



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: September 14, 2023
FROM: Cathy Billings, Library Director
SUBJECT: **Master Plan Project Update**

Recommendation

Discussion item only. No staff recommendation.

Background

The City Council approved \$150K in Fiscal Year 2023-2024 to launch the Master Site Planning project for the Library.

Efforts to explore the expansion/renovation of the Library (usually taking into account the Senior Center) have been undertaken previously:

1994

- Friends of the Library formed committee to pursue library expansion. Efforts were set aside in favor of Library Special Tax effort.

1999-2004

- A Council approved Trustees Community Facilities Task Force is active. Started with a focus on Library needs but soon became apparent that Senior and Recreation interested parties had to be included. A consultant did a professional needs assessment with teens, seniors, library users and community. End result: Ewing & Associates (architects) prepares conceptual drawings for Library and Senior Center expansion.

2013-2014

- A Community Center Ad Hoc Committee was active. A feasibility study for a Community Center in South Pasadena was undertaken. \$200,000 was set aside by Council in a "Library Expansion" reserve fund, the idea being that if senior services were relocated to a new Community Center, the Library could expand into the current Senior Center. End result: a new Community Center was not pursued.

The community outreach conducted as part of the development of the 2023-2027 Library Strategic Plan provided extensive feedback from the public about what they feel are the shortcomings of the existing library facility. Many if not all the issues identified were already documented as part of the endeavors in 1999-2004.

Discussion/Analysis

A project kick-off meeting with the City Manager, Deputy City Manager and Library, Public Works, and Community Development directors, was held on 8/23/2023. At this meeting, the Site Planning Project and its objectives were discussed at a high level, and the City Manager shared her vision for the project. Fundamental elements required to get the project off the ground, as well as next steps were identified.

Fundamentals:

- Project lead is Dominica Megerdichian, Deputy City Manager
- An interdepartmental team made up of key people from multiple departments will be established. The team will include engineers, planners, an Environmental Services & Sustainability Manager, representatives from Community Services and more.
- The project objective is to look at redevelopment of the whole site, taking into account library and senior services and recreation uses.
- Staff anticipate asking the City Council to consider establishing a Site Planning Project Advisory Committee, to consist of representatives from Council, the Library Board of Trustees and others (for example the Friends of the Library, the Senior Citizens Foundation, etc.). As part of its duties, the Committee would be charged with visiting other libraries.

Next Steps

- Staff to draft the Request for Qualifications (RFQ) to start competitive bidding process to select a site planning/design consultant to work on the project.
- Begin preparing staff report(s) for the City Council regarding the creation of an advisory committee, an award of contract, etc.
- Begin developing a high-level project timeline, a list of deliverables, and consistent messaging and FAQ related to the project.



Library Board of Trustees Agenda Report

ITEM NO. 8

DATE: September 14, 2023
FROM: Cathy Billings, Library Director
SUBJECT: 2023-2027 Strategic Plan Update

Recommendation

Discussion item only. No staff recommendation.

Background

The Library's current strategic plan covers a five-year period, from 2023-2027. The 2023-2027 Library Strategic Plan was adopted by the Library Board of Trustees on February 9, 2023, and on May 3, 2023, at a joint meeting of the Library Board of Trustees and the South Pasadena City Council, the Council voted to receive and file the Plan. The plan outlines goals and tasks for the Library in the areas of technology, operations, services, and facility. One of the tasks included in the Plan is that staff will provide regular reports on strategic planning efforts and progress to Trustees, Council, and staff.

Discussion/Analysis

Since May, Library staff have been working together to prioritize tasks and create work plans to guide us in the 2023-2024 Fiscal Year. The work plans must also incorporate the projects and work that staff are responsible for that are not specifically called out in the Strategic Plan. The document being used to track progress, prioritize tasks, and establish timelines is a living document that staff will be revisiting at least quarterly.

At the May 3rd joint meeting, the following tasks were presented as priorities for Fiscal Year 2023-2024. Status updates are provided in the table below:

Category	Task	Status
Facility	Secure funding from California State Library for critical infrastructure improvements	Grant application for projects totaling \$1M submitted 5/12/2023. State Library received applications totaling \$500M; funds available to award are approximately \$170M. Applicants to be notified end of September 2023.
Facility	RFP for Master Site Plan	City Council approved \$150K in Fiscal Year 2023-2024 to start the Master Site Planning process. On 8/23/2023, City department directors met with City Manager and Deputy City Manager to kick-off the project.

Services	Library of Things	Scheduled for last quarter for Fiscal Year 2023-2024 (April-May-June 2024).
Operations	Establish training and development goals for all staff	Ongoing. Supervisors having discussions with individual staff members about professional goals and training and development opportunities.
Services	Conduct patron and staff satisfaction survey(s)	Annual staff survey to take place in January. Ongoing survey for event attendees. Timing of an annual patron satisfaction survey TBD.
Technology	Radio Frequency Identification (RFID) conversion	January-June 2024: research, draft and issue RFP, review proposals, select firm, execute contract. Implementation Fiscal Year 2024-2025

Staff have also prioritized the following for Fiscal Year 2023-2024:

Operations	Continue equity, diversity, inclusion training and awareness activities for library staff	A staff led EDI Committee is being established. Committee will be responsible for monthly staff engagement activities and may investigate and advise on special topics, such as the development of a land acknowledgement statement.
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