



**CITY OF SOUTH PASADENA  
LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE**

**AGENDA**  
**THURSDAY, MARCH 6, 2025, AT 7:00 P.M.**

**SENIOR CENTER ACTIVITY ROOM  
1102 OXLEY STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Commission 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 today will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Library/Community Center Comprehensive Site Plan Ad Hoc Committee Meeting will be conducted in-person from Senior Center Activity Room, located at 1102 Oxley Street, South Pasadena.

Public participation may be made as follows:

- In Person – Senior Center Activity Room, 1102 Oxley Street, South Pasadena, CA 91030.
- Via Zoom – **Meeting ID: 875 1273 0840.**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to [library@southpasadenaca.gov](mailto:library@southpasadenaca.gov).
- Via Phone – (669) 900-9128 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://bit.ly/SitePlanAdHoc>.

**CALL TO ORDER:** Staff Liaison

**ROLL CALL:** Committee Members  
Janet Braun (Mayor, City of South Pasadena)  
Sheila Rossi (Mayor Pro Tem, City of South Pasadena)  
Kristen Dubé (Board member, Friends of the South Pasadena Library)  
Leslie Albe Field (Member, Community Services Commission)  
Alexandria Levitt (President, Senior Citizens' Foundation of S. Pasadena)  
Tom Afschar (At-Large Member)  
Rich Elbaum (At-Large Member)  
Tony Hou (At-Large Member)

Gene Kim (At-Large Member)  
 Bianca Richards (At-Large Member)  
 Victoria Rocha (At-Large Member)  
 Dean Serwin (At-Large Member)  
 Julia Wang (At-Large Member)  
 Jasmine Wong (At-Large Member)

**PUBLIC COMMENT GUIDELINES** (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Ad Hoc Committee or on an agenda item. You may participate **by one of the following options:**

Option 1:

Participate in-person at the Senior Center Activity Room.

Option 2:

Participate virtually via Zoom. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to [library@southpasadenaca.gov](mailto:library@southpasadenaca.gov).

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Submit by no later than **12:00 p.m.** on the day of the Ad Hoc Committee meeting. Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.

PLEASE NOTE: The Staff Liaison may exercise their discretion, subject to the approval of the majority of the Committee, to adjust public comment(s) to less than three minutes.

*NOTE: Pursuant to State law, the Committee may not discuss or take action on issues not on the meeting agenda, except that members of the Committee or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.*

**PUBLIC COMMENT**

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

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting.

Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

**PRESENTATIONS**

**ACTION/DISCUSSION**

2. **REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**
3. **SOUTH PAS FORWARD: REIMAGINING THE LIBRARY + SENIOR CENTER DRAFT COMMUNICATIONS PLAN**

Recommendation

It is recommended that the Ad Hoc Committee review and provide feedback on a communications plan related to South Pas Forward: Reimagining the Library + Senior Center.

4. **IN-PERSON OUTREACH SCHEDULE**

Recommendation

It is recommended that the Ad Hoc Committee review the revised calendar for community outreach leading up to the first round of community engagement activities and provide any direction on Committee member assignments, staff assignments, and dates.

5. **VISITS TO OTHER LIBRARIES AND SENIOR/COMMUNITY CENTERS**

Recommendation

It is recommended that the Ad Hoc Committee review a preliminary list of library and community center sites to visit and provide any additional suggestions so that staff can finalize logistics for the visits to take place in April.

**COMMUNICATIONS**

6. **COMMITTEE MEMBER COMMUNICATIONS**
7. **STAFF COMMUNICATIONS**

**PUBLIC COMMENT – CONTINUED**

8. **CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

**ADJOURNMENT****FOR YOUR INFORMATION****FUTURE AD HOC COMMITTEE MEETINGS**

April 3, 2025 Regular Meeting

7:00 p.m.

May 1, 2025 Regular Meeting 7:00 p.m.  
 June 5, 2025 Regular Meeting 7:00 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND RECORDINGS OF MEETINGS**

Library/Community Center Site Plan Ad Hoc Committee meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City’s website:

<https://www.southpasadenaca.gov/Your-Government/Committees>

**AGENDA NOTIFICATION SUBSCRIPTION**

If you wish to receive an agenda email notification, please contact the Library via email at [library@southpasadenaca.gov](mailto:library@southpasadenaca.gov) or call (626) 403-7330.

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk’s Division at (626) 403-7230 or [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov). Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. 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).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **March 6, 2025**, 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, on the date listed below.*

3/3/2025

/S/

Date

Cathy Billings, Library Director



# Library/Community Center Site Plan Ad Hoc Committee Agenda Report

ITEM NO. 3

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**DATE:** March 6, 2025

**FROM:** Cathy Billings, Library Director  
Lucy Hakobian, Community Services Director

**PREPARED BY:** Domenica K. Megerdichian, Deputy City Manager

**SUBJECT:** **SOUTH PAS FORWARD: REIMAGINING THE LIBRARY + SENIOR CENTER DRAFT COMMUNICATIONS PLAN**

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## **Recommendation**

It is recommended that the Ad Hoc Committee review and provide feedback on a communications plan related to South Pas Forward: Reimagining the Library + Senior Center.

## **Background**

As the Ad Hoc Committee works on finalizing messaging and marketing materials for community outreach, education and input on Phase I of the library and senior center visioning project, staff submits the communications plan for review and input.

## **Analysis**

As the City embarks on Phase I of the Library/Community Center Comprehensive Plan (site visioning and planning), staff has taken the initiative to plan for communications efforts for the launch and duration of the phase, which includes but not limited to:

### Print Materials

- Marketing Flyer – hard copies on public counters, mailer to all residential and business utility accounts (translations to Korean, Mandarin and Spanish)
- Bookmark
- Survey QR code sticker
- A-Frame/ sandwich boards for public-facing facilities and events/ pop-ups
- Pull-up banner at in-person events with QR code to survey and dedicated webpage
- Engagements calendar and input opportunities in print in South Pasadenan and South Pasadena Review newspapers
- Street Banners
- Posters/window clings for public facing facilities and businesses

### Digital

## Draft Communications Plan

March 6, 2025

Page 2 of 3

- Dedicated webpage with engagement materials, survey, site visioning documents, meeting agendas and minutes; link to survey
- City webpage banner with link to input survey
- City webpage events calendar reflecting all engagements
- Press release to all media distribution list, all commissions, community organizations
- Subscription for future updates and to capture interested community member information
- Emails
  - o Constant Contact (master distribution list including commissions, community organizations, faith-based centers, etc.)
  - o Targeted emails (e.g. Library Strategic Plan advisory committee)
  - o Recreation class attendees and instructors and community room renters
- Social Media (all City accounts)
- Next Door
- City Scoop
- Neighborhood Pulse
- SouthPas Mobile App and push notification
- E-newsletters: City, Library, and Friends of the SPPL

### In-Person

- City Council presentation and updates – March 19 and April 16
- Farmer’s Market information booths
- Eggstravaganza – April 12
- Council Meeting – April 16
- Eclectic Music Event – April 26
- Library & Senior Center lobbies (staff-- ongoing)
- Commission circuit (March & April)
- Ad Hoc Committee member outreach to community organizations
- Parent-teacher Associations/ SP Unified School District Board

### City Events for Outreach

- Eggstravaganza
- Eclectic Music Festival
- Library Storytimes
- ESL Conversation Groups
- Restoration Concerts
- Writing Workshop
- Korean Culture
- Tree Signage Ribbon Cutting event
- Repair Café
- Teen Poetry Workshop
- SRP Volunteer Interviews
- Volunteer Appreciation Event
- AAPI Kimono Program

Draft Communications Plan

March 6, 2025

Page 3 of 3

- Walking Book Club
- Seniors St/ Patrick's Day Luncheon
- SP Little League Opening Day
- Senior Prom
- Senior Center Volunteer Brunch
- Seniors Cinoc de Mayo Luncheon
- Seniors Mother's Day Lunch
- Spring Compost Event
- Sustainability Fair, Nature Park
- Earth Day, Nature Park
- Mission to Mission Event

Staff welcomes the Ad Hoc Committee's input and direction on this communications plan, which will be a living document, and can incorporate any additional engagement opportunities that arise in the coming months.

Attachments:

Draft Marketing Materials (forthcoming)



# Library/Community Center Site Plan Ad Hoc Committee Agenda Report

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ITEM NO. 4

**DATE:** March 6, 2025

**FROM:** Cathy Billings, Library Director  
Lucy Hakobian, Community Services Director

**PREPARED BY:** Cathy Billings, Library Director

**SUBJECT: IN-PERSON OUTREACH SCHEDULE**

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## **Recommendation**

It is recommended that the Ad Hoc Committee review the revised calendar for community outreach leading up to the first round of community engagement activities and provide any direction on Committee member assignments, staff assignments, and dates.

## **Background**

At the Site Plan Ad Hoc Committee Special meeting on February 26, 2025, a draft outreach calendar for the month of March was presented and discussed. Changes to the schedule of community engagement activities were also discussed, including open and close dates for the online survey and dates for special deployments of the engagement kiosk. The outreach calendar has been revised and extended to reflect new information and now includes April and May activities.

## **Attachments:**

Revised March-April-May outreach calendar (forthcoming)  
Draft outreach assignments list (forthcoming)





# Library/Community Center Site Plan Ad Hoc Committee Agenda Report

ITEM NO. 5

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**DATE:** March 6, 2025

**FROM:** Lucy Hakobian, Community Services Director

**PREPARED BY:** Cathy Billings, Library Director

**SUBJECT:** **VISITS TO OTHER LIBRARIES AND SENIOR/COMMUNITY CENTERS**

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## **Recommendation**

It is recommended that the Ad Hoc Committee review a preliminary list of library and community center sites to visit and provide any additional suggestions so that staff can finalize logistics for the visits to take place in April.

## **Background**

Visiting other library, senior center and community center facilities are an important component of the Site Plan Project. A preliminary list of possible sites to visit has been developed by staff. Staff are still awaiting possible recommendations for sites to visit from County of Los Angeles Library and Los Angeles Public Library and from the Community Services professional community, and any suggestions from Ad Hoc Committee members. Group fieldtrips will be scheduled to take place in April.

## **Santa Clarita Library- Old Town Newhall Library**

(City main library)

<https://www.santaclaritalibrary.com/>

## **Glendale Library, Arts & Culture**

(City main library & Children's Room)

<https://www.eglendalelac.org>

## **West Hollywood**

(County of LA branch library)

<https://lacountylibrary.org/location/west-hollywood-library/>

## **Crown Valley Community Center (Laguna Niguel)**

(City)

<https://www.cityoflagunaniguel.org/1379/Crown-Valley-Community-Center>

## **Laguna Beach Community and Recreation Center**

Visits to Other Libraries and Community Centers

March 6, 2025

Page 2 of 2

(City)

<https://www.lagunabeachcity.net/government/departments/parks-recreation>

Community and Susi Q Center

(New) Community and Recreation Center

**Yorba Linda Community Center**

(City)

<https://www.yorbalindaca.gov/705/Amenities-Rooms>

**Diamond Bar Community Center (22,550 square feet)**

<https://www.diamondbarca.gov/1102/Diamond-Bar-Center>

**Pico Rivera Library (16,000 square feet)**

(County of LA branch library)

<https://lacountylibrary.org/location/pico-rivera-library/>

**Whittier Public Library**

(City main library)

<https://www.whittierlibrary.org/>