



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

**A G E N D A**  
**REGULAR MEETING**  
**THURSDAY, FEBRUARY 13, 2025, 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 – **Meeting ID: 892 5352 3747**
- 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 – +1-669-900-9128 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:  
<https://us02web.zoom.us/j/89253523747>

**CALL TO ORDER:**

President

Annie Chang Long

**ROLL CALL:**

President

Annie Chang Long

Vice President

Kenneth Gross

Secretary

Ed Pearson

Trustee

Minsun Meeker

Trustee

Dean Serwin

**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 NOVEMBER 14, 2024, LIBRARY BOARD OF TRUSTEES SPECIAL MEETING**

Recommendation

It is recommended that the Board review and consider approval of the November 14, 2024, Special Meeting Minutes.

4. **APPROVAL OF MINUTES OF DECEMBER 12, 2024, LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the December 12, 2024, Meeting Minutes.

5. **ELECTION OF 2025 OFFICERS**

Recommendation

It is recommended that the Board approve the slate of officers for 2025 as presented by the Nominating Committee:

President: Annie Chang Long  
Vice President: Kenneth Gross  
Secretary: Edward Pearson

6. **APPOINT A TRUSTEE AS THE 2025 LIAISON TO THE BOARD OF THE FRIENDS OF THE LIBRARY**

Recommendation

It is recommended that the Trustees appoint one of its members to serve as the liaison to the board of the Friends of the South Pasadena Public Library, Inc. for the year 2025.

7. **QUARTERLY LIBRARY BUDGET UPDATE**

Staff to provide a brief update to Trustees on the Library's Fiscal Year 2024-2025 budget and expenditures.

8. **VOLUNTEER RECOGNITION COMMITTEE DISCUSSION**

Recommendation

It is recommended that the Trustees receive a report from Committee members Annie Chang Long and Minsun Meeker regarding the results of a survey taken by volunteers, and:

1. Discuss the results;
2. Select a date for a volunteer appreciation event in April; and
3. Consider the Committee's recommendations for the event, and other possible recognition efforts.

9. **ADMINISTRATIVE POLICIES REVIEW COMMITTEE AND LIBRARY SECURITY UPDATES**

Committee members Kenny Gross and Minsun Meeker to provide an update to Trustees on the Committee's work on the revision of the Library's rules of behavior for Library users and staff to report on Library security.

10. **LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT DISCUSSION AND SELECTION OF A TRUSTEE TO SERVE AS LIAISON TO THE AD HOC COMMITTEE**

Recommendation

It is recommended that staff provide an update for discussion on the Site Planning Project and Ad Hoc Committee activity, and that Trustees select the Board member they recommend the City Council appoint to the Committee to fill the vacant position designated to be filled by a Trustee.

11. **REQUEST TO OPEN THE LIBRARY AT 1:00 P.M. ON A YET TO BE DETERMINED DATE IN FEBRUARY OR MARCH TO ALLOW LIBRARY STAFF TO PARTICIPATE IN A MEETING WITH THE SITE PLAN PROJECT CONSULTANT**

Recommendation

It is recommended that the Library Board of Trustees approve a request to open the Library at 1:00 p.m. instead of 10:00 a.m. on a yet to be determined date in the month of February or March to allow all staff to participate in a meeting with the Library/Community Center Site Plan Project Consultant.

**COMMUNICATIONS**

12. **BOARD PRESIDENT COMMUNICATIONS**

13. **BOARD MEMBER COMMUNICATIONS**

14. **CITY COUNCIL LIAISON COMMUNICATIONS**

15. **FRIENDS OF THE LIBRARY COMMUNICATIONS**

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

17. **LIBRARY DIRECTOR COMMUNICATIONS**

**PUBLIC COMMENT – CONTINUED**

18. **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**

March 13, 2025	Regular Board Meeting	7:00 p.m.
April 10, 2025	Regular Board Meeting	7:00 p.m.
May 8, 2025	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://youtube.com/playlist?list=PL6FKtOMLurbZciMuQGgVVt1zaymy6BtxZ&si=nV5N\\_dDAWsDx8fGc](https://youtube.com/playlist?list=PL6FKtOMLurbZciMuQGgVVt1zaymy6BtxZ&si=nV5N_dDAWsDx8fGc)

**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 **February 13, 2025**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

2/10/2025

/S/

Date

Sean Faye, Library Administrative Secretary



# Library Board of Trustees Agenda Report

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ITEM NO. 3

**DATE:** February 13, 2025

**FROM:** Cathy Billings, Library Director

**SUBJECT:** **Approval of Minutes of November 14, 2024, Library Board of Trustees Special Meeting**

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## **Recommendation**

It is recommended that the Board review and consider approval of the minutes of the November 14, 2024, special meeting of the Library Board of Trustees.

## **Attachment:**

1. City of South Pasadena Library Board of Trustees Special Meeting Minutes, Thursday, November 14, 2024.

## **ATTACHMENT**

City of South Pasadena Library Board of  
Trustees Special Meeting Minutes, Thursday,  
November 14, 2024



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

**MINUTES  
SPECIAL MEETING  
THURSDAY, NOVEMBER 14, 2024, AT 6:59 P.M.**

**CALL TO ORDER:**

The Special Meeting of the South Pasadena Library Board of Trustees was called to order by President Annie Chang Long on Thursday, November 14, 2024, at 7:05 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

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

**ABSENT**

Vice President	Kenneth Gross
Council Liaison	Jon Primuth

Sean Faye, Library Administrative Secretary, announced a quorum.

**CITY STAFF PRESENT:**

Cathy Billings, Library Director; Sean Faye, Library Administrative Secretary; Kevin O'Neill, Friends of the Library Board representative; were present at Roll Call.

**PUBLIC COMMENT**

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

In Person Comments:

None.

**ACTION/DISCUSSION**

**2. APPROVAL TO OPEN LIBRARY AT 2 P.M. ON THURSDAY, DECEMBER 19, 2024**



Recommendation

It is recommended that the Library Board of Trustees approve the request for the Library to open at 2:00 p.m. on Thursday, December 19, 2024, so that staff may attend the City-sponsored employee holiday event.

**COMMISSION ACTION AND MOTION**

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

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

**NOES:** None

**ABSENT:** Gross

**ABSTAINED:** None

**ADJOURNMENT**

President Annie Chang Long adjourned the Special Meeting of the Library Board of Trustees on Thursday, November 14, 2024, at 7:06 P.M.

Respectfully submitted:

\_\_\_\_\_  
Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

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

President



# Library Board of Trustees Agenda Report

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ITEM NO. 4

**DATE:** February 13, 2025

**FROM:** Cathy Billings, Library Director

**SUBJECT:** **Approval of Minutes of December 12, 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 December 12, 2024, meeting of the Library Board of Trustees.

## **Attachment:**

1. City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, December 12, 2024.

## **ATTACHMENT**

City of South Pasadena Library Board of  
Trustees Meeting Minutes, Thursday, December  
12, 2024



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

**MINUTES  
REGULAR MEETING  
THURSDAY, DECEMBER 12, 2024, AT 7:00 P.M.**

**CALL TO ORDER:**

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Annie Chang Long on Thursday, December 12, 2024, at 7:00 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	Bianca Richards

**ABSENT**

Trustee	Minsun Meeker
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Sean Faye, Library Administrative Secretary, announced a quorum.

**CITY STAFF PRESENT:**

Cathy Billings, Library Director; Jon Primuth, Council Liaison; Sean Faye, Library Administrative Secretary; were present at Roll Call.

**PUBLIC COMMENT**

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

In Person Comments:

Britany Lucas talked about her request for a Library Clerk position to start her career as she completes her college education. Library Director Billings noted that hiring decisions are not under the purview of the Library Board.

**ACTION/DISCUSSION**

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

None.

### **3. APPROVAL OF MINUTES OF NOVEMBER 14, 2024, LIBRARY BOARD OF TRUSTEES MEETING**

#### Recommendation

It is recommended that the Board review and consider approval of the November 14, 2024, Meeting Minutes.

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

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

**AYES:** Long, Pearson, Richards

**NOES:** None.

**ABSENT:** Meeker

**ABSTAINED:** Gross

### **4. APPROVAL OF 2025 LIBRARY BOARD OF TRUSTEES MEETING DATES**

#### Recommendation

It is recommended that the Board review and approve the Meeting Dates for 2025.

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

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

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

**NOES:** None.

**ABSENT:** Meeker

**ABSTAINED:** None.

### **5. APPROVAL OF PROPOSED 2025 LIBRARY CLOSURES THAT ARE NOT CITY HOLIDAYS**

#### Recommendation

It is recommended that the Board review and approve proposed 2025 Library closures that are due to the Library's seven day per week schedule, which necessitates closures in addition to regular City holidays.

#### Public Comment:

Britany Lucas talked about making sure the community was informed of each of the winter holidays during the 2025 Winter Holiday Closures for Library staff.

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

A motion was made by Vice President Gross, seconded by Trustee Richards, and approved by roll call vote to approve Item No. 5, as presented by staff. The motion carried 4-0-1-0 by the following vote:

**AYES:** Gross, Long, Pearson, Richards  
**NOES:** None.  
**ABSENT:** Meeker  
**ABSTAINED:** None.

**6. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT DISCUSSION**

Staff and Site Plan Ad Hoc Committee member Trustee Bianca Richards and staff provided an update about the Site Planning Project and Ad Hoc Committee activity. No action taken.

**7. VOLUNTEER RECOGNITION COMMITTEE DISCUSSION**

Committee member Chang Long provided an update about forthcoming Committee activity. Committee member Meeker was absent. No action taken.

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

Committee member Gross provided an update about Committee activity. Committee member Meeker was absent. No action taken.

**9. LIBRARY OPERATIONS UPDATE**

Staff provided updates to Trustees 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.

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

President Long thanked Trustee Richards for her years of service on the Library Board and dedication to the Library, as her term will end on 12/31/24.

**11. BOARD MEMBER COMMUNICATIONS**

Trustee Richards has loved serving on the Board and intends to continue to support the Library. She attended the special joint meeting of the Community Services and Public Art Commission, regarding the draft presentation of the Arroyo Seco Golf Course Comprehensive Plan. Trustee Richards was very impressed by their consultant.

Vice President Gross said it's a good time to look back on what the Board accomplished and how much is on their plate going forward. He also thanked Trustee Richards for her time on the Library Board.

Secretary Pearson expressed interest in attending tomorrow night's screening of the Silent Film Series in the Community Room.

**12. COUNCIL LIAISON COMMUNICATIONS**

City Council Liaison Primuth said he and two new council members will be sworn in at the next City Council meeting, where the new mayor will be chosen.

At the next Council meeting, a side letter agreement with the Firefighters Association, which would add benefits that had been removed some years before, will be on the agenda. A similar side letter agreement was signed for the Police Department seven months ago. Also on the agenda is the recommendation to approve a large recurring expense related to the replacing the carbon for the City's water filtration system.

The contract between the City and the Preservation Foundation for the Iron Works Museum should be finalized soon.

The new contract and solid waste rates with Athens Trash Service will be recommended for City Council approval soon. The contract being considered includes new, standardized bins provided by Athens and a flat rate across the City.

With the passage of Measure SP, the City Council has the responsibility of adjusting height limits in some of the rezoned areas to create affordable housing.

Due to the inefficiency of running several different commission meetings with similar overlapping jurisdictions and staff reports, the City Council will consider a staff recommendation to reorganize some commissions. The recommendation may include the following: abolish the Design Review Board and transfer its authority to the Planning Commission; combine the Mobility and Transportation Infrastructure Commission, Public Works Commission, and Natural Resources and Environmental Commission into one commission.

Applications for City Manager will be reviewed in the Closed Session after the 12/18/24 City Council meeting. In-person interviews will take place in January and the position will ideally be filled by February.

[Trustee Kenneth Gross left the Library Board of Trustees meeting at 8:03 P.M.]

### **13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS**

None. (Friends Board President Kevin O'Neill was not in attendance.)

### **14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**

Trustee Richards praised the Friends Holiday Book Sale that took place last weekend. \$7K was raised and over 1,000 books were sold. The Friends had their holiday meeting and luncheon earlier in the day. Trustee Richards will be a new Bookstore volunteer and book donations continue to be made, and Last Chance books continue to sell. The Friends Board needs someone to help with communications, including social media and the Friends newsletter.

### **15. LIBRARY DIRECTOR COMMUNICATIONS**

Director Billings thanked Trustee Richards for being such a good friend and neighbor to the Library and the staff. She thanked the Library Board for their guidance and insights over the past year.

### **PUBLIC COMMENT - CONTINUED**

### **16. 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 8:16 P.M. to the next Regular Library Board of Trustees meeting scheduled for January 9, 2025.

Respectfully submitted:

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Sean Faye  
Staff Liaison, Library Administrative Secretary

APPROVED:

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Annie Chang Long  
President





# Library Board of Trustees Agenda Report

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ITEM NO. 5

**DATE:** February 13, 2025  
**FROM:** Cathy Billings, Library Director  
**SUBJECT:** Election of 2025 Officers

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## **Recommendation**

It is recommended that the Board approve the slate of officers for 2025 as presented by the Nominating Committee:

President: Annie Chang Long  
Vice President: Kenneth Gross  
Secretary: Edward Pearson

## **Background**

Per Article II, Section I of the Library Board of Trustees Bylaws, the officers of the Board shall be a President, Vice President, and Secretary to be chosen by the Board at the January meeting.

Per Section 6, the President of the Library Board shall serve no more than two consecutive one-year terms. After a year this member could be elected and serve two more consecutive one-year terms.

The Bylaws state that a nominating committee of two shall be appointed by the President two months prior to the January meeting which will present a proposed slate of officers at that meeting. At the November 14, 2024, Library Board of Trustees meeting Minsun Meeker and Kenny Gross were appointed as the nominating committee tasked with identifying a proposed slate of officers for 2025.

## **Analysis**

Because the January 2025 meeting of the Library Board of Trustees was cancelled, elections are taking place in February. The Nominating Committee presents the following slate of candidates to fill the 2025 Board of Trustee offices:

President: Annie Chang Long  
Vice President: Kenneth Gross  
Secretary: Edward Pearson

## **Alternatives**

Per the Bylaws, additional nominations may be made from the floor with the consent of the nominee.



# Library Board of Trustees Agenda Report

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ITEM NO. 6

**DATE:** February 13, 2025

**FROM:** Cathy Billings, Library Director

**SUBJECT:** **Appoint a Trustee as the 2025 Liaison to the Board of the Friends of the Library**

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## **Recommendation**

It is recommended that the Trustees appoint one of its members to serve as the liaison to the Board of the Friends of the South Pasadena Public Library, Inc. for the year 2025.

## **Background**

The Trustee serving as liaison to the Friends of the Library Board attends the Board's meetings and reports back to the Trustees and conveys information from the Trustees to the Friends Board.

Regular Friends of the Library Board meetings are typically held on the third Thursday of the month, at 7:00 p.m. in the Library's second-floor conference room.

## **Alternatives**

If no Trustee is appointed as liaison to the Friends, the Library Director, who typically attends the Friends Board meetings, can convey information back and forth between the two Boards.

More than one Trustee can share the liaison responsibilities, informally by agreeing to attend certain Friends Board meetings in the liaison's place, or by the appointment of multiple liaisons.



# Library Board of Trustees Agenda Report

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ITEM NO. 7

**DATE:** February 13, 2025

**FROM:** Cathy Billings, Library Director

**SUBJECT:** Quarterly Library Budget Update

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## **Recommendation**

Staff to provide a brief update to Trustees on the Library's Fiscal Year 2024-2025 budget and expenditures.

## **Background**

The Library is on track with expenditures for the Fiscal Year. Staff will walk Trustees through line items of interest on a budget report for the first half of the Fiscal Year: July-December, 2024.

It should be noted that the Friends of the Library recently approved its calendar year 2025 budget, including funds for the Library in the amount of \$64,130.00. This funding is what enables the library to offer programs and services at the level the community has come to expect. It enables us to purchase more books and e-books, continue offering a film streaming platform, present the Summer Reading Program, and much more.

Attachment:

1. Report: Budget Status

# **ATTACHMENT**

## **Report: Budget Status**

# General Ledger

## Budget Status

User: cbillings  
 Printed: 1/6/2025 - 6:41 PM  
 Period: 1 to 6, 2025

Library Board of Trustees January  
 February 13, 2025 - Regular Meeting

## ITEM #7 Quarterly Budget Update



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 101	General Fund							
Dept 101-8010	Library							
E01	Salaries & Wages							
101-8010-8011-7000-000	Salaries - Permanent	923,446.69	444,147.86	444,147.86	479,298.83	0.00	479,298.83	51.90
101-8010-8011-7010-000	Salaries - Temp / Part	421,993.48	161,745.03	161,745.03	260,248.45	0.00	260,248.45	61.67
101-8010-8011-7020-000	Overtime	0.00	210.45	210.45	-210.45	0.00	-210.45	0.00
101-8010-8011-7040-000	Holiday	10,980.89	0.00	0.00	10,980.89	0.00	10,980.89	100.00
101-8010-8011-7070-000	Leave Buyback	18,553.00	0.00	0.00	18,553.00	0.00	18,553.00	100.00
	<b>E01 Sub Totals:</b>	<b>1,374,974.06</b>	<b>606,103.34</b>	<b>606,103.34</b>	<b>768,870.72</b>	<b>0.00</b>	<b>768,870.72</b>	<b>55.92</b>
E05	Benefits							
101-8010-8011-7055-000	IOD - Non - Safety	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-7100-000	Retirement	102,914.95	52,612.92	52,612.92	50,302.03	0.00	50,302.03	48.88
101-8010-8011-7100-010	CalPERS UAL	179,136.56	195,670.49	195,670.49	-16,533.93	0.00	-16,533.93	0.00
101-8010-8011-7108-000	Deferred Compensation	9,120.11	4,226.95	4,226.95	4,893.16	0.00	4,893.16	53.65
101-8010-8011-7110-000	Workers Compensation	16,846.03	7,111.27	7,111.27	9,734.76	0.00	9,734.76	57.79
101-8010-8011-7120-000	Disability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-7122-000	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-7130-000	Group Health Insurance	139,753.44	60,440.00	60,440.00	79,313.44	0.00	79,313.44	56.75
101-8010-8011-7140-000	Optical Insurance	2,023.20	1,017.64	1,017.64	1,005.56	0.00	1,005.56	49.70
101-8010-8011-7150-000	Dental Insurance	7,397.40	3,752.39	3,752.39	3,645.01	0.00	3,645.01	49.27
101-8010-8011-7160-000	Life Insurance	990.00	432.00	432.00	558.00	0.00	558.00	56.36
101-8010-8011-7170-000	FICA - Medicare	45,672.48	15,661.40	15,661.40	30,011.08	0.00	30,011.08	65.71
	<b>E05 Sub Totals:</b>	<b>503,854.17</b>	<b>340,925.06</b>	<b>340,925.06</b>	<b>162,929.11</b>	<b>0.00</b>	<b>162,929.11</b>	<b>32.34</b>
E10	Operating Expense							
101-8010-8011-8000-000	Office Supplies	7,000.00	3,344.64	3,344.64	3,655.36	0.00	3,655.36	52.22
101-8010-8011-8010-000	Postage	1,900.00	281.51	281.51	1,618.49	0.00	1,618.49	85.18
101-8010-8011-8020-000	Special Department Expense	22,600.00	7,077.06	7,077.06	15,522.94	0.00	15,522.94	68.69
101-8010-8011-8030-000	Library Periodicals	7,100.00	4,658.01	4,658.01	2,441.99	4.45	2,437.54	34.33
101-8010-8011-8031-000	Digital Resources	27,730.00	23,810.32	23,810.32	3,919.68	0.00	3,919.68	14.14
101-8010-8011-8040-000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8050-000	Printing/Duplicating	4,500.00	1,379.29	1,379.29	3,120.71	0.00	3,120.71	69.35
101-8010-8011-8060-000	Dues & Memberships	5,350.00	3,008.00	3,008.00	2,342.00	0.00	2,342.00	43.78
101-8010-8011-8070-000	Mileage Reimbursement	600.00	9.52	9.52	590.48	0.00	590.48	98.41

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
101-8010-8011-8080-000	Books/DVDs/CDs	110,000.00	25,855.78	25,855.78	84,144.22	81,959.13	2,185.09	1.99
101-8010-8011-8081-000	Books-Donations and Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8082-000	Special Book Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8083-000	E-Books	36,000.00	20,555.49	20,555.49	15,444.51	15,444.51	0.00	0.00
101-8010-8011-8085-000	City-wide Reading Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8090-000	Conference & Meeting Expense	3,700.00	45.00	45.00	3,655.00	0.00	3,655.00	98.78
101-8010-8011-8100-000	Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8110-000	Equipment Maintenance	5,000.00	432.22	432.22	4,567.78	0.00	4,567.78	91.36
101-8010-8011-8120-000	Building Maintenance	5,250.00	1,234.32	1,234.32	4,015.68	0.00	4,015.68	76.49
101-8010-8011-8140-000	Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8150-000	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8151-000	CENIC WiFi Expenses	9,300.00	2,189.07	2,189.07	7,110.93	7,110.93	0.00	0.00
101-8010-8011-8155-000	Equipment Leasing	450.00	216.12	216.12	233.88	0.00	233.88	51.97
101-8010-8011-8170-000	Professional Service	8,500.00	3,656.05	3,656.05	4,843.95	3,843.95	1,000.00	11.76
101-8010-8011-8171-000	Prof. Svcs.-Library Ops. Study	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8180-000	Contract Services	16,225.00	14,131.97	14,131.97	2,093.03	1,641.80	451.23	2.78
101-8010-8011-8200-000	Training Expense	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
101-8010-8011-8257-000	Board Commission Expense	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	100.00
101-8010-8011-8331-000	Subscription Finan. Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8332-000	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8334-000	Subscription Finan Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8452-000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E10 Sub Totals:	274,405.00	111,884.37	111,884.37	162,520.63	110,004.77	52,515.86	19.14
E11	Other Expenses							
101-8010-8011-8195-000	Expenditure: Subscription	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E11 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E15	Capital Outlay							
101-8010-8011-8500-000	Buildings & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8520-000	Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8521-000	Mach. & Eq.-Library Ops. Study	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-8530-000	Computer Equipment	1,500.00	369.06	369.06	1,130.94	0.00	1,130.94	75.40
	E15 Sub Totals:	1,500.00	369.06	369.06	1,130.94	0.00	1,130.94	75.40
	Expense Sub Totals:	2,154,733.23	1,059,281.83	1,059,281.83	1,095,451.40	110,004.77	985,446.63	45.73
	Dept 8010 Sub Totals:	2,154,733.23	1,059,281.83	1,059,281.83	1,095,451.40	110,004.77		
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# Library Board of Trustees Agenda Report

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ITEM NO. 8

**DATE:** February 13, 2025

**FROM:** Cathy Billings, Library Director

**SUBJECT:** Volunteer Recognition Committee Discussion

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## Recommendation

It is recommended that the Trustees receive a report from Committee members Annie Chang Long and Minsun Meeker regarding the results of a survey taken by volunteers, and:

1. Discuss the results;
2. Select a date for a volunteer appreciation event in April; and
3. Consider the Committee's recommendations for the event, and other possible recognition efforts.

## Analysis

The data included in this report (below) represents 8 responses. The survey is still open and Library Director Billings sent another request for participation to volunteers on behalf of staff and the Committee, so additional responses may be received.

Of the respondents, the majority would come to a volunteer appreciation event; are open to an event on a weeknight early evening or weekend afternoon; and would appreciate recognition in the local paper and small token gifts.

For the event, the Committee suggests the Trustees consider a weeknight event in April with charcuterie boards, wine, and a jazz ensemble, possibly from the High School, and a small gift to be given to volunteers.

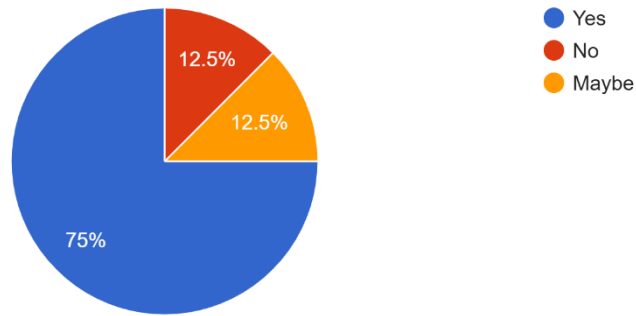
A story in the local paper, including a list of the volunteers' names, could also be considered.

The American Library Association's National Library Week is Sunday, April 6, 2025, through Saturday, April 12, 2025. Traditionally, the City Council has recognized South Pasadena Public Library volunteers with a proclamation in proximity to National Library Week. The City Council's regular meeting on April 2, 2025, has been cancelled, so the only regular meeting in April is on the 16<sup>th</sup>.

## Survey Results

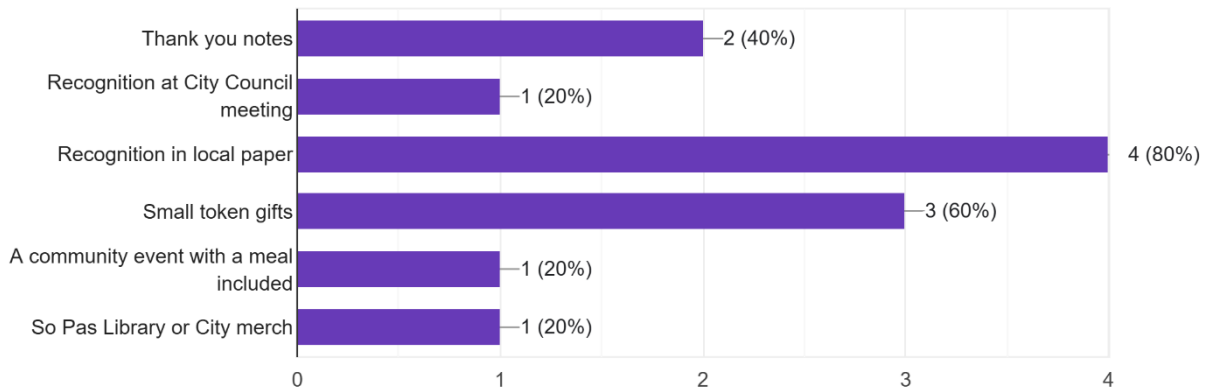
If the South Pasadena Library held a volunteer appreciation event in April 2025, would you be interested in attending?

8 responses



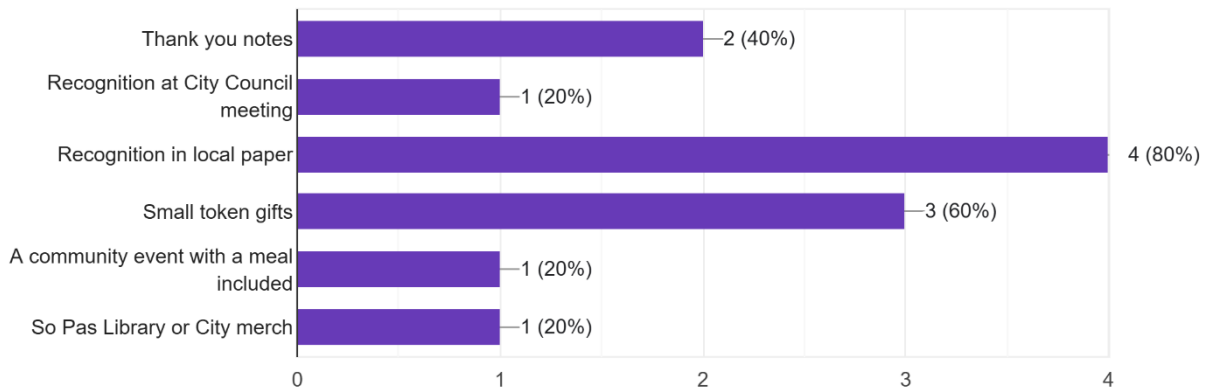
We are thinking of various ways to show appreciation to our library volunteers. What other forms of volunteer appreciation and/or recognition would you like?

5 responses



We are thinking of various ways to show appreciation to our library volunteers. What other forms of volunteer appreciation and/or recognition would you like?

5 responses







# Library Board of Trustees Agenda Report

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ITEM NO. 9

**DATE:** February 13, 2025

**FROM:** Cathy Billings, Library Director

**SUBJECT:** **Administrative Policies Review Committee and Library Security Updates**

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## **Recommendation**

Committee members Kenny Gross and Minsun Meeker to provide an update to Trustees on the Committee's work on the revision of the Library's rules of behavior for Library users and staff to report on Library security.



# Library Board of Trustees Agenda Report

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ITEM NO. 10

**DATE:** February 13, 2025

**FROM:** Cathy Billings, Library Director

**SUBJECT:** Library/Community Center Site Plan Project Discussion and  
Selection of a Trustee to serve as Liaison to the Ad Hoc Committee

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## Recommendation

It is recommended that staff provide an update for discussion on the Site Planning Project and Ad Hoc Committee activity, and that Trustees select the Board member they recommend the City Council appoint to the Committee to fill the vacant position designated to be filled by a Trustee.

## Background

The Ad Hoc Site Plan Committee has met five times since August 2024. Committee members are enthusiastic about the project and generous in sharing their knowledge and expertise.

The first Project Management Team (PMT) meeting took place on January 23 and the second is scheduled for February 12. The PMT is comprised of City staff and the consulting team from Group 4. The Library Director and Community Services Director are the primary members of the PMT for the City, but each will have another staff member attending meetings and serving as a backup. The first meeting agenda included member introductions, roles and responsibilities, project goals, refining the work plan and schedule, and setting dates for future meetings. Feedback received at the Ad Hoc Committee meeting about the work plan and schedule will be the primary topic of the PMT meeting on February 12.

The Ad Hoc Committee has worked on compiling a list of organizations, entities, groups, etc. that should be included in outreach about the Site Planning project. They have also generated and shared ideas for standard language to describe the project. They will be helping to raise awareness in the community about the Project and encouraging people to engage in it by taking the survey and attending events held by Group 4.

Staff have provided Group 4 with the information requested as part of their Information Gathering task, which included a wide variety of documents and information, including operational statistics (programs, attendance, etc.), staffing levels (current and projected), building floor plans and drawings, site tree survey, Cultural Heritage Landmark applications, and technical information about the site, e.g. utilities maps.

Changes were made to the composition of the Ad Hoc Committee by the City Council when they voted on January 15, 2025, to create a ninth At-Large position, which they

appointed former Trustee Bianca Richards to fill. The City Council appointed Mayor Pro Tem Sheila Rossi to the position vacated by former Councilmember Evelyn Zneimer. New Library Trustee Dean Serwin remains an At-Large member of the Ad Hoc Committee.

Staff will recommend to the City Council that the Trustee selected to represent the Board on the Ad Hoc Committee be appointed. Provided the Board makes a selection at the February 13<sup>th</sup> Trustee meeting, the recommendation will most likely be on the March 5<sup>th</sup> City Council meeting agenda.

The Ad Hoc Committee regularly meets on the first Thursday of every month at 7:00 p.m., however due to the project work plan and schedule there may be special meetings scheduled in place of, or in addition to, regular meetings.



# Library Board of Trustees Agenda Report

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ITEM NO. 11

**DATE:** February 13, 2025

**FROM:** Cathy Billings, Library Director

**SUBJECT:** Request to Open the Library at 1:00 p.m. on a yet to be determined date in February or March to allow Library staff to participate in a meeting with the Site Plan Project consultant

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## **Recommendation**

It is recommended that the Library Board of Trustees approve a request to open the Library at 1:00 p.m. instead of 10:00 a.m. on a yet to be determined date in the month of February or March to allow all staff to participate in a meeting with the Library/Community Center Site Plan Project Consultant.

## **Background**

The scope of work included in the professional services agreement with Group 4, the Site Plan Project consultant, includes engagement meetings with various project stakeholders, including the staff of the Community Services and Library departments.

The Library is open to the public 58 hours a week, and there are only 7 hours a week (one each day) for staff to work without the public in the building, and those hours are taken up with preparing the Library to open (and many other tasks that can only take place when the building is closed to the public). The only way for all staff to take part in meaningful meetings, trainings, team building or professional development, is for the library to be closed to the public. Periodically staff request the Trustees approve library closures to allow these activities to take place. It is critical that all staff have the opportunity to participate in the needs assessment phase of the Site Planning Project.

The initial date planned for the staff engagement was Thursday, February 27<sup>th</sup>, however due to feedback from the Ad Hoc Committee the work plan and project schedule are being revisited. This is the reason that staff is asking the Trustees to approve a late opening on a date yet to be determined.