



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

**A G E N D A  
REGULAR MEETING  
THURSDAY, JUNE 13, 2024, AT 7:00 P.M.**

**SOUTH PASADENA PUBLIC LIBRARY  
RAY BRADBURY CONFERENCE ROOM, 2<sup>ND</sup> FLOOR  
1100 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 Board of Trustees Meeting will be conducted in-person from the Ray Bradbury Conference Room on the Library's 2<sup>nd</sup> Floor, located at 1100 Oxley Street, South Pasadena.

Public participation may be made as follows:

- In Person – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Webinar ID: 892 5352 3747/ Passcode: 073797**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to [lbt@southpasadenaca.gov](mailto:lbt@southpasadenaca.gov)
- Via Phone – +1-669-900-6833 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://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na1l0ZExJeEszaytVZz09>.

**CALL TO ORDER:**                      President                      Annie Chang Long

**ROLL CALL:**

President	Annie Chang Long
Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

**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 City Council or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

Participate via Zoom.

Public Comment speakers have three minutes to address the Library Board, however, the Chair can adjust time allotted as needed. 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 [lbt@southpasadenaca.gov](mailto:lbt@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). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

*NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission 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. **APPROVAL OF MINUTES OF MAY 9, 2024 LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the May 9, 2024, Meeting Minutes.

4. **APPROVAL OF THE LIBRARY BOARD OF TRUSTEES ACCOMPLISHMENTS AND GOALS FOR THE JUNE 20, 2024 COMMISSIONER CONGRESS**

Recommendation

It is recommended that the Trustees review and consider approval of Board accomplishments for Fiscal Year 2023-2024, and goals for Fiscal Year 2024-2025, to be presented at the June 20, 2024 Commissioner Congress.

5. **LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT PROGRESS REPORT**

Staff and Site Plan Ad Hoc Committee member Trustee Bianca Richards to provide updates to Trustees about the Site Planning Project and Ad Hoc Committee activity.

6. **ADMINISTRATIVE POLICIES REVIEW COMMITTEE PROGRESS REPORT**

Staff and Committee members Kenny Gross and Minsun Meeker to provide updates to Trustees about Committee activity.

7. **BUDGET UPDATES FOR FISCAL YEARS 2023-2024 AND 2024-2025**

Staff to provide updates on current Fiscal Year Library budget and spending and the Fiscal Year 2024-2025 proposed budget and adoption status.

8. **INTRODUCTION TO CALIFORNIA PUBLIC LIBRARIES SURVEY DATA FOR FISCAL YEAR 2022-2023**

Staff to provide overview of the California Public Libraries Survey and the newly released Fiscal Year 2022-2023 data.

9. **LIBRARY OPERATIONS UPDATE**

Staff to provide updates to Trustees about library events and programs, new services or changes to service, and to inform Trustees about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

<b>COMMUNICATIONS</b>
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10. **BOARD PRESIDENT COMMUNICATIONS**

11. **BOARD MEMBER COMMUNICATIONS**

12. **CITY COUNCIL LIAISON COMMUNICATIONS**

13. **FRIENDS OF THE LIBRARY COMMUNICATIONS**
14. **TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**
15. **LIBRARY DIRECTOR COMMUNICATIONS**

**PUBLIC COMMENT – CONTINUED**

16. **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 LIBRARY BOARD MEETINGS**

July 11, 2024	Regular Board Meeting	7:00 p.m.
August 8, 2024	Regular Board Meeting	7:00 p.m.
September 12, 2024	Regular Board Meeting	7:00 p.m.

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

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA

The complete agenda packet may be viewed on the City's website, [www.southpasadenaca.gov](http://www.southpasadenaca.gov)

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting.

The City's YouTube Channel may be accessed at:

[https://www.youtube.com/channel/UCnR169ohzi1AlewD\\_6sfwDA/featured](https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured)

**AGENDA NOTIFICATION SUBSCRIPTION**

If you wish to receive an agenda email notification please contact Library Administration via email at [lbt@southpasadenaca.gov](mailto:lbt@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 **June 13, 2024**, 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.*

6/10/2024

/S/

Date

Sean Faye, Library Administrative Secretary



# Library Board of Trustees Agenda Report

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ITEM NO. 3

**DATE:** June 13, 2024

**FROM:** Cathy Billings, Library Director

**SUBJECT:** **Approval of Minutes of May 9, 2024 Library Board of Trustees Meeting**

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## **Recommendation**

It is recommended that the Board review and consider approval of the minutes of the May 9, 2024 regular meeting of the Library Board of Trustees.

## Attachment:

1. City of South Pasadena Library Board of Trustees Regular Meeting Minutes, Thursday, May 9, 2024.

**ATTACHMENT**

City of South Pasadena Library Board of  
Trustees Regular Meeting Minutes, Thursday,  
May 9, 2024



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

**MINUTES  
REGULAR MEETING  
THURSDAY, MAY 9, 2024, AT 7:00 P.M.**

**CALL TO ORDER:**

The Meeting of the South Pasadena Library Board of Trustees was called to order by Vice President Kenneth Gross on Thursday, May 9, 2024, at 7:02 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

President	Annie Chang Long
Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

**ABSENT**

Council Liaison Jon Primuth

Sean Faye, Library Administrative Secretary, announced a quorum.

**CITY STAFF PRESENT:**

Cathy Billings, Library Director; 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.

**ACTION/DISCUSSION**

**2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

None.



### **3. APPROVAL OF MINUTES OF APRIL 11, 2024 LIBRARY BOARD OF TRUSTEES MEETING**

#### Recommendation

It is recommended that the Board review and consider approval of the April 11, 2024, Meeting Minutes.

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

**A motion was made by Secretary Pearson, seconded by Trustee Richards, and approved by roll call vote to approve Item No. 3 as presented by staff. The motion carried 4-0-1 by the following vote:**

**AYES:** Gross, Meeker, Pearson, Richards

**NOES:** None.

**ABSENT:** Long.

**ABSTAINED:** None.

### **4. CREATION OF A VOLUNTEER RECOGNITION COMMITTEE**

#### Recommendation

It is recommended that the Trustees establish, and appoint two Board members to, a Volunteer Recognition Committee charged with planning for the 2024 Volunteer Recognition Event and with making recommendations to Trustees and staff about the event and volunteer recognition practices in general.

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

**A motion was made by Secretary Pearson, seconded by Trustee Meeker, and approved by roll call vote to appoint President Annie Chang Long and Trustee Minsun Meeker to a Volunteer Recognition Committee for the 2024 Volunteer Recognition Event, to be held in 2025. The motion carried 4-0-1 by the following vote:**

**AYES:** Gross, Meeker, Pearson, Richards

**NOES:** None.

**ABSENT:** Long.

**ABSTAINED:** None.

[Library Board President Annie Chang Long arrived at the Library Board of Trustees meeting at 7:07 P.M.]

### **5. LIBRARY BOARD OF TRUSTEES ACCOMPLISHMENTS, 2024-2024 WORK PLAN, AND THE 2024 COMMISSIONER CONGRESS**

#### Recommendation

In preparation for the 2024 Commissioner Congress, it is recommended that the Trustees:

1. Discuss and identify the Fiscal year 2023-2024 accomplishments to be highlighted at the Commissioner Congress; and
2. Discuss and identify 3-5 goals to comprise the Trustees' Fiscal Year 2024-2025 Work Plan; and

3. Direct staff to present a draft Work Plan for Fiscal Year 2024-2025 at the regular meeting of the Board of Trustees on June 13, 2024, to be considered for adoption.

## **6. ADMINISTRATIVE POLICIES REVIEW PROJECT: CODE OF CONDUCT POLICY**

### Recommendation

It is recommended that the Trustees:

1. Receive a report from staff that summarizes previous activity, current status, and next steps related to reviewing and updating the Code of Conduct Policy; and
2. Identify whether there are tasks included in the next steps that individual Board members are interested in working on; and
3. Direct staff regarding whether or not an action item to establish an Administrative Policies Review Committee should be agendized for the June 13, 2024 meeting.

### **COMMISSION ACTION AND MOTION**

**A motion was made by Trustee Meeker, seconded by Vice President Gross, to establish an Administrative Policies Review Committee of two Library Board Trustees to focus on the Code of Conduct Policy review and related Municipal Code review.**

**President Long amended the motion, seconded by Trustee Richards, to establish an Administrative Policies Review Committee, consisting of Trustee Meeker and Vice President Gross, to focus on the Code of Conduct Policy review and related Municipal Code review. The motion carried 5-0 by the following vote:**

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

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None.

## **7. 2024 SUMMER READING PROGRAM OVERVIEW**

### Recommendation

It is recommended that the Trustees receive a report about the upcoming Summer Reading Program.

## **8. LIBRARY OPERATIONS UPDATE**

### Recommendation

It is recommended that the Trustees receive a report from staff that includes updates about library events and programs, new services or changes to service, and information of operational matters of note, including staffing changes, project status updates, outreach activities, etc.

## **COMMUNICATIONS**

## **9. BOARD PRESIDENT COMMUNICATIONS**

President Long thanked Director Billings for the update about the Summer Reading Program, which is a signature program for the Library.

**10. BOARD MEMBER COMMUNICATIONS**

Trustee Richards had no comments.

Secretary Pearson shared that he found the comedian John Oliver's examination of public libraries to be very entertaining.

Vice President Gross is looking forward to working on the Library Policy Committee and comparing their findings with the Municipal Code.

Trustee Minsun also enjoyed John Oliver's examination of public libraries, and his observation that libraries provide access to many things beyond books.

**11. COUNCIL LIAISON COMMUNICATIONS**

None.

**12. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS**

Friends Board President Kevin O'Neill encouraged everyone to join the Friends. The final Restoration Concert of the season will be on 5/19/24. President O'Neill asked the Library Board to send him any suggestions for increasing community involvement with the Summer Reading Program, including offering partnerships to local businesses.

**13. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**

Vice President Richards is very impressed with the Friends Board. She finds them to be very cohesive and organized.

**14. LIBRARY DIRECTOR COMMUNICATIONS**

None.

**PUBLIC COMMENT - CONTINUED**

**15. CONTINUED PUBLIC COMMENT – GENERAL**

None.

**ADJOURNMENT**

There being no further matters, President Annie Chang Long adjourned the meeting of the Library Board of Trustees at 8:34 P.M. to the next Regular Library Board of Trustees meeting scheduled for June 13, 2024.

Respectfully submitted:

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

APPROVED:

\_\_\_\_\_  
Annie Chang Long  
President

ATTEST:

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

DRAFT



# Library Board of Trustees Agenda Report

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ITEM NO. 4

**DATE:** June 13, 2024

**FROM:** Cathy Billings, Library Director

**SUBJECT:** **Approval of the Library Board of Trustees Accomplishments and Goals for the June 20, 2024 Commissioner Congress**

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## **Recommendation**

It is recommended that the Trustees review and consider approval of Board accomplishments for Fiscal Year 2023-2024, and goals for Fiscal Year 2024-2025, to be presented at the June 20, 2024 Commissioner Congress.

## **Executive Summary**

At the May 9, 2024 meeting Trustees discussed accomplishments and goals and directed staff to return at the next meeting with draft accomplishments for consideration based on that discussion. There was consensus that the unique charge and duties of the Library Board of Trustees should be considered when identifying accomplishments and developing Work Plan goals.

## **Background**

The Library Board of Trustees differs in fundamental ways from other City Commissions. The Board's charge comes first from the State of California Education Code and includes responsibilities that are unlike those of other Commissions. In addition to developing and adopting policies which govern the operation of the library, the Board is responsible for providing input to the Library Director on library needs, traditions, community attitudes and values, and for promoting library interests within the community, as well as for reviewing the library's budget. To perform these duties, the Board needs to be well informed about the Library's operations, the philosophy of public libraries, and library trends, and therefore a significant amount of time is devoted to receiving information, discussion, and advisement. For the Library Board of Trustees, quantitative measures, like the number of actions taken in a year, are not a good indicator of workload or accomplishments.

## **Analysis**

The following drafts of accomplishments for Fiscal Year 2023-2024 and goals for Fiscal Year 2024-2025 are based on the discussion that took place at the Trustees meeting in May and are a starting point for the Board's consideration. The amendment and adoption of the Collection Selection and Maintenance Policy is not included here as that occurred in March 2023, prior to Fiscal Year 2023-2024.

#### Accomplishments – Fiscal Year 2023-2024

1. Fulfilled the oversight and advisement duties outlined in the Board of Trustees bylaws by receiving and discussing staff reports on library operations including on budget and expenditures, facility improvement priorities, the Library Special Tax, issues of health and safety at the library, staffing, vacancies and recruitments, implementation of new technology, library programs and resources, statistics on library use and collections, Library Strategic Plan updates, and more.
2. Planned and hosted the annual Volunteer Recognition Event to thank 70 volunteers for their service to the Library and community.
3. Continued the review of Library Administrative Policies to ensure that they are current and reflect public library best practices. Adopted two amended policies: Library Card Policy and Disruptive Patron Behavior Policy.

#### Goals – Fiscal Year 2024-2025

1. Advise staff on best practices for volunteer recognition and fine tune and improve the annual Volunteer Recognition Event.
2. Revise the Library's policies related to customer behavior so that they are clear and effective tools for the management of a shared community space.
3. Participate in the Library/Community Center Site Planning process through the Trustees' representative serving on the Site Planning Ad Hoc Committee and through community engagement.



# Library Board of Trustees Agenda Report

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ITEM NO. 5

**DATE:** June 13, 2024

**FROM:** Cathy Billings, Library Director

**SUBJECT:** **Library/Community Center Site Planning Project Progress Report**

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## **Recommendation**

It is recommended that the Trustees receive an update from Library Staff and Library/Community Center Site Plan Ad Hoc Committee member Trustee Bianca Richards about the Site Planning Project and Ad Hoc Committee activity.

## **Executive Summary**

The Site Planning Project that will explore the possibility of building a new facility for library and community services on the current site of the Library and Senior Center is entering an active phase, with an Ad Hoc Committee having been established by the City Council in May 2024.

## **Background**

The City Council approved \$150,000 in the Fiscal Year 2023-2024 Budget to fund the first phase of a comprehensive site planning project for the Library Park site that is home to the Library, Library Community Room, and Senior Center. On December 20, 2023, the City Council discussed an agenda item that sought direction on the creation of an ad hoc committee to assist with the development of the Library/Community Center Comprehensive Site Plan (Site Plan). Two Councilmembers (Mayor Zneimer and Council Member Braun) were tasked to work with staff to refine the composition of the proposed ad hoc committee and to develop a slate of members for the City Council's consideration at a future meeting. Between January and May 2024, the two Councilmembers worked with staff to identify a slate of candidates to serve on the proposed ad hoc committee, including soliciting applications from individuals to fill at-large committee roles. Also in December 2023, the City released a Request for Qualifications (RFQ) soliciting proposals from qualified consultants to assist in the initial phase of the development, visioning, and planning for a Comprehensive Site Plan. Thirteen submissions were received by the February deadline.

## **Analysis**

At a meeting on May 15, 2024, the City Council considered a staff report that recommended establishing a 14-member Library/Community Center Comprehensive Site Plan Ad Hoc Committee (Ad Hoc Committee or Committee) to be composed of two Councilmembers, one Library Board Trustee, one Community Services Commissioner, one Friends of the Library representative, one Senior Citizens' Foundation of South Pasadena representative, and eight at-large members. The City Council voted to establish the Committee—a body subject to the Brown Act—and to appoint the slate of members recommended in the staff report:

1. Evelyn G. Zneimer, Mayor, City of South Pasadena;
2. Janet Braun, Councilmember, City of South Pasadena;
3. Bianca Richards, representing the Library Board of Trustees;
4. Leslie Albe Field, representing the Community Services Commission;
5. Kristen Dubé, representing the Friends of the Library;
6. Alexandria Levitt, representing the Senior Citizens' Foundation;
7. Tom Afschar, as an at-large member;
8. Rich Elbaum, as an at-large member;
9. Tony Hou, as an at-large member;
10. Eugene Kim, as an at-large member;
11. Victoria Rocha, as an at-large member;
12. Dean Serwin, as an at-large member;
13. Julia Wang, as an at-large member; and
14. Jasmine Wong, as an at-large member.

The above individuals have been notified of their appointment and staff are identifying a date for the Ad Hoc Committee's first meeting. Before engaging in any business, the Committee members will receive an introduction to the Brown Act from the City Attorney. That meeting is expected to take place in July.

The thirteen submissions received in response to the Request for Qualifications for a site planning consultant are currently being reviewed and rated independently by staff (Deputy Director of Community Services Lucy Hakobian and Library Director Cathy Billings) and Councilmembers Zneimer and Braun, with the goal of identifying the top proposals to be presented to the Ad Hoc Committee for their consideration.





# Library Board of Trustees Agenda Report

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ITEM NO. 6

**DATE:** June 13, 2024  
**FROM:** Cathy Billings, Library Director  
**SUBJECT:** **Administrative Policies Review Committee Progress Report**

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## **Recommendation**

It is recommended that the Trustees receive a progress report from staff and Committee members Kenny Gross and Minsun Meeker about Committee activity.

## **Executive Summary**

At a regular meeting on May 9, 2024 the Trustees established a committee for the purpose of assisting with the review and revision of Library Administrative Policies. As per previous discussions, staff and Board efforts are focused on updating the “Code of Conduct” policy.

## **Background**

The Code of Conduct is an important policy that impacts day-to-day operations. It is the policy that staff use to address problematic patron behaviors. The Code of Conduct is referenced in the South Pasadena Municipal Code (2.78-5) which codifies the staff’s ability to suspend a user’s library privileges when behavior is not consistent with “library rules”. The Code of Conduct policy, its flaws and need for revision, have been discussed with Trustees on multiple occasions, including at meetings in October and November 2021. At that time staff collected and reviewed the policies of 11 other libraries as a first step toward reviewing and updating the Code of Conduct.

## **Analysis**

The Committee had its first meeting on May 24, 2024, with staff members Cathy Billings and Maida Wong in attendance. It was decided that staff would complete the process of gathering examples of policies and municipal code from other libraries and then provide that material to the Committee for their review. It was noted that in addition to the 11 libraries selected as comparisons in 2021, some additional libraries that have municipal codes related to library conduct would be added. Part-time Clerk Michael Nakakura worked on compiling the information and on June 10 the Committee was provided with a summary document for each comparison library which included links to those libraries’

Administrative Policies Review Committee Report

June 13, 2024

Page 2 of 2

policies and codes (see attached example). Date was gathered for the following libraries:

**Libraries looked at in 2001**

City Name	Municipal Code
Alhambra	Yes
Altadena	No
Arcadia	Yes
Azusa	Yes
Burbank	No
Commerce	No
San Marino	Yes
Glendale	No
Pasadena	Yes
San Marino	Yes
Santa Monica	Yes
Torrance	No

**Libraries Added in 2024**

City Name	Municipal Code
Cerritos	Yes
Corona	Yes
Long Beach	Yes
Rancho Cucamonga	No
Santa Barbara	Yes

While the Committee reviews these materials and meets at their discretion, staff will support them as needed, review the new information, and continue to work on the “next steps” outlined in the staff report provided to the Trustees at the regular May 9, 2024 meeting, including:

1. Research the “Library Rules of Behavior” policy that likely should have been rescinded at the same time the “Policy on Disruptive Behavior” became the Code of Conduct. Make sure that useful elements from the Policy on Disruptive Behavior are either in the Code of Conduct already or captured for consideration before asking the Board to consider rescinding it.
2. Organizing the elements of the current Code of Conduct into categories and thinking about how the information should be organized.
3. Identify elements that we may want to consider adding or removing or revising.

Attachment

1. Example of Summary Document for Comparison Libraries.

# **ATTACHMENT 1**

Example of Summary Document for Comparison  
Libraries

## **Santa Monica Public Library**

<https://smpl.org/>

Municipal Code: **Yes**

Behavior Policy: **Yes**

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Policy Name: **Rules of Conduct**

Sections:

- Consequences
- Appeal of Suspension
- Dangerous, Destructive, or Illegal Behaviors
- Misuse of Library Facilities
- Disruptive Behavior and Hygiene
- Youth and Youth Areas
- Misuse of Library Services and Materials
- Personal Belongings
- Eating, Drinking & Smoking

Posted on Website: [Located Here](#)

Santa Monica Municipal Code

### Chapter 1.08 PENALTY PROVISIONS

- § 1.08.010 Violations, penalty options
- § 1.08.020 Violation of administrative provisions
- § 1.08.030 City library and meeting facilities rules
- § 1.08.035 City library privileges suspension appeals
- § 1.08.040 Enforcement by private civil action

Posted Online: [Located Here](#)



# Library Board of Trustees Agenda Report

ITEM NO. 7

**DATE:** June 13, 2024

**FROM:** Cathy Billings, Library Director

**SUBJECT:** Budget Updates for Fiscal Years 2023-2024 and 2024-2025

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## Recommendation

It is recommended that the Trustees receive an update from staff on the current Fiscal Year Library budget and spending and the Fiscal Year 2024-2025 proposed budget and adoption status.

## Executive Summary

The Library should end the current Fiscal Year with a small surplus in Wages & Benefits, having spent approximately 90% of its budget for Maintenance & Operations, and with a surplus in Capital Outlay, due primarily to the decision to hold off on replacing the curbside book drops.

The proposed Fiscal Year 2024-2025 budget is still in development. The most recent draft presented at a Public Meeting reflected adequate funding for basic Library operations, including for part-time hourly employees. In addition, there are a number of Library-related projects in the Capital Improvement Program that we expect to be funded in Fiscal Year 2024-2025. The draft proposed budget is a balanced budget.

## Background

The budget for the next Fiscal Year is generally adopted in June of the current Fiscal Year. The mid-year budget process, which was introduced at Finance Commission and City Council meetings in February, took longer than expected to be completed, therefore the Fiscal Year 2024-2025 budget calendar was somewhat disrupted. The draft proposed budget was presented at the Finance Commission on May 30<sup>th</sup>, and to a joint meeting of the City Council and Finance Commission on June 5<sup>th</sup> (including additional documents that captured the input and comments of the Finance Commission from May 30<sup>th</sup>). A revised draft will be presented at a meeting of the City Council the week of June 17, 2024. The next regular meeting of the Finance Commission is June 27, 2024.

## Attachments

1. Fiscal Year 2023-2024 Library Department Draft Expenditure vs. Budget with Encumbrance Reports for Wages & Benefits, Operations & Maintenance, and Capital Outlay.
2. Draft Proposed FY 2024-2025 Budget, published/presented June 5, 2024 at Joint Meeting of the City Council and Finance Commission.

# **ATTACHMENT 1**

Fiscal Year 2023-2024 Library Department Draft  
Expenditure vs. Budget with Encumbrance  
Reports for Wages & Benefits, Operations &  
Maintenance, and Capital Outlay

Library Department  
Wages & Benefits  
DRAFT Expenditure vs. Budget Report  
Fiscal Year 2023-2024  
(as of June 10, 2024)

**ITEM 7**  
Library Board of Trustees  
June 13, 2024

User: cbillings  
Printed: 6/10/2024 7:06:41 PM  
Period 01 - 13  
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	815,145.28	815,145.28	89,691.72	0.00	89,691.72	9.91
101-8010-8011-7010-000	Salaries - Temp Part	360,000.00	299,250.61	299,250.61	60,749.39	0.00	60,749.39	16.87
101-8010-8011-7020-000	Overtime	0.00	444.64	444.64	-444.64	0.00	-444.64	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	96,971.19	96,971.19	3,605.81	0.00	3,605.81	3.59
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	7,921.76	7,921.76	1,025.24	0.00	1,025.24	11.46
101-8010-8011-7110-000	Workers Compensation	19,762.00	13,174.86	13,174.86	6,587.14	0.00	6,587.14	33.33
101-8010-8011-7130-000	Group Health Insurance	154,200.00	103,265.00	103,265.00	50,935.00	0.00	50,935.00	33.03
101-8010-8011-7140-000	Optical Insurance	2,174.00	1,792.28	1,792.28	381.72	0.00	381.72	17.56
101-8010-8011-7150-000	Dental Insurance	7,840.00	6,566.21	6,566.21	1,273.79	0.00	1,273.79	16.25
101-8010-8011-7160-000	Life Insurance	990.00	805.18	805.18	184.82	0.00	184.82	18.67
101-8010-8011-7170-000	FICA - Medicare	66,051.00	29,825.67	29,825.67	36,225.33	0.00	36,225.33	54.84
8010	Library	1,810,838.00	1,530,250.81	1,530,250.81	280,587.19	0.00	280,587.19	15.49
<b>101</b>	<b>General Fund</b>	<b>1,810,838.00</b>	<b>1,530,250.81</b>	<b>1,530,250.81</b>	<b>280,587.19</b>	<b>0.00</b>	<b>280,587.19</b>	<b>15.49</b>
<b>Expense Total</b>		<b><u>1,810,838.00</u></b>	<b><u>1,530,250.81</u></b>	<b><u>1,530,250.81</u></b>	<b><u>280,587.19</u></b>	<b><u>0.00</u></b>	<b><u>280,587.19</u></b>	<b><u>15.4949</u></b>

Library Department  
Maintenance & Operations  
DRAFT Expenditure vs. Budget Report  
Fiscal Year 2023-2024  
(as of June 10, 2024)

**ITEM 7**  
Library Board of Trustees  
June 13, 2024

User: cbillings  
Printed: 6/10/2024 7:08:27 PM  
Period 01 - 13  
Fiscal Year 2024

Account Number	Description	Budget	Actual	End Bal	Variance	Encumbered	Avail	% Avail
<b>101</b>	<b>General Fund</b>							
8010	Library							
101-8010-8011-8000-000	Office Supplies	7,500.00	5,436.25	5,436.25	2,063.75	0.00	2,063.75	27.52
101-8010-8011-8010-000	Postage	2,200.00	1,331.18	1,331.18	868.82	0.00	868.82	39.49
101-8010-8011-8020-000	Special Department Expense	36,270.00	24,922.71	24,922.71	11,347.29	3,276.00	8,071.29	22.25
101-8010-8011-8030-000	Library Periodicals	7,100.00	5,774.33	5,774.33	1,325.67	0.00	1,325.67	18.67
101-8010-8011-8031-000	Digital Resources	20,000.00	19,908.81	19,908.81	91.19	0.00	91.19	0.46
101-8010-8011-8050-000	PrintingDuplicating	4,500.00	2,838.96	2,838.96	1,661.04	0.00	1,661.04	36.91
101-8010-8011-8060-000	Dues & Memberships	5,400.00	4,048.00	4,048.00	1,352.00	0.00	1,352.00	25.04
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	113,000.00	88,098.19	88,098.19	24,901.81	21,295.77	3,606.04	3.19
101-8010-8011-8083-000	E-Books	38,000.00	33,991.49	33,991.49	4,008.51	2,118.50	1,890.01	4.97
101-8010-8011-8090-000	Conference & Meeting Expense	6,845.00	302.48	302.48	6,542.52	0.00	6,542.52	95.58
101-8010-8011-8110-000	Equipment Maintenance	3,000.00	3,391.86	3,391.86	-391.86	0.00	-391.86	-13.06
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	0.00	7,074.67	61.52
101-8010-8011-8155-000	Equipment Leasing	450.00	432.24	432.24	17.76	0.00	17.76	3.95
101-8010-8011-8170-000	Professional Service	15,800.00	10,601.19	10,601.19	5,198.81	483.31	4,715.50	29.84
101-8010-8011-8180-000	Contract Services	84,050.00	82,152.79	82,152.79	1,897.21	668.90	1,228.31	1.46
101-8010-8011-8200-000	Training Expense	2,500.00	986.09	986.09	1,513.91	0.00	1,513.91	60.56
101-8010-8011-8257-000	Board Commission Expense	1,500.00	1,495.50	1,495.50	4.50	0.00	4.50	0.30
8010	Library	365,965.00	291,699.92	291,699.92	74,265.08	27,842.48	46,422.60	12.68
<b>101</b>	<b>General Fund</b>	<b>365,965.00</b>	<b>291,699.92</b>	<b>291,699.92</b>	<b>74,265.08</b>	<b>27,842.48</b>	<b>46,422.60</b>	<b>12.68</b>
<b>Expense Total</b>		<b><u>365,965.00</u></b>	<b><u>291,699.92</u></b>	<b><u>291,699.92</u></b>	<b><u>74,265.08</u></b>	<b><u>27,842.48</u></b>	<b><u>46,422.60</u></b>	<b><u>12.685</u></b>



Library Department  
 Capital Outlay  
 DRAFT Expenditure vs. Budget Report  
 Fiscal Year 2023-2024  
 (as of June 10, 2024)

**ITEM 7**  
 Library Board of Trustees  
 June 13, 2024

User: cbillings  
 Printed: 6/10/2024 7:10:28 PM  
 Period 01 - 13  
 Fiscal Year 2024

<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>
<b>101</b>	<b>General Fund</b>							
8010	Library							
101-8010-8011-8500-000	Buildings & Improvements	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00
101-8010-8011-8520-000	Machinery & Equipment	49,000.00	0.00	0.00	49,000.00	10,518.67	38,481.33	78.53
8010	Library	59,000.00	10,000.00	10,000.00	49,000.00	10,518.67	38,481.33	65.22
<b>101</b>	<b>General Fund</b>	<b>59,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>49,000.00</b>	<b>10,518.67</b>	<b>38,481.33</b>	<b>65.22</b>
<b>Expense Total</b>		<b><u>59,000.00</u></b>	<b><u>10,000.00</u></b>	<b><u>10,000.00</u></b>	<b><u>49,000.00</u></b>	<b><u>10,518.67</u></b>	<b><u>38,481.33</u></b>	<b><u>65.2226</u></b>

## **ATTACHMENT 2**

Draft Proposed FY 2024-2025 Budget,  
published/presented June 5, 2024 at Joint  
Meeting of the City Council and Finance  
Commission

## **LIBRARY DEPARTMENT FISCAL YEAR 2024-25 BUDGET SNAPSHOT**

### **OVERVIEW**

As a community anchor, the Library supports reading readiness, literacy, lifelong learning, recreation, and professional development with its collections, programs, services, and space. The Library is open 58 hours, 7 days a week, and has exceeded our statistical Key Performance Indicators in almost every category. Through April of Fiscal Year 2023-2024, 3,248 new library cards have been issued and 572 people on average have visited the Library each day. Items were checked out more than 265,670 times and librarians at our reference desks helped 75 daily and planned and presented 184 programs for kids, 42 for adults, and 6 all-ages events which were attended by more than 9,156 people.

The Library's accomplishments in Fiscal Year 2023-2024 were driven by our Strategic Plan and fell into four main categories: operations, technology, facility, and services. We launched a departmental Equity, Diversity and Inclusion Committee, implemented an acquisitions software module that enables us to get new materials into the hands of customers more quickly, launched an Ad Hoc Committee for the Library/Community Center site planning project, and improved communication and outreach to the community by adding more than 1,000 people to our email list, for a total of 5,786.

The Library's goals for Fiscal Year 2024-2025 are tied to the Strategic Plan. Staff will be focused on implementing a Radio Frequency Identification (RFID) system that will vastly improve efficiencies and expand the self-service options that customers expect from a modern library and on implementing new technology that improves printing and scanning options for customers. In collaboration with Public Works, the Library will also be focused on implementing critical safety improvements and completing overdue repairs to the building.

### **Notable Changes - Wages and Benefits**

The Library is not requesting any new full-time positions for Fiscal Year 2024-2025.

### **Notable Changes - Operations and Maintenance**

There are no notable changes to the Library's M&O budget in Fiscal Year 2024-2025.

### **Capital Outlay**

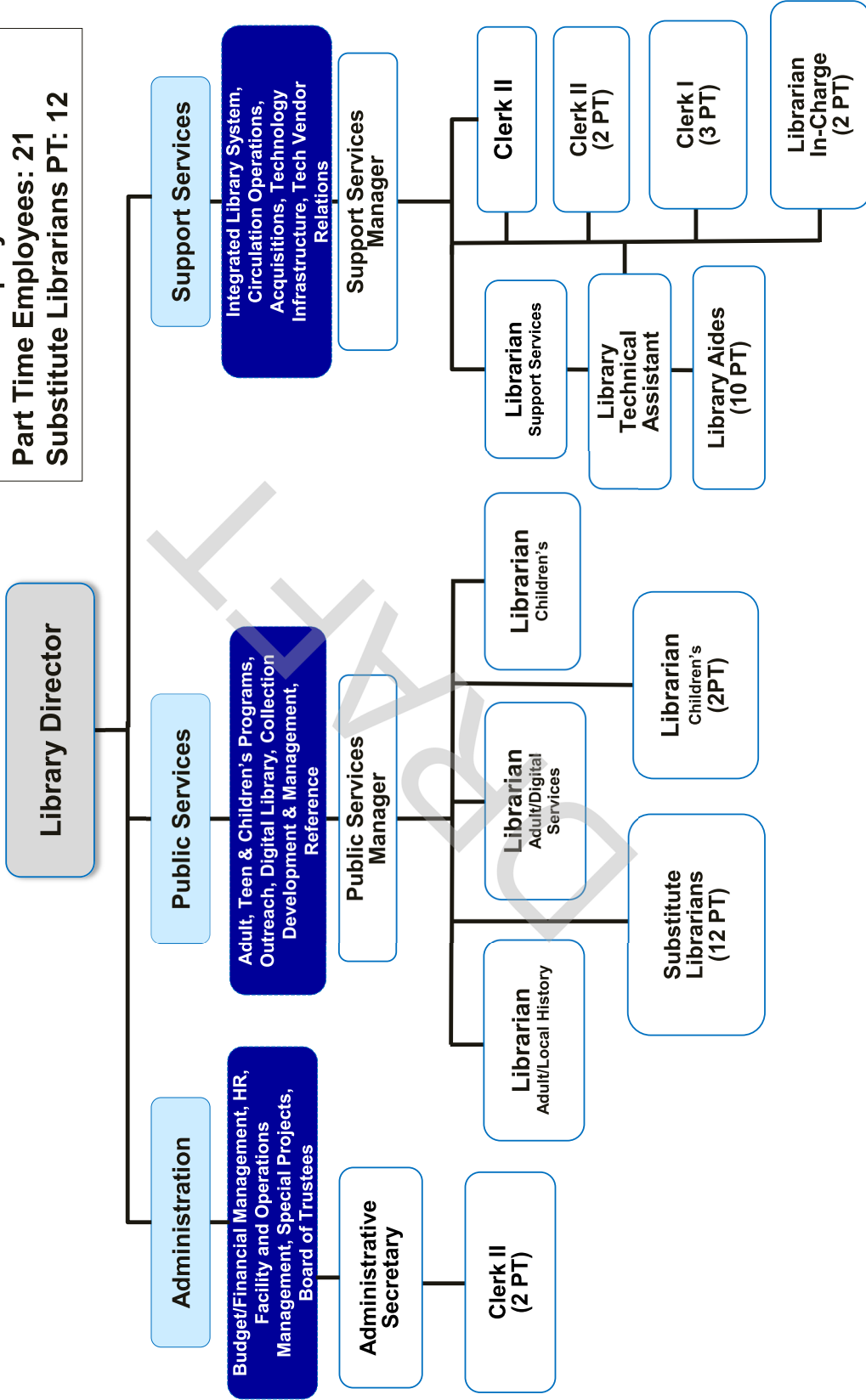
There is a significant reduction in Capital Outlay expenses as compared to the prior Fiscal Year when one-time funds were allocated for improvements to Teen area. Funds for safety-related improvements and building repairs are reflected in the Capital Improvement Plan, not in the Department's Capital Outlay budget.

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# Public Library

Fiscal Year 2024-25

Full Time Employees: 10  
 Part Time Employees: 21  
 Substitute Librarians PT: 12



<b>EXPENDITURE SUMMARY</b>	<b>Actual 2020/21</b>	<b>Actual 2021/22</b>	<b>Estimated 2022/23</b>	<b>Adopted 2023/24</b>	<b>Estimated 2023/24</b>	<b>Proposed 2024/25</b>
Wages & Benefits	1,335,189	1,544,306	1,499,933	1,810,839	1,591,086	1,843,311
Operations & Maintenance	248,738	284,301	271,371	341,395	348,971	343,225
Capital Outlay	24,442	10,525	61,696	59,000	44,000	1,500
<b>Total Expenses by Category</b>	<b>1,608,369</b>	<b>1,839,131</b>	<b>1,833,000</b>	<b>2,211,234</b>	<b>1,984,057</b>	<b>2,188,036</b>
[101-8011] Library	1,608,369	1,839,131	1,866,927	2,211,234	1,984,057	2,188,036
<b>Total Expenses by Program</b>	<b>1,608,369</b>	<b>1,839,131</b>	<b>1,866,927</b>	<b>2,211,234</b>	<b>1,984,057</b>	<b>2,188,036</b>

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	707,712	727,965	789,504	904,837	850,648	899,613
7010	000	Salaries - Temp / Part	250,634	252,424	330,182	360,000	310,063	420,333
7020	000	Overtime	155	519	237	-	101	-
7040	000	Holiday	23,432	13,727	1,391	13,598	487	10,981
7070	000	Leave Buyback	-	-	5,965	18,553	-	18,553
7100	000	Retirement	190,818	446,798	206,203	100,577	100,719	100,965
7100	010	CalPERS UAL	-	-	-	153,309	154,682	175,180
7108	000	Deferred Compensation	31,618	(28,545)	5,027	8,947	8,227	8,882
7110	000	Workers Compensation	11,479	12,623	14,028	19,762	13,679	16,489
7120	000	Disability Insurance	-	-	-	-	-	-
7122	000	Unemployment Insurance	1,029	-	-	-	-	-
7130	000	Group Health Insurance	84,889	83,898	105,455	154,200	111,540	136,986
7140	000	Vision Insurance	1,610	1,800	1,748	2,174	1,941	1,968
7150	000	Dental Insurance	6,022	7,034	6,930	7,840	7,108	7,204
7160	000	Life Insurance	899	866	894	990	861	957
7170	000	FICA - Medicare	24,892	25,197	32,370	66,051	31,030	45,200
		<WAGES & BENEFITS>	1,335,189	1,544,306	1,499,933	1,810,839	1,591,086	1,843,311
8000	000	Office Supplies	6,359	7,297	6,362	7,500	7,000	7,000
8010	000	Postage	1,738	1,118	1,289	2,200	1,900	1,900
8020	000	Special Department Expense	15,160	30,645	20,392	22,500	36,270	22,600
8030	000	Library Periodicals	6,715	6,959	6,601	7,100	6,827	7,100
8031	000	Electronic Resources	20,619	20,433	19,982	20,000	19,909	23,925
8040	000	Advertising	1,287	204	475	-	-	-
8050	000	Printing/Duplicating	1,480	3,989	3,491	4,500	4,400	4,500
8060	000	Dues & Memberships	4,060	4,106	4,205	5,400	4,965	5,350
8070	000	Mileage/Auto Allowance	-	-	-	100	-	600
8080	000	Books/DVDs/CDs	70,843	86,375	105,917	110,000	110,000	110,000
8083	000	E-Books	33,288	32,648	34,985	36,000	38,000	36,000
8085	000	City-wide Reading Program	-	-	-	-	-	-
8090	000	Conference & Meeting Expense	-	100	1,377	6,845	1,000	3,700
8110	000	Equipment Maintenance	405	1,389	2,960	3,000	2,700	5,000
8120	000	Building Maintenance	24,552	4,294	2,827	6,250	4,000	5,250
8140	000	Utilities	-	-	-	-	-	-
8151	000	CENIC WiFi Expenses	5,646	12,241	(429)	11,500	9,000	9,300
8155	000	Rental/Lease	-	-	-	450	450	450
8170	000	Professional Services	2,625	6,611	26,855	10,000	15,800	8,500
8180	000	Contract Services	51,941	64,700	31,329	84,050	84,050	88,850
8200	000	Training Expense	1,820	199	1,488	2,500	1,200	1,500
8257	000	Boards & Commissions	200	992	1,266	1,500	1,500	1,700
		<OPERATIONS & MAINTENANCE>	248,738	284,301	271,371	341,395	348,971	343,225
8500	000	Building & Improvements	15,962	5,882	46,235	10,000	10,000	-
8520	000	Machinery & Equipment	4,151	2,837	13,425	49,000	34,000	-
8521	000	Mach. & Equip. - Library Ops. Study	3,150	-	-	-	-	-
8530	000	Computer Equipment	1,179	1,806	2,036	-	-	1,500
		<CAPITAL OUTLAY>	24,442	10,525	61,696	59,000	44,000	1,500
<b>[101-8011] Library Total</b>			<b>1,608,369</b>	<b>1,839,131</b>	<b>1,833,000</b>	<b>2,211,234</b>	<b>1,984,057</b>	<b>2,188,036</b>

**PERSONNEL SERVICES**7000 Regular Salaries

Provides compensation for a full-time staff of ten positions. These include 1 Library Director; 1 Public Services Manager, 1 Support Services Manager, 2 Adult Services Librarians, 1 Support Services Librarian, 1 Children's Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 1 Library Clerk II.

7010 Wages - Seasonal and Part-Time Employees

Covers the compensation of part-time library staff members who are paid hourly rates.

7020 Overtime

Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour workday.

**OPERATIONS & MAINTENANCE**8000 Office Supplies

Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (Total \$7,000)

8010 Postage

Covers postage fees for correspondence, grant applications, invitations, overdue material notifications, and inter-library loan items lent or returned to their owning institutions. (Total \$1,900)

8020 Special Department Expense

Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, supplies for children's programs, book trucks, archival supplies, book jackets, mending tape, display racks, and other miscellaneous provisions. Also provides funds for collection development resources for staff, performers' fees, special event insurance for Library programs, and software that supports the provision of services and resources to the public. (Total \$22,600)

8030 Periodicals

Provides funds for hard copy magazine and English and foreign language newspaper subscriptions, including the *South Pasadena Review*, *South Pasadenan*, *Pasadena Star-News*, *Los Angeles Times*, and many others. (Total \$7,100)



- 8031 Digital Resources  
Provides funds for the purchase or licensing of digital resources, which are remotely available 24/7. Resources include live tutoring and homework help, encyclopedias, streaming films, resources for readers, and interactive and foreign language e-books for kids. (Total \$23,925)
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a variety of other printed materials for the public. (Total \$4,500)
- 8060 Dues and Memberships  
Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative (a joint powers authority), American Library Association, and other professional organizations. Memberships provide discounted pricing on selected resources, continuing education, professional development, and networking opportunities. (Total \$5,350)
- 8070 Mileage Reimbursement  
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used primarily to for attending required professional organization meetings and to support the training and continuing education of staff members at off-site workshops and trainings. (Total \$600)
- 8080 Books/DVDs/CDs  
Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and DVDs and Blu-rays. Annual circulation of materials exceeds 315,000. (Total \$110,000)
- 8083 E-Books  
Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Annual circulation of digital books and audiobooks exceeds 35,000. (Total \$36,000)
- 8090 Conference and Meeting Expense  
Provides funds for conference and meeting travel expenses and registration fees for staff. The American Library Association annual conference will be held in San Diego in June 27 – July 2, 2024, and the California Library Association conference will be held in Pasadena in October 2024. (\$3,700)
- 8110 Equipment Maintenance  
Includes funds for maintenance of miscellaneous Library equipment, such as security gates, air purifiers, paper cutters, and letter sorters. (Total \$5,000)

- 8120 Building Maintenance  
Provides funds for elevator permit, miscellaneous emergency janitorial, plumbing, electrical, and other service and repairs, supplies related to building maintenance, funds for exterior power washing and interior furniture and carpet cleaning, and for automated ADA door repairs. (Total \$5,250)
- 8151 CENIC Wi-Fi Expenses  
Provides funding for the out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. (Total \$9,300)
- 8155 Rental/Lease  
Funds for postage meter lease. (\$450)
- 8170 Professional Services  
Includes \$7,500 for administering the Library Special Tax, including preparing and submitting the tax roll, and \$1,000 for graphic design services. (Total \$8,500)
- 8180 Contract Services  
Provides \$450 for security alarm maintenance, \$1,100 for fire alarm system maintenance, \$1,850 for emergency lighting system maintenance, and \$2,975 for theft detection system and self-check kiosk maintenance. Includes \$24,000 for cataloging records subscription, \$2,900 for library asset recovery service, \$2,325 for a book/CD/DVD ordering platform, \$5,500 for implementation of a new public computer reservation and printing system, and \$46,400 for Integrated Library System product licensing, off-site hosting, and services. (Total \$88,850)
- 8200 Training Expense  
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. (Total \$1,500)
- 8257 Boards/Commissions  
Funds for Library Board of Trustees' attendance at the annual California public library advocates workshop and the California Library Association annual conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition event. (Total \$1,700)

## **CAPITAL OUTLAY**

- 8530 Computer Equipment  
Funds to purchase/replace barcode readers. (\$1,500)



# Library Board of Trustees Agenda Report

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ITEM NO. 8

**DATE:** June 13, 2024

**FROM:** Cathy Billings, Library Director

**SUBJECT:** Introduction to California Public Libraries Survey Data for Fiscal Year 2022-2023

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## **Recommendation**

It is recommended that Trustees receive an overview from staff about the California Public Libraries Survey and the newly released Fiscal Year 2022-2023 data.

## **Executive Summary**

The California Public Libraries Survey is administered annually by the California State Library (CSL) on behalf of the federal Institute of Museum and Library Services (IMLS) (who aggregate data from states at the national level). At the end of every fiscal year, libraries submit data about expenditures, budgets, staffing, collections, borrowing, programs, program attendance, facility condition, and more. After the survey closes, the State spends many months vetting the self-reported data. Once that process is complete the data is made available to libraries, providing a wealth of statistical information that can be analyzed and reported in many ways. The Fiscal Year 2022-2023 data has just been made available to libraries.

## **Background**

South Pasadena Public Library staff track and capture data throughout the year both mechanically and using our information systems. For example, reference question statistics are collected using a pencil and a paper tally sheet, while circulation statistics for physical materials are captured automatically by our Integrated Library System (ILS). Usage data for our digital resources is also tracked automatically, however every resource has its own administrative interface that must be accessed to retrieve the data. Numbers of program attendees are counted by staff, while those entering through the gates are counted with the help of technology. The amount and variety of data we track and collect is extensive, and it is an effort that involves almost all the full-time staff. Over the last five or so years we have been improving our processes and the tools we use to make both the collection and reporting of the data more efficient and accurate.

The biggest challenge with utilizing the survey data is that it is self-reported. The document that provides definitions for all the data points to be collected was 43 pages long in Fiscal Year 2022-2023. Regardless of the effort that the CSL puts into vetting the data there are inevitably going to be mistakes caused by misinterpretation of the definitions and instructions. When looking at the data comparatively, it can usually be assumed that any data point that is a significant outlier is suspect and should not be used for comparison.

In recent years the CSL has also developed “ready reports” that can be easily generated by libraries that don’t have the staff or inclination to dig into the entire set of raw data. These reports include five- and ten-year trend data, summary key ratios, and subject-specific tables, comparative data reports, and ranking reports in key areas for all public libraries in the state. Reports at the state-wide level are available to the public on the CSL website.

### **Analysis**

The wealth of data available to us has not been made use of often. Besides being very interesting, it is useful for telling the Library’s story, making the case for funding, and much more. Library staff would like to ensure that Trustees have a solid understanding of the data available and can provide any data or reports that the Board requests.



# Library Board of Trustees Agenda Report

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ITEM NO. 9

**DATE:** June 13, 2024  
**FROM:** Cathy Billings, Library Director  
**SUBJECT:** Library Operations Update

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## Recommendation

It is recommended that the Board receive a Library Operations Update.

## Background

This Staff Report provides short summaries about library events and programs, new services or changes to service, and about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

## Updates

### Library Summer Reading Program Launched June 3<sup>rd</sup>

The Library's [Summer Reading Program](#) (SRP) runs from June 3<sup>rd</sup> through August 3<sup>rd</sup>. SRP is fun for all ages—everyone can track time spent reading and earn prizes—but it also plays a critical role in student success. By the end of 6th grade children who lose reading skills over the summer are two years behind their classmates. In addition to prizes, attend entertaining Wonderful Wednesday performances at 6:00 p.m. on the Oxley Street side of Library Park (6/12, 6/26, 7/10, 7/17, 7/24, 7/31) and enjoy regularly scheduled Storytimes for toddlers, preschoolers, and families. On the first day of pre-registration 87 readers signed up. For more information visit the [website](#) or stop by the Library. SRP is sponsored by the Friends of the South Pasadena Public Library.

### New City (and Library) Website

The City launched its new [website](#) in mid-May. Digital and Adult Services Librarian Alexis Mendoza has been working diligently for months on the organization and migration to the new site, which is intended to be more modern looking, more user friendly, and better organized. As with any big technology rollout we are still making tweaks after going live. If you have any feedback or suggestions about the new site, please let staff know.

### **Library's Wi-Fi Rebate Administrator/Aggregator Status**

Public libraries in the State of California may participate in a program of the California State Library (CSL) that connects public libraries to a highspeed fiber optic network. CENIC, a "Public Benefit Corporation", is the entity that manages the network, and participating libraries execute a Letter of Agency with CENIC so that on libraries' behalf, they can 1) negotiate pricing and contract with Network Service Providers (e.g., AT&T) for our internet connection; and 2) apply for and secure federal E-rate discounts and other discounts libraries may be entitled to. A third-party selected by the CSL is sort of a go-between for CENIC and participating libraries (CSL calls them an "Aggregator"). This aggregator invoices libraries for the amounts owed to CENIC for the connectivity secured on our behalf, collects the payments and passes them to CENIC and distributes the rebates that CENIC has secured on our behalf in collaboration with the Network Service Provider. Since the South Pasadena Public Library began participating in 2016, the aggregator selected by the State Library has changed several times, which has caused a disruption in the receipt of invoices and rebates. The Library signed an agreement with the new aggregator (the Imperial County Office of Education) selected by the CSL in early April, and they have been diligent about trying to get libraries caught up on both invoices and rebates. We have just received the rebate for Fiscal Year 2021-2022—about 10 months later than we would normally expect it—and have been told to expect the last invoice for the Fiscal Year (covering January, February, March 2024) this month, which will enable us to pay it in the year we budgeted for it.