

Date: September 20, 2017
To: Honorable Mayor and Members of the Council
From: Brendan Durrett, Library Board of Trustees President
Re: **Fiscal Year 2016-17 Annual Report of Library Board of Trustees**

The Library Board of Trustees (Board) is pleased to present its report for Fiscal Year (FY) 2016-17. The Board currently consists of Brendan Durrett, Andy Lippman, Carolyn Flemming, Rick Thomas, and Alan Jutzi. Edward Pearson and Constance Liu completed their terms as Trustees in December 2016, and the Board welcomed Alan Jutzi and Brendan Durrett as Trustees in February 2017.

The mission of the Board is to monitor the activities and progress of the South Pasadena Public Library (Library), to work with Library staff in the development of the proposed budget request to the South Pasadena City Council, and to advise the Library and the City of South Pasadena (City) on subjects of Library policy. FY 2016-17 was another successful year for the Library in meeting the cultural and educational needs of the community.

Among the Board's important work in FY 2016-17, two items stand out: 1) completion of the 2017-22 Library Strategic Plan and 2) exploration of a possible Library Foundation. Building on consultant Joe Matthews' recommendations, the Board approved our new strategic plan in May 2017. It puts forth six broad areas of focus: The Library as a community hub, engagement with young minds, incorporation of contemporary technology, increasing community awareness of Library services, and reimagining "My Library" to be more customer-driven, with a refreshed physical space.

Second, the Board's Library foundation exploration subcommittee has engaged the Friends of the Library and fundraising consultant Cindy Chan in conversation regarding creating a possible Library Foundation. This entity would work hand in hand with the Friends to raise funds for large scale projects that are beyond the City's budget, such as remodeling the existing Library's interior or expanding the Library into the Senior Center, should a new community center be built. This conversation is ongoing. Stay tuned for further developments later this year.

Meanwhile, the Board continued efforts to review and update Library policy and evaluate work towards meeting the goals of the Library Strategic Plan 2017-22. To ensure the safety of our patrons, a policy for banning individuals for health and safety concerns or disruptive behavior was instituted and a revised Library Code of Conduct approved by the City Council.

The Board is currently reviewing the usage and fees of the Library Community Room with an eye both to comparable facilities and to our mission to serve the South Pasadena community, as well as reviewing our policy for accepting donated artwork.

In addition to the strategic and policy work summarized above, the Board also played a role in a number of facility and systems upgrades in FY 2016-17. These included the installation of a new audio-visual system in the Community Room, acquisition of 16 new computers, upgrades to the Library's high-speed broadband Internet access and Wi-Fi access, and the Library Park drainage improvement project. We are very grateful for receiving funding for these initiatives from the CRT (Cathode Ray Tube) class action settlement, CENIC grant funds (stewarded by the Southern California Library Cooperative), and the City Council for using some of the City's operating reserve funds.

As in previous years, the Library hosted many events and participated in many collaborative ventures with various partners. The Library hosted a celebration of The Friends of the Library's bookstore for its 35th anniversary, and installed a commemorative plaque to honor the store's six founders. Grammy Award-winning musician Jim Webb, Barry McGuire, and John York (of The Byrds), a tribute to Gene Clark of The Byrds, Yukiko Matsuyama & Wildwood, Arts Crawls, and Eclectic Music Festivals all drew enthusiastic full house audiences and demonstrated the Library's importance to the City's cultural life. Author nights, movie screenings, lectures and panels, and musical performances throughout FY 2016-17 provided education, enrichment, and entertainment to South Pasadena's residents.

The Library recently welcomed our new Assistant Director, Cathy Billings, who will assist with day to day operations. During the FY 2017-18 year, the Board is hopeful that we will also be able to fill the remaining open positions in our organization chart: public services manager, support services manager, and digital services manager. In addition, the Board recommends that the two part-time children's librarians be replaced with one full-time position, so that we can have consistent staffing in what is perhaps the most beloved Library department. However, the Board is well aware that this is would bump the Library up to 11 full time staff, that there are serious fiscal challenges looming ahead for the City, and that personnel changes are not within our purview.

The Library is incredibly fortunate to have great support from the Friends of the Library and its volunteers. The 2017 Volunteer Recognition Luncheon was a successful tribute to these critical champions of the Library. The Library would like to thank the volunteers, the Friends of the Library, and the generous community of South Pasadena for their continued support.