



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

A G E N D A
REGULAR MEETING
THURSDAY, AUGUST 14, 2025, AT 7:00 P.M.

**SOUTH PASADENA PUBLIC LIBRARY
RAY BRADBURY CONFERENCE ROOM, 2ND 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 2nd 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
- 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.

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 JUNE 12, 2025, LIBRARY BOARD OF TRUSTEES MEETING**

Recommendation

It is recommended that the Board review and consider approval of the June 12, 2025, Meeting Minutes.

4. **REVIEW OF DRAFT RULES OF BEHAVIOR POLICY**

Recommendation

It is recommended that Trustees review, discuss, and provide input on a draft of the new Rules of Behavior Policy, which would replace the current Library Code of Conduct Policy.

5. **LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT UPDATES**

Recommendation

It is recommended that Trustees receive an update from staff on recent Site Plan Project and Ad Hoc Committee activity.

6. **UPDATES TO THE LIBRARY'S COLLECTIONS SELECTION AND MAINTENANCE POLICY TO COMPLY WITH THE "CALIFORNIA FREEDOM TO READ ACT" (AB 1825)**

Recommendation

It is recommended that the Trustees review pending changes to the Collections Selection and Maintenance Policy that are mandated by Assembly Bill 1825.

7. **FISCAL YEAR 2025-2026 LIBRARY SPECIAL TAX REPORT**

Recommendation

It is recommended that the Trustees receive a report from staff on the Fiscal Year 2025-2026 Library Special Tax estimated revenue.

8. **LIBRARY OPERATIONS UPDATE**

Staff to provide updates to Trustees about library events and programs, new services or changes to service, and to inform Trustees about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

COMMUNICATIONS

9. **BOARD PRESIDENT COMMUNICATIONS**

10. **BOARD MEMBER COMMUNICATIONS**

11. **CITY COUNCIL LIAISON COMMUNICATIONS**

12. **FRIENDS OF THE LIBRARY COMMUNICATIONS**

13. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**14. LIBRARY DIRECTOR COMMUNICATIONS****PUBLIC COMMENT – CONTINUED****15. 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**

September 11, 2025	Regular Board Meeting	7:00 p.m.
October 9, 2025	Regular Board Meeting	7:00 p.m.
November 13, 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

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

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact Library Administration via email at 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. 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 **August 11, 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.*

8/11/2025

/S/

Date

Cathy Billings, Library Director



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: August 14, 2025

FROM: Cathy Billings, Library Director

SUBJECT: **Approval of Minutes of June 12, 2025, Library Board of Trustees Meeting**

Recommendation

It is recommended that the Board review and consider approval of the minutes of the June 12, 2025, meeting of the Library Board of Trustees.

Attachment:

1. City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, June 12, 2025.

ATTACHMENT

City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, June 12, 2025



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

**MINUTES
REGULAR MEETING
THURSDAY, JUNE 12, 2025, 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, June 12, 2025, at 7:03 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	Dean Serwin

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 Board Representative were present at Roll Call.

PUBLIC COMMENT

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

In Person Comments:

None.

ACTION/DISCUSSION

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

None.

3. APPROVAL OF MINUTES OF MAY 8, 2025, LIBRARY BOARD OF TRUSTEES MEETINGRecommendation

It is recommended that the Board review and consider approval of the May 8, 2025, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Trustee Serwin, seconded by Trustee Meeker, and approved by a roll call vote to approve Item No. 3, as presented by staff. The motion carried 4-0-1-0 by the following vote:

AYES: Long, Meeker, Pearson, Serwin

NOES: None.

ABSENT: Gross

ABSTAINED: None.

4. ADMINISTRATIVE POLICIES REVIEW COMMITTEE CODE OF CONDUCT POLICY DISCUSSION

Staff and Committee members Kenny Gross and Minsun Meeker to lead a discussion on a preliminary draft of a revised Rules of Behavior policy.

5. LIBRARY/COMMUNITY CENTER SITE PLANNING PROJECT UPDATES

Staff to provide an overview of the results of the first round of community engagement and Site Plan Ad Hoc Committee member Trustee Serwin to provide an update on Ad Hoc Committee activity.

6. REVIEW OF THE LIBRARY BOARD OF TRUSTEES ACCOMPLISHMENTS AND 2025-2026 WORK PLAN DRAFTRecommendation

It is recommended that the Trustees review and consider approval of Board accomplishments for Fiscal Year 2024-2025 and the Work Plan for Fiscal Year 2025-2026.

COMMISSION ACTION AND MOTION

A motion was made by Trustee Serwin, seconded by Trustee Meeker, and approved by roll call vote to approve the 1st and 3rd Goals as written, and to approve the 2nd Goal pending the incorporation of edits as directed by Trustees.

AYES: Long, Meeker, Pearson, Serwin

NOES: None.

ABSENT: Gross,

ABSTAINED: None.

7. LIBRARY OPERATIONS UPDATE

Staff to provide updates to Trustees about library events and programs, new services or changes to service, and to inform Trustees about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

COMMUNICATIONS**8. BOARD PRESIDENT COMMUNICATIONS**

President Long always loved the Summer Reading Program and this year her son is a volunteer. He received wonderful training from Children's Librarian Leticia Cheng Ku and is enjoying his experience. President Long praised the library's volunteer programs for adults and children.

9. BOARD MEMBER COMMUNICATIONS

Trustee Serwin really appreciated the 6/11/25 Wonderful Wednesday event and thought it was a great way to kick off this year's Summer Reading Program. He commended staff for their work.

Secretary Pearson had no comments.

Trustee Meeker had no comments.

10. COUNCIL LIAISON COMMUNICATIONS

None. (Councilmember Jon Primuth was not in attendance.)

11. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill said the Friends had a good volunteer turn-out at the 6/11/25 Wonderful Wednesday program. He noted that the Friends are in the process of revising their policies.

12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Serwin thanked the Friends for their contributions to the Summer Reading program, the chairs they agreed to provide for the teen room, and their monetary donations to the library. The Friends gave out their first scholarship.

13. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings reached out to the City Attorney for guidance about what Trustees are allowed to do with regard to library advocacy, such as taking a position on specific legislation, writing letters or signing petitions. Trustee Serwin would like to know whether the Board of Trustees, in conjunction with the Friends of the Library, could host an event to educate the community as to the importance of a free, accessible public library.

PUBLIC COMMENT - CONTINUED**14. 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 8:22 P.M. to the next Regular Library Board of Trustees meeting scheduled for July 10, 2025.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

Annie Chang Long
President

DRAFT



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: August 14, 2025

FROM: Cathy Billings, Library Director

SUBJECT: Review of Draft Rules of Behavior Policy

Recommendation

It is recommended that Trustees review, discuss, and provide input on a draft of the new Rules of Behavior Policy, which would replace the current Library Code of Conduct Policy.

Background

In May of 2024 the Trustees established a committee, comprised of Trustees Meeker and Gross, to focus on the Code of Conduct Policy review and revision and any related revisions that would be recommended for the City's Municipal Code (Section 2.78-5).

Since then, the Committee has done extensive research and review of the policies of other libraries, had discussions with staff, and prepared a draft of a revised policy for Library staff to review. Staff have made major headway on a rough draft of revisions to the Committee's draft and are ready to walk the Trustees through the reasoning behind changes that have been made and are seeking input from the Trustees.

Analysis

Components of the Committee's Draft:

1. Welcoming philosophy statement/value of shared public spaces (i.e., why we have rules)
2. Short list of overarching expectations (respect, follow rules, etc.)
3. Statement of where conduct applies
4. Explanation of consequences with detailed list of what actions a person could be subject to
5. Activities not allowed, organized by "levels" of behavior that are associated with consequences that escalate at each level:
 - Level 1: Disruptive or Unsafe Behavior
 - Level 2: Inappropriate or Unsafe Use of Spaces
 - Level 3: Illegal Activities

6. Instructions for appeals

While staff agree there need to be formal guidelines used to match behaviors to the appropriate consequences, they think organizing disallowed behaviors (or rules) by level in the policy makes it more difficult to articulate rules and enforce them and correctly correlate the severity of the behavior with the consequence. The levels are presumably meant to indicate severity of the behavior, but in reality most incidents involve a mix of behaviors from different levels, and the circumstances always have nuance (e.g., was the behavior deliberate or unintentional?). To determine how “severe” a specific behavior is (aside from obvious egregious/dangerous/criminal behavior) factors other than the behavior itself often need to be taken into account. The revisions made by staff organize behaviors/rules into categories of behavior instead of levels of severity, and severity and consequences are determined by both the behavior and factors like intent, frequency, and how great (or costly) the impact or disruption to operations or the facility are. Guidelines for evaluating severity and assigning the appropriate consequence will need to be developed.

Components of the Draft Revised by Staff:

1. Welcoming philosophy statement/value of shared public spaces (i.e., why we have rules)
2. Short list of overarching expectations (respect, follow rules, etc.)
3. Statement of where conduct applies
4. Explanation of consequences and how they are determined (but no list of actions that could be taken as that could imply sequential consequences that would be a source of contention with people. It could instead state that verbal warnings and an opportunity to modify behavior and follow instructions are always given, if circumstances and nature of the situation allow)
5. Behaviors/activities not allowed, grouped in categories:
 - Dangerous or Illegal behaviors
 - Misuse of Library Facilities and Property
 - Disruptive Behavior
 - Misuse of Library Services
 - Personal Belongings
 - Eating, Drinking & Smoking
6. Instructions for appeals

Additional changes made by staff include distinguishing between behaviors and factual circumstances, for example hygiene issues are not a behavior, bad or good. Consequences for disallowed behavior are generally not meant to be punitive, but

assigning a “level” to hygiene issues implies judgement. In keeping with other libraries, staff propose a separate “Public Health” policy.

Also, in keeping with other libraries staff propose a separate “Youth and Youth Areas” policy. Not only are there many rules specific to youth services, but there is also a need to say what is allowed, not only what is disallowed.

Throughout, staff have reviewed language and tried to make it more clear and less judgmental, and to eliminate duplication and ambiguity. In addition, staff have looked at each rule and imagined putting it into practice, which has helped to identify unintended consequences, weaknesses, and gaps.

Attachment:

1. Draft policies for behavior, youth and youth areas, and public health and safety

ATTACHMENT

Draft policies for behavior, youth and youth areas,
and public health and safety

LBT COMMITTEE DRAFT w/MEMBER COMMENTS - MARCH 2025

South Pasadena Public Library Rules of Conduct

The South Pasadena Public Library values community and inclusivity - our goal is to offer a safe and vibrant library experience for everyone.

To maintain a welcoming environment for ALL, we expect visitors to:

- Respect each other and do their share in providing a peaceful library experience
- Abide by the Library's Rules of Conduct
- Follow requests from library staff
- Follow city, county, state, and federal laws

The Rules of Conduct apply in all buildings, interior and exterior, and all grounds controlled and operated by the South Pasadena Public Library. Please tell a staff member if you see or hear anything that seems unsafe or unlawful.

Any violation of these Library rules or violation of local, state or federal law in the Library or on its grounds may be addressed through one or more actions specified below:

- Verbal warning (e.g., notification of violation and reference to Rules of Conduct)
- Where appropriate, request to modify behavior
- Instruction to leave the Library immediately and not to return for the rest of the day
- Suspension of Library privileges, including removal from, and denial of access to, all Library services and facilities for up to one year, pursuant to SPMC § 2-78.5.
- Criminal sanctions

The above actions may be cumulatively applied.

The following activities are not allowed at the South Pasadena Public Library.

Level 1: Disruptive or Unsafe Behavior

Library visitors are expected to comply or leave the premises. Library privileges may be suspended for up to 3 months for non-compliance or repeat offenses.

- Creating a disturbance in any manner that interferes with people's ability to use the Library or staff's ability to do their job.
- Engaging in unruly behavior, such as running, jumping, hitting, wrestling, or other aggressive actions or statements.
- Sleeping (except for children under the age of four years).
- Bringing animals, except for trained and certified service animals for the disabled, or animals used in Library programs.
- Adults in areas designated for youth unless accompanied by a youth or if the adult needs to access youth collections.
- Not being fully clothed including shirts and shoes.
- Eating, drinking, and chewing gum. Capped water bottles are acceptable.
- More than 4 people per table, more than one person per chair, and/or standing at the table.
- Seating infants or children on desks, counters or tables.

Commented [CB1]: Kenny Gross Feedback on Draft:

Has comments, mostly regarding the discipline.

Also, about a procedure for reporting conduct, and drafting an appeal form for violations to limit what can be presented.

Commented [2]: Added opening statement and summary of consequences, adopted from Santa Monica and Long Beach

Commented [3]: Levels with the corresponding consequences is adopted from the Long Beach policy; I combined it with the Burbank "categories" of (1) disruptive/unsafe behavior, (2) inappropriate/unsafe use of space, and (3) illegal activities. But we can just pick one of these instead of combining if staff prefer.

I kept all of the rules from the current policy, just modified the language to fit under "activities not allowed." I also added a couple of specific rules that I saw in other library policies.

There are a lot of rules so I do think we could streamline or delete some, but defer to staff about this.

Also I think these levels/consequences are simpler and easier to follow but if we go with this, we would need to update the municipal code to align with this. I haven't seen other municipal codes with the level of detail SP has, in terms of the number of days for the suspension of privileges. Only that it shall not exceed a year in most cases and then provisions for appeal.

- Placing feet on tables, tipping back in chairs and scratching or any other activity which defaces, mars or otherwise damages Library furniture, facilities or equipment.
- Sitting or lying upon Library furniture or carpeting while wearing clothing that is soiled in such a manner that it is likely to soil or stain the furniture or carpeting.
- Reserving seats and/or leaving their materials unattended for more than 15 minutes. Materials left longer than the time limit may be removed by staff. The Library is not responsible for loss of any personal possessions.
- Using sports equipment. Skateboards, roller skates, and scooters must be in a backpack or skate bag (available at the Checkout Desk).
- Unaccompanied children under age 11. Staff are not responsible for unattended children; parents are responsible for ensuring the appropriate behavior of their children while they are in the Library.
- Having personal hygiene/odor that is a nuisance to others.
- Personal grooming, including bathing, shaving, shampooing, doing laundry or tending to other hygiene practices in or outside the library's restrooms.
- Bringing in large items such as sleeping bags, bedrolls, blankets, large boxes, shopping carts, and large backpacks.
- Commercial solicitation, selling, and panhandling.

Level 2: Inappropriate or Unsafe Uses of Space

Library privileges may be suspended for up to 1 year.

- Interfering with Library employees in the performance of their duties, and/or not following any reasonable instruction by a staff member or security.
- Damaging or destroying Library materials, equipment, or property.
- Smoking, vaping, and/or using e-cigarettes or other forms of tobacco. The Library is a smoke-free environment.
- Loitering, defined as remaining in the Library building or Library grounds for a protracted time without any Library-related purpose (e.g., reading, studying, writing, researching, drawing, looking at or checking out materials, visiting the Friends Bookstore, using a computer or attending a Library-approved or scheduled meeting, program or event). The public must leave at closing time except when using the Community Room after hours.

Level 3: Illegal Activities

Library privileges will be suspended for up to 1 year.

- Intimidating, harassing, threatening, or engaging in verbal or physical abuse or sexual harassment of Library users, staff, or volunteers.
- Bringing weapons including, but not limited to, guns and knives.
- Possessing, being under the influence of, or using alcohol or controlled substances including, but not limited to, marijuana in any form, on Library premises.
- Engaging in any activity that violates federal, state, and local laws.

Library Suspension Appeals

Any person expelled from the Library for a period of 30 days or less may appeal the expulsion to the city manager, whose decision regarding the appeal shall be final and conclusive. Any person expelled from the Library for a period of more than 30 days may appeal the expulsion to the

Library Board of Trustees. Such appeals must be submitted in writing to the Library Board of Trustees no later than 30 calendar days following the issuance of the notice of expulsion to the appellant. The Library Board of Trustees shall render its decision in writing to the appellant to uphold or overturn the expulsion, with a copy to the Library Director no later than 45 calendar days following completion of the Board's hearing on

Commented [4]: A lot of table/furniture rules...wondering if we can combine into a succinct rule about misusing/overcrowding tables and/or damaging furniture?

Santa Monica's rules on this are:

- Placing feet on tables, chairs, or against walls
- Sitting or lying on the floor on the premises

Commented [5]: Almost all of the other libraries have a section about suspension appeals listed with their rules/code of conduct. Copying/pasting from the municipal code.

Commented [6]: Code uses "expelled" but throughout we use the word suspended. Most library policies are using "suspension" so perhaps if we are able to update municipal code, we can update to suspension throughout the MC.

the appeal. The decision of the Library Board of Trustees shall be final and conclusive.

PLEASE ALSO REFER TO "INTERNET AND WI-FI ACCEPTABLE USE POLICY"

Personal Appliances

Personal appliances such as smartphones or cellphones, tablets, computers, cassette players, laptops, and calculators may be used as long as the noise level is low and use does not interfere with others. Cellphones and pagers should be turned off or switched to a low or non-audible signal and answered outside the Library.

Printed Postings, Political Campaigning, and Religious Proselytizing

No printed matter can be posted or given out inside Library without staff permission. Political campaigning and religious proselytizing are not permitted inside the Library proper, although meetings in the Community Room that are sponsored by outside organizations are not subject to this policy. Gathering signatures for petitions within the Library is prohibited.

Teen Room

Due to space limitations, the study tables and chairs in the Teen Room are reserved for the use of persons age 18 and under.

Commented [7]: Should prob add address or email address to send the written appeal?

Commented [8]: Do you want to keep this separate or add some elements in the rules? Some examples of specific language from other libraries include:

No inappropriate use of library technology as defined in the Internet Usage Policy.

Viewing child pornography or exposing a child to any pornography.

Commented [9]: These are additional sections in the current code - keep or try to incorporate in the levels of rules?



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: August 14, 2025

FROM: Cathy Billings, Library Director

SUBJECT: **Update to the Library's Collections Selection and Maintenance Policy to Comply with the "California Freedom to Read Act" (AB 1825)**

Recommendation

It is recommended that the Trustees review pending changes to the Collections Selection and Maintenance Policy that are mandated by Assembly Bill 1825.

Background

On September 29th, Governor Gavin Newsom signed the California Freedom to Read Act (AB 1825, Muratsuchi) into law. The California Freedom to Read Act helps communities ensure their local libraries are reflective of that community's diversity. The new law creates a variety of benchmarks for communities to use in determining what materials libraries make available.

One of the law's requirements is that the "collection development plans" libraries use to help make these determinations must include specific language and be sent to the State Librarian for approval and filing.

"This new law helps provide Californians with the materials they need to succeed and thrive and helps ensure local libraries remain responsive to the needs of their local residents," said Greg Lucas, California State Librarian. "Thanks to Assemblyman Muratsuchi, California now has a law that makes library decision-making more transparent and inclusive."

Collection development plans are formal policies that guide the selection of library materials and establish a process for community members to contribute. They're used by libraries to establish clear standards about what types of materials they plan to make available and communicate those values to their local communities. These documents are formal policies that guide the selection of library materials and establish a process for community members to contribute.

The ideas encapsulated in the required language were already included in the Collections Selection and Maintenance Policy adopted by the Trustees March 9, 2023, so the edits being reviewed at this meeting do not alter the ideology and guiding principles previously established. The required language is:

Collections Selection and Maintenance Policy Updates

August 14, 2024

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- “Collection meets the broad and diverse interests of the community and respects both the library’s autonomy and their specific community needs.”
- The “public library serves as a center for voluntary inquiry and the dissemination of information and ideas.”
- “Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.”
- The “right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences” is acknowledged.

Next Steps

After the Trustees review, the Policy will be submitted to the State Library for review and approval. Once approved, the Policy will return to the Trustees with a recommendation for adoption.

Small edits will also need to be made to the Request for Reconsideration of Library Materials Policy, and the related procedure. This policy will also come to the Trustees for consideration and a recommendation for adoption.

1. Draft Collections Selection and Maintenance Policy, Redlined Version and Version with Changes Accepted

ATTACHMENT

Draft Collections Selection and Maintenance Policy,
Redlined Version and Version with Changes
Accepted

**SOUTH PASADENA PUBLIC LIBRARY
Collections Selection and Maintenance Policy**

Adopted: 9/10/1985

Amended: 3/4/1991; 10/13/1998; 11/14/2001; 3/9/2023; x/x/2025

Reviewed: 5/13/1997

~~As the community's primary provider of information services and as a center for cultural and life enrichment resources and activities, t~~The South Pasadena Public Library is committed to providing easy and equal access to a wide variety of resources in multiple formats. A professional approach to the selection and maintenance of collections is critical to ensure that the collection meets the broad and diverse interests of the community and respects both the Library's autonomy and [their] our specific community needs.~~responsiveness to changing individual and community needs in reading, research, education and recreation.~~

Principles of Resource Selection

The public library serves as a center for voluntary inquiry and the dissemination of information and ideas. Public libraries are vital open forums for information and ideas. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole. ~~The Library supports the principle of~~ Intellectual freedom ~~is~~as one of the foundations of a free society and it ~~is~~. ~~Intellectual freedom is the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences~~ ~~every individual to both seek and receive information from all points of view~~ without restriction. The Library recognizes that some materials which offend, shock or do not interest one reader may be ~~considered~~ agreeable, meaningful or significant to another, ~~therefore it is important that: t~~The selection of resources for the South Pasadena Public Library's collection ~~shall be consistent with~~based on the principles of intellectual freedom ~~and those~~ outlined in the American Library Association's *Library Bill of Rights* and *Freedom to Read Statement*.

Responsibility for the Selection of Library Resources

The authority and responsibility for the selection of library materials and digital resources is delegated by the Library Board of Trustees to the Library Director and, at his/her/their discretion, to the staff ("selectors") who are qualified for the activity by reason of education, training and experience.

Goals of Selection

The South Pasadena Public Library selects, makes available, and promotes the use of library resources, whatever the format, which:

- Support the informational and recreational needs of users, taking into consideration their varied interests, abilities and languages they read.
- Stimulate self-understanding and personal growth.
- Enhance job-related knowledge and skills.
- Complement K-12 curriculum and study.
- Develop reading readiness for pre-school aged children.
- Support cultural, civic, business and recreational activities in the community.
- Represent differing viewpoints on a subject, reflecting the problems, aspirations, attitudes and ideals of a pluralistic society.
- Increase knowledge of and participation in the affairs of the community, the country and the world.

Criteria for Selection

To build a diversified collection which supports the library's mission, the following objective criteria are applied by selectors according to the type of resource being evaluated:

- Suitability of subject, style and reading level for intended audience.
- Critical reviews and professional recommendations.
- Authority, credibility, reputation and literary significance of the author and/or artistic significance of the illustrator.
- Reputation of the publisher or producer.
- Quality of writing, design, illustration, or production.
- Suitability, availability and durability of format.
- Relevance to community needs.
- Potential and/or known demand for the material.
- Relative importance in comparison to similar materials already in the collection.
- General recognition as a "classic" in literature or a subject area.
- Availability of the same or similar materials at other libraries.
- Currency and accuracy of the information presented.
- Objectivity or representation of a variety of points of view.
- Comprehensiveness and depth of treatment.
- Suggested for purchase by library users.
- Price.

Collection Development Guidelines

In addition to the objective criteria described above, selectors utilize Collection Development Guidelines pertaining to different sections of the collection when making selections. The purpose of the Guidelines is to provide an overview of each section, with information about its focus, depth and breadth, and to encourage consistency in collection development over time. Section Guidelines include a description of the section, factors that influence selection, a list of resources

to aid decision making, and information about retention and weeding. The Guidelines are prepared and regularly updated by professional staff.

Donated Materials

The South Pasadena Public Library accepts donations of books and other library materials. Donated materials, including gifts by authors, will be assessed using the same selection criteria as used for considering new materials. Items that are added to the collection become the sole property of the library, which will make all decisions about use, display, access, and disposition. Donated materials that are not added to the collection will be offered to the Friends of the South Pasadena Public Library, Inc.

Collection Maintenance

Systematic weeding of library resources is critical to maintaining a vital collection that meets the ever-evolving needs of the community. Weeding is the process by which materials that no longer meet collection development standards are withdrawn from the collection. The weeding of unused, outdated and worn-out items ensures the collection is current, inviting, relevant, and useful.

The library regularly withdraws items from the collection, basing decisions on a number of factors, including:

- Publication date.
- Frequency of circulation.
- Community interest/relevance.
- Currency and availability of newer or more up-to-date materials.
- Whether a title is a “classic” or a foundational text in a given subject.
- Condition.

In addition, selectors rely on professional judgement and knowledge and experience gained by working with the collection and the community when making weeding decisions.

Withdrawn materials are donated to the Friends of the South Pasadena Public Library, Inc. (Friends). The Friends may sell these materials in their bookstore or at special sales. The mission of the Friends is to raise money and public awareness in the community to support the services and programs of the library. Materials that are not sold are disposed of at the discretion of the Friends.

SOUTH PASADENA PUBLIC LIBRARY
Collections Selection and Maintenance Policy

Adopted: 9/10/1985

Amended: 3/4/1991; 10/13/1998; 11/14/2001; 3/9/2023; x/x/2025

Reviewed: 5/13/1997

The South Pasadena Public Library is committed to providing easy and equal access to a wide variety of resources in multiple formats. A professional approach to the selection and maintenance of collections is critical to ensure that the [collection meets the broad and diverse interests of the community and respects both the Library’s autonomy and \[their\] our specific community needs](#).

Principles of Resource Selection

[The public library serves as a center for voluntary inquiry and the dissemination of information and ideas. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole. Intellectual freedom is one of the foundations of a free society and it is the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences without restriction. The Library recognizes that some materials which offend, shock or do not interest one reader may be agreeable, meaningful or significant to another, therefore it is important that the selection of resources for the South Pasadena Public Library’s collection be based on the principles of intellectual freedom outlined in the American Library Association’s *Library Bill of Rights* and *Freedom to Read Statement*.](#)

Responsibility for the Selection of Library Resources

The authority and responsibility for the selection of library materials and digital resources is delegated by the Library Board of Trustees to the Library Director and, at his/her/their discretion, to the staff (“selectors”) who are qualified for the activity by reason of education, training and experience.

Goals of Selection

The South Pasadena Public Library selects, makes available, and promotes the use of library resources, whatever the format, which:

- Support the informational and recreational needs of users, taking into consideration their varied interests, abilities and languages they read.
- Stimulate self-understanding and personal growth.

- Enhance job-related knowledge and skills.
- Complement K-12 curriculum and study.
- Develop reading readiness for pre-school aged children.
- Support cultural, civic, business and recreational activities in the community.
- Represent differing viewpoints on a subject, reflecting the problems, aspirations, attitudes and ideals of a pluralistic society.
- Increase knowledge of and participation in the affairs of the community, the country and the world.

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