



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

**AGENDA
REGULAR MEETING
THURSDAY, FEBRUARY 12, 2026, 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: Secretary Ed Pearson

ROLL CALL:	Trustee	Richard Elbaum
	Trustee	Eric Forman
	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**2. INTRODUCTION OF NEW LIBRARY BOARD TRUSTEES – RICHARD ELBAUM AND ERIC FORMAN****ACTION/DISCUSSION**

3. **REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**
4. **APPROVAL OF MINUTES OF JANUARY 20, 2026, LIBRARY BOARD OF TRUSTEES SPECIAL MEETING**

Recommendation
It is recommended that the Board review and consider approval of the January 20, 2026, Special Meeting Minutes.
5. **QUARTERLY LIBRARY BUDGET UPDATE**

Staff to provide a brief update to Trustees on the Library's Fiscal Year 2025-2026 budget and expenditures.
6. **VOLUNTEER RECOGNITION DISCUSSION**

Recommendation
It is recommended that the Trustees discuss planning for the annual Volunteer Recognition event.
7. **LIBRARY 2026 PROJECT REVIEW**

Library Director to present an overview of the Library's projects for 2026.
8. **LIBRARY OPERATIONS UPDATE**

Staff to provide updates to Trustees about library events and programs, changes or additions to services, and 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. **ASSISTANT LIBRARY DIRECTOR COMMUNICATIONS**
15. **LIBRARY DIRECTOR COMMUNICATIONS**

PUBLIC COMMENT – CONTINUED

16. 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 12, 2026	Regular Board Meeting	7:00 p.m.
April 9, 2026	Regular Board Meeting	7:00 p.m.
May 14, 2026	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 **February 12, 2026**, 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.*

2/9/2026

/S/

Date

Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: February 12, 2026

FROM: Cathy Billings, Assistant Library Director

SUBJECT: Approval of Minutes of Tuesday, January 20, 2026 Library Board of Trustees Special Meeting

Recommendation

It is recommended that the Board review and consider approval of the January 20, 2026 Special Meeting Minutes.

Attachment:

City of South Pasadena Library Board of Trustees Meeting Minutes, Tuesday, January 20, 2026

ATTACHMENT

City of South Pasadena Library Board of Trustees
Meeting Minutes, Tuesday, January 20, 2026



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

**MINUTES
SPECIAL MEETING
TUESDAY, JANUARY 20, AT 7:00 P.M.**

CALL TO ORDER:

The Special Meeting of the South Pasadena Library Board of Trustees was called to order by Secretary Edward Pearson on Tuesday, January 20, 2026, at 7:00 P.M. in the Senior Center Activity Room, 1102 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Vacant
Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Dean Serwin

Sean Faye, Library Administrative Assistant, announced a quorum.

CITY STAFF PRESENT:

Matthew Patsel, Library Director, Cathy Billings, Assistant Library Director, Jon Primuth, Council Liaison, and Sean Faye, Library Administrative Assistant, were present at Roll Call.

PUBLIC COMMENT

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

In Person Comments:

None.

PRESENTATIONS

2. INTRODUCTION OF NEW DIRECTOR MATTHEW PATSEL

Library Director Matthew Patsel brings 23 years of experience in public libraries, having served in roles from Teen and Adult Services Librarian to Branch Manager and Public Information Officer. Most recently, he was Regional Services Manager of the Orange

County Public Libraries for six years, overseeing 10 branches. He is very excited to be in South Pasadena.

ACTION/DISCUSSION

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

None.

[Trustee Minsun Meeker arrived at the Library Board of Trustees meeting at 7:03 P.M.]

4. APPROVAL OF MINUTES OF DECEMBER 16, 2025. LIBRARY BOARD OF TRUSTEES SPECIAL MEETING

Recommendation

It is recommended that the Board review and consider approval of the December 16, 2025, Special Meeting Minutes.

BOARD ACTION AND MOTION

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

- AYES:** Gross, Meeker, Pearson, Serwin
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

[Councilmember Jon Primuth arrived at the Library Board of Trustees meeting at 7:08 P.M.]

5. LIBRARY BOARD OF TRUSTEES AGENDA FORECAST REVIEW

Recommendation

It is recommended that the Trustees review an agenda forecast and topics of discussion for calendar year 2026 and provide feedback and recommendations as appropriate.

6. APPROVAL REVISIONS 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 and approve revisions to the Library’s Collections Selection and Maintenance Policy that are mandated by Assembly Bill 1825.

BOARD 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. 6, as presented by staff. The motion carried 4-0 by the following vote:

- AYES:** Gross, Meeker, Pearson, Serwin

NOES: None.
ABSENT: None.
ABSTAINED: None.

7. LIBRARY OPERATIONS UPDATE

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

COMMUNICATIONS

8. BOARD PRESIDENT COMMUNICATIONS

None. (The Board President position is currently vacant.)

9. BOARD MEMBER COMMUNICATIONS

Secretary Pearson, Trustee Meeker, and Trustee Serwin welcomed Library Director Matthew Patsel.

Vice President Gross announced that this will be his final Trustees meeting, as his term has ended. He said that it has been a joy to serve on this board.

10. COUNCIL LIAISON COMMUNICATIONS

City Council Liaison Primuth reported that Council held a special study session on California Senate Bill 79 (SB 79), which limits local control and requires increased housing density near rail stops. The Planning Department will revise plans to ensure compliance.

Tomorrow night, the City Council will hold its regular meeting and a joint special study session with the Finance Commission. The study session will cover the completed audit and adoption of new financial policies and procedures. Two new Library Board members will be appointed during the regular meeting.

11. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

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

12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Serwin reported on the Friends Annual Meeting held in the Community Room, where Local History Librarian Olivia Radbill presented on the library's history. The Friends Board remains largely unchanged, although a new member will serve as Vice President.

Friends membership totaled 237, contributing approximately \$36,000. The Friends Bookstore raised \$68,000, including proceeds from the Holiday Book Sale. The Restoration Concert Series sold over 1,100 tickets, with four concerts remaining.

The Summer Reading Program had nearly 1,800 participants, logged 1,137 volunteer hours, and recorded 750,000 minutes read. Children's programming exceeded expectations. Trustee Serwin commended the professionalism of the Friends Board.

13. ASSISTANT LIBRARY DIRECTOR COMMUNICATIONS

Assistant Library Director Cathy Billings expressed gratitude to Vice President Gross for his years of dedicated service, and the valuable perspective and contributions he brought to the Board.

14. LIBRARY DIRECTOR COMMUNICATIONS

Library Director Matthew Patsel shared that his first week went very well and thanked the staff for their support. He praised the Friends Board meeting as exceptionally well-run and noted the constructive dialogue at the SB 79 City Council meeting.

PUBLIC COMMENT - CONTINUED

15. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, Secretary Edward Pearson adjourned the Special Meeting of the Library Board of Trustees at 7:41 P.M. to the next Regular Library Board of Trustees meeting scheduled for February 12, 2026.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Assistant

APPROVED:

Edward Pearson
Secretary



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: February 12, 2026
FROM: Matthew Patsel, Library Director
SUBJECT: Quarterly Library Budget Update

Recommendation

It is recommended that the Trustees receive an update on the Library's Fiscal Year 2025-2026 budget and expenditures.

Executive Summary

As of the end of December 2025, half-way through the fiscal year, 53.66% of the Library's total budget had been expended or encumbered for specific spending purposes.

Full-time salaries (101-8010-8011-7000) and part-time salaries (101-8010-8011-7010) are under expended for this point in the fiscal year, with 55.30% of the budget remaining for full-time salaries and 61.62% for part-time. Being underspent has to do with salary savings from the full-time vacancy that began in August with the retirement of Maida Wong, and part-time vacancies, including the Administrative Assistant, one Library Assistant, and a Children's Librarian.

The Library is also underspent in the Book/DVDs/CDs budget (101-8010-8011-8080), largely due to the bankruptcy of the vendor Baker & Taylor. Expending these funds is a high priority for the remainder of the year and purchasing arrangements have been established with the new vendor Ingram.

No mid-fiscal year budget adjustments were proposed for the Library.

City Departments will be submitting preliminary proposed budgets for Fiscal Year 2026-2027 to the Finance Department in early March.

Attachment

Library Budget Status Report, December 31, 2025

ATTACHMENT

Library Budget Status Report, December 31, 2025

General Ledger

Budget Status



User: cbillings
 Printed: 2/9/2026 - 9:42 PM
 Period: 1 to 6, 2026

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	1,007,096.60	450,127.46	450,127.46	556,969.14	0.00	556,969.14	55.30
101-8010-8011-7010-000	Salaries - Temp / Part	508,713.10	195,232.86	195,232.86	313,480.24	0.00	313,480.24	61.62
101-8010-8011-7020-000	Overtime	0.00	10.20	10.20	-10.20	0.00	-10.20	0.00
101-8010-8011-7040-000	Holiday	13,598.32	0.00	0.00	13,598.32	0.00	13,598.32	100.00
101-8010-8011-7055-000	IOD - Non - Safety	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-7070-000	Leave Buyback	32,690.00	0.00	0.00	32,690.00	0.00	32,690.00	100.00
	E01 Sub Totals:	1,562,098.02	645,370.52	645,370.52	916,727.50	0.00	916,727.50	58.69
E05	Benefits							
101-8010-8011-7100-000	Retirement	110,946.47	51,922.62	51,922.62	59,023.85	0.00	59,023.85	53.20
101-8010-8011-7100-010	CalPERS UAL	201,762.00	201,762.33	201,762.33	-0.33	0.00	-0.33	0.00
101-8010-8011-7105-000	PARS Employer Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-8010-8011-7108-000	Deferred Compensation	9,755.04	4,462.55	4,462.55	5,292.49	0.00	5,292.49	54.25
101-8010-8011-7110-000	Workers Compensation	11,405.56	7,910.25	7,910.25	3,495.31	0.00	3,495.31	30.65
101-8010-8011-7120-000	Disability Insurance	0.00	4,882.91	4,882.91	-4,882.91	0.00	-4,882.91	0.00
101-8010-8011-7122-000	Unemployment Insurance	0.00	75.00	75.00	-75.00	0.00	-75.00	0.00
101-8010-8011-7130-000	Group Health Insurance	143,620.95	63,982.86	63,982.86	79,638.09	0.00	79,638.09	55.45
101-8010-8011-7140-000	Optical Insurance	2,099.64	967.88	967.88	1,131.76	0.00	1,131.76	53.90
101-8010-8011-7150-000	Dental Insurance	7,353.00	3,607.50	3,607.50	3,745.50	0.00	3,745.50	50.94
101-8010-8011-7160-000	Life Insurance	1,559.86	717.91	717.91	841.95	0.00	841.95	53.98
101-8010-8011-7170-000	FICA - Medicare	14,145.30	16,255.11	16,255.11	-2,109.81	0.00	-2,109.81	0.00
	E05 Sub Totals:	502,647.82	356,546.92	356,546.92	146,100.90	0.00	146,100.90	29.07
E10	Operating Expense							
101-8010-8011-8000-000	Office Supplies	7,000.00	3,417.51	3,417.51	3,582.49	0.00	3,582.49	51.18
101-8010-8011-8010-000	Postage	1,500.00	910.69	910.69	589.31	0.00	589.31	39.29
101-8010-8011-8020-000	Special Department Expense	30,846.30	12,658.06	12,658.06	18,188.24	6,346.30	11,841.94	38.39
101-8010-8011-8030-000	Library Periodicals	7,050.00	5,129.71	5,129.71	1,920.29	27.14	1,893.15	26.85
101-8010-8011-8031-000	Digital Resources	24,000.00	12,014.48	12,014.48	11,985.52	0.00	11,985.52	49.94
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	989.34	989.34	3,510.66	0.00	3,510.66	78.01
101-8010-8011-8060-000	Dues & Memberships	4,640.00	3,643.00	3,643.00	997.00	0.00	997.00	21.49

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
101-8010-8011-8070-000	Mileage Reimbursement	300.00	7.00	7.00	293.00	0.00	293.00	97.67
101-8010-8011-8080-000	Books/DVDs/CDs	110,000.00	26,163.70	26,163.70	83,836.30	8,591.90	75,244.40	68.40
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	26,660.95	26,660.95	9,339.05	9,339.05	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 Expenses	3,300.00	888.23	888.23	2,411.77	0.00	2,411.77	73.08
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	5,100.00	2,285.74	2,285.74	2,814.26	0.00	2,814.26	55.18
101-8010-8011-8120-000	Building Maintenance	4,750.00	784.26	784.26	3,965.74	0.00	3,965.74	83.49
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	11,600.00	4,723.60	4,723.60	6,876.40	6,876.40	0.00	0.00
101-8010-8011-8155-000	Equipment Leasing	450.00	218.46	218.46	231.54	0.00	231.54	51.45
101-8010-8011-8170-000	Professional Service	8,000.00	5,693.74	5,693.74	2,306.26	2,306.26	0.00	0.00
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	236,400.00	134,624.94	134,624.94	101,775.06	99,236.14	2,538.92	1.07
101-8010-8011-8200-000	Training Expense	1,500.00	150.00	150.00	1,350.00	0.00	1,350.00	90.00
101-8010-8011-8257-000	Board Commission Expense	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	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
	E10 Sub Totals:	498,936.30	240,963.41	240,963.41	257,972.89	132,723.19	125,249.70	25.10
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	2,563,682.14	1,242,880.85	1,242,880.85	1,320,801.29	132,723.19	1,188,078.10	46.34
	Dept 8010 Sub Totals:	2,563,682.14	1,242,880.85	1,242,880.85	1,320,801.29	132,723.19		
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Expense Sub Totals:	2,563,682.14	1,242,880.85	1,242,880.85	1,320,801.29	132,723.19	1,188,078.10	46.34
	Fund 101 Sub Totals:	2,563,682.14	1,242,880.85	1,242,880.85	1,320,801.29	132,723.19		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	2,563,682.14	1,242,880.85	1,242,880.85	1,320,801.29	132,723.19	1,188,078.10	46.34
	Report Totals:	2,563,682.14	1,242,880.85	1,242,880.85	1,320,801.29	132,723.19		



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: February 12, 2026
FROM: Matthew Patsel, Library Director
SUBJECT: **Volunteer Recognition Discussion**

Recommendation

It is recommended that the Trustees discuss planning for the annual Volunteer Recognition event.

Background

The Library Board of Trustees discussed the 2026 Volunteer Recognition Event at their meeting on December 12, 2025. A date was selected and ideas for thank you gifts were brainstormed. It was decided to repeat the late afternoon/early evening format of the prior year.

- Event Date/Time: Wednesday, April 22, 2026, 4:30-6:00 p.m.
- Location: Community Room
- National Library Week is April 19-25, 2026 (theme: "Find your Joy")
- City Council Proclamation: Wednesday, April 15

A number of items still need to be confirmed and assignments given, including:

- 1) Food options
 - a) Charcuterie/cheese board – Min to check with Communal(?)
 - b) Villas Tacos – Dean to check(?)
 - c) Deserts – Trader Joe's – to purchase
 - d) Beverages – to purchase
- 2) Table decorations
 - a) Ideas? Teens to research (Pinterest) and create?
- 3) Invitations & printed program – Staff (same template as past two years)
- 4) Awards – None
- 5) Entertainment
 - a) Sid the Cat collaboration?
 - b) Brad Colerick?
 - c) SPHS – Jazz? (we had chamber last year)

Volunteer Recognition Event Discussion

February 12, 2026

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- 6) Tables/Linens/utensils/cups/plates
 - a) Tables: borrow from Community Services – PW to deliver
 - b) Linens – rent (Sean)
 - c) Purchase compostable/recyclable (do not rent glass/ceramic)

- 7) Program/Speakers
 - a) Mayor
 - b) Director
 - c) ?

- 8) Table craft or self-guided activity
 - a) Staff investigating options/local partners (book art/folding)

- 9) Opportunity drawing: book(s) on book art/folding

- 10) Thank you gift
 - a) Custom 500-piece jigsaw puzzle (Local History Collection imagery)
 - b) Die cut metal bookmark
 - c) Magnetic folding bookmark
 - d) Enamel bag chain/key chain
 - e) Notebook/note cards (Local History Collection imagery)
 - f) Readymade (not custom) reader-oriented or themed things:
 - i) Small things like “Read” foam stress (squeeze) toys; “Read” erasers; book cover and other magnets (Etsy); stickers, etc.



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: February 12, 2026
FROM: Matthew Patsel, Library Director
SUBJECT: Library 2026 Project Review

Recommendation

It is recommended that the Trustees receive an overview of Library projects for 2026 from the Library Director.

Executive Summary

City departments were asked to submit a summary of 2026 projects to the City Executive Team, in preparation for a priority and goal setting study session with City Council in February. These include projects the library is currently working on and planning on working on, along with possible other projects for the year. Many of the projects on the library's list are tied to the 2023-2027 Strategic Plan.

Implementation of RFID Technology

- Retagging all items in collection
- Configure integration with ILS software
- Installation of new equipment (security gates, RFID workstations, self-check machines)
- Staff training
- Establish and document new processes and procedures

Student Success Cards Program (SB321 - school district partnership)

Develop and launch a partnership with SPUSD to meet the requirement that every student has a public library card by the third grade.

Improve Emergency Preparedness

- Update Policies and Procedures, Forms, Checklists, etc. ("Emergency Manual" has not been updated since 2011)
- Reinstigate regular staff training on procedures and locations of extinguishers, exits, AEDs, shutoff valves, etc.

Expand and Improve Document Management Services for the Public

Dependent upon receiving CRT Settlement funds (between \$20K and \$33K anticipated)

- New computer reservation and document management software
- Wireless printing

- Scanning
- Digital document delivery
- Faxing

Launch "Library of Things" Lending Program

Sustainability focused / patron requested program that lends a variety of non-traditional materials (e.g. tools, technology equipment, culinary devices, etc.)

2023-2027 Strategic Plan Goal:

Expand and diversify collections and resources for the Community.

POSSIBLE PROJECTS 2026 AND BEYOND

Strategic Planning

Historically the library has worked with an outside consultant to develop 5-year strategic plans (2006-2009; 2011-2015; 2017-2022; 2023-2027)

Library/Community Center Project ("South Pas Forward: Reimagine our Library Park Campus")

Possible activities related to Library/Community Center building/remodel project

2023-2027 Strategic Plan Goals:

1. *Address short-term and long-term critical and safety-related facility improvements*
2. *Ensure the City has a vital and modern library facility that meets the long-term needs of the community*

Achieve CIPA Compliance (Children's Internet Protection Act)

2023-2027 Strategic Plan Goal:

Ensure the Library is able to take advantage of federal grants funds for technology

- Given the state of federal funding and the fairly high rates of digital literacy and access in the community, this might not be a priority.

Develop Library Public Outreach and Marketing/Communications Plan

2023-2027 Strategic Plan Goal:

Improve Communication and Outreach About Library Programs and Services

- Coordinated branding/look/feel (print & digital)
- Publish quarterly and year-end service reports
- Develop new Library brochure
- Launch new resident welcome program (realtor/landlord partnerships)
- Refine internal processes and procedures; utilize technology tools and produce documentation

Attachment

Library Strategic Plan 2023-2027 (Brochure)

ATTACHMENT
Library Strategic Plan 2023-2027 (Brochure)

COMMUNITY ENGAGEMENT

The South Pasadena Public Library's 2023-2027 Strategic Plan was developed with the participation of the community, library staff, Library Board of Trustees, and the 13-member Community Advisory Committee. The candid and thoughtful input make this plan a robust roadmap for the coming years.

The Strategic Plan outlines goals and tasks that will result in more efficient operations, an improved customer experience, and better technology for staff and patrons. The library is also tasked with expanding and diversifying collections and being thoughtful about programs. Perhaps most important of all, the strategic planning process made clear that it is time to plan for the future of the library facility so that it can continue to serve the South Pasadena community for decades to come.



1,061 Comments



424 Completed surveys



8 Hours of staff workshops



5 One-on-one interviews



6 Committee & public meetings



City of South Pasadena Public Library

STRATEGIC PLAN 2023-2027

www.southpasadenaca.gov/library

OUR MISSION

The South Pasadena Public Library is a welcoming environment where the evolving and diverse needs of our users are met with physical and digital resources, outstanding service, and engaging programs for all.



1100 Oxley Street
South Pasadena, CA 91030
626-403-7330

www.southpasadenaca.gov/library

READ THE FULL PLAN!



southpasadenaca.gov/librarystrategicplan





ROLES OF THE LIBRARY

COMMUNITY ANCHOR

The Library is a welcoming place for people of all ages, walks of life and socioeconomic backgrounds. People visit it to study, work, relax, and recharge. It is also a place where people learn about their community, connect with their neighbors, and expand their horizons. The Library is committed to being an inviting and inclusive community anchor.

RESOURCE & LEARNING HUB

The Library provides resources in a variety of formats to meet the information and learning needs of a diverse population. It supports reading readiness, literacy, lifelong learning, recreation, and professional development with its collections, programs, and services. It serves as a community hub for people and ideas.

OUR GOALS

OPERATIONAL

- ▶ Increase, retain and develop staff.
- ▶ Grow collaboration and communication with other City departments.
- ▶ Explore the library's evolving role in serving customers needing social services resources.
- ▶ Continue efforts to incorporate Equity, Diversity, and Inclusion principles.

FACILITY

- ▶ Address short-term and long-term critical and safety-related facility improvements.
- ▶ Ensure the City has a vital and modern library facility that meets the long-term needs of the community.

TECHNOLOGY

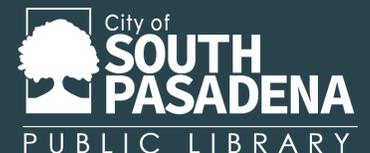
- ▶ Increase workflow efficiencies and customer self-service options.
- ▶ Improve technology services for the public.
- ▶ Ensure the Library is able to take advantage of federal grant funds for technology.

SERVICE

- ▶ Offer programs that meet the needs of our community, that are appropriate to a small public library, and that complement other programs happening in the city.
- ▶ Expand and diversify collections and resources for the community.
- ▶ Improve communication and outreach about Library programs and services.

READ THE FULL PLAN AND VIEW OUR PROGRESS!

The goals above have multiple tasks associated with each, which the library will be focused on carrying out over the next five years. We invite you to view these tasks and their intended outcomes in the Strategic Plan.



southpasadenaca.gov/librarystrategicplan



Library Board of Trustees Agenda Report

ITEM NO. 8

DATE: February 12, 2026
FROM: Matthew Patsel, Library Director
SUBJECT: Library Operations Update

Recommendation

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

OPERATIONS

Scheduled Road Work

Fairview Street from Library Lane to Mission Street and El Centro Street from Fremont Avenue to Diamond Avenue, February 2-27 (approximately 4 weeks), Monday through Saturday (intermittent). Expect traffic delays and/or partial road closures. The area will remain open to pedestrians.

Library Receives Grant from South Pasadena Chinese American Club

South Pasadena Library Children's librarian Leticia Cheng attended the South Pasadena Chinese American Club award ceremony, where the library received a generous \$1,000 grant. The library used the grant to purchase bilingual English/Mandarin and English/Spanish read-along Vox books. Vox books are printed books with built-in audio devices that allow readers to listen to the story while following along with the text. They will also enhance the South Pasadena Library's ability to support literacy development for students in the South Pasadena Unified School District's dual immersion programs and the broader South Pasadena community.



PROGRAMS & EVENTS

Past Events

- Classics Book Club – January 24 at 10 a.m.
- Janus Film Club – February 6 from 7:00-9:00 p.m.
- Winter 2026 Arts Crawl – February 7 from 2:00 - 7:00 p.m.
- Walk 'n' Talk Book Club – February 11 from 9:00-10:00 a.m.
- Barks & Books – February 11 from 4:00-6:00 p.m.

Upcoming Events

- All Abilities Club – February 13 from 10:00-11:00 a.m.
- Death Café – February 13 from 7:00-8:00 p.m.
- Accordion Book Binding – February 14 from 3:00-4:00 p.m.
- LEGO® Free Play – February 20 from 3:00-5:00 p.m.
- Janus Film Club – March 6 from 7:00-9:00 p.m.
- Stitch Class – March 7 from 10:30 a.m.-12:30 p.m.
- Barks & Books – March 11 from 4:00-6:00 p.m.

Library Launches Panda Cub Reading Challenge

The library is thrilled to partner with Panda Express for the very first Panda Cub Reading Challenge! Beginning Friday, January 16, kids ages 4–12 can earn a free Panda Cub Meal coupon by reading five books. The program runs through Friday, February 15. More than 500 children participated in last fall's reaching challenge sponsored by In-N-Out, and we're sure this incentive from Panda Express will motivate readers and be another success. Kids can sign up to participate by visiting the Children's Room.



Teen Volunteer Library Art Tours

The Library participated in the Chamber of Commerce's Winter Arts Crawl on Saturday, February 7th, with tours of the Library's artwork led by our teen volunteers. The teens led a total of four tours for 26 people. Librarian Olivia Radbill wrote scripts for the volunteers, who did an outstanding job introducing people to some of the special works of art that are on view at the library.

First Meeting of the Classics Book Club was a Success

The first meeting of the Library's newly established Classics Book Club took place on January 24. Seven attendees met for a lively discussion of Mikhail Bulgakov's satirical masterpiece, *The Master and the Margarita*. A reporter from the South Pasadena Review was in attendance to report on the event. The Classics Book Club meets at 10:00 a.m. on the fourth Saturday of every month in the Ray Bradbury Conference Room at 1100 Oxley Street. The February title is *Incidents in the Life of a Slave Girl* by Harriet Jacobs.

Storytime Draws Big Crowds

Storytime continues to be highly popular, with average attendance of 75 children and caregivers per session and a record high of 95 attendees at our largest Storytime. Storytime is a fun, engaging program that builds early literacy skills through stories, songs, and movement. Children develop listening, social, and motor skills while learning to follow directions and participate with others, supporting success in school and beyond. The winter Storytime session runs through February 28 and takes place Tuesdays at 10:30 a.m., Thursdays at 10:30 a.m. and 11:00 a.m., and Saturdays at 10:30 a.m.

Walk 'n' Talk Book Club Continues to Thrive

After a brief break in December, the Walk 'n' Talk Club, led by Librarian Alexis Mendoza, reconvened on January 21st to discuss *Trust* by Hernan Diaz. Twelve members enjoyed a pleasant walk along Mission Street, sharing thoughtful conversations about the book in small groups and pairs. The group then gathered outside the Library to continue the discussion, making for a relaxed and engaging return to the new year. On February 11, the Club will discuss *Familiaris* by David Wroblewski.



Janus Film Club

The first meeting of the Janus Film Club, a new library program created by Librarian Olivia Radbill, was held on Friday, February 6th. The Club will explore a different title from the Janus Films catalog at each meeting. 20 local cinephiles attended the screening of 1972 samurai classic *Lone Wolf and Cub: Sword of Vengeance*. After the screening local business Burden of Proof reached out to extend an offer of 15% store products to participants, which will be implemented beginning next month. At the next meeting the Club will view and discuss *Stromboli* (1950). Founded in 1956, Janus Films is the premier distributor of culturally significant classic and contemporary art house films. Janus Films cover a wide range of genres, languages, film eras, and artistry.

STAFFING

Applications for the part-time Administrative Assistant position are currently being reviewed, with interviews expected to be scheduled before the end of the month. This part-time position handles Community Room rentals, answers phones and in-person inquiries in the admin office, and supports the Director and Assistant Director with a variety of work and projects, and works closely with full-time Administrative Assistant Sean Faye.