenges, in terms of both reasonableness and practicality.

Thank you very much in advance. Again, I am available at your convenience!

Cathy Billings
Library Director
South Pasadena Public Library
626-403-7352 (office)