



**PASADENA PUBLIC LIBRARY COMMISSION AGENDA**  
**Wednesday July 20, 2011 – 6pm**  
**Linda Vista Branch, 1281 Bryant St**  
**(626) 744-4062**



- I. CALL TO ORDER/INTRODUCTIONS**
  - a. Introduction of New Library Commissioner Morris Dent
  - b. Linda Vista Branch Update – Branch Manager, Shauna Redmond
- II. COMMUNITY COMMENTS (6:15 p.m.)**
- III. MINUTES**
  - a. Approval of Minutes for June 15, 2011 Library Commission Meeting\*
- IV. COMMUNICATIONS**
  - a. Letters or Articles Regarding Library Services or Events
- V. LIBRARY REPORTS**
  - a. American Library Association Conference Update – Librarian II, Martha Camacho
  - b. Community Outreach Opportunities – Communications Director, Catherine Hany
- VI. ACTION ITEM**
  - a. Approval of Annual Report and Workplan FY12\*
- VII. CHAIRPERSON/COMMISSIONERS' REPORT**
- VIII. LIBRARY DIRECTOR'S REPORT**
  - a. Report on Benchmarks Forum
  - b. Library Director's Performance Evaluation
  - c. One City, One Story Update
  - d. Trigger Bills
  - e. Summer Reading Program Comments
- IX. REPORT(S) FROM COMMITTEES/REPRESENTATIVES**
  - a. Friends of the Library Report
  - b. Library Branch Associates Report
- X. ANNOUNCEMENTS**
- XI. INFORMATION ITEMS**
  - a. Record of Attendance\*
  - b. Commission Liaison at FOPPL Meetings\*
  - c. Library Commission Meeting Dates\*
- XII. ADJOURNMENT**


\*Indicates support material attached

**POSTING STATEMENT:**

I HEREBY CERTIFY that this agenda in its entirety was posted on the Council Chamber bulletin board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue and the Public Information kiosks at the Central and branch libraries on the 14<sup>th</sup> day of July **by 5:00 p.m.** The agenda may also be viewed at the City's website.

<http://www.ci.pasadena.ca.us/commissions/default.asp>

In compliance with the Americans with Disabilities Act of 1990, In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call (626) 744-4062 24 hours in advance. After normal posting, any documents distributed to a majority of the Pasadena Public Library Commission regarding any item on this agenda will be made available at Central Library, Centennial Room at 285 E. Walnut Street during normal business hours.

  
DEBRA HUMPHREY, Recording Secretary

# PASADENA PUBLIC LIBRARY COMMISSION MINUTES

Allendale, 1130 S. Marengo Ave  
June 15, 2011 6:00 p.m.(626) 744.4062

**PRESIDING:** Jennifer Watts

**ABSENT:** Michael Chung

**PRESENT:** Debbie Ayala, Mark Kassabian,  
Kathleen Hamilton, Roberta Martinez, Linda Stowitts

**STAFF:** Barbara Ayala, Catherine Hany, Debra  
Humphrey, Jan Sanders, Beth Walker, Shauna Redmond

## I. CALL TO ORDER/INTRODUCTIONS

Chair Watts called the meeting to order at 6:00 pm. Self-introduction of those in attendance took place.

Branch Manager Redmond reported on library usage at Allendale explaining that the decrease has slowed down. In July 2010, usage was down 18% and as of April 2011, usage is down 8%. She talked to the commission about the pairing with Linda Vista and Allendale and the shared staff and programs. The Allendale book club has been meeting one Saturday a month for approximately 7 years. They have 12-17 members.

Branch Manager Redmond noted two typical reference questions from the branch: 1. In baseball, does a right-handed player naturally hit to left field? 2. Do goldfish have teeth?

Answer: 1. No, it has to do with the timing of the batters swing. 2. Yes, goldfish have teeth in their throat.

## II. COMMUNITY COMMENTS

There was no community comment.

## III. APPROVAL OF MINUTES

Approval of Minutes for May 18, 2011 Library Commission Meeting.

Motion: Moved by Commissioner Kassabian to approve the minutes for the Library Commission meeting of May 18, 2011, seconded by Vice Chair Martinez. The motion carried 7-0: Chung absent.

## IV. COMMUNICATIONS

a. Letters or articles regarding library services or events.

Communications Director Hany presented to the commission an article titled "Pasadena Public Library – Awarded Four-Star Ranking" from the summer edition of the Quarterly. In the July-August edition of the Rose magazine the library was listed three times in the article "125 Things to Love About Pasadena." The library was #38 for the Pasadena Digital History Collaboration, #53 for Central Library, and #112 for One City, One Story.

Executive Secretary Humphrey presented the Friends of the Pasadena Public Library newsletter, *The Library Insider* and reported that Vice President and Membership Chair, John Price would like to add the Library Commissioners to the mailing list to receive their newsletter.

## V. CHAIRPERSON/COMMISSIONERS' REPORT

a. Recognition of Outgoing Commissioner Kassabian, District 4

On behalf of the Commission, Chairperson Watts thanked Commissioner Kassabian for his six years of public service representing District 4 and presented him with a certificate and a gift in

acknowledgement of his years on the commission.

b. Discussion of the One City, One Story book selection of “Mudbound.”

Commissioner Morgan-Hampton expressed her concern in regards to this year’s book selection for One City, One Story: Mudbound. She felt the story was too realistic and more like non-fiction than fiction. She also felt some of the language was inappropriate and offensive.

Director Sanders responded with a review of the selection criteria and a reminder that the event is designed to encourage a wide-spread community conversation. The goal is not necessarily agreement, but the sharing of ideas. Director Sanders also explained the process that reduces the original 40 plus titles to the final 6-8 which are read in full by the entire committee.

The book selection criteria is as follows:

Primary Criteria:

1. Book must be aimed at adult or high school reading levels.
2. Book must be fiction and of literary merit.
3. Book should be available in paperback.
4. Author must be living and willing to participate in the program.

Secondary Criteria:

5. Book should be available in alternate formats, and if possible, be translated into multiple languages including Spanish.
6. Book should lend itself to discussion by having multiple themes or containing various points of view.
7. Book should have a regional appeal. No Action Taken.

c. Consideration of the One City, One Story Book Selection Committee.

Commissioner Morgan-Hampton suggested that they increase the size of the committee.

Director Sanders reported that they are trying to get different representation for the committee. They invited four new people to attend the meetings. If the commission has some recommendations for committee members they are requested to provide names and contact information. The library commissioners agreed. No Action Taken.

d. Status Report on Workplan and Annual Report

Chairperson Watts reported that the Commission’s Annual Report and Workplan are due to the Municipal Services Commission by September 1. There is a possibility that August may be a dark month for a commission meeting. Therefore, Chairperson Watts reported that Commissioner Morgan-Hampton and Chairperson Watts would have the FY12 Workplan available for the July commission meeting. No Action Taken.

e. Consideration to confirm meeting attendance in advance and cancel meetings when there is no quorum.

Commissioner Hamilton reported that the commission protocol is that if a commissioner has 3 consecutive unexcused absences from meetings, the city council may declare the seat of such member vacant. That being said, she requests that a count be taken in advance of the meeting and if there is no quorum then staff should cancel the meeting and move the agenda items to the next meeting.

Commissioner Kassabian responded that the library commission is advisory and does not set policy. Most meetings are informational and rarely does the commission make motions. It has been his experience that the meetings are still productive as the commissioners receive current information regarding the library. He is inclined to have the commission continue informational meetings even when there is no quorum.

Chairperson Watts added that she is scheduled to meet with Mayor Bogaard in July regarding a current commissioner, the District 5 vacancy and the new vacancy for District 4. She is hoping this will resolve the lack of quorum issues. No Action Taken.

- f. Discussion / related action request to go dark for the commission meeting of August 17, 2011 or reschedule to Wednesday, August 10.  
Motion by Commissioner Kassabian, seconded by Vice Chairperson Martinez, unanimously approved to go dark for the month of August commission meeting.
- g. Commission Reorganization  
The commission unanimously approved to ratify the nomination of Commissioners Martinez, and Morgan-Hampton as Chair and Vice Chair respectively and the nomination of Commissioner Hamilton as Parliamentarian.

## **VI. LIBRARY DIRECTOR'S REPORT**

- a. Report on City of Pasadena Summary of City Funding and Services provided to PUSD  
Director Sanders gave a brief report on the city's funding (\$4.4 mil) and services provided to PUSD. The library's services include class visits, outreach storytimes, outreach to teens, student/teacher fine-free library cards and special programming. The commissioners could review the funding and services that other city departments provide from the report in their packet. No Action Taken.
- b. Report on Library's Staff Development Day  
Director Sanders shared information regarding the Library's Staff Development Day on Thursday, May 26 at Brookside Golf Course at which Scheiber and Shannon management consultants, presented to help build skill capacity in strategic planning, team effectiveness, and change management. No Action Taken.
- c. City Budget Update  
Director Sanders gave an update on the Library's budget report to the City Council on May 23, 2011. See city's website for proposed budget.
- d. Jan Sanders appointed to the California Library Services Act (CLSA) Task Force  
Director Sanders reported that she has been appointed to the California Library Services Act (CLSA) Task Force. Her role as part of this group will be to analyze and redesign CLSA to better serve the needs of Californians. The recommendations of this Task Force will be shared with the legislature to update library legislation.
- e. AB 438 Report  
Director Sanders provided a brief update on AB 438, the library "outsourcing" bill. This bill would set a new requirement – a vote of the people in a regular election – before a city could withdraw its library from a county library system and hire a private library firm to run it. No Action Taken.

## **REPORT(S) FROM COMMITTEES/REPRESENTATIVES**

f. Friends of the Library Report.

Vice Chairperson Martinez attended the Friends of the Library meeting on Wednesday, May 25 at Linda Vista Branch. She informed the commission that the Friends accepted Director Sanders' 2011-2012 funding request totaling \$79,100 for library programs.

The Friends also discussed the 2012 membership campaign and suggested that they eliminate the \$10 level for individual giving, but the board had questions about the number of members that do give at the \$10 level. They decided to have a more specific proposal at a later meeting.

The Friends will again host the PEN poetry event at the Pasadena public Library in October 2011. No Action Taken.

b. Library Branch Associates Report

Commissioner Kassabian reported that the Hastings Associates had a disappointing response from restaurants for their Taste of Hastings event. They are planning a smaller event with one or two vendors. He also reported that the Hastings Associates will have a raffle in June. Commissioner Kassabian announced that Librarian Petra Morris took a position with Arcadia Public Library. She was a valuable staff member and will be missed.

In response to the question from Commissioner Kassabian, Director Sanders reported that the plan is to fill this position at Hastings.

Commissioner Hamilton reported that there was no meeting and therefore there was nothing to report on the San Rafael Associates.

Principal Librarian Walker reported that the Linda Vista Associates would have a fall fundraiser. The branch's wishlist was approved and the associates will provide \$1000 towards library subscriptions for children and a few for adults. They will send a mailing to every resident to participate in the Linda Vista Associates and to generate more interest.

## **VII. INFORMATION ITEMS**

a. City of Pasadena 2011 Citizen Survey Results

Director Sanders shared the results of the 2011 Citizen's Survey. She noted that there were no questions regarding libraries in the survey. No Action Taken

b. Record of Attendance – No Action Taken

c. Commission Liaison at FOPPL Meetings – No Action Taken

d. Library Commission Meeting Dates – No Action Taken

## **VIII. ADJOURNMENT**

With no further business, the Library Commission adjourned without objection at 7:30 p.m.

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Jennifer Watts, Chair  
Pasadena Public Library Commission

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Debra Humphrey, Secretary  
Pasadena Public Library Commission

**PASADENA PUBLIC LIBRARY COMMISSION  
MEETING ATTENDANCE  
JULY 2011 - JUNE 2012**

<b>NAME</b>	<b>7/20/11</b>	<b>8/17/11</b>	<b>9/21/11</b>	<b>10/19/11</b>	<b>11/16/11</b>	<b>12/21/11</b>	<b>1/18/12</b>	<b>2/15/12</b>	<b>3/21/12</b>	<b>4/18/12</b>	<b>5/16/12</b>	<b>6/20/12</b>
<b>AYALA, DEBBIE</b>												
<b>CHUNG, MICHAEL</b>												
<b>DENT, MORRIS</b>												
<b>MARTINEZ, ROBERTA</b>												
<b>HAMILTON, KATHLEEN</b>												
<b>HAMPTON-MORGAN, RENEE</b>												
<b>STOWITTS, LINDA</b>												
<b>WATTS, JENNIFER</b>												
<b>VACANT</b>												

**P = PRESENT**  
**E = EXCUSED**  
**A = ABSENT**  
**LOA = LEAVE OF ABSENCE**  
**SHADED = NOT APPLICABLE**  
**XX = MEETING CANCELLED**  
**[R] = SPECIAL MEETING RETREAT**  
**[S] = SPECIAL MEETING**  
**NQ = NO QUORUM, SO NO MEETING HELD**  
**R-N/A = RECUSED SO ATTENDANCE IS NOT APPLICABLE**

<b>Library Commission Liaison Sign Up Sheet to Attend</b>
<b>Friends of the Pasadena Public Library 2011 Meetings</b>
(4 <sup>th</sup> Wednesday of the Month – 7pm – San Rafael Branch)

January	26	_____
		Jenny Watts
February	23	_____
		Debbie Ayala
March	23	_____
		Kathleen Hamilton
April	27	_____
		Roberta Martinez
May	25	_____
		Michael Chung
June	22	_____
		Jenny Watts or Renee Morgan-Hampton
July	27	_____
August	24	_____
		Renee Morgan-Hampton
September	28	_____
		Linda Stowitts
October	26	_____
November		
December		

# 2011 LIBRARY COMMISSION

## **REVISED** - MEETING LOCATIONS

*3<sup>RD</sup> WEDNESDAY, 6PM*

January 19	San Rafael
February 16	Lamanda Park
March 16	Central
<b>April 20</b>	<b>Hill Avenue</b>
<b>May 19</b>	La Pintoresca
June 15	Allendale
July 20	Linda Vista
August 17	<b>Dark</b>
September 21	Villa Parke
October 19	Central
<b>November 16</b>	<b>Santa Catalina</b>
December 21	Central



# CITY OF PASADENA PUBLIC LIBRARY COMMISSION

## ANNUAL REPORT AND WORK PLAN: 7/1/2011 – 6/30/2012

### MISSION:

- Actively review and assess the needs and priorities of the specific services of the Library and their financial impact. Report to the City Council as requested.
- Work to make Library resources available to the diverse community of Pasadena.
- Support the achievement of citywide goals (see attached) and find ways to relate the Library's mission to these goals as appropriate.
- Support the provision of resources to encourage lifelong learning from preschool through adult.
- Serve as advocates for the Library as a positive social and educational force within the community.
- Serve as a link between the Library and the community.

The purpose of the Pasadena Public Library Commission is to advise and make recommendations to the City Council.

### OBJECTIVES:

#### I. Maintain Fiscal Responsibly

Action: **Libraries and Information Services Goal**

- Continue to utilize shelf-ready, pre-processed materials, thus reducing staff time spent on processing new materials.

Status: 

- The library has actively sought the use of pre-processed materials, currently receiving about 80% of titles catalogued and processed by vendors and ready to be shelved.

#### II. Improve, Maintain and Enhance Public Facilities and Infrastructure

Action: **Libraries and Information Services Goal**

- Schedule improvements include paint and new carpeting at specified libraries in 2011.
- Continue to update authenticate library's website presence.

Status: 

- Improvements have been made to the Hill Ave Branch and the San Rafael Branch. In addition, lighting improvement have been made to Central.
- The library's website continues to be enhanced, updated and kept relevant.

### **III. Increase Conservation and Sustainability**

Action: **Libraries and Information Services Goal**

- In an effort to achieve greater accessibility for all Pasadena library users, the library will work with the city's public works department as defined by the city's CIP in order to make parking, restrooms and all library areas compliant with the Americans with Disabilities Act.

Status: 

- Both Lamanda and San Rafael branches have received ADA compliant public restrooms this year.

### **IV. Improve Mobility and Accessibility Throughout the City**

Action: **Libraries and Information Services Goal**

- Maintain and build positive relationships with community groups and individuals interested in assisting the library staff specifically and the city staff in general to actively participate in library projects and promote best practices in sustainability. (For example: supporting drought resistant gardening upgrades, native plants, outdoor furnishings made of recycled materials, butterfly gardens, etc.)
- Extend these partnerships to youth who are active in the area near their home branches. Provide an opportunity for them to become stewards for their library.

Status: 

- The Santa Catalina Branch worked effectively with neighborhood gardening groups to design and install a drought-tolerant garden at their front entrance. The group did much of the work as a community project and was instrumental in adding benches and other features to the landscape work.
- The Hastings Associates worked effectively with City Councilman Steve Haderlein, and City of Pasadena's Public Works Parks and Natural Resources Division to design and install a butterfly garden. The group did much of the work as a community project installing and designing native drought tolerant plants to attract butterflies and adding benches and other features to the landscape work.

### **V. Support and Promote the Quality of Life and the Local Economy**

Action: **Libraries and Information Services Goal**

- Recognizing that education is key to maintaining a strong workforce to support the local economy, the library commission will continue to support literacy and the love of reading for library users of all ages, throughout the city.
- The library commission will continue to support public awareness of the library and the wide range of services and materials available through outreach, commissions' attendance at community events and forums, input into community newsletters and personal, face-to-face interaction between commission and members of the public.

- Status:
- The library presents regularly scheduled classes in computer usages and other skill sets for the public. Programs are particularly active at the Central Library and the La Pintesca Branch.
  - Teens are encouraged to participate at their libraries. Groups at La Pintesca and Central work directly with our teen librarian on program development and collection selection.
  - Commissioners attended the birthday celebration at Hastings Library
  - Commissioners assisted library staff in participating in various community events, such as Council member Holden's neighborhood picnic, various Farmer's Markets, ArtNight, and the like.

## **VI. Ensure Public Safety**

### **Action: Libraries and Information Services Goal**

- The library will continue to provide security, lighting and staffing to ensure a safe and welcoming library environment.
- The library will continue to partner with local groups and support programs to let residents know that libraries are safe, inviting places where families can engage in enriching activities at little or no cost.

- Status:
- In a continuous effort to make the library staff welcoming and engaged, the library presented a full-day staff training in May, bringing in well-respected presenters to assist with change management and setting priorities.
  - Staff continues to be recognized as leaders: Martha Camacho was named an American Library Association Emergent Leader and received a scholarship to attend national conference and Jan Sanders was named one of seven public librarians who will re-write the California State Library Act for the California Legislature. Other staffers continue to lead throughout the city by heading committees, participating in a variety of projects and serving the city professionally and well.

## GOALS FOR FISCAL YEAR 2011-2012

### OBJECTIVES:

#### I. City Council Three-Year Goal: Maintain Fiscal Responsibly

##### Libraries and Information Services Goal:

- Continue working to insure a financially sustainable model of staffing that provides an acceptable level of public service hours at the central library and all nine branch locations.
- Continue to play a consortial role within the wider public library community through participation in Southern California Library Cooperative (SCLC) as well as participating in library advocacy training opportunities as relevant and available.

#### II. City Council Three-Year Goal: Improve, Maintain and Enhance Public Facilities and Infrastructure

##### Libraries and Information Services Goal:

- Support and participate in the opening of the new Teen Center.
- Continue to seek out and promote community service enhancements.
- Continue to support the updating and enhancement of the library's website presence.
- Continue to make suggestions for new and improved services.

#### III. City Council Three-Year Goal: Support and Promote the Quality of Life and the Local Economy

##### Libraries and Information Services Goal:

- Recognizing that education is key to maintaining a strong workforce to support the local economy, the library commission will continue to support literacy and the love of reading for library users of all ages throughout the city.
- The library commission will continue to support public awareness of the library and the wide range of services and materials available throughout the library, through outreach, commissions' attendance at community events such as ArtNight, input into community newsletters and personal, face-to-face interaction between commission and members of the public.
- The library commission will continue to support staff training and development to help insure a creative and engaging team that consistently seeks to improve the quality and level of public service.

**PASADENA PUBLIC LIBRARY COMMISSION**  
**MEETING ATTENDANCE**  
**JULY 2010 - JUNE 2011**

NAME	7/21/10	8/18/10	9/22/10	10/20/10	11/17/10	12/15/10	1/19/11	2/16/11	3/16/11	4/20/11	5/19/11	6/15/11
AYALA, DEBBIE		E	P	P	P	E	P	P	P	P	P	P
CHUNG, MICHAEL	E	A	A	A	A	A	P	A	E	A	A	A
KASSABIAN, MARK	P	P	E	P	P	E	E	P	E	P	P	P
MARTINEZ, ROBERTA	P	P	E	P	P	P	P	P	P	P	P	P
HAMILTON, KATHLEEN	P	P	P	P	E	P	P	P	P	E	P	P
HAMPTON-MORGAN, RENEE	P	P	P	P	E	P	P	P	E	P	E	P
STOWITTS, LINDA	P	P	P	E	P	P	P	P	P	E	P	P
WATTS, JENNIFER	P	P	E	P	P	P	P	P	E	P	P	P
VACANT												

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## Pasadena Public Library 2011 Outreach Opportunities

	Event	Location	Time	Staff Coordinator	Outreach Purpose/Focus	Volunteer Sign-ups
<b>APRIL</b>						
16	Pasadena Earth & Arts Festival	Central Park	9 a.m. - 4 p.m.	Catherine Hany	Library resources	Debbie Ayala & Young Phong
<b>MAY</b>						
28	La Pintesca Family Fun Day & Resource Fair	La Pintesca Park	10 a.m. - 3 p.m.	La Pintesca staff	SRC/Library resources	
<b>JUNE</b>						
18	Farmer's Market - Victory Park	Victory Park	7 a.m. - 1 p.m.	Catherine Hany	SRC	
22	Levitt Pavilion Summer Children's Concerts	Levitt Pavilion/ Central Park	5:30 - 8:30 p.m.	Catherine Hany? Jennifer Driscoll	SRC	
?	Garfield Heights Block Party	Garfield Heights	?	La Pintesca staff	SRC/Library resources	
<b>JULY</b>						
6	Farmer's Market - Shopper's Lane/South Lake	Shopper's Lane/South Lake Bs. District	3 - 7:30 p.m.	Catherine Hany	SRC/Library resources	
12	Farmer's Market - Villa Parke	Villa Parke	7 a.m. - 1 p.m.	Catherine Hany	SRC/Library resources	
16	Robinson Block Party	Robinson Park	8 a.m. - 1 p.m.	Catherine Hany	SRC/Library resources	
<b>AUGUST</b>						
2	National Night Out	Victory Park	6 - 9 p.m.	Catherine Hany	SRC/Library resources	
6	Chris Holden's Block Party	Jackson St.	10 a.m. - 3 p.m.	Catherine Hany	SRC/Library resources	

?	Community Network & Resource Fair	Rose Bowl	?	La Pintoresca staff	SRC/Library resources	
<b>SEPTEMBER</b>						
10	Farmer's Market - Victory Park	Victory Park	7 a.m. - 1 p.m.	Catherine Hany	Back to School	
13	Farmer's Market - Villa Parke	Villa Parke	7:30 a.m. - 1 p.m.	Catherine Hany	Back to School	
14	Farmer's Market - Shopper's Lane/South Lake	Shopper's Lane/South Lake Bs. District	3 - 7:30 p.m.	Catherine Hany	Back to School	
?	Pasadena Chamber of Commerce Business Expo	Pasadena Convention Center	?	Wei Zhang	Business services/Library resources	

