



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

Hybrid Virtual/In-Person Meeting

May 12, 2022, 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 AB 361 Government Code section 54953, subdivision (e)(3), the Library Board of Trustees may conduct its meetings remotely and hold them via video conference. Pursuant to such Executive Order, the Trustees may participate remotely and not be physically present. Until further notice and as such Executive Orders remain in effect, public participation may continue via live public comment conducted over ZOOM.

The Library Board of Trustees meeting for May 12, 2022 will be conducted in-person from the Ray Bradbury Conference Room on the Library's 2nd floor at 1100 Oxley Street, South Pasadena.

Please be advised that pursuant to government code, and to ensure the health and safety of the public, staff, and the Library Board of Trustees, as the Ray Bradbury Conference Room will be open to the public for the meeting and members of the public may attend and/or participate in the in-person meeting, all are kindly reminded to follow Los Angeles County Public Health and CDC regulations and guidelines that are in place and may be posted. The in-person hybrid meeting will be conducted live in the Ray Bradbury Conference Room.

Members of the public have the option to participate 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=L01UOTFDeW5na1l0ZExJeEszaytVZz09>
; 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/u/adz9VBkd7p>

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., May 12, 2022 to ensure adequate time to compile and post.

- CALL TO ORDER:** President Dean Serwin
- ROLL CALL:** Dean Serwin, President, Bianca Richards, Vice President, Annie Chang Long, Secretary, Kenneth I. Gross, Trustee, Fred J. Pratt, Trustee
- COUNCIL LIAISON:** Councilmember 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 April 14, 2022**

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on April 14, 2022.

- 4. **Parcel Tax Renewal**
- 5. **Strategic Planning Consultant**
- 6. **Library Operations Study/Strategic Plan 2017-2022 Status Update**
- 7. **LBT Accomplishments and Work Plan**
- 8. **Library Operations Update**

COMMUNICATIONS

- 9. **Board President**
- 10. **Board Members**
- 11. **Council Liaison**
- 12. **Friends of the Library Representative**
- 13. **Trustee Liaison to the Friends**
- 14. **Library Director**

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

June 9, 2022	Location TBA	7:00 p.m.
July 14, 2022	Location TBA	7:00 p.m.
August 11, 2022	Location TBA	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.

5/9/2022

Date

/s/

Sean Faye

Administrative Secretary



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
April 14, 2022

CONVENE:

President Dean Serwin called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on April 14, 2022 at 7:03 p.m. Some participants attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Annie Chang Long
F.J. Pratt
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Diana Mahmud, Council Liaison
Sally Kilby, Friends Board Representative
Sean Faye, Administrative Secretary

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION/DISCUSSION ITEMS:

3. **Review and approve draft minutes of the regular meeting held March 10, 2022**

Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Kenneth Gross, to approve the minutes as written for the regular meeting of the Library Board of Trustees held March 10, 2022.

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

4. **Strategic Planning Proposals Review**

Three Strategic Planning consultant proposals were reviewed. Two of the three candidates distinguished themselves.

Library IQ offers strong analysis, but does not have a local representative. BerryDunn offers innovative technology for gathering community input, citing diversity, equity, and inclusion practices, and have a

presence in Southern California. BerryDunn is currently developing the Strategic Plan for the Southern California Library Cooperative (SCLC).

A final Zoom interview was proposed for Library IQ and BerryDunn. The Strategic Plan Subcommittee comprised of Vice President Bianca Richards, Secretary Annie Chang Long, Library Director Cathy Billings, Support Services Manager Barbara Posner, and Public Services Manager Maida Wong will participate. The Board suggested additional questions for the final interview. Each candidate's references will be contacted to assess their satisfaction with the result.

President Serwin thanked Director Billings for her efforts securing the Strategic Plan proposals.

Motion by Library Board President Dean Serwin, seconded by Library Board Trustee F.J. Pratt, to proceed forward with the next steps to interview the Strategic Planning consultants BerryDunn and Library IQ, to check references, and to designate authority for final selection to the Subcommittee.

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

The Board will review the 2017-2022 Strategic Plan to guide the development of the 2023-2027 Strategic Plan.

5. Parcel Tax Renewal

Director Billings requested the Parcel Tax terms of renewal be tabled to the 5/12/22 Trustees meeting. The City Attorney is reviewing questions from the City Manager and Finance Director.

There was a discussion of trying to capture the inflation rate from the previous renewal campaign. Former Parcel Tax Committee chair Brendan Durrett could be consulted. Recapturing funds would present a financial increase on the voters for this campaign. If the Parcel Tax were renewed in perpetuity, it would save the time and energy put into renewal by the citizens that make up the Parcel Tax Committee and by City staff. Councilmember Diana Mahmud reminded the Board of the California Business Roundtable initiative to prevent evergreen taxes.

6. Library Operations Update

There have been positive comments regarding the Library being open in the morning and its extended hours.

There are six Library Aide vacancies. Aide interviews took place this week. Five offers were made. Once the last resignation goes into effect, there will be another round of interviews from the same pool of candidates.

Equipment is being purchased for the Memory Lab grant-funded program. Seven intern candidates will be interviewed.

The California State Library Parks Pass program will provide free vehicle day-use passes to state parks for all public libraries to circulate to their patrons. The Library will have three passes available. The Parks Pass program will launch on 4/15/22, with accompanying publicity.

The Library's lineup is set for the 4/30/22 Eclectic Music Festival. There will be four bands on the Library's outdoor stage, in front of the Community Room.

The Library will have a booth at the Asian American Pacific Islander Heritage Month event on 5/21/22 in Garfield Park.

The Library may partner with the South Pasadena Chinese-American Club in May for a screening of the award-winning documentary “Far East Deep South”. The filmmakers would attend for a Q&A.

The Library received the analysis of the HVAC system to determine if it is meeting Cal/OSHA’s standards. The system is in need of maintenance and is not performing as well as hoped. Director Billings and Public Works will meet with the vendor that conducted the analysis to discuss repairs. Funds from the American Rescue Plan Act (ARPA) could be applied. The analysis was paid from the City Facilities and Equipment Replacement Fund.

The Library Board of Trustees Work Plan had been on a calendar year cycle. It will transition to a fiscal year cycle to align with the budget schedule. The Work Plan will be discussed at the 5/12/22 Trustees meeting.

Vice President Richards requested the gate count statistics from when the Library extended its hours on 4/4/22.

The Library computer terminals put out-of-service to enable physical distancing between users will be put back in service when there is a demand for them.

Revising the Code of Conduct to apply to exterior library spaces is a project that is in the queue. Director Billings considers the areas immediately adjacent to the Library building where patrons can sit and access the Wi-Fi to be part of the Library’s footprint. These include the balconies, patio area, benches in front of the Library, and the seating area in front of the Community Room. President Serwin requested there be an official designation with a drawn map to assist Library staff with enforcement of the Code of Conduct when it is revised.

There are no updates about the Tournament of Roses grant to review the Library’s collection for diversity and inclusion.

There are no updates about the Building Forward Infrastructure grant from the State. The first deadline for applications was 3/21/22. The Library did not apply at that time because it was not known what matching funds would be available. Some funding was intended to be reserved for a second round of applications to take place in one year. The State Librarian received 278 applications that totaled more than \$500M in requests. The total pool of funds available is only \$430M. It is unclear how much will remain in one year.

There will be an Earth Day-themed Storytime and Crafts in the Library Park on 4/21/22. Earth Day related book lists and displays have been prepared. Earth Day or the topic of conservation could be tied to next year’s Summer Reading Program and bookmark contest.

COMMUNICATIONS:

7. Board President (Dean Serwin): President Dean Serwin was excited to see everyone in person. He feels the Board is working well together with constructive comments and input. President Serwin thanked Director Billings for her report and candor. Public comments are welcomed. He praised the Volunteer Recognition Tea. It highlighted the Library’s importance to the community, as well as the breadth of volunteerism. President Serwin applauded Library staff.

8. Board Members: Vice President Bianca Richards also commended the Volunteer Recognition Tea. Hosting the event in the morning, as well as providing coasters with historical South Pasadena images, were

wonderful ideas. Vice President Richards suggested the Friends sell these coasters to the public to raise funds. Vice President Richards was quite impressed with Local History Librarian Olivia Radbill's presentation. It was suggested Olivia conduct more local history presentations in the future.

Trustee Kenneth Gross was also quite taken with the Volunteer Recognition Tea and the local history presentation.

Secretary Annie Chang Long is happy the Library has expanded its hours and expressed appreciation to Library staff.

Trustee F.J. Pratt was impressed with the Library's online and social media presence. He noted updates are made daily and do a great job of promoting the Library and its services. Trustee Pratt was fascinated to learn about the South Pasadena's solar panels in Local History Librarian Radbill's presentation.

9. Council Liaison (Councilmember Diana Mahmud): Councilmember Mahmud suggested Olivia's presentation could be part of the Library's outreach and education efforts in the period leading up to the general election. Councilmember Mahmud will meet with the City Manager and Finance Director to go over the proposed City Budget. On 4/27/22, the City Council will hold a Special Meeting regarding the City's water infrastructure. A preliminary report on the budget will also be discussed at that Special Meeting.

10. Friends of the Library Representative (Friends Board Representative Sally Kilby): The Friends met with their fund manager to discuss investment goals. The Friends have safe investments, but may consider taking more risk in the future.

The Friends purchased a 360-degree video camera to help with hybrid virtual/in-person meetings. The Friends will allow the Library to use the camera. .

The Friends have applied to Jericho Road for assistance with website design, developing a business plan, and a future board retreat.

The Friends Board meetings may alternate from days to evenings to accommodate members' work schedules.

Three Friends Bookstore volunteers and Friends Board President Ellen Torres received Volunteer of the Year acknowledgements for their respective years at the Volunteer Recognition Tea.

The Friends donated flowers, treats, and gift cards to Library staff in honor of Library Appreciation Week.

A surplus of funds entrusted to the Friends from the 2015 Measure L campaign were transferred to the existing Measure L campaign.

The Friends Membership Drive has yielded \$16K and they now have 166 active members.

The Friends newsletter comes out every month.

The Friends Bookstore is open five days a week. February sales were \$2,500. Nearly \$6K has been raised in 2022. Better signage for the Last Chance books is under consideration. Descriptions of the auction items are on the Friends website and advertised in the Friends newsletter.

Two concerts remain for this season of the Restoration Concert Series. There will be an additional concert in January 2023 to make up for a canceled concert.

11. Trustee Liaison to Friends (Bianca Richards): Vice President Richards had nothing to add.

12. Library Director (Cathy Billings): Director Billings circulated a thank you note from former Restoration Concert Chair Kay Rosser regarding the Volunteer Recognition Tea.

NEW BUSINESS: President Dean Serwin will not be available for the 5/12/22 Trustees meeting. Vice President Bianca Richards will serve in his place.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, May 12, 2022 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference via Zoom.

ADJOURNMENT: President Dean Serwin adjourned the regular meeting of the Library Board of Trustees on April 14, 2022 at 8:31 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: May 12, 2022
FROM: Cathy Billings, Library Director
SUBJECT: Direction Regarding Library Special Tax Renewal

Recommendation

It is recommended that the Library Board of Trustees:

1. Make a recommendation to the City Council to place a question on the ballot of the November 8, 2022 General Municipal Election asking voters to extend the Library Special Tax for 5 or 7 years.

Background

On June 7, 1994, South Pasadena voters established the City of South Pasadena's Library Special Tax. The Library Special Tax was renewed by voters in 1999, 2005, and 2009. On November 3, 2015, voters again approved an extension of the Tax through June 30, 2024, with a 33% rate increase in Fiscal Year 2016-2017 and an increase in each of the subsequent years based on any increase in the Consumer Price Index for All Urban Consumers (CPI-U) for the Los Angeles-Riverside-Orange County Statistical Area. The current tax is in effect until June 30, 2024.

November 8, 2022 is the date of the next General Municipal Election. Placing the Measure on the November 8, 2022 ballot would enable voters to have the possibility of renewing the measure to allow Library funding from the Special Tax initiative to continue.

Funding from the Special Tax, which in Fiscal Year 2021-2022 was approximately 20% of the Library's budget, enables the Library to provide a full range of programs and services 7 days a week, and to be open to the public for 58 hours each week. The Library serves people from all walks of life and socio-economic backgrounds, and is a community resource for literacy, lifelong learning, recreation, and professional development. In a typical year, more than 20,000 customers visit each month, and items for reading, viewing and listening are checked-out more than 250,000 times. Reference librarians connect people to information and plan engaging cultural and literary events. The Local History Collection preserves material related to South Pasadena for the benefit of current and future generations. The Children's Room supports literacy and promotes a love of reading with regular story times and a robust Summer Reading Program. The Library also provides public computers, free high-speed Wi-Fi and an array of digital resources that are available to the public 24/7.

Analysis

Any revenue generated by the Library Special Tax can only be used for the maintenance, operating, and administrative costs of the Library. That restricted use of the Library Special Tax revenue would continue to apply if the measure is adopted.

The annual rates for the Special Tax would continue to increase annually based on any increase in the Consumer Price Index for All Urban Consumers (CPI-U) prepared by the Bureau of Labor Statistics of the United States Department of Labor for the Los Angeles-Riverside-Orange County Statistical Area.

The Required Amount, which is the amount that the City must budget in a given year for Library maintenance, operations, and administration, would continue to increase annually based on any increase in the CPI-U for the Los Angeles-Riverside-Orange County Statistical Area.

The following types of property would remain exempt from the tax:

1. Parcels owned by charitable or community service organizations or churches that qualify for an exemption from ad valorem taxation under California law.
2. Vacant parcels.
3. Parcels owned by the federal, state or local government, or any state or local agency.
4. Any owner who has income, adjusted for family size, at or below eighty percent (80%) of the area median income as determined under the Section 8 Income Limits for Los Angeles County. (These limits are published by the U.S. Department of Housing and Urban Development).

The term of the Special Tax, if approved by two-thirds (2/3) of the voters voting on the measure, would go into effect July 1, 2024 and remain in effect until June 30, 2029 or June 30, 2031 depending on whether the term proposed to the voters is 5 years or 7 years.

The Special Tax will continue to be collected by the Los Angeles County Assessor in the same manner as property taxes.

Fiscal Impact

In Fiscal Year 2021-2022 the Library Special Tax provided approximately \$365,000 to the Library Budget to pay for the maintenance, operating, and administrative costs of the Library. If the Special Tax expires June 30, 2024 and is not renewed all funding for the Library going forward would need to come from the City's general fund. Cuts to Library programs and services would be likely.

The tax per residential parcel in Fiscal Year 2020-2021 ranged from \$37.05 to \$74.10, based on parcel size. The tax per multifamily dwelling unit was \$18.52. The tax per non-residential parcel ranged from \$37.05 to \$148.20.

In order to qualify to receive the Special Tax revenue in a given fiscal year, the City must budget and appropriate a minimum Required Amount to provide for all the elements of a foundation program of library services. The Required Amount is calculated by applying annual CPI-U increases to a base amount (\$760,529) established in the first year of the Special Tax (1994). In Fiscal Year 2021-2022 the Required Amount was \$1,453,457.95. The City budgeted \$1,846,686 for the Library, exceeding the minimum Required Amount by more than \$396,000.

If in any year the City Council does not budget and appropriate the minimum Required Amount as required by the ordinance then the tax which may be levied in the immediately following fiscal year shall be decreased proportionally.

Any surplus amounts raised by the Special Tax in any one year may only be used for the purposes described in South Pasadena Municipal Code Section 2.89-4, and must be carried over to the following fiscal year. The existence of a surplus in one year must be considered by the City in levying the Special Tax for the next year.

Alternatives Considered

City staff considered the option of posing to the voters that the parcel tax remain in effect until otherwise terminated by majority vote of the electorate in South Pasadena. It was felt that a measure proposing a tax in perpetuity at this time may not be palatable in the current economic climate, which is still disrupted by the pandemic and is facing projected increases in inflation. Despite the tax's significant support historically staff are concerned that without undertaking more electorate research and polling to determine whether a tax in perpetuity would be supported, we may be putting the passage of the measure at risk if we propose an evergreen tax.

Attachments:

1. Special Tax History Summary
2. Special Tax Ballot Measure Questions
3. Parcel Tax Rates Projection
4. Required Amount Projection

ITEM 4
Attachment 1

Special Tax History

Compiled by CB – 4/14/2021 (updates: 5/6/2022)

Ordinance	Reso Placing on Ballot	Ord. No.	Election	Term	Expiration	Yes	No	% Approval
July 6, 1994 (Adopted)	6235	2025	June 7, 1994	5 FYs	June 30, 1999	3,653	1,662	68.73%
March 16, 1999 (Extended)	6549	2065	March 2, 1999	6 FYs	June 30, 2005	2,833	419	87.12%
March 16, 2005 (Extended)	6812	2133	March 8, 2005	6 FYs	June 30, 2011	3,717	728	83.62%
December 2, 2009 (Extended)	7057	2196	November 3, 2009	5 FYs	June 30, 2016	3,031	758	79.99%
December 2, 2015 (Extended + inflation adj.)	7408	2288	November 3, 2015	8 FYs	June 30, 2024	2,933	653	81.79%
TBD			November 8, 2022					

Library Special Tax Ballot Questions

1994

(passage: 68.73%)

“Shall the ordinance proposing a five (5) year library special tax to maintain current library services be adopted?”

1999

(passage: 87.12%)

“Shall the ordinance extending the Library Special Tax to June 30, 2005 in order to provide funding of the maintenance and operations of the South Pasadena Public Library at the current level of library services be adopted?”

2005

(passage: 83.62%)

“Shall the ordinance extending the Library Special Tax to June 30, 2011 in order to provide funding of the maintenance and operations of the South Pasadena Public Library at the current level of library services be adopted?”

2009

(passage: 79.99%)

"Shall an ordinance be adopted extending the Library Special Tax, which is due to expire on June 30, 2011, for an additional 5 years until June 30, 2016, to provide funding for the maintenance and operations of the South Pasadena Public Library at the current level of library services?"

2015

(passage: 81.79%)

“To keep the South Pasadena Public Library open every day and to help update its technology, shall an ordinance be adopted extending the Library Special Tax for 8 years; setting the rate for homeowners at \$32-\$64/year depending on residential square footage; for non-residential property owners at \$32-\$128/year based on lot size and for multi-family property owners at \$16/unit; and adding an annual Los Angeles Consumer Price Index adjustment?”

2022

**ITEM 4
Attachment 3**

LIBRARY PARCEL TAX PROJECTIONS

FY	Single Fam up to 2000	Single Fam 2001- 4000	Single Fam 4001+	Multi-fam (per unit)	Non-Res up to 1/4 acre	NR 1/4- 1/2 acre	NR 1/2- 3/4 acre	NR 3/4+ acre	Actual & Estimated CPI
16/17	32.00	48.00	64.00	16.00	32.00	64.00	96.00	128.00	
17/18	32.70	49.05	65.41	16.35	32.70	65.41	98.11	130.81	2.196%
18/19	34.02	51.02	68.03	17.01	34.02	68.03	102.05	136.06	4.014%
19/20	35.15	52.73	70.30	17.58	35.15	70.30	105.45	140.60	3.336%
20/21	35.63	53.44	71.26	17.81	35.63	71.26	106.89	142.52	1.363%
21/22	37.05	55.58	74.10	18.53	37.05	74.10	111.15	148.20	3.990%
22/23	39.64	59.47	79.29	19.82	39.64	79.29	118.93	158.58	7.000%
23/24	40.83	61.25	81.67	20.42	40.83	81.67	122.50	163.34	3.000%
24/25	42.06	63.09	84.12	21.03	42.06	84.12	126.18	168.24	3.000%
25/26	43.32	64.98	86.64	21.66	43.32	86.64	129.96	173.28	3.000%
26/27	44.62	66.93	89.24	22.31	44.62	89.24	133.86	178.48	3.000%
27/28	45.96	68.94	91.92	22.98	45.96	91.92	137.88	183.84	3.000%
28/29	47.34	71.01	94.68	23.67	47.34	94.68	142.01	189.35	3.000%
29/30	48.76	73.14	97.52	24.38	48.76	97.52	146.27	195.03	3.000%
30/31	50.22	75.33	100.44	25.11	50.22	100.44	150.66	200.88	3.000%
31/32	51.73	77.59	103.45	25.86	51.73	103.45	155.18	206.91	3.000%
32/33	53.28	79.92	106.56	26.64	53.28	106.56	159.84	213.12	3.000%
33/34	54.88	82.32	109.76	27.44	54.88	109.76	164.63	219.51	3.000%
34/35	55.98	83.96	111.95	27.99	55.98	111.95	167.93	223.90	2.000%
35/36	57.09	85.64	114.19	28.55	57.09	114.19	171.28	228.38	2.000%
36/37	58.24	87.35	116.47	29.12	58.24	116.47	174.71	232.95	2.000%
37/38	59.40	89.10	118.80	29.70	59.40	118.80	178.20	237.61	2.000%
38/39	60.59	90.88	121.18	30.29	60.59	121.18	181.77	242.36	2.000%
39/40	61.80	92.70	123.60	30.90	61.80	123.60	185.40	247.20	2.000%
40/41	63.04	94.56	126.07	31.52	63.04	126.07	189.11	252.15	2.000%
41/42	64.30	96.45	128.60	32.15	64.30	128.60	192.89	257.19	2.000%
42/43	65.58	98.38	131.17	32.79	65.58	131.17	196.75	262.34	2.000%
43/44	66.90	100.34	133.79	33.45	66.90	133.79	200.69	267.58	2.000%

5 year extension

7 year extension

**ITEM 4
Attachment 4**

Library Maintenance of Effort Calculations

CPI-U (June Eff. 7/1)		Change	FY	Required Amount	Adopted Budget	Amount Over
Target per S.P.M.C. Sec. 2.89-5(b)(1)				982,000.00		
FY 1994-1995 Budgeted Special Tax				<u>(221,471.00)</u>		
Base Required Amount				760,529.00		
1994	151.300		1995			
1995	154.800	N/A	1996	760,529.00		
1996	156.700	1.227%	1997	769,863.66		
1997	159.400	1.723%	1998	783,128.70		
1998	162.200	1.757%	1999	796,885.04		
1999	165.400	1.973%	2000	812,606.57		
2000	171.000	3.386%	2001	840,119.24		
2001	178.900	4.620%	2002	878,931.77		
2002	181.900	1.677%	2003	893,670.70		
2003	186.300	2.419%	2004	915,287.81		
2004	193.700	3.972%	2005	951,643.85		
2005	200.700	3.614%	2006	986,034.69		
2006	211.100	5.182%	2007	1,037,129.66		
2007	217.273	2.924%	2008	1,067,457.48	1,424,769	\$ 357,312
2008	229.033	5.413%	2009	1,125,234.10	1,508,795	\$ 383,561
2009	223.906	0.000%	2010	1,125,234.10	1,555,283	\$ 430,049
2010	225.877	0.880%	2011	1,135,139.31	1,622,352	\$ 487,213
2011	232.328	2.856%	2012	1,167,558.65	1,631,209	\$ 463,650
2012	236.025	1.591%	2013	1,186,137.84	1,528,146	\$ 342,008
2013	239.223	1.355%	2014	1,202,209.31	1,525,231	\$ 323,022
2014	243.528	1.800%	2015	1,223,843.98	1,533,656	\$ 309,812
2015	245.459	0.793%	2016	1,233,548.17	1,581,277	\$ 347,729
2016	249.789	1.764%	2017	1,255,308.48	1,538,832	\$ 283,524
2017	255.275	2.196%	2018	1,282,878.24	1,716,477	\$ 433,599
2018	265.522	4.014%	2019	1,334,374.28	1,754,789	\$ 420,415
2019	274.380	3.336%	2020	1,378,889.94	1,874,491	\$ 495,601
2020	278.121	1.363%	2021	1,397,690.25	1,568,181	\$ 170,491
2021	289.218	3.990%	2022	1,453,457.95	1,849,686	\$ 396,228
2022	295.002	7.000%	2023	1,555,200.01	PROJECTION	
2023	300.902	3.000%	2024	1,601,856.01		
2024	306.920	3.000%	2025	1,649,911.69		
2025	313.059	3.000%	2026	1,699,409.04		
2026	319.320	3.000%	2027	1,750,391.31		
2027	325.706	3.000%	2028	1,802,903.05		
2028	332.221	3.000%	2029	1,856,990.14	5 year extension	
2029	338.865	3.000%	2030	1,912,699.84		
2030	345.642	3.000%	2031	1,970,080.84	7 year extension	
2031	352.555	3.000%	2032	2,029,183.26		
2032	359.606	3.000%	2033	2,090,058.76		
2033	366.798	3.000%	2034	2,152,760.52		
2034	374.134	2.000%	2035	2,195,815.73		
2035	381.617	2.000%	2036	2,239,732.05		
2036	389.249	2.000%	2037	2,284,526.69		
2037	397.034	2.000%	2038	2,330,217.22		
2038	404.975	2.000%	2039	2,376,821.57		
2039	413.075	2.000%	2040	2,424,358.00		
2040	421.336	2.000%	2041	2,472,845.16		
2041	429.763	2.000%	2042	2,522,302.06		
2042	438.358	2.000%	2043	2,572,748.10		
2043	447.125	2.000%	2044	2,624,203.07		
2044	456.068	2.000%	2045	2,676,687.13		

South Pasadena Public Library Operations Study
STATUS REPORT
May 12, 2022

TECHNOLOGY		May 12, 2022
Recommendation	Status	
Fiber optic connection to the library	✓	
Improve the library's WiFi network	✓	
Provide guest passes for Internet only users	✓	
Upgrade PCs to run current operating system	✓	
Install self-checkout stations	✓	
Expand the Library's social media presence	✓	
Increase Internet workstations to reach a target of one for every 1,000 residents	Stalled	
Create an information technology upgrade/replacement budget category	Compromise	
Dedicate a computer workstation for patrons to register for a library card	Rejected	
Install equipment to allow patrons to pay for library fees using a credit card	Not Achieved	
Reinvent the Library's Website as a full-service eBranch	In Progress	
Purchase/license a library services app	✓	
Broaden the distribution of library programs	In Progress	
Explore the possibility of sharing an integrated library system	Rejected	
Implement RFID (for theft prevention, collection management, materials handling)	Stalled	

MATERIALS		
Recommendation	Status	
Immediately reduce the number of books to "right size" collection; continue to refresh at least 6-8% of book collection annually	✓	
Integrate the reference collection into the general collection	✓	
Donated materials should not be added to the collection	✓	
Reduce the number of print magazine subscriptions	✓	
Increase the number of eBooks	✓	
Offer 50-60% of the audio (non-music) collection in downloadable digital format	✓	
Transition from music CDs to a streaming and/or download service	Rejected	
Revise the library's Collection Development Policy	In Progress	

FACILITIES		
Recommendation	Status	
Have staff participate in a design charrette	✓	
Solve the flooding problem	✓	
Consolidate public service desks to a single service point	Compromise	
Remodel the existing first floor space as a short-term goal	Stalled	
Prepare a major space allocation study	Stalled	
The Friends of the Library need display shelving	Compromise	
Install a large screen display monitor near the exit of the library	Not Achieved	
Provide additional parking	Stalled	

YOUTH SERVICES	
Recommendation	Status
Staff should maintain its strong liaison with the local elementary, middle and high schools	✓
Offer more programs for teens	✓
Create a shared online catalog with the local schools	Rejected

OPERATIONS	
Recommendation	Status
Stop repairing books	✓
The library should be open Thursday night	✓
The library should have its own Facebook page and be more active in social media	✓
Adopt an automatic shipment program for new acquisitions	Rejected
Order all materials with full processing and cataloging provided	Compromise
Capture the contact information of those who attend programs	Stalled
Translate the Welcome Brochure	Not Achieved
Consider offering multiple colorful library cards	✓

ORGANIZATIONAL STRUCTURE	
Recommendation	Status
The Library Board of Trustees and City should endorse and adopt the recommended Library Organizational Chart	✓
The librarians and selected staff should be provided with the necessary tools to provide roving service	Rejected
Hire tech savvy staff to provide computer support services	✓
Stop providing reference services at a dedicated reference desk	Compromise
The Public Services Manager should reach out to nursery schools, church schools, clubs, homeschoolers, and other community organizations	✓
Library staff should be creating original content to post on the library website and social media	✓

FINANCE	
Recommendation	Status
The Library Board of Trustees should explore creating a Library Foundation	✓
Write off the fines of users that have not used the library in more than 3 years	✓
The Library Board of Trustees should develop a policy with the City that encourages entrepreneurship	Not Achieved

USING DATA	
Recommendation	Status
Immediately start to gather outcome data for library programs	Stalled
Develop a set of performance measures to report to the Board of Trustees	In Progress
Do more to retain customers	In Progress
Send out overdue notices and reminder notices via email	✓
Use a continuous customer satisfaction survey	Not Achieved

South Pasadena Public Library 2017-2022 Strategic Plan
STATUS REPORT
May 12, 2022

COMMUNITY HUB

Objectives	Status
Broaden adult program offerings and audience - including single adult and senior programs	Compromise
Make local history more prominent and accessible online and in the library (archive)	✓
Provide digital training	Not Achieved
Revitalize the Book Discussion Group	Rejected
Focus on local South Pasadena culture	In Progress

YOUNG MINDS

Objectives	Status
Continue to provide Kindergarten readiness pre-school activities	✓
Provide a Summer Reading Program each year	✓
Increase the number of tween and teen programs	✓
Provide weekend programs for children	✓
Engage learners and enhance knowledge by delivering STEAM programs	Compromise

CONTEMPORARY TECHNOLOGY

Objectives	Status
Improve bandwidth connectivity and WiFi	✓
Provide more electrical outlets and computers	✓
Provide e-mail notices, reminders and announcements	✓
Provide access to the newest technological tools	In Progress
Install laptop-iPad checkout machine	In Progress
Install RFID, self-checkout machines, and a return sorting system	Stalled

MY LIBRARY

Objectives	Status
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.	✓
Continually refresh the "right sized" collection	✓
Capture library metrics that focus on outcomes and customer satisfaction	Stalled
Integrate customer feedback	In Progress
Offer customer-driven services	✓
Provide a variety of spaces (quiet and noisy)	✓
Engage an architect to re-image the library once the Senior Center space becomes available	Stalled

COMMUNITY AWARENESS

Objectives	Status
Develop new methods for publicizing library services	✓
Market library services to all members of the community	✓
Demonstrate the value of the library to residents	In Progress
Use social media more effectively	✓
Develop content for the website and social media	✓
Create a Library Foundation that will focus on raising capital and technology improvement funds	Compromise
Partner with the City to address the lack of library parking	Stalled

GROW OUR TEAM

Objectives	Status
Hire an assistant library director and fill vacant positions	✓
Provide opportunities for staff to improve their skills in emerging technology, design thinking, and continuous process improvement	✓
Provide financial support for staff participation at library conferences and in-house skills-based training	✓
Encourage staff to participate in the community events	✓

LIBRARY OPERATIONS UPDATE

Library Citywide Reading Program – Title Selection Committee Announced

This fall the South Pasadena Public Library is celebrating art, culture, and reading with its [One City One Story](#) (OCOS) citywide reading program. This year’s theme is “Life in Art”. Between May and August a selection committee will review a shortlist of titles and narrow it down to two books which the public will vote on in September. The winner of the public vote will be announced as the OCOS 2022 book. The selection committee is made up of distinguished members of our community, representing some of our most important civic organizations. Members are:

- Lynne Heffley, South Pasadena Arts Council
- Lorrie Dieckmann, South Pasadena Community Garden
- Gina Atkinson, South Pasadena Beautiful
- Kathy Selders, Rotary Club of South Pasadena
- Rachel Fox, South Pasadena Senior Citizen Commission
- Ron Koertge, South Pasadena Poet Laureate
- Mark Gallatin, South Pasadena Preservation Foundation
- Ellen Torres, Friends of the South Pasadena Public Library
- Bianca Richards, South Pasadena Public Library Board of Trustees
- Dean Serwin, South Pasadena Public Library Board of Trustees

Library Teen Advisory Board Update

Teen Advisory Board (TAB) is in the process of wrapping up their spring 2022 semester at the library. 15 members met both in-person and virtually throughout the spring semester. TAB hosted local poet and writer, Suzanne Lummis, who led a poetry writing workshop for the teens of South Pasadena as part of National Poetry Month. TAB also planned the upcoming Crafternoon event for teens, which will be held on May 11, 2022, from 4:00 p.m. – 5:00 p.m in Library Park. Throughout the semester, TAB members provided support for the Library by assisting the Children’s department with the weekly Craft Lab program. This semester and last, TAB partnered with the Friends of the Library on a year-long project to launch a [Little Free Library](#) near the Oxley Street library entrance. In the fall TAB did research and drafted a proposal for the Little Free Library project, which was approved by the Friends and the Library. This May, with some assistance from Public Works, TAB members will decorate and install the Little Free Library.

Library Open House



Pride Month Program



Summer Reading Program

Back to in-person. Theme: Read Beyond the Beaten Path! People of all ages are invited to sign up for the Summer Reading Program. The Summer Reading Program (SRP) is our annual celebration of reading, packed with in-person programs and prizes earned by tracking time spent reading using the Beanstack app. Programs for Children include storytimes, Origami Club, Newbery Book Club, and Wonderful Wednesday events. Website still under development: www.southpasadenaca.gov/srpinfo. Sponsored by the Friends of the South Pasadena Public Library.

Dates: Wednesday, June 1 - Saturday, July 30

Pre-Registration: Monday, May 23 - Tuesday, May 31

Library Visitation Statistics

At the April meeting Trustee Richards requested information about library visitation statistics as they relate to the expanded hours that began on April 4th. We did see an increase from March to April.

2021/2022

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Library Cards Issued	180	213	215	186	180	142	176	177	195	236
Gate Count	8,013	9,234	10,276	10,064	9,010	7,557	9,035	8,492	11,020	12,655

Visitation remains lower than pre-pandemic:

2019/2020

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Library Cards Issued	308	345	375	276	229	177	263	255	124	20
Gate Count	23,259	22,569	21,043	22,650	18,170	15,676	19,758	18,182	9,744	-

Library Circulation Statistics

Average monthly circulation:

July 2019-February 2020 = 24,462

July 2021-February 2022 = 22,359

Circulation is also not back up to pre-pandemic levels. The current fiscal year numbers include auto-renewals, as well, so that inflates the number.