



ANNUAL COMMISSION REPORT 2022

City of South Pasadena

Library Board of Trustees



A Message from the Commission Chair

As Covid-19 recedes and we move into the next phase of a more “normal” time in South Pasadena, the South Pasadena Library, through its outstanding Staff and welcoming facilities, is meeting the needs of our community.

As of April 4, 2022, the Library now opens at 10am, 6-days per week, providing much enjoyed consistency for our guests. On May 17, 2021, the Library re-opened its doors to those guests in-person after more than a year of “Library Takeout” and virtual programs, and the community has made excellent use of the new standardized hours. Since re-opening, the Library has greeted more than 116,000 in-person guests, who have checked out more than 250,000 physical items and another 35,000+ in digital formats. In addition, for the first time since 2019, the Library hosted an in-person Volunteer Appreciation event on April 7th in the Community Room.

The Library Board of Trustees has returned to in-person meetings, and recently wished a fond farewell to outgoing Trustees David Uwins and Joseph M. Molina, and welcomed new Trustees Kenneth Gross and F.J. Pratt.

Looking forward to this year, the engaged Board will work with our dedicated and creative Library Staff, the non-profit Friends of the Library, city leaders, and our community that truly values the Library in the creation of a new 5-Year Strategic Plan, and raising awareness of the Library Special Tax renewal this November.

Sincerely,

Dean Serwin
Library Board of Trustees, President

Purpose Statement

Under the provisions of the State of California Education Code, the South Pasadena Public Library is administered by a board of library trustees whose powers and duties include establishing rules and regulations for the administration of the library, reviewing and submitting an annual operating budget to the city manager, and making recommendations to the city manager with respect to the appointment, suspension or removal of the city librarian. The Board is also responsible for providing input to the City Librarian on library needs and traditions, and community attitudes and values. It promotes library interests within the community and supports funding at a level adequate for a well-qualified staff, a well-balanced collection, and a well-maintained building.

Library Board of Trustees

Dean Serwin	Commission Chair
Bianca Richards	Commission Vice-Chair
Annie Chang Long	Commission Secretary
Kenny Gross	Commissioner
F.J. Pratt	Commissioner
Diana Mahmud, Councilmember	City Council Liaison
Cathy Billings, Director	Staff Liaison

Library Board of Trustee meetings are held every second Thursday of the month at 7:00 p.m. Meetings are held at: South Pasadena Public Library, Ray Bradbury Conference Room, 1100 Oxley Street, South Pasadena, California, 91030. Due to COVID-19 safety protocols, the Commission meetings have been held in virtual/hybrid mode.

Accomplishments

Hosted an in-person library volunteer recognition event for the first time in more than two years.

Safely returned to in-person library services as of May 17, 2021.

Standardized library hours, with a 10:00 a.m. opening time 6 days per week as of April 4, 2022.

ANNUAL WORKPLAN FY 2022-2023

Library Board of Trustees



Fiscal Year 2022-2023 Work Plan

Raise awareness in the community of the Library Special Tax renewal, which is anticipated to be on the November 8, 2022 General Municipal Election ballot.

Engage in the five-year (2023-2028) library strategic planning process and encourage participation by the community.

Undertake a comprehensive review and update of library administrative policies.