



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

**REGULAR MEETING AGENDA  
THURSDAY, JANUARY 12, 2023 at 7:00 p.m.**

**SOUTH PASADENA PUBLIC LIBRARY  
1100 OXLEY STREET, SOUTH PASADENA, CA 91030**

**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 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. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Advisory Body may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Webinar ID: 892 5352 3747/ Passcode: 073797**

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.

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>

or

3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

**CALL TO ORDER**

President Dean Serwin

**ROLL CALL**

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

**COUNCIL LIAISON:**

Vacant

**PUBLIC COMMENT GUIDELINES**

The City welcomes public input. Members of the public may speak for up to 3 minutes for a general public comment or per agenda item **by means of one of the following options:**

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

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.

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 and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than 12:00 p.m., January 12, 2023

*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.*

**1. Public Comment****PRESENTATION****ACTION/DISCUSSION****2. Minutes of the Regular Library Board of Trustees Meeting of December 8, 2022**Recommendation

It is recommended that the Board review and approve the December 8, 2022 Regular Meeting Minutes.

**3. Approval of 2023 Library Holiday Closures**Recommendation

It is recommended that the Board review and approve the schedule of holiday closures for 2023.

**4. Quarterly Budget Update****5. Draft Library Strategic Plan****6. Library Board of Trustees 2023 Agenda Forecast****7. Library Operations Update**

<b>COMMUNICATIONS</b>
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8. **Board President Communications**
9. **Board Member Communications**
10. **Council Liaison Communications**
11. **Friends of the Library Representative**
12. **Trustee Liaison to the Friends**
13. **Library Director**

<b>ADJOURNMENT</b>
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**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

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)

**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 **January 12, 2023**, 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.*

1/9/2023

/S/

Date

Sean Faye, Library Administrative Secretary



**South Pasadena Public Library  
REGULAR MEETING OF THE  
LIBRARY BOARD OF TRUSTEES  
MINUTES  
December 8, 2022**

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**CONVENE:**

President Dean Serwin called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on December 8, 2022 at 7:00 p.m. Members of the public attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person meetings.

**IN ATTENDANCE:**

Trustees Present

Kenneth Gross  
Annie Chang Long  
Bianca Richards  
Dean Serwin

Also Present

Cathy Billings, Library Director  
Jason Genck, BerryDunn Consultant  
Ellen Torres, Friends Board President  
Sean Faye, Administrative Secretary

**EXCUSED:** Councilmember Diana Mahmud

**PUBLIC COMMENTS:**

1. None

**PRESENTATION:**

**2. Strategic Plan Goals, Performance Measures, and Mission Statement**

BerryDunn consultant Jason Genck presented the draft goals, performance measures, and mission statement for the South Pasadena Public Library Strategic Plan, 2023-2027. The strategic planning process is moving into the final phase of development. The Board discussed the goals and performance measures for Library operations, services, the facility, and technology. This information was derived from the results of the public survey and in-person engagement with City staff and members of the community. The Library Public Services staff reviewed the goals and felt they resonated with the Library's identity and community-wide needs.

Staff will create the timeline to address these goals over the next five years.

The Strategic Plan and its goals and timeline should be reviewed by staff and the Trustees on a regular basis.

The next draft of the Strategic Plan will be presented at the January 2023 Trustees meeting. It will be presented to City Council in February 2023.

BerryDunn will provide an implementation workshop for staff once the Strategic Plan is finalized.

The mission statement continues to be developed.

[BerryDunn consultant Jason Genck left the Library Board of Trustees meeting at 7:53 p.m.]

## **ACTION/DISCUSSION ITEMS:**

### **3. Minutes of the Regular Library Board of Trustees Meeting of November 10, 2022**

**Motion by Library Board Vice President Bianca Richards, seconded by Library Board President Dean Serwin, to approve the minutes as written for the regular meeting of the Library Board of Trustees held November 10, 2022.**

<b>AYES:</b>	<b>Gross, Richards, Serwin</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>Long</b>

### **4. Request for Approval of 2023 Meeting Dates**

**Motion by Library Board President Dean Serwin, seconded by Library Board Secretary Annie Chang Long, to approve the Library Board of Trustees Meeting Dates for 2023.**

<b>AYES:</b>	<b>Gross, Long, Richards, Serwin</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

### **5. Select Date for Volunteer Recognition Event**

The Volunteer Recognition Event has been tentatively scheduled for Thursday, April 20, 2023. There was a discussion about honoring the most recent chairs of the Restoration Concert Committee and having two members of the New Hollywood String Quartet provide musical entertainment.

### **6. Library Operations Update**

The Library's 2023 budget requests have been submitted to the Friends. The Friends will vote on and finalize these requests at their annual meeting in January. The Library requested funding for (among other things): a Mac computer to digitize audio/visual materials for the Memory Lab project; *Little Pim*, a language learning application for children; and Equity, Inclusion, and Diversity materials.

Exterior digital signage is being considered as a possible use for Friends Technology Fund monies, in lieu of the Library pursuing a laptop kiosk. The Library Director met with Community Development to ensure that zoning/code would allow for such a sign. If this idea is pursued, it would not be until the City's General Plan is adopted.

The Friends agreed to donate more than \$5,500 towards new patio furniture for the front of the Library. This will be brought before City Council on 12/21/22.

The Library will soon submit its Statement of Interest for the Building Forward California State Library Infrastructure Grant. Applications are expected to be due in March 2023.

Headcounts in December will be conducted four times a day, in conjunction with the daily gate count. It will present a clearer image of the Library's busiest times of day.

The Library has launched *LOTE4Kids*, an online database that allows children to enjoy eBooks in other languages. This database compliments the *Little Pim* platform. Publicity for both programs is forthcoming.

Under the banner of the Friends, staff applied for and received a \$750 grant from the South Pasadena Chinese-American Club (SPCC). \$500 will go towards books for the California Young Readers Medal program. \$250 will go towards the Summer Reading Program.

The Library has acquired a subscription to *WorldCat Visibility*, a web-based catalog that features Library collections from all over the world.

The California State Library has extended its funding of *Career Pathways*, the suite of online professional development and job skill building resources, through September 2024. The California State Library introduced these job resources as part of the American Rescue Plan Act.

The State Library will provide *Brainfuse* online tutoring for the entire state of California through 2024. The Library will not renew its license to *Tutor.com*, which is paid by the Friends, when it expires in December. Outreach is forthcoming for parents and students.

Volunteer Mary Bart will resume teaching the weekly English Language Conversation group in January. If enrollment is high, there may be a second session of this class taught by another volunteer.

## **COMMUNICATIONS:**

### **7. Board President Communications**

President Dean Serwin is happy to see the Library Strategic Plan near its completion. He praised the concept of five-year plans and added they should be revisited and revised often to note what has been accomplished.

President Serwin thanked the Measure LL Committee, who had been honored the night before at City Council, for their work to renew the Library Parcel Tax.

### **8. Board Member Communications**

Vice President Bianca Richards said a message of gratitude had been added to the Measure LL Committee banner outside her home, which will be up until January. Vice President Richards is grateful to serve on the Board during the strategic planning process and is excited for what's to

come. Vice President Richards suggested the final Strategic Plan be essential reading for new board members and staff.

Secretary Annie Chang Long expressed the same gratitude to serve on the Board during the development of the Library Strategic Plan. Secretary Long thanked Library Director Cathy Billings for her leadership to include Library staff and reflect their daily experiences in the Strategic Planning process.

Trustee Kenneth Gross is pleased to see how the strategic plan has come together and looks forward to its implementation.

## **9. Council Liaison Communications**

Councilmember Diana Mahmud was not present.

## **10. Friends of the Library Representative**

The Friends held their meeting today, prior to their Holiday Luncheon. At the meeting, the Friends nominating committee presented their slate that will have four new board members. This will be voted on at their annual meeting in January. The budget was also presented, but without a quorum. The budget will be voted on via email.

The Friends Holiday Book Sale will take place this weekend. A silent auction will be held on Friday night. There will also be a gift marketplace with local artisans.

The Friends have 288 members and \$38,508.

An e-postcard for membership has been sent as a last-chance reminder to join for 2022.

Last month yielded \$4,293 in membership dues.

The Restoration Concert Committee held their concert on 12/4/22 with the New Hollywood String Quartet. Attendance is increasing.

The Restoration Concert Committee applied for a \$7K grant from the Showcase House to offset their costs in renting pianos for their artists.

Sally Kilby was thanked for her work in publicizing news and events for the Friends. The Friends Holiday Book Sale has been advertised in the *South Pasadena Review* and *Pasadena Weekly*.

Library staff were thanked for their assistance.

The Friends Holiday Luncheon had a great turnout at the Calvary Presbyterian Church.

The Friends annual meeting will be in January. The date is TBD.

President Serwin expressed appreciation for the support Friends Board President Ellen Torres and the Friends give the Library.

**11. Trustee Liaison to the Friends**

Vice President Richards had nothing to add.

**12. Library Director**

Library Director Billings wished everyone a happy end of the year and holiday and thanked everyone for their service.

**NEXT MEETING:** The next regular meeting of the Library Board of Trustees will be on Thursday, January 12, 2023 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference for the public via Zoom.

**ADJOURNMENT:** President Dean Serwin adjourned the regular meeting of the Library Board of Trustees on December 8, 2022 at 8:25 p.m.

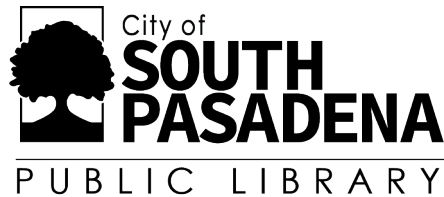
Minutes approved \_\_\_\_\_ as written.

Minutes approved \_\_\_\_\_ as corrected.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date





## South Pasadena Public Library Library Holiday/Closed Schedule for 2023

**PLEASE NOTE: Dates and times for Library closed hours are subject to change. Notification of any changes will be provided at the earliest possible time. Should you have any questions regarding the information above, please contact Library Administration at (626) 403-7330.**

Sunday, January 1, 2023	Library Closed for New Year's Day
Monday, January 2, 2023	City Closed for New Year's Day
Monday, January 16, 2023	City Closed for Martin Luther King, Jr. Day
Monday, February 20, 2023	City Closed for Presidents' Day
Sunday, April 9, 2023	Library Closed for Easter Holiday
Monday, May 29, 2023	City Closed for Memorial Day
Monday, June 19, 2023	City Closed for Juneteenth
Tuesday, July 4, 2023	City Closed for 4 <sup>th</sup> of July/Independence Day
Monday, September 4, 2023	City Closed for Labor Day
Friday, November 10, 2023	Library Closed for Veterans Day
Saturday, November 11, 2023	Library Closed for Veterans Day
Wednesday, November 22, 2023	<b>Library Closes at 5pm</b>
Thursday, November 23, 2023	City Closed for Thanksgiving Holiday
Friday, November 24, 2023	Library Closed
Sunday, December 24, 2023	Library Closed
Monday, December 25, 2023	City Closed for Christmas Holiday
Tuesday, December 26, 2023	Library Closed
Wednesday, December 27, 2023	Library Closed
Thursday, December 28, 2023	Library Closed
Sunday, December 31, 2023	Library Closed
Monday, January 1, 2024	City Closed for New Year's Holiday

**This Holiday Schedule was approved by the Library Board of Trustees at their regular monthly meeting held....**

Depending on the day the holiday falls, this can affect the Library's seven day per week schedule as follows - if a holiday falls on a Saturday, the Library will be closed to the public both Friday and Saturday. When a holiday falls on a Sunday, the Library will be closed to the public both Sunday and Monday. In both cases, Library staff will work the same number of hours as all other City staff during the week in which the holiday occurs. *(Section 10(b)(2) of the South Pasadena Public Service Employees' Association Memorandum of Understanding)*

# General Ledger

## Expenditure Summary by Section



User: cbillings  
 Printed: 1/9/2023 4:30:01 PM  
 Period 01 - 06  
 Fiscal Year 2023

Account Number	Description	Budget	YTD Expenditures	Available Balance	% Expended
101	General Fund				
8011	Library				
101-8010-8011-7000-000	Salaries - Permanent	818,664.00	372,950.50	445,713.50	45.56
101-8010-8011-7010-000	Salaries - Temp Part	342,000.00	148,327.25	193,672.75	43.37
101-8010-8011-7020-000	Overtime	0.00	0.00	0.00	0.00
101-8010-8011-7040-000	Holiday	0.00	1,245.68	-1,245.68	0.00
101-8010-8011-7055-000	IOD - Non - Safety	0.00	0.00	0.00	0.00
101-8010-8011-7070-000	Leave Buyback	18,000.00	5,964.58	12,035.42	33.14
101-8010-8011-7100-000	Retirement	191,378.00	157,747.60	33,630.40	82.43
101-8010-8011-7108-000	Deferred Compensation	1,387.00	679.34	707.66	48.98
101-8010-8011-7110-000	Workers Compensation	15,145.00	6,205.36	8,939.64	40.97
101-8010-8011-7120-000	Disability Insurance	0.00	0.00	0.00	0.00
101-8010-8011-7122-000	Unemployment Insurance	0.00	0.00	0.00	0.00
101-8010-8011-7130-000	Group Health Insurance	104,280.00	48,565.00	55,715.00	46.57
101-8010-8011-7140-000	Optical Insurance	2,400.00	819.52	1,580.48	34.15
101-8010-8011-7150-000	Dental Insurance	9,000.00	3,368.26	5,631.74	37.43
101-8010-8011-7160-000	Life Insurance	990.00	413.25	576.75	41.74
101-8010-8011-7170-000	FICA - Medicare	11,871.00	14,312.42	-2,441.42	120.57
101-8010-8011-8000-000	Office Supplies	6,500.00	2,853.67	3,646.33	43.90
101-8010-8011-8010-000	Postage	1,500.00	0.00	1,500.00	0.00
101-8010-8011-8020-000	Special Department Expense	20,000.00	8,062.89	11,937.11	40.31
101-8010-8011-8030-000	Library Periodicals	7,000.00	4,484.78	2,410.46	64.07
101-8010-8011-8031-000	Digital Resources	20,000.00	17,682.48	2,317.52	88.41
101-8010-8011-8040-000	Advertising	1,000.00	0.00	1,000.00	0.00
101-8010-8011-8050-000	Printing/Duplicating	3,500.00	1,806.15	1,693.85	51.60
101-8010-8011-8060-000	Dues & Memberships	4,200.00	3,009.00	1,191.00	71.64
101-8010-8011-8070-000	Mileage Reimbursement	100.00	0.00	100.00	0.00
101-8010-8011-8080-000	Books/DVDs/CDs	105,000.00	42,758.43	4,180.05	40.72
101-8010-8011-8081-000	Books - Donations and Gifts	0.00	0.00	0.00	0.00
101-8010-8011-8082-000	Special Book Grants	0.00	0.00	0.00	0.00
101-8010-8011-8083-000	E-Books	35,000.00	19,184.57	0.00	54.81
101-8010-8011-8085-000	City-wide Reading Program	1,000.00	0.00	1,000.00	0.00
101-8010-8011-8090-000	Conference & Meeting Expense	2,000.00	700.22	1,299.78	35.01
101-8010-8011-8100-000	Vehicle Maintenance	0.00	0.00	0.00	0.00
101-8010-8011-8110-000	Equipment Maintenance	3,000.00	367.27	2,632.73	12.24
101-8010-8011-8120-000	Building Maintenance	8,000.00	1,491.99	6,508.01	18.65
101-8010-8011-8140-000	Utilities	0.00	0.00	0.00	0.00
101-8010-8011-8150-000	Telephone	0.00	0.00	0.00	0.00
101-8010-8011-8151-000	CENIC WiFi Expenses	11,500.00	2,717.58	0.00	23.63
101-8010-8011-8155-000	Equipment Leasing	0.00	0.00	0.00	0.00
101-8010-8011-8170-000	Professional Service	34,600.00	5,143.40	27,600.00	14.87
101-8010-8011-8171-000	Prof. Svcs.-Library Ops. Study	0.00	0.00	0.00	0.00
101-8010-8011-8180-000	Contract Services	73,000.00	71,666.68	127.17	98.17
101-8010-8011-8200-000	Training Expense	1,500.00	280.43	1,219.57	18.70
101-8010-8011-8257-000	Board Commission Expense	1,500.00	0.00	1,500.00	0.00
101-8010-8011-8500-000	Buildings & Improvements	28,900.00	0.00	28,900.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Available Balance</b>	<b>% Expended</b>
101-8010-8011-8520-000	Machinery & Equipment	12,000.00	219.40	7,776.49	1.83
101-8010-8011-8521-000	Mach. & Eq.-Library Ops. Study	0.00	0.00	0.00	0.00
101-8010-8011-8530-000	Computer Equipment	2,000.00	0.00	2,000.00	0.00
8011	Library	1,897,915.00	943,027.70	865,056.31	49.69

## Library Board of Trustees Agenda Forecast

### FY 2022-2023 Work Plan

Raise awareness in the community of the Library Special Tax

Engage in the five-year (2023-2027) library strategic planning process

Undertake comprehensive Review of library administrative policies

Month	Standing Items	2023 Items
<b>January</b>	<ul style="list-style-type: none"> <li>Quarterly Budget report</li> <li>Annual Agenda forecast</li> <li>Calendar year approved holidays and closures</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Plan</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>Volunteer Recognition Event planning</li> </ul>	<ul style="list-style-type: none"> <li>California State Library Building Forward Infrastructure Grant</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>Next FY Budget discussion</li> <li>Volunteer Recognition Event planning</li> </ul>	<ul style="list-style-type: none"> <li>Nominating Committee slate presented; election of officers</li> <li>Serving with a Purpose Conference reminder</li> <li>California State Library Building Forward Infrastructure Grant</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Quarterly Budget report</li> <li>Strategic Plan review</li> </ul>	
<b>May</b>	<ul style="list-style-type: none"> <li>Next FY proposed Budget</li> </ul>	
<b>June</b>	<ul style="list-style-type: none"> <li>Annual Report discussion</li> <li>Fiscal year work plan discussion</li> </ul>	
<b>July</b>	<ul style="list-style-type: none"> <li>Quarterly Budget report</li> <li>Strategic Plan review</li> <li>New FY Adopted Budget review</li> <li>Special Tax update</li> <li>Annual Report approval</li> </ul>	
<b>August</b>		
<b>September</b>	<ul style="list-style-type: none"> <li>Special Tax Auditor's Report</li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li>Quarterly Budget report</li> <li>Strategic Plan review</li> </ul>	
<b>November</b>	<ul style="list-style-type: none"> <li>Appoint Nominating Committee</li> </ul>	
<b>December</b>	<ul style="list-style-type: none"> <li>Volunteer Recognition event date selection</li> <li>Next calendar year LBT meeting dates</li> </ul>	