



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

Virtual Meeting

May 13, 2021, at 7:00 p.m.

South Pasadena Library Board of Trustees Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Library Board of Trustees for May 13, 2021 will be conducted remotely and held by video conference.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Trustees will be participating remotely and will not be physically present in the Council Chambers.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

**Library Board of Trustees
Zoom Meeting Information
Meeting ID: 892 5352 3747
Passcode: 073797**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or

2. Click on the following unique Zoom meeting link:

<https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na110ZExJeEszaytVZz09>

; or

3. You may listen to the meeting by calling: **669-900-9128** and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at: <https://zoom.us/j/9213772525>

IMPORTANT NOTE: Members of the public may access the meeting to observe the meeting’s proceedings; however, at this time, there is no live, real-time participation by members of the public.

PUBLIC COMMENTS

If you would like to comment on an agenda item, members of the public may submit their comments in writing by emailing them to: lbt@southpasadenaca.gov. **Public Comments must be received by 12 p.m., May 13, 2021 to ensure adequate time to compile and post.** Public Comment portion of the email is limited to 250 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

CALL TO ORDER:

President Bianca Richards

ROLL CALL:

Bianca Richards, President, David Uwins, Vice President, Annie Chang Long, Secretary, Joseph M. Molina, Trustee, Dean Serwin, Trustee

COUNCIL LIAISON:

Mayor Diana Mahmud, Council Liaison

STAFF PRESENT:

Cathy Billings, Library Director
Sean Faye, Administrative Secretary

PRESENTATIONS

- 1. None

PUBLIC COMMENTS

- 2. Public Comment

ACTION

- 3. Review and approve draft minutes of the regular meeting held April 8, 2021

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on April 8, 2021.

DISCUSSION

- 4. **Reintroduction of In-Library Services**
- 5. **Budget – End of FY 2020/2021 and FY 2021/2022 Proposed**
- 6. **Development Impact Fee for Library Services**
- 7. **Board Activity Forecast**
- 8. **LBT Work Plan: Administrative Policy Review**
- 9. **LBT Work Plan: Emergency Plan and Procedures**
- 10. **LBT Work Plan: Review the Board’s Charge, SPMC, and Statutory Authority**
- 11. **LBT Work Plan: Prepare for Library’s Next Strategic Planning Process**
- 12. **LBT Work Plan: Aid the Friends of the Library with 21CCL Fundraising Committee**
- 13. **Library Operations Update**

COMMUNICATIONS

- 14. **Board President**
- 15. **Board Members**
- 16. **Council Liaison**
- 17. **Friends of the Library Representative**
- 18. **Trustee Liaison to the Friends**
- 19. **Library Director**

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

June 10, 2021	Virtual Meeting	7:00 p.m.
July 8, 2021	Virtual Meeting	7:00 p.m.
August 12, 2021	Virtual Meeting	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City's website at: <https://www.southpasadenaca.gov/government/boards-commissions/library-board-of-trustees>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the Library Administrative Office at (626) 403-7330. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.

5/10/2021

Date

/s/

Sean Faye,

Administrative Secretary



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
April 8, 2021

CONVENE:

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order, virtually via Zoom, on April 8, 2021 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present

Annie Chang Long
Joseph M. Molina
Bianca Richards
Dean Serwin
David Uwins

Also Present

Cathy Billings, Library Director
Diana Mahmud, Mayor
Sally Kilby, Friends Board President
Sean Faye, Administrative Secretary

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION ITEMS:

3. **Review and approve draft minutes of the regular meeting held March 11, 2021**

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Trustee Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held March 11, 2021.

Library Board Vice President David Uwins asked for the 3/11/21 minutes be amended to include that he met with the Friends Board President on behalf of the Library Board of Trustees (LBT) to review the history surrounding the Twenty-first Century Committee for the Library (21CCL) as a Work Plan activity (Item #11).

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Trustee Dean Serwin, to approve the minutes as amended for the regular meeting of the Library Board of Trustees held March 11, 2021.

AYES:	Long, Molina, Richards, Serwin, Uwins
NOES:	None
ABSENT:	None
ABSTAIN:	None

4. Recommend a Letter of Support for the Build America's Libraries Act

Motion by Library Board Trustee Joseph M. Molina, seconded by Library Board Vice President David Uwins, to approve the recommendation that the City Council authorize a letter of support for the Build America's Libraries Act, S. 127 and H.R. 1581, which would fund upgrades to the nation's library infrastructure.

AYES:	Long, Molina, Richards, Serwin, Uwins
NOES:	None
ABSENT:	None
ABSTAIN:	None

DISCUSSION ITEMS:

5. Designate a Trustee as WISPPA Contact

The organizers of the Women Involved in South Pasadena Political Action (WISSPA) have requested monthly updates from all City of South Pasadena commissions. It was agreed that President Bianca Richards, who has been involved with WISPPA, could share information about the activity of the Board and the Library without being officially designated.

6. Serving with a Purpose Mini-Conference

The California Library Association will be holding its Serving with a Purpose Mini-Conference virtually in September 2021. This is an opportunity for members of Boards, Friends, and Library Foundations to learn more about fundraising. The Library will register any Trustees that would like to attend.

7. Reintroduction of In-person Library Services Plan

The Library is working through its logistical issues to safely re-open limited in-person services in mid-May. An evaluation of the Library's HVAC system is pending. Public Works is assisting with these arrangements. Freestanding air purifiers will be utilized. The replacement for the egress emergency lighting system has been ordered and is due to arrive at the end of April or early May. Once an installation date has been scheduled, the Library will then be able to announce that it will re-open on 5/10/21 or 5/17/21.

The Library will begin with allowing up to 40% occupancy. This may increase to 75% depending on demand and circumstances.

Acorn Technologies, the City's IT vendor, will re-configure the public computer stations for proper distancing. Some shelving projects and furniture re-location are in progress. Acrylic partitions for public service desks have been ordered. Publicity is forthcoming.

Mask usage will be required to enter. Signage about wearing masks for the public will be displayed inside the Library. The City Attorney has provided guidance on how to enforce this policy.

Two staff members will be posted at the entrance to greet patrons, keep count of occupancy, and to go over the rules. Patrons will be able to browse the collection, check out their items in person, speak with the Reference Librarian and use the public computers.

The Library will re-open to the public with its current hours. It may begin to open earlier in the day depending on the demand. Storytime and Children's programming will continue virtually over Zoom. Outdoor

programming during the summer is being considered. As conditions improve, programming may take place in the Community Room to keep families safely distanced.

The Southern California Library Cooperative (SCLC) will provide standardized training for all libraries in the consortium for how to enforce safety regulations. The Library will enforce mask wearing with existing elements in its Code of Conduct. The City Attorney also suggested the LBT might want to adopt a rule explicitly about mask requirements. This will be a Discussion Item for the 5/13/21 Trustees meeting.

8. Proposed Changes to Library Organizational Chart

The Assistant Library Director position is not funded in the recently approved budget for Fiscal Year 2020/2021. The Assistant Director position is no longer required. The Library proposes converting it back into a Full Time Librarian position, which would be responsible for library technology under the Support Services Manager. The Library also proposes that the full-time Clerk I position be upgraded to a Library Associate since the position is required to perform professional grade work that corresponds to the Library Associate job description. The LBT, led by Trustees Joseph M. Molina and Dean Serwin, offered their support of these proposals.

9. Library Operations Update

The Library had a booth at the Community Services Department “Spring Eggstravaganza” drive-thru event. Children’s Librarian Judy Neeb gave away about 300 craft kits. Information about the Library’s plans for re-opening and the Summer Reading Program were shared with many families.

Two LGBTQ programs are scheduled for June in honor of Pride Month.

The first Comic Book Discussion took place on 4/1/21. Effort will be made to increase the attendance for the next discussion in May.

Performers are being scheduled for the Summer Reading Program and planning is underway for indoor and outdoor Storytime.

The San Gabriel Valley Council of Governments will conduct a study for Regional Homeless/Mental Health/Crisis Response to review these issues from a regional perspective. Library Director Cathy Billings and Library Board President Bianca Richards will serve on the Community Advisory Group.

10. Equity, Inclusion, and Diversity (EID) Initiative

The annual State Library Directors Forum focused on the importance of looking at library services, programs, and collections through the lens of EID. The State Library has funded EID work over the last two years that will eventually provide a framework and resources for libraries to use as they address the problems of inequity and exclusion, and the need to increase diversity.

Library staff has been working on small assignments based on the curriculum of the three live-speaker training sessions they attended, with the goal of raising awareness and normalizing discussion of EID issues. Tasks included in a Library Equity, Inclusion, Diversity Plan could include developing a strategy to assess the children’s literature collection for diversity. Addressing the unconscious bias of staff has been one goal of this training. At this time, there is no formal mechanism in place to receive feedback from the community.

Board members expressed an interest in gaining a better understanding of the Library’s goals and objectives related to engaging in EID work. This will be a Discussion Item for the 5/13/21 Trustees meeting.

11. 2021 Library Board of Trustees Work Plan Status Review

Going forward, the LBT agenda will include each Work Plan goal as a separate discussion item.

COMMUNICATIONS:

12. Board President (Bianca Richards): President Richards submitted a comment to the City Manager and the Mayor in honor of National Library Week and National Library Workers Day.

13. Board Members: Secretary Annie Chang Long thanked Director Billings for her commitment to the Library and the South Pasadena community.

Trustee Serwin recognized the breadth of the Library's purpose in the community and what it represents.

14. Council Liaison (Mayor Diana Mahmud): Mayor Diana Mahmud is very pleased with the quality of discussion the Library Board engages in and feels confident the Library is in good hands under their stewardship.

Mayor Mahmud said there are two finalists for the City Manager position. A formal announcement will be made at the 4/21/21 City Council meeting.

15. Friends of the Library Representative (Friends Board President Sally Kilby): Friends Board President Sally Kilby thanked Director Billings for her leadership.

The Friends of the Library (FOL) have launched Library Appreciation Month. A banner of gratitude is featured at the Library's main entrance and the FOL will provide treats every Monday in April for staff in the breakroom. President Kilby wrote personalized thank you notes to all staff members and included a gift card to Kaldi Coffee and Tea. South Pasadena Poet Laureate Ron Koertge wrote several library-inspired haikus, which are framed and displayed for staff's enjoyment.

The first meeting of the 21CCL is scheduled for next week. A liaison from the LBT will need to be appointed at some point in the future.

The FOL will purchase a laptop/tablet dispensing kiosk. It will be installed in conjunction with when the Library allows patrons to gather inside again.

The FOL wrote to U.S. Congressional representatives asking them to support the Build America's Libraries Act.

Director Billings and President Kilby gave a presentation to the Woman's Club of South Pasadena about the Library's activities over the past year. The Woman's Club mission includes supporting libraries, so this may be a good opportunity for a future partnership with the FOL.

Book donations will temporarily be collected and processed in the Library's Community Room.

The Holiday Book Sale is the major fundraiser for the FOL. The goal for this year is to raise \$10K.

16. Trustee Liaison to Friends (Bianca Richards): President Richards would like to create a yearly forecast document similar to what the FOL have.

President Richards announced the FOL are celebrating their 71st year.

The FOL newsletter is only available in electronic format.

17. Library Director (Cathy Billings): The Library Budget for Fiscal Year 2020/2021 was approved by City Council. Requests to amend purchase orders and purchase requests will be placed before the end of the Fiscal Year.

The Crowdsourced Community Poem by South Pasadena Poet Laureate Ron Koertge was published this week. Ron Koertge and President Richards were inspired by the work of Amanda Gorman and Kwame Alexander. Members of the community submitted ideas and phrases that were the basis for Ron Koertge’s poem “A New Beginning”. It has been published on the Library’s website, on *Southpasadenan.com* and in the *South Pasadena Review*. Everyone who contributed to this project received recognition. The South Pasadena High School drama students will record the poem and the Library will share it later in April.

The Library app has received 400 downloads. Outreach will be done to nearby schools to encourage their students to use it.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, May 13, 2021 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on April 8, 2021 at 8:37 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date

General Ledger

Expenditure vs Budget with Encumbrance



User: ealvarez
 Printed: 5/10/2021 8:57:56 AM
 Period 01 - 13
 Fiscal Year 2021

Account Number	Description	Budget	Actual	End Bal	Variance	Encumbered	Avail	% Avail
101	General Fund							
8010	Library							
101-8010-8011-7000-000	Salaries - Permanent	687,939.00	579,859.61	579,859.61	108,079.39	0.00	108,079.39	15.71
101-8010-8011-7010-000	Salaries - Temp Part	196,000.00	205,107.64	205,107.64	-9,107.64	0.00	-9,107.64	-4.65
101-8010-8011-7020-000	Overtime	1,500.00	155.01	155.01	1,344.99	0.00	1,344.99	89.67
101-8010-8011-7040-000	Holiday	500.00	21,292.50	21,292.50	-20,792.50	0.00	-20,792.50	-4,158.50
101-8010-8011-7070-000	Leave Buyback	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
101-8010-8011-7100-000	Retirement	177,175.00	182,822.05	182,822.05	-5,647.05	0.00	-5,647.05	-3.19
101-8010-8011-7108-000	Deferred Compensation	1,359.00	1,154.25	1,154.25	204.75	0.00	204.75	15.07
101-8010-8011-7110-000	Workers Compensation	12,508.00	9,695.41	9,695.41	2,812.59	0.00	2,812.59	22.49
101-8010-8011-7122-000	Unemployment Insurance	0.00	1,028.75	1,028.75	-1,028.75	0.00	-1,028.75	0.00
101-8010-8011-7130-000	Group Health Insurance	90,360.00	65,771.09	65,771.09	24,588.91	0.00	24,588.91	27.21
101-8010-8011-7140-000	Optical Insurance	2,400.00	1,288.12	1,288.12	1,111.88	0.00	1,111.88	46.33
101-8010-8011-7150-000	Dental Insurance	9,000.00	4,817.43	4,817.43	4,182.57	0.00	4,182.57	46.47
101-8010-8011-7160-000	Life Insurance	990.00	750.75	750.75	239.25	0.00	239.25	24.17
101-8010-8011-7170-000	FICA - Medicare	25,000.00	21,067.54	21,067.54	3,932.46	0.00	3,932.46	15.73
101-8010-8011-8000-000	Office Supplies	7,500.00	4,648.38	4,648.38	2,851.62	0.00	2,851.62	38.02
101-8010-8011-8010-000	Postage	2,000.00	1,092.90	1,092.90	907.10	0.00	907.10	45.36
101-8010-8011-8020-000	Special Department Expense	21,000.00	5,322.90	5,322.90	15,677.10	0.00	15,677.10	74.65
101-8010-8011-8030-000	Library Periodicals	7,300.00	6,715.45	6,715.45	584.55	0.00	584.55	8.01
101-8010-8011-8031-000	Digital Resources	22,000.00	20,018.73	20,018.73	1,981.27	0.00	1,981.27	9.01
101-8010-8011-8040-000	Advertising	1,200.00	975.00	975.00	225.00	0.00	225.00	18.75
101-8010-8011-8050-000	Printing/Duplicating	3,000.00	309.75	309.75	2,690.25	0.00	2,690.25	89.68
101-8010-8011-8060-000	Dues & Memberships	5,000.00	3,235.00	3,235.00	1,765.00	0.00	1,765.00	35.30
101-8010-8011-8070-000	Mileage Reimbursement	200.00	0.00	0.00	200.00	0.00	200.00	100.00
101-8010-8011-8080-000	Books/DVDs/CDs	82,000.00	47,076.69	47,076.69	34,923.31	4,629.98	30,293.33	36.94
101-8010-8011-8083-000	E-Books	30,000.00	29,047.54	29,047.54	952.46	3,721.31	-2,768.85	-9.23
101-8010-8011-8110-000	Equipment Maintenance	4,000.00	405.20	405.20	3,594.80	0.00	3,594.80	89.87
101-8010-8011-8120-000	Building Maintenance	28,000.00	15,206.55	15,206.55	12,793.45	1,149.46	11,643.99	41.59
101-8010-8011-8140-000	Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8151-000	CENIC WiFi Expenses	18,000.00	1,483.80	1,483.80	16,516.20	0.00	16,516.20	91.76
101-8010-8011-8170-000	Professional Service	6,500.00	2,625.00	2,625.00	3,875.00	0.00	3,875.00	59.62
101-8010-8011-8180-000	Contract Services	82,000.00	50,580.50	50,580.50	31,419.50	0.00	31,419.50	38.32
101-8010-8011-8200-000	Training Expense	1,500.00	1,820.00	1,820.00	-320.00	0.00	-320.00	-21.33
101-8010-8011-8257-000	Board Commission Expense	750.00	200.00	200.00	550.00	0.00	550.00	73.33
101-8010-8011-8500-000	Buildings & Improvements	15,825.00	0.00	0.00	15,825.00	15,961.74	-136.74	-0.86

<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	Machinery & Equipment	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
101-8010-8011-8521-000	Mach. & Eq.-Library Ops. Study	3,150.00	3,150.00	3,150.00	0.00	0.00	0.00	0.00
101-8010-8011-8530-000	Computer Equipment	525.00	1,179.33	1,179.33	-654.33	0.00	-654.33	-124.63
8010	Library	1,568,181.00	1,289,902.87	1,289,902.87	278,278.13	25,462.49	252,815.64	16.12
101	General Fund	1,568,181.00	1,289,902.87	1,289,902.87	278,278.13	25,462.49	252,815.64	16.12
Expense Total		<u>1,568,181.00</u>	<u>1,289,902.87</u>	<u>1,289,902.87</u>	<u>278,278.13</u>	<u>25,462.49</u>	<u>252,815.64</u>	<u>0.1612</u>

ITEM 5 (FY 2021/2022)

Library FY 2021-2022 Budget Request (Revised 5/10/21)				Actual	Actual	Actual	Adopted	Estimated	Adopted	Proposed
Account Number	Acct	Tsk	Account Title	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21	2021/22
101-8010-8011-7000-000	7000	000	Salaries - Permanent	585,331	662,096	610,377	787,939	599,276	687,939	
101-8010-8011-7010-000	7010	000	Salaries - Temp / Part	284,022	308,437	290,259	260,000	240,771	196,000	300,000
101-8010-8011-7020-000	7020	000	Overtime	570	1,261	76	1,500	147	1,500	
101-8010-8011-7040-000	7040	000	Holiday	421	507	-	500	12,789	500	
101-8010-8011-7070-000	7070	000	Leave Buyback	3,350	8,581	7,491	10,000	17,016	10,000	
101-8010-8011-7100-000	7100	000	Retirement	139,245	154,902	179,768	253,918	158,925	177,175	
101-8010-8011-7108-000	7108	000	Deferred Compensation	1,282	1,199	2,401	2,459	1,422	1,359	
101-8010-8011-7110-000	7110	000	Workers Compensation	26,950	15,103	4,735	14,149	10,480	12,508	
101-8010-8011-7120-000	7120	000	Disability Insurance	-	11,242	-	-	-	-	
101-8010-8011-7122-000	7122	000	Unemployment Insurance	495	7	-	-	1,055	-	
101-8010-8011-7130-000	7130	000	Group Health Insurance	55,894	77,862	79,325	105,360	74,545	90,360	
101-8010-8011-7140-000	7140	000	Vision Insurance	1,769	1,854	1,619	2,400	1,460	2,400	
101-8010-8011-7150-000	7150	000	Dental Insurance	6,040	6,045	5,290	9,000	5,454	9,000	
101-8010-8011-7160-000	7160	000	Life Insurance	798	800	702	990	788	990	
101-8010-8011-7170-000	7170	000	FICA - Medicare	23,760	26,665	24,985	11,425	22,660	25,000	
			<WAGES & BENEFITS>	1,129,927	1,276,561	1,207,029	1,459,640	1,146,789	1,214,731	
101-8010-8011-8000-000	8000	000	Office Supplies	12,064	11,029	9,193	10,000	5,359	7,500	7,500
101-8010-8011-8010-000	8010	000	Postage	4,905	3,544	2,446	3,000	1,820	2,000	2,000
101-8010-8011-8020-000	8020	000	Special Department Expense	30,630	25,670	31,417	28,000	19,586	21,000	21,000
101-8010-8011-8030-000	8030	000	Library Periodicals	14,449	14,874	12,318	12,500	10,604	7,300	7,000
101-8010-8011-8031-000	8031	000	Digital Resources	32,796	39,852	30,993	30,000	29,292	22,000	22,000
101-8010-8011-8040-000	8040	000	Advertising	3,556	2,981	3,380	4,000	1,076	1,200	1,200
101-8010-8011-8050-000	8050	000	Printing/Duplicating	4,765	4,139	4,418	3,150	2,934	3,000	4,000
101-8010-8011-8060-000	8060	000	Dues & Memberships	1,357	1,990	2,002	5,000	4,104	5,000	4,500
101-8010-8011-8070-000	8070	000	Mileage/Auto Allowance	126	131	56	200	117	200	100
101-8010-8011-8080-000	8080	000	Books/DVDs/CDs	133,429	133,491	110,564	105,000	95,210	82,000	90,000
101-8010-8011-8083-000	8083	000	E-Books	-	-	9,988	41,000	35,393	30,000	30,000
101-8010-8011-8085-000	8085	000	City-wide Reading Program	2,217	-	-	5,000	-	-	
101-8010-8011-8090-000	8090	000	Conference & Meeting Expense	398	913	1,911	2,000	200	-	2,000
101-8010-8011-8110-000	8110	000	Equipment Maintenance	37,278	4,763	4,192	5,000	2,789	4,000	3,500
101-8010-8011-8120-000	8120	000	Building Maintenance	21,536	15,669	12,979	15,000	9,469	28,000	11,650
101-8010-8011-8140-000	8140	000	Utilities	34,755	34,479	33,541	-	32,669	-	
101-8010-8011-8151-000	8151	000	CENIC WiFi Expenses	-	16,333	11,258	16,500	6,218	18,000	11,960
101-8010-8011-8155-000	8155	000	Rental/Lease	303	305	-	-	-	-	
101-8010-8011-8170-000	8170	000	Professional Services	11,718	7,640	10,622	8,000	4,375	6,500	27,000
101-8010-8011-8180-000	8180	000	Contract Services	30,880	59,238	85,600	82,000	81,432	82,000	72,000
101-8010-8011-8200-000	8200	000	Training Expense	2,125	1,825	-	2,000	-	1,500	1,500
101-8010-8011-8257-000	8257	000	Boards & Commissions	2,088	2,933	2,500	2,500	348	750	1,000
			<OPERATIONS & MAINTENANCE>	381,376	381,796	379,377	379,850	342,995	321,950	319,910
101-8010-8011-8500-000	8500	000	Building & Improvements	-	-	-	-	-	15,825	27,000
101-8010-8011-8520-000	8520	000	Machinery & Equipment	-	46,375	-	1,000	695	12,000	3,000
101-8010-8011-8521-000	8521	000	Mach. & Equip. - Library Ops. Study	-	12,349	77,341	27,000	-	3,150	-
101-8010-8011-8530-000	8530	000	Computer Equipment	14,166	19,740	8,628	7,000	417	525	2,000
			<CAPITAL OUTLAY>	14,166	78,463	85,969	35,000	1,112	31,500	32,000
			M&O + CAPITAL OUTLAY				414,850		353,450	351,910
[101-8011] Library Total				1,525,469	1,736,821	1,672,375	1,874,490	1,490,895	1,568,181	

LIBRARY**Budget Detail****101-8011****PERSONNEL SERVICES**

- 7000 Regular Salaries
Provides compensation for a full-time staff of nine positions. These include 1 Library Director, 1 Public Services Manager, 1 Support Services Manager, 2 Adult Services Librarians, 1 Children's Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 1 Library Clerk.
- 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 work day.

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 \$7,500)
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue material notifications, and inter-library loan books lent or returned to their owning institutions. (Total \$2,000)
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, mending tape, display racks, and other miscellaneous provisions. Also provides funds for collection development resources for staff, special event insurance for Library programs, and software that supports the provision of services and resources to the public. (Total \$21,000)
- 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 \$7,000)
- 8031 Digital Resources
Provides funds for the purchase of or subscription to digital resources, the majority of which are remotely available 24/7. Resources include a language learning app, historical newspapers, indexes to newspapers and magazines, encyclopedias, homework assistance, test preparation and job skills training, streaming films, advice for readers, digital magazines, comics and manga, and more. (Total \$22,000)

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. (Total \$1,200)
- 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 \$4,000)
- 8060 Dues and Memberships
Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, California Library Association, and other professional organizations. Membership provides discounted pricing on selected resources, continuing education, professional development, and networking opportunities, as well as support for state and national organizations and associations advocating and lobbying for libraries. (Total \$4,500)
- 8070 Mileage Reimbursement
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (Total \$100)
- 8080 Books/DVDs/CDs
Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (Total \$90,000)
- 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 28,000 with demand steadily increasing. (Total \$30,000)
- 8090 Conference and Meeting Expense
Provides funds for conference and meeting travel expenses and registration fees for staff. (\$2,000)
- 8110 Equipment Maintenance
Covers technical support, repair and maintenance of computer system hardware and software, public computers and copiers, and assistance with special library technology projects. Also includes funds for telephone repair and maintenance and postage meter leasing. (Total \$3,500)
- 8120 Building Maintenance
Provides fire extinguisher maintenance, elevator permit, \$4,000 for miscellaneous emergency janitorial, plumbing, electrical, and other service and repairs and \$2,000 for supplies for the Library building. Includes \$5,000 for exterior steam cleaning and interior furniture and carpet cleaning. (Total \$11,650)
- 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. Also includes \$700 for SonicWall

security for Wi-Fi router. (Total \$11,960)

8170 Professional Services

Includes \$7,500 for auditors to prepare and process the tax roll for the Library Parcel Tax, \$3,000 for technology project support from Acorn, \$1,500 for graphic design services, \$5,000 for a Development Impact Fee Study, and \$10,000 for a 5-year strategic planning consultant. (Total \$27,000)

8180 Contract Services

Provides \$450 for security alarm maintenance, \$1,000 for fire alarm system maintenance, \$1,500 for emergency lighting system maintenance, and \$3,000 for theft detection equipment and self-check kiosk maintenance. Includes \$21,842 for cataloging records subscription, \$2,500 for OCLC FirstSearch and inclusion in Worldcat, \$2,200 for library asset recovery service, \$1,995 for a book/CD/DVD ordering platform, \$1,620 for an upgraded public computer reservation system, and \$36,230 for Integrated Library System product licensing, off-site hosting, and services. (Total \$72,000)

8200 Training Expense

Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (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 Luncheon Event. (Total \$1,000)

CAPITAL OUTLAY

8500 Building Improvements

\$10,000 for library administration office HVAC and \$17,000 for interior and exterior security cameras. (\$27,000)

8520 Machinery & Equipment

Alarm system control replacement. (\$3,000)

8521 Machinery & Equipment – Library Operations Study

8530 Computer Equipment

Funds for 2 tablet devices and 2 mobile scanners for use at events off-site and for collections management projects in the stacks. (Total \$2,000)

Library Board of Trustees Agenda Forecast

2021 Work Plan:

Policies

Strategic Planning

Emergency Plan

21CCL

Governance: Roles/Responsibilities

Month	Standing Items	2021
January	Quarterly Budget Calendar Year Work Plan Approval Nominating Committee Slate Presented; Election of Officers Calendar Year Approved Holidays and Closures	
February		
March	Next FY Budget Discussion Volunteer Recognition Event Planning	
April		
May	Next FY Proposed Budget	
June		
July	Quarterly Budget New FY Adopted Budget Parcel Tax Discussion Serving with a Purpose Conference reminder	
August	Parcel Tax Auditor's Report	
September		
October	Quarterly Budget	"Winter Holiday" Closure
November	Annual Report Discussion Appoint Nominating Committee	
December	Annual Report Approval Next Calendar Year Work Plan Discussion Volunteer Recognition Discussion Next Calendar Year Meeting Dates	

Last Update 5/10/2021