



## Additional Documents Distributed for the Library Board of Trustees Meeting of January 11, 2024

Item No.	Agenda Item Description	Distributor	Document
4.	MINUTES OF DECEMBER 14, 2023 TRUSTEE MEETING	Cathy Billings	Minutes
5.	QUARTERLY LIBRARY BUDGET UPDATE	Cathy Billings	Staff Report
6.	COMPREHENSIVE SITE PLANNING PROJECT	Cathy Billings	Staff Report
8.	LIBRARY BOARD OF TRUSTEES 2024 AGENDA FORECAST	Cathy Billings	Staff Report



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

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

**CALL TO ORDER:**

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Dean Serwin on Thursday, December 14, 2023, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

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

**ABSENT**

Library Director	Cathy Billings
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Sean Faye, Library Administrative Secretary, announced a quorum.

**CITY STAFF PRESENT:**

Barbara Posner, Support Services Manager; Janet Braun, Council Liaison; Sean Faye, Library Administrative Secretary; were present at Roll Call. The Friends of the Library Board representative presented reports or responded to questions as indicated in the minutes.

**PUBLIC COMMENT**

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

In Person Comments:

None.

**PRESENTATIONS**

**2. CALIFORNIA LIBRARY SERVICES ACT AND COOPERATIVE LIBRARY SYSTEMS**

Support Services Manager Barbara Posner shared a power point presentation and discussed the California Library Services Act and Cooperative Library Systems structure.

[Secretary Annie Chang Long arrived at the Library Board of Trustees meeting at 7:15 p.m.]

## **ACTION/DISCUSSION**

### **3. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

None.

### **4. APPROVAL OF MINUTES OF NOVEMBER 9, 2023 LIBRARY BOARD OF TRUSTEES MEETING**

#### Recommendation

It is recommended that the Board review and consider approval of the November 9, 2023, Meeting Minutes.

#### **COMMISSION ACTION AND MOTION**

**A motion was made by Vice President Richards, seconded by Trustee Gross, and approved by roll call vote to approve Item No. 4 as presented by staff. The motion carried 3-0-2 by the following vote:**

**AYES:** Gross, Pearson, Richards

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** Long, Serwin.

### **5. APPROVAL OF 2024 MEETING DATES**

#### Recommendation

It is recommended that the Board review and approve the Meeting Dates for 2024.

#### **COMMISSION ACTION AND MOTION**

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

**AYES:** Gross, Long, Pearson, Richards, Serwin

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None.

### **6. APPROVAL OF 2024 LIBRARY CLOSURES IN ADDITION TO CITY HOLIDAYS**

#### Recommendation

It is recommended that the Board review and approve 2024 Library closures that are in addition to the holiday closures recognized by the City.

**COMMISSION ACTION AND MOTION**

Secretary Long noted the example provided for the holiday schedule indicated it was for 2023, when it should have been listed as 2024. A motion was made by Vice President Richards, seconded by Trustee Gross, and approved by roll call vote to approve Item No. 6, as amended by staff. The motion carried 5-0 by the following vote:

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

**7. DATE FOR VOLUNTEER RECOGNITION EVENT****Recommendation**

It is recommended that the Board select a date for the Volunteer Recognition Event.

**COMMISSION ACTION AND MOTION**

The morning of Tuesday, April 9, 2024 was selected as the date for the Volunteer Recognition Event. The Board discussed a possible conflict with the holiday Eid al-Fitr, but it was determined the holiday will officially begin at sundown that evening. A motion was made by Trustee Gross, seconded by Secretary Long, and approved by roll call vote to approve Item No. 7 as presented by staff. The motion carried 5-0 by the following vote:

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

**8. LIBRARY POLICY REVIEW PROJECTS STATUS UPDATE****9. LIBRARY OPERATIONS UPDATE****COMMUNICATIONS****10. BOARD PRESIDENT COMMUNICATIONS**

Library Board President Serwin's term on the Library Board of Trustees is due to expire. He has applied to be reappointed. He said it has been an honor, a privilege, and a joy to serve as President and thanked the Board, Library staff, and the Friends. He also enjoyed attending the Friends Holiday Luncheon.

**11. BOARD MEMBER COMMUNICATIONS**

Vice President Richards expressed hope that President Serwin will be reappointed as a member of the Library Board of Trustees. She said the Friends Holiday Booksale was wonderful and very well organized, in addition to being very profitable.

Secretary Long thanked President Serwin for all that he accomplished as President, as well as his professionalism.

Trustee Gross thanked President Serwin for his service to the Board and his leadership.

Trustee Pearson enjoyed the Friends Holiday Luncheon and the opportunity to meet members of the Friends.

#### **12. COUNCIL LIAISON COMMUNICATIONS**

City Council Liaison Braun announced that the Library patio furniture will be installed next month. The appointment of an ad hoc committee, including members of the community, for the Master Planning of a new library building is on the agenda for the 12/20/23 City Council meeting. She thanked the Board for their dedication and commented that the Library is a jewel of this community.

#### **13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS**

Friends Board President Ellen Torres said the nominating committee presented the next slate of officers at their holiday luncheon. Many positions will be filled by younger members under the age of 35. The bylaws, budget, and policies were presented and will be voted on at the annual meeting in January. Friends Bookkeeper Rose Baron will retire after 11 years of service. The Finance Committee meets every month. Membership has been much lower, but that is consistent with other organizations. The Friends Holiday Book Sale raised \$7,500. Through November, the Friends Bookstore has raised \$40,602.93, mainly from the sale of \$0.25 and \$0.50 books. The next Restoration Concert is 1/28/2024. Communications have been very strong and there was a lot of publicity for the Friends Holiday Book Sale.

#### **14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**

Vice President Richards was not able to attend the Friends Holiday Luncheon.

#### **15. LIBRARY DIRECTOR COMMUNICATIONS**

Support Services Manager Posner noted that the 12/20/23 Council agenda item regarding the site planning Ad Hoc committee had been published that evening, and encouraged Trustees to read it.

**PUBLIC COMMENT - CONTINUED**

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

None.

#### **ADJOURNMENT**

There being no further matters, President Serwin adjourned the meeting of the Library Board of Trustees at 7:58 P.M. to the next Regular Library Board of Trustees meeting scheduled for January 11, 2024.

Respectfully submitted:

\_\_\_\_\_  
Sean Faye  
Staff Liaison, Library Administrative Secretary

APPROVED:

\_\_\_\_\_  
Dean Serwin  
President

ATTEST:

\_\_\_\_\_  
Sean Faye  
Staff Liaison, Library Administrative Secretary

*Approved at Commission Meeting: February 8, 2024*



# Library Board of Trustees Agenda Report

ITEM NO. 5

**DATE:** January 11, 2024  
**FROM:** Cathy Billings, Library Director  
**SUBJECT:** Quarterly Library Budget Report

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## Recommendation

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

## Background

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

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

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

The attached budget report shows the adopted budget, actual expenditures, encumbered funds, and available balances, in both dollars and percent of budget, for the first two quarters of the fiscal year (July 1, 2023 to December 31, 2023).

## Discussion/Analysis

The Library is on track with its spending for the fiscal year. At this mid-year point, we should expect to have spent approximately 50% of our budget. As of December 31, 2023 we have 49.85% of our budget remaining to spend. There are certain accounts where the majority of expenses are incurred—or the budgeted funds are encumbered—at the beginning of the fiscal year, so these will show percentage very little budget remaining at mid-year. Examples of accounts that we would expect to have little funds remaining include Digital Resources (101-8010-8011-8031), Books/DVDs/CDs (101-8010-8011-8080), E-Books (101-8010-8011-8083), and Contract Services (101-8010-8011-8180). Items of note are included in the table below.

<b>Account</b>	<b>Budget</b>	<b>% of budget available as of 12/31/2023</b>	<b>Note</b>
101-8010-8011-7000	Permanent Salaries	56.84%	All full-time positions filled. More than 50% remains because of previous vacancy.
101-8010-8011-7010	Part-time Salaries	62.19%	Underspent due to vacancies. We expect to expend these funds this fiscal year.
101-8010-8011-7100-010	CalPERS UAL	-0.90%	The City pays CalPERS unfunded accrued liability (UAL) in a lump sum at the beginning of the fiscal year to take advantage of a saving incentive offered by CalPERS.
101-8010-8011-8020	Special Department Expense	16.06%	Low amount remaining is due to funds that have been encumbered related to the Sustainability Grant. At a future Council meeting a staff report will recommend that the grant funds be appropriated to this budget, which will bring this number back to where we would expect it to be at mid-year.
101-8010-8011-8151	CENIC Wi-Fi Expenses	-19.54%	This balance is negative due to an accounting error, which has been corrected.
101-8010-8011-8500	Buildings & Improvements	100.00%	The projects these funds are designated for have not begun, including patio tables installation and Teen area improvements.
101-8010-8011-8520	Machinery & Equipment	100.00%	The projects these funds are designated for have not begun, including ADA exterior book drops and Teen area furniture.

**Fiscal Impact**

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

Attachment:

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



**ATTACHMENT**

General Ledger Expenditure vs Budget with  
Encumbrance (Library Department)

General Ledger  
Expenditure vs Budget with  
Encumbrance



User: cbillings  
Printed: 1/8/2024 5:04:26 PM  
Period 01 - 06  
Fiscal Year 2024

Account Number	Description	Budget	Actual	End Bal	Variance	Encumbered	Avail	% Avail
<b>101</b>	<b>General Fund</b>							
8010	Library							
101-8010-8011-7000-000	Salaries - Permanent	904,837.00	390,558.78	390,558.78	514,278.22	0.00	514,278.22	56.84
101-8010-8011-7010-000	Salaries - Temp Part	360,000.00	136,130.39	136,130.39	223,869.61	0.00	223,869.61	62.19
101-8010-8011-7020-000	Overtime	0.00	24.32	24.32	-24.32	0.00	-24.32	0.00
101-8010-8011-7040-000	Holiday	13,598.00	405.69	405.69	13,192.31	0.00	13,192.31	97.02
101-8010-8011-7070-000	Leave Buyback	18,553.00	0.00	0.00	18,553.00	0.00	18,553.00	100.00
101-8010-8011-7100-000	Retirement	100,577.00	45,763.77	45,763.77	54,813.23	0.00	54,813.23	54.50
101-8010-8011-7100-010	CalPERS UAL	153,309.00	154,682.44	154,682.44	-1,373.44	0.00	-1,373.44	-0.90
101-8010-8011-7108-000	Deferred Compensation	8,947.00	3,671.67	3,671.67	5,275.33	0.00	5,275.33	58.96
101-8010-8011-7110-000	Workers Compensation	19,762.00	6,167.60	6,167.60	13,594.40	0.00	13,594.40	68.79
101-8010-8011-7130-000	Group Health Insurance	154,200.00	53,715.00	53,715.00	100,485.00	0.00	100,485.00	65.17
101-8010-8011-7140-000	Optical Insurance	2,174.00	943.00	943.00	1,231.00	0.00	1,231.00	56.62
101-8010-8011-7150-000	Dental Insurance	7,840.00	3,457.25	3,457.25	4,382.75	0.00	4,382.75	55.90
101-8010-8011-7160-000	Life Insurance	990.00	420.43	420.43	569.57	0.00	569.57	57.53
101-8010-8011-7170-000	FICA - Medicare	66,051.00	13,778.44	13,778.44	52,272.56	0.00	52,272.56	79.14
101-8010-8011-8000-000	Office Supplies	7,500.00	1,779.65	1,779.65	5,720.35	0.00	5,720.35	76.27
101-8010-8011-8010-000	Postage	2,200.00	0.00	0.00	2,200.00	0.00	2,200.00	100.00
101-8010-8011-8020-000	Special Department Expense	22,500.00	12,876.74	12,876.74	9,623.26	6,010.65	3,612.61	16.06
101-8010-8011-8030-000	Library Periodicals	7,100.00	3,827.28	3,827.28	3,272.72	0.00	3,272.72	46.09
101-8010-8011-8031-000	Digital Resources	20,000.00	7,908.81	7,908.81	12,091.19	12,000.00	91.19	0.46
101-8010-8011-8050-000	PrintingDuplicating	4,500.00	1,060.78	1,060.78	3,439.22	0.00	3,439.22	76.43
101-8010-8011-8060-000	Dues & Memberships	5,400.00	2,981.00	2,981.00	2,419.00	0.00	2,419.00	44.80
101-8010-8011-8070-000	Mileage Reimbursement	100.00	12.53	12.53	87.47	0.00	87.47	87.47
101-8010-8011-8080-000	BooksDVDsCDs	110,000.00	32,300.82	32,300.82	77,699.18	74,982.08	2,717.10	2.47
101-8010-8011-8083-000	E-Books	36,000.00	20,623.42	20,623.42	15,376.58	15,376.58	0.00	0.00
101-8010-8011-8090-000	Conference & Meeting Expense	6,845.00	387.48	387.48	6,457.52	0.00	6,457.52	94.34
101-8010-8011-8110-000	Equipment Maintenance	3,000.00	932.13	932.13	2,067.87	0.00	2,067.87	68.93
101-8010-8011-8120-000	Building Maintenance	6,250.00	1,549.99	1,549.99	4,700.01	0.00	4,700.01	75.20
101-8010-8011-8151-000	CENIC WiFi Expenses	11,500.00	4,425.33	4,425.33	7,074.67	9,322.12	-2,247.45	-19.54
101-8010-8011-8155-000	Equipment Leasing	450.00	216.12	216.12	233.88	0.00	233.88	51.97
101-8010-8011-8170-000	Professional Service	10,000.00	4,718.50	4,718.50	5,281.50	4,006.50	1,275.00	12.75
101-8010-8011-8180-000	Contract Services	84,050.00	79,603.60	79,603.60	4,446.40	1,459.85	2,986.55	3.55
101-8010-8011-8200-000	Training Expense	2,500.00	605.00	605.00	1,895.00	0.00	1,895.00	75.80
101-8010-8011-8257-000	Board Commission Expense	1,500.00	266.02	266.02	1,233.98	0.00	1,233.98	82.27
101-8010-8011-8500-000	Buildings & Improvements	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>End Bal</u>	<u>Variance</u>	<u>Encumbered</u>	<u>Avail</u>	<u>% Avail</u>
101-8010-8011-8520-000 8010	Machinery & Equipment Library	49,000.00 2,211,233.00	0.00 985,793.98	0.00 985,793.98	49,000.00 1,225,439.02	0.00 123,157.78	49,000.00 1,102,281.24	100.00 49.85
<b>101</b>	<b>General Fund</b>	<b>2,211,233.00</b>	<b>985,793.98</b>	<b>985,793.98</b>	<b>1,225,439.02</b>	<b>123,157.78</b>	<b>1,102,281.24</b>	<b>49.85</b>
<b>Expense Total</b>		<b><u>2,211,233.00</u></b>	<b><u>985,793.98</u></b>	<b><u>985,793.98</u></b>	<b><u>1,225,439.02</u></b>	<b><u>123,157.78</u></b>	<b><u>1,102,281.24</u></b>	<b><u>49.8492</u></b>



# Library Board of Trustees Agenda Report

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ITEM NO. 7

**DATE:** January 11, 2024  
**FROM:** Cathy Billings, Library Director  
**SUBJECT:** **Comprehensive Site Planning Project**

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## **Recommendation**

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

## **Background**

Based on feedback received in the Strategic Planning process that began in June 2022 (new Library 5-year Strategic Plan was adopted February 9, 2023 and May 3, 2023 by Trustees and Council, respectively), and on previous studies, community conversations, and multiple facility assessments, there is a consensus that the idea of building a new library facility should be explored. City Council allocated \$150,000 in the Fiscal Year 2023-2024 Budget to be used toward a first phase of developing a “Master Plan” for the existing site.

An internal team of City staff had an initial meeting in August 2023 where the team membership and next steps were discussed. Next steps included establishing an Ad Hoc Committee and drafting and issuing a Request for Qualifications (RFQ) to start the competitive bidding process to select a planning/design consultant to work on the site planning project.

## Ad Hoc Committee

On December 20, 2023, the City Council established an Ad Hoc Committee (Committee) to assist with developing a Comprehensive Site Plan (Site Plan) for the current Library/Senior Center complex. At that same meeting, Mayor Evelyn Zneimer and Councilmember Janet Braun were selected to serve on the Committee, and Council gave direction that a proposal for the exact makeup of the Committee could be developed by the first two Committee members in collaboration with staff. Staff recommended that Committee members represent a variety of constituencies, including the Library Board of Trustees, Community Services Commission, Senior Citizens’ Foundation, as well as at-large community members/library users. Councilmember Braun expressed the desire for at-large community members to be included in a number equal to the number of people representing the formal bodies and organizations. At their December 14, 2023 meeting, the Library Board of Trustees expressed their desire that Committee membership be representative of multiple generations, and include parents, neighbors, and community members.

## Request for Qualifications

A Request for Qualifications (attached) was issued on December 22, 2023, and posted on PlanetBids, a web-based procurement and electronic bidding system used widely in the public sector. Proposals are due Thursday, January 25, 2024, by 4:00 p.m.

Staff made an effort to ensure that firms likely to be qualified to perform the work described in the RFQ were aware of the opportunity.

**Fiscal Impact**

The City Council has allocated \$150,000 in the Fiscal Year 2023-2024 Budget for the first phase of a comprehensive site planning process. Expenses related to the matters discussed in this staff report (e.g., hiring a site planning consultant) will be paid from this allocation.

Attachment:

1. Request for Qualifications Library/Community Center Comprehensive Site Plan

**ATTACHMENT**

Request for Qualifications Library/Community  
Center Comprehensive Site Plan



**Request for Qualifications**  
**Library/Community Center Comprehensive Site Plan**

Date Issued: Friday, December 22, 2023  
Proposals Due: Thursday, January 25, 2024 by 4:00pm

Contact:  
Domenica Megerdichian  
Deputy City Manager  
[dmegerdichian@southpasadenaca.gov](mailto:dmegerdichian@southpasadenaca.gov)

South Pasadena Public Library  
1100 Oxley Street  
South Pasadena, CA 91030  
[www.southpasadenaca.gov/library](http://www.southpasadenaca.gov/library)

**RFP No. LB23-001**

1. Introduction.....	3
2. Project Specifications.....	4
3. Scope of Work.....	5
4. Proposal Format and Content.....	6
5. Proposal Submittal Requirements.....	7
6. General Requirements.....	8



## **INTRODUCTION**

### **Purpose of Request for Qualifications (RFQ)**

The City of South Pasadena (City) is soliciting proposals from qualified consultants to assist in the initial phase of the development, visioning, and planning for Phase 1 of a Comprehensive Site Plan (Plan) for a future Library/Community Center. The City anticipates that the Site Plan will form the foundation of a future facility that would house a 21<sup>st</sup> century Library and space to meet the community's learning, engagement, gathering, quality of life, resource, and other needs. During the Fiscal Year 2023-2024 Budget process, City Council identified a future Library/Community Center as a major project and priority after a Library Strategic Planning effort and presentation before the City Council and Library Board of Trustees.

### **Site Overview**

The site that is the focus of the Comprehensive Site Plan is a square block in the heart of downtown South Pasadena, just south of the Mission Street business district and near the Gold Line metro light rail station that opened in 2003. Designated "Library Park", the block is abutted by primarily residential neighborhood on three sides (Fairview and Diamond Avenues and Oxley Street), and on the fourth by mixed use development (El Centro Street). The South Pasadena Public Library and the Senior Center, which is overseen by the Community Services Department, are located in the center of the park, and consist of a historic library building (approximately 3,000 sq. ft.) that faces the mixed-use area and is used as a meeting and event space, and the main Library (approximately 21,500 sq. ft.) and Senior Center buildings which were constructed in 1982, and face the residences on Oxley Street.

Library Park, the Library, and the Senior Center are heavily used civic spaces that contribute to the high level of satisfaction with the quality of life that residents report. The City, which has 26,000 residents and a small 3.4 square mile footprint, prides itself on its small-town feel, the historic character of its neighborhoods, and its commitment to sustainability. An anticipated increase in high density residential development, spurred in part by the State Regional Housing Needs Allocation (2,000+ units), will have a significant impact on the site and library and community services.

### **About the South Pasadena Public Library and Senior Center**

The Library was founded in 1895. In 1907 a dedicated library building was funded by Andrew Carnegie, and in 1917 additional funds were provided for expansion. In 1930 the library was moved to its current location, and the portion of the building now known as the Community Room was added. In 1982 a new library building replaced all but the historic 1930 building, which has been on the City's list of cultural heritage landmarks since 1972. In 1982, the Senior Center was also built, the library has a dedicated area for children's services, one conference room, a large community room, 15 public computer workstations, and 139 seats. The collection is comprised of 114,000 physical items, along with digital holdings, and there are currently 10 full-time staff, and the fiscal year 2023-2024 budget is \$2,211,234. Since 1994, voters have regularly renewed a parcel tax that support maintenance and operations for the Library. This revenue makes up approximately 19% of the Library's total budget. On November 8, 2022, 9,357 people, or 86.65%, voted to renew the tax to remain in effect until repealed by the electorate. A Board of Trustees mandated by the

State of California Education Code advises on library policy and other matters, and the Friends of the Library group has been active since 1950.

The Library serves South Pasadenans, of whom approximately 50% are renters, and residents of surrounding communities from all walks of life and socio-economic backgrounds. It 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 27,000 items for reading, viewing and listening are borrowed. Reference librarians connect people to information and plan engaging cultural and literary events. The Local History Collection collects, preserves, and provides access to material relating primarily to the history and culture of South Pasadena. The Children’s Room supports literacy and promotes a love of reading with regular storytimes and a robust Summer Reading Program. The Library also provides free high-speed Wi-Fi and an array of digital resources that are available to the public 24/7. The facility is typically open 7 days a week, for a total of 58 hours.

The Library has seen many advancements in recent years, including a remodel of separate reference and circulation desks to a single service desk, implementation of a new public catalog, outsourcing of materials processing, the launch of a mobile app, the addition of a self-checkout machine, and implementation of auto-renewal and email notifications. The Library also went overdue “fine free” in January 2021. Many new goals are identified in the current five-year [Strategic Plan \(2023-2027\)](#).

The Senior Center, which is operated by the Community Services Department, includes a large multi-purpose room, kitchen, computer lab, outdoor patio space and a conference room that can accommodate 20 to 25 people.

The Senior Center is a lifeline for older residents, providing meals Monday through Friday, a wide variety of recreational activities, and social services, such as one-on-one counseling to assist with depression, coping with loss; adjusting to a retirement; and more. The Senior Center also offers a comprehensive range of health education and awareness programs, including a podiatry clinic and periodic blood pressure, glucose, hearing, vision, and bone density screenings. Workshops and lectures are presented two or three times per month, and the annual Health Fair features dozens of vendors and is attended by more than 350 seniors. The City’s heavily used Dial-A-Ride transportation service for South Pasadena seniors is also operated out of the Senior Center.

A dedicated community center was one of the 10 projects identified by the Los Angeles County Comprehensive Park and Recreation Needs Assessment for South Pasadena that was conducted in 2016.

## **PROJECT SPECIFICATIONS**

### **Project Description**

The Project scope of work for the initial research and planning phase for a Library/Community Center Comprehensive Site Pan includes an extensive analysis of all the City facilities at the site, including Library, Senior Center and Community Room, as well as the open space provided by the Park.

### **RFQ Timeline and Schedule of Events**

<b>RFQ Event</b>	<b>Description</b>	<b>Date</b>
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RFQ Release	Direct solicitation and release to Planet Bids	December 22, 2023
Question Submittal	Questions from proposers related to the RFQ	January 08, 2024 by 4:00pm
Addendum Release	Release of an addendum to RFQ, if needed	January 11, 2024 by 4:00pm
<b>Proposal Deadline</b>	Closing date; proposals accepted until 4:00 pm	January 25, 2024 by 4:00pm
Initial Review	Reviewers identify candidates for interviews	March 2024
Release of Request for Proposal	Release of Request for Proposal	April to May 2024

The City reserves the right, in its sole discretion, to adjust this schedule as it deems necessary. Any changes to this schedule will be posted on Planet Bids.

**SCOPE OF WORK**

Required Scope of Services

The following are the required components of the scope of services for the Library/Community Center Comprehensive Plan for Phase 1:

1. **Visioning for new Facility.** Provide a visioning and a Strategic Planning Work Plan for Phase 1 of the Library/Community Center Plan, including input and information gathering sessions, Community Forums, and extensive outreach and engagement.
2. **Site Visits.** Conduct in person site visits to local area Library and Community Centers in the San Gabriel Valley to determine suitability, differing physical outlays, research, and help assist with the visioning for the Library/Community Center Plan.
3. **Information Gathering.** Design a process that includes community involvement and surveying and listening sessions for South Pasadena community members. Outreach will also include groups with a vested interest in the site and library and community services, such as the Library Board of Trustees and the Community Services Commission. City staff will be involved in outreach implementation. Review available documentation related to the past facility planning efforts.
4. **Needs Assessment.** Prepare and draft a detailed Needs Assessment for a future Library/Community Center as part of the Phase 1 Comprehensive Plan. This assessment will evaluate the nature in which facilities and site related programming meet, or do not meet user demands and expectations and prepare recommendations that include or address the following: analyzing demographics and trends, analyzing the Library, Senior Center and Community Room, as well as the open space provided by the Park and the programs and services directly related to the facilities. Through reasonable consultation and investigation, attempt to identify any forthcoming trends that might affect the provision of Library/Community Center services and make recommendations on how to address them.

5. **Phase 1 Comprehensive Plan.** Provide a detailed analysis of the current City of South Pasadena population and trends for growth in the future as part of the Phase 1 Plan. Analysis should include evaluation of the City of South Pasadena General Plan and state and national standards, peer comparisons, library trends, and best practices for Community Centers. Complete an executive summary and PowerPoint Presentation that summarizes key findings from the plan. Present the Draft Final Phase 1 Comprehensive Plan to a City selected committee, collecting input and making revisions as deemed appropriate by City staff. Present the Final Phase 1 Comprehensive Plan to City staff, the City selected committee, and City Council for review.

### **PROPOSAL FORMAT AND CONTENT**

Proposers shall submit the following information in their responses, in the order specified. All questions must be answered clearly. Any exceptions to the features and scope of services listed must be specifically identified by the proposer in the proposal.

1. **Cover Letter:** Cover letter signed by an official authorized to bind the firm and containing a statement indicating that the proposal is valid for at least 90 days.
2. **Executive Summary:** Summary not exceeding two (2) pages in length.
3. **Company Information:**
  - a. Legal name of your firm, location, and phone number of the main office, number of employees, years in business, and years of experience providing the services requested in this RFQ.
  - b. Team organization, all team members who will be involved in the Plan, their role, and their relevant experience.
  - c. List any special sub-consultants and their professional personnel who would be assigned to work on the Plan.
  - d. Describe any prior work completed for the South Pasadena Public Library, including any paid or pro bono work of any duration.
  - e. Describe any instances in which your organization failed to complete a contract or defaulted on a contract.
  - f. Describe any judgments or claims against your organization.
4. **References:** Provide three (3) references and their contact information of current or former library clients.

5. **Project Work Plan:** Include a description of your organization’s approach to the Phase 1 Comprehensive Site Plan, including methodology, tasks, and timelines.
6. **Quality Assurance:** Describe your internal quality control procedures.
7. **Pricing:** Provide pricing for the proposed program. Pricing must include all costs to successfully perform the scope of work and provide the features outlined within this document. All proposed costs shall be inclusive of all labor, materials, insurance, overhead, profit, subcontractor costs, warranty, and all other costs to complete the project.
8. **Samples** Provide samples of at least two facility plans for past or current clients and their contact information. The client information may be the same as the references provided in Section 4 above.
9. **Supplemental Material:** Additional information that may assist the South Pasadena Public Library in its selection process. Additional information is not required.

## **PROPOSAL SUBMITTAL REQUIREMENTS**

### **Communications with the City**

Proposers and proposers’ representatives may communicate with the City only in the manner set forth in this RFQ. There shall be no communication with any officer, director, employee, or agent of City with regard to this RFQ or any proposer’s qualifications, except as may be reasonably necessary to carry out the procedures specified in this RFQ. Nothing herein prohibits proposers and their representatives from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

### **Proposal Submittal**

Each Proposer shall submit six (6) printed copies and one (1) electronic copy of the proposal (submitted through the PlanetBids website) to the City by 4:00 p.m., January 25, 2024. Late proposals will be returned unopened. Postmarks will not be accepted. No faxed or e-mailed proposals will be accepted. Electronic proposals submitted on PlanetBids must be accompanied with the aforementioned physical printed copies submitted to the City. The proposal shall be delivered to:

Domenica Megerdichian  
Deputy City Manager  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

All proposals will become the property of City of South Pasadena. All costs associated with the proposal preparation will be borne by the Proposer.

### **RFQ Coordinator**

All communications, requests for additional information or clarification concerning this RFQ should be sent via email to the Deputy City Manager, Domenica Megerdichian. The RFQ Coordinator will be the sole point of contact for this RFQ. The RFQ Coordinator can be reached at:

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
Domenica Megerdichian	dmegerdichian@southpasadenaca.gov	(626) 403-7210

The City is not responsible for delayed or lost email-regardless of cause.

### **RFQ Amendment and Cancellation**

The City reserves the unilateral right to amend this RFQ in writing at any time. The City also reserves the right to cancel or reissue all or any part of the RFQ in its sole discretion. Applicants are required to respond to the final written RFP including any exhibits, attachments, and amendments issued by the City.

### **Questions Pertaining to the RFQ**

Specific questions and/or comments concerning the RFQ should be submitted via email to the RFQ Coordinator no later than the Addendum Release Date identified in the RFQ Schedule of Events. Applicant questions should clearly identify the relevant section of the RFQ and page number(s) related to the question being asked.

## **GENERAL REQUIREMENTS**

### *Collusion*

By submitting a response to the RFQ, each Applicant represents and warrants that its response is genuine and is not made in the interest of or on behalf of any person not named therein; that the Applicant has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Applicant has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

### *Gratuities*

No person will offer, give or agree to give any City employee or its representatives any gratuity, discount or offer of employment in connection with the award of contract by the City. No City official, employee, agent, or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

### *Required Review and Waiver of Objections by Applicant*

Applicants should carefully review this RFQ for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). Comments concerning RFQ objections must be made in writing and received by the City no later than the "Addendum Release Date" detailed in the RFQ Schedule of Events.

Protests based on any objection will be considered waived and invalid if these faults have not been brought to the attention of the City, in writing, by the Addendum Release Date.

#### *Proposal Withdrawal*

To withdraw a proposal, any Applicant must submit a written request, signed by an authorized representative, to the RFQ Coordinator not later than 24 hours before the Proposal Deadline. After withdrawing a previously submitted proposal, the Applicant may submit another proposal at any time up to the Proposal Deadline.

#### *Proposal Errors*

Applicants are liable for all errors or omissions contained in their proposals. Applicants will not be permitted to alter proposal documents after the Proposal Deadline.

#### *Incorrect Proposal Information*

If the City determines that an Applicant has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Applicant knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

#### *Proposal of Additional Services*

If an Applicant indicates an offer of services in addition to those required by and described in this RFQ, these additional services may be added to the contract before contract signing at the sole discretion of the City.

#### *Conflict of Interest and Proposal Restrictions*

Applicants should identify any other public agency or private representation that may have a conflict of interest with the City of South Pasadena. By submitting a response to the RQP, the Applicant certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or firm to the Applicant in connection with the procurement under this RFQ. Notwithstanding this restriction, nothing in this RFQ will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFQ. Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFQ or its scope of services will be considered to have been given information that would afford an unfair advantage over other Applicants, and said individual, company, or other entity may not submit a proposal in response to this RFQ.

#### *Contract Negotiations*

After a review of the proposals and completion of the reference checks, and interviews, the City intends to enter into contract negotiations with the selected Applicant. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the City will open negotiations with the next ranked Applicant.

#### *Right of Rejection*

The City reserves the right, in its sole discretion, to reject any and all proposals or to cancel this RFQ in its entirety.

Any proposal received which does not meet the requirements of this RFQ may be considered to be nonresponsive, and the proposal may be rejected. Applicants must comply with all of the terms of this RFQ and all applicable state laws and regulations.

If an applicant seeks to restrict the rights of the City or otherwise qualify their proposal, the City may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The City reserves the right, in its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the RFQ requirements or excuse the Applicant from full compliance with the RFQ. Notwithstanding any minor variance, the City may hold any Applicant to strict compliance with the RFQ.

#### *Disclosure of Proposal Contents*

All proposals and other materials submitted in response to this RFQ procurement process become the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process; however, names of persons or firms submitting proposals may be disclosed as a public record upon request. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act. Submitting a proposal, the Applicant acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

Each Applicant should be aware that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City is not in a position to establish that the information, which an Applicant submits, is a trade secret. If a request is made for information marked “confidential”, the City will provide the Applicant who submitted such information with reasonable notice to allow the Applicant to seek protection from disclosure by a court of competent jurisdiction.

#### *Severability*



If any provision of this RFQ is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the City and Applicants will be construed and enforced as if the RFQ did not contain the particular provision held to be invalid.

#### *RFQ and Proposal Incorporated into Final Contract*

This RFQ and the successful Proposal may be incorporated into the final contract, at the discretion of the City.

#### *Proposal Amendment*

The City will not accept any amendments, revisions, or alterations to proposals after the Proposal Deadline unless any such amendment is formally requested, in writing, by the City.

#### *Warranty*

The selected Applicant will warrant that the proposal will conform in all material respects to the requirements and specifications as stated in this RFQ and as demonstrated during the evaluation process. In addition, the requirements as stated in this RFQ will become part of the subsequent agreement.

#### *Rights of the City*

The City reserves the right to:

- Make the selection based on its sole discretion.
- Reject any and all proposals.
- Issue subsequent Requests for Proposals.
- Postpone opening proposals if necessary, for any reason.
- Remedy errors in the Request for Proposal process.
- Approve or disapprove the use of particular subcontractors.
- Negotiate with any, all, or none of the Applicants.
- Accept other than the lowest monetary offer.
- Waive informalities and irregularities in the proposals.
- Enter into an agreement with another Applicant in the event the originally selected Applicant defaults or fails to execute an agreement with the City.
- Include provisions in the contract allowing the City Council to terminate the agreement at its sole and entire discretion upon the provision of thirty day (30) written notice.



# Library Board of Trustees Agenda Report

ITEM NO. 8

**DATE:** January 11, 2024  
**FROM:** Cathy Billings, Library Director  
**SUBJECT:** Library Board of Trustees 2024 Agenda Forecast

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## Recommendation

It is recommended that the Board review the agenda forecast for calendar year 2024 and give staff direction regarding any recommended changes.

## Background

The Library Board of Trustees has a number of recurring, standing items that are agendaized each calendar year. The forecast provides staff and Trustees an overview of the routine business that will come before the Board in the coming year.

Recurring, standing items primarily fall into the following categories (with examples):

### Budget matters

- Regular updates and discussions of proposed budgets for the next fiscal year.

### Required by the Bylaws of the Board of Trustees of the South Pasadena Public Library

- Approval of meetings dates, establishing nominating committee, electing officers, annual reporting.

### Requested by Trustees

- Periodic Library “health and safety” updates.

### Strategic Plan related

- Periodic updates.

### Special Tax Business

- Annual report.

### Trustee Business

- Volunteer Recognition Event, annual workplan.

### Attachment:

1. Library Board of Trustees Agenda Forecast - 2024

**ATTACHMENT**

Library Board of Trustees Agenda Forecast -  
2024

## Library Board of Trustees Agenda Forecast - 2024

### FY 2023-2024 Work Plan

1. Continue the comprehensive review and update of Library Administrative Policies.
2. Study best practices in public library design, including visiting new or recently remodeled public libraries, to prepare for the library master site planning process.
3. Actively engage in the master site planning process and serve as ambassadors to the community to raise awareness about the need for a new or remodeled library building and to encourage participation and discussion.

Month	Routine Items	2024 Specific Items
January	<ul style="list-style-type: none"> <li>• Budget: quarterly report</li> <li>• Annual agenda forecast</li> <li>• Strategic Plan implementation quarterly update</li> </ul>	<ul style="list-style-type: none"> <li>• Staff introduction: Bre Taylor</li> </ul>
February	<ul style="list-style-type: none"> <li>• Volunteer Recognition Event planning</li> <li>• Election of Officers and appointment of Representative to the Friends of the Library</li> </ul>	
March	<ul style="list-style-type: none"> <li>• Budget: Next FY - Discussion</li> <li>• Volunteer Recognition Event planning</li> <li>• Library Health &amp; Safety update (biannual)</li> </ul>	
April	<ul style="list-style-type: none"> <li>• Budget: quarterly report</li> <li>• Budget: Next FY - Discussion</li> <li>• Strategic Plan implementation quarterly update</li> </ul>	
May	<ul style="list-style-type: none"> <li>• Budget: Next FY discussion</li> <li>• Work Plan: Next fiscal year discussion</li> <li>• Trustees Annual Report discussion</li> </ul>	
June		
July	<ul style="list-style-type: none"> <li>• Budget: quarterly report</li> <li>• Budget: new FY Adopted Budget</li> <li>• Strategic Plan implementation quarterly update</li> </ul>	
August	<ul style="list-style-type: none"> <li>• Special Tax rate increase &amp; Administrator's Report</li> </ul>	
September	<ul style="list-style-type: none"> <li>• Library Health &amp; Safety update (biannual)</li> </ul>	
October	<ul style="list-style-type: none"> <li>• Budget: quarterly report</li> <li>• Strategic Plan implementation quarterly update</li> </ul>	
November	<ul style="list-style-type: none"> <li>• Appoint Nominating Committee</li> <li>• State Library/IMLS annual statistical report</li> </ul>	
December	<ul style="list-style-type: none"> <li>• Volunteer Recognition event date selection</li> <li>• Next calendar year LBT meeting dates</li> <li>• Calendar year Library closures</li> <li>• Strategic Plan implementation quarterly update</li> </ul>	