

#### PASADENA PUBLIC LIBRARY COMMISSION AGENDA

Wednesday, April 20 - 6pm Hill Avenue, 55 S. Hill Avenue (626) 744-4062



#### I. CALL TO ORDER/INTRODUCTIONS

a. Hill Avenue Branch Update – Branch Manager Leonard Lane

## II. COMMUNITY COMMENTS (6:15 p.m.)

#### III. MINUTES

a. Approval of Minutes for February 16, 2011 Library Commission Meeting\*

#### IV. COMMUNICATIONS

a. Letters or Articles Regarding Library Services or Events

#### V. ACTION ITEMS

a. Form Workplan and Annual Report Committee

#### VI. LIBRARY DIRECTOR'S REPORT

- a. One City, One Story Final Report
- b. Report on Public Library Sustainability Conference
- c. Advocacy Opportunities
  - National Library Legislative Day, May 8-11
  - State Library Legislative Day, May 18
- d. Report on San Rafael Improvement Project
- e. City Budget Update

## VII. REPORT(S) FROM COMMITTEES/REPRESENTATIVES

- a. Friends of the Library Report
- b. Library Branch Associates Report

#### VIII. ANNOUNCEMENTS

#### IX. INFORMATION ITEMS

- a. March 16, 2011 Informational Minutes\*
- b. Library Commission Meeting Dates\*
- c. Commission Liaison at FOPPL Meetings\*
- d. Record of Attendance\*

#### X. 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 15<sup>th</sup> day of April by 5:00 p.m. The agenda may also be viewed at the City's website <a href="http://www.ci.pasadena.ca.us/commissions/default.asp">http://www.ci.pasadena.ca.us/commissions/default.asp</a>

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

February 16, 2011 6:00 p.m.

Lamanda Branch, 140 S. Altadena Dr. (626) 744.4062

STAFF:

**PRESIDING:** Jennifer Watts ABSENT: Michael Chung

PRESENT: Debbie Ayala, Kathleen Hamilton, Mark Kassabian, Renee Morgan-

Debra Humphrey, Jan Sanders, Beth Walker

Ayala,

Catherine

Hany,

Barbara

Hampton, Roberta Martinez, Linda Stowitts

#### I. CALL TO ORDER/INTRODUCTIONS

Chair Watts called the meeting to order at 6:00 p.m. and welcomed all present.

Branch Manager Reeder provided a branch update on programs and services at Lamanda Park which includes book group discussions every Monday at 11am, storytime for infants and toddlers Thursdays at 10:30am, storytime for preschoolers Tuesdays at 10:30am, and family storytime Thursdays at 3:30pm. Saturdays at 10:30am, they have Children's drawing lessons taught by Art Center College of Design students and on Wednesdays at 1pm adults with mild or severe hearing losses can attend the Lip Reading and Memory Enhancement program. Branch Manager Reeder demonstrated the Braille books. Many who are blind or visually impaired often cannot use printed materials, depriving them of reading materials that most take for granted. Lamanda Park in collaboration with Braille Institute's Library Services provides free books, periodicals and other texts in Braille and recorded formats. Informational - No Action Taken.

#### II. **COMMUNITY COMMENTS**

There was no community comment.

#### III. APPROVAL OF MINUTES

Approval of Minutes for January 19, 2011 Library Commission Meeting.

Motion: Moved by Vice Chair Martinez to approve the minutes for the Library Commission meeting of January 19, 2011, seconded by Commissioner Stowitts. The motion carried 7-0: Chung absent.

#### IV. **COMMUNICATIONS**

a. Letters or articles regarding library services or events.

Director Sanders handed out the City's Annual Report. The library is featured in the section titled Excellence in Municipal Government highlighting Pasadena Central Library as a Best Library for Kids In and Around Los Angeles awarded by KCBS-TV, Librarian Martha Camacho awarded as an emerging leader by the American Library Association and the Pasadena Public Library system awarded a four-star library status by the Library Journal. There is a photograph of the Barks and Books program at Hastings Branch in collaboration with Pasadena Humane Society. In the section Public Building Infrastructure Improvement, it describes Central Library's historical light fixtures as being retrofitted with LED bulbs that use 90% less energy than standard bulbs. Additionally, a roof was installed at Lamanda Park to reflect the sun's energy and reduce summertime air conditioning costs. Finally, Hastings Branch was featured as a drought-tolerant butterfly garden, where outdoor seating has become popular. Informational - No action Taken.

Director Sanders handed out the registration form for 2011 CALTAC workshop in Library Leadership. The workshop is scheduled for Saturday, March 12 at the Monrovia Public Library. The title of the program is "Strong Library Communities - Make it Work in Your Hometown. Informational – No Action Taken.

#### V. LIBRARY DIRECTOR'S REPORT

a. California State Budget Update

Director Sanders reported that on Monday, February 7, the Assembly Budget Subcommittee convened to discuss the Governor's 2011-12 Budget and the administration's specific proposal to completely eliminate three important library programs: the California Library Services Act, the Literacy Program, and the Public Library Foundation. Subcommittee members were troubled by the idea that the programs were slated for elimination, rather than reduction. They questioned whether substantive analysis had been done as several issues were raised relative to the impact on communities, the loss of federal funds, economic impact and impact to service delivery. The hearing was closed with the announcement that no vote would be taken on any of the items and would be revisited in another week. Director Sanders thanked those commissioners that wrote letters to state legislators on the library funding issue. Informational – No Action Taken.

b. Discussion of Library's Performance Measures for the City Budget Director Sanders reported that this item would be tabled until the March 16 commission meeting as currently.

c. One City, One Story Funding and Programming Update

Branch Manager Reeder gave a report on the One City, One Story book, Mudbound by Hillary Jordan. The book takes place in Mississippi after World War II and is told by six different characters. It deals with race and family relations. There are many book discussions and films scheduled throughout the month. March 10, Dr. Rita Roberts will discuss Race, Resistance and Power in Post-World War II Mississippi. The community events will end with the author discussion on Saturday, March 26, at 3pm at the Pasadena Convention Center. For specific events and dates, please see the One City, One Story brochure.

Director Sanders added that the library's sponsorship goal for One City One Story was \$10,000. As of today, the library has raised \$12,685. Informational - No Action Taken.

#### VI. REPORT(S) FROM COMMITTEES/REPRESENTATIVES

a. Friends of the Library Report.

There was no commission representative at the Friends meeting in January and therefore, nothing to report.

b. Library Branch Associates Report.

Commissioner Kassabian reported that the Hastings Associates did not meet in January. Their February meeting is scheduled the same evening as the library commission meeting. He will get the minutes from that meeting and report back to the commission.

Commissioner Hamilton reported that she attended the Linda Vista Associates meeting. She learned that the Linda Vistans raise money to supplement materials at their branch. The San Rafael Associates may collaborate with the Linda Vistans for a joint project. Informational – No Action Taken.

#### VII. ANNOUNCEMENTS

a. Hill Avenue Branch

Director Sanders announced that Hill Avenue is now open. It was closed Monday, January 10, to Monday February 21, for renovations including painting and carpeting.

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#### VIII. INFORMATION ITEMS

- a. Library Commission Meeting Dates Informational No Action Taken
- b. Record of Attendance Informational No Action Taken.

IX.	AD]	<b>IOURNMENT</b>
II.		

With no further business, the Library Commission adjourned without objection at 6:45 p.m.

Jennifer Watts, Chair Debra Humphrey, Secretary
Pasadena Public Library Commission Pasadena Public Library Commission

#### PASADENA PUBLIC LIBRARY COMMISSION MINUTES

#### **INFORMATIONAL**

March 16, 2011 6:00 p.m. (626) 744.4062

PRESIDING: Roberta Martinez

ABSENT: Michael Chung, Mark Kassabian, Renee

Morgan-Hampton, Jenny Watts

PRESENT: Debbie Ayala, Kathleen STAFF: Barbara Ayala, Catherine Hany, Debra

Hamilton Humphrey, Sara Rebman, Jan Sanders, Beth Walker

#### I. CALL TO ORDER/INTRODUCTIONS

Chair Martinez called the meeting to order at 6:00pm with no quorum present. Self-introduction of those in attendance took place.

Chair Martinez announced that the Baseball Reliquary and Latino Heritage have a collaborative exhibit at Central Library from March 2-March 31, 2011. In conjunction with the 2011 NACCS (National Association for Chicana and Chicano Studies) Conference in Pasadena, Baseball Reliquary will host a "Mexican American Baseball in Los Angeles" discussion and book signing in the Wright Auditorium at 6pm.

#### II. COMMUNITY COMMENTS

There was no community comment.

#### III. APPROVAL OF MINUTES

Approval of Minutes for February 16, 2011 Library Commission Meeting.

The minutes for February 16, were not approved due to lack of quorum and will carry over to the meeting of April 20. The minutes for March 16, 2011 are informational only.

#### IV. COMMUNICATIONS

a. Letters or articles regarding library services or events.

Director Sanders passed around two articles to the Commissioners. One from the Pasadena Outlook dated Thursday, February 24, Pasadena Educational Foundation Welcomes Conyers and LA Times dated March 8, Publisher sets limits on library e-books. Informational – No action Taken.

#### V. CHAIRPERSON'S REPORT

a. Form a Workplan and Annual Report Committee

Vice Chair Martinez commented that since no vote could be taken due to lack of a quorum, this item would be moved to the meeting of March 16, 2011.

#### VI. LIBRARY DIRECTOR'S REPORT

a. Report on Performance Measures for Budget FY 2011-12.

Director Sanders reported that the Library's performance measures are a combination of one of the City Council's three-year goals (Support and promote the quality of life and local economy) and the Library's initiatives. See attached Performance Measures. Informational – No Action Taken.

b. Senator Liu's Sustainable Future for Libraries Roundtable – March 18, 2011

Director Sanders provided the agenda for Senator Liu's meeting. Agenda items include Update on State budget, funding options and potential funding sources and Federal funding. Informational – No Action Taken.

PASADENA PUBLIC LIBRARY COMMISSION MINUTES March 16, 2011 – 6:00 p.m. Central Library Page 2 of 2

- c. One City, One Story Funding and Programming Update
  Director Sanders reviewed the One City, One Story program with the commission.
  Informational No Action Taken.
- d. Library's Staff Day

Director Sanders reported that the Library's Annual Staff Day would be May 26, 2011 at the Brookside Golf Course. She gave an overview of the day's programs and invited the Commissioners to participate. Informational – No Action Taken.

#### VII. REPORT(S) FROM COMMITTEES/REPRESENTATIVES

a. Friends of the Library Report.

Chairperson Watts attended the Friends' February meeting, but is absent from the commission meeting. However, Director Sanders did mention that the Friends were having a Mystery Book sale on Saturday, April 16 at Roosevelt School. Informational – No Action Taken.

b. Library Branch Associates Report

Hastings Branch Associates – Commissioner Kassabian was absent so there was no report. San Rafael Associates did not meet last month. However, Commissioner Hamilton reported on the temporary closure of San Rafael Branch in April as it is slated to receive a new handicap accessible restroom.

#### VIII. ANNOUNCEMENTS

Communications Director Hany spoke of the outreach services that the library provides to the community and invited the library commissioners to join her. Catherine noted the upcoming events and outreach opportunities such as, Pasadena Earth and Arts Festival April 16, La Pintoresca Family Fun Day & Resource Fair May 28. She asked the commissioners to review the list events that were handed out and to let her know which events they would be interested in attending.

Catherine Hany introduced the library's intern Sara Rebman and reported that Sara has helped the library with the social media pilot project during the One City, One Story programs. The library was on Facebook, Twitter, RSS Feed, Flickr, Gowalla, Foursquare and Meetup.

Catherine Hany reported that the CardStar is an iPhone application that lets you enter all your membership and rewards cards into your phone and display them at checkout when you need them. The app gets preloaded with a ton of popular stores including public libraries, more specifically, Pasadena Public Library. Once you find the store or library, you want, you enter the numerical bar code number and you're done. Informational – No Action Taken.

#### IX. INFORMATION ITEMS

- a. Library Commission Meeting Dates Informational No Action Taken
- b. Record of Attendance Informational No Action Taken.

#### X. ADJOURNMENT

With no further business, the Library Commission adjourned without objection at 6:50 p.m.

## **Libraries & Information Services**

**DRAFT** 

Council Goal(s): Support and promote the quality of life and local economy

## Objective(s):

A. Develop the ambience, services and behaviors that support a premier, personal library experience at the neighborhood level

Mea	asure(s):	Actual 2009/10	Target 2010/11	Mid-Year 2010/11	Target 2011/12
1	% of Pasadena residents with a library card	82%	n/a	82%	82%
1	Ranked four stars or better on Library Journal's annual superior customer service list	Yes	Yes	Yes	Yes

#### Notes:

B. Develop strategic community collaborations

Measure(s):	Actual 2009/10	Target 2010/11	Mid-Year 2010/11	Target 2011/12
Number of community groups working in				
partnership/collaborative programs with the library	79	55	59	60

Provide services and resources necessary for a literate and well-informed community DRAFT Actual **Target** Mid-Year 2009/10 2010/11 2010/11 Measure(s): **Target 2011/12** Number of people visiting Pasadena's libraries annually 1,189,304 1,200,000 656,401 1,250,000 Total number of items circulated annually 1,719,042 1,800,000 851,725 1,800,000 Number of information and reference questions answered 188,665 200,000 108,835 200,000 Turnover rate of circulating collection 2.11 2.80 2.60 3.00 37,046 Number of materials added 35,000 18,909 37.000 Number of visitor sessions logged on the Library's website annually (PasadenaPublicLibrary.NET) 603.396 700.000 484.023 800.000 Number of user sessions logged on the Library's public computers (limited to one hour session per day) 291.640 136,594 275,000 300.000 Number of user sessions logged on the Library's wireless network (unlimited time per session) 61,524 40.000 31,244 64,000 5,424 Number of participants in Summer Reading Program 5,000 5,427 5,500

n/a

n/a

n/a

60,000

Number of hours spent reading in Summer Reading Program

10

## 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	4/12/11	5/18/11	6/15/11
AYALA, DEBBIE		Е	P	P	P	Е	P	P	P			
CHUNG, MICHAEL	Е	A	A	A	A	A	Р	A	Е			
KASSABIAN, MARK	P	P	Е	P	P	Е	Е	P	Е			
MARTINEZ, ROBERTA	P	P	Е	P	P	P	Р	Р	P			
HAMILTON, KATHLEEN	Р	P	Р	Р	Е	Р	Р	Р	Р			
HAMPTON-MORGAN, RENEE	P	P	P	P	Е	P	P	P	Е			
STOWITTS, LINDA	P	P	P	Е	P	P	P	P	P			
WATTS, JENNIFER	P	P	Е	Р	Р	Р	Р	P	Е			
VACANT												

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

# 2011 LIBRARY COMMISSION REVISED - MEETING LOCATIONS

3RD WEDNESDAY, 6PM

January 19	San Rafael					
February 16	Lamanda Park					
March 16	Central					
April 20	Hill Avenue					
May 18	La Pintoresca					
June 15	Allendale					
July 20	Linda Vista					
August 17	Hastings					
September 21	Villa Parke					
October 19	Central					
November 16	Santa Catalina					
December 21	Central					